

Chartfield Request System

The Chartfield Request System is a module within Financials. Through this module campus users can make requests to add, modify, or inactivate a Project Segment (also called Project ID) or a Department (OUC). This training document will focus on the Project Segment request portion of the system as it relates to foundation (Ledger 6 funds) and University Endowment Fund (housed in Ledger 7) new project requests. In order to gain access to the system you must have been designated as an Initiator or Approver at the College/Business Unit level **and** have completed required training. Access is granted through the Office of Information Technology – System Access Request (SAR).

To access the new system you must first login to the MyPack Portal. Once successfully logged in, the navigation is as follows: Financial System Homepage, Journals – IDTs - Chartfields, Chartfield Request. The navigation is shown below:

The screenshot shows the 'Financial System Homepage' navigation menu on the left, with 'Chartfield Request' highlighted. The main content area is titled 'Journals, IDTs and Chartfields' and contains the 'CF Request System' search interface. The interface includes a search criteria form with the following fields:

- Business Unit: begins with NCSU1
- CF Request ID: begins with
- CF Request Date: = 12/09/2011
- CF Request Type: =
- CF Request Action: =
- CF Request Fund Group: =
- CF Request Status: =
- User ID: begins with
- Project ID: begins with
- Department: begins with

There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

This will bring you to the Main screen in the Chartfield (CF) Request System, as shown below: (Note: If you are an “Approver” only, you will only see the “Find an Existing Value” tab.)

The screenshot shows the main screen of the Chartfield (CF) Request System. The 'Add a New Value' tab is selected. The form contains the following fields:

- Business Unit: NCSU1
- CF Request ID: NEXT
- CF Request Date: 12/09/2011
- CF Request Type: Segment
- CF Request Action: Add
- CF Request Fund Group:

An 'Add' button is located below the form. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Requesting a new Project Segment:

To request a new project segment, first make sure you are on the 'Add a New Value' tab, and then perform the following steps:

Business Unit: will automatically default to NCSU1, no change needed

CF Request ID: leave as NEXT if requesting a new project. A 10 digit CF Request number will be automatically assigned. This number will be used to call up existing requests for approval.

CF Request Date: will default to the current date, no change needed

CF Request Type: the system allows two types of requests – a Segment (Project ID) and a Department (OUC). **Select Segment to request a new project segment.**

CF Request Action: there are 3 options – Add, Modify and Inactivate. **Select Add**

CF Request Fund Group: Project Segments can be requested for the following fund groups:

16030 - Academic Affairs
16031 - Agricultural Research
16032 - Cooperative Extension
Agency Funds
Aux.Sales&Service/Student Fees
Contracts and Grants
Debt Service
F and A Receipts
Foundations
Gifts/Loans/Awards
University Endowments

For Foundation (Ledger 6) projects select 'Foundations'. For University Endowment Fund projects please select 'University Endowments'. The header page will be the same for both types of funds.

Once all options have been completed/selected click Add and you will go to the Main Header Page in the system. There will be four tabs across the top – the Header, Approval and Comments tabs (shown below) are the same regardless of the fund source being requested. The fourth tab will be unique to the type of fund being requested – for foundation and University Endowment Fund projects, there will be a Foundations/Endowments tab. The main page will automatically open to the Header tab, as noted below:

Header | Foundations/UnivEndow Fund | Approval | Comments

Unit: NCSU1 CF Request ID: NEXT CF Request Date: 04/29/2015
 CF Request Type: Segment Action Type: Add Funding Type: Foundations

CF Request Status: New Request Propose ID: [Print](#) [Chartfield Inquiry](#)
 Effective Date: 04/29/2015 Project Reference: [Delete](#) [Copy](#)
 Check for new Project Reference [Attachments \(0\)](#)

Request Justification:

Food/Entertainment Justification
 Food/Entertainment?

Short Description:
 Long Description:
 (Limit of 600 characters)

Reportable as Auxiliary, Center/Institute? If Yes, please specify name of Auxiliary, Center/Institute:
Auxiliary Code/Type below not applicable for Foundations/University Endowments requests
 Auxiliary Code: Auxiliary Type:

*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				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

Requestor: _____ Date/Time: _____

Header | Foundations/UnivEndow Fund | Approval | Comments

Effective Date: This date is automatically populated with the date the request is being entered. In general, this date will not need to be changed. However, on occasion it will be necessary to change the date to a date prior to the request date so that HR actions can be tied to the project. If necessary, you may change the date to an earlier date.

