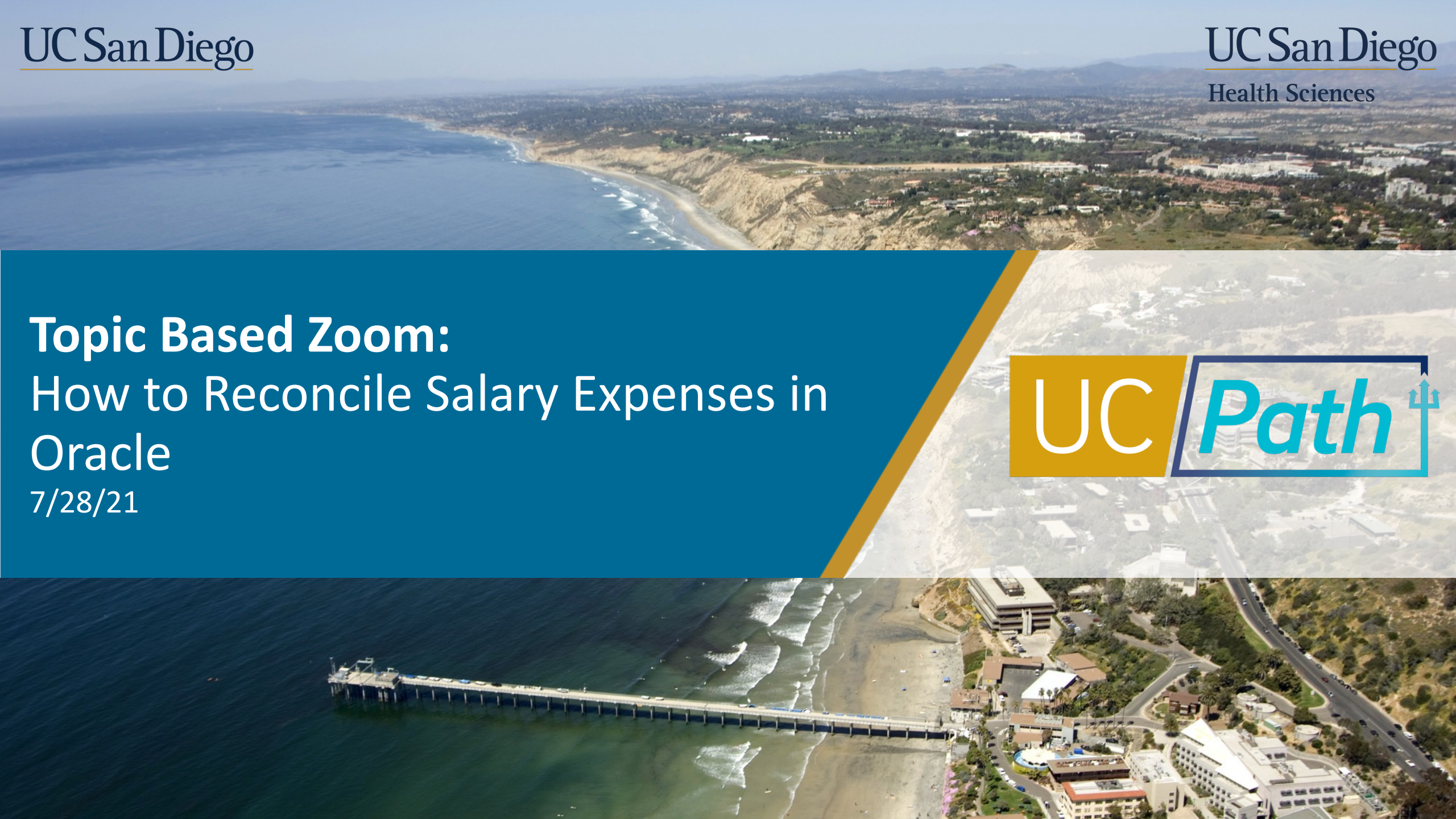


Topic Based Zoom:
How to Reconcile Salary Expenses in Oracle

7/28/21



Today's Topics



Understanding & Correcting Payroll Variances



Identifying Variances - Demo

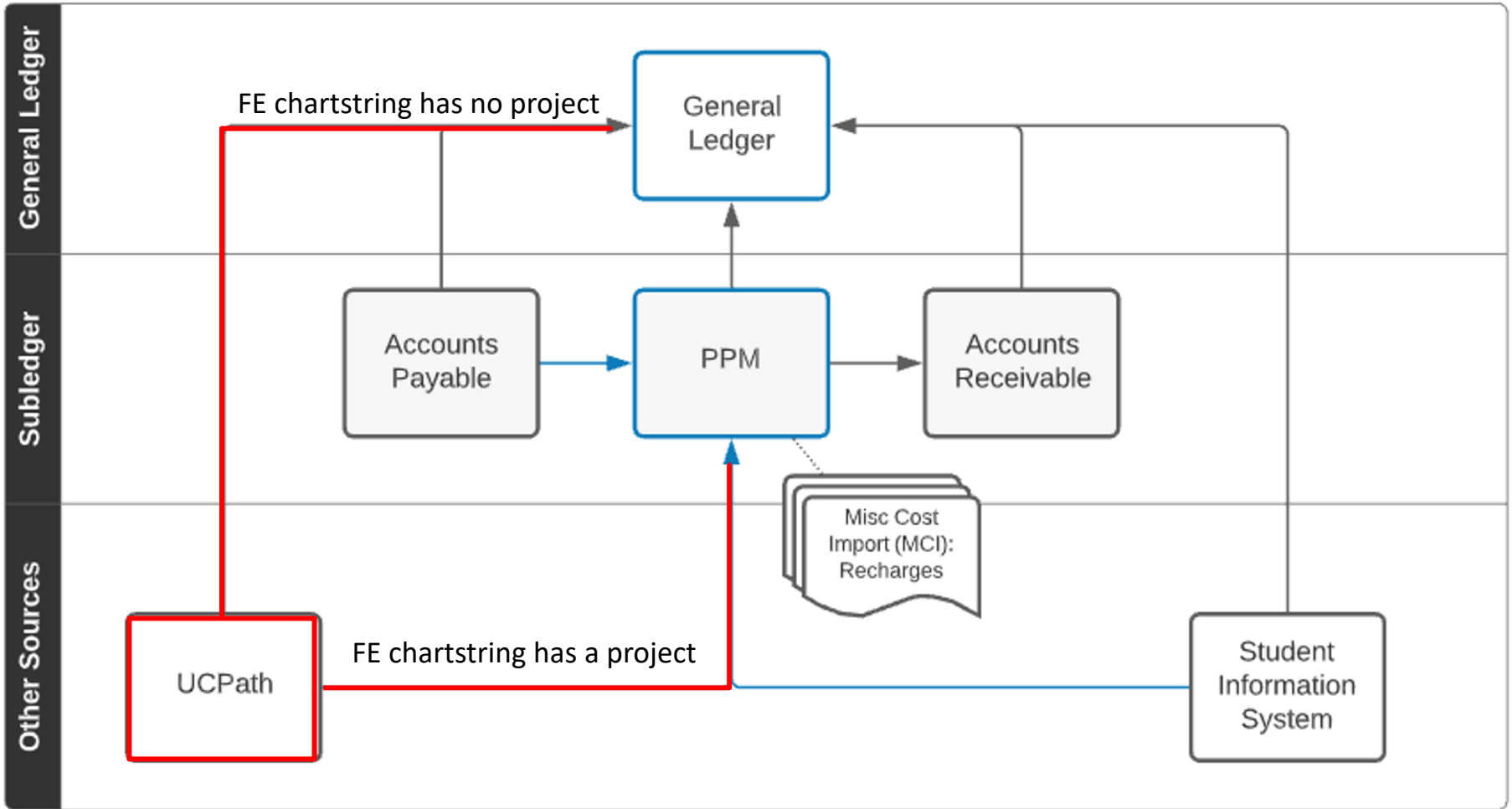


Key Takeaways

