

User Manual

**Request for General Ledger
Chartfields & WhoKeys (CF & WK)**

Request for General Ledger Chartfields & WhoKeys



The University of Iowa

**Accounting and Financial Reporting
Grant Accounting Office**

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Section 1: General Information

How will the Request for General Ledger Chartfields & WhoKeys application be used?

Request **new** Chartfield values for Department, Subdepartment, Grant/Program and Cost Center as well as for WhoKey. The records are loaded to the General Ledger (GL) and integrated with other applications.

Chartfields and associated WhoKeys available to request within the application:

- ✓ Departments
- ✓ Subdepartments
- ✓ Grant/Programs (G/P): Cost Share accounts (G/P begins with '3'), Gift accounts (G/P begins with '8'), Other accounts (Grant/Program begins with '5')
- ✓ Cost Centers: Individual faculty codes in the range 1000-8999
- ✓ WhoKeys: Cost Share accounts, Gift accounts, Salary Cap accounts (G/P 31111111), Other accounts (Grant/Program 00000000 or begins with '5')

Chartfields and associated WhoKeys **not** included in the application:

- ✓ Fund, Org Unit, Institutional Account, Organizational Account, Departmental Account, Function
- ✓ Grant/Programs: Grants & Contracts (G/P begins with 1 or 2), Building Renewals and Plant Funds (G/P begins with 6), Central Programs & Scholarships (G/P begins with '7'), Investments (G/P begins with '9')
- ✓ Cost Centers: Buildings (0001-0699), Improvements (0700-0899), Other (0900-0999) and Open (9000-9999)

Modifications, or changes to existing Chartfields and WhoKeys for descriptions, open or close dates are **not** included in the application. Current processes should continue to be used per the "[GL Chartfield and WhoKey Maintenance Request Guidelines](#)" and from any other instructions provided by Accounting and Financial Reporting, the Grant Accounting Office or Financial Analysis.

What are the common features, controls and general business rules across requests?

- Within each form type, a yellow progress bar is visible that moves from the left to right (above the application's black header box) when an action is in-progress. When the bar disappears, the form and next fields are available for moving forward with completing the request.
- Definitions of fields and help text are available for each form within the application.
- Drop-down menus utilize cascading parameters when available, e.g., the Department list is based on the Org Unit selected and specific fields available in certain drop-down fields in each Grant/Program form type are based on business rules specific to that form.
- Valid ranges of values allowed to be selected for Department, Grant/Program – Other account and Cost Center are driven from the Org Unit selected.

- Chartfield and WhoKey combinations are verified against established business rules to ensure they're valid before a request can be saved or submitted to Workflow. Example: only valid Function codes are available in drop-down choices for setting up new WhoKeys, based on the Fund selected.
- Chartfield drop-down values and manually entered values are validated against the Open Date selected for each request at the top of the form. If a Chartfield value is not open as of the Open Date selected, that value will not appear in the drop-down nor will it be allowed to be manually entered.
- If an employee needs to be appointed retroactively or have a Retroactive Change of Status processed in the HR Transaction system, then the Open Date needs to reflect the effective date needed to process that transaction. For example, if a new WhoKey is requested in September 2016 but that WhoKey is needed for a Retroactive COS to be processed with a July 1, 2015 effective date, then the Open Date used must be 7/1/2015 to work in the HR Transaction system.
- Fields are pre-populated where appropriate and the value can be manually updated if desired. Examples are Department, Subdepartment, Grant/Program, Cost Center and Close Date.
- Requests must have all required fields populated and valid combinations used per established business rules within the application, for the initiator to select *"Save"* or *"Save and Submit to Workflow"*. Various application errors are displayed, upon selecting *"Save"* or *"Save and Submit to Workflow"* for data entered that does not meet the rules.
- There is **not** an option to save a request in an incomplete status to return to later to finish for submittal.
- To *"cancel"* a Department, Subdepartment, Grant/Program, WhoKey only or Cost Center form request not yet submitted, you can click on the Home link and the request will not be saved.
- New Chartfield Department, Subdepartment and Grant/Program values previously requested within the application that are in a status other than *"Completed"*, are not available to be used in another request, until the prior transaction has been approved through Workflow and loaded to the GL. For example, if a new Department has been requested to be set up by one initiator, and that request has been Saved or is in-process of routing through Workflow, that Department value will not be available through the drop-downs or by manually typing in the value, for any subsequent requests, until the original request is approved in Workflow and loaded to the GL.
- An initiated request that duplicates an existing request from the same initiator or someone else, in any status in the CF & WK application cannot use *Save* or *Save and Submit to Workflow*. Either the initial request should be completed through Workflow or voided so a new request can be created within the application.
- Some supplemental information related to the Chartfields and WhoKeys requested at time of set up is now required to be input and submitted as part of the request. Examples include WhoKey Owner, Reviewer and Departmental Administrator role population and Gift support.
- While navigating through the CF & WK application, all actions will cause navigation to occur in the same window. If you would like to have multiple windows or tabs open at the same time within the application, right click on any of the links in the application header (Chartfield, Home, Request History/Search) to open a 2nd window or tab.
- All submitted request form types are routed through established Universal Workflow routes. The CF & WK application rules require that all requests route to the Institutional Roles Business Officer (BO) and any Administrative Delegate (AD) roles set up under that person. The BO or their AD(s) must take action for each transaction submitted to Workflow according to the Org # associated with the request. An Org or Department may also optionally establish Custom Office or Default Office routes for use with the CF & WK requests, as necessary to meet their own needs.

What are common features, controls and business rules across requests (continued)?

- Permitted or Required individuals on the Workflow route can approve, void or edit certain fields for submitted transactions.
- Within Workflow, individuals on the approval route can add comments and attachments to the transaction. This functionality is not currently available within the CF & WK application, therefore the initiator cannot add comments or attachments in Workflow unless he/she is also added as an approver by another person on the Workflow route.
- Email notifications are sent to the initiator and all individuals on the Workflow route for completed packages.
- Email notifications are sent to the initiator and previous individuals on the Workflow route for voided and edited packages.
- Email notification of completed Department requests are sent to the Payroll Office if the check box is "Yes" when asked if employees will be appointed to this department. The Budget Development Office will be notified for all completed Department requests.
- Information from approved requests is loaded to and available for usage in the General Ledger (GL) immediately upon completion in Workflow, as well as being loaded immediately to Institutional Roles and WhoKey Administration applications, as applicable.
- The initiator logged into the application will see a list of all requests that are saved, routing, completed or voided on their Request History/Search page. This page may also be used to search all requests that have been saved or processed in the application.
- If a submitted request has been submitted to Workflow but there is an integration issue with GL, Institutional Roles or WhoKey Administration applications, the request will be displayed on the initiator's Request History/Search page and the status will indicate it's in error. Once the CF & WK application administrators resolve the issue, typically within one business day, you will receive a Complete notice email and the status will be updated to Complete. This should be a rare occurrence.

Section 2: Access

The Request for General Ledger Chartfields & WhoKeys (CF & WK) application is accessible through *Employee Self Service* to all EFR Portal application users. EFR Portal application access is granted by having an Institutional Role, WhoKey role or transactional application role to PayCV, WebCV or GLJE. Contact your Business Officer for assistance if you don't have any of these roles and need to use the CF & WK application. You can see if you have any of the roles mentioned, by reviewing your security in the Financial Systems Tools (FST) application that is available in *Employee Self Service*.

Section 3: FAQs and Error Troubleshooting

- ✓ **Department request completed & receive an error when trying to submit another request that same day using the Department value:** A new Department was completed and set up in GL today through the CF & WK application. When trying to create another request the same day in the application using that Department #, the value appears in the drop down but an error is thrown when trying to save or submit the request. What does this mean and what should I do?
 - **Answer:** The error of *"Response status code does not indicate success: 422 (Unprocessable Entity)"* is thrown for any Department # set up that day in the application, when a user tries to use that value the same day in a separate request. A Workflow synch job must run that night to recognize the Department # so the separate request must wait to be submitted the next day and should then work as expected.
 - Another option to consider when setting up a new Department and you also want to set up WhoKeys that same day using the Department #: if all other WhoKey values already exist for the WhoKey(s) you want to set up, then you can use the *"Would you like to create a WhoKey for this new Department?"* functionality in the same *"Add Department"* request to set up the WhoKeys the same day as the Department.

Section 4: Navigation, Features & Request Forms

Home Page and Navigation Options:

The Home page is the first screen viewed upon logging into the application. All requests are initiated from this page by selecting the desired request form.

THE UNIVERSITY OF IOWA

Carolyn K Gritton

Chartfield Home Request History Admin

Request for General Ledger Chartfields & WhoKeys

This application is used to add **new** Chartfield values and WhoKeys in the General Ledger for the following form types: Department and Subdepartment requests can optionally create new WhoKeys using that Chartfield value. Grant/Program requests that start with '3' (Cost Share), '5' (Other - Org Unit/Departmental Programs) or '8' (Gifts) require the creation of a new WhoKey using that Grant/Program. New WhoKeys can be requested for Cost Share, Salary Cap (Grant/Program 31111111), Gifts and Other (Grant/Program 00000000 or starts with '5') accounts where all the Chartfield values within the WhoKey exist and are open in the General Ledger. Cost Center requests are limited to the faculty range of 1000-8999.

Once requests are approved through Workflow, the new record(s) is loaded to the General Ledger immediately, as well as to the WhoKey Administration and Institutional Roles applications as appropriate for the type of request. After the Chartfield or WhoKey record(s) is loaded to those applications, it is available for use.

[Add Department](#)
[Add Subdepartment](#)
[Add Grant/Program](#)
[Add WhoKey](#)
[Add Cost Center](#)

Request, submittal, completion and notifications:

1. Create a request from the proper form type selection above.
2. Submit request to Workflow for Departmental and/or Organizational Unit approval.
3. A completed Workflow email notification is sent to all approvers on the Workflow route once the request has been approved and integrated into the appropriate applications.

Navigation Options available on the black header bar from any page within the application include:

Home. You will be returned to the home page no matter where you are at within the application.

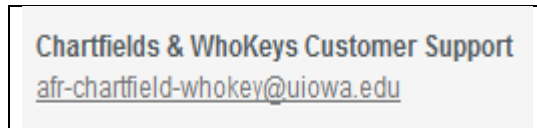
TIP: If you are in-process of filling out a request and have not yet selected '**Save**' or '**Save and Submit to Workflow**' and you click on the Home link, your request form will be lost without providing you a warning message. If that occurs you will need to start your request again.

Other features and information available on the Home page and all pages within the application:

- Always Logout of the application to close it, by clicking on the down arrow under the name logged in to the application at the top right:



- Customer support email is listed at the bottom right of all pages as afr-chartfield-whokey@uiowa.edu:



[Request History/Search](#). This provides the user logged into the application with a complete list of all requests initiated by him/her that have been saved, completed, voided, in-process of routing or have an integration error. Additionally the user can use this page to search on any requests by using the Advanced Search option.

Admin. This option will only be displayed for Accounting and Financial Reporting and Grant Accounting Office staff supporting the application. Campus users will not see this tab.

Request Form: Add Department

This form type allows an initiator to request a new Department value for an open Organizational (Org) Unit. For this application, each Org Unit has been assigned a range of Department values that can be used to request new Departments. These ranges are viewable in the application as well as being displayed in the [Accounting Code Manual \(ACM\)](#) in the Department and Subdepartment section.

A Subdepartment value of '00000' is automatically set up with all Department requests and is the only value that is set up with the initial request for a new Department. In the same request, the initiator can optionally request to create up to ten new WhoKeys (sub form or "Add On") using that Department/Subdepartment value for Grant/Program of '00000000' or begins with a '5'.

Department Request Form

Will this be considered the HR "department of ownership" for any employees such that HR Transaction Forms will be used to appoint or transfer employees to this Department?

