**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.

**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.

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

**Funding End Date**
Leave blank - Expired funding end dates can cause problems. Recommendation is to leave this field blank.

**Account-Fund Combo Validation**
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 Job Aid for combo error messages & suggested responses.

**Pay Distribution %**
Must be 100% for each Earn Code.
ACCOUNT or FUND VALIDATION

INVALID ACCOUNT

<table>
<thead>
<tr>
<th>Account</th>
<th>FS Dept</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>285199</td>
<td>FCHO</td>
<td>16085</td>
</tr>
</tbody>
</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.

INVALID FUND

<table>
<thead>
<tr>
<th>Account</th>
<th>FS Dept</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>760118</td>
<td>FCHO</td>
<td>11111</td>
</tr>
</tbody>
</table>

ACCOUNT-FUND DOES NOT EXIST

ERROR MESSAGE | CONDITION | RECOMMENDED ACTIONS

Account-Fund does not exist

The Account-Fund combination is not valid.

1. Check your entry for errors and re-enter values. Confirm that this account should be paired with this fund.
2. If this is a new combo, allow for sufficient time for creation of the combo in the PeopleSoft Financial System.
3. If you believe that the combo should be valid, contact BFS for assistance.

Message

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)
The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK
# ACCOUNT-FUND is NOT OPEN FOR TRANSACTIONS

<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>CONDITION</th>
<th>RECOMMENDED ACTIONS</th>
</tr>
</thead>
</table>
| Account-Fund is not Open for Transactions | The Account-Fund combination has been closed in the PeopleSoft Financial system. | 1. Check your entry for errors and re-enter values. Confirm that this account should be paired with this fund.  
2. If you believe that the combo should be available for activity, contact BFS for assistance. |
| Account-Fund combos are closed in the PeopleSoft Financial system when the grant period has ended & all expected transactions have been recorded. | | |

---

# INVALID COMBINATION of ACCOUNT-FUND-SUB

<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. | 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. |
| Positions with limited term funding (Contracts & Grants and Work-Study) need to be coded to Sub 2. | | |
Funding Entry Page - Payroll expense will be coded to the chart of account values entered on the Funding Entry Page.

<table>
<thead>
<tr>
<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>Dept Enters</td>
<td>Enter</td>
<td>Enter</td>
<td>Sub 2 - Enter to override default</td>
<td>Enter</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>System Default</td>
<td>Blank - Sub 0 &amp; 1 default from Job Record</td>
<td>Default from Job Record</td>
<td>Default from Account</td>
<td></td>
<td></td>
<td></td>
<td></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>Default from Account</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>SUSPENSE</td>
<td>Expired Funding End Date</td>
<td>660000</td>
<td>89997</td>
<td>Sub 0 &amp; 1 - Default from Job Record</td>
<td>Default from Job Record</td>
<td>Default from Account</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>Default from Account</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 & fund.

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 UCPPath to move payroll activity from the edit error, suspense or default chartfields to the appropriate chartfield values.