# CREATING PAYROLL RECONCILATION RESPONSIBILITY LIST

Revised November 30, 2021

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.
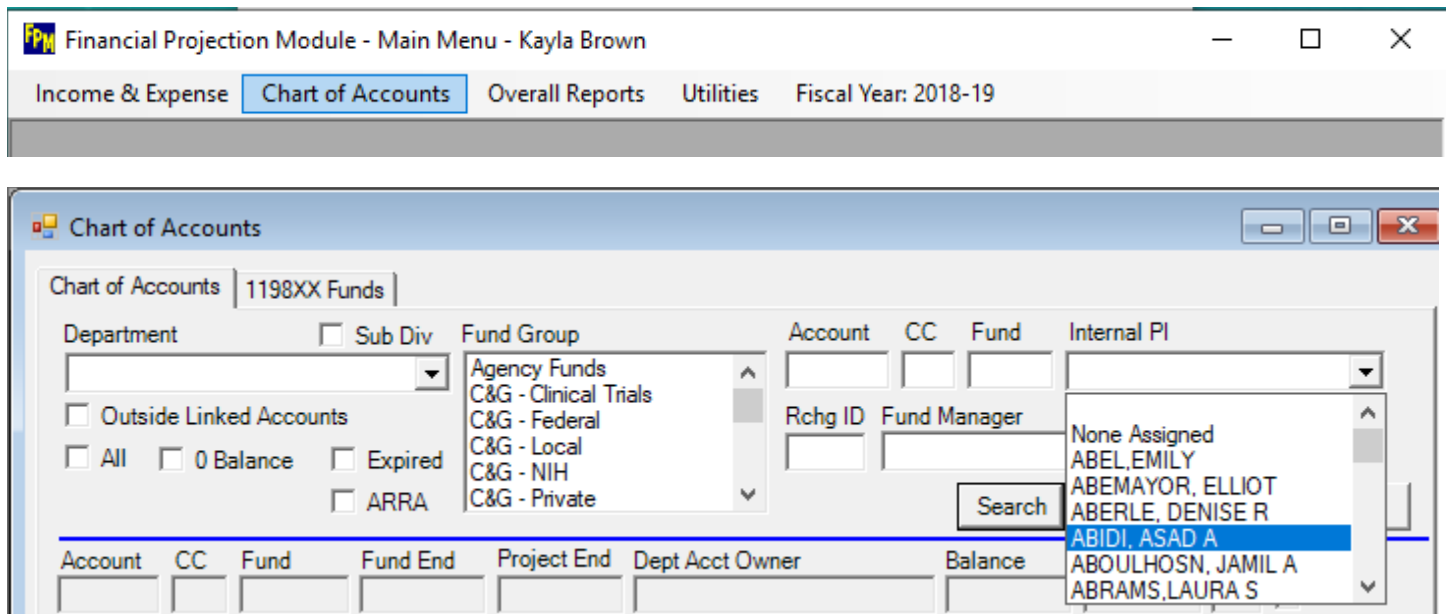

**NOTE: If any of your FAUs are missing "Internal PI" assignment, you will need to correct this first.
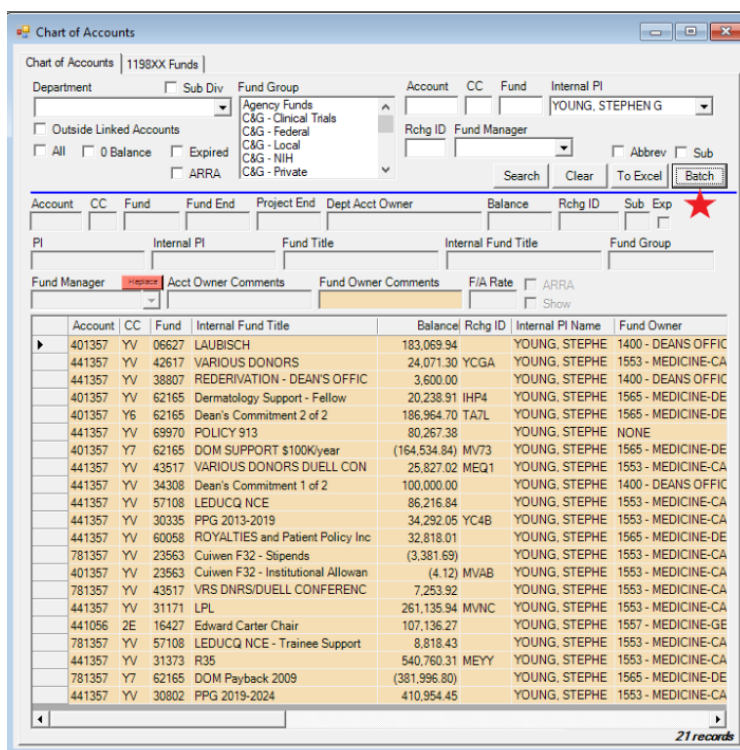

