Budget Journal eForm

New Process within Perceptive Content

UNIVERSITY OF NORTH DAKOTA

Last updated 10/24/18

Overview

- Budget Journal eForms are now completed and submitted within Perceptive Content.
- The new process took effect on January 1, 2018. As of January 1, the Budget Office no longer accepts paper/email forms.

Perceptive Content

- Anyone completing or approving an eForm will need to have Perceptive Content on their computer.
- If you don't already have Perceptive Content on your computer, click the link below
  - https://inside.ndus.edu/departments/EnterpriseServices/DMS/SitePages/Home.aspx
    - Click on **Client Download and Information** under Quick Links (bottom right)
- eForm is not compatible with web client!

Roles

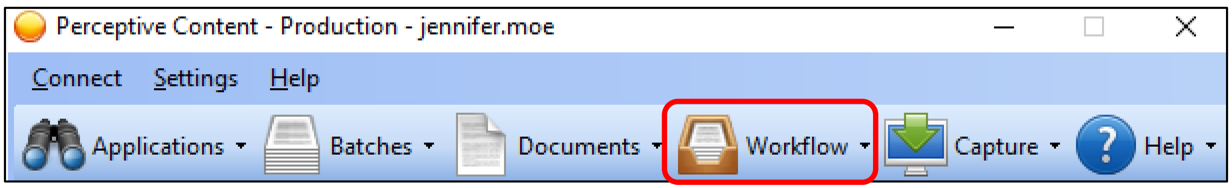
- In setting up the new Budget Journal eForm workflow, users were assigned to one of two roles: Requestor or Approver.
  - A **Requestor** can create new Budget Journal eForms and route them forward for approval by those designated as Approvers in their department/unit/college/division.
  - An **Approver** can both create new Budget Journal eForms and approve them.

Roles – New/Change/Delete

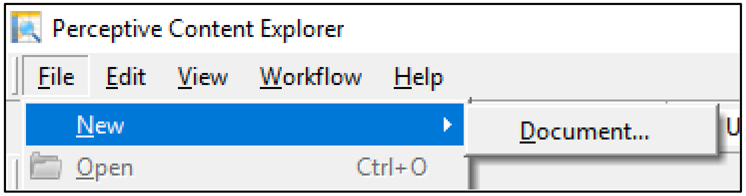
- Use the **Budget Journal eForm User Request Form** to request access for new users, change roles for current users, or remove users that have left the department.
- This form can be accessed on the Budget Office website.

How to start an eForm

- Sign into Perceptive Content with your IDM and password
- Choose **Workflow** from the options below



- The Perceptive Content Explorer window will open
  - Go to File > New > Document



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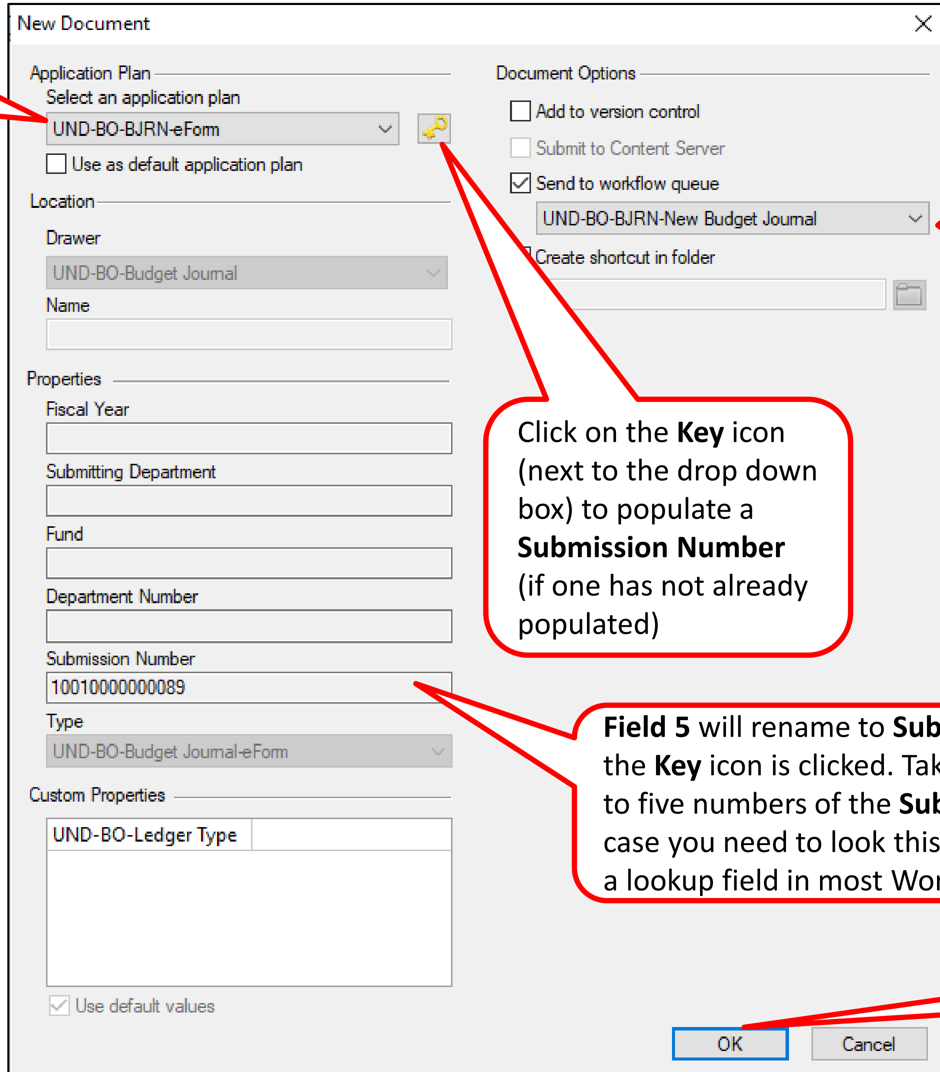
eForm – New Document

Select the following **Application Plan** from the drop down: **UND-BO-BJRN.eForm**



Verify the "**Send to workflow queue**" is checked and select **UND-BO-BJRN-New Budget Journal** from the drop down

Click on the **Key** icon (next to the drop down box) to populate a **Submission Number** (if one has not already populated)

Field 5 will rename to **Submission Number** after the **Key** icon is clicked. Take note of the last four to five numbers of the **Submission Number** in case you need to look this number up later. It is a lookup field in most Workflow queues.

