



# Identifying & Correcting Suspense Funding

UCPath Clinic special topic

February 26, 2019



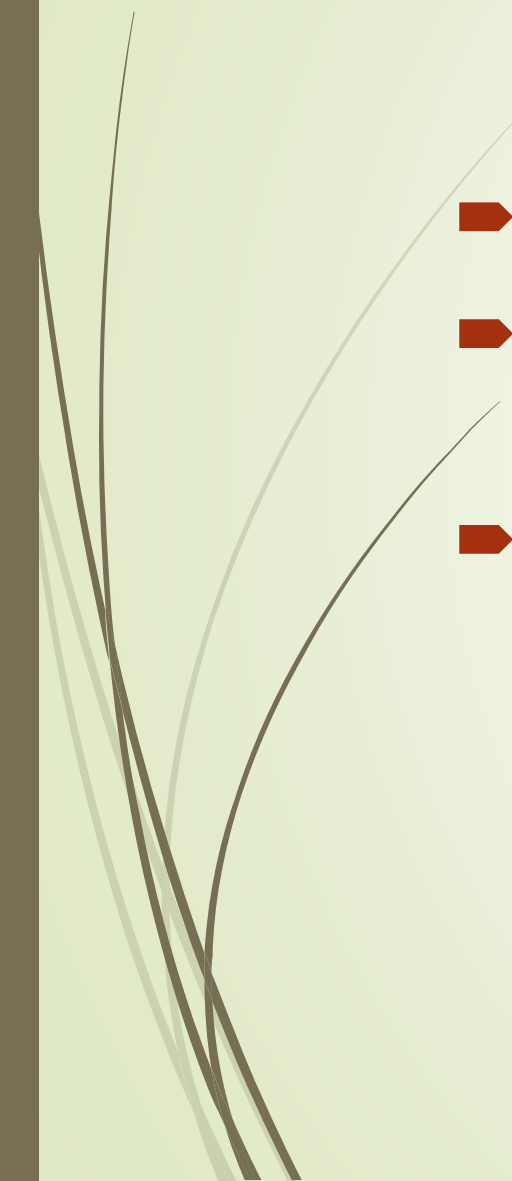
# Issue



- 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**
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# 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.