Project Reference: For a Foundation request, the Project Reference refers to the specific legal entity (i.e. Foundation) that the project will be held in. This field does not need to be completed, as it will be automatically populated based on the 'Organization' selected on the Foundations/Endowments tab. For reference purposes, see Attachment A for the Foundations' Project References. The **Check For New Project Reference** box should not be checked for Foundation requests.

Check for new Project Reference box: For University Endowment Fund requests, the **Project Reference** box should always be left blank. Instead, please click on the **Check for new Project Reference** box for these requests.

Request Justification: Include the reason/justification/purpose for the project. If the request is for a restricted fund please also include information supporting how the funds will be raised or generated (if this is not otherwise obvious from attached documentation). This information is important, in the absence of a gift agreement, to determine how funds should be spent and what gifts belong in the fund.

Food/Entertainment checkbox and **Food/Entertainment Justification:** Check the **Food/Entertainment** box to request that the project be exempt for food/alcohol/entertainment. Include the reason that the project should be exempt for food/alcohol/entertainment in the Justification field. This should include why food is necessary for the project and how this type of cost relates to the purpose of the project. If the box has been checked, the

system will not allow the request to be submitted for approval unless the Justification field is complete and vice versa. Instead, you will receive an error message that the field/box must be completed.

Short Description: Leave blank as FAI will complete. Please note that if you do complete this field, FAI may alter the name to fit in with current standard naming conventions.

Long Description: Enter the proposed Long Description for the project name. Please note that FAI may alter the name slightly to fit in with current standard naming conventions.

Reportable as Auxiliary, Center/Institute: If the project requested supports an official recognized Center or Institute, please select 'Yes' in the drop down box. If 'Yes' is selected, you must also specify the name of the Center or Institute in the space provided in the box to the right. If 'Yes' has been selected, the system will not allow the request to be submitted for approval. Instead, you will receive an error message that the box must be completed.

Auxiliary Code and Auxiliary Type: Leave blank and FAI will complete if 'Yes' has been selected in the Reportable as Auxiliary, Center/Institute box.

Department: Enter the Departmental ID (OUC) for the initiator of the request. You can manually enter the Dept ID, or you can search using the dropdown box. The department ID in this section will control the routing of the request. The department ID for the project being created will be added in the Responsible/Authorized person section (see below).

Responsible/Authorized Persons: While this section contains three boxes, only two are required: Title and Department. Please indicate the Title of the Responsible Person, as well as the Departmental ID (OUC) for that person. The Department ID in this section is the one that will be Department ID for the project. The Name box may be completed but it is not usually necessary. This field is primarily for the use for other fund sources such as Contracts/Grants so we do not recommend completing the Name field. The Name field must exactly match the name as shown in the HR system. You can search for the Name via the dropdown box but it can be a very time consuming process which does not add much value for Foundation/Endowment projects, especially since the project is generally tied to the position rather than the person.

Other options on the header page:

- **Print**
- **Delete**
- **Attachments**
- **Chartfield Inquiry**
- **Copy**

One of the features of the Chartfield Request System is the ability to attach documents within the system. Documents that should be attached include: the endowment MOU, a restricted fund MOU (if applicable) or other such appropriate documentation if a restricted fund is being requested. Appropriate documentation might include an agreement, correspondence, an email, or other supporting items such as a memo from the responsible person indicating how the funds are expected to be raised. Additionally, if an Exemption is requested from the Income Allocation policy or if an Exemption is being requested from the Gift Assessment fee, please attach appropriate documentation/approvals to the new project segment request record. These documents will be needed by Advancement Services and FAI to ensure that the project gets properly coded within the Financials system as well as within Advance. See additional information related to documentation at the end of this training guide.

