

Departments and units may submit requests to inactivate erroneous or otherwise incorrect chart string combinations. All requests must be sent to ChartField_request@northwestern.edu for review and final approval. The definition of a combination is *Fund + Department ID* or *Fund + Department ID + Project ID + Activity ID*. Please also include the affected account code with each line (see template). This process does not replace the existing ChartField inactivation process; rather, this it is intended to inactivate only a particular chart string *combination*, where for example, a Department ID or Project ID is still in use with other appropriate or correct combinations. For standard ChartField inactivation, please use the appropriate Department ID or Project ID form.

Note that a chart string will continue to appear on COGNOS reports for the year in which it was closed. For example, if a string was closed in FY21 and a report was run for FY21, the chart string will appear. However, if the report is run for FY22 or later, the chart string will not appear. In other words, historical data will continue to remain available.

Please make sure that you are certain about your submissions. Once a chart string has been inactivated, the action cannot be reversed unless there is an extremely unusual or unexpected result which needs to be addressed. Accounting Services will make the appropriate determination on a case-by-case basis.

- Departments and units must use the latest template or form provided by Accounting Services for chart string inactivation. No other formats will be accepted.
- Departments and units must include a copy of the latest/current GL005 (or similar report) verifying that the chart string has no actuals balance (*Net Position: Revenue less Expense = \$0*) and all encumbrances have been cleared to zero.
- Department and unit requests must be sent from a registered ChartField user/approver or must be reviewed and approved by the registered ChartField user/approver for that area. (This is the same as with other ChartField requests.)
- Accounting Services may determine that additional approval is required from other Central Offices, including the Office of Budget and Planning, Gift & Record Services, etc. Accounting Services will coordinate any additional approvals as needed.
- Departments and units have the option to submit quarterly requests to inactivate chart string combinations and requests are completed based on the following schedule. The request date due is the 15th of the submission month for December, March and June; the September due date will be the first Friday of the month (may be adjusted to accommodate FYE closing activities as needed.)



ChartField Maintenance
Policy for Inactivation Process of Chart String Combinations

| | | |
|---------------|-----------|---------|
| March - May | June | July |
| June - August | September | October |

**Actual completion may vary based on the request volume.*

- All Submissions: Approval is not required from Budget Office before moving forward, but may be needed from Gift and Record Services and/or other Central Offices
- Record Keeping: Financial Operations IT will maintain all official records of the requests (whether monthly or quarterly)