Click **OK**

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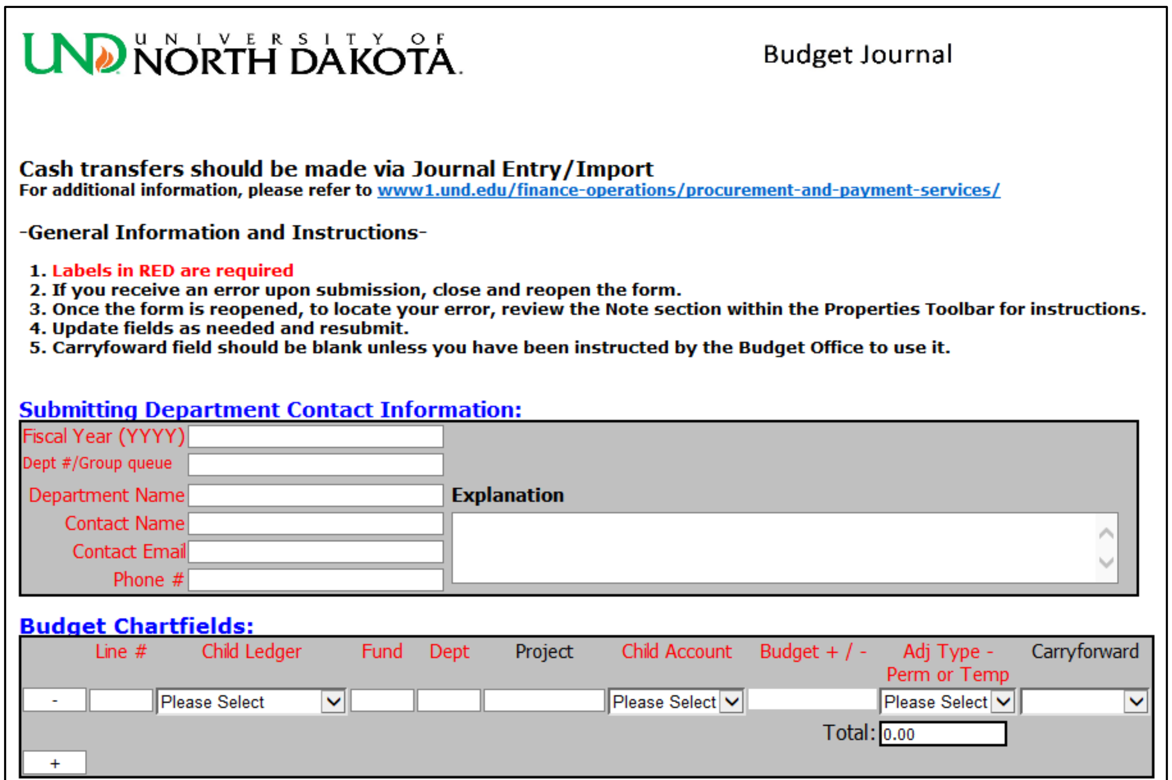
Budget Journal eForm

- The **New Document** window will close and the **Budget Journal eForm** should automatically appear.



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Budget Journal

Cash transfers should be made via Journal Entry/Import
For additional information, please refer to www1.und.edu/finance-operations/procurement-and-payment-services/

-General Information and Instructions-

1. **Labels in RED are required**
2. **If you receive an error upon submission, close and reopen the form.**
3. **Once the form is reopened, to locate your error, review the Note section within the Properties Toolbar for instructions.**
4. **Update fields as needed and resubmit.**
5. **Carryfoward field should be blank unless you have been instructed by the Budget Office to use it.**

Submitting Department Contact Information:

Fiscal Year (YYYY)
Dept #/Group queue
Department Name
Contact Name
Contact Email
Phone #

Explanation

Budget Chartfields:

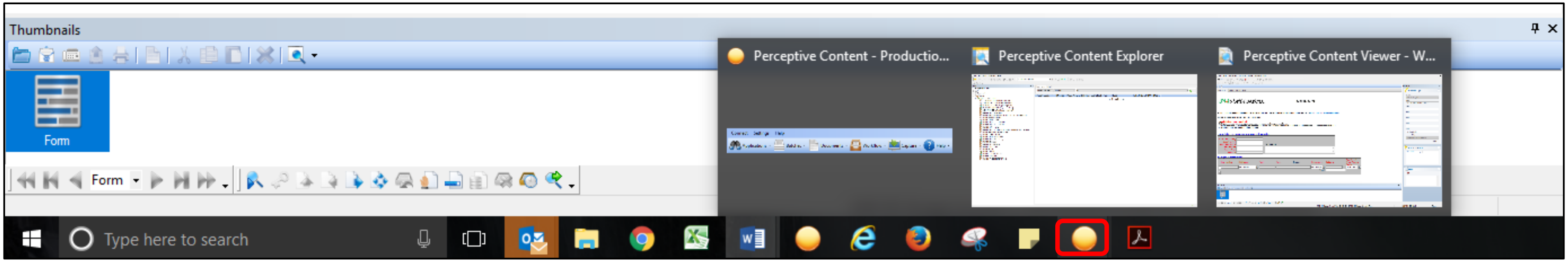
	Line #	Child Ledger	Fund	Dept	Project	Child Account	Budget + / -	Adj Type - Perm or Temp	Carryforward
-		Please Select				Please Select		Please Select	

