OAKS Financials

GL: ChartFields

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Steps for ChartFields

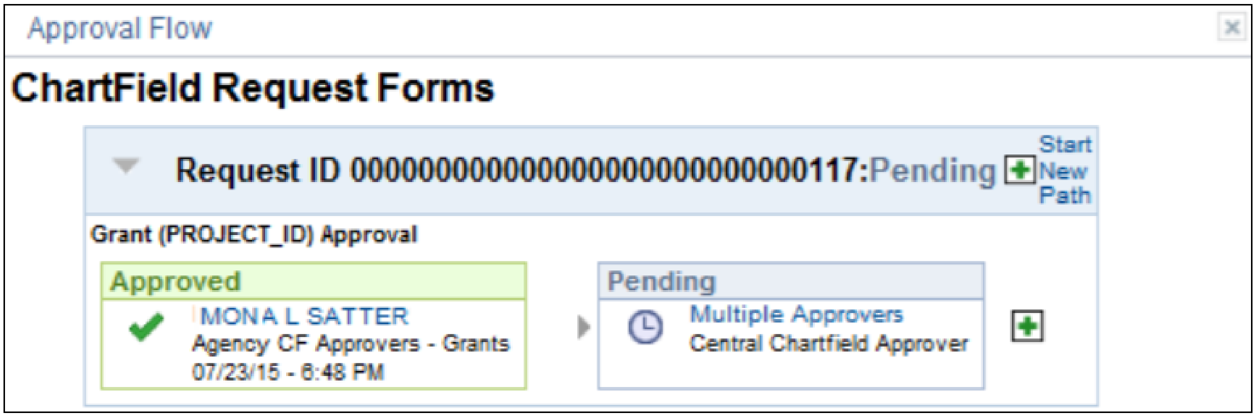
ChartFields are requested within OAKS FIN using ChartField Request Page by someone in the agency with ChartFields Requestor role. Approval is required for all ChartField requests in OAKS FIN. Designated approvers will vary by ChartField type and multiple levels of approval may be required for a ChartField.

Request ChartField

Once access has been granted to a ChartField Requestor within an agency, they can follow the steps for Requesting ChartFields. If the ChartField is for a grant, follow the steps under Requesting Grant ChartFields and Adding, Updating Grant Attributes. Attachments can be added during this process to clarify the intended use for this ChartField. After submitted for approval, a list of approvers can be seen by clicking on **View Approval Flow** link.

Approval Flow

In most cases, there will be two levels of approval -- once at the agency level and another at the central level. Once the ChartField request form has been submitted, the item will appear in the agency ChartField approver's **Worklist** and an email notification will be sent to them. They can choose to Approve, Deny, Hold, or Update the request. The Approval Flow updates to show the agency approver who is next in the approval process.



Inactivation of ChartFields

In some cases, a new ChartField is created to replace an existing one. The inactivation process is also started by the agency ChartField requestor directly within OAKS FIN. The same form is used as for requesting a new ChartField; however, this time the existing ChartField is selected and the request is set to "Inactivation." Remember, before inactivation of a ChartField, it must be verified that there are no outstanding transactions such as an unpaid voucher that is using this ChartField. The approval flow is similar to that above for activating a new ChartField.

Obtaining ChartFields Access

- Those who need access to ChartField functions in OAKS FIN should contact their agency's security designee. Refer to the Maintaining OAKS FIN User Security Roles topic for guidance on using the Online Security Form.
    - Only one of the agency ChartFields access roles -- Requestor or Approver -- should be assigned; otherwise, errors may occur. An Approver is able to do everything a Requestor can do.

What would you like to do?

- View ChartField Characteristics
- Request ChartFields

ChartField Characteristics

These tables display the OAKS FIN ChartFields characteristics.

Name/Field Length/Defined by	Definition	Required?	Naming Convention
Fund/4/OBM	Defines a fiscal and accounting entity with a self-balancing set of accounts. A fund consists of cash and other financial resources together with related liabilities and residual equities or balances, as well as any corresponding changes. Segregates accounting transactions for activities or objectives, and will correspond to the fund structure that the state currently uses.	Required for all transactions.	Alphanumeric, no naming convention.
Account/6/OBM	Defines the purpose of the transaction and classifies accounts as balance sheet accounts or operating accounts. Operating accounts include object codes and revenue source codes.	Required for all transactions.	**1**XXXXX = Asset **2**XXXXX = Liability **3**XXXXX = Equity **4**XXXXX= Revenue **5**XXXXX = Expense **8**XXXXX = Other sources, uses, adjustments.
Department/9/OBM	Captures the state and agency organizational chart, and identifies the work unit associated with the transaction. Coordinates with HR/Payroll, Asset Management, Travel & Expense, Budget & Planning. Similar to ADRC (Administrative Responsibility Center)	Required for all transactions.	Begins with agency's three-character abbreviation, e.g. DNRXXXXXX.

	or SPRC (Spending Responsibility Center) for most agencies.		
Appropriation Line Item (ALI)/6/OBM	Identifies the legal spending authority authorized by the Ohio General Assembly. Records the title of the ALI.	Required for encumbrances and expenditures.	▪ Operating ALIs begin with three-character agency abbreviation. ▪ Capital ALIs begin with "**C**" followed by the three-character agency abbreviation.
Program/5/OBM	Captures the cost of providing a specific good or service in response to an identified social or individual need. Programs coordinate with the executive budget. Not the same as the CAS program field.	Required for encumbrances and expenditures.	Numeric ranges are defined for agencies and alpha characters denote program series, programs and subprograms.
Grant/Project/10 max/Agency	Tracks federal grant transactions and grants from other sponsors, which may cross fiscal years, funds, etc. Is the gateway to functionality in the project costing module and may be used to track projects when that functionality is required.	Required for federal fund transactions, and optional on other transactions.	Grant values will be assigned by the agencies using their three-character abbreviation followed by one of these letters: • **S** = State • **F** = Federal • **X** = Project • **O** = Other The remaining six characters will be assigned by the agency.
Project/10 max/Agency	Tracks project transactions, which are defined as authorized expenditures for a specific purpose over a defined period of time,	Optional	**New Value (Non-Construction Projects)**: If an agency determines that there is not an existing Project value to

	and may cross fiscal years, funds, etc. May be capital or non-capital, but are differentiated from ongoing operations by their life cycle.		meet their reporting needs, a new value can be created in this format: Begin with agency's three-character abbreviation, followed by seven characters. (This should not duplicate an existing value.) **New Value (Construction Projects):** For all construction projects, regardless of the administering agency, the following standard OAKS project number format is required as defined by the state architect's office: ▪ For AGY-FYnnnn, AGY is the three-letter abbreviation of the administering agency. The dash ("-") identifies construction projects and the four-digit year ("nnnn") following "FY" is the fiscal year the project was initiated.
Service Location/5/OBM	Captures the location where the service or good is received. Allows agency to track spending by geographic location such as county, city, district, or building.	Optional	Grouped by category; first digit denotes category.

Reporting/10 max/Agency	Fulfills agency reporting requirements for operations, cost centers, or tasks. May be used with selected agency budget rulesets.	Optional, unless used for budget control.	Four-digit year (except JFS). JFS convention is three-character agency abbreviation followed by five agency-defined characters.
Agency Use/10 max/Agency	Fulfills agency reporting requirements for operations, cost centers, or tasks.	Optional	First three characters must be the agency's three-character abbreviation.
ISTV Cross Reference/3/OBM	Records the Intrastate transaction voucher (ISTV) cross reference agency.	Required for ISTV transactions only	Three-digit agency abbreviation.
Budget Reference/8 max/Agency	Captures federal fiscal year. May also be used to break down an ALI into units for budget control when used with selected Agency Budget rulesets.	Optional, unless used for budget control.	Four-digit year (except JFS and MCD). JFS and MCD use three-character agency code followed by five agency-defined characters.

Requesting ChartFields

- Those who need access to ChartField functions in OAKS FIN should contact their agency's security designee. Refer to the Maintaining OAKS FIN User Security Roles topic for guidance on using the Online Security Form.
    - Only one of the agency ChartFields access roles -- Requestor or Approver -- should be assigned; otherwise, errors may occur. An Approver is able to do everything a Requestor can do.

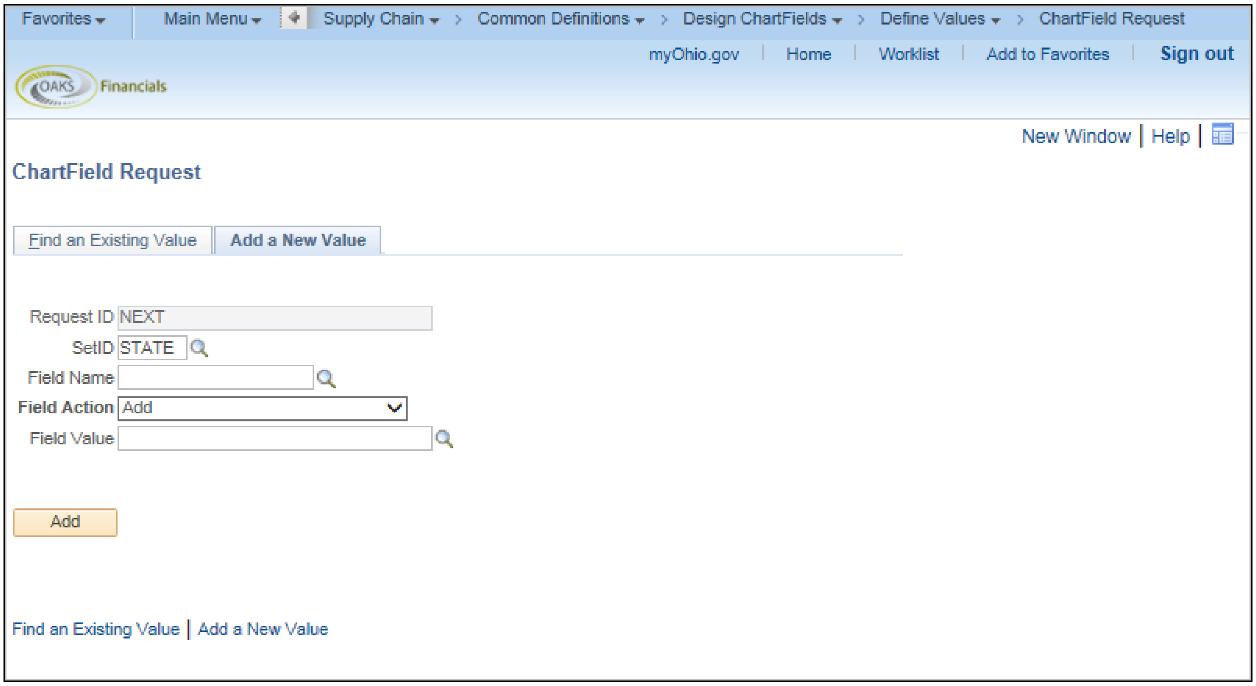
Overview

The steps below cover how to proceed with requesting the most common ChartFields where the Department and Program already exist. When requesting a ChartField for a new **Department** (DEPTID) or **Program Code** (PROGRAM_CODE), instead refer to one of these topics:

- Requesting Department ChartField
- Requesting Program ChartField
- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

Steps

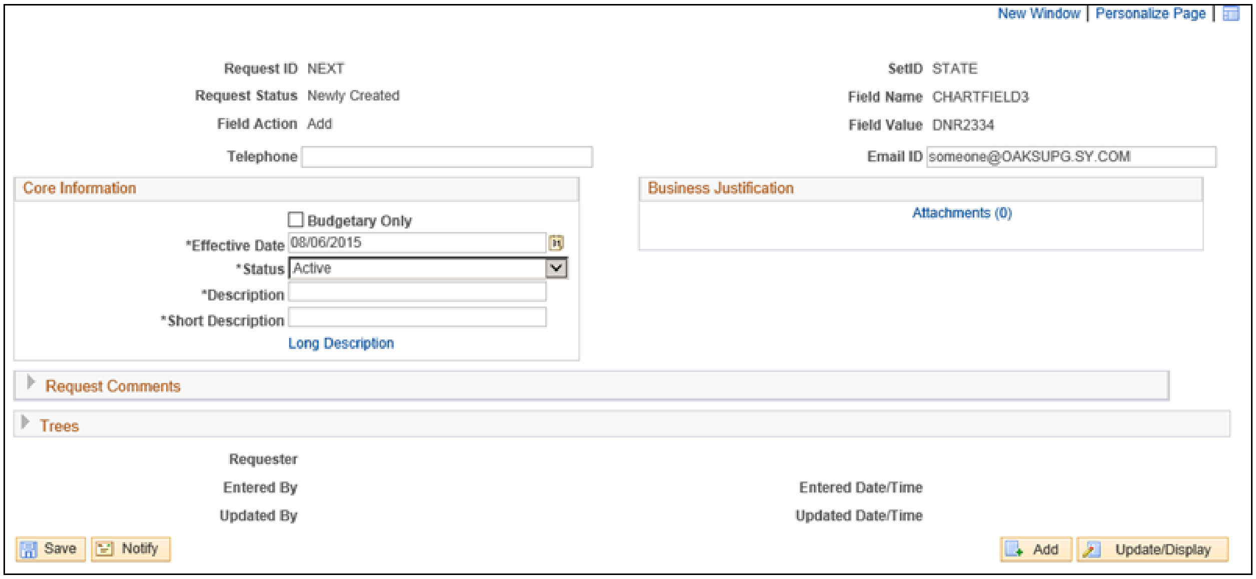
- **OAKS FIN > Main Menu > Set Up Financials/Supply Chains > Common Definitions > Design ChartFields > Define Values > ChartField Request**



- Click here for a quick tutorial on Requesting ChartFields.

1. Enter "STATE" in the ***SetID***.
2. Enter the ***Field Name***.
3. Enter the ***Field Value***.
4. Click ***Add***.

- The **ChartField Request** page displays.



5. Enter "01/01/1901" in the ***Effective Date*** field.

- This is the only allowed entry. The request will be rejected if any other date is entered.

6. Enter a ***Description***.

    - Do not use any special characters (i.e., anything not a number or alpha value with the exception of a hyphen {-} or an underscore { _ }).

7. Enter a ***Short Description***.

8. To add optional documentation:

7.

a. Click the ***Attachments link*** to add a Business Justification.

7.

- The **Request Attachments** window opens.

a.

b. Click ***Add Attachment***.

c. ***Browse*** to find the appropriate item.

d. Click ***Upload***.

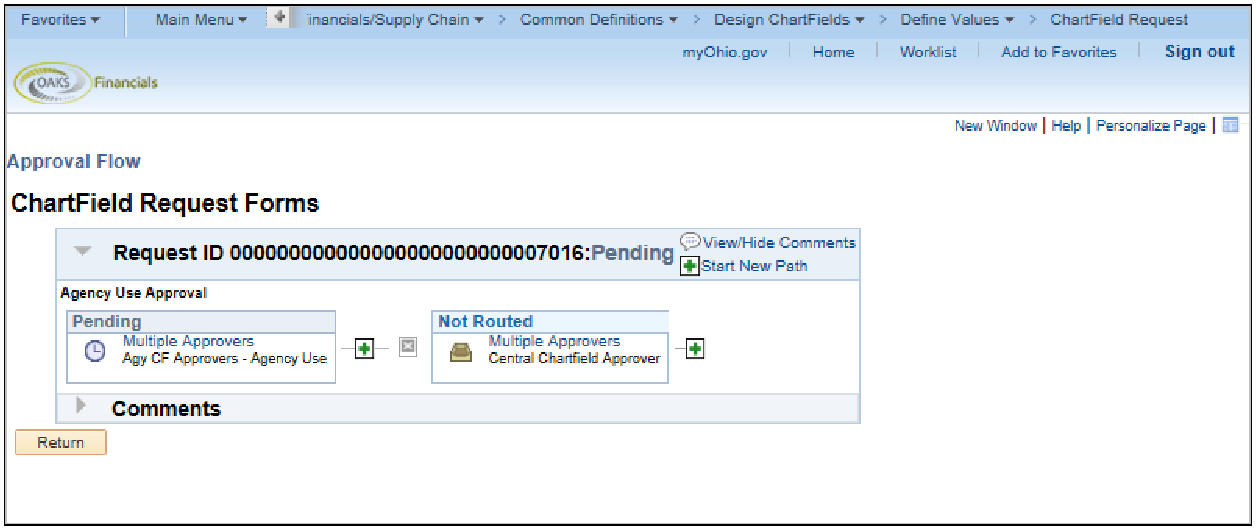
e. Click ***OK***.

a.

- The **ChartField Request** page updates with the number of attachments -- listed under **Business Justification** header next to the ***Attachments link***.

9. Click ***Save***.
10. Select "Submit For Approval" from the ***Request Action dropdown menu***.
11. Click ***Go***.
12. Select ***View Approval Flow*** to see designated Approvers.

- The **Approval Flow** page displays.



- Once the activation of a ChartField Request has been submitted, the list of approvers can be viewed.

13. Select ***Return***.

- Activation of the ChartField has been requested. Approvers will receive an email notification and new item in their worklist.

Requesting Department ChartFields

- Those who need access to ChartField functions in OAKS FIN should contact their agency's security designee. Refer to the Maintaining OAKS FIN User Security Roles topic for guidance on using the Online Security Form.
    - Only one of the agency ChartFields access roles -- Requestor or Approver -- should be assigned; otherwise, errors may occur. An Approver is able to do everything a Requestor can do.
    - Click ***here*** for guidance on requesting future EFFDT (effective date) updates for **Department** values.

Overview

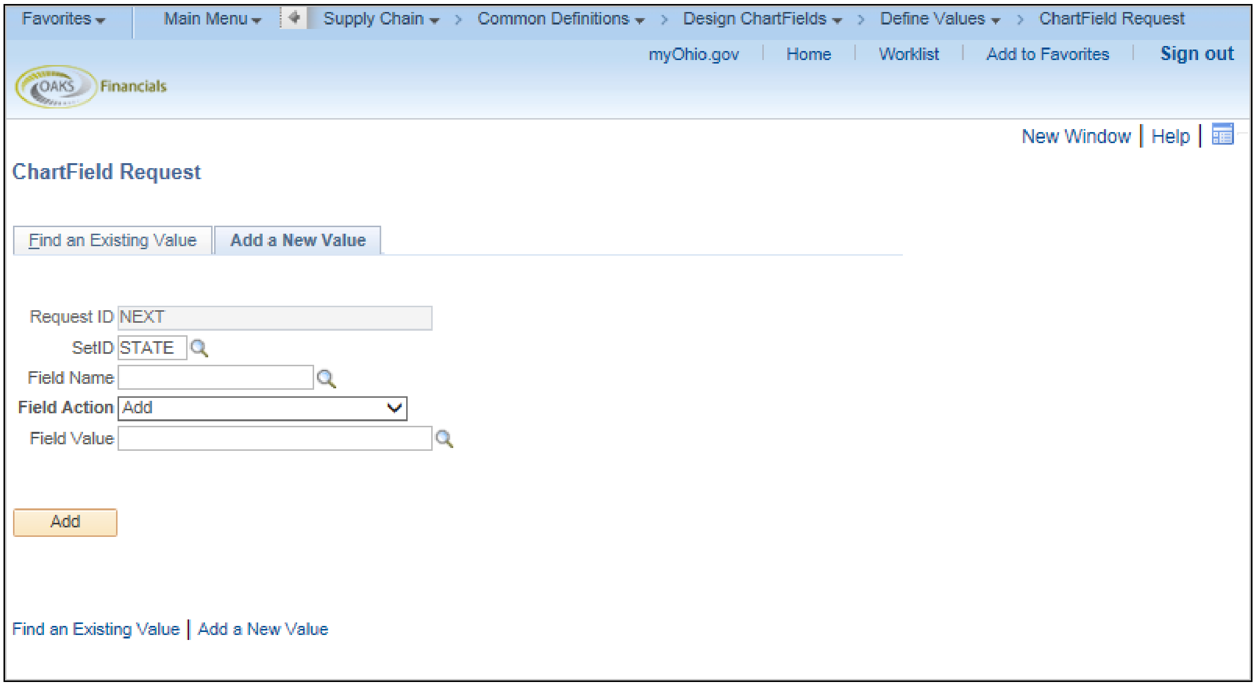
The steps below cover how to proceed with requesting a new **Department** (DEPTID) ChartField.

When requesting a **Program Code** (PROGRAM_CODE) ChartField or other ChartField type, instead refer to one of these topics:

- Requesting Program ChartField.
- Requesting ChartFields (other than Department or Program).
- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

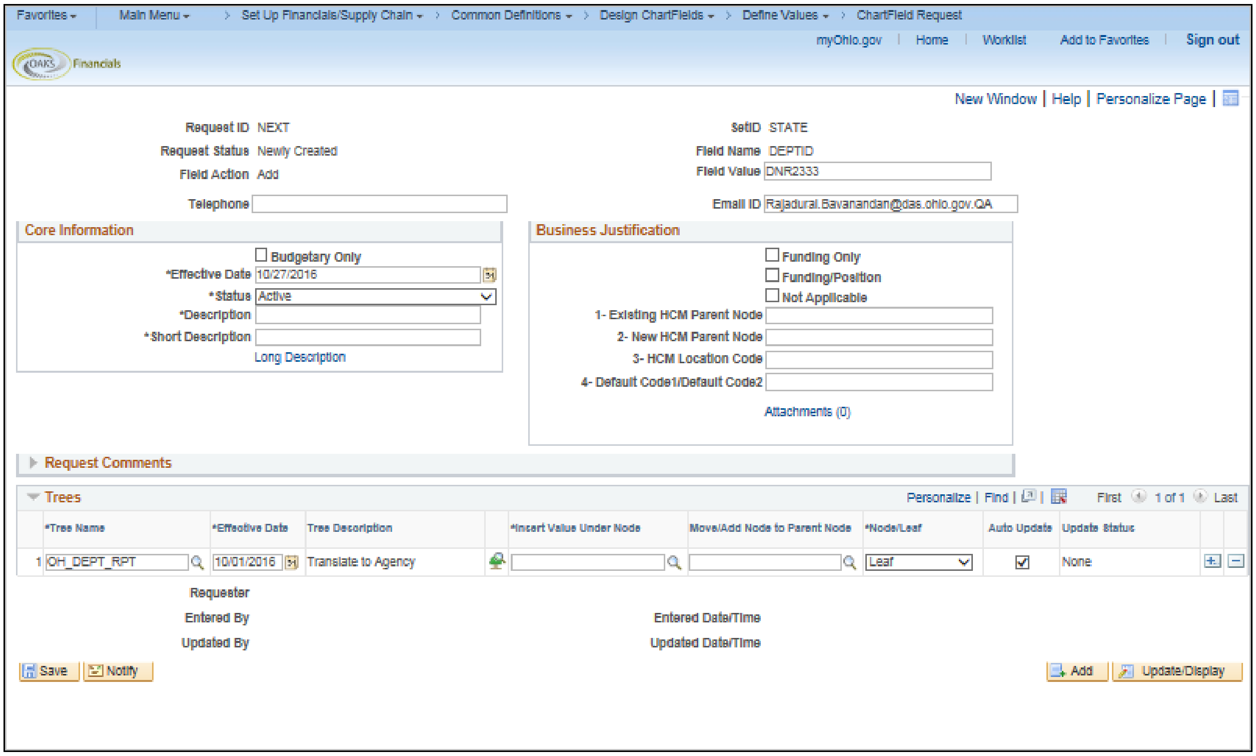
Steps

- **OAKS FIN > Main Menu > Set Up Financials/Supply Chains > Common Definitions > Design ChartFields > Define Values > ChartField Request**



1. Enter "STATE" in the ***SetID***.
2. Enter "DEPTID" in the ***Field Name***.
3. Enter the ***Field Value*** of the newly requested Department.
4. Click ***Add***.

- The **ChartField Request** page displays.
- Several additional fields display under **Business Justification** for a Department ChartField request.



Core Information

5. If this ChartField value should be set up for budgeting purposes only (it will not be used for transactions), select the checkbox in front of **Budgetary Only**.

6. Enter "01/01/1901" in the ***Effective Date*** field.

- This is the only allowed entry for new values. The request will be rejected if any other date is entered. For inactivation or reactivation requests, this should be set to the desired effective date of the inactivation or reactivation.

7. Enter a ***Description*** (30-character limit).

   - Do not use any special characters (i.e., anything not a number or alpha value with the exception of a hyphen {-} or an underscore { _ }).

8. Enter a ***Short Description*** (10-character limit).

Business Justification

9. Select the appropriate ***checkbox***:
    - **Funding Only** -- The Department ID will be used for funding only.
        - If checking this, the existing or new **HCM Parent Node Department ID** field should be "PAY."
    - **Funding/Position** -- The Department ID will be used for Positions.
        - If checking this, the existing or new **HCM Parent Node Department ID** field should not be blank.
    - **Not Applicable** -- The Department ID is being inactivated.
10. Enter into field ***1- Existing HCM Parent Node*** one of these:
    - If this Department ID exists within HCM, enter "PAY" if it's currently a funding-only Department ID.
    - If this Department ID does not exist within HCM, enter "N/A."
    - If this Department ID is currently used for Positions in HCM, enter its current Parent Node in this field.
11. Enter into field ***2- New HCM Parent Node*** one of these:
    - If there is no change from the Existing HCM Parent Node, enter "N/A."
    - If this Department ID does not exist within HCM and it is to be used for Positions, enter the Parent Node Department ID that this belongs under.
    - If this Department ID is changing HCM Parent Nodes or is moving from PAY to HCM Security, enter the New HCM Parent Node.
12. The entry for ***3- HCM Location Code*** will be either:
    - "N/A" if this will be a funding-only Department ID; or,
    - The current or desired existing HCM Location Code.
13. The entry for ***4- Default Code1/Default Code2*** will be either:
    - "N/A" if this will be a funding-only Department ID; or,
    - The default combo codes used for this Department ID when a Position is missing a position-level budget table.
14. To add optional documentation:

a. Click the ***Attachments link*** to add a Business Justification.

13.

- The **Request Attachments** window opens.

a.

b. Click ***Add Attachment***.

c. ***Browse*** to find the appropriate item.

d. Click ***Upload***.

e. Click ***OK***.

a.

- The **ChartField Request** page updates with the number of attachments -- listed under **Business Justification** header next to the ***Attachments link***.

Trees, Nodes, and Leaves

15. The ***Tree Name*** field defaults to the "OH_DEPT_RPT" reporting tree.

- In some cases, an additional row will need to be added. This is true when an agency uses a FIN Agency Track or FIN Agency Control budget that uses a department translate tree ("CC_DEPT_TRACK" or "CC_DEPT_CONTROL"). Details begin in step #21.

16. The ***Effective Date*** field should default correctly to the first day of the current fiscal quarter (for example, "10/01/2015," "01/01/2016," "04/01/2016," "07/01/2016").
17. The ***Tree Description*** displays "Translate to Agency."
18. Before completing the **Insert Value Under Node** field, select "Node" or "Leaf" under ***Node/Leaf***.

- Answer "Node" if other values -- detail values -- roll up into it. If it is the lowest level of value in the tree with no other values rolling up into it (no "branching out"), then answer "Leaf."

19. In the ***Insert Value Under Node*** field, enter the existing DeptID value into which the newly-requested DeptID should roll up into.

- Click the ***Tree Information*** icon to look up the existing tree structure and identify the value that belongs in this field.

20. If the checkbox under ***Auto Update*** is left selected, the tree changes will be automatically populated in the trees when OBM approves the request.
    - If this ChartField request is for a change to the current setup of the tree a warning message may display that indicates tree changes cannot be automatically saved when OBM processes the request; and, thus, it will need to be added manually. Details of the message may say something like:
        - "Warning -- ACC10000 is already in the detail range of Tree OH_DEPT_RPT Node ACC. Auto updated turned off. (9080,38) You can either change the node specified, switch to add node instead, or perform the intended action manually via Tree Manager after the request is approved."
21. For agencies that use a FIN Agency Track or FIN Agency Control budget that uses a department translate tree:
    a. Add a row by clicking on the ***Add multiple rows at row 1*** icon.

20.

- A dialog box displays asking how many rows to add.

20.

   b. Enter a value of "1."

   c. Click **OK**.

   d. For **Tree Name**, enter CC_DEPT_TRACK or CC_DEPT_CONTROL.

   e. For Effective Date (for this additional row only), enter the first day of the current fiscal year (for example, 07/01/2015).

   f. Repeat steps 8 through 20 above for additional entries in this new row.

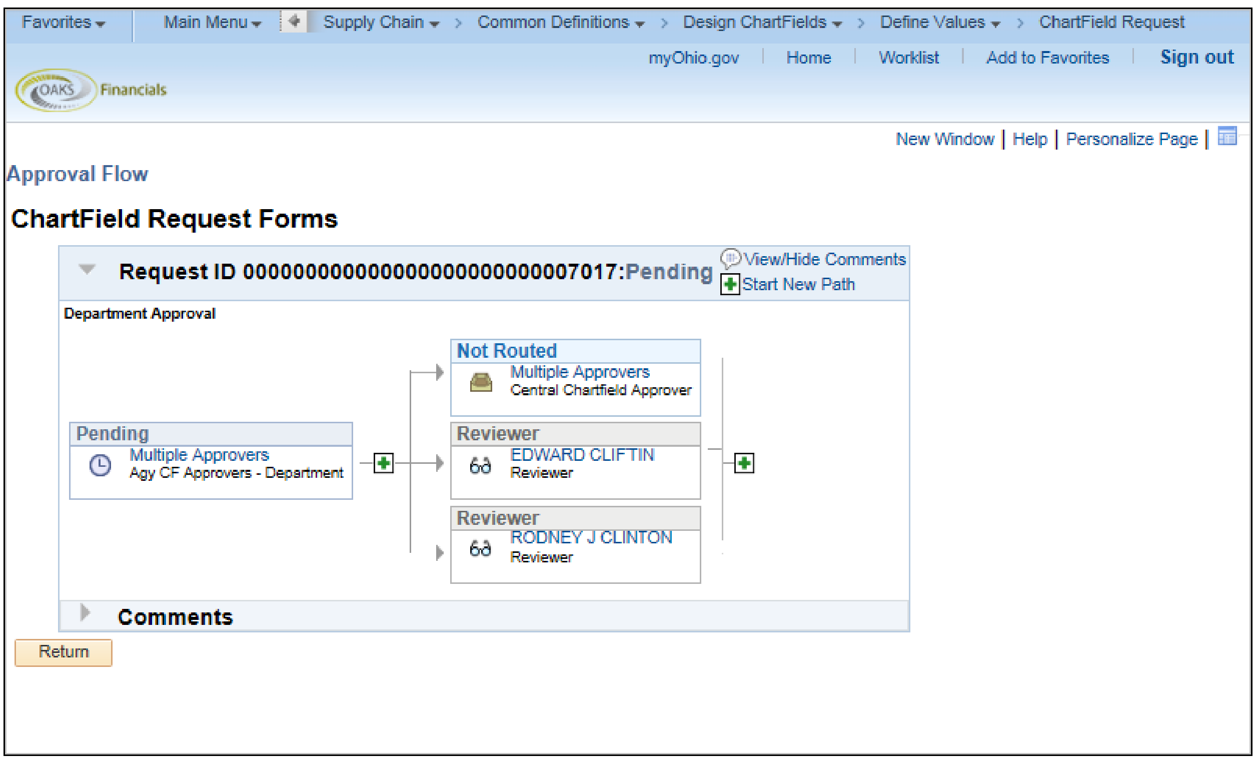
22. Click ***Save***.

