This job aid describes how to review activity on ChartField1 and Program Code ChartFields.

About ChartField1 and Program Code ChartFields:

As long as a budget is NOT needed but a level of granularity for reporting or analysis is needed, you have the option of requesting either of two ChartFields –

- **ChartField1** is for the activity *within the unit* (i.e., Department 1); it provides the granularity for reporting or analysis OR
- **Program Code** is for the activity that is *collaborative across units* (i.e., Department 1 and Department 2); it provides multiple user access and reporting

To request **ChartField1** ChartField values, a template is not yet available through the NUPortal. In the interim please request an excel spreadsheet template from ChartField_request@northwestern.edu to process your request.

To request **Program Code** ChartField values, the ChartField Request Form is available on the NU Portal, under the Staff tab, under the Finance & Budgeting tab, Resource Forms. Select the **Program ID** radio button to access the form.

All ChartField requests must be sent to your School’s or Unit’s registered approver(s) for approval and submitted to the ChartField Maintenance Unit at ChartField_request@northwestern.edu.

Note:

- ChartField1 and Program Code are a means to track expenses and revenue at a level of granularity not otherwise captured in NUFinancials thus providing a finer level of granularity for reporting and analysis.
- ChartField1 and Program Code cannot be budgeted.
- ChartField1 and Program Code are not required ChartFields so the users must consistently remember to use it as part of the chart string.
- ChartField1 and Program Code do not appear on the seminal reports but the information can be drilled down to in NUFinancials.
- ChartField1 and Program Code are four-digit values sequentially assigned by the ChartField Maintenance Unit. The requestor will be notified via e-mail of the values assigned for each respective request.
- ChartField1 and Program Code are identifiable by a 10 character description and by a 30 character description, as provided by the user. Note: NUFinancials has different fields for each ChartField.
- ChartField1 and Program Code are NOT tied to any one chart string but can be used with multiple chart strings. The ChartField Maintenance Unit does not need to know the chart strings when the ChartField1 and Program Code values are created.
Use the General Ledger menu in NUFinancials to perform inquiries by ChartField1 or Program Code.

**Navigation:** General Ledger → Review Financial Information → Ledger

The first time you go into the Ledger menu, you will need to **Add a New Value** to create an inquiry with specific search parameters. These inquiry parameters can be changed at any time and you can create multiple inquiries. You will be asked to name the inquiries. Once you save an inquiry, you will be able to search and select inquiries on the **Find an Existing Value** tab.

**Inquiry Name**

1. Select **Add a New Value**
2. Create a inquiry name of 10 characters or less
3. Click **Add**
Inquiry parameters

There are required fields and criteria options to select.

1. Required fields:
   a. **Unit**: defaults to NWUNV
   b. **Ledger**: select ACTUALS
   c. **Fiscal Year**: select desired year
   d. **From Period/To Period**: select desired period(s)
2. Select **Show YTD Balance** check box
3. Option: Select **Include Closing Adjustments** (at year end)
4. Option: Select **Include Adjustment Periods** (if desired)
5. Option: NUFinancials defaults a **Sum By** selection for the Account code
6. Enter in **Program Code** or **ChartField1** value
7. Option: Enter Department or Project values to further filter results
8. Click **Save** to save the parameters of the inquiry
9. Click **Search** to execute the inquiry
**Ledger Summary**

The Ledger Summary displays a list of activity for a specific ChartField1 or Program Code value by Account code. If the same Account code is used in multiple accounting periods the balance is captured in the YTD Period Balance column.

- Click the **Activity** link to view the specific detail of underlying transactions for each line
- Click the **Detail** link to view the chart string detail

![Ledger Amount by Currency](image)

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**NEED HELP?**

Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu