

# PayCV

(Payroll Corrections)

## Online Application

## User Guide

## PayCV User Guide

**PayCV is an online application used to correct Master File Keys (MFKs) on salary and fringe entries that have already posted to the General Ledger. The term “PayCV” comes from “Payroll Change Voucher”. Years ago the process of correcting an already-posted entry was done via a “change voucher” and the abbreviated “CV” is still used today.**

### **When to use PayCV vs. Retroactive Accounting-Only Change of Status**

There are two methods available to make retroactive accounting-only transfers for a person’s salary/fringe records (institutional accounts in the 5000 range), the Change of Status (COS) online form in the Human Resources Transaction System and the PayCV application. The preferred method is to complete the COS in the HR system.

A retroactive accounting-only COS should be completed whenever the appointment MFK for an individual should be updated in the HR system. For monthly appointments, the processing of the COS will trigger a PayCV being completed centrally. For biweekly appointments, the processing of the COS will NOT trigger a PayCV being done centrally, so the department is responsible for ensuring the appropriate PayCV entries are completed.

For the rare occasions when the COS is not appropriate the PayCV application should be used to make the appropriate entries to correct the MFK to post to the general ledger system.

### **PayCV Security**

Access to use the PayCV application is requested via the Accounting and Financial Reporting’s Workflow form. This form can be found by visiting the Accounting and Financial Reporting website and going to the Financial Systems & Applications page. This will list all the applications/tables/other support that AFR supports along with how to be granted access. Please look for the Payroll CV (PayCV) section to see the link to the Workflow form.

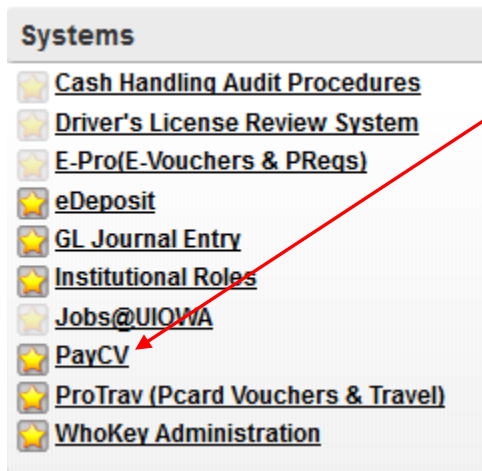
Financial Systems & Applications page: <https://afr.fo.uiowa.edu/financial-systems-applications>

PayCV Access Workflow form: <https://workflow.uiowa.edu/form/paycvcampusaccess>

***Besides security access to PayCV, access to the General Ledger Decision Support System (GL DSS) online application must also be in place. This security access is granted at the organizational unit (ORG) or department (DEPT) level through one of your unit’s Secondary Security administrators.***

## PayCV Correcting Entry Process

Once you have been granted the proper security to use PayCV, the link will appear in Employee Self Service in the Systems section within the Administration tab.



**Systems**

- [Cash Handling Audit Procedures](#)
- [Driver's License Review System](#)
- [E-Pro\(E-Vouchers & PReqs\)](#)
- [eDeposit](#)
- [GL Journal Entry](#)
- [Institutional Roles](#)
- [Jobs@UIOWA](#)
- [PayCV](#)
- [ProTrav \(Pcard Vouchers & Travel\)](#)
- [WhoKey Administration](#)

On the PayCV home page, the entry screen, select Go.

Correct Payroll by:

PayCV will be unavailable for a few minutes each evening, starting at 6:35 p.m., while CVs created today are processed and sent to the general ledger for posting

**PayCV Access Request Form:** To obtain access to PayCV. This application is highly restricted and should be used to correct payroll expense transactions that have previously posted to the General Ledger.

**Guidelines:** Documentation about retroactive payroll adjustments.

**PayCV User Guide:** Directions on how to create a correction journal for salary and fringe entries.

**Justification Forms:** Complete one of these forms for all retroactive payroll adjustments that are more than 90 days old.

- **Grant Funds** - If the retroactive adjustment debits (charges) a fund 500/510, a justification form must be completed. Contact [Grant Accounting](#) to determine how to proceed.
- **Non-grant Funds** - If the retroactive adjustment does NOT debit (charge) fund 500/510, a justification form must be completed and submitted to Accounting & Financial Reporting per the information on the form.

**Financial Systems Tools:** Journal search tool for journals created through the PayCV, WebCV and GL Journal Entry applications.

Enter either the Employee ID, University ID or person's name:

**Payroll CV: Standard Entry Form**

EMPLID:

University ID:

Last name:

First name:



Select "Search" once the person's identifier has been entered.


