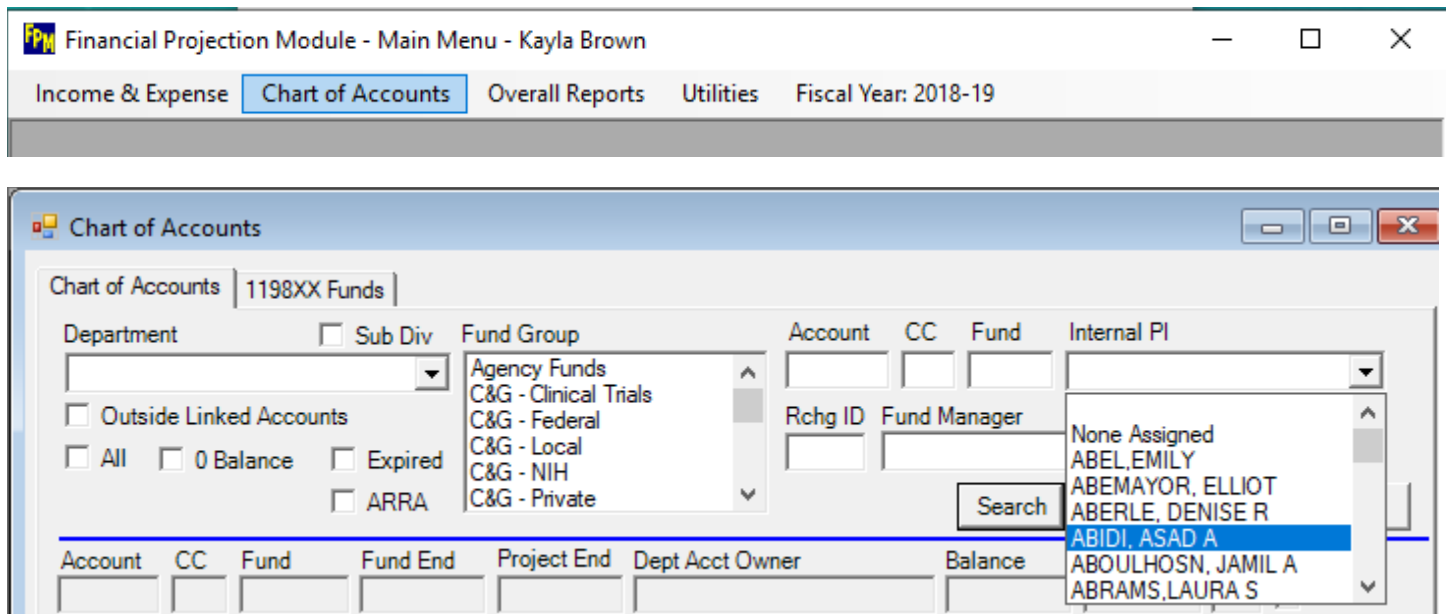


CREATING PAYROLL RECONCILIATION RESPONSIBILITY LIST

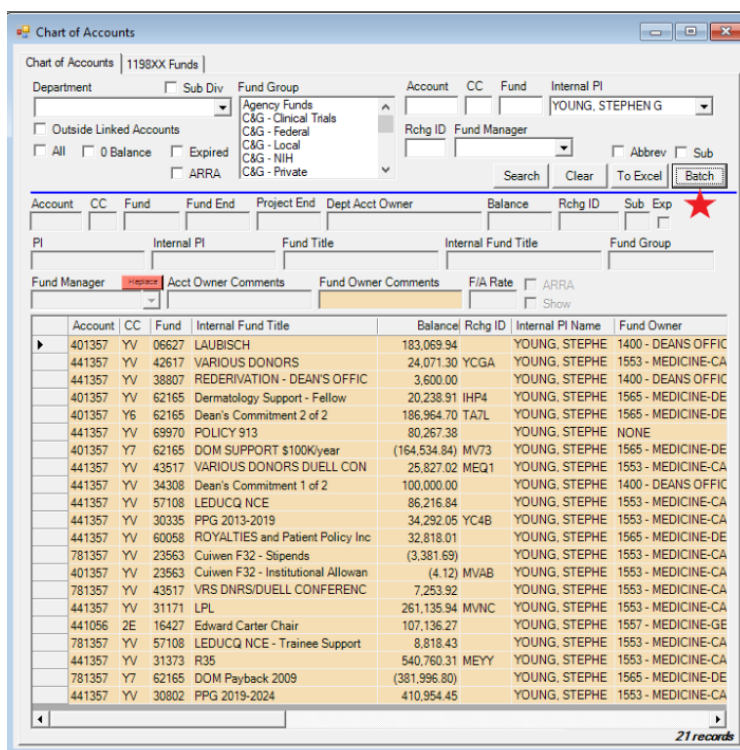
Revised November 30, 2021

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.



