

# UC San Diego

**Health Sciences** 

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







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		
МСОР	Multiple Components of Pay		
OFC	Oracle Financial Cloud		
PPM	A Sub Ledger of Oracle that passes data to the General Ledger		

Job Aid: Payroll Reconciliation Toolkit





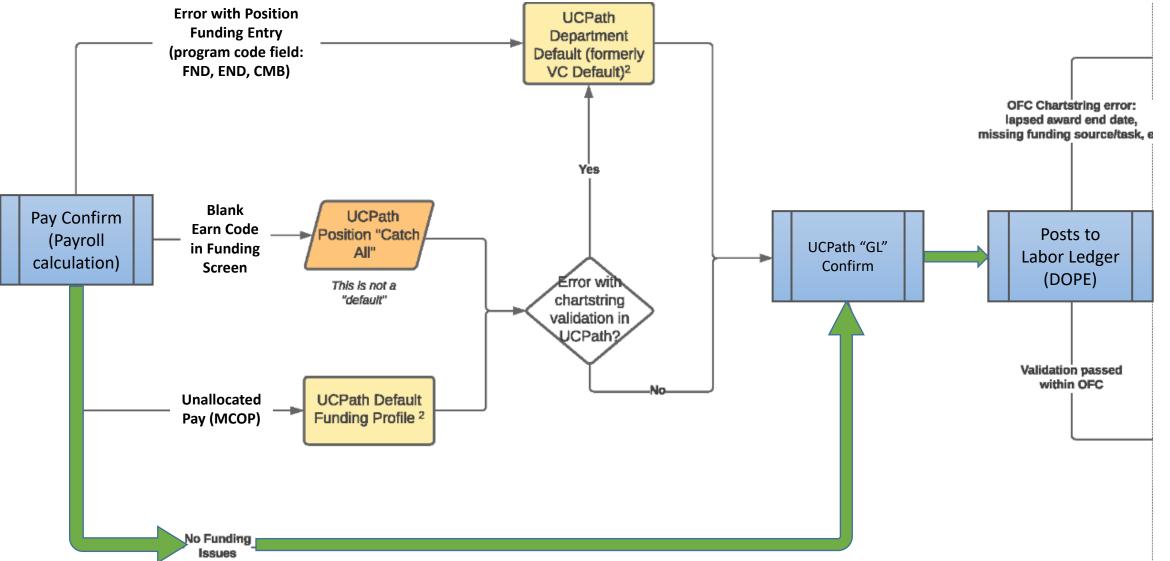
# DOPE (Distribution of Payroll Expenses)

## 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** 

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- 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

- 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

- 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:



2

3

### **Funding entry errors in UCPath**

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

## **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)

## 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)



### Resources

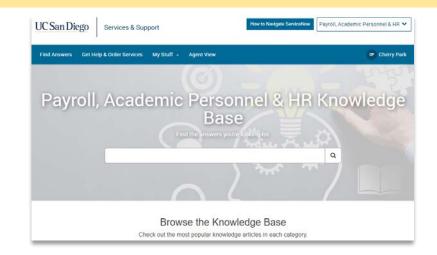


#### UC San Diego Job Aids and Quick References

CPATH	UC San Diego				
Log in to UCPath About	Benefits & Payroll - Setl-Service - Training - Transactors - Need Help? Q				
UCPath / Transactors / Job Ald					
Transactors	Job Aids and Quick References				
Job Aids	Survival Kit Provides a curated list for first-time users, newbles and those needing a quick review     Job Alds: Provide succinct step-by-step instructions for key transactions with appropriate business process context				
Local Updates	Quick References: Provide summarized information on concepts and data that span multiple UCPath transactions and modules				
System Updates	Pro Tip: To search for a specific Job Aid, Click <u>+ Expand All</u> below, type Ctrl+F and enter keyword.				
	• Expand.All				
Transactor FAQs	<ul> <li>Global References</li> </ul>				
Funding	<ul> <li>Accruals Management</li> </ul>				
	Extended Leave of Absence				
Reports	► Funding				
Department Hierarchy	<ul> <li>PayPath Transactions</li> </ul>				
Email Subscription	► Payroll Requests				
	Position Management				
UCPath Training & Events Calendar	ng & Events  Template Transactions				

- Payroll Reconciliation Toolkit
- Understanding Default and Catch-All Funding Sources
- •Correcting Discrepancies in UCPath Labor Ledger (DOPES) Caused by UCPath Fund Entry Errors
- <u>Correcting Discrepancies Between OFC General Ledger (GL) and UCPath</u> <u>Labor Ledger (DOPES)</u>
- 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)





Торіс	Date & Time	Link	
Fund Management Office Hours	Thursdays, 11-12:00 p.m.	<u>https://ucsd.zoom.us/j/988</u> <u>91366031</u>	Watch <u>Recorded Office Hours</u>
UCPath Finance 1:1 Appointments	Tuesdays, 11-12:30 p.m.	https://calendly.com/ucpat htransactionsupport	
Submit a SNOW ticket		<u>https://support.ucsd.edu/se</u> <u>rvices</u>	<u>How to Submit a Case to the</u> <u>UCPath-Finance Team</u>
Topic Based Zoom PPT Slides & Recordings	On Demand	<u>https://ucpath.ucsd.edu/tra</u> ining/review.html#Funding	









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