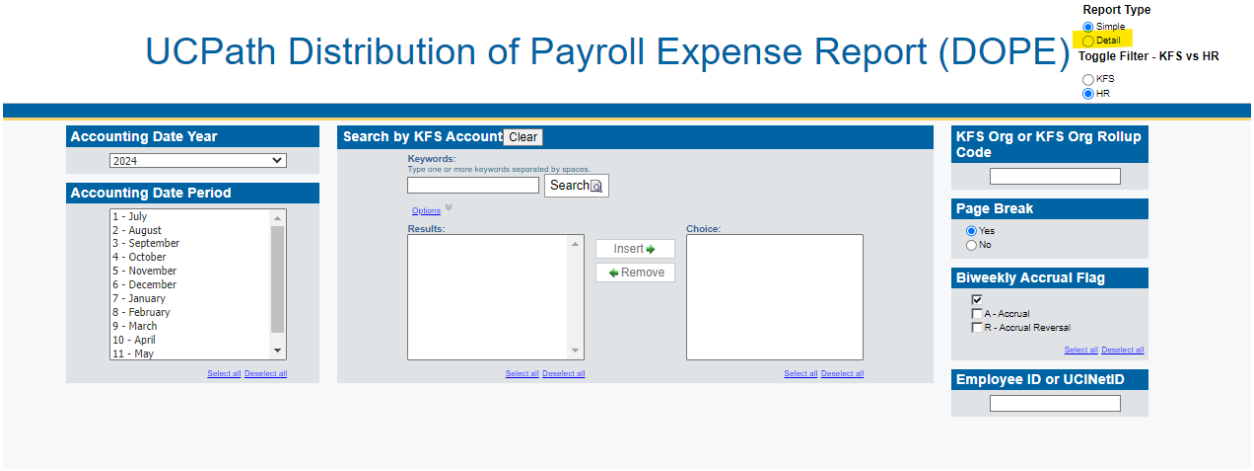
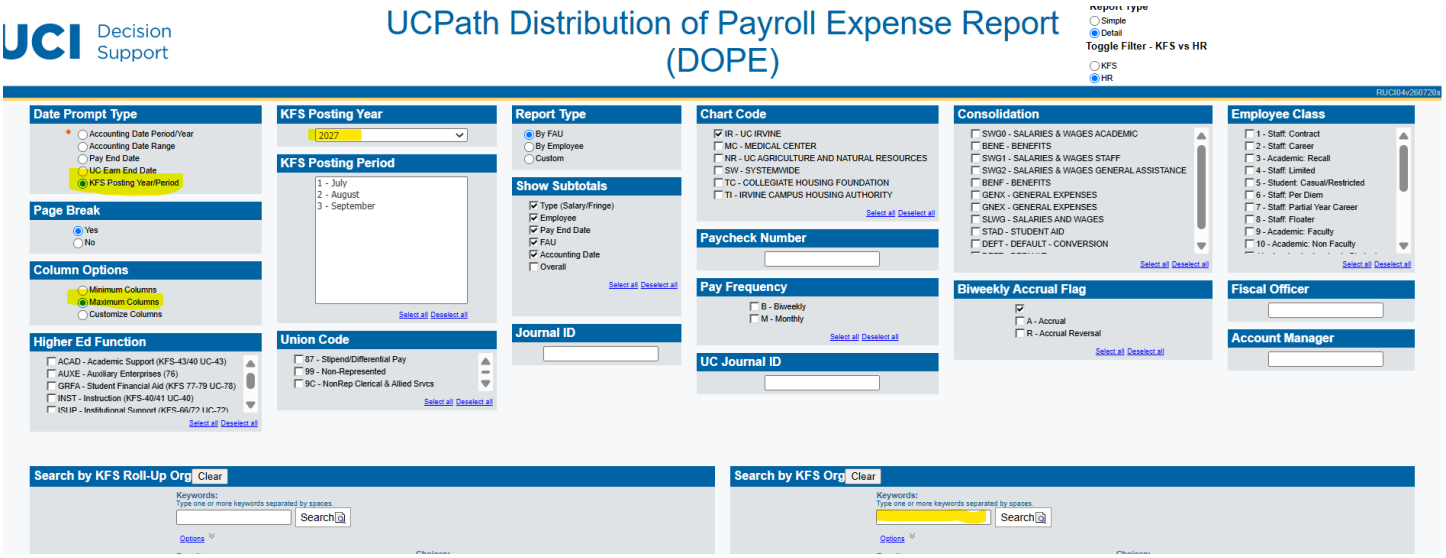
HOW TO UPDATE MONTHLY DOPE REPORTS

1. Open the last month's Department DOPE Report (click enable editing, if necessary)
2. Save a new copy for the current month you are working on where you will add the new month's data
3. Click on the Detail Salary by Period Worksheet and update the "through" date
4. Click on the DS Data Worksheet and go to the bottom of the data that is already there (Clicking control and arrow down at the same time will take you to the next open cell)
5. Login to zot portal and click on Decision Support
6. In the UCPath Decision Support Portlet, expand Payroll
7. Click on Distribution of Payroll Expenses Report (RUCI04)
8. Under Report Type, Click on Detail and this automatically opens more fields



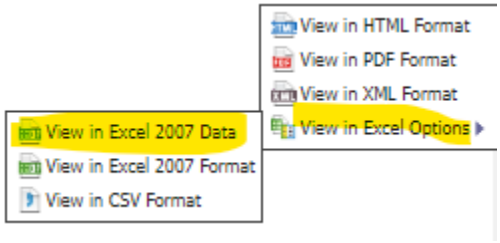


9. In Data Prompt Type, change this to KFS Posting Year/Period
10. In KFS posting Year, make sure it says 2027
11. In KFS Posting Period, select the period you need to download
12. In Column Options, choose the Maximum Columns radio button
13. In Biweekly Accrual Flag, check both A- Accrual and R – Accrual Reversal
14. In Fiscal Officer, enter edefries or the fiscal officer for your department
15. In Search by KFS Org, enter your department org/search/insert
16. Scroll to the bottom of the page

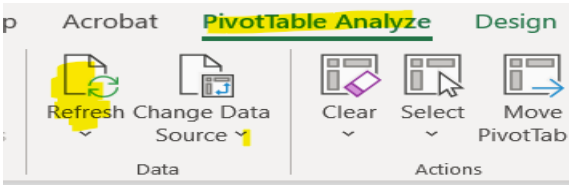
17. Click Run

This will populate the report in an HTML format that you can then download into excel. In the upper right corner, there is drop down box (highlighted above)

18. Click on the drop-down box
19. Choose View in Excel Options/View in Excel 2007 Data



20. Open the excel data you just downloaded
21. Click enable editing
22. Click Ctrl A to select all the data in the spreadsheet then Ctrl C to copy
23. Return to the Dept DOPE Report and the DS Data Worksheet and make sure your active cell is the next empty one in Column A
24. Ctrl V to paste the new month's Data
25. Delete the row that has the row headers
26. Save your work
27. Click on your Detail Salary by Period tab
28. Click anywhere within the Pivot Table. This will bring up the Pivot Tables Tools Ribbon



29. Click on Pivot Table Analyze and then Refresh and this will update the pivot table with the new month's data you just added.
30. Click on the Column Labels drop down menu (Cell B3) and add a check box to the period you just added if it does not automatically appear
31. To view your other accounts, click on the Account Number drop down menu (Cell A2) and choose what account you'd like to view
32. Repeat Steps 28 through 30 in Summary Tab
33. Save your work