



Quick Reference

CoA Naming Conventions

Purpose

Use this quick reference to understand CoA segment naming conventions and to better search for values by their descriptions.

Helpful Hints

1. All words in the CoA descriptions are in upper and lower case except for:
 - Acronyms
 - Tub prefix
 - Org suffix (a local option; in some cases org follows the prefix)
 - INTERTUB and INTRATUB designations
2. Last name is first in segments that use a person's name
3. If shared by more than one tub, the tub prefix is followed by an XT
4. The maximum number of characters in descriptions must account for all prefixes, suffixes, and spaces



Tub Naming Convention

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>35 characters (including prefix and suffix)</i>	<i>None</i>	<i>TUB^Description</i>
CADM	Central Administration		CADM^Central Administration
FCOR	FAS Core		FCOR^FAS Core

Org Naming Convention

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>50 characters (including prefix and suffix)</i>	<i>None</i>	<i>TUB^Description Parent ORG</i>
CADM	Hvd Alumni Assoc	VPAAD	CADM^Hvd Alumni Assoc VPAAD
FCOR	History of Art+Architecture		FCOR^History of Art+Architecture

Object Naming Convention



Object code naming conventions are more flexible and can vary from item to item. Two conventions that are consistent are the use of the suffices “GENERAL” and “Budget-only” to denote object codes that are general object codes (as opposed to detailed object codes) and budget only object codes.

Fund Naming Convention – Non-sponsored Funds

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>100 characters (including prefix and suffix)</i>	<i>None</i>	<i>TUB^Fund Description ORG</i>
CADM	Associated Hvd Alumni	VPAAD	CADM^Associated Hvd Alumni VPAAD

Fund Naming Convention – Non-sponsored Funds CROSS TUB



Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>100 characters (including prefix and suffix)</i>	ORG	<i>TUB XT^Fund Description ORG</i>
CADM XT	NSF Holding Account		CADM XT^NSF Holding Account (Univ)

Fund Naming Convention – Sponsored Funds

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>100 characters (including prefix and suffix) PI Last Name, Sponsor Name, Award Ref. #, Begin – End Mo/Yr, Key Word</i>	ORG <i>(if available)</i>	<i>TUB^Fund Description ORG</i>
SPH	Colditz, NIH-NIDDK, R01 DK46834, Aug-96, Jul-00, Kid's Grant		SPH^Colditz, NIH-NIDDK, R01 DK46834, Aug-96, Jul-00, Kid's Grant

Fund Naming Convention – Sponsored Funds CROSS TUB

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>100 characters (including prefix and suffix) PI Last Name, Sponsor Name, Award Ref. #, Begin – End Mo/Yr, Key Word</i>	ORG <i>(if available)</i>	<i>TUB XT^Fund Description ORG</i>
FCOR XT	Montoya, UM, (Ca)97- 04, Sep-99, Aug-03, Nitrogen	OEB	FCOR XT^Montoya, UM, (Ca)97-04, Sep-99, Aug-03, Nitrogen OEB

Activity Naming Convention – Non-sponsored Activities

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>50 characters (including prefix and suffix)</i>	ORG	<i>TUB^Activity Description ORG</i>
CADM	Class Profiles Book	VPAAD	CADM^Class Profiles Book VPAAD
CADM	Current Case-No. 2	OGC	CADM^Current Case No.2 OGC



Activity Naming Convention – Sponsored Activities

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>150 characters (including prefix and suffix) Sponsor Short Name, Award Title, Key Word</i>	ORG	<i>TUB^Description</i>
FCOR	Natnl Science Fdn, Phloem Water Relations, Tube Pressures	OEB	FCOR^Natnl Science Fdn, Phloem Water Relations, Tube Pressures OEB
FDEA	NASA, Strat Campaign, Er-2 Participation	ORES	FDEA^NASA, Strat Campaign, Er-2 Participation ORES

Subactivity Naming Convention

Prefix	Description	Suffix	Appears in System As:
<i>Activity Number</i>	<i>50 characters (including prefix and suffix) Phase, Report Period, Location, etc.</i>	<i>None</i>	<i>Activity Number^Description</i>
123456	Y1		123456^Y1
123456	Q1		123456^Q1
123456	Boston		123456^Boston

Root Naming Convention – Faculty

Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>60 characters (including prefix and suffix) Last Name, First Name Middle Initial HUID</i>	ORG	<i>TUB^Last Name, First Name Middle Initial HUID ORG</i>
CADM	Mamone, Robert A 12345678	FAD	CADM^Mamone, Robert A 12345678 FAD

Root Naming Convention – Building



Prefix	Description	Suffix	Appears in System As:
<i>Tub Prefix</i>	<i>60 characters (including prefix and suffix) Building Name or Address, "Bldg", Restatement of root value (or building number for roots created prior to July, 1999)</i>	<i>ORG</i>	<i>TUB^Description</i>
DIV	White House Bldg 337		DIV^White House Bldg 337