



# Financial System

## 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.
  - 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.

• **CF Request System**

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

- 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 screenshot shows the 'HEADER' panel with tabs for 'Header', 'Contracts & Grants', 'Approval', and 'Comments'. The 'Header' tab is active. Below the tabs, the following information is displayed: Unit: NCSU1, CF Request ID: NEXT, CF Request Date: 02/20/2012, CF Request Type: Segment, Action Type: Add, and Funding Type: Contracts and Grants. The words 'Segment', 'Add', and 'Contracts and Grants' are circled in green.

- 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 screenshot shows the 'Initiator' panel with tabs for 'Header', 'Contracts & Grants', 'Approval', and 'Comments'. The 'Header' tab is active. Below the tabs, the following information is displayed: Unit: NCSU1, CF Request ID: NEXT, CF Request Date: 02/20/2012, CF Request Type: Segment, Action Type: Add, and Funding Type: Contracts and Grants. Below this, there is a section for 'CF Request Status: New Request' with links for 'Print', 'Chartfield Inquiry', 'Delete', and 'Attachments (0)'. The 'Effective Date' is set to 02/20/2012. The 'Project Reference' field is empty and highlighted with a red box. Below it is a checkbox labeled 'Check for new Project Reference'. At the bottom, there is a large text box with the text 'ENTER THE PURPOSE OF THE REQUEST' and a red border.

- 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.

Long Description:

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

- 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.

\*Fund Code: 91000 \*Department:

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

Responsible/Authorized Persons						Find	First	1 of 1	Last
Name	Title	Department	Email ID	Campus Box	Phone				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Requestor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

- 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.

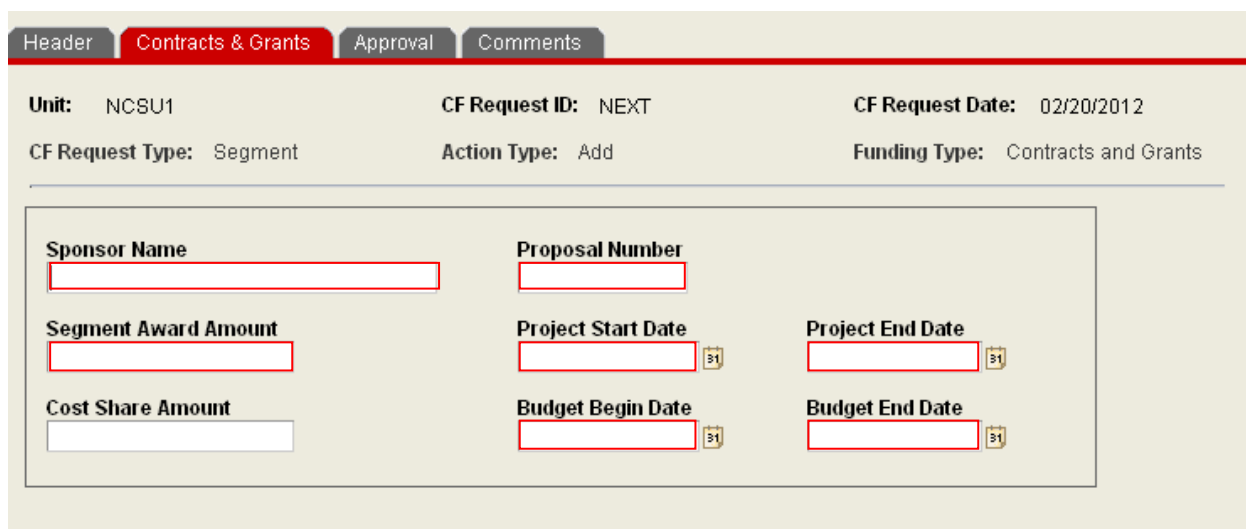
The preferred method to populate this field is to select the desired name from the list.

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   .

