ChartField Mass Upload Job Aid
User Role(s): *DFS COA Maintainer*
Last Updated: *03/09/2023*

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Overview

This document provides the steps to be followed to create or update Statewide ChartFields i.e. Account, Fund, Budget Entity and Category within the Florida PALM system. The configuration will be completed by the State Operations support resources assigned the DFS COA Maintainer (FLP_STATE_COA_MAINTAINER) role.

Template

1. Path: CSV Templates are available within SmartSheet
2. Below are the CSV templates for Statewide ChartFields

Account	9/21/2021 2:29 AM	Microsoft Excel Com...	1 KB
Budget_Entity	9/21/2021 2:28 AM	Microsoft Excel Com...	1 KB
Category	9/21/2021 2:11 AM	Microsoft Excel Com...	1 KB
Fund_Code	9/21/2021 2:26 AM	Microsoft Excel Com...	1 KB

Figure 1: CSV Templates

Fund

- **Adding a new Fund value:**
  Below steps must be followed to create new Fund ChartField value.

  1. Open the **'Fund_Code'** template and enter the new **Fund** with all field details

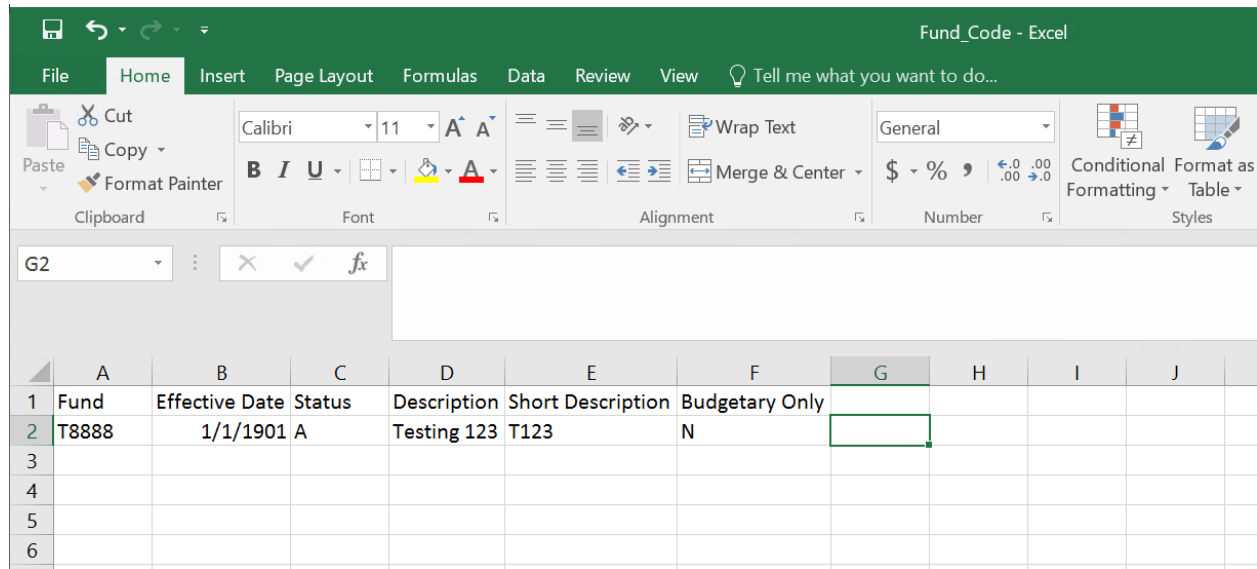 Note: Enter the Effective Date in the format MM/DD/YYYY in all the templates.

Figure 2: Fund_Code Template

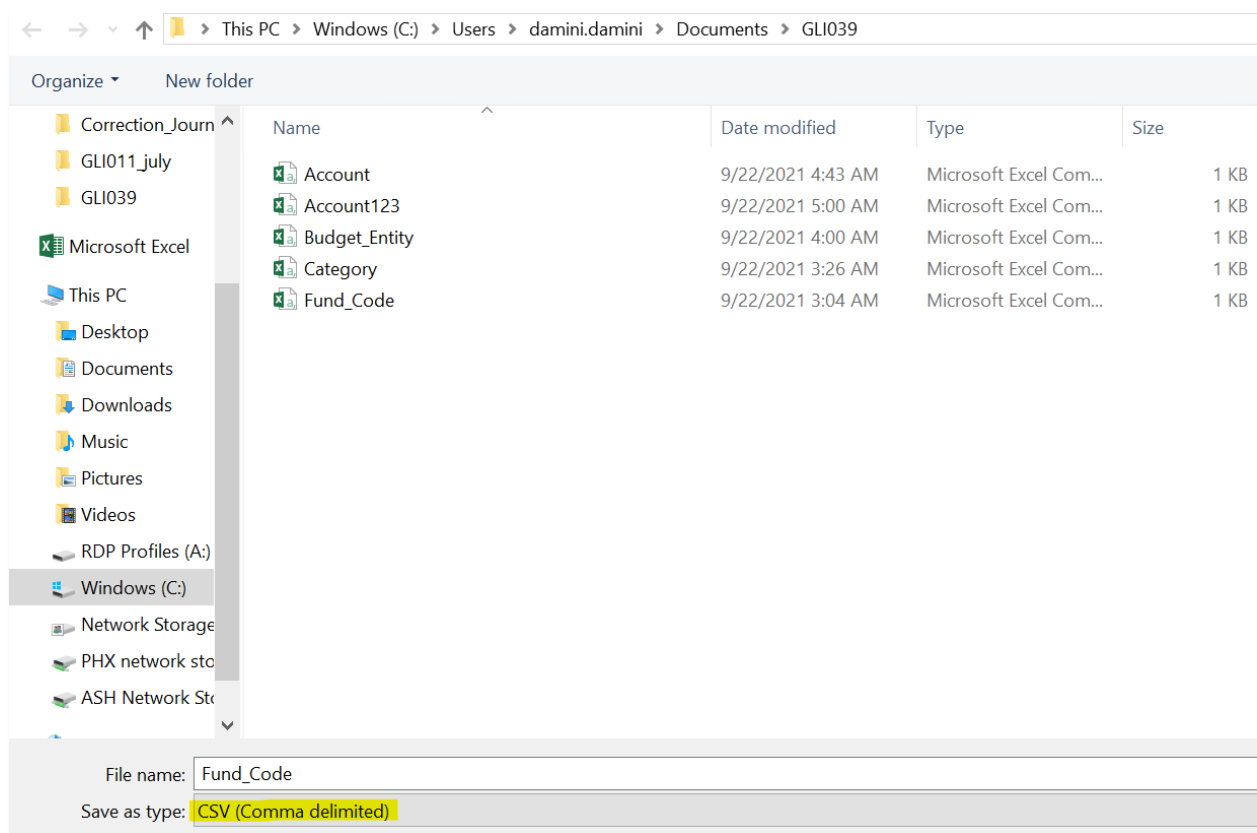2.   Save the file as **'Fund_Code'** with '.CSV' extension.

Figure 3: Saving file with correct name and extension

3. Login to Florida PALM.

   Navigation: **NavBar > Menu > Florida PALM > Interfaces > GL > Inbound ChartField Mass Upload**.
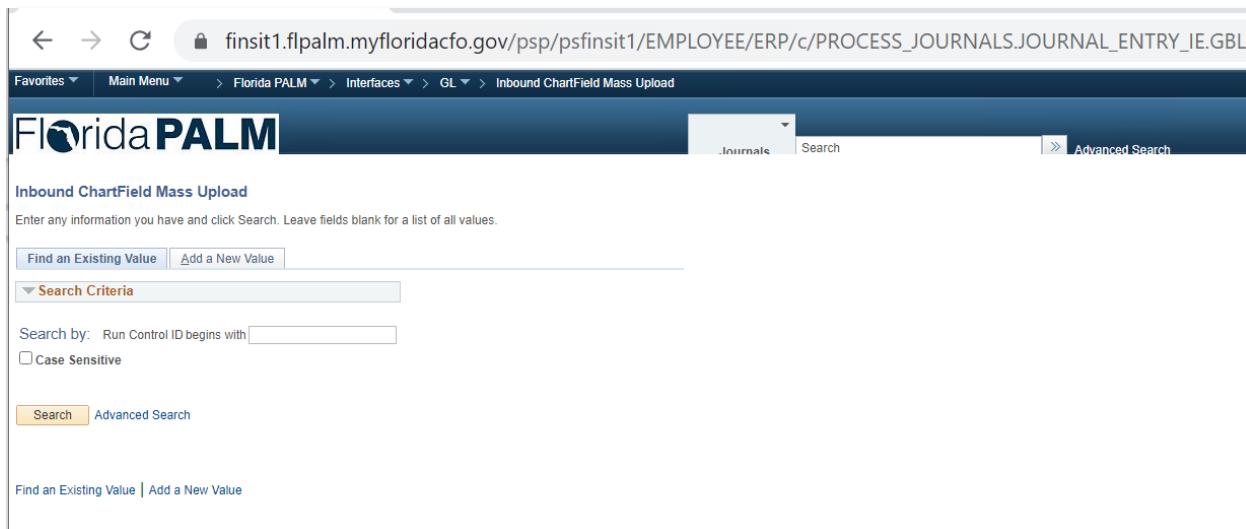

