

Training Guide – Funding for Positions

This Training Guide combines two previous job aids for how to create and update funding for Positions. Refer to the *Funding for Positions with Salary Caps of Multiple Components of Pay* Job Aids for Positions involving those components.

The following topics are discussed in this training guide:

- ◆ Creating Funding for Positions
- ◆ Updating Funding for Positions
- ◆ Reviewing a Funding Entry Transaction

Considerations

Consider the following when creating or updating funding for Positions:

Field	Action
Effective Date	<ul style="list-style-type: none"> ➤ Use Effective Dates to indicate when Fund Sources are changing or need to change. ➤ These dates can be in the future, though it is recommended to not enter dates too far in the future in the event the funding needs to change. ➤ Once the Future Date is reached, UCPath automatically begins using the Fund Sources effective on that date.
Fund End Date	<ul style="list-style-type: none"> ➤ The Fund End Date field can be used, but it can cause charges to the department’s Suspense/Default accounts if there is not another effective dated row in place when the Fund End Date is reached. ➤ For example, if a Fund Source has a Fund End Date of 09/30/2020, there should be a Fund Source(s) with an Effective Date of 10/01/2020, otherwise the Suspense/Default account will be charged.
Blank Earn Code	<ul style="list-style-type: none"> ➤ Blank Earn Codes are used to identify the Fund Source(s) that are always charged unless a different Fund Source should be charged for a specific set of earnings.

Creating Funding for Positions

Perform the following to create funding for Positions:

1. Navigate to the **Funding Entry** page in UCPath.
 - a. **Navigation:** PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**
2. Click the **Add a New Value** tab.
3. Enter the department code into the **Department** field.
4. Enter the appropriate Fiscal Year.

Note: The system defaults to the current Fiscal Year.
5. Select **Position** from the **Budget Level** drop-down menu.
6. Enter the **Position** number, if known, or select the **Lookup** icon to search by the employee.

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7. Click the **Add** button.

The screenshot shows the 'Funding Entry' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. A yellow arrow points to the 'Add a New Value' button, which is circled in yellow with the number '2.'. Below these buttons are several input fields: 'Request ID' (with 'NEW' entered), 'Set ID' (with 'LACMP' and a search icon), 'Department' (with a search icon), 'Fiscal Year' (with '2020' entered), 'Budget Level' (with a dropdown menu showing 'Position'), 'Position Pool ID' (with a search icon), and 'Position Number' (with a search icon). A yellow arrow points to the 'Position Number' field, which is circled in yellow with the number '6.'. At the bottom left of the form, there is an 'Add' button. A yellow arrow points to this button, which is circled in yellow with the number '7.'.

Note: The system displays the Funding Entry page. Position details appear at the top of the page. The Job Data Snapshot section displays the incumbent employee’s job details over two tabs. If the Position is vacant, there is no data in this section.

8. Enter the effective date in the **Effective Date** field.

9. Add or update the following Chartfields, as necessary:

- a. Location (Required) = 4
- b. Account/CC (Required) = Account and Cost Center are combined in UCPATH
- c. FS Department (Derived) = Defaults based on the Account and Cost Center provided
- d. Fund (Required)
- e. Project (Optional)

Note: Direct questions regarding project code creation and maintenance to the [UCPath Project Code Maintenance](#) website.

f. Sub (Optional)

Note: The sub defaults to 00 for Faculty/Academics and 01 for Staff. Some Academics could have a value of 02. If that is the case, select 02 to override the default setting of 00.

10. Leave the Earn Code blank in the **ERN Cd** field for at least one or more rows.

Note: UCPATH requires at least one row where the Earn Code is blank to assign the Fund Source for earnings that are submitted and not explicitly listed on this Funding page.

11. Use the **Fund End Date** field if the Fund Source has a date in which it will no longer be effective. If there is no specified end date for the fund, leave the field blank.

Note: It is recommended if using this field that an additional effective date be used to indicate when new Fund Source(s) are to be used. This ensures funding is in place if the employee is paid after the Funding End Date. **If an end date is populated and the funding is not updated prior to the end date, then the Suspense/Default account for your department will be charged.**

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The screenshot shows the 'Funding Entry' form. At the top, it displays 'Request ID: NEW' and 'Request Status: In Progress'. Below this, the 'Earnings Distribution' table is visible. A callout '9.' points to the '*Status:' dropdown menu, which is currently set to 'Active'. Another callout '12 a.' points to the 'Pay Dist %' column in the table, which has a value of 80.000. The table has columns for Em Cld, Seq #, Combo Code, Location, Account/CC, FS Dept, Fund, Project, Sub Override, GL Bus Unit, OTC Indicator, Funding End Date, and Pay Dist %.

