

In order to inactivate a ChartField (Department, Project, etc.), the ChartField must have no open items associated with it. You can see those open items by running the ChartField Inactivation Reports in ARC. If a report appears, there are open items associated with the ChartField indicated in that report. You must close out the indicated items from each report in order to inactivate the ChartField.

The **ChartField Requester** role is required to have access to the ChartField Inactivation page in ARC. For details on applying for ARC roles, please refer to the [Completing the Financial Systems Security Application](#) job aid.

Note: *Project activities will automatically deactivate based on the period end date and project terms. Sponsored Projects Finance (SPF) may also reactivate or deactivate thereafter. Contact SPF to get assistance on deactivating (PG/GG) projects.*

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Running ChartField Inactivation Reports

You can run reports on any ChartField to view open items (i.e., purchase orders, vouchers, general ledger balances, etc.) that need to be closed before submitting a CFR form to inactivate a ChartField.

1. Click **Main Menu > Columbia Specific > Common > ChartField Inactivation**.

2. Click the **Add a New Value** tab.

3. Type a **Run Control ID** and click **Add**. The ChartField Inactivation screen appears.

4. Enter a **Department, Project BU and Project, Initiative, Segment, or Site** ChartField. Indicate one ChartField only.

5. Click **Run**. The Process Scheduler Request screen appears.

The dialog box titled "Process Scheduler Request" shows the following configuration:

- User ID: ec3159
- Run Control ID: Inactivation
- Server Name: PSUNX
- Run Date: 11/18/2020
- Recurrence: (empty dropdown)
- Run Time: 2:23:53PM
- Time Zone: (empty dropdown)
- Buttons: OK, Cancel, Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Chartfields Inactivation RPT	ZCU_CTFD_RPT	Application Engine	Web	TXT	Distribution

6. Click **OK** to return to the ChartField Inactivation screen.

The "Chartfields Inactivation" screen displays:

- Run Control ID: Inactivation
- Buttons: Report Manager, Process Monitor (highlighted), Run
- Process Instance: 4447787

7. Click the **Process Monitor** link. The Process Monitor displays the Run Status and Distribution Status of your report request. Wait until the run status becomes 'success'.

The "Process Monitor" screen shows the following details:

- View Process Request For: User ID ec3159, Type (dropdown), Last (dropdown), 1 Days, Refresh button
- Server: (dropdown), Name: (dropdown), Instance From: (dropdown), Instance To: (dropdown), Report Manager link
- Run Status: (dropdown), Distribution Status: (dropdown), Save On Refresh checkbox (checked)

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4447787		Application Engine	ZCU_CTFD_RPT	ec3159	11/18/2020 2:23:53PM EST	Success	Posted	Details (highlighted)

8. Click the **Details** link. The Process Detail screen appears.

The "Process Detail" screen provides the following information:

- Process:** Instance 4447787, Type Application Engine, Name ZCU_CTFD_RPT, Description Chartfields Inactivation RPT, Run Status Success, Distribution Status Posted
- Run:** Run Control ID Inactivation, Location Server, Server PSUNX, Recurrence (empty dropdown)
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request (checked), Re-send Content, Restart Request
- Date/Time:** Request Created On 11/18/2020 2:26:43PM EST, Run Anytime After 11/18/2020 2:23:53PM EST, Began Process At 11/18/2020 2:26:53PM EST, Ended Process At 11/18/2020 2:44:38PM EST
- Actions:** Parameters, Message Log, Batch Timings, View Log/Trace (highlighted), Transfer, View Locks

- Click the **View Log/Trace** link. The View Log/Trace screen will display Excel files for each open item type for your ChartField.

View Log/Trace

Report

Report ID 4648765 Process Instance 4794817 Message Log
 Name ZCU_CTFD_RPT Process Type Application Engine
 Run Status Success

Chartfields Inactivation RPT

Distribution Details

Distribution Node arcqna Expiration Date 04/13/2021

File List

Name	File Size (bytes)	Datetime Created
AE_ZCU_CTFD_RPT_4794817.stdout	294	04/06/2021 2:04:56.568104PM EDT
Budget_Ledger_1630102.XLS	3,815	04/06/2021 2:04:56.568104PM EDT
In_Service_Assets_1630102.XLS	718	04/06/2021 2:04:56.568104PM EDT
Ledger_Balances_1630102.XLS	6,478	04/06/2021 2:04:56.568104PM EDT
Owning_Attributes_1630102.XLS	896	04/06/2021 2:04:56.568104PM EDT
Pending_Journals_1630102.XLS	1,303	04/06/2021 2:04:56.568104PM EDT
Pending_Reqs_1630102.XLS	514	04/06/2021 2:04:56.568104PM EDT
Purchase_Orders_1630102.XLS	3,402	04/06/2021 2:04:56.568104PM EDT

Note: See the *Excel Report Types* section for a list and explanation of the available reports for each type of open item.

