

University of California Office of the President

File Specification for New CCOA submissions

Design Document

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Prepared By



Document Revision History

Version	Key Revisions	Modified By	Date
1.0	Initial Version – Published for OP's Review	Huron Consulting	October 1, 2019
1.1	Value sign of "Amount" field in "Balances" schema	Huron Consulting	January 22, 2020
1.2	Department Types	Huron Consulting	February 22, 2020
1.3	Additional whitelisted characters in "Description" values, revised Department Types	Huron Consulting	March 23, 2020
1.4	Additional whitelisted characters in "Description" values, conditionally required fields in "Projects" schema	Huron Consulting	April 3, 2020
1.5	Added note in allowed values column for Project Description to note that Project Name is an acceptable value.	Huron Consulting	August 24, 2020
1.6	Added validation rules to appendix.	Huron Consulting	September 8, 2020

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1 Overview

1.1 General Considerations

Submission file format is uncompressed TAR archive (tarball).

Submission file name pattern is "{YYYYMM}-{Submission_Source}.tar" (for example: 201909-110A.tar)

"Submission_Source" is one of New CCOA Entity codes at Level A.

TAR archive must contain the following files: "Balances.txt", "Accounts.txt", "Funds.txt", "Departments.txt", "Projects.txt"

File encoding is ASCII.

Line separator is LF (character code "10" decimal).

Column separator is Pipe (character code "124" decimal).

Header is mandatory and must appear on the 1st line.

Column names are case-sensitive.

Columns can be omitted when not required.

Missing or unknown values are specified as empty strings.

When not available or applicable Function should be submitted as "00" and Program as "000".

"Description" values must contain only alphanumeric characters, space, comma, single quote, "&", "\", "-", "(", ")", ":", ";", "/", "#", "\$", "=", "<", ">", "%".

"Parent_{Segment}_Code" is used to represent hierarchy of a segment/dimension (for example: Parent_Account_Code).

2 Input File Schemas

2.1 Balances

“Balances” represent Balance Sheet, Revenue and Expenditure records

Table 1 – Balances file schema

Name	Required	Type	Length	Format / Allowed Values	Comments
Effective_Date	Yes	Text	8	YYYYMMDD	Period end (end of the month)
Entity_Code	Yes	Text	4	Systemwide (new CCOA)	Level C
Account_Code	Yes	Text	6	Local (campus-specific)	Local codes must be provided in "Accounts" file
Fund_Code	Yes	Text	5	Local (campus-specific)	Local codes must be provided in "Funds" file
Department_Code	Yes	Text	7	Local (campus-specific)	Local codes must be provided in "Departments" file
Function_Code	No	Text	2	Systemwide (new CCOA)	Level A
Program_Code	No	Text	3	Systemwide (new CCOA)	Level B
Project_Code	No	Text	10	Local (campus-specific)	Local codes must be provided in "Projects" file
Amount	Yes	Number		Value in USD with 2 decimal places for cents	Debit – positive value Credit – negative value (example: -123.45)
Flex1	No	Text	60		Reserved for future use
Flex2	No	Text	60		Reserved for future use

2.2 Accounts

“Accounts” represent the natural classification associated with an activity or balance.

Table 3 – Accounts file schema

Name	Required	Type	Length	Format / Allowed Values	Comments
Entity_Code	Yes	Text	4	Systemwide (new CCOA)	Level C
Account_Code	Yes	Text	6	Local (campus-specific)	Level E
Account_Description	Yes	Text	60		See “General Considerations”
Parent_Account_Code	Yes	Text	6	Systemwide (new CCOA)	Level D

2.3 Funds

“Funds” are used to track spending restrictions and designations on specific “pots” of money. They are also used to categorize net positions by asset class for external reporting.