The FAUs belonging to your PI will populate below the search fields.

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.
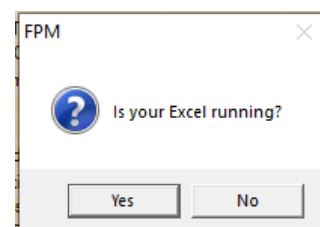
The same list from FPM will now be populated into a "Chart of Accounts" Batch Template for use with QDB.
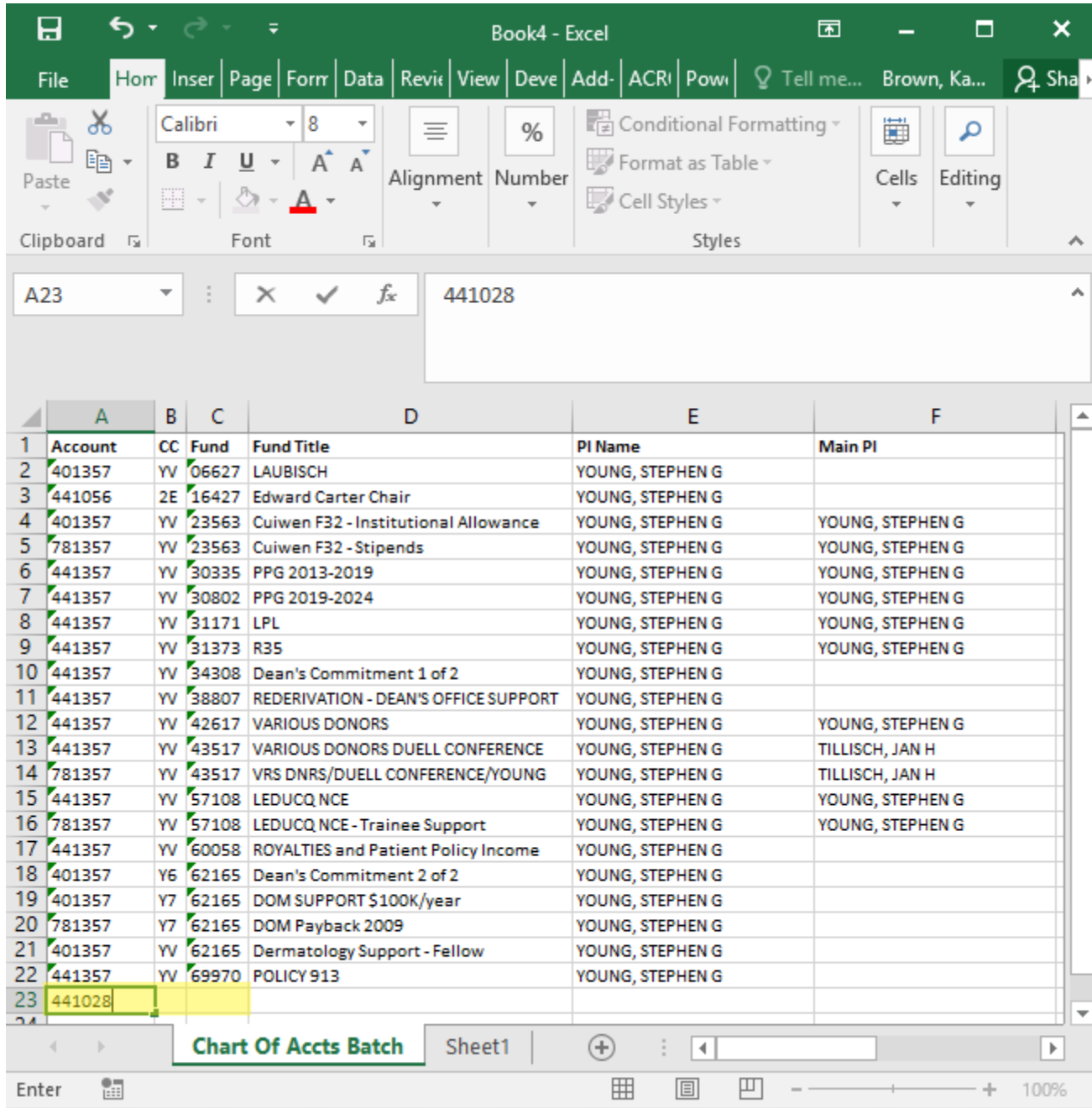
PRO TIP: You may add FAUs for your Batch Report by manually populating the Account, CC, and Fund columns (Title, and PI columns may be blank) AND/OR combine multiple Chart of Accounts extracts via copy-paste to the end of your list.