12. Enter the Pay Distribution percentage for each row. The sum of the percentage must equal 100% for each Earn Code combination.

- a. Click the **Add** button that appears to the right of the rows if additional fund distributions are required.
- b. Example: Position is split-funded between two fund sources for all earnings.

This screenshot shows the 'Earnings Distribution' table with two rows. The first row has a 'Pay Dist %' of 80.000 and the second row has a 'Pay Dist %' of 20.000. The 'Add' button (+) is visible to the right of the second row. The table columns are the same as in the previous screenshot.

- c. Example: Position is split-funded AND overtime is paid off a single fund source.

This screenshot shows the 'Earnings Distribution' table with three rows. The first two rows are the same as in the previous screenshot. The third row has an 'Em Cld' of 'OTP' and a 'Pay Dist %' of 100.000. The 'Add' button (+) is visible to the right of the third row.

- 13. Click the **Add Attachment** button to attach a supporting document.
- 14. Use the **Initiator Comment** field to enter the reason for the request.
- 15. Click the **Save** button when data entry is complete.
 - a. Use the **Save** button to save the transaction in the event you need to submit it later.

*Note: The **Request ID** displays as NEW and the transaction does not receive a Request ID until the **Save** button is clicked. Use the Request ID to return to the transaction later.*
- 16. Click the **Submit** button when ready to submit the funding entry for review and approval.
 - a. If the request needs to be cancelled prior to submitting the transaction, click the **Cancel** button.

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Note: The system automatically assigns the transaction a unique Request ID after submitting for approval and the transaction is routed to the appropriate Approver.

Updating Funding for Positions

Perform the following to update funding for Positions.

1. Navigate to the Funding Entry page in UCPATH.
 - a. **Navigation:** PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**
2. Perform the procedures for adding a new funding entry as outlined in Creating Funding for Positions.
3. Click the **Add** button to add a new effective date and update the funding for the Position.

Note: This action causes UCPATH to copy all the Fund Source distribution(s) from the most recent effective-dated row and create an additional set of data while retaining the prior Fund Sources, approvals, and supporting documents along with prior effective dates.

4. Click the left and right arrows to the right of the **Level** field to view prior effective-dated versions and FAU's, if necessary.
5. Enter the new effective date in the **Effective Date** field.
 - a. **Future effective date** - if the effective date is in the future, the funding will be used once that future date becomes the present date.

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- b. **Past effective date** - If the effective date is in the past, then UCPATH considers that as being effective now unless there is another effective date that takes its place.
 - Note:* If using a Past effective date, it is necessary to submit a Direct Retro transaction to correct instances where there are processed payrolls from the incorrect funding account.
 - c. **Current effective date** - if the effective date is today, then this date is applied to funding on any subsequent payrolls until the next effective date, if one exists.
6. Click the **Add** button that appears to the right of the rows if additional fund distributions are required.
 7. Click the **Delete** button that appears to the right of the rows if the number of fund distributions are being reduced.
 8. Update the Chartfields, as necessary.
 - a. Verify the Earn Code is blank in the **ERN Cd** field for at least one or more rows.
 - Note:* UCPATH requires at least one row where the Earn Code is blank to assign the Fund Source for earnings that are submitted and not explicitly listed on this Funding page.
 9. Continue to add details for each additional row that is added to the **Earnings Distribution** section.
 10. Click the **Add Attachment** button to attach a supporting document.
 11. Use the **Initiator Comment** field to enter the reason for the request.
 12. Click the **Save** button when data entry is complete.
 - a. Use the **Save** button to save the transaction in the event you need to submit it later.
 - Note:* The Request ID displays as NEW and the transaction does not receive a Request ID until the **Save** button is clicked. Use the Request ID to return to the transaction later.