☐ Yes
☐ No

Open Date

?

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Organizational Unit

- select Org -

Department

Return to Pre-populated Number

Department Ranges

The next available number will be pre-populated but can be manually updated to a new value within the Department range for the Org Unit selected

Subdepartment '00000' is automatically created with a new Department request

Description

Please enter 5-30 characters

Department Administrator

- enter hawkid -

Search

?

Would you like to create a WhoKey for this new Department?

☐ Yes, add WhoKey
☐ No, don't add a WhoKey

The "Would you like to create a WhoKey for this new Department?" question will become available when the Department form is valid.

Unique fields & business rules for the Department form

Will this Department be used for HR Transaction Forms? An answer of "Yes" indicates this new Department will have employees appointed to it and notification is sent to the Payroll Office upon the request being approved in Workflow, e.g. a "Completed" status.

Open Date. The date may be the 1st day of any past or current month, using the format of: MM/DD/YYYY. It can be manually entered or selected from a date picker and defaults to the 1st day of the month that the request is created. Since the WhoKey drives when an accounting transaction can be posted, based on the WhoKey's open and close date, any WhoKey set up using the Department value requested can be set up using any day/month/year for past, current or future months. Future dates are not allowed for the

Department chartfield portion of the request due to integration issues with other applications (E.g. Workflow, Institutional Roles and Secondary Security).

Chartfield drop-down values are validated against the Open Date, as well as any manually entered values. If a Chartfield value is not open as of the Open Date selected, that value will not appear in the drop-downs nor will it be valid in a manually entered field.

Department. This represents a reporting entity defined by the Board of Regents, central administration or the Org Unit to meet reporting requirements. The next available non-existing value (e.g. value does not already exist in GL or value has not been previously saved or submitted through this application) is pre-populated based on the Org Unit selected. It can be manually changed to another non-existing value within the Department range for the selected Org Unit. To retrieve the system-generated value, click on "Return to Pre-populated Number".

The '00000' Subdepartment value is automatically created and its description is carried in GL for the 4-digit department. In GL, Department and Subdepartment are a single 9-digit field and it's the '00000' last 5-digits of the 9-digit field that is used to create the 4-digit Department # and description that is displayed on various GLDSS online and EFR Summary reports.

Description. This text appears on GL-related reports and applications and should describe the Department. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

Department Administrator. This represents the individual who has responsibility for planning, directing and managing the fiscal and/or administrative functions of a department and will be added to Institutional Roles with the Department record. A valid, active Hawkid can be manually entered or selected by using the person search option (magnifying glass).

"Would you like to create a WhoKey for this new Department?" This field is not available to select a "Yes, add WhoKey" or "No, don't add a WhoKey", until all required fields have been populated and the business rules specific to the Department Request form have been met. This means that any errors that appear in a red box below the field with an error, must be resolved. Once the Department form up until this point is valid, the radio buttons will be enabled. Either the "Yes" or "No" button must be selected before the entire Department form is valid and the "Save" or "Save and Submit to Workflow" buttons are enabled to be selected.

- ✓ **Yes, add WhoKey** – selecting this will then make the WhoKey Request form #1 page appear with all the fields that are required and optional, to be completed.
- ✓ **No, don't add WhoKey** – selecting this will enable the "Save" and "Save and Submit to Workflow" buttons to select one of them to complete the Department form. A Department can be requested to be set up in the GL initially without requesting for any WhoKeys to be set up at the same time.

When the ***“Yes, add WhoKey”*** is selected, the following becomes available:

- Up to ten WhoKeys can be requested in the same request and will be bundled together in the same Workflow package for routing approvals.
- For each WhoKey form added, you can select *“Cancel this WhoKey Request”* to only cancel that specific WhoKey or all required fields must be populated and the rules met for each WhoKey form to be valid before the bundled Department and WhoKey(s) are available to select *“Save”* or *“Save and Submit to Workflow”* to complete the request.
- When one or up to ten WhoKey forms are enabled to be completed with the Department form, each related form will appear and the WhoKey forms will be numbered from #1-#10. You can click on the name of each form and it will expand or open that specific form. Clicking on it again will close or collapse that specific form.



Department Request Form	>
WhoKey Request Form #1	>
WhoKey Request Form #2	>

The optional WhoKey Request “Add On” sub form that appears when *“Yes, add WhoKey”* is selected is shown on the next page, along with unique fields for this form when it’s bundled with a Department request.

NOTE: The optional WhoKey Request sub form (“Add On”) for both the Department and Subdepartment Request forms looks the same and the rules applied are the same for both form types.

WhoKey Request sub form (“Add On”) tied to the Department form.

Department Request Form

WhoKey Request Form #1

[Cancel this WhoKey Request](#)

WhoKey Type Other account (Grant/Program 00000000 or begins with 5)

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Fund - select Fund -

Organizational Unit 05

Department 0319

Subdepartment 00000

Grant/Program

Function - select Function -

Description

Please enter 5-30 characters

WhoKey Purpose

Max of 2000 characters.

WhoKey Owner - enter hawkid -

WhoKey Reviewer - enter hawkid -

[+ Toggle Secondary Reviewers \(Optional\)](#)

Close Date 12/31/2099

Would you like to create another WhoKey for this new Department? ☐ [Yes, add another WhoKey](#) ☐ [No, don't add another WhoKey](#)

The "Would you like to create another WhoKey for this new Department?" question will become available when the WhoKey Request form is valid.

[Cancel this WhoKey Request](#)

Unique fields & business rules for the WhoKey sub form(s) tied to the Department form

The Org Unit, Department and Subdepartment are pre-populated and are not allowed to be changed, as the WhoKey request is tied to the original Department request.

Description. This appears on GL-related reports and applications and should describe the WhoKey. It is defaulted in based on the rules below but can be manually updated. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

- ✓ Grant/Program value='00000000' then 9-digit Department/Subdepartment description is defaulted.
- ✓ Grant/Program value begins with a '5' then that Grant/Program description is defaulted.

The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add Subdepartment

This form type allows an initiator to request a new Subdepartment value for an already open Department. In the same request, the initiator can optionally request to create up to ten new WhoKeys using that Department and the new Subdepartment value for Grant/Program of '00000000' or begins with a '5'.

Subdepartment Request Form

Open Date Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Organizational Unit

Department

Subdepartment Return to Pre-populated Number
The next available number will be pre-populated but can be manually updated to a new value

Description
Please enter 5-30 characters

Subdepartment Administrator (Optional)

Would you like to create a WhoKey for this new Subdepartment? ☐ Yes, add WhoKey ☐ No, don't add a WhoKey
The "Would you like to create a WhoKey for this new Subdepartment?" question will become available when the Subdepartment form is valid.

Unique fields & business rules for the Subdepartment form

Open Date. The date may be the 1st day of any past or current month, using the format of: MM/DD/YYYY. It can be manually entered or selected from a date picker and defaults to the 1st day of the month that the request is created. Since the WhoKey drives when an accounting transaction can be posted, based on the WhoKey's open and close date, any WhoKey set up using the Department/Subdepartment value requested can be set up using any day/month/year for past, current or future months. Future dates are not allowed for the Subdepartment chartfield portion of the request due to integration issues it causes with other applications (E.g. Workflow, Institutional Roles and Secondary Security).

Chartfield drop-down values are validated against the Open Date, as well as any manually entered values. If a Chartfield value is not open as of the Open Date selected, that value will not appear in the drop-downs nor will it be valid in a manually entered field.

Department. Based on the Org Unit selected, choose the open GL Department from the drop down.

Subdepartment. The next available non-existing value (e.g. value does not already exist in GL or value has not been previously saved or submitted through this application) is pre-populated based on the Org Unit and Department selected. It can be manually changed to another non-existing value. To retrieve the system-generated value, click on "Return to Pre-populated Number".

Description. This text will appear on GL-related reports and applications that should describe the Subdepartment. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

Subdepartment Administrator (Optional). This is the individual who has responsibility for planning, directing and managing the fiscal and/or administrative functions of a Subdepartment and will be added to Institutional Roles with the Subdepartment record. A valid, active Hawkid can be manually entered or selected by using the person search option (magnifying glass).

“Would you like to create a WhoKey for this new Subdepartment?” - WhoKey Request sub form (“Add On”) is **Optional** and tied to the Subdepartment form. It functionally works the same as the Department WhoKey “Add On”. The remaining fields in common are covered in the [Add WhoKey](#) section.

Request Form: Add Grant/Program

This form type allows an initiator to request a new single Grant/Program value and also requires that a new single WhoKey using the new Grant/Program be set up at the same time. All Grant/Program form types bundle the request for a new Grant/Program along with requesting a new WhoKey using that Grant/Program. In the same request, the initiator can optionally request to create up to an additional ten new WhoKeys using that Grant/Program value, where the same form type will be applied for the added WhoKeys as the form type for the Grant/Program form. The application is currently limited to the following three form types for Grant/Programs: *Gift (begins with '8')*, *Cost Share (begins with '3')* and *Other (Grant/Program begins with 5)*.

All three Grant/Program request forms will require specific data in order for the initiator to “Save” or “Save and Submit to Workflow” in order to complete the request. However each sub form type may also require additional information unique to the type of account being requested.

Below is a glossary of the standard data fields included for all three Grant/Program request forms. All fields are required unless noted otherwise.

Standard (common) data fields for all Grant/Program forms

Grant/Program Type. Select the type of Grant/Program value to be requested.

Open Date. This represents the date that the Grant/Program and related WhoKey set up with it can be used to post transactions. It can be manually entered or selected from a date picker. The selected date may be any day/month/year for past, current, or future months, using the format of: MM/DD/YYYY. Chartfield drop-down values (e.g. Fund, Org, Dept, Subdept and Function) are validated against the Open Date. If a Chartfield value is not open as of the Open Date selected, that value will not appear in the drop-down.

Fund. Per NACUBO, this Chartfield is intended: “To satisfy the requirement to account properly for the diversity of resources and their use, the principles and practices of 'fund accounting' are employed.” It is important for internal and external reporting purposes, to select the appropriate fund for the intended usage of the account set up. Select a value from a drop-down list based on open Fund values in the GL that are allowable per specific rules approved by AFR & GAO staff for each form type.

Organizational Unit. This Chartfield groups like departments for reporting. Individual Org Unit values are grouped by central administration, colleges, other academic, auxiliary & related organizations and healthcare units. Select a value from a drop-down list based on open Org Unit values in the GL that are allowable per specific rules approved by AFR & GAO staff for each form type and the Fund chosen.

Department. This Chartfield is a reporting entity either defined by the Board of Regents, central administration or by the Org Unit to meet reporting requirements. A department can only be set up under one Org Unit. Select a value from a drop-down list based on open Department values in the GL that are tied to the Org Unit chosen.

Subdepartment. This Chartfield is tied to the Department and allows for the department to separate financial information into more detail. Select a value from a drop-down list based on open Subdepartment values in the GL that are tied to the Department chosen.

Standard (common) data fields for all Grant/Program forms (continued)
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Grant/Program. This Chartfield is used to indicate Grants/Contracts, Cost Sharing, Organizational unit/Departmental programs and Gifts. Depending on the specific form type it may default, be un-editable or can be entered to/updated manually.

Function. This Chartfield is used by the University to group expenses for internal and external reporting purposes, according to the purpose for which costs are incurred, according to NACUBO and other federal guidelines. Select a value from a drop-down list based on open Function values in the GL that are allowable per specific rules approved by AFR & GAO staff for each form type and the Fund chosen.

Description. This field will appear on various GL-related reports and applications that should describe the G/P and the related WhoKey. Depending on the specific form type it may default, be uneditable or can be entered to/updated manually. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

Note: This description will be applied for both the Grant/Program and related WhoKey created within these forms and cannot be updated within this application at this time.

