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

General Ledger

FE chartstring has no project

FE chartstring has a project

Accounts Payable

PPM

Accounts Receivable

Misc Cost
Import (MCI):
Recharges

UCPath

Student Information System
### The key that ties the Labor Ledger (UCPath) to the financial ledger (Oracle)

**Pay Run Code** | **Journal ID** | **Journal Line Number**
--- | --- | ---
210531M0X | PJ00001548 | 495
210612B2X | PT00003466 | 225

- **Earnings Period End Date** (YYMMDD)
- **M** = Monthly pay
- **B** = Biweekly pay
- **# Pay run of the month**
- **PJ** = Payroll Journal (regular payroll)
- **PT** = Payroll Transfer (Direct Retro)
- **X** = On-cycle pay
- **Y** = Off-cycle pay

**NOTE:** All individuals for a given chartstring and pay date will be summed into a single Original Transaction Reference Number.
Payroll Default Transactions Overview

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 UCPay Pay Confirm to OFC GL Posting.
## Payroll Chartstring Variances

### What can go wrong?

<table>
<thead>
<tr>
<th>Problem</th>
<th>Labor Ledger (DOPES) Project</th>
<th>Oracle Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-October: Errors in index mapping or new project creation</td>
<td>DNU project that is now closed in Oracle</td>
<td>Prior to 7/1/21: New active project that replaced the closed DNU project 7/1/21+: Default project/chartstring</td>
</tr>
<tr>
<td>Payroll is after Oracle project end date</td>
<td>Project specified on Funding Entry</td>
<td>Default project/chartstring</td>
</tr>
<tr>
<td>Missing a project element (i.e. task or funding source)</td>
<td>Project specified on Funding Entry</td>
<td>Default project/chartstring</td>
</tr>
<tr>
<td>Payroll is after UCPath funding entry funding end date</td>
<td>Default project/chartstring Program = END</td>
<td>Default project/chartstring</td>
</tr>
<tr>
<td>No funding was entered for position or invalid combination</td>
<td>Default project/chartstring Program = FND</td>
<td>Default project/chartstring</td>
</tr>
</tbody>
</table>
How to Fix Payroll Chartstring Differences

1. All set!  Complete Funding Entry

2. Identify all payroll charges for the person/period in DOPES and complete cost transfers

3. Complete Funding Entry and Direct Retro

4. Is payroll on the correct project in labor ledger?
   - Yes
   - No, but labor ledger is correct
   - No, but OFC is correct

Is payroll on default project in labor ledger?
- Yes
- No

Is payroll on default project in OFC?
- Yes
- No

Do OFC and labor ledger match?
- Yes
- No, but OFC is correct
## Payroll Timing Differences

Direct Retros approved late in the month may cause timing differences

<table>
<thead>
<tr>
<th>Direct Retro deadline</th>
<th>Date Direct Retro Approved</th>
<th>Labor Ledger Pay Period</th>
<th>Oracle Accounting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 21</td>
<td>July 1-21</td>
<td>July</td>
<td>Jul-21</td>
</tr>
<tr>
<td></td>
<td>July 22-31</td>
<td>July</td>
<td>Aug-21</td>
</tr>
<tr>
<td>August 19</td>
<td>August 1-19</td>
<td>August</td>
<td>Aug-21</td>
</tr>
<tr>
<td></td>
<td>August 20-31</td>
<td>August</td>
<td>Sep-21</td>
</tr>
</tbody>
</table>
Identifying Payroll Differences

HR/Payroll

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

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 identify...

UCPath-PPM-GL salary reconciliation

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

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

DEMO 1
Salary Reconciliation Report
Default Project Expenditure Details
Identifying Payroll in Default

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Project</th>
<th>Task</th>
<th>Invoice</th>
<th>Cost</th>
<th>Transaction</th>
<th>Expenditure</th>
<th>Original</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Number</td>
<td>Number</td>
<td>Number</td>
<td>Source</td>
<td>Reference</td>
<td>Category</td>
<td>Transaction</td>
</tr>
<tr>
<td>Jan-21</td>
<td>1501426</td>
<td>1</td>
<td>UCSD UC</td>
<td>$-1,143.21</td>
<td>9225695</td>
<td>500000 - Academic Salary and Wages</td>
<td></td>
</tr>
<tr>
<td>Jun-21</td>
<td>1501426</td>
<td>1</td>
<td>UCSD UC</td>
<td>$80,588.00</td>
<td>9980633</td>
<td>500000 - Academic Salary and Wages</td>
<td></td>
</tr>
<tr>
<td>Jun-21</td>
<td>1501426</td>
<td>1</td>
<td>UCSD UC</td>
<td>$-5,167.46</td>
<td>9593487</td>
<td>500000 - Academic Salary and Wages</td>
<td></td>
</tr>
</tbody>
</table>

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

DEM0 2
Expenditure Details Report, link to DOPES or pivot
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.

<table>
<thead>
<tr>
<th>Employee Preferred Name Current</th>
<th>Employee ID</th>
<th>Employee Record</th>
<th>Position Number</th>
<th>Position Funding Fiscal Year</th>
<th>Position Funding Type Code</th>
<th>HR Status</th>
<th>Employee Status</th>
<th>Job Expected End Date</th>
<th>Job FTE</th>
<th>Position Funding End Date</th>
<th>Days Remaining Until Funding End Date</th>
<th>End Dates Category</th>
<th>Project End Date</th>
<th>Days Remaining Until Project End Date</th>
<th>Position Funding CCOA Project Code</th>
<th>Position Funding CCOA Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>40815697</td>
<td></td>
<td></td>
<td>2022</td>
<td>Active</td>
<td>Active</td>
<td>07/31/2021</td>
<td>0.00</td>
<td>07/30/2021</td>
<td></td>
<td>11</td>
<td>Within 14 Days</td>
<td>03/31/2030</td>
<td>3,177</td>
<td>1000704</td>
<td>OTHR BOC Chem Summer Session</td>
<td></td>
</tr>
<tr>
<td>40727013</td>
<td></td>
<td></td>
<td>2022</td>
<td>Active</td>
<td>Active</td>
<td>12/31/2024</td>
<td>0.41</td>
<td>07/14/2021</td>
<td></td>
<td>-5</td>
<td>End Date Past</td>
<td>07/14/2022</td>
<td>360</td>
<td>1022635</td>
<td>SP Yuen Zhou AFSOR FA950190289 7 14 21</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Employee Preferred Name Current</th>
<th>Employee ID</th>
<th>Employee Record</th>
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<th>Position Funding Fiscal Year</th>
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<th>Position Funding CCOA Project Code</th>
<th>Position Funding CCOA Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>40650461</td>
<td></td>
<td></td>
<td>2022</td>
<td>Active</td>
<td>Active</td>
<td>10/01/2021</td>
<td>1.00</td>
<td>End Date Past</td>
<td>06/30/2021</td>
<td>-19</td>
<td></td>
<td>1021027</td>
<td>SP SIMONS FDN 20195131 AMARNATH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](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](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](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=b11d7e871be84e4f64e8624bcba6&table=kb_knowledge](https://support.ucsd.edu/finance?id=kb_article_view&sys_kb_id=b11d7e871be84e4f64e8624bcba6&table=kb_knowledge)
Q&A Notes

• 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 won't work because UCPath "thinks" it already posted there

• Are there any plans for a report that would help with 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