Micro Learning:
Understanding the DOPE Report
8/23/22

Review Key Terms

Acronyms	Description
CCOA	Common Chart of Accounts
DR (Direct Retro)	Salary Cost Transfer in UCPath
DOPE	Distribution of Payroll Expense. Displays actual Labor Ledger payroll expenses applied for a given payroll cycle.
EAH	Employee Activity Hub. The central repository for UC San Diego's enterprise system employee data.
GL	General Ledger
LL	Labor Ledger
MCOP	Multiple Components of Pay
OFC	Oracle Financial Cloud
PPM	A Sub Ledger of Oracle that passes data to the General Ledger

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DOPE (Distribution of Payroll Expenses)

Use the **DOPE (Distribution of Payroll Expenses) Report** to help reconcile payroll expenses

- When troubleshooting discrepancies, always identify and correct Fund Entry errors in UCPath first

- The DOPE report will help you figure out if there are Fund Entry errors in UCPath

- If the DOPE report looks correct that means the correction needs to happen in OFC

UCPath to Labor Ledger (DOPE)
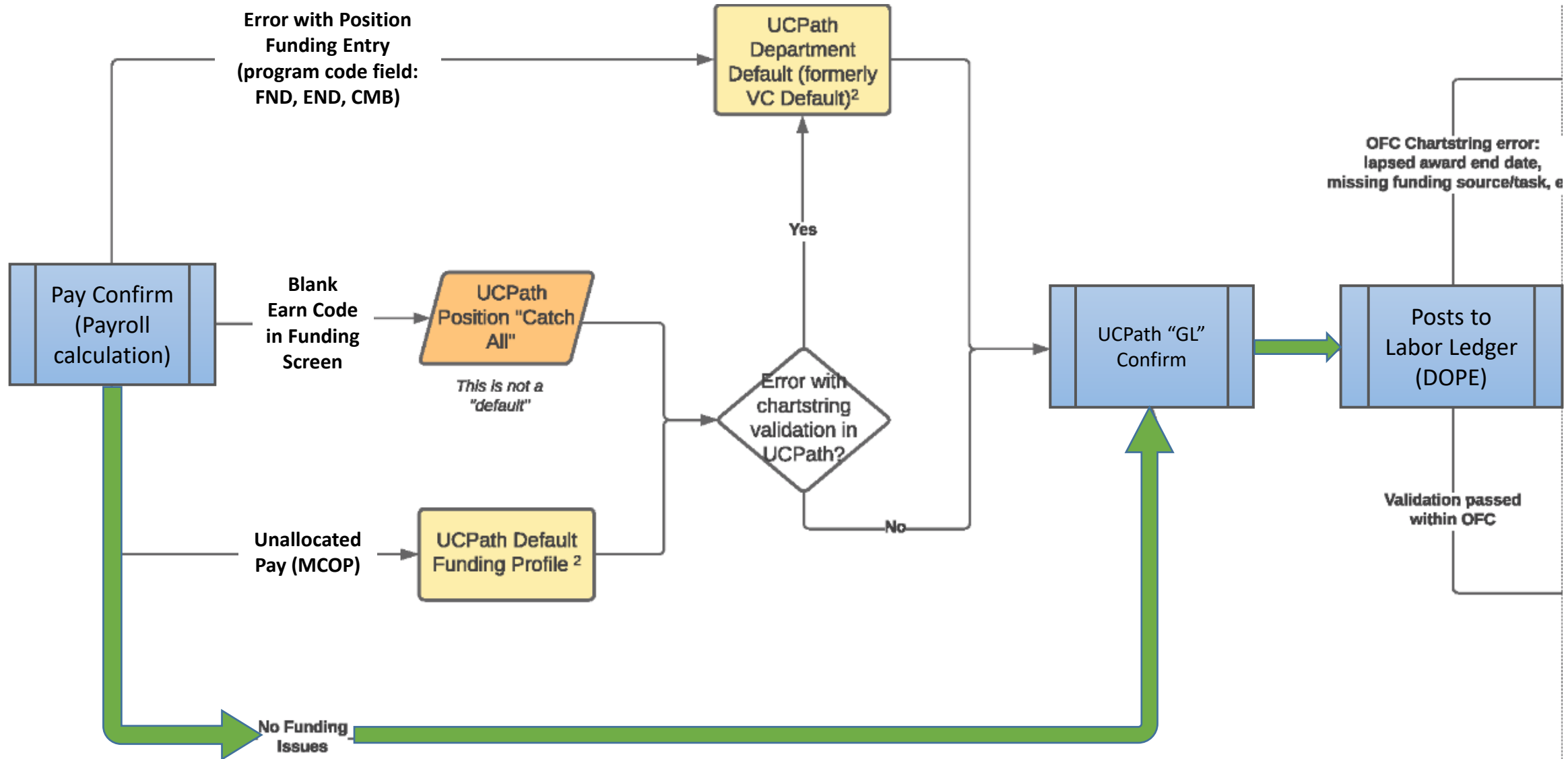
*View the complete Payroll "Default" Transactions flow chart on the **Payroll Reconciliation Toolkit***

DOPE Reports

Where to **find** the DOPE Reports

1

- Business Analytics Hub (BAH)
- Four Versions:
- DOPE Report (Original)
- DOPE Ancillary Report
- DOPE Sponsor Report
- DOPE with Combined Salary & Fringe Column Set, and Employee Summary Report

