Campus User Manual

Financial Systems Tools (FST)

The University of Iowa

Accounting and Financial Reporting (AFR) impacted applications

Table of Contents

Section 1: General Information

How will the Financial Systems Tools (FST) application be used?

FST is a central online repository that campus financial users can use to request access to various financial applications, including PayCV, WebCV and GL Journal Entry (GLJE) applications. The ability to request security to other financial applications will expand in the future.

Journal searches to retrieve transaction details for PayCV, WebCV and GLJE entries is also accessible here, as well as the ability to retrieve journal owner contact information for every journal posted to the General Ledger.

Section 2: Access

How do I access FST?

All University employees have access to the FST link through *Self Service* → *Business & Financial Systems* → *Data, Reports & Dashboards* → *Financial Systems Tools.*

NOTE: Additional financial roles applicable to specific applications drive what you are able to view and actions that you are able to complete within the application.

Section 3: Menu Options

Top Menu Options

Financial Systems Tools Homepage of the FST application, which is the "Messages" page.

Home Homepage of the FST application, which is the "Messages" page.

My Security Provides the logged in user with their security profile. If you don't have access to any applications whose security is handled in FST, then a message is displayed stating you don't have any access.

Journal Search *Will ONLY have access if you have EFR Portal, PayCV, WebCV or GLJE access.* Dropdown menu with the options to search on:

- ✓ WebCV journals
- ✓ PayCV journals
- ✓ GLJE journals
- ✓ All Journals (this includes any journal other than a WebCV, PayCV or GLJE journal posted to the General Ledger).

Search results for WebCV, PayCV and GLJE options provide transaction details of the entry along with journal owner contact information.

Search results for All Journals option provides journal owner contact information to assist with journal content questions.

TIP: For security purposes, always log out of the application to close it, by clicking on the down arrow under the name logged in to the application at the top right.

Home Page Sub Menu Options

Messages This page serves as a location for central administration to share important information.

Security

> ***Request Application Access:*** Provides dropdown of the various financial applications that security access can be requested for. May choose to initiate an access form for either yourself or for someone else, which will then be directed to the appropriate workflow form to complete and route for approval.
> - ✓ **AFR owned applications (GLJE, PayCV & WebCV) workflow path:** The supervisor and Org-level Business Officer and their Admin Delegates are included on the route and final approval occurs with Accounting and Financial Reporting staff.
> - ✓ **AFR owned application (CumComp) workflow path:** The user and Org-level Business Officer and their Admin Delegates are included on the route.

Applications

> ***CumComp Home:*** Directs to the CumComp application and your access status determines if you can enter or not.
>
> ***GLJE Home:*** Directs to the GLJE application and your access status determines if you can enter or not.
>
> ***PayCV Home:*** Directs to the PayCV application and your access status determines if you can enter or not.

Resources

> ***FST User Manual:*** Link to this FST User Manual.
>
> ***How to Get Access – AFR owned applications:*** *Link to the Financial Systems & Applications page on the AFR website.*

Section 4: Requesting Application Access

Access can be requested for yourself or for someone else that you are assisting through the *Security* → *Request Application Access* menu. The applications you may request access for are:

- ✓ **GL Journal Entry (GLJE):** Create and submit new/original accounting entries to the General Ledger that have not been posted previously to the accounting system.

- ✓ **PayCV:** Create correcting salary and fringe journal entries for monthly and biweekly payroll by person, pay period, job code and Master File Key (MFK) to post to the General Ledger and Cumulative Compensation (CumComp).

- ✓ **WebCV:** Create correcting non-payroll expense and revenue transactions that have previously posted to the General Ledger.

- ✓ **CumComp:** View CumComp salary and fringe reports at the WhoKey or Individual (person) level, including biweekly and monthly payroll, PayCVs and salary/wage transfer entries.

By selecting "*Myself*", your employee information will automatically populate into the Workflow access request form.

By selecting "*Someone Else*" you must search/select a person that the request is intended to be submitted for. That person must be a current active University employee, student or affiliate.

Section 5: My Security

This option provides the logged in user with his/her security profile. If you don't have access to any applications whose security is handled in FST, then a message is displayed stating you don't have any access.

User Information: Section can be expanded to show more details for yourself that includes your HawkID, University ID, Employee ID, Org-Dept, Position Number and Company.

Available Applications: Provides the list of applications you are eligible for but do not have access to now. A "Request Access" link appears to request access to that specific application. This section will only appear if there are applications you do not have access to.

My University Financial Roles: Identifies if the user has an Institutional and/or WhoKey Role. Does not include the specific application roles the individual has but provides a link to those applications where you can look up and manage the person's roles.

