Section 1.0 – Data Entry in UCPath

Below are the breadcrumbs for navigating the user in UCPath to the Budget Distribution Page (BDP):

Navigation: PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Budget Distribution**

The BDP will not appear for profiles where users do not have access. Users should confirm access to BDP.

Budget Distribution

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

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Set ID begins with ⌄ 🔍
Department begins with ⌄ 🔍
Position Number begins with ⌄ 🔍
Description begins with ⌄
Empl ID begins with ⌄
Empl Record = ⌄
Name begins with ⌄
☐ Include History ☐ Correct History ☐ Case Sensitive

Search   Clear   Basic Search 🖫 Save Search Criteria

Find an Existing Value | Add a New Value

When Updating the Budget Distribution Page – Adding Positions

If a roster position does not appear in the search results, then a new record must be created for the position in BDP:

Budget Distribution

| Find an Existing Value | Add a New Value |

Set ID LACMP 🔍
Department 🔍
Position Number 🔍

Add

The upper right-hand corner of the BDP has a "+" icon; users should select this to add a new record for a position.

When Updating the Budget Distribution Page – Deleting Positions

Positions cannot be deleted in UCPath. Instead, users must add a new record and either:

- set the position status in BDP to 'Inactive' or
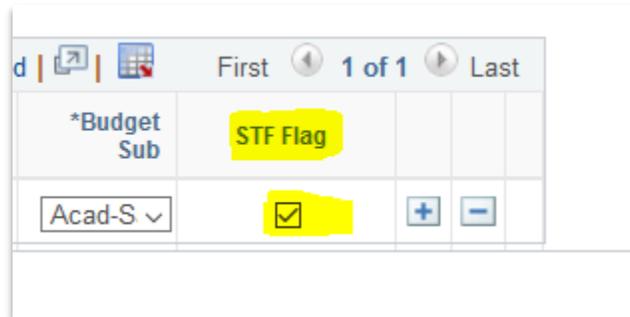
- uncheck the STF Flag:

Once BDP is updated, users will need to run the staffing roster in CDW to continue with balancing the perm budget.

Section 2.0 – Finding the Staffing Roster in Cognos

Below is a navigation guide to finding the Staffing Roster in Cognos:

Figure 2.1: Login to the Online Financial System Reports (OFSR) and select "UCLA Financial Web Reports (CDW)."

