

## Funding Entry Inquiry

Use this Step-by-Step guide to view Position level funding information using the read only Funding Entry Inquiry page in UCPATH.

The position level is the lowest level of funding. There is a one-to-one relationship (one funding to one position). The Position may be filled or unfilled.

**Navigation:** UCPATH > PeopleSoft Homepage > General Ledger Admin > General Ledger Tasks > Funding > Funding Entry Inquiry

### Step-by Step:

1. Go to UCPATH Online Portal <https://ucpath.universityofcalifornia.edu/>
2. Click on University of California, Merced.
3. Enter your UC Merced Single Sign On.
4. Ensure you see the UCPATH Dashboard displayed.

The image contains two screenshots of the UCPATH system. The top screenshot shows the login page with a list of authorized users and a sign-in form. The bottom screenshot shows the dashboard with a scheduled downtime announcement.

**UCPATH Login Page:**

UCPATH

Thank you for visiting UCPATH, your online self-service tool for pay, benefits and other HR transaction activities. Select your location below to log in.

Authorized users sign in below

Lawrence Berkeley National Laboratory
University of California, Agriculture and Natural Resources
University of California, Berkeley
University of California, College of the Law San Francisco
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Merced

UC MERCED Single Sign On

UCMNetID or M.ID (Required)

Password (Required)

☐ Show Password

Forgot Password

Sign In

New to UC Merced? [Claim Account](#)