The screenshot displays the 'Funding Entry' interface. At the top, it shows 'Request ID: NEW' and 'Request Status: In Progress'. Below this, there are fields for 'Set ID: LACMP', 'Department: 352500', 'Payroll', and 'Budget Begin/End Dates'. A 'Level' section allows selection between 'Department', 'Position Pool', and 'Position'. The 'Job Data Snapshot' table has one row with columns for Name, Empl ID, Empl Rcd, Effective Date, Eff Seq, Department, Job Code, Job Code Desc, Payroll Status, Expected Job End Date, and e-Verify. Below this is the 'Earnings Distribution' table with columns for Em Cd, Seq #, Combo Code, Location, Account/CC, FS Dept, Fund, Project, Sub Override, GL Bus Unit, OTC Indicator, Funding End Date, and Pay Dist %. The 'Justification document' section includes an 'Add Attachment' button. The 'Approver document upload' section has an 'Initiator Comment' text area and a 'Save' button.

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13. Click the **Submit** button when ready to submit the funding entry for review and approval.
 - a. If the request needs to be cancelled prior to submitting the transaction, click the **Cancel** button.

Note: The system automatically assigns the transaction a unique Request ID after submitting for approval and the transaction is routed to the appropriate Approver.

Reviewing a Funding Entry Transaction

Perform the following to review a funding entry transaction:

1. Navigate to the Funding Entry page in UCPath.
 - a. **Navigation:** PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**
2. Remain on the Find an Existing Value tab.
3. Search for the transaction using the appropriate search criteria (e.g., Request ID, Position Number, Empl ID).

Note: The **Funding Entry** page opens and displays the most recent funding transaction.

4. Review the following header details on the transaction:
 - a. Request ID – provides the unique transaction number for this entry
 - b. Requested by – provides the Empl ID of the Initiator
 - c. Set ID – Business unit
 - d. Department – department code
 - e. Fiscal Year
 - f. Budget begin and end date
 - g. Submitted on – displays the date the Initiator submitted the transaction
 - h. Request status – indicates the submission status of the transaction. See table below.

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Request Status	Description
In Progress	<ul style="list-style-type: none"> ➤ The transaction has been saved but not submitted by the Initiator. ➤ The Initiator can use the Request ID to return to the transaction later for submission.
Pending Approval	<ul style="list-style-type: none"> ➤ The transaction has been saved and submitted by the Initiator. ➤ The transaction is currently in the approval workflow engine (AWE) and is awaiting approval at the local level.
Denied	<ul style="list-style-type: none"> ➤ The transaction has been denied by the Approver.
Saved to Database	<ul style="list-style-type: none"> ➤ The transaction has successfully completed AWE and the data is on the staging table waiting to be uploaded into UCPATH. ➤ If the transaction shows this status and it has been some time since the transaction has completed AWE, contact the UCPATH Center for assistance in completing the transaction.
Approved and Complete	<ul style="list-style-type: none"> ➤ The transaction has been successfully uploaded into UCPATH and the funding can be viewed on the Funding Entry Inquiry page.

- To see previous funding entries, click the **View All** hyperlink or scroll using the arrows.
- Refer to the box at the bottom of the page to see where the transaction is in the AWE process.

Funding Entry New Window | Help

Request ID: FE00177367 Requested by: Submitted on: 12/05/2019
 Set ID: LACMP Department: 171900 Urology Request Status: Pending Approval
 Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level: Department Position Pool Position Find View All First 1 of 2 Last

Position Number: 40042465 SRA 3 SUPV

Job Data Snapshot Personalize Find First 1 of 1 Last

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1			07/01/2019	0	171900	009615	SRA 3 SUPV	Active		<input type="checkbox"/>

Funding Effective Date: 12/01/2019 Eff Seq: 0 Status: Active Record Status: In Progress

Earnings Distribution Personalize Find First 1 of 1 Last

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	1	000256569	4	441492MR	1719	84626	YAMASH	02	LAFIN			100.000

Justification document: [Budget Distribution Details](#)

Approver document upload

Initiator Comment:

Funding Entry

Request ID: FE00177367, Set ID: LACMP, Dept ID: 171900, Year: 2020: Pending

Funding entry: Pending → Not Routed

Multiple Approvers UC AWE Approver 01 → Multiple Approvers UC AWE Approver 02

Comment:

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Additional Resources

- ◆ [UCPath Project Code Maintenance](#) Website
- ◆ [Submit New Position Funding Entry Request](#) UCPath Help Site Topic
- ◆ [Enter Position Funding Update](#) UCPath Help Site Topic
- ◆ [Funding Entry and Updates](#) UCPath Help Site Slide Deck
- ◆ [Update Funding for Positions with Salary Caps or Multiple Components of Pay](#) CRU Job Aid

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