

## FY2021 MASS CHANGE INSTRUCTIONS

Mass change is used to change a large number of records at one time.

We developed the Coding Block Change Table (CBCT) to change accounting for the following  
 Personnel in State Payroll and DHRM  
 ELCIDs for DTS data processing and phone  
 ELCIDs for FLEET billings

CBCT includes entries from these systems. Changes to records on CBCT are then used by these systems.

The following is a copy of the CBCT table screen.

Change fund, unit, or approp in the fund section on the right side in the Fund Accounting section.

### Coding Block Mass Change

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ELCID ID	Fund	Department	Unit	Sub Unit	Data Processing	Telecommunications	Fleet Operations	General Services	Payroll	Valid
✓ EQ2542	1000	480	2542		Yes	No	Yes	Yes	No	No
EQ2601	1000	480	2601		Yes	No	Yes	No	No	No
EQ2611	1000	480	2611		Yes	No	Yes	No	No	No
EQ2612	1000	480	2612		No	No	Yes	No	No	No
EQ2621	1000	480	2621		Yes	No	Yes	No	No	No

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**General Information**

ELCID ID : EQ2542      Data Processing :       Telecommunications :   
 General Services :       Fleet Operations :   
 Payroll :

**Fund Accounting Mass Change**

Fund : 1000      \*Next Year Fund : 1000  
 Department : 480      \*Next Year Department : 480  
 Unit : 2542      \*Next Year Unit : 2542  
 Sub Unit :      Next Year Sub Unit :  
 Appr Unit : NAB      \*Next Year Appr Unit : NAB

Change program, program/phase, activity, or function in the following Cost Accounting section.

**Cost Accounting Mass Change**

Activity :      Next Year Activity :  
 Program :      Next Year Program :  
 Program Period :      Next Year Program Period :  
 Program Phase :      Next Year Program Phase :  
 Function : 20PP      Next Year Function : 20PP

For example, if all employees in home unit/approp 1234 ABC in the old fiscal year will be moved to 5678 ABE, access that payroll record on CBCT and change the unit and approp to 5678 ABE on the new fiscal year section on the right side of the screen. Save the record. The same process applies to the phones associated with 1234 ABC in the old fiscal year.

Access the ELCID record on CBCT and change the unit and approp on the new fiscal year and all phones will bill to 5678 ABE in the new fiscal year.

This procedure changes all employees currently assigned to 1234. If some of the employees in 1234 are to be assigned to 5679 ABD in the NewYear, change the record on DHRM for those employees individually with an effective date of July 1<sup>st</sup>. Mass change is associated with coding blocks and not individual employees on CBCT.

Or if the current program on ELCID will change on July, simply change the program in the Cost Accounting section's right side (new fiscal year). Save the record.

If there is no change for the new fiscal year, the CBCT entries may be left as they are. Just review the entries and move to the next one.

It is important to consider required elements. If your agency has activity, function, and/or program requirements for certain units, be sure the CBCT entries have the required coding elements.

**CBCT will be open from May 29<sup>th</sup> through June 8<sup>th</sup>.** By June 2<sup>nd</sup>, we will send a payroll draft file to be edited. We will then send agencies a list of errors to be corrected on CBCT before noon (12:00 PM) on June 3<sup>rd</sup>.

**ELCID will be closed to agencies throughout June or most of September.** It will reopen to agencies on July 1<sup>st</sup>. During June, please send all additions and changes to Finance Support, [financesupport@utah.gov](mailto:financesupport@utah.gov). **Do not send new ones to be effective on July 1<sup>st</sup>**, as those should come through mass change or agencies will enter them on July 1<sup>st</sup>.

The following information should help in this process:

1. CBCT 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 1<sup>st</sup>.
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 CBCT for the new fiscal year must be valid for FY20, as FINET is editing out of FY20 tables.
5. Any CBCT entry with an invalid value must be changed to valid FY20 coding.
6. **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.
7. A cost accounting element, such as a program that expires on June 30<sup>th</sup>, needs to be changed to the new program. For example, FS17 becomes FS18 on July 1<sup>st</sup>. Change all CBCT entries with FS17 to FS18.

To help with the review, you can download CBCT into a spreadsheet. On FINET page search, enter CBCT to see the following choices.

## Page Search

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Category :  ▼

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	Description	Page Code
✓	<a href="#">Coding Block Mass Change</a>	CBCT
	<a href="#">CBCT download for DTS</a>	CBCT_DTS
	<a href="#">CBCT download for PAYROLL</a>	CBCT_PAY

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You may download CBCT by DTS or payroll category. The spreadsheet you create will be for all agencies, so simply sort the spreadsheet to retrieve entries for your agency. This spreadsheet makes it easier for you to spot records that should be changed. But, you must make the changes on CBCT itself.

On June 30<sup>th</sup>, FIS Team will send DTS and Payroll the changes entered on CBCT. Those systems will make the coding changes effective July 1<sup>st</sup> for FY21. Payroll will update DHRM.

On July 1<sup>st</sup>, ELCID will reopen to agencies with all changes made on CBCT, including any changes or additions made throughout June.

Note: All FINET users do not have access to CBCT. I recommend each agency assigns an accountant as the Mass Change coordinator.