# Add Accounts to Chart Strings

NUPlans Web

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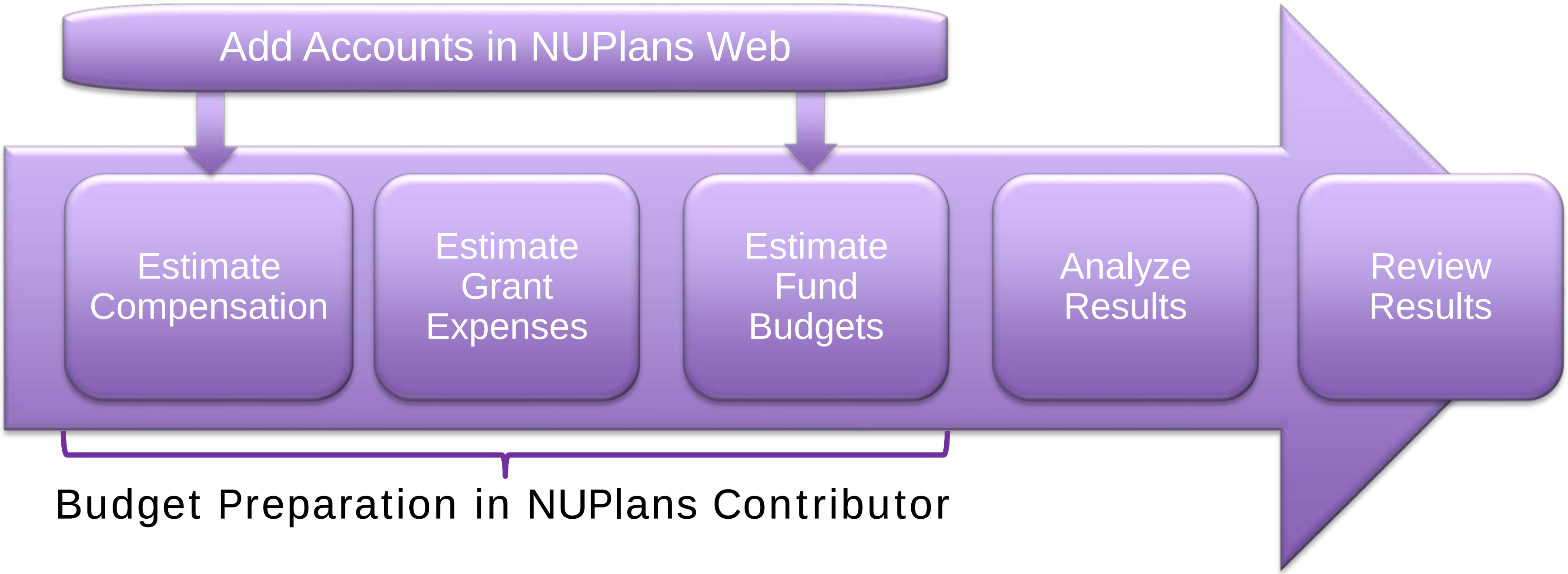
# Add Accounts to Chart Strings

- During budget preparation, you may need to add accounts to the base chart strings in the Fund views of NUPlans Contributor.



# Add Accounts to Chart Strings

- Use the form named Add Account to String
  - Inside the Chart String Maintenance folder
  - On the form, you simply…
    - Specify the budget grouping and base chart string and…
    - Specify the account you would like to add
  - The form let's you know if it's already there, or if not, that it's okay to add.
- If you add a salary account…
  - The related benefits account is also added automatically… if it is not already there.

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# Base versus Full Chart String

ChartField Maintenance staff and Budget Office staff can:

- Add new base chart strings (c/s)
  - For your budget group(s)
  - With a starter set of account codes
  - Via the normal c/s setup process
- New base chart strings appear in NUPlans Contributor the next day after entry

NUPlans users can:

- Add accounts to c/s
  - Appear in NUPlans Contributor immediately
  - Base c/s plus account is commonly called a "full chart string"