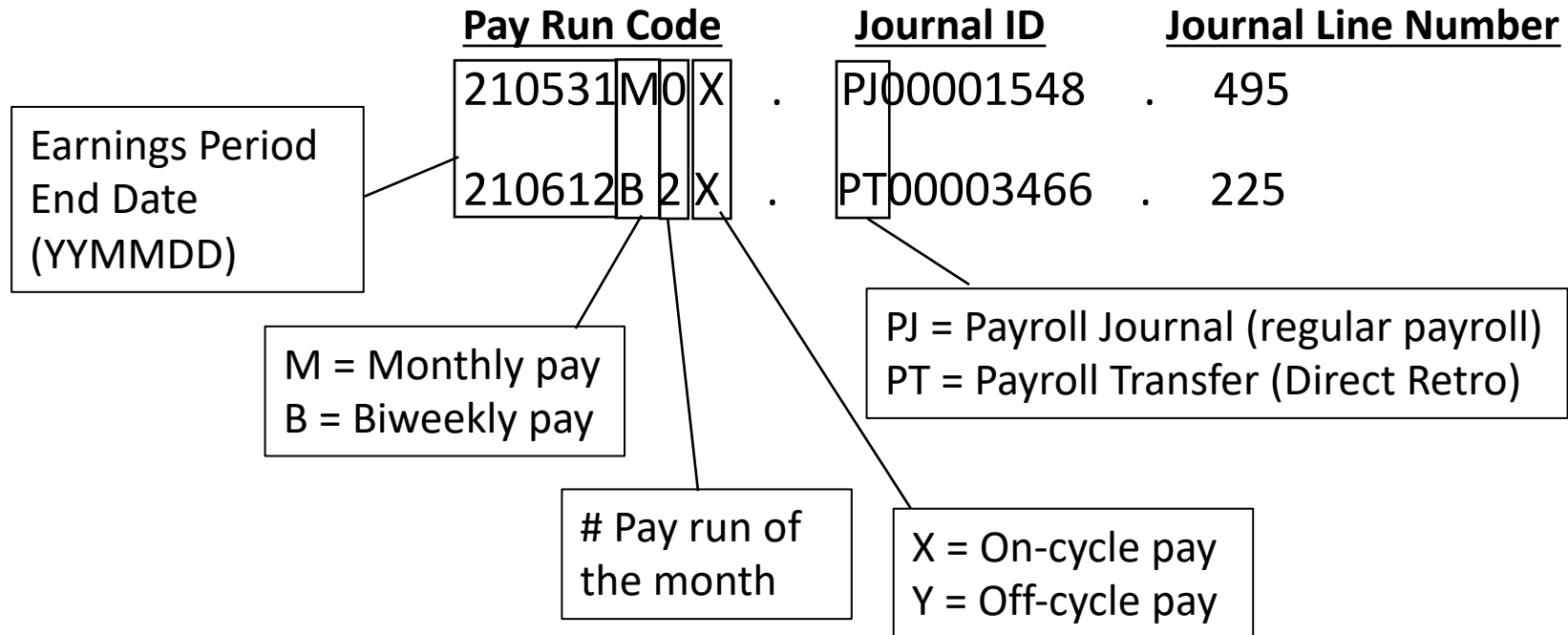


Q&A

General Ledger vs Subledgers

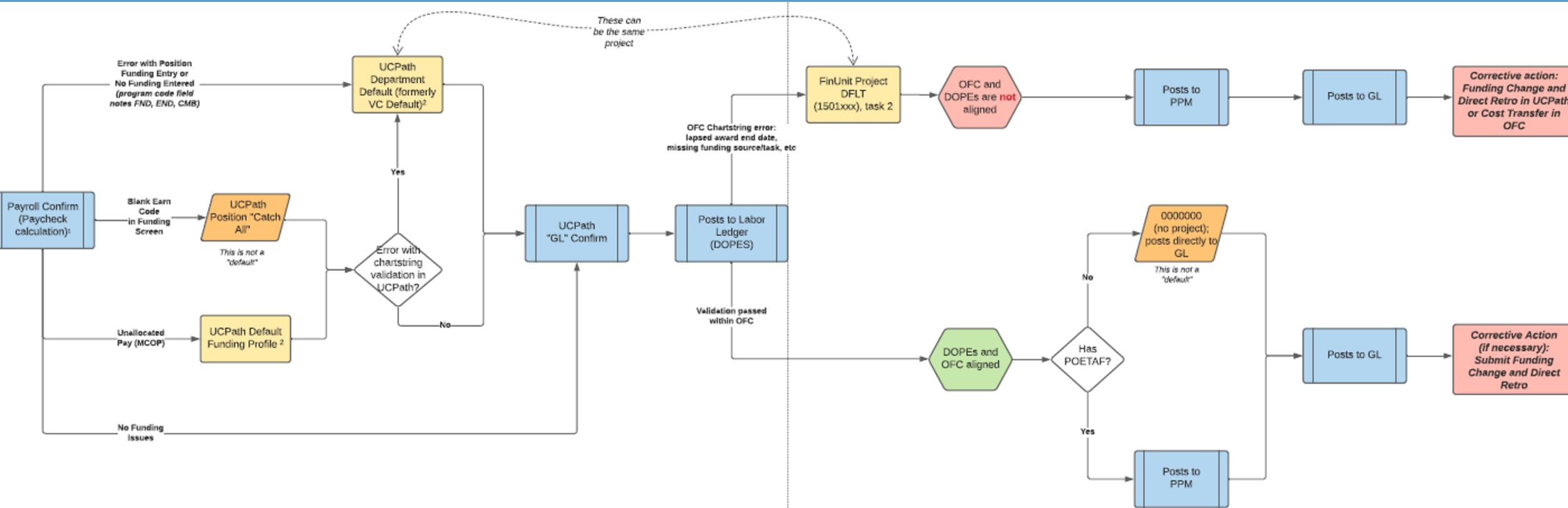


The key that ties the Labor Ledger (UCPath) to the financial ledger (Oracle)



NOTE: All individuals for a given chartstring and pay date will be