Chartfield Request - C&G Requestor 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.

         o 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.**
This section is for the Chartfield Request Initiator:

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.
The **HEADER** Panel:
There are three (3) verifications that must be performed prior to completing the segment request. This is particularly important for users with the authority to submit various transaction types (i.e., segment and/or department requests). The verification process is imperative to avoid incorrect request submission.

1. Verify the CF Request Type = Segment
2. Verify the Action Type =
   - Add, for new segment requests
   - Inactivate, for inactivation requests
   - Modify, for modification requests
3. Verify the Funding Type = Contracts and Grants

- The **Effective Date** will default to the current date. This field is accessible to all users.

The Initiator is responsible for completing the following fields:

- The **Project Reference** should equal the GL for Prime Project. This is the GL (i.e., 0-12345) used on the prime award this segment is being requested under.

If, based on the terms of the agreement, the segment is required to map to itself and NOT to the Prime Agreement, the user should check the “**Check for new Project Reference**”. This will notify the Office of Contracts & Grants, a new Project Reference is required for this project. **This box must be checked for Program Income Specific Segments.**
- The **Request Justification** field should include the nature or purpose of the request.

The Initiator must answer the following question when providing the justification, Why do I need a segment? This field is required to route and/or save a pending request.

- Enter the Project Title in the **Long Description** box.

  This information should match the long title of the project. This field is required to route and/or save a pending request.

- Is this project reportable as part of an Auxiliary, Center or Institute? If the response is Yes, select **Yes** from the dropdown box and enter the **Auxiliary, Center/Institute name** in the box provided.

  Note: The information in this section will be reviewed by Rick Liston’s Office.

- The **Fund Code** automatically defaults to 91000. This in this field is based on the fund group.

  The Initiator must enter or select the associated **Department ID**.

  The **Department** represents the Department ID / OUC of the unit that will be responsible for managing the activity on the project. This includes, but is not limited to, posting transactions, processing PARS, ordering supplies or other items directly related to the project.

  The value must be 6 digits.

  The field is required for saving and routing.
The Initiator must enter required information in the **Responsible/Authorized Person** area.

The only required field for Contracts & Grants projects is the name of Principal Investigator(s). This information must be entered in the **Name** field. The format of the information is the last name, first name and middle initial.

The preferred method to populate this field is to select the desired name from the list.

To search for a PI’s name press the🔍 and enter the first few characters of the last name and initiate search. The name must match the information in HR.

The Title, Department, Email ID, Campus Box and Phone are optional fields. They are not required for C&G processing.

To add or remove PI names, press + or −.

**The Contracts & Grants Panel:**

- Enter the name of the **Sponsor Agency** in the **Sponsor Name** Field. This information should match the Sponsoring Agency of the Prime Agreement/Award.

- Enter the **RADAR Number** in the **Proposal Number** field. The format of this field is 1111-2222. This field is required to save or route the request.

- Enter the **Amount** of the request in the **Segment Award Amount** field. Enter the total amount of the request. If F&A dollars apply, make sure these dollars are included in the request amount. This field is required to save or route the request.
• Enter the **required or voluntary Cost Share** dollars in the **Cost Share Amount** field.

• Enter the **project dates** in the **Project Start Date** and **Project End Date** fields. The date cannot be earlier or later than the Prime Award dates. This means the dates must be equal to or within the Project Dates. This field is required to save or route the request.

• Enter the **budget dates** in the **Budget Begin Date** and **Budget End Date** fields. The date cannot be earlier or later than the Prime Award dates. This means the dates must be equal to or within the Budget Dates. This field is required to save or route the request.

• Press the **Save** button prior to proceeding. It is recommended you save throughout the entry process but required before submitting request. This is due to the new workflow process.

**The Approval Panel:**

![Approval Panel](image)

To submit the request and initiate the routing and approval process, press the **Submit** button. The CF Request ID will be established on the save request.

Make sure the **Approval Action** field indicates **Approve**, then press **Save** and **Submit**. This field indicates the type of action that will occur by pressing the Submit button.

To review the approval history of the transaction, review the Approval History section.

When the request has been submitted for approval the user will be able to determine the approval routing.
The CF Request Approval box indicates the name, date and time of the approvals.

- Departmental Approval = Users assigned this role, including the CBO or UBO
- C&G Approval = Fiscal Managers and other authorized C&G Staff
- C&G Processor = Account Setup Specialist processing request

When the request has been totally approved and setup, the Initiator will receive a system generated email notification.

Sample Email

It is imperative the approver pays close attention to the Fund Group. This indicates which action requires approval.

The Comments Panel:

The Initiator should include comments for the approver or provide other important information regarding the request.

If necessary, the user can enter information in several comments boxes.

To add or remove boxes, press the +/-.

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 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 processing. You will NOT get a confirmation message prior to delete action.

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

![Confirmation Message](image)

3. Press the **Attachments (0)** hyperlink to attach documents.

   Attachments should include necessary documentation for 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.
   - **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).
To Modify an Existing Segment

The Initiator must submit a request via the Chartfield Request System. The required fields are the Project/Department and Justification.

This process does NOT circumvent or replace the PAR system. The PAR system MUST be used for the processing Prior Approval Request.

The Chartfield Request System is to be use only to request modifications to the attributes associated with the Project and to correct the loading of a budget.

Acceptable modification request can include but are not limited to the following:

- Request to correct attribute information
- Request to correct a budget loaded in Financials
- Request to add incremental funding ALREADY awarded in RADAR
- Request change to Departmental ID
  - Note: Department ID change request must be included in the justification. The Project/Department field cannot be used to request modifications to OUCs for Contract & Grant projects.

The correction request are ONLY for items that were originally provided in the award documents but incorrectly interpreted and processed by C&G Staff or others.

A justification / explanation for the request is required to submit the modification request to Contracts & Grants for processing and approval. Documentation supporting the request should be attached or explained on the Comments Panel.

The Office of Contracts & Grants is responsible for the final review of the project and determination on whether the projects meets the criteria for modification.
To Request Inactivation of a Segment

The Initiator may submit a request via the Chartfield Request System. The required fields are the Project/Department and Justification.

This process does NOT circumvent or replace the review and inactivation by C&G Staff.

The Chartfield Request System is to be use only to request inactivation of a segment where no further activity will occur. This is specifically for projects past the Project End Date or to process a Stop Work Order Request.

A justification / explanation for the request is required to submit the inactivation request to Contracts & Grants for processing and approval. Documentation supporting the request should be attached or explained in detail on the Comments Panel.

The Office of Contracts & Grants is responsible for the final review of the project and determination on whether the projects meets the criteria for inactivation.
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.