Figure 2.2: Select the "Team Content" folder on the left-hand panel.
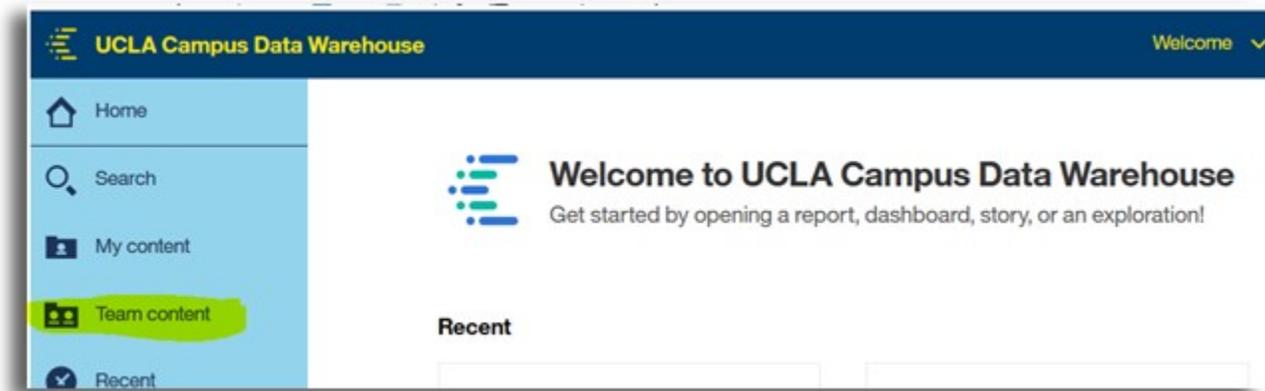
Figure 2.3: Check to see if the "Staffing Roster" folder appears within the "Team Content" folder.
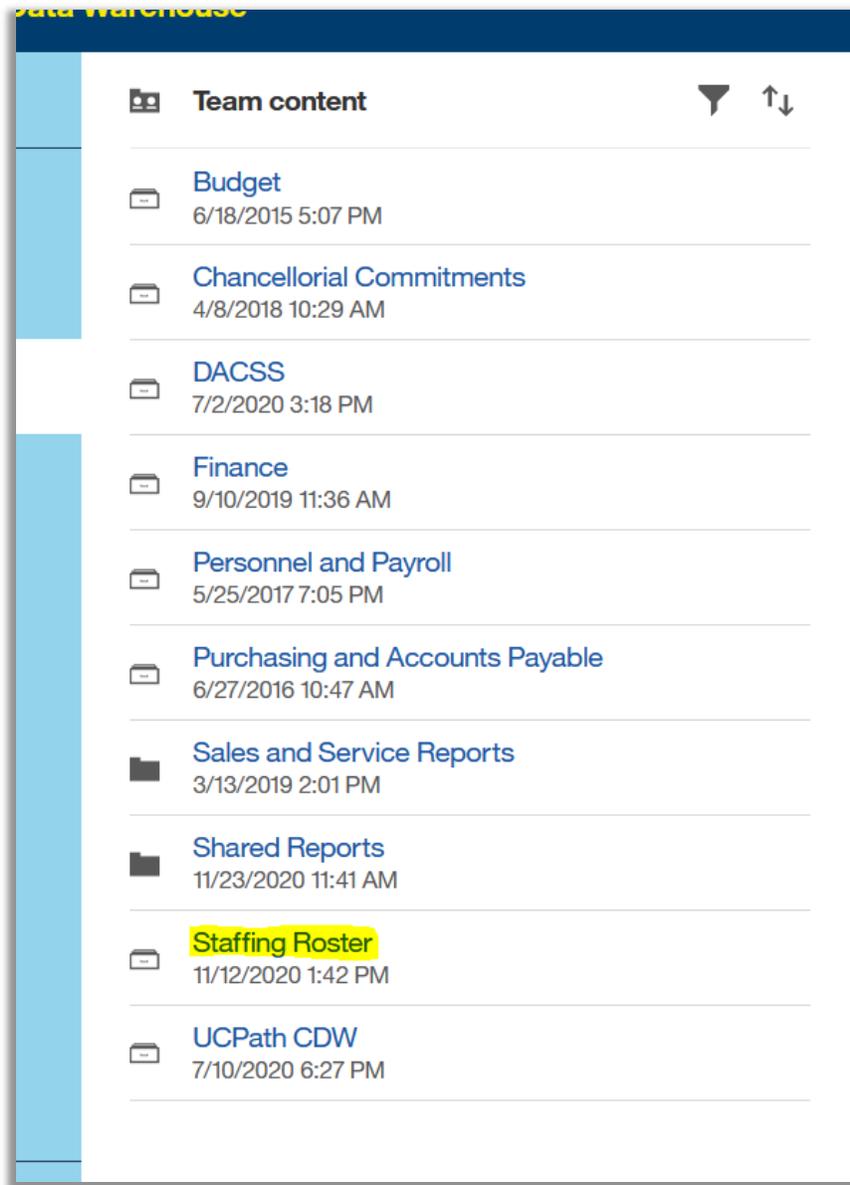
Figure 2.4: Click on the "Staffing Roster Report" and it'll take you to the landing page to enter in the criteria (FAU, Dept., Sub Code, etc.).
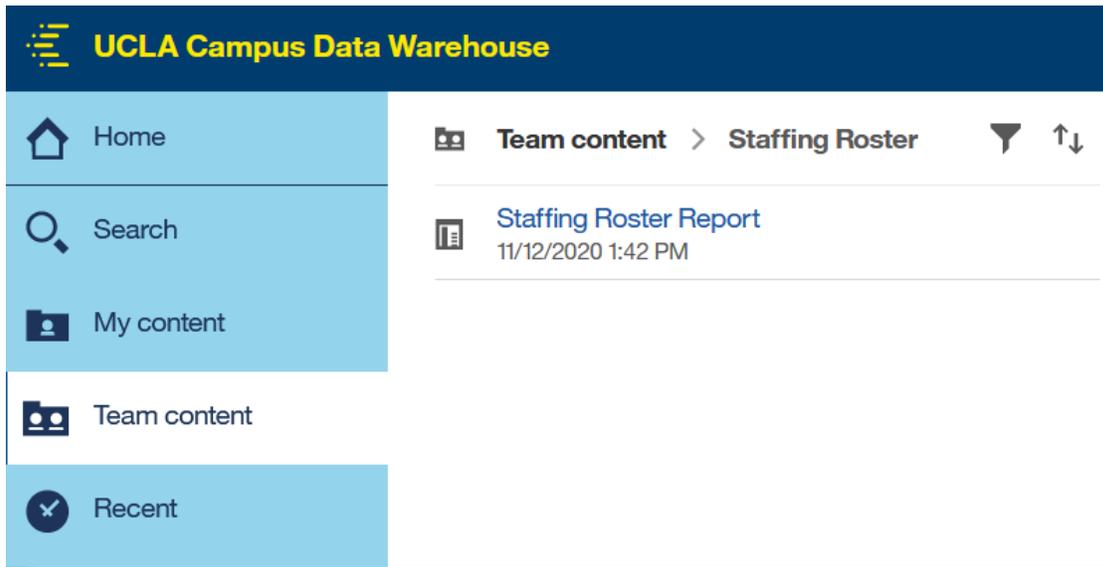
Below is breakdown of the different components that make up the Staffing Roster:

Reference Point	Description	Comment
A	Fiscal Year	Select the preferred fiscal year period.
B	STF Flag	Select "Y" to show permanently budgeted employees that should appear on the Staffing Roster reported to UCOP.
C	Snapshot Name	Select "REGULAR" to review the latest data (updated on a nightly basis).
D	Fund Codes	Select the fund code(s) relevant to your query. Please note, these are funds UCOP requires campuses to balance.
E	Account Number	Run for any preferred account. Leave blank for all accounts.
F	Cost Center	Run for any preferred cost center. Leave blank for all cost centers.
G	Fund	Run for any preferred fund. Leave blank for all funds.
H	Sub Codes	Run for Sub 00 or Sub 01. Leave blank for all Subs.

When Running the Staffing Roster – Selecting the Snapshot Name

Selecting 'REGULAR' as the Snapshot Name will provide data based on the nightly system updates (automatic).

Selecting any other Snapshot Name will provide data based on a point in time. These are Manual snapshots.

- Example: Snapshot Name 'LACMP_YYYYMMDD' will provide data based on the specified calendar date.

Please note the table below in regards to the Snapshot Name:

Process Time	Snapshot Name
Nightly	REGULAR
Manual	LACMP_YYYYMMDD

Users should run both the REGULAR and the Manual snapshots to confirm if any data discrepancies exist.

Reference Point	Description	Comment
J	Account Owner Hierarchy	Select hierarchy based on reporting preference.
K	Staffing Report Guide	PDF user guide for the Staffing Roster Report.

The Staffing Roster displays information grouped by Department.

Subtotals are broken out by FAU and are highlighted in blue.

Earn Code	Project	Sub Override	Budget Sub	UC_POSN_FTE	Budget FTE	Salary Amount	Budgeted Amount	Perm Budget	Budget Amount Difference	STF Flag	Fiscal Year
SDF			01	1	0	$50,905	$15	$0		Y	
REG			01	1	1	$50,905	$50,905	$0		Y	
REG			01	1	1	$96,656	$96,656	$0		Y	
				0	0	$0	$0	$143,279			2018-2019
4036301B - 20107				2		$198,466.92	$147,576	$143,279.00	$4,297		
SDF			01	1	0	$53,014	$15	$0		Y	
REG			01	1	1	$53,014	$53,014	$0		Y	
SDF			01	1	0	$50,905	$15	$0		Y	
REG			01	1	1	$50,905	$50,905	$0		Y	
REG			01	1	1	$0	$0	$0		Y	
REG	180		01	0.00025	0	$0	$15	$0		Y	
SDF			01	1	0	$0	$15	$0		Y	
REG	180		01	1	1	$0	$45,852	$0		Y	
				0	0	$0	$0	$195,371			2018-2019
4036301B - 20108				4		$207,839.52	$149,832	$195,371.00	($45,539)		

*Budget Sub	STF Flag	
Staff-Sa ⌄	☑	+ −

First ◀ 1 of 1 ▶ Last

In the Budget Distribution section of UCPath, the STF Flag checkbox is checked by default. If left checked, the Staffing Roster will reflect "Y" for a corresponding position.

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Please note: Exporting to "Run Excel data" will remove the formatting as presented in Cognos.
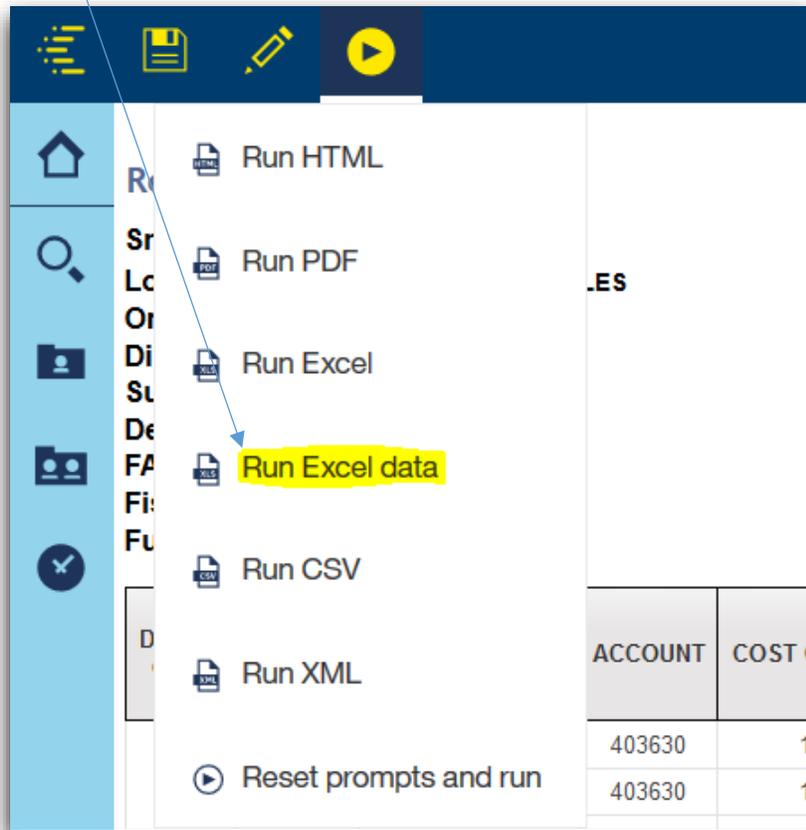
IMPORTANT: Position Status set as "Over Filled" is an indicator that the position should be reviewed (for reporting accuracy) in UCPath.