### The **Contracts & Grants** Panel:

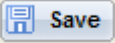


Header **Contracts & Grants** Approval Comments

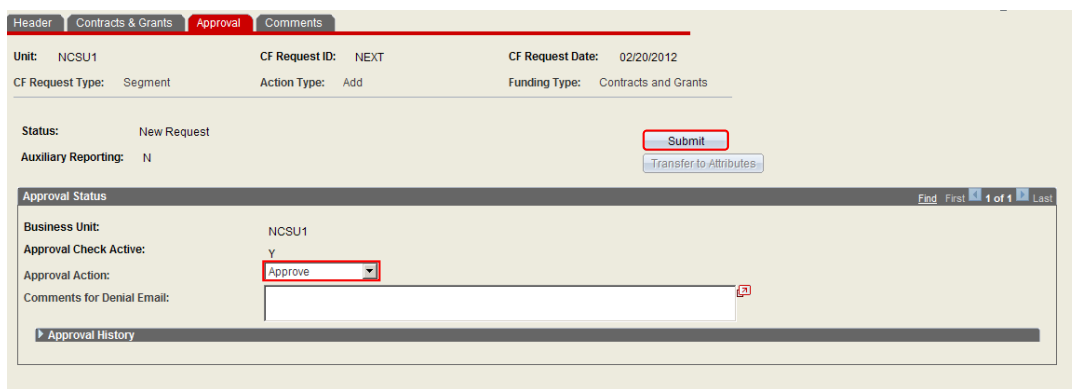
Unit: NCSU1 CF Request ID: NEXT CF Request Date: 02/20/2012  
CF Request Type: Segment Action Type: Add Funding Type: Contracts and Grants

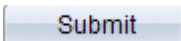
Sponsor Name	Proposal Number	
<input type="text"/>	<input type="text"/>	
Segment Award Amount	Project Start Date	Project End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Share Amount	Budget Begin Date	Budget End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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:

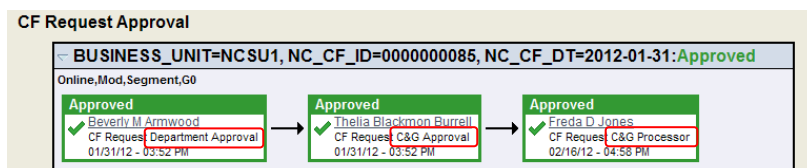


To submit the request and initiate the routing and approval process, press the  button. The CF Request ID will be established on the save request.

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.



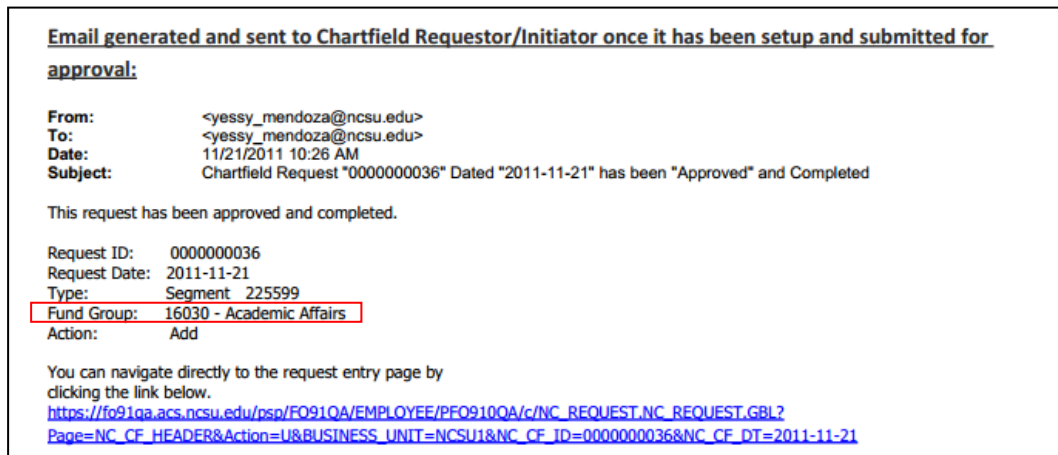
The CF Request Approval box indicates the name, date and time of the approvals.

- 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

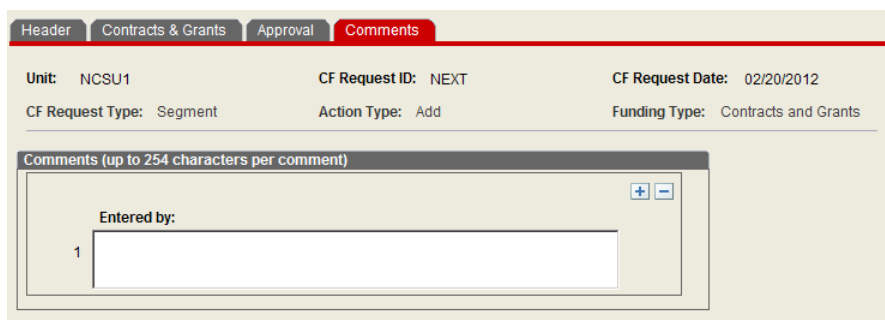
*It is imperative the approver pays close attention to the Fund Group. This indicates which action requires approval.*