If the request is for a new Project Segment for Foundations or University Endowments you will need to enter data in the Foundations/Endowment tab. Note: Requests for other types of funds will have a different tab, although the Header tab is the same regardless of fund source. The Foundations/Endowments tab is shown below:

The screenshot shows a web form titled "Foundations/Univ Endow Fund" with tabs for "Header", "Approval", and "Comments". The header information includes: Unit: NCSU1, CF Request ID: NEXT, CF Request Date: 10/09/2017, CF Request Type: Segment, Action Type: Add, and Funding Type: Foundations. The main form area is divided into several sections:

- Foundations Accounting Guidelines:** A link at the top right of the form area, indicated by an arrow from the text below.
- Organization, Primary Fund, Secondary Fund, Full Endow Amount:** Fields for selecting the organization and fund types, with a search icon next to the Primary Fund field.
- Advancement Services Section:** Contains dropdown menus for School Code, CFAE, CFAE Subcode, Endowment Type, and Agency.
- FAI Section:** Contains a text field for Advance Long Title and dropdown menus for Advance Allocation, Benefiting Unit, FAI Category, and Multiple.
- Request exemptions from Income Allocation policy:** A checkbox labeled "Request exemptions from Income Allocation policy (If Yes, please justify)" with a text area for justification.
- Research?:** A checkbox labeled "Research?".

 At the bottom of the form are buttons for "Save", "Notify", "Add", and "Update/Display". A breadcrumb trail at the bottom left reads "Header | Foundations/Univ Endow Fund | Approval | Comments".

For additional information/guidance on requesting new funds, you can click on this link to go to the FAI website in a separate window.

The following fields must be completed by the Initiator of the Request (and can be changed by the College/Departmental Approver, Advancement Services, or FAI):

Organization: This field is only applicable for Foundation Project Requests (Ledger 6 funds). Select the 'entity' that is requesting the fund. This will either be the specific foundation (for everything except the Ag Foundation or NCSU Foundation), or the specific college/unit if within the Ag or NCSU Foundation. This is a required field if the request is for a Ledger 6 project. The field is not required if the request is for a University Endowment Fund project.

Primary Fund: This identifies the **type** of fund being requested – Restricted, Endowment Principal, Endowment Income, Restricted Building to Endowment, etc. If Endowment Principal or Restricted Building to Endowment is selected, you must also complete the Full Endow Amount. This is a required field. If you select Endowment Principal or Endowment Income a notification message will also appear to remind you that a corresponding Endowment Income or Endowment Principal project must be requested separately.

Secondary Fund: This identifies the **purpose** of the fund (Academic support, research, discretionary, etc.). Options can be selected using the dropdown box. This is also a required field.

Full Endow Amount: Must be completed if the Primary Fund being requested is an Endowment Principal or Restricted Building to Endowment fund.

Request exemptions from Income Allocation policy: Only applicable for Foundation Requests. If the box is selected, you must provide justification within the space provided. If an approved justification already exists, please attach a copy of the justification using the Attachments option on the Header tab.

Research: This box **ONLY** applies to the Agricultural Foundation and they have rules as to when it should be used. Please do not check unless the request is for the Agricultural Foundation.

For College/Department Initiators or Approvers, the Advancement Services Section and FAI Section will be grayed out. These sections are to be completed by those respective offices. Once the other sections have been completed you will need to either enter comments on the Comments tab (if applicable), or go directly to the Approval tab if there are no comments to enter.

Approval Tab

Header Foundations/Univ Endow Fund **Approval** Comments

Unit: NCSU1 CF Request ID: 0000003749 CF Request Date: 09/03/2015
CF Request Type: Segment Action Type: Add Funding Type: Foundations

Status: New Request
Auxiliary Reporting: N

Submit
Transfer to Attributes

Approval Status Find First 1 of 1 Last

Business Unit: NCSU1
Approval Check Active:
Approval Action: Approve Deny
Comments for Email:

Approval History

You must select an Approval Action (the default is 'Approved'). Before clicking on the Submit button you should always first click on Save to make sure the request has been saved. Once this has been done, click on the Submit button to transmit the request to the next person/department in the routing process. Once the Submit button has been clicked, the Chartfield Request is routed to the next person in the routing process – if by the Initiator it will route to the designated 2 digit Dept Approvers defined by each Financial Representative of the Unit. The Approver(s) will receive an email alerting them that a new project ID has been requested. The email notification will alert the recipient of the Chartfield ID (the identification number for the specific request) as well as the source of funds the request is for. All authorized Approvers (regardless of fund source) will receive a copy of the email notification. An example of an email notification is included on the next page:

APPROVER EMAIL ADDRESS HERE

[FIN-CFR] Chartfield Request 000000XXXXX requires your Approval

Chartfield Request

A Chartfield Request has been entered that requires your attention. Access the [Chartfield Request](#) to view details and process this request.