## 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.
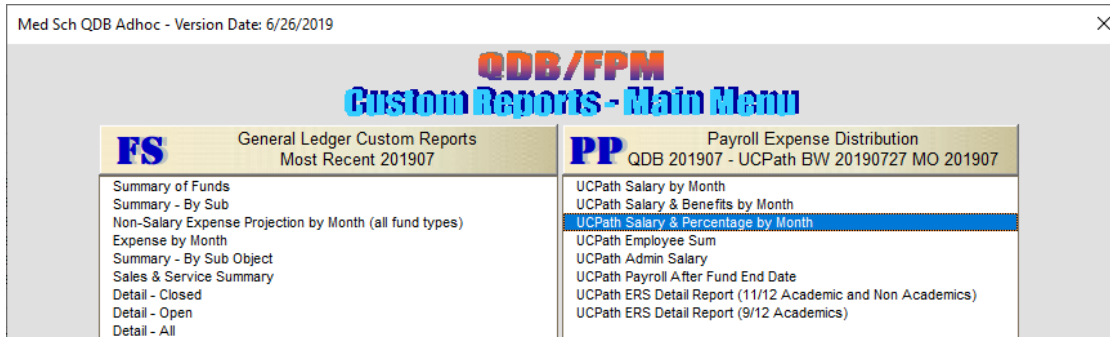
When you get to the FAU Details screen, hit the Load Button. This will replace the manual entry fields with your Chart of Accounts Batch list.
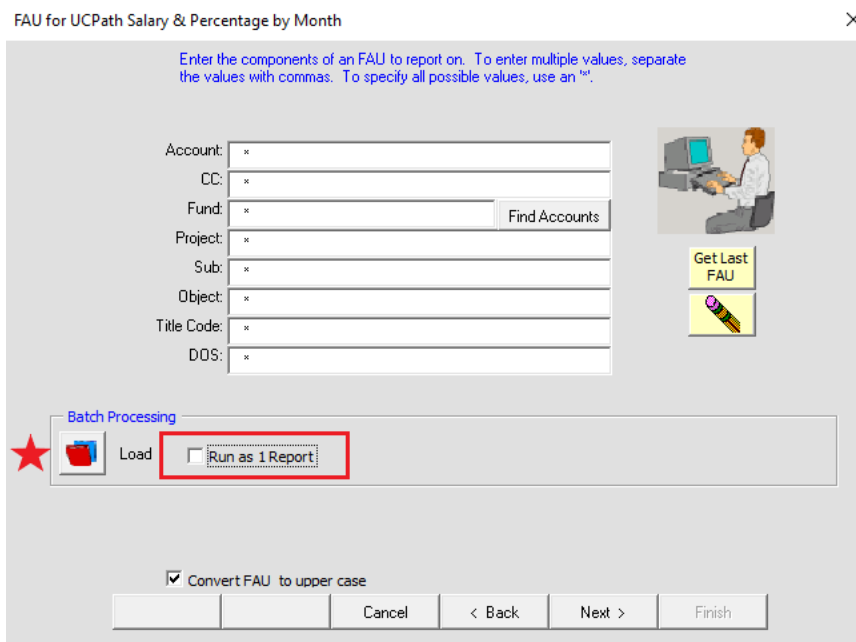
**Note: If your Chart of Accounts Batch tab is not your "live tab" when