Add a New ChartField Job Aid

The purpose of this job aid is to provide instructions to ChartField Request preparers on how to initiate a request in EFS to create a brand new value for any of the following ChartFields: Fund, DeptID, Program, Account, ChartField 1, ChartField 2, and Fin EmplID. Individuals who may serve in this role include journal entry preparers and RRC Managers (or their designees).

1. Upon successful login to EFS, navigate to: Setup Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>ChartField Request. The Find an Existing Value subpage will appear. Click the Add a New Value tab.

   Note: whichever ChartField type (e.g. Program, DeptID) is selected will determine which required data entry fields will appear on the subsequent page because each ChartField has different attributes.

2. In the Field Name, click the lookup icon to select which specific ChartField type (e.g., “PROGRAM_CODE”) should be created. Leave all other values as their default. Click <Add>.

   Note: The Request ID, Field Value fields must not be changed from the defaults because once the request is saved and approved, the new values will be assigned in EFS and communicated to the preparer.

3. The ChartField Request page will appear. Verify or complete the header’s following fields:
   - Field Value: “New” (leave at the default).
   - Email ID and Telephone: defaults with the preparer’s information. Change where appropriate.
   - RRC Approval: select the RRC initiating the request.
   - Effective Date: enter the first day of the fiscal year (e.g., “07/01/2014”) in which the value becomes valid into EFS.
   - Status: select “Active.”
   - Description: high level summary of the new value (limited to 20 characters).
   - Manager Name: enter the name of the RRC manager.
   - Short Description: limited to 20 characters.

4. Depending on which ChartField was selected on the Find an Existing Value page, a series of required questions that are relevant to that specific value will appear in the Request Comments section. Enter an appropriate response in each question’s Answer field.
Add a New ChartField Job Aid (cont.)

5. After all questions have been answered, scroll to the bottom left of the page and click <Save>.

6. Once saved, a unique request ID number will be assigned.

7. The **Request Action** drop-down menu will appear at the bottom of the page. Select “Submit for Approval”, then click <Go>. Until this action is completed, the request will not route for approval.

8. The request will route to the RRC manager (or designee) for approval. In addition, DeptID requests will route to the Office of Budget and Finance and non-DeptID requests will route to Accounting Services for approval. The preparer will be notified via email whether the request is approved and will be communicated the new numerical value.
This job aid for budget journal preparers provides the steps to complete a budget journal in Commitment Control. An online tutorial, Budget Journals in Commitment Control, is associated with this job aid.

1. Navigate to: Commitment Control > Budget Journals > Enter Budget Journals > Add a New Value.

2. Click <Add> to start the new budget journal.

3. Complete the **Budget Header** page required fields:
   a. **Ledger Group**: Select KK_BUDEXP or KK_BUDREV.
   b. **Generate Parent Budget(s)**: Be sure this checkbox is selected as it allows for the budget copying to occur and budgets to be available for budget checking.
   c. **Parent Budget Entry Type**: Select “Original.”
   d. **Long Description**: Enter a complete 5 Ws justification for transactions with amounts.

4. Complete the **Budget Lines** page:
   a. **Budget Period**: Enter current Fiscal Year, four digits.
   b. Enter detailed ChartField string, including Budget only Account value (ending in “00”).
c. **Amount**: Enter dollar amount; for zero dollar transactions, leave blank.
   Debits and Credits on amounts for KK_BUDEXP and KK_BUDREV:
   - An increase or new budget is entered as a debit (+).
   - A decrease in a budget is entered as a credit or negative (-).

5. Click <Save>.


**Note on Budget Checking and Combo Code impacts:**

Budgets posted to KK_BUDEXP or KK_BUDREV are copied immediately to the parent ledgers, KK_EXPENSE (for budget checking) or KK_REVENUE, respectively; from there the budgets are copied to Budget_Fin. Combo codes are created during two time frames: late morning and overnight.
Budget Journals Decision Tree and ChartField String
Detail Job Aid

- Budget journals must be entered into Commitment Control for non-sponsored ChartField strings. Budget journals are not entered into the BUDGET_FIN ledger.
- A zero dollar transaction for an expense budget is entered into KK_BUDEXP (with a blank amount and no reversal).
- The decision tree indicates where in Commitment Control budget journals are entered depending on the reason for the budget journal.
- Budget journals for budget checking purposes only, may be entered into KK_EXPENSE, where a summary level ChartField string is entered.
- Budget journals for salary, combo code creation, or for an amount must be entered into KK_BUDEXP for expenses, or order for combo codes to be created and for budget amounts to copy to the appropriate ledger.