23. Select "Submit For Approval" from the ***Request Action dropdown menu***.

24. Click ***Go***.

25. Select ***View Approval Flow*** to see designated Approvers.

- The **Approval Flow** page displays.



- Once the ChartField request has been submitted, the list of approvers is visible.

26. Select ***Return***.

- Activation of the ChartField has been requested. Approvers will receive an email notification and new item in their worklist.

Requesting Program ChartFields

- Those who need access to ChartField functions in OAKS FIN should contact their agency's security designee. Refer to the Maintaining OAKS FIN User Security Roles topic for guidance on using the Online Security Form.
    - Only one of the agency ChartFields access roles -- Requestor or Approver -- should be assigned; otherwise, errors may occur. An Approver is able to do everything a Requestor can do.
    - Click ***here*** for guidance on requesting future EFFDT (effective date) updates for **Program** values.

Overview

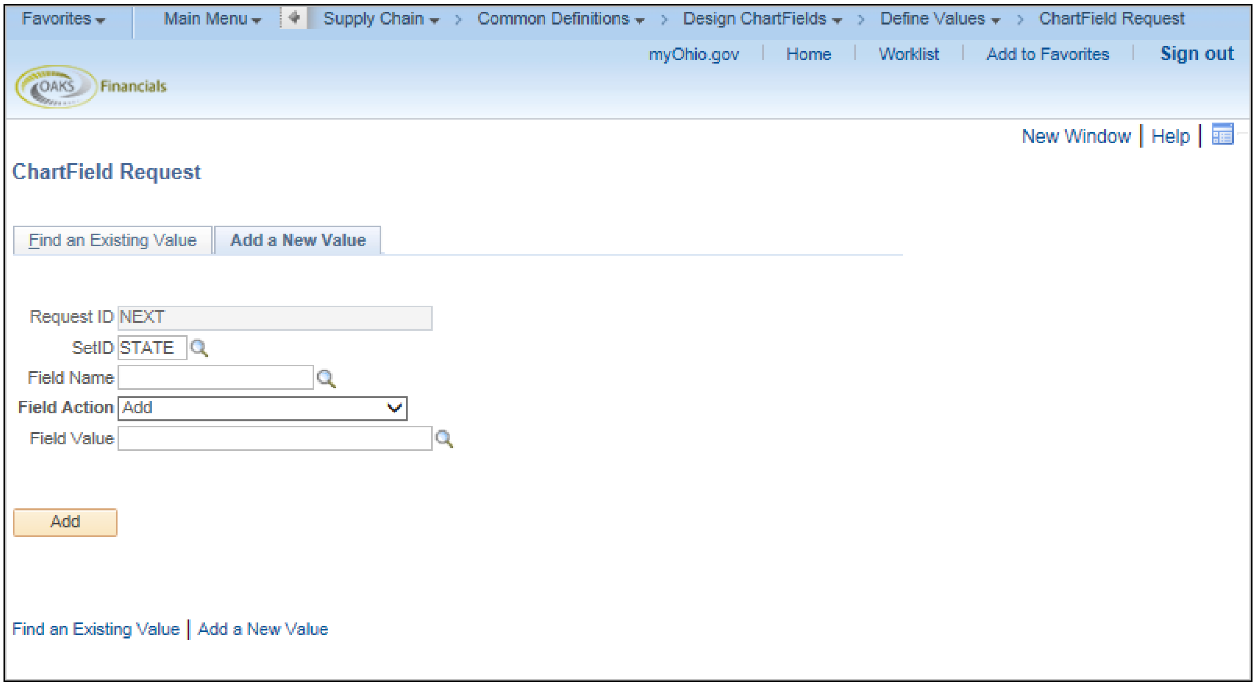
The steps below cover how to proceed with requesting a new **Program Code** (PROGRAM_CODE) ChartField.

When requesting a **Department** (DEPTID) ChartField or other ChartField type, instead refer to one of these topics:

- Requesting Department ChartField.
- Requesting ChartFields (other than Department or Program).
- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

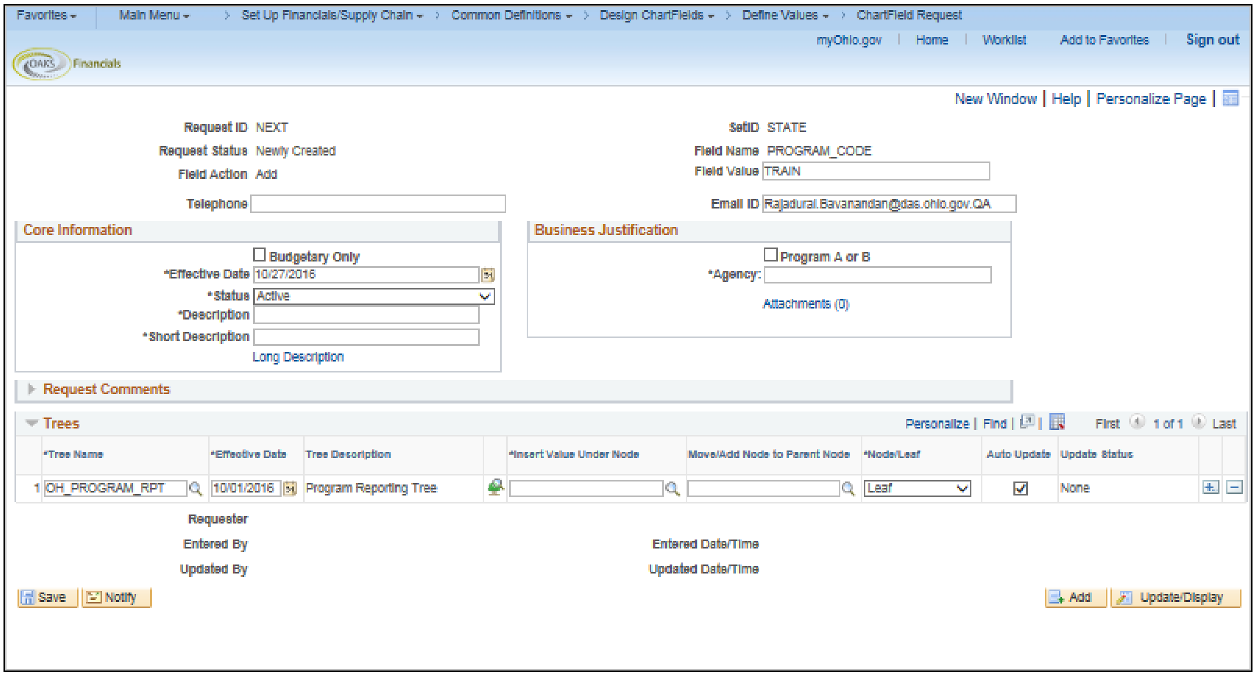
Steps

- **OAKS FIN > Main Menu > Set Up Financials/Supply Chains > Common Definitions > Design ChartFields > Define Values > ChartField Request**



1. Enter "STATE" in the ***SetID***.
2. Enter "PROGRAM_CODE" in the ***Field Name***.
3. Enter the ***Field Value*** of the new Program Code being requested.
4. Click ***Add***.

- The **ChartField Request** page displays.
- Two additional fields display under **Business Justification** for a Program ChartField request.



Core Information

5. If this ChartField value should be set up for budgeting purposes only (it will not be used for transactions), select the checkbox in front of ***Budgetary Only***.

6. Enter "01/01/1901" in the ***Effective Date*** field.

   - This is the only allowed entry for new values. The request will be rejected if any other date is entered. For inactivation or reactivation requests, this should be set to the desired effective date of the inactivation or reactivation.

7. Enter a ***Description*** (30-character limit).

   - Do not use any special characters (i.e., anything not a number or alpha value with the exception of a hyphen {-} or an underscore { _ }).

8. Enter a ***Short Description*** (10-character limit).

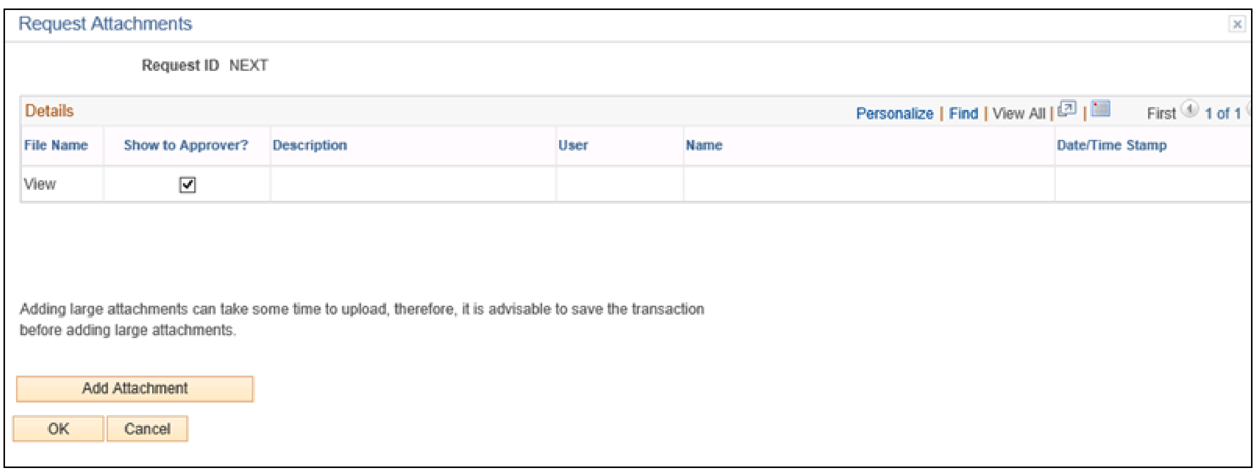
Business Justification

9. Add a checkmark beside ***Program A or B*** if the requested Program ChartField value contains any of these:
    - A
    - A#
    - B
    - B#

- These values represent Program Series or Programs in the Governor's Bluebook and require the approval of an OBM Analyst.

10. Enter into Agency field the 3-character code of the agency where the new program ChartField value is to be assigned.
11. To add optional documentation:
    a. Click the ***Attachments link*** to add a Business Justification.

    10.
    - The **Request Attachments** window opens.



a.

    b. Click ***Add Attachment***.

    c. ***Browse*** to find the appropriate item.

d. Click ***Upload***.

e. Click ***OK***.

a.

- The **ChartField Request** page updates with the number of attachments -- listed under **Business Justification** header next to the ***Attachments link***.

Trees, Nodes, and Leaves

12. The ***Tree Name*** field defaults to the "OH_PROGRAM_RPT" reporting tree.

- In some cases, an additional row will need to be added. This is true when an agency uses a FIN Agency Track or FIN Agency Control budget that uses a program translate tree (CC_PROG_TRACK or CC_PROG_CONTROL). Details begin in step #18.

13. The ***Effective Date*** field should default correctly to the first day of the current fiscal quarter (for example, "10/01/2015," "01/01/2016," "04/01/2016," "07/01/2016").
14. The ***Tree Description*** displays "Program Reporting Tree."
15. Before completing the **Insert Value Under Node** field, select "Node" or "Leaf" under ***Node/Leaf***.

- Answer "Node" if other values -- detail values -- roll up into it. If it is the lowest level of value in the tree with no other values rolling up into it (no "branching out"), then answer "Leaf."

16. In the ***Insert Value Under Node*** field, enter the existing DeptID value into which the newly-requested DeptID should roll up into.

- Click the ***Tree Information*** icon to look up the existing tree structure and identify the value that belongs in this field.

17. If the checkbox under ***Auto Update*** is left selected, the tree changes will be automatically populated in the trees when OBM approves the request.
    - If this ChartField request is for a change to the current setup of the tree a warning message may display that indicates tree changes cannot be

automatically saved when OBM processes the request; and, thus, it will need to be added manually. Details of the message may say something like:

- "Warning -- ACC10000 is already in the detail range of Tree OH_DEPT_RPT Node ACC. Auto updated turned off. (9080,38) You can either change the node specified, switch to add node instead, or perform the intended action manually via Tree Manager after the request is approved."

18. For agencies that use a FIN Agency Track or FIN Agency Control budget that uses a department translate tree:

    a. Add a row by clicking on the ***Add multiple rows at row 1*** icon.

    17.

    - A dialog box displays asking how many rows to add.

17.

    b. Enter a value of "1."

    c. Click **OK**.

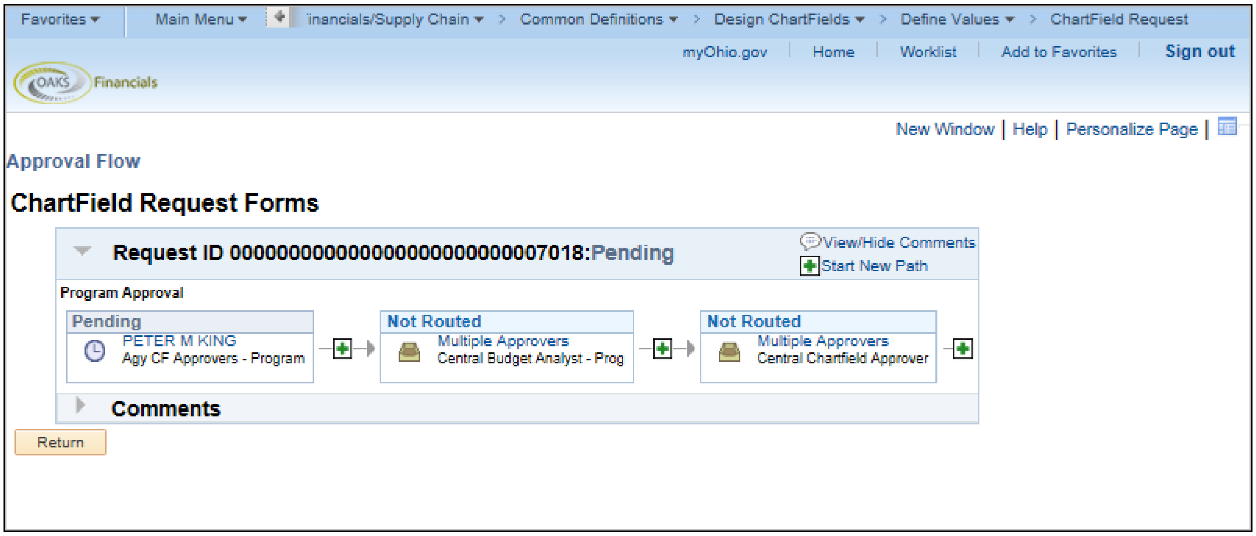
    d. For **Tree Name**, enter "CC_PROG_TRACK" or "CC_PROG_CONTROL."

    e. For **Effective Date** (for this additional row only), enter the first day of the current fiscal year (for example, "07/01/2015").

    f. Repeat steps 15 through 17 above for additional entries in this new row.

19. Click ***Save***.
20. Select "Submit For Approval" from the ***Request Action dropdown menu***.
21. Click ***Go***.
22. Select ***View Approval Flow*** to see designated Approvers.

- The **Approval Flow** page displays.



- Once the ChartField request has been submitted, the list of approvers is visible.

23. Select ***Return***.

- Activation of the ChartField has been requested. Approvers will receive an email notification and new item in their worklist.

Requesting Grant ChartFields

Overview

Agencies are responsible for completing and submitting grant ChartField requests. Grant ChartField requests are created and maintained in OAKS FIN using the ChartField Request page. Approval is required for all ChartField requests in OAKS FIN; designated approvers will vary by ChartField type and multiple levels of approval may be required for specific ChartFields.