you start this process, you will be asked to select your Chart of Accounts Batch tab from a list. If you have renamed this tab, it is OK, as long as the column headers for the Chart of Accounts Batch Template remain unchanged.
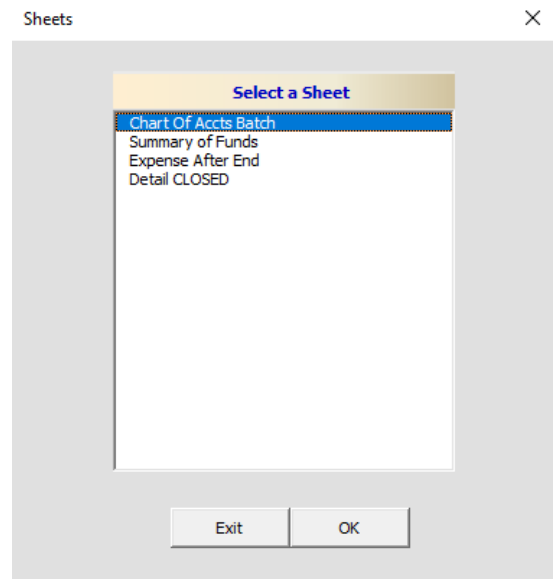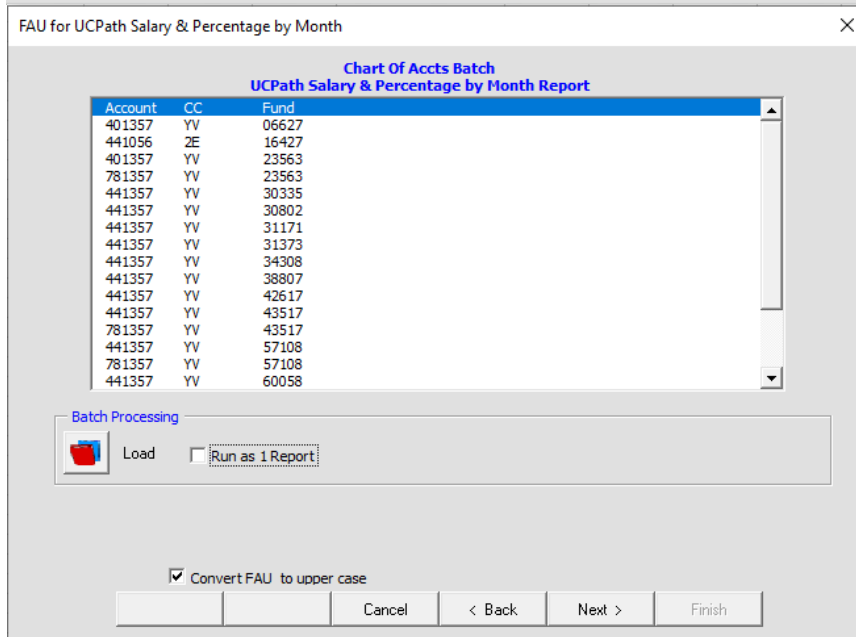
Run your Report for the most recent closed month