summed into a single Original Transaction Reference Number

Payroll Default Transactions Overview



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

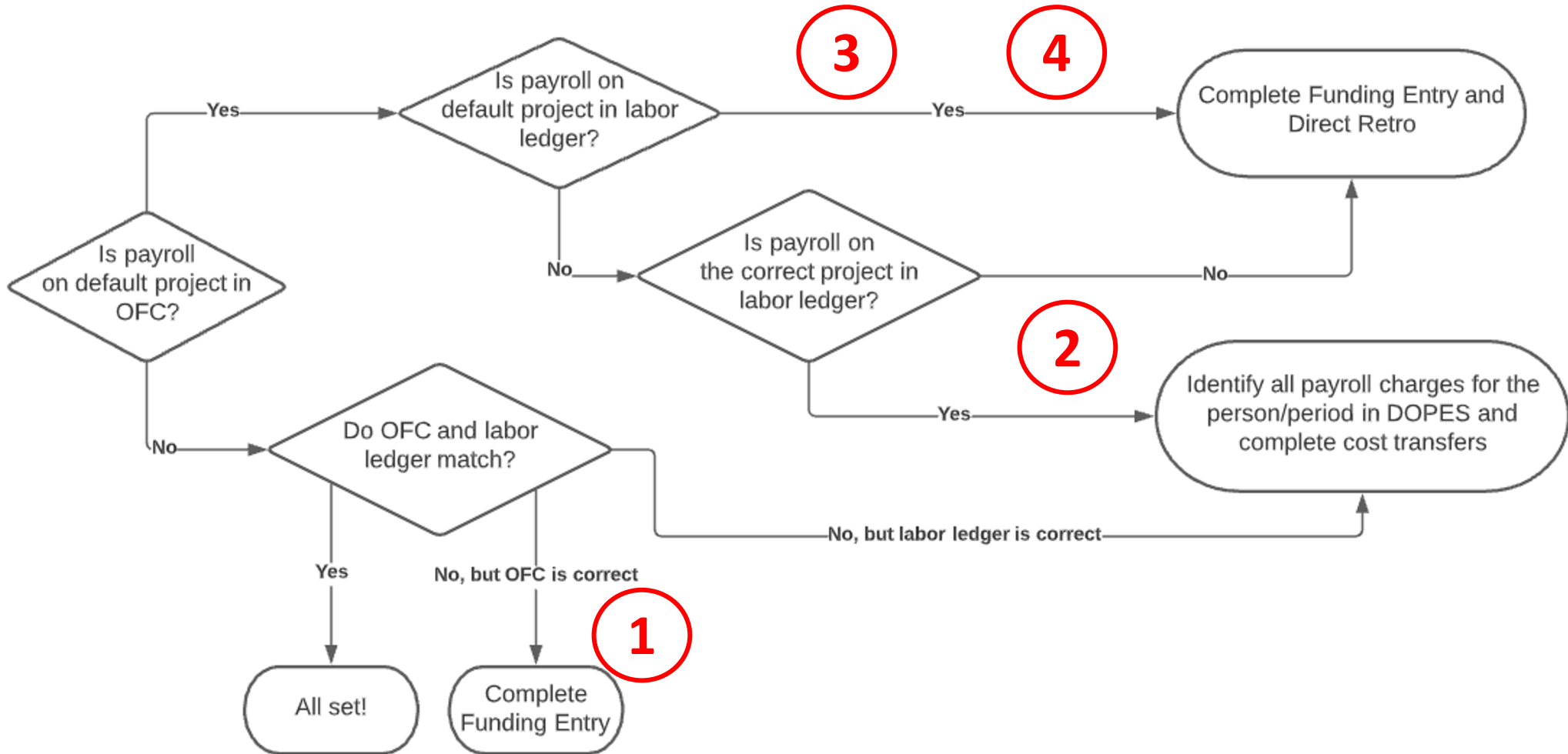
Payroll Reconciliation: Updates have recently been made to the [Payroll Reconciliation Toolkit Job Aid](#). This Toolkit now includes an explanation and description of the default chartstrings/projects used in Payroll Transactions. Additionally, a flowchart provides a visual depiction of the process from UCPath Pay Confirm to OFC GL Posting

