Electronic Non-Payroll Expense Transfer

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PLEASE NOTE: this document refers to Ledger Annotator as the starting point for the ENPET process. “Ledger Reviewer” is now the preferred system to use for launching ENPET. All references to ENPET remain the same.
ENPET – Electronic Non-Payroll Expense Transfer

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ENPET MAJOR FEATURES

What is Ledger Annotator?
Ledger Annotator is a FinancialLink report that assists with the reconciliation of financial transactions. With Ledger Annotator, you can quickly maintain an online record of your departmental transactions, indicating which transactions have been reviewed, and adding notes for future reference. In addition, Ledger Annotator contains an important tool, the Electronic Non-Payroll Expense Transfer (ENPET). When you need to transfer non-payroll expenses from one index to another, the Ledger Annotator is the starting place for that process.

What is ENPET?
ENPET is the web-based system that allows you to easily transfer non-payroll expenses from one fund source to another. As of April, 2002, it is your only method of transferring non-payroll expenses to another index.

Why was ENPET created?
ENPET was created for a number of reasons:
• Prior systems resulted in duplication of effort between OPAFS and campus departments
• The old process was “paper centric,” resulting in delays due to paper processing
• Many transfers were rejected due to insufficient information
  o Departments did not understand why transactions were high risk
  o Lack of appropriate review
• Transactions were disallowed by Federal auditors
  o Transfers that are made more than 90 days after original transaction are subject to review
  o Expenditures outside of project period are not allowed without prior approval
  o Expending of unspent funds in final month of project causes “red flag” for auditors
  o Cost overruns could be disallowed
  o Unallowable allocation methods were not approved

What are ENPET’s advantages?
• Easy selection of transactions to transfer via Ledger Annotator
• Automatic creation of IFIS transactions (no need to understand “green screens,” rule classes and function keys)
• Streamlined approval process for low-risk transactions
• Email notifications instead of paper forms and signatures
• Less paper documentation required
• Automated audit program
ENPET Major Features

**How does ENPET work?**

1. Using Ledger Annotator, the financial manager selects transactions to transfer.
2. The system evaluates the transactions for risk
3. The user is prompted for email addresses for reviewers and specific explanations based on risk level
4. Email documents are created and sent to reviewers and initiator.
5. Based on the risk category, the IFIS document is created with the appropriate approval template.
6. If high risk, documents are routed to the Office of Post Award Financial Services (OPAFS) to ensure the adequacy of the justification and the e-mail reviewer notifications.
7. If low risk, documents are completed within the department.
8. OPAFS conducts post-transaction audits to ensure that low-risk transactions have been properly approved and adequately justified.

**What will I learn in this session?**

- How to access FinancialLink and the Ledger Annotator
- The Login page and Group Identifier
- Using the Ledger Annotator selection page
- Marking transactions on the Ledger Annotator report that need to be transferred to another IFOAPAL
- Using the ENPET Transaction Editor to change Indexes, Account Codes and to split transactions
- Understanding ENPET Transaction Test Results
- Completing the ENPET Email and Questionnaire
- Modifying ENPET Header Text
- Understanding backup paperwork requirements
- Processing multiple risk groups
Getting to ENPET via the Ledger Annotator

Accessing FinancialLink and the Ledger Annotator

1. Using your Internet Explorer or Netscape browser, access the FinancialLink main page via one of the following methods:
   - Type in the URL http://Financiallink.ucsd.edu -or-
   - From the Blink home page (http://blink.ucsd.edu), click on the “Finance” tab, then click on “Tools (Finance)” menu, then click on the FinancialLink option – or –
   - Here’s a shortcut! Type finlink.ucsd.edu.

2. You can access the Ledger Annotator and ENPET system from any of the following (each of these choices contains a link to the same Ledger Annotator page):
   2.a. Click on the gold Reports button in the blue sidebar – or –
   2.b. Click on the gold Transactions button in the blue sidebar – or –
   2.c. Click on the gold Tools button in the blue sidebar.
3. Before you can proceed to the menu of your choice, you will encounter the Single Sign-On login page. Type in your IFIS User ID and password, and click on the Submit button.