WhoKey Purpose. This field should accurately describe the reason for establishing the account and for what activity it is intended to track transactions. Depending on the specific form type it may default, be uneditable or can be entered to/updated manually. It is a max of 2000 characters.

WhoKey Owner. This represents the individual who has general decision-making authority over the account and fiscal responsibility & accountability for the account. A valid, active non-student Hawkid is allowable. Depending on the specific form type it may default, can be manually entered or selected by using the person search option (magnifying glass).

WhoKey Reviewer. This represents the individual who has responsibility for reviewing transactions & reconciling the TDR. It may be manually entered with a valid, active Hawkid or by using the person Search option (magnifying glass). The individual can not be the same as either of the WhoKey Secondary Reviewers.

+ Toggle Secondary Reviewers (Optional): This represents, in addition to the Account Reviewer, that up to two Secondary Reviewers may be assigned to an account for reviewing transactions & reconciling the TDR. WhoKey Secondary Reviewer 1 and/or 2 can be manually entered with a valid, active Hawkid or by using the person search option (magnifying glass icon). The individuals can not be the same as the WhoKey Reviewer and the other Secondary Reviewer role. These fields are accessible by clicking on the toggle icon to display the fields and click again to hide the fields.

Close Date. This represents the date that the Grant/Program and related WhoKey should be closed to posting "original" transactions, like payroll and purchasing expenses, with the intention of zeroing the account out to be inactivated. The default is 12/31/2099. It can be manually changed or another date selected from a date picker. The date may be any day/month/year for past, current or future dates as long as the Close Date is in the future and is later than the Open Date, using the format of: MM/DD/YYYY.

“Would you like to create another WhoKey for this new Grant/Program?” This field is not available to select a “Yes, add WhoKey” or “No, don’t add a WhoKey”, until all required fields have been populated and the business rules specific to the Grant/Program Request form have been met. This means that any errors that appear in a red box below the field with an error, must be resolved. Once the Grant/Program form up until this point is valid, the radio buttons will be enabled. Either the “Yes” or “No” button must be selected before the entire Grant/Program form is valid and the “Save” or “Save and Submit to Workflow” buttons are enabled to be selected.

- ✓ ***Yes, add WhoKey*** – selecting this will then make the WhoKey Request form #1 page appear with all the fields that are required and optional, to be completed. The same form type will be applied for the added WhoKeys as the form type for the Grant/Program form.
- ✓ ***No, don’t add WhoKey*** – selecting this will enable the “Save” and “Save and Submit to Workflow” buttons to select one of them to complete the Grant/Program form, which includes a WhoKey within the request.

When the ***Yes, add WhoKey*** is selected, the following becomes available:

- Up to eleven WhoKeys can be requested in the same request, ten being from the WhoKey Add Ons and will be bundled together in the same Workflow package for routing approvals.
- For each WhoKey form added, you can select “Cancel this WhoKey Request” to only cancel that specific WhoKey or all required fields must be populated and the rules met for each WhoKey form to be valid before the bundled Grant/Program and WhoKey(s) are available to select “Save” or “Save and Submit to Workflow” to complete the request.
- When one or up to ten WhoKey forms are enabled to be completed with the Grant/Program form, each related form will appear and the WhoKey forms will be numbered from #1-#10. You can click on the name of each form and it will expand or open that specific form. Clicking on it again will close or collapse that specific form.



Grant/Program Request Form	>
WhoKey Request Form #1	>
WhoKey Request Form #2	>

The optional WhoKey Request “Add On” sub form that appears when “Yes, add WhoKey” is selected is shown on the next page, along with unique fields for this form when it’s bundled with a Grant/Program request.

WhoKey Request sub form (“Add On”) tied to the Grant/Program form (example from Other type).

Grant/Program Request Form

WhoKey Request Form #1

Cancel this WhoKey Request

WhoKey Type Other account (Grant/Program 00000000 or begins with 5)

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Fund - select Fund -

Organizational Unit 05

Department 0305

Subdepartment - select Subdept -

Grant/Program 50340005

Function - select Function -

Description testjiafda

Please enter 5-30 characters

WhoKey Purpose

Max of 2000 characters.

WhoKey Owner - enter hawkid -

WhoKey Reviewer - enter hawkid -

Toggle Secondary Reviewers (Optional)

Close Date 12/31/2099

Would you like to create another WhoKey for this new Grant/Program

☐ Yes, add another WhoKey
 ☐ No, don't add another WhoKey

The "Would you like to create another WhoKey for this new Grant/Program?" question will become available when the WhoKey Request form is valid.

Cancel this WhoKey Request

Unique fields & business rules for the WhoKey sub form(s) tied to the Grant/Program form

The WhoKey Type, Org Unit, Department and Grant/Program are pre-populated and are not allowed to be changed, as the WhoKey request is tied to the original Grant/Program request.

Special business rules for the WhoKey sub form(s) tied to the Grant/Program form**Sub form – All**

Open Date. Open date on the sub form should be on or after the Grant/Program form Chartfield Open date using the format of: MM/DD/YYYY. This represents the date the WhoKey set up can be used to post transactions. It can be manually entered or selected from a date picker. Chartfield drop-down values (e.g. Fund, Org, Dept, Subdept and Function) are validated against the Open Date. If a Chartfield value is not open as of the Open Date selected, that value will not appear in the drop-down.

Sub form – Gift account

Description. Defaulted from the description field from the Grant/Program form, as that description applies to the Grant/Program Chartfield and the WhoKey on the Grant/Program form, but can be manually updated. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters. This appears on GL-related reports and applications and should describe the WhoKey.

Sub form – Cost Share account

Description. Defaulted from the description field from the Grant/Program form and cannot be manually updated.

WhoKey Purpose. Defaulted from the WhoKey purpose field from the Grant/Program form and cannot be manually updated.

Sub form – Other

Description. Defaulted from the description field from the Grant/Program form, as that description applies to the Grant/Program Chartfield and the WhoKey on the Grant/Program form, but can be manually updated. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters. This appears on GL-related reports and applications and should describe the WhoKey.

The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add Grant/Program – Gift Account

This form type allows an initiator to request a new single Gift account Grant/Program value and also requires that a new WhoKey using the new Grant/Program be set up at the same time. The Gift account form type bundles the request for a new Gift account Grant/Program along with requesting a new Gift account WhoKey using that Grant/Program value.

Unique fields & business rules for the Grant/Program – Gift account form

Source of Gift. Choosing "UI Foundation" or "Deposited Directly" should be based on how the Gift account will be funded. Depending on the Source of Gift selected, the Initiator will then be required to provide additional details specific to the source.

If **"UI Foundation"** is selected, the Initiator will be asked to provide the Category of Gift and UI Foundation Number

The screenshot shows the 'Grant/Program Request Form' interface. It contains the following fields and options:

- Grant/Program Type:** A dropdown menu with 'Gift account' selected.
- Source of Gift:** A dropdown menu with 'UI Foundation' selected.
- Category of Gift:** A dropdown menu with options: '- select category of gift -', 'Restricted (1:1)', and 'Discretionary (1:many)'. 'Restricted (1:1)' is currently selected.
- UI Foundation Account Number:** A text input field with a placeholder 'Format 00-000-000'.

Category of Gift. Can be "Restricted (1:1)" or "Discretionary (Not 1:1)".


- ✓ Select **"Restricted (1:1)"** if the donor has established specific instructions or restrictions for how the gift is allowed to be used. With specific donor restrictions, the Gift account must be funded by and used only as UI Foundation Account. The UI Foundation Account Number is required.
- ✓ Select **"Discretionary (Not 1:1)"** if the donor(s) has not established any specific instructions or restrictions for how the gift is allowed to be used. A discretionary Gift account can be funded by more than one UI Foundation Account (maximum of five). At least one UI Foundation Account Number is required. UI foundation number that has already been used with another request can be used again in this form.


UI Foundation Account Number. Enter the UI Foundation Account Number that will be funding the new Gift Grant/Program. The UI Foundation Accounting Number should be entered using the format 3x-xxx-xxx.


Add additional (Up to 5). This field will only be available if the initiator selects Discretionary as the Category of Gift. If there is more than one UI Foundation account that will fund the new Gift Grant/Program, all UI Foundation account numbers must be provided. Grant Accounting allows a maximum of 5 UI Foundation Account numbers.

If **"Deposited Directly"** is selected, the initiator will be asked to provide Donor Intent.

Grant/Program Request Form



Grant/Program Type 


Source of Gift ☒ Deposited Directly 
Please verify that the check is made out to the foundation

Donor Intent 
Where is the money coming from and Donor Intent. Max 2000 characters.

Donor Intent should include the name of the Donor along with the Donor's Intent.

All remaining data fields will be the same regardless of the funding source of the gift, and those unique to both Gift request forms are as follows:


Open Date  
 Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.


Fund 

Organizational Unit


Department


Subdepartment


Grant/Program 



Function 

Description
Please enter 5-30 characters

WhoKey Purpose 
Max of 2000 characters.

WhoKey Owner 

WhoKey Reviewer 

Close Date  

Would you like to create another WhoKey for this new Grant/Program ☒ Yes, add WhoKey ☐ No, don't add a WhoKey
The "Would you like to create another WhoKey for this new Grant/Program?" question will become available when the Grant/Program form is valid.

Fund. WhoKeys established for a Gift will always be assigned Fund 520. This field is not editable.

Grant/Program. The first digit (Grant/Program ID) of any Gift account will be '8'.

- ✓ If the *Source of Gift* is "UI Foundation Account"/"Restricted (1:1)" the first value of the account number entered in the field *UI Foundation Account Number* will be replaced with an '8' to become the default Grant/Program value.
- ✓ If the *Source of Gift* is "UI Foundation Account"/"Discretionary (Not 1:1)" or "Deposited Directly", the field will default as "XXXXXXXX". The Grant/Program value will be assigned by Grant Accounting during the review process.

Description. The description assigned to the new Gift Grant/Program number (and the WhoKey established with it) in the GL. It must be between 5-30 characters and can use a combination of upper/lower case letters, numbers and special characters.

Common fields: The remaining fields in common for this form are covered in the [Add Grant/Program](#) section.

Request Form: Add Grant/Program – Cost Share account

This form type allows an initiator to request a new single Cost Share account Grant/Program value and also requires that a new WhoKey using the new Grant/Program be set up at the same time. The Cost Share account form type bundles the request for a new Cost Share account Grant/Program along with requesting a new Cost Share account WhoKey using that Grant/Program value.

Grant/Program Request Form

Grant/Program Type

Cost Share account

Open Date

6/7/2017

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Existing Grant/Program

11188400

Change Grant Accounting Record

Existing BRF

04

Grant Accounting Contact

Ryan J Behrens

Fund

- select Fund -

Organizational Unit

17 - Carver College of Medicine

Department

3120 - Microbiology

Subdepartment

00000 - Microbiology

Grant/Program

31188400

Function

- select Function -

BRF

04

Description

C/S NIH NIAID - Regulation of

Please enter 5-30 characters

WhoKey Purpose

Meet Cost Share Commitment of NIH NIAID - Regulation of Pseu

Max of 2000 characters.

WhoKey Owner

yahrt

Search

Timothy Yahr

WhoKey Reviewer

- enter hawkid -

Search

Toggle Secondary Reviewers (Optional)

Close Date

12/31/2099

Would you like to create another WhoKey for this new Grant/Program

☒ Yes, add WhoKey
☐ No, don't add a WhoKey

The "Would you like to create another WhoKey for this new Grant/Program?" question will become available when the Grant/Program form is valid.

Save

Save and Submit to Workflow

Unique fields & business rules for the Grant/Program – Cost Share account form

Existing Grant/Program. The initiator must enter the 8-digit Grant/Program value established by the Grant Accounting Office for the specific sponsored project for which the Cost Share account is required. It can be found on the Award Activation Authorization Notice (AAAN) that was issued along with the award documentation. The 8-digit Grant/Program value must begin with 1 or 2.