Total: 0.00

+

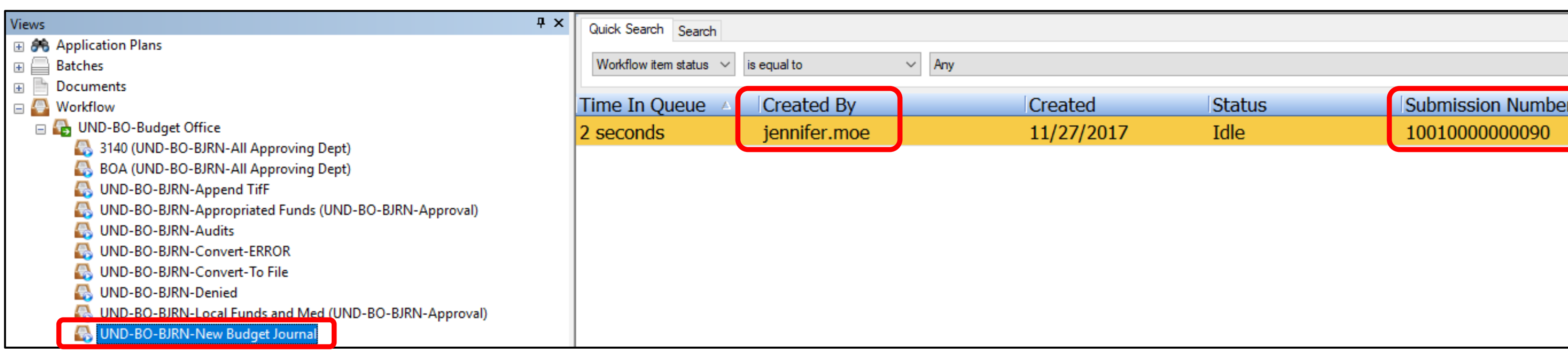
eForm - Troubleshooting

- If your eForm does not automatically appear, try the following:
  1. Hover over the Perceptive Content icon at the bottom of your screen to see what's open. Only one Budget Journal eForm can be open at a time within the Workflow.



eForm - Troubleshooting

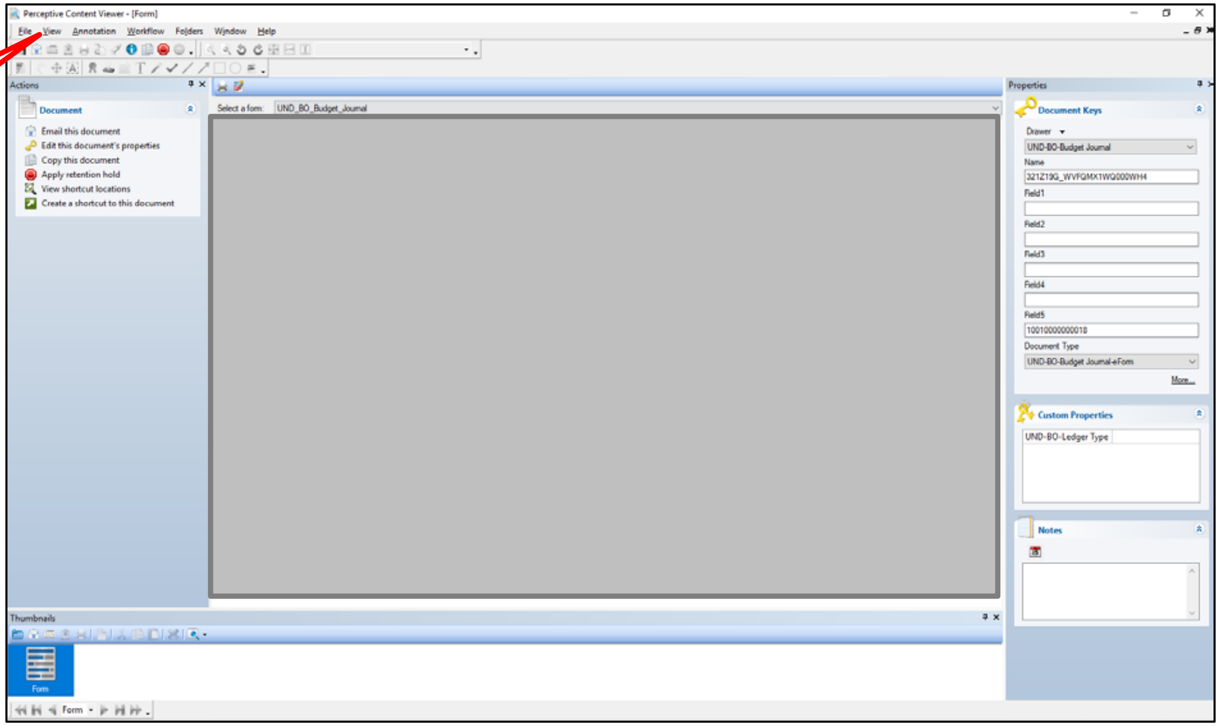
2. Go to the Workflow queues on the left and click on **UND-BO-BJRN-New Budget Journal**. You will see a list of eForms in process. Choose your eForm based on the **Created By** field (user ID name) or the **Submission Number** populated on the New Document window.



eForm - Troubleshooting

- If the eForm opens up like the sample below (gray box instead of a form) it means the Forms viewer is not active.