Header Details

Chartfield Request ID: 000000XXXX
 Chartfield Request Date: 08/03/2015
 Chartfield Request Type: Segment
 Chartfield Request Action: Add
 Funding Source: Foundation
 Proposed ID:
 Short Description:

Request Justification:

This project will provide scholarship awards to one or more outstanding students pursuing funding for experiential learning such as leadership development, service opportunities, as well as other support that enhances the educational experience. Awards shall be made by the Dean of the College or their designee. It will be based on Merit. Funds are available in clearing, receipt number XXXXXXXXXXXX.

Originator: YOUR NAME HERE
 Fdn/End Primary Fund: Restrict Bldg to Endowmnt
 Advance Allocation Number:
 C&G Fiscal Manager:

The email will contain the CF ID as well as the Fund Group the request is for. Since ALL approvers will get a copy of the email notification, this is helpful to identify which fund source is being requested.

Comments Tab

Another feature of the Chartfield Request System is the ability for any person along the routing chain to enter comments on the Comments tab (the number of comments allowed is unlimited). Including comments along the way to alert the departmental approver, or one of the Central Office approvers, is very helpful and may eliminate the need for additional follow-up. This is also a section to note anything unusual, or any special treatment that might be necessary. The first comment can be entered simply by typing in the Comment box. Subsequent comments can be added by clicking on the '+' and a new Comment box will open. You should always click on Save at the bottom of the page after a new Comment has been added. The request will capture the name of the person entering the Comment so those along the routing chain will know who entered the Comment.

Header Foundations/Univ Endow Fund Approval **Comments**

Unit: NCSU1 CF Request ID: 0000003861 CF Request Date: 09/02/2015
 CF Request Type: Segment Action Type: Add Funding Type: Foundations

Comments (up to 254 characters per comment)

Entered by:
 1

Save Return to Search Previous in List Next in List Notify

Header | Foundations/Univ Endow Fund | Approval | Comments

Routing

A Project Segment request goes through 4 routing stages once submitted. Once the Initiator submits the request it will automatically route to the College/Departmental Approver. This person will receive an email that a request has been submitted. The email will include the Chartfield Request ID, which can then be entered on the Main system screen, using the 'Find an Existing Value' tab.

The College/Departmental Approver is responsible for verifying that 1) the new Project Segment request is valid, and 2) that the information entered in the various fields is accurate, and 3) that all required documentation has been properly attached. The Approver has the option of changing/correcting any of the information entered by the Initiator, or also has the option of Denying the request, which will notify the Initiator that the request has been denied. If denying a request it is required that you enter information in the Comments for Denial Email box on the Approval tab. This lets the person know why the request is being denied, and if anything needs to be changed, researched, or verified.

Once the College/Departmental Approver submits the request for Approval (using the Approval tab), it will then route to Advancement Services. Advancement Services is responsible for reviewing the information, including attachments, to ensure that there is proper justification for the project segment request, that any gift agreements have been completed and approved, that the correct type and purpose of fund have been selected, and that proper justifications and approvals have been obtained for any request for exemption from the gift assessment fee. Additionally, Advancement Services will be required to complete the School Code, CFAE, CFAE Subcode, Endowment Type (if applicable) and Agency fields on the Advancement Services Section of the Foundations/Endowments tab. Once all information has been verified and completed, Advancement Services will click on Submit on the Approval tab and it will cause the request to be routed to FAI. Additionally, Advancement Services may Deny the request in the same manner as described above for the College/Departmental Approver. If the request is Denied, it will route back to the Initiator. The initiator will receive an email indicating the CF ID of the request that has been denied and it will include the reason for the denial in the Workflow Comments section of the email. An example of the email when the request has been denied is included below:

[FIN-CFR] Chartfield Request 000000XXXX has been Denied

YOUR EMAIL ADDRESS HERE

[FIN-CFR] Chartfield Request 000000XXXX has been Denied

Chartfield Request

The following Chartfield Request has been denied.
Access the [Chartfield Request](#) to view details.

Header Details

Chartfield Request ID: 000000XXXX

Chartfield Request Date: 08/03/2015

Chartfield Request Type: Segment

Chartfield Request Action: Add

Funding Source: Foundation

Proposed ID:

Short Description:

Request Justification:

This project will provide scholarship awards to one or more outstanding students put funding for experiential learning such as leadership development, service opportunities enhances the educational experience. Awards shall be made by the Dean of the College based on Merit. Funds are available in clearing, receipt number XXXXXXXXXXXX.

Originator: YOUR NAME HERE

Fdn/End Primary Fund: Restricted Bldg to Endowment

Advance Allocation

Number:

C&G Fiscal Manager:

The email will include the reason that the Chartfield Request has been denied.

