FAU MANAGEMENT

FULL ACCOUNTING UNIT

FOM | UCPath
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES
Supporting Organizational Excellence

FAU Management is the series of tasks and activities which modifies the FAUs to which expenses will be distributed. The process begins with the identification of the need for a change and ends with the confirmation of completion.

AS-IS PAIN POINTS

> Informal approval process results in lack of audit trail

> Significant rework and incorrect FAU changes due to lack of front end validations

> Risk of non-compliance with UC policies due to incorrect funding changes

IMPROVEMENTS

> System workflow based on Approval process

> Validation of FAU elements FAU combo edit check
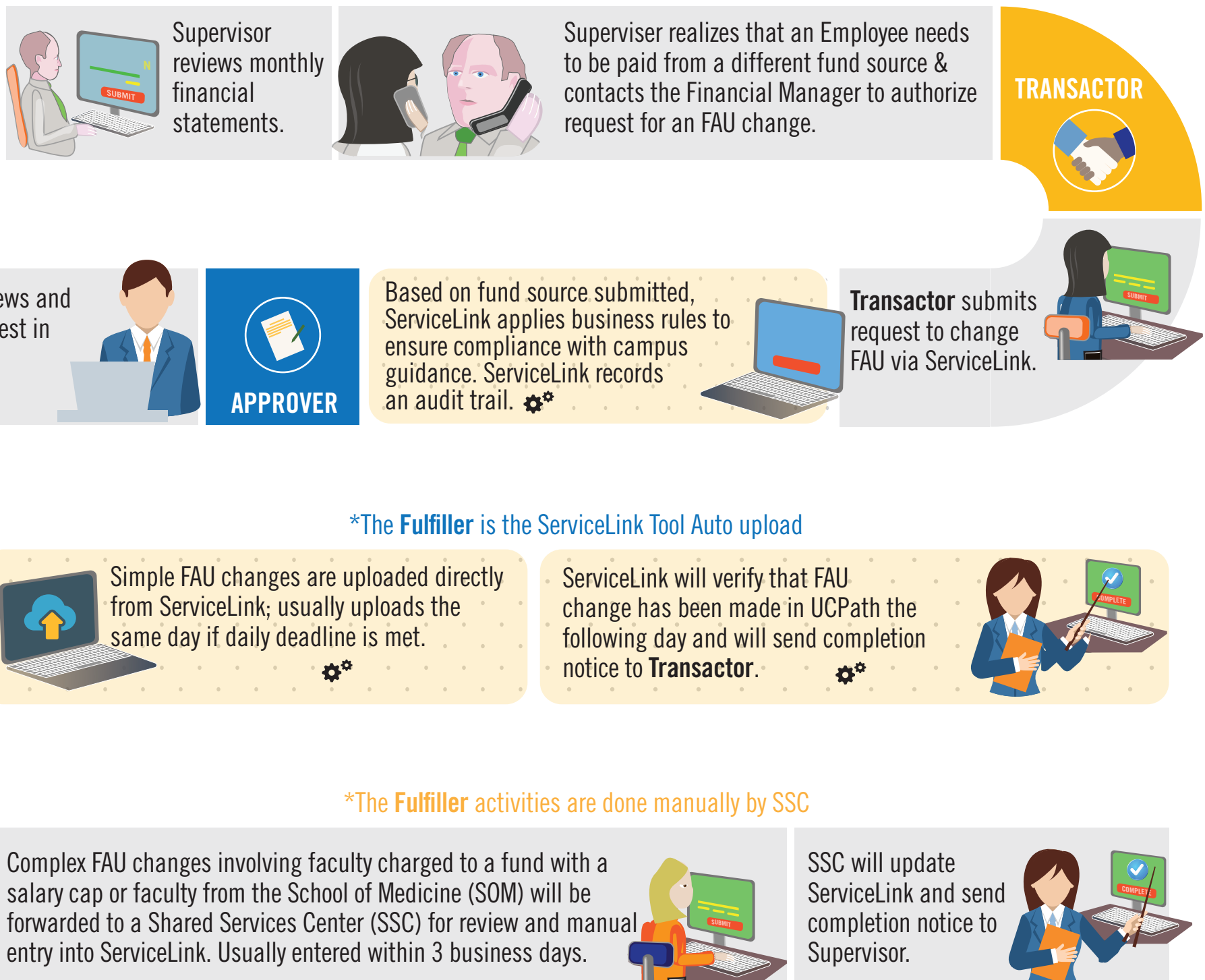
> Timely posting to ledger (nightly)

BENEFITS

> Greatly simplifies FAU process

> Lessens rework via robust business rules

> Reports available in 24 hours

> Provides audit trail & reduces non-compliance risk

ROLES FOR FAU MANAGEMENT

TRANSACTOR *(REQUIRED)*
Initiates a FAU change request and identifies funding source. Also prepares request and attaches necessary documentation.

APPROVER *(REQUIRED)*
Approves the FAU change. Could be Financial Manager or Transactor's Supervisor but cannot be the transactor who submitted the request.

SSC FULFILLER *(CONDITIONAL)*
Reviews documentation and completes necessary calculations. Processes complex requests in UCPath.

SSC AWE APPROVER *(REQUIRED)*
Conducts quality assuance review and submits it in ucpath

INQUIRER *(OPTIONAL)*
Can review requests within FAU tool.Could be CFAO, Department Chair or Department Staff.

FAU MANAGEMENT MAP

Roadmap presents the most common business case.

Supervisor reviews monthly financial statements.

Superviser realizes that an Employee needs to be paid from a different fund source & contacts the Financial Manager to authorize request for an FAU change.

TRANSACTOR

Approver reviews and approves request in ServiceLink.

APPROVER

Based on fund source submitted, ServiceLink applies business rules to ensure compliance with campus guidance. ServiceLink records an audit trail.

Transactor submits request to change FAU via ServiceLink.

The process is simple or complex based on business rules

*The **Fulfiller** is the ServiceLink Tool Auto upload

SIMPLE — Simple FAU changes are uploaded directly from ServiceLink; usually uploads the same day if daily deadline is met.

ServiceLink will verify that FAU change has been made in UCPath the following day and will send completion notice to **Transactor**.

*The **Fulfiller** activities are done manually by SSC

COMPLEX — Complex FAU changes involving faculty charged to a fund with a salary cap or faculty from the School of Medicine (SOM) will be forwarded to a Shared Services Center (SSC) for review and manual entry into ServiceLink. Usually entered within 3 business days.

SSC will update ServiceLink and send completion notice to Supervisor.

Please note, an individual may assume one or many roles.

LEGEND
SSC: Shared Services Center | System Actions | People Actions

DID YOU KNOW?
Payroll expense allocations are the biggest financial risk to the university.

THE PROCESS IS SUCCESSFUL IF...
✓ NO FAU corrections due to data entry error.
✓ All payroll expenses are applied to FAU requested.

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