

Funds Consolidation Summary

The seven Funds listed below were consolidated into other existing Funds effective July 1, 2015.

Fund Prior to Consolidation (through June 30, 2015)		Consolidated Fund effective July 1, 2015	
5019	Sales & Service Other (Non-Bud)	5018	Sales, Service & Other
5100	Service Enterprises		
5110	Deferred Maintenance (inactive)		
5120	Plant Service		
5130	Oth Srcs Other (Non-Budg Unrest)		
5150	Other Sources Other (Bud)	5000	Campus Core Fund
5200	Opportunity Fund		

Why did we consolidate Funds?

This change was implemented based on campus feedback to reduce confusion regarding similar Funds in which a separate Fund designation is not necessary. The consolidation simplified the Fund tree, reducing workload associated with proper recording of financial transactions, financial reporting, and budget planning.

Actions taken centrally to minimize the impact on the campus

General Ledger Balances will be converted

After fiscal year-end close, the Controller's Office will convert General Ledger balances of the current Funds listed in the table above. This conversion will be accomplished via journal entry with an effective date of June 30, 2015 so that July 1, 2015 beginning balances reflect only the consolidated Funds (right column of table above).

Connexus was not impacted

Direct bill in Connexus requires the use of SpeedType (see page 2). Travel arrangements are charged to the appropriate Fund (pre- or post-conversion) based on receipt of the data feed from U.S. Bank. No action is required by departments or travelers.

Facilities and Administration (F&A) Recovery reflects the new Fund

Central IT will update the automated F&A recovery journal process to reflect the new Fund. F&A was previously recorded in Fund 5200 and will be recorded in Fund 5000 beginning on July 1. There is no impact to departments due to this Fund change.

Faculty Portfolio Projections were converted in May

Funds consolidation required converting existing projections for Funds being consolidated following the table above. Follow this link for a [list of all chartstrings as of May 29, 2015 that was converted](#). Projections were converted only once, one month before the Funds were inactivated in PeopleSoft and at the same time as Faculty Portfolio Enhancements were implemented.

MyExpense conversion and report preparation

Any expense report created prior to July 1 and approved after July 1 referencing an old Fund will be updated by Accounts Payable with the new Fund. The new Fund should be used for any new expense reports submitted after July 1. Expense reports created using SpeedTypes will be automatically converted following the logic described in the SpeedType section on page 2.

MyReports reflects the current Fund tree

MyReports is designed to pick up changes to chartfield trees and attributes automatically during the nightly processing. After the Funds in the table above are inactivated, reports can continue to be generated to view past financial activity; the inactivated Funds and their associated pre-conversion financial activity are retained in the data warehouse and available through MyReports.

OLPPS Distribution chartstring changes

Payroll ran a program to mass convert distribution lines containing the old Fund to the new Fund per the matrix above. No changes were made to chartfields in distribution lines other than Fund or in any Appointment.

For example, the mass conversion for a **distribution line chartstring** containing the Fund 5019 to be consolidated into Fund 5018 was converted as:

	BU	Fund	DeptID	Project	Function	Flexfield
Pre-conversion chartstring	C	5019	133137	1000107	40	blank
Consolidated Fund chartstring	C	5018	133137	1000107	40	blank

There were two rounds of mass conversion:

1. Round 1 the night of **June 8, 2015**. The next morning on June 9th new distribution lines with the new Fund and new distribution dates were visible in the EDB.
2. Round 2 the night of **June 15, 2015** to catch any funds that did not convert in Round 1. The next morning on June 16th new distribution lines with the new Fund and new distribution dates were visible in the EDB.
3. A third mass conversion was scheduled for early July if needed.

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For employees on a **bi-weekly** pay cycle, the distribution line with the current Fund was ended on June 20 and a new distribution line with the new consolidated Fund began on June 21. For example:

	Pay Cycle	Pay Period Begin Date – End Date	Compute	Pay Day
Last pay period before Fund consolidation	B2	6/7/15 – 6/20/15	6/25/15	7/1/15
First pay period with new Fund	B1	6/21/15 – 7/4/15	7/9/15	7/15/15

For employees on a **monthly** pay cycle, the distribution line with the current Fund was ended on June 30 and a new distribution line with the new consolidated Fund began on July 1. For example:

	Pay Cycle	Pay Period Begin Date – End Date	Compute	Pay Day
Last pay period before Fund consolidation	MO	6/1/15 – 6/30/15	6/24/15	7/1/15
First pay period with new Fund	MO	7/1/15 – 7/31/15	7/24/15	7/31/15

Open Vouchers were converted

In order to ensure timely payment, the Controller's Office worked closely with IT to implement a system change to convert open vouchers beginning on July 1 to reflect the converted Fund.

PeopleSoft journal edits have been added

Edits were added into PeopleSoft effective Fiscal Year 2015-16 to prevent users from using the deactivated Funds (left column in table above).

Procurement Card (P-Card) default Fund changes

P-Card default Funds impacted by this funds consolidation were changed by the Controller's Office Credit Card Team by July 1. The Credit Card Team notified impacted cardholders and Reviewer/Approvers of the change being made to their default Fund. Any P-Card transactions included with the June 25 statement end date were posted using the current Fund. After June 25, all P-Card transactions were posted using the new Fund.

Short Term Investment Pool (STIP) Allocations were updated

STIP allocation entries were updated by Budget and Resource Management to reflect the consolidated Funds and the updated allocations are being used for STIP allocations beginning in FY2015-16.