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*Each screen in PayCV contains employee information (name and employee ID). Those items are intentionally omitted from all examples in this document.*










The search returns a list of all of the MFKs that the person is paid from. The MFK list shows a cumulative fiscal year-to-date amount for each MFK.


### Payroll MFK List

	FND	ORG	DEPT	SUB DEPT	GRANT PROG	IACCT	OACCT	DACCT	FN	CCTR	BRF	JOB CD	PAY GRP	FISCAL 2015 YTD SUM
	050	05	0303	20000	00000000	5202	000	00000	60	0000		PBF4	1	\$ 10,117.32
	450	05	0303	20000	50496200	5202	000	99999	00	0000		PBF4	1	\$ 7,694.68

Select the desired MFK line by clicking on the  icon to the left of that line. The chosen MFK line is expanded into individual pay periods and associated salary and fringe amounts. This list also shows a cumulative salary/fringe amount for the last 90 days.

**MFK:** 050 05 0303 20000 00000000 5202 000 00000 60 0000 **BRF:**  
**JOB CD:**PBF4 **PAY GRP:**1

	PAY PERIOD	PAY	FRINGE	
	10/01/2014 - 10/31/2014	\$ 2,529.33	\$ 902.97	
	09/01/2014 - 09/30/2014	\$ 2,529.33	\$ 902.97	
	08/01/2014 - 08/31/2014	\$ 2,529.33	\$ 902.97	
	07/01/2014 - 07/31/2014	\$ 2,529.33	\$ 902.97	
	<b>90 DAY SUM</b>	\$ 7,587.99	\$ 2,708.91	

Additional information about journals associated with the MFK/pay period combination can be found via the desired  icon.

**MFK:** 050 05 0303 20000 00000000 5202 000 00000 60 0000 **BRF:** **JOB CD:**PBF4 **PAY GRP:**1

Jrnl ID	Effective DT	Seq #	Amt
2MOPAYROLL	10/31/2014	0	\$ 2,529.33










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## Single Period Entry:

Select the browser back button to return to the previous screen.

Select the pay period for the desired correction via the  icon. This begins the CV process for a single pay period.

MFK: 050 05 0303 20000 00000000 5202 000 00000 60 0000 BRF:  
 JOB CD: PBF4 PAY GRP: 1

	PAY PERIOD	PAY	FRINGE	
	10/01/2014 - 10/31/2014	\$ 2,529.33	\$ 902.97	
	09/01/2014 - 09/30/2014	\$ 2,529.33	\$ 902.97	
	08/01/2014 - 08/31/2014	\$ 2,529.33	\$ 902.97	
	07/01/2014 - 07/31/2014	\$ 2,529.33	\$ 902.97	
	<b>90 DAY SUM</b>	\$ 7,587.99	\$ 2,708.91	

*Note: Once the CV process is started, it is important to use the navigation buttons provided on the various screens (e.g. "Go to Review" or "Cancel New MFK") rather than the Internet browser "back" button or the "X" to just close the PayCV window. Any of these non-PayCV actions can cause errors and can result in the CV transaction in process being locked. Locks are automatically cleared in the evening processing and any locked CV will be available for continued editing the following morning.*

The resulting screen shows the upper part with the original MFK, employee information (**intentionally omitted**) and the pay period selected. None of these fields can be changed.

Original Info												
MFK:	FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF	
	050	05	0303	20000	00000000	5202	000	00000	60	0000		
<b>Employee</b>						<b>Empl ID</b>			<b>Period</b>			
									08/01/2014 - 08/31/2014			
<b>Initial Amount</b>				<b>Current CV Amt</b>				<b>Difference Remaining</b>				
Pay:	\$ 2,529.33	D				Pay:	\$ 0.00				Pay:	\$ 2,529.33
Fringe:	\$ 902.97	D				Fringe:	\$ 0.00				Fringe:	\$ 902.97
	\$ 3,432.30	D					\$ 0.00					\$ 3,432.30

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The lower part of the screen is an input form for the new MFK. It has been populated with the original MFK elements and the entire amount of salary available on the original MFK. At least one of the values of the new MFK must be changed.

### New MFK (1)

(Note: Any fields left blank will be converted to zeros)

FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0303	20000	00000000	5202	000	00000	60	0000		\$ 2529.33

CV Purpose

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form.

See [Cost Transfer Policy and Guidelines](#) for more information.

Enter Next MFK

Go to Review

Cancel New MFK

Enter the values for the new MFK elements, the MFK the salary/fringe expense is being transferred to, along with the desired dollar amount of the salary. Fringe will be automatically calculated based on the salary amount and the FY fringe rates.