Note: Do not use a Darwin ID and password for Ledger Annotator and ENPET. This process creates IFIS transactions, and you must have a valid IFIS User ID and password to create these transactions. Classroom participants will be assigned a User ID that will be valid in the training environment.
4.a. From the Reports Menu, you may need to scroll down to view the Reconciliation section. Click on the Ledger Annotator menu selection. Skip to section 4.

4.b. On the Transactions Menu, check the Electronic Non-Payroll Expense Transfer process. When you click on this selection, you will proceed to the Ledger Annotator to select your transactions. Skip to section 4.
4.c. If you clicked on the Tools button, you will see the menu above. Within the Reconciliation section, click on the “Ledger Annotator” selection.

5. Next, type in your Group Identifier, and click on the Continue button. You must have a Group Identifier to access Ledger Annotator and the ENPET process, since these systems will modify your FinancialLink data. Contact your Department Security Administrator (DSA) if you do not have a Group Identifier.

Note: In class, we will use the Group Identifier “betatest.”
Selection Options

6. The New Ledger Annotator Report Definition page allows you to use "selection options" to search for transactions by selecting dates, document numbers or other identifiers. When searching for your ledger reports, be sure to enter enough information to accurately and narrowly define your search. For example, you wouldn’t want to search for all 19900A transactions for a month, because you would get transactions that do not belong to you. Typical searches would consist of selections in the following fields:

- Date range and Index number –or–
- Departmental Reference Number –or–
- Date range, Organization and Fund

Accounting Period
Select the beginning and ending dates of the accounting period(s) that you want to view. You may view multiple accounting periods, if necessary.

Dept Ref No.
If you have modified the Ledger Annotator to include changes to the Department Reference Number field, then you can use that field to location transactions. Enter your reference number in this field.

Index
To search for transactions within a specific Index, enter the Index in this field.
### Selection Options (continued)

<table>
<thead>
<tr>
<th>Fund</th>
<th>If you need to view all transactions for a fund, enter the fund number. This is typically only used in conjunction with the organization code, or if the fund number is unique to your organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>To view transactions within a specific organization, enter the organization code.</td>
</tr>
<tr>
<td>Program</td>
<td>Optional – you may enter the program code that describes the transactions.</td>
</tr>
<tr>
<td>Project</td>
<td>If you have grouped certain Index numbers into a Project using FinancialLink’s Projects Tool, you can use the Project name to select transactions.</td>
</tr>
<tr>
<td>Account</td>
<td>Enter account code numbers to search for transactions for a specific account code. You may enter a full account code (638000), multiple account codes separated by commas (638018, 638020), partial account codes (e.g. 638), ranges of account codes (637000-637999), or any combination of these methods.</td>
</tr>
<tr>
<td>Document Number</td>
<td>This selection field refers to the IFIS document number that is created for you when a transaction is initiated. Partial numbers are permitted.</td>
</tr>
<tr>
<td>Document Reference Number</td>
<td>Some IFIS transactions allow the use of this field as a unique tracking number that can be generated and used by the department. Other transactions contain a system-generated number in this field. If you know the document reference number, you can locate specific transactions by typing the number into this field. Partial numbers are permitted.</td>
</tr>
<tr>
<td>Rule</td>
<td>The IFIS Rule Class field can be used to select transactions only in conjunction with a specific Index, or with the Fund/Organization/Program. Partial numbers are permitted.</td>
</tr>
<tr>
<td>Description</td>
<td>All transactions contain a description. If you know the description, you may enter all or part of the description in this field.</td>
</tr>
</tbody>
</table>

### Sort Options

7. You have the option of changing the sort order when the report is displayed to you. Click on the down-arrow to display the entire box. If you do not make a selection, your report will be sorted by Index, then by Date, and then by Account Code. Only those selections present in the drop-down box are available.
8. If you are ready to create your report, you can click on the **Submit Form** button. The other gray buttons can be used if you need further information.

- **Submit Form**
  - When all report selections have been made, click on this button to send your report to the system for processing. The system will return with your formatted Ledger Annotator report, displayed to your screen.

- **Reset Form**
  - This button restores the form to the original defaults, before you made any selections.

- **Find IFOP**
  - Use this button if you need to search for the Fund, Organization and Program when you know the Index or partial Index number.