Payroll Chartstring Variances

What can go wrong?

	Problem	Labor Ledger (DOPES) Project	Oracle Project
①	July-October: Errors in index mapping or new project creation	DNU project that is now closed in Oracle	Prior to 7/1/21: New active project that replaced the closed DNU project 7/1/21+: Default project/chartstring
②	Payroll is after Oracle project end date	Project specified on Funding Entry	Default project/chartstring
	Missing a project element (i.e. task or funding source)	Project specified on Funding Entry	Default project/chartstring
③	Payroll is after UCPATH funding entry funding end date	Default project/chartstring Program = END	Default project/chartstring
④	No funding was entered for position or invalid combination	Default project/chartstring Program = FND	Default project/chartstring

How to Fix Payroll Chartstring Differences



Payroll Timing Differences

Direct Retros approved late in the month may cause timing differences

Direct Retro deadline	Date Direct Retro Approved	Labor Ledger Pay Period	Oracle Accounting Period
July 21	July 1-21	July	Jul-21
	July 22-31	July	Aug-21
August 19	August 1-19	August	Aug-21
	August 20-31	August	Sep-21

HR/Payroll

[+ Make a Request](#)

All Reports	Academic Personnel Reports	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)		

UCPath-Oracle Salary Reconciliation

The purpose of this report is to compare salary amounts on given chartstrings in the labor ledger (UCPath; DOPES) to salary amounts posted to those chartstrings in the Oracle general ledger and quickly ident...

[View Details](#)

[> Run Report](#)

UCPath-PPM-GL salary reconciliation

This report is similar to the UCPath-Oracle salary reconciliation report, but incorporates project and task information from PPM. Oracle amounts for projects come from PPM, while amounts for chartstrings wit...

[View Details](#)

[> Run Report](#)

- GL data only
- Includes fund number
- No drillthrough on Original Transaction Reference Number

- GL and PPM data
- No fund number
- Second layer of drillthrough uses Original Transaction Reference Number to identify where payroll posted in LL and OFC

Reports identify salary differences only for a cleaner presentation. Benefits and accruals should have the same chartstring mismatches as salary.

How to Identify Payroll Differences

$$\lambda^{1/2} = \frac{\dots}{2a}$$



$$X^2 + pX + q = 0$$

DEMO 1
Salary
Reconciliation
Report

$$X_{1/2} = -\frac{p}{2} \pm \sqrt{\left(\frac{p}{2}\right)^2 - q}$$



$$f(x) = \cos x$$

$$f(x) = \sin x$$

Budget & Finance

[Make a Request](#) [Ask Question / Report Issue](#) [Request Access](#)

- All Reports
- Administration Panoramas
- Budget & Financial Management Reports Panoramas
- Department Panoramas
- Financial Accountability Panoramas
- General Ledger & Account Info. Panoramas
- Procure to Pay Panoramas
- Projects & Awards Panoramas**
- Receivables & Cash Operations Panoramas

Filter by Keyword

Cellular Report

The Cellular Recharge Summary Report contains the detailed recharges posted to the department chart strings: Project, Task, & Funding Source in OFC. The primary audience for this report are financial off...

[View Details](#)

[Run Report](#)

Cumulative Research Report

The Cumulative Research Report provides an overview of award and contract budget balances and revenue balances. This report best serves to provide campus and central office financial data users with budget a...

[View Details](#)

[Run Report](#)

NGN Recharge Summary Report

The NGN Recharge Summary Report contains the detailed recharges posted to the department chart strings: Project, Task, & Funding Source in OFC. The primary audience for this report are financial officers...

[View Details](#)

[Run Report](#)

Project Balances with Expenditure Details Dashboard

This Dashboard Provides summary and transaction details for project budgets, costs, committed costs, and revenue accounted at the subledger level. It is recommended for department users. KBA for more details...

[View Details](#)

[Run Report](#)

Telecom Recharge Details Report

The Telecom Recharge Summary Report contains the detailed recharges posted to the department chart strings: Project, Task, & Funding Source in OFC. The primary audience for this report are financial off...

[View Details](#)

[Run Report](#)

UCSD-BIP Project and Task DFF's (Non-Sponsored)

UCSD-BIP Project and Task DFF's(Non-Sponsored) report is designed to deliver the fund, function, location, activity that were defined for given tasks on a general project. This information is used by the Ora...

[View Details](#)

[Run Report](#)

Identifying Payroll in Default



Using the **Project Balances with Expenditure Details** report in the BAH, you can see individual transactions that posted into PPM:

UCSD-DSH Project Balances with Expenditure Det...

Home Catalog Favorites Dashboards New Open Sign

All Projects Sponsored Projects **Expenditure Details** Commitment Details Cumulative Research Report Non-Sponsored Revenue Details

Apply

Expenditure Details

Accounting Period Name	Receiver Fiscal Period	Award Number	Project Number	Project Name	Task Number	Task Name	Invoice Number	Cost	Transaction Source	Transaction Number	Expenditure Item Date	Expenditure Category	Expenditure Type	Original Transaction Reference	Document	Supplier	Expenditure Comments	Expenditure Organization Name
Jun-21	Jun-21		1501426	DFLT 1000135	2	DFLT 1000135 PHE		-\$1,143.21	UCSD UC Path	9225695	10/31/2020	Personnel Expenses	500000 - Academic Salary and Wages	201204M0Y.PJ10002298.13	Payroll		201204M0Y.PJ10002298.13	Payroll
Jun-21	Jun-21		1501426	DFLT 1000135	2	DFLT 1000135 PHE		\$80,550.00	UCSD UC Path	9906033	05/31/2021	Personnel Expenses	500000 - Academic Salary and Wages	210629M0Y.PJ10002745.2	Payroll		210629M0Y.PJ10002745.2	Payroll
Jun-21	Jun-21		1501426	DFLT 1000135	2	DFLT 1000135 PHE		-\$5,167.46	UCSD UC Path	9953407	05/31/2021	Personnel Expenses	500000 - Academic Salary and Wages	210630M0X.PT00004289.45	Payroll		210630M0X.PT00004289.45	Payroll
Jun-21	Jun-21		1501426	DFLT 1000135	2	DFLT 1000135 PHE		-\$3,544.50	UCSD UC Path	9954437	05/31/2021	Personnel Expenses	500000 - Academic Salary and Wages	210630M0X.PT00004289.34	Payroll		As of creation date, Expenditure date outside Project or Task dates P:1016308 T:001 F:07019460	Payroll

If payroll posted to the department default, causing there to be a misalignment between Labor Ledger and OFC:

- Leverage Original Transaction Reference number to link the payroll to DOPEs; clicking the hyperlink in this field, will provide drill down into the DOPEs
- Effective June'21 and forward, Expenditure Comment field has been updated to also show project/task/funding source that Labor Ledger used, if different, and why it failed to post in OFC

