Job Aid: Complete the CSV File Template for Mass Funding Uploads

Overview

The **Funding Upload** component interface (CI) is a custom process in UCPath for University of California (UC) Locations to facilitate mass funding uploads to the delivered UCPath Department Budget tables in order to adhere to UC's academic pay requirements and salary cap regulations. UC Locations can also enter funding uploads manually in UCPath in the **Funding Entry** component.

When uploaded by UC Locations via the **Funding Upload** page in UCPath, the template transactions that pass data edits are loaded onto the **Funding Entry** component based on the funding upload template used. That means the **Funding Upload** bypasses Approval Workflow Engine (AWE), and loads underlinedirectly onto the delivered Department Budget tables. Be sure to complete any manual approvals outside of the system prior to upload.

There are two templates for use with this process.

- **Salary Cap/MCOP Funding Upload Template**
  - The **Salary Cap/MCOP Funding Upload Template** can be used only for making funding changes. This template cannot be used to set up funding distributions and the **Default Funding Profile** (**DFP**) for the first time because the UCPath **DFP** must exist prior to running the file upload.
  - To perform funding entry using the **Salary Cap/MCOP Funding Upload Template**, ensure that the funding distribution worksheet is not blank for the position. The first funding entry in the **Salary Cap/MCOP** page cannot be done via upload.
- **General Funding Upload (Non-Salary Cap/Non-MCOP) Template**

Note that the **Funding Upload** process does not restrict UC Locations from loading the same file more than once. It is the UC Location's responsibility to ensure that the same file is not loaded multiple times because this will cause data issues.

Navigation to the **Funding Upload** page is PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Funding Upload**. Refer to the *PHCMGENL201 Funding Entry and Update* course for file upload instructions using the **Funding Upload** process.

Use this job aid for instruction on how to fill out both templates to upload to the **Funding Entry** page, and also how to access and review the process log file to review and resolve upload errors and warnings.

- The **Funding Upload** file templates are located on the **UCPath Location Support** SharePoint site: https://sp.ucop.edu/sites/ucpc/UCPathLocationSupport/UCPathTemplates

Be sure to access the most current version of the CSV file on SharePoint for each upload use.

You also can upload the template file to UCPath via a designated server folder (SFTP server). When uploaded to a designated server folder, the file is picked up as part of UCPath nightly batch processing. This job aid does not include instructions for using this option. Note that if you upload the file via a designated server folder instead of using the **Funding Upload** page, the process log file routes to the **Report Manager** queue via the custom Interface Dashboard method for you to view and access only if your UCPath User ID, Business Unit and security are configured to receive this process log file. The process log file contains upload errors and warnings for review and resolution. Note: The implementation date to route funding entry

upload log files to **Report Manager** for files uploaded via a designated server folder is pending for the production environment.

Read this job aid before completing the applicable file templates.

