

Accounting and Financial Reporting

WebCV

(Revenue and Non-Payroll Expense Corrections)

Online Application

User Manual

WebCV is an online application used to correct Master File Keys (MFKs) on revenue and non-salary/fringe expense entries that have already posted to the General Ledger. Years ago the process of correcting an already-posted entry was done via a "change voucher" and the abbreviation "CV" is still used today. The "Web" in WebCV was used in the name because this was one of the first web-based transactional applications developed for Accounting and Financial Reporting.

When to use WebCV

The WebCV online application should be used when non-payroll expense records or revenue records have already posted to the general ledger and need to be reflected in a different MFK. To the extent possible, WebCV is the preferred method over the GL Journal Entry application to transfer posted non-payroll expense or revenue records. This is because WebCV carries the original journal information, which is important for tracking and audit purposes. There are some restrictions on both expenses and revenues that can be corrected through WebCV, which will be explained further in a later section in this document.

WebCV Security

Access to use the WebCV 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 WebCV section to see the link to the Workflow form.

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

WebCV Access Workflow form: https://workflow.uiowa.edu/form/webcvcampusaccess

WebCV Correcting Entry Process

Once the proper security to use WebCV has been granted, there are two ways to enter the WebCV correction mode. Both methods involve going through a report – the **TDR** or the **Voucher** reports. It is not in the scope of this document to explain either of these reports in detail; the intent is only to show how either serves as an interface to WebCV.

WebCV User Manual TDR Report:

The TDR is a Transaction Detail Report found in the online reporting application Electronic Financial Reports (EFR). From the Transaction Detail section of this report, individual journal lines can be selected for correction.

Accessed through Self Service > Business & Financial Systems > Data, Reports & Dashboards > Electronic Financial Reports (EFR) Portal. The following groups of people will have a link to EFR in Self Service:

- 1. Employees who are assigned as *Account Owners* or *Account Reviewers* in the WhoKey Administration application. These individuals will see the TDR's for WhoKeys they are assigned.
- 2. Employees who have Financial Reporting (AFR) application access. These individuals may or may not have assigned roles for WhoKeys, but they can run ad-hoc TDR reports through a link in the EFR Inbox.

How to open a TDR in two separate ways:

1. Transaction R	eports – Inbox:			
ш Тн	e University of Iowa			
Dashboards	Transaction Reports	Grant Reports	Resources/Help	
Inbox Ad	Hoc Search SA3 Search	ch [GLDSS] Alte	rnate Reconciliation	

Transaction Reports



The "Monthly TDR Inbox" section of the EFR Inbox shows TDR reports for WhoKeys that you are assigned *Account Owner* or *Account Reviewer* and identifies which of these roles you are assigned.

2. Transaction Reports – Ad-Hoc Search:

f	ш Тн	e University	i of Iowa				
Dashboar	rds	Transaction	Reports	Grant Repo	orts	Resources/Help	
Inbox	Ad	Hoc Search	SA3 Sear	ch [GLDSS]	Alte	rnate Reconciliation	

Enter the WhoKey and select the accounting period and fiscal year of the entry you would like to correct: **050-05-0305-11000-50501800-60**, acctg prd **05**, FY 2014 / NOVEMBER, 2013. The default date will be to the current month (also referred to as the "daily TDR") ***Please note, TDR reports are only available starting for accounting period 01, FY2011 / JULY 2010.

	TDR Ad-Hoc Search	
Fund Org 050 05	Disable AutoTab Dept SubDept Grant/Program Func BRF 0305 11000 50501800 60	
Note: BRF may be le	t blank. Other blank fields will be converted to	zeros.
As of:	acctg prd 05, FY 2014 / NOVEMBER , 2013	•
	Show Adjustment Periods	
Sorted By:	IACT,OACT,DACT,CCTR - Ascending -	
Get Data as:	⊚report (HTML) ⊚excel spreadsheet	-
	Get Report Reset	

Once you have chosen an option of how to open a TDR:

Scroll to the General Expense area under the report section (or simply click on the 'Go To' section for GENERAL EXPENSE.

```
Go To: | SALARY, FRINGE | GENERAL EXPENSE | ALLOCATIONS | ENCUMBRANCES |
```