- **Find Project**
  - If you have created Projects, you can use this button to find them, searching on specific Index numbers, a description or a partial project name.

- **Save to Disk**
  - When using the Ledger Annotator as a report generator (but not during the ENPET process), this button allows you to save this report to disk, rather than displaying it on the screen. You will be given the option to include or exclude various report elements, and you will be asked to provide certain information about your system.

  **Note:** Do not use this option when using the ENPET process. ENPET cannot be downloaded to run on your computer.
9. Before you submit your report, or if you need to re-run the report for any reason, you can modify the report display options, by clicking in the appropriate check box.

- **Include Debit and Credit Indicators?**
  - For all transactions, the report will indicate if the transaction is a Debit (D) or Credit (C). Default is blank (NO).

- **Include Report Dropdown List?**
  - This is the list on the upper right corner of the report that allows you to switch between FinancialLink reports without re-running the selection process. If you are downloading this report to Excel, or to another database, you will “uncheck” this check box. Default is (YES).

- **Check for blank indexes?**
  - If you are selecting transactions for a specific Index, you may want to make sure that you also select those transactions with the same Fund/Org/Program, but which do not contain an Index number. Default is blank (NO).
<table>
<thead>
<tr>
<th>Report Display Options (continued)</th>
<th>Show Error &amp; Warning Transactions Only?</th>
<th>Include Unchecked Transactions Only?</th>
<th>Show Checked Transactions Only?</th>
<th>Include Notes?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using this option will produce a subset of your transactions that have Error or Warning flags present. This could indicate that the category of expenditure is not allowed on the specific fund source. Default is blank (NO).</td>
<td>If you have previously used the Ledger Annotator “Check” column, and have marked any of your transactions, they will be excluded from your report. This could be useful to eliminate those transactions that do not need further research. Default is blank (NO).</td>
<td>Similarly, if you wish to see only those transactions that you have already “checked,” then you can click on this option. This could be useful as a “progress” or “status” check. Default is blank (NO).</td>
<td>Notes will normally be downloaded with your report. If you have a large number of notes, you may experience delays when notes are downloaded, so you can turn off the notes option, upon need. Default is YES.</td>
<td></td>
</tr>
</tbody>
</table>
### Selecting Transactions to ENPET

#### Ledger Annotator Report Heading

10. At the top of the page, below the report name, you will see the accounting period(s) that you selected, along with the current date. Along the left side, just below the heading, the IFOAP information will be displayed, based on the index or fund/organization/program combination selected. If either of these are not correct, use your back button to re-start the selection process.

#### Ledger Reviewer users: if your department utilizes Transaction Sampling for the reconciliation of your ledgers, be sure to select the appropriate problem code in the drop down box before you ENPET the transaction.

#### ENPET Features

For the ENPET process, you will see a column of checkboxes, with the title ENPET at the top of the column. (Transactions that were previously transferred are displayed in pink.) When transferring transactions, you have two options:

**11.a.** You can select all transactions on this report for the transfer process by clicking on the "ENPET ALL TRANSACTIONS IN THIS REPORT." Click on this box if your search has created a report that contains ONLY those transactions that you need to transfer.

**11.b.** You can select individual transactions by checking the corresponding checkboxes.

---

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Description</th>
<th>Role</th>
<th>Dec. Ref.</th>
<th>Award</th>
<th>Expenses</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>101001</td>
<td>1500.00</td>
<td>20021456</td>
<td>10110010</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
Note: If you want to select many, but not all, of these transactions, you can use the ENPET ALL TRANSACTIONS check-box, then "un-select" those that you do not want to transfer, by "un-clicking" on the ENPET column within each of the transactions.

11.b. You can also select the transactions one-by-one. Click on the check box in the ENPET column for each transaction that you need to transfer.

12.a. If you have used any of the Ledger Annotator features, be sure to save your changes with the SAVE ENTRIES button before proceeding with your ENPETs.

12.b. To continue with the ENPET process, click on the ENPET button.
The ENPET Transaction Editor

ENPET Transaction Editor

13. At the beginning of each month, just before the ledger is closed for the previous month, there are two ledger periods open at the same time. If this is the case, then this section will contain a drop down box, so that you can select the appropriate transaction period. If you do not select an accounting period, then your transactions will be processed in the current month.