- **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)

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

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

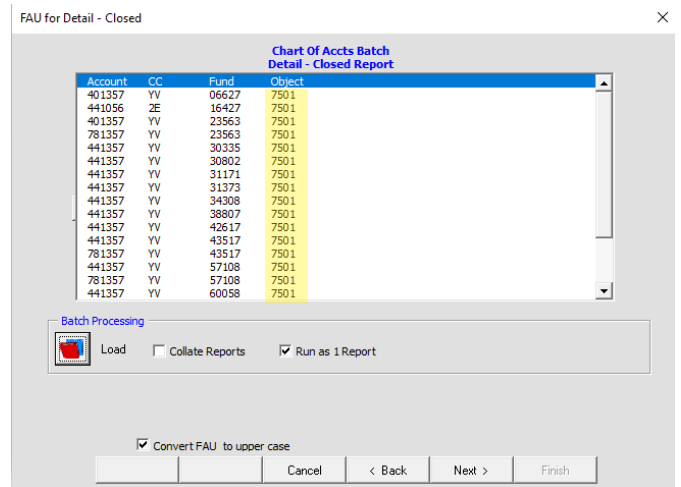## Option 1: Use Load Feature then filter for Go.Grad payments
General Ledger reports with the option to "Run as 1 Report" are still functioning correctly, and should be selected here to ensure all of your data appears on one report.
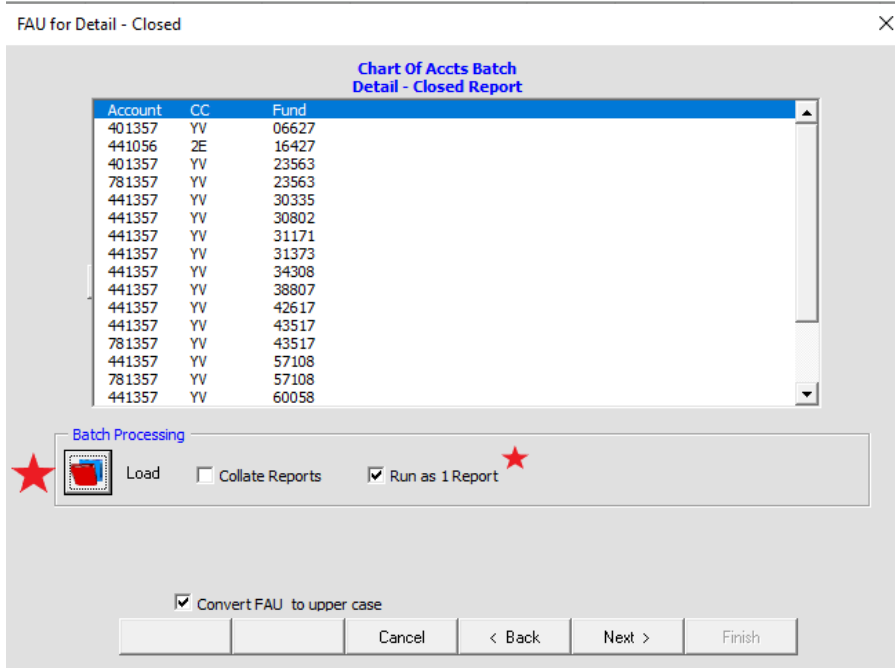
Option 2: Use Load Feature with Object Code manually added to Chart of Accounts Batch Template
Add a column to your template (next to "Fund" is recommended) and title it "Object" with "7501" entered as the value for all entries.

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, we recommend setting up a subscription for the [Distribution of Payroll Expenses (DOPE) Report from UCLA Campus Data Warehouse (CDW)](#).

