

## Accounting Services

ChartField Maintenance

Policy for Inactivation Process of Chart String Combinations

### For Departments and Units

#### Overview

Departments and units may submit requests to inactivate erroneous or otherwise incorrect chart string combinations. All requests must be sent to [ChartField\\_request@northwestern.edu](mailto: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 affected account code with each line (see template). This process does not replace the existing ChartField inactivation process; rather, this it is intended to inactivate only a particular chart string *combination*, where for example, a Department ID or Project ID is still in use with other appropriate or correct combinations. For standard ChartField inactivation, please use the appropriate Department ID or Project ID form.

Note that a chart string will continue to appear on COGNOS reports for the year in which it was closed. For example, if a string was closed in FY21 and a report was run for FY21, the chart string will appear. However, if the report is run for FY22 or later, the chart string 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 chart string 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 or form provided by Accounting Services for chart string inactivation. No other formats will be accepted.
- Departments and units must include a copy of the latest/current GL005 (or similar report) verifying that the chart string 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 Office of Budget and Planning, Gift & Record Services, etc. Accounting Services will coordinate any additional approvals as needed.

#### Submission and Turnaround Time

- Departments and units have the option to submit quarterly requests to inactivate chart string combinations and requests are completed based on the following schedule. The request date due is the 15<sup>th</sup> 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

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March - May	June	July
June – August	September	October

*\*Actual completion may vary based on the request volume.*

#### **For Central Offices – Additional Notes on Process**

- All Submissions: Approval is not required from Budget Office before moving forward, but may be needed from Gift and Record Services and/or other Central Offices
- Record Keeping: Financial Operations IT will maintain all official records of the requests (whether monthly or quarterly)

#### **For Central Offices – Additional Notes on Support**

- See guide for details: **INACTIVATING CHART STRINGS JOB AID**
- **“NU\_AS\_CS\_TO\_INACTIVATE - Chart strings for Inactivation”**: Query used to download ‘ledger group’ details and all applicable inactivation combinations by chart string.
- General Notes related to the Query & Inactivation Process in NU Financials.
  - NU\_AS\_CS\_TO\_INACTIVATE query will not return current/prior year information. However, the intention was if scenario 1 doesn’t work, use scenario 2. Unless a budget rolls from one year to the other, it will not have a row in the search record. There can be strings that were closed in one year and re-opened in the next, so use scenario 1 first, if it doesn’t return anything when fetching rows, use scenario 2.
  - Once a string has been closed fully (i.e., from Child and Parent ledgers) the string will be unavailable for transactions for both current and future years starting immediately. Users will receive a ‘Budget is closed’ error message. This error cannot be overridden.
  - If we have closed all strings identified in the above listed query, we will only need to close them for the current year. If we don’t close all accounts, they roll to the next year and re-generate the string. We have to not only close a string at both the child and parent level, but also close all accounts associated with the base string (Fund, Dept, Project) used along with it.