Table 4 – Funds file schema

Name	Required	Type	Length	Format / Allowed Values	Comments
Entity_Code	Yes	Text	4	Systemwide (new CCOA)	Level C
Fund_Code	Yes	Text	5	Local (campus-specific)	Level D
Fund_Description	Yes	Text	60		See “General Considerations”
Parent_Fund_Code	Yes	Text	5	Systemwide (new CCOA)	Level C
Budgeted	Yes	Text	1	Y = Yes N = No	
Budgeted_Type	No*	Text	1	P = Permanent T = Temporary	*Required if the fund is Budgeted.
Endowment_to_Entity_Code	No*	Text	4	Systemwide (new CCOA)	*Required if the fund is an endowment. Indicates the entity which the endowment benefits.
Endowment_Restriction_Code	No*	Text	2	See “Endowment Restriction Codes” in Appendix	*Required if the fund is an endowment. Identifies endowment as unrestricted, pure and FFE endowment funds. Additionally, provides additional information on sources of restriction and fund usage, as defined in the accounting manual.
Endowment_Purpose_Code	No*	Text	2	See “Endowment Purpose Codes” in Appendix	*Required if the fund is an endowment. Provides information on broad categories of fund use (e.g. professorship, scholarship, cancer research, etc.)
Gift_Fund	No	Text	1	Y = Yes N = No	
Gift_Fund_Endowment_Income	No*	Text	1	Y = Yes N = No	*Required if the fund is a gift. Designates whether a Fund came from an Endowment.

2.4 Departments

“Departments” represent the academic or operating unit responsible for, or affected by, a given transaction.

Table 5 – Departments file schema

Name	Required	Type	Length	Format / Allowed Values	Comments
Entity_Code	Yes	Text	4	Systemwide (new CCOA)	Level C
Department_Code	Yes	Text	7	Local (campus-specific)	Levels A - E
Department_Description	Yes	Text	60		See "General Considerations"
Parent_Department_Code	Yes	Text	7	Local (campus-specific)	Empty or Levels A - D
Department_Type	Yes	Text	4	See "Department Types" in Appendix	

****Note.** Department records must be sorted. Level A records must appear before Level B, Level B before Level C. etc.

2.5 Projects

"Projects" track financial activity for a "body of work" that often has a start and end date and may span across fiscal years.

Table 6 – Projects file schema

Name	Required	Type	Length	Format / Allowed Values	Comments
Entity_Code	Yes	Text	4	Systemwide (new CCOA)	Level C
Project_Code	Yes	Text	10	Local (campus-specific)	
Project_Description	Yes	Text	60	Project Name	See "General Considerations"
Project_Type	Yes	Text	1	S = Sponsored C = Capital O = Other	Code to represent the Type of Project.
Project_Start_Date	No*	Text	8	YYYYMMDD	*Required if the project is Sponsored or Capital.
Project_End_Date	No*	Text	8	YYYYMMDD	*Required if the project is Sponsored or Capital.
Fund_Code	No	Text	5	Local (campus-specific)	Level D. Local codes must be provided in "Funds" file
Prime_Sponsor_Code	No	Text	4	Systemwide	Identifies the organization from where the research funds originate.
Direct_Sponsor_Code	No	Text	4	Systemwide	Identifies the organization that provides sponsor project funding to a UC campus.
Principal_Investigator_Name	No	Text	60		Lead on a project, responsible for defining and completion of scope of work for a grant or contract.

Flow_Through_Code	No	Text	1	<p>1 = Gift, contract, grant, or other agreement funded 100% by a non-federal, non-foundation source.</p> <p>2 = Gift, contract, grant, or other agreement funded partially by federal funds and partially by a State or private source.</p> <p>3 = Gift, contract, grant, or other agreement funded 100% by federal funds, although allocated by a State or private source.</p> <p>4 = Gift from a campus foundation comprised of foundation endowment income.</p> <p>5 = Gift from a campus foundation that is not foundation endowment income.</p> <p>6 = Contract, grant or other agreement funded partially by federal ARRA funds, and partially by a State or private source.</p> <p>7 = Contract, grant or other agreement funded 100% by federal ARRA funds, although allocated by a State or private source.</p>	Indicates actual fund source (federal, state, local or private funding).
Indirect_Cost_Base_Code	No*	Text	1	<p>A = Total direct costs</p> <p>B = Federal modified total direct costs</p> <p>C = Salaries and wages only</p> <p>D = Salaries, wages and benefits</p> <p>E = Total direct costs, excluding tuition and fees</p>	<p>*Required if the project is Sponsored.</p> <p>Identifies the direct cost base on which the applicable indirect cost rate will be applied. This code applies to Contracts and Grants.</p>