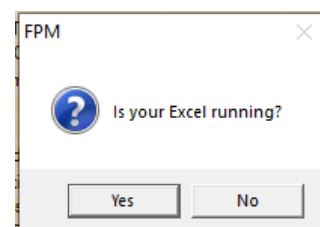
****NOTE: If any of your FAUs are missing "Internal PI" assignment, you will need to correct this first.**



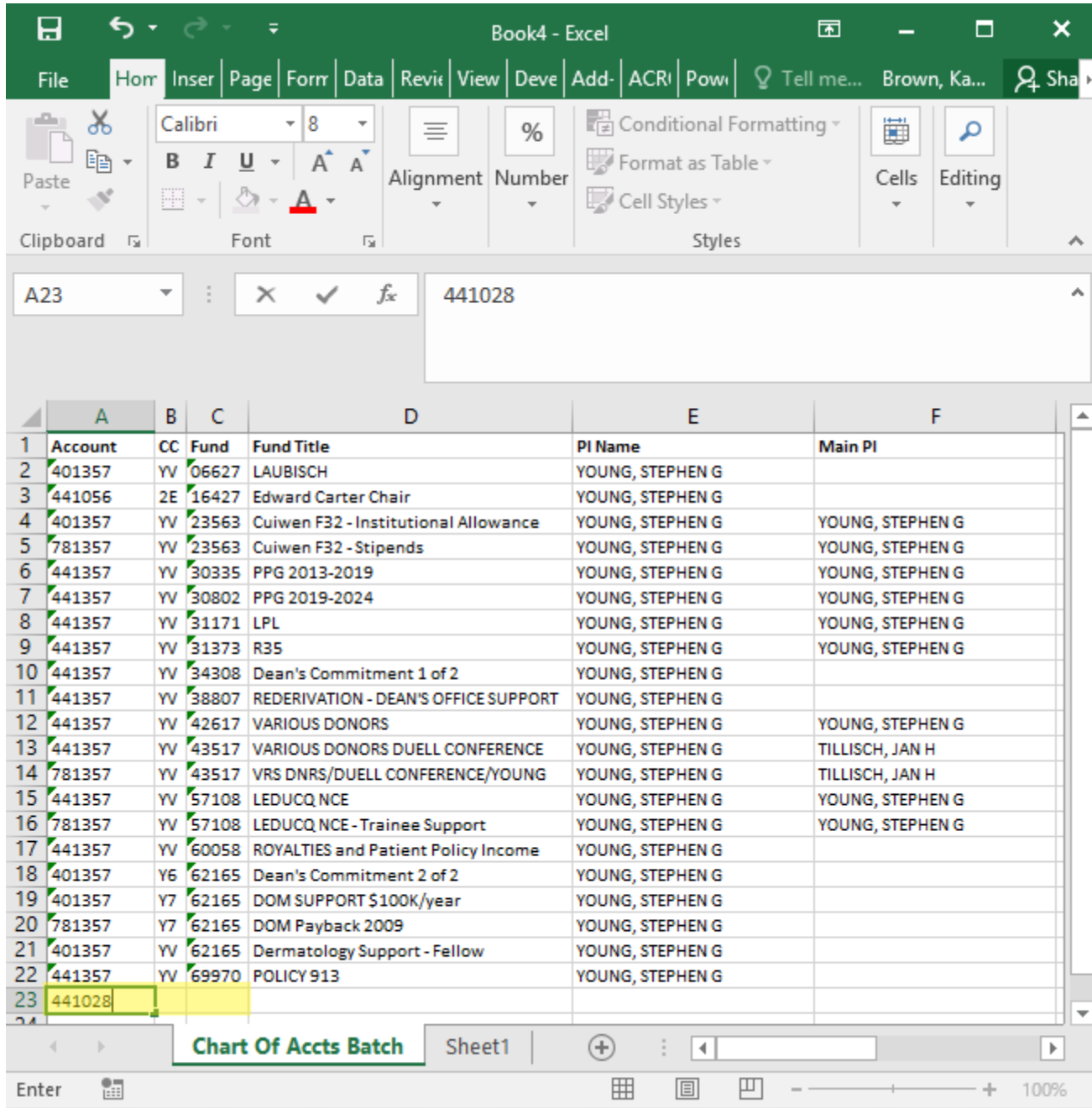
The FAUs belonging to your PI will populate below the search fields.