Select DOPE Report from Team Content → UCPath CDW → Payroll → Distribution of Payroll Expenses (DOPE)
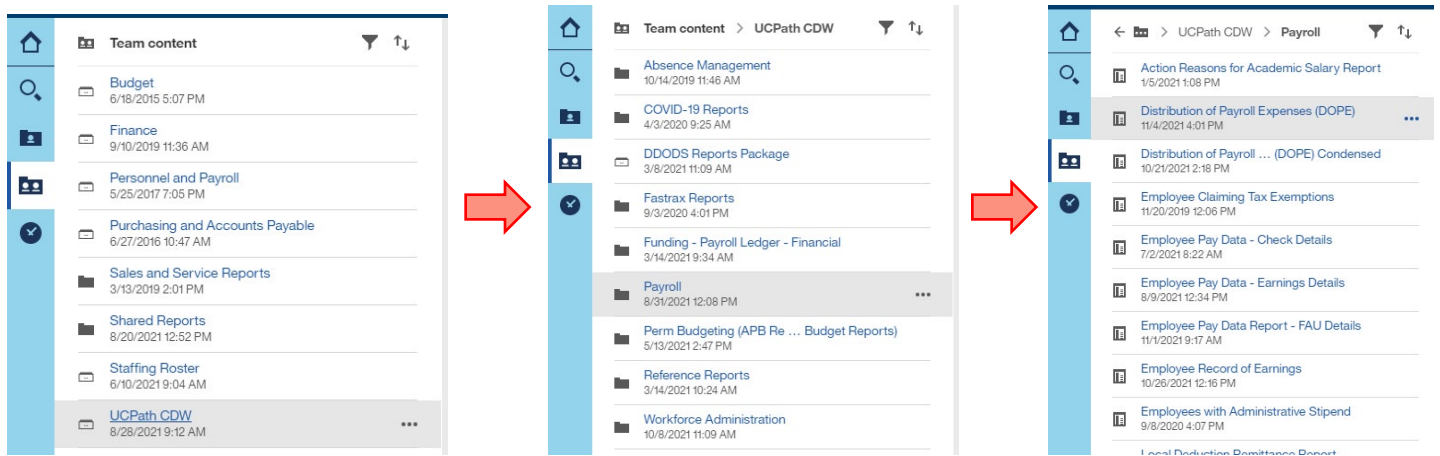
Generate your report by **"Individual Employee"** for all individuals you wish to be included on your DOPE report.
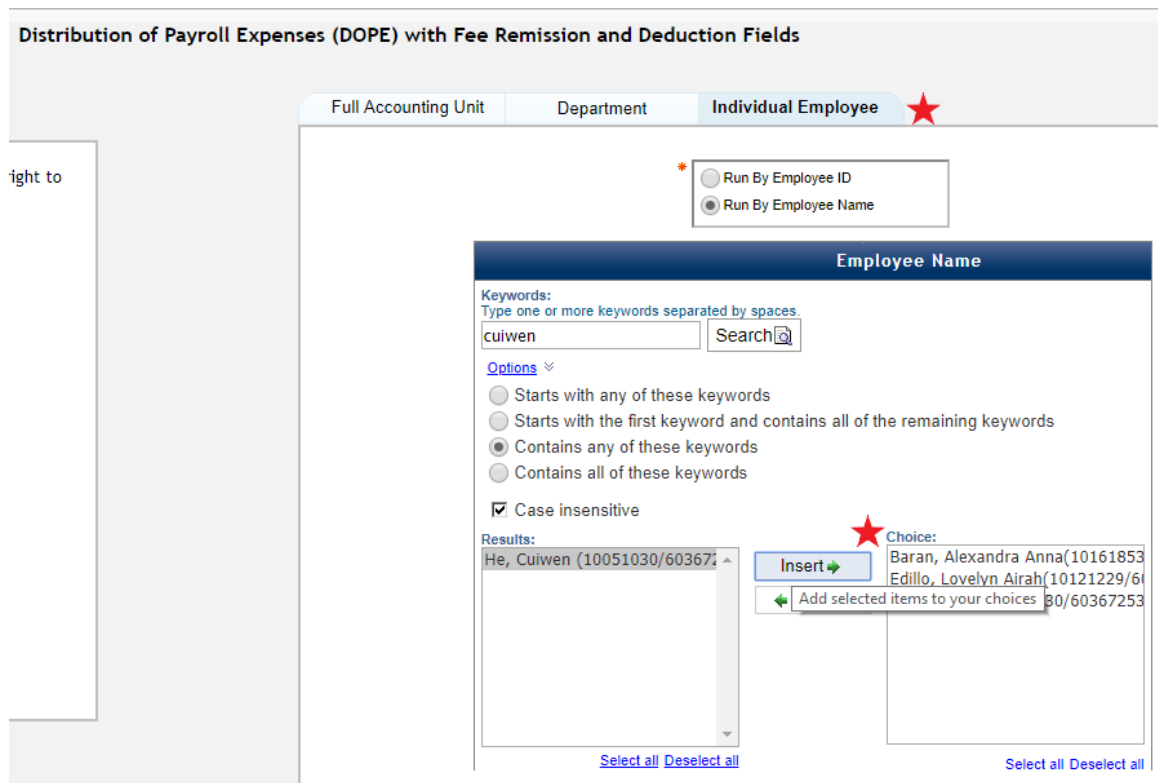
Enter the month(s) you wish to run the report for. Two recommended options:

- Set both fields to the latest closed ledger month. This will require monthly updating of the report
- Set the range to match the current fiscal year (eg. July 2019 – June 2020)

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		
From	July ▼	2019 ▼
To	July ▼	2019 ▼

Run the report by below date :