- Click the **Excel file link** for the desired report.

	A	B	C	D	E	F	G	H	I	J	K	L	M
4	COLUM	2021	21100	1630102	01	00000	00000000		UR005975	-0.15	USD		-0.15
5	COLUM	2021	30000	1630102	01	00000	00000000		UR005974	34008.05	USD		34008.05
6	COLUM	2021	30000	1630102	01	00000	00000000		UR005975	-758824.7	USD		-758824.68
7	COLUM	2021	30000	1630102	01	00000	00000000		UR007604	175352.47	USD		175352.47
8	COLUM	2021	30000	1630102	01	00000	00000000		UR007693	-11439589.14	USD		-11439589.14
9	COLUM	2021	30000	1630102	01	00000	00000000	1000	UR005975	11885.5	USD		11885.5
10	COLUM	2021	30000	1630102	01	00000	00000000	1019	UR007693	-10300	USD		-10300
11	COLUM	2021	30000	1630102	01	00000	00000000	1023	UR005975	68	USD		68
12	COLUM	2021	30000	1630102	01	00000	00000000	1035	UR005975	5998	USD		5998
13	COLUM	2021	30000	1630102	01	00000	00000000	1041	UR005975	176	USD		176
14	COLUM	2021	30000	1630102	01	00000	00000000	1041	UR007693	117266.01	USD		117266.01
15	COLUM	2021	30000	1630102	01	00000	00000000	1046	UR005975	165.25	USD		165.25
16	COLUM	2021	30000	1630102	01	00000	00000000	1069	UR005975	414756.92	USD		414756.92
17	COLUM	2021	30000	1630102	01	00000	00000000	1069	UR007604	-164500	USD		-164500
18	COLUM	2021	30000	1630102	01	00000	00000000	1069	UR007693	7390168.11	USD		7390168.11
19	COLUM	2021	30000	1630102	01	00000	00000000	2018	UR005975	14177	USD		14177
20	COLUM	2021	30000	1630102	01	00000	16000053		UR005975	-93.75	USD		-93.75
21	COLUM	2021	30000	1630102	01	00000	16000054		UR005975	343.56	USD		343.56
22	COLUM	2021	30000	1630102	01	10002	00000000		UR005975	1269.61	USD		1269.61
23	COLUM	2021	30000	1630102	01	20119	00000000		UR005975	-45653	USD		-45653
24	COLUM	2021	30000	1630102	01	20119	16000020		UR005975	-2778	USD		-2778
25	COLUM	2021	30000	1630102	01	20120	00000000		UR005975	-12973.82	USD		-12973.82
26	COLUM	2021	30000	1630102	01	20120	16000024		UR005975	-541.6	USD		-541.6
27	COLUM	2021	30000	1630102	01	20120	16000025		UR005975	-541.6	USD		-541.6

Ledger_Balances_1630102

Excel Report Types

Below is a list of reports that might appear in the View Log/Trace screen with the brief explanation of each report. You will only see the reports for which pending items exist.

- **In_Service_Assets** – Shows any in-service assets associated with the deactivating ChartField.
- **Ledger_Balances** – Contains the GL ending balance at the full ChartString level in the Actuals ledger.
- **Budget_Ledger** – Similar to Ledger Balances, this report shows the ending balances in the Budget Tool. Clearing the ending balance varies depending on the type of project.
- **Owning_Attributes** – Shows any active project and activity attributes associated with the deactivating ChartField.
- **Pending_Journals** – Shows any pending journals associated with the deactivating ChartField.
- **Vouchers** – Shows any pending vouchers associated with deactivating ChartField.
- **Pending_Reqs** – Shows any pending requisitions associated with deactivating ChartField.
- **Purchase_Orders** – Contains any open purchase orders associated with the deactivating ChartField.

Managing In Service Assets

If the **In_Service_Assets** report shows that you have assets associated with the ChartField you are inactivating, first confirm that the asset belongs with the ChartField and email equipment@columbia.edu for further assistance.