A grant attributes table allows users to add grant attributes at the same time the ChartField requests are established. Once the ChartField request is approved and activated, the user may add more attributes or update existing attributes in OAKS FIN.

An agency cannot encumber against a grant without a notification letter from the grantor.

Grant identifications

State agencies are occasionally required to provide the state's taxpayer identification information to businesses. The state taxpayer identification may be required for payments made to the state and to other outside entities when applying for federal grants and when performing other state business. Please respond to such requests with the following IRS information used by the state:

- Taxpayer Name: **State of Ohio**.
- Employer Identification Number: **31-1334820**.

Grants identifications should follow this format:

- *First* **three** characters are the **agency code**.
- The **fourth** character is **F** (Federal), **S** (State) or **O** (other) -- indicating origin of grant.

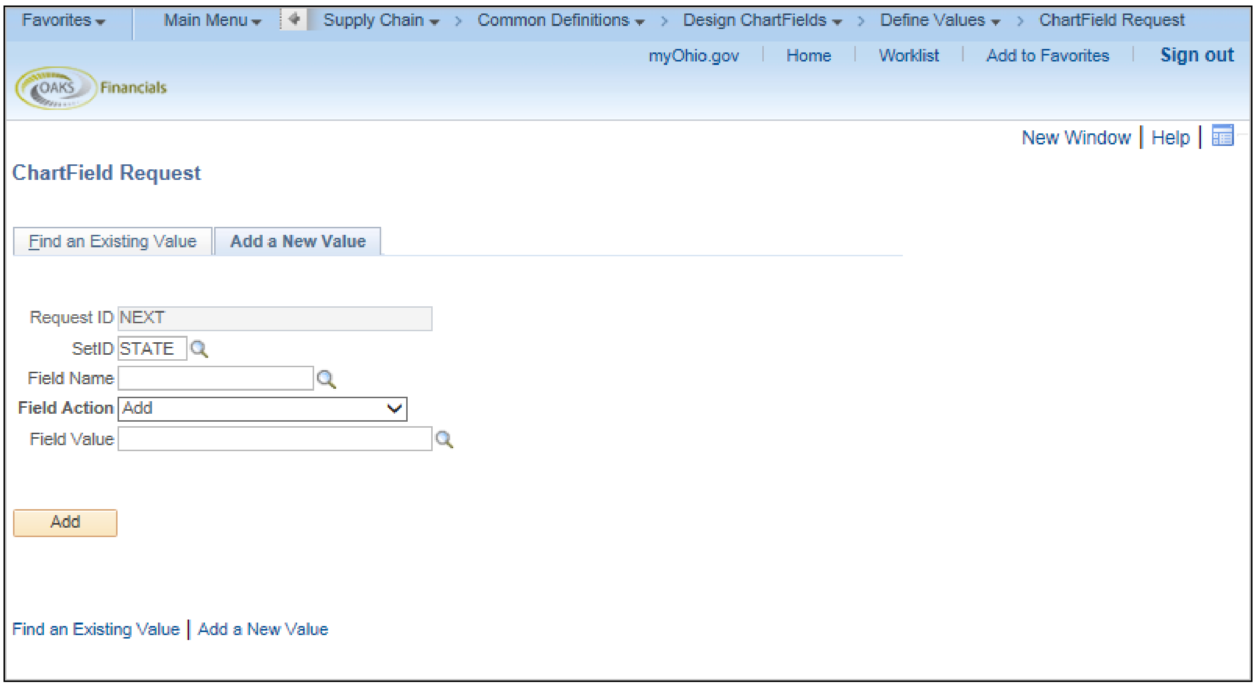
- *Last* **four** characters are agency defined.

For reporting purposes, OAKS FIN includes only information for active grants. The Catalog of Federal Domestic Assistance (CFDA) number is a numeric code set by the federal government.

- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

Steps

- **OAKS FIN > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request**



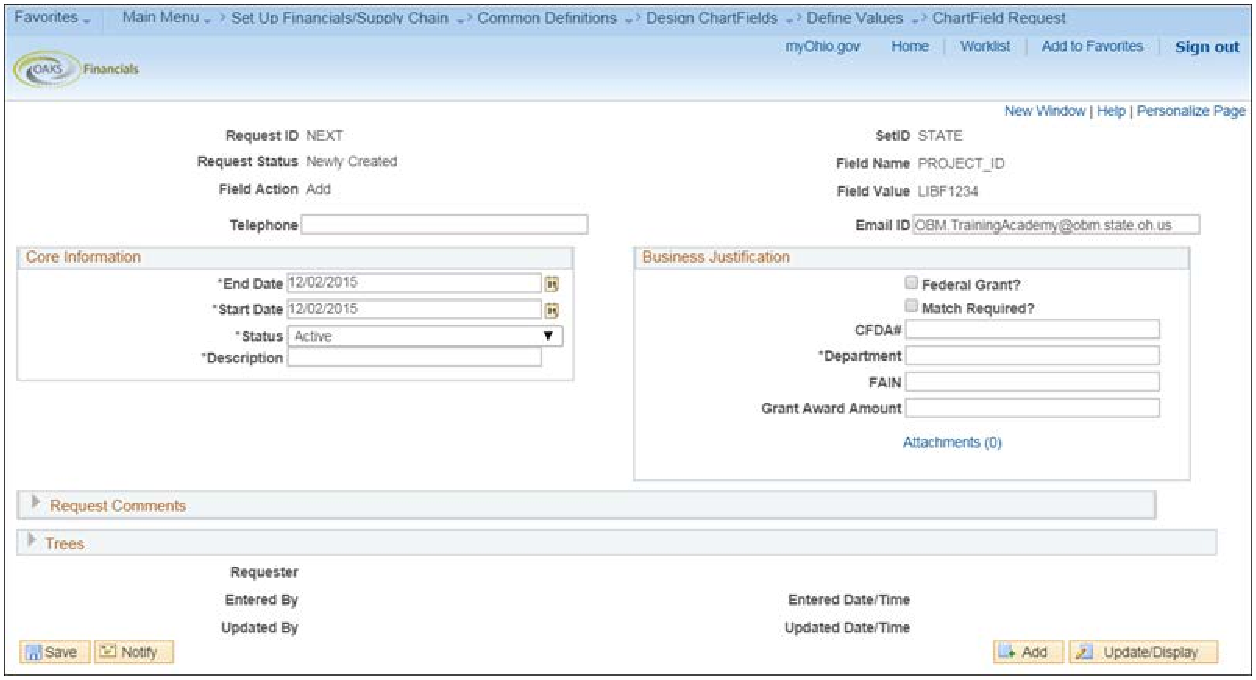
- Click here for a quick tutorial on Requesting Grant ChartFields.

1. Enter "State" in the ***SetID***.
2. Enter "PROJECT_ID" (for Grant/Project) in the ***Field Name***.
3. Enter the ***Field Value***.

- Use the format outlined above. For example, with an agency code of "LIB" and a federal grant ("F") and agency-defined final four characters, it might be "LIBF16G2."

4. Click ***Add***.

- The **ChartField Request** page displays.



5. Enter a ***Description***.

   - Do not use any special characters (i.e., anything not a number or alpha value with the exception of a hyphen {-} or an underscore { _ }).

6. Enter a ***CFDA#***.

7. Enter a ***Department.***

8. Enter a ***Grant Award Amount***.

9. Add Attachments as necessary.

   a. Select the ***Attachments link*** to add a Business Justification.

   8.

   - The **Request Attachments** window opens.

a.

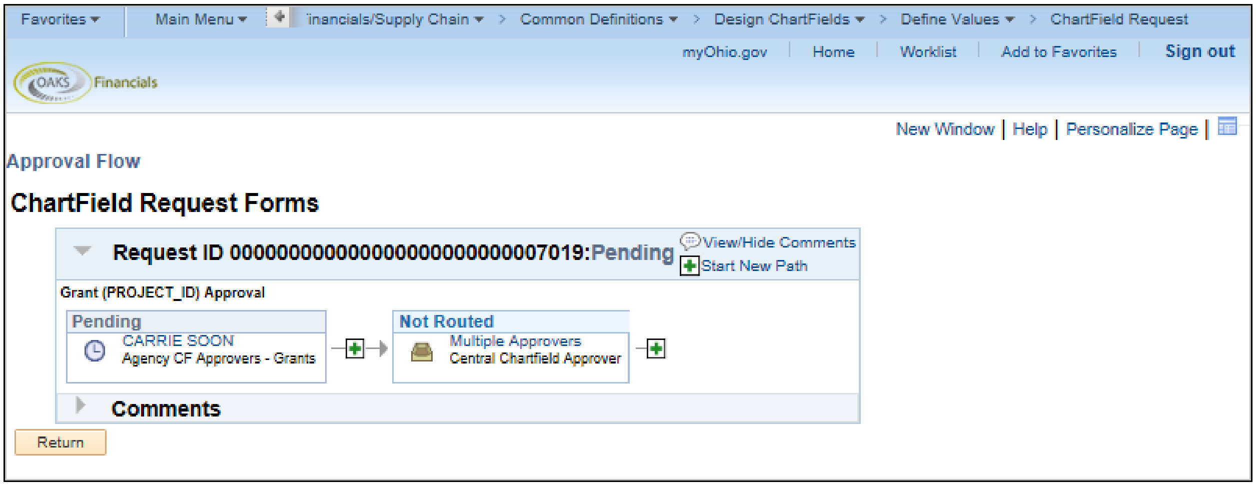
   b. Click ***Add Attachment.***
   c. ***Browse*** to find the appropriate item.
   d. Click ***Upload***.
   e. Click ***OK***.

   a.

   - The **ChartField Request** page re-displays and the ***number of attachments*** is listed next to the Attachments link.

10. Click ***Save***.
11. Select "Submit For Approval" from the ***Request Action dropdown menu***.
12. Click ***Go***.
13. Select ***View Approval Flow*** to see designated Approvers.

- The **Approval Flow** page displays.



- Once the activation of a ChartField Request has been submitted, you can view the list of approvers.

14. Select ***Return***.

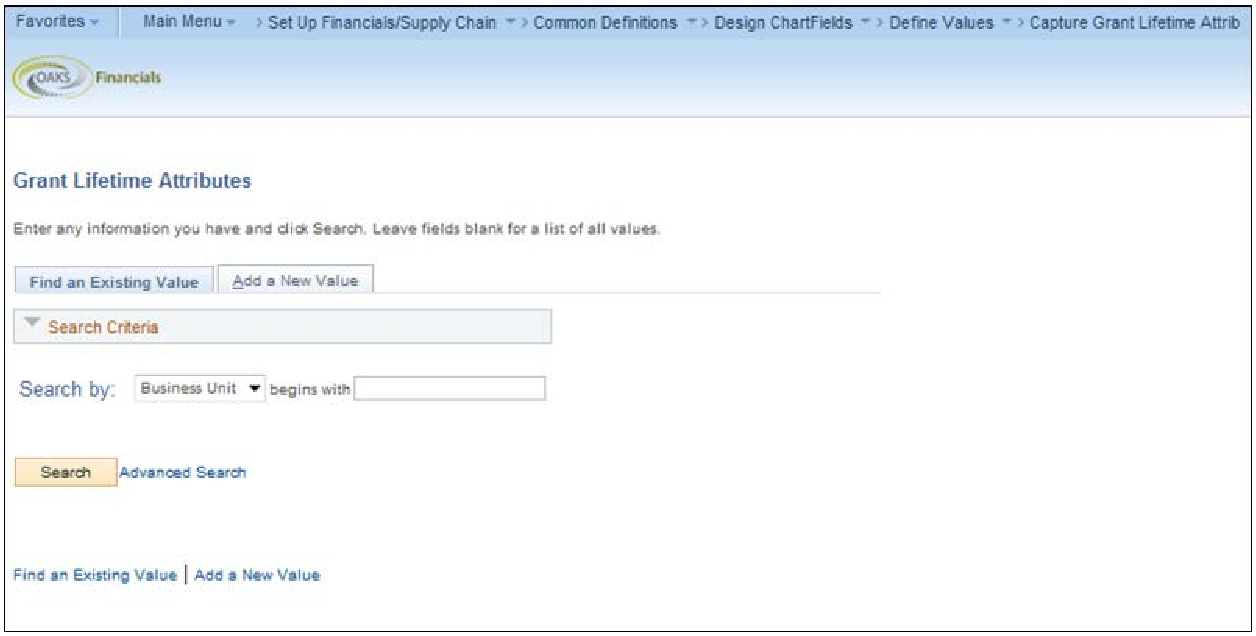
- Activation of the ChartField has been requested. Approvers will receive an email notification and new item in their worklist.

Adding, Updating Grant Attributes

- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

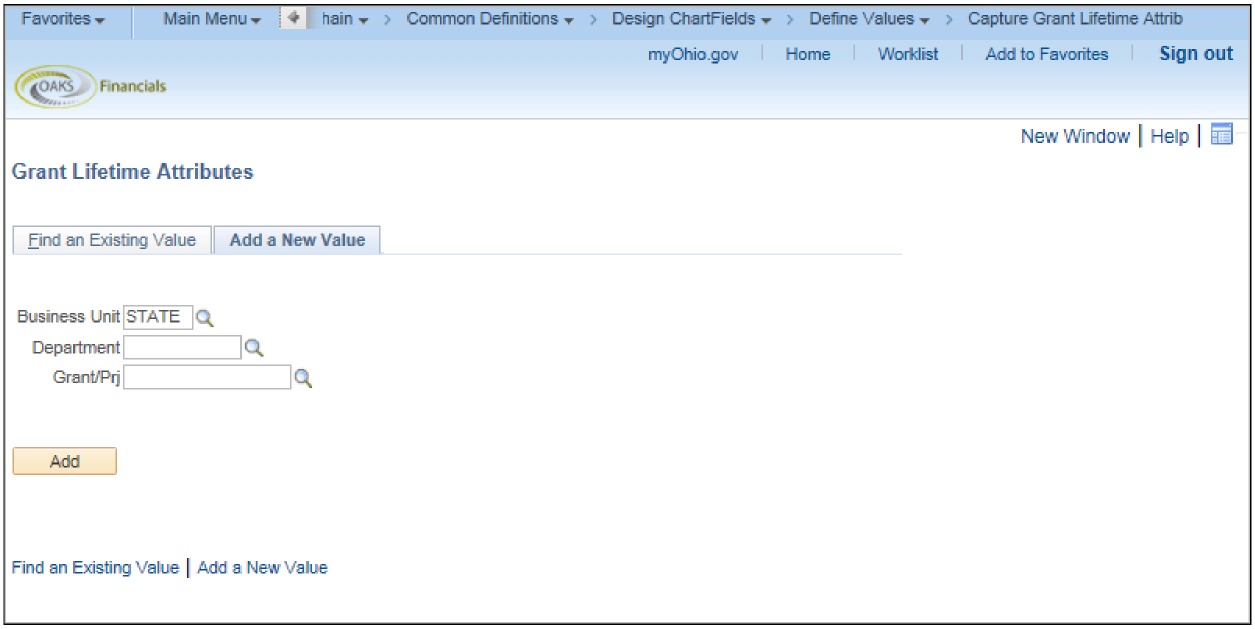
Steps

- **OAKS FIN > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Capture Grant Lifetime Attrib**



1. Click the ***Add a New Value*** tab.

- The **Add a New Value** page for **Grant Lifetime Attributes** displays.