Figure 4: Inbound ChartField Mass Upload search page

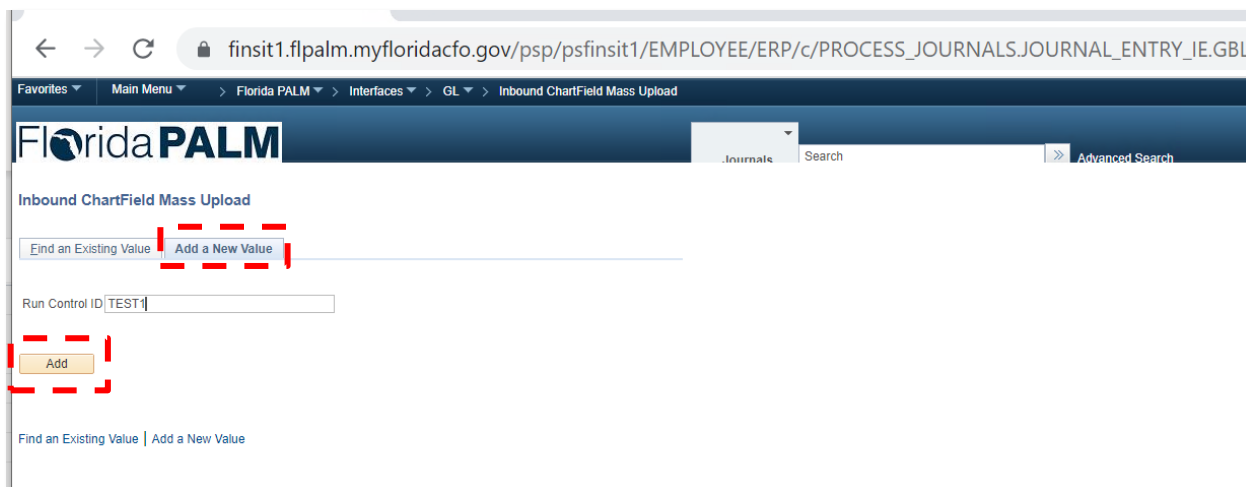4. Click on **'Add a New Value'** tab, enter the **'Run Control ID'**, and click on **'Add'** button.

Figure 5: Adding Run Control ID

5. Select the **'ChartField Name'** as **'Fund'** from the drop-down menu and click on **'Add'** button to attach the 'Fund_Code.csv' file.
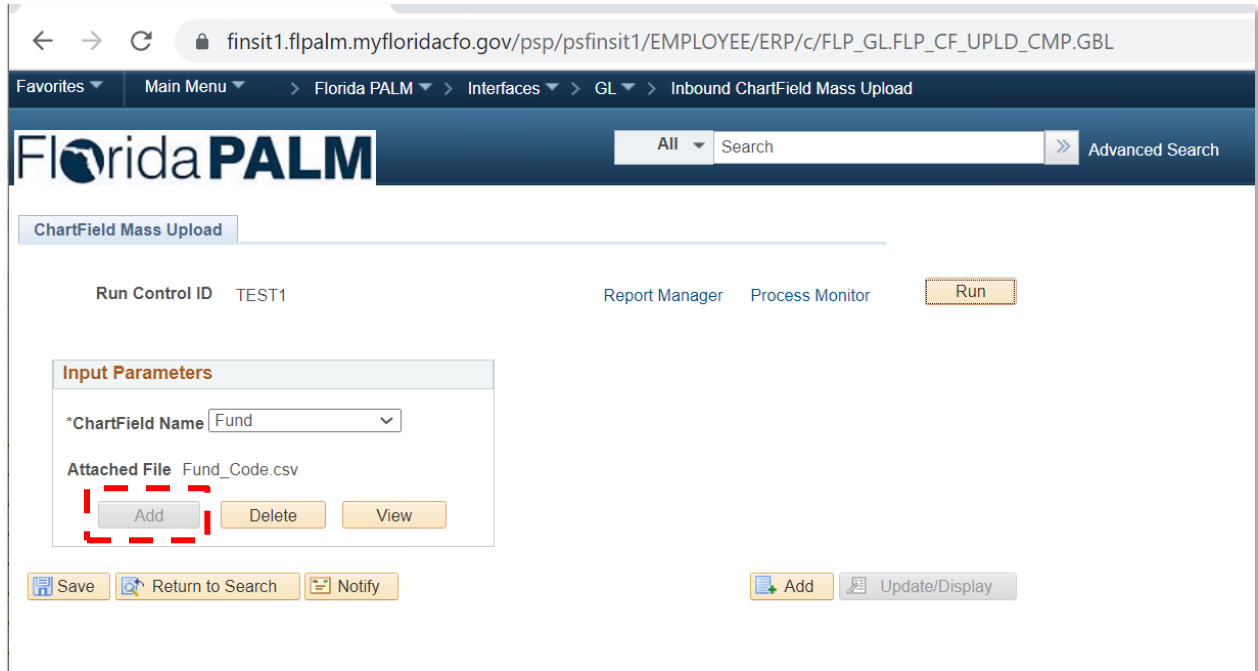
Figure 6: Inbound ChartField Mass Upload page

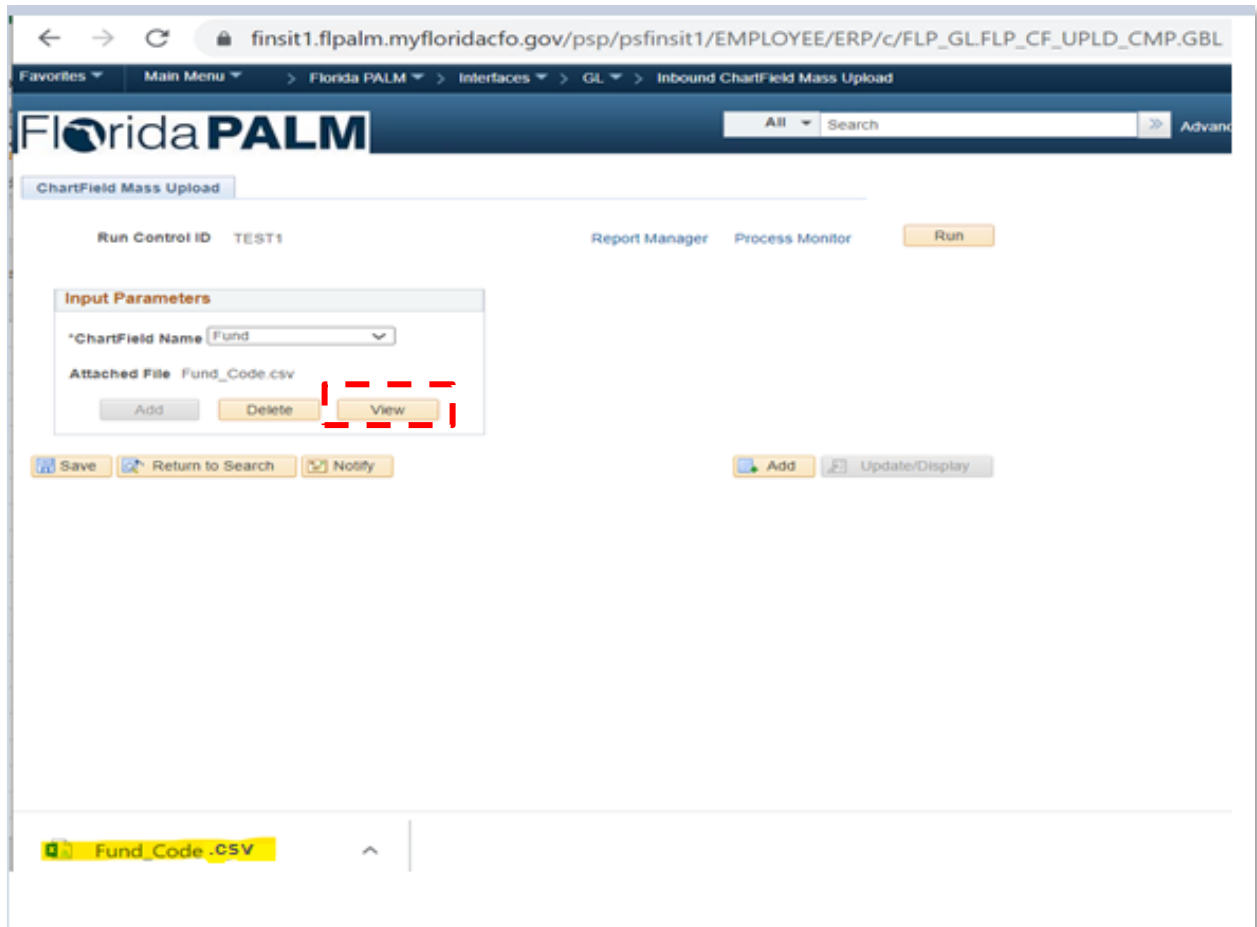6. Click on **'View'** button to view the attached file.