Reviewing Default Project

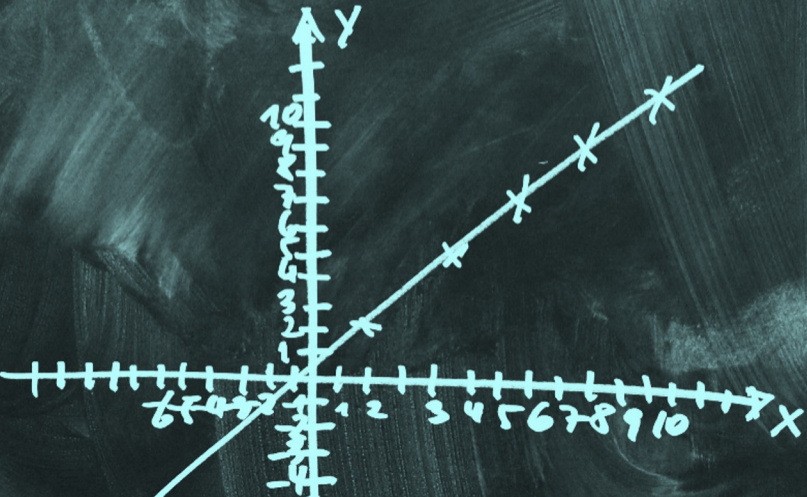
$$\lambda^{1/2} = \frac{\quad}{2a}$$



DEMO 2
Expenditure
Details Report,
link to DOPES or
pivot

$$X^2 + pX + q = 0$$

$$X_{1/2} = -\frac{p}{2} \pm \sqrt{\left(\frac{p}{2}\right)^2 - q}$$



$$f(x) = \tan x$$

$$f(x) = \sin x$$

HR/Payroll

[+ Make a Reque](#)

All Reports	Academic Personnel Reports	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)		

Positions without Funding Report

This report provides information on the positions with no funding.

[View Details](#)

[> Run Report](#)

Funding and Project End Date Report

This report reviews funding and project end dates. Note: This report name was formerly titled "Funding End Date Report"

[View Details](#)

[> Run Report](#)

Best practice

Search for end dates through the next 30-60 days and submit funding changes/extension requests in advance of end date

Preventing Payroll Differences



Payroll on Funding Entries with expired **funding** end dates will post to default project in Labor Ledger and Oracle

Employee Preferred Name Current	Employee ID	Employee Record	Position Number	Position Funding Fiscal Year	Position Funding Earnings Type Code	HR Status	Employee Status	Job Expected End Date	Job FTE	Position Funding End Date	Days Remaining Until Funding End Date	End Dates Category	Project End Date	Days Remaining Until Project End Date	Position Funding CCOA Project Code	Position Funding CCOA Project
			40815697	2022		Active	Active	07/31/2021	0.00	07/30/2021	11	Within 14 Days	03/31/2030	3,177	1000704	OTHR BOC Chem Summer Session
			40727013	2022		Active	Active	12/31/2024	0.41	07/14/2021	-5	End Date Past	07/14/2022	360	1022635	SP Yuen Zhou AFOSR FA9550180289 7 14 21

Payroll on projects with expired **project** end dates will post to the Funding Entry project in Labor Ledger but default project in Oracle

Employee Preferred Name Current	Employee ID	Employee Record	Position Number	Position Funding Fiscal Year	Position Funding Earnings Type Code	HR Status	Employee Status	Job Expected End Date	Job FTE	Position Funding End Date	Days Remaining Until Funding End Date	End Dates Category	Project End Date	Days Remaining Until Project End Date	Position Funding CCOA Project Code	Position Funding CCOA Project
			40650461	2022		Active	Active	10/01/2021	1.00			End Date Past	06/30/2021	-19	1021027	SP SIMONS FDN 20195131 AMARNATH

Key Takeaways | Reconciling Salary Expenses in Oracle

- The Original Transaction Reference field is what links the DOPEs to OFC
- Helpful reports:
 - **UCPath-PPM-GL Reconciliation Report** – shows variances between ledgers with drilldowns
 - **Funding and Project End Date Report** – shows upcoming funding and project end dates based on parameters selected
 - **Project Balances with Expenditure Details** – shows transaction level detail of activity that posted in OFC
- Be cognizant of UCPath Direct Retro and Funding Change deadlines:
 - <https://ucpath.ucsd.edu/transactors/index.html>

