Identifying & Correcting Suspense Funding

UCPath Clinic special topic

February 26, 2019
Issue

- Currently there are over $15 million in salary expenses currently being charged to Suspense
- High number of positions that are being charged to Department Suspense or Org Default Account.
- These positions require an “actual” funding source
Impacts

- High volume of Direct Retros
- Failure to resolve these issues in a timely manner could result in lost of grant funding
- Impact the completion of annual CAO certification
Project Code Defaults

**FUNDNG**
1. Suspense FAU designated as fund source on funding entry page under the “Blank” earn code
2. Positions do not have any fund source set-up

**ENDDTE**
Positions have FAUs with Funding End Dates with NO additional FAUs designated past the end date.

Ex. Funding ended on 12/31/18 but the employee continues to be paid for 01/31/19 and 02/28/19 and no new funding is established
Identifying Suspense Funding

Generate CDW (COGNOS) reports to research the issue

CDW – cdw.qdb.ucla.edu

Navigate to reports: UCPath Reports > Internal User Reports
Identifying “FUNDNG” Issues

Generate the **ODS Funding Report – Current Funding**
- Look for “FUNDNG” in the Project Code field
How to Correct “FUNDNG”

- If positions are on the report with “FUNDNG” must correct the funding (if not already corrected) via either:
  - Funding Page
  - Mass Funding Upload (E-703) template – used for multiple funding updates
Identifying “ENDDTE” Issues

Generate the ODS Funding Report – Current Funding

- Look for past dates “ENDDTE”
- Identify all positions that have a Funding End Date that needs to extended/updated
How to Correct “ENDDTE”

- If positions are on the report with “ENDDTE” must correct the funding (if not already corrected) via either:
  - Funding Page
  - Mass Funding Upload (E-703) template – used for multiple funding updates
Identifying and Correcting Positions with “No Funding”

To determine positions that do not have any funding designated, review the report:

**ODS Funding Reporting – No Funding Info**

Add Funding to the Position/s

- Funding Page
- Mass Funding Upload (E-703) template – used for multiple funding updates
Funding Entry Reference Guides

UCLA UCPATH Training:
https://ucpath.ucla.edu/TRAINING

- Quick Reference Guide – UCPATH Funding Page
- Job Aid – Create Funding for Positions at UCLA
- Job Aid – Update Funding for Positions at UCLA
Need Help?

- Review UCPath training materials
- Attend ZOOM trainings with CRU when invited
- Create a case with the Central Resource Unit (CRU) via: [CRU Service Request Form – HR/Admin](#)