Figure 7: Inbound ChartField Mass Upload page
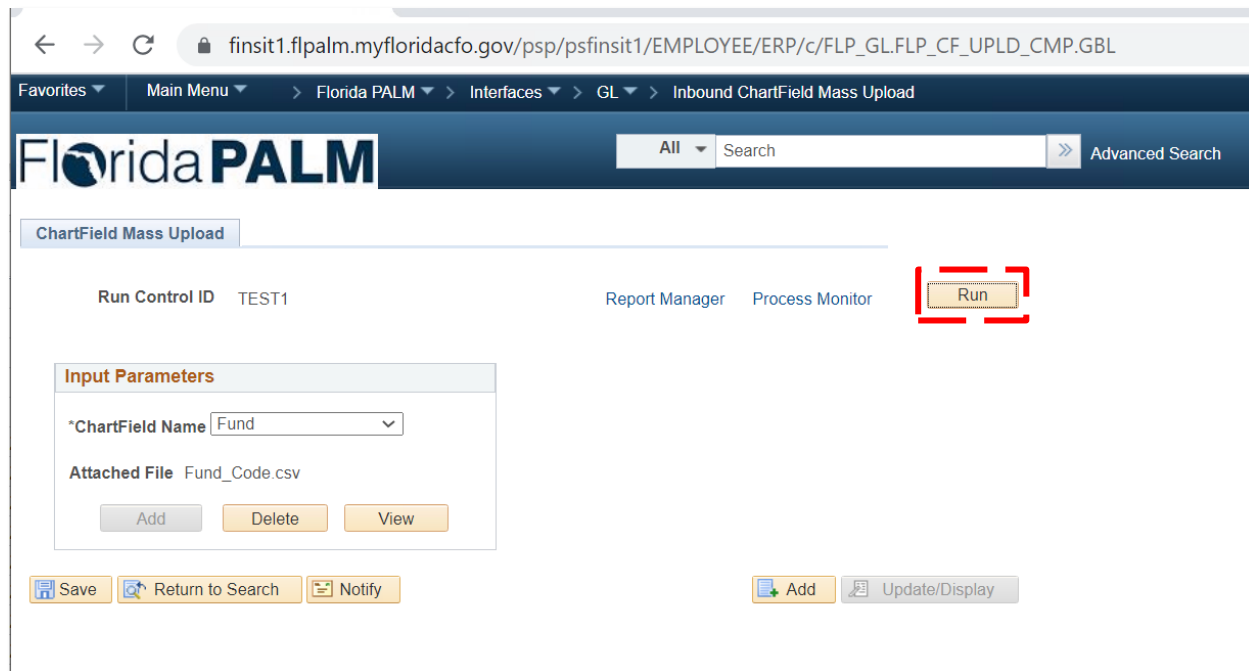
7. Click on the **'Run'** button.

Figure 8: Inbound ChartField Mass Upload page

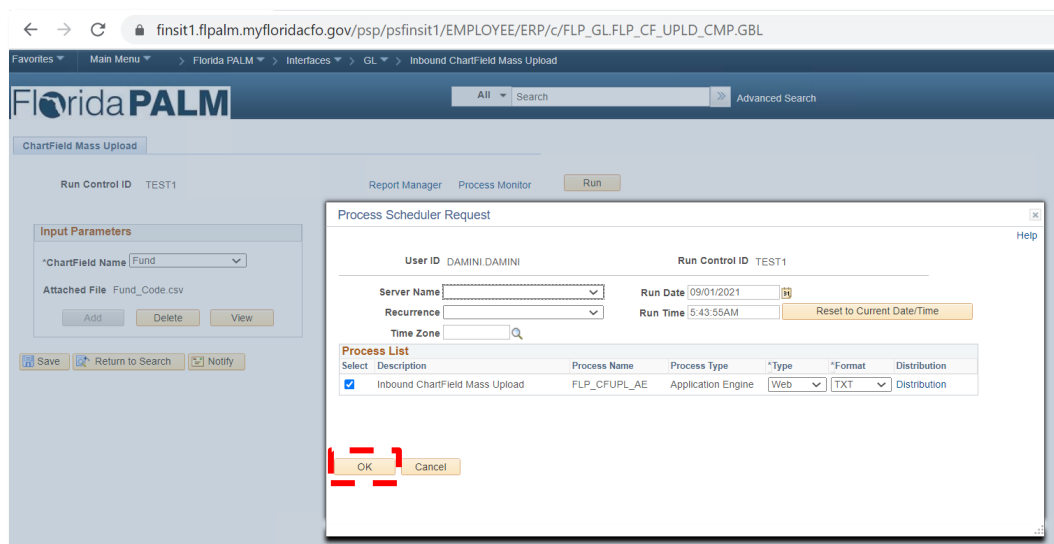8. Click **'OK'** button on the **'Process Scheduler Request'** page.

Figure 9: Process Scheduler Request page

9. Click on the **'Process Monitor'** link and once the **'Run Status'** is in **"Success"**, click on the **'Details'** link and go to **'View Log/Trace'**. Click on the link with '.log' extension to see the log file.
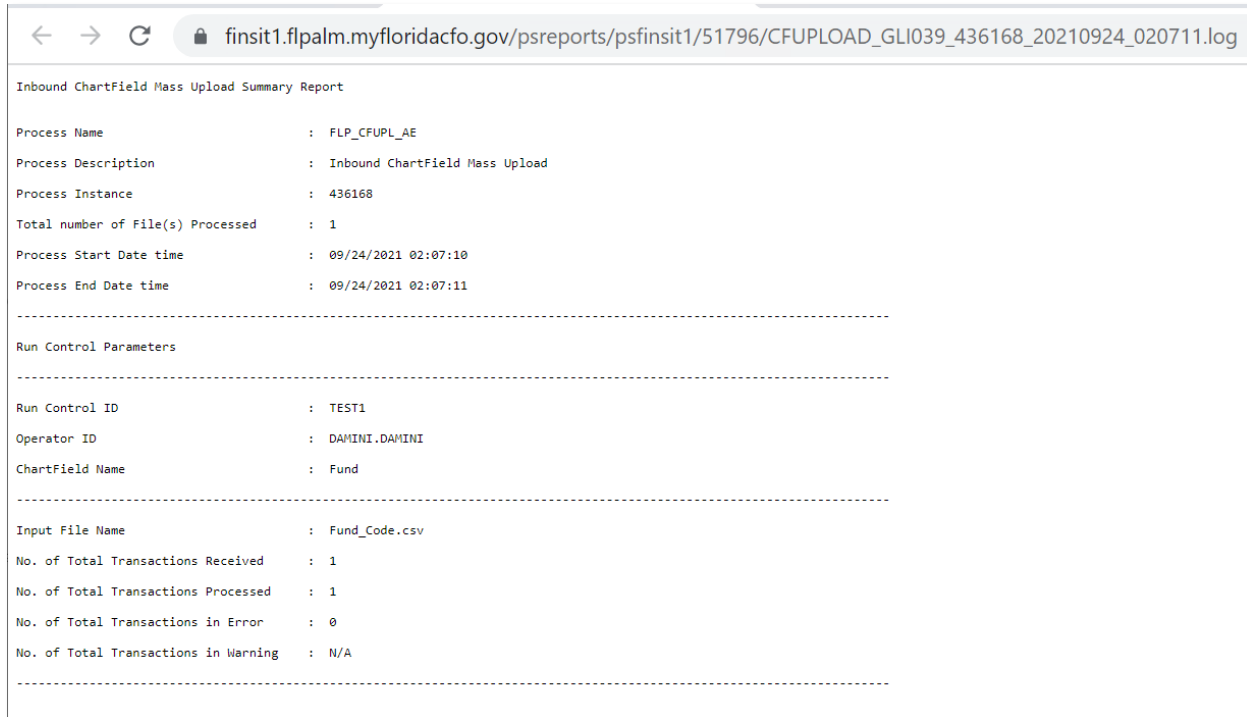
```
Inbound ChartField Mass Upload Summary Report

Process Name                        : FLP_CFUPL_AE
Process Description                 : Inbound ChartField Mass Upload
Process Instance                    : 436168
Total number of File(s) Processed   : 1
Process Start Date time             : 09/24/2021 02:07:10
Process End Date time               : 09/24/2021 02:07:11
---------------------------------------------------------------------------------------------

Run Control Parameters
---------------------------------------------------------------------------------------------

Run Control ID                      : TEST1
Operator ID                         : DAMINI.DAMINI
ChartField Name                     : Fund
---------------------------------------------------------------------------------------------

Input File Name                     : Fund_Code.csv
No. of Total Transactions Received  : 1
No. of Total Transactions Processed : 1
No. of Total Transactions in Error  : 0
No. of Total Transactions in Warning : N/A
---------------------------------------------------------------------------------------------
```

Figure 10: Summary Report

10. Verify newly added Fund.

    Navigation: **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund**

Figure 11: Fund ChartField value search page

11. In the **'Find an Existing Value'** tab, enter the SetID as **'STATE'** and Fund mentioned in the .CSV file and click the **'Search'** button.

