FY2022 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

Menu Back Quick Search

	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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Save Undo   Search

▼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 : 2OPP   Next Year Function : 2OPP

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 1st. 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 June 3rd through June 9th. By June 9th, 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 10th.

ELCID will be closed to agencies throughout June. It will reopen to agencies on July 1st. During June, please send all additions and changes to Finance Support, financesupport@utah.gov. **Do not send new ones to be effective on July 1st**, as those should come through mass change or agencies will enter them on July 1st.

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 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 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 30th, needs to be changed to the new program. For example, FS17 becomes FS18 on July 1st. 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

Category : [ ] ▼

Page Type : [ ] ▼

Description : [ ]

Page Code : CBCT*

Browse Clear

	Description	Page Code
✓	Coding Block Mass Change	CBCT
	CBCT download for DTS	CBCT_DTS
	CBCT download for PAYROLL	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 30th, FIS Team will send DTS and Payroll the changes entered on CBCT. Those systems will make the coding changes effective July 1st for FY21. Payroll will update DHRM.

On July 1st, 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.