Acronyms and Definitions That May Be Used in This Document

- ♦ **APD:** Academic Personnel Directors
- ♦ **AWE:** Approval Workflow Engine
- ♦ **Cap Gap:** The difference between the capped salary rate and the full total negotiated salary (distributed salary) rate that an employee receives. The Cap Gap is typically charged to a non-federal and/or discretionary funding source. Same as **OTC**.
- ♦ **Chartfield:** In UCPath, the fields that make up the chart of accounts and provide the system with the basic structure to segregate and categorize transactional and budget data are called Chartfields. Each Chartfield has its own attributes for maximum efficiency and flexibility in recording, reporting and analyzing its intended category of data. While a particular Chartfield always represents only one category of data, it stores many values that you use to further categorize that same data. Examples of UCPath chartfield values are Fund, Program, Department, Project and so on.
- ♦ **Chartfield String:** A combination of Chartfield values that represent a funding source in the General Ledger. Equivalent to **FAU**, **Chartstring** and **Funding String**.
- ♦ **CI:** Component Interface is a tool that allows you to upload a file that contains mass data changes directly into UCPath. The funding entry upload CSV templates use the CI tool.
- ♦ **Combination Code:** A UCPath field that is a shortcut for the underlying chartfield elements that make up a **Chartfield String**. A combination code represents a **Chartfield String** or **FAU**.
- ♦ **Current Effective Date:** The effective date that is <u>less than or equal to</u> and closest to the current UCPath system date.
- ♦ **DDODS:** Data Dissemination Operational Data Store. A nightly job, also known as the ODS Nightly Burst, sends select UCPath data to DDODS for UC Locations to access via Cognos reports.
- ♦ **Department Budget Table:** UCPath records that store funding sources for earnings, employer-share deductions and employer-share taxes, as well as for salary encumbrances. The tables are part of the UCPath Commitment Accounting module and are stored by Fiscal Year and HR Department.
- ♦ **Employee:** Any person in UCPath with an **Organizational Relationship** of **Employee**, which appears as **EMP** in the header of the **Job Data** component pages.
- ♦ **Employment Record Number (ERN):** A UCPath term that refers to the specific job for an employee. Each concurrent job (appointment) that an employee holds has a unique **Employment Record Number**.
- ♦ **FAU:** Full Accounting Unit. A Legacy term whose UCPath equivalent is **Chartfield String**.
- ♦ **Funding String:** Another term for the fields that make up the chart of accounts and provide the system with the basic structure to segregate and categorize transactional and budget data. See **Chartfield**.
- ♦ **Future Effective Date:** An effective date that is <u>greater than</u> the current UCPath system date.
- ♦ **Funding Entry:** The process of entering chartfield string(s) on the **Funding Entry** page in UCPath to indicate source of funding for earnings, employer-share deductions and employer-share taxes, as well as salary encumbrances.
- ♦ **Historic Effective Date:** An effective date that is <u>less than</u> the current UCPath effective date <u>and</u> current effective date.
- ♦ **HSCP:** Health Science Compensation Plan.

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- **JED:** Job Earnings Distribution. A UCPath page that permits the breakdown of an employee's compensation into different earnings codes and different pay rates. In UCPath, some populations of employees such as **HSCP** Faculty have their pay broken down on **JED**.
- **MCOP:** Multiple Components of Pay.
- **NSTP:** Negotiated Salary Trial Plan.
- **OTC:** Over-the-Cap. The amount in excess of what is declared as the maximum allowable amount that can be charged to a capped contract or grant. Same as **Cap Gap**.
- **PAF:** Personnel Action Form.
- **PayPath:** A custom, comprehensive solution for managing pay and salary cap in UCPath that facilitates timely, accurate, efficient and compliant pay.
- **Position Pool:** A UCPath field at the position level that can be added to groups of positions in the same HR Department in order to fund them with the same chartstring distributions.
- **SCT:** Salary Cost Transfer. Reallocation among funding sources after an expense has posted that does not involve a net change in dollars.
- **TNS:** Total UC Salary. Though this term generally refers to the total negotiated salary rate for members of **HSCP** and **NSTP**, in the context of this document it refers to the Total UC Salary rate approved for an academic employee.
- **UC:** University of California.
- **UC Location:** A University of California location.
- **UCPC:** UCPath Center.

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The Funding Upload CSV Files

The **Salary Cap/MCOP Funding Upload** file is used to enter salary-capped position funding and also for positions that have Multiple Components of Pay.

Example Salary Cap/MCOP Funding Upload file with Data Rows

	DEPTID	FISCAL YEAR	UC BDGT LEVEL INDC	POSITION POOL ID	POSITION NBR	EFFDT NEW	ERNCD	ACCT CD	ACCOUNT	DEPTID C	PROJECT	PRODUCT	FUND CO	PROGRAM	CLASS FL	AFFILIATE	OPERATI
2	805600	2018	P			12345678	20180701		00000197									
3	805600	2018	P			12345678	20180701	OT1	00000110									
4	805600	2018	P			23456789	20180701		00000197									
5	805600	2018	P			23456789	20180701		00000091									

Open either template file using Excel. Only use Excel to enter data on these templates.

Each template has a header row. Do not delete or modify the header row or the template and template format. The header row identifies the field that corresponds with the field on the **Funding Entry** page in UCPath.

Insert rows on the **Salary Cap/MCOP Funding Upload** file under the header row, starting on row **2**.

The example above shows four rows of data for processing under the header row.

UC Locations are responsible for populating, auditing, uploading, and reviewing and resolving the expected and unexpected results of the funding upload files. Accessing the process log file for upload error and warning review is covered later in this document. The following sections explain the template fields for each template and the correct field format to use.