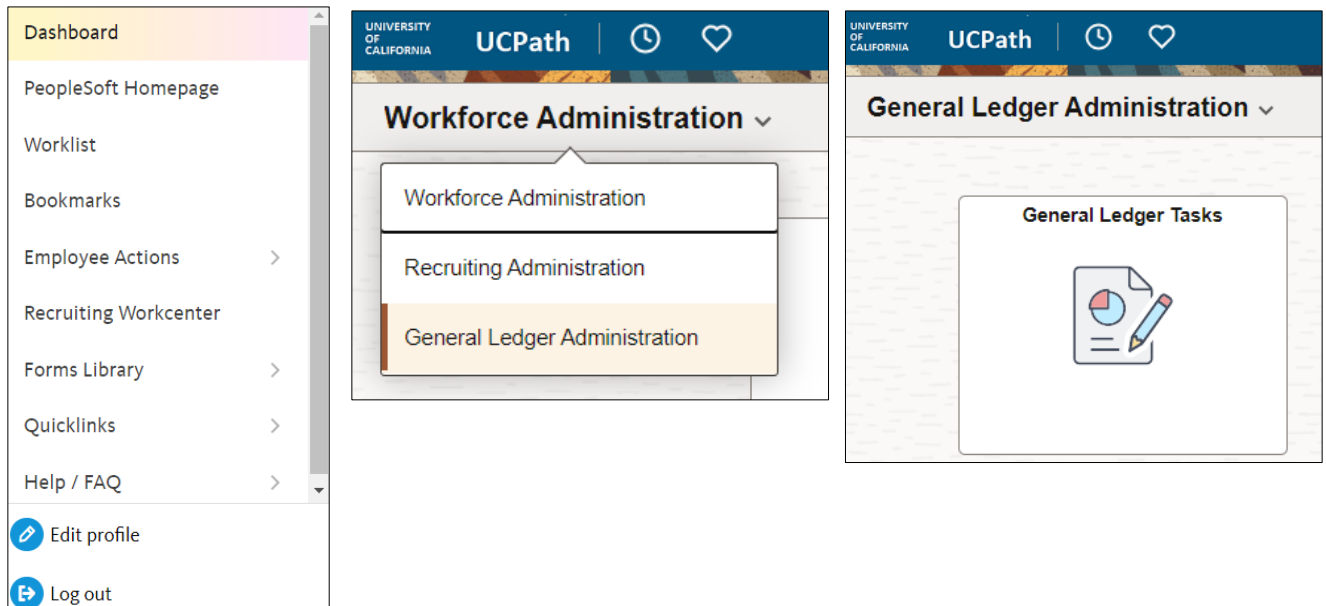
**UCPATH Dashboard:**

UCPATH

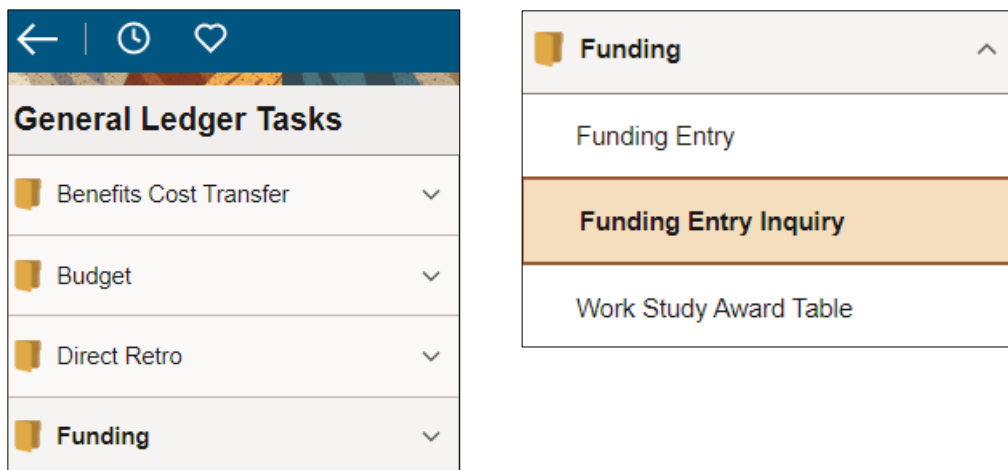
DASHBOARD

Scheduled Downtime: UCPATH Will Be Unavailable Due to

5. Locate the UCPATH menu on the left-hand side.
6. Click on PeopleSoft Homepage.
7. Locate Workforce Administration, click downward arrow to see other options (access based).
8. Click on General Ledger Administration.
9. Click on General Ledger Tasks.



10. Locate General Ledger Task menu on the left-hand side.
11. Click on Funding for available options.
12. Click on Funding Entry Inquiry.



13. Search Criteria for the Funding Entry Inquiry will open.

14. Enter at least one search criteria, then click Search.

Field	Enter
Set ID	Enter MECMP
Department	Enter the Department Number for which the position belongs.
Fiscal Year	Enter fiscal year for the funding inquiry.
Budget level	Select Position from the dropdown menu.
Position Pool ID	Only applicable to student employees with Work Study positions.
Position Number	Enter the 8-digit position number.
Empl ID	Enter the 8-digit UCPath Employee ID number.
Empl Record	Enter employee record number such as 0,1,2
Name	Enter employee name

**Funding Entry Inquiry**

**Find an Existing Value**

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

\*Set ID =

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Position Number begins with

Empl ID begins with

Empl Record =

Name begins with

^ Show fewer options

☐ Case Sensitive

15. Search Results items are displayed for review.

- Click on any list headers to sort the results.
- Double Click on the line you want to see to open the Funding Inquiry page.

▼ **Search Results**  
9 rows - Set ID "MECMP" Position Number "40003337"

View All | First | 1-9 of 9 | Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Position Number	Empl ID	Empl Record	Name	
MECMP	M50300	2020	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M50300	2019	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2024	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2023	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2022	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2021	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2020	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2019	Position	(blank)	40003337	(blank)	0.00	(blank)	>
MECMP	M55700	2018	Position	(blank)	40003337	(blank)	0.00	(blank)	>

## 16. Funding Entry Inquiry page is displayed.

## Reviewing the Funding Entry Inquiry page

The Funding Entry Inquiry page has 4 data sections:

### 1. Header (data row selected from your Search Results)

- Set ID (Campus Location)
- Department Code and Name
- Fiscal Year
- Budget Begin Date
- Budget End Date

### 2. Level (the level of funding)



- Department
- Position Pool (only for Work Study)
- Position Number and Title)
- Pool ID (only for Work
- Date Updated

### 3. Job Data Snapshot

- Name
- Employee ID
- Employee Record
- Effective Date
- Effective Sequence
- Department Code
- Job Code
- Job Code Description
- Payroll Status
- Expected Job End Date
- e-Verify


- If Position is Filled, Employee Information will be displayed.
- If Position is Vacant, section will be blank.