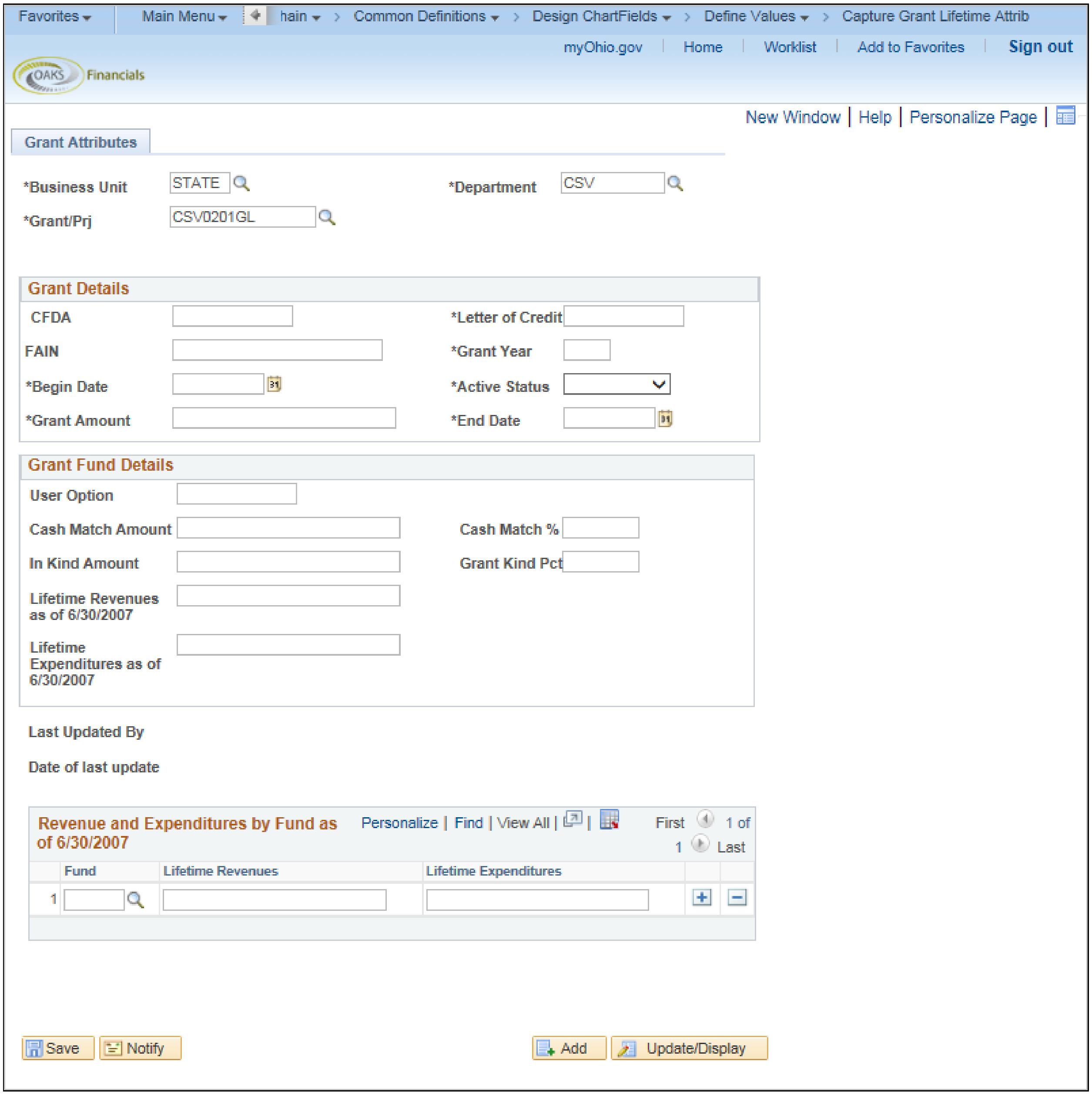


2. Enter the code of the ***Department*** that owns the grant.
3. Enter a grant number in the ***Grant/Prj*** field.

- The grant number will appear in the Grant/Project search results after it has been approved. The State Grant Number is the same as the Grant/Project Number. The Grant/Prj code begins with the three-character agency code.

4. Click ***Add***.

- The **Grant Attributes** page displays.



5. Enter the identifier of any ***Letter of Credit*** connected with the grant; if none exist, enter "N/A."
6. Enter the year the grant originated, according to the federal fiscal year, in the ***Grant Year*** field.

7. If necessary, update the date the grant begins in the ***Begin Date*** field.
8. If necessary, select "Active" from the ***Active Status***.
9. Enter the ***Grant Amount***.
    - Grant Amount should be Actual Award Amount.
    - If a grant number is required by the agency ahead of actual award, then enter $1 in the **Grant Amount**. Ensure the Grant Attribute is updated as soon as the award amount is determined.
        - A comment must be included to indicate why a $1 amount has been entered.
        - Add an attachment with the actual award or prior year award (if requesting ahead of award).
10. If necessary, update the date the grant ends in the ***End Date*** field.
11. Optionally, enter or update data in these fields:
    - **User Option** field (agency specified).
    - **Cash Match Amount**.
    - **In-Kind Amount**.
    - **Cash Match %**.
    - **In-Kind %**.
12. Click ***Save***.

- The ***Last Updated By*** and **Date of last update** fields are refreshed.

Maintaining and Inactivating ChartFields

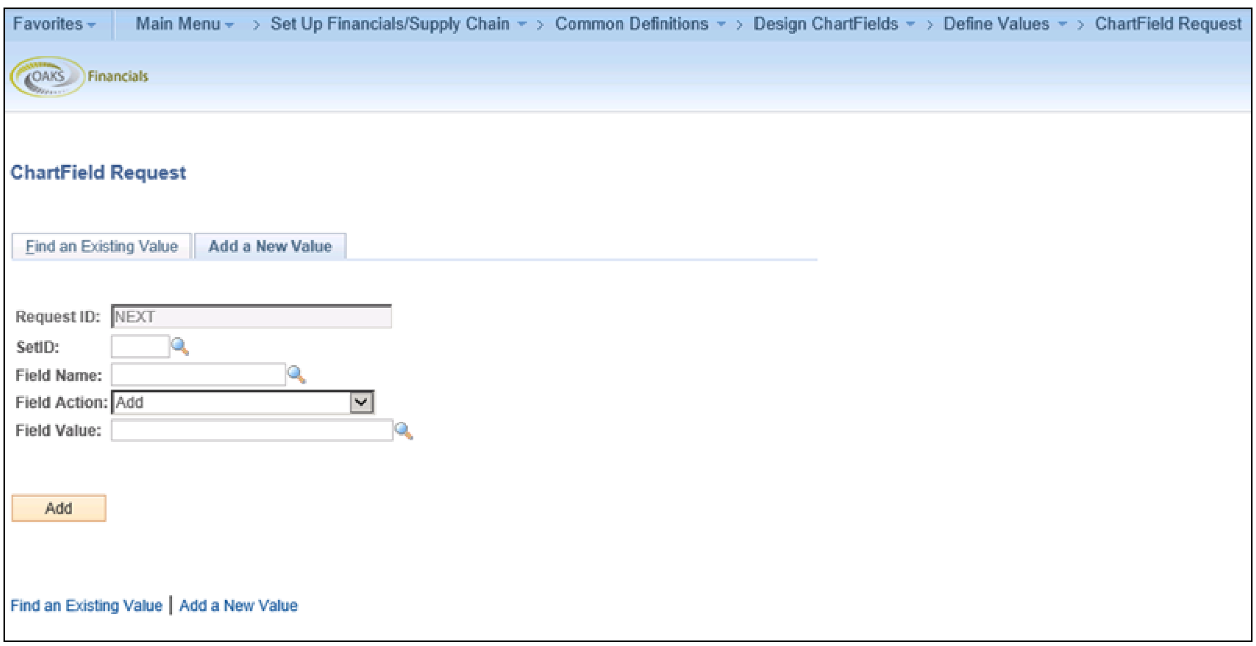
Before inactivating a ChartField, you must verify that there are no outstanding transactions, such as an unpaid voucher, that are using the ChartField.

Once a ChartField is created, its configuration can not be changed. Thus, if a mistake is made on one requested and approved, it would need to be inactivated through the maintenance process below and a new one would be created -- using the Requesting ChartFields steps.

- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

Steps

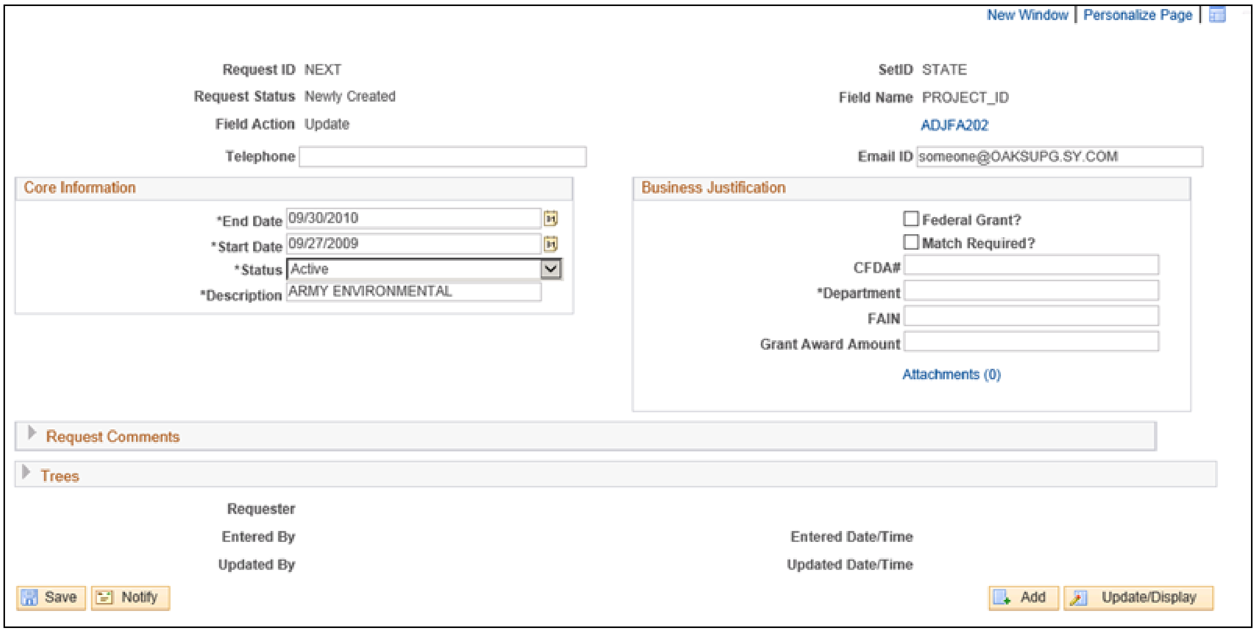
- **OAKS FIN > Main Menu > Set Up Financials/Supply Chains > Common Definitions > Design ChartFields > Define Values > ChartField Request**



- Click here for a quick tutorial on Inactivating ChartFields.

1. Enter the ***SetId***.
2. Enter the ***Field Name***.
3. Select "Update" from the ***Field Action dropdown menu***.
4. Enter the ***Field Value***.
5. Click ***Add***.

- The ChartField Request page displays.

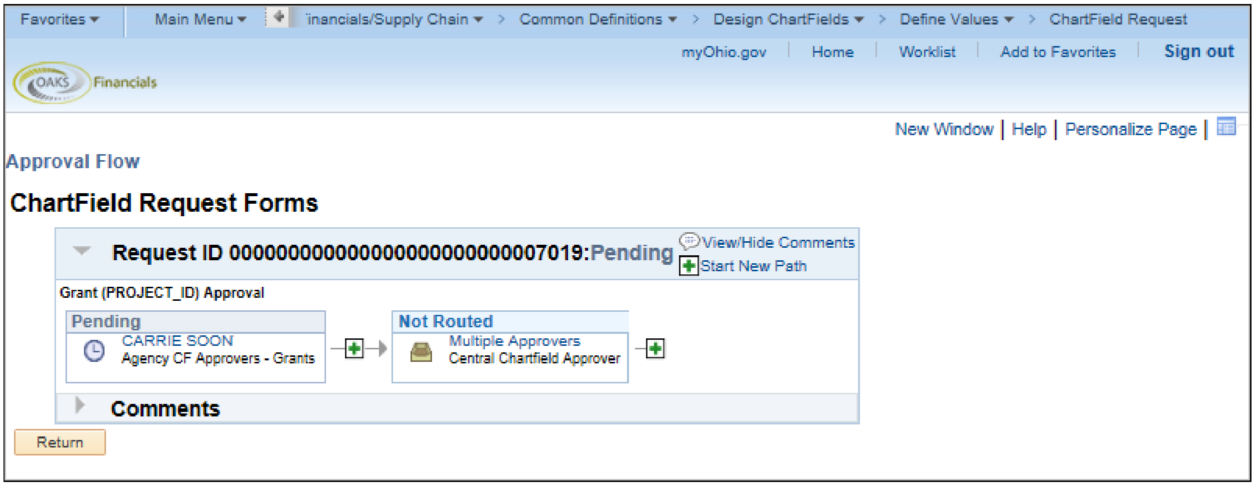


6. Select **Inactive** from the ***Status*** dropdown menu.
7. Enter ***Department***.
8. Enter ***Grant Award Amount***.
9. Click ***Save***.

- Information is updated at the bottom of the page for date/time entered/updated.

10. Select **Submit For Approval** from the ***Request Action*** dropdown menu.
11. Click ***Go***.
12. Select ***View Approval Flow*** link to see designated Approvers.

- The **Approval Flow** window opens.



- Once the activation of a ChartField Request has been submitted, you can view the list of approvers.

13. Click ***Return*** to close the **Approval Flow** window.

- Inactivation of the ChartField has been requested. Approvers will receive an email notification and new item in their worklist.

Approving ChartField Requests

Overview

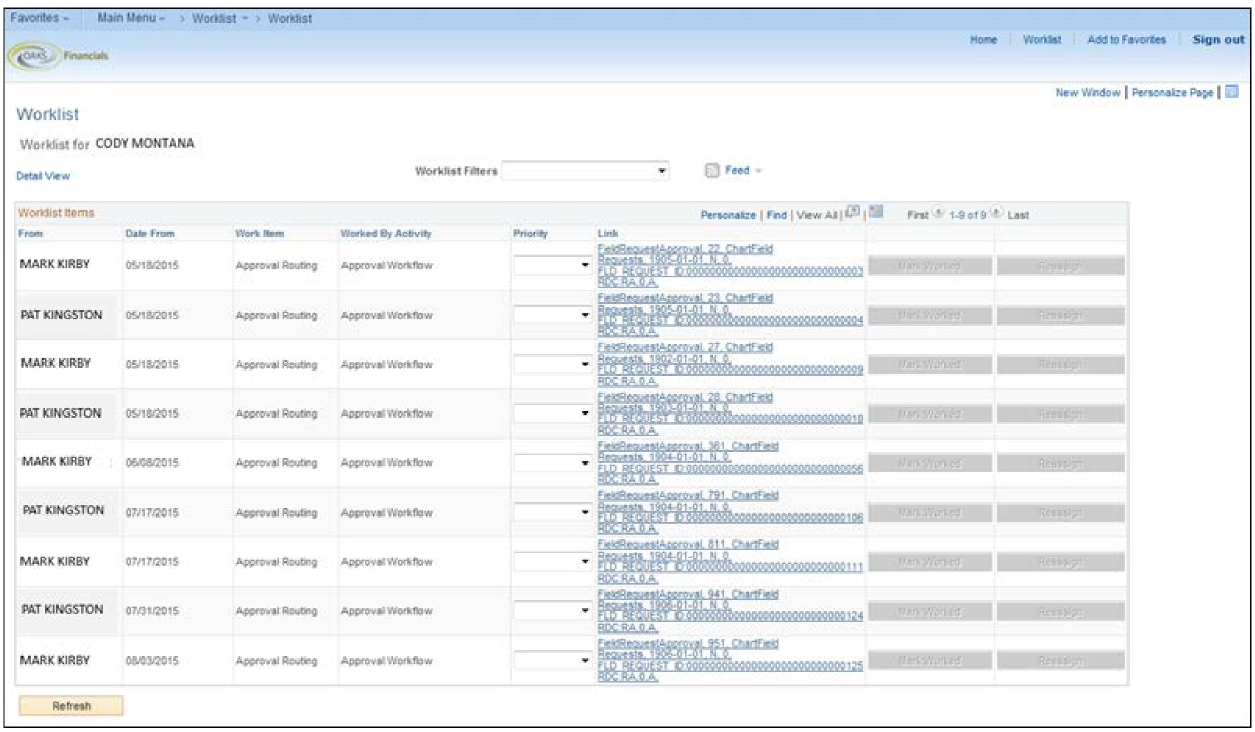
Approval is required for all ChartField requests in OAKS FIN. Designated approvers will vary by ChartField type and multiple levels of approval may be required for specific ChartFields.

