

**Topic Based Zoom:**  
**Understanding the DOPE Report**  
8/24/22



# Today's Topics

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Review Key Terms & Concepts



Parameters & Column Headings



Best Practices



Q&A



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



## DOPE (Distribution of Payroll Expenses)

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

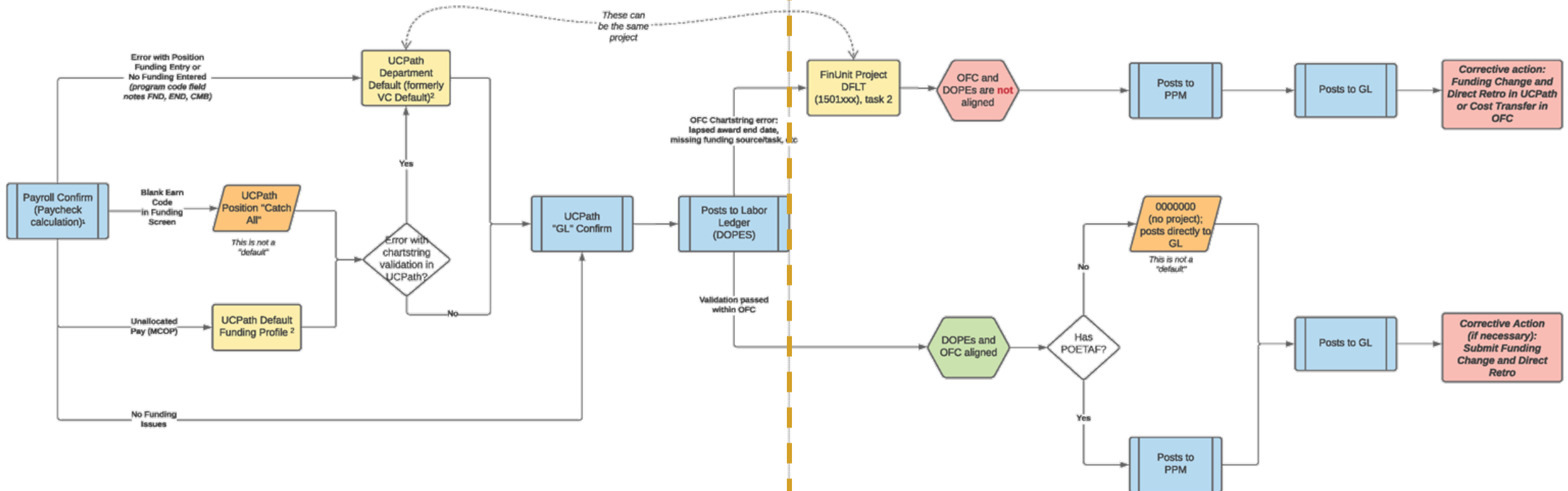
- When troubleshooting discrepancies, always identify and correct Fund Entry errors in UCPATH first
- The DOPE report will help you figure out if there are Fund Entry errors in UCPATH
- If the DOPE report looks correct that means the correction needs to happen in OFC