Job Data Snapshot

Personalize | Find |   First 1 of 1 Last

Job details 1



Job details 2



	Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify	
1			0		0						<input type="checkbox"/>	 

### 4. Earnings Distribution (funding)

- **Funding Effective Date**  
Indicates the date on which this funding became or will be effective. If there was more than one update to the funding on the same date.
- **Effective Sequence**  
Keeps track of which entry was made first: 0 for the first entry, 1 for the second entry, and so forth.
- **Status**  
Indicates if funding is active or not.
- **Earning Distribution**  
Displays the details for the funding source or sources for the selected position. This is a combination of earning code, Common Chart of Account (CCOA or COA) and pay distribution percentage.

Funding Effective Date: 07/01/2023    Eff Seq: 0    Status: Active															Personalize   Find     First 1 of 2 Last
Earnings Distribution															
Em Cd	Seq #	Combo Code	Entity	Fund	FinancialHRUnit	Account	Function	Program	Project	PhyscallLocation	Sub-Activity	OTC Indicator	Funding End Date	Pay Dist	
1			0			010000									
2		000816921	1011	19900	M557000	501000	72	000	0000000000	000	000000			100.000000	

Budget Distribution Details

Please be aware of the following:

- A Position may have both **Current** Funding and **Future** dated funding rows.
- Some Positions can have more than one effective dated row.
- A Position may have multiple pages of funding. On the top right corner of the Funding Entry Inquiry page, you can see the number of pages of funding. You can click on **View ALL** button or *scroll* through the pages. **Pay Close attention to the Funding Effective Date and Effective Date Sequence**, for example:
  - Effective Date 04/01/2024 Sequence 1
  - Effective Date 04/01/2024 Sequence 0
  - Effective Date 07/01/2023 Sequence 0

Funding Entry Inquiry

Set ID: MECMP Department: E21600 MECHANICAL ENGINEERING  
Fiscal Year: 2024 Budget Begin Date: 07/01/2023 Budget End Date: 06/30/2024

Level: ☐ Department ☐ Position Pool ☒ Position  
Position Number: 40004075 GSR-PARTIAL FEE REM Pool ID: Date Updated: 03/04/2024

Find | View All First 1 of 3 Last

Job Data Snapshot  
Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1			1 01/01/2024	4	E21600	003276	GSR-PARTIAL FEE REM	Active	05/16/2024	

Funding Effective Date: 04/01/2024 Eff Seq: 1 Status: Active

Earnings Distribution

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Account	Function	Program	Project	Physical Location	Sub-Activity	OTC Indicator	Funding End Date	Pay Dist
1			0			010000								
2		000628320	1011	20401	E216000	500007	44	000	GNT0000247	000	000000			100.000000

View by scrolling through pages, one at a time.

Funding Entry Inquiry

Set ID: MECMP Department: E21600 MECHANICAL ENGINEERING  
Fiscal Year: 2024 Budget Begin Date: 07/01/2023 Budget End Date: 06/30/2024

Level: ☐ Department ☐ Position Pool ☒ Position  
Position Number: 40004075 GSR-PARTIAL FEE REM Pool ID: Date Updated: 03/04/2024

Find | View 1 First 1-3 of 3 Last

Job Data Snapshot  
Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1			1 01/01/2024	4	E21600	003276	GSR-PARTIAL FEE REM	Active	05/16/2024	

Funding Effective Date: 04/01/2024 Eff Seq: 1 Status: Active

Earnings Distribution

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Account	Function	Program	Project	Physical Location	Sub-Activity	OTC Indicator	Funding End Date	Pay Dist
1			0			010000								
2		000628320	1011	20401	E216000	500007	44	000	GNT0000247	000	000000			100.000000

View All button to Consolidates Funding Lines into Consolidated View, but it can be more challenging to read.