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Populating the Salary Cap/MCOP Funding Upload CSV Template

The following table explains the columns to use on the **Salary Cap/MCOP Funding Upload** file template to upload to the **Funding Entry** page and the **Department Budget** tables. Remember that the **Salary Cap/MCOP Funding Upload** template can be used only for making funding changes, not to set up funding distributions for the first time.

Populate the **Salary Cap/MCOP Funding Upload** file with active values, such as earnings codes, chartstring and project codes, relevant to the time period that you are processing. You can process historic, current and future-dated rows. For example, do not use an earnings code for a date when the code was not active. Refer to DDODS for a current list of valid codes.

The **Salary Cap/MCOP Funding Upload** file naming convention is:

♦ BU_E703_SALARY-CAP-MCOP-FUNDING_YYYYMMDD

Use this naming convention after you populate and save your file for upload. Replace **BU** with your business unit code. For example, the business unit code for Riverside is **RVCMP**. **YYYY** equals year, **MM** equals month and **DD** equals day. An example file name is: **RVCMP_E703_SALARY-CAP-MCOP-FUNDING_20180307**.

The same file may contain funding uploads for both the campus and the medical center locations. For example, UCLA has two business units: LACMP and LAMED. Separate files are not required for UC locations that have more than one business unit.

The **Funding Upload** process checks to ensure the file name adheres to the file naming convention. An error appears if the file name is incorrect. The file will not upload if incorrectly named.

Field	Record	Required (Y/N)	Field Format/Notes
DEPTID		Y	Enter the **Department ID** for the position. The department ID can be found on the **Position Data** record. This value is required.
FISCAL YEAR		Y	Enter the applicable **Fiscal Year**. This can be for a historic, current or future fiscal year.
UC_BDGT_LEVEL_INDC		Y	Enter the applicable budget level indicator. ♦ **D** = Department ♦ **O** = Position Pool ♦ **P** = Position
POSITION_POOL_ID	POSITION_DATA	N	This column is required for **Position Pool**-level funding only. If applicable, enter the UCPath **Position Pool Code**. Leave blank if not applicable.

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Field	Record	Required (Y/N)	Field Format/Notes
POSITION_NBR	POSITION_DATA	Y	**POSITION_NBR** is required for position-level funding only. If applicable, enter the UCPath **Position Code**. The position code does not have to be active, but if the employee tied to the position has an **HR Status** of **Inactive**, funding cannot be entered. The employee tied to the position must have an **HR Status** of **Active**.
ERNCD	POSITION_DATA	N	Enter a valid UCPath **Earnings Code** for the position based on the position/employee's **Payroll Pay Group** and **Earnings Program**. The **Earnings Code** must be active as of the **Pay Period End Date**. Invalid **Earnings Codes** for employees result in rejected (error) transactions. Refer to DDODS for a list of current valid codes. Leave blank if entering salary default distribution rows.
ACCT_CD		See **Notes**	This is the UCPath **Combination Code**. This value is required if the chartfield components on the template are not populated. (Chartfield components are: **ACCOUNT**, **DEPTID_CF**, **PROJECT_ID**, **FUND_CODE**, **PROGRAM_CODE**, **CLASS_FLD**, **AFFILIATE**, **OPERATING_UNIT**, **ALTACCT**, **BUDGET_REF**, **CHARTFIELD1**, **CHARTFIELD2**, **CHARTFIELD3**.)
ACCOUNT		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

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Field	Record	Required (Y/N)	Field Format/Notes
DEPTID_CF		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
PROJECT_ID		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
FUND_CODE		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

Field	Record	Required (Y/N)	Field Format/Notes
PROGRAM_CODE		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
CLASS_FLD		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
AFFILIATE		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

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Field	Record	Required (Y/N)	Field Format/Notes
OPERATING_UNIT		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
ALTACCT		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
BUDGET_REF		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

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Field	Record	Required (Y/N)	Field Format/Notes
CHARTFIELD1		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
CHARTFIELD2		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
CHARTFIELD3		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

