Zoom-A-Day: Basic Funding Entry
Today’s Topics

- Refresher: Funding Entry Lifecycle & System Steps
- “Correcting” Funding Entry
- Historical Funding Entry Updates
- Notes for Initiators & Approvers
- Q&A
Funding Entry Lifecycle and System Steps

- Funding Entry Lifecycle
- Create Funding System Steps
- Update Funding System Steps
Employee Lifecycle

1. **Create Position**
   - Position Management

2. **Hire Employee**
   - (or Rehire, Concurrent Hire, or Transfer)
   - Template Transactions

3. **Manage Job**
   - PayPath
   - Absence Management
   - Template Transactions

4. **Terminate Employee**
   - (position remains)
   - Template Transactions

*If the position must be funded using the Salary Cap/MCOP Worksheet, you must wait until after the hire has processed to enter the funding.*
**Scenario:** Our department is hiring a new STDT 3. The employee will be starting on 6/1.

1. HR Initiator creates Position with an **Effective Date** one-month prior to the anticipated hire date.
**Scenario:** Our department is hiring a new STDT 3. The employee will be starting on 6/1.

2. Funding Initiator adds Position funding with an **Effective Date** = Start Date (or earlier)

HR Initiator processes the hire, **Effective Date** = 6/1; If funding requires **Salary Cap/MCOP Worksheet**, funding can’t be entered until after the hire is processed.
**Scenario:** Our department is hiring a new STDT 3. The employee will be starting on 6/1.

Funding Initiator updates funding as needed over the life of the job.

![Funding Entry](image)
Employee Lifecycle

8/1: Split on two new chartstrings

9/1: All funding one chartstring from 8/1 distribution

11/15: Split funding on charstring from 8/1 distribution and two new chartstrings
Scenario: Our department is hiring a new STDT 3. The employee will be starting on 6/1.

HR Initiator processes termination at the end of the year 2021; Funding Initiator updates funding for the next incumbent if another will be hired.

If the position won’t be hired into again, HR Initiator should Freeze the position. No Funding action required.
HR Initiator indicates there is a new position that needs funding. Identify chartstrings.

**Mapped Index Lookup Tool**

Overview

As we transition to the new Chart of Accounts (COA) on July 1, 2020, implemented in Oracle Financials Cloud (OFC) and Concur, the Mapped Index Lookup Tool will assist users in understanding new COA chart segments, their department/transactional chartstrings, and the translation of old IFIS segments to the new OFC values.

**Are you ready for the new Chart of Accounts?**

The Chart of Accounts (COA) represents the structure through which financial transaction data is organized and reported. UC San Diego’s new COA consists of 12 segments. Each segment contains values of a defined length and all segments are required for transactions performed in Oracle Financials Cloud (OFC). To learn more, read the new COA User Guide.

Once you’ve read the COA User Guide, you are ready to begin preparing for the transition to OFC and Concur. Start by utilizing the Mapped Index Lookup Tool to run through practice exercises geared towards helping you understand the translation of old IFIS segments to the new OFC chartstring.

**Practice**

- Watch this video [https://youtu.be/sWFerhw-bjJ](https://youtu.be/sWFerhw-bjJ) and log in to the Mapped Index Lookup Tool.
Navigate to the Funding Entry page to enter the first position funding entry
System Steps: Update Position Funding

1. Identify chartstrings.

**Funding Entry Tools**
- **Chart of Accounts User Guide**
  Use the Chart of Accounts User Guide as a reference to select the correct accounting string for transactions.

- **Mapped Index Lookup Tool**
  Use the Mapped Index Lookup Tool to translate the old IFIS index and FOPAL to the new OFC Chartstring.

**Mapped Index Lookup Tool**

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- **Practice**
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System Steps: Create Position Funding

2. Navigate to the Funding Entry page to update the existing position funding
Deadline to Impact Payroll

To ensure funding update is processed with payroll the best practice is to ensure entry by the day before the Pay Confirm date.

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>Fri 05-01-20 04-01-20 04-30-20 200430MOX</td>
<td>Tue 04-21-20 Wed 04-22-20 Thu 04-23-20 Wed 04-22-20 Thu 04-23-20</td>
<td>PayPath Employee Data Change (3pm) PayPath Employee Data Change (3pm)</td>
<td>UCPath Center</td>
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<tr>
<td>B1</td>
<td>Wed 05-13-20 04-19-20 05-02-20 200502B1X</td>
<td>Fri 05-01-20 Tue 05-05-20 Wed 05-06-20 Wed 05-06-20 Thu 05-07-20</td>
<td>Inbound Files Due (2:30pm) Inbound Files Due (2:30pm)</td>
<td></td>
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<td>B2</td>
<td>Wed 05-27-20 05-03-20 05-16-20 200516B2X</td>
<td>Fri 05-15-20 Tue 05-19-20 Wed 05-20-20 Thu 05-21-20</td>
<td>Inbound Files Due (2:30pm) Inbound Files Due (2:30pm)</td>
<td></td>
</tr>
</tbody>
</table>

**** Inbound Files - Description

E-084: Manage Accurals
E-330: Batch Load Additional Pay
I-160: Tuition Reimbursement
I-176: Parking Deductions
I-181: Regular Time Entry

E-353: Batch Load One-Time Payments
I-171: Recurring General Deductions
I-178: Parking Deductions Corrections
I-378: One Time General Deductions
I-618: Flat Dollar Amount.

*** Employee Data Change

- One Time Pay
- Manage Accrual
- Mass Hire
- HR template
- Leave Transaction
- Union Enrollment

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UC San Diego
“Correcting” Funding Entry

- Viewing Job Data in Funding Entry
- Correcting Funding Entry
Viewing Job Data and “Correcting” Funding
Historical Funding Entry Updates

- Historical Funding Entry Updates
Historical Funding Entry Updates
Notes for Initiators & Approvers

- Important Things for Initiators to Remember
- Critical Fields for Funding Approvers
Important Things for Initiators to Remember

• The Blank Earn Code row(s) acts as a catch-all; it’s generally used to represent REG funding, but will fund any Earn Code not otherwise funded.

• If there is no funding on the position, if the chartstring errors during the payroll run, or if the funding has ended (Funding End Date has passed) the employee will still be paid and the salary costs will hit the VC-Area Default funding source.

• A direct retro transaction is required to move salary costs off the VC-Area default and onto the correct funding source(s); the funding must also be corrected in Funding Entry.

• Funding transactions must be approved by the day before Pay Confirm to ensure they are used in payroll processing.

• You don’t need UCPC to delete funding entries; override incorrect entries by submitting a new funding entry transaction with the same Effective Date.
Critical Fields for Approvers to Review

• Always double-check **Effective Date**
• If possible, review the chartstring; it is easy to make a data entry error in these fields
• Remember you may have to click “back” to review historical rows