Change Grant Accounting Record. This button will only appear when the *Existing Grant/Program* value entered has more than one BRF, and allows the form initiator to change a previously entered/selected Grant Program + BR. This button is only visible on the Parent Grant/Program form.

Existing BRF (Budget Reference Field). This field is based on the 8-digit Existing Grant Program value entered above. If only one BR exists with the Existing Grant Program value, it will be the default. However if more than one BRF exists, the initiator will be required to select one. The Existing Grant/Program value and BR must be established and active in GL in order for it to be used to request a new Cost Share Grant/Program value.

Grant Accounting Contact. This field will auto populate based on the “Existing Grant/Program” entered above and identifies the individual, from the Grant Accounting Office, who oversees the award.

Grant/Program. This field will auto populate based on the “Existing Grant/Program” entered above, where the first digit will be replaced by a ‘3’.

BRF. Will default from the “Existing BRF” field.

Description. The description assigned to the new Cost Share Grant/Program number (and the WhoKey established with it) in the GL. This field will default with the text “C/S....” followed by the GL description of the “Existing Grant/Program”. The field will not be editable. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

WhoKey Purpose. This field will default with the text “Meet Cost Share Commitment of...” followed by the GL description of the “Existing Grant/Program” and will not be editable. It is a max 2000 characters.

WhoKey Owner. The Principal Investigator (PI) of the “Existing Grant/Program” will automatically default in as the new Cost Share WhoKey Owner. The field is editable.

Common fields: The remaining fields in common for this form are covered in the [Add Grant/Program](#) section.

Request Form: Add Grant/Program – Other account (Grant/Program begins with 5)

This form type allows an initiator to request a new single Grant/Program value that begins with a '5' and also requires that a single WhoKey using the new Grant/Program be set up at the same time. In the same request, the initiator can optionally request to create up to ten new WhoKeys using that Grant/Program value, where the same form type will be applied for the added WhoKeys as the form type for the Grant/Program form. The Grant/Program Other account form type bundles the request for a new Other account Grant/Program along with requesting a new Other account WhoKey using that Grant/Program value.

Grant/Program Request Form

Grant/Program Type
Other account (Grant/Program begins with 5)

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Fund

- select Fund -

Organizational Unit

- select Org -

Department

- select Dept -

Subdepartment

- select Subdept -

Grant/Program

Return to Pre-populated Number

Function

- select Function -

Description

Please enter 5-30 characters

WhoKey Purpose

Max of 2000 characters.

WhoKey Owner

- enter hawkid -

Search

WhoKey Reviewer

- enter hawkid -

Search

+ Toggle Secondary Reviewers (Optional)

Close Date

12/31/2099

Would you like to create another WhoKey for this new Grant/Program

☐ Yes, add WhoKey
☐ No, don't add a WhoKey

The "Would you like to create another WhoKey for this new Grant/Program?" question will become available when the Grant/Program form is valid.

Save

Save and Submit to Workflow

Unique fields & business rules for the Grant/Program – Other account (G/P begins with 5) form

Fund, Org Unit, Department, Subdepartment and Function fields for the G/P – Other and WhoKey – Other forms are drop-down menus that utilize cascading parameters and certain rules are built in to assist with requesting, and in turn establishing, a valid WhoKey in GL for usage in accounting transactions. A Fund must first be selected before the Org Unit drop-down list is available. This is due to only allowing certain Org Units to be valid with the Fund selected. Once the Org Unit is selected, the Department drop-down list is available based on the specific Departments that are open with the Org Unit selected. The same rules are true for the Subdepartment drop-down list. The Function drop-down list is based on the Fund selected and is available once the Fund has been selected.

Fiduciary Fund. If a Fiduciary Fund value (e.g., 952-989) is selected, a pop up box will appear that explains the purpose of a Fiduciary account. The initiator must validate that the account requested qualifies as a Fiduciary Fund based on the information provided, by selecting “*Qualifies as Fiduciary Fund account*”. If the account does not qualify, the initiator should select “*Does not qualify as Fiduciary Fund account*” and the Fund value will be cleared from the drop-down, requiring another Fund to be selected.

Note: Fiduciary Funds are used to account for assets held by the University as custodian or fiscal agent for others. From a financial reporting perspective, Fiduciary Fund balances do not belong to the University so it is important for careful consideration be given whether a new WhoKey should be a Fiduciary Fund account or not since there are downstream reporting implications that could over or understate revenue and expenditures if the WhoKey is classified incorrectly.

Grant/Program. This is used to indicate an Org Unit/Departmental program. The next available non-existing Grant/Program value (e.g. value does not already exist in GL or value has not been previously saved or submitted through this application) that begins with a ‘5’ is pre-populated based on the Org Unit selected. It can be manually changed to another non-existing value within the Department range for the selected Org Unit. To retrieve the system-generated value, click on “Return to Pre-populated Number”.

Note: Each Org Unit has been assigned a range of Grant/Program ID ‘5’ Org Unit/Departmental Program values that can be used to request new Grant/Programs and related WhoKeys. These ranges are viewable by clicking on the “?” icon next to the “Return to Pre-populated Number” field.

Description. This appears on GL-related reports and applications that should describe both the G/P and the related WhoKey. It is manually entered, must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

WhoKey Purpose. This should accurately describe the reason for establishing the account and for what activity it is intended to track transactions. It is manually entered and is a max of 2000 characters.

WhoKey Owner. This is the individual who has general decision-making authority over the account and fiscal responsibility & accountability for the account. A valid, active non-student Hawkid can be manually entered or selected by using the person search option (magnifying glass).

Common fields: The remaining fields in common for this form are covered in the [Add Grant/Program](#) section.

Request Form: Add WhoKey

This form type allows an initiator to optionally request to create up to eleven WhoKeys within the same form type when all individual Chartfield values associated with the request already exist and are open in GL. The Chartfield values for the WhoKey include Fund, Org Unit, Department, Subdepartment, Grant/Program and Function. The application currently includes the following form types for WhoKeys: *Gift account, Cost Share account, Salary Cap account and Other account (Grant/Program 00000000 or begins with 5)*.

All four WhoKey request forms will require certain common data fields and information in order for the initiator to complete and submit the request to Workflow. However, each specific form type may also require additional information unique to the type of account being requested.

Below is a glossary of the standard data fields included with the four Add WhoKey request forms.

Standard (common) data fields & business rules for all WhoKey forms

WhoKey Type. Select the type of WhoKey to be requested.

Open Date. This represents the date that the WhoKey can be used to post transactions. It can be manually entered or selected from a date picker. The date may be any day/month/year for past, current, or future months, using the format of: MM/DD/YYYY. Chartfield drop-down values (e.g. Fund, Org, Dept, Subdept and Function) are validated against the Open Date, as well as the manually entered Grant/Program value. If a Chartfield value is not open as of the Open Date selected, that value will not appear in the drop-downs nor will it be valid in a manually entered field (e.g. Grant/Program).

Note: An error message of “This Chartfield is not Active for the current Open Date. The Open Date of this form request must be on or after mm/dd/yyyy” will be displayed if a Grant/Program value is entered that has an Open Date > the Open Date selected in the request.

- Example: If an Open Date of 3/1/2016 is selected for a new WhoKey request and the Grant/Program entered for the request has an Open Date in GL of 7/1/2016, the error message will be displayed and the request cannot be Saved or Submitted until the request form is updated with valid data.

Note: If the WhoKey is needed to appoint an employee or process a retroactive Change of Status (COS) in the HR Transaction system, the WhoKey must be set up with an Open Date <= to the HR appointment or COS effective date.

- Example: A new WhoKey is set up with a 3/5/2016 Open Date and an HR COS needs to be submitted retroactively with a 7/1/2015 effective date. The Open Date of the WhoKey should have been set up with a 7/1/2015 date, for the COS to pass validation edits in the HR Transaction system.

Fund. Per NACUBO, this Chartfield is intended: “To satisfy the requirement to account properly for the diversity of resources and their use, the principles and practices of 'fund accounting' are employed.” It is important for internal and external reporting purposes, to select the appropriate fund for the intended usage of the account set up. Select a value from a drop-down list based on open Fund values in the GL that are allowable per specific rules approved by AFR & GAO staff for each form type.

Organizational Unit. This Chartfield groups like departments for reporting. Individual Org Unit values are grouped by central administration, colleges, other academic, auxiliary & related organizations and healthcare units. Select a value from a drop-down list based on open Org Unit values in the GL that are allowable per specific rules approved by AFR & GAO staff for each form type and the Fund chosen.

Department. This Chartfield is a reporting entity either defined by the Board of Regents, central administration or by the Org Unit to meet reporting requirements. A department can only be set up under one Org Unit. Select a value from a drop-down list based on open Department values in the GL that are tied to the Org Unit chosen.

Subdepartment. This Chartfield is tied to the Department and allows for the department to separate financial information into more detail. Select a value from a drop-down list based on open Subdepartment values in the GL that are tied to the Department chosen.

Grant/Program. This Chartfield is used to indicate Grants/Contracts, Cost Sharing, Organizational Unit/Departmental programs and Gifts. Depending on the specific form type it may default, be un-editable or can be entered to/updated manually.

Function. This Chartfield is used by the University to group expenses for internal and external reporting purposes, according to the purpose for which costs are incurred, according to NACUBO and other federal guidelines. Select a value from a drop-down list based on open Function values in the GL that are allowable per specific rules approved by AFR & GAO staff for each form type and the Fund chosen.

Description. This text will appear on GL-related reports and applications that should describe the WhoKey. Depending on the specific form type it may default, be uneditable or can be entered to/updated manually. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

WhoKey Purpose. This text should accurately describe the reason for establishing the account and for what activity it is intended to track transactions. Depending on the specific form type it may default, be uneditable or can be entered to/updated manually. It is a max of 2000 characters.

WhoKey Owner. This represents the individual who has general decision-making authority over the account and fiscal responsibility & accountability for the account. A valid, active non-student Hawkid is allowable. Depending on the specific form type it may default, can be manually entered or selected by using the person search option (magnifying glass).

WhoKey Reviewer. This represents the individual who has responsibility for reviewing transactions & reconciling the TDR. It is manually entered with a valid, active Hawkid or by using the person Search option (magnifying glass). The individual can not be the same as either of the WhoKey Secondary Reviewers.

+ Toggle Secondary Reviewers (Optional): This represents, in addition to the Account Reviewer, that up to two Secondary Reviewers may be assigned to an account for reviewing transactions & reconciling the TDR. WhoKey Secondary Reviewer 1 and/or 2 can be manually entered with a valid, active Hawkid or by using the

person search option (magnifying glass icon). The individuals can not be the same as the WhoKey Reviewer and the other Secondary Reviewer role. These fields are accessible by clicking on the toggle icon to display the fields and click again to hide the fields.

Close Date. This represents the date that the Grant/Program and related WhoKey should be closed to posting “original” transactions, like payroll and purchasing expenses, with the intention of zeroing the account out to be inactivated. The default is 12/31/2099. It can be manually changed or another date selected from a date picker. The date may be any day/month/year for past, current or future dates as long as the Close Date is in the future and is later than the Open Date, using the format of: MM/DD/YYYY.

Note: The WhoKey cannot be used to post “original” accounting transactions like payroll, purchasing or other external or internal vendor transactions once the journal date of the transaction is \geq the Close Date of the WhoKey.

- Example: If a WhoKey has a Close Date of 3/31/2016 and the department is trying to create a Preq with a 4/15/2016 date, the Preq will throw an error of “Invalid MFK-Who Closed”.