Field	Record	Required (Y/N)	Field Format/Notes
BEGIN DT		Y	Enter the funding start date. Date format to use is **YYYYMMDD**, where **YYYY** is century and year, **MM** is month and **DD** is day. The position number must exist as of this date if a position number is specified. The date can be current, historic or future. Make sure the **FISCAL YEAR** correlates with the date entered in this column.
END DT		Y	Enter the funding end date. Date format to use is **YYYYMMDD**, where **YYYY** is century and year, **MM** is month and **DD** is day. The position number must exist as of this date if a position number is specified. The date can be current, historic or future. Make sure the **FISCAL YEAR** correlates with the date entered in this column.
TOTAL ALLOCATED AMOUNT		Y	The field format is 9,999,999.99. You must enter one of these three items: **TOTAL ALLOCATED AMOUNT, % OF PAY** or **% of Effort**. If you use this column, do not enter values in the other two columns. The other two columns automatically calculate when uploaded.
% OF PAY		Y	The field format is 999.99. You must enter one of these three items: **TOTAL ALLOCATED AMOUNT, % OF PAY** or **% of Effort**. If you use this column, do not enter values in the other two columns. The other two columns automatically calculate when uploaded.
% OF EFFORT		Y	The field format is 999.99. You must enter one of these three items: **TOTAL ALLOCATED AMOUNT, % OF PAY** or **% of Effort**. If you use this column, do not enter values in the other two columns. The other two columns automatically calculate when uploaded.

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Field	Record	Required (Y/N)	Field Format/Notes
$ Amount Firm		N	Enter **Y** or **N**. If **Y**, the box on the **Funding Upload** page is selected. If this column is **blank** or **N**, the box is not selected. The default for this column is blank.
CAP RATE (ANNUAL)		N	Enter the annual salary cap amount. The field format is 9,999,999.99.

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Populating the General Funding Upload (Non-Salary Cap/Non-MCOP) CSV Template

The following table explains the columns to use on the **General Funding Upload (Non-Salary Cap/Non-MCOP)** file template to upload to the **Funding Entry** page and the **Department Budget** tables.

Populate the **General Funding Upload (Non-Salary Cap/Non-MCOP)** file with active values, such as earnings codes, chartstring and project codes, relevant to the time period that you are processing. You can process for historic, current or future-dated rows. For example, do not use an earnings code for a date that is no longer active. Refer to DDODS for a list of current valid codes.

Note that the **General Funding Upload (Non-Salary Cap/Non-MCOP)** CSV file naming convention is:

♦ BU_E703_GENERALFUNDING_YYYYMMDD.

Use this naming convention <u>after</u> you populate and save your file for upload. Replace **BU** with your business unit code. For example, the business unit code for Riverside is **RVCMP**. **YYYY** equals year, **MM** equals month, and **DD** equals day. An example CSV file name is: **RVCMP_E703_GENERALFUNDING_20180307**.

The same file may contain funding uploads for both the campus and the medical center locations. For example, UCLA has two business units: LACMP and LAMED. Separate files are <u>not required for UC locations that have more than one business unit.</u>

The **Funding Upload** process checks to ensure the file name adheres to the file naming convention. An error appears if the file name is incorrect. The CSV file will not upload if incorrectly named.

Field	Record	Required (Y/N)	Field Format/Notes
DEPTID		Y	Enter the **Department ID** for the position. The department ID can be found on the **Position Data** record. This value is required.
FISCAL YEAR		Y	Enter the applicable **Fiscal Year**. This can be for a historic, current or future fiscal year.
UC_BDGT_LEVEL_INDC		Y	Enter the applicable budget level indicator: ♦ **D** = Department ♦ **O** = Position Pool ♦ **P** = Position
POSITION_POOL_ID	POSITION_DATA	N	This column is required for **Position Pool**-level funding only. If applicable, enter the UCPath **Position Pool Code**. Leave blank if not applicable.