○ Pay Calendar End Date
◉ UC Accounting Date

Deselect

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

UCPath Reporting

Distribution of Payroll Expenses (DOPE) with Fee Remission and Deduction Fields

Report Parameters: Change Sorting Preferences:
Time Period: July 2019 To July 2019   Primary Sort/GroupSecondary Sort/Group

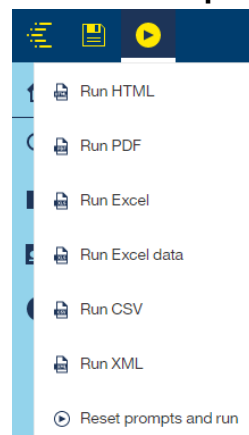| Employee Name	Employee UCLA UID	Employee ID	Location Code	Account	CC	Fund	Project Code	Pay Calender End Date	UC Accounting Date	UC Earn End Date	Position Number	Position Desc	Earn Code
				441026	2X	07427		7/13/19			40140152	STDT 1	
								7/27/19			40140152	STDT 1	
Baran, Alexandra Anna	105100782	10161853	4	441357	YV	30335		7/13/19	07/31/2019	07/13/2019	40140152	STDT 1	REG
								7/27/19	07/31/2019	07/27/2019	40140152	STDT 1	REG
Baran, Alexandra Anna - Summary											**Baran, Alexandra Anna - Summary**		
						62165		7/31/19	07/15/2019	04/30/2019	40040655	ADJ PROF-HCOMP	HSR
									07/15/2019	05/31/2019	40040655	ADJ PROF-HCOMP	HSR
				401028	1C	62246		7/31/19	07/15/2019	04/30/2019	40040655	ADJ PROF-HCOMP	HSR
									07/15/2019	05/31/2019	40040655	ADJ PROF-HCOMP	HSR
									07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
				441026	2X	07427		7/31/19			40040655	ADJ PROF-HCOMP	
Beigneux, Anne Pascale	103347696	10057627	4			30335		7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSP
						30802		7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
				441357	YV	31171		7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSP
									07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
						31373		7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
						57108		7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
Beigneux, Anne Pascale - Summary											**Beigneux, Anne Pascale - Summary**		

To download this information, click the play-button icon in the top left corner, and select your desired output format. Excel is recommended.

🖫 ⏺

- 🗎 Run HTML
- 🗎 Run PDF
- 🗎 Run Excel
- 🗎 Run Excel data
- 🗎 Run CSV
- 🗎 Run XML
- ⊙ Reset prompts and run

To Save for Re/Auto-Run Every Month

Click the floppy disk icon in the top left corner, and select "Save report as report view"
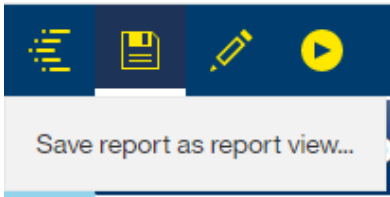
A pop-up window will appear (if it doesn't check your browser security settings)

1) ***Name your Report – this will ultimately be the report name/email subject for subscription notices***
2) ***"Select My Folders" to save in your "My Content" folder***
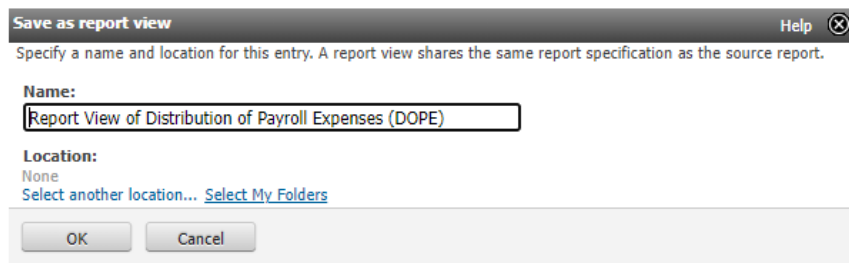
This may take a few minutes to appear in your "My Content" folder.

