CREATING PAYROLL RECONCILIATION RESPONSIBILITY LIST
Revised August 21, 2019

Extract Chart of Accounts from Financial Projection Module (FPM)
Select Chart of Accounts (CoA) Module, and select the appropriate PI from the Internal PI list if you are creating your CoA based on a PI Portfolio AND/OR search by other criteria above the blue line to refine your list of FAUs.

**NOTE: If any of your FAUs are missing “Internal PI” assignment, you will need to correct this first.

The FAUs belonging to your PI will populate below the search fields.

When you have your list, extract it as a “Chart of Accounts” list by selecting the “Batch” option.

**Note: You must have and Excel workbook open for this function to work. You will be prompted to confirm Excel is running before this function runs, in the event you still need to open an Excel Workbook.
The same list from FPM will now be populated into a “Chart of Accounts” Batch Template for use with QDB.

**PRO TIP:** You may add FAUs for your Batch Report by manually populating the Account, CC, and Fund columns (Title, and PI columns may be blank) AND/OR combine multiple Chart of Accounts extracts via copy-paste to the end of your list.
Pulling Your Responsibility List using QDB: 2 Reports

Select your UCPath Payroll report of preference from the Payroll Expense Distribution Menu. We will use UCPath Salary and Percentage by Month Report for this example.

When you get to the FAU Details screen, hit the Load Button. This will replace the manual entry fields with your Chart of Accounts Batch list.

**Note: If your Chart of Accounts Batch tab is not your “live tab” when you start this process, you will be asked to select your Chart of Accounts Batch tab from a list. If you have renamed this tab, it is OK, as long as the column headers for the Chart of Accounts Batch Template remain unchanged.

If using Salary and Percentage by Month Report, DO NOT check Run as 1 Report – it currently does not work, and will only run payroll relevant to the last FAU in your list.
If you prefer to produce a single report with all information on it, you must enter all relevant Account/CC/Fund details in the form fields instead of Load. A tool is available for download to assist with this.

Run your Report for the most recent closed month

- If you used the Load Feature and ran individual reports: create a list of all unique individuals that appear on your reports.
- If you used the Form Fields to produce a single report: you may use the list of individuals that appear on this report to serve as your payroll responsibility list.

Example from Salary and Percentage by Month Report (Salary by Month and Salary and Benefit by Month will be similar)

![Salary and Percentage by Month Report Example]

All of the individuals listed in column A are within your responsibility to reconcile and should be added to your list.

Example from Employee Sum

![Employee Sum Example]

Recommend minimizing the report to only show subtotal headers by clicking the “2”. Again, all individuals noted in column A are within your responsibility to reconcile and should be added to your list.

Payroll Reports will indicate which personnel you are responsible for reconciling from UC Path, but will not include personnel paid via Go.Grad.
Select **Detail – Closed** from your General Ledger reports. Here you will have three options:

General Ledger reports with the option to “Run as 1 Report” are still functioning correctly, and may be selected here to ensure all of your data appears on one report. You may either (1) run using your Chart of Accounts extract as-is, and filter for the relevant object code [7501] later (2) manually add the Go.Grad payments object code [7501] to your Chart of Accounts template for inclusion on the batch report using Load Feature, or (3) Fill Form Fields manually with your FAU+Object Code data

**Option 1: Use Load Feature then filter for Go.Grad payments**
General Ledger reports with the option to “Run as 1 Report” are still functioning correctly, and should be selected here to ensure all of your data appears on one report.

**Option 2: Use Load Feature with Object Code manually added to Chart of Accounts Batch Template**
Add a column to your template (next to “Fund” is recommended) and title it “Object” with “7501” entered as the value for all entries.
Option 3: Fill Form Fields, including the Object Code for Go.Grad Stipend Payments

The Object Code for Go.Grad Stipend Payments is 7501. Running your report with this option will prevent the need to filter your report later, but will require you to manually enter all relevant fund details.

If you ran using Option 1, add filters to your report headers to Filter for the Go.Grad Stipend Payment Object Code 7501.