Salary/fringe can be transferred to one or multiple MFKs. In the example shown below – the DEPT and GRANT/PGM have changed for the 1<sup>st</sup> new MFK in this CV. This example is moving only \$1,000, not the full \$2,529.33 available.

**Note: The Institutional Account cannot be changed.**

The CV Purpose field is optional. It is not displayed in the General Ledger, but it is visible in Financial Systems Tools, a journal search tool discussed later in this document.

### New MFK (1)

(Note: Any fields left blank will be converted to zeros)

FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF	Debit
050	05	0305	20000	50501800	5202	000	00000	60	0000		\$ 1000

CV Purpose  
partial salary now being funded by AFR

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form.

See [Cost Transfer Policy and Guidelines](#) for more information.

Enter Next MFK

Go to Review

Cancel New MFK

From this screen, if it is determined that an unintended original MFK pay period is being corrected, select the cancel button to stop the CV process and start over.

If salary/fringe is being transferred to only 1 MFK, select **Go to Review** to finish the CV.

Accounting & Financial Reporting, Last update: 03/03/2017

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Direct questions or problems to [Accounting & Financial Reporting](#).



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In this example, the DEPT is changed to 0315, SDEPT to 00015 and GRANT/PGM to 50501800. The dollar amount remains (to transfer all remaining dollars), the Purpose field is blanked out and “Go to Review” is selected. This results in a WhoKey error. It is when the “review” option is selected that the MFK is validated.

### Error: Invalid MFK - WHO DOES NOT EXIST (FIELDS:Fund/Org/Dept/Grant/Function/Budget Ref)

#### New MFK (2)

(Note: Any fields left blank will be converted to zeros)

FUND	ORG	DEPT	SDEPT	G/PROG	IACT	OACT	DACT	FN	CCTR	BRF	Amount
050	05	0315	00015	50501800	5202	000	00000	60	0000		\$ 1529.33
CV Purpose											
<input type="text"/>											

Commit Change

Cancel New MFK Entry

If you have any questions, please contact [Accounting & Financial Reporting](#).

When an MFK validation error occurs, the updates necessary to fix the error are made on the error screen and are committed via “Commit Change” or, the new MFK entry can be cancelled at this point.

In this example, the G/PROG is changed to 00000000 and “Commit Change” is selected. This action brings up the review screen which lists the original MFK information and the 2 MFKs the salary/fringe is being transferred to.

#### Original Info

MFK: FUND ORG DEPT SDEPT GRANT/PGM IACT OACT DACT FN CCTR BRF											
050	05	0303	20000	00000000	5202	000	00000	60	0000		
<b>Employee</b>			<b>Empl ID</b>			<b>Period</b>					
						08/01/2014 - 08/31/2014					
<b>Initial Amount</b>				<b>Current Cv Amt</b>				<b>Difference Remaining</b>			
Pay:	\$	2,529.33	D	Pay:	\$	2,529.33		Pay:	\$	0.00	
Fringe:	\$	902.97	D	Fringe:	\$	902.97		Fringe:	\$	0.00	
	\$	3,432.30	D		\$	3,432.30			\$	0.00	



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## New Entry (1) -- ACTIVE

<b>JRNL ID</b> PCV0016502	<b>DESCRIPTION</b> P and S Salaries Regular										<b>EFF DT</b> 11/12/2014	
<b>PAY IACCT</b> 5202	<b>FUND</b> 050	<b>ORG</b> 05	<b>DEPT</b> 0305	<b>SDEPT</b> 20000	<b>GRANT/PGM</b> 50501800	<b>IACCT</b> 5202	<b>OACT</b> 000	<b>DACT</b> 00000	<b>FN</b> 60	<b>CCTR</b> 0000	<b>BRF</b>	<b>PAY AMT</b> \$ 1,000.00 D
<b>FRINGE IACCT</b> 5302	<b>FUND</b> 050	<b>ORG</b> 05	<b>DEPT</b> 0305	<b>SDEPT</b> 20000	<b>GRANT/PGM</b> 50501800	<b>IACCT</b> 5302	<b>OACT</b> 000	<b>DACT</b> 00000	<b>FN</b> 60	<b>CCTR</b> 0000	<b>BRF</b>	<b>FRINGE AMT</b> \$ 357.00 D