# Flowchart | Payroll expenses moving from UCPATH to OFC

## UCPATH

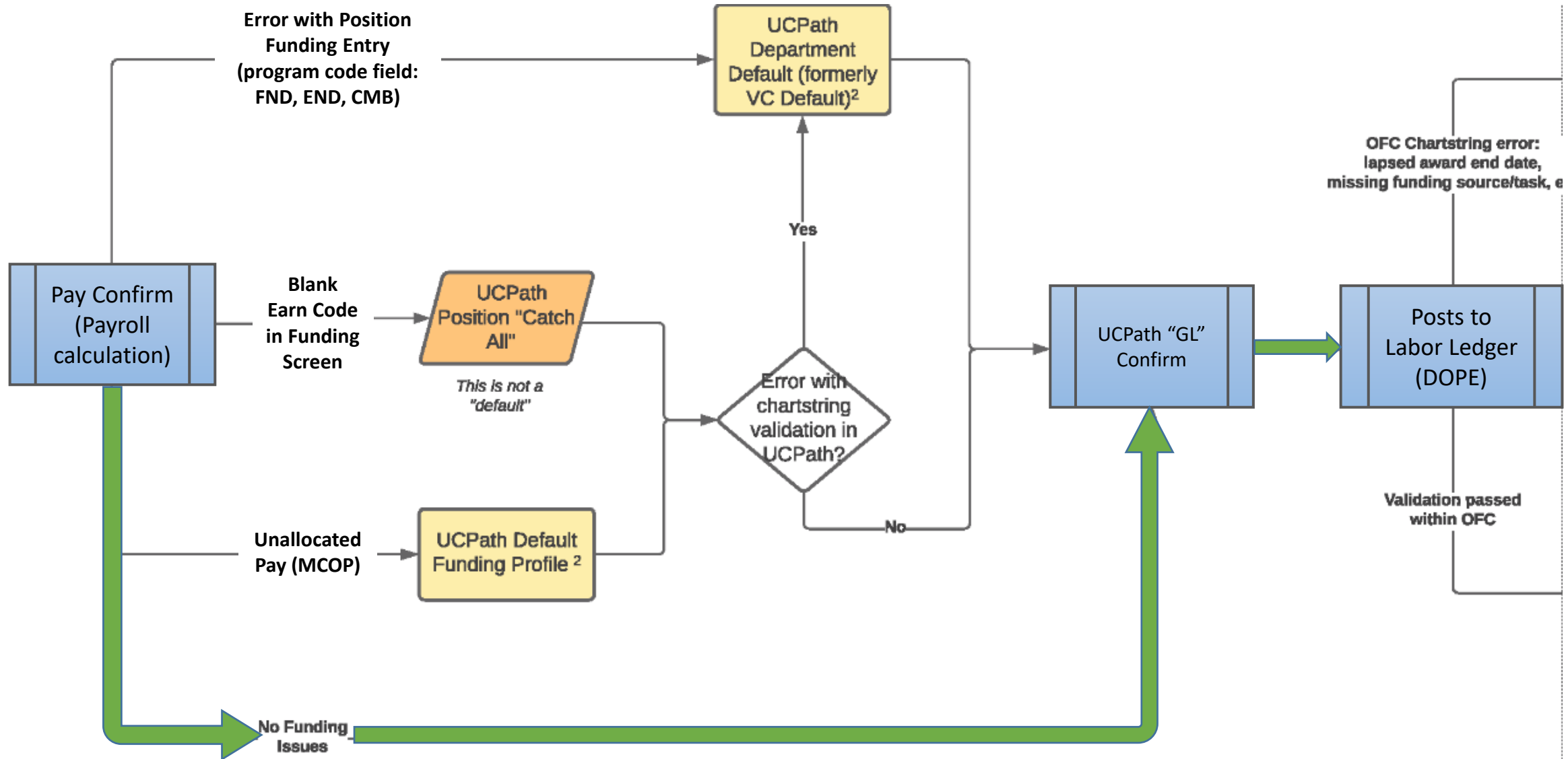
## ORACLE

### Payroll "Default" Transactions



<sup>1</sup> Paycheck must be calculated before labor can be distributed in GL confirm  
<sup>2</sup> PPS index (legacy) default may have been inadvertently used as the UCPATH department default or default funding profile FAU

# UCPath to Labor Ledger (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 \(DOPES\)](#)

## DOPE Reports

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- Business Analytics Hub
- Parameters
- Column Headings



# Business Analytics Hub (BAH)

BUSINESS ANALYTICS HUB

UC San Diego

Budget & Finance | **HR/Payroll** | Research | Student | Help Q -

HOME / HR/Payroll

## HR/Payroll

List View | Make a Request | Ask Question / Report Issue | Request Access

*Cognos Users: If you are having issues accessing or scheduling your reports see our notes on the Help page.*

Filter by Category

All Reports | Academic Personnel Reports | Academic Personnel Reports (Restricted) | Community Reports | Human Resources EDI Reports (Restricted) | Human Resources Reports | Human Resources Reports (Restricted) | Payroll Accounting and Reconciliation | Payroll and Financial Reports | Payroll and Financial Reports (Restricted)

Filter by Keyword

### Benefit Costs Report

Report provides benefit costs associated with employees' earnings charged to the department.

[View Details](#) [Launch >](#)

### Default Project Payroll

This report provides detailed information about charges posted to departmental default projects, including person names and other payroll information.

[View Details](#) [Launch >](#)

### Distribution of Payroll Expense (DOPE) Report

Confirm actual payroll expenses applied for a given payroll cycle. If you do not already have access to this report, submit a request for the Payroll Accounting and Reconciliation report group.