The requestor can view the list of approvers and the status of the approval process within OAKS FIN.

- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

Steps

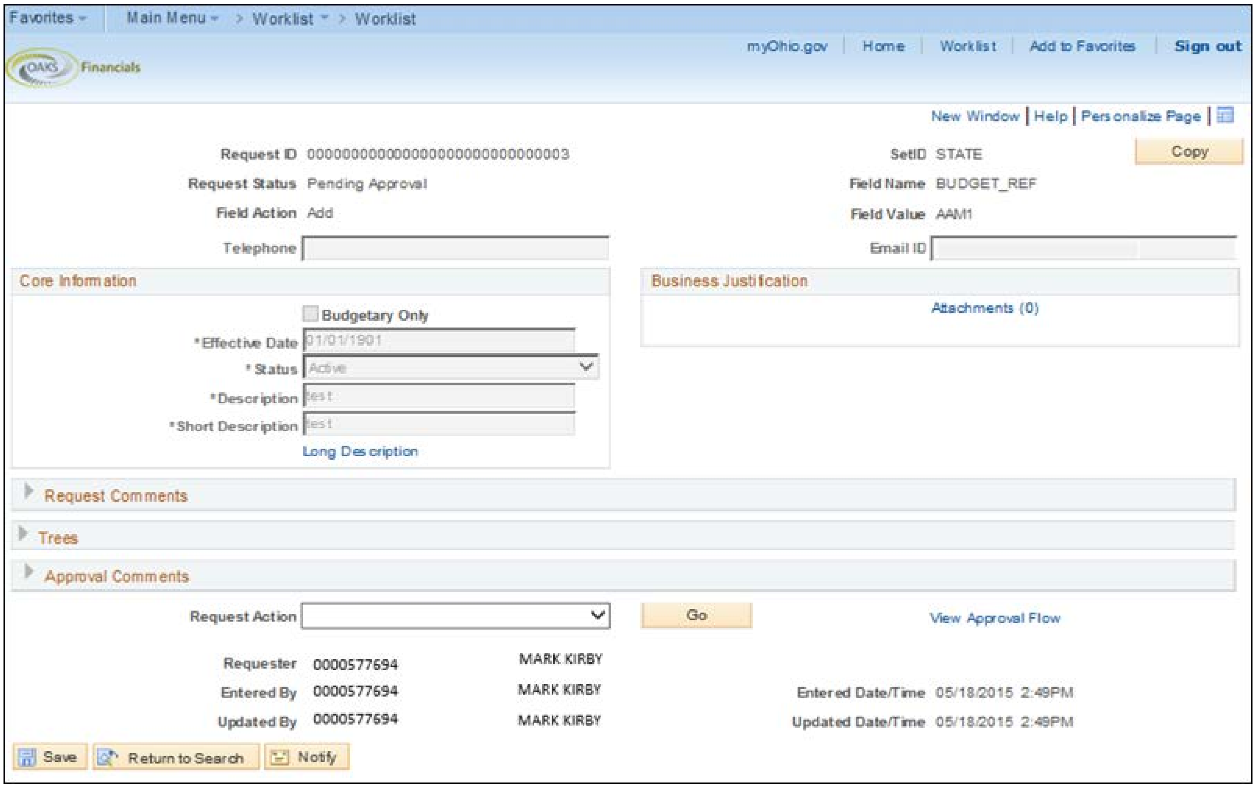
- **OAKS FIN > Worklist**



- Click here for a quick tutorial on Approving ChartField Requests.

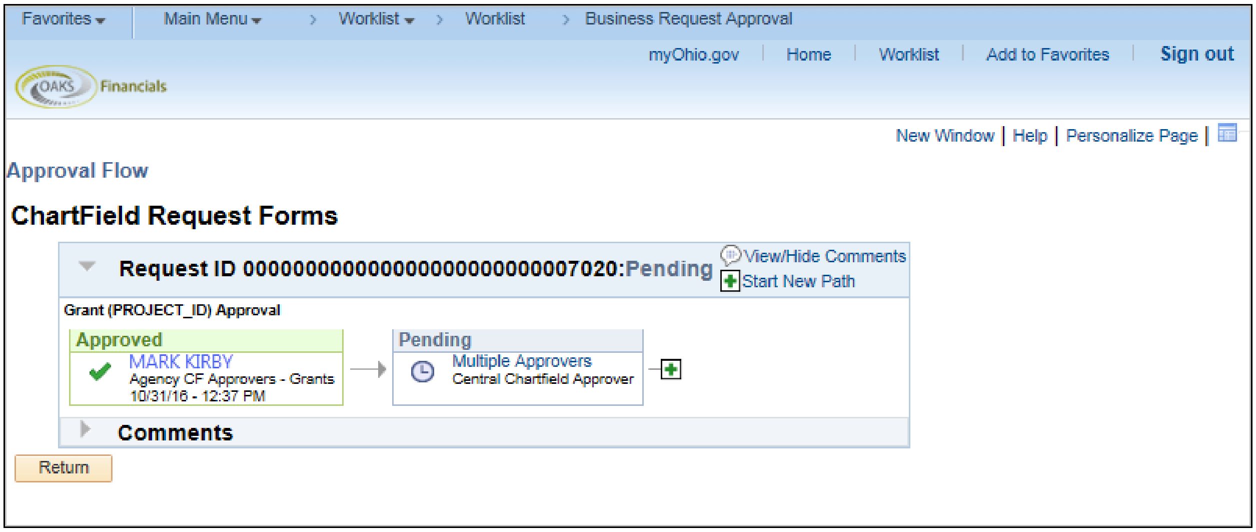
1. Select the correct ***ChartField Request*** to view and approve.

- The **Business Request Approval** page displays.



2. Select "Approve" under the ***Request Action*** dropdown menu.
3. Click ***Go***.
4. Select ***View Approval Flow*** link to see a list of approvers.

- The **Approval Flow** window opens.



5. Close the **Approval Flow** window.
6. If another level of approval is required, the request will be routed to the next Approver.
7. If another level of approval is not required, the ***Request Status*** will change to "Approved."

Resubmitting a ChartField Request for Approval

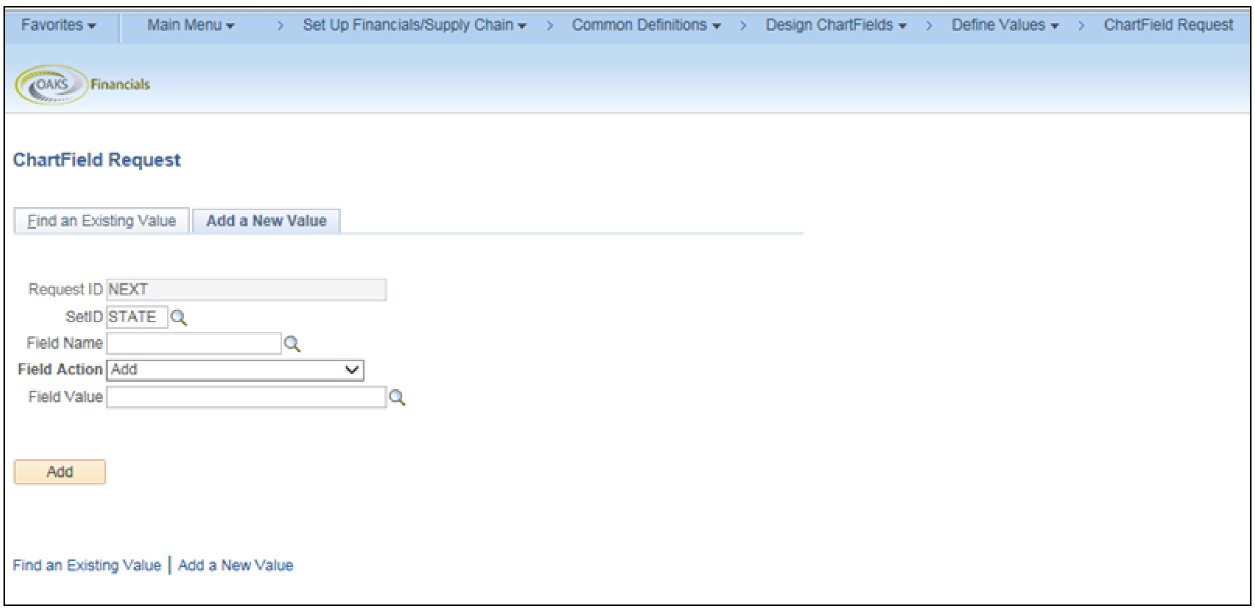
Overview

If an approver denies a ChartField request, the requester can make adjustments and resubmit the request for review and approval.

- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

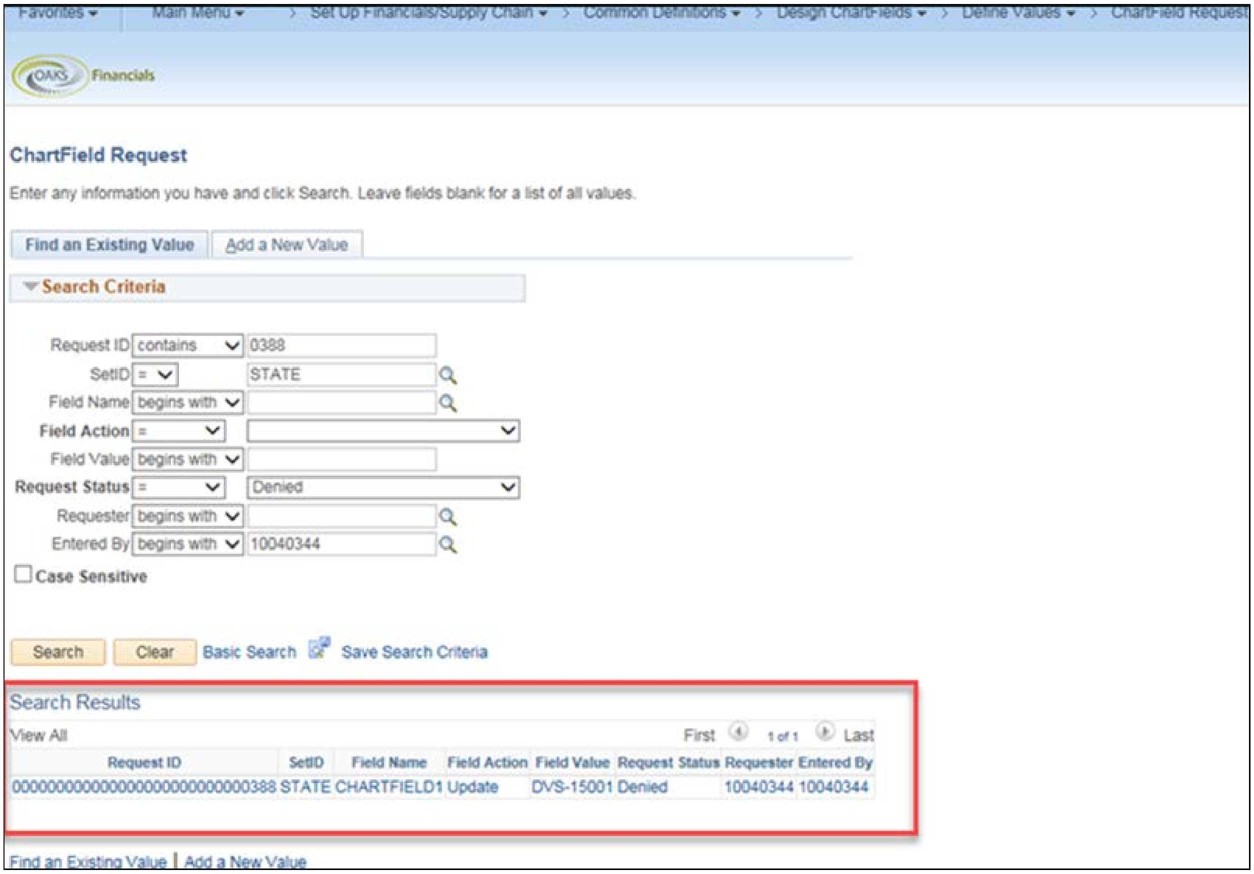
Steps

- **OAKS FIN > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request**



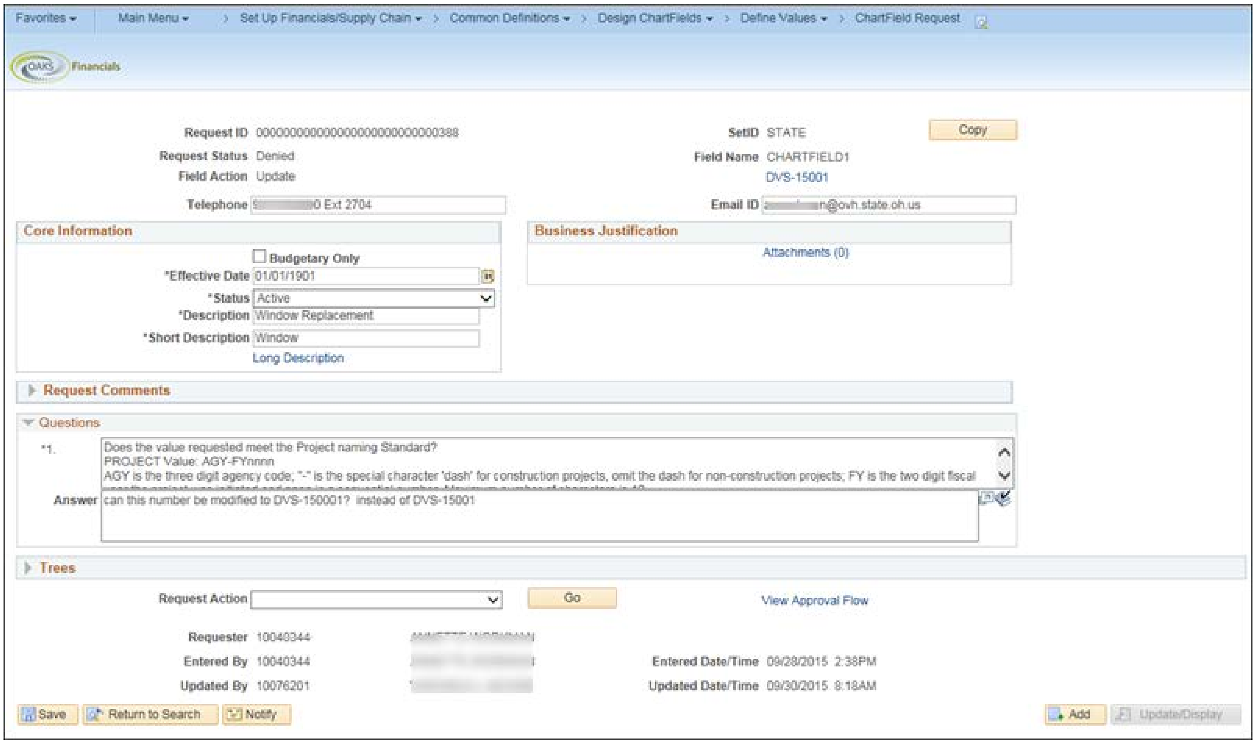
1. Click the ***Find an Existing Value*** tab.
2. Enter the original ***Request ID*** and/or any other fields in the Search Criteria on the Find and Existing Value tab.
3. Change the ***Request Status*** to "Denied."
4. Click ***Search***.