WHY IS THE BUDGET JOURNAL NEEDED?

To open a salary ChartField string, create a salary combo code, or enter an amount

Enter budget journal into Commitment Control child ledger KK_BUDEXP

Enter detailed ChartField string and budget only account values ending in "00", for example: "700100"

To allow budget checking on a transaction

Enter budget journal into Commitment Control parent ledger KK_EXPENSE

Enter summary level ChartField string: Fund, DeptID, Program and account value "007000"
Budget Journals Decision Tree and ChartField String Detail Job Aid (cont.)

The ChartField string detail charts below indicate the required ChartField strings for budget journal entry.

KK_BUDEXP for expenses or KK_BUDREV for revenue are the ledgers where salary budgets for combo codes and budget journals with an amount must be entered. Budget journals must be entered in these ledgers with a detailed level ChartField string.

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>Activity</th>
<th>Account</th>
<th>CF1</th>
<th>CF2</th>
<th>FinEmplID</th>
<th>CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK_BUDEXP</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
<td>CS</td>
<td>CS</td>
<td>Final Budget Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>KK_BUDREV</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
<td>CS</td>
<td>CS</td>
<td>Final Budget Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

KK_EXPENSE and KK_REVENUE are the ledgers to enter budgets at the summary level only for purposes of budget checking. Budgets must be entered at the summary level. Budget journals for budget checking may be entered in KK_BUDEXP.

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>Activity</th>
<th>Account</th>
<th>CF1</th>
<th>CF2</th>
<th>FinEmplID</th>
<th>CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK_EXPENSE</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KK_REVENUE</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Budget Journal Upload Process

This job aid is for budget journal preparers who have had previous training on the budget journal process and who understand the policies for creating budget journals.

Budget journal uploads must follow the same data entry requirements as manual budget journal entry in Commitment Control.

Two Excel files are required for this process and must be downloaded from the Forms Library: KK_Budget_Import and RelLangMcro.

1. Open the KK_Budget_Import Excel template.

2. Enter the Journal Header details:
   a. Journal Date.
   b. LedgerGroup: select KK_BUDEXP or KK_BUDREV.
   c. Description: complete a 5 W’s justification for dollar amount transactions.
   d. Business Unit and Journal ID “Next” will default in the form and should not be changed.

3. Enter the Journal Lines:
   a. The Budget Period and detailed ChartField string information must be completed.
   b. Account values must be entered as Budget Only values ending in “00”.

www.umn.edu/ohr/trainingservices  10-28-14
Budget Journal Upload Process (cont.)

4. Save data as a text file.
   a. Select “Save As” from the Excel menu.
   b. Name the file and select “Text” for the Save as type.
   c. Click <Save> in the dialog box.

5. Upload journal to EFS
   a. Log into EFS with a University Internet ID and password.
   b. Navigate to: Commitment Control > Budget Journals > Import Budget Journals.
   c. Enter a name in the Run Control ID field and click <Add>.
   d. On the Process Request Parameters page, click the <ADD> to attach the text file.
   e. Click <Browse> in the File Attachment window to locate and select the text file.
   f. Click <Upload>.
   g. When the File Attachment window closes, click <Run> on the Process Request screen to begin the process.
   h. At the bottom of the Process Scheduler Request window, click <OK>.
Budget Journal Upload Process (cont.)

   a. To monitor the process, and retrieve the assigned Journal ID, click <Report Manager> above the Process Request Parameters.
   b. Select the Administration tab.
   c. Status should read “Post” and Details link should be available when the process is complete; if status is “Processing”, click <Refresh> until status is “Posted”.
   d. Click <Details> to review the process results.
   e. Click on the LOG file to read the results.
   f. Note the Journal ID assigned in the last line of the text file that opens.

7. Open and post the imported journal in Commitment Control:
   a. Navigate to: Commitment Control > Budget Journals > Enter Budget Journals > Find Existing Value.
   b. Search for JE by assigned ID number, and select to open the journal.

8. Post the budget journal

Note: for unsuccessful imports, correct the Excel spreadsheet file, save, and repeat from the Upload step 5, being sure to re-attach the updated text file.
Defining SpeedTypes for ChartField Strings

The purpose of this job aid is to provide journal preparers with the steps to set up SpeedTypes in the financial system for frequently used ChartField strings. Using a SpeedType eliminates the need to enter a detailed ChartField string for either journal entries or budget journals.

Navigate to: Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes > Add a New Value.

1. Complete the following fields:
   - *SpeedType Key*: Create a reference name.
   - *User ID*: Enter your User ID.
   - *Set ID*: Do not change.
   - *Primary Permission List*: This is not used.