## New Entry (2) -- ACTIVE

<b>JRNL ID</b> PCV0016502	<b>DESCRIPTION</b> P and S Salaries Regular										<b>EFF DT</b> 11/12/2014	
<b>PAY IACCT</b> 5202	<b>FUND</b> 050	<b>ORG</b> 05	<b>DEPT</b> 0315	<b>SDEPT</b> 00015	<b>GRANT/PGM</b> 00000000	<b>IACCT</b> 5202	<b>OACT</b> 000	<b>DACT</b> 00000	<b>FN</b> 60	<b>CCTR</b> 0000	<b>BRF</b>	<b>PAY AMT</b> \$ 1,529.33 D
<b>FRINGE IACCT</b> 5302	<b>FUND</b> 050	<b>ORG</b> 05	<b>DEPT</b> 0315	<b>SDEPT</b> 00015	<b>GRANT/PGM</b> 00000000	<b>IACCT</b> 5302	<b>OACT</b> 000	<b>DACT</b> 00000	<b>FN</b> 60	<b>CCTR</b> 0000	<b>BRF</b>	<b>FRINGE AMT</b> \$ 545.97 D

From the review screen, a CV can be submitted, the entire CV can be cancelled, another new MFK can be entered or any of the new MFKs already entered can be individually edited or deleted entirely.

If an MFK is deleted, there is an option to restore it before the CV is submitted.

When all modifications are complete, select "Submit Correction".

A confirmation screen is presented, one last chance to determine if this CV should be created. If an error is discovered, there are options to either return to the review page for editing or to cancel the CV entirely.

### Confirm PayCV Submission

**\$ 2529.33** to be credited to the **Original Pay Entry/Entries**  
**\$ 0.00** remaining on Original Pay Entry/Entries

**\$ 902.97** to be credited to **Fringe Institutional Account 5302**  
**\$ 0.00** remaining on Original Fringe Entry/Entries

## PayCV User Guide

Once the PayCV is confirmed for submission, the “CV completed” notification will be presented along with options to return to the specific MFK listing that was just CV’d for this employee, to return to the entire list of payroll MFKs for this employee, or to return to the PayCV home page.

As the message on the screen below indicates, the CV just created will be reflected immediately in the PayCV tables – this means you can view it right away in Financial Systems Tools. However it will not be loaded to the online General Ledger Decision Support System (GL DSS) and thus will not be reflected in the TDR report until general ledger processes run that evening. If there are no errors in the evening processes, the CV will be reflected in the TDR the next morning. The GL journal which contains these CV corrections will be part of the journal with an ID that begins with **PCV** followed by numbers (e.g. PCV0001425).

Pay CV successfully completed.

If it is before 6:35 p.m., the CV you just created will be sent to PeopleSoft General Ledger tonight. It will have today as an effective date.

If it is after 6:35 p.m., the CV will be sent to PS GL tomorrow with an effective date of tomorrow's date.

Employee ID: 1116548 MFK: 050 05 0303 20000 00000000 5202 000 00000 60 0000 Job CD/Pay Group: PBF4/1



Period Summary Page: Person/MFK/Job/Group

MFK List for Employee: 1116548

PayCV Home Page





If the “MFK list” option above is selected, the CV just created will be included. Before doing this CV, the list of all MFKs that this person had been paid from looked like this:

### Payroll MFK List

	FND	ORG	DEPT	SUB DEPT	GRANT PROG	IACCT	OACCT	DACCT	FN	CCTR	BRF	JOB CD	PAY GRP	FISCAL 2015 YTD SUM
	050	05	0303	20000	00000000	5202	000	00000	60	0000		PBF4	1	\$ 10,117.32
	450	05	0303	20000	50496200	5202	000	99999	00	0000		PBF4	1	\$ 7,694.68

After the CV was submitted, the MFK list looks like this:

### Payroll MFK List




	FND	ORG	DEPT	SUB DEPT	GRANT PROG	IACCT	OACCT	DACCT	FN	CCTR	BRF	JOB CD	PAY GRP	FISCAL 2015 YTD SUM
	050	05	0303	20000	00000000	5202	000	00000	60	0000		PBF4	1	\$ 7,587.99
	050	05	0305	20000	50501800	5202	000	00000	60	0000		PBF4	1	\$ 1,000.00
	050	05	0315	00015	00000000	5202	000	00000	60	0000		PBF4	1	\$ 1,529.33
	450	05	0303	20000	50496200	5202	000	99999	00	0000		PBF4	1	\$ 7,694.68

MFK line **050-05-0303-20000-00000000-5202-000-00000-60-0000** originally showed \$10,117.32, but now is reduced to \$7,587.99 after \$2,529.33 (\$1000 and \$1529.33) were transferred to the new MFKs of **050-05-0305-20000-50501800-5202-000-00000-60-0000** and **050-05-0315-00015-00000000-5202-000-00000-60-0000** which now also appear on the MFK list.

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Expanding the first MFK line that contains the CV amount of \$1,000 shows that the only pay period where this employee was paid from this MFK is 8/1 – 8/31, which is the pay period that was selected in the previous CV process.