To view the form, select **View** from the Toolbar and click **Forms** (or press F12 on your keyboard)



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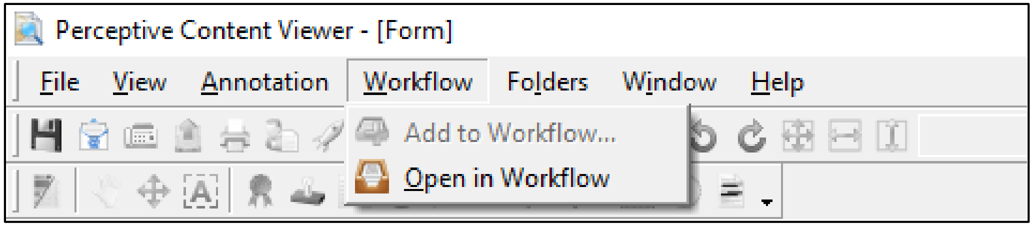
eForm – Open in Workflow

- Once the Budget Journal eForm appears, click **Workflow** on the Toolbar and choose **Open in Workflow**.



- *NOTE: If you forget to open the eForm in Workflow, you will not have the option to Route Forward later in the process.*

eForm – How to Complete

Fiscal Year (YYYY) is the fiscal year to which you want the adjustment to apply. Pay special attention during fiscal year end

Department Name is the name of the department # listed

Contact Name, Contact Email and Phone # should be the person that can answer questions about this Budget Journal, which may or may not be the same as the person filling out the form

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Budget Journal

Cash transfers should be made via Journal I

For additional information, please refer to www1.und.edu

-General Information and Instructions-

1. Labels in RED are required
2. If you receive an error upon submission, close and reop
3. Once the form is reopened, to locate your error, rev section within the Properties Toolbar for instructions.
4. Update fields as needed and resubmit.
5. Carryfoward field should be blank unless y een instructed by the Budget Office to use it.

Department # is the department number or group of THE PERSON COMPLETING THE FORM (the form will automatically route to the #### (UND-BO-BJRN-All Approving Dept) queue when Route Forward is clicked, later in this process)

Submitting Department C tact Information:

Fiscal Year (YYYY)

Dept #/Group queue

Department Name

Contact Name

Contact Email

Phone #

Explanation

Explanation – What is the purpose of this Budget Journal?

Budget +/- is a combined adjustment field for which you will need to use a minus sign if decreasing the budget *(this is a change from the old paper form)*

Budget Chartfields:

Line #	Child Ledger	Fund	Dept	Project	Child Account	Budget + / -	Adj Type - Perm or Temp	Carryforward
-	Please Select				Please Select		Please Select	

Total: 0.00

+

Carryforward – Leave blank unless you have been instructed by the Budget Office to use.

Add a Row – Click the + sign to add a row. No limit on number of rows.

Line Number – Start with the number 1 and then number the rows sequentially (1, 2, 3…)

Child Ledger, Fund, Dept, Project and Child Account – Complete all fields (except Project as needed) for every row on the eForm.

Adjustment Type-Perm or Temp
Choose P or T from the drop down.
P=Permanent – The budget will be reflected in the next FY budget module.
T=Temporary – The Budget will not be reflected in the next FY budget module.

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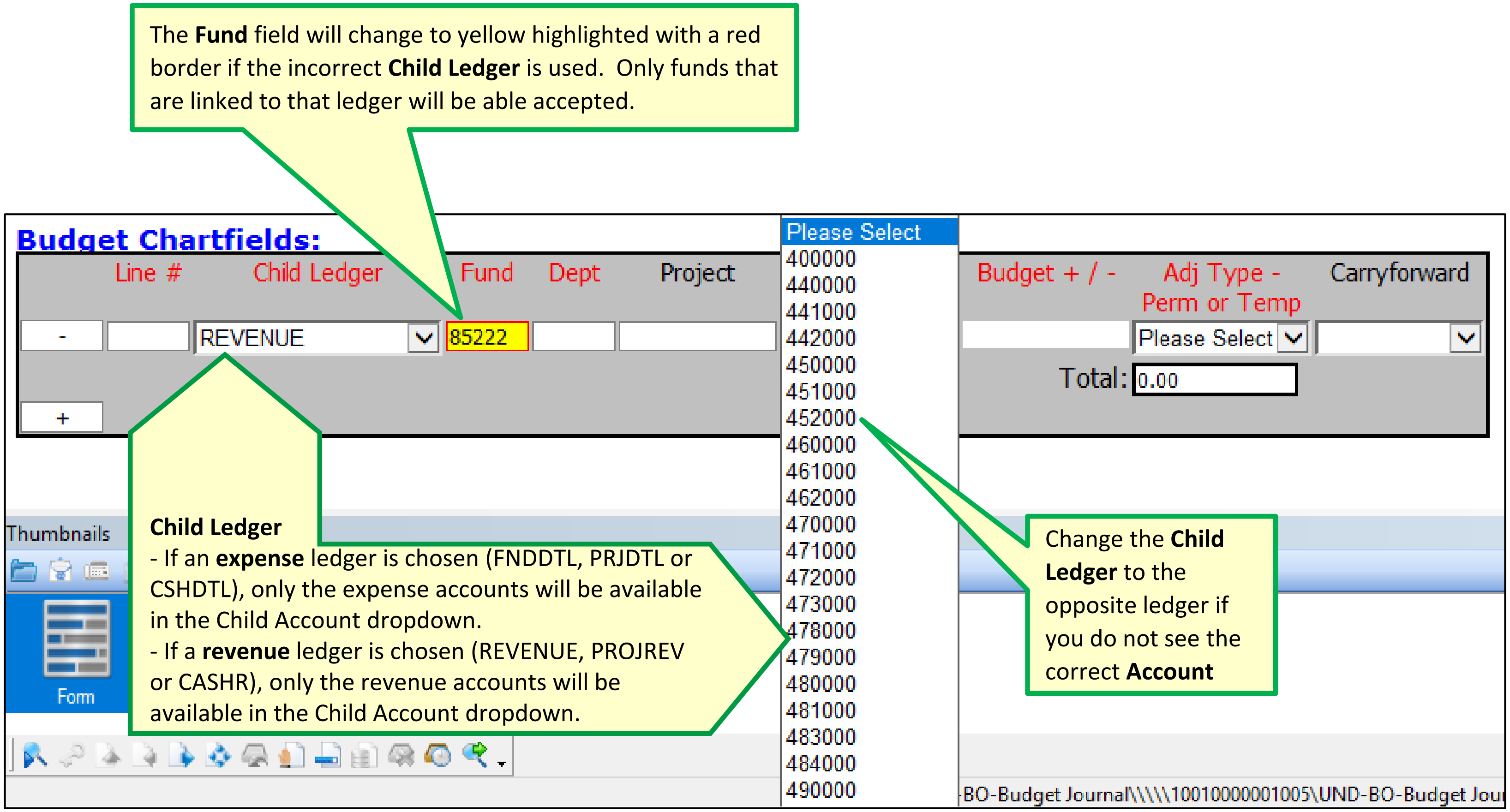
eForm – Improvements