[View Details](#) [Launch >](#)

### DOPE - Ancillary Report

The purpose of this version of the DOPE report is to isolate GAEL expenses and to provide a Vacation Accounting Report on additional tabs. GAEL expenses have been removed from the Fringe tab because GAEL doe...

[View Details](#) [Launch >](#)

### DOPE - Sponsor Report

This DOPE report version focuses on sponsored research reporting to meet sponsors' financial report and invoice back-up documentation requirements. Similar to the DOPE - Ancillary Report, GAEL expe...

[View Details](#) [Launch >](#)

### DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary

As with the original Distribution of Payroll Expense (DOPE) Report, this updated version displays actual labor ledger payroll expenses applied for a given payroll cycle. There are however, several...

[View Details](#) [Launch >](#)

### DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary

As with the original Distribution of Payroll Expense (DOPE) Report, this updated version displays actual labor ledger payroll expenses applied for a given payroll cycle. There are however, several...

[View Details](#) [Launch >](#)

Click Launch to start entering the parameters

Click View Details to see more information on Required Inputs, Fields, and Resources

Report	Description
<b>Distribution of Payroll Expense Report (Original)</b>	<ul style="list-style-type: none"><li>▪ Displays actual Labor Ledger payroll expenses applied, for a given payroll cycle</li><li>▪ Original standard format with two tabs: Salary Details and Fringe Details</li></ul>
<b>DOPE Ancillary Report</b>	<ul style="list-style-type: none"><li>▪ Isolates GAEL expenses by moving from Fringe tab to Ancillary tab, as GAEL doesn't post to salary or fringe benefits</li><li>▪ Provides report configuration that allows the salary and fringe GL postings to match the corresponding DOPE report totals</li><li>▪ Supports reporting requirements for sponsored project administration purposes</li><li>▪ Provides support for Vacation Accounting</li></ul>
<b>DOPE Sponsor Report</b>	<ul style="list-style-type: none"><li>▪ Focuses on sponsored research reporting to meet sponsors' financial report and invoice back-up documentation requirements</li><li>▪ Isolates GAEL expenses by moving from Fringe tab to Ancillary tab</li><li>▪ Vacation credits moved from Fringe tab to Salary tab to align with the account code classification and to match the totals by category on the invoices submitted to sponsoring agencies</li><li>▪ Only columns relevant to agency requirements with regards to invoice back-up documentation are included</li></ul>

Report	Description
<b>DOPE with Combined Salary &amp; Fringe, Condensed Column Set, and Employee Summary Report</b>	<ul style="list-style-type: none"><li data-bbox="588 287 2540 368">▪ Displays actual Labor Ledger payroll expenses applied, for a given payroll cycle</li><li data-bbox="588 368 2540 525">▪ Lists all Salary and Fringe Labor Ledger data on a single tab. One extra column (Transaction Type) is added to identify if the row is from the Salary or Fringe table</li><li data-bbox="588 525 2540 682">▪ Shows only the essential columns required for Project Managers and Sponsors, which keeps all columns on the screen together, no horizontal scrolling required</li><li data-bbox="588 682 2540 845">▪ Totals Salary and Fringe monetary amounts for the Condensed Column Set. Totals are grouped first by employee and then by pay and earnings periods.</li></ul>

Run

### Search by Pay Calendar Dates - OR - Accounting FY-Periods

*Note: These primary search options are mutually exclusive, please do not be concerned with setting coordinated dates for them.*

Choose Primary Search Option: Pay Calendar Dates

Pay Calendar Date Types:  
 Pay Period End Date  
 Earnings Period End Date  
 Pay Check Date

[Deselect all](#)

End Date From: Aug 15, 2022

End Date To: Aug 15, 2022

Accounting FY-Periods

Accounting FY-Period (Calendar Month) From: 2022-12 (Jun)

Accounting FY-Period (Calendar Month) To: 2022-12 (Jun)

*Note: FY-Periods are sorted Newest to Oldest*

### Include Optional Report Pages:

*Note: Stipend and Tuition Fees depends upon at least one prompt entry for either Project Code, Project Manager, or Financial Unit.*

- Salary Details: Lists only salary detail rows.
- Fringe Details: Lists only fringe detail rows.
- Stipend and Tuition Fees: Lists all related FinAH rows.