Figure 12: Fund ChartField value search page

12. Verify the details.

Figure 13: Fund ChartField page

Note: User needs to add **'Attributes'** and **'Long Description'** manually if applicable.

- **Updating an existing Fund value:**
  Below steps must be followed to update existing ChartField value with same effective date.

  1. Open the **'Fund_Code'** template and update the **'Budgetary Only'** value from **'N'** to **'Y'** in the CSV file.
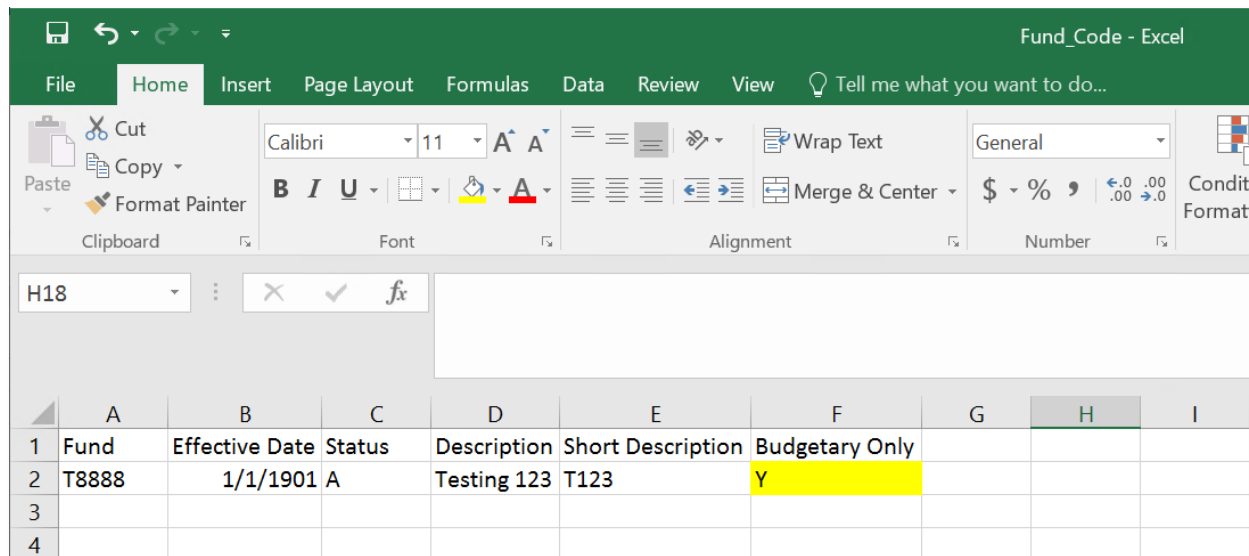

Figure 14: Fund_Code Template

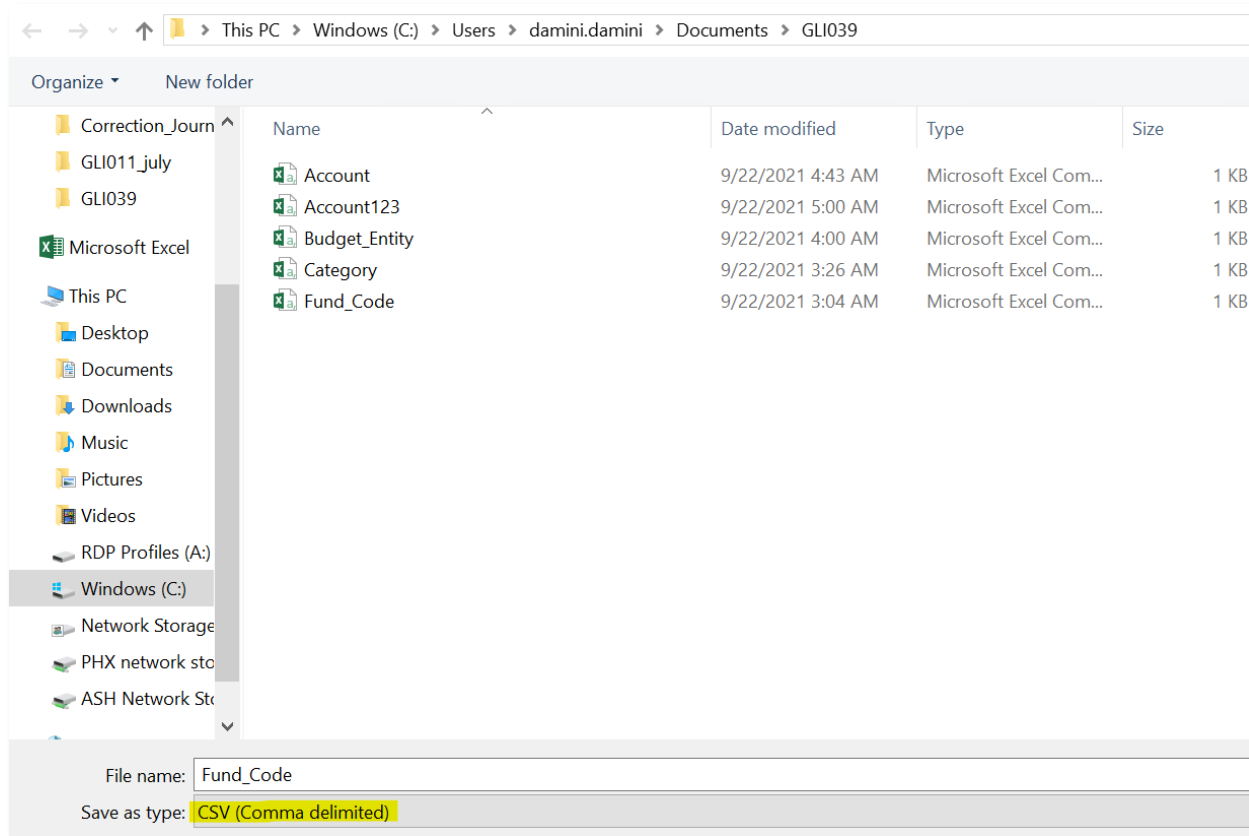 2. Save the file as **'Fund_Code'** with '.CSV' extension.

Figure 15: Saving file with correct name and extension

3. Login to Florida PALM.

   Navigation: **NavBar > Menu > Florida PALM > Interfaces > GL > Inbound ChartField Mass Upload.**
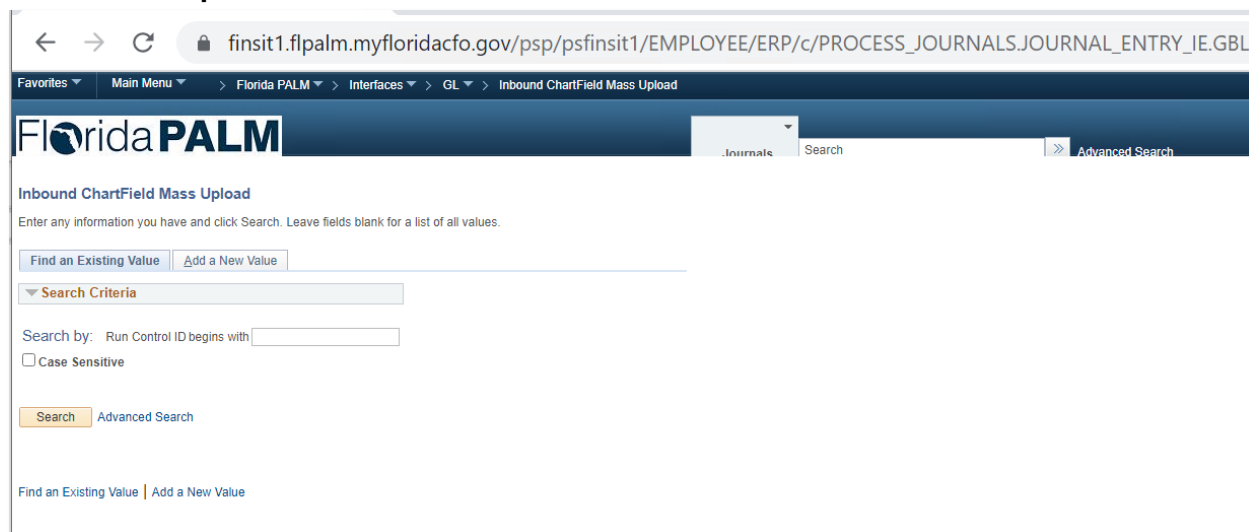

