### The new COA and its impact on the MPM

#### Magical PAF Machine (MPM) System Shutdown

**Important deadline dates to convert the MPM to the new Chart of Accounts (COA):**
- March 3rd - Last day for departments to submit MPM entries prior to COA
- March 5th - Last day for service centers to upload/key MPM entries to Payroll
- March 6th through March 10th - MPM shutdown period for the COA
- Some campus systems will go live with the new COA conversion on Monday, March 10th.

**The MPM will go live with the new COA conversion on Tuesday, March 11th**

#### Changes to the MPM

The COA will impact how departments input funding information into the MPM. What users currently think of as DPA-Fund will be expanded into new chart fields:

- Business Unit - Fund - Dept ID - Project - Function - Flexfield.

**Overall, the MPM with the new COA should function very similarly to how it does now. Changes to the MPM will be:**

- When you search for faculty records ("PAFs"), the Dept Code search criteria will be replaced by Dept ID.
- On the payroll preparation (PAF) screen, where you used to enter DPA-Fund information, you will enter the new chart fields.
- The Calculate and Validate functions will validate the chart strings you have entered and the MPM will alert you if a chart string does not exist in the financial system.
- When you view the MPM audit reports (e.g., Faculty Funding Plan (FFP), Keying Instructions, Compliance Report, etc.), where it used to display DPA-Fund, you will see the new chart string fields.

#### Search Screen

Depcode field is now replaced with Dept ID. You can use the [chart field mapping tool](#) to determine the Dept ID from your current Dept Code.

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#### Payroll Preparation (PAF) Screen

Throughout this screen, fields have been updated to reflect the six new chart fields:

1. Business Unit (BU) - “C” for campus or “M” for medical center
2. Fund
3. Dept ID
4. Project
5. Function (Func)
6. Flexfield (Flex) - optional field

**Sections such as the BSE and Funding Sources will require the new COA chart string. Current appointment and distribution information from Payroll (PPS) that was converted to the new COA will pre-populate to the MPM record as it does now.**

![Payroll Preparation Screen](#)

#### Business Rules and Validations

MPM business rules have been updated to include the new COA. The MPM will validate the chart strings you have entered and alert you if a chart string does not exist in the financial system.

- From testing, we have experienced that most of the errors are likely related to invalid chart stings - e.g., BU, Fund, or Func field is incorrect. Make sure you use the [chart field mapping tool](#) to check the COA chart string before entering the information in the MPM.

- You may also be asked to update data that did not convert over to the COA - e.g., will need to select the “Z Payment Reason Code” for faculty with scheduled monthly Z payments or re-enter an OTC funding source(s).

For help troubleshooting these error messages, please contact your HR service center or email MPM Support.

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**Faculty Funding Plan (FFP)**

There are subtle changes in the display of the FFP, particularly fund name and new COA chart string.

Departments and HR service centers should continue to ensure that the summary captures correct funding sources, salary and percent effort.

**Compliance Report**

Sections of the compliance report where depcode, DPA, and fund were displayed have been updated to show the new COA chart string.

In addition, there are some enhancements to the compliance report:

- BSE section now reflects all changes to faculty BSE (e.g., assign, change, end) and provides a comparison of the old and the new BSE information.
- Report now displays transactions in the month where they were updated in PPS rather than capturing the transactions in the effective month (e.g., changes updated in March for April effective date will appear in March’s compliance report).

Departments and HR service centers should continue to run the compliance report several days before the payroll compute date, so that errors can be corrected in time.

**Keying Instructions**

Fields on the keying instructions will also reflect the new COA chart string.

HR service centers should continue to review data for accuracy before uploading changes to PPS. If upload fails, please forward the keying instructions to the Transactional Service Unit (TSU) for manual keying.

**Customer Support and Feedback**

If you have any questions or feedback about the MPM, please email us at: MPMSupport@ucsf.edu.

For information about Finance³ go-live and other COA training information, including an overview of the entire new structure and the COA chart field mapping tool, please visit: [http://controller.ucsf.edu/finance3](http://controller.ucsf.edu/finance3).

Special thanks to all the MPM system testers who helped get the MPM ready for the COA. Your participation in testing and providing feedback was greatly valued!