[Select all](#) [Deselect all](#)

### Search by Employee Name - ID

Keywords:   →

Choices:

[Select all](#) ←

[Starts with any of these ke](#)

Case Insensitive [Select all](#) [Deselect all](#)

### Search by Department ID - Name

Keywords:   →

Choices:

[Select all](#) ←

[Starts with any of these ke](#)

Case Insensitive [Select all](#) [Deselect all](#)

### Search by Project - Task

*Note: Enter "NULL" here and a Fin Unit below to find Payroll without a Project.*

Project Code-Task Code

Enter Project Code   →

Choices:

[Select all](#) ←

[Starts with any of these ke](#)

Case Insensitive [Select all](#) [Deselect all](#)

### Check Boxes

Use checkboxes only if you need to filter for something specific

Select nothing = Return everything!

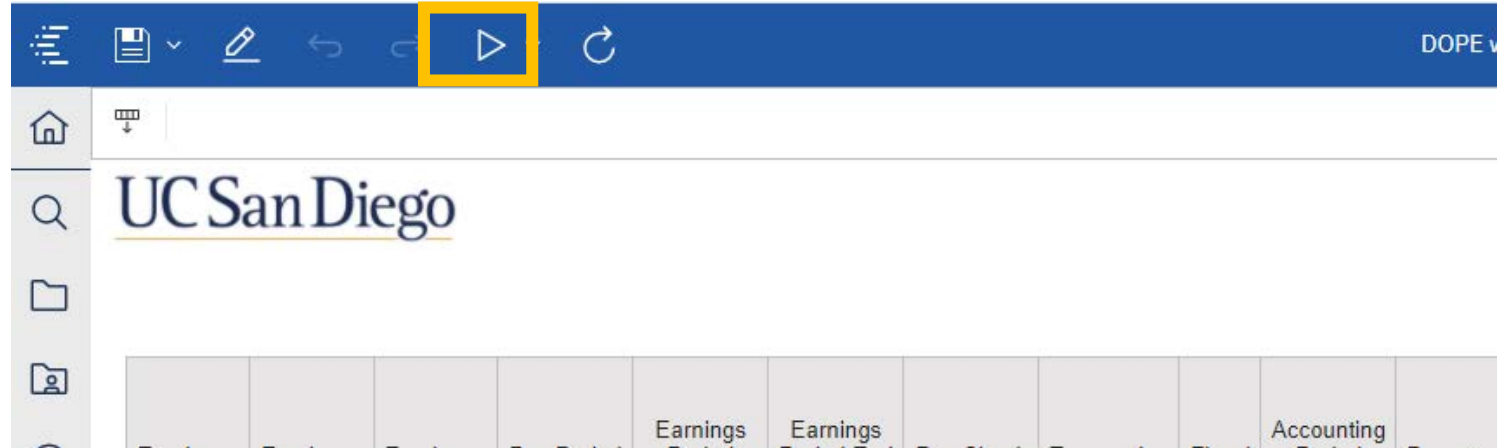
### Search Box Dropdowns

Always select "Contains any of these keywords" from the drop down below

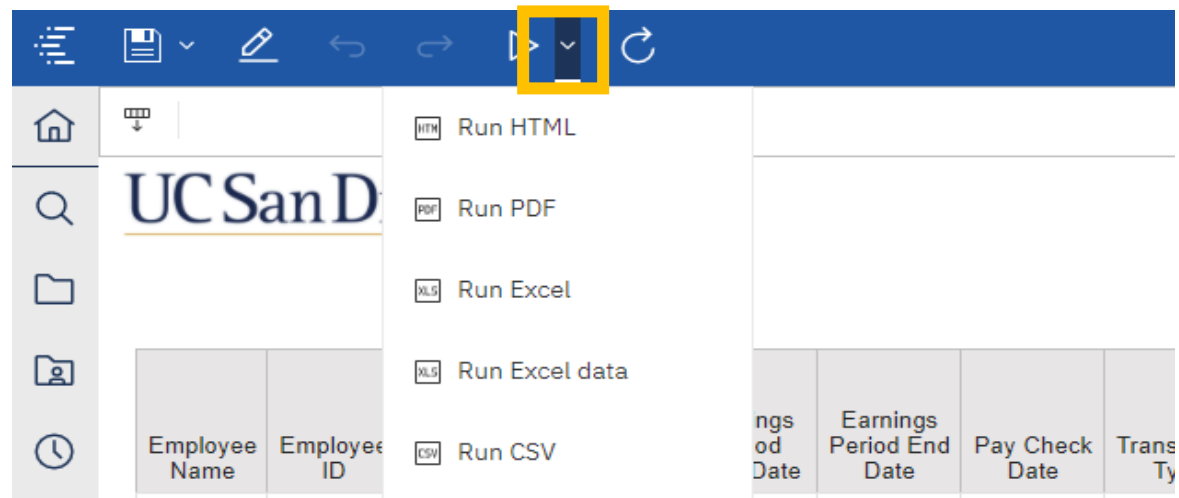


# Running the Report

To reset prompts after report has run, press the "Play" button on upper left side