From your "My Content" Folder select the kebab menu (3 dots) icon to the right of your report you just saved to access "More" options.
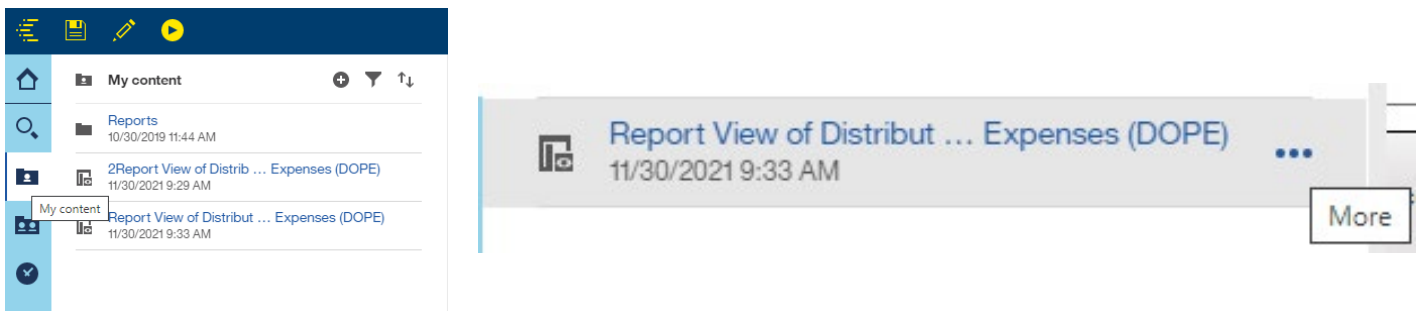
If you prefer to log in monthly and manually run, select "Run as" to run ad-hoc
If you would like to set up a subscription schedule, select "Properties"
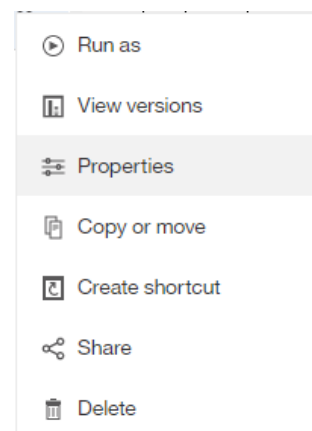
Select schedule, and "New"

This will bring you to the scheduling assistant. Here you can create your schedule, select the format outputs (multiple OK!), and your delivery method.

To Edit Subscription Parameters, this may be necessary to add new-hires to the employee list or change the date range, select the "Prompts" option and click "Edit" at the top of the next menu header

Prompts	27 report prompt values ❯	Current values	Edit | Clear

This will take you to the DOPE Parameters Selection Page to select Individuals (or FAU or Dept) and/or change relevant months for your report.

Distribution of Payroll Expenses (DOPE) with Fee Remission and Deduction Fields

Full Accounting Unit   Department   **Individual Employee** ★

ight to

○ Run By Employee ID
◉ Run By Employee Name

Employee Name

Keywords:
Type one or more keywords separated by spaces.

cuiwen   Search🔍

Options ⌄
○ Starts with any of these keywords
○ Starts with the first keyword and contains all of the remaining keywords
◉ Contains any of these keywords
○ Contains all of these keywords

☑ Case insensitive

Results:
He, Cuiwen (10051030/603672   ▲

Insert ➡
⬅ Add selected items to your choices

★ Choice:
Baran, Alexandra Anna(10161853
Edillo, Lovelyn Airah(10121229/6(
30/60367253

Select all Deselect all   Select all Deselect all

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.
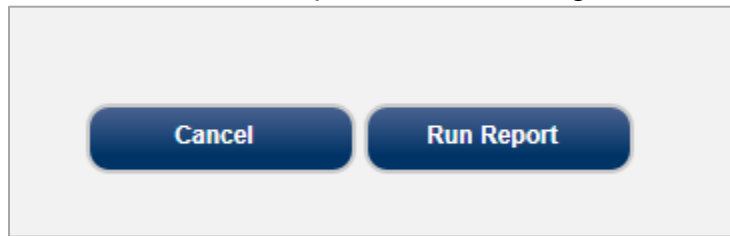
Enter the date range

From	September ▼	2019 ▼
To	September ▼	2019 ▼

Run the report by below date :

○ Pay Calendar End Date
◉ UC Accounting Date

Deselect

When all parameters are selected, hit "Run Report" to save changes.

Edit parameters as needed to ensure future reports capture all relevant data.

<u>DONE**</u>** Sit Back and wait for your next report to run!
- Months selected in parameter search may need to be updated on a monthly basis if you only set up one month at a time. Set these up 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.