Workflow Comments

Denied because the MOU needs to be attached.

If a request has been denied, it will be up to the Initiator to correct any information, provide additional attachments, etc. and re-submit the request. The request will not have to be re-created, only corrected. Once corrections have been made, the request should be submitted the same as a new request, which will be routed back to the College/Departmental Approver and the routing process will start all over.

Once the request has been received by FAI it will be reviewed for accuracy and completeness and it will be Approved and routed within FAI for setup. The information captured in the Chartfield Request screens will automatically populate Financials and will create the new Project Segment in Financials (as well as the Allocation in Advance). Once completed by FAI, the Initiator and the College/Departmental Approver will be notified that the new Project Segment and Allocation has been established. The Project number and Advance Allocation number are included in the email notification. An example of the email notification when a request has been approved is included below:

[FIN-CFR] Chartfield Request 000000XXXX has been Approved and Completed

YOUR EMAIL ADDRESS HERE

[FIN-CFR] Chartfield Request 000000XXXX has been Approved and Completed

Chartfield Request

The following Chartfield Request has been approved and completed.
Access the [Chartfield Request](#) to view details.

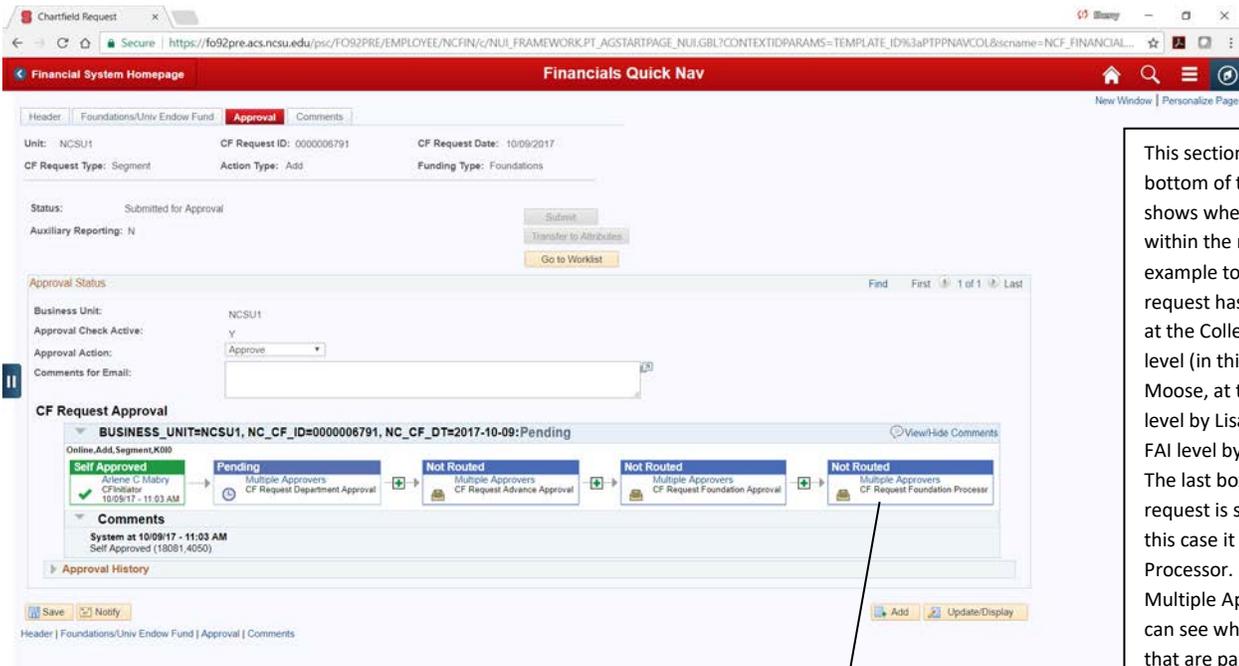
Header Details

Chartfield Request ID:	000000XXXX
Chartfield Request Date:	08/03/2015
Chartfield Request Type:	Segment
Chartfield Request Action:	Add
Funding Source:	Foundation
Proposed ID:	6xxxxx
Short Description:	ABC SCH
Request Justification:	This project will provide scholarship awards to one or more outstanding students providing funding for experiential learning such as leadership development, service opportunities that enhances the educational experience. Awards shall be made by the Dean of the College based on Merit. Funds are available in clearing receipt number XXXXXXXXXXXX.
Originator:	YOUR NAME HERE
Fdn/End Primary Fund:	Restrict Bldg to Endowment
Advance Allocation Number:	123456
C&G Fiscal Manager:	