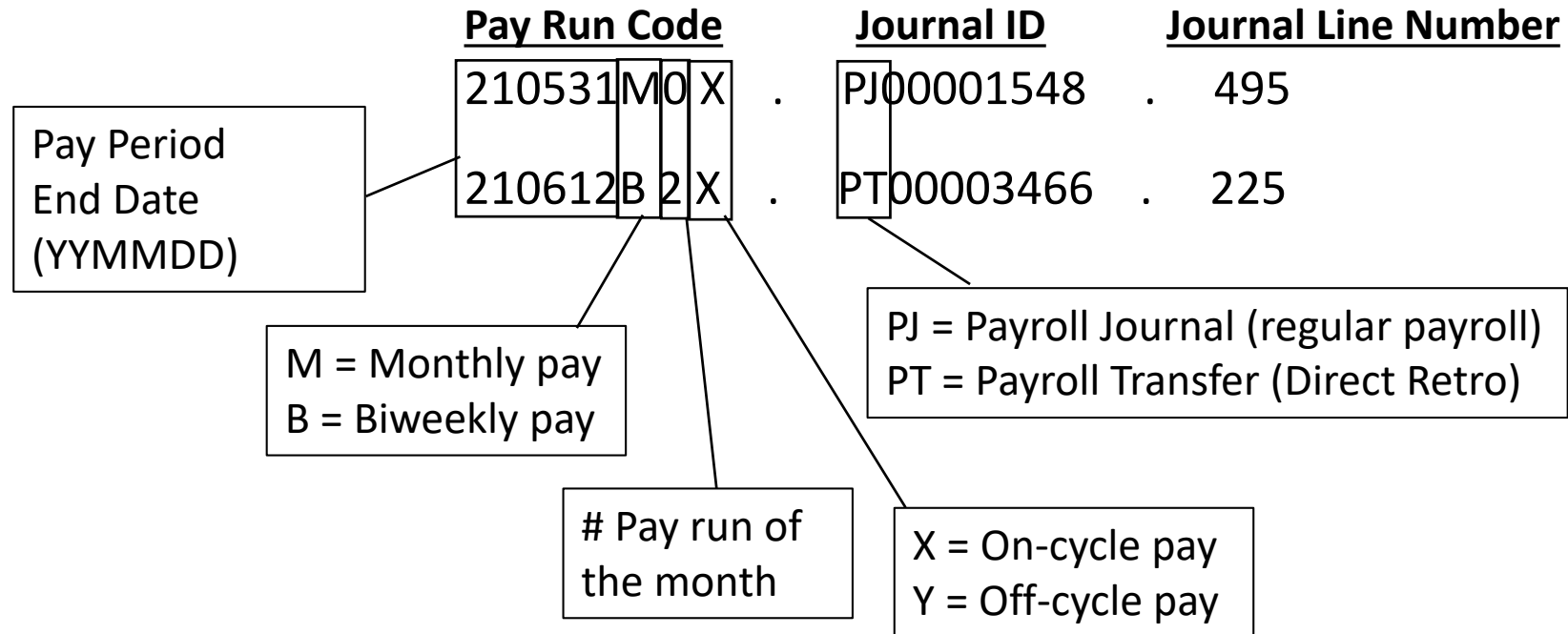
To export report into a different format, press the caret next to the reset button



