Chartfield Request - C&G Contracts & Grants Roles
9.1 Financial System
Chartfield Request Processing

Under specific criterion, segments are established to separately account for expenditures related to a project. Historically, segments were established by the submission of a BA-148 form via the Prior Approval Request (PAR) System.

A segment can be established for the following circumstances:

1. To split award funds between:
   - Various PI’s **within the same college**
   - Various PI’s in **different colleges**.

   ❖ Notes:
   - To exercise use of this functionality, all Principal Investigators (PI’s) must be already name in the award.
   - This **process is not** to be **used to obtain approval** to add additional PI’s to a project not originally named in the award.
   - A request to add additional PI’s to a project must be handled through the PAR system.
     - Upon approval, submit a request through the newly designed Chartfield Request System to establish a project segment.

2. Program Income
   - The segment is needed to account for program income. The segment will be used to receive program income deposits. This option is generally reserved for projects using the 'Match Method' described above. **Please note, these project can not be mapped to a Prime. These projects must be mapped to itself.**
The Chartfield Request System allows the requestor to:

- Request a **new** Project Segment on most fund groups
  
  *Fund groups include State Appropriated, Agency, Auxiliary, Debt Service, Foundations, **Contracts & Grants**, F & A receipts, Gift and Loan and University Endowments*

- Request a **new** Department ID/Code (*i.e.*, **OUC**)

- Request a **modification** to an existing Project Segment

- Request **modification** to an existing Department ID/Code

- Request the **inactivation** of a Project Segment

- Request the **inactivation** of a Department ID/Code

For Contracts and Grants Projects, the Chartfield Request System may ONLY be used to request a new segment (**ADD**), to inactivate an existing segments (**INACTIVATE**) OR to change information/attributes on an existing segment (**MODIFY**).

**Chartfield Request Roles:**

- CF Initiator/Requestor = Person Initiating the request
- CF Request Department Approver = College Research Officer or designee
- CF Request C&G Approver = Fiscal Manager or designee
- CF Request C&G Processor = Account Setup Specialist or designee

To begin the process, initiate the request in Financials using the Chartfield Request System. An Initiator only has access to request a Segment within their own OUC range.

- The justification for the request, supporting documentation and budgets should be attached and made available for review by all approvers.

**Note:** The budget/funds for the segment must exist within the Prime, at the time of the request.
Office of Contracts & Grants Processing:

Once a request has been routed for review and approval by the Central Office, C&G Approver will get a system generated email notification.

There are three (3) ways to navigate to the pending request.

1. Press the link within the **system generated email**

   ![Sample Email](image)

   It is imperative the Approver pays VERY close attention to the Fund Group associated with the approval request.

2. Search for request from **Chartfield Request Page**

   **Navigation:**
   
   Main Menu > Financial Systems > Journals & Chartfield Maint. > Chartfield Request

   ![Chartfield Request System](image)

   Enter the search criteria on the **Find and Existing Value** tab.
   
   Note: The more information entered will help limit the search results.

3. Search for the request from the **Worklist**.

   The **approver** has the ability to narrow the worklist by filtering the information to see only Chartfield (CF) request or simply select from the complete list of worklist items.

   ![Worklist for TBBURRELL.Theresa B Burrell](image)
Review the request for accuracy

The **Header Panel:**
The Chartfield C&G Approver is responsible for ensuring the information entered by the Initiator and approved by the Departmental Approver are within the terms of the agreement and allowable according to established policy and procedures for the Business Unit, Office of Contracts & Grants and the University. The approver has the ability to correct/edit the information.

The Departmental Approver must verify the validity of the information in the following fields:

- CF Request Status says **Submitted for approval.**
- The Effective Date
- The Project Reference
- The Justification
- The Long Description
- Enter Auxiliary, Center/Institute information (*if applicable*)
- Department ID
- Responsible Person(s)
- Enter the Short Description
- Enter the Program & Class Codes

The **Short Description** field is available beginning at the Departmental Approver level. This field is not available at the Initiator level. A Departmental Approver may enter the desired short description.

If the award is reportable as an Auxiliary, Center/Institute, the Departmental Approver must enter the appropriate Auxiliary Code and select the type of Auxiliary.
**Note:** The Office of Contracts & Grants is responsible for the final review of information prior to setup.