Note: Upon selecting either the ‘Save’ or ‘Save and Submit to Workflow’ button, a validation checks if the WhoKey already exists in GL or is already in an existing saved or submitted request in the application. If the WhoKey already exists, one of the following error messages will be displayed and the request cannot be saved or submitted:

- Exists in GL: “This WhoKey already exists in the General Ledger”
- Exists in CF & WK application in a saved status: “This WhoKey request is in process”
- Exists in CF & WK application & is routing in Workflow: “This WhoKey request has been previously submitted to workflow”

“Would you like to create another WhoKey?” This field is not available to select a “Yes, add WhoKey” or “No, don’t add a WhoKey”, until all required fields have been populated and the business rules specific to the WhoKey Request form have been met. This means that any errors that appear in a red box below the field with an error, must be resolved. Once the WhoKey form up until this point is valid, the radio buttons will be enabled. Either the “Yes” or “No” button must be selected before the entire WhoKey form is valid and the “Save” or “Save and Submit to Workflow” buttons are enabled to be selected.

- ✓ **Yes, add WhoKey** – selecting this will then make the WhoKey Request form #1 page appear with all the fields that are required and optional, to be completed. The same form type will be applied for the added WhoKeys as the form type for the WhoKey form.
- ✓ **No, don’t add WhoKey** – selecting this will enable the “Save” and “Save and Submit to Workflow” buttons to select one of them to complete the WhoKey form.

When the **“Yes, add WhoKey”** is selected, the following becomes available:

- Up to eleven WhoKeys can be requested in the same request, ten being from the WhoKey Add Ons and will be bundled together in the same Workflow package for routing approvals.
- For each WhoKey form added, you can select “Cancel this WhoKey Request” to only cancel that specific WhoKey or all required fields must be populated and the rules met for each WhoKey form to be valid before the bundled WhoKey(s) are available to select “Save” or “Save and Submit to Workflow” to complete the request.

- When one or up to ten WhoKey forms are enabled to be completed with the WhoKey form, each related form will appear and the WhoKey forms will be numbered from #1-#10. You can click on the name of each form and it will expand or open that specific form. Clicking on it again will close or collapse that specific form.

WhoKey Request Form	>
WhoKey Request Form #1	>
WhoKey Request Form #2	>

The optional WhoKey Request “Add On” sub form that appears when “Yes, add WhoKey” is selected is shown on the next page, along with unique fields for this form when it’s bundled with a WhoKey request.

WhoKey Request sub form (“Add On”) tied to the WhoKey form (example from Other type).

WhoKey Request Form

WhoKey Request Form #1

[Cancel this WhoKey Request](#)

WhoKey Type Other account (Grant/Program 00000000 or begins with 5)

Open Date Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Fund - select Fund -

Organizational Unit 05

Department 0305

Subdepartment - select Subdept -

Grant/Program

Function - select Function -

Description
Please enter 5-30 characters

WhoKey Purpose
Max of 2000 characters

Unique fields & business rules for the WhoKey sub form(s) tied to the WhoKey form

The WhoKey Type, Org Unit and Department are pre-populated and are not allowed to be changed, as the WhoKey Add On request is tied to the original WhoKey request.

Special business rules for the WhoKey sub form(s) tied to the WhoKey form

Sub form – Cost Share account

Grant/Program. Grant/Program is pre-populated and are not allowed to be changed

Description. Defaulted from the description field from the Grant/Program form, as that description applies to the Grant/Program Chartfield and the WhoKey on the Grant/Program form, and cannot be manually updated. This appears on GL-related reports and applications and should describe the WhoKey.

WhoKey Purpose. Defaulted from the WhoKey purpose field from the Grant/Program form, as that description applies to the Grant/Program WhoKey on the Grant/Program form, but cannot be manually updated. This appears on GL-related reports and applications and should describe the WhoKey.

Sub form – Salary Cap account

Grant/Program. Grant/Programs is pre-populated and are not allowed to be changed
The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add WhoKey – Gift account

This form type allows an initiator to request a new single Gift account WhoKey when the Grant/Program value (beginning with '8') already exists and is open in GL. All the individual Chartfield values associated with the request must exist and be open in GL.

WhoKey Request Form

WhoKey Type

Gift account

Open Date

?

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Existing Grant/Program

?

Fund

- select Fund -

?

Organizational Unit

- select Org -

Department

- select Dept -

Subdepartment

- select Subdept -

Grant/Program

?

Function

- select Function -

?

Description

Please enter 5-30 characters

WhoKey Purpose

?

Max of 2000 characters.

WhoKey Owner

- enter hawkid -

Q Search

?

WhoKey Reviewer

- enter hawkid -

Q Search

?

+

Toggle Secondary Reviewers (Optional)

Close Date

12/31/2099

?

Would you like to create another WhoKey?

Yes, add WhoKey

No, don't add a WhoKey

The "Would you like to create another WhoKey?" question will become available when the WhoKey Request form is valid.

Save

Save and Submit to Workflow

Unique fields & business rules for the WhoKey – Gift account form
--

Existing Grant/Program. Manually entered Grant/Program number that begins with '8' and currently exists and is open in GL.

Fund. WhoKeys established for a Gift account will always be assigned Fund 520. This field is not editable.

Grant/Program. This is the Grant/Program number for which the new WhoKey is being requested. This field will auto populate from the "Existing Grant/Program" entered above.

Description. WhoKey description automatically populates based on the "Existing Grant/Program" GL description. The field is editable and must be between 5-30 characters.

WhoKey Purpose. Automatically populates based on the "Existing Grant/Program" GL description. The field is editable with a max of 2000 characters.

Common fields: The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add WhoKey – Cost Share account

This form type allows an initiator to request a new single Cost Share account WhoKey when the Grant/Program value (beginning with '3') already exists and is open in GL. All the individual Chartfield values associated with the request must exist and be open in GL.

WhoKey Request Form

WhoKey Type

Cost Share account

Open Date

5/15/2017

Existing Grant/Program

15554100

Change Grant Accounting Record

Existing BRF

09

Grant Accounting Contact

Erin L Shaw

Fund

- select Fund -

Organizational Unit

87 - Child Health Specialty Clinics

Department

8740 - Regional Centers Unspecified

Subdepartment

00000 - Regional Centers Unspecified

Grant/Program

35554100

Function

- select Function -

BRF

09

Description

C/S IDPH-Child Health Spec Cll

Please enter 5-30 characters

WhoKey Purpose

Meet Cost Share Commitment of IDPH-Child Health Spec Clinics

Max of 2000 characters.

WhoKey Owner

scholzt

Search

Thomas Scholz

WhoKey Reviewer

- enter hawkid -

Search

Toggle Secondary Reviewers (Optional)

Close Date

12/31/2099

Would you like to create another WhoKey?

Yes, add WhoKey

No, don't add a WhoKey

The "Would you like to create another WhoKey?" question will become available when the WhoKey Request form is valid.

Save

Save and Submit to Workflow

Unique fields & business rules for the WhoKey – Cost Share account form

Existing Grant/Program. The initiator must enter the 8-digit Grant/Program value established by the Grant Accounting Office for the specific sponsored project for which the Cost Share account is required. It can be found on the Award Activation Authorization Notice (AAAN) that was issued along with the award documentation. The 8-digit Grant/Program value must begin with 1 or 2.

Change Grant Accounting Record. This button will only appear when the *Existing Grant/Program* value entered has more than one BRF, and allows the form initiator to change a previously entered/selected Grant Program + BR.

Existing BRF (Budget Reference Field). This field is based on the 8-digit Existing Grant Program value entered above. If only one BR exists with the Existing Grant Program value, it will be the default. However if more than one BRF exists, the initiator will be required to select one. The Existing Grant/Program value and BR must be established and open in GL in order for it to be used to request a new Cost Share WhoKey.

Grant Accounting Contact. This field will auto populate based on the “Existing Grant/Program” entered above and identifies the individual, from the Grant Accounting Office, who oversees the award.

Grant/Program. This is the Grant/Program number for which the new WhoKey is being requested. It will auto populate based on the “Existing Grant/Program” entered above, where the first digit will be replaced by a ‘3’.

BRF. Will default from the “Existing BRF” field.

Description. The description assigned to the new Cost Share Grant/Program number (and the WhoKey established with it) in the GL. This field will default with the text “C/S....” followed by the GL description of the “Existing Grant/Program”. The field will not be editable. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

WhoKey Purpose. This field will default with the text “Meet Cost Share Commitment of...” followed by the GL description of the “Existing Grant/Program” and will not be editable. It is a max 2000 characters.

WhoKey Owner. The Principal Investigator (PI) of the “Existing Grant/Program” will automatically default in as the new Cost Share WhoKey Owner. The field is editable.

Common fields: The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add WhoKey – Salary Cap account

This form type allows an initiator to request a new single Salary Cap account WhoKey when the Grant/Program value is '31111111'. All the individual Chartfield values associated with the request must exist and be open in GL.

WhoKey Request Form

WhoKey Type

Salary Cap account

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Fund

- select Fund -

Organizational Unit

- select Org -

Department

- select Dept -

Subdepartment

- select Subdept -

Grant/Program

31111111

Function

- select Function -

BRF

01

Description

Please enter 5-30 characters

WhoKey Purpose

Max of 2000 characters.

WhoKey Owner

- enter hawkid -

Q Search

WhoKey Reviewer

- enter hawkid -

Q Search

Toggle Secondary Reviewers (Optional)

Close Date

12/31/2099

Would you like to create another WhoKey?

☒ Yes, add WhoKey
☐ No, don't add a WhoKey

The "Would you like to create another WhoKey?" question will become available when the WhoKey Request form is valid.

Save

Save and Submit to Workflow

Unique fields & business rules for the WhoKey – Salary Cap account form
--

Grant/Program. Will default to “311111111” as all University salary cap costs are currently being tracked using this unique Grant/Program number.

BRF. Will default to “01” as all University salary cap costs are currently being tracked using Budget Reference 01.

Description. WhoKey description automatically populates based on the Grant/Program GL description. The field is editable and must be between 5-30 characters.

WhoKey Purpose. This field is pre-populated based on the Grant/Program number GL description. The field is editable with a max of 2000 characters.

Common fields: The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add WhoKey – Other account (Grant/Program 00000000 or begins with 5)

This form type allows an initiator to optionally request to create up to eleven Other account WhoKeys for Org Units or Department program purposes when the Grant/Program value is '00000000' or begins with a '5' already exists and is open in GL. All the individual Chartfield values associated with the request must exist and be open in GL.

WhoKey Request Form

WhoKey Type
Other account (Grant/Program 00000000 or beg

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Fund
-select Fund -

Organizational Unit
-select Org -

Department
-select Dept -

Subdepartment
-select Subdept -

Grant/Program

Function
-select Function -

Description

Please enter 5-30 characters

WhoKey Purpose

Max of 2000 characters.

WhoKey Owner

-enter hawkd -
Search

WhoKey Reviewer

-enter hawkd -
Search

+ Toggle Secondary Reviewers (Optional)

Close Date
12/31/2099

Would you like to create another WhoKey?

☐ Yes, add WhoKey
☐ No, don't add a WhoKey

The "Would you like to create another WhoKey?" question will become available when the WhoKey Request form is valid.

Save

Save and Submit to Workflow

Unique fields & business rules for the WhoKey – Other account form

Fiduciary Fund. If a Fiduciary Fund value (e.g., 952-989) is selected, a pop up box will appear that explains the purpose of a Fiduciary account. The initiator must validate that the account requested qualifies as a Fiduciary Fund based on the information provided, by selecting “*Qualifies as Fiduciary Fund account*”. If the account does not qualify, the initiator should select “*Does not qualify as Fiduciary Fund account*” and the Fund value will be cleared from the drop-down, requiring another Fund to be selected.

Note: Fiduciary Funds are used to account for assets held by the University as custodian or fiscal agent for others. From a financial reporting perspective, Fiduciary Fund balances do not belong to the University so it is important for careful consideration be given whether a new WhoKey should be a Fiduciary Fund account or not since there are downstream reporting implications that could over or understate revenue and expenditures if the WhoKey is classified incorrectly.