Column Heading	Description
<b>Pay Period End Date</b>	<p>Pay cycle in which transaction was processed. This should match the payroll identified in the Pay Run Code.</p> <p>*Pay Start/End dates may vary from Earnings Start/End dates. For example, Direct Retros would reflect the date of the pay cycle in which the Direct Retro was processed and not when the salary was originally paid.</p>
<b>Earnings Period Start Date</b>	<p>Earnings period start date of original transaction                      Ex: when salary was originally paid in the case of a Direct Retro</p>
<b>Earnings Period End Date</b>	<p>Earnings period end date of original transaction                      Ex: when salary was originally paid in the case of a Direct Retro</p>
<b>Pay Check Date</b>	Date paycheck was issued
<b>Transaction Type</b>	Salary or Fringe
<b>Accounting Period Number</b>	<p>Accounting period of original transaction                      Note: Direct Retros approved after the deadline will post in the following accounting period</p>

Column Heading	Description
<b>Job FTE</b>	Full time equivalent or employment percentage of full time. FTE is defaulted from Position Data.
<b>Earnings Code</b>	Earn Codes are used to categorize different components of compensation.
<b>Earnings Type</b>	Salary earnings type description. Identifies if employee is eligible for Benefits.
<b>CCOA Program Code</b>	"FND", "END", or "CMB" indicates the transaction hit the Default chartstring and the position funding needs to be corrected in UCPATH Funding Entry
<b>OTC Indicator Code</b>	OTC-N (up to the cap amount) or OTC-Y (over the cap amount)
<b>Cost Transfer Code</b>	UCPATH Direct Retro Number
<b>Original Transaction Reference Number</b>	Used to tie UCPATH transaction detail to OFC summarized expenses. Concatenated string of [Pay run code].[Journal ID].[Journal Line number]

The key that ties the Labor Ledger (UCPath) to the financial ledger (Oracle)



*NOTE: All payroll expenses charged on a given chartstring and pay cycle will be included in a single Original Transaction Reference Number*



# Column Heading Example



Parameters Entered: Pay Period End Date (6/30/22) and Empl ID

Employee Record	Pay Period End Date	Earnings Period Start Date	Earnings Period End Date	Pay Check Date	Transaction Type	Fiscal Year	Accounting Period Number	Position	Job FTE	Earnings Code	Earnings Type	OTC Indicator Code	Cost Transfer Code	Original Transaction Reference Number
1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Salary	2022	11	GSR-NO REM	0.0100	REG	Regular Pay		DR00000708302	<a href="#">220630M0X_PT00005829.11</a>
1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Salary	2022	11	GSR-NO REM	0.0100	REG	Regular Pay		DR00000708302	<a href="#">220630M0X_PT00005829.12</a>
1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	GAEL (GA)	GAEL GA Assessment - Expense		DR00000708302	<a href="#">220630M0X_PT00005829.7435</a>
1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	GAEL (GA)	GAEL GA Assessment - Expense		DR00000708302	<a href="#">220630M0X_PT00005829.7436</a>
1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	CBR	CBR Assessment - Expense		DR00000708302	<a href="#">220630M0X_PT00005829.6342</a>
1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	CBR	CBR Assessment - Expense		DR00000708302	<a href="#">220630M0X_PT00005829.6341</a>
3	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Salary	2022	12	TEACHG ASST-GSHIP	0.5000	REG	Regular Pay			<a href="#">220630M0X_PJ00002246.161</a>
3	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	TEACHG ASST-GSHIP	0.5000	GAEL (GA)	GAEL GA Assessment - Expense			<a href="#">220630M0X_PJ00002246.113572</a>
3	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	TEACHG ASST-GSHIP	0.5000	CBR	CBR Assessment - Expense			<a href="#">220630M0X_PJ00002246.90466</a>
4	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Salary	2022	12	GSR-TUIT & FEE REM	0.2500	REG	Regular Pay			<a href="#">220630M0X_PJ00002246.159</a>
4	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	GSR-TUIT & FEE REM	0.2500	GAEL (GA)	GAEL GA Assessment - Expense			<a href="#">220630M0X_PJ00002246.113570</a>
4	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	GSR-TUIT & FEE REM	0.2500	CBR	CBR Assessment - Expense			<a href="#">220630M0X_PJ00002246.90464</a>
<b>Overall - Total</b>														

## UCPath Direct Retro Deadlines for Posting

CURRENT Final Local Approval Deadlines	PREVIOUS Local Approval Deadlines
<ul style="list-style-type: none"> <li>09/19 at 5:59 am (M): MO/BW for posting in September</li> </ul>	<ul style="list-style-type: none"> <li>07/05: MO/BW for posting in June</li> <li>07/21: MO/BW for posting in July</li> <li>08/19: MO/BW for posting in August</li> </ul>

\*Direct Retro Note: A DR that is final approved after DR deadline but before end of calendar month may result in mismatch between Acctg Period and Run ID.