**MFK:** 050 05 0305 20000 50501800 5202 000 00000 60 0000 **BRF:**  
**JOB CD:**PBF4 **PAY GRP:**1

	PAY PERIOD	PAY	FRINGE	
	08/01/2014 - 08/31/2014	\$ 1,000.00	\$ 357.00	
	90 DAY SUM	\$ 1,000.00	\$ 357.00	

Also, looking at the journal information for this pay entry shows that this entry was created via a PayCV correcting journal, not a regular HR Payroll journal.

This shows the journal ID of the journal that created this entry. Entries that were created as a result of a CV will have a journal ID that begins with **PCV**.

**MFK:** 050 05 0305 20000 50501800 5202 000 00000 60 0000 **BRF:** **JOB CD:**PBF4 **PAY GRP:**1

Jrnl ID	Effective DT	Seq #	Amt
PCV0016502	11/12/2014	0	\$ 1,000.00




## PayCV User Guide

### Multiple Period Entry:

The prior CV example illustrated in this document was for transferring salary/fringe in a **single pay period** (8/1 – 8/31) from one MFK to 2 other MFKs. It is also possible in one transaction to move salary/fringe for more than 1 pay period via the 90 day option.










Select the desired MFK.

#### Payroll MFK List

	FND	ORG	DEPT	SUB DEPT	GRANT PROG	IACCT	OACCT	DACCT	FN	CCTR	BRF	JOB CD	PAY GRP	FISCAL 2015 YTD SUM
	050	05	0315	00050	50345500	5202	000	00000	60	0000		PCH2	1	\$ 9,988.68
	240	05	0310	00000	50508250	5202	000	00000	60	0000		PCH2	1	\$ 5,018.68
	240	05	0315	00050	50341200	5202	000	00000	60	0000		PCH2	1	\$ 4,994.00

Select **90 DAY SUM**.

**MFK:** 240 05 0310 00000 50508250 5202 000 00000 60 0000 **BRF:**  
**JOB CD:**PCH2 **PAY GRP:**1

	PAY PERIOD	PAY	FRINGE	
	10/01/2014 - 10/31/2014	\$ 1,254.67	\$ 447.92	
	09/01/2014 - 09/30/2014	\$ 1,254.67	\$ 447.92	
	08/01/2014 - 08/31/2014	\$ 1,254.67	\$ 447.92	
	07/01/2014 - 07/31/2014	\$ 1,254.67	\$ 447.92	
	<b>90 DAY SUM</b>	<b>\$ 3,764.01</b>	<b>\$ 1,343.76</b>	

The 90 DAY SUM salary and fringe amounts reflect the accumulated pay for all pay periods where the pay period end date (in this example, 8/31/2014) is 90 days or less from the current date (in this example, 11/13/2014).

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The CV form below shows the full pay amount for the last 90 days and the pay period as a 90 day period.

Original Info											
MFK:	FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF
	240	05	0310	00000	50508250	5202	000	00000	60	0000	
Employee						Empl ID			Period		
									08/01/2014 - 10/31/2014		
Initial Amount				Current CV Amt				Difference Remaining			
Pay:	\$ 3,764.01 D			Pay:	\$ 0.00			Pay:	\$ 3,764.01		
Fringe:	\$ 1,343.76 D			Fringe:	\$ 0.00			Fringe:	\$ 1,343.76		
	\$ 5,107.77 D				\$ 0.00				\$ 5,107.77		

### New MFK (1)

(Note: Any fields left blank will be converted to zeros)

FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF	Debit
240	05	0310	00000	50508250	5202	000	00000	60	0000		\$ 3764.01
CV Purpose											
<input type="text"/>											

If this expenditure is moved to a sponsored project (fund 500/510), you will be required to complete a Cost Transfer Explanation and Justification form. See [Cost Transfer Policy and Guidelines](#) for more information.

Enter Next MFK

Go to Review

Cancel New MFK

As with a single pay period correction, in a multiple period correction the entire salary amount can be moved or just a portion of it. The corresponding fringe will be automatically calculated.

If only a portion of the available salary dollars are entered, the money will be allocated in the order of the oldest pay period first and the most recent pay period last. The dollar amount transferred for each pay period will be as much as possible. If the amount to be transferred is large enough to CV an entire pay period, that's what will happen. Remaining dollars will be allocated to the next pay period and so on.

In this example, each of the pay periods included in the 90 day spread have a salary of \$1,254.67 and fringe of \$447.92. The DACT field is changed to 99999 and in the Debit field to \$3,000. The oldest pay period (8/1 – 8/31) will have all of its salary/fringe transferred, reducing the amount of available salary to \$1,745.33. This amount is large enough to transfer everything in the next oldest pay period (9/1 – 9/30) which reduces the amount of available salary to \$490.66. This remaining amount will not cover all of the newest pay period (10/1 – 10/31), but the full amount remaining will be transferred.