				<p>F = Total direct costs, excluding equipment, tuition and fees G = No indirect costs applied (all excluded) H = Supplies and expenses only O = Other</p>	
Indirect_Cost_Rate	No*	Number		Value with up to 2 decimal places (example: 13.67)	*Required if the project is Sponsored. Percentage of indirect costs to be applied to the direct cost base by the University for the sponsored project. Where multiple rates exist per fund, the rate is to be reported on a preponderance basis.
On_Campus	No*	Text	1	Y = Yes N = No	*Required if the project is Sponsored. Designates whether a project is primarily conducted On Campus or Off Campus.
CFDA_Agency_Number	No*	Text	2	See "CFDA Codes" in Appendix	*Required if the fund is Federal Award. Identifies the agency from Catalog of Federal Domestic Assistance.
CFDA_Program_Number	No*	Text	3	See "CFDA Codes" in Appendix	*Required if the fund is Federal Award. Identifies the program from Catalog of Federal Domestic Assistance.
Research_and_Development	No*	Text	1	Y = Yes N = No	*Required if the project is Sponsored. Indicates whether a Project is classified as Research and Development.
Award_Identifier	No*	Text	30		*Required if the project is Sponsored. Unique identifying number assigned by the sponsoring agency (or by the campus contract

					and grant office in the absence of a sponsor assigned award number) to the contract, grant, or cooperative agreement award document.
Award_Description	No*	Text	60		*Required if the project is Sponsored. Identifies the funding for the Project, as specified by the Sponsor.
Award_Type	No*	Text	1	1 = Cooperative Agreement 2 = Contract 3 = Grant, including State Interagency Agreements and Memoranda of Understanding 4 = Gift	*Required if the project is Sponsored.
Award_Active	No*	Text	1	Y = Yes N = No	*Required if the project is Sponsored.
Award_Federal_ARRA	No	Text	1	Y = Yes N = No	
NSF_Code	No*	Text	3	See "National Science Foundation (NSF) Codes" in Appendix	*Required if the project is Sponsored. Unique Code indicating the academic discipline as defined by the National Science Foundation (NSF) associated with a research expenditure account.

3 Appendix

3.1 Endowment Restriction Codes

Code	Description
	Endowment Funds
11	Unrestricted
12	Restricted by The Regents for educational and general purposes - allocated for general purposes or allocated to specific departments or activities
13	Restricted by The Regents for student aid
15	Restricted by donor for educational and general purposes
16	Restricted by donor for student aid
18	Restricted by donor for loan funds
	Funds Functioning as Endowment
21	Unrestricted
22	Restricted by The Regents for educational and general purposes - allocated for general purposes or allocated to specific departments or activities
23	Restricted by The Regents for student aid
24	Restricted by The Regents for auxiliary enterprises
25	Restricted by donor for educational and general purposes
26	Restricted by donor for student aid
27	Restricted by donor - purpose to be designated later
28	Loan funds
29	General Endowment Pool reserve
	Funds Held in Trust by Others
31	Unrestricted
32	Restricted by The Regents for educational and general purposes - allocated for general purposes
35	Restricted by donor for educational and general purposes
36	Restricted by donor for student aid
	Annuity and Living Trust Funds
43	Gift Annuity Funds
45	Annuity Fund (1969 Tax Reform Act)
46	Unitrust (1969 Tax Reform Act)
47	Pooled Income (1969 Tax Reform Act)
48	Annuity funds
49	Trust agreements
	Agency Funds
50	Invested for affiliated organizations of the University as a service

3.2 Endowment Purpose Codes

Code	Description
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11	General purposes
21	Departmental purposes
22	School purposes
	Professorships
31	Chairs
32	Other
	Research
41	Cancer research
42	Medical research
43	Other research
	Lectures
51	Committee on Arts and Lectures
52	Departmental lectures
	Libraries
61	General library
62	Departmental libraries
	Student Aid
71	Undergraduate scholarships
72	Graduate scholarships and fellowships
73	Graduate or undergraduate scholarships
74	Prizes and awards
75	Gifts and grants-in-aid
76	Loan funds held in trust--no income
77	Multipurpose student aid
	Various purposes
81	Multipurpose funds
82	Miscellaneous purpose funds
83	Income added to principal and principal withdrawn for use
84	Income added to principal to build up fund for ultimate use
85	Income added to loan fund
	Trust and agency funds
91	Annuity funds
92	Trust funds
93	Agency funds

3.3 National Science Foundation (NSF) Codes

Code	Description
011	Engineering: Aeronautical and Astronautical
012	Engineering: Chemical