Funding Entry Inquiry

Set ID: MECMP Department: E21600 MECHANICAL ENGINEERING  
Fiscal Year: 2024 Budget Begin Date: 07/01/2023 Budget End Date: 06/30/2024

Level: ☐ Department ☐ Position Pool ☒ Position  
Position Number: 40004075 GSR-PARTIAL FEE REM Pool ID: Date Updated: 01/18/2024

Find | View 1 First 1-3 of 3 Last

Job Data Snapshot  
Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1			1 01/01/2024	4	E21600	003276	GSR-PARTIAL FEE REM	Active	05/16/2024	

Funding Effective Date: 04/01/2024 Eff Seq: 0 Status: Active

Earnings Distribution

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Account	Function	Program	Project	Physical Location	Sub-Activity	OTC Indicator	Funding End Date	Pay Dist
1			0			010000								
2		001360913	1011	14000	E216000	500007	44	000	SUP0000049	000	000000			100.000000

Funding Effective Date: 07/01/2023 Eff Seq: 0 Status: Active

Earnings Distribution

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Account	Function	Program	Project	Physical Location	Sub-Activity	OTC Indicator	Funding End Date	Pay Dist
1			0			010000								
2		000628320	1011	20401	E216000	500007	44	000	GNT0000247	000	000000			100.000000

- If a **Future Funding** Row is in the next Fiscal Year, you will not see it in the **Current Year Funding** stack. When you are on the Search Results you will see the Fiscal Year Displayed. Depending on what you are searching for you may be looking for information in the Current Fiscal Year (in this example 2024) or a Future Fiscal Year (in this example 2025).

▼ Search Results

7 rows - Set ID "MECMP" Position Number "40209132"

View All   									
First 1-7 of 7 Last									
Set ID	Department	Fiscal Year▼	Budget Level	Position Pool ID	Position Number	Empl ID	Empl Record	Name	
MECMP	E31800	2025	Position	(blank)	40209132	10116751	2	Trung Nguyen	>
MECMP	E31800	2024	Position	(blank)	40209132	10116751	2	Trung Nguyen	>
MECMP	E30000	2024	Position	(blank)	40209132	10116751	2	Trung Nguyen	>
MECMP	E30000	2023	Position	(blank)	40209132	10116751	2	Trung Nguyen	>
MECMP	E30000	2022	Position	(blank)	40209132	10116751	2	Trung Nguyen	>
MECMP	E30000	2021	Position	(blank)	40209132	10116751	2	Trung Nguyen	>
MECMP	E30000	2020	Position	(blank)	40209132	10116751	2	Trung Nguyen	>

## Helpful Resources

### UCPath Cognos Reports

The following UCPATH Cognos reports are helpful when analyzing funding. To request access to these UCPATH Cognos reports, submit a [User Access Provisioning Request](#).

- **R-368 Funding Position Report**  
Report provides funding, position, and job information.
- **R-268 Distribution of Payroll Expense**  
Report lists all payroll expenditures, UC Merced Sub-activity Code will show Funding Suspense reasons.

When reviewing the Distribution of Payroll Expense report, look at the Sub-Activity field to identify payroll lines that have gone to suspense. There are 3 main reasons for a suspense:

Sub Activity Code	Significance	Description
A00023 FUNDNG	Funding Entry Issue	UCPath charges the Suspense COA in the following instances: <ul style="list-style-type: none"><li>• When there is no designated Default COA in place on the position's Funding Entry page at the time payroll is processed</li></ul> <p>Note: All positions with salary expenses are required to have funding in place prior to payroll processing as indicated on the UCPATH Payroll Processing Schedule</p> <ul style="list-style-type: none"><li>• During the Fiscal Year End Funding Rollover process if the COA previously entered into the position's funding entry is no longer valid</li></ul>
A00022 ENDDTE	Funding End Date Issue	UCPath charges the Suspense COA if the position's funding entry has an End Date which has passed and the funding entry has not been updated. For example: <ul style="list-style-type: none"><li>• If a position's funding entry has an end date of 05/31/2021, a new funding entry with an effective date of 06/01/2021 would need to be in place prior to payroll processing, otherwise the Suspense COA is charged.</li><li>• If possible, avoid using Funding End Dates when setting up a position's funding.</li></ul>
A00024 COMBO		UCPath charges the Suspense COA if the COA that was designated to be charged on the position's funding entry is no longer valid in the UC Merced General Ledger.
		Possible reasons a COA becomes invalid include the following: <ul style="list-style-type: none"><li>• Fund closed in Oracle</li><li>• Project value is no longer valid</li></ul>

### Transactional Deadline Calendar

For timely submission of requests, follow the Transactional Deadline Calendar found on the UC Merced Payroll Services website.

<https://bfs.ucmerced.edu/our-services/payroll-services/deadlines-calendars>

Pay Cycle	Check Date	Pay Period Dates		Local Time Reporting System (TRS)			Campus to Payroll Services to Effect Check	UCPath Freeze Period		UCPath Center		
				Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	DTA Entry Deadline (By 1 pm)		Begins at 5 PM	Ends at 6 AM	Pay Confirm to 4:00 PM	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)
		Begin	End							(Up		

- Payroll Services must receive your request by the “**Campus to Payroll Services to Effect Check**” date for timely processing.
- UCPath will send information to campus GL Systems (Oracle for UC Merced) by the “**GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)**” date.

### Request Direct Retro

The forms to request are Direct Retro is available on the UC Merced Payroll Services website.

<https://bfs.ucmerced.edu/our-services/payroll-services/payroll-forms>

- Staff Direct Retro** webform – Use to report a request for realignment of wages that have already posted.
- Direct Retro** webform – Use to report a re-alignment of wages that have already been posted to the Labor Ledger for an Academic position.

## Common Chart of Account (CCOA or COA) Segments

The Earnings Distribution section of the Funding Entry Inquiry page will display the assigned Chart String/COA (funding). The COA organizes what UC Merced spends by using multiple segments (components) to classify those expenses.

Please note, *Funding Roll Over happens automatically each Fiscal Year creating a new Effective Dated Row 07/01/XX for the year.*

Earnings Distribution															
Personalize   Find   1-2 of 2   Last															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Ern Ctl	Seq #	Combo Code	Entity	Fund	FinancialHRUnit	Account	Function	Program	Project	PhysicalLocation	Sub-Activity	OTC Indicator	Funding End Date	Pay Dist	
1			0			010000									
2		000816921	1011	19900	M557000	501000	72	000	0000000000	000	000000				100.000000

- A. Ern Code:** A blank field indicated the default salary funding. At least one row must have a blank earnings code.
- B. Sequence Number:** Keeps track of which entry was made first: 0 for the first entry, 1 for the second entry, and so forth.
- C. Combo Code:** Essentially a shortcut for the underlying chartfield elements that make up a chartstring. A combination code represents a chartstring.
- D. Entity:** Identifies the location in the UC System. Each campus has a unique identifier for UC Merced Campus it is 1011. This segment also aligns with the legal entity; i.e. our foundation and future medical school will have their own Entity values and align as unique legal entities.
- E. Fund:** Identifies or tracks the source of funding, with designations and restriction-types (i.e. 14000 for Tuition, 19900 for State General Funds).
- F. FinancialHRUnit:** Identifies the organizational hierarchy (tree structure). Used individually, it provides operational unit ownership (i.e. M557000).
- G. Account:** Categorizes the transaction as a specific type of revenue, expense, asset, liability, or fund balance (i.e. 501000 for S&W Non-Academic Staff)
- H. Function:** Designates the purpose of the transaction as it applies to international and external reporting requirements (i.e. 72 for Institutional Support & General Administration).
- I. Program:** Associates transactions with a formalized set of ongoing system-wide or cross-campus/location activities and “campus specific” activities (i.e 000 for Default Program).
- J. Project:** Leverage subledger functionality; tracking; involving; reporting; start and end dates; award/contract association (i.e 0000000000 for Default Project).
- K. PhysicalLocation:** Classifies transactions by location on or off university property (i.e 005 for Downtown Campus Center).
- L. Sub-Activity:** Classifies transactions by specifics of the activity if applicable (i.e 000000 for Default Sub Activity, A00055 for COVID).
- M. OTC Indicator:** This field identified whether a distribution line is up-to-the-cap row or over-the-cap row. The OTC Indicator field value is blank for an uncapped row, as in this example. (*Future use at UC Merced*).
- N. Funding End Date:** UC Merced does not use Funding End Date. When Departments want to establish new Funding, they must complete a Fund Change Request Form to have Payroll Services enter a new effective dated row.
- O. Pay Distribution Percent:** Values in these fields must total 100% by earning code must have a blank earnings code