University of California Office of the President

File Specification for New CCOA submissions

Design Document
Last Updated: April 27, 2022

Prepared By

HURON
### Document Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Key Revisions</th>
<th>Modified By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Initial Version – Published for OP's Review</td>
<td>Huron Consulting</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>1.1</td>
<td>Value sign of “Amount” field in “Balances” schema</td>
<td>Huron Consulting</td>
<td>January 22, 2020</td>
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<td>1.2</td>
<td>Department Types</td>
<td>Huron Consulting</td>
<td>February 22, 2020</td>
</tr>
<tr>
<td>1.3</td>
<td>Additional whitelisted characters in “Description” values, revised Department Types</td>
<td>Huron Consulting</td>
<td>March 23, 2020</td>
</tr>
<tr>
<td>1.4</td>
<td>Additional whitelisted characters in “Description” values, conditionally required fields in &quot;Projects&quot; schema</td>
<td>Huron Consulting</td>
<td>April 3, 2020</td>
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<tr>
<td>1.5</td>
<td>Added note in allowed values column for Project Description to note that Project Name is an acceptable value.</td>
<td>Huron Consulting</td>
<td>August 24, 2020</td>
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<tr>
<td>1.6</td>
<td>Added validation rules to appendix.</td>
<td>Huron Consulting</td>
<td>September 8, 2020</td>
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<tr>
<td>1.7</td>
<td>Updated list of valid Award Types. Added value 5.</td>
<td>Huron Consulting</td>
<td>November 19, 2020</td>
</tr>
<tr>
<td>1.8</td>
<td>Updated definition of Amount in Balances.</td>
<td>Huron Consulting</td>
<td>July 1, 2021</td>
</tr>
<tr>
<td>1.9</td>
<td>Updated definition of funds field in projects layout. Updated validation criteria to include check of gl_effective date against file name. Updated list of department types.</td>
<td>Huron Consulting</td>
<td>November 16, 2021</td>
</tr>
<tr>
<td>1.9.1</td>
<td>Added new Function to list of valid Functions. Added validation checks related to new Function 85. Added additional allowed Department Types. Added Dummy CFDA numbers.</td>
<td>Huron Consulting</td>
<td>November 17, 2021</td>
</tr>
<tr>
<td>1.9.2</td>
<td>Corrected mistake in description for department code HS51.</td>
<td>Huron Consulting</td>
<td>November 30, 2021</td>
</tr>
<tr>
<td>1.9.3</td>
<td>New field SPX_PROJECT_ID added to projects.</td>
<td>Huron Consulting</td>
<td>December 1, 2021</td>
</tr>
<tr>
<td>1.9.4</td>
<td>Updated Comments for CFDA Agency and Program on Project spec.</td>
<td>Huron Consulting</td>
<td>January 27, 2022</td>
</tr>
<tr>
<td>1.9.5</td>
<td>Cross validation rule E. for balances disabled.</td>
<td>Huron Consulting</td>
<td>February 9, 2022</td>
</tr>
<tr>
<td>1.9.6</td>
<td>Removed validation checks for Function 85 which has been removed and is no longer a valid function code.</td>
<td>Huron Consulting</td>
<td>April 27, 2022</td>
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1 Overview

1.1 General Considerations

Submission file format is uncompressed TAR archive (tarball) or ZIP file.
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

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

2.2 Accounts

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

Table 3 – Accounts file schema

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

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
<table>
<thead>
<tr>
<th>Name</th>
<th>Required</th>
<th>Type</th>
<th>Length</th>
<th>Format / Allowed Values</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity_Code</td>
<td>Yes</td>
<td>Text</td>
<td>4</td>
<td>Systemwide (new CCOA)</td>
<td>Level C</td>
</tr>
<tr>
<td>Fund_Code</td>
<td>Yes</td>
<td>Text</td>
<td>5</td>
<td>Local (campus-specific)</td>
<td>Level D</td>
</tr>
<tr>
<td>Fund_Description</td>
<td>Yes</td>
<td>Text</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent_Fund_Code</td>
<td>Yes</td>
<td>Text</td>
<td>5</td>
<td>Systemwide (new CCOA)</td>
<td>Level D</td>
</tr>
<tr>
<td>Budgeted</td>
<td>Yes</td>
<td>Text</td>
<td>1</td>
<td>Y = Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
<td></td>
</tr>
<tr>
<td>Budgeted_Type</td>
<td>No*</td>
<td>Text</td>
<td>1</td>
<td>P = Permanent</td>
<td>*Required if the fund is Budgeted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T = Temporary</td>
<td></td>
</tr>
<tr>
<td>Endowment_to_Entity_Code</td>
<td>No*</td>
<td>Text</td>
<td>4</td>
<td>Systemwide (new CCOA)</td>
<td>*Required if the fund is an endowment. Indicates the entity which the endowment benefits.</td>
</tr>
<tr>
<td>Endowment_Restriction_Code</td>
<td>No*</td>
<td>Text</td>
<td>2</td>
<td></td>
<td>*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.</td>
</tr>
<tr>
<td>Endowment_Purpose_Code</td>
<td>No*</td>
<td>Text</td>
<td>2</td>
<td></td>
<td>*Required if the fund is an endowment. Provides information on broad categories of fund use (e.g. professorship, scholarship, cancer research, etc.)</td>
</tr>
<tr>
<td>Gift_Fund</td>
<td>No</td>
<td>Text</td>
<td>1</td>
<td>Y = Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
<td></td>
</tr>
<tr>
<td>Gift_Fund_Endowment_Income</td>
<td>No*</td>
<td>Text</td>
<td>1</td>
<td>Y = Yes</td>
<td>*Required if the fund is a gift. Designates whether a Fund came from an Endowment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
<td></td>
</tr>
</tbody>
</table>