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Demonstration

# ADD ACCOUNT TO CHART STRING

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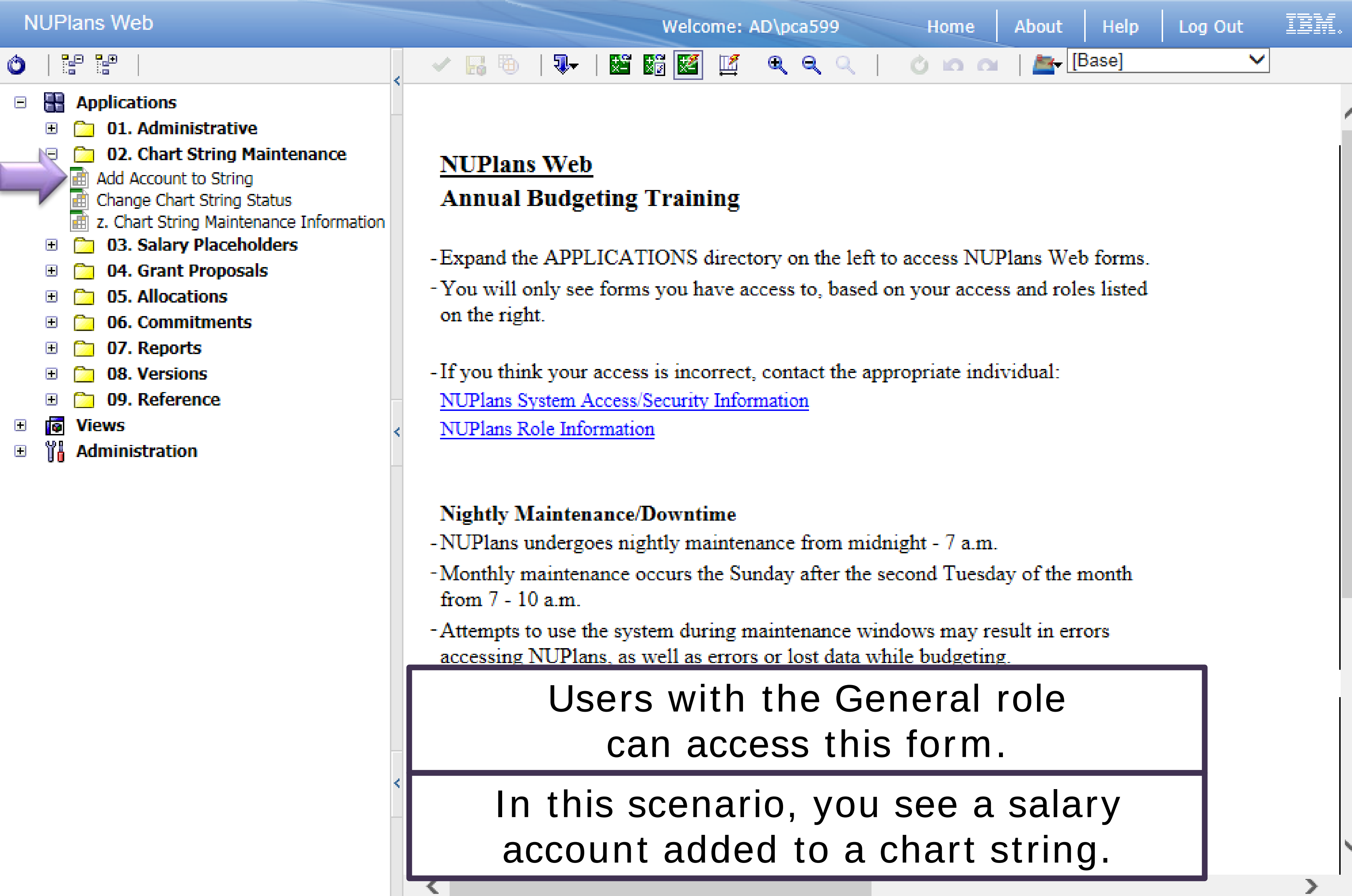
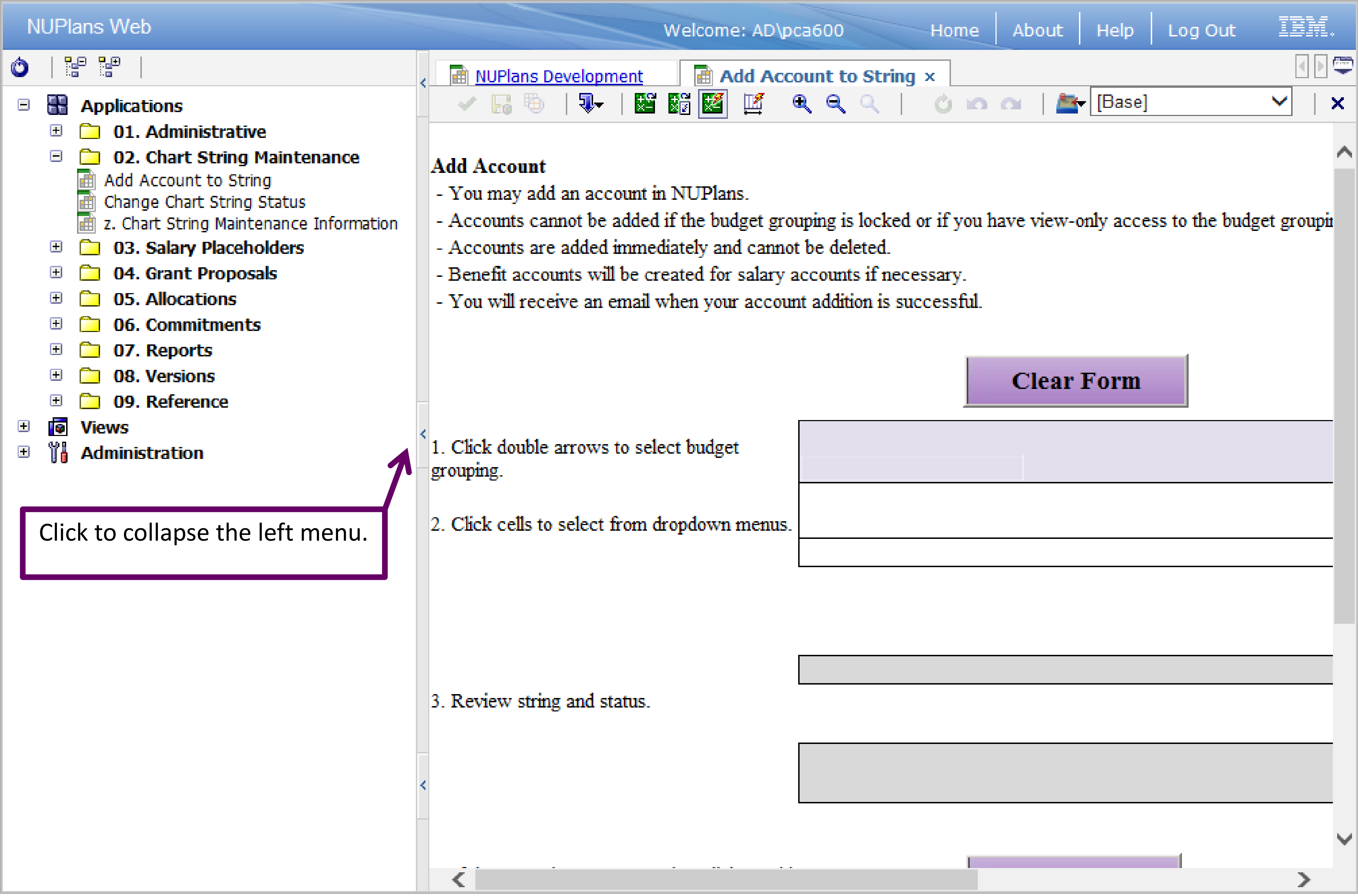
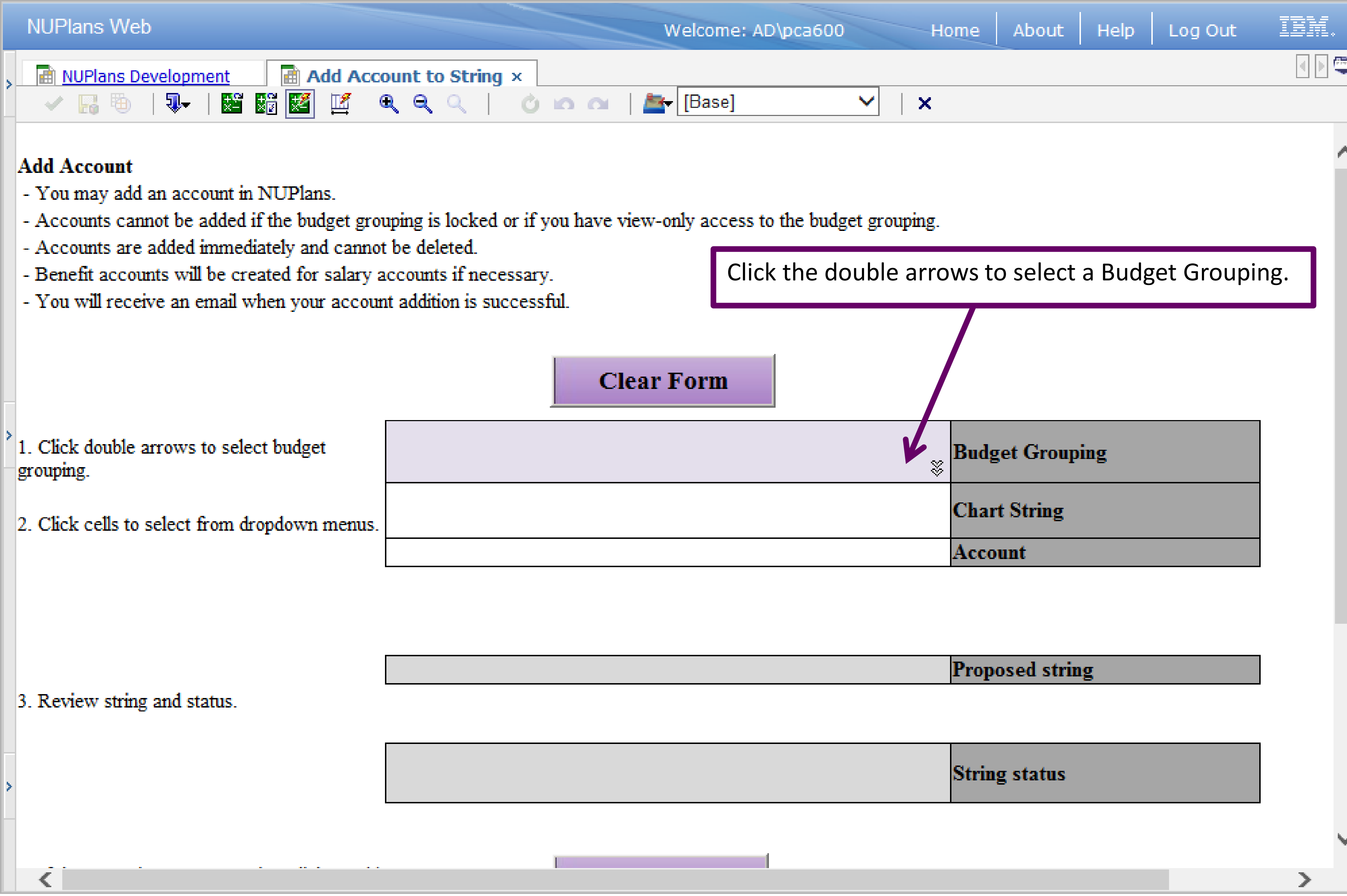