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.***



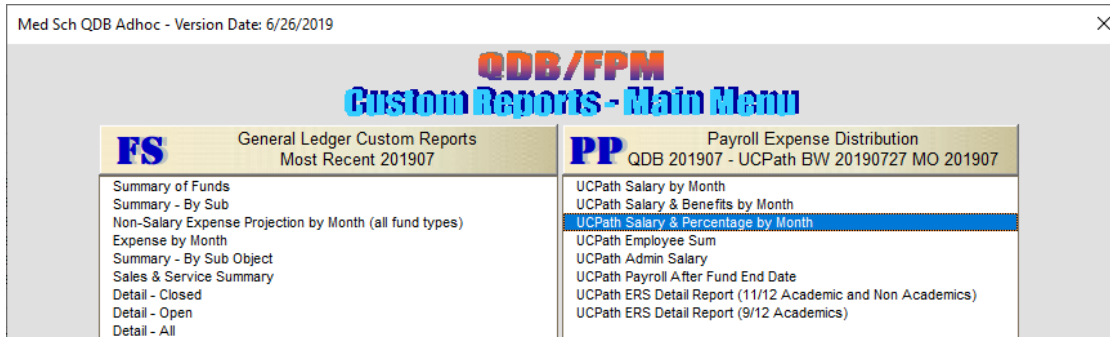
The same list from FPM will now be populated into a "Chart of Accounts" Batch Template for use with QDB.



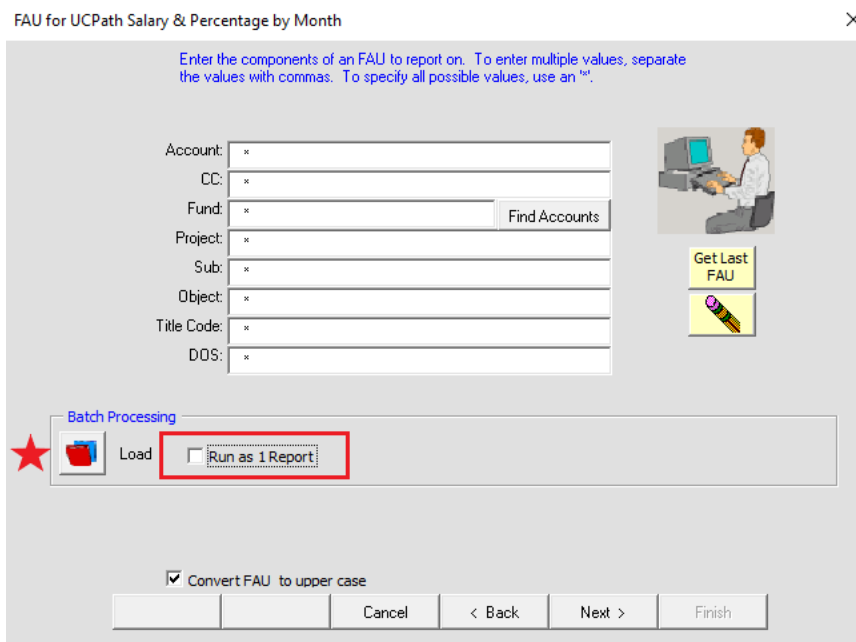
PRO TIP: You may add FAUs for your Batch Report by manually populating the Account, CC, and Fund columns (Title, and PI columns may be blank) AND/OR combine multiple Chart of Accounts extracts via copy-paste to the end of your list.

Pulling Your Responsibility List using QDB: 2 Reports

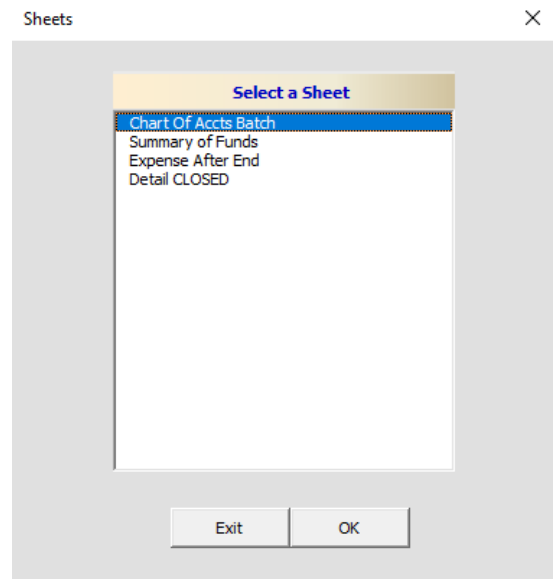
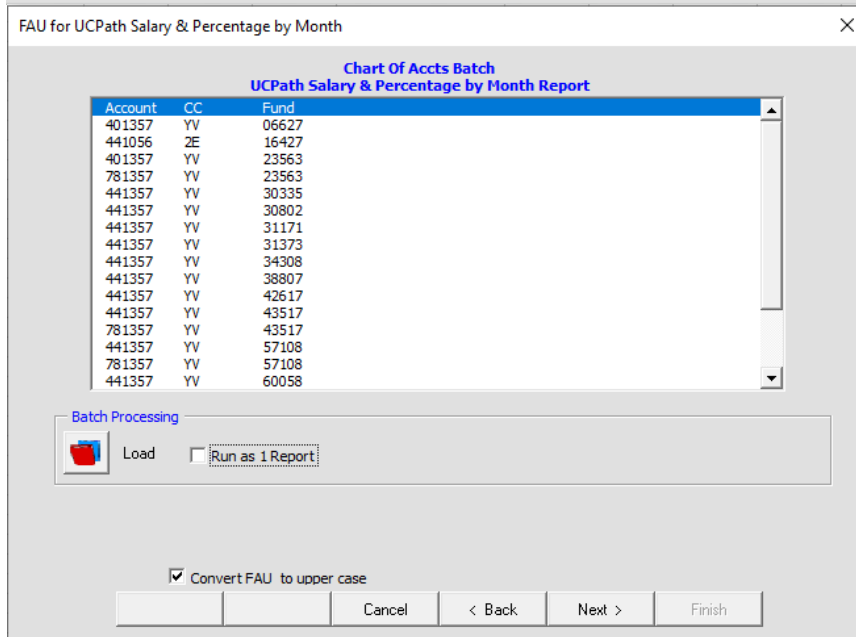
Select your UCPATH Payroll report of preference from the Payroll Expense Distribution Menu. We will use **UCPath Salary and Percentage by Month Report** for this example.