> **TIP:** This section will be updated once daily at 4am in reaction to a person granted a role if they didn't already have that role before or removed from all roles for either of the applications in the last 24 hours. Automated granting or removal of access to the *Financial Reporting (AFR)* application will occur along with this update.

My Applications: Provides the list of Applications you have access to.

Section 6: Department Admins & their Delegates Responsibility

AFR recommends you work with your Business Officer to determine the expectations for security handling within your department.

Reference materials you may use to gain knowledge on the security model and how it works:

- [FST – Business Officer User Manual for AFR impacted applications](#)
  - Focus on these sections:
    - Security Model Introduction
    - Automated Security Maintenance
    - Scenarios
- [Financial Security Model Diagram](#) – provides a flow chart of how access works.

You will be included on transfer emails where the person has been suspended due to the person remaining in the same Org but their position # has changed. Please review this email to determine if the person needs their access reinstated, if so, then relay that information to the Business Officer & their delegates as they will be the ones to handle the reinstatement.

If your Business Officer and their Admin Delegates are not available to reinstate access within the 7 days of receiving the suspension email, please forward the suspension to AFR-ElecFinTrans@uiowa.edu and include/copy everyone that originally received the email that is noted at the bottom of the suspension email. Provide details and the need for assistance from AFR. AFR will <u>not</u> reinstate access except for this circumstance.

> **TIP:** Business Officer, Departmental Administrator and Administrative Delegates are defined as individuals with these assigned roles in the Institutional Roles application.

Section 7: Journal Search

NOTE: Will ONLY have access if you have EFR Portal, PayCV, WebCV or GLJE access.

WebCV Search

There are multiple fields to search on. Each search criteria entered means that the results must contain each of those values, helping to narrow your search further. If you search on a WhoKey and Journal ID value in the same search, the search results returned will include data that contains all criteria entered. For example, if your search criteria included both a specific WhoKey and Journal ID, and that WhoKey was not posted in that Journal, then no results are returned.

Search results provide transaction details of the entry along with journal owner contact information.

Sections within the WebCV Advanced Search:

Chartfield/WhoKey/MFK: Select the blue information button to review the search rules for this section:

> **Chartfield/WhoKey/MFK search rules:**
> - May search on one or many options
> - Only a single value (not a range) per Chartfield allowed (wildcarding addressed below)
> - Fund (3 digit), Org (2 digit), Dept (4 digit), Iact (4 digit), Oact (3 digit), Dact (5 digit), Fn (2 digit), Cctr (4 digit) and BRF (2 digit) values - NO wildcarding allowed
> - Subdept (5 digit max) value allowed as wildcard field, but requires Dept (4 digit) to be populated
> - Grant/Pgm value allowed as wildcard field, with the first 3 digits required, max 8 digits
> - Chartfields: Fund, Org, Oact, Dact, Function, and BRF will not be allowed to search on alone and will require at least one other Chartfield
> - WhoKey = Fund - Org - Dept - Subdept - Grant/Pgm - Fn - BRF (BRF is optional)
> - MFK = All Chartfield values, BRF optional

Person Information Search by the HawkID of the person the WebCV entry was Created By.

Journal Information

> ***Journal ID (Orig entry):*** Journal ID of the original entry that was posted that the WebCV was based on.
>
> ***Journal Effective Date (Orig entry):*** Journal date of the original entry that was posted that the WebCV was based on.
>
> ***Journal ID (CV entry):*** WebCV Journal ID.

CV Entry Date: WebCV journal date.

PO Number: Purchase Order number associated with the entry.

Voucher: Voucher number associated with the entry.

Subledger Account: Subledger identifier and subledger account (SLID/SLAC) associated with the entry.

Check Number: Check number associated with the entry.

Description: Journal line description of the specific entry.

UNIVID: University ID associated with the entry.

Action buttons within and at the bottom of form:
- ✓ *Search:* Once criteria is entered, select Search to see returned results.
- ✓ *Reset:* Either will reset the specific section you have chosen the reset button for or will reset the entire form if you select the option at the bottom.
- ✓ *Export to Excel:* Download results to Excel.

PayCV Search

There are multiple fields to search on. Each search criteria entered means that the results must contain each of those values, helping to narrow your search further. If you search on a WhoKey and Journal ID value in the same search, the search results returned will include data that contains all criteria entered. For example, if your search criteria included both a specific WhoKey and Journal ID, and that WhoKey was not posted in that Journal, then no results are returned.

Search results provide transaction details of the entry along with journal owner contact information.