### 2.4 Departments

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

**Table 5 – Departments file schema**
**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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Required</th>
<th>Type</th>
<th>Length</th>
<th>Format / Allowed Values</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity_Code</td>
<td>Yes</td>
<td>Text</td>
<td>4</td>
<td>Systemwide (new CCOA)</td>
<td>Level C</td>
</tr>
<tr>
<td>Department_Code</td>
<td>Yes</td>
<td>Text</td>
<td>7</td>
<td>Local (campus-specific)</td>
<td>Levels A - E</td>
</tr>
<tr>
<td>Department_Description</td>
<td>Yes</td>
<td>Text</td>
<td>60</td>
<td></td>
<td>See “General Considerations”</td>
</tr>
<tr>
<td>Parent_Department_Code</td>
<td>Yes</td>
<td>Text</td>
<td>7</td>
<td>Local (campus-specific)</td>
<td>Empty or Levels A - D</td>
</tr>
<tr>
<td>Department_Type</td>
<td>Yes</td>
<td>Text</td>
<td>4</td>
<td></td>
<td>See “Department Types” in Appendix</td>
</tr>
<tr>
<td>Project_Code</td>
<td>Yes</td>
<td>Text</td>
<td>10</td>
<td>Local (campus-specific)</td>
<td></td>
</tr>
<tr>
<td>Project_Description</td>
<td>Yes</td>
<td>Text</td>
<td>60</td>
<td>Project Name</td>
<td>See “General Considerations”</td>
</tr>
<tr>
<td>Project_Type</td>
<td>Yes</td>
<td>Text</td>
<td>1</td>
<td>S = Sponsored C = Capital O = Other</td>
<td>Code to represent the Type of Project.</td>
</tr>
<tr>
<td>Project_Start_Date</td>
<td>No*</td>
<td>Text</td>
<td>8</td>
<td>YYYYMMDD</td>
<td>*Required if the project is Sponsored or Capital.</td>
</tr>
<tr>
<td>Project_End_Date</td>
<td>No*</td>
<td>Text</td>
<td>8</td>
<td>YYYYMMDD</td>
<td>*Required if the project is Sponsored or Capital.</td>
</tr>
<tr>
<td>Fund_Code</td>
<td>No</td>
<td>Text</td>
<td>5</td>
<td>Local (campus-specific)</td>
<td>Fund(s) associated with the Project in current period. If more than one separate by commas. If any project is considered primary list it first. Level D. Local codes must be provided in &quot;Funds&quot; file</td>
</tr>
<tr>
<td>Prime_Sponsor_Code</td>
<td>No</td>
<td>Text</td>
<td>4</td>
<td>Systemwide</td>
<td>Identifies the organization from where the research funds originate.</td>
</tr>
<tr>
<td>Direct_Sponsor_Code</td>
<td>No</td>
<td>Text</td>
<td>4</td>
<td>Systemwide</td>
<td>Identifies the organization that provides sponsor</td>
</tr>
<tr>
<td><strong>Principal_Investigator_Name</strong></td>
<td>No</td>
<td>Text</td>
<td>60</td>
<td>Lead on a project, responsible for defining and completion of scope of work for a grant or contract.</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----</td>
<td>------</td>
<td>----</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Flow_Through_Code</strong></td>
<td>No</td>
<td>Text</td>
<td>1</td>
<td>1 = Gift, contract, grant, or other agreement funded 100% by a non-federal, non-foundation source. 2 = Gift, contract, grant, or other agreement funded partially by federal funds and partially by a State or private source. 3 = Gift, contract, grant, or other agreement funded 100% by federal funds, although allocated by a State or private source. 4 = Gift from a campus foundation comprised of foundation endowment income. 5 = Gift from a campus foundation that is not foundation endowment income. 6 = Contract, grant or other agreement funded partially by federal ARRA funds, and partially by a State or private source. 7 = Contract, grant or other agreement funded 100% by federal ARRA funds, although allocated by a State or private source.</td>
<td></td>
</tr>
<tr>
<td><strong>Indirect_Cost_Base_Code</strong></td>
<td>No*</td>
<td>Text</td>
<td>1</td>
<td>A = Total direct costs  B = Federal modified total direct costs *Required if the project is Sponsored.</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Required</td>
<td>Type</td>
<td>Value</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>C</td>
<td>Salaries and wages only</td>
<td></td>
<td>Number</td>
<td></td>
<td>Identifies the direct cost base on which the applicable indirect cost rate will be applied. This code applies to Contracts and Grants.</td>
</tr>
<tr>
<td>D</td>
<td>Salaries, wages and benefits</td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Total direct costs, excluding tuition and fees</td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Total direct costs, excluding equipment, tuition and fees</td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>No indirect costs applied (all excluded)</td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Supplies and expenses only</td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Other</td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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. Campuses will plug 00 for CFDA code for non-federal awards that need to be categorized. Updated guidance **Anything with Project Type = ‘S’ If Fund Hierarchy = Federal OR Federal Appropriations [Fund C Code = 2000C or Fund B Code = 2085B] |
Need CFDA number or 00.000 for clearing/suspense funds
If Fund Hierarchy = State, Local, Private
[Fund C Code = 2040C, 2070C or Fund B Code = 1800B, 1999B]
AND Federal Flow Thru Code = 2,3,6,7
Need CFDA Number or 00.000 for clearing/suspense funds
**Old Format vs. New format
Old format campuses: all project_type = 'S'
New format campuses: project_type is provided in submission

<table>
<thead>
<tr>
<th>CFDA_Program_Number</th>
<th>No</th>
<th>Text</th>
<th>3</th>
<th>See “CFDA Codes” in Appendix</th>
</tr>
</thead>
</table>
| Research_and_Development | No* | Text  | 1  | Y = Yes
N = No |
| 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  
|                 |     |        |   | 5 = Other Transaction Authority (OTA) Agreement  
| Award_Active    | No* | Text   | 1 | Y = Yes  
|                 |     |        |   | N = No  
| Award_Federal_ARRA | No | Text   | 1 | Y = Yes  
|                 |     |        |   | N = No  
| NSF_Code        | No* | Text   | 3 | See “National Science Foundation (NSF) Codes” in Appendix  
| SPX_PROJECT_ID  | No* | Text   | 50 | Local (campus-specific)  