GENER	AL EXPEN	ISE								
	IACT OACT DAC	T CCTR Journal ID	Amount	Eff Dt	SLID/SLAC	User ID	Voucher	РО	Univ ID	Wf
0, /	6026 000 0000	00 0000 1WEBPCARD1 (?)	\$563.60	11/07/2013		CHAGEN	P0250015			Y
Description	UNITED 0162381	956092								
4	No Comments.									
Transaction Comments										
Q. 🔨	6026 000 0000	00 0000 1WEBPCARD1 (?)	\$700.00	11/07/2013		CHAGEN	P0250015			Y
Description	NACUBO									
4	No Comments.									
Transaction Comments										
0, 🖉 🖉	6070 000 0000	00 0000 EPAY000001 (?)	\$144.39	11/19/2013		PROCURE_CAR	D_APP	1001221420		Y
Description	DELL COMPUTER	CORPORATION								
4	No Comments.									
Transaction Comments		\mathbf{i}								

Simply click on the "pencil" icon next to the transaction that is to be corrected and a pop-up window will allow you to correct the entry.

WebCV		×
	Entry Detail	
<u>JRNL ID</u> 1WEBPCARD1	DESCRIPTION NACUBO	<u>EFF_DT</u> 11/07/2013
<u>D/C</u> DEBIT	FND ORG DPT SDPT GRANT/PRGM IACT OACT DACT FN CCTR BRF SLID/SLAC 050 05 0305 11000 50501800 6026 000 00000 60 0000 /	<u>AMT</u> \$700.00
<u>PO</u> none	VOUCHERCHECK NBRP0250015none	UNIVID none
	Correct Entry	
	WebCV Application will open in a new window.	

If you have security access to use WebCV, you will see the **Correct Entry** button. If you do not have WebCV security, this button will not be displayed. If it is determined that a correction is not needed, click on the "x" in the top right of the box.

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 WebCV window. Any of these non-WebCV 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 entry MFK, journal ID and effective date and the dollar amount that can be transferred to another MFK. The amount fields will automatically change during the CV process. None of these fields can be directly changed by the user.

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 available dollars on the original MFK. At least one of the values of the new MFK must be changed and any or all of these fields can be updated with the exception of BRF, the Budget Reference Field. If that field is required (when the GRANT/PGM begins with "1", "2" or "3"), the proper value will be automatically retrieved by WebCV.

Accounting and Financial Reporting

WebCV

WebCV will be unavailable for a few minutes each evening, starting at 6:40 p.m while CVs created today are processed and sent to the General Ledger for posting.

Original Entry



On a correction for a revenue IACT, the amount field is labeled "Credit." On an expense correction, it is "Debit". A zero or negative dollar amount is not allowed.

The ENTRY DESCRIPTION field will display in GL DSS as the journal description. It is a required field and if left blank, it will default to the description of the original entry. SLID/SLAC and UNIVID will also display in GL DSS, but they are optional.

The CV PURPOSE field is optional and will not display in GL DSS, though it can be seen in the Financial Systems Tools journal search. This tool is discussed later in this document.

This expense can be transferred to one or multiple MFKs. In the example shown below – the SDEPT has changed for the 1st new MFK. This example is moving only \$500.00, not the full \$700.00 available.

	New MFK (1) (Note: Any MFK fields lef	t blank will be converted to zeros.)		
FUND ORG D 050 05 0	EPT SDEPT G/PROG IACT OAC 305 30000 50501800 6026 000	T DACT FN CCTR BRF 00000 60 0000	Debit 500.00	
	SLID / SLAC /	UNIVID		
NACUBO	ENTRY DESCRIPTION	CV PURPOS split out nacubo	E expense	
If this expenditure is moved to a sponso	red project (fund 500/510), you will be See <u>Cost Transfer Policy and Guide</u>	required to complete a Cost 1 lines for more information.	ransfer Explanation and Justificat	ion form.
E	nter Next MFK Go to Revie	Cancel New M	MFK	
Select Enter Next MFK to	split this expense with an add	litional MFK.		
Note: the Current CV Amt is s transferred.	shown as \$500.00 and only \$2	200.00 of the original	\$700.00 remains to be	
Original Entry				
JRNL IDFNDORG1WEBPCARD105005	DEPT SDEPT G/PROG IACT 0305 11000 50501800 6026	OACT DACT FN CCTR 000 00000 60 0000	BRF SLID/SLAC EFI	F DT 7/2013
Initial Entry Am \$700.00 D	t Current \$500.	Cv Amt 00 C	Difference Remaining \$200.00	
	New MFK (2) (Note: Any MFK field	s left blank will be converted to zeros.)		
	FUND ORG DEPT SDEPT G/PROG IACT O 050 05 0305 11000 50501800 6026 0	ACT DACT FN CCTR BRF D 000 00000 60 0000 0	ebit 200.00	
	SLID / SLAC	UNIVID		
	NACUBO	split out nacubo exp	ense	