Grant/Program. Manually entered value for an open Grant/Program number in GL that is either ‘000000000’ or starts with a ‘5’.

Description. This appears on GL-related reports and applications and should describe the WhoKey. It is defaulted in based on the rules below but can be manually updated. It must be between 5-30 characters and can use a combination of upper/ lower case letters, numbers and special characters.

- ✓ Grant/Program value=‘00000000’ then 9-digit Department/Subdepartment description is defaulted.
- ✓ Grant/Program value begins with a ‘5’ then that Grant/Program description is defaulted.

WhoKey Purpose. This should accurately describe the reason for establishing the account and for what activity it is intended to track transactions. It is manually entered and is a max of 2000 characters.

WhoKey Owner. This is the individual who has general decision making authority over the account and fiscal responsibility & accountability for the account. A valid, active non-student Hawkid can be manually entered or selected by using the person search option (magnifying glass).

Common fields: The remaining fields in common for this form are covered in the [Add WhoKey](#) section.

Request Form: Add Cost Center

This form type allows an initiator to optionally request to create up to ten faculty Cost Centers for an Org Unit. For this application, each Org Unit that has faculty has been assigned a range of Faculty Cost Center values within the 1000 – 8999 block. These ranges are viewable in the application as well as being displayed in the [Accounting Code Manual \(ACM\)](#) in the Faculty Ranges (by Org Unit) Cost Center section.

Cost Center Request Form

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Organizational Unit

- select Org -

Cost Center

Return to Pre-populated Number

The next available number will be pre-populated but can be manually updated to a new value within the Cost Center range for the Org Unit selected.

Faculty Name

Last Name

First Name

Middle Initial

Search

Either enter the faculty member's name (Middle Initial is optional) or use the Search option to identify the faculty member (a selection made from the search will auto-fill the name boxes). The faculty member name entered will drive the Cost Center description.

Cost Center Description

Description is based on the Faculty Name populated, which will be in the format of "Lastname Firstname Middleinitial" for up to 30 characters. The description cannot be manually entered or edited.

Would you like to create another Cost Center?

☐ Yes, add Cost Center
 ☐ No, don't add a Cost Center

The "Would you like to create another Cost Center?" question will become available when the current Cost Center form is valid

Save

Save and Submit to Workflow

Unique fields & business rules for the Cost Center form

Cost Center. This Chartfield is used by Organizational Units/Departments to track individual faculty expense and revenue transactions in GL. The next available non-existing Cost Center value (e.g. value does not already exist in GL or value has not been previously saved or submitted through this application) is pre-populated based on the Org Unit selected. It can be manually changed to another non-existing value within the Faculty range for the selected Org Unit. To retrieve the system-generated value, click on "Return to Pre-populated Number".

Faculty Name. This represents the faculty member a unit desires to track revenue and expense transactions in GL. The faculty name can be entered or selected by using the person search option (magnifying glass). The value entered in this field auto-populates the Cost Center Description field.

Cost Center Description. This text is available in the GLDSS Cost Center table for usage in customized GL-related reports. It is a max of 30 alpha characters and is auto-populated with the name of the individual entered in the Faculty Name field. It is formatted and stored in GL as “LastName FirstName MI”. The description field cannot be modified. If a different name is desired, the Faculty Name field must be updated.

“Would you like to create another Cost Center?” This field is not available to select a “Yes, add Cost Center” or “No, don’t add a Cost Center”, until all required fields have been populated and the business rules to the Cost Center Request form have been met. This means that any errors that appear in a red box below the field with an error, must be resolved. Once the Cost Center form up until this point is valid, the radio buttons will be enabled. Either the “Yes” or “No” button must be selected before the entire Cost Center form is valid and the “Save” or “Save and Submit to Workflow” buttons are enabled to be selected.

- ✓ **Yes, add Cost Center** – selecting this will then make the Cost Center Request form #1 page appear with all the fields that are required and optional, to be completed.
- ✓ **No, don’t add Cost Center** – selecting this will enable the “Save” and “Save and Submit to Workflow” buttons to select one of them to complete the Cost Center form.

When the **“Yes, add Cost Center”** is selected, the following becomes available:

- Up to eleven Cost Centers can be requested in the same request, ten being from the Cost Center Add Ons and will be bundled together in the same Workflow package for routing approvals.
- For each Cost Center form added, you can select “Cancel this Cost Center Request” to only cancel that specific Cost Center or all required fields must be populated and the rules met for each Cost Center form to be valid before the bundled Cost Center(s) are available to select “Save” or “Save and Submit to Workflow” to complete the request.
- When one or up to ten Cost Center forms are enabled to be completed with the Cost Center form, each related form will appear and the Cost Center forms will be numbered from #1-#10. You can click on the name of each form and it will expand or open that specific form. Clicking on it again will close or collapse that specific form.



The screenshot shows a table-like interface with three rows. Each row has a text label on the left and a right-pointing arrow on the right. The first row is labeled 'Cost Center Request Form'. The second row is labeled 'Cost Center Request Form #1'. The third row is labeled 'Cost Center Request Form #2'. Three blue arrows originate from the text labels and point to the right-pointing arrows, indicating that clicking the text expands the corresponding form.

Cost Center Request Form	>
Cost Center Request Form #1	>
Cost Center Request Form #2	>

The optional Cost Center Request “Add On” sub form that appears when “Yes, add Cost Center” is selected is shown on the next page, along with unique fields for this form when it’s bundled with a Cost Center request.

Cost Center Request sub form (“Add On”) tied to the Cost Center form

Cost Center Request Form

Cost Center Request Form #1

Cancel this Cost Center Request

Open Date

Only active Chartfields for the selected Open Date are displayed in the drop downs and what is allowed for the manually entered fields.

Organizational Unit 11

Cost Center 1005

Return to Pre-populated Number

Range 1000 - 3499

The next available number will be pre-populated but can be manually updated to a new value within the Cost Center range for the Org Unit selected.

Faculty Name

Last Name

First Name

Middle Initial

Search

Either enter the faculty member's name (Middle Initial is optional) or use the Search option to identify the faculty member (a selection made from the search will auto-fill the name boxes). The faculty member name entered will drive the Cost Center description.

Cost Center Description

Description is based on the Faculty Name populated, which will be in the format of "Lastname Firstname Middleinitial" for up to 30 characters. The description cannot be manually entered or edited.

Would you like to create another Cost Center?

Yes, add Cost Center

No, don't add a Cost Center

The "Would you like to create another Cost Center?" question will become available when the current Cost Center form is valid

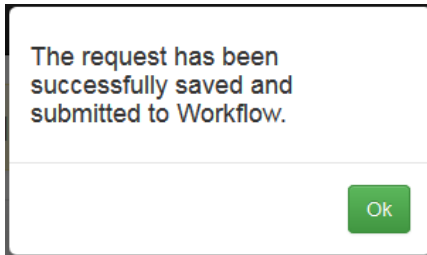
Cancel this Cost Center Request

Unique fields & business rules for the Cost Center sub form(s) tied to the Cost Center form

The Org Unit is pre-populated and is not allowed to be changed, as the Cost Center Add On request is tied to the original Cost Center request.

What do I see/receive when I have submitted a request to Workflow?

When you have clicked on “Save and Submit to Workflow” for a request, the following pop up box will be displayed:



Upon clicking “Ok”, you will be directed to the **Request History/Search** page, which will display the request you just submitted as the first record, and any other requests you have Saved or Saved and Submitted to Workflow will be displayed in descending Request ID # order (newest to oldest).

Request History/Search 67

ⓘ Error status requests will be resolved by the Chartfield & WhoKeys application administrators within one business day. Once resolved if you were part of the Workflow for the request you will receive a Complete notice email and the status below will update to complete.

Created By: tbuchmay✕

Request ID ↕	Created By	Request Type ↕	Multiples	Criteria	Description ↕	Initiated Date ↕	Open Date ↕	Status ↕	WF Package ID ↕	
1416	tbuchmay	G/P - Other	Y	240-14-2550-00000-53110001-60	Parent Description 2	04/17/2017	04/01/2017	ROUTING	10629430	View
1381	tbuchmay	Department	Y	40-5001-00000	testing	03/29/2017	02/01/2017	SAVED FOR LATER		Actions ▾
1367	tbuchmay	G/P - Other		260-70-7260-00222-59300000-00	user's test	03/21/2017	03/01/2017	ROUTING	10599004	View
1360	tbuchmay	Cost Center	Y	11-1029	Buchmayer Tammy	03/17/2017	03/01/2017	ROUTING	10595528	View
1359	tbuchmay	Cost Center	Y	11-1001	buchmayer tamara	03/17/2017	03/01/2017	COMPLETE	10595331	View
1358	tbuchmay	Cost Center	Y	16-5593	Buchmayer Tamara	03/16/2017	03/01/2017	VOID	10594631	View

Request History/Search page

The default view of “My Requests” includes the list of requests and the statuses they are in for the initiator logged into the Chartfields & WhoKeys application. All requests that have been saved for later, routing in Workflow, completed in Workflow, voided in Workflow and are in an error status will appear here. This includes all requests from the first one saved or submitted to Workflow and will continue to accumulate all requests for the initiator. An exception would be if a saved request is then deleted by the initiator before it's submitted to Workflow.

The results on the page can be sorted in ascending or descending order for the fields indicated with an up & down arrow by the report header field names. The default is sorted on the Request ID # associated with a request, with the most recent request ID # displayed first.

Request History/Search 67

Error status requests will be resolved by the Chartfield & WhoKeys application administrators within one business day. Once resolved if you were part of the Workflow for the request you will receive a Complete notice email and the status below will update to complete.

Search by Request ID

Q

Advanced Search...

My Requests

Clear Filters

Created By: tbuchmay

Request ID	Created By	Request Type	Multiples	Criteria	Description	Initiated Date	Open Date	Status	WF Package ID	
1416	tbuchmay	G/P - Other	Y	240-14-2550-00000-53110001-60	Parent Description 2	04/17/2017	04/01/2017	ROUTING	10629430	View
1381	tbuchmay	Department	Y	40-5001-00000	testing	03/29/2017	02/01/2017	SAVED FOR LATER		Actions
1367	tbuchmay	G/P - Other		260-70-7260-00222-59300000-00	user's test	03/21/2017	03/01/2017	ROUTING	10599004	View
1360	tbuchmay	Cost Center	Y	11-1029	Buchmayer Tammy	03/17/2017	03/01/2017	ROUTING	10595528	View
1359	tbuchmay	Cost Center	Y	11-1001	buchmayer tamara	03/17/2017	03/01/2017	COMPLETE	10595331	View
1358	tbuchmay	Cost Center	Y	16-5593	Buchmayer Tamara	03/16/2017	03/01/2017	VOID	10594631	View

Request ID. Application-driven ID # assigned to the main request form. The value will be blue and a hyperlink if there are sub requests added to the particular form (see *Multiples* below). Select the Request ID to expand the details of the sub requests.

Created By. Initiator of the request.

Request Type. Identifies the type of request.

Multiples. This applies to all forms associated with sub requests (sub forms) tied to the main form for WhoKey(s)/Cost Center(s) optionally added on. 'Y' means the specific Request ID # did have an optional WhoKey(s) added and a blank value means the specific Request ID # did not have any WhoKey(s)/Cost Center(s) added on.

Criteria. Includes all Chartfield values available for the request.

Description. The description provided on the request form.

Initiated Date. The date the request was first saved.

Open Date. The open date on the form.