*Required if the project is Sponsored.
## 3 Appendix

### 3.1 Endowment Restriction Codes

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

### 3.2 Endowment Purpose Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Code</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>General purposes</td>
</tr>
<tr>
<td>21</td>
<td>Departmental purposes</td>
</tr>
<tr>
<td>22</td>
<td>School purposes</td>
</tr>
<tr>
<td>31</td>
<td>Professorships</td>
</tr>
<tr>
<td>32</td>
<td>Chairs</td>
</tr>
<tr>
<td>41</td>
<td>Research</td>
</tr>
<tr>
<td>42</td>
<td>Cancer research</td>
</tr>
<tr>
<td>43</td>
<td>Medical research</td>
</tr>
<tr>
<td>44</td>
<td>Other research</td>
</tr>
<tr>
<td>51</td>
<td>Lectures</td>
</tr>
<tr>
<td>52</td>
<td>Committee on Arts and Lectures</td>
</tr>
<tr>
<td>53</td>
<td>Departmental lectures</td>
</tr>
<tr>
<td>61</td>
<td>Libraries</td>
</tr>
<tr>
<td>62</td>
<td>General library</td>
</tr>
<tr>
<td>63</td>
<td>Departmental libraries</td>
</tr>
<tr>
<td>71</td>
<td>Student Aid</td>
</tr>
<tr>
<td>72</td>
<td>Undergraduate scholarships</td>
</tr>
<tr>
<td>73</td>
<td>Graduate scholarships and fellowships</td>
</tr>
<tr>
<td>74</td>
<td>Graduate or undergraduate scholarships</td>
</tr>
<tr>
<td>75</td>
<td>Prizes and awards</td>
</tr>
<tr>
<td>76</td>
<td>Gifts and grants-in-aid</td>
</tr>
<tr>
<td>77</td>
<td>Loan funds held in trust--no income</td>
</tr>
<tr>
<td>78</td>
<td>Multipurpose student aid</td>
</tr>
<tr>
<td>81</td>
<td>Various purposes</td>
</tr>
<tr>
<td>82</td>
<td>Multipurpose funds</td>
</tr>
<tr>
<td>83</td>
<td>Miscellaneous purpose funds</td>
</tr>
<tr>
<td>84</td>
<td>Income added to principal and principal withdrawn for use</td>
</tr>
<tr>
<td>85</td>
<td>Income added to principal to build up fund for ultimate use</td>
</tr>
<tr>
<td>86</td>
<td>Income added to loan fund</td>
</tr>
<tr>
<td>91</td>
<td>National Science Foundation (NSF) Codes</td>
</tr>
<tr>
<td>92</td>
<td>Annuity funds</td>
</tr>
<tr>
<td>93</td>
<td>Trust funds</td>
</tr>
<tr>
<td>94</td>
<td>Agency funds</td>
</tr>
</tbody>
</table>

### 3.3 National Science Foundation (NSF) Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>011</td>
<td>Engineering: Aeronautical and Astronautal</td>
</tr>
<tr>
<td>012</td>
<td>Engineering: Chemical</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>013</td>
<td>Engineering: Civil</td>
</tr>
<tr>
<td>014</td>
<td>Engineering: Electrical</td>
</tr>
<tr>
<td>015</td>
<td>Engineering: Mechanical</td>
</tr>
<tr>
<td>016</td>
<td>Engineering: Other</td>
</tr>
<tr>
<td>017</td>
<td>Engineering: Metals &amp; Materials</td>
</tr>
<tr>
<td>018</td>
<td>Engineering: Bioeng/Biomed Engin</td>
</tr>
<tr>
<td>021</td>
<td>Physical Sciences: Astronomy</td>
</tr>
<tr>
<td>022</td>
<td>Physical Sciences: Chemistry</td>
</tr>
<tr>
<td>023</td>
<td>Physical Sciences: Physics</td>
</tr>
<tr>
<td>024</td>
<td>Physical Sciences: Other</td>
</tr>
<tr>
<td>031</td>
<td>Environmental Sciences: Atmospheric</td>
</tr>
<tr>
<td>032</td>
<td>Environmental Sciences: Earth Sciences</td>
</tr>
<tr>
<td>033</td>
<td>Environmental Sciences: Oceanography</td>
</tr>
<tr>
<td>034</td>
<td>Environmental Sciences: Other</td>
</tr>
<tr>
<td>041</td>
<td>Mathematical Sciences</td>
</tr>
<tr>
<td>042</td>
<td>Computer Sciences</td>
</tr>
<tr>
<td>051</td>
<td>Life Sciences: Agricultural</td>
</tr>
<tr>
<td>052</td>
<td>Life Sciences: Biological</td>
</tr>
<tr>
<td>053</td>
<td>Life Sciences: Medical</td>
</tr>
<tr>
<td>054</td>
<td>Life Sciences: Other</td>
</tr>
<tr>
<td>060</td>
<td>Psychology</td>
</tr>
<tr>
<td>071</td>
<td>Social Sciences: Economics</td>
</tr>
<tr>
<td>072</td>
<td>Social Sciences: Political Science</td>
</tr>
<tr>
<td>073</td>
<td>Social Sciences: Sociology</td>
</tr>
<tr>
<td>074</td>
<td>Social Sciences: Other</td>
</tr>
<tr>
<td>080</td>
<td>Other Sciences</td>
</tr>
<tr>
<td>510</td>
<td>Education</td>
</tr>
<tr>
<td>520</td>
<td>Law</td>
</tr>
<tr>
<td>530</td>
<td>Humanities</td>
</tr>
<tr>
<td>540</td>
<td>Visual &amp; Performing Arts</td>
</tr>
<tr>
<td>550</td>
<td>Business and Management</td>
</tr>
<tr>
<td>560</td>
<td>Communications, Journalism and Library Science</td>
</tr>
<tr>
<td>570</td>
<td>Social Work</td>
</tr>
<tr>
<td>580</td>
<td>Other Non-Science &amp; Engineering Fields</td>
</tr>
<tr>
<td>999</td>
<td>Non-NSF Discipline Category, e.g. &quot;Reversal of Capitalized Expenditures for Research Equipment&quot;</td>
</tr>
</tbody>
</table>

