

INSTRUCTIONS FOR CHARTFIELD REQUEST FORM

PLEASE READ INSTRUCTIONS CAREFULLY. Failure to complete this form properly with complete approvals will result in it being returned and processing delays.

**** Note:** There is a separate form for fiscal agents to request access to the FRS system and to particular accounts within the system. The form can be downloaded on the university website, www.montclair.edu/media/montclairedu/financetreasurer/financialsystems/frsapplication.pdf.

PURPOSE OF THIS FORM: To create or modify chartfield values and descriptions for tracking revenues and expenses in the University financial system. A Chartfield in FRS is an account or object. **The requestor (the individual completing this form) is required to complete all relevant sections of the form.** Please note this form does not constitute approval of a new program or its funding.

CREATING A CHARTFIELD VALUE: Check the "Create Chartfield" box and complete Requestor Name, Date, Effective Date, Phone, Department Name, Fiscal Agent Name, Fiscal Agent CWID (your 8 digit employee number), Purpose, Source of Funds, Short Description, and Long Description. The Controller's Office will determine the digits for new accounts or objects.

MODIFYING A CHARTFIELD VALUE: Provide the current Cost Center/Account Number and check the "Modify Chartfield" value box along with the Specific Change Box.

APPROVALS: New and modified chartfields require approvals from the Fiscal Agent, the Supervisor or Manager, and a Dean or Div VP. **Please note, this form will be returned if it does not have all approvals.** If the Fiscal Agent is the same as a Dean or Div VP, please obtain a different departmental approval. Then forward this form to Accounting for processing.

By signing the form, a Fiscal Agent acknowledges responsibility for the financial management of the chartfield such as budget checking and approving transactions. A Fiscal Agent's supervisor / manager, Dean or Div VP's approval indicates they approve the chartfield request and acknowledge the Fiscal Agent has the authority to manage the account. Budget Office approval indicates agreement with the need for a new or modified chartfield and with the purpose, sources and attributes that will classify the account or chartfield. Associate Controller approval indicates approval of the assigned chartfield number along with FRS attributes.

PURPOSE: For creation of a new account, describe the purpose of the program and whether the account will track revenues, expenses or both. Note: To get approval of a new program and budget, submit a proposal to your VP who will forward it to the Budget Office. See Budget & Planning website for a Budget Worksheet form at www.montclair.edu/budget/forms/index.html

SOURCE OF FUNDS: List the funding source(s) you believe will cover program costs such as the following: State appropriations and or tuition (2 Ledger Accounts); Course fees, sales, and rentals (3 Ledger Accounts); Grant and other restrictive accounts (5 Ledger Accounts); Capital Projects (7 Ledger Accounts); Clubs & Dues (9 Ledger Accounts).

CHARTFIELD VALUE DESCRIPTION: On the short description, there is a limit of 20 characters (including spaces). When completing the short and long description, allow for spaces and thoughtful abbreviations so the description is understandable. On the long description, there is a limit of 30 characters (also including spaces).

WHERE TO SEND THE FORM / ASK QUESTIONS OR ASSISTANCE: When the Chartfield Request form is complete and approved, send the completed original to the Controller's Office, Attn: Linda Miozzi. If you have any questions on how to complete this form, please feel free to contact Linda at ext. 7398. If this is a Grant Request, forward to Grants, Attn: Carol Gelormine.