Users with the General role can access this form.

In this scenario, you see a salary account added to a chart string.


NUPlans Web
Welcome: AD\pca600
Home
About
Help
Log Out
IBM.
Applications
01. Administrative
02. Chart String Maintenance
Add Account to String
Change Chart String Status
z. Chart String Maintenance Information
03. Salary Placeholders
04. Grant Proposals
05. Allocations
06. Commitments
07. Reports
08. Versions
09. Reference
Views
Administration
NUPlans Development
Add Account to String
[Base]
Add Account
- You may add an account in NUPlans.
- Accounts cannot be added if the budget grouping is locked or if you have view-only access to the budget groupi
- Accounts are added immediately and cannot be deleted.
- Benefit accounts will be created for salary accounts if necessary.
- You will receive an email when your account addition is successful.
Clear Form
1. Click double arrows to select budget grouping.
2. Click cells to select from dropdown menus.
3. Review string and status.
Click to collapse the left menu.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Log Out
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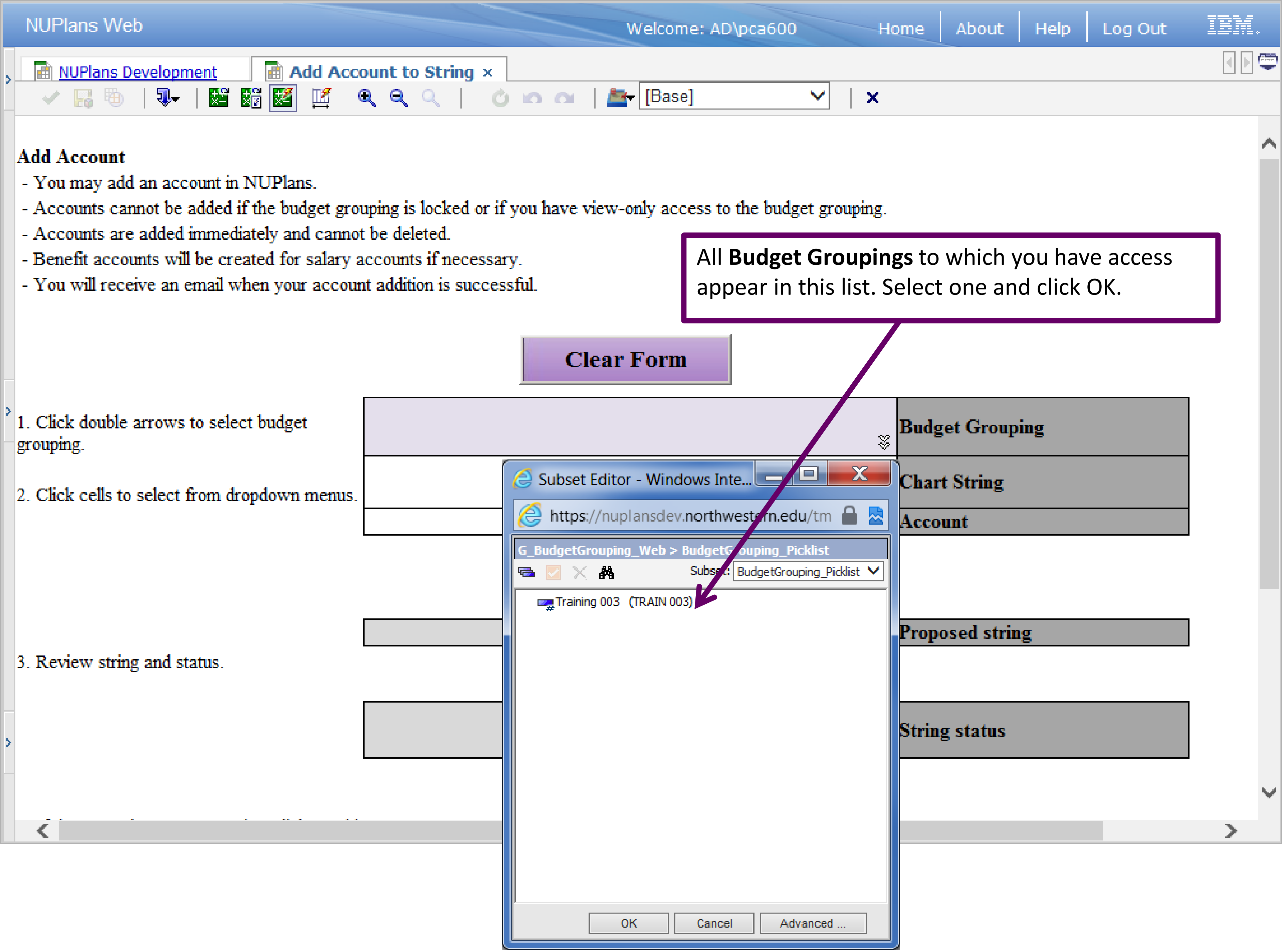
Click the double arrows to select a Budget Grouping.
Clear Form
1. Click double arrows to select budget grouping.
Budget Grouping
2. Click cells to select from dropdown menus.
Chart String
Account
Proposed string
3. Review string and status.
String status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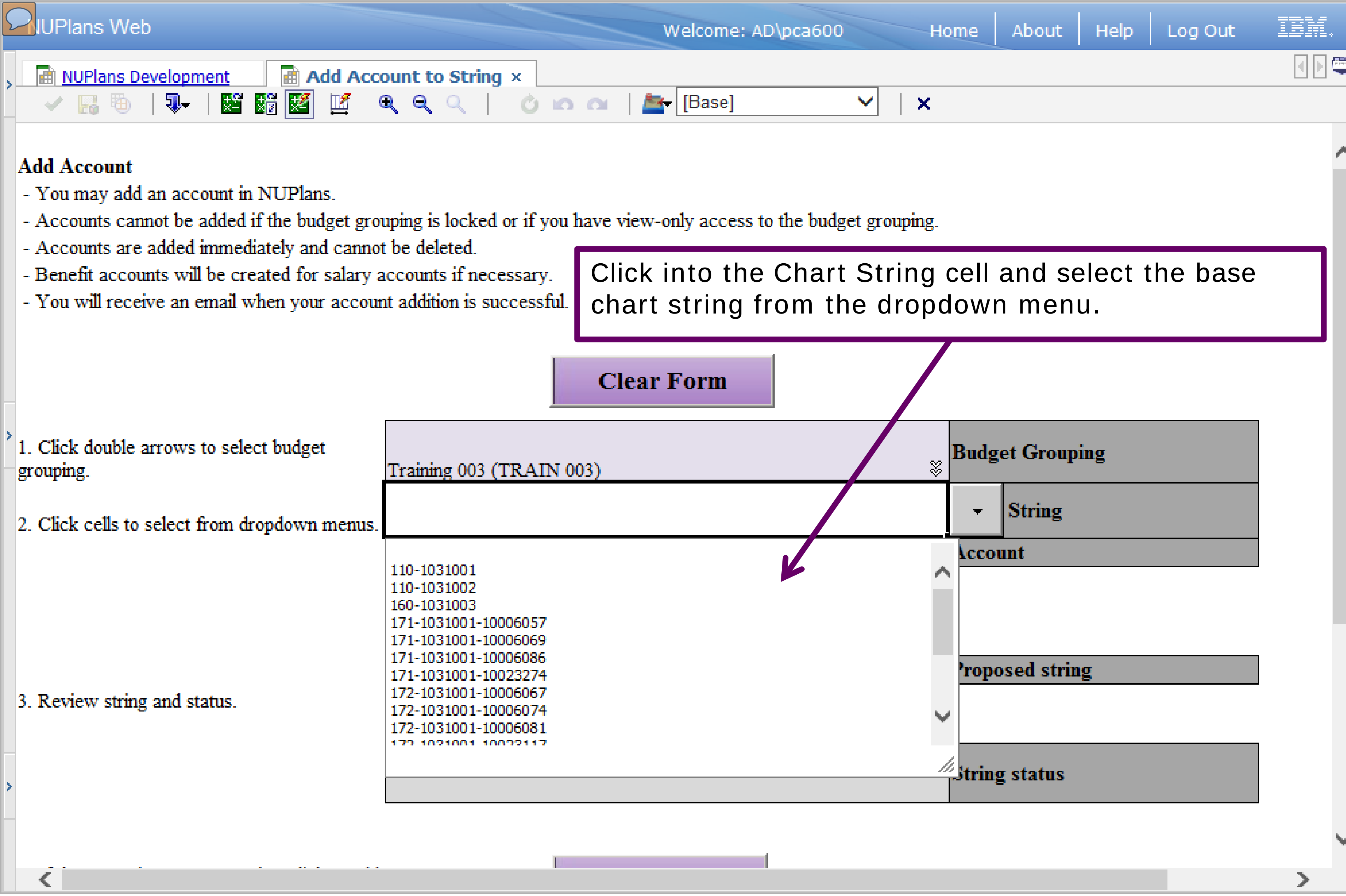
All Budget Groupings to which you have access appear in this list. Select one and click OK.
Clear Form
1. Click double arrows to select budget grouping.
Budget Grouping
2. Click cells to select from dropdown menus.