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eForm – Route Forward

- When the eForm is complete, click **Route Forward** at the bottom of the screen ***(if you can't see it, see page 12).***
- The eForm will automatically route forward to the **#### (UND-BO-BJRN-All Approving Dept)** queue of the department entered in the **Department #** field on the eForm
- For example, if department 3140 was entered as the **Department #**, then the eForm will route forward to **3140 (UND-BO-BJRN-All Approving Dept)**
- *Note: This process will take a minute or two, as a **Stamp Approval** page is added to the eForm behind the scenes.*

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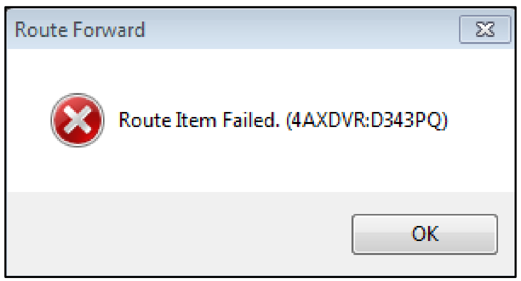
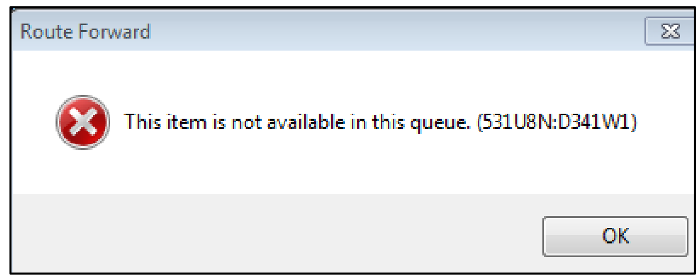
eForm – Route Forward Errors

- If you get one of the following two error messages, one of the red labeled fields (required) is missing on the eForm





- Click **OK** and close the eForm. Reopen the eForm within the **UND-BO-BJRN New Budget Journal** queue.
  - Complete the missing fields. Check the **Notes** section under Properties (bottom right) if unsure what is missing.
- When the eForm is complete, click **Route Forward** at the bottom of the screen.

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eForm – Review

- Go to the Workflow queues on the left and click on **#### (UND-BO-BJRN-All Approving Dept)** to find your eForm
- Choose your eForm based on **Created By** or **Submission Number**
  - *Note: You could have multiple eForms in this queue due to multiple users or working on multiple eForms at the same time.*
- Once your eForm is open, please review and make changes as needed.

eForm – Requestor

- If you are a **Requestor:**
- Click **Route Forward** at the bottom of the screen
- Choose **Peer Routes** > **#### (UND-BO-BJRN-All Approving Dept)**
  - The department number or group name you choose should be the next level of approval required for your Budget Journal.
  - See list on page 19 for all Group Names
- Once the eForm is routed for approval (at the department/unit/college/division level) the submittal process is complete for Requestors.
- Please check Budgets Overview to make sure the budget has been entered. The process may take up to ten business days depending on Approver availability and time of year.

eForm – Group Names

Group Name	College Name	Special Instructions
A&S	Arts & Sciences	Route Forward to A&S for College level approval
AERO	Aerospace Sciences	
BPA	Business & Public Administration	Route Forward to BPA for College level approval
CEM	Engineering & Mines	Route Forward to CEM for College level approval
CNPD	Nursing & Professional Disciplines	Route Forward to CNPD for College level approval
EHD	Education & Human Development	
LAW	Law School	
MSBO	Medicine & Health Sciences	Automatically routes to MSBO queue; Requestors will not complete review step on page 17 (MSBO Approvers will review)

Group Name	Group Name	Special Instructions
AVPF	Associate Vice President for Finance	
BSC	Business Service Center	
DPS	Public Safety	
FAC	Facilities	Route Forward to FAC for additional approval
H&D	Housing & Dining	Route Forward to H&D for additional approval
OEL	Office of Extended Learning	
SAS	Student Academic Services	
UIT	University Information Technology	
VPR	Vice President for Research & Economic Development	Route Forward to VPR for additional approval
VPSA	Vice President for Student Affairs	
WHP	Wellness and Health Promotion	Depts 5105, 5110, 5130, 5140, 5141, 5190, 5260, 5420

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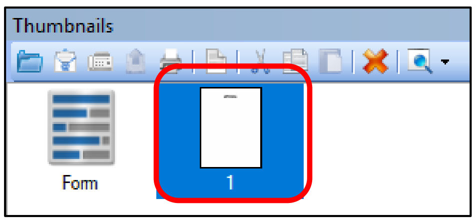
eForm – Approver

- If you are an **Approver:**
- Check the **#### (UND-BO-BJRN-All Approving Dept)** periodically for eForms you may not have initiated, but need to approve.
- Review eForm(s) and make changes as needed.
- Click page 1 in the **Thumbnails** (bottom of screen) for the **Approval Stamps** page



  – If you can't see **Thumbnails**, click **View** in the Toolbar and check **Thumbnails**
- Stamp your approval by right clicking the **Stamp** icon in the Toolbar and choosing the correct stamp (UND-BO-Approved or UND-BO-Denied) from the drop down.
- Click anywhere on the Approval Stamps page to add the stamp.