Managing the Actuals Ledger Report

This section applies for the entire Project deactivation or other ChartField deactivation. Disregard if you are trying to deactivate the project activities only. If the **Ledger_Balances** report shows that you have Actuals associated with the ChartField, you must either transfer the non-zero balances to another active ChartField or clear the ChartString balances. You can create journals or use the journal import template to make the necessary changes.

Below is an example of actual ledger report to deactivate project – IN001318.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Unit	Year	Account	Dept	Fund	Initiative	Segment	Site	Project	Sum Total At	Currency	Base Amount	Base Curr
2	COLUM	2021	22010	7518305	25	70001	00000000		IN001318	14,973.81	USD	14,973.81	USD
3	COLUM	2021	22010	7518305	25	70001	MC2417		IN001318	(14,973.81)	USD	(14,973.81)	USD
4	COLUM	2021	30000	7518305	25	70001	00000000		IN001318	(14,973.81)	USD	(14,973.81)	USD
5	COLUM	2021	30000	7518305	25	70001	MC2417		IN001318	14,973.81	USD	14,973.81	USD
6									Total	-		-	

In this example, the fund balance is zero. However, the following entry is required to clear the ChartString balance.

Use the journal import tool to upload the journal to clear the ChartString balances. Refer to the [Downloading and Using the Journal Import Tool](#) job aid on how to make the necessary ledger changes using the Journal Import Tool.

The screenshot shows the 'General Journal Import' interface. The 'Journal Header' section includes: Sys ID: 1055, Unit: COLUM, Journal ID: NEXT, Date: 2/26/2021. The description is 'To clear the chartstring balance for IN001318 to proceed a project inactivation'. The 'Journal Lines' table below shows four lines:

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Dept ID	PC Business Project	Activity	Initiative	Segment	Site	Fund	Function	Currency	Amount	Rate Type	Reference	Description
1055	NEXT	1	COLUM	ACTUALS	22010	7518305	GENRL	IN001318	01	70001	00000000	25		USD	(14,973.81)			Charting Cleanup
1055	NEXT	2	COLUM	ACTUALS	22010	7518305	GENRL	IN001318	01	70001	MC2417	25		USD	14,973.81			Charting Cleanup
1055	NEXT	3	COLUM	ACTUALS	75400	7518305	GENRL	IN001318	01	70001	MC2417	25		USD	(14,973.81)		TRF000000	Charting Cleanup
1055	NEXT	4	COLUM	ACTUALS	70400	7518305	GENRL	IN001318	01	70001	00000000	25		USD	14,973.81		TRF000000	Charting Cleanup

Transfer non-Zero (Surplus/Deficit) Fund Balances to another active ChartField (i.e., Project to Project / Initiative to Initiative) to make the fund balance for the deactivating ChartField equal zero. Use the same natural accounts for the Balance Sheet accounts.

In the example above, account 22010 is used to clear the ChartString balance. For the statement of activities accounts, use an appropriate matched pair of 7 series accounts. For our example, the match pair accounts (70400 and 75400) are used to clear the ChartString balances for the statement of accounts activities. The match pair accounts vary depending on the project type.

Refer to the table below to determine which central department to contact for assistance on which match pair accounts to use.

ChartField	Source	Contact
Project	CP (Capital)	Office of Management and Budget (OMB)
Project	EN (Endowment)	Endowment Compliance
Project	GT (Gift)	Office of Alumni and Development (OAD)
Project	IN/PC (Clinical)	Clinical Trials Office -CTO (CUIMC)
Project	UR/AG (Unrestricted/Agency)	Department DAF
Initiative		Department DAF
Segment		Department DAF

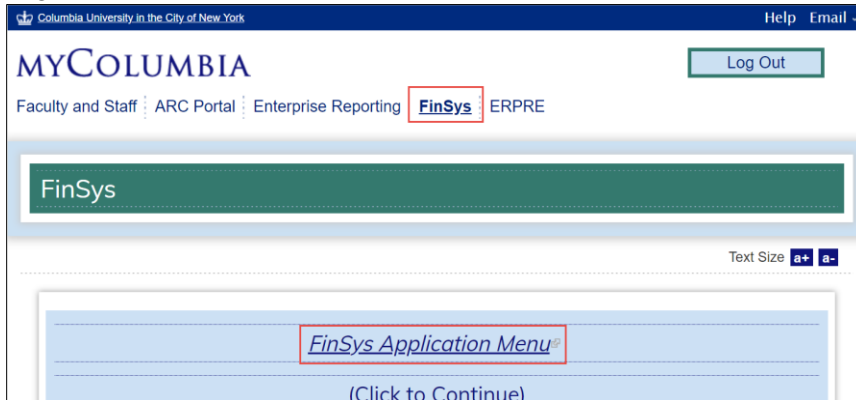
Refer to the [Downloading and Using the Journal Import Tool](#) job aid on how to make the necessary ledger changes using the Journal Import Tool.

