Providing Campuses with a COA when a Campus Needs to Recharge UCOP

Quick Reference Guide

It is common practice for a campus to contact a UCOP department for their Chart of Account (COA) in order to process a recharge from the campus to UCOP. Below is a quick guide on how to ensure you are providing the campus with all of the correct Chart of Account segments.

What is the new Chart of Account?

- July 1, 2020 UCOP changed to a new chart of account (COA), formerly known as an FAU
- More information about our implementation of the new COA can be found here
- Check out this Quick Reference Guide to learn about the segments of the new COA
- Use the FAU-to-COA translation tool if you need help figuring out your new COA (Note: You must be on a UCOP network or use VPN to access this site)

COA Segment Name	Segment Example	Notes
Entity (5 digits)	20400	Always use 20400 for intercampus
Fund (5 digits)	XXXXX	Use your dept. fund
Financial Unit (7 digits)	XXXXXXX	Use your dept. Fin Unit
Account (6 digits)	78XXXX	Use one of the 78xxxx accounts
Function (3 digits)	XXX	Required for intercampus transfers
Program (3 digits)	XXX	Provide if your dept. uses; otherwise use 000
Project (7 digits)	XXXXXXX	Provide if your dept. uses; otherwise use 0000000
Activity (6 digits)	XXXXXX	Provide if your dept. uses; otherwise use 000000

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Things to know for Intercampus Transfers

- ❑ The entity is always 20400 (this designates the transfer as inter-campus)
- ❑ Provide the Fund that your department wants to see the expense when it is transferred
- ❑ Provide your Financial Unit
- ❑ Use one of the 78xxx accounts used to categorize all recharges/cost transfers
- ❑ Function is always required for intercampus transfers
- ❑ Use the following guides to determine the correct 78XXXX account:
  - 78XXXX account quick reference guide
  - 78XXXX account cheat sheet

Example of a COA we would Provide to a Campus to Recharge a UCOP Department

- Here is a sample of a COA that we would provide the campus to transfer an expense from UCB to the BRC

20400-69400-3027010-780010-721-000-0000000-000000

- ✓ We use the systemwide entity of 20400
- ✓ We use the BRC's fund (69400)
- ✓ We use the BRC's Financial Unit (3027010 – BRC IO)
- ✓ We use the Account code for UCB for debit entries to UCOP (780010) because this is a transfer from the campus to the BRC
- ✓ We use the BRC's function code (721)
- ✓ The BRC doesn't use Program, Project or Activity, so those are left as all zeroes