<https://ucpath.ucsd.edu/transactors/index.html>

## **CBR**

- Report shows Composite Benefit Rate (CBR) for primary job
- Split funding between Med Center and campus is calculated using each entity's rate and % of total pay.
- Summer Salary group and rate not correct prior to July 1, 2021

## **VLA**

- The cost of accrued vacation leave equals the Vacation Leave Assessment rate multiplied by the gross salary on each eligible earn code.
- Vacation Leave Assessment will continue to be charged against applicable earnings even after an employee reaches their vacation accrual maximum
- There is no Vacation Leave Assessment for employees whose leave entitlement doesn't create a liability at the end of their employment (i.e. if it's governed by a "use it or lose it policy")

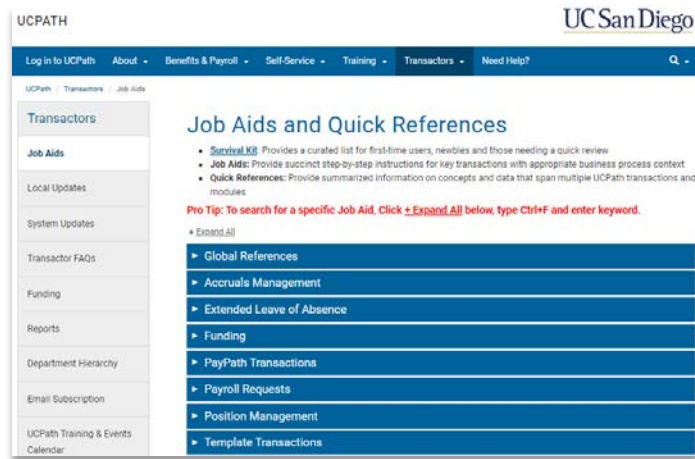
## **GAEL & RPNI**

- General Liability (GAEL) and UCRP Supplemental Interest (RPNI) are redirected when the position funding contains a Fund that UCPath recognizes as a federal or federal-flow-through sponsored project

## Resource Review

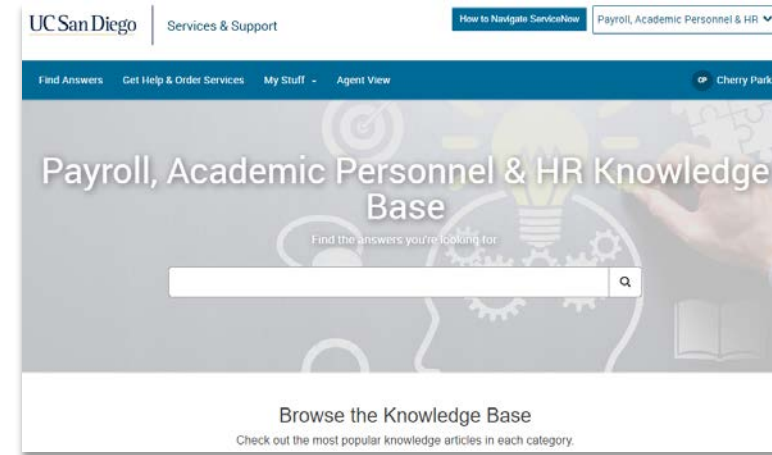
- Job Aids & KBAs
- Help

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



## Use the DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary Report

- This one has everything you need!



## Check your Parameters

- Do not enter too many search criteria
- Use "contains any of these key words"
- Use check boxes only if you need to filter for something specific

The logo features the letters 'UC' in white on a yellow square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. The 'Path' text is enclosed in a blue rectangular frame with a white border. At the top right corner of this frame, there is a blue trident symbol with three upward-pointing arrows.