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Field	Record	Required (Y/N)	Field Format/Notes
POSITION_NBR	POSITION_DATA	Y	**POSITION_NBR** is required for position-level funding only. If applicable, enter the UCPath **Position Code**. The position code does not have to be active, but if the employee tied to the position has an **HR Status** of **Inactive**, funding cannot be entered. The employee tied to the position must have an **HR Status** of **Active**.
EFFDT_NEW		Y	Enter the funding start date for the distribution line. Date format to use is **YYYYMMDD**, where **YYYY** is century and year, **MM** is month and **DD** is day. The position number must exist as of this date if a position number is specified. The date can be current, historic or future. Make sure the **FISCAL YEAR** correlates with the date entered in this column.
ERNCD	POSITION_DATA	N	Enter a valid UCPath **Earnings Code** for the position based on the position/employee's **Payroll Pay Group** and **Earnings Program**. The **Earnings Code** must be active as of the **Pay Period End Date**. Invalid **Earnings Codes** for employees result in rejected (error) transactions. Refer to DDODS for a list of current valid codes. Leave blank if entering salary default distribution rows.
ACCT_CD		See **Notes**	This is the UCPath **Combination Code**. This value is required if the chartfield components on the template are not populated. (Chartfield components are: **ACCOUNT**, **DEPTID_CF**, **PROJECT_ID**, **FUND_CODE**, **PROGRAM_CODE**, **CLASS_FLD**, **AFFILIATE**, **OPERATING_UNIT**, **ALTACCT**, **BUDGET_REF**, **CHARTFIELD1**, **CHARTFIELD2**, **CHARTFIELD3**.)

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Field	Record	Required (Y/N)	Field Format/Notes
ACCOUNT		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
DEPTID_CF		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
PROJECT_ID		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
PRODUCT			This is the source. Leave this field blank.

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Field	Record	Required (Y/N)	Field Format/Notes
FUND_CODE		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
PROGRAM_CODE		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
CLASS_FLD		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

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Field	Record	Required (Y/N)	Field Format/Notes
AFFILIATE		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
OPERATING_UNIT		Y	This is a unique number to designate the UC Location. ♦ UCLA Finance is **4** (applicable for both LACMP and LAMED business units) ♦ ASUCLA Finance is **A** ♦ Merced Finance is **0** ♦ Riverside Finance is **5** ♦ UCOP Finance is **M** ♦ Santa Barbara Finance is **8**
ALTACCT		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

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Field	Record	Require d (Y/N)	Field Format/Notes
BUDGET_REF		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
CHARTFIELD1		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
CHARTFIELD2		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.

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Field	Record	Required (Y/N)	Field Format/Notes
CHARTFIELD3		See **Notes**	If the **ACCT_CD** is not used, you must enter the individual chartfield components that make up an FAU (unused or optional chartfield components can be left blank). The individual chartfield components are columns **I** through **V** on the template. The individual chartfield components that you must use are based on your UC Location. If the **ACCT_CD** is used, leave this column blank.
DIST_PCT		Y	Must equal 100 percent by grouping the first 7 fields of the file (**DEPTID** through **ERNCD**).
FUNDING_END_DT		N	Enter the funding end date. Date format to use is **YYYYMMDD**, where **YYYY** is century and year, **MM** is month and **DD** is day. The position number must exist as of this date if a position number is specified. The date can be current, historic or future. Make sure the **FISCAL YEAR** correlates with the date entered in this column.
HP_FRINGE_GROUP		N	This field is not used at this time. Leave blank.

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CSV File Template Guidelines

Use the following guidelines when entering data into the Funding Upload templates.

♦ Go to SharePoint to obtain the latest version of the file template.

♦ Use Excel to populate the file template and save your file as a comma-separate values (CSV) file. Do not save your file as an Excel document or workbook.

♦ Do not change the file template format.

♦ Do not change or delete the file template header rows.

♦ Only insert data rows under the header row(s).

♦ Rows are loaded into UCPath in the order specified on the file.

♦ Do not use commas, dashes or slashes in the file.

♦ Effective-date logic is enforced when the CSV file is submitted for processing. Codes/values specified on the file must be active for the dates used.

♦ Do not use leading zeros in file columns if the leading zeros not part of the code/value. File template fields must be formatted as CSV fields to eliminate leading zeros where not applicable.

CSV File Checklist

Use the following checklist when creating your file and before submitting the file for processing.

Task #	Task	Explanation/Notes	Complete
1	Save the file as CSV file.	Make sure you save your newly-created file as a CSV file in Microsoft Excel before double-checking the file data.	
2	Confirm that the applicable columns use codes, not code descriptions.	Refer to DDODS for a list of the most recent valid codes.	
3	Confirm that all required fields on the template are populated.	Refer to the applicable sections in this document for instructions regarding which columns to populate on the file template.	
4	Confirm that position, earnings FAU and chartstring codes are correct.	Correct incorrect data.	
5	Confirm that the filename is correct.	Confirm that the filename follows the correct file naming convention.	
6	Confirm the file has not already been submitted	The **E-703** process does not check to see if you have already submitted a file for processing. Submitting the same file multiple times could cause data issues.	