The input form now applies to the 2nd MFK. Change the SDEPT to 20000 and select Go to Review

The original entry information is only partly shown. The Difference Remaining is now 0.00, the entire amount possible is being transferred. The MFKs this expense is being transferred to are shown below. Each can be edited or deleted. If a new MFK is deleted, it can be retrieved before submitting the CV without re-entering the data.



Commit Change

This results in an "Invalid MFK-Dept/Subdept does not exist" error. It is when the "Commit Change" or "Go to Review" option is selected that the MFK is validated.

NEW MFK (3) (Note: Any MFK fields le	ft blank will be converted to zeros.)
FUNDORG DEPT SDEPT G/PROG IACT OAC	CT DACT FN CCTR BRF Debit
050 05 0315 20000 50501800 6026 000	00000 60 0000 200.0
SLID / SLAC	UNIVID
ENTRY DESCRIPTION	CV PURPOSE
NACUBO	split out nacubo expense
	FUNDORG DEPT SDEPT G/PROG IACT OAC 050 05 0315 20000 50501800 6026 000 SLID / SLAC /

Use the **Cancel New MFK** button to cancel the new MFK in error and to return to the review screen.

			New M	FK (1)	active			
JRNL ID WCV0054358	DESCRIPTI NACUBO	ION						EFF DT 11/12/201
D/C DEBIT	FND ORG 050 05	DPT SDP 0305 3000	T GRANT/PRG	M IACT OA 6026 000	CT DACT F	N CCTR BRF 0 0000	SLID/SLAC	AMT \$500.00
UNIVID	CV PURPO split out na	SE acubo exp	ense					
			Edit Entry	D	elete Entr	y		
			New M	-К (2)	active			
JRNL ID WCV0054358	DESCRIPTI NACUBO	ION	New MI	-K (2)	active			EFF DT 11/12/201
JRNL ID WCV0054358 D/C DEBIT	DESCRIPTI NACUBO FND ORG 050 05	ION DPT SDP 0305 2000	New Mi	M IACT OA 6026 000	CT DACT F 00000 6	N CCTR BRF 0 0000	SLID/SLAC	EFF DT 11/12/20: AMT \$200.00
JRNL ID WCV0054358 D/C DEBIT UNIVID	DESCRIPTO NACUBO FND ORG 050 05 CV PURPO split out na	ION DPT SDP 0305 2000 SE acubo exp	T GRANT/PRG 00 50501800 ense	-K (2) M IACT OA 6026 000	CT DACT F	N CCTR BRF 0 0000	F SLID/SLAC	EFF DT 11/12/201 AMT \$200.00
JRNL ID WCV0054358 D/C DEBIT UNIVID	DESCRIPTI NACUBO FND ORG 050 05 CV PURPO split out na	ION DPT SDP 0305 2000 SE acubo exp	T GRANT/PRGI 00 50501800 ense Edit Entry	M IACT OA 6026 000	CT DACT F 000000 60	N CCTR BRF 0 0000	= <mark>SLID/SLAC</mark> /	EFF DT 11/12/20. AMT \$200.00

Submit the correction.

A confirmation screen is presented. At this point the CV can be confirmed and will be created, the CV in progress can be returned to review screen for additional editing or the CV can be cancelled entirely with a return to the TDR report.

Confirm CV Submission



Confirm submission.-

Once the CV is confirmed for submission, the "CV completed" notification will be presented along with the option to return back to the TDR report.

CV successfully completed with a Journal ID of WCV0054358.

If it is before 6:40 p.m., the CV you just created will be sent to PeopleSoft General Ledger tonight.

If it is after 6:40 p.m., the CV will be sent to PS GL tomorrow with an effective date of tomorrow's date.

	Return to TDR Report	
(Closes this Window)

As the message on the screen above indicates, the CV just created will be reflected immediately in the WebCV 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 have a journal ID that begins with **WCV** (as noted on the above screen) followed by numbers (e.g. WCV0000098). Journal IDs are assigned per person, per day; each person who create CVs in a given day will have all of their own CV entries contained in a single journal. The next day, a new, different journal ID will be assigned to each person who creates CVs.

