Financial System

Chartfield Request - C&G
Department Approver Role
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 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, the Initiator will submit a 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.
This section is for the Chartfield Request Departmental Approvers:
Once a request has been routed for review and approval, the Departmental Approver (i.e., College Approver) will get a system generated email notification.

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

1. Press the link within the system generated email

   
   Sample Email
   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

   Enter the search criteria on the Find and Existing Value tab. The more information entered will aid in limiting 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.
Review the request for accuracy

The **Header Panel:**
The CF Request Approver is responsible for ensuring the information entered by the Initiator is valid and correct according to established policy and procedures for the Business Unit, Office of Contracts & Grants and University. The approver has the ability to correct/edit the information.

Verify information in the following fields:

- CF Request Status says **Submitted for approval.**
- The Effective Date
- The Project Reference
- The Justification
- The Long Description

The **Short Description** field is available beginning at the Departmental Approver (i.e., College Level Approver) level. This field is not available at the Initiator level. A Departmental Approver should enter the desired short description.

Note: To ensure consistency of data, the Office of Contracts and Grants has the authority regarding the format and entered data.
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.

- Verify whether the Auxiliary, Center/Institute is Reportable
- Enter the required Auxiliary Code and Type. The Office of Contracts & Grants will verify the information prior to Project ID setup and approval of request. This is to ensure proper coding.
- Verify the Department ID
- Enter the Program and Class codes. This information MUST match the Prime Award information. To locate the appropriate attribute information, look at Prime Award Data in WRS. The Office of Contracts and Grants Staff will review these fields for accuracy and update as needed.
- Verify the Responsible/Authorized Persons information.

The Contracts & Grants Panel:

Verify all information entered by the Initiator is valid and correct according to established policy and procedures for the Business Unit, Office of Contracts & Grants and University. The approver has the ability to correct/edit information.
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 can submit the request for review and approval.

If the request should **not** be processed, the approver has the option to deny the request.

**Denying a Request:**

Note:
- The denial explanation will be included in the denial email.
- Once denied, the request is returned to the Requestor/Initiator.

- The requestor/Initiator can resubmit the request and begin the approval routing process.
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.
To **Attach** documents, **Print** Requests or **Delete** Requests:
These functions are accessible via 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, check the status of your 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 prior to proceeding. You will NOT get a message to confirm action prior to the delete of the 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 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.
  o Do NOT attach copies of reports that can be easily regenerated in Financials, such as WRS report printouts, Journals, IDT printouts, attribute screenshots, etc.
  o 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 **save** and then **submit** button.

For **Inactivation Requests:**
Review the justification or content of the request (i.e., list of items to be modified). Project must meet guidelines for inactivation.

Upon approval, press the **save** and then **submit** button.

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 much better when the transaction is saved prior to submitting.