

Job Aid: UCPath Navigation for Finance/GL Functions

Where do I ... ?	Navigation Path
Funding Entry / Direct Retro	
Add funding for a filled, single-headcount position using the Salary Cap / MCOP Funding Worksheet	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
Add funding for a new position	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
Complete the CSV File Template for Mass Funding Uploads	Refer to the Complete the CSV File Template for Mass Funding Uploads job aid on the UCPath Help site.
Enter a benefit cost transfer	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Benefit Cost Transfer
Enter budget distribution data for a position	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > Budget Distribution
Enter retroactive changes to pay distributions directly in the accounting entries	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro
Enter retroactive changes to pay distributions directly in the accounting entries using the Salary Cap/MCOP Worksheet	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro
Export a budget data snapshot	PeopleSoft Menu > Payroll for North America > Payroll Distribution > Commitment Accounting USA > UC Customizations > Budget Data Export
Review a benefit cost transfer transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Benefit Cost Transfer
Review a direct retro distribution transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customization > Review Retro Distribution
Review a direct retro distribution transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customization > Review Retro Distribution
Review position budget distribution data in the snapshot and set the status on individual lines during the budgeting event	PeopleSoft Menu > Payroll for North America > Payroll Distribution > Commitment Accounting > UC Customizations > Snapshot Review
Update existing budget distributions	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > Budget Distribution
Update existing funding data	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Where do I ... ?	Navigation Path
Upload budget distribution data to UCPath using a completed Excel template	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > Budget Distribution Upload
Upload funding data to UCPath using a completed Excel template	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > Funding Upload Note: Refer to the Complete the CSV File Template for Mass Funding Uploads job aid on the UCPath Help site.
View position funding information using the Funding Entry Inquiry page	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
View work study award data	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Work Study Award Table