Sections within the PayCV Advanced Search:

Chartfield/WhoKey/MFK Select the blue information button [i] to review the search rules for this section:

> **Chartfield/WhoKey/MFK search rules:**
> - May search on one or many options
> - Only a single value (not a range) per Chartfield allowed (wildcarding addressed below)
> - Fund (3 digit), Org (2 digit), Dept (4 digit), Iact (4 digit), Oact (3 digit), Dact (5 digit), Fn (2 digit), Cctr (4 digit) and BRF (2 digit) values - NO wildcarding allowed
> - Subdept (5 digit max) value allowed as wildcard field, but requires Dept (4 digit) to be populated
> - Grant/Pgm value allowed as wildcard field, with the first 3 digits required, max 8 digits
> - Chartfields: Fund, Org, Oact, Dact, Function, and BRF will not be allowed to search on alone and will require at least one other Chartfield
> - WhoKey = Fund - Org - Dept - Subdept - Grant/Pgm - Fn - BRF (BRF is optional)
> - MFK = All Chartfield values, BRF optional

Person Information Either search by the Person PayCV Submitted For or who the PayCV was Created By. For the Person PayCV Submitted For you can search by the person's EmplID, UnivID or Employee Name. For the Created By you can search by the person's HawkID.

Journal Information

   Journal ID: PayCV Journal ID.

   Journal Effective Date: Journal date of PayCV journal.

   Amount: The dollar amount of the individual transaction posted.

Action buttons within and at the bottom of form:
   - ✓ *Search:* Once criteria is entered, select Search to see returned results.
   - ✓ *Reset:* Either will reset the specfic section you have chosen or will reset the entire form if you select the option at the bottom.
   - ✓ *Export to Excel:* Will download your results to Excel.

GLJE Search

There are multiple fields to search on. Each search criteria entered means that the results must contain each of those values, helping to narrow your search further. If you search on a Created by Person and Journal ID value in the same search, the search results returned will include records that contains all criteria entered. For example, if your search criteria included both a specific Journal ID and Created by Person, and that person did not post that Journal, then no results are returned.

Search results provide transaction details of the entry along with journal owner contact information.

Sections within the GLJE Advanced Search:

Created By Search by the HawkID of the person the WebCV entry was Created By.

Journal ID GLJE Journal ID.

Journal Effective Date From & Journal Effective Date To Enter a range of dates that the journal effective date may be.

Action buttons at the bottom of form:
- ✓ **Search:** Once criteria is entered, select Search to see returned results.
- ✓ **Reset:** Resets the search criteria entered.

All Journals Search

This search can be used to find information for any journal posted to the General Ledger, with the ability to drill into the details of any GLJE, PayCV or WebCV journals <u>only</u>.

Search results provides journal owner contact information to assist with journal content questions.

Sections within the Journal Lookup Search:

Time Frame Choose between the Journal Date or Accounting Period.

> ***Journal Date:*** Drop down options to choose between "Equals" or "Between" so you can search by a date range.

> ***Accounting Period:*** Drop down options that allows searching on one period/fiscal year at a time that includes the current period/FY back to historical data to period 13/FY1994. Default is for base periods (01 – 14) but you may choose to show the adjustment periods (901-911) if needed.

Journal ID Drop down options to choose between include: *Is Exactly, Starts With, Ends With,* Or *Contains* that is used in conjunction with the free form field to enter your Journal ID criteria. *NOTE: Journal ID has a max length of 10 characters but may be shorter.*

Examples:
- Need to look up the contact person and journal description/purpose for journal **INGEN03205** posted to September, 2018 Monthly Account Statement (MAS). Choose the *Accounting Period* time frame with acctg period 03, FY2019/September 2018 and the Journal ID *Is Exactly* INGEN03205. The results return one journal with a journal date of 9/2/2018 and a journal description of "CILES, Gen Stores Inventory", along with the contact name of "Iles, Carolyn H" with a link to their User Information.
- Need to look up the contact person(s) and journal descriptions/purposes for multiple journals that posted to the June 2018 (period 12, FY18) MAS and the Journal IDs all start with "WFCEFT", with various four numbers behind them. Choose the *Accounting Period* time frame with acctg period 12, FY2018/June 2018 and the Journal ID *Starts With* WFCEFT. The results return 21 journals with various June 2018 journal dates and a journal description for all of them of "KBKENDALL, Treasury, WFC EFT", along with the contact name of "Kendall, Kelly B" with a link to their User Information.

Section 8: Questions/Contacts

- ✓ GLJE, WebCV & PayCV transactional application questions or related journal searches and All Journal search and CumComp application questions: AFR-ElecFinTrans@uiowa.edu.
- ✓ Security questions: FBIS-DL_Developer-Financials@iowa.uiowa.edu.