How do I process my Request?

- NUFinancials ChartField Request Form: Add or Update

  Add Selections* – New ChartField/s

(Chart)Field Name	(Chart)Field Long Name
ACCOUNT	Account (Code)
CHARTFIELD1	ChartField 1 (Code)
DEPTID	Department (ID)
FUND_CODE	Fund Code
PROGRAM_CODE	Program Code
PROJECT_ID	Project (ID)

  *The electronic form utilizes a copy function for multiple, similar Adds.

  Update Actions – Existing ChartField/s (see above list)

  Inactivations (chartfield only, see below for exclusions)
  Reactivations
  Descriptions
  Modify End Date

- Exclusions from the electronic
  - Combination Chartstring Inactivations: see website for instructions (no changes to process)
  - General ChartField Maintenance Questions or Other Requests

Where do I find the electronic ChartField Request form?

- NUFinancials, Accounting/Budgeting home screen selection, ChartField Request tile (you can also search for ChartField Request using the global search function). See screenshot below.
- Link will be available from the NUPortal, under Financial related links.

Who can create a ChartField Request and are there security requirements?

Any staff with access to NUFinancials will have access to the ChartField Request form. However, only an authorized user/submitter will be allowed to approve a request for a particular area. Chartfield Maintenance established the appropriate security roles in 9.2 using existing authorized user/submitter permission lists managed by Accounting Services prior to the 9.2 transition. If you would like to add or modify a user to the authorized list for a particular area, please complete a security access form which is managed by Financial Operations IT.

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Anything else that I should keep in mind?

Yes, please note that required fields are generally referenced with asterisks.

You can monitor Chartfield Request status in NUFinancials from the request page; see snapshot below – 'Find and Existing Value' tab.

Please share this document with your area and anyone that may be submitting a Chartfield Request.

Please utilize the training available in myHR Learn.

Who should I contact if I have questions?

Contact ChartField Maintenance for general business process questions or for specific request guidance.

chartfield_request@northwestern.edu
Reginold C George, Manager Accounting Services, 847.467.1359
Roberto De Rose, Director Accounting Services, 847.467.2764
Accounting Services, general, 847.491.5337

If you are experiencing system technical difficulties, you may need to contact the IT Help Desk.

NUIT Support Center consultant@northwestern.edu
Visit http://www.it.northwestern.edu/supportcenter/get-help.html
Or call 1-HELP