- Requests that meet the search criteria will be listed.

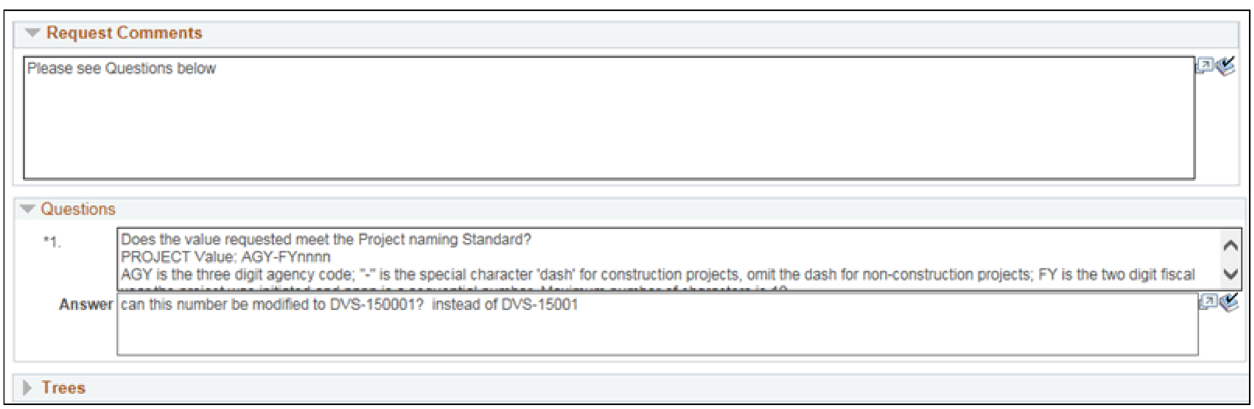


5. ***Select*** the correct ChartField Request to view and approve.

- The Business Request Approval page displays.

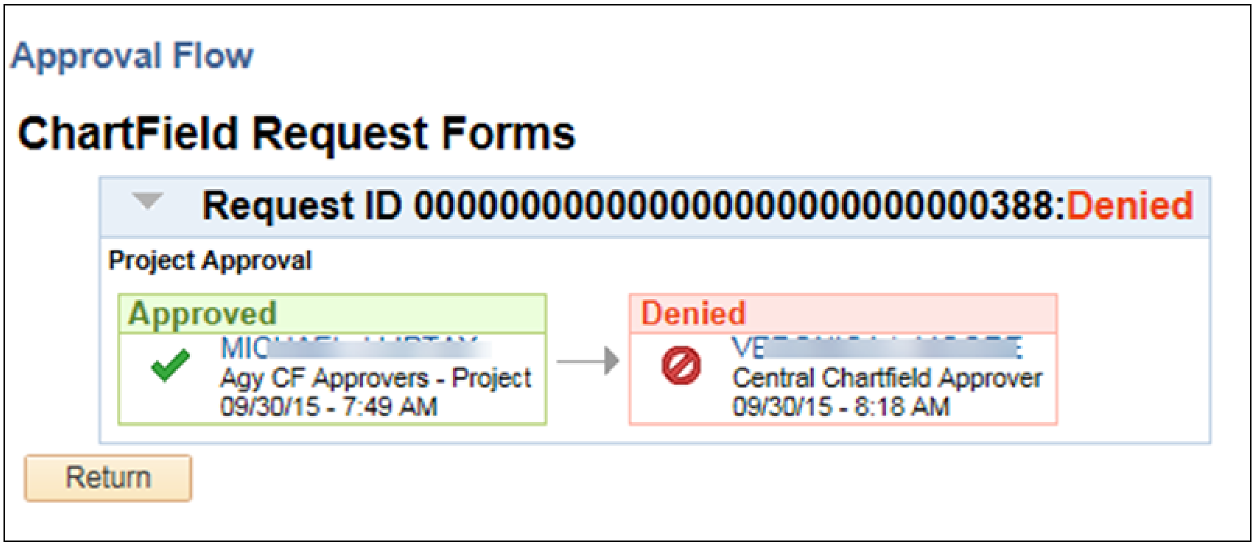


6. Review the **Request Comments** from the approver that denied the original ChartField request.



7. Make any adjustments needed to the request.
8. Select "Submit for Approval" under the ***Request Action*** dropdown menu.
9. Click ***Go***.
10. Select the ***View Approval Flow*** link.

- The ***Approval Flow*** window opens.
- A list of approvers displays.



11. Click ***Return*** to close the **Approval Flow** window.
12. Click ***Save***.

- If another level of approval is required, the ***Request Status*** will change to "Pending Approval" and will be routed to the next Approver.
- If another level of approval is not required, the **Request Status** will change to "Approved" and the ***Field Name*** value will turn into a hyperlink.

Running ChartField Reports

Overview

There are two reporting tools used to access ChartField data in OAKS; the Financials (FIN) module uses PeopleSoft (PS) for reporting, and Business Intelligence (BI) uses Cognos.

Below are two examples of reports that can display a list of ChartField codes for a specified ChartField type. In this scenario, a list of all revenue account codes will display.

ChartField Configuration Report - BI GL0075

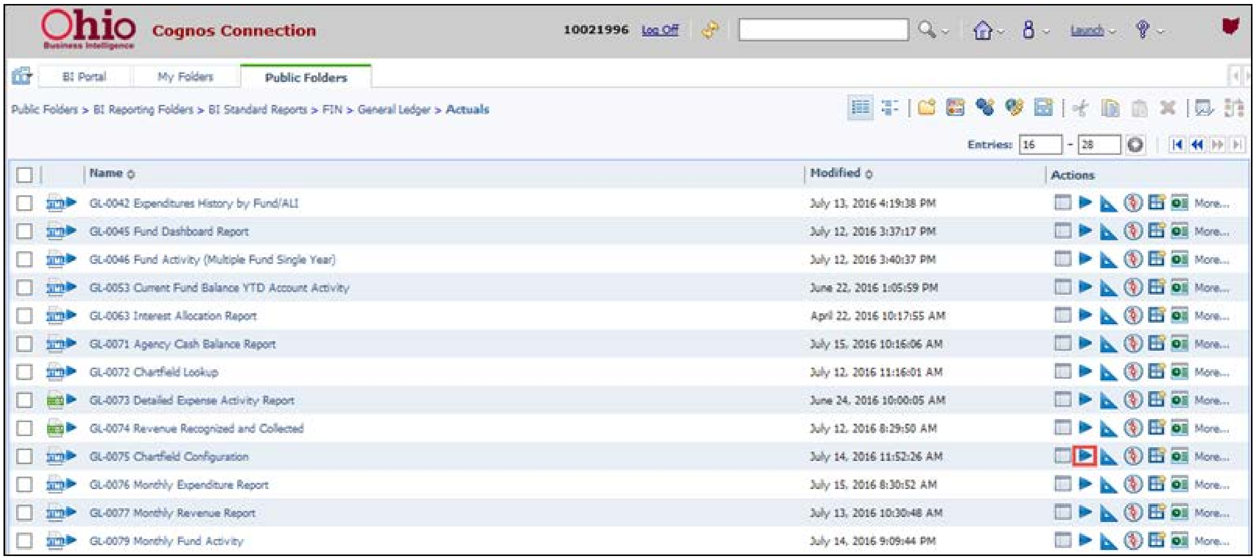
The following procedure shows how to run a BI report to view all codes for a specified ChartField type (Account, Fund, Department, Program, ALI, Project, Grant, Service Location, Reporting, Agency Use, Budget Reference, ISTV).

- The search can be narrowed by the alpha or numeric character the code starts with (e.g., for Account choose 1 = Asset, 2 = Liability, 3 = Equity, 4 = Revenue, 5 = Expense, 8 = Other sources, uses, adjustments).

Steps

1. Launch the ***BI Application*** from the **myOhio** Home page.

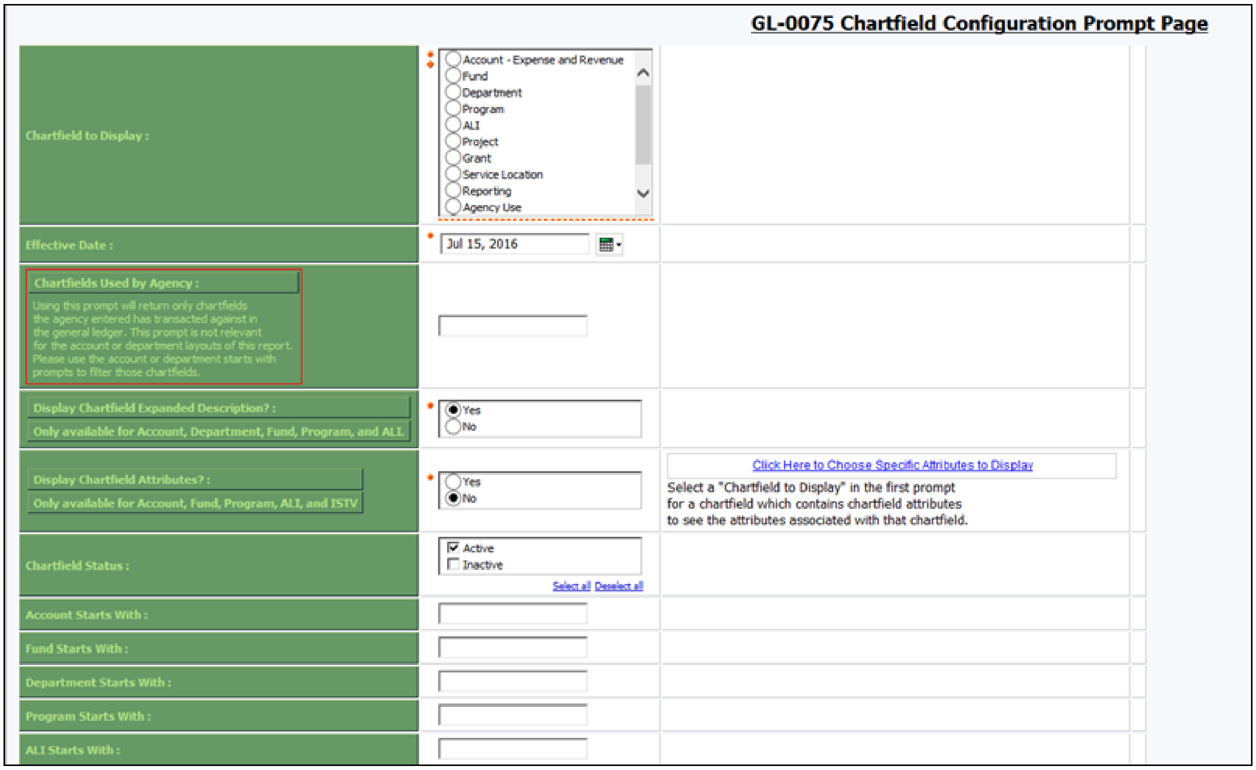
- **OAKS BI > Public Folders > BI Reporting Folders > BI Standard Reports > FIN > General Ledger > Actuals > GL0075 ChartField Configuration**
- The first page of BI Standard Reports for GL Actuals displays.



- There may be ***multiple pages*** of reports available under Actuals.

2. Choose to run the **GL 0075 Chartfield Configuration** report ***With Options***.
3. Choose a ***format*** for the report.
4. Click ***Run***.

- The **GL-0075 ChartField Configuration Prompt Page** displays.



5. Choose "Account" for this scenario as the ***ChartField to Display***.
6. Enter "4" in the ***Account Starts With*** field.

- Revenue codes begin with 4.

7. Complete optional fields to narrow the search or expand the description.
8. Click ***Finish***.
9. ***Open*** the report when prompted.

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

O15

	Account	Description - Account	Expanded Description	Legal Auth	Account Ty	Status as of Effective Date	Budgetary	Attribute	Attibute Values Description	EffDt - Account
2	410002	SALES TAX GENERAL	-		R	A	N			Jan 1, 1901 12:00:00 AM
3	410003	SALES TAX ALCOHOLIC BEVERAGES	-		R	A	N			Jan 1, 1901 12:00:00 AM
4	4110	INCOME AND EXCISE TAXES	-		R	A	Y			Jan 1, 1901 12:00:00 AM
5	411001	PERSONAL INCOME TAX WITHHOLDIN	-		R	A	N			Jan 1, 1901 12:00:00 AM
6	411004	PERSONAL INC TAX ANNUAL RET/40	-		R	A	N			Jun 1, 2016 12:00:00 AM
7	411005	PERSONAL INCOME TAX OTHER	-		R	A	N			Jan 1, 1901 12:00:00 AM
8	412101	PETROLEUM ACTIVITY TAX - ADM	-		R	A	N			Jun 1, 2016 12:00:00 AM
9	415010	SEVERANCE TAX SHALE	-		R	A	N			Jan 1, 1901 12:00:00 AM
10	41550	MOTOR FUEL USE TAX	-		R	A	Y			Jan 1, 1901 12:00:00 AM
11	415501	MOTOR FUEL USE TAX - AG COLLEC	-		R	A	N			Jun 1, 2016 12:00:00 AM
12	41650	HORSE RACING WAGER TAX	-		R	A	Y			Jan 1, 1901 12:00:00 AM
13	417540	TAX -INTANG. DLR-JACKSON CO	-		R	A	N			Jun 1, 2016 12:00:00 AM
14	417548	TAX -INTANG. DLR-LUCAS COUNTY	-		R	A	N			Jun 1, 2016 12:00:00 AM
15	417550	TAX -INTANG. DLR-MAHONING CO	-		R	A	N			Jun 1, 2016 12:00:00 AM
16	417561	TAX -INTANG. DLR-NOBLE COUNTY	-		R	A	N			Jun 1, 2016 12:00:00 AM
17	417569	TAX -INTANG. DLR-PUTNAM COUNTY	-		R	A	N			Jun 1, 2016 12:00:00 AM
18	417582	TAX -INTANG. DLR-VINTON COUNTY	-		R	A	N			Jun 1, 2016 12:00:00 AM
19	417583	TAX -INTANG. DLR-WARREN COUNTY	-		R	A	N			Jun 1, 2016 12:00:00 AM
20	417585	TAX -INTANG. DLR-WAYNE CO	-		R	A	N			Jun 1, 2016 12:00:00 AM
21	417586	TAX -INTANG. DLR-WILLIAMS CO	-		R	A	N			Jun 1, 2016 12:00:00 AM
22	417587	TAX -INTANG. DLR-WOOD COUNTY	-		R	A	N			Jun 1, 2016 12:00:00 AM
23	417589	TAX INTANGIBLE QUAL DEALERS	-		R	A	N			Jan 1, 1901 12:00:00 AM
24	41800	CIGARETTE TAX	-		R	A	Y			Jan 1, 1901 12:00:00 AM
25	418502	TAX - VERMOUTH-SPARKLING WINE	-		R	A	N			Jun 1, 2016 12:00:00 AM
26	41950	ESTATE TAXES	-		R	A	Y			Jan 1, 1901 12:00:00 AM
27	420502	MTR VEH LIC-STATE'S SHARE	-		R	A	N			Jan 1, 1901 12:00:00 AM
28	420503	MV CENTRAL REGISTRATION FEES	-		R	A	N			Jan 1, 1901 12:00:00 AM
29	420513	MV OTHER FEE	-		R	A	N			Jan 1, 1901 12:00:00 AM
30	420540	NOT ELSEWHERE CLASSFIED FEES	-		R	A	N			Jan 1, 1901 12:00:00 AM
31	421015	SEED & INOCUL DEALER-AGTS FEES	-		R	A	N			Jan 1, 1901 12:00:00 AM
32	421503	PERMIT FEES	-		R	A	N			Jan 1, 1901 12:00:00 AM