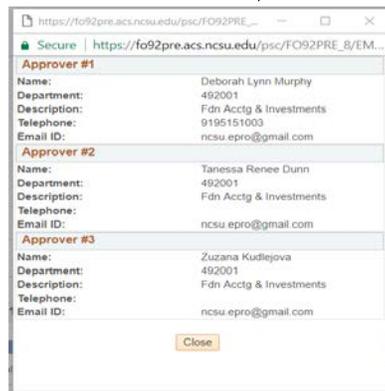
The email notification sent once the request has been completed will also identify the Financials Project # and Advance Allocation #

Status Reporting

The Chartfield Request System provides information about where a project request is within the routing chain. On the Approval tab there is a section at the bottom which shows the different stages within the routing chain:



This section, located on the bottom of the Approval tab shows where the request is within the routing. In the example to the left, the request has been Approved at the College/Departmental level (in this case by Diane Moose, at the Adv. Services level by Lisa Dyer, and at the FAI level by Susan Holton. The last box shows that the request is still Pending – in this case it is with an FAI Processor. By clicking on the Multiple Approvers link you can see who the persons are that are part of this group (shown on next page)



Copy (option on header page)

The Copy feature can be used to copy an existing Chartfield Request. The Initiator must have access to the Department ID on the Chartfield Request in order to copy it. Everything on the Header tab is copied with the exception of the fields in the Responsible Person section. On the Foundation/Univ Endow tab everything in the Requestor's view section is copied with the exception of Primary Fund. The rest of the fields must be completed accordingly.

Modifications/Inactivations

In addition to requesting a new Project Segment, the Chartfield Request system can be used to request a modification to an existing Project Segment, or to Inactivate an existing Project Segment. Currently this is only used to capture the request itself, along with any backup documentation.

For Foundation projects, modifications require the Chartfield Modification Form located on our website (see Attachment A). These forms can be emailed directly to FAI or they can be attached to the Chartfield System. Modifications requested online will not be processed/approved without the completed form attached. The preference for FAI, at the current time, is that you simply email the form to the person listed on the bottom of the form.

Attachment A

Foundation Project References:

059001	Agricultural Foundation
059004	Engineering Foundation
059008	NCSU Foundation
059009	Tobacco Foundation
059010	NC State Natural Resources Foundation
059011	Veterinary Medical Foundation
059013	Physical & Mathematical Foundation
059021	NC State Executive Education LLC
059022	Alumni Association

Helpful Links

Chartfield Modification Form: <http://foundationsaccounting.ofa.ncsu.edu/forms/>

CFR FAQ: <http://foundationsaccounting.ofa.ncsu.edu/services/chartfield-requests/>

FAI: <http://foundationsaccounting.ofa.ncsu.edu/>

Documentation, comments, etc necessary for approval

Restricted

Gift Receipt Number in comments

Copy of pledge intent if applicable

Signed Gift Agreement if applicable

Detailed purpose in justification (should match what is in the gift agreement if applicable.)

Report code listed in comments if applicable (CALs and CNR only)

Restricted Current Use (only used in conjunction with a BTE or planned gift)

Gift Receipt Number in comments

Need something from donor indicating funds are for current use and not BTE. This is usually included with gift.

Copy of signed gift agreement (needs to be signed so we know purpose is not changing and spending can occur)

Include the CFR number for the BTE in comments...or indicate this is tied to a planned gift, not a BTE.

Detailed purpose in justification (should match what is in the gift agreement)

Restrict Building to Endowment (BTE)

If current use is also being created, include the CFR number for Current Use in the comments

Copy of signed gift agreement

Copy of pledge intent

Detailed purpose in justification (should match what is in the gift agreement)

Gift Receipt Number in comments

Endowment Principal

Copy of signed gift agreement

Should not have principal without an income account, include CFR number for income in comments

Detailed purpose in justification (should match what is in the gift agreement)

Gift Receipt Number in comments

Endowment Income

Copy of signed gift agreement, required before spending can occur.

Should not have an income project without a principal – include CFR number for principal in comments

Detailed purpose in justification (should match what is in the gift agreement)

Gift Receipt Number in comments, if applicable