



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

June 18, 2004

ITLC MEMBERS

Re: New General Ledger Files – New Year Campus Transfers

The Endowment and Investment Accounting Office at UCOP is in the process of building a new integrated system (EIAS) that will replace the legacy Treasurer's Information System (TIS), other operational UCOP applications, and incorporate various ancillary data transfer files that are provided to the campuses. Previously, the data for these transfers were produced manually, outside of any system, and made available to the campuses as Excel spreadsheets each August. The automation of these transfers is part of UCOP's ongoing effort to provide a more efficient delivery of accounting entries to campuses.

Notice of the availability of these files in a new format and method was sent to the campus Accounting Officers on April 14, 2004, accompanied by a request to coordinate with the responsible campus systems personnel, if necessary.

Upon implementation, three files will be available. The new files will have the same format as that of the Annual Endowment Income Transfer to Campus (AEITC) file, FTPUSRn.GET.GLENDOW.Yyy. They will be available on the new UNIX FTP site (vsftp.ucop.edu) at the same time as the AEITC files for use in the August G/L Close. The layout for these files is attached. The files will be named as follows:

- FTPUSRn.GET.GLLOAN.Yyy (annual loan fund transfers)
- FTPUSRn.GET.GLRECOV.Yyy (annual endowment cost recovery transfers)
- FTPUSRn.GET.GLWITHDR.Yyy (annual endowment withdrawal from principal transfers)

The schedule for test and live dates on which the files will be available is below.

<u>File</u>	<u>Date Available</u>
New Test G/L Transaction Files	June 21, 2004
New Live G/L Transaction File	August 30, 2004

If you have technical questions regarding these new specifications, please contact Justine Tran at (510) 987-0671 or Justine.Tran@ucop.edu.

Sincerely,

Kristine Hafner
Associate Vice President
Information Resources and Communications

cc: Campus Accounting Officers
Assistant Vice President Plotts, Financial Management
Director Collins, Information Resources and Communications
Manager Raffetto, Information Resources and Communications
Manager Kendall, Financial Management
Manager Lum, Financial Management
Manager Tran, Information Resources and Communications

**New Year Campus Transfers
GENERAL LEDGER FILE**

PHYSICAL CHARACTERISTICS

FTP FILE NAME: FTPUSRn.GET.GLLOAN.Yyy
 FTPUSRn.GET.GLRECOV.Yyy
 FTPUSRn.GET.GLWITHDR.Yyy
 Where 'n' represents the campus identifier (e.g., BK=1, SF=2), and
 'yy' represents the effective year (e.g., new year 2004/2005 = 04).

RECORD FORMAT: Fixed block

RECORD LENGTH: 80

DATA ELEMENT	LENGTH	FIELD POSITION	PICTURE	COMMENTS
Type Entry	2	001-002	X(2)	
Location Code	1	003-003	X(1)	
Account Number	6	004-009	X(6)	
Fund Number	5	010-014	X(5)	
Subaccount Code	1	015-015	X(1)	
Object	4	016-019	X(4)	
Document Date-G/L	5	020-024	X(5)	format mmddy
Transaction Description	18	025-042	X(18)	
Requisition Number	6	043-048	X(6)	
Voucher Journal Number	5	049-053	X(5)	
Filler	16	054-069	X(16)	
General Ledger Transfer Amount	11	070-080	S9(8)V99	