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The screens below show the effects of this CV. The first is the MFK that the salary/fringe was transferred **from**; the second is the MFK that this money was transferred **to**.

**MFK:** 240 05 0310 00000 50508250 5202 000 00000 60 0000 **BRF:**  
**JOB CD:**PCH2 **PAY GRP:**1

	PAY PERIOD	PAY	FRINGE	
	10/01/2014 - 10/31/2014	\$ 764.01	\$ 272.76	
	09/01/2014 - 09/30/2014	\$ 0.00	\$ 0.00	
	08/01/2014 - 08/31/2014	\$ 0.00	\$ 0.00	
	07/01/2014 - 07/31/2014	\$ 1,254.67	\$ 447.92	
	<b>90 DAY SUM</b>	\$ 764.01	\$ 272.76	

**MFK:** 240 05 0310 00000 50508250 5202 000 99999 60 0000 **BRF:**  
**JOB CD:**PCH2 **PAY GRP:**1

	PAY PERIOD	PAY	FRINGE	
	10/01/2014 - 10/31/2014	\$ 490.66	\$ 175.16	
	09/01/2014 - 09/30/2014	\$ 1,254.67	\$ 447.92	
	08/01/2014 - 08/31/2014	\$ 1,254.67	\$ 447.92	
	<b>90 DAY SUM</b>	\$ 3,000.00	\$ 1,071.00	

How the money is spread across the affected pay periods is the only way in which a single pay period correction and a multiple pay period correction differ.

## Cost Transfer Justification

If a PayCV correction is moving salary/fringe expenses to a sponsored project account (FUND 500 or 510) and the first 6 digits of the GRANT/PGM is different than where the salary/fringe expenses were originally charged, a justification of why this transfer is necessary is required. At the time that a CV of this type is submitted, a Cost Transfer Justification (CTJ) form will appear on the screen. The questions must be answered before the CV will actually be created.

The following CV matches the CTJ criteria; salary/fringe is being transferred to a sponsored project account and the GRANT/PGM is not the same as the one in the original MFK.

**Original Info**

MFK:	FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF
	050	05	0315	00050	50345500	5202	000	00000	60	0000	
<b>Employee</b>			<b>Empl ID</b>			<b>Period</b>					
						10/01/2014 - 10/31/2014					
<b>Initial Amount</b>			<b>Current Cv Amt</b>			<b>Difference Remaining</b>					
Pay:	\$ 2,497.17 D		Pay:			\$ 2,497.17		Pay:		\$ 0.00	
Fringe:	\$ 891.49 D		Fringe:			\$ 891.49		Fringe:		\$ 0.00	
	\$ 3,388.66 D					\$ 3,388.66				\$ 0.00	

**New Entry (1) -- ACTIVE**

JRNL ID	DESCRIPTION										EFF DT	
PCV0016507	P and S Salaries Regular										11/13/2014	
PAY IACCT	FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF	PAY AMT
5202	500	05	0375	00000	19004100	5202	000	00000	20	0000	01	\$ 2,497.17 D
FRINGE IACCT	FUND	ORG	DEPT	SDEPT	GRANT/PGM	IACT	OACT	DACT	FN	CCTR	BRF	FRINGE AMT
5302	500	05	0375	00000	19004100	5302	000	00000	20	0000	01	\$ 891.49 D

Edit Entry

Delete Entry

Submit Correction

Enter Additional MFK(s)

Cancel Correction

When this CV is submitted, the following electronic form will be presented. A response must be entered to each question before the CV will actually be created and sent to the general ledger system. This form, once created, will be viewable in Financial Systems Tools by the person who created it and a few central administration staff.

# PayCV User Guide

## Cost Transfer Explanation and Justification

You are requesting to have an expenditure moved to a sponsored project account (fund 500 or 510), so you must complete the Cost Transfer Explanation and Justification Request form by answering the following questions. The responses should be clearly stated and must be sufficient for an independent reviewer (i.e. an auditor) to understand the transfer and conclude that it is appropriate. An explanation which merely states that the transfer was made 'to correct an error' or 'to transfer to correct project' is not sufficient.

For more information, refer to [Cost Transfer Policy and Guidelines](#)

Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstances for originally charging the incorrect account)?

Why should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project)?

[Submit Cost Transfer Justification](#)

## Financial Systems Tools

Financial Systems Tools (FST) is a journal search tool. Journals created through the web applications of PayCV, WebCV or GL Journal Entry (GLJE) can be viewed in FST as soon as they are created, which is (generally) the day before they are available in GL DSS and the TDR report.