Closing ChartField Budgets using the Budget Tool

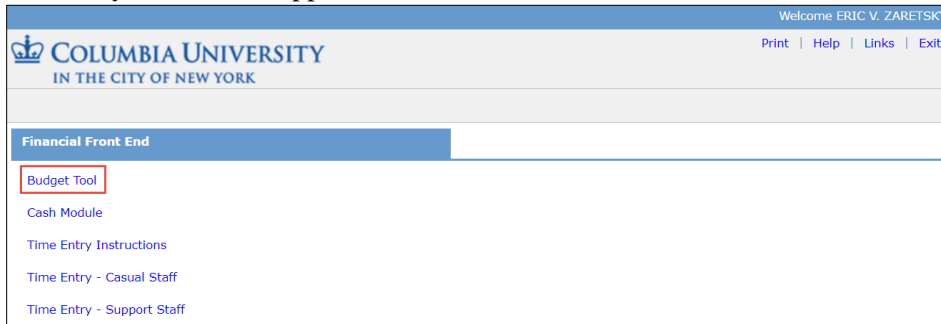
If the **Budget Ledger** report shows that you have open budget items associated with the ChartField, you must close out the budget balances using the Budget Tool. To do so, you can download a batch spreadsheet with all the budget items for an associated ChartField, enter 0 for the current and future fiscal years, and then upload the batch to process the changes in the Budget Tool.

Logging Into the Budget Tool

Log into **FinSys** via **MyColumbia** and click the **FinSys Application Menu** link



The FinSys/FFE Menu appears.



Click the **Budget Tool** link. The Worklist screen appears.

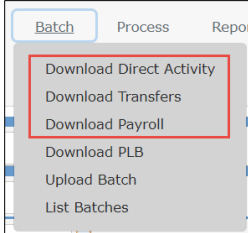
Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted	Notes
DA	COLUM-2002102-GENRL-UR004672-01-01-40407-00000000-	DIRECT ACTIVITY	BAGGAN-BACCHUS, MICHELLE (MB9)	2021.02.01 13:30	APPROVED FINAL	TRANSMIT	0002QNW9	2021Q2	
DA	COLUM-2002102-GENRL-UR004672-01-01-40407-20000244-	DIRECT ACTIVITY	BAGGAN-BACCHUS, MICHELLE (MB9)	2021.02.01 13:30	APPROVED FINAL	TRANSMIT	0002XC84	2021Q2	
DA	COLUM-2002102-GENRL-UR004672-01-01-22324-20000244-	DIRECT ACTIVITY	BAGGAN-BACCHUS, MICHELLE (MB9)	2021.02.01 13:28	APPROVED FINAL	TRANSMIT	0002XC82	2021Q2	
DA	COLUM-2002102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	BAGGAN-BACCHUS, MICHELLE (MB9)	2021.02.01 13:25	APPROVED FINAL	TRANSMIT	0002RKLM	2021Q2	
DA	COLUM-2002102-GENRL-UR004672-01-01-00000-20000244-	DIRECT ACTIVITY	BAGGAN-BACCHUS, MICHELLE (MB9)	2021.02.01 13:25	APPROVED FINAL	TRANSMIT	0002XC80	2021Q2	
DA	COLUM-6010302-SPONS-GG000001-	DIRECT ACTIVITY W/	SANDOVAL-RZEPKA,	2021.02.01	OPEN	RELEASE	0002XC6M	2021Q3	

Closing ChartField Budgets: Downloading the Batch Spreadsheet File

1. Click the **Batch** menu.



The menu options appear.



2. Select one of the following menu items depending on the Natural Account numbers for the Budget(s) you are closing:

- **Download Direct Activity** – Natural Account numbers beginning with 4 or 6.
- **Download Transfers** – Natural Account numbers beginning with 7
- **Download Payroll** - Natural Account numbers beginning with 5

The ChartString Selector screen appears and works the same for any of the selections above.