Chart String
Account
Proposed string
3. Review string and status.
String status
Subset Editor - Windows Inte...
https://nuplansdev.northwestern.edu/tm
G_BudgetGrouping_Web > BudgetGrouping_Picklist
Subset:
BudgetGrouping_Picklist
Training 003 (TRAIN 003)
OK
Cancel
Advanced ...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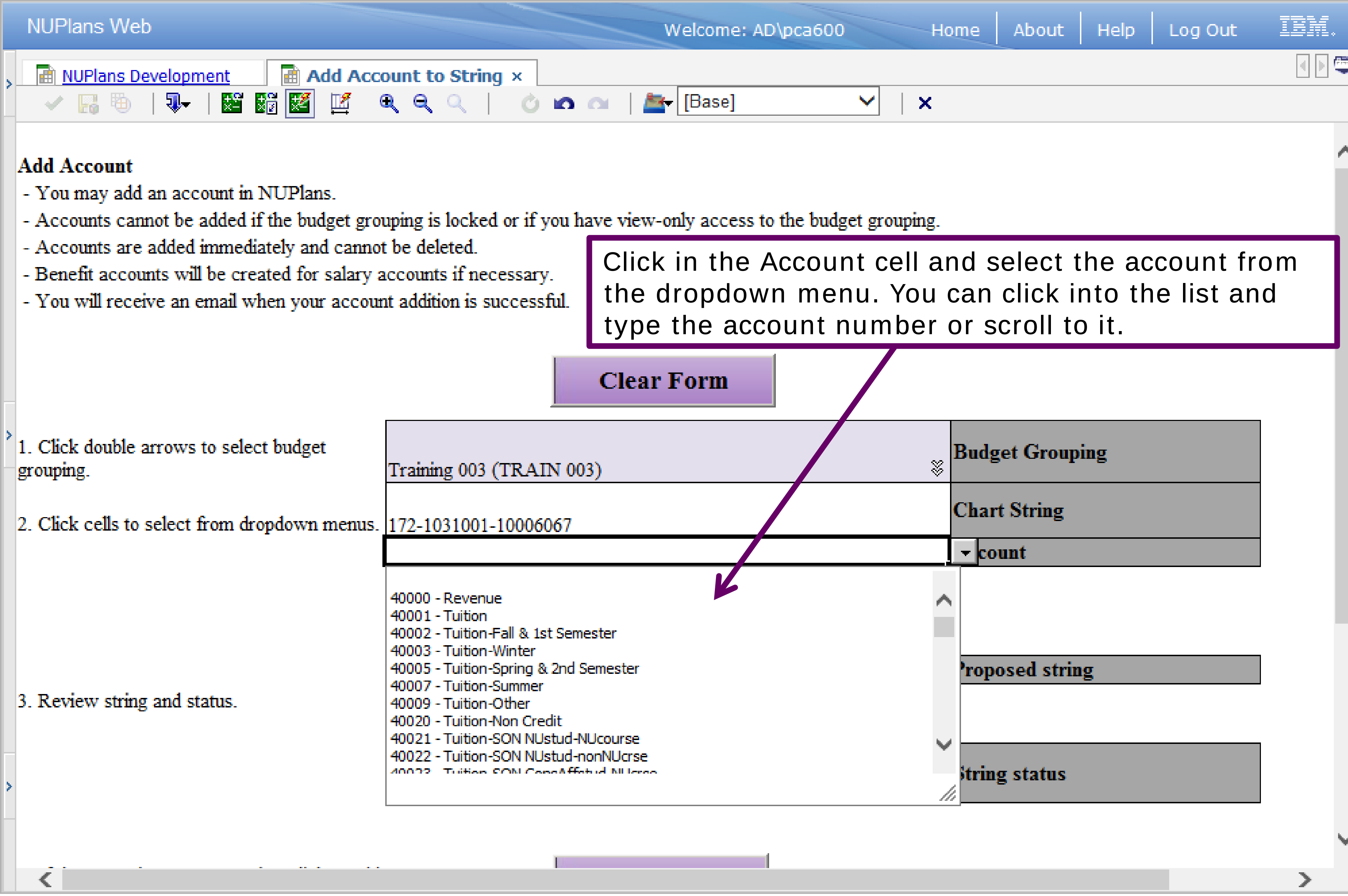
Click into the Chart String cell and select the base chart string from the dropdown menu.
Clear Form
1. Click double arrows to select budget grouping.
Training 003 (TRAIN 003)
Budget Grouping
2. Click cells to select from dropdown menus.
String
Account
110-1031001
110-1031002
160-1031003
171-1031001-10006057
171-1031001-10006069
171-1031001-10006086
171-1031001-10023274
172-1031001-10006067
172-1031001-10006074
172-1031001-10006081
Proposed string
3. Review string and status.
