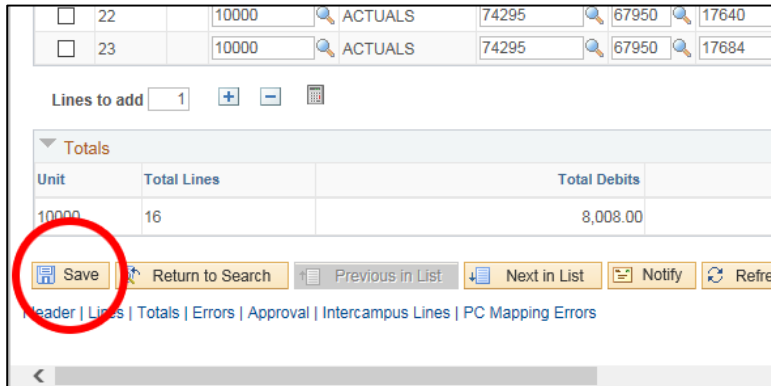


## Correcting PC Chartfield Mapping Errors After February 28, 2015

In order to correct PC Chartfield mapping error entries that were posted prior to March 2, please follow these steps:

### Step One

The journal preparer (user) creates the financial journal and saves it.



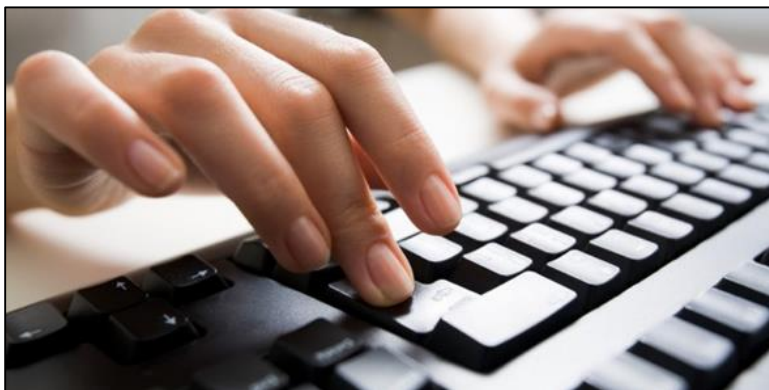
The screenshot shows a web interface for creating a financial journal. At the top, there are two rows of data with checkboxes, units (10000), and account numbers (ACTUALS, 74295, 67950, 17640). Below this is a 'Lines to add' section with a value of 1. A 'Totals' table is visible:

Unit	Total Lines	Total Debits
10000	16	8,008.00

At the bottom, a row of buttons includes 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The 'Save' button is circled in red. Below the buttons is a breadcrumb trail: 'Header | Lines | Totals | Errors | Approval | Intercampus Lines | PC Mapping Errors'.

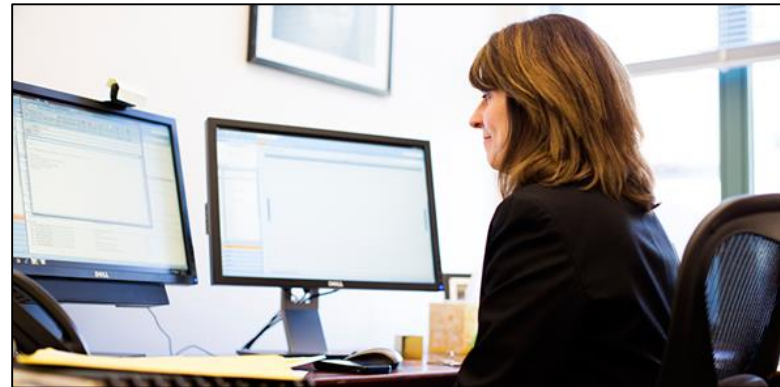
### Step Two

Next, the user emails Contracts and Grants Accounting (CGA) at ([CGAawards@berkeley.edu](mailto:CGAawards@berkeley.edu)). The email must include the Journal ID, Journal Date, and indicate that the journal needs to be edited centrally.



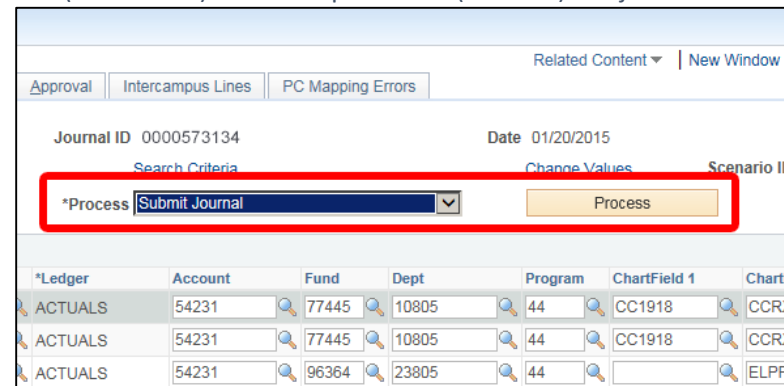
### Step Three

CGA edits the journal and notifies the user via email when done. Please note that only designated central users have the ability to bypass the PC mapping edit.