Figure 16: Inbound ChartField Mass Upload search page

4. Click on **'Add a New Value'** tab, enter the **'Run Control ID'**, and click on **'Add'** button.
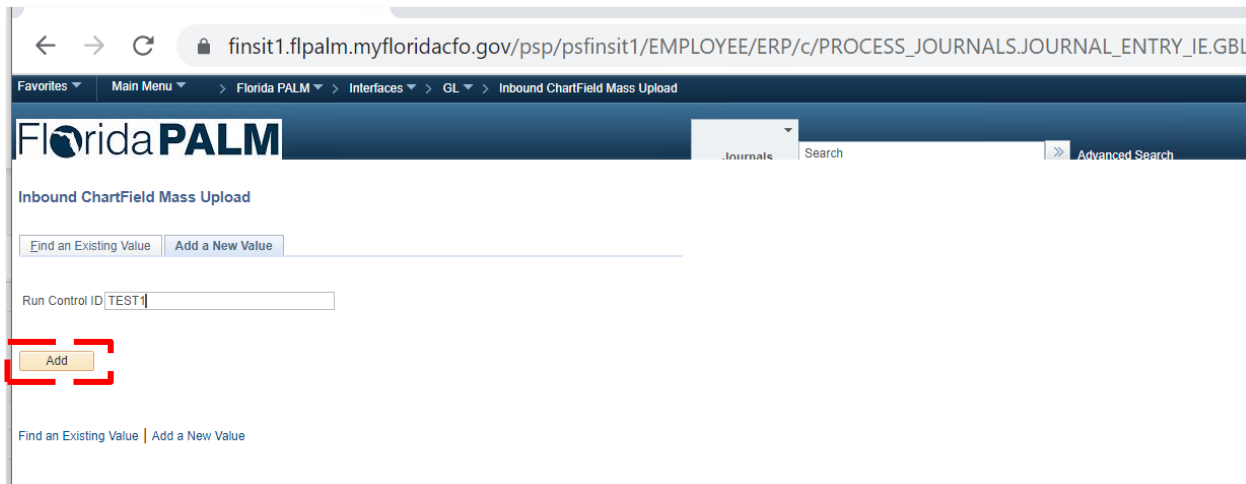

Figure 17: Adding Run Control ID

5. Select the **'ChartField Name'** as **'Fund'** from the drop-down menu and click on **'Add'** button to attach the **'Fund_Code.csv'** file.
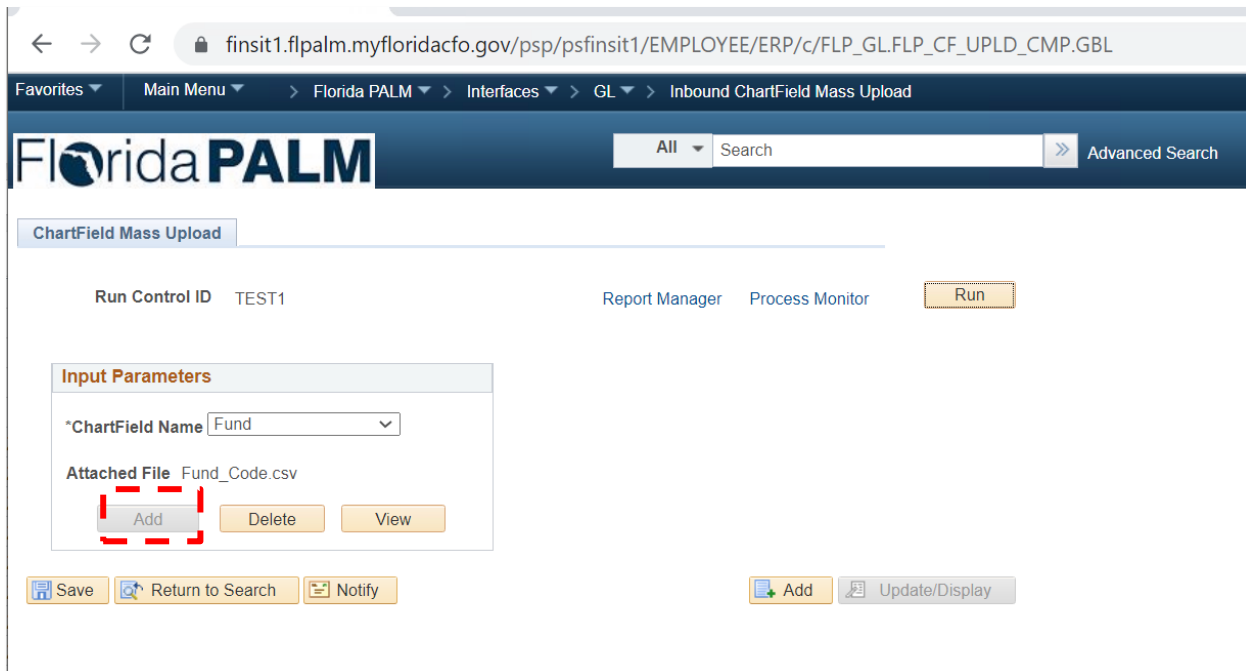
Figure 18: Inbound ChartField Mass Upload page
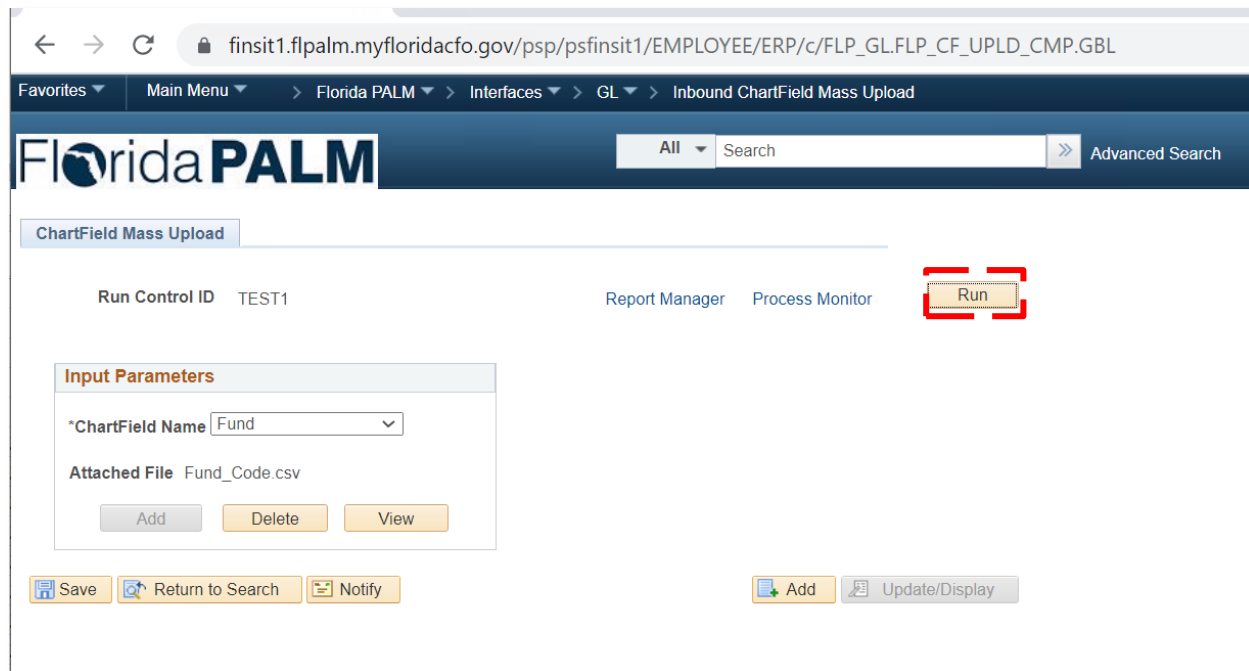
6. Click on the **'Run'** button.