Chart String Selector - Download Direct Activity

Department Node: 140

Chart String or Id: FHR FINANCE HUMAN RESOURCES [140300X]

Business Unit: FHR FINANCE HUMAN RESOURCES [140310X]

Department: FIN EVP OF FINANCE [140200X]

PC Business Unit: FIN FINANCE SERVICE CENTER [140410X]

Project: FIN FINANCE SERVICE MANAGEMENT [140400X]

Activity: GEU PRC [251400X]

Initiative: OTC CONTROLLER [141400X]

Segment:

Site:

3. Enter the **ChartField** information in the field for ChartField you are inactivating.

4. Click **Find**. You search results appear.

5. Select the matching item and click **Download Spreadsheet**. Save the spreadsheet to your files.

Editing the Batch Spreadsheet

User Quarter	FY20 Actual	FY21 YTD	FY21 Original Budget	FY21 CurrEst	FY21 Qtr1	FY21 Qtr2	FY21 Qtr3	FY21 Qtr4	FY22 OB	FY22 CurrEst	FY23 Budget	FY24 Budget	Chart Id	Projec
2021Q2			0	0	0	0	0	0	0	0			005MNPY	UR004672
2021Q2	664	0	900	900	900	900	900	900	900	900			0003SLF	UR004672
2021Q2	2,547	151	4,281	4,281	4,281	4,281	4,281	4,281	4,253	4,253			00015PC	UR004672
2021Q2	465	13	800	800	800	800	800	800	800	800			00015PF	UR004672
2021Q2	1,028												00015PG	UR004672
2021Q2	3,941		4,384	4,384	4,384	4,384	4,384	4,384	4,384	4,384			002CFYX	UR004672
2021Q2	70		400	400	400	400	400	400	400	400			0012P88	UR004672
2021Q2	6,269	3,806	6,269	6,269	6,269	6,269	6,269	6,269	6,269	6,269			001FBZG	UR004672
2021Q2	157	79	175	175	175	175	175	175	175	175			0055141	UR004672
2021Q2	608	1,486	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500			00161JM	UR004672
2021Q2	7,322	6,834	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500			00161DR	UR004672
2021Q2	0	425	300	300	300	300	300	300	300	300			002RBC2	UR004672
2021Q2	3,938	2,297	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938			00015PN	UR004672
2021Q2	3,248	1,894	3,248	3,248	3,248	3,248	3,248	3,248	3,248	3,248			00015PP	UR004672
2021Q2	5,745	3,351	5,745	5,745	5,745	5,745	5,745	5,745	5,745	5,745			00040XL	UR004672
2021Q2	432	37	360	360	360	360	360	360	360	360			0033XPD	UR004672
2021Q2	57		150	150	150	150	150	150	150	150			0015J9P	UR004672
2021Q2	18												002XZT0	UR004672
2021Q2			90	90	90	90	90	90	90	90			00015PS	UR004672
2021Q2	4,326	1,897	4,326	4,326	4,326	4,326	4,326	4,326	4,326	4,326	1		0033HN1	UR004672
2021Q2		219	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200			00057C6	UR004672
2021Q2	2,019		5,500	5,500	5,500	5,500	5,500	5,500	4,000	4,000			00015PV	UR004672

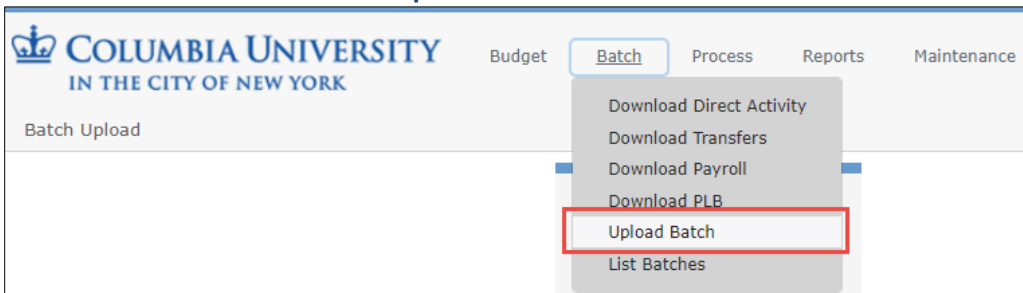
- In the columns for the **Current Estimate** and future **Fiscal Years**, edit all budget items to be 0.