14. Transactions can be split between multiple Indexes. First, click on the transaction line that is to be duplicated. (The current, or active, transaction line is indicated by a black right-arrow in the far left column; inactive transactions will have a grey arrow in that column.) Click on the Insert Row button, and a new row will appear below the designated row. You must then change the amount on each of the lines. See Item 23 below for an example of an Insert Row.

Note: The system will check to make sure that you do not accidentally transfer more than the original transaction. In fact, you can transfer part of the expense with one ENPET, and the remainder on a different ENPET, and the system will verify that no more than the original amount is transferred.

15. Use the Delete Row button to remove a transaction from the current ENPET process. First, click on the transaction line that should be deleted. Then click on the Delete Row button.

16. The Override "From" Index button has a very specific purpose. Under some circumstances, a department may need to transfer the expense for a transaction, but retain financial record of the expenditures. For example, expenses for Index ABC03456 may belong to a certain research project. Index ABC0001 may be the departmental ("base") Index for that same combination of fund-org/program. In this case, although the transactions were
originally charged to ABC3456, they can be transferred from ABC0001. To use this feature, either: 1) enter the alternate “from” index in each index number field; or 2) enter the new “From” index in the box next to the “Override” button, then click on the Override “From” Index button.

Note: The “From” Index must have the exact same fund/organization/program (IFAPOAL) combination as the original Index.

17. If all your transactions should be transferred to the same Index number, you can easily move them by typing in the new Index, then clicking on the Fill All “To” Indexes button. The “Index Num” field for all transactions will contain the new Index number.

18. If the “to” Index number is the renewal Index for a prior grant, then you can use the “Renewal” column. If all of the current transactions are being moved to a renewal Index, then click on the Toggle Renewal button, and all the check boxes in the “Renewal” column will be checked. If you have done this in error, click on the Toggle Renewal button again, and they will be unchecked.

19. Account codes can be changed on an individual transaction-by-transaction basis. There is no facility to change all account codes.

20. The “To” Index number must be completed. You may fill them in individually (each transaction can be moved to the same or different Indexes), or you can fill in all fields with the same Index by using the Fill Enpet Indexes button (described in #17).

21. Partial amounts can be transferred, if necessary. Be sure to change the amounts if you are splitting the transaction among multiple Indexes (see #14, above).

22. When all changes have been made to this page, click on the Continue to Risk Evaluation button.

23. The example below illustrates a transaction that has been split between two Indexes by using the Insert Row button.


ENPET Transaction Test Results

## 24.a.
Transactions are tested and categorized by their risk level. Each category of transactions will be processed separately, as different documents within IFIS, with different approval hierarchies. In addition, based on the reasons for the category, various questions will be asked in the questionnaire, below.

Your transactions will fall into one of the following categories:

### "General 1"
- These transactions do not involve extramural funds, and are processed and approved completely within the department. When the IFIS document is created, it will have the GEN template. For more information about templates and approval hierarchies, please see Appendix A, IFIS Templates and Approval Hierarchies.

### "Low Risk"
- These are the transactions involving extramural funds without high risk conditions. Although no high risk conditions exist, a justification that adequately explains the need and basis for the transfer is required. These transactions are processed and approved within the department via the “GEN” template.

### "High Risk"
- Some transactions, such as those that are over 90 days old, or where the transaction is being processed in the last month of the award, will be identified as High Risk. These transactions will trigger more questions in the questionnaire and will be directed to OPAFS for approval. When the journal document is created, it will have the “EMF” template for approval.

## 24.b.
When you have verified that the transactions are accurate, and that the risk level seems appropriate, you should then click on the **Submit** button, in this case, **Submit General 1**.

**Note:** If you have multiple groups of transactions, you will process them individually. Continue on to the next page, then return to this page when the first group has been completed.
ENPET Email and Questionnaire

Please enter the required email addresses in the fields provided. Use commas to separate multiple addresses.