3.4 CFDA Codes

https://s3.amazonaws.com/falextracts/Assistance Listings/datagov/AssistanceListings_DataGov_PUBLIC_CURRENT.csv
### 3.5 Department Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS50</td>
<td>Ed Fee Proration - Instruction (Health Sciences)</td>
</tr>
<tr>
<td>GC50</td>
<td>Ed Fee Proration - Instruction (General Campus)</td>
</tr>
<tr>
<td></td>
<td><strong>Academic Support</strong></td>
</tr>
<tr>
<td>GC01</td>
<td>Museums and Galleries (General Campus)</td>
</tr>
<tr>
<td>HS01</td>
<td>Museums and Galleries (Health Sciences)</td>
</tr>
<tr>
<td>GC02</td>
<td>Elementary School (General Campus)</td>
</tr>
<tr>
<td>HS03</td>
<td>Dental Clinics (Health Sciences)</td>
</tr>
<tr>
<td>GC04</td>
<td>Optometry Clinic (General Campus)</td>
</tr>
<tr>
<td>HS04</td>
<td>Optometry Clinic (Health Sciences)</td>
</tr>
<tr>
<td>HS05</td>
<td>Neuropsychiatric (Health Sciences)</td>
</tr>
<tr>
<td>HS06</td>
<td>Veterinary Medicine (Health Sciences)</td>
</tr>
<tr>
<td>GC07</td>
<td>Vivarium (General Campus)</td>
</tr>
<tr>
<td>HS07</td>
<td>Vivarium (Health Sciences)</td>
</tr>
<tr>
<td>HS51</td>
<td>Ed Fee Proration - Academic Support (Health Sciences)</td>
</tr>
<tr>
<td>GC51</td>
<td>Ed Fee Proration - Academic Support (General Campus)</td>
</tr>
<tr>
<td></td>
<td><strong>Operations and Maintenance of Plant</strong></td>
</tr>
<tr>
<td>GC10</td>
<td>Administration (General Campus)</td>
</tr>
<tr>
<td>HS10</td>
<td>Administration (Health Sciences)</td>
</tr>
<tr>
<td>GC11</td>
<td>Building Maintenance/Major Repair (General Campus)</td>
</tr>
<tr>
<td>HS11</td>
<td>Building Maintenance/Major Repair (Health Sciences)</td>
</tr>
<tr>
<td>GC12</td>
<td>Fire Department (General Campus)</td>
</tr>
<tr>
<td>GC13</td>
<td>Grounds Maintenance (General Campus)</td>
</tr>
<tr>
<td>HS13</td>
<td>Grounds Maintenance (Health Sciences)</td>
</tr>
<tr>
<td>GC14</td>
<td>Janitorial Services (General Campus)</td>
</tr>
<tr>
<td>HS14</td>
<td>Janitorial Services (Health Sciences)</td>
</tr>
<tr>
<td>GC15</td>
<td>Plant Services (General Campus)</td>
</tr>
<tr>
<td>GC16</td>
<td>Refuse Disposal (General Campus)</td>
</tr>
<tr>
<td>HS16</td>
<td>Refuse Disposal (Health Sciences)</td>
</tr>
<tr>
<td>GC17</td>
<td>Utilities (General Campus)</td>
</tr>
<tr>
<td>HS17</td>
<td>Utilities (Health Sciences)</td>
</tr>
<tr>
<td>GC52</td>
<td>Ed Fee Proration - Operations and Maintenance of Plant (General Campus)</td>
</tr>
<tr>
<td>HS52</td>
<td>Ed Fee Proration - Operations and Maintenance of Plant (Health Sciences)</td>
</tr>
<tr>
<td></td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td>GC20</td>
<td>Administration (General Campus)</td>
</tr>
<tr>
<td>HS20</td>
<td>Administration (Health Sciences)</td>
</tr>
<tr>
<td>GC21</td>
<td>Cultural and Social Activities (General Campus)</td>
</tr>
<tr>
<td>HS21</td>
<td>Cultural and Social Activities (Health Sciences)</td>
</tr>
<tr>
<td>GC22</td>
<td>Supplemental Education (General Campus)</td>
</tr>
<tr>
<td>GC23</td>
<td>Counseling &amp; Career Guidance (General Campus)</td>
</tr>
<tr>
<td>HS23</td>
<td>Counseling &amp; Career Guidance (Health Sciences)</td>
</tr>
<tr>
<td>GC24</td>
<td>Financial Aid Administration (General Campus)</td>
</tr>
<tr>
<td>HS24</td>
<td>Financial Aid Administration (Health Sciences)</td>
</tr>
<tr>
<td>GC25</td>
<td>Student Admissions &amp; Records (General Campus)</td>
</tr>
<tr>
<td>HS25</td>
<td>Student Admissions &amp; Records (Health Sciences)</td>
</tr>
<tr>
<td>GC26</td>
<td>Student Health Services (General Campus)</td>
</tr>
</tbody>
</table>
### 3.6 Cross Validation Rules for Balances.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Validation</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Maintain relationship between certain accounts and funds/entities</td>
<td>Maintain relationship of specific accounts to other segments</td>
<td>Warning throughout year. Required resolution at year end.</td>
</tr>
</tbody>
</table>