User Quarter	FY20 Actual	FY21 YTD	FY21 Original Budget	FY21 CurrEst	FY21 Qtr1	FY21 Qtr2	FY21 Qtr3	FY21 Qtr4	FY22 OB	FY22 CurrEst	FY23 Budget	FY24 Budget	Chart Id	Projec
2021Q2			0	0	0	0	0	0	0	0			005MNPY	UR004672
2021Q2	664	0	900	0	900	900	900	900	0	0			0003SLF	UR004672
2021Q2	2,547	151	4,281	0	4,281	4,281	4,281	4,281	0	0	4,253		00015PC	UR004672
2021Q2	465	13	800	0	800	800	800	800	0	0	800		00015PF	UR004672
2021Q2	1,028			0					0	0			00015PG	UR004672
2021Q2	3,941		4,384	0	4,384	4,384	4,384	4,384	0	0	4,384		002CFYX	UR004672
2021Q2	70		400	0	400	400	400	400	0	0	400		0012P88	UR004672
2021Q2	6,269	3,806	6,269	0	6,269	6,269	6,269	6,269	0	0	6,269		001FBZG	UR004672
2021Q2	157	79	175	0	175	175	175	175	0	0	175		0055141	UR004672
2021Q2	608	1,486	1,500	0	1,500	1,500	1,500	1,500	0	0	1,500		00161JM	UR004672
2021Q2	7,322	6,834	7,500	0	7,500	7,500	7,500	7,500	0	0	7,500		00161DR	UR004672
2021Q2	0	425	300	0	300	300	300	300	0	0	300		002RBC2	UR004672
2021Q2	3,938	2,297	3,938	0	3,938	3,938	3,938	3,938	0	0	3,938		00015PN	UR004672
2021Q2	3,248	1,894	3,248	0	3,248	3,248	3,248	3,248	0	0	3,248		00015PP	UR004672
2021Q2	5,745	3,351	5,745	0	5,745	5,745	5,745	5,745	0	0	5,745		00040XL	UR004672
2021Q2	432	37	360	0	360	360	360	360	0	0	360		0033XPD	UR004672
2021Q2	57		150	0	150	150	150	150	0	0	150		0015J9P	UR004672
2021Q2	18			0					0	0			002XZT0	UR004672
2021Q2			90	0	90	90	90	90	0	0	90		00015PS	UR004672
2021Q2	4,326	1,897	4,326	0	4,326	4,326	4,326	4,326	0	0	4,326	1	0033HN1	UR004672
2021Q2		219	1,200	0	1,200	1,200	1,200	1,200	0	0	1,200		00057C6	UR004672
2021Q2	2,019		5,500	0	5,500	5,500	5,500	5,500	0	0	4,000		00015PV	UR004672

- Save the file.

Uploading the Batch Spreadsheet File

- Click the **Batch** menu and select **Upload Batch**.



The Batch Upload Screen appears.

Financial Systems > Budget Tool > Batch > Upload Batch Welcome TERESA N

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Budget **Batch** Process Reports Maintenance

Batch Upload BT Quarter 2021Q2 FY Lockout NN

Batch Type for the upload file

Direct Activity

Transfers

Payroll

Project Life

Upload File

File: No file chosen

HR Admin/Payroll Dept: (required for Payroll upload only)

The largest spreadsheet you can upload is:

6000 - cumc for DIRECT ACTIVITY

Database: MSS Pro
v3/budget/batch/page332.jsp

<https://finprod.cc.columbia.edu/finsys2/budget/batch/actionPage332>

2. Select **Batch Type for the upload file** depending on the Natural Account numbers for Budget(s) you are closing:
 - **Direct Activity** – Natural Account numbers beginning with 4 or 6.
 - **Transfers** – Natural Account numbers beginning with 7
 - **Payroll** - Natural Account numbers beginning with 5
3. Click **Choose File** then browse and select the batch spreadsheet file you are uploading.
4. Click **Upload**. The Batch Upload List screen appears with your upload.

Financial Systems > Budget Tool > Batch > List Batches Welcome TERESA N

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Budget Batch Process Reports Maintenance

Batch Upload List Preference set to NOT include processed batches. BT Quarter 2021Q2 FY Lockout NN

Select validated batch 0002XC8N and click 'Process' button to create transactions.

Search Across All Pages *Clicking the Select All checkbox selects items on the displayed page only.*

<input type="checkbox"/>	Batch Type	Batch ID	Quarter	Creator	Dept ID	File Name	Last Update	Status	Size
<input type="checkbox"/>	DA	0002XC8N	2021Q2	NUNES, TERESA (TN2311)	1602102	Direct Activity Download test.xlsx	2021.02.01 14:06	Validated	32
<input type="checkbox"/>	PAY	0002X85F	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	2510212	Payroll Download(2520211) 2021-01-25.xlsx	2021.01.25 14:11	Errors Exist	24
<input type="checkbox"/>	DA	0002X806	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	1418102	Direct Activity Download(da cumc) 2021-01-22.xlsx	2021.01.22 14:44	Errors Exist	176
<input type="checkbox"/>	PAY	0002X7YD	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	1418102	Payroll Download(pr cumc) 2021-01-22.xlsx	2021.01.22 13:06	Errors Exist	198
<input type="checkbox"/>	PAY	0002X7X3	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	2510213	Payroll Download(zero cumc payroll) 2021-01-22.xlsx	2021.01.22 11:59	Errors Exist	255