Links to FST are found both in Self Service under the Administration tab and in the PayCV application on the navigation bar at the bottom of the page.

The screenshot shows the 'ADMINISTRATION' menu on the left side of the page. Under the 'Data Access' section, there is a list of links: ePersonnel File (Direct Reports), Electronic Financial Reports, AP-PO PeopleSoft, GL Cumulative Compensation DSS, GL Financial Systems Tools, GL General Ledger DSS, Grant DSS, HR Reports, and CAM (Capital Assets Management). At the bottom of the page, there is a navigation bar with links: PayCV Home, Financial Systems Tools, Self Service, and log off. Two red arrows originate from the 'GL Financial Systems Tools' link in the menu and point to the 'Financial Systems Tools' link in the navigation bar.



## PayCV User Guide

Journal searches in FST are based on the applications that created the journal – WebCV, PayCV or GLJE.

Journals created in WebCV (corrections for non-salary/fringe expenses) have a journal ID that begins with **WCV** followed by numbers (journals older than 3/2009 have journal IDs of **1WEBCORR1** or **1WEBEQUIP1**).

Journals created in PayCV (corrections for salary/fringe expenses) have a journal ID that begins with **PCV** followed by numbers (journals older than 3/2009 have journal IDs of **1WEBPAY1** or **1WEBPAY3**).

Journals created in GL Journal Entry (GLJE) can begin with journal prefixes of **ONL, ONN, TRA, TRF, PAY, PMO, CIP, BKC or BKD** (May 2010 and prior bank journals would have **4BR or 5BR** prefixes). All prefixes are followed by numbers, except for the bank journals BKC or BKD, which will indicate the bank (3 letter code) and then numbers.

## Financial Systems Tools

[WebCV](#)

[PayCV](#)

[GL Journal Entry](#)

[Other](#)

[Home](#)

### Financial Systems Tools: Main menu

#### ▶ **WebCV Options**

Search WebCV transactions by username

Advanced search of WebCV transactions by a number of different criteria

WebCV User Guide

#### ▶ **PayCV Options**

Search PayCV transactions by username

Advanced search of PayCV transactions by a number of different criteria

PayCV User Guide

PayCV home

#### ▶ **GL Journal Entry Options**

Search GL Journal Entry transactions by Hawk ID

Search GL Journal Entry transactions by Journal ID

GLJE User Guide - Journals

GLJE User Guide - Templates

GL Journal Entry home

#### ▶ **Other Options**

Both WebCV and PayCV can be searched by the username (Hawk ID) of the person who created the journal or by a number of different criteria such as journal date or MFK elements. Currently, GLJE journals can only be searched by Hawk ID or the specific journal ID.

Select PayCV Options, Advanced search

## PayCV User Guide

While holding down the “Ctrl” key, select “MFK – Grant”, “Journal Effective Date”, release the “Ctrl” key and then select “Next Step.”

### Advanced PayCV Search: Step 1

**1 Select the fields you wish to search upon**

**To select multiple fields...**

**Windows** - Hold down the "Control" key while clicking on a field

**Mac** - Hold down the "Command/Apple" key while clicking on a field

MFK - Grant

MFK - Instl Account

MFK - Org Account

MFK - Department Account

MFK - Cost Center

MFK - BRF

Employee ID

UNIVID

Employee Name

Journal ID

Journal Effective Date

Pending (Today)

Archive (10/5/98 to yesterday)

**2 Select the datasets you wish to search**

**3**

Enter 12194300 for the Grant and 10/27/2014 for the Journal Effective Date. Select “Perform Search” to see all journal lines which meet this criteria.

A mouse rollover will highlight the Username; select it to get more information about the person who created this journal line.

Advanced Search							Records 1 - 12 of 12	<a href="#" style="color: white;">&lt;&lt; Back a step</a>
Payee	Pay Prd.	CV Amount	Eff. Date	Username	Journal ID	CTJ	Description	
10-510-17-3255-75000-12194300-5202-000-00000-20-7964 BRF: 09								
KAREN JOHNSON	09/01/2014 - 09/30/2014	\$- 496.41	10/27/2014	DBEELER	PCV0016362	*	P and S Salarie	
10-510-17-3255-75000-12194300-5302-000-00000-20-7964 BRF: 09								
JACKY WALKER	07/01/2014 - 07/31/2014	\$ 220.33	10/27/2014	CKRANTZ	PCV0016375	*	Fringe Benefit	
10-510-17-3255-75000-12194300-5202-000-00000-20-7964 BRF: 09								
JACKY WALKER	09/01/2014 - 09/30/2014	\$ 617.17	10/27/2014	CKRANTZ	PCV0016375	*	P and S Salarie	
10-510-17-3255-75000-12194300-5202-000-00000-20-7964 BRF: 09								
KAREN JOHNSON	07/01/2014 - 07/31/2014	\$- 496.41	10/27/2014	DBEELER	PCV0016362	*	P and S Salarie	

An asterisk in the CTJ column indicates that a Cost Transfer Justification form was filled out for this correction. Only the person who created the CV and a few central administration staff are allowed to view the contents of these forms, but anyone can see whether or not there is a form associated with a given journal line.