**A. Funds held for others (Account 22700D) should only be used with Agency Fund (Fund 5000C)**

**B. Medical Center Payable Account (A/C 23200C) should**
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C.</td>
<td>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)</td>
</tr>
<tr>
<td>D.</td>
<td>BCHO Retiree health liability should only be posted on SF entity</td>
</tr>
<tr>
<td>E.</td>
<td>Medical - salaries and wages (A/C 50200B) should only be used on medical center entities</td>
</tr>
<tr>
<td>F.</td>
<td>Sub-contract services (A/C 53300B) should only be used on Grant and Contract Funds (fund2000B)</td>
</tr>
<tr>
<td>G.</td>
<td>Depreciation and amortization expense (A/C 54000A descendants) should only be used with plant funds (Fund 4000A descendants)</td>
</tr>
<tr>
<td>H.</td>
<td>Medical Center non-operating expense should only be used with medical center entities</td>
</tr>
<tr>
<td>I.</td>
<td>PDST Tuition Revenue (A/C 40100D) should be recorded in PDST Fund (Fund 1410C)</td>
</tr>
<tr>
<td>J.</td>
<td>Self-supporting degree fee revenue (A/C 40090D) should be recorded in SSD Fund (Fund 1430C)</td>
</tr>
</tbody>
</table>

Certain function codes should be paired with specific accounts / entities /funds

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>Function 42 (Teaching Hospital) should only be used with Medical Center entities or UCOP Systemwide entity</td>
</tr>
<tr>
<td>B.</td>
<td>Function 76 (Auxiliary Enterprises) should only be used</td>
</tr>
</tbody>
</table>

Warning throughout year. Required resolution at year end.
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
   • 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

<table>
<thead>
<tr>
<th>Rule</th>
<th>Validation</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Transfers and Recharges net to -0- at the appropriate entity level</td>
<td>Transfers and Recharges should net to -0- at appropriate level ensuring proper elimination of intra- and inter-entity activities.</td>
<td>Warning throughout year. Required resolution at year end (period 13).</td>
</tr>
</tbody>
</table>

A. UCOP Allocations (A/C 74XXXX and 75XXXX) net to -0- at individual A/C at consolidation level
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B. EMF Subcontracts (A/C 724XXX and 725XXX) net to 0 - between subcontract-in and subcontract-out campus at consolidation level</td>
<td></td>
</tr>
<tr>
<td>C. Recharges Between Campuses (A/C 784XXX and 785XXX) net to 0 - between recharge debit and recharge credit campus at consolidation level</td>
<td></td>
</tr>
<tr>
<td>D. Internal Recharge (within entity) (A/C 775000 and 774000) net to 0 - within entity</td>
<td></td>
</tr>
<tr>
<td>E. MC Expense Transfers (A/C 73XXXX) net to 0 - at account level within a location</td>
<td></td>
</tr>
<tr>
<td>F. MC Equity Transfers (A/C 812XXX) net to 0 - at account level within a location</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>H. Other Changes in Net Position - Debt Service - net the following A/Cs to 0 - (81000C, 81100C, 81200C, 81300C, 81400C, 81500C, 81600C)</td>
<td></td>
</tr>
<tr>
<td>I. Capital Expense - net to 0 - (A/C 52400B Elimination of Capitalized Supplies and Materials and 52500B Purchases to be Capitalized)</td>
<td></td>
</tr>
<tr>
<td>2. Financial Control nets to 0 - at the consolidation level</td>
<td>F/C Accounts (A/C 102XXX) nets to 0 - between campuses at consolidation level.</td>
</tr>
<tr>
<td>3. All journals entered into FCCS must balance (i.e. debits equal credits)</td>
<td>Ensure balanced FCCS journals.</td>
</tr>
<tr>
<td>4. Beginning Net Position for the current period (per campus submission) must tie to the ending Net Position of the prior period (per FCCS)</td>
<td>Ensure Beginning Net Position properly brought forward and continues to reconcile to each monthly submission from campuses.</td>
</tr>
<tr>
<td>5. Ending Net Position per SNP must equal ending net position per SRECNP</td>
<td>Ensure Net Position is consistent between SNP and SRECNP.</td>
</tr>
<tr>
<td>6. Tie between F/S - Statement of CF vs Statement of Net Position (Tie Cash and Cash Equivalent totals in reports)</td>
<td>Ensure relationship between Cash Flow and B/S.</td>
</tr>
<tr>
<td>7. SCF Direct method and Indirect Method cash should equal</td>
<td>Ensure that the calculation of direct and indirect method cash</td>
</tr>
</tbody>
</table>
flows show the same cash amount. resolution at year end (period 13).

<table>
<thead>
<tr>
<th></th>
<th>Interfund Receivables/Payables nets to -0- at the consolidation level</th>
<th>Interfund Receivables/Payables nets to -0- between campuses and OP.</th>
<th>Warning throughout year. Required resolution at year end (period 13).</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.8 Load Validation Warning Rules