25. **Fund Manager Email Address:**

   *This field is required.*

26. **To PI Email Address:**

   *See Check This Box below to determine if Fund Managers delegation of authority exempts the requirement for the PI Email Address.*

27. **From PI Email Address:**

28. **CHECK THIS BOX** when the FUND MANAGER for the fund RECEIVING the transferred expense has either of the following delegations:

   1. the transfer is BETWEEN FDP awards, and the Fund Manager has delegated authority for the PI:
   2. the transfer is TO a non-federal fund and the Fund Manager has delegated authority for the Department Chair/Unit Manager.

   If checked, no PI email addresses will be required.

29. **CC:**

30. **Please explain reason for ENPET (pertains to transactions):**

   *This field is required.*

**Submit**

---

**Email addresses**

The ENPET Email and Questionnaire page prompts you for required and optional email addresses for notification of this transaction. The email requirements will vary, based on the risk level of the transactions. **In addition, as the initiator of the transaction, you will automatically receive a copy of the email.** You do not need to put your email address in any of the email fields.

*Note: All addresses must be valid UCSD email addresses, and cannot be the email address of the originator.*

Enter the following email addresses:

25. The fund manager or MSO. If you are the fund manager, enter the email address of the MSO or responsible accounting manager. If you have multiple levels in your approval hierarchies, you can email those people to alert them to this transaction. This address is required.

26. The PI to whom the expenses are being transferred.

27. The PI from whom the expenses are being transferred. If these are the same, enter just the "TO" address (25).

28. In some cases, as described in the “Check This Box” field, the fund manager has been delegated the authority to create expense transfer transactions. If you have been delegated this authority, then click on this check-box, and no PI “to” or “from” addresses will be needed (24 and 25).

29. Additional addresses may be entered, if needed.

**Questions**

30. Enter a brief description of the need for this expense transfer. Other specific questions may be included, if the evaluation process has identified areas of risk.

**Submit**

31. When all required information has been entered, click on the **Submit** button.
Edit Header Text

Document Number: NOOUTABH

Please confirm with your answers and then hit SUBMIT button. Thank you.

ENPET reason: Index number was not communicated to all on team. Index for new project was created in January, and not all team members received notification in time to change transactions for February ledgers.

32. When you have made any needed changes, click on the Submit Approve/Complete button. This is the equivalent of the IFIS Complete and Approve steps, and will complete this transaction for your level.

33. If you need to make significant changes to the text, or you did not answer all the questions, you have the option of going back to the previous screen. Click on the Close Window button, and the previous screen will be displayed.

Header Text

The Header Text window will be copied into the IFIS document as header text for your expense transfer. The text will also be included in the email that is sent to reviewers. At this point, you may change any of the information, or add information that may be useful.
ENPET Document Successfully loaded to IFIS

Document Number: NCCUTABH  
Rule Class: FG54  
Template: GEN  
Accounting Period: 200110  
ENPET reason: Index number was not communicated to all on team, Index for
Header Text: new project was created in January, and not all team members received notification in time to change transactions for February ledgers.

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Prg</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADE001</td>
<td>19990A</td>
<td>724509</td>
<td>124946</td>
<td>723009</td>
<td>TELECOM MONTHLY CELLULAR RECHARGE</td>
<td>150.82</td>
</tr>
<tr>
<td>ADE001</td>
<td>19990A</td>
<td>724509</td>
<td>124946</td>
<td>723009</td>
<td>ENPET TELECOM MONTHLY CELLULAR</td>
<td>150.82</td>
</tr>
<tr>
<td>ADE001</td>
<td>19990A</td>
<td>724509</td>
<td>124946</td>
<td>723009</td>
<td>TELECOM BROADBAND RECHARGE</td>
<td>54.40</td>
</tr>
<tr>
<td>ADE001</td>
<td>19990A</td>
<td>724509</td>
<td>124946</td>
<td>723009</td>
<td>ENPET TELECOM BROADBAND RECHARGE</td>
<td>54.40</td>
</tr>
<tr>
<td>ADE001</td>
<td>19990A</td>
<td>724509</td>
<td>124946</td>
<td>723009</td>
<td>TELECOM MONTHLY LINE RECHARGE</td>
<td>442.62</td>
</tr>
<tr>
<td>ADE001</td>
<td>19990A</td>
<td>724509</td>
<td>124946</td>
<td>723009</td>
<td>ENPET TELECOM MONTHLY LINE</td>
<td>442.62</td>
</tr>
</tbody>
</table>

Backup paperwork required for this ENPET:

- None

Summary Page  When the process is complete, your IFIS document number will be displayed on this page. The system determines the template and rule class, creates the journal in the current accounting period, and creates all balancing transactions. This page also displays your Header Text.

