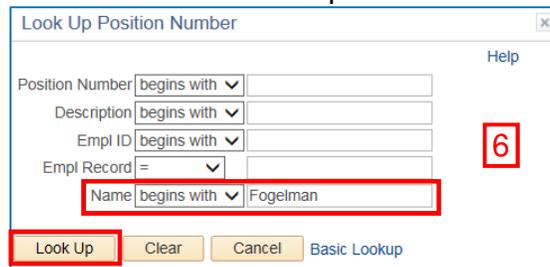


UPDATING UCPATH DEFAULT FUNDING

Created November 19, 2018

1. Log into [UCPath](#)
2. Go to Funding Entry
PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
3. Click "Add a New Value" tab
4. Enter 4 digit department code + 00. Example: 156500
5. Click on magnifying glass icon  next to Position Number to search for employee
6. Type in faculty member's name & click "Look Up"



Look Up Position Number

Position Number begins with

Description begins with

Empl ID begins with

Empl Record =

Name begins with

Look Up Clear Cancel Basic Lookup

7. Click "Add"



Funding Entry

Find an Existing Value Add a New Value

Request ID NEW

Set ID LACMP

Department 156500

Fiscal Year 2019

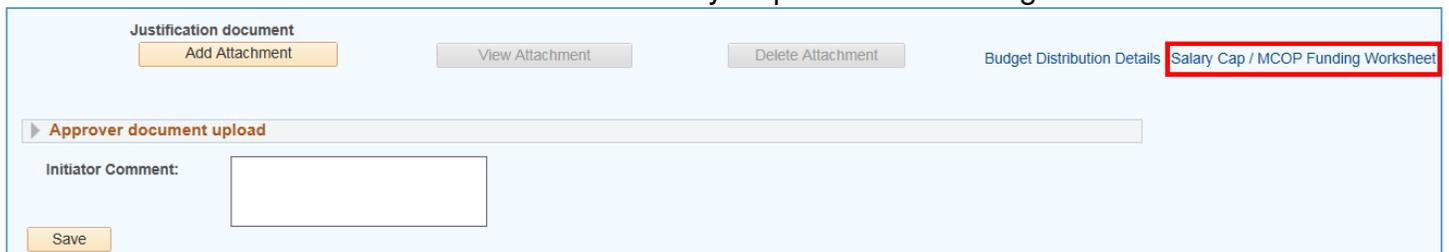
Budget Level Position

Position Pool ID

Position Number 40048214

Add

8. Scroll to the bottom of screen & click "Salary Cap / MCOP Funding Worksheet"



Justification document

Add Attachment View Attachment Delete Attachment Budget Distribution Details [Salary Cap / MCOP Funding Worksheet](#)

Approver document upload

Initiator Comment:

Save

9. In middle of page, under Default Funding Profile click the blue  sign once.



Default Funding Profile Find | View All First 1 of 1 Last

Effective Date: 09/01/2018 Eff Seq: 0

Personalize | Find |   First 1-4 of 4 Last

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	No	000054616	4	4010261A	19900			LAFIN	100.000
2	HSR	Yes	000054616	4	4010261A	19900			LAFIN	100.000
3		No	000035918	4	4010281A	62165			LAFIN	100.000
4		Yes	000035918	4	4010281A	62165			LAFIN	100.000

10. The number count will go up by 2, click "View All"

Default Funding Profile Find **View All** First 2 of 2 Last

Effective Date: 09/01/2018 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	No	000054616	4	4010261A	1565	19900		LAFIN	100.000
2	HSR	Yes	000054616	4	4010261A	1565	19900		LAFIN	100.000
3		No	000035918	4	4010281A	1565	62165		LAFIN	100.000
4		Yes	000035918	4	4010281A	1565	62165		LAFIN	100.000

11. Delete FAUs by clicking and add new FAUs by clicking. Or just overwrite FAUs by typing in white fillable fields. **Leave effective dates as default/today's date.**

Default Funding Profile Find | View 1 First 1-2 of 2 Last

Effective Date: 11/19/2018 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	No	000054616	4	4010261A	1565	19900		LAFIN	100.000
2	HSR	Yes	000054616	4	4010261A	1565	19900		LAFIN	100.000
3		No	000035918	4	4010281A	1565	62165		LAFIN	100.000
4		Yes	000035918	4	4010281A	1565	62165		LAFIN	100.000

Effective Date: 09/01/2018 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	No	000054616	4	4010261A	1565	19900		LAFIN	100.000
2	HSR	Yes	000054616	4	4010261A	1565	19900		LAFIN	100.000
3		No	000035918	4	4010281A	1565	62165		LAFIN	100.000
4		Yes	000035918	4	4010281A	1565	62165		LAFIN	100.000

12. Scroll to bottom & click "Funding Distribution Preview" and wait until process completes.

5	09/01/2018	06/30/2019	000054616	4	4010261A	1565	19900	LAFIN
---	------------	------------	-----------	---	----------	------	-------	-------

Funding Distribution Preview Return to Funding Entry

13. Ensure there is not default funding in the Funding Distribution Preview. If there are, over-write with the appropriate FAU.

14. Click "Submit to Funding Entry"

15. Scroll down to enter Initiator Comment. Make sure to add initiator name.

16. Click "Save" and wait until process completes.

17. Click "Submit"

Approver document upload

Initiator Comment: Rujanuruks, Cathy - Updating default funding to Departmental default FAU.

Save Submit