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)

Employee Name	Account	CC	Fund
Baran,Alexandra Anna	441357	YV	30335
Beigneux,Anne Pascale	441357	YV	30335
			30802
			31171
			31373
Edillo,Lovelyn Airah	441357	YV	30335
Fong,Loren G	441357	YV	31171
			31373
			57108
He,Cuiwen	441357	YV	30802
			31373
Heizer,Patrick John	441357	YV	30335
Jung,Seungwon	401357	Y7	62165
Kim,Paul	441357	YV	31171
Morales,Jazmin Esmeralda	441357	YV	31171
Sandoval,Norma Patricia	441357	YV	31171
			31373
Tu,Yiping	401357	Y7	62165
Weston,Thomas Andres	441357	YV	31373

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 Name	Employee ID	LYM	Earned Date	Account	CC	Fund	Project	Sub	Object	Earn Code	Title Code
10	Employee Name Baran,Alexandra Anna										
65	Employee Name Beigneux,Anne Pascale										
72	Employee Name Edillo,Lovelyn Airah										
111	Employee Name Fong,Loren G										
120	Employee Name He,Cuiwen										
197	Employee Name Heizer,Patrick John										
200	Employee Name Hu,Xuchen										
265	Employee Name Jung,Seungwon										
276	Employee Name Kim,Paul										
284	Employee Name Morales,Jazmin Esmeralda										
319	Employee Name Sandoval,Norma Patricia										
328	Employee Name Tu,Yiping										
338	Employee Name Weston,Thomas Andres										
356	Employee Name Yang,Ye										
380	Employee Name Young,Stephen G										
389	Employee Name Zhu,Jennifer										
390	Employee Name Grand Total										

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.

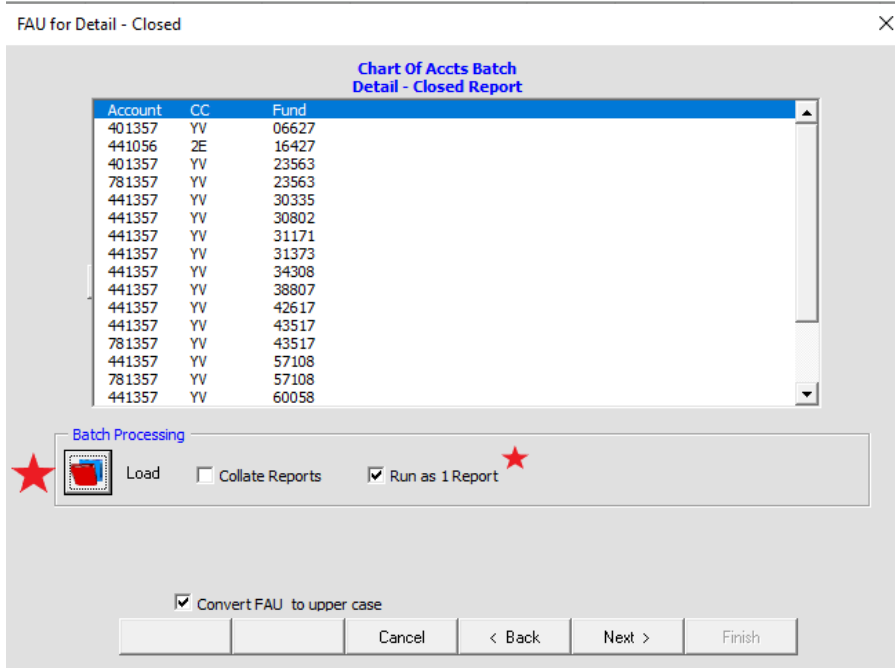
Payroll Reports will indicate which personnel you are responsible for reconciling from UC Path, but will not include personnel paid via Go.Grad.

