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Sent: Monday, October 08, 2018 11:53 AM
To: WFA-UCPathnewsletter@lists.ucla.edu; Payroll-UCPathnewsletter@lists.ucla.edu
Subject: [payroll-ucpathnewsletter] UCPath Communication: Project codes, GAEL and Suspense FAUs

Forwarding this notice on the behalf of the UCLA UCPath BTO.

UCLA

UCPath Implementation Project

Please Note: This memo will also be shared via the Payroll listserv. We ask that you forward as appropriate to others in your organization or department who may need this information.

Dear CAOs/CFOs, Campus Advisory Group members, Points of Contact and Cognos Users,

Now that UCPath is live, our Financial Management & Reporting team has received several questions regarding UCPath Project Codes, GAEL Redirect FAUs, and UCPath Suspense FAUs. We'd like to take this opportunity to provide further clarification on the purpose and process for each request.

- **UCPath Project Codes.** Relates back to the project field in the Full Accounting Unit (FAU). The Project Code may have a wide variety of uses, such as tracking a specific activity, and is mostly defined at the department level. Unlike other Financial System applications where the Project Code is free form and not validated, a Project Code must be defined and validated prior to use in UCPath. To accommodate this requirement, we created a web based application to track and create new Project Code values.

To create a Project Code, perform the following steps:

1. Navigate to the UCLA Online Financial System at <https://fsw.ais.ucla.edu/menu/>
 2. Click the Project Code Maintenance link. The link is located under the "UC PATH" heading. See page 2.
 - Users that have OASIS access will have access to the Project Code Maintenance table.
 - If the user does not have access, the link will not show on the menu. Contact your DSA for assistance.
 3. Click the 'Create New link' to create a new project code.
- **GAEL Redirect FAUs.** Certain Contracts or Grants funds with Federal or Federal flow through funding do not allow for charges related to general liability, employee practice, property insurance, loss prevention, and auto insurance (GAEL). The old process was to redirect GAEL charges to a central FAUs by School or Organization. With the implementation of UCPath, we created a web-based table that maintains GAEL Redirect FAUs by department. Please note that the new table was created with the old redirect FAUs as a starting point. Updates to the table will be managed centrally by General Accounting and will be updated once a month. We are working to create a form for this process, so more information on how and when to submit update requests to General Accounting will be provided before the end of the month.

- **UCPath Suspense FAUs.** In the case that UCPath sends transactions to UCLA with invalid or inactive FAUs, the transactions will post to a departmental suspense FAU. With the implementation of UCPath, we created a web-based table that maintains UCPath Suspense FAUs by department. Please note that the new table was created with the old GAEL redirect FAUs as a starting point, which as noted above were originally setup at the School or Organization level.

To update the UCPath Suspense FAU for your department, perform the following steps:

1. Navigate to the UCLA Corporate Accounting site at: <https://www.finance.ucla.edu/corporate-accounting>
2. Click the UCPath Suspense FAU link. The link is located under Contact Us. https://request.finance.ucla.edu/?frm_id=UCPathFAU
3. Complete and submit the form.
4. You will receive a case number confirming your submission. A General Accounting team member will review and respond to your request.

- UCLA UCPath Team & Corporate Financial Services

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FINANCIAL SYSTEM REPORTS
▶ UCLA Financial Web Reports (CDW) <i>Feedback</i>
▶ UCLA Financial Web Reports
▶ Payroll Reports
▶ CG Reports
▶ PAC/BruinBuy Reports
▶ BAR Reports
▶ CASHNET Reports

APPLICATIONS
▶ Consolidated Gift Fund Management
▶ Web DocumentDirect
▶ PAN - Post Authorization Notification
▶ CASHNET - Processing Cash Receipts
▶ CASHNET - Services Application

FINANCIAL SYSTEM KEY ENTRY
▶ Non-Payroll Expenditure Adjustment
▶ Transfer of Funds
▶ Interdepartmental Recharge
▶ Recharge Order Request

UC PATH
▶ Project Code Maintenance