UC *Path*

UC San Diego

UC San Diego  
Health Sciences



- What is the best practice regarding funding effective date for UCPath funding entry corrections? Example: If a funding entry was found to be incorrect back to January of a given year (and direct retros are processed accordingly), and it's now August... should the funding effective date for the new chartstring be Jan 1 – or can it just be July 1 (for the new academic year)? What are the financial implications for choosing one date over the other? **The Direct Retros transfers the salary costs that have already hit the general ledger. If there are retro payments made in the future for earnings periods in the past with the incorrect funding entry then it will be charged to the charstring(s) in the funding entry for those periods. Remember in Funding Entry updates do not cascade forward so if there are multiple effective dated rows you will need to update each one. Check out our Topic Based Zoom on Effective Dates and Sequencing:**

11/3/2021	Effective Dates and Sequencing	<a href="#">PowerPoint</a>	<a href="#">Recording</a>
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- Can you please review the difference between total pay percent and salary derived effort percent? **For each of the earn codes, the percentage of the total pay that the earn code represents. Salary capped funds. All the percentage gets charged to the OTC-N rows. Not capped fund use the total pay percent. Should equal but there are defects with the calculation that derives. Open SNOW case with examples.**



- Why does effort fluctuate each month if employee is 100% - I've noticed each month can be less or greater than 100%? There are some calculations for the salary derived effort that are not always adding up to the 100%. **If you have examples open SNOW ticket so we can report new issue or add to an open JIRA.**
- For large departments, what are best practices regarding reviewing DOPE reports? What is the expectation. **APS recommends the AP staff review DOPEs every month to verify the actual salaries are correct and leaves etc are posting correctly**
- Is there a resource that can help guide further research of inconsistencies within the Fringe detail? For example, I have a full time employee whos fringe grouped total is very different during two particular months. **Open a SNOW ticket with details or 1:1 with UCPATH Finance team member**
- is there a report that shows retro payments. **The Earnings period column is an indicator of retro payment. The Pay period will not match the earnings period. Pay period will show current pay period while earnings period will show a previous period. There has been a request for a Direct Retro Status Report be created from ITS. It's pending**
- How fast are the combo codes created after using PADUA to create an new project? Trying to update funding in UCPATH. **At least two days from a change is made in Oracle to make its way into UCPATH.**

- **OTC indicator or Work Study indicator is a segment in the chartstring so a new combo code is created to capture that segment.**
- On the dope report when a Direct Retro is processed for a Pay Period End Date, how do you tell when the DR was applied and moved off the old fund to a new fund? I see a bunch of dates listed but not sure when the expenses were taken off. **Schedule a 1:1 appointment to review the DOPE report together**
- I have a question on how does the Pay Period vs Earnings Period reflect on the ledger when running a report. **Pay Period shows the pay cycle in which transaction was processed. This should match the payroll identified in the Pay Run Code. \*Pay Start/End dates may vary from Earnings Start/End dates. For example, Direct Retros would reflect the date of the pay cycle in which the Direct Retro was processed and not when the salary was originally paid. While Earnings Period shows the dates of original transaction (Ex: when salary was originally paid in the case of a Direct Retro)**
- can you provide an example of a discrepancy between the DOPE and Oracle, and how to identify those in the DOPE? Are there instances when the DOPE will show what was indicated (e.g. fund source) in UCPATH, but if there is an issue with funding, it may be charged to a default account and the DOPE may not show it? **DOPE report shows what happened in UCPATH and if there are chartstring issues or project end date issues in OFC those are routed to the Finu Default in OFC and not shown on the DOPE report.**

- Is there a quick way to look up someone's full-time salary rate (without having to do math) if they are currently working part time? Example, employee is working 67% time and the job compensation rate in the DOPE report is based on a 0.67 FTE. **Quickest way to look up an employees salary: UCPATH Job Data. If you want a column added to an existing report put in a report enhancement request.**
- UCPATH-PPM-GL salary reconciliation report? Is that the "UCPATH-Oracle Salary Reconciliation" in HR/Payroll or "GL-PPM Reconciliation Report" in Business & Finance? **the one in HR/Payroll (UCPATH-PPM-GL salary reconciliation report @bah.ucsd.edu)**
- we find that often the salary portion will line up with the ledger, but we have difficulty lining up the fringe with the ledger, what are we supposed to be looking at for the dope to align with the GL benefits? **Benefits should follow the salary, please submit a SNOW ticket with your specific example or book a 1:1 appointment to review with UCPATH-Finance team.**
- Will CBR rates for summer salary positions be correct this year? They were wrong 2 years in a row if memory serves. **The summer salary rate only applies to jobs in two standard CBR groups and not our campus-specific groups. The earn code alone does not drive the application of the rate. On Oct. 5, 2021 and Nov. 14, 2021, group configuration changes were completed and the summer salary rate is now being applied correctly on eligible earn codes. [KBA: What do I Do if the Incorrect CBR Rate has been Applied?](#)**