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

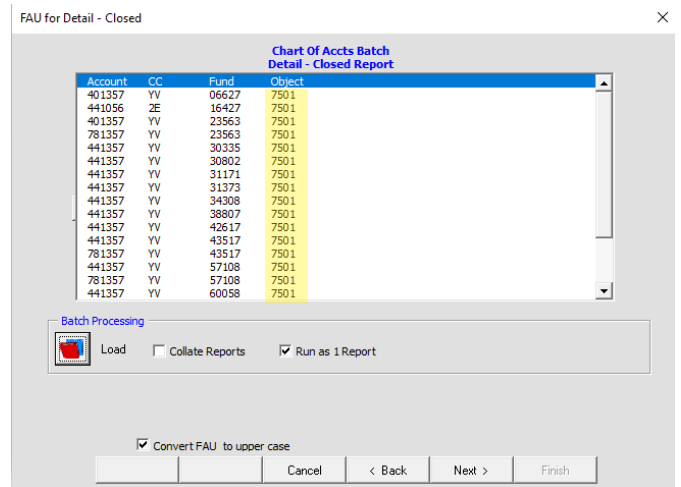
General Ledger reports with the option to “Run as 1 Report” are still functioning correctly, and should be selected here to ensure all of your data appears on one report.



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.

A	B	C	D	E	F	G
Account	CC	Fund	Object	Fund Title	PI Name	Main PI
401357	YV	06627	7501	LAUBISCH	YOUNG, STEPHEN G	
441056	2E	16427	7501	Edward Carter Chair	YOUNG, STEPHEN G	
401357	YV	23563	7501	Cuiwen F32 - Institutional Allowance	YOUNG, STEPHEN G	YOUNG, STEPHEN G
781357	YV	23563	7501	Cuiwen F32 - Stipends	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	30335	7501	PPG 2013-2019	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	30802	7501	PPG 2019-2024	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	31171	7501	LPL	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	31373	7501	R35	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	34308	7501	Dean's Commitment 1 of 2	YOUNG, STEPHEN G	
441357	YV	38807	7501	REDERIVATION - DEAN'S OFFICE SUPPORT	YOUNG, STEPHEN G	
441357	YV	42617	7501	VARIOUS DONORS	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	43517	7501	VARIOUS DONORS DUELL CONFERENCE	YOUNG, STEPHEN G	TILLISCH, JAN H
781357	YV	43517	7501	VRS DNRS/DUELL CONFERENCE/YOUNG	YOUNG, STEPHEN G	TILLISCH, JAN H
441357	YV	57108	7501	LEDUCQ,NCE	YOUNG, STEPHEN G	YOUNG, STEPHEN G
781357	YV	57108	7501	LEDUCQ,NCE - Trainee Support	YOUNG, STEPHEN G	YOUNG, STEPHEN G
441357	YV	60058	7501	ROYALTIES and Patient Policy Income	YOUNG, STEPHEN G	
401357	Y6	62165	7501	Dean's Commitment 2 of 2	YOUNG, STEPHEN G	
401357	Y7	62165	7501	DOM SUPPORT \$100K/year	YOUNG, STEPHEN G	
781357	Y7	62165	7501	DOM Payback 2009	YOUNG, STEPHEN G	
401357	YV	62165	7501	Dermatology Support - Fellow	YOUNG, STEPHEN G	
441357	YV	69970	7501	POLICY 913	YOUNG, STEPHEN G	



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.

FAU for Detail - Closed

Enter the components of an FAU to report on. To enter multiple values, separate the values with commas. To specify all possible values, use an '*'.

Account: 401357,441056,781357,441357,
 CC: YV,2E,Y6,Y7,
 Fund: 42617,43517,57108,60058,62165,69970, Find Accounts
 Project: *
 Non-Sal. Sub Sub: *
 Object: 7501 ★
 Source Code: *
 Dept: *

Get Last FAU

Batch Processing
 Load Collate Reports Run as 1 Report

Convert FAU to upper case

Cancel < Back Next > Finish

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

Book4 - Excel

Home Insert Page Layout Formulas **Data** Review View Developer Add-ins ACROBAT Power Pivot Tell me what you want to do...

From Web From Text From Other Sources Existing Connections New Query Recent Sources Refresh All Edit Links Connections Properties Edit Links Sort Filter Sort & Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Data Tools