Count: 5 Page 1/1 40 rows per page

Database: MSS Pro
v3/budget/batch/page328.jsp

Processing the Batch Upload

1. Select the **checkbox** for the Batch you are processing.

Batch Type	Batch ID	Quarter	Creator	Dept ID	File Name	Last Update	Status	Size	
<input checked="" type="checkbox"/>	DA	0002XC8N	2021Q2	NUNES, TERESA (TN2311)	1602102	Direct Activity Download test.xlsx	2021.02.01 14:06	Validated	32
<input type="checkbox"/>	PAY	0002X85F	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	2510212	Payroll Download(2520211) 2021-01-25.xlsx	2021.01.25 14:11	Errors Exist	24
<input type="checkbox"/>	DA	0002X806	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	1418102	Direct Activity Download(da cumc) 2021-01-22.xlsx	2021.01.22 14:44	Errors Exist	176
<input type="checkbox"/>	PAY	0002X7YD	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	1418102	Payroll Download(pr cumc) 2021-01-22.xlsx	2021.01.22 13:06	Errors Exist	198
<input type="checkbox"/>	PAY	0002X7X3	2021Q2	GOLDSTEIN, JILL TRACY (JTG2006)	2510213	Payroll Download(zero cumc naurd) 2021-01-22.xlsx	2021.01.22 11:59	Errors Exist	255

2. Click the **Process** button.
3. Select the **Process** menu and select **Worklist**.

The Worklist screen appears with your Batch items listed with the Next Action indicating “Release”.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted	Notes
<input type="checkbox"/>	DA COLUM-1403102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	NUNES, TERESA (TN2311)	2021.02.01 14:06	OPEN	RELEASE	0002XC8Q	2021Q2	
<input type="checkbox"/>	DA COLUM-1403102-GENRL-UR004672-01-01-00000-00000000-3003- -	DIRECT ACTIVITY	NUNES, TERESA (TN2311)	2021.02.01 14:06	OPEN	RELEASE	0002XC8R	2021Q2	

4. Select the **checkboxes** for each Batch item and click the **Release** button.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted	Notes
<input checked="" type="checkbox"/>	DA COLUM-1403102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	NUNES, TERESA (TN2311)	2021.02.01 14:06	OPEN	RELEASE	0002XC8Q	2021Q2	
<input checked="" type="checkbox"/>	DA COLUM-1403102-GENRL-UR004672-01-01-00000-00000000-3003- -	DIRECT ACTIVITY	NUNES, TERESA (TN2311)	2021.02.01 14:06	OPEN	RELEASE	0002XC8R	2021Q2	

5. Return to the Worklist screen. The Batch items will be listed with the Next Action as Approve.
6. Select the **checkboxes** for each Batch item and click the **Approve** button.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted	Notes
<input checked="" type="checkbox"/>	DA COLUM-1403102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	NUNES, TERESA (TN2311)	2021.02.01 14:09	RELEASED	APPROVE	0002XC8Q	2021Q2	
<input checked="" type="checkbox"/>	DA COLUM-1403102-GENRL-UR004672-01-01-00000-00000000-3003- -	DIRECT ACTIVITY	NUNES, TERESA (TN2311)	2021.02.01 14:09	RELEASED	APPROVE	0002XC8R	2021Q2	

