Job Aid: Funding Entry

Overview

UCPath positions require account and fund information.

Use the Funding Entry page to enter all payroll funding-related data (new or update existing) for a particular position.

This page displays each Department’s specific chart of accounts configuration.

Submitting a transaction triggers approval workflow (AWE) and upon final approval, UCPath saves the data to the Department Budget tables.

The Process

Once an approval for a Job/Position has been obtained, the UCPath process begins with creating a new position.

1. Request a Position via the Position Control Request transaction as necessary or use an existing vacant position.
2. Once the position is created, setup accounting and allocation information for the position via Funding Entry transaction.
3. The AWE process is triggered and the funding entry department approver reviews and approves or denies the transaction.
4. If the transaction is approved, the position is ready to be filled. If the transaction is denied, required changes must be made before the position is ready to be filled.
Funding Entry, Add a New Value Page

Navigate to the Funding Entry page from your homepage in UCPath Online.

Navigation: PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Use the Funding Entry, Add a New Value page to begin the funding entry transaction.

Use the Department field to enter your department code.

Enter the position number in the Position Number field. Click the Add button to continue.
Funding Entry Page

Begin the system steps for adding funding details by entering the effective date.

Use the **Earnings Distribution** section to enter the Funding and Accounting details for this position.
Account Validation: The system will check for valid accounts. If the account does not exist, the input cell will turn RED.

Fund Validation: The system will check for valid funds. If the fund does not exist, the input cell will turn RED.

Sub: Leave blank for positions with permanent funding. The system will look at the Job record to derive Sub 0 or Sub 1.

Enter Sub 2 for positions that do not have permanent funding (e.g. Contracts & Grants and Work-Study). The Sub 2 value will override the auto-derived Sub 0 & 1.

Scroll to the right to view the rest of the page.
Scroll to the left to save your transaction. When the **Save** button is selected, the system will check that the Account-Fund may be used in combination. If the combo is not valid, the system will return an error message. See below for combo error messages & suggested responses.

When you are ready to submit the transaction for approval, click **Submit**. After you submit it, the system displays the workflow routing details below the **Initiator Comment** field.
Combo Error Messages

Account or Fund Validation

The message below will appear if the system does not recognize your account and funding combinations.

Below are examples of an Account or Fund error. The fields will be highlighter in Red.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>RECOMMENDED ACTIONS</th>
</tr>
</thead>
</table>
| New accounts & funds are created in the PeopleSoft Financial System & are sent to UCPath nightly. The message indicates that the value entered is not one of the valid accounts or funds in UCPath. | 1. Check entry for error or typo and re-enter the value. Use the prompt button (magnifying glass) to see a list of valid values.  
2. Allow sufficient time for creation & nightly feed of new account & new fund values. Re-try value after sufficient time has past.  
3. If you believe the account or fund is valid and should be available in UCPath, contact BFS for assistance. |
Job Aid: Funding Entry

Combo Error Messages, continued

Account - Fund Does Not Exist

The message below will appear if the Account-Fund does not exist.

<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>CONDITION</th>
<th>RECOMMENDED ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account-Fund does not exist</td>
<td>The Account-Fund combination is not valid. This combo has not been setup in the PeopleSoft Financial system.</td>
<td>1. Check your entry for errors and re-enter values. Confirm that this account should be paired with this fund.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. If this is a new combo, allow for sufficient time for creation of the combo in the PeopleSoft Financial System.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. If you believe that the combo should be valid, contact BFS for assistance.</td>
</tr>
</tbody>
</table>
## Combo Error Messages, continued

### Invalid Combination of Account-Fund-Sub

The message below will appear if the FAU is invalid.

<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
</table>
| Combination Code Validation Failed with reason: Invalid FAU  
Ern Cd:REG, 8-769996-16066-SBFIN Failed Validation (31001,94)  
Please correct the respective chart field value/s and retry. If error persists contact system administrator |

<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>CONDITION</th>
<th>RECOMMENDED ACTIONS</th>
</tr>
</thead>
</table>
| **Invalid Account-Fund-Sub** | The Account-Fund-Sub combination is not valid in the PeopleSoft Financial System.  
Positions with limited term funding (Contracts & Grants and Work-Study) need to be coded to Sub 2. | 1. Check your entry for errors and re-enter values.  
2. Check the value in the Sub field. Leave the Sub field blank, if the position has permanent funding. Enter Sub 2, if the position does not have permanent funding (e.g. Contracts & Grants and Work-Study).  
3. If you believe that the combo should be valid, contact BFS for assistance. |
## Chart Field Error Substitutions

**Funding Entry Page** - Payroll expense will be coded to the chart of account values entered on the Funding Entry Page

<table>
<thead>
<tr>
<th>Field</th>
<th>System Default</th>
<th>Dept Enters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Enter</td>
<td>Enter</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter</td>
<td>Enter</td>
</tr>
<tr>
<td>Sub</td>
<td>Blank - Sub 0 &amp; 1 default from Job Record</td>
<td>Sub 2 - Enter to override default</td>
</tr>
<tr>
<td>Object</td>
<td>Default from Job Record</td>
<td>Enter</td>
</tr>
<tr>
<td>Dept</td>
<td>Default from Job Record</td>
<td>Enter</td>
</tr>
<tr>
<td>Cost Ctr</td>
<td>Default from Account</td>
<td>Enter</td>
</tr>
<tr>
<td>Cost Type</td>
<td>Default from Account</td>
<td>Enter</td>
</tr>
<tr>
<td>Project</td>
<td>Default from Account</td>
<td>Enter</td>
</tr>
</tbody>
</table>

## Chart of Account Substitutions

UCPath monitors the chartfield values. When the system finds certain error conditions, chart of account substitutions are made.

<table>
<thead>
<tr>
<th>ERROR TYPE</th>
<th>Account</th>
<th>Fund</th>
<th>Sub</th>
<th>Object</th>
<th>Dept</th>
<th>Cost Ctr</th>
<th>Cost Type</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDIT ERROR</td>
<td>Invalid chartfield combo</td>
<td>Default *</td>
<td>89996</td>
<td>Sub 0 &amp; 1 - Default from Job Record</td>
<td>Default from Job Record</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>SUSPENSE</td>
<td>Expired Funding End Date</td>
<td>Default *</td>
<td>89997</td>
<td>Sub 0 &amp; 1 - Default from Job Record</td>
<td>Default from Job Record</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>DEFAULT</td>
<td>Missing chartfield values</td>
<td>Default *</td>
<td>89998</td>
<td>Sub 0 &amp; 1 - Default from Job Record</td>
<td>Default from Job Record</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>
Chart of Account Substitutions - EDIT ERROR
If the chart of account combination is not valid when the payroll is processed, payroll expense will be coded to the "edit error" account &

Chart of Account Substitutions - SUSPENSE
If the Funding Entry Date on the Funding Entry Page has expired, payroll expense will be coded to the "suspense" account & fund. It is recommended to not use the Funding End Date (i.e. leave this field blank).

Chart of Account Substitutions - DEFAULT
If the chart of account fields are absent on the Funding Entry Page, payroll expense will be coded a "default" account & fund.

* Account Default - For each Department, the account default is set to the account most commonly used for payroll during fiscal years 2016 & 2017.

Direct Retro (Salary Cost Transfers)
Departments will use the Direct Retro function in UCPath to move payroll activity from the edit error, suspense or default chartfields to the appropriate chartfield.