2. Click <Add>.

3. Add a description.

4. Complete the ChartFields as needed to define the SpeedType.

5. Click <Save>.
The saved SpeedType will be available for entering on the Lines page of a Journal Entry.

Note that saved SpeedTypes must be maintained by the individual users. A SpeedType is available only to the individual that created it.
General Ledger WorkCenter

The purpose of this job aid is to provide a visual guide to the key features of the General Ledger WorkCenter, through which staff can access General Ledger transactions. The My Work task panel on the left side of the WorkCenter identifies transactions requiring further attention such as <Journals Ready for Processing> and <Journals Pending My Approval>. The work area on the right displays the selected transactions or function.

Navigate to Main Menu > General Ledger > GL WorkCenter.

The task panel includes My Work, divided into Current Work as well as Exceptions.

Current Work identifies transactions requiring further action.

Time saving links available from the task panel include <Create/Update Journal Entries> and <Inquiries>.

Transaction links are available in the Journal ID column to access the journal Header and Lines pages.

The Actions drop-down menu allows for journal editing of multiple selected transactions.

The work area displays transactions selected from the Current Work list.
Journal Entry Upload

This job aid is for journal preparers who have had training on the Journal Entry Upload process, understand the policies for manual online journal entries, and have access to run the import process in EFS. The journal entry upload process is intended as an efficient method of entering journals of 50 or more lines. Three files are required for this process and must be downloaded from the Forms Library: JRNL1.xlsm, JRNLMCRO.xlma, and JrnlLog.xls.

The steps to create a journal upload using the JRNL1 template are listed below.

1. Open JRNL1 template.
   - Click <New>.
   - Name the journal/sheet.

2. Enter Header details.
   - Click the add button <+>.
   - Enter required fields:
     - Source
     - UserID
     - Journal Class
     - Description (This field must have a complete 5 W's justification.)
   - Click <OK>.

3. Enter Journal Lines details.
   - Click the add button <+> on the Lines section to open a line and enter the ChartString.
   - Business Unit (UMN01) and Ledger (ACTUALS) must be entered on each line.
   - Enter data only on autonumbered line.

4. Save data.
   - Click <Excel Save>.

5. Upload journal to EFS.
   - Click <Import Now> above the Journal Header row.
Journal Entry Upload (cont.)

- Log in to EFS with a University Internet ID and password.

- The import process will run in the background. A message window will appear with the import process results.

- Review the Import results pop-up message and note the Journal ID for the successful import.

Note: for unsuccessful imports, correct the spreadsheet file, Save and repeat from the Upload step 5.

6. Open the imported journal.
   - Navigate to: General Ledger > Journals > Journal Entry > Create Update Journal > Find Existing Value.
   - Search for JE by assigned ID number, and select to open the journal.
   - Note that the JE ID will not have an IMP prefix.

7. Edit journal.
   - On the Lines page, click <Process>.
   - Verify the Journal Status and Budget Status are both V for valid.
   - Resolve any errors if statuses are not V; repeat Journal Edit step above.

8. Submit journal for approval.
   - Select “Submit” from the Lines Page Process drop-down menu.
   - Click <Process>.
Journal Approvals

Key Changes:

- There are additional ways to access journals for approval.
- The Send Back option replaces the Deny option.
- The Approval History includes approver names and retains any approver comments.

Accessing Journals for Approval

Approvers may access Journal Entry transactions for approval in several ways: through the Worklist (for primary approvers), by navigating to General Ledger > Journals > Journal Entry > Manage Journal Approval, or alternately, through either the Approval WorkCenter or the General Ledger WorkCenter.

Routing for Approval

Journals are simultaneously routed to the primary approver and to a pool of one or more alternate approvers. A journal needing approval will remain in the primary approver’s queue until it has been approved. In the case that a journal has not been approved or sent back within five days, the preparer will be notified by a system-generated email. Journal preparers will follow up with the approver when a journal has not been approved within the five days.

Taking Action on Journals Needing Approval

Criteria for approving a journal remain the same. For details on required documentation of journal entries refer to University Policy. When taking action on journals from the Approval WorkCenter, complete the following steps:

1. Click the My Work <Journals> link to open the Approval list.
2. Click the journal ID from the Approval list.
3. Click <Go to Journal Entry Page>.
4. Review the Lines page details; the <Projected Balance> link on each line provides the debit and credit impacts of the journal.
5. Review the Header page details.
6. Review any attachments indicated with a number next to the <Attachments link>.
7. Select the Approval page.
Journal Approvals (cont.)