Voucher Report:

The Voucher Report, part of the Accounts Payable/Purchasing Office PeopleSoft application, is the other method of entering WebCV to make a non-salary/fringe correction.

If you have security access to AP-PO PeopleSoft, you will have a link in Self Service > Business & Financial Systems > Data, Reports & Dashboards > AP-PO PeopleSoft.

Select the Voucher Report from the AP/PO main menu and then "Search By" and "Voucher Number".

AD /DO DeepleSoft Web Applications
Your path: Home
Vendor Search: Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip. Contract Search: Use this application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor/ID. Purchase Order Repert: Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name. Receipt Status: Use this application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor or the Receiver, the PO# or the PReq#.
Invoices Applied to a Purchase Order: Use this application to check what invoices have been applied to a purchase order. Search is by Purchase Order, Voucher Number or Invoice.
Payment Status: Use this application to check the status of payments by the AP-PO system. Search is by Voucher Number, Invoice, Vendor ID or Vendor Name.
Voucher Report: Use this application to view a Web version of the standard Voucher Report. Search is by Voucher Number, Department Number, Requestor ID or Purchase Order.
Inventory Report: Use this application to view inventory information. Search is by Inventory Dusiness Unit, Date, Order/Receiver ID, MFK Elements, Amount, Item ID, Item Description.
PeopleSoft Decisions Support System: Use this link to obtain access to PeopleSoft tables through MS Access."
Voucher History from GL:M: Use this application to retrieve the transaction history from the General Ledger for a given voucher.
Voucher Report
Search By Voucher Number

Voucher V0398449 was valid for correction when this document was created.



Selecting the "Correct Voucher" button will display a review screen which contains the journal line information associated with this voucher.

AP/PO Peopl	Soft Web Applications	
Your path: Home > Voucher Re	ont	User options Help
CV Entry Selection for Vou	her V0398449	
VCHR009056		
	DESCRIPTION Clubs of Jump Parad Of Parameter	EFF DATE
Correct	FND ORG DEPT SDEPT GRANT/PRGM IACT OACT DACT FN CCTR SLID/SLAC 050 05 030511000 50501800 6070 009 000006 60 0000 /	<u>AMOUNT</u> \$ 33603.54 D
	\mathbf{N}	

Select the "Correct" button to transfer to WebCV where a correction can be made.

From this point on, creating a CV works exactly the same way as it does when starting with the TDR Report. A correction can be for the full amount of dollars available or for a partial amount. The dollars can be transferred to one or more MFKs. MFKs, once entered, can be edited, deleted and retrieve from deletion. The CV can be submitted or cancelled. Once submitted, the journal containg the CV records will not be available in GL DSS until the next day. When it is in GL DSS, the CV will be contained with a journal ID that begins with **WCV** followed by numbers.

Accounting and Financial Reporting

WebCV

WebCV will be unavailable for a few minutes each evening, starting at 6:40 p.m while CVs created today are processed and sent to the General Ledger for posting.

Original Entry



Cost Transfer Justification

If a correction is moving money <u>to</u> a sponsored project account (FUND 500 or 510) <u>and</u> the first 6 digits o the GRANT/PGM is different than where the money was originally allocated <u>and</u> the IACT is in the 6000 series, 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 CTJ is required due to external sponsors expecting that costs are charged appropriately at the time incurred and that significant adjustments should not be required if adequate financial management practices and policies exist. The policies were established by the Federal government. For more information in regards to the Cost Transfer Policies and Guidelines, please visit the Grant Accounting website and review the Cost Transfer links (see on right of page): <u>http://gao.fo.uiowa.edu/grant-and-contract-management/cost-transfers</u>.

The following CV matches the CTJ criteria; an expense is being transferred to a sponsored project account, the GRANT/PGM is not the same as the one in the original MFK and the IACT is 6218.



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.

WebCV User Manual Accounting and Financial Reporting

WebCV

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

y 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
rging the incorrect account)?
y should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense
efits the project)?
Submit Cost Transfer Justification

If a correction is done on a journal that was created more than 90 days ago, there will be 2 additional questions on the CTJ form.

Accounting and Financial Reporting WebCV

WebCV will be unavailable for a few minutes each evening, starting at 6:40 p.m while CVs created today are processed and sent to the General Ledger for posting.