To **Approve**: Use the green UND-BO-APPROVED stamp with your name.

UND-BO-APPROVED
JENNIFER.MOE
ON 12/6/2017

UND-BO-NOT APPROVED
JENNIFER.MOE
ON 12/6/2017

To **Deny**: Use the red UND-BO-NOT APPROVED stamp with your name.

eForm – Approver

- Once stamped, click **Route Forward** at the bottom of the screen.
- Choose either:
  - **Manual > UND-BO-BJRN-Audits** to route to the Budget Office

    OR should you need additional approval(s)
  - **Peer Routes > #### (UND-BO-BJRN-All Approving Dept)**
    The department number or group you choose should be the next level of approval required (at the department/unit/college/division level) for your Budget Journal.
- Should you need VP approval, please attach documentation stating their approval (see "How to append to the eForm" on page 22).
- Once the eForm is routed to **UND-BO-BJRN-Audits**, the submittal process is complete for Approvers.
- Please check Budgets Overview to make sure the budget has been entered. The process may take up to ten business days depending on Approver availability and time of year.

How to append to the eForm

- A document can only be appended to the Budget Journal eForm once it is in one of the department queues, i.e. **#### (UND-BO-BJRN-All Approving Dept)**
- Open the Budget Journal eForm in the Workflow
- Open the document you would like to append to the eForm, e.g. email, Word doc, Excel spreadsheet, etc.
  - Click **File** > **Print**
  - Select the **ImageNow Printer** from the list of printers
  - Click the **Print** button

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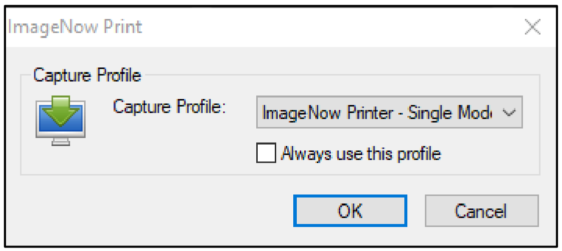
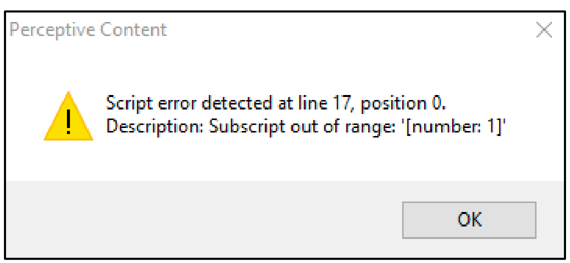
How to append to the eForm

- An ImageNow Print dialogue box should appear on your screen.



- Click **OK**
- A Perceptive Content dialogue box *may* appear on your screen with an error.



- Click **OK**

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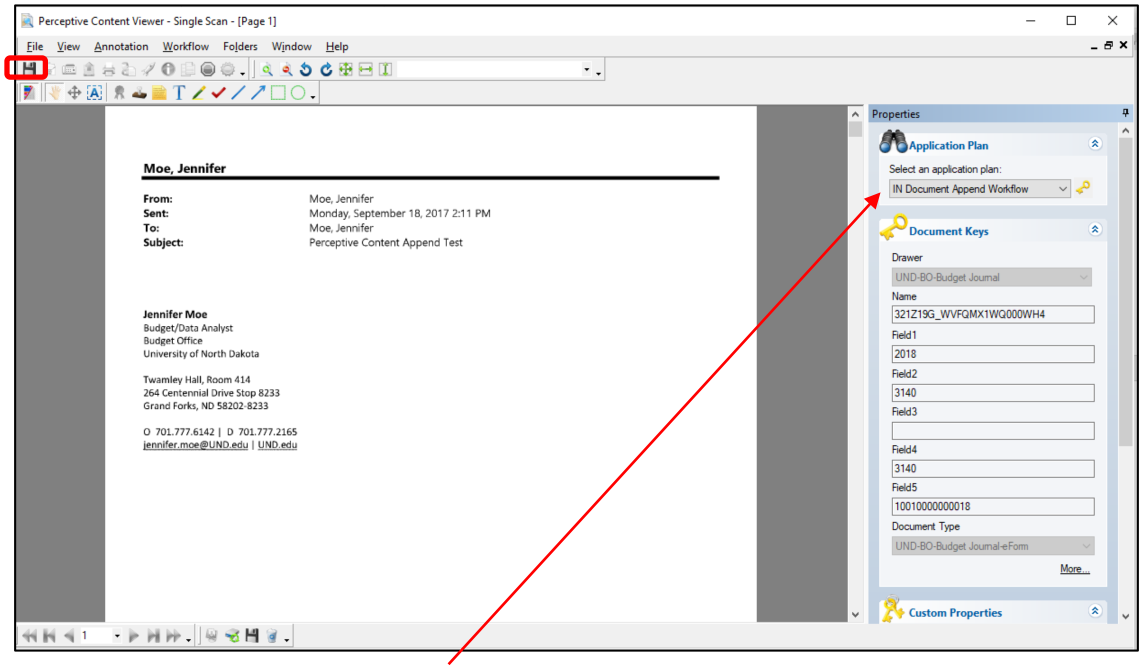
How to append to the eForm

- The document you would like to append will appear within the Perceptive Content Viewer



- Select the following **Application Plan** from the drop down under **Properties**: **IN Document Append Workflow**
- Note: The same **Document Keys** from the eForm will populate
- Click **Save**

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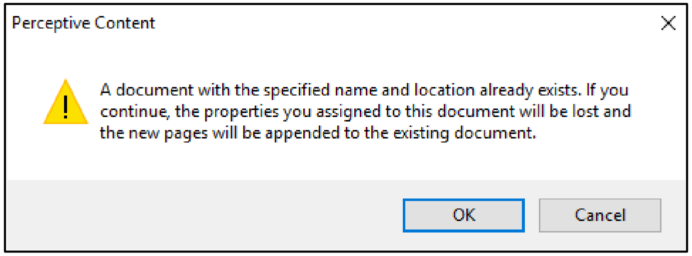
How to append to the eForm

- A Perceptive Content dialogue box will appear that says “A document with the specified name and location already exists…”



- Click **OK**
- The window with the document you would like to append will close.
- Go back to the Budget Journal eForm you opened in Step 2.
  - Click the **Save** button on the eForm
  - The document you are appending will be attached.
  - If Thumbnails are open, you will see the document is appended.