8. Select the appropriate approval action from the Approvals tab:
   - **Approve**: If the transaction meets policy and procedure, click <Approve>. Criteria for approving a journal remain the same.
   - **Send back**: Enter information into the Approval Comments field to instruct the preparer on what must be changed or to cancel the journal. Click <Send back>.
   - **Hold**: Prevents any other individuals—including other approvers—from taking action on the transaction, effectively stops the processing of the transaction. Transaction will only proceed through the approval process when it is taken “off Hold.”

9. Enter comments as required when selecting “Send Back” or “Hold.”

10. Click <Submit> at the top of the Approval page.

If no action has been taken on the journal within five days, EFS will send the preparer an email to alert them that it has not been approved. At that time, they can work with the approver(s) to resolve any issues.

If you are designated as both the DeptID and Certified Approver for the same line, you will only need to take action once and it will be recorded for both the DeptID and CA approvals at once.
Projected Balance on General Ledger Journal Entry Lines

This job aid provides journal entry preparers and approvers a guide to the journal entry T-account information available in the Projected Balance. The journal Lines page provides a link to the Projected Balance of each ChartField string that has been entered for a journal entry.

Clicking on <Projected Balance> at the end of each completed journal line will display the Debit Amount and Credit Amount as well as the Projected Balance for the selected ChartField string. This feature enables journal preparers and approvers to more closely monitor the impact of journal entries before they are fully processed.
Summary of DeptID Approval Roles Job Aid

The purpose of this job aid is to define the possible EFS DeptID approval security roles for those responsible for creating and approving ChartField requests in EFS.

IMPORTANT TIPS:

- Be careful in assigning approvers as the alternate role will typically be listed first, rather than the primary role because EFS lists the roles alphabetically.
- If an individual is unable to added as an approver, they do not have the proper security role associated to them. The Access Request Form (ARF) process must be completed to obtain security roles.

<table>
<thead>
<tr>
<th>EFS Security Role</th>
<th>Description</th>
<th>Number of Persons Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP_DEPTALTAPPR1</td>
<td>Alternate Voucher Level 1 Approver ($250 - $9,999.99)</td>
<td>Up to 6 (pooled approvals)</td>
</tr>
<tr>
<td>AP_DEPTALTAPPR2</td>
<td>Alternate Voucher Level 1 Approver ($10,000+)</td>
<td>Up to 6 (pooled approvals)</td>
</tr>
<tr>
<td>AP_DEPTAPPR1</td>
<td>Primary Voucher Level 1 Approver ($250 - $9,999.99)</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>AP_DEPTAPPR2</td>
<td>Primary Voucher Level 2 Approver ($10,000+)</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>CERT_ALT_APPR</td>
<td>Alternate Certified Approver (refer to CA Routing Grid)</td>
<td>Up to 6 (pooled approvals)</td>
</tr>
<tr>
<td>CERT_APPROVER</td>
<td>Primary Certified Approver</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>EX_DEPT_ALTAPP</td>
<td>Alternate expense (including PCard) approver</td>
<td>Up to 6 (pooled approvals)</td>
</tr>
<tr>
<td>EX_DEPT_APP</td>
<td>Primary expense (including PCard) approver</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>COA_RRC</td>
<td>RRC Manager</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>COA_RRC_ALT</td>
<td>RRC Manager Designee</td>
<td>Up to 6 (pooled approver)</td>
</tr>
<tr>
<td>GL_DEPTALTAPPR1</td>
<td>Alternate Journal Entry Approver</td>
<td>Up to 6 (pooled approvals)</td>
</tr>
<tr>
<td>GL_DEPTAPPR1</td>
<td>Primary Journal Entry Approver</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>PV_DEPT1_ALTAPP</td>
<td>Alternate Requisition and PO Change Order Level 1 Approver ($250 - $9,999.99)</td>
<td>Up to 6 (pooled approvals)</td>
</tr>
<tr>
<td>PV_DEPT1_APP</td>
<td>Primary Requisition and PO Change Order Level 1 Approver ($250 - $9,999.99)</td>
<td>One (primary approver)</td>
</tr>
</tbody>
</table>
### Summary of DeptID Approval Roles Job Aid (cont.)

