Directions for completing the FUND RECORD AND ACCOUNT RECORD Forms

The attached forms should be used to request additions, deletions, or changes in the Oasis system for an account, fund or account/fund combinations. Prior to completing the form you should check Oasis FS00—Table Maintenance to verify that the linkage is not already in place. These forms must be completed and submitted to UCOP Budget Office Coordinator before a new account or fund number is assigned.

The forms should be submitted to the UCOP Budget Coordinator, either electronically as an attachment to email, or as a hard copy. Once the new account/fund has been set up you will be notified of the new number by your Coordinator. Whenever you are deleting an account, fund, or account/fund linkage you should first verify that there are no appropriations, expenditures, or encumbrances remaining in the account or fund. The attached Excel form has drop down menus to assist you in completing the form, however the directions below provide additional detail. The shaded areas on the forms should be completed by the Dept or Coordinator.

FUND RECORD
ACTION:

- Add — Use this to establish a new fund that is not currently being used by any Location M departments.
- Change — Use this to change the title of an existing fund or fund department code.
- Delete — Use this to delete a fund from the system because it is no longer needed. To do this all expenses and appropriations (temporary and permanent) must be cleared out.

FUND: Leave this field blank. The UCOP Budget Office will determine the fund number and notify you of the new number.

FUND DEPARTMENT CODE: Use the four digit UCLA department code. The department specified will be the responsible owner of the fund source.

FUND TITLE: Enter a unique description of the purpose/ownership of the fund (maximum of 40 characters).

FUND BEGIN DATE: This should usually be the current date, unless you are setting up a fund in advance, such as for a new fiscal year.

FUND END DATE: This field must be completed. For most UCOP funds we have entered a date of 12/31/25. If you know a fund has a predetermined end date or is set to expire, put that date in this field. It's much easier to complete this section initially, rather than having to track down this information at some future point.

PURPOSE OF FUND: What are you using the fund for? Will there be any associated revenue? Is this to be a recharge fund, if so when was the recharge approved by the committee?

REASON FOR ESTABLISHING A NEW FUND: This may be evident from the purpose but if it is not, then here is the place to make your case for why you need a new fund.

Account/CC Fund Table
Use this table to indicate to which account(s) that a newly setup fund should be linked. You can also use this section to link or unlink an existing account with an existing fund.

ACTION: Choices are Add or Delete.

ACCOUNT/CC: Fill in the account you want to be linked or enter "new" if you are submitting this with an ACCOUNT RECORD form requesting a new account.

FUND: Fill in the fund you want to be linked or unlinked or enter "new" if you are submitting this in conjunction with a FUND RECORD form requesting a new fund.

PREPARED BY: Indicate who completed the form.

APPROVED BY: This should be the Department Administrator. If we have questions about the need for a new fund, or any other aspect of the appropriateness of the setup requested, we will contact the Department Administrator.

If the form is submitted electronically, the "prepared by" and "approved by" fields should be typed in. Typing in the name indicates that the individual has reviewed and approved. If a hard copy form is submitted, then the approved by box should have a signature.

Option: The Budget Coordinator only can submit an Email with backup information on the department's behalf to link an existing account and existing fund.

ACCOUNT RECORD– directions for completing
ACTION:

Add — Use this to establish a new account that is not currently being used by any Location M departments.

Change Use this to change the title of an existing account or department code.

Delete — Use this to delete an account from the system because it is no longer needed. To do this all expenses and appropriations (temporary and permanent) must be cleared out.

SAU (Systemwide Administrative Unit): Use the drop down menu to select if this activity relates to

4 Division of Ag and Natural Resources
5 Multicampus Research Units
6 Core Administration
7 Officers of the Regents
8 Universitywide Programs
9 Systemwide Administration

ACCOUNT NUMBER/CC: Leave this field blank. The UCOP Budget Office will determine the account number and notify you of the new number.

ACCOUNT TITLE: Enter a unique description of the purpose/ownership of the account up to a maximum of 40 characters.

DEPARTMENT CODE: Use the four digit UCLA department code.

DEPARTMENT NAME: What is the department name associated with the four digit code you used above. This is necessary

FUNCTION: Use the drop down menu to select if this activity relates to

40	Instruction
43	Academic Support
44	Research
60	Libraries
66	Gen Administration and Institutional Support
61	University Extension
62	Public Service
64	Maintenance and Operation of Physical Plant
68	Student Service (for UC students)
78	Financial Aid
80	Provisions
85	Plant Accounts
90	Revenue
95	Balance Sheet

PURPOSE OF ACCOUNT: Who owns the account and what are you using it for?

REASON FOR ESTABLISHING A NEW ACCOUNT: This may be evident from the purpose but if it is not, then here is the place to make your case for why you need a new account.

PRESIDENTIAL RPT CATEGORY: A new account must have this field completed. Your Budget Coordinator will make sure the BDS Coordinator has this information.

COMMENTS: Provide any additional information that you think might be helpful.

PREPARED BY: Indicate who completed the form.

APPROVED BY: This should be the Department Administrator. If we have questions about the need for a new account, or any other aspect of the appropriateness of the setup requested, we will contact the Department Administrator.

If the form is submitted electronically, the “prepared by” and “approved by” fields should be typed in. Typing in the name indicates that the individual has reviewed and approved. If a hard copy form is submitted, then the approved by box should have a signature.

UCOP Budget Office, Susan Ohye 11/17/11 Revised