



# 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 24-May 29, 2024. 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 ☆

Accounting Template	Name	Department
PYRL001	PAYROLL	011

COA

Fiscal Year  
2024

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 FY24 additions and changes to Finance Support, [financesupport@utah.gov](mailto:financesupport@utah.gov). If new codes need to be active for FY25 but not FY24, 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.



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

General Information

* Fiscal Year	2025	* Appr Unit	XYZ
* Name	TEST	* Short Name	TEST

Accounting Template	Name	Department
ACDEFAULT	XXXX	150

\* 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:

Validation Fiscal Year	Reviewed
2025	<input type="text" value="Yes"/> <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Yes</li> </ul>

**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, 2024.**

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](mailto:financesupport@utah.gov). To help facilitate any questions that need to be answered, please feel free to join us in an open forum meeting that will be held every day between May 28th - May 31st from 12:30 PM - 2:00 PM see DGOFinance Calendar or click [here](#) to join.

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.