

NC STATE UNIVERSITY



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.

• **CF Request System**

Find an Existing Value Add a New Value

Business Unit: NCSU1
CF Request ID: NEXT
CF Request Date: 02/20/2012 [31]
CF Request Type: Segment
CF Request Action: Add
CF Request Fund Group: Contracts and Grants

Add

- 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

Email generated by system and sent to Dept Approver-once submitted by initiator:

Subject: Approval is requested for Chartfield Request "0000000036" Dated '2011-11-21'
To: ncsu.epro@gmail.com, yesseniam@hotmail.com
From: **yessy_mendoza@ncsu.edu**
Sent: Mon 11/21/11 10:16 AM
To: ncsu.epro@gmail.com; yesseniam@hotmail.com
A request has been generated that requires your attention.

Request ID: 0000000036
Request Date: 2011-11-21
Type: Segment
Fund Group: 16030 - Academic Affairs
Action: Add
Fiscal Mgr:

You can navigate directly to the request entry page by clicking the link below.
https://fo91qa.acs.ncsu.edu/psp/FO91QA/EMPLOYEE/FFO910QA/c/NC_REQUEST.NC_REQUEST.GBL?Page=NC_CF_HEADER&Action=U&BUSINESS_UNIT=NCSU1&NC_CF_ID=0000000036&NC_CF_DT=2011-11-21

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:

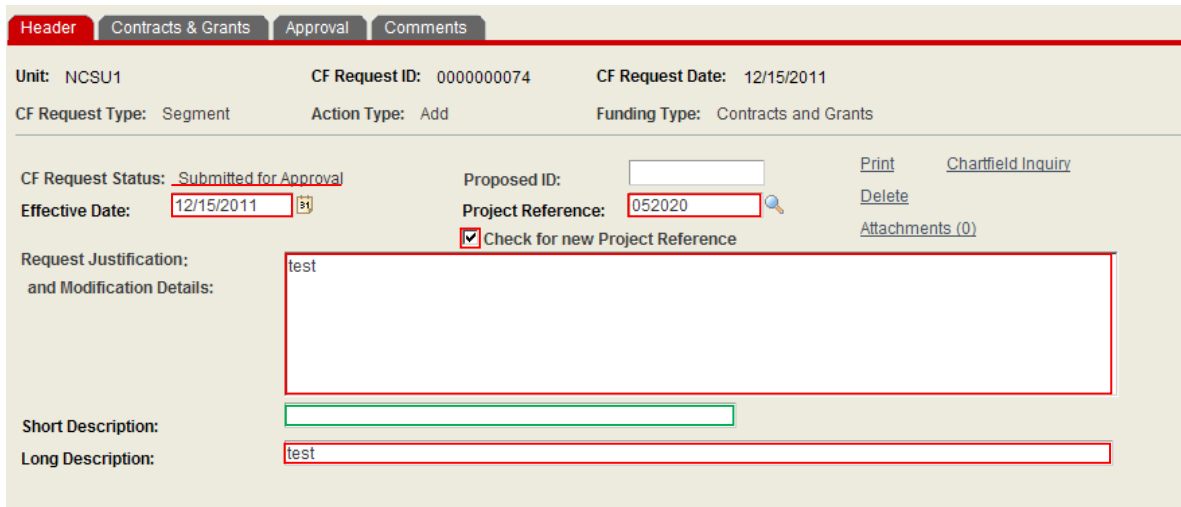
Main Menu > Financial Systems > Journals & Chartfield Maint. > Chartfield Request

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



Header Contracts & Grants Approval Comments

Unit: NCSU1 CF Request ID: 000000074 CF Request Date: 12/15/2011
CF Request Type: Segment Action Type: Add Funding Type: Contracts and Grants

CF Request Status: Submitted for Approval Proposed ID: Print Chartfield Inquiry
Effective Date: 12/15/2011 Project Reference: 052020 Delete
 Check for new Project Reference Attachments (0)

Request Justification:
and Modification Details: test

Short Description:
Long Description: test

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.