<table>
<thead>
<tr>
<th>EFS Security Role</th>
<th>Description</th>
<th>Number of Persons Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV_DEPT2_ALTAPP</td>
<td>Alternate Requisition and PO Change Order Level 2 Approver ($10,000+)</td>
<td>Up to 6 (pooled approver)</td>
</tr>
<tr>
<td>PV_DEPT2_APP</td>
<td>Primary Requisition and PO Change Order Level 2 Approver ($10,000+)</td>
<td>One (primary approver)</td>
</tr>
<tr>
<td>MISSING NEW CREDIT INVOICE APPROVALS ROLE</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>
Update ChartField Job Aid

The purpose of this job aid is to provide instructions to ChartField Request preparers on how to initiate a request in EFS to change an existing ChartField value. Individuals who may create ChartField Requests include journal entry preparers and RRC managers (or their designees).

1. Upon successful login, navigate to: Setup Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>ChartField Request. The Find an Existing Value subpage will appear.

2. In the Field Name, click the lookup icon. Select the ChartField type requiring change (e.g., “PROGRAM_CODE”).

3. Select “Update” from the Field Action drop-down menu.

4. In the Field Value, enter the numerical value of the ChartField requiring change.

5. Click <Add>.

6. The ChartField Request page will appear. Verify all of your contact information is correct. Change where appropriate.

7. The Effective Date must coincide with July 1 of the fiscal year in which the change will go live. If a different date appears, make the necessary changes (enter “07/01/XXXX”).

8. The ChartField’s current information such as Description and RRC will appear. Update any information requiring change. Here are the fields that will likely need the updates:
   - Status: select “Active.”
   - Description: high level summary of the new value (limited to 20 characters).
   - Short Description: limited to 20 characters.

   Note: Accounting Services and the Office of Budget and Finance ultimately decide the ChartField’s final attributes and will change them when necessary.

9. Enter an appropriate justification in the Questions section that summarizes the reason why the changes occurred. All of this section’s Answer fields must contain characters in order to save.

10. When finished, scroll to the bottom left of the page and click <Save>. Once saved, a unique request ID number will be assigned.

11. The Request Action drop-down menu will appear at the bottom of the page. Select “Submit for Approval”, then click <Go>. Until this action is completed, the request will not route for approval.

12. The request will route to the RRC manager (or designee) for approval. In addition, DeptID requests will route to the Office of Budget and Finance and non-DeptID requests will route to Accounting Services for approval. The preparer will be notified via email whether the request is approved.
Update a DeptID's Approvers Job Aid

The purpose of this job aid is to provide instructions to ChartField Request preparers on how to initiate a request in EFS to change who has access to serve as the DeptID’s approvers. Individuals who may create ChartField Requests include journal entry preparers and RRC managers (or their designees).

1. Upon successful login, navigate to: Setup Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>ChartField Request. The Find an Existing Value subpage will appear.

2. In the Field Name, click the lookup icon. Select the DEPTID.

3. Select “Update” from the Field Action drop-down menu.

4. In the Field Value, enter the five digit DeptID value requiring the updates.

5. Click <Add>.

6. The ChartField Request page will appear displaying the DeptID's current information such as Description and RRC. In the page’s header section, verify all of your contact information is correct. Change where appropriate.

7. The Effective Date must coincide with July 1 of the fiscal year in which the change will go live. If a different date appears, make the necessary changes.

8. Click <Attributes>. The list of the DeptID’s current approvers and their roles will appear. See the Summary of DeptID Approval Roles Job Aid for the list of all approval roles that may be selected in the ChartField Attribute Value.

9A. To change or replace an existing approver:

   • Highlight the existing individual’s Internet ID in the ChartField Attribute Value field and click <Tab> to remove it.
   • Once the field is empty, enter the Internet ID of the person who will now serve as the approver.

9B. To add a new approver:

   • Insert a new row by clicking the plus sign.
   • Select the appropriate approval role in the ChartField Attribute field.
   • Enter the individual’s Internet ID in the ChartField Attribute Value field.

   Note: Only one person may serve as the transaction type’s primary DeptID approver. This would pertain to any role containing “DEPT1” (e.g., PV DEPT1 APP).

10. Once all updates have been made, click <OK>. 

Leadership and Talent Development/OHR  www.umn.edu/ohr/trainingservices
ChartField Request  10-27-14
11. Enter an appropriate justification in the **Questions** section that summarizes the reason why the changes occurred. All of this section’s **Answer** fields must contain characters in order to save.

12. When finished, scroll to the bottom left of the page and click **<Save>**. Once saved, a unique request ID number will be assigned.

13. The **Request Action** drop-down menu will appear at the bottom of the page. Select “Submit for Approval”, then click **<Go>**. Until this action is completed, the request will not route for approval.

14. The request will route to the RRC manager (or designee) for approval. Once approved, the changes will take effect in EFS automatically.