013	Engineering: Civil
014	Engineering: Electrical
015	Engineering: Mechanical
016	Engineering: Other
017	Engineering: Metals & Materials
018	Engineering: Bioeng/Biomed Engin
021	Physical Sciences: Astronomy
022	Physical Sciences: Chemistry
023	Physical Sciences: Physics
024	Physical Sciences: Other
031	Environmental Sciences: Atmospheric
032	Environmental Sciences: Earth Sciences
033	Environmental Sciences: Oceanography
034	Environmental Sciences: Other
041	Mathematical Sciences
042	Computer Sciences
051	Life Sciences: Agricultural
052	Life Sciences: Biological
053	Life Sciences: Medical
054	Life Sciences: Other
060	Psychology
071	Social Sciences: Economics
072	Social Sciences: Political Science
073	Social Sciences: Sociology
074	Social Sciences: Other
080	Other Sciences
510	Education
520	Law
530	Humanities
540	Visual & Performing Arts
550	Business and Management
560	Communications, Journalism and Library Science
570	Social Work
580	Other Non-Science & Engineering Fields
999	Non-NSF Discipline Category, e.g. "Reversal of Capitalized Expenditures for Research Equipment"

3.4 CFDA Codes

[https://s3.amazonaws.com/faextracts/Assistance Listings/datagov/AssistanceListings_DataGov_PUBLIC_CURRENT.csv](https://s3.amazonaws.com/faextracts/Assistance%20Listings/datagov/AssistanceListings_DataGov_PUBLIC_CURRENT.csv)

3.5 Department Types

Code	Description
	Academic Support
GC01	Museums and Galleries (General Campus)
HS01	Museums and Galleries (Health Sciences)
GC02	Elementary School (General Campus)
HS03	Dental Clinics (Health Sciences)
GC04	Optometry Clinic (General Campus)
HS04	Optometry Clinic (Health Sciences)
HS05	Neuropsychiatric (Health Sciences)
HS06	Veterinary Medicine (Health Sciences)
GC07	Vivarium (General Campus)
HS07	Vivarium (Health Sciences)
	Operations and Maintenance of Plant
GC10	Administration (General Campus)
HS10	Administration (Health Sciences)
GC11	Building Maintenance/Major Repair (General Campus)
HS11	Building Maintenance/Major Repair (Health Sciences)
GC12	Fire Department (General Campus)
GC13	Grounds Maintenance (General Campus)
HS13	Grounds Maintenance (Health Sciences)
GC14	Janitorial Services (General Campus)
HS14	Janitorial Services (Health Sciences)
GC15	Plant Services (General Campus)
GC16	Refuse Disposal (General Campus)
HS16	Refuse Disposal (Health Sciences)
GC17	Utilities (General Campus)
HS17	Utilities (Health Sciences)
	Student Services
GC20	Administration (General Campus)
HS20	Administration (Health Sciences)
GC21	Cultural and Social Activities (General Campus)
HS21	Cultural and Social Activities (Health Sciences)
GC22	Supplemental Education (General Campus)
GC23	Counseling & Career Guidance (General Campus)
HS23	Counseling & Career Guidance (Health Sciences)
GC24	Financial Aid Administration (General Campus)
HS24	Financial Aid Administration (Health Sciences)
GC25	Student Admissions & Records (General Campus)
HS25	Student Admissions & Records (Health Sciences)
GC26	Student Health Services (General Campus)
HS26	Student Health Services (Health Sciences)
	Institutional Support & General Admin
GC30	Fiscal Operations (General Campus)
HS30	Fiscal Operations (Health Sciences)
GC31	General Administration (General Campus)
HS31	General Administration (Health Sciences)
GC32	Logistical Services (General Campus)

HS32	Logistical Services (Health Sciences)
GC33	Community Relations (General Campus)
HS33	Community Relations (Health Sciences)
GC34	Executive Management (General Campus)
HS34	Executive Management (Health Sciences)
	Auxiliary Enterprises
GC40	Apartments (General Campus)
HS40	Apartments (Health Sciences)
GC41	Bookstores (General Campus)
HS41	Bookstores (Health Sciences)
GC42	Cafeterias (General Campus)
GC43	Residence Halls (General Campus)
HS43	Residence Halls (Health Sciences)
GC44	Parking (General Campus)
HS44	Parking (Health Sciences)
GC45	Intercollegiate Athletics (General Campus)
GC46	Other Auxiliary Enterprises (General Campus)
HS46	Other Auxiliary Enterprises (Health Sciences)
	Other
GC90	General Campus - Other
HS93	Health Science - Other
MS96	Marine Science