34. This document has been completed and approved by the initiator of the transaction, and is awaiting approval by the next person in the approval hierarchy. If you were the final approver, then this line would contain the message: “Document Approved.” Any other message is a system error message, and you should contact your Department Security Administrator (DSA).

35. All of the ENPET transactions in this group have online documentation; that is, the backup “paperwork” is available via drill-down from within FinancialLink. Since this is the case, there is no other paperwork required.

36. The Print Screen button must be used when:
   A. The transaction was in the High Risk category, and
   B. Online documentation for the transaction is not available.
   Print this summary page, attach a copy of the backup document, and mail to OPAFS.

37. When you have finished reviewing and/or printing this page, click on the Close Window button. If you have any remaining transactions, return to Step 24 to complete those documents.
STEPS FOR IFIS APPROVERS

Locating Unapproved Documents

If your IFIS approval hierarchy contains multiple levels within the originating department, then you will need to use the web-based system for reviewing and approving documents.

Note: If you are the only person on the approval hierarchy, then you will not be using this feature.

1. Click on the Unapproved Document button on the FinancialLink Main Menu.
Locating Unapproved Documents

Displaying and Selecting Unapproved Documents

2. If your User ID is not currently displayed in the first box, your unapproved documents will not be listed. Enter your User ID, then click on the Display button.

3. Select the document that you want to view by clicking on the Document Number.
Reviewing and Approving an ENPET Document

Reviewing the ENPET Document

ENPET documents are Journal Vouchers within the IFIS system, but they are displayed and approved in a slightly different manner. ENPET documents have two parts: the IFIS document, and the FinancialLink record of the transaction. In order for both parts to remain identical, and for the system to consistently apply the risk evaluation process, changes can only be made on the FinancialLink copy of the transaction. FinancialLink then generates the actual IFIS document. Because of this unique relationship, no changes can be made to the IFIS document during the approval process.

Approving the document

4. The system recognizes that this is an ENPET document, and displays a notice to you at the top of the screen. Only two options are available: Approve or Delete. Scroll down to the bottom of the page to review the entire document, then select the appropriate button.

5. Click on the Approve button if this transaction is correct.
Successful Submission

6. The screen will refresh, and you will receive a message that the document was approved. If you do not have final approval authority for this document, you will see the message: Document Approved for Current Level.

7. To view other unapproved documents, click on the gold Unapproved Documents button in the blue sidebar.

8. If you have completed your activities, don’t forget to log off the system by clicking on the LOGOUT button on the black toolbar.
Deleting an ENPET Document

If the transaction is not correct, or if there is insufficient information in the explanation, then the document must be deleted and re-initiated, by either the originator or, in some cases, by the approver.

Note: All changes to ENPET transactions must be made within FinancialLink so that the risk evaluation process can take place. Changes cannot be made directly to the IFIS document, because the IFIS document could then contain transactions that had not been evaluated for risk.

9. If there are errors in this document, or the explanation is insufficient, then click on the Delete button at the bottom of the page. A new window will open, and you will be prompted to send an email to the originator of the document advising them that this document was deleted.
Steps for IFIS Approvers

Creating the Email Document

10. All email addresses from the original email will be included in the “To:” section this email notification.
11. The “From” address will be that of the person who has just deleted this document.
12. The “Subject:” line will contain the document number, so that the originator will have quick access to that information.
13. You can add recipients to this email by including them in the “cc:” box.
14. In this space, you will be creating the text of your email. You should explain the exact reason for not approving the document, such as the incorrect index, or suggestions for improving the explanations.
15. Click on the Send button to complete the Delete process.
16. When your email has been sent, the window will refresh with a confirmation message.

17. The second part of the confirmation message alerts you to an additional use of this window. The Send button can be used if you wish to send this email to another recipient. This might be useful if you wanted to send a slightly different message to an additional recipient, but would not normally be used.

18. Use the Clear button to clear this message, and use the window as a normal email window. All fields will be cleared, including all addresses, the subject and the text. When using the window this way, be sure to use the Send button.

19. Click on the Close Button to return to the previous window.
Confirmation page

When the email window has been closed, this confirmation screen will be displayed.

19. The document number of the deleted document is displayed in the header for your information.

Note: If you wish to view other unapproved documents, click on the gold Unapproved Documents button on the blue sidebar. To return to the ENPET system, click on the Home button on the black navigation bar at the top of the page. From there, use one of the methods described in Steps 2 and 3 of Ledger Annotator Step-by-Step, earlier in this document.
Re-Initiating Deleted ENPET Documents

Using the ENPET Document Maintenance Process

Document Maintenance

ENPET documents cannot be modified within IFIS. If corrections or better explanations are needed, the document must be deleted and re-initiated.

1. If documents have been deleted from IFIS, either by OPAFS or another final approver, they can be re-initiated using the ENPET Document Maintenance facility. This menu option is available only on the TRANSACTIONS menu.
The ENPET Document Browser

Browsing Documents

2. If you have reached this page in error, you can use the Create New ENPET button to jump to the Ledger Annotator, and create new ENPET documents there.

3. The radio buttons at the upper right side of the page can be used to look up certain documents or groups of documents. These are typically used when there are many documents on the list.
   - The first selection, “Documents Matching My User ID,” is the default.
   - “Documents By My Department” allows you to look at all documents created by anyone in your department.
   - You can use the “Documents By User” if you know the exact User ID of the person who initiated a certain ENPET. Enter the User ID in the empty field, and click on the radio button.
   - If you know the exact document number, you can use the “Documents By Document Number” field. Enter the Document number in the empty field.
   - You can further restrict your search by selecting a specific status, rule class or fiscal year. Click on the down arrow to view the options within each of the drop-down boxes.

4. The GO button is used only if you have changed any of the selection criteria.
5. The View/Edit column contains an icon that you can click on to view and/or edit that particular document. See below for more details on viewing and editing.

6. The Delete column can be used to remove ENPET documents from FinancialLink. This option is only available for those documents that are not in IFIS, and does not affect any existing IFIS document. For documents that are already loaded to IFIS, the ‘trash can’ icon will not be present.

7. The Document Number, Status Date, Status, Rule Class and Template are displayed to assist you in identifying your documents.
Viewing Documents That Are In IFIS

8. If an ENPET document has been loaded to IFIS, it cannot be changed via the ENPET Transaction Edit page. (To change a document, it must first be suspended from IFIS.) If the document is in IFIS, you will view an error message at the top of the page.

9. If you want to suspend the document from IFIS, or if you are the final approver, you can click on the View as Journal Voucher button. You will be directed to the Online Journal Voucher page, where you can approve or delete the ENPET. For further information, see Page 23 in this document, Steps for IFIS Approvers.
Re-Initiating Deleted ENPET Documents

Viewing and Editing Documents Not In IFIS

Enpet Transaction Edit

<table>
<thead>
<tr>
<th>Document Number: NTOUTAAL</th>
<th>Document Status: Not Yet Loaded To IFIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Text: ENPET reason: testing</td>
<td></td>
</tr>
<tr>
<td>Rule Class: FT54</td>
<td></td>
</tr>
<tr>
<td>Accounting Period: 200211</td>
<td></td>
</tr>
</tbody>
</table>

10. When you have selected a document to view/edit, you will proceed to the Enpet Transaction Edit page. The status of the document is displayed at the top of the page, along with the document number, full header text, rule class and accounting period.

11. You may delete individual lines from this transaction by clicking on the check box in the Delete? column at the far right of the page. If you want to keep all the lines in this document, you do not need to use this column.