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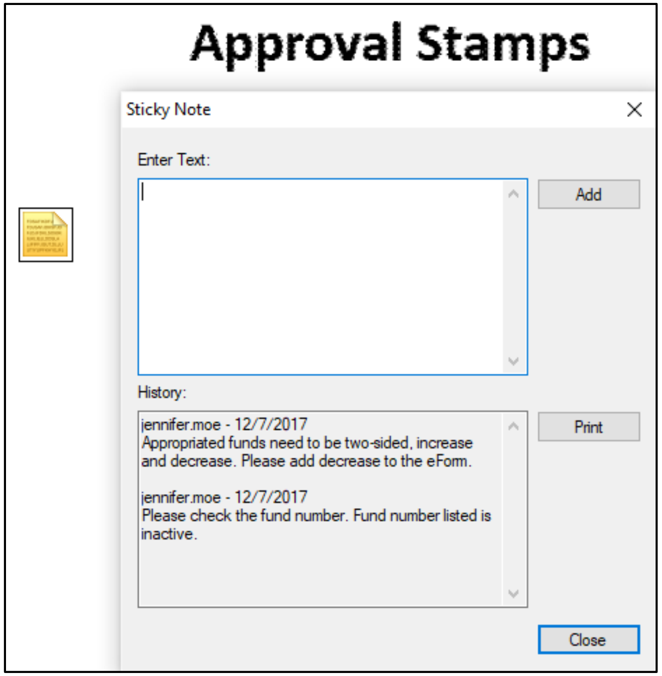
Frequently Asked Questions

- **Why don't I have a UND-BO-APPROVED stamp?**
  - Only Approvers have a UND-BO-APPROVED stamp. If you believe you should be an Approver contact your department/unit/college/division finance officer to discuss your role (Requestor or Approver).
- **How do I add a New User/make changes to users/remove users?**
  - Fill out the Budget Journal eForm User Request Form. The request will be automatically emailed to the Budget Office for processing.

Frequently Asked Questions

- **Why was my Budget Journal eForm returned to the department queue from the Budget Office?**
  – The eForm did not include all the required information and/or there is a question about the eForm submitted.
    - Check the **Approval Stamps** page for a **Sticky Note** from the Budget Office detailing the missing information or question about the eForm.
    - Make the corrections on the eForm.
    - **Route Forward** to **UND-BO-BJRN-Audits**.



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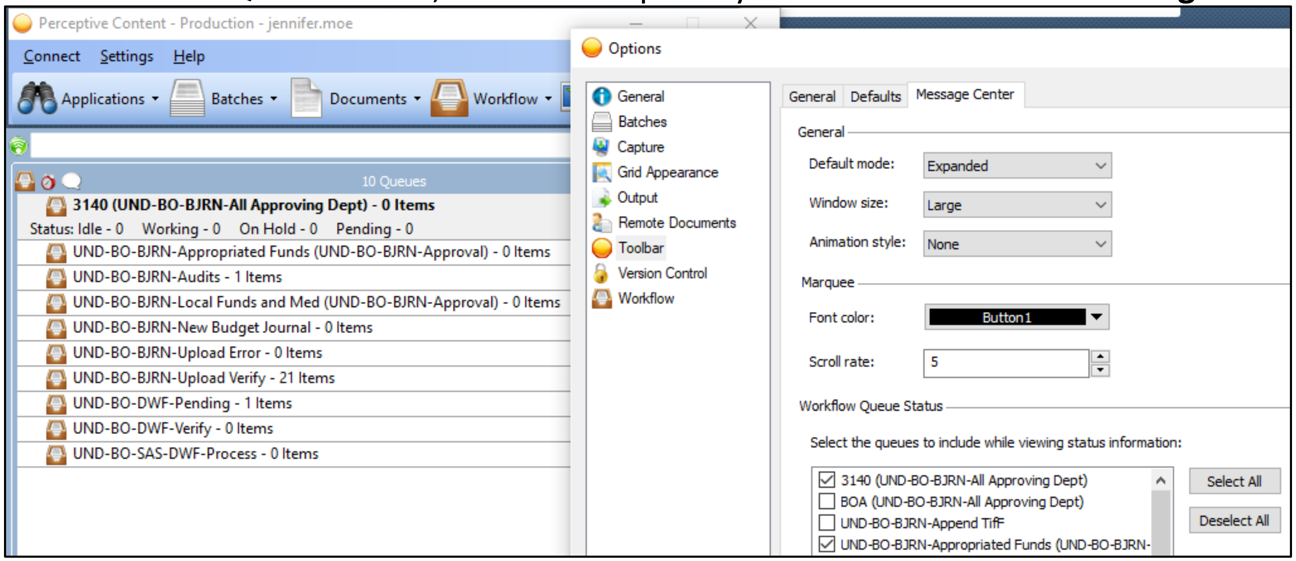
Frequently Asked Questions