Valid General Ledger Codes - FSX00*XX*

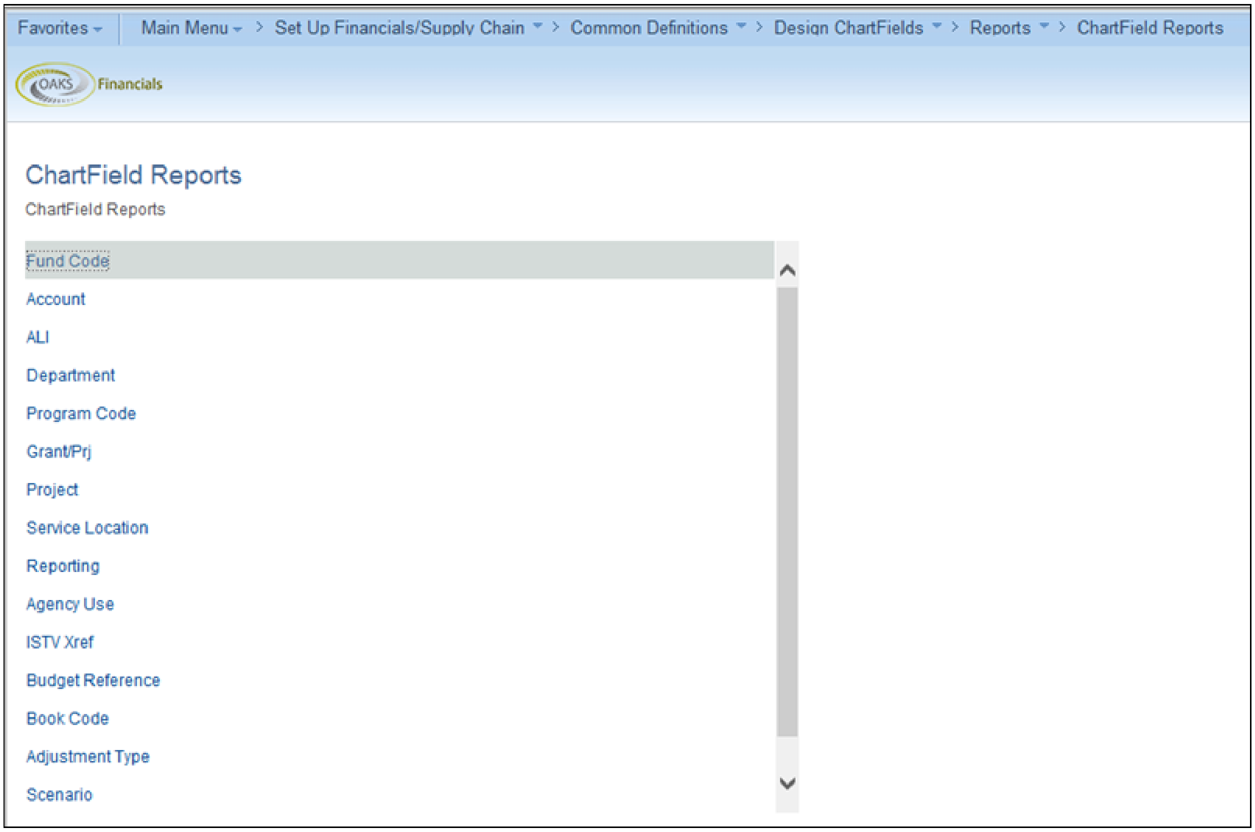
The following procedure shows how to run an OAKS FIN report to view all codes for a specified ChartField type (Account, Fund, Department, Program, ALI, Project, Grant, Service Location, Reporting, Agency Use, Budget Reference, ISTV).

In this scenario, a request for a List of Valid General Ledger Accounts (FSX0010) will run.

- Click here for assistance with accessing the OAKS FIN Supply Chain Module.

Steps

- **OAKS FIN > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports**

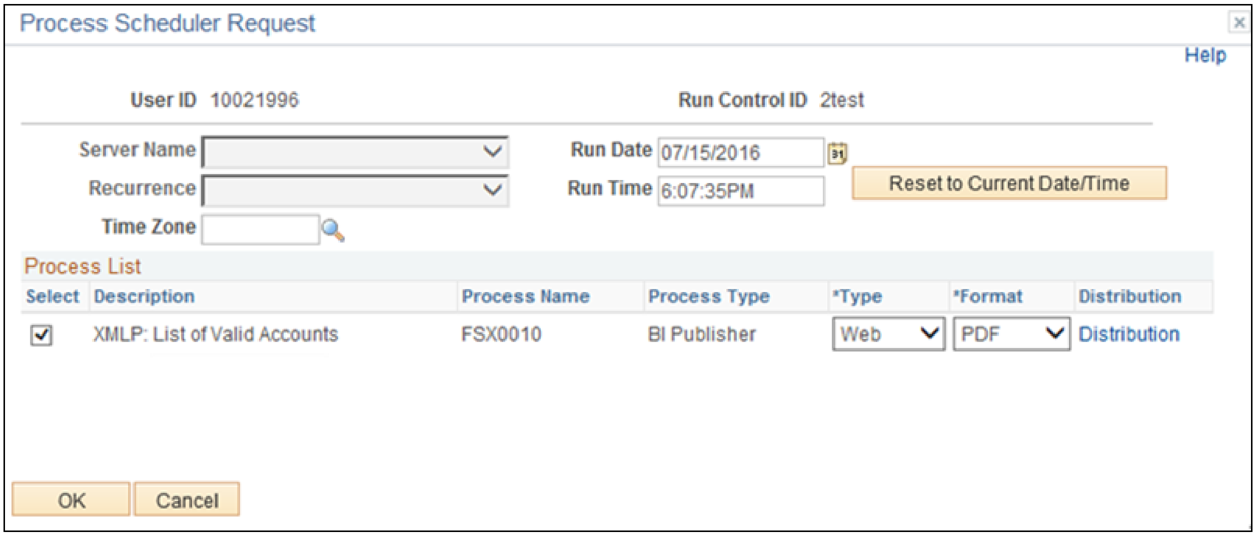


1. For this scenario, choose ***Account***. as the ChartField for the report.
2. Create or open a **Run Control ID**. Refer to Running OAKS FIN Reports for instruction about creating and using run control IDs.
3. Enter or verify the parameters for the report request.

- For General Ledger Accounts, the ***SetID*** is always "STATE."
- The ***As of Date*** defaults to the current date.

4. Click ***Run***.

- The **Process Scheduler Request** displays



6. Verify the ***Description*** and notice the **Process Name**.
7. Choose a ***Format*** to view the report.
8. Click ***OK***.

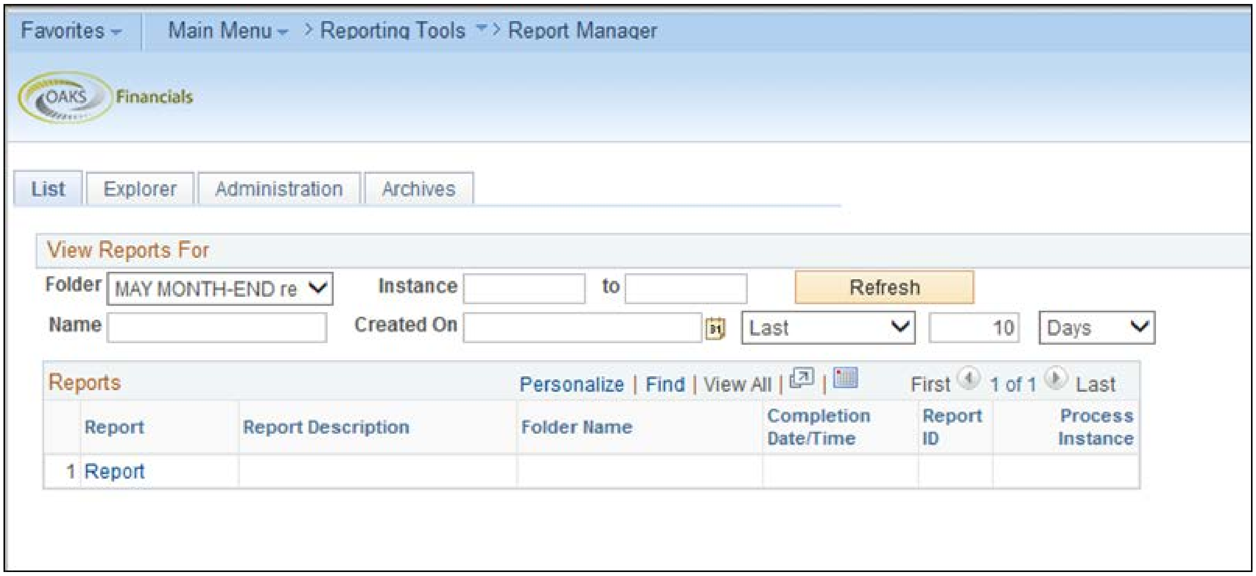
- A ***Process instance*** number displays on the parameters page

9. Click the ***Process Monitor*** link.
10. Click ***Refresh*** until the **Run Status** shows "Success" and the ***Distribution Status*** shows "Posted."

Retrieving and Reviewing the Report

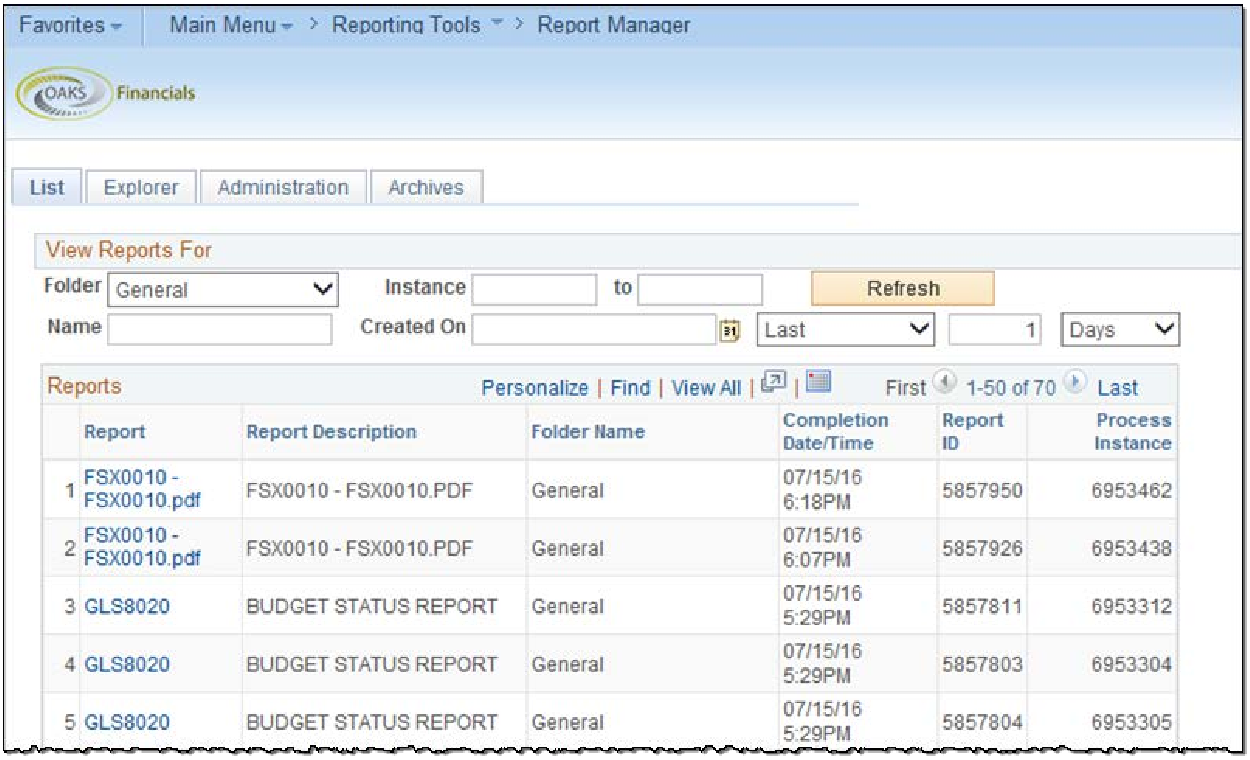
- **OAKS FIN > Main Menu >Reporting Tools > Report Manager**

- The **Report Manager** displays.



11. Change the ***Folder*** to "General."
12. Change the number of ***Days*** to "1."
13. Click ***Refresh***.

- A list of reports, both those ran and received for that day, will appear.



14. Click the ***Report*** link.

- The file extension is dependent on the format chosen when scheduling the report.
- The requested report displays in the format chosen.

ORACLE Report ID: FSX0010

Oracle PeopleSoft Financials

VALID GENERAL LEDGER ACCOUNTS

Page 8
Run Date 7/15/2016
Time 3:18:23 PM

SetID: STATE
As of Date: 15.Jul.2016

			Monetary	Statistical Account			Open Item Account				
Account	**Description**	**Short Name**	**Account Type**	**Y/N**	**UOM**	**Bal Forward**	**Y/N**	**Description**	**Edit Record**	**Edit Field**	**VAT**
40	REVENUES	REVENUE	R -	No		N	No				N
410	TAX REVENUES	TAX REV	R -	No		N	No				N
4100	SALES TAXES	SALES TAX	R -	No		N	No				N
41000	NON-AUTO SALES AND USE	NON-AUTO S	R -	No		N	No				N
410000	HOLDING ACCOUNT	HOLDING AC	R -	No		N	No				N
410001	SALES TAX DELINQUENT - AG	ST-DEL AG	R -	No		N	No				N
410002	SALES TAX GENERAL	SLS TX GEN	R -	No		N	No				N
410003	SALES TAX ALCOHOLIC BEVERAGES	ST AL BEV	R -	No		N	No				N
410004	SALES TAX ASSESSMENTS	ST ASSEMT	R -	No		N	No				N
410005	SALES TAX WATERCRAFT & MOTORS	ST W&M	R -	No		N	No				N
410006	USE TAX DELINQUENT - AG	UT-DEL AG	R -	No		N	No				N
410007	NON RESIDT MOTOR VEH SALES TAX	NR MV ST	R -	No		N	No				N
410400	CASINO TAX RECEIPTS	ReceptsTax	R -	No		N	No				N
410401	CASINO TAX RECTS - LATE PENALT	PenaltyRev	R -	No		N	No				N
41050	AUTO SALES AND USE	AUTO SALES	R -	No		N	No				N
410500	SALES TAX MOTOR VEHICLES	ST MO VEH	R -	No		N	No				N
4110	INCOME AND EXCISE TAXES	INC&EXCISE	R -	No		N	No				N
41100	PERSONAL INCOME TAX	PER INCOME	R -	No		N	No				N
411000	INCOME TAX - STATE PERSONAL	IT ST PER	R -	No		N	No				N
411001	PERSONAL INCOME TAX WITHHOLDIN	PIT WITH	R -	No		N	No				N
411002	PERSONAL INCOME TAX QTR EST	PIT Q E PY	R -	No		N	No				N
411003	PERSONAL INCOME TAX TRUST PAY	PIT TT PY	R -	No		N	No				N

- This report shows all account codes: 1 = Asset, 2 = Liability, 3 = Equity, 4 = Revenue, 5 = Expense, 8 = Other sources, uses, adjustments.