SpeedTypes were converted

Existing SpeedTypes were updated centrally via a programming change to use the consolidated Fund effective July 1. Departments may continue to use their established SpeedTypes; no additional action is required by departments.

UPlan planning data was consolidated

UPlan users were able to continue to plan for the current Funds individually until July 1 when planning data was consolidated. The UPlan Team provided guidance for users as part of Control Point UPlan refresher trainings.

BearBuy Purchase Orders are being updated or closed

BearBuy Purchase Orders containing Funds that will be consolidated (left column in chart above) will either be closed or updated by Supply Chain Management (SCM) using the following criteria:

Criteria	SCM Action	*Deadline for Depts to notify SCM to keep PO Open
POs created before 4/1/2015 AND never invoiced	July 13 – Begin Closing POs	July 10
POs with last invoice activity before 1/1/2015		
POs with remaining balance less than \$10 AND invoice activity in 2015		
POs with remaining balance between \$10-\$499 AND invoice activity in 2015	Sept 1 – Begin Closing POs	August 28
POs with remaining balance greater than \$500 AND invoice activity in 2015	Mid-July – Begin updating POs with inactivated Funds to consolidated Funds	n/a
POs created on or after 4/1/2015 AND never invoiced		

A [list of all Purchase Orders](#) that will be closed or updated by SCM is available in the [Accounting & Reporting](#) section of the Controller's Office website. This information will be updated every Wednesday beginning July 1st. **No action is required by Departments for POs appearing on this list.** Departments do not need to contact Supply Chain Management or submit Change Order Request Forms for these POs to be modified or closed.

*If you have a PO that is scheduled to be closed but you **need to keep the PO open**, send an email to bearbuy@ucsf.edu by the date specified in the right column of the table above. In the email, use the subject "Funds Consolidation – POs to Keep Open" and specify the PO numbers that you need to keep open in the body of the email. These POs will not be closed and the inactivated Funds will be updated to the consolidated Funds.

Viewing PO Lien Balances in MyReports:

- When filtering the MyReports **Purchase Order Lien Balance Report**, do not filter on a specific Fund that has been consolidated. Entering a Fund may result in incomplete activity or remaining lien balances. Filter on PO number rather than Fund.

- For POs that are **updated by SCM**, lien balances will be displayed in the consolidated fund

Inactivated Fund prior to updating PO

Consolidated Fund after PO has been updated

Business Unit	Account	Fund	Dept ID	Project	PO ID	Mdse Amount	Sales Tax	PO Lien Amount	AP Voucher	Remaining PO Balance
SFCMP	57451	5000	470041	5	B00001198C	250.00	21.88	271.88	100.00	171.88
SFCMP	57451	5150	470048	2	B00001198C	250.00	21.88	271.88	100.00	171.88
Overall - Total						\$500.00	\$43.76	\$543.76	\$200.00	\$343.76

- For POs that are **not updated** by SCM, lien balances will continue to be displayed in the inactivated fund until the PO is closed

UCSF University of California, San Francisco

PO Lien Balance

Chartstring:

Chartfield Attribute:

Report Sorted by:

Bus Unit: SFC

Project: All; F

Dept ID Site: A

PO ID

PO Number:

Amount Type:

Date Parame

Run Date:

Run by:

B00001199C;

Actuals, Liens

Jun-2015

6/18/2015 10:54 AM

Hayes, Clint A

Sort 1

None

Update

Business Unit

Account

Fund

Vendor ID

SFCMP

57451

5019

0030022401

SFCMP

57451

7000

0030022401

Overall - Total

PO ID

Mdse Amount

Sales Tax

PO Lien Amount

AP Voucher

Remaining PO Balance

B00001199C

750.00

65.63

815.63

200.00

615.63

B00001199C

750.00

65.63

815.63

200.00

615.63

\$1,500.00

\$131.26

\$1,631.26

\$400.00

\$1,231.26

Working with pre-consolidation Funds after July 1, 2015

Historical data posted to the consolidated Funds was **not converted** to the new Funds and *will remain in the old, pre-consolidated Funds*. When researching prior years history, search using the *original posting chartstring*.

If you need to transfer financial activity recorded on an old, pre-consolidation Fund, you must *use the new, consolidated Fund in the journal*. Journals identifying pre-consolidation Fund numbers will not pass edit and will not be processed. For journals involving historical financial transactions posted to old, pre-consolidation Funds, follow these guidelines:

Projects	Journal	Funds
Between non-sponsored Projects	Source Code 535	New Fund on both sides of the journal <i>Do not use the old, pre-consolidation Fund</i>
From non-sponsored to sponsored Project	Source Code 547	New Fund on the non-sponsored originating expense (credit) <i>Do not use the old, pre-consolidation Fund</i>

For example, to transfer a historical charge posted to *pre-consolidation Fund 5130 (Oth Srcs Other)*

- From one non-sponsored Project to another non-sponsored Project, use consolidated *Fund 5018 (Sales, Service & Other)* on both *debit and credit lines* of the journal:

	Source Code	Fund
Credit	535	5018
Debit	535	5018

- From a non-sponsored Project to a sponsored Project, use consolidated *Fund 5018 (Sales, Service & Other)* on the non-sponsored *debit line only*:

	Source Code	Fund
Credit	547	5018
Debit	547	4XXX

Still have questions about this Funds Consolidation?

- Contact Supply Chain Management at BearBuy@ucsf.edu if you have questions about BearBuy purchase orders or lien balances
- Contact the Controller's Office Solution Center at 415-476-2126 or COSolutionCenter@ucsf.edu for all other questions