- **How can I quickly see what is in my department queue/do I have any eForms to approve?**
  - Set up the **Message Center** to view your department queue(s) and number of items in each.
  - To set up your **Message Center**, open Perceptive Content
    - Go to **Settings** > **Options** > **Toolbar** > **Message Center** tab
    - Under **General**
      - **Default mode**: choose **Expanded**
      - **Window size**: choose **Large**
  - Under **Workflow Queue Status**, select each queue you want to see in the **Message Center**



  - Click **Apply** and **OK** when finished
  - If you can't see the Message Center after completing the above
    Go to **Settings > Show Message Center** (make sure it is checked)

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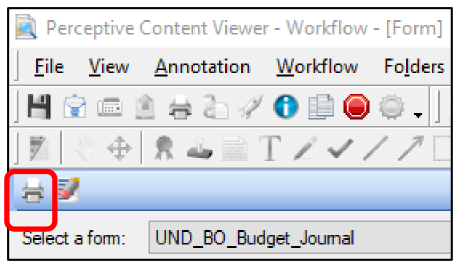
Frequently Asked Questions

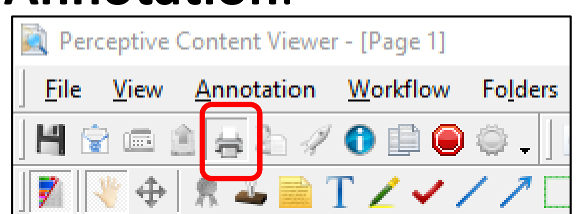
- **How do I find a lost eForm or a completed eForm?**
  - **Click on Documents** > **UND-BO-Budget Journals**
  - Under **Quick Search**, you can search by Fiscal Year (YYYY), Submitting Department, Fund, Department Number or Submission Number.
  - If you want to search by who created the eForm (Created By), click on the **Search** tab:
    - Click the green plus sign (Add), the Add Condition window will appear
    - Under **Constrain by**: choose User
    - Under **Field**: choose Created by
    - Under **Operator**: choose either "is equal to" or "starts with" (depending on how much of user name is entered)
    - Under **Value**: enter the user's IDM (firstname.lastname)
    - Click **OK**
  - To save this search filter:
    - Click the **Save Private Filter** icon
    - The **Save Filter** window will appear for you to enter a Name and Description of the new filter
    - Click **OK**
  - The new filter will be located under the drawer view you created it from, found on the left hand side of the screen, denoted with a funnel icon.
    - Click on the filter whenever you wish to run it

Frequently Asked Questions

- **How do I print the eForm?**
  – Within Workflow
    - In your department queue, i.e. **#### (UND-BO-BJRN-All Approving Dept)**, click the **Print** icon at the top of the eForm.



  – Within Documents
    - Click the **Print** icon at the top of the screen.
    - In the Print dialogue box, choose **Current View** under **Annotation**.



Frequently Asked Questions

- **Can all users see the UND-BO-BJRN-New Budget Journal queue?**
  - Yes. Both Requestors and Approvers will be able to see all New Budget Journal eForms from all departments in this queue. This is why it is important to take note of your Submission Number and/or who created the eForm.
- **What if I need to delete an eForm?**
  - eForms *cannot* be deleted within the workflow process by Requestors or Approvers. The eForm will need to be denied by an Approver and routed forward to the Budget Office. The Budget Office will not process that eForm. All denied eForms will be retained in Documents per the Retention Schedule.
  - *Note: If the eForm is still in the New Budget Journal queue – it can be reused (update Budget Chartfields), instead of denied.*

Frequently Asked Questions

- **What if I submitted a Fund Number Request Form to the Controller?**
  - The Controller will send you an email once your Fund Number Request has been processed with the new fund/project number.
  - Create a new eForm using the new fund/project number using the normal process.

Frequently Asked Questions

- **How do I submit a RUSH Budget Journal?**
  - RUSH Budget Journals are no longer accepted, due to the new workflow process and automation of the import.
- **How often are Budget Journals processed?**
  - Budget Journals will be processed one time per day (usually early afternoon).
  - Once you have submitted an eForm to the Audits queue, it will take <u>at least</u> one business day to review, before processed.

Frequently Asked Questions

- **Will I receive an email if there is a Budget Journal eForm waiting to be approved in my department queue?**
  – No. Perceptive Content is unable to send emails when a new item is forwarded to a queue. It is up to the user to check their queues for new items. Setting up the **Message Center** (page 28) is an easy way to keep track of how many items are in each of your queues.
  – Another suggestion is to send an email to your approver letting them know there is a pending eForm.

Frequently Asked Questions

- **Can I enter multiple ledgers on an eForm?**
  – Yes! Any combination of ledgers can be entered on an eForm. For example, REVENUE and FNDDTL can be on the same eForm.

Frequently Asked Questions

- **The Approval Stamps page did not attach!**
  - If the **Approval Stamps** (TifF) page is not added when the eForm is **Routed Forward** from the **New Budget Journal** queue to a **Department/Group** queue
  - **Open** the eForm in your Department/Group queue
  - **Route Up** to UND-BO-BJRN-Append TifF queue
    - eForm will take several minutes to attach the Approval Stamps page and then it will automatically route to your #### (UND-BO-BJRN-All Approving Dept) queue.
    - Open eForm, check for Approval Stamps page, and proceed as usual.

  If Approval Stamps page still does not attach try…
  - **Route Up** to UND-BO-BJRN-New Budget Journal queue
    - **Open** the eForm in the UND-BO-BJRN-New Budget Journal queue
    - **Route Forward**
    - eForm will take several minutes to attach the Approval Stamps page and then route to your #### (UND-BO-BJRN-All Approving Dept) queue.
    - Open eForm, check for Approval Stamps page, and proceed as usual
  - *Processes may need to be repeated once or twice if it does not work the first time. Please call the Budget Office if it does not work after repeat attempts.*

Questions

- Please contact:

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  777-2165

  Jennifer Moe
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  777-6142