<table>
<thead>
<tr>
<th>Number</th>
<th>Validation</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All Local Accounts must contain a valid description on the account schema.</td>
<td>Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, &quot;&amp;&quot;, &quot;,&quot;, &quot;{&quot;&quot;,&quot;&quot;}, &quot;,&quot;, &quot;,&quot;, and &quot;/&quot;</td>
<td>Warning.</td>
</tr>
<tr>
<td>2.</td>
<td>All Local Funds must contain a valid description on the Fund schema.</td>
<td>Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, &quot;&amp;&quot;, &quot;,&quot;, &quot;{&quot;&quot;,&quot;&quot;}, &quot;,&quot;, &quot;,&quot;, and &quot;/&quot;</td>
<td>Warning.</td>
</tr>
<tr>
<td>3.</td>
<td>All Department Codes must contain a valid description on the Department schema.</td>
<td>Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, &quot;&amp;&quot;, &quot;,&quot;, &quot;{&quot;&quot;,&quot;&quot;}, &quot;,&quot;, &quot;,&quot;, and &quot;/&quot;</td>
<td>Warning.</td>
</tr>
<tr>
<td>4.</td>
<td>All Project Codes must contain a valid description on the Project schema.</td>
<td>Ensure each Local Fund Description is populated and contain only alphanumeric characters, space, comma, &quot;&amp;&quot;, &quot;,&quot;, &quot;{&quot;&quot;,&quot;&quot;}, &quot;,&quot;, &quot;,&quot;, and &quot;/&quot;</td>
<td>Warning.</td>
</tr>
<tr>
<td>5.</td>
<td>Fund attributes should be populated as appropriate.</td>
<td>Fund Attribute Validations: • 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</td>
<td>Warning.</td>
</tr>
</tbody>
</table>
|   | Department attributes should be populated as appropriate. | Department attribute validation:  
• 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. |
|---|---|---|---|
|   | Project attributes should be populated as appropriate. | Project Attribute Validations:  
• 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. |
|   | 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) |   |
|   | All Sponsored project revenue and expense activity must be associated with a valid **Project** 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). |
|   | When used, **Program_Code** must be valid. | Ensure Program_Code is level B CCOA Program Code | Warning throughout year. Required resolution at year end (Period 13). |
|   | Within monthly submission of an entity, the following calculation must be true: A-L=Q+R-E (i.e. Assets - Liability = Equity + Revenue - Expense). | Ensure proper relationship within B/S | Warning throughout year. Required resolution at year end (Period 13). |
12. Function 80 should net to 0. 

Check that Function 80 nets to 0.

Warning throughout year. Required resolution at year end (Period 13).

3.9 Load Validation Reject Rules

<table>
<thead>
<tr>
<th>Number</th>
<th>Validation</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All transactions must have a valid entity (Level C in CCOA entity hierarchy) in the Balance Schema. Also, the other schemas should also reference valid entity codes.</td>
<td>Ensure each balance/activity in Balance Schema is associated with a level C CCOA entity. And entity must belong to location submitting file. Also, Entity Code used in other schemas must be valid</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>2.</td>
<td>All transactions must have a valid local fund</td>
<td>Ensure each balance/activity is associated with a valid local fund number. Local fund number must reside in Fund schema.</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>3.</td>
<td>All local funds in Fund schema must be associated with a valid Level C CCOA Fund</td>
<td>Ensure Parent_Fund_Code is a valid Level C CCOA Fund</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>4.</td>
<td>All transactions must have a valid local account</td>
<td>Ensure each balance/activity is associated with a valid local account. Local account must reside in Account schema.</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>5.</td>
<td>All local accounts in Account schema must be associated with a valid Level D CCOA Account</td>
<td>Ensure Parent_Account_Code is a valid Level D CCOA Account</td>
<td>Critical error; do not accept file; create edit report identifying specific error;</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Validation Details</td>
<td>Error Handling</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6.</td>
<td>All Revenue and expense activity must have a valid Department. (Note: Department is valid if exists in the Campus Department Schema submission)</td>
<td>Ensure P&amp;L activity is associated with a Department. Department code must reside in location’s Department schema</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>7.</td>
<td>All Expense activity must have a valid Function Code (valid function code must exist in function code hierarchy - Level A)</td>
<td>Expenses must be associated with a valid Function code as detailed in CCOA Function values</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>8.</td>
<td>Entity must be a balanced Trial Balance within the Balance schema (at level C in the CCOA entity hierarchy)</td>
<td>Ensure entities are balanced</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>9.</td>
<td>Local fund must balance (i.e. debits must equal fund credits within the Bal File submission)</td>
<td>Ensure funds are balanced</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>10.</td>
<td>Department Hierarchy must be populated</td>
<td>Ensure submission includes a department hierarchy, no more than 5 levels</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>11.</td>
<td>All date fields must be populated and properly formatted</td>
<td>Ensure all date fields are populated and use the following format: YYYMMDD</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>12.</td>
<td>All amounts must be properly formatted</td>
<td>Amounts must be a value with 2 decimal places. Only &quot;.&quot; can be used to identify credits</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
<tr>
<td>13.</td>
<td>GL_effective_date must be for the period the submission is for.</td>
<td>Compare GL_effective_date to period specified in file name.</td>
<td>Critical error; do not accept file; create edit report identifying specific error; item and indicating entire submission rejected.</td>
</tr>
</tbody>
</table>