# PayCV Edits and Permissions

### Edits:

*For problems or questions regarding PayCV or if you are unsure on how to correct an entry, please email [Accounting and Financial Reporting](#).*

Restrictions for the MFK lines that money is being transferred to include:

- MFK is validated
- Debit field requires a non-zero, positive dollar amount
- WhoKey 270-05-0316-00000-71001000-00 (academic salaries) not allowed
- FUND 271 (Payroll Fringe Benefit Control) not allowed
- ORG 99 (Error Suspense Handling) not allowed
- IACT cannot be changed from original MFK
- Budget Reference Field (BRF), if applicable, will be automatically populated

### Permissions:

Standard permissions granted to all campus users allow CVs to be created if:

- Original entry is from pay period with end date  $\leq$  90 days from current date
- Original WhoKey has to be open for a Grant (fund 500/510)
- Original WhoKey can be open or closed for a non-Grant (any fund other than 500/510)
- New MFKs are valid and WhoKeys are open

There are some restricted permissions in PayCV that are not granted to general campus users. These include things like the ability to CV a pay entry that is older than 90 days and are granted only to select central administration staff.

PayCV has period 14 established as an independent privilege. If you do not have this special year end privilege when the period 14 timeframe is reached in mid-July, you will temporarily not have access to PayCV, until we open the application up for Period 1 of the new fiscal year.

Period 14 privileges are highly restricted and are intended generally for Org level administrators so your Business Officer must approve this security. Each year Accounting and Financial Reporting notifies all Business Officer's who have employees with PayCV privileges to approve access at that time. They can also email Tammy Buchmayer in Accounting and Financial Reporting to request access for someone during the year-end close timeframe.

## PayCV, Cumulative Compensation Decision Support System and GL

All payroll journals created in the HR system are posted to the general ledger system rolled up at the MFK level. At the same time, this information is sent in detail by person, by pay period, by MFK to the PayCV Oracle tables. The PayCV application journals are posted to the general ledger system by MFK and are sent by person, by pay period, by MFK to the PayCV Oracle tables too. The data in the PayCV tables are the source of the data displayed in the PayCV online application. In addition, during the month-end closing process after

## PayCV User Guide

verification is made that PayCV and GL data is in synch, the PayCV data is loaded to the Cumulative Compensation Decision Support System (CumComp DSS). CumComp DSS is the only source of data for all financial transactions by person from both the HR system, as well as all salary/fringe adjustments.

### Quick Summary

- Use PayCV to move salary/fringe by person only for the occasions when an HR retroactive accounting-only Change of Status is not appropriate.
- Access to PayCV is requested via Workflow form:  
<https://workflow.uiowa.edu/form/paycvcampusaccess>
- For problems or questions regarding PayCV or if you are unsure how to correct an entry, email [Accounting and Financial Reporting](#).
- CVs are done on individuals, one person at a time. An Employee ID, University ID or Employee name is needed to locate the target person's payroll records.
- CVs can be done for a single pay period or multiple pay periods.
  - Multiple period CVs include pay periods within a 90 day limit – the pay period end date must be within 90 days from the current date.
  - Salary/fringe is transferred starting with the oldest pay period first, moving toward the most recent pay period.
  - As much salary/fringe as possible is allocated to each pay period (it is not split evenly among all periods).
- Electronic Cost Transfer Justification (CTJ) forms are required (and automatically presented) when salary/fringe is transferred **to** a sponsored project (FUNDS 500 or 510) **and** to a GRANT/PGM that is different than that of the original MFK.
- When navigation buttons are provided, **always** use those and **not** the browser back button.
- Journal lines created via PayCV will belong to journals with IDs beginning with **PCV** followed by numbers. Journal IDs are assigned per person per day; all CV entries for a given person on a given day will be combined into a single journal. A new journal ID will be assigned the next day that person creates CVs.
- Journal lines created via PayCV (as well as WebCV and GL Journal Entry) can be viewed immediately in Financial Systems Tools (available through Self Service or a link on the PayCV home page).
- CVs will generally be included in GL DSS and the TDR report the day after they were created in PayCV.