How to **run** the DOPE Reports

2

- Check your Parameters
- When using the Search Box, always select from dropdown: "Contains any of these keywords"
- Use Check Boxes only if you need to filter for something specific

How to **read** the DOPE Reports

3

- Column Headings are important
- Job Aid: Payroll Reconciliation Toolkit

Discrepancies between GL and DOPE

Mismatches between the OFC General Ledger (GL) and the UCPath Labor Ledger (DOPE) are caused by:

1 **Funding entry errors in UCPath**

- Correct funding entry in UCPath
- Monitor the Funding Issues Report available on BAH to identify potential FND, END, CMB errors
- Job Aid: Correcting Discrepancies in UCPath Labor Ledger (DOPES) Caused by UCPath Fund Entry Errors

2 **OFC and/or UCPath chartstrings being incorrect**
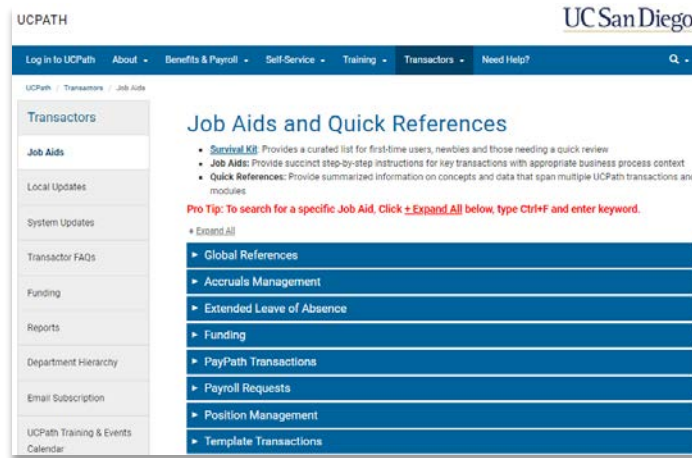
- Correct chartstring in UCPath and/or OFC
- Job Aid: Correcting Discrepancies Between OFC General Ledger (GL) and UCPath Labor Ledger (DOPES)

3 **Project end dates in GL/PPM**

- Correct OFC GL/PPM End Date
- Job Aid: Correcting Discrepancies Between OFC General Ledger (GL) and UCPath Labor Ledger (DOPES)

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Resources

UC San Diego Job Aids and Quick References

- Payroll Reconciliation Toolkit
- Understanding Default and Catch-All Funding Sources
- Correcting Discrepancies in UCPath Labor Ledger (DOPES) Caused by UCPath Fund Entry Errors
- Correcting Discrepancies Between OFC General Ledger (GL) and UCPath Labor Ledger (DOPES)
- How to Update Position Funding
- How to Update Position Funding with the Salary Cap/MCOP Worksheet
- How to Submit a Direct Retro
- How to Submit a Direct Retro with the Salary Cap/MCOP Worksheet
- Fiscal Year-End Funding Rollover

UC San Diego SNOW Knowledge Base
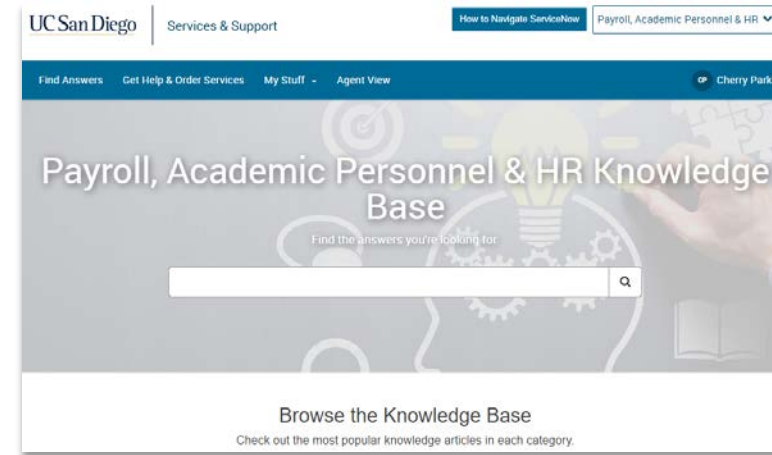
- UCPath Funding FAQs
- How to Submit a Case to the UCPath-Finance Team
- How to Understand Vacation Accounting Transactions in UCPath
- Direct Retro: Troubleshooting
- How to Request a New Salary Cap Rate
- How to Configure Department Default FAU's
- How to Resolve Differences Between UCPath Labor Ledger (DOPE) and OFC GL/PPM
- How to Use DOPE Information to View Posting in OFC
- How to Determine a Chart String (CoA Reference Guide)

Need additional support?

Topic	Date & Time	Link	
Fund Management Office Hours	Thursdays, 11-12:00 p.m.	https://ucsd.zoom.us/j/98891366031	Watch Recorded Office Hours
UCPath Finance 1:1 Appointments	Tuesdays, 11-12:30 p.m.	https://calendly.com/ucpathtransactionsupport	
Submit a SNOW ticket		https://support.ucsd.edu/services	How to Submit a Case to the UCPath-Finance Team
Topic Based Zoom PPT Slides & Recordings	On Demand	https://ucpath.ucsd.edu/training/review.html#Funding	