Managing Owning Attributes for Projects and Project Activities

If the **Owning Attributes** report appears, the **Projects** and **Activities** listed in the report need to be updated and reassigned to an active ChartField. For the example below, department 1630102 owns 4 activities and 4 projects. Before we can inactivate department 1630102, you need to submit Chartfield Request Forms to update the attributes of the 4 projects and 4 activities and assign a different owning Department.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Unit	Project	Activity	Descr	Eff Status	Eff Date	Dept	Initiative	Segment	Start Date	End Date	
2	ACTIVITY	GENRL	UR005974	01	Payroll Suspense	A	7/1/2007	1630102			7/1/2007	12/31/2099	
3	ACTIVITY	GENRL	UR005975	01	Student Auxiliary and Bus Ser	A	7/1/2009	1630102			7/3/2008	12/31/2099	
4	ACTIVITY	GENRL	UR007604	01	Campus Kiosks	A	7/1/2014	1630102			7/3/2014	6/30/2099	
5	ACTIVITY	GENRL	UR007693	01	CUFO EVP	A	7/1/2014	1630102			7/3/2014	6/30/2099	
6	PROJECT	GENRL	UR005974		Payroll Suspense	A	7/1/2007	1630102			7/1/2007	12/31/2099	
7	PROJECT	GENRL	UR005975		Student Auxiliary and Bus Ser	A	7/1/2008	1630102			7/1/2008	12/31/2099	
8	PROJECT	GENRL	UR007604		Campus Kiosks	A	7/1/2014	1630102			7/1/2014	6/30/2099	
9	PROJECT	GENRL	UR007693		CUFO EVP	A	7/1/2014	1630102			7/1/2014	6/30/2099	

Updating Owning Attributes

Refer to the [ChartField Request Form Training Guide](#) and refer to the following sections:

- Page 12: Requesting an Update to an Existing Department
- Page 21: Requesting an Update to an Existing Initiative
- Page 23: Requesting an Update to an Existing Segment

Click here to access the [ChartField Request Form](#).

Closing Pending Journals

If the **Pending Journals** report exists, open it to take note of the **Source** column to determine who to contact to close the associated Pending Journals.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Unit	Source	Journal ID	Journal Date	Year	Period	Fund	Account	Account Desc	Dept	Dept Desc	Project	Project Desc	Activity	Activity Desc
2	COLUM	ITF	0001651781	5/8/2020	2020	11	01	61405	SUPPLIES AND MATERIALS-GENERAL	1630102	CSV Campus Services Operations	UR005975	Student Auxiliary and Bus Ser	01	Student A
3	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
4	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
5	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
6	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
7	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
8	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
9	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
10	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
11	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
12	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
13	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
14	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP
15	COLUM	ITF	0001652445	5/13/2020	2020	11	01	66005	OTHER EXPENSES-GENERAL	1630102	CSV Campus Services Operations	UR007693	CUFO EVP	01	CUFO EVP

Depending on the Source, use the table below to determine whom to contact to close your Pending Journals.

Source	Source Description	Contact Person
ONL	Online Journal Transactions	JE Initiator
ITF	Internal Transfers	JE Initiator
MCF/ADV/ MP2/CTV/RES, etc.	Integrating System Entries	Service Now

Searching for the Journal Entry Initiator (Internal Transfers or Online Journal Transactions)

1. In ARC, navigate to search for the relevant pending Journal Entry.
 - **Internal Transfers (ITF):** Click **Main Menu** > **Columbia Specific** > **General Ledger** > **Internal Transfer Journal Entry**.
 - **Online Journal Transfers (ONL):** Click **Main Menu** > **General Ledger** > **Journals** > **Journal Entry** > **Create/Update Journal ID**.

2. Click the **Find an Existing Value** tab.

2. Enter the **Journal ID**.

3. Click **Search**. The matching Journal Entry appears.

Note the **Entered By** field to determine the Initiator to contact in order to close out the Journal Entry.

Managing Pending Vouchers

The **Vouchers** report shows any pending vouchers associated with deactivating the ChartField. As long as a voucher is still in the approval workflow, you can either edit the voucher to change the relevant ChartField information or just cancel it.

Refer to the [Managing Vouchers](#) job aid on how to edit or cancel voucher.

Managing Pending Requisitions

The **Pending_Reqs** report shows any pending requisitions associated with deactivating the ChartField. As long as a requisition is still in the approval workflow (a Purchase Order is not yet issued), you can either edit the requisition to change the relevant ChartField information or just cancel it.

Refer to the [Managing Requisitions](#) job aid on how to edit or cancel requisitions.

Managing Purchase Orders

The **Purchase_Orders** report shows any in-progress purchase orders associated with deactivating the ChartField. You submit a Financial (Distribution Only) Change Order to change the relevant ChartField. You can also choose to close the Purchase Order.

Refer to the [Change Orders](#) job aid for details on how to create a Financial (Distribution Only) Change Order to update the ChartField information for a Purchase Order.

Refer to the [Closing Purchase Orders](#) job aid for instructions on how to close Purchase Orders.

Inactivating ChartFields

Once all the open items associated with the ChartField you want to inactivate are closed, you can now inactivate the ChartField.

Refer to the [ChartField Request Form](#) training guide for detailed instructions on the ChartField request and inactivation process.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>