Figure 19: Inbound ChartField Mass Upload page

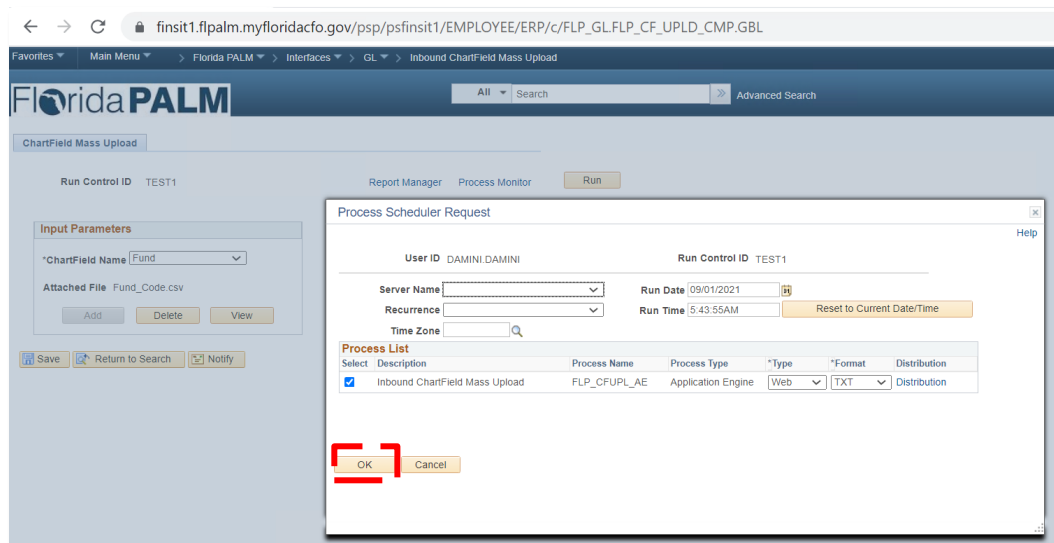7. Click **'OK'** button on the **'Process Scheduler Request'** page.

Figure 20: Process Scheduler Request page

8. To check the log file, click on the **'Process Monitor'** link and once the **'Run Status'** is in **"Success"**, click on the **'Details'** link and go to **'View Log/Trace'**. Click on the link with **'.log'** extension to see the log file.

9. Verify updated Fund.

Navigation: **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund**

Figure 21: Fund ChartField value search page

10. In the **'Find an Existing Value'** tab, enter the SetID as **'STATE'** and Fund mentioned in the .CSV file and click the **'Search'** button.
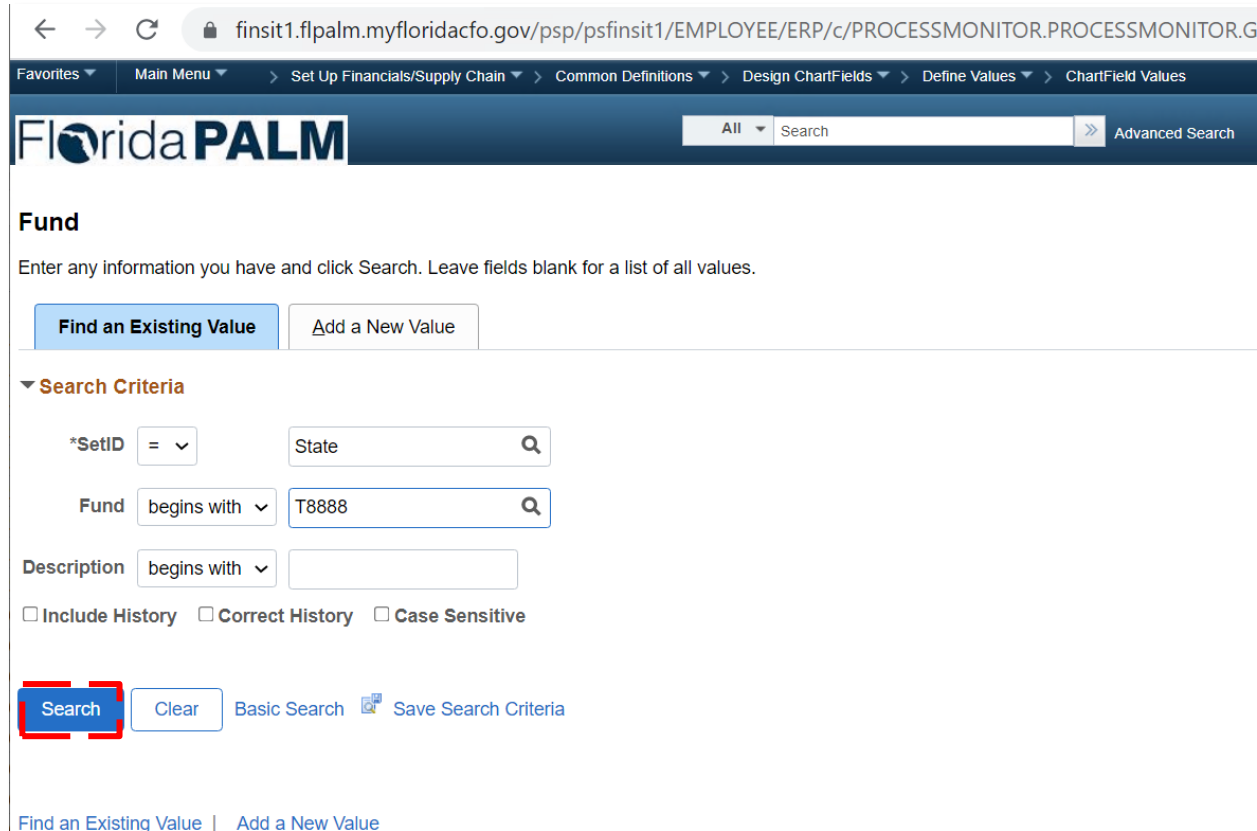
Figure 22: Fund ChartField value search page

11. Verify that the **'Budgetary Only'** value changed from **'N'** to **'Y'**.
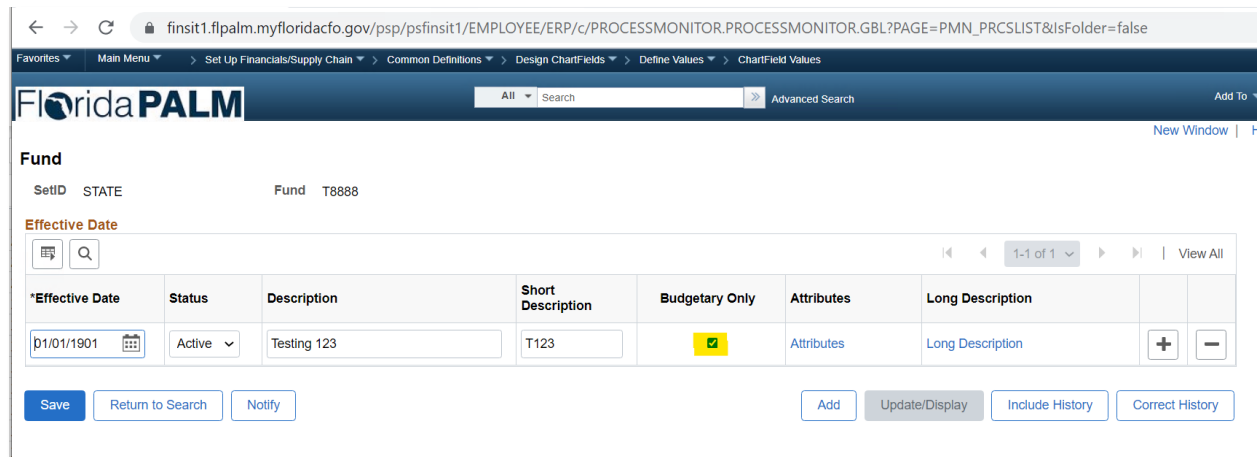

Figure 23: Fund ChartField page

- **Adding new effective dated row to existing Fund value:**
  Below steps needs to be followed to add new effective dated row for existing ChartField value.

1. Open the **'Fund_Code'** template and add new effective dated row for an existing **'Fund_Code'** and change **'Description'** value.
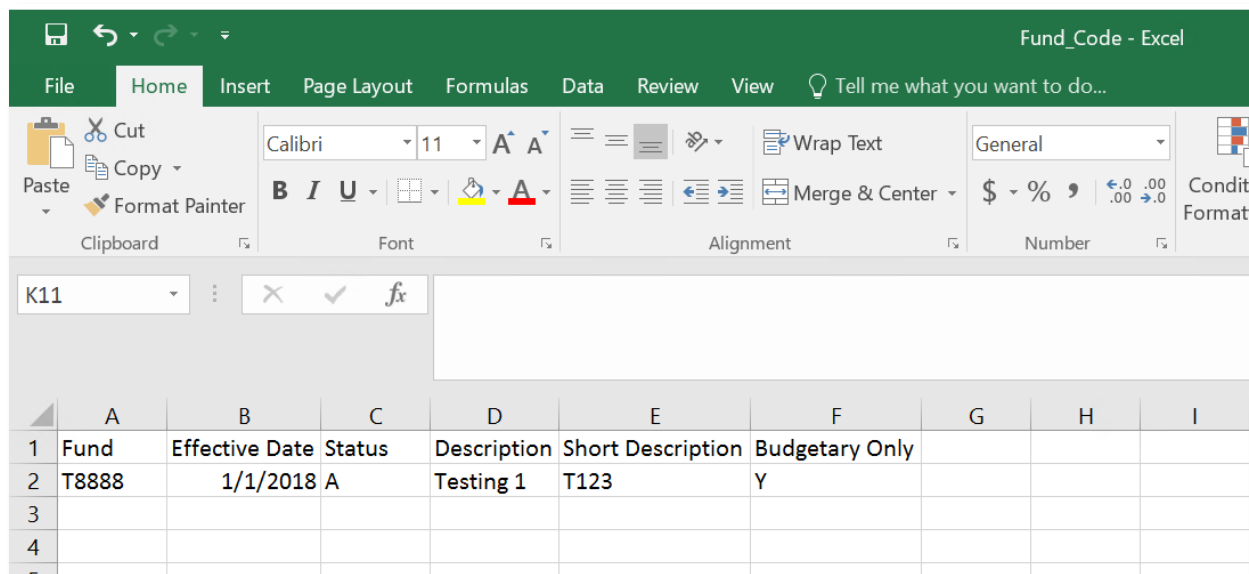

