ChartField Maintenance
General Guide for Processing ChartField Requests
Effective June 19, 2017

Overview

Effective June 19, 2017, ChartField Maintenance will utilize the electronic ***ChartField Request*** form available in NUFinancials. The following sections are intended to provide general business process information. Please contact Accounting Services for assistance or if you have any questions. System training is available in myHR Learn, please visit this webpage for more information: http://www.it.northwestern.edu/admin-systems/announcements/training-migration.html.

How do I process my Request?

- NUFinancials ***ChartField Request*** Form: Add or Update

  Add Selections* – New ChartField/s

(Chart)Field Name	(Chart)Field Long Name
ACCOUNT	Account (Code)
CHARTFIELD1	ChartField 1 (Code)
DEPTID	Department (ID)
FUND_CODE	Fund Code
PROGRAM_CODE	Program Code
PROJECT_ID	Project (ID)

  *The electronic form utilizes a *copy* function for multiple, similar Adds.

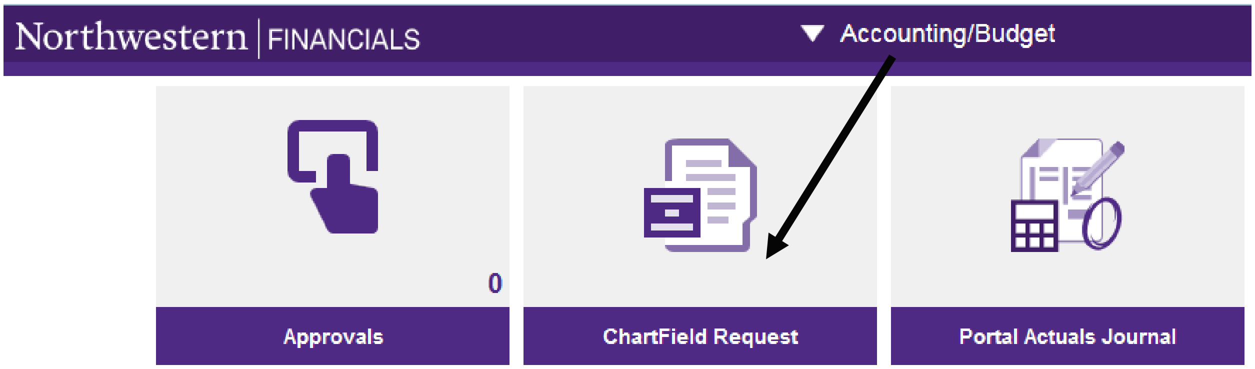
  Update Actions – **Existing** ChartField/s (see above list)

  Inactivations (chart**field** only, see below for exclusions)
  Reactivations
  Descriptions
  Modify End Date

- Exclusions from the electronic ***ChartField Request*** form, continue to send these to Chartfield request Email Inbox ChartField_request@northwestern.edu
  - Combination Chart**string** Inactivations: see website for instructions (no changes to process)
  - General ChartField Maintenance Questions or Other Requests

Where do I find the electronic ChartField Request form?

- NUFinancials, Accounting/Budgeting home screen selection, ChartField Request tile (you can also search for ChartField Request using the global search function). See screenshot below.
- Link will be available from the *NUPortal*, under *Financial* related links.



Who can create a ChartField Request and are there security requirements?

Any staff with access to NUFinancials will have access to the ChartField Request form. However, only an authorized user/submitter will be allowed to *approve* a request for a particular area. Chartfield Maintenance established the appropriate security roles in 9.2 using existing authorized user/submitter permission lists managed by Accounting Services prior to the 9.2 transition. If you would like to add or modify a user to the authorized list for a particular area, please complete a security access form which is managed by Financial Operations IT.

Should I enter a *field value* for all requests?

For Add, the type of request will determine whether or not a field value is needed when you start the process. For Project ID, leave this field blank because the system will generate the next available Project ID after the request is saved. For ChartField 1 and Program Code, please leave the field blank and the central office will determine the next available field value. Please enter the field value you would like for Department ID, Account Code, and Fund Code requests.

For Update, you will need to choose the existing field value that needs to be updated.

What start and end dates do I enter?