Reportable as Auxiliary, Center/Institute? If Yes, please specify name of Auxiliary, Center/Institute:

Auxiliary Code: Auxiliary Type:

*Fund Code: 91000 *Department: Program: Class:

List the Name or Title of the Primary Responsible Person on the first row and insert additional rows for other authorized persons.

Name	Title	Department	Email ID	Campus Box	Phone
<input type="text" value="Brasfield, Julie A."/>	<input type="text"/>	<input type="text" value="464001"/>	<input type="text" value="ncsu.epro@gmail.com"/>	<input type="text"/>	<input type="text"/>

- 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.

Header | **Contracts & Grants** | Approval | Comments

Unit: NCSU1 CF Request ID: 0000000074 CF Request Date: 12/15/2011

CF Request Type: Segment Action Type: Add Funding Type: Contracts and Grants

Sponsor Name	Proposal Number	
<input type="text" value="ABC CORPORATION"/>	<input type="text" value="2011-1111"/>	
Segment Award Amount	Project Start Date	Project End Date
<input type="text" value="2500000.00"/>	<input type="text" value="04/01/2010"/>	<input type="text" value="03/31/2012"/>
Cost Share Amount	Budget Begin Date	Budget End Date
<input type="text"/>	<input type="text" value="05/01/2011"/>	<input type="text" value="12/31/2011"/>

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.

Header: Contracts & Grants | **Approval** | Comments

Unit: NCSU1 CF Request ID: 000000074 CF Request Date: 12/15/2011
CF Request Type: Segment Action Type: Add Funding Type: Contracts and Grants

Status: Submitted for Approval **Submit** Transfer to Attributes

Auxiliary Reporting: N

Approval Status: Business Unit: NCSU1
Approval Check Active: Y
Approval Action: **Approve** Comments for Denial Email: [Text Area]

CF Request Approval: **BUSINESS_UNIT=NCSU1, NC_CF_ID=000000074, NC_CF_DT=2011-12-15: Pending**
Online.Add.Segment.G0
Flowchart: Pending (Patricia G. Teal, CF Request Department Approval) → Not Routed (Multiple Approvers, CF Request C&G Approval) → Not Routed (Multiple Approvers, CF Request C&G Processor)

Approval History

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.

Header: Contracts & Grants | **Approval** | Comments

Unit: NCSU1 CF Request ID: 000000074 CF Request Date: 12/15/2011
CF Request Type: Segment Action Type: Add Funding Type: Contracts and Grants

Status: Denied Request **Submit** Transfer to Attributes

Auxiliary Reporting: N

Approval Status: Business Unit: NCSU1
Approval Check Active: Y
Approval Action: **Deny** Comments for Denial Email: test

CF Request Approval: **BUSINESS_UNIT=NCSU1, NC_CF_ID=000000074, NC_CF_DT=2011-12-15: Denied**
Online.Add.Segment.G0
Flowchart: Denied (Patricia G. Teal, CF Request Department Approval, 02/20/12 - 05:49 PM) → Terminated (Multiple Approvers, CF Request C&G Approval) → Terminated (Multiple Approvers, CF Request C&G Processor)

Approval History

- The requestor/Initiator can resubmit the request and begin the approval routing process.

Header: Contracts & Grants | **Approval** | Comments

Unit: NCSU1 CF Request ID: 000000074 CF Request Date: 12/15/2011
CF Request Type: Segment Action Type: Add Funding Type: Contracts and Grants

Status: **Denied Request** **Re-Submit** Submit Transfer to Attributes

Auxiliary Reporting: N

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 be changed to **approved and completed**.

Header	Contracts & Grants	Approval	Comments
Unit: NCSU1	CF Request ID: 0000000084	CF Request Date: 01/31/2012	
CF Request Type: Segment	Action Type: Add	Funding Type: Contracts and Grants	
CF Request Status: Approved and Completed	Proposed ID: 559991	Print	Chartfield Inquiry
Effective Date: 01/31/2012	Project Reference: 052013	Delete	
Request Justification: and Modification Details:	<input type="checkbox"/> Check for new Project Reference		
	PTW TEST		
Short Description:	TEST		
Long Description:	TEST		
	Attachments (0)		