### Step Four

**Important!** Do not make any changes or updates to the journal after it has been edited by CGA before submitting for approval. On-line updates (other than "Submit Journal" action) will result in the Journal Status returning to "N" (Not Edited). The user processes (submits) the journal for workflow.



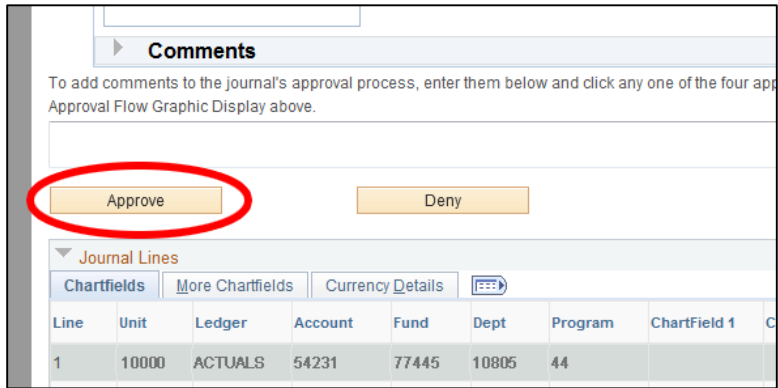
The screenshot shows a web interface for journal approval. At the top, there are tabs for 'Approval', 'Intercampus Lines', and 'PC Mapping Errors'. Below the tabs, the 'Journal ID' is 0000573134 and the 'Date' is 01/20/2015. A search criteria section is visible. A dropdown menu is set to '\*Process Submit Journal' and a 'Process' button is next to it. This section is circled in red. Below this is a table with columns: \*Ledger, Account, Fund, Dept, Program, ChartField 1, and Chart.

*Ledger	Account	Fund	Dept	Program	ChartField 1	Chart
ACTUALS	54231	77445	10805	44	CC1918	CCR
ACTUALS	54231	77445	10805	44	CC1918	CCR
ACTUALS	54231	96364	23805	44		ELPF

## Correcting PC Chartfield Mapping Errors After February 28, 2015

### Step Five

The department approver authorizes the journal.



The screenshot shows a web interface for journal approval. At the top, there is a 'Comments' section with a text area and a note: 'To add comments to the journal's approval process, enter them below and click any one of the four app Approval Flow Graphic Display above.' Below the text area are two buttons: 'Approve' and 'Deny'. The 'Approve' button is circled in red. Below the buttons is a 'Journal Lines' section with a table of journal entries.

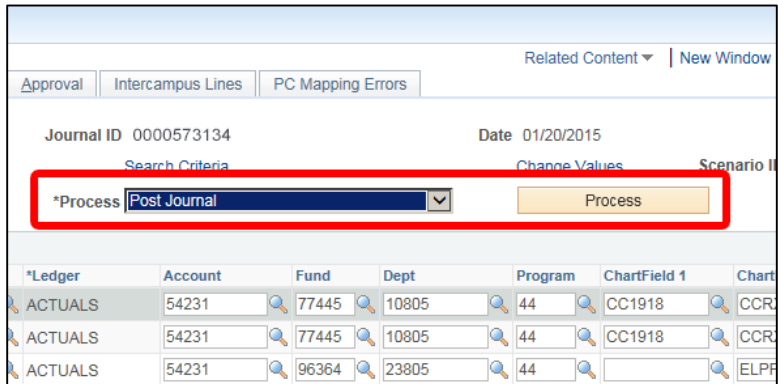
Line	Unit	Ledger	Account	Fund	Dept	Program	ChartField 1	C
1	10000	ACTUALS	54231	77445	10805	44		

### RECAP

1. The journal preparer (user) creates the financial journal and saves it.
2. The user emails Contracts and Grants Accounting (CGA) and requests the journal be edited centrally.
3. CGA edits the journal and notifies the user via email when done.
4. Without making any changes, the user processes (submits) the journal for workflow.
5. The department approver authorizes the journal.
6. The user posts the journal (or it posts automatically during the nightly batch cycle).

### Step Six

The user posts the journal (or it posts automatically during the nightly batch cycle).



The screenshot shows a web interface for journal processing. At the top, there are tabs for 'Approval', 'Intercampus Lines', and 'PC Mapping Errors'. Below the tabs, there is a 'Journal ID' field with the value '0000573134' and a 'Date' field with the value '01/20/2015'. Below these fields, there is a '\*Process' dropdown menu with 'Post Journal' selected, and a 'Process' button. The dropdown menu and the button are circled in red. Below the dropdown menu and button, there is a table of journal entries.

*Ledger	Account	Fund	Dept	Program	ChartField 1	Chart
ACTUALS	54231	77445	10805	44	CC1918	CCR
ACTUALS	54231	77445	10805	44	CC1918	CCR
ACTUALS	54231	96364	23805	44		ELPF