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Task #	Task	Explanation/Notes	Complete
7	Confirm that dates are formatted correctly.	Confirm that all dates in the file are **YYYYMMDD** (20170701, <u>not</u> 7/1/17 or 7/1/2017). Note that checking the date format can be performed only using a CSV editor tool, such as NotePad. You cannot confirm this task using Excel.	
8	Confirm that there are no leading or trailing spaces in columns.	Review all cells in the file to ensure that there are no leading <u>or</u> trailing spaces (trailing space means an extra space). Note that this task can be performed only using a CSV editor tool, such as NotePad. You cannot confirm this task using Excel.	

When you are ready to submit your file for upload and approval processing, refer to the *PHCMGENL201 Funding Entry and Updates* course for CSV file upload instructions.

Review the Log File

After uploading a file using the **Funding Upload** page, but prior to executing the component interface, UCPath uses a staging table and runs a validation sequence to verify field formats and ensure fundamental rules of the upload template have not been broken. If errors are encountered, the CI fails and you are instructed to correct the errors and upload again. If no errors are encountered, the CI executes.

Individual chartfield and combination edit checks are executed prior to committing data to the **Department Budget Table**. Any errors are written to the log file.

The **Funding Upload** process creates a log file that lists transactions that do not load to the **Funding Entry** component and **Department Budget Table**. UC Locations are responsible for populating, auditing, uploading, reviewing and resolving the expected and unexpected results of the CSV file upload.

You must use the UCPath **Report Manager** component in order to view the process log because it currently does not write to the UCPath Interface Dashboard. Some, but not all, end users at UC Locations have access to the **Report Manager**. Work with your supervisor to request access to **Report Manager**.

Note that, if you upload the CSV file via a designated server folder (SFTP server) instead of using the **Funding Upload** page, the log file routes to your **Report Manager** queue via the custom Interface Dashboard method, if your UCPath User ID, Business Unit and security are configured to receive this log file. The log file contains errors and warnings for review and resolution. The implementation date to route E-703 log files to **Report Manager** for files uploaded via a designated server folder is pending.

If you have access to the **Report Manager** component and used the **Funding Upload** page to process your data, first click the **Report Manager** link on the **Funding Upload** page.

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The **Report Manager** component appears. Click the **Administration** tab, and then click the **Details** link.

The **Report Detail** page appears. The log is titled **Format_error.log**. Click the link.

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The job log appears. The following sample job logs include one example with errors and one example without warnings or errors.

Example Job Log with No Errors

```
File Name - RVCMP_E703_GENERALFUNDING_20180307.csv
***************************************************
   Total Number of Records Processed  : 1
   Total Number of Success Records    : 1
   Total Error Records                : 0
   Total Warnings            : 0


Error/Warning Details and Flagged off records:
***************************************************
```

Example Job Log with Errors

```
File Name - RVCMP_E703_GENERALFUNDING_20180307.csv
***************************************************
   Total Number of Records Processed  : 1
   Total Number of Success Records    : 0
   Total Error Records                : 1
   Total Warnings            : 0


Error/Warning Details and Flagged off records:
***************************************************
setId: RVCMP    Deptid: D02002  Fiscal Year: 2018       Position Nbr: 40004000  Effective Date: 2017-12-01,Errors: Invalid co
Position Number does not exist or it is invalid for given deptid & setid
```

In this error example the **Position Number** is not valid for the **SetID** and **Department ID**.

After you run the process, navigate to the **Funding Entry Inquiry** page to confirm the funding transaction data included in the upload. Navigation is PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry Inquiry**.

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CI Error and Warning Message List and Deleting Transactions

The following table provides a list of possible component interface processing error messages and warning messages that can appear on the process log file and the appropriate action to take. Note that processing stops for employees with error messages, but processing continues for employees with warning messages. Review the positions/employees with warning messages and determine if other action is needed. Note that the upload process triggers the same warning and error messages as the UCPath **Funding Entry** page.

