



Accounting template mass change FINET quick reference guide

Introduction

The Coding Mass Change is a process that occurs twice each year in order to update personnel coding in State Payroll and DHRM along with Elective Charge (**ELCID**) for both DTS charges and fleet billings. When this is completed, coding block Chart of Account (**COA**) codes are updated, and create matching budget lines as needed, en masse in preparation for the upcoming State or Federal fiscal year.

Agencies will make needed updates from May 23-May 30, 2025. We will send a payroll draft file to be validated in the payroll system. Any subsequent errors we receive may be corrected up until the deadline.

The Accounting Template Mass Change (**ACTPLMC**) page is used to make the needed updates.

Accounting Template Mass Change ☆

1 - 20 of 3,362 Records View per Page - 20 50 100

Accounting Template	Name	Department
PYRL0001	PAYROLL	011

COA

Fiscal Year
2025

Current Fund
1000

Current Department
011

Current Unit
0111

* Next Year Fund
1000

* Next Year Department
011

* Next Year Unit
0111

During this period of time, FIS will provide agencies with daily information on which remaining COA codes need to be updated, and which budget lines need to be created.

The ELCID page in FINET will be closed to agencies throughout June. It will reopen to agencies on July 1st. During June, please send all FY25 additions and changes to Finance Support, financesupport@utah.gov. If new codes need to be active for FY26 but not FY25, you will be able to enter them when the ELCID table opens July 1st. Do not send them to Finance Support.

Although this page will not be used for making any edits to financial coding, it will house the data that will be selected for both payroll and ELCID records to be set up for the new fiscal year. Upon identifying these records through a system process, our team will identify certain records that do not have valid coding in the new year and will need one of the following actions to happen:

1. **Activate inactive coding (e.g. appropriation unit, unit, etc.)**
2. **Add non-existent coding to applicable COA table**
3. **Change identified coding to coding that already exists in the new year**

Instructions

For example, if you were a Budget Officer and notified that the “ACDEFAULT” ELCID had an invalid appropriation unit associated with it, then you’d need to review it on the Mass Change table.

1. From the search bar, make sure your search is displaying **Page Code**.
2. Type **ACTPLMC**, to locate the Accounting Template Mass Change page.

The screenshot shows a search interface with a search bar at the top. Below the search bar is a list of search filters: 'All', 'Transaction', 'Inquiry', 'Reference', and 'Page Code'. The 'Page Code' filter is selected, indicated by a red circle with the number '1' and a checkmark. To the right of the search bar, the text 'ACTPLMC' is entered. Below this, a red circle with the number '2' points to a blue button labeled 'ACTPLMC Accounting Template Mass Change'.

You’d need to resolve this with one of the three options outlined in these instructions. In this case, let’s suppose that Option 3 were pursued or to change the Appropriation Unit for the new year to a different existing Appropriation Unit (e.g. “XYZ”). Navigate to the APPR page in FINET, create and add the appropriation unit along with the “Next Year Appr Unit” field to “XYZ” as shown on the ACTPLMC page below.

Create Appropriation

The screenshot shows the 'Create Appropriation' form. The form has a section titled 'General Information' with a dropdown arrow. Below this section are four fields: 'Fiscal Year' (with a value of 2026), 'Appr Unit' (with a value of XYZ), 'Name' (with a value of TEST), and 'Short Name' (with a value of TEST). A red box highlights the 'Fiscal Year' and 'Appr Unit' fields.

Accounting Template	Name	Department
ACDEFAULT	XXXX	150

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*** Next Year Fund**

*** Next Year Department**

*** Next Year Unit**

Next Year Sub Unit

*** Next Year Appr Unit**

You'll then need to navigate to the top-right of the page to hit the **Save** button and change the drop-down selection for that record to mark it as **reviewed** as shown here:

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Validation Fiscal Year	Reviewed
2026	<div> Yes No Yes </div>

This step of marking the record as reviewed is essential for all records pertaining to your department as it assures that one of the three outlined options has been completed. All necessary adjustments for new year coding must be noted on ACTPLMC by June 1, 2025.

The following information should help in this process:

1. ACTPLMC does not allow you to create new ELCIDs.
2. Any new ELCID for the new fiscal year must be set up after ELCID is reopened on July 1st.
3. Mass change does not allow changes to the department on payroll records. Employees transferring to another agency must be handled in DHRM system so the position control can also be transferred.
4. Values on ACTPLMC for the new fiscal year must be valid for the new year.
5. Do not ignore invalid elements. Even if you plan to deactivate the ELCID and create a new ELCID later, change the coding within the old ELCID to an active code. You can send changes to DTS later. If you find a unit that has not been active for a while, change it to an active unit. Again, don't just ignore the record.

If you have any questions about this process or need additional assistance in completing this task, please reach out to financesupport@utah.gov.

NOTE***Please keep in mind that if you are a part of a consolidating agency or division, there will be specific instructions sent out by our COAcommunications team.