

## Job Aid

# Correcting Funding for Payrolls Prior to Aggie Enterprise

As of 01/01/24, the process for moving payroll related expenses in UCPATH for all pay periods ending 12/31/23 and earlier is no longer available. Moving forward, transactions using the old Chart of Accounts (COA)/FAU (Chart L) can no longer be processed in UCPATH. Workaround options are provided below.

1. If you already addressed the outstanding items in UCPATH prior to the freeze, there is no further action required.
2. If you missed the deadline to move payroll expenses prior to the freeze, or corrections are required for the final two pay periods in December (12/23/23 BW and 12/31/23 MO), please contact Financial Services. They will review the request and determine if correction is necessary via a journal voucher/entry.
  - Email ANR Financial Services at [anr\\_ucpath\\_gl@ucanr.edu](mailto:anr_ucpath_gl@ucanr.edu) and cc: ANR Payroll at [ascott@ucanr.edu](mailto:ascott@ucanr.edu).
  - Include a concise summary explaining the rationale behind correcting the payroll expense.
  - Identify whether the original account/fund/org from which you are transferring the payroll expense maps to the same or a different Chart of Account (COA) fund/department code.
  - Keep in mind that as part of our movement to the Chart of Accounts in Aggie Enterprise, KFS funds may have been consolidated into a single fund category. Additionally, KFS orgs may be consolidated into a single financial department.

### Scenarios

**Example 1:** If the transfer is from fund L-78D67 to fund L-71D82 and both are now consolidated into the same fund category, there is no requirement to correct the payroll expense and no action is needed.

Chart	REF	KFS Fund	Fund Name	AE Fund	Fund Name
L	From	78D67	SAN MATEO COUNTY-12600-22-D001	20401	Local Contracts and Grants
L	To	71D82	SAN MATEO COUNTY-ADVANCE	20401	Local Contracts and Grants

**Example 2:** If the transfer is from fund L-68059 to fund L-78D67, and they do not belong to the same fund name/category, please submit a request to Financial Services.

Chart	REF	KFS Fund	Fund Name	AE Fund	Fund Name
L	From	68059	ANR UCCE MASTER GARDENER INCO	13U38	Master Gardener 68059
L	To	78D67	SAN MATEO COUNTY-12600-22-D001	20401	Local Contracts and Grants

If there are outstanding items related to fringe benefit assessment that cannot be done through salary cost transfers, please submit a request to ANR Financial Services at [anr\\_ucpath\\_gl@ucanr.edu](mailto:anr_ucpath_gl@ucanr.edu) and cc: ANR Payroll at [ascott@ucanr.edu](mailto:ascott@ucanr.edu).

UC ANR Financial Services will try to accommodate requests until 03/31/24. Requests received by 01/03/24 were recorded in KFS. Requests received on or after 01/04/24 and up to 03/31/24 will be handled in the new Aggie Enterprise financial system. It is important to acknowledge that journal entry correction is a distinct process, and the information is not reflected in the UCP-339 Distribution of Payroll Expense Report; there will be a permanent difference between Cognos reports and the financial system.