Status. The current status of the request, after the initiator has either selected “Save” or “Save and Submit to Workflow”. There are four possible statuses:

- ✓ **Saved for Later.** Saved to be worked on later. The form must be valid and all edits met before it can be saved.
- ✓ **Routing.** Request has been submitted to Workflow, still awaiting final approval for all the designated destinations on the route.
- ✓ **Void.** Request was submitted to Workflow and one of the approvers denied/voided the request.
- ✓ **Complete.** Request has been submitted, approved through Workflow and integrated into the appropriate applicable systems (General Ledger, Institutional Roles, and WhoKey Administration).
- ✓ **Error.** If a submitted request to Workflow has an integration issue with GL, Institutional Roles or WhoKey Administration applications, the request will be displayed in your Request History/Search page. Once the CF & WK application administrators resolve the issue, typically within one business day, you will receive a Complete notice email and the status will be updated to Complete. This should be a rare occurrence.

WF Package ID. Auto-assigned ID given to the main request for tracking in Workflow. This # is important to track the status of a request while it is routing as well as to search in Workflow for information related to the specific Workflow package, such as being able to view the people, positions or roles included on the Workflow route for this specific package. It will also be useful information to send the Accounting & Financial Reporting and Grant Accounting Office staff administrators supporting the Charfields & WhoKeys application if you have questions or need assistance with the package.

View button. View only option allowed for requests in Routing, Complete, Void & Error status, please see the [“Initiator submitted requests and Workflow options”](#) section.

Actions button. Options available to the initiator will be applied only if the request is in Saved for Later status. Options are:

- **View Request.** Since the request has not been finalized, the request can be edited to “Save” it again or select “Save and Submit to Workflow” to finalize the request and send it to Workflow.
- **Delete Request.** The request is removed from the application so it cannot be submitted to Workflow.
- **Submit to Workflow.** The request is submitted directly to Workflow, after all validation rules have been met.

Advanced Search option

This option allows for searching of any requests based on the criteria entered. Note that when first opening the Request History/Search page a gray criteria box is displayed above the returned results. The box will state “Created By: yourhawkid”. This is to show you that the only results shows are yours. You can remove this by

simply clicking the “x” in the gray box or by selecting the orange “Clear Filters” button. Or you can open the Advanced Search modal to narrow your search, all options work in conjunction with one another:

Created By. If the filters have not been cleared, this will default to your HawkID. You can clear this field so no one is searched on, or add another HawkID by directly entering or using the Search option for that field.

Request Type(s). Default is to search on all Request Types, use this section if you want to limit what Request Types are searched on.

Request Status. Default is to search on all Request Status options, use this section if you want to limit what Request Statuses are searched on.

Date Range Section: Either search by the Initiated Date or the Open Date

Initiated Date. The date the request was first saved.

Open Date. The date that was used on the form.

Chartfield/WhoKey section: You can search on as many fields as you want, but only one value for each field at a time.

Fund. Requires three digits. For best results, search with another Chartfield value (other than Cost Center).

Organizational Unit. Requires two digits.

Dept/Subdept. Allows wildcarding on the first 4 digits of the Dept/Subdept. Or you can enter the full nine digit Dept/Subdept.

Grant/Program. Allows wildcarding on the first 3 digits of the Grant/Program field. Or you can enter the full eight digit Grant/Program.

Function. Requires two digits. For best results, search with another Chartfield value (other than Cost Center).

Cost Center. Requires four digits. For best results, ensure you are searching on a Cost Center request type, either that be by selecting the Request Type or not having any Request Types selected (default of all).

BRF. Requires two digits. For best results, search with another Chartfield value (other than Cost Center).

UI Foundation Account Number. Requires eight digits and must begin with 3.

Search by ID section:

Request ID. Enter the application-driven ID # that was assigned to the main request form.

Workflow Package ID. Enter the auto-assigned ID given to the main request for tracking in Workflow.

Action buttons at top and bottom of form:

Search. Once criteria is entered, select Search to see returned results.

Reset. Resets the Advanced Search modal so no fields are populated/selected.

Cancel. Cancels any changes made to the Advanced Search modal and closes window. Previous search results are still displayed. If you would open the Advanced Search modal again the previous search contents will be populated.

TIPS: Whenever search criteria is selected, upon viewing the search results, gray criteria boxes will be displayed above the results to identify what you searched on. You can remove these individually by selecting the "x" for any of the gray boxes. Or you may choose to select the "Clear Filters" button on your results page to clear all filters. You will be left with all available requests as your results and if going to the Advanced Search modal, no criteria will be entered or selected for any field.

Section 5: Workflow

Workflow: Initiator submitted requests and Workflow options

Initiator of Request: A view-only Request Summary page is displayed with all the information included for the request, as well as Workflow History & Options information that includes the Routing History, Comments, Attachments, Package Details and view Projected Future Routing. The various Workflow links can be clicked on to drill into additional details related to it. Since the initiator is not part of the route, he/she cannot edit a request that's routing in Workflow.

Request Summary

Request Information

Request Id	1406
Request Type	Department
Created By User	Carolyn Gritton
Workflow Id	10626689
Workflow Status	ROUTING
# of Sub Requests	1

Department Request Form Primary

Request Type	Department
Funded?	N
Organizational Unit	02
Department	0104
Subdepartment	00000
Description	New Provost Dept
Department Administrator	Suzanne Stratton
Open Date	04/01/2017

Workflow History & Options
Workflow ID #10626689

Workflow Routing
Comments 0
Attachments 0
Package Details

Workflow Routing History View Summary Routing

Stop #:	Status	Name	Context & Rights	Action Date
--	Initiated	Gritton, Carolyn K carolyn-gritton@uiowa.edu		Initiated on 04/12/2017 5:14 PM
1	Opted Out	Office of the Provost (02)	--	Bypassed on 04/12/2017 5:14 PM
2	In Inbox Signature Permitted	Stratton, Suzanne E Budget/Financial Officer	Business Officer Approval Signature Permitted	--
2	Skipped Can Not Resolve	Business Officer Assistant Role Office of the Provost (02)	There are no people assigned to this role	Skipped on 04/12/2017 5:14 PM

View Summary Routing
View Projected Future Routing

Hide Routing, Comments & Attachments

Workflow: Approver expectations

Approval stops & Workflow Inbox: All approvers on the Workflow route for a package will receive the appropriate email notification to take action and “work” or claim the package. The email will reflect if it’s a Permitted, Required, Edit Only or View Only status for each approver. Below is an example of a Permitted notice:

From: workflow@uiowa.edu

Subject: [Signature Permitted] New Request – GL Chartfields and WhoKeys – Cost Center (#xxxxxxx)

This is a message from the University of Iowa’s Workflow System. **New Request – GL Chartfields and WhoKeys (Workflow #xxxxxxx) in your [Workflow Inbox](#)**

You are **permitted to sign** this package at <https://i.uiowa.edu/workflow/test/public-api/>

Package Summary

Chartfield Request Description

Form

Initiator

Package Workflow ID

Cost Center

Request – GL Chartfields and WhoKeys

Gritton, Carolyn K

xxxxxxx

The package will also appear in your [Workflow Inbox](#):

My Inbox						
<div> <input checked="" type="radio"/> My Inbox <input type="radio"/> My History <input type="radio"/> My Initiated Packages <input type="radio"/> Office File Cabinet </div> <div> <input type="checkbox"/> Group Packages By Forms (Classic View) </div> <div> Form Name: <input type="text" value="View All"/> Office: <input type="text" value="View All"/> Quick Views: <input type="text" value="-- Select Quickview --"/> </div> <div> <input type="button" value="More Filters"/> </div> <div>Showing 3 Inbox Packages</div>						
Rights	Received	Form Name	Summary	Age	ID	Actions
<input checked="" type="checkbox"/> PERMITTED	2016/03/29 9:54 AM	Request - GL Chartfields and WhoKeys Business Office	Subdepartment	3 minutes	10256612	<input type="button" value="List"/> <input type="button" value="Settings"/>
<input checked="" type="checkbox"/> PERMITTED	2016/03/07 9:45 AM	Request - GL Chartfields and WhoKeys Business Office	WhoKey - Other	3 weeks	10240793	<input type="button" value="List"/> <input type="button" value="Settings"/>
<input checked="" type="checkbox"/> PERMITTED	2016/03/07 9:40 AM	Request - GL Chartfields and WhoKeys Business Office	G/P - Other	3 weeks	10240782	<input type="button" value="List"/> <input type="button" value="Settings"/>
03/29/2016 9:58 AM Refresh Inbox						

In the Workflow Inbox, the Form Name for all CF & WK application requests will be “Request – GL Chartfields & WhoKeys” and the Summary will display the applicable form sub type name (e.g. *Subdepartment*, *WhoKey – Other*, *G/P – Gift*, etc).

CF & WK package options: Take the appropriate action once the package is opened. Certain attributes and options for the package are displayed, which include: *Edit Request*, *Approve Package*, *Void Package* and *Add Approver*.

Request Summary Edit Request

Request Information

Request Id	31
Request Type	G/P - Cost Share
Created By User	Carolyn Gritton
Workflow Id	10280770
Workflow Status	ROUTING
# of Sub Requests	1

Grant/Program and WhoKey Request Form

Primary

Request Type	G/P - Cost Share
Existing Grant/Program	17814600
Existing BRF	01
Fund	050
Organizational Unit	46
Department	4570
Subdepartment	00000
Grant/Program	37814600
Function	21
Brf	01
Description	C/S The College Boardounds Arc
WhoKey Purpose	Meet Cost Share Commitment of The College Boardounds Archive
WhoKey Owner	Robert Brennan
WhoKey Reviewer	Carolyn Gritton
Open Date	4/1/2016 5:00:00 AM
Close Date	12/31/2099 6:00:00 AM

Workflow History & Options

✓ Approve Package
✗ Void Package
Add Approver

Show Workflow Routing

[Return to My Workflow Inbox](#)

The various Workflow links can be clicked on to drill into additional details related to it, including being able to see the View Summary Routing and View Projected Future Routing that are hidden, before clicking on the "Show Workflow Routing" link, which expands to this:

Workflow Routing History					View Summary Routing
Stop #:	Status	Name	Context & Rights	Action Date	
--	Initiated	Gritton, Carolyn K carolyn-gritton@uiowa.edu		Initiated on 04/27/2016 10:35 AM	
4	Removed	Beney, David R Mgr, Acct & Financial Analysis	Department Admin Approval Signature Permitted	Removed on 04/27/2016 10:36 AM	
1	In Inbox Signature Permitted	Gritton, Carolyn K Assistant Director, Financial Systems	Changed from Beney, David R Signature Permitted	--	
1	Skipped Can Not Resolve	Departmental Administrator Admin Assistant Role Paying Agent (46-4570)	There are no people assigned to this role	Skipped on 04/27/2016 10:35 AM	
View Summary Routing View Projected Future Routing					
Hide Workflow Routing					

- ✓ **Edit Request:** You can edit certain fields, based on specific rules applied to each form type. The fields below are an example of some of the fields that cannot be edited in any of the CF & WK forms that include them but this is not a complete list of those fields. The fields that are not

editable are due to the way the Workflow approval routings and validation rules that apply to that specific request package work.

- Grant/Program or WhoKey Type
- Fund
- Organizational Unit

If the field you need to edit is not available to change, then you should Void the package and a new request will need to be created in the CF & WK application and submitted for approval.

Note: The fields that are allowed to be edited have the field enabled to be changed through whatever functionality is used for that field, e.g. drop-down, manually entered, search person or date picker.

When you select “*Edit Request*”, you are returned to the request form and can either make changes to any editable fields as needed or you can cancel the edits. Either option returns you to Workflow and the buttons at the bottom of the request form appear as:

Cancel and Return to Workflow	Save and Return to Workflow
-------------------------------	-----------------------------

When a package is edited, a change notice is emailed to the initiator and all approvers on the route previous to the person who edited it.

Below is an example of a Change notice:

Subject: Change notice for Chartfield/WhoKey application Request ID xxx and WF Package ID xxxxxxxx

This message serves to inform you that a request form from the Chartfield/WhoKey application to add a WhoKey - Other - Request ID xxx and WF Package ID xxxxxxxx has been modified after it was placed on a routing path in Workflow.