Sub

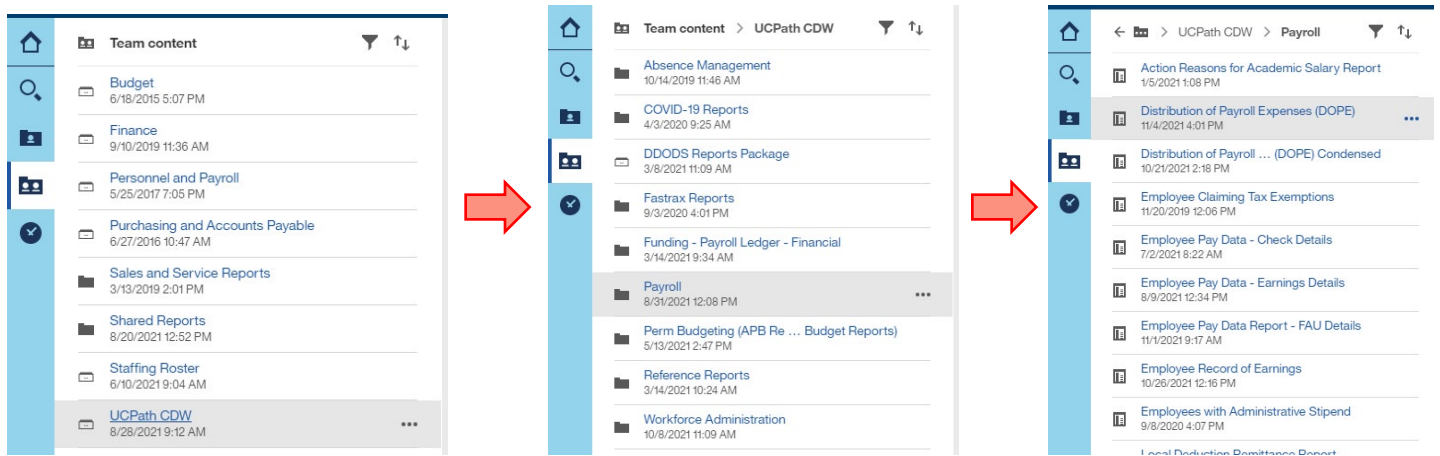
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	BATCH - DETAIL - CLOSED FROM JULY 2018 TO JULY 2019 Date: 08/21/2019																
2	Su	Trans Ref GL	Month	Proj	Obj	Account	Fund	Sub-Object Title	Source Cod	Trans ID GL	Trans Doc Da	Trans. Eff. Date	Description	Expense			
3	00		201807		1011	441357	YV 30336	SR&W-TFNIRF F&C-HI TH	53	01D10	7/31/18	7/31/18	CHEN, NATA - 182	4 740 00			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	BATCH - DETAIL - CLOSED FROM JULY 2018 TO JULY 2019 Date: 08/21/2019														
	Su	Trans Ref GL	Month	Proj	Obj	Account	Fund	Sub-Object Title	Source Cod	Trans ID GL	Trans Doc Da	Trans. Eff. Date	Description		
05	603672535		201807	6492A	7501	781357	YV 23563	STUDENT AWARD - PAY	53	01S8SB	7/25/18	7/25/18	HE, CUIWEN - 182		
05	603672535		201808	6492A	7501	781357	YV 23563	STUDENT AWARD - PAY	53	02S8SB	8/27/18	8/27/18	HE, CUIWEN - 182		
05	204587736		201807	6033B	7501	781357	YV 43517	STUDENT AWARD - PAY	53	01S8SB	7/19/18	7/19/18	CHEN, NATA - 182		
05	204587736		201808	6033B	7501	781357	YV 43517	STUDENT AWARD - PAY	53	02S8SB	8/3/18	8/3/18	CHEN, NATA - 182		
05	204587736		201808	6033B	7501	781357	YV 43517	STUDENT AWARD - PAY	53	02S8SB	8/3/18	8/3/18	CHEN, NATA - 182		
05	204587736		201808	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	02S8SB	8/1/18	8/1/18	CHEN, NATA - 182		
05	204587736		201808	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	02S8SB	8/1/18	8/1/18	CHEN, NATA - 182		
05	204587736		201808	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	02S8SB	8/16/18	8/16/18	CHEN, NATA - 182		
05	204587736		201809	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	03S8SB	9/17/18	9/17/18	CHEN, NATA - 18F		
05	204587736		201810	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	04S8SB	10/19/18	10/19/18	CHEN, NATA - 18F		
05	204587736		201811	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	05S8SB	11/15/18	11/15/18	CHEN, NATA - 18F		
05	204587736		201901	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	07S8SB	12/19/18	12/19/18	CHEN, NATA - 19W		
05	204587736		201901	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	07S8SB	1/23/19	1/23/19	CHEN, NATA - 19W		
05	204587736		201902	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	08S8SB	2/19/19	2/19/19	CHEN, NATA - 19W		
05	204587736		201903	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	09S8SB	3/22/19	3/22/19	CHEN, NATA - 19S		
05	204587736		201904	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	10S8SB	4/18/19	4/18/19	CHEN, NATA - 19S		
05	204587736		201905	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	11S8SB	5/22/19	5/22/19	CHEN, NATA - 19S		
05	204587736		201906	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	12S8SB	6/17/19	6/17/19	CHEN, NATA - 192		
05	204587736		201906	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	12S8SB	6/25/19	6/25/19	CHEN, NATA - 192		
05	204587736		201906	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	12S8SB	6/25/19	6/25/19	CHEN, NATA - 192		
05	204587736		201907	6369B	7501	781357	YV 57108	STUDENT AWARD - PAY	53	01S8SB	7/18/19	7/18/19	CHEN, NATA - 192		
	Sub Grand Total														