- **Notes:**
  - The Department ID must be 6 digits.
  - The C&G Processor is responsible for the completion of the Program & Class fields.

- Verify the Responsible/Authorized Persons information.
  - The approver must confirm whether the PI was listed in the original award
    - If the PI was NOT listed in the award as contributor to the project, deny the request.
    - If the PI was listed in the award and the information is correct and valid, and meets all established procedures governing the processing of a segment, the request may be considered for approval.

**The Contracts & Grants Panel:**

Verify all information entered by the Initiator and approved by the Departmental Approver is valid and correct according to established policy and procedures for the Business Unit, Office of Contracts & Grants and University.
The **Approval** Panel:

If the request is valid and all of the information is correct according to established policies and procedures for the Business Unit, Office of Contracts & Grants and the University, the approver may consider this request for approval.

If changes were processed during the review process, it is imperative you press the **SAVE** button prior to submitting request. Due to the new workflow, the performance is improved when the transaction is saved prior to submitting.

Verify the Approval Action says **Approve** and press **Save** and then **Submit** button.

Key information necessary for the approval decision may be found on the Comments Panel or as an attachment to the request. The Department and/or College Units are required to include all necessary documentation for the approval process. This includes, but is not limited to, the Lead PI’s approval email *(if applicable)*, the approved segment budget, and other relevant documentation. If the required documentation is not provided, the request will be denied.

If the request should **not** be processed, the C&G Approver has the option to deny the request.

- An explanation for the denial is required.
**Denying a Request:**

*Note:*

- The denial explanation will be included in the denial email.
- The action of denying a request is similar to recycling a request.
- Once a request is denied, it is returned to the requestor.
- The requestor/Initiator can resubmit the request and begin the approval routing process.

---

**The Comments Panel:**

The user(s) may include comments or information about the request on the comment panel. This information may be useful in review and approval of the request. If necessary, the user may enter information in several comments boxes.

---

**To add or remove a comment box, press the**

---

**To view attachments:**

Press the **Attachments (0)** hyperlink to attach documents. *This function is accessible on the Header panel*

Attachments should include necessary documentation to support the establishment of the segment(s). This includes, but is not limited to, the Lead PI’s approval email, the approved segment budget, and other relevant documentation. The acceptable file forms for attachments are Word, Excel, PDF and standard text files.

- Campus Users have been cautioned against attaching copies of reports that can be easily regenerated in Financials, such as WRS report printouts, Journals, IDT printouts, attribute screenshots, etc.
• Campus Users have been cautioned against attaching oversized files (i.e., an extremely large excel file).

**To Attach documents, Print Requests or Delete Requests:**

These functions are accessible on the **Header** panel

1. Press the **Print** hyperlink to print the request. A PDF copy of the request will open in another window *(See image below)*. If the window does not automatically open, verify the status of the pop-up blocker.

![Chartfield Request Report](image)

2. Open the desired request to be deleted. Press the **Delete** hyperlink to delete the request.

   **Note:** Confirm you have opened the CORRECT request. You will NOT get a PRIOR confirmation to delete request.

When the request has been deleted, the user will get a confirmation message indicating the request **has been deleted.**

![Confirmation Message](image)
3. Press the **Attachments (0)** hyperlink to attach documents.

Attachments should include necessary documentation to support the establishment of the segment(s). This includes but is not limited to the communications regarding the establishment of the segment(s). Communications include the Lead PI’s approval email, the approved segment budget, and other relevant documentation.

- The acceptable file forms for attachments are Word, Excel, PDF and standard text files.
- DO NOT attach copies of reports that can be easily regenerated in Financials, such as WRS report printouts, Journals, IDT printouts, attribute screenshots, etc.
- DO NOT attach oversized files (i.e., an extremely large excel file).

**For Modification Requests:**
Review the justification or content of the request (i.e., list of items to be modified).

Upon approval, press the **submit** button.

The **Fiscal Manager** is responsible for processing the following requested edits:

**General/Chartfield Panel**
- Responsible Person field
- Project Dates
- Short Description
- Long Description
- Stimulus Reporting Frequency

**Contracts and Grants Panel**
- All attributes except the F&A box

**Responsible Persons Panel**
- Changes to associated PI’s should be processed through the PAR system and processed in SPARCS. Once the change is processed in RADAR, the information will feed to financials.
For Inactivation Requests:

Review the justification or content of the request (i.e., list of items to be modified). Project must meet internal C&G guidelines for inactivation.