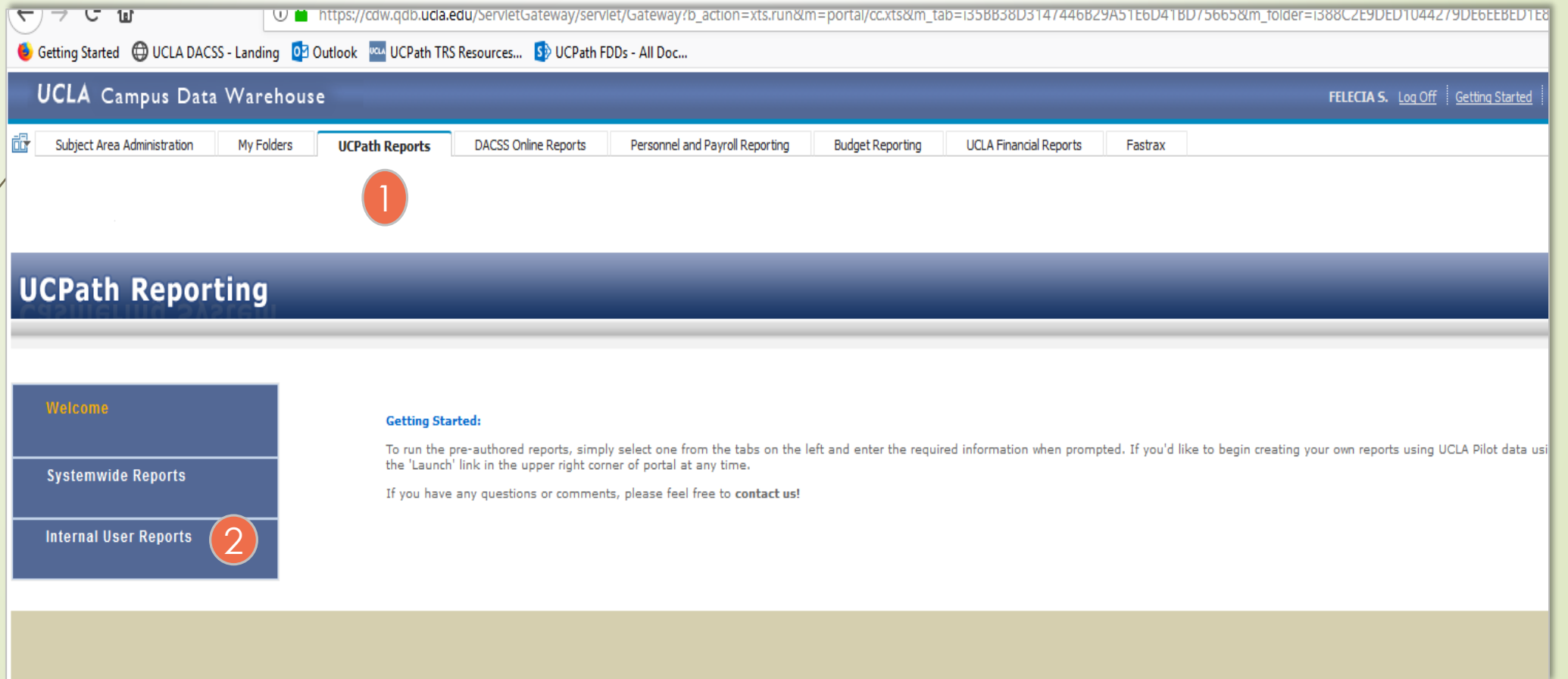
*Ex. Funding ended on 12/31/18 but the employee continues to be paid for 01/31/19 and 02/28/19 and no new funding is established*

# Identifying Suspense Funding

Generate CDW (COGNOS) reports to research the issue

CDW – [cdw.qdb.ucla.edu](https://cdw.qdb.ucla.edu)

Navigate to reports: *UCPath Reports > Internal User Reports*



The screenshot shows a web browser window displaying the UCLA Campus Data Warehouse (CDW) portal. The browser's address bar shows the URL: [https://cdw.qdb.ucla.edu/ServietGateway/serviet/Gateway?b\\_action=xts.run&m=portal/cc.xts&m\\_tab=1358838D3147446B29A51E6D41BD75665&m\\_tolder=1388C2E9DED1044279DE6EEDTE8](https://cdw.qdb.ucla.edu/ServietGateway/serviet/Gateway?b_action=xts.run&m=portal/cc.xts&m_tab=1358838D3147446B29A51E6D41BD75665&m_tolder=1388C2E9DED1044279DE6EEDTE8). The browser's tab bar shows several open tabs: "Getting Started", "UCLA DACSS - Landing", "Outlook", "UCPath TRS Resources...", and "UCPath FDDs - All Doc...".

The main content area of the CDW portal is titled "UCLA Campus Data Warehouse" and includes a navigation menu with the following items: "Subject Area Administration", "My Folders", "UCPath Reports", "DACSS Online Reports", "Personnel and Payroll Reporting", "Budget Reporting", "UCLA Financial Reports", and "Fastrax". A red circle with the number "1" is placed over the "UCPath Reports" tab.

Below the navigation menu, the "UCPath Reporting" section is displayed. On the left side, there is a sidebar with three main categories: "Welcome", "Systemwide Reports", and "Internal User Reports". A red circle with the number "2" is placed over the "Internal User Reports" category.

The main content area of the "UCPath Reporting" section contains a "Getting Started:" heading followed by the text: "To run the pre-authored reports, simply select one from the tabs on the left and enter the required information when prompted. If you'd like to begin creating your own reports using UCLA Pilot data use the 'Launch' link in the upper right corner of portal at any time." Below this text, it says: "If you have any questions or comments, please feel free to **contact us!**"



# 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](#)