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

Search Results

View All First 1-17 of 17 Last

Business Unit	CF Request ID	CF Request Date	CF Request Type	CF Request Action	CF Request Fund Group	User ID	Project ID	Department
NCSU1	0000000076	12/15/2011	Segment	Inactivate	C&G	Approved	KAMORITZ	552100 (blank)
NCSU1	0000000078	12/16/2011	Segment	Inactivate	C&G	Approved	KAMORITZ	520003 (blank)
NCSU1	0000000075	12/15/2011	Segment	Inactivate	C&G	Approved	KAMORITZ	552020 (blank)
NCSU1	0000000085	01/31/2012	Segment	Modify	C&G	Approved	ACMABRY	559991 (blank)
NCSU1	0000000084	01/31/2012	Segment	Add	C&G	Approved	ACMABRY	559991 (blank)
NCSU1	0000000110	02/16/2012	Segment	Modify	C&G	Approved	ACMABRY	538003 (blank)
NCSU1	0000000119	02/20/2012	Segment	Add	C&G	New	BBCONOVE	(blank) (blank)
NCSU1	0000000077	12/16/2011	Segment	Add	C&G	New	KAMORITZ	(blank) (blank)
NCSU1	0000000118	02/20/2012	Segment	Add	C&G	New	BBCONOVE	(blank) (blank)
NCSU1	0000000111	02/16/2012	Segment	Add	C&G	Ready	ACMABRY	559992 (blank)

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.

Email generated and sent to Chartfield Requestor/Initiator once it has been setup and submitted for approval:

From: <yessy_mendoza@ncsu.edu>
To: <yessy_mendoza@ncsu.edu>
Date: 11/21/2011 10:26 AM
Subject: Chartfield Request "0000000036" Dated "2011-11-21" has been "Approved" and Completed

This request has been approved and completed.

Request ID: 0000000036
 Request Date: 2011-11-21
 Type: Segment 225599
 Fund Group: 16030 - Academic Affairs
 Action: Add

You can navigate directly to the request entry page by clicking the link below.
https://fo910a.acs.ncsu.edu/bsp/FO910A/EMPL0YEE/PFO910QA/c/NC_REQUEST_NC_REQUEST.GBL?Page=NC_CF_HEADER&Action=U&BUSINESS_UNIT=NCSU1&NC_CF_ID=0000000036&NC_DT=2011-11-21

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

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

The screenshot shows a header panel with the following information:

- Unit: NCSU1
- CF Request ID: NEXT
- CF Request Date: 02/20/2012
- CF Request Type: Segment
- Action Type: Add
- Funding Type: Contracts and Grants
- CF Request Status: New Request
- Effective Date: 02/20/2012
- Project Reference: [Searchable field]
- Check for new Project Reference:
- Buttons: Print, Chartfield Inquiry, Delete, Attachments (0)

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.

The screenshot shows a window titled "CHARTFIELD REQUEST REPORT" with the following details:

Unit:	NCSU1	CF Request ID:	000000084	CF Request Date:	01/31/2012
CF Request Type:	Segment	Action Type:	Add	Funding Type:	Contracts and Grants
CF Request Status:	Approved and Completed	Proposed ID:	559991		
Effective Date:	01/31/2012	Project Reference:	052013		

Request Justification: PTW TEST
Short Description: TEST
Long Description: TEST

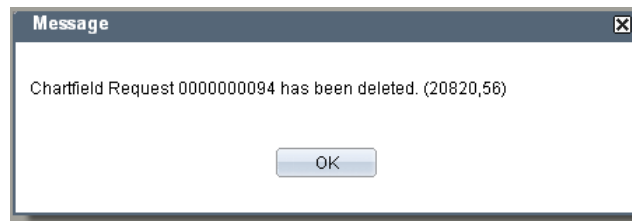
Reportable as Auxiliary, Center/Institute? N
If Yes, name of Auxiliary, Center/Institute:
Auxiliary Code: Auxiliary Type:

Fund Code: 91000 Department: 100107 Program: 110 Class: 503

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**.



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.
 - 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:

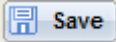
Review the justification or content of the request (i.e., list of items to be modified).

Upon approval, press the **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.