Resources | Reconciling Salary Expenses in Oracle

- UCPATH Direct Retro and Funding Change deadlines:
 - <https://ucpath.ucsd.edu/transactors/index.html>
- Additional office hours for Reporting and Fund Manager support
 - <https://blink.ucsd.edu/finance/support/training-events/officehours.html>
- KB0033191: Oracle Cost Transfer Guide
 - https://support.ucsd.edu/finance?id=kb_article_view&sys_kb_id=b11d7e871becf410506f64e8624bcba6&table=kb_knowledge



- Is there any way to change default feature? Does the effort have to go to the default project?
 - No way to change. There needs to be a default as a fail safe (this also occurred in legacy system as well).
- Under what circumstances would payroll changes be made with an OFC Expense Transfer instead of UCPATH DR/FE? Will the effort show on the DOPEs?
 - *Only if DOPEs is correct (i.e if it initially defaulted due to a lapsed award end date, but has since got an extension). Effort will show on the DOPEs because it is already there.*
- Why are we able to submit a funding changes with incorrect chart strings? Is there a way to stop us from being able to submit funding changes with the wrong chart strings?
 - *UCPATH is separate from OFC so it has different layers of validation (i.e. UCPATH doesn't check end dates). There is a continued partnership with our Campus OFC team to try and prevent invalid chart strings . With that said, from an HS perspective since we have a centralized team that processes our funding changes, they are also trying to improve those invalid combination.*

- I have tried to do retro FCs/DRs to projects that are closed; in some cases, there is no combo code and I submit a SNOW ticket to create one. However, even after the combo code is live, I still get an error message during the FC that says "unknown chartstring." Is there going to be a fix for this issue?
 - May be timing delay with combination entry to UCPATH
- In that scenario, a DR&FE will need to be processed to move from the default account to the account that's listed in the top line?
 - if the project is still valid, that would infer an extension was granted. if that is the case, then you would process an OFC cost transfer. DR/FE wont work because UCPATH "thinks" it already posted there
- Are there any plans for a report that would help w/ the analysis of what items have been fixed, to eliminate the manual/excel manipulations?
 - Currently in development, but it's hard! TBD
- Is there any report that we can run using the original transaction ID to pull all the payroll posted with it?
 - DOPES has it on the parameter page as an option to filter on

- what would the process look like if an employee was overpaid in error and is paying back the amount in installments?
 - Should be the same as regular payroll, but can be a delay
- Is there any way to either filter or search the "positions without funding report" by position create date? We have a big list; but not all were used. In fact, most were not. So hard to find the new ones that might be a problem.
 - Enhancement request
- Is there a way to combo code a large # of chart strings at once? Or have this done automatically when a new chart string is created?
 - Should be happening automatically now, but not for closed projects
- Is there any way to prevent charges from hitting the default, or at least minimize the amount of them?
 - Proactively update funding before end date; use Project and Funding End Date report
- Is there any way that both the Payroll Fund end date and Payroll Project end date could be combined into one report?
 - YES! This is on the Project and Funding End Date report

- Heather keeps saying the labor ledger. what does that mean?
 - DOPES
- Is there a list of Cost Transfer Errors and what additional actions are need prior to resubmitting the cost transfer again?
 - Adjustment History within transaction in Oracle Manage Project Costs
- Is there a 15 min 1:1 session available to help with very specific issue for cleaning up the default?
 - UCPATH Transactors page – you can sign up for 1:1 sessions via Calendly
 - <https://calendly.com/ucpathtransactionsupport>
- Are there plans for a report to search for combo codes?
- Does the Oracle Procurement "save a requisition" trick still work for creating new combo codes?
 - Shouldn't be necessary anymore
- When you say fund end date do you mean the award end date or the budget end date ?
 - Funding end date – in UCPATH Funding Entry

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. A blue line forms a rectangular frame around 'Path', with a trident symbol at the top right corner.

UC *Path*

UC San Diego

UC San Diego
Health Sciences