In All 3 Options, Individuals Names will be noted in the Description (typically Column O) – these individuals should be added to your responsibility list.
For Individuals on your responsibility list that receive their support through UC Path, you will need to reconcile via the Distribution of Payroll Expenses (DOPE) Report from UCLA Campus Data Warehouse (CDW).

Select DOPE Report from UCPath Reports → Systemwide Reports → Payroll → Distribution of Payroll Expenses (DOPE)

Generate your report by “Individual Employee” for all individuals you wish to be included on your DOPE report.
Enter the month(s) you wish to run the current report for.

Enter Year and Month range from below time period, then choose from one of the report tabs on the right to run your report in the desired format.

Enter the date range

<table>
<thead>
<tr>
<th>From</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>2019</td>
</tr>
</tbody>
</table>

Run the report by below date:

- Pay Calendar End Date
- UC Accounting Date

Your DOPE Report will default to report in HTML and will look similar to this

To download this information, select the “HTML” drop down menu, select “View in Excel Options” and select either “Data” or “Format”.

- Data repeats all values in table form to Excel. This option is filterable-sortable.
- Format will group payroll data by individual, similar to HTML. This option is easier to read at a glance.
To Save for Re/Auto-Run Every Month

**Note: Months criteria needs to be updated monthly, but individuals selected will be maintained.**

Start from an existing DOPE Report (any DOPE report can be used to start, criteria needs to be re-selected when setting the run schedule anyway; however, if you will be setting up multiple DOPE reports, recommend starting with relevant criteria as this is saved as the “report view preview”).***

From your DOPE Report: In the top right hand section of your screen: Open the “Keep this version” drop down menu and select “Save as Report View”

Name accordingly in the pop-up box so you can easily recognize it moving forward. Ensure “Location” is set to “My Folders”.

Your report will now appear in your My Folders (criteria selected to run the DOPE is maintained – this is now treated as “preview”).

**Note: Original Criteria is only maintained for viewing of the original report data. Additional Set Up is required for future reports.***
To set your report to maintain parameter selections and run each month on a schedule, select the green “Schedule” action icon on the right hand of the screen.

This will bring you to the scheduling assistant.

**FIRST** Under “Prompt Values”, ensure “Override the default prompt values” is selected (Default Prompt Values for DOPE is “None” so will pull “Everyone, All-Time”) and Select “Set…”

This will take you to the DOPE Parameters Selection Page to select Individuals (or FAU or Dept) and relevant months for your report.
Enter the month(s) you wish to run the **next** report for.

Enter Year and Month range from below time period, then choose from one of the report tabs on the right to run your report in the desired format.
When all parameters are selected, hit “Run Report” to save changes.

“Prompt Values” will now have variables selected for the next report-run. Selecting “View all” will display the full summary of selected values.

**Edit** parameters as needed to ensure future reports are based on desired criteria.

**SECOND** Select Report Output Options.
- Recommend Selecting at minimum HTML and Excel 2007.
  - “Excel 2007” will be formatted for easier reading
  - “Excel 2007 Data” will be in table format.
- “Save the report” will save a copy to your CDW Account in the event you lose the email, and is required for HTML Viewing.
- “Send a link to the report by email” will send your reports to you via email when they run at the next scheduled date/time.
When Using Email as a delivery Option, recommend "Attach the report" is selected if you have chosen non-HTML report output options. If this is not selected (intentional or accidental) reports may still be downloaded from your account.

**THIRD**  Select run-schedule

Recommend setting report to run monthly on a designated date.
**Helpful Hint:** If you forgot to update your “month” parameters, or needed to include additional personnel, but your auto-run already occurred, use the "Daily Frequency" option to add an additional report run for your date (and/or change the designated run-date for that month). Additional reports will be produced based on the updated schedule.

**FOURTH** Sit Back and wait for your next report to run!
- Months selected in parameter search may need to be updated on a monthly basis, but can be set in advance or utilize broader date ranges to reduce update frequency. (If using broad ranges, recommend using Excel 2007 Data for output so dates are filterable).
- Personnel should be added/removed according to workgroup changes. Fund Managers are responsible for ensuring personnel lists are comprehensive.