Upon approval, press the **submit** button.

The Fiscal Manager is responsible for:
- Final review and processing of the project closeout
- Setting the destroy date
- Updating the attributes
- Inactivating the project
**The C&G Processor:**

Once a request has been routed for review and approval, the C&G Processor will get a system generated email notification.

There are three (3) ways to navigate to the pending request.

1. **Press the link within the system generated email**

   ![Sample Email](image1)

   It is imperative the Approver pays VERY close attention to the Fund Group associated with the approval request.

2. **Search for request from Chartfield Request Page**

   ![Chartfield Request System](image2)

   Enter the search criteria on the **Find and Existing Value** tab.
   Note: The more information entered will help limit the search results.

3. **Search for the request from the Worklist.**

   The **approver** has the ability to narrow the worklist by filtering the information to see only Chartfield (CF) request or simply select from the complete list of worklist items.

   **Navigation:** Main Menu > Financial Systems > Worklist > Worklist Details
Verify the **Action Type**. This action determines the required action.

The CF Request Status should equal **Ready for attributes**

![Image of CF Request Form]

**Enter** the assigned Project ID in the **Proposed ID** field. This field is required to approve and transfer data to the attribute panel.

**Verify** or **Add** the **Short Description**

The short description field must be complete to transfer information into the attribute panel for completion of the Project Segment setup process. The format should be consistent with established procedure for Project ID Setup. This field is required to transfer data to the attribute panel.

The format should be consistent with the following:

- For projects assigned to all colleges **except** CALS, the short description should be an abbreviation of the **long title**. The maximum character length is 30 characters.

- For all projects assigned to **CALS**, the short description equals **the sponsoring agency name**. The format is ALL Caps.

![Image of Responsible/Authorized Persons]

**Verify** a Principal Investigator name is listed.

**Verify** or **Enter** the Program and Class associate with the Prime/Parent. These fields are required to approve and transfer data to the attribute panel.
Once all required information has been verified or entered, transfer attributes to continue the Project ID process.

The status of the request will then change to **approved and completed**.

The C&G Processor will automatically be transferred to the C&G Attribute Panels in Project Maintenance.

The C&G Processor is responsible for verifying all attributes transferred properly and for completion of other attributes necessary for the completion of the Project ID Setup.

The NCAS, Trust Fund Code and Exempt Trust Status will automatically populate based on information entered during the Chartfield Request System processing.

The Fiscal Manager will be determined by the GL/Map Code listed in the request.
For Modification Request:
The request has been reviewed and approved by the Fiscal Manager.

Enter the required edits and press the **submit** button. This will finalize the request.

The C&G Processor is responsible for processing the following requested edits:

Press the **submit** button

**General/Chartfield Panel**
- Effective Date change
- General Information Box information
- Auxiliary Box information
- Trust Fund
- Exempt Code
- F&A Code
- Stimulus Code

- Changes and corrections to the Service Center Information box should be processed by Shelia Fisher only.

**Contract and Grants Panel**
- F&A Information box
For Inactivation Requests:

The request has been reviewed and approved by the Fiscal Manager.

The **C&G Processor** is responsible for:

- Final review of the project status
- Final review of the destroy date attributes
- Filing the project with other Inactive files

Upon completion of the review process, press the **submit** button. This will finalize the request.

```
For Inactivation Requests:
The request has been reviewed and approved by the Fiscal Manager.
The **C&G Processor** is responsible for:
- Final review of the project status
- Final review of the destroy date attributes
- Filing the project with other Inactive files

Upon completion of the review process, press the **submit** button. This will finalize the request.
```
An approved and completed request:

When the request has been approved through the various levels and the information transferred to the attribute panel for Project ID setup, the status will changed to **approved and completed**.

At this point, no additional updates may be processes on the request.

When the status of the request is **Approved** it has been routed through the entire process.

The Requestor/Initiator will receive a final email indicating the approved and completed transaction. **Note: The assigned Segment Project ID will be included in the email.**