Changes made to the request record are listed below. 3/29/2016 2:05:16 PM by **CGRITTON**

WhoKey – Other		
Field	Old Value	New Value
Subdepartment	40000	10000
WhoKey Purpose	WK other info	Good account to use

You may view details about this request at the URL below (the url may wrap to multiple lines):

TIP: If the Initiator of the package needs to add a comment, edit the package or add an attachment for justification, the package will need to be ad-hoced (Add Approver) back to the Initiator by the person that currently has the package in their Inbox BEFORE they approve the package themselves.

Once you have returned to Workflow and complete the approval, the package will continue routing.

- ✓ **Approval and completion of package:** Once you approve the package, it routes to the next stop on the route. If you are the last stop, all individuals have approved the package and the

appropriate data loads have completed per the rules described in the next section, "[Integration: General Ledger, Institutional Roles, and WhoKey Administration applications](#)", a completion notice is emailed to the initiator and all approvers.

Below is an example of a Complete notice:

Subject: Complete notice for Chartfield/WhoKey application Request ID xxx and WF Package ID xxxxxxxx

This message serves to inform you that a request form from the Chartfield/WhoKey application to add a G/P - Cost Share - Request ID xxx and WF Package ID xxxxxxxx has been completed and integrated with the appropriate applications. You may view details about this request at the URL below (the url may wrap to multiple lines):

- ✓ **Void package:** You can void a package when necessary. Since voiding a package cannot be undone, a pop-up box will appear to confirm and to allow you to select a void reason:

Select the red Void package button to void it, which triggers a Void notice emailed to the initiator and all approvers on the route previous to the person who voided it.

Below is an example of a Void notice:

Subject: Void notice for Chartfield/WhoKey application Request ID xxx and WF Package ID xxxxxxxx

This message serves to inform you that a request form from the Chartfield/WhoKey application to add a Subdepartment - Request ID xxx and WF Package ID xxxxxxxx has been voided after it was placed on a routing path in Workflow.

You may view details about this request at the URL below (the url may wrap to multiple lines):

TIP: Universal Workflow **does not currently have the ability for the user to turn off workflow notifications.** Until that functionality is available, you can create a rule in Outlook to move email notifications to your Junk Email, Deleted Items, Clutter or to some other designated folder.

Workflow Routing History, Comments and Attachments:

At the bottom of each Workflow package, there is functionality to show/hide Workflow Routing History, View Summary or Detailed Routing, View Projected Future Routing, Package Details, and add/view Comments and add/view Attachments:

Workflow History & Options
Workflow ID #10626689

Workflow Routing
Comments 0
Attachments 0
Package Details

Workflow Routing History
View Summary Routing

Stop #:	Status	Name	Context & Rights	Action Date
--	Initiated	Gritton, Carolyn K carolyn-gritton@uiowa.edu		Initiated on 04/12/2017 5:14 PM
1	Opted Out	Office of the Provost (02)	--	Bypassed on 04/12/2017 5:14 PM
2	In Inbox Signature Permitted	Stratton, Suzanne E Budget/Financial Officer	Business Officer Approval Signature Permitted	--
2	Skipped Can Not Resolve	Business Officer Assistant Role Office of the Provost (02)	There are no people assigned to this role	Skipped on 04/12/2017 5:14 PM

View Summary Routing
View Projected Future Routing

Hide Routing, Comments & Attachments

- ✓ **Workflow Routing History:** You can toggle back and forth to "Show Workflow Routing" and "Hide Workflow Routing", as well as toggling to click on the "View Summary Routing" and "View Detailed Routing". These different views will allow you to see whatever information you need for the Routing History and if there is any Projected Future Routing.
- ✓ Routing History fields include the *Stop #*, *Status*, *Name*, *Context & Rights* and *Action Date* for the package. We won't cover any of this information in depth in this manual since Routing History and other options apply to all Universal Workflow forms, not just those related to the CF & WK application. However, below are how some specific situations are handled for all CF & WK application form/sub types while routing in Workflow:
 - If the *Business Officer Admin Delegate* role has no one assigned to it, that stop will be skipped and the package will continue routing. This is reflected by a Status of: "Skipped Can Not Resolve".
 - If the *Business Officer* role has no one assigned to it, the package is held and AFR & GAO staff supporting the CF & WK application are notified. This is reflected by a Status of: "HOLD this package. Email the form owner." This situation should be very rare.
- ✓ **Workflow comments and attachments:** As with any other forms using Workflow that allow for this functionality, the CF & WK application forms and sub types are set up to allow the initiator and anyone on the Workflow approval route to add comments or attachments through Workflow. Comments and attachment functionality are not available within the CF & WK application itself so if it's important to add additional information to a request to get approved, please use the comment and/or attachment functionality available within Workflow. If the initiator needs to add a comment or attachment, an approver on the route will need to add the initiator through the 'Add Approver' ad-hoc option.
 - **Comments:** View all comments and add a new comment by clicking on the "Comments" tab in Workflow. The number in the tab denotes the number of comments that are already attached to the package. You can remove your own comments after you add them by clicking on the "Remove Comment" button.

Note: Comments are public record and will be emailed to all approvers on the route and the initiator.

- **Attachments:** View & download all attachments and add a new attachment by clicking on the "Attachments" tab in Workflow. The number in the tab denotes the number of attachments that are already attached to the package. You can remove your own attachments after you upload them by clicking on the "Remove Attachment" button.

Note: Attachments are public record and a notification will be emailed to all approvers on the route and the initiator.

Workflow: Approvals & Route Options

This is the first University financial application to use Universal Workflow. The application-enforced approvals are based on the Business Officer roles populated within the Institutional Roles application and will be listed as "required" or "permitted".

Workflow approvals required by the Chartfields & WhoKeys application for ALL form types are set up to route to the Org-level Business Officer (BO) role and any Administrative Delegates (BO AD) populated in Institutional Roles under that person. The approval level for the BO and BO AD's is "permitted", which is explained below, along with "required".

In addition to CF & WK application requirement for the BO and their AD's, the following forms also include the following central administration approvals:

- ✓ **Grant/Program-Other account & WhoKey-Other account:**
 - **Function 21:** Accounting & Financial Reporting (Carolyn Gritton) – **required**
 - **Fund 261:** Financial Analysis (Ted Welter & Denise Bruck) – **permitted***
- ✓ **Grant/Program-Gift account & WhoKey-Gift account:** Grant Accounting Office (Rosemary Sullivan) - **required**
- ✓ **Grant/Program-Cost Share account & WhoKey-Cost Share account:** Grant Accounting Office (person populated from the ePost system) - **required**
- ✓ **WhoKey-Salary Cap account:** Grant Accounting Office (Scott Kallaus) - **required**

Below is information about Required and Permitted signature functionality:

Signature Required

The approver is required to sign the package. The package will remain in the current stop until it is signed by that approver.

Signature Permitted

The approver may sign the package.

**If there are multiple Signature Permitted destinations within a stop, the package will remain there until one of the destinations signs.* As soon as a single Signature Permitted destination signs the package, it will continue routing to the next stop.

If there is only one Signature Permitted destination within the stop, it is treated as a Signature Required. The

approver may sign the package.

If there are multiple Signature Permitted destinations within a stop, the package will remain there until one of the destinations signs. As soon as a single Signature Permitted destination signs the package, it will continue routing to the next stop.

Optional workflow approval routing: If the CF & WK application required approvals are sufficient for your unit's purposes, then it is not necessary to do anything further for routing. If your unit wants additional recurring workflow approvals to occur besides the CF & WK application required approvals, there are options available. Org-level Business Officer and Department-level Workflow Administrators/Route Editors can set up additional workflow approval routes for the CF & WK forms/sub forms. The following options are available:

- ✓ **Default Office Routes** – These Org-level and Department-level routes are inherited in Universal Workflow from “standard” Workflow and they can be edited. Each Default Office can contain up to three “stops”, with one or more “destinations” (e.g Person, Role or Position #). If a Default Office works for your unit's purposes, then it is not necessary to create a Custom Office.
- ✓ **Custom Office Routes** - These customized Org-level and Department-level Offices can be created by the Org and/or Department Workflow Administrator/Route Editor for their unit. A Custom Office can be assigned to a form type (e.g. CF & WK application overall) or on a per-form basis (e.g. Department, Cost Center, etc.). Each Custom Office can contain up to three “stops”, with one or more “destinations” (e.g Person, Role or Position #).

Note: Opt Out/Opt In - The CF & WK Request form/sub types have already been set to “**Opt Out**” of the Default Office routes. This means that if your unit wants to optionally route the form type “Request – GL Chartfields & WhoKeys” or on a per-form basis (*Department, WhoKeyOther, GrantProgramGift sub types*, etc.), your Workflow Administrator or Route Editor will need to update the Opt Out setting to “**Opt In**”. Opting In allows the Org Unit &/or Department to either use the Default Office route already set up or for usage with a Custom Office route you create. You cannot use both the Default Office and Custom Office for the same Org Unit or Department with the same form or sub type; it is one or the other.

Workflow Administrators/Route Editors: To change the Opt Out setting, within Universal Workflow click on “**Offices**”, select the Org Unit or Department desired to modify, then select “**Routing – Opt Out of Forms**” and go to the “*Business Office*” and “*Request – GL Chartfields and WhoKeys Form*” and each sub type listed underneath it. All boxes are already checked (Opt Out). To Opt In for all forms/sub types, uncheck the box for the “*Request – GL Chartfields and WhoKeys Form*”, which will uncheck all sub types and then click on “*Save Opt Outs*”.

- If you want to use the Default Office route, nothing further needs to be done.
- You can also choose to ad-hoc an approver for a specific Workflow package for a one-time only basis, through clicking on the “**Add Approver**” widget while working with the specific package.

If you have further questions for the Workflow Routing options such as Opt Out/Opt In, Default Office, Custom Offices, etc, please contact workflow@uiowa.edu or afr-chartfield-whokey@uiowa.edu.

Section 6: Integration: General Ledger, Institutional Roles and WhoKey Administration Applications

Integration, or data loads, from the this application to General Ledger, Institutional Roles, and WhoKey Administration applications occur only for requests that have successfully completed application and integration edits and Workflow approval routing. The fields loaded to each system by request form are listed below, and the values will only load if they have been populated as part of the CF & WK application request associated with it. The loads normally occur to each application below within a few minutes of the request being completed through the Workflow approval routing.

General Ledger:

- ✓ Department Request form: Department, Subdepartment 00000, Description, Open Date, Hawkid of initiator.
- ✓ Subdepartment Request form: Department, Subdepartment, Description, Open Date, Hawkid of initiator.
- ✓ Grant/Program Request form (all Grant/Program Types): Grant/Program, Description, WhoKey, Open and Close Dates, Hawkid of initiator.
- ✓ WhoKey Request form (all WhoKey Types): WhoKey, Description, Open and Close Dates, Hawkid of initiator.
- ✓ Cost Center Request form: Cost Center, Description, Open Date, and Hawkid of initiator.

Institutional Roles:

- ✓ Department Request form: Departmental Administrator
- ✓ Subdepartment Request form: Subdepartment Administrator
- ✓ Grant/Program Request form (all Grant/Program Types): none
- ✓ WhoKey Request form (all WhoKey Types): none
- ✓ Cost Center Request form: none

WhoKey Administration:

- ✓ Department Request form: none
- ✓ Subdepartment Request form: none
- ✓ Grant/Program Request form (all Grant/Program Types): none
- ✓ WhoKey Request form (all WhoKey Types): Fields from WhoKey Purpose, WhoKey Owner, WhoKey Reviewer, WhoKey Secondary Reviewer 1 and 2.
- ✓ Cost Center Request form: none

Section 7: Questions & Contact Information

Please send questions or comments to afr-chartfield-whokey@uiowa.edu.