

Greetings! The EPAF is now available for use with the new Chart of Accounts FOAPAL string fields. The major change to the EPAF is the FOAPAL string. All 6 fields will now need to be filled in, where in the past the "Default from Index" button was used to fill in some of the fields automatically. There is a job aide for the EPAF on the [Chart of Accounts - Training Resources webpage](#) for your reference. Understanding the FOAPAL string is critically important and Chart of Accounts training is currently being held to address this, so please attend a session. One of the tools which will be discussed at this training and will be useful to you is the [Chart of Accounts Crosswalk Application](#) (maps Chart D Index/Fund to Chart F).

We have created an EPAF Resources Google drive with updated EPAF manuals, EPAF transaction information sheets and routing queue change instructions. We will send this out in a separate email when all EPAF users have been granted access to the drive. **Please note** that position numbers had to be changed in conjunction with the Chart of Accounts transition. We have included a Position number appendix and Labor Account appendix for the EPAF manuals on the Google drive as well.

Below is a list of changes that have been made to the One Check EPAF transaction. The Google drive has an information sheet containing the details on the One Check transaction for further guidance.

1. There is a new "Z" position which will need to be used beginning July 1st - **Z10002**.
2. The mandatory routing queue has been changed, so you will need to modify this in your default routing queue.
3. A default earnings section has been added.

Reminder that this EPAF containing the new FOAPAL string can only be used for transactions **July 1 and after**. Any emergent items needing to be processed for the 6/16-6/30 payroll will need to be completed on a paper PAF with the Chart D index and labor account information. Please contact HR at x92541 if you have questions about the EPAF functionality. If you have questions about the new FOAPAL string, please contact your division Business Officer/Budget Manager or the Chart of Accounts team at [coa@udayton.edu](mailto:coa@udayton.edu). Thank you for your time!