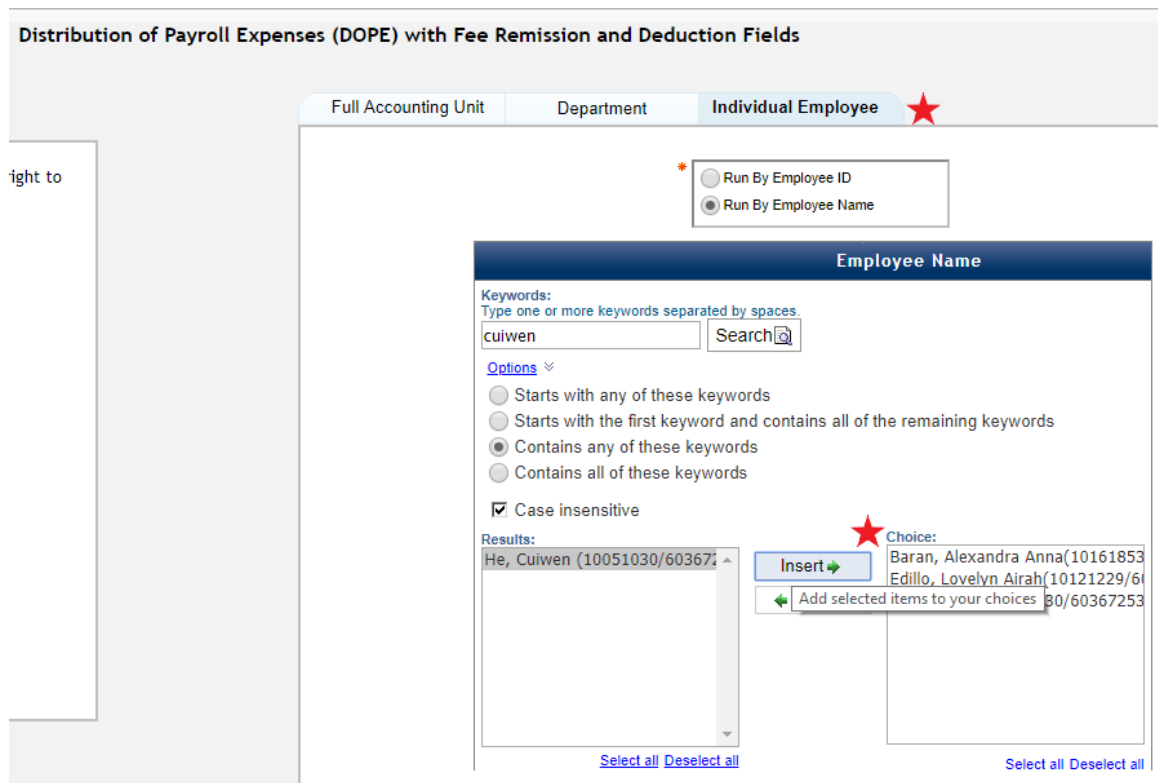
In All 3 Options, Individuals Names will be noted in the Description (typically Column O) – these individuals should be added to your responsibility list.

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

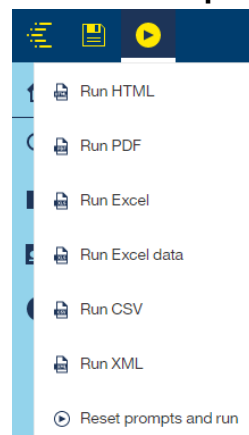
UCPath Reporting

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

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

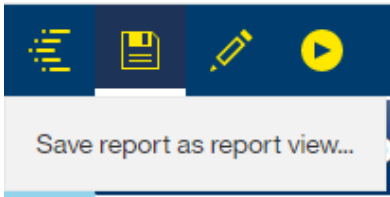
Employee Name	Employee UCLA UID	Employee ID	Location Code	Account	CC	Fund	Project Code	Pay Calendar End Date	UC Accounting Date	UC Earn End Date	Position Number	Position Desc	Earn Code			
Baran, Alexandra Anna	105100782	10161853	4	441026	2X	07427		7/13/19			40140152	STDT 1				
								7/27/19			40140152	STDT 1				
				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																
Beigneux, Anne Pascale	103347696	10057627	4	401026	1C			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			
				441026	2X	07427					7/31/19	07/15/2019	04/30/2019	40040655	ADJ PROF-HCOMP	HSR
											7/31/19	07/15/2019	05/31/2019	40040655	ADJ PROF-HCOMP	HSR
				441357	YV	31171					7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
											7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
											7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
											7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
											7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
											7/31/19	07/31/2019	07/31/2019	40040655	ADJ PROF-HCOMP	HSR
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.