	Add (New Chartfields)	Update (Existing Chartfields)
Start / Effective Date	Choose the start of the fiscal year as the default, although a future date may be used.	Do not change unless there is a special need to modify the start date or an error was made in initial set-up.
End Date	Choose the date when the program is expected to end; if there is no known end date enter 08/31/2049 as a default.	Choose the date when the program is expected to end; if there is no known end date enter 08/31/2049 as a default.

Which attributes do I choose?

Attributes Required (X) for Common ChartField Types[1,3]

(Chart)Field Name	Class (see guide for reference)	Purpose (see next table for additional guidance)	Fund (see guide for reference)
Project (ID)[2]	X	X	X
Department (ID)	X		

1. Attributes not required for Fund Code, Program Code, ChartField 1 (Code), or Account (Code).
2. *Plant* also needs an attribute for *PLANT TRSTEEUSE*.
3. Management Level is also available as an optional attribute.

(Chart)Field Name	Type of Project ID	Purpose (system reference)
Project (ID)	Designated or Self Supporting or Student Loans	CURRT_PURPOSE
Project (ID)	Gift	GIFT_PURPOSE
Project (ID)	Endowment	END_PURPOSE
Project (ID)	Agency	AGNCY_PURPOSE
Project (ID)	Plant	PLANT_PURPOSE

What are the Request Comments or Tree field sections?

There is an additional hidden *Request Comments* field available under the Core Information section for the user to provide other general comments as needed for the approver or for future reference. This is optional.

There is an additional hidden *Trees* field at the bottom of the form. This is should not be completed and will be managed by the central offices.

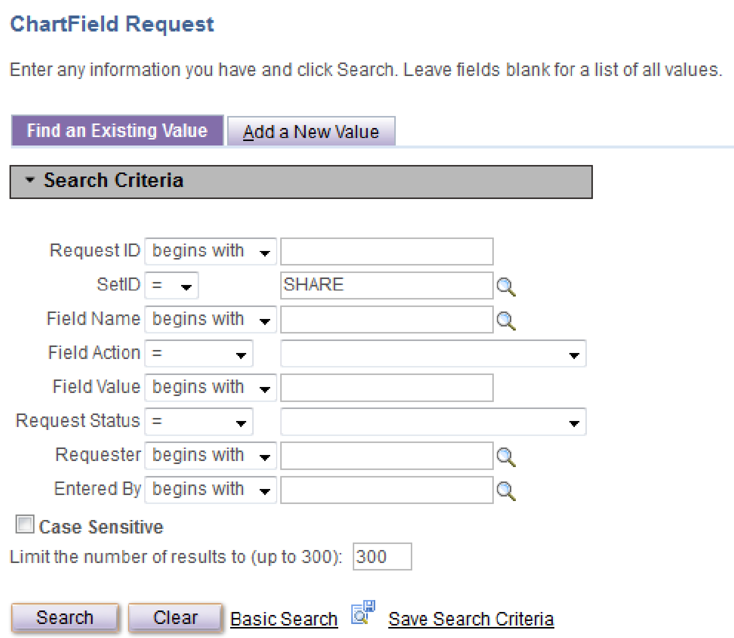
Is there workflow in the system?

Yes, the Chartfield Request form will route electronically in NUFinancials, similar to other transactions. At a minimum, there will need to be department and Accounting Services approval, however, the workflow route will depend on the type of request. You may also add a ‘Reviewer’ or ‘Approver’ to a particular request workflow route. Note there will also be an approval step at the end of the cycle noted as Financial Operations IT to finalize the request in the system.

Anything else that I should keep in mind?

Yes, please note that required fields are generally referenced with asterisks.

You can monitor Chartfield Request *status* in NUFinancials from the request page; see snapshot below – ‘Find and Existing Value’ tab.



Please share this document with your area and anyone that may be submitting a Chartfield Request.

Please utilize the training available in myHR Learn.

Who should I contact if I have questions?

Contact ChartField Maintenance for general business process questions or for specific request guidance.

chartfield_request@northwestern.edu
Reginold C George, Manager Accounting Services, 847.467.1359
Roberto De Rose, Director Accounting Services, 847.467.2764
Accounting Services, general, 847.491.5337

If you are experiencing system technical difficulties, you may need to contact the IT Help Desk.

NUIT Support Center consultant@northwestern.edu
Visit http://www.it.northwestern.edu/supportcenter/get-help.html
Or call 1-HELP