

Requesting a new gift project

Using the NU Financials Financial Structure Maintenance tool allows anyone with access to NU Financials to request a new Financial Structure (formerly known as ChartField) value or any update to an old value. Please reference the Financial Structure Maintenance [website](#) and guides for any questions in regards to using the Financial Structure Request tool in NU Financials. Any questions can be sent to [Chartfield Maintenance](#).

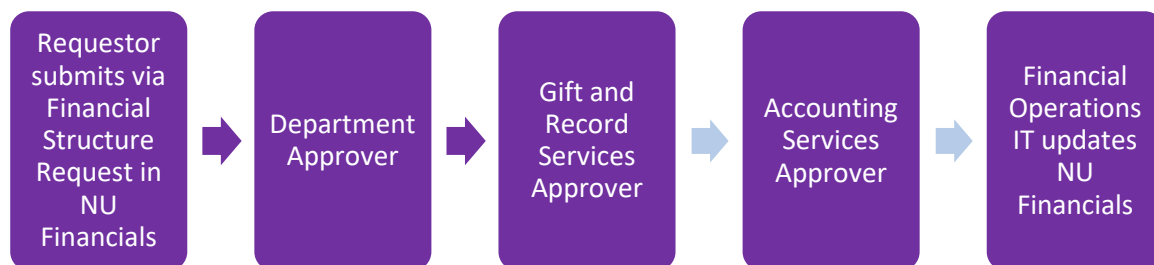
Requests for gift Project IDs require additional support to ensure proper ChartField set-up:

- Gift Project ID requests should be accompanied by support showing receipt of the gift, such as an image of the check, the gift transmittal form, the gift receipt number (via CATracks), or indication that set up is to facilitate an online giving cart. Including this information with the initial Financial Structure Request form will help the Chartfield Maintenance team complete Project ID requests. For questions on special considerations and gifts that do not have cash in hand, please contact [Gift Update](#).
- When possible, please include the gift agreement and/or other forms of background information outlining the terms of the gift's use. This helps Chartfield Maintenance determine the appropriateness of the Class and Purpose attributes assigned to the new Project ID.

Please note the following recommendations:

- If the initial gift amount is less than \$10,000, please review your area's current pool of gift Project IDs to determine if an existing account would be a reasonable alternative, including comparable expected use (i.e. purpose). Best practice is that the gifts be redirected to an existing gift Project ID with similar purpose unless there is an expectation of multiple or future contributions. For questions on special considerations, please contact [Gift Update](#).

New NU Financials Financial Structure Workflow



Key Contacts

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