
How do I process my Request?

- x NUFinancials ChartField Request Form: Add or Update

Add Selections* – New ChartField/s

<u>(Chart)Field Name</u>	<u>(Chart)Field Long Name</u>
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 (chartfield only, see below for exclusions)
Reactivations
Descriptions
Modify End Date

- x Exclusions from the electronic

-
- o Combination Chartstring Inactivations: see website for instructions (no changes to process)
 - o General ChartField Maintenance Questions or Other Requests

Where do I find the electronic ChartField Request form?

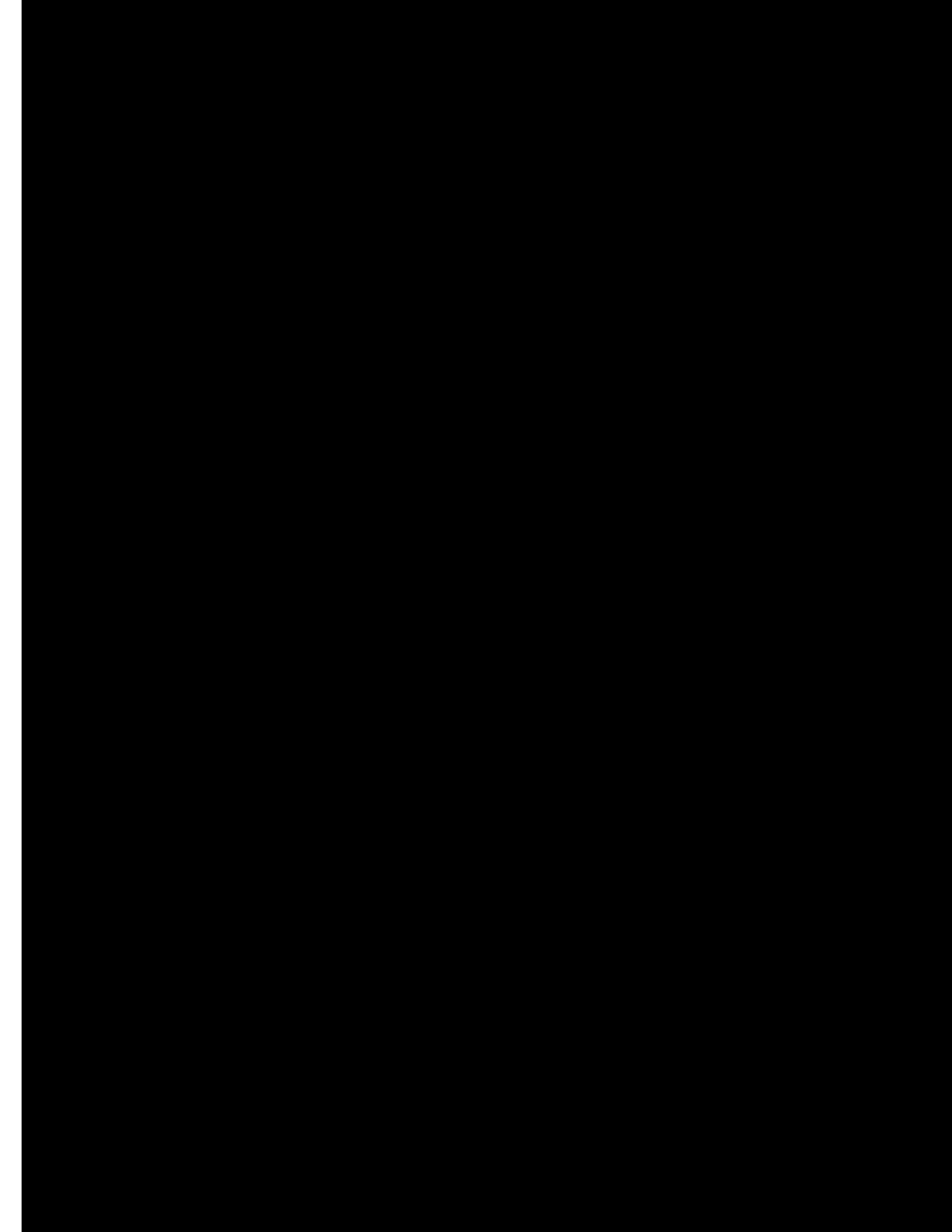
- x NUFinancials, Accounting/Budgeting home screen selection, ChartField Request tile (you can also search for ChartField Request using the global search function). See screenshot below.
- x Link will be available from the NUPortal, under Financial related links.

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

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.

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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