UC Locations cannot delete transactions that loaded into UCPath, but UC Locations can submit a new transaction for the same effective date with the next effective sequence number and the correct funding. In this case, the top of the stack (most recent) transaction is considered and processed by UCPath.

If you need to delete a funding transaction entered in error, i.e., the funding transaction should not be in the system at all, create a UCPath case and the UCPC General Ledger Team will delete via the **Department Budget** tables. The **UCPath Help** site includes simulations for creating cases, creating cases on behalf of others, monitoring cases and reopening closed cases.

#	Message	Action(s) to Take
1	Error: Earning code is invalid.	Earnings codes are allowed based on UCPath configuration, UC Location end user role, the position's pay group and the employee's earnings program. If any of these variables are not met, this error occurs. Determine the correct earnings code to use and submit the employee on a new file.
2	Error: You must enter a default earnings distribution. Please enter at least one funding distribution row with a blank Earn Code.	This error occurs when you load the **General Funding Upload (Non-Salary Cap/Non-MCOP)** file without entering a blank **ERNCD** for at least one row in the file. Make sure the **ERNCD** column is blank for at least one row and submit the employee on a new file.
3	Warning: Specified Fiscal Year is prior to current Fiscal Year.	This warning message occurs if **FISCAL_YEAR** on the upload template is earlier than the fiscal year as of the upload date. Be sure to review the data loaded into UCPath to see if changes are needed.
4	Warning: Position has existing distribution lines for the selected Fiscal Year with effective date greater than effective date being uploaded.	This warning message occurs if a date on the upload template is less than the **Effective Date** of existing distribution lines in **DEPT_BUDGET_ERN** for the given **Department/Position/Fiscal Year**. Be sure to review the data loaded into UCPath to see if changes are needed. You can submit a new transaction for the same effective dates with the correct funding. In this case, the top of the stack (most recent) transaction is considered and processed by UCPath.

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#	Message	Action(s) to Take
5	Error: Row not loaded because duplicates exist in the file.	Determine the duplicate row(s) on the file, delete the duplicate row(s) and submit the remaining row(s) on the file.
6	Warning for any transaction which is older than 60 days (difference between Earnings Begin Date and Pay Begin Date of the current pay period).	Transactions with warnings process, but do <u>not</u> ignore warnings. Review the warning messages and determine if other action is needed. Be sure to review the data loaded into UCPath to see if changes are needed, especially the effective dates. You can submit a new transaction for the same effective dates with the correct funding. In this case, the top of the stack (most recent) transaction is considered and processed by UCPath.
7	Error: Employee's Total UC Salary is greater than Salary Cap. Use the Salary Cap/MCOP template to enter funding distributions.	This only applies to position-level funding using the Non-Salary Cap/MCOP mode, where there is only one incumbent in the position. Use the Salary Cap/MCOP template to enter funding distributions.
8	Error: Position Number does not exist or is invalid for given deptid and setid.	Determine the correct position number and submit on a <u>new file</u>.
9	Error: A transaction for the same Department, Fiscal Year, and Funding Level is already in progress on the Funding Entry page.	This error generates when a transaction is already in progress on the **Funding Entry** page. Complete the **Funding Entry** page transaction and then retry the funding upload if still applicable.
10	Warning: Fund requires employees paid on fund to be E-verified.	Go into the **Funding Entry** page after upload and select the **E-Verify** checkbox. A report or query (**R-019 E-Verify Audit Report**) is planned to list employees who have not been e-verified but have funding entered on e-verify funds.