**The Comments Panel:**

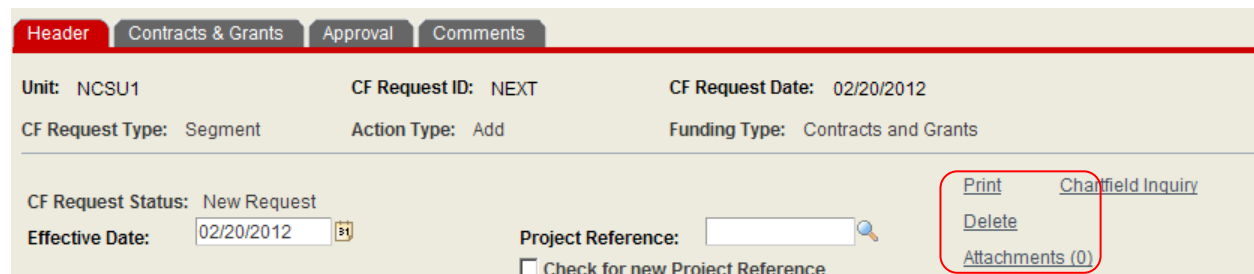
The Initiator should include comments for the approver or provide other important information regarding the request.

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

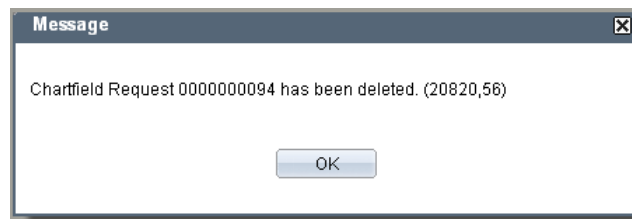
1. Press the **Print** hyperlink to print the request. A PDF copy of the request will open in another window (*See image below*). If the window does not automatically open, verify the status of your pop-up blocker.

CHARTFIELD REQUEST REPORT					
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		
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 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**.



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.

The screenshot displays the Chartfield Request System interface. At the top, there are three tabs: 'Header' (selected), 'Approval', and 'Comments'. Below the tabs, the following information is shown:

- Unit: NCSU1
- CF Request ID: NEXT
- CF Request Date: 02/21/2012
- CF Request Type: Segment
- Action Type: **Modify** (highlighted with a red box)
- Funding Type: Contracts and Grants

Below this, there are several fields and options:

- CF Request Status: New Request
- Effective Date: 02/21/2012 (with a calendar icon)
- Project/Department: 530000 (with a search icon)
- Buttons: Print, [Chartfield Inquiry](#), Delete, [Attachments \(0\)](#)
- Request Justification and Modification Details: A text area containing the word 'test' (the text area is outlined with a red box).

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.

The screenshot displays the Chartfield Request System interface. At the top, there are three tabs: "Header" (selected), "Approval", and "Comments". Below the tabs, the following information is shown:

- Unit:** NCSU1
- CF Request ID:** NEXT
- CF Request Date:** 02/21/2012
- CF Request Type:** Segment
- Action Type:** Inactivate (highlighted with a red box)
- Funding Type:** Contracts and Grants

Below this information, there are several fields and links:

- CF Request Status:** New Request
- Effective Date:** 02/21/2012 (with a calendar icon)
- Project/Department:** [Empty text box with a search icon]
- Request Justification and Modification Details:** [Large empty text box]

On the right side, there are links for [Print](#), [Chartfield Inquiry](#), [Delete](#), and [Attachments \(0\)](#).

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 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	<a href="#">Print</a>	<a href="#">Charfield Inquiry</a>
Effective Date: 01/31/2012	Project Reference: 052013	Delete	Attachments (0)
Request Justification: and Modification Details:	<input type="checkbox"/> Check for new Project Reference		
	PTW TEST		
Short Description:	TEST		
Long Description:	TEST		

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

Search Results									
View All									
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://f0910a.acs.ncsu.edu/psp/FO910A/EMPLOYEE/PEO910QA/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](https://f0910a.acs.ncsu.edu/psp/FO910A/EMPLOYEE/PEO910QA/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)