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)?

Why is this cost transfer being requested more than 90 days after the original transaction?

How will you prevent this error from happening in the future?

Submit Cost Transfer Justification

Financial Systems Tools (FST)

A search for WebCV, PayCV and GLJE journals can be completed through Financial Systems Tools (FST), which is available through Self Service > Business & Financial Systems > Data, Reports & Dashboards > Financial Systems Tools. For more information on the journal searches, please refer to the FST User Guide available on the "Resources" page of FST as well as published on the Accounting and Financial Reporting website on the Accounting Resources page.

WebCV Edits and Permissions

Edits:

For problems or questions regarding WebCV or if you are unsure on how to correct an entry, please email <u>Accounting and Financial Reporting</u>.

All transactions submitted through WebCV go through the following edits:

- MFK is validated
- Amount field requires a non-zero, positive dollar amount
- Budget Reference Field (BRF), if applicable, will be automatically populated

Posted transactions on the original side of the entry, as well as changing the IACT on the new side of the entry, are not allowed for the following IACTs:

- 0001-0999 (balance forward)
- 1000-2999 (balance sheet) *exceptions allowed are 1120 & 1350
- 3340-3360, 7340-7360 (F&A)
- 3500-3599, 7500-7599 (transfer)
- 4010-4011 (recurring/non-recurring appropriated fund transfer revenue)
- 4012 (grant allocated revenue)
- 4013 (deferred revenue)
- 4035-4060 (grant revenue)
- 4100-4198 (Investment revenue)
- 5000-5999 (salary/fringe expense) *exceptions allowed on Journal ID's beginning with 'PAY' and to which do not impact HRPAYCV/CumComp Reports
- 6545 (Lease Expense)

The following journal types or journal IDs are not allowed to be corrected through WebCV:

- Budget journals
- Encumbrance journals
- Journals not allowed journals that being with
 - 9 (encumbrance)
 - 10305STAX1
 - 1PCRDFLT
 - 1PCRDREV

- 1TTIIDIST
- 1USPLDIST
- 1WEBPCARD2
- 4INVINCOME
- ACABND
- AGENCY
- AM
- APPCLS
- ARSWP
- BONDRPT
- CIP
- CSHSWP
- DEAN
- FEENC
- FINRPT
- FPPAR
- GRAD
- INVTRY
- ONN
- OUT
- OVHD
- PHYS
- PMO
- RAENC
- RSTRCT
- RXREV
- SLFNR
- SLSTAX
- TELTRF
- TRFAR
- TRLIAB
- UNALOC

Permissions:

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

- Original entries from the current fiscal year
- 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 WebCV that are not granted to general campus users. These include things like the ability to CV a closed account and are granted only to select central administration staff.

WebCV 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, if you click on an entry that is normally available to be

CV'd through WebCV, the system will <u>not</u> allow you to CV those entries, e.g. the "correct entry" button will not be displayed.

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 WebCV 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.

Quick Summary

- Use WebCV to make non-salary/fringe accounting corrections.
- Access to WebCV is requested via Workflow form: <u>https://workflow.uiowa.edu/form/webcvcampusaccess</u>
- For problems or questions regarding WebCV or if you are unsure on how to correct an entry, email <u>Accounting and Financial Reporting</u>.
- Daily and monthly (closed periods) transactions will be listed in the TDR.
- CVs are not allowed in adjustment periods, so no correction mode will be found in the TDR adjustment period reports.
- CVs are initiated either by selecting a line item from the TDR report in GL DSS or from a specific voucher report in AP-PO PeopleSoft.
- CVs can be done for the full dollar amount or only a portion.
- Dollars can be transferred from one MFK to one or more MFKs.
- Electronic Cost Transfer Justification (CTJ) forms are required (and automatically presented) when dollars are transferred to a sponsored project (FUNDs 500 or 510), to a GRANT/PGM that is different than that of the original MFK and to an IACT between 6000-6999.
- When navigation buttons are provided, <u>always</u> use those and <u>not</u> the browser back button.
- Journal lines created via WebCV will belong to journals with IDs beginning with **WCV** 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 WebCV (as well as PayCV and GL Journal Entry) can be viewed immediately in Financial Systems Tools (available through Self Service or a link on the GL DSS home page).
- CVs will generally be included in GL DSS and the TDR report the day after they were created in WebCV.