#	Message	Action(s) to Take
11	Error: Employee's Total UC Salary is greater than Salary Cap. Use the Salary Cap/MCOP template to enter funding distributions.	This error only applies to position-level funding using the Non-Salary Cap/MCOP CVS template, where there is only one incumbent in the position. Check the following: 1) **Capped Fund** is entered and within the **FAU**. To determine if the fund is capped, look at the **UC_CAPTYPE** field in the **Fund Attribute** table (**PS_UC_FUND_ATTRIB**) for the most recent effective-dated row that is less than or equal to the **Funding Effective Date** in the file. If **UC_CAPTYPE** field is not blank, then the fund is capped. If **UC_CAPTYPE** field is equal to blank, then the fund is not capped. 2) **Employee's Total UC Salary exceeds the configured salary cap rate**. The upload process evaluates the employee's annual salary prorated by **FTE** compared to the annual prorated salary cap rate. The annual salary prorated by **FTE** is the **COMPRATE2** field from the **PS_UC_MCOP_GRID_BP** table for the most recent effective-dated row that is less than or equal to the **Funding Effective Date** in the file. For the annual prorated salary cap rate, the program first pulls the **Annual Cap Rate** from the **Cap Rate Control** table (**PS_UC_CAPRATE_TBL**) for the most recent effective-dated row that is less than or equal to the **Funding Effective Date** in the file. Use the Salary Cap/MCOP template to enter funding distributions.
12	Warning: Fund XXX has a Salary Cap configured. Please verify the Fund is appropriate before proceeding. Use the Salary Cap/MCOP template to enter funding distributions.	This applies to both department-level and position-level funding using the Non-Salary Cap/MCOP mode. This applies if the position is vacant, if there are multiple incumbents in the position or if there is only one incumbent in the position. Check for the following: Capped Fund is entered within the FAU. To determine if the fund is capped, look at the **UC_CAPTYPE** field in the **Fund Attribute** table (**PS_UC_FUND_ATTRIB**) for the most recent effective-dated row that is less than or equal to the **Funding Effective Date** in the file. If **UC_CAPTYPE** field is not blank, then the fund is capped. If **UC_CAPTYPE** field is blank, then the fund is not capped.

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#	Message	Action(s) to Take
13	Error: X and Y cannot be distributed to state general funds.	This applies to both department-level and position-level funding using the Non-Salary Cap/MCOP mode. This applies if the position is vacant, if there are multiple incumbents in the position or if there is only one incumbent in the position. Check that the Fund is entered within the FAU with the fields **UC_STATE_FUND** is equal to and **UC_GENERAL** is equal to **Y** in the **Fund Attribute** table (**PS_UC_FUND_ATTRIB**) and **Earn Code** is what is configured as the **X** and **Y** components in the **Extension Field Configuration** page for **Extension ID E702**.
14	Warning: Z payments typically (additional compensation) cannot be distributed to sponsored project funds.	This applies to both department-level and position-level funding using the Non-Salary Cap/MCOP mode. This applies if the position is vacant, if there are multiple incumbents in the position or if there is only one incumbent in the position. Check the following: Fund is entered within the FAU with the field **UC_SPONSORED** is equal to **Y** in the **Fund Attribute** table (**PS_UC_FUND_ATTRIB**), and **Earn Code** is what is configured as the **Y** component in the **Extension Field Configuration** page for **Extension ID E702** (e.g. HSN).
15	Warning: Over The Cap or by-agreement (flat dollar) amounts cannot be distributed to a Federal fund.	This error applies to the Salary Cap/MCOP template. If a capped fund is entered within the FAU and the fund code has the fund attribute **UC_FEDERAL** equal to **Y** for a funding line with **OTC Indicator** begins with **Y** or zero effort earning codes.
16	Error: Over The Cap cannot be distributed to capped, Federal, or Federal flow through funds.	This error occurs if a Fund is entered within the FAU with fund attributes **UC_CAP_RATE** is not equal to **0** or **UC_FEDERAL** is equal to **Y** or **UC_FED_FLOW_THRU** is equal to **Y** and **OTC Indicator** starts with **Y**. Select a compliant fund.
17	Error: % of Pay and % of Effort shouldn't exceed 100% on each line.	For each valid funding period, the sum of **% of Effort** from the funding lines shouldn't exceed 100 percent. For each **Pay Component**, the sum of **% of Effort** and the sum of **% of Pay** should not exceed the pay component's percent of pay. Correct the percentages to be less than or equal to 100 percent.

#	Message	Action(s) to Take
18	Error: User is expected to enter only of the following fields and the other two will be derived by the system once the file is loaded: Total Allocated Amount, % of Pay, % of Effort.	This error occurs for a row in the log file if you enter more than one of these fields. Determine the correct field to populate and submit the data on a new file.

If there are existing funding transactions with the same effective date in the UCPath **Department Budget Table**, then the new rows are added on top of the existing ones with the same effective date but with new effective sequence numbers.