Figure 24: Fund_Code Template

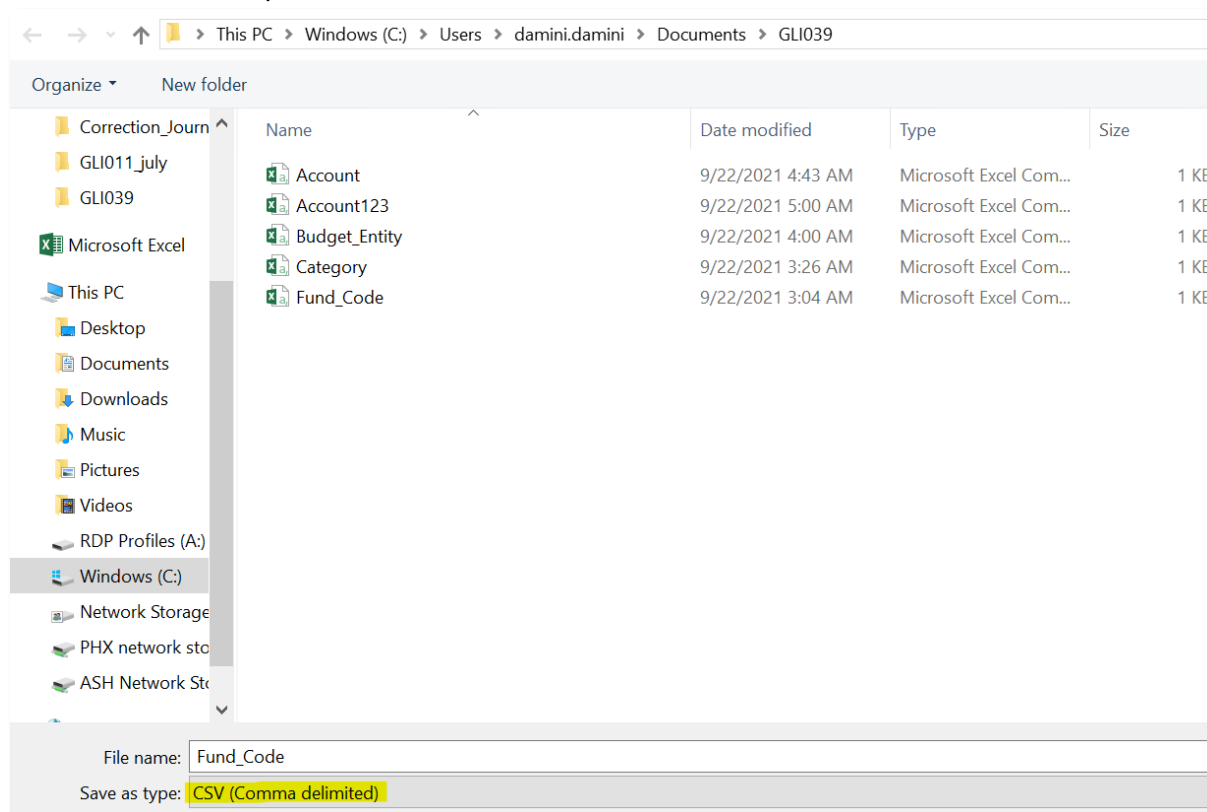2. Save the template as **'Fund_Code'** with '.CSV' extension.

Figure 25: Saving file with correct name and extension

3. Login to Florida PALM.

Navigation: **NavBar > Menu > Florida PALM > Interfaces > GL > Inbound ChartField Mass Upload**
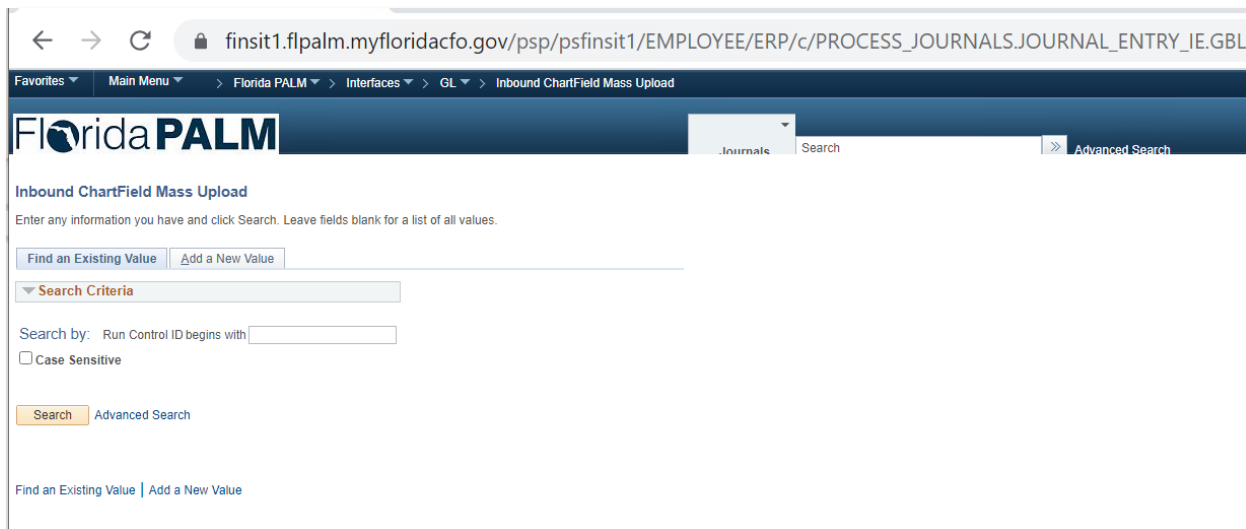

Figure 26: Inbound ChartField Mass Upload search page

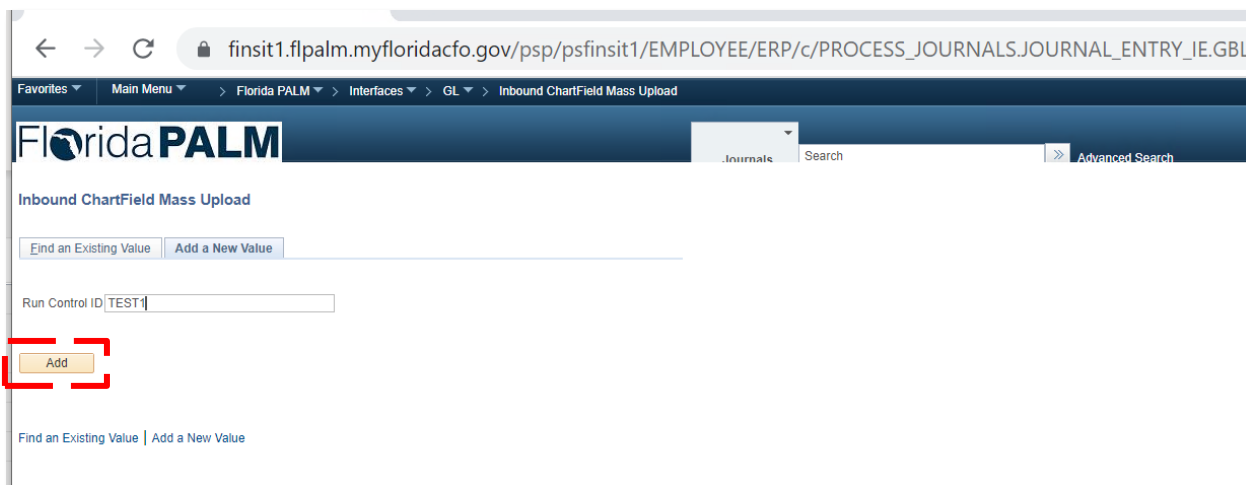4. Click on **'Add a New Value'** tab, enter the **'Run Control ID'**, and click on **'Add'** button.