Staffing Roster List

Parameters:
t Name: REGULAR
Code: 4 - UCLA LOS ANGELES
tion Code: All
Code: All
sion Code: All
ent:
Sub Code: 01
ar: 2018-2019

Account-CC-Fund	ACCOUNT	COST CENTER	FUND CODE	Account Org Code	Account Division Code	Account Sub Division Code	Position	Position Description	Position Status	Job Code	Job Code Description	Employee Class	Employee Class Description	Employee ID
	4		64909					PRG REPR 1	Filled	006454	PRG REPR 1	2	Staff: Career	
	4		64909					PRG REPR 3	Filled	006452	PRG REPR 3	2	Staff: Career	
	4		64909					STUDIO PROJECTIONIST SR	Filled	008067	STUDIO PROJECTIONIST SR	2	Staff: Career	
	4		64909					ADMIN ANL SR	Filled	007242	ADMIN ANL SR	2	Staff: Career	
	4		64909					THEATER PROD SUPV	Filled	006331	THEATER PROD SUPV	2	Staff: Career	
	4		64909					DIR	Filled	000245	DIR	2	Staff: Career	
4	4		64909					ARTS AND LECTURES MGR	Filled	006466	ARTS AND LECTURES MGR	2	Staff: Career	
	4		64909					DIR	Filled	000245	DIR	2	Staff: Career	
	4		64909					MUSEUM SCI	Filled	009723	MUSEUM SCI	2	Staff: Career	
	4		64909					THEATER PROD SUPV	Filled	006331	THEATER PROD SUPV	2	Staff: Career	
	4		64909					SCRTY GUARD	Filled	005327	SCRTY GUARD	2	Staff: Career	
	4		64909					MUSEUM SCI	Filled	009723	MUSEUM SCI	2	Staff: Career	
	4		64909					SCRTY GUARD	Filled	005327	SCRTY GUARD	2	Staff: Career	
	4		64909					ACCOUNTANT 3	Over Filled	007617	ACCOUNTANT 3			

Total for FAU
4

Earn Code	Project	Sub Override	Budget Sub	UC_POSN_FTE	Budget FTE	Salary Amount	Budgeted Amount	Perm Budget	Budget Amount Difference	STF Flag	Fiscal Year
SDF			01	1	0	$50,905	$15	$0		Y	
REG			01	1	1	$50,905	$50,905	$0		Y	
REG			01	1	1	$96,656	$96,656	$0		Y	
				0	0	$0	$0	$143,279			2018-2019
4036301B - 20107				2		$198,466.92	$147,576	$143,279.00	$4,297		
SDF			01	1	0	$53,014	$15	$0		Y	
REG			01	1	1	$53,014	$53,014	$0		Y	
SDF			01	1	0	$50,905	$15	$0		Y	
REG			01	1	1	$50,905	$50,905	$0		Y	
REG			01	1	1	$0	$0	$0		Y	
REG	180		01	0.00025	0	$0	$15	$0		Y	
SDF			01	1	0	$0	$15	$0		Y	
REG	180		01	1	1	$0	$45,852	$0		Y	
				0	0	$0	$0	$195,371			2018-2019
4036301B - 20108				4		$207,839.52	$149,832	$195,371.00	($45,539)		

L

M

N

Reference Point	Description	Comment
L	Budgeted Amount	Budgeted Amount = (Total Position Budget x Budget FTE)/(Position FTE)
M	Perm Budget	July 1st annual allocation of ongoing funds to support the University.
N	Salary Amount	The Annualized Budge Rate for a position.