String status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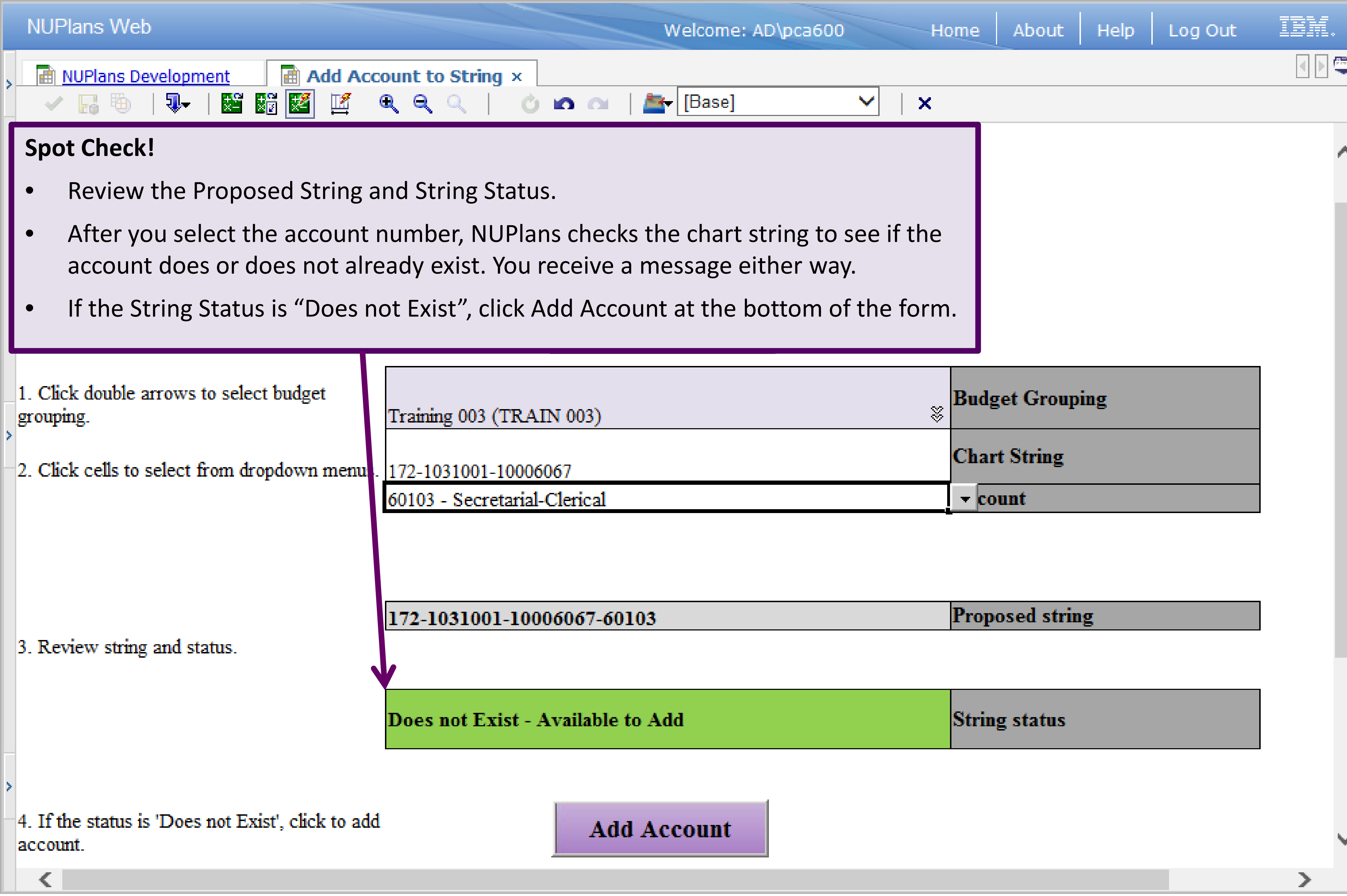
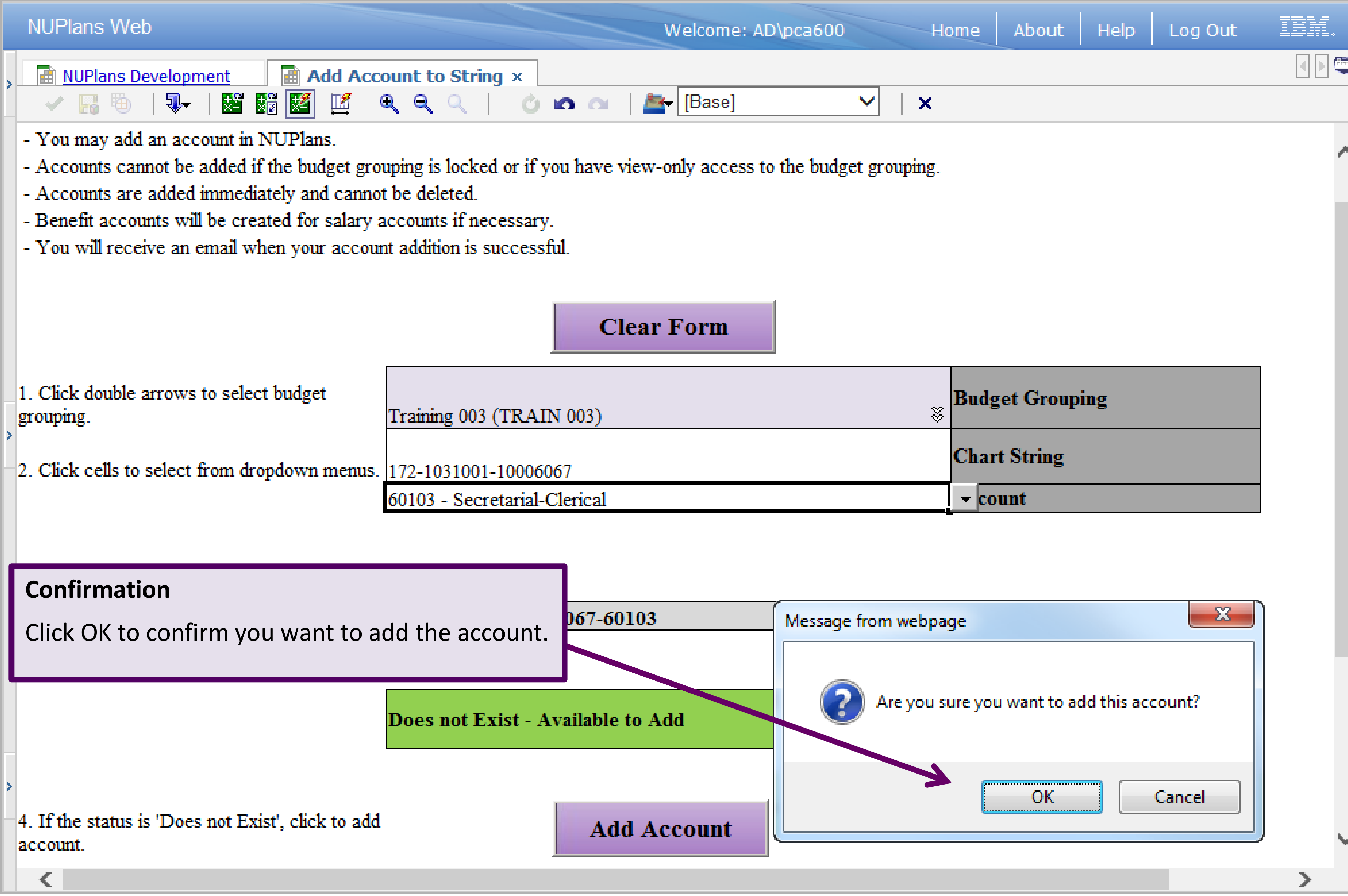
- You will receive an email when your account addition is successful.
Click in the Account cell and select the account from the dropdown menu. You can click into the list and type the account number or scroll to it.
Clear Form
1. Click double arrows to select budget grouping.
Training 003 (TRAIN 003)
Budget Grouping
2. Click cells to select from dropdown menus.
172-1031001-10006067
Chart String
count
40000 - Revenue
40001 - Tuition
40002 - Tuition-Fall & 1st Semester
40003 - Tuition-Winter
40005 - Tuition-Spring & 2nd Semester
40007 - Tuition-Summer
40009 - Tuition-Other
40020 - Tuition-Non Credit
40021 - Tuition-SON NUstud-NUcourse
40022 - Tuition-SON NUstud-nonNUcrse
3. Review string and status.
roposed string
tring status