3.6 Cross Validation Rules for Balances.

Rule	Validation	Description	Result
1.	Maintain relationship between certain accounts and funds/entities	Maintain relationship of specific accounts to other segments	Warning throughout year. Required resolution at year end.
	<i>A. Funds held for others (Account 22700D) should only be used with Agency Fund (Fund 5000C)</i>		
	<i>B. Medical Center Payable Account (A/C 23200C) should only be used by medical center entities</i>		
	<i>C. Obligation under life income agreements (A/C 23500C) and Irrev. Split-interest agreements (A/C 29500C) should only be used with Split Interest Funds (Fund 3100C)</i>		
	<i>D. BCHO Retiree health liability should only be posted on SF entity</i>		

	<i>E. Medical - salaries and wages (A/C 50200B) should only be used on medical center entities</i>		
	<i>F. Sub-contract services (A/C 53300B) should only be used on Grant and Contract Funds (fund2000B)</i>		
	<i>G. Depreciation and amortization expense (A/C 54000A descendants) should only be used with plant funds (Fund 4000A descendants)</i>		
	<i>H. Medical Center non-operating expense should only be used with medical center entities</i>		
	<i>I. PDST Tuition Revenue (A/C 40100D) should be recorded in PDST Fund (Fund 1410C)</i>		
	<i>J. Self-supporting degree fee revenue (A/C 40090D) should be recorded in SSD Fund (Fund 1430C)</i>		
	Certain function codes should be paired with specific accounts / entities / funds	Certain function codes should only be used with specific accounts	
2.	<i>A. Function 42 (Teaching Hospital) should only be used with Medical Center entities or UCOP Systemwide entity</i>		Warning throughout year. Required resolution at year end.
	<i>B. Function 76 (Auxiliary Enterprises) should only be used with Auxiliary Fund (fund 1100C)</i>		
3.	All Sponsored Project 'Projects' must be posted to a sponsored project Fund	Ensure sponsored projects are posting to a sponsored project fund	Warning throughout year. Required resolution at year end.
4.	Interest expense: LTD (A/C 58020D) must post to LTD fund <ul style="list-style-type: none"> • A/C 58020D with Fund 240XX or 243XX • A/C58000D TCP with Fund 24401 TCP • A/C 58010 TECP with Fund 24400 TECP 	Ensure LTD interest expense is posted to LTD fund	Warning throughout year. Required resolution at year end.

3.7 Post Consolidation Validations

Rule	Validation	Description	Result
1.	Transfers and Recharges net to -0- at the appropriate entity level	Transfers and Recharges should net to -0- at appropriate level ensuring proper elimination of intra- and inter- entity activities.	Warning throughout year. Required resolution at year end (period 13).
	<i>A. UCOP Allocations (A/C 74XXXX and 75XXXX) net to -0- at individual A/C at consolidation level</i>		
	<i>B. EMF Subcontracts (A/C 724XXX and 725XXX) net to -0- between subcontract-in and subcontract-out campus at consolidation level</i>		
	<i>C. Recharges Between Campuses (A/C 784XXX and 785XXX) net to -0- between recharge debit and recharge credit campus at consolidation level</i>		
	<i>D. Internal Recharge (within entity) (A/C 775000 and 774000) net to -0- within entity</i>		
	<i>E. MC Expense Transfers (A/C 73XXXX) net to -0- at account level within a location</i>		
	<i>F. MC Equity Transfers (A/C 812XXX) net to -0- at account level within a location</i>		
	<i>G. Other Changes in Net Position - Capital Asset Transfer (A/C 82XXXX) net to -0- at individual A/C at consolidation level, except for A/C 82100C and A/C 82500C net to -0- at level C at consolidation level</i>		
	<i>H. Other Changes in Net Position - Debt Service - net the following A/Cs to -0- (81000C, 81100C, 81200C, 81300C, 81400C, 81500C, 81600C)</i>		
	<i>I. Capital Expense - net to -0- (A/C 52400B Elimination of Capitalized Supplies and Materials and 52500B Purchases to be Capitalized)</i>		
2.	Financial Control nets to -0- at the consolidation level	F/C Accounts (A/C 102XXX) nets to -0- between campuses at consolidation level.	Warning throughout year. Required resolution at year end (period 13).
3.	All journals entered into FCCS must balance (i.e. debits equal credits)	Ensure balanced FCCS journals.	Journal rejected.
4.	Beginning Net Position for the current period (per campus submission) must tie to the ending Net Position of the prior period (per FCCS)	Ensure Beginning Net Position properly brought forward and continues to reconcile to each monthly submission from campuses.	Warning throughout year. Required resolution at year end (period 13).

5.	Ending Net Position per SNP must equal ending net position per SRECNP	Ensure Net Position is consistent between SNP and SRECNP.	Warning throughout year. Required resolution at year end (period 13).
6.	Tie between F/S - Statement of CF vs Statement of Net Position (Tie Cash and Cash Equivalent totals in reports)	Ensure relationship between Cash Flow and B/S.	Warning throughout year. Required resolution at year end (period 13).
7.	SCF Direct method and Indirect Method cash should equal	Ensure that the calculation of direct and indirect method cash flows show the same cash amount.	Warning throughout year. Required resolution at year end (period 13).
8.	Interfund Receivables/Payables nets to -0- at the consolidation level	Interfund Receivables/Payables nets to -0- between campuses and OP.	Warning throughout year. Required resolution at year end (period 13).

3.8 Load Validation Warning Rules

Number	Validation	Description	Result
1.	All Local Accounts must contain a valid description on the account schema.	Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, "&", "-", "(", ")", ":", "''" and "/"	Warning.
2.	All Local Funds must contain a valid description on the Fund schema.	Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, "&", "-", "(", ")", ":", "''" and "/"	Warning.
3.	All Department Codes must contain a valid description on the Department schema.	Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, "&", "-", "(", ")", ":", "''" and "/"	Warning.
4.	All Project Codes must contain a valid description on the Project schema.	Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, "&", "-", "(", ")", ":", "''" and "/"	Warning.

5.	Fund attributes should be populated as appropriate.	Fund Attribute Validations: <ul style="list-style-type: none"> • Budgeted flag must be set • Budgeted type must be populated if Budgeted Flag is set to Yes • Endowment Funds (identified by Level D Fund range) must populate Endowment_to_Entity_Code; Endowment_Restriction_Code; Endowment_Purpose_Code 	Warning.
6.	Department attributes should be populated as appropriate.	Department attribute validation: <ul style="list-style-type: none"> • Parent_Department_Code must be populated with a blank or a Department_Code value that exists in campus Department schema • Department_Type must be populated with G, H or M 	Warning.
7.	Project attributes should be populated as appropriate.	Project Attribute Validations: <ul style="list-style-type: none"> • Project_Type must be populated with S, C or O • Project_Start_Date and Project_End_Date must be populated for all Sponsored and Capital Projects • All Sponsored Projects must populate the following attributes: IDC Base Code; IDC Rate; On/Off Campus; R&D Flag; Award Identifier; Award Description; Award Type; Active Flag; NSF Flag • Federal Awards must populate the following attributes: CFDA Agency Number; CFDA Program Number 	Warning.
8.	All Clearing Accounts and Suspense Accounts must be -0- at year end.	Ensure clearing accounts cleared by year end (A/C's 59000D and 23850D)	
9.	All Sponsored project revenue and expense activity must be associated with a valid <u>Project</u> as detailed in the Project Schema.	Sponsored project revenue and expense must be associated with a valid Sponsored Project Code. Sponsor Project Code must reside in location's Project Schema	Warning throughout year. Required resolution at year end (Period 13).

4.	All transactions must have a valid <u>local account</u>	Ensure each balance/activity is associated with a valid local account. Local account must reside in Account schema.	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
5.	All <u>local accounts</u> in Account schema must be associated with a valid Level D CCOA Account	Ensure Parent_Account_Code is a valid Level D CCOA Account	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
6.	All Revenue and expense activity must have a valid <u>Department</u> . (Note: Department is valid if exists in the Campus Department Schema submission)	Ensure P&L activity is associated with a Department. Department code must reside in location's Department schema	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
7.	All Expense activity must have a valid <u>Function Code (valid function code must exist in function code hierarchy - Level A)</u>	Expenses must be associated with a valid Function code as detailed in CCOA Function values	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
8.	Entity must be a <u>balanced Trial Balance</u> within the Balance schema (at level C in the CCOA entity hierarchy)	Ensure entities are balanced	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
9.	<u>Local fund must balance</u> (i.e. debits must equal fund credits within the Bal File submission)	Ensure funds are balanced	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
10.	<u>Department Hierarchy</u> must be populated	Ensure submission includes a department hierarchy, no more than 5 levels	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
11.	All <u>date fields</u> must be populated and properly formatted	Ensure all date fields are populated and use the following format: YYYYMMDD	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.
12.	All <u>amounts</u> must be properly formatted	Amounts must be a value with 2 decimal places. Only "-" can be used to identify credits	Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.