Figure 27: Adding Run Control ID

5. Select the **'ChartField Name'** as **'Fund'** from the drop-down menu and click on **'Add'** button to attach the **'Fund_Code.csv'** file.
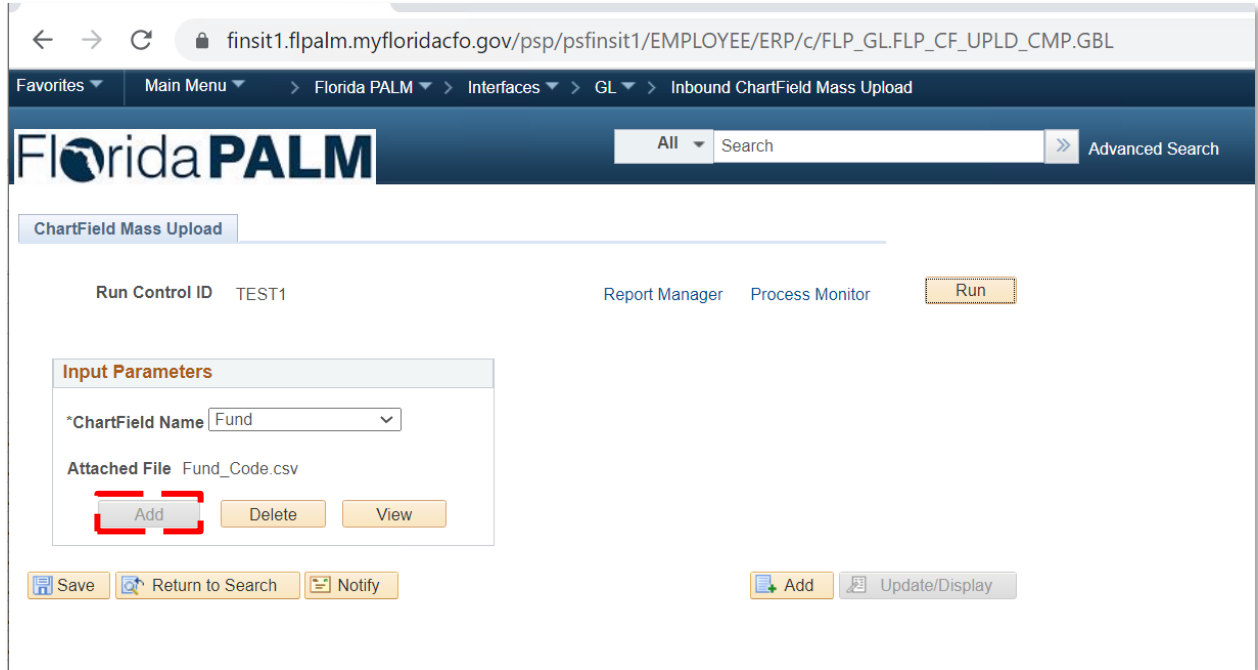

Figure 28: Inbound ChartField Mass Upload page

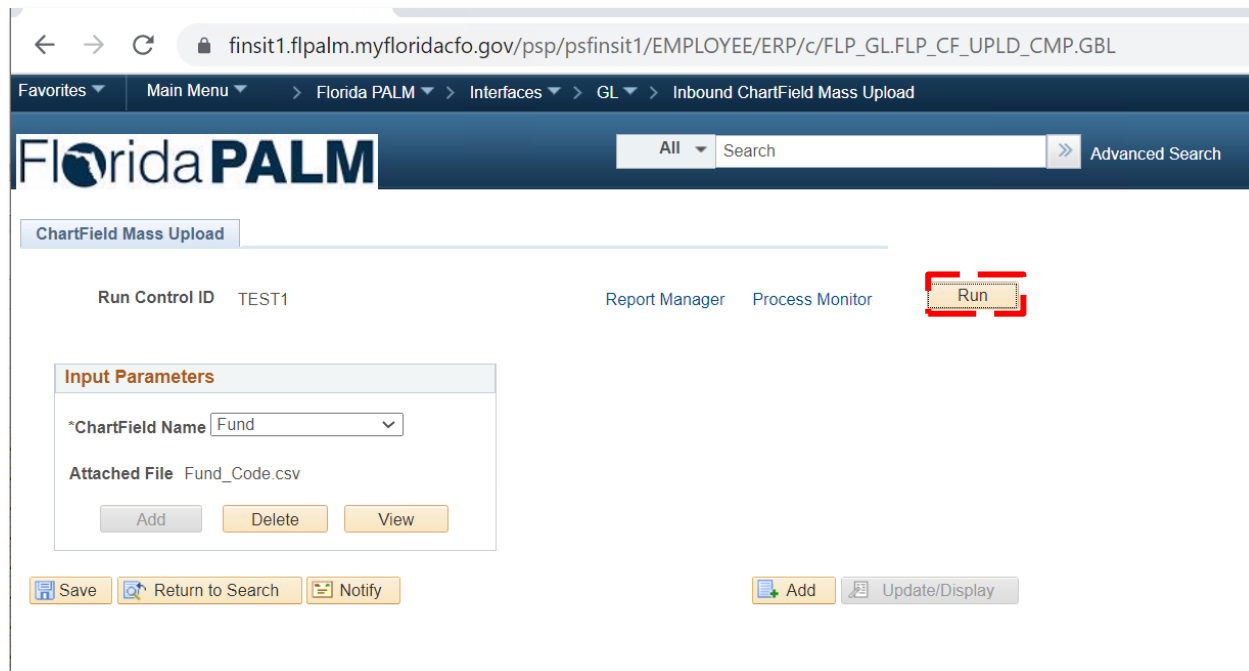6. Click on the **'Run'** button.

Figure 29: Inbound ChartField Mass Upload page

7. Click **'OK'** button on the **'Process Scheduler Request'** page.
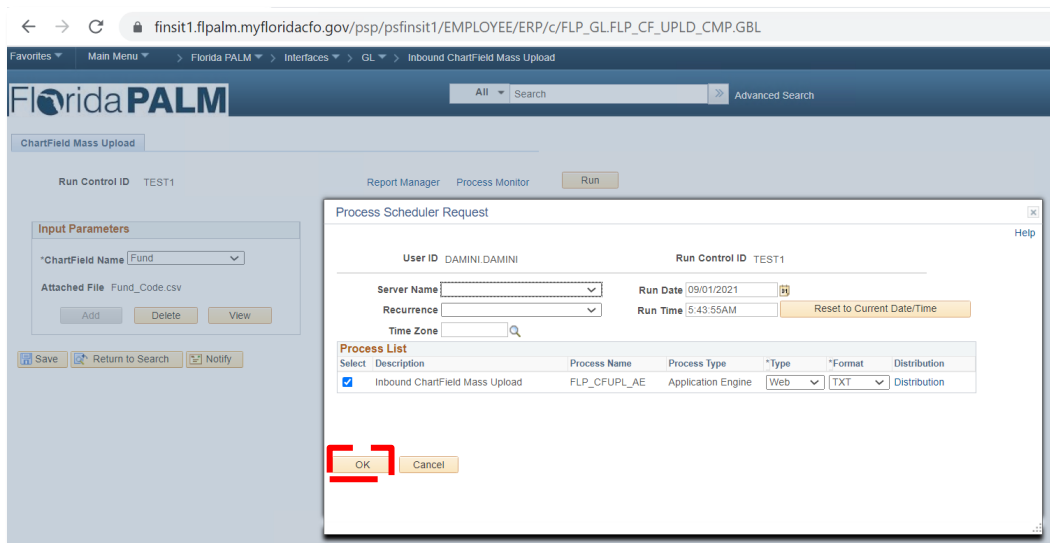

Figure 30: Process Scheduler Request page

8. To check the log file, click on the **'Process Monitor'** link and once the **'Run Status'** is in **"Success"**, click on the **'Details'** link and go to **'View Log/Trace'**. Click on the link with **'.log'** extension to see the log file.

9. Verify update Fund.

Navigation: **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund**

Figure 31: Fund ChartField value search page

10. In the **'Find an Existing Value'** tab, enter the SetID as **'STATE'** and Fund mentioned in the .CSV file and click the **'Search'** button.

Figure 32: Fund ChartField value search page

11. Verify that **'Fund_Code'** has 2 rows of data, one with previous effective date (01/01/1901) and one with new effective date (01/01/2018). Updated description highlighted below.

Figure 33: Fund ChartField page

Note: New effective dated row will automatically inherit all the Attribute values from the previous effective dated row.

Budget Entity

Repeat the above steps (Written for Fund ChartField) to perform actions as applicable for Budget Entity ChartField.

Category

Repeat the above steps (Written for Fund ChartField) to perform actions as applicable for Category ChartField.

Account

Repeat the above steps (Written for Fund ChartField) to perform actions as applicable for Account ChartField.

Note:
- If user does not enter the value for **'Control Flag'** field value then it gets defaulted to **'N'**.
- If user creates file for one COA and while uploading selects different COA on the run control page while running the process, then the error is logged with message **'File Name does not match with ChartField value selected on the run control page'**.

Still have questions?
Please contact the **Florida PALM Solution Center**.