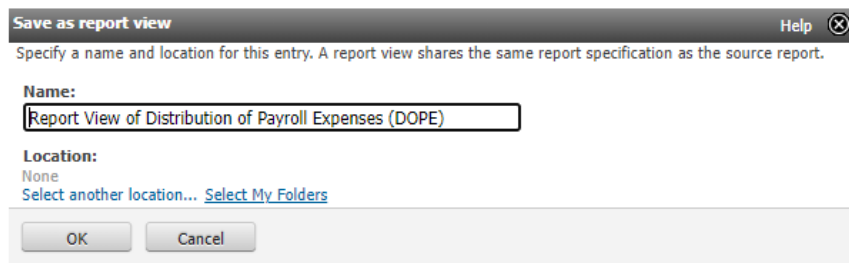
To Save for Re/Auto-Run Every Month

Click the floppy disk icon in the top left corner, and select “Save report as report view”



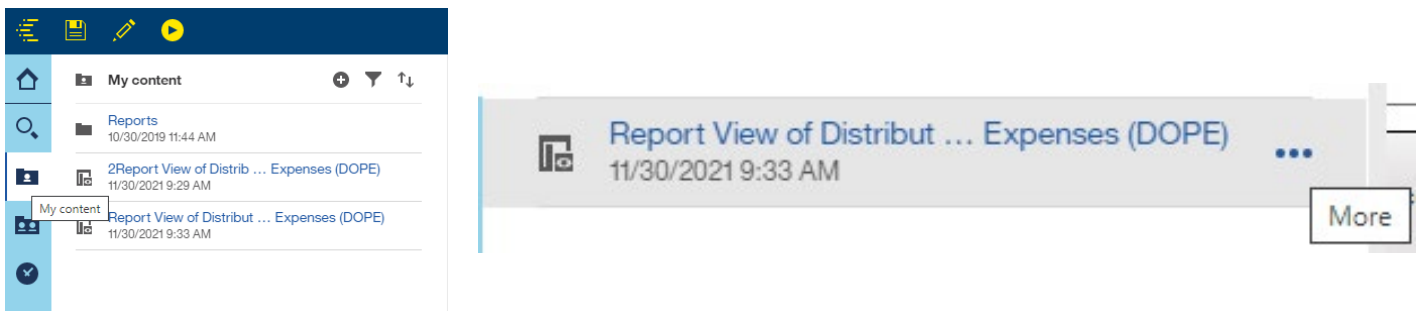
A pop-up window will appear (if it doesn't check your browser security settings)

- 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**

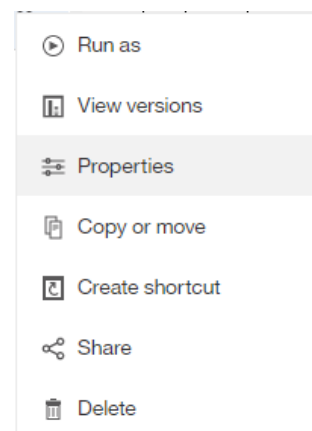


This may take a few minutes to appear in your “My Content” folder.

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"

 **2Report View of Di ... Expenses (DOPE)**

Owner
KAYLA A.

Created: 11/30/2021, 9:29 AM
Modified: 11/30/2021, 12:33 PM
Type: Report View

General Report **Schedule** Permissions

 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.

Create schedule

Schedule: Monthly

Period

Start: 2021-11-30 12:47 PM

End: 2022-07-31 12:47 PM

No end date

Run on

Day of the month







Day of the week

Day: The first Monday

Repeat every: 1 Month(s)

Daily time interval

Format

 HTML	<input checked="" type="checkbox"/>
 PDF	<input type="checkbox"/>
 Excel	<input checked="" type="checkbox"/>
 Excel Data	<input checked="" type="checkbox"/>
 CSV	<input type="checkbox"/>
 XML	<input type="checkbox"/>

Done

Delivery

Send report by email

Attach the report

To: kaylabrown@mednet.ucla.edu

Subject: FY 21-22 DOPE Report

cc: bcc:

Include a link to the report

Print report

Save report

Done

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



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** ★

* 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 (10051030/60367: ^

Choice:
 Baran, Alexandra Anna(10161853
 Edillo, Lovelyn Airah(10121229/6
 80/60367253

Insert Add selected items to your choices

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

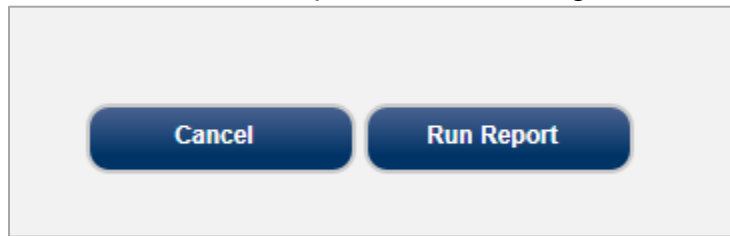
From	September ▼	2019 ▼
To	September ▼	2019 ▼

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.

DONE 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.