## Spot Check!

- Review the Proposed String and String Status.
- After you select the account number, NUPlans checks the chart string to see if the account does or does not already exist. You receive a message either way.
- If the String Status is “Does not Exist”, click Add Account at the bottom of the form.

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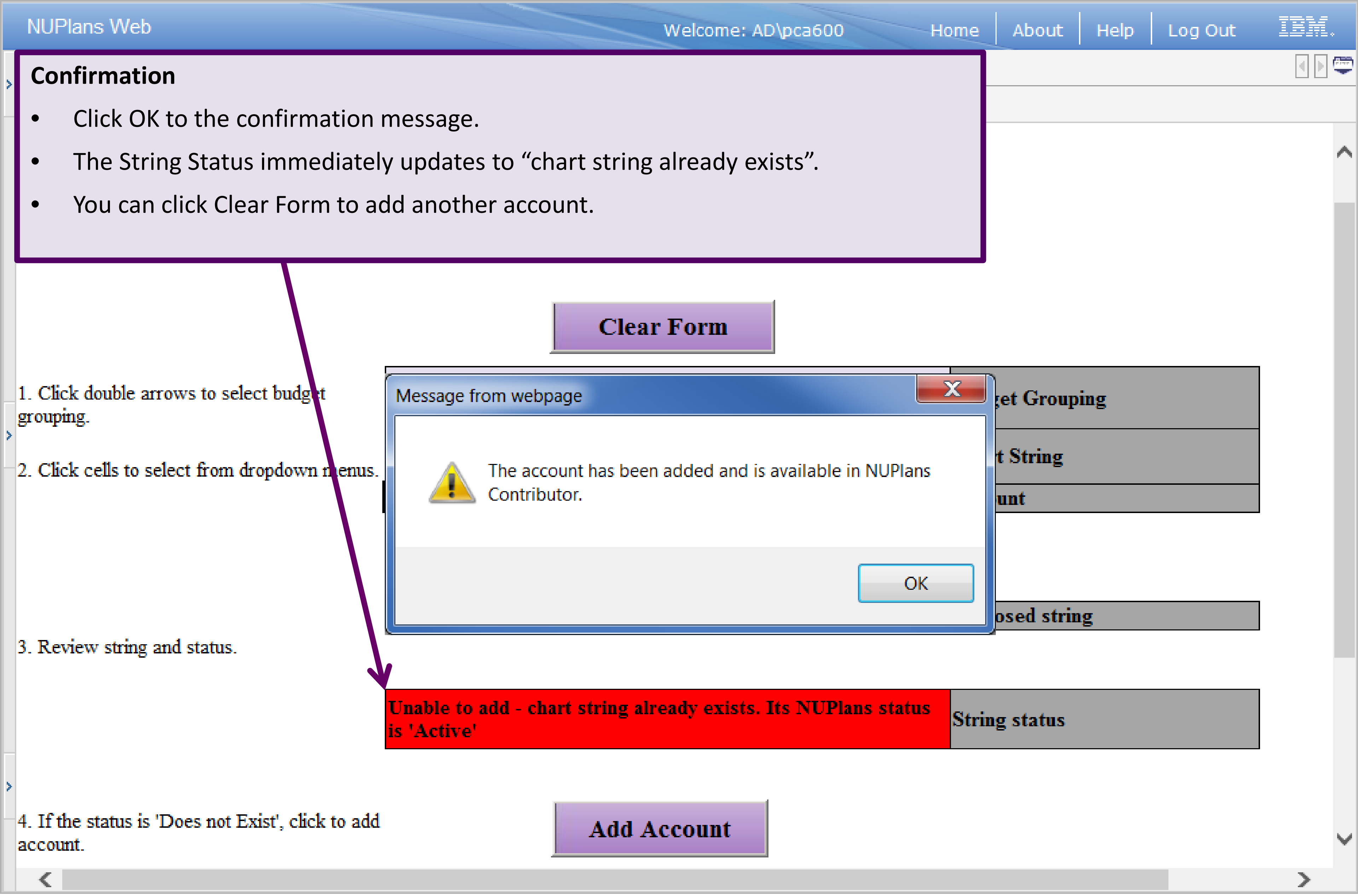
Clear Form
1. Click double arrows to select budget grouping.
Training 003 (TRAIN 003)
Budget Grouping
2. Click cells to select from dropdown menus.
172-1031001-10006067
Chart String
60103 - Secretarial-Clerical
count
Confirmation
Click OK to confirm you want to add the account.
067-60103
Does not Exist - Available to Add
Message from webpage
Are you sure you want to add this account?
OK
Cancel
4. If the status is 'Does not Exist', click to add account.
Add Account

## Confirmation

- Click OK to the confirmation message.
- The String Status immediately updates to “chart string already exists”.
- You can click Clear Form to add another account.



# Result in Contributor

- The account appears in Contributor immediately.
- If the corresponding benefits account does not already exist, NUPlans adds that as well.

Rows: Fund 172 [G_ChartString_Full]
Columns: 172 Measures [B_Budget_Info]
Context: Working Budget [G_Scenario] | Training 00 (FSM 900) [G_BudgetGrouping] | » 1

| | FY10 Bud | FY11 Bud | FY12 Bud | FY12 Beg CFWD |
|---|---|---|---|---|
| **Net** | **0** | **0** | **0** | **0** |
| **172-1001001-10006067 Consulting Project** | **0** | **0** | **0** | **0** |
| **172-1001001-10006067 Revenue** | **0** | **0** | **300,000** | **0** |
| 172-1001001-10006067-40313 NMFF Support-Medical | 0 | 0 | **(2,700,000)** | 0 |
| 172-1001001-10006067-44070 Fr NMFF: Mission Suppt Contrib | 0 | 0 | **3,000,000** | 0 |
| **172-1001001-10006067 Expense** | **0** | **0** | **300,000** | **13,452** |
| 172-1001001-10006067-60011 Faculty Salaries, Regular | 0 | 0 | **9,000** | 0 |
| 172-1001001-10006067-60063 Faculty Additional Pay | 0 | 0 | **0** | 0 |
| 172-1001001-10006067-60101 Professional Exempt | 0 | 0 | **27,421** | 0 |
| 172-1001001-10006067-60103 Secretarial-Clerical | 0 | 0 | **0** | 0 |
| 172-1001001-10006067-60181 Fringe Benefits Statutory | 0 | 0 | **0** | 0 |
| 172-1001001-10006067-60186 Fringe Benefits Full | 0 | 0 | **9,834** | 0 |

# Review

- Review chart strings in Contributor near the beginning of the budget preparation season.
- Add accounts that you will need in advance of budgeting.