

Accounting Services

ChartField Maintenance

Policy for Inactivation Process of Chartstring Combinations

For Departments and Units

Overview

Departments and units will be allowed to submit requests to inactivate erroneous or otherwise incorrect chartstring combinations to the ChartField Maintenance unit of Accounting Services. All requests must be sent to ChartField_request@northwestern.edu for review and final approval. The definition of a combination is Fund + Department ID or Fund + Department ID + Project ID + Activity ID. Please also include the effected account code with each line (see template). This process does not replace the existing chartfield inactivation process; rather, this process is intended to inactivate only a particular chartstring combination, where for example, a Department ID or Project ID is still in use on other appropriate or correct combinations. For standard chartfield inactivation/s, please use the appropriate Department ID or Project ID form.

Note that chartstrings will continue to appear on COGNOS reports for the year they were closed in. For example, if a string was closed in FY13, and if the report was run for FY13, these chartstrings will appear. However, if the report is run for FY14 or after, the chartstring will not appear. In other words, historical data will continue to remain available.

Please make sure that you are certain about your submissions. Once a chartstring has been inactivated, the action cannot be reversed unless there is an extremely unusual or unexpected result which needs to be addressed. Accounting Services will make the appropriate determination on a case by case basis.

Documentation and Process Requirements

- Departments and units must use the latest template/form provided by Accounting Services for chartstring inactivations. No other formats will be accepted.
- Departments and units must include a copy of the latest/current GL005 (or similar report) verifying that the chartstring has no actuals balance (*Net Position: Revenue less Expense = 0*) and all encumbrances have been cleared to zero.
- Department and unit requests must be sent from a registered chartfield user/approver or must be reviewed and approved by the registered chartfield user/approver for that area. (This is the same as with other chartfield requests.)
- Accounting Services may determine that additional approval is required from other Central Offices, including the Budget Office, Gift & Record Services, etc. Accounting Services will coordinate any additional approvals as needed.
- Please make sure that you are certain about your submissions. Once a chartstring has been inactivated, the action cannot be reversed unless there is an extremely unusual or unexpected result which needs to be addressed. Accounting Services will make the appropriate determination on a case by case basis.

Submission and Turnaround Time

- Departments and units have the option to submit only quarterly requests to inactivate chartstring combinations and those requests would be completed based on the following schedule. The request date due is the 15th of the submission month for December, March and June; the September due date will be the first Friday of the month (may be adjusted to accommodate FYE closing activities as needed).

Quarter	Month Submission is Due	*Estimated Completion Date
September - November	December	January
December - February	March	April
March - May	June	July
June – August	September	October

**The actual completion may vary based on the number of requests.*