12. To re-initiate this document, click on the Update button.

13. When the Update button has been clicked, a warning box, below, pops up to let you know that any changes you make to this document will be permanently saved in FinancialLink. Click on OK to proceed to the ENPET Transaction Edit page. Refer to Page 17 or this document for further assistance.
Appendix A
IFIS Templates and Approval Hierarchies

<table>
<thead>
<tr>
<th>Template Type</th>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN</td>
<td>Used for General 1 transactions, and for Low Risk transactions that remain within the originating department. OPAFS is not included on the approval hierarchy. Departments may have single-level or multiple level approval hierarchies, depending on existing delegations of authority.</td>
</tr>
<tr>
<td>EMF</td>
<td>This template will be used for High Risk Transactions. OPAFS representatives will be included in the approval hierarchy, and will be automatically notified by email when the ENPET is created.</td>
</tr>
</tbody>
</table>

For more details on ENPET approval hierarchies, please consult the Department Security Administrator Handbook, Appendix M, also available on the web at [http://www-act.ucsd.edu/trn/dsa/DSA_html/dsa.html](http://www-act.ucsd.edu/trn/dsa/DSA_html/dsa.html)

Appendix B
Glossary of Terms

Approver
A person whose User ID is on the approval hierarchy in a position such that they must approve a document before it receives IFIS final approval.

Departments may have multi-level approval hierarchies within the department for the GEN template, and the final approval will be within the department. For EMF templates, the final approver will be within OPAFS.

See also Reviewer.

Bulk Transfer
Transfer of expenses or dollars within a specific account code.
To transfer a group of expenses that have a certain account code, enter that account code in the Ledger Annotator Report Definition page’s Account Code field (Step 6, above). When the transactions are displayed, click on ENPET All Transactions (Step 11.a), or select only those transactions that add up to the amount needed for transfer. Specific amounts can be adjusted on the ENPET Transaction Editor page (Step 21). All remaining parts of the ENPET process are the same as described above, continuing with Step 24.

Decision Tree
The process used by the Risk Evaluation page to produce the appropriate document types for transfer by the ENPET.

DSA
Departmental Security Administrator.
The DSA should be contacted in case of problems in two areas related to ENPET:
1. Group Identifier – if you do not have a group identifier, contact your DSA, who can create one for you.
2. Approval hierarchies – approval hierarchies remain the same for ENPET as they were for Online Journal Vouchers. However, if you have questions about the hierarchies, or if you notice that there are problems with them, contact your DSA.

**FDP**

Federal Demonstration Project.

This category of federal grants has special rules regarding transfer of expenses from one fund to another. Grants funded under the FDP will typically not be affected by as many tests in the risk evaluation process, and will be less likely to fall into the High-Risk category of transfers.

**Group Identifier**

A secondary “password” assigned to groups that work on the same set of funding sources.

Group Identifiers are decided at the department level, and are necessary to create transactions within FinancialLink, such as the ENPET. People who use the same Group Identifier can modify the transactions made by others in their group. Those with a different Group Identifier can view, but cannot change, transactions.

**IFOAP**

IFIS abbreviation for Index, Fund, Organization, Account, Program. The index number refers to a unique combination of Fund/Org/Program, and there may be multiple Index numbers for any F/O/P combination. For more information about the accounting structure, see Blink under the Finance tab, or Staff Education and Development classes such as “Basic Accounting Principles” or “Guide to Reading the Operating and Encumbrance Ledgers.”

**Non-Payroll Expenses**

Transactions on the ledger that are “expenses” or “costs” (as opposed to encumbrances or liens), and that are not related to payroll items.

In addition to actual payroll, there are costs that are associated with payroll, such as general liability, and which cannot be moved by the ENPET process. Payroll-related expenses can only be moved within the Payroll and Personnel System (PPS).

**Originator**

The person whose User ID initiated or created the ENPET document. The email address of the originator is used as the “From” email address when the email notification is sent.

**Renewal Index**

The Index number for the renewal of a grant.

The Renewal Index frequently is not created until some time after the notification of the renewal, and spending has been authorized to continue on the old Index number. Upon receiving the new index, it is appropriate to transfer those expenses to the new Index number. By clicking on the Renewal? checkbox, the risk evaluation will ignore certain tests in the decision tree, particularly those relating to dates and funds in overdrafts. Use this box only if you know that this new index is for the renewal of the grant.

**Reviewer**

A person whose email address is included in the email notification for an ENPET document.

The reviewer is not necessarily an IFIS approver, but may be a Principal Investigator or Department Chair. Reviewers should verify that the transfer is appropriate, and should notify the ENPET originator if they find any problems or inaccuracies with the document.