

GL: ChartFields

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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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.

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- [Request Department ChartField](#)
- [Request Program ChartField](#)
- [Request Grant ChartField](#)
- [Add, Update Grant Attributes](#)
- [Maintain, Inactivate ChartFields](#)
- [Approve ChartField Requests](#)
- [Resubmit a ChartField Request](#)
- [Run ChartField Reports](#)

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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.	1XXXXX = Asset 2XXXXX = Liability 3XXXXX = Equity 4XXXXX = Revenue 5XXXXX = Expense 8XXXXX = 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.

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	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.	<ul style="list-style-type: none"> ▪ 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.	<p>Grant values will be assigned by the agencies using their three-character abbreviation followed by one of these letters:</p> <ul style="list-style-type: none"> • S = State • F = Federal • X = Project • O = Other <p>The remaining six characters will be assigned by the agency.</p>
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

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	and may cross fiscal years, funds, etc. May be capital or non-capital, but are differentiated from ongoing operations by their life cycle.		<p>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.)</p> <p>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:</p> <ul style="list-style-type: none"> 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.

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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.

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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**

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myOhio.gov | Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

ChartField Request

[Find an Existing Value](#) | [Add a New Value](#)

Request ID

SetID 

Field Name 

Field Action

Field Value 

[Find an Existing Value](#) | [Add a New Value](#)

- 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.

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New Window | Personalize Page | 

Request ID NEXT
 Request Status Newly Created
 Field Action Add
 Telephone

SetID STATE
 Field Name CHARTFIELD3
 Field Value DNR2334
 Email ID someone@OAKSUPG.SY.COM

Core Information

Budgetary Only

*Effective Date 08/06/2015 

*Status Active 

*Description

*Short Description

[Long Description](#)

Business Justification

[Attachments \(0\)](#)

Request Comments

Trees

Requester	Entered Date/Time
Entered By	Entered Date/Time
Updated By	Updated Date/Time

 Save
 Notify
 Add
 Update/Display

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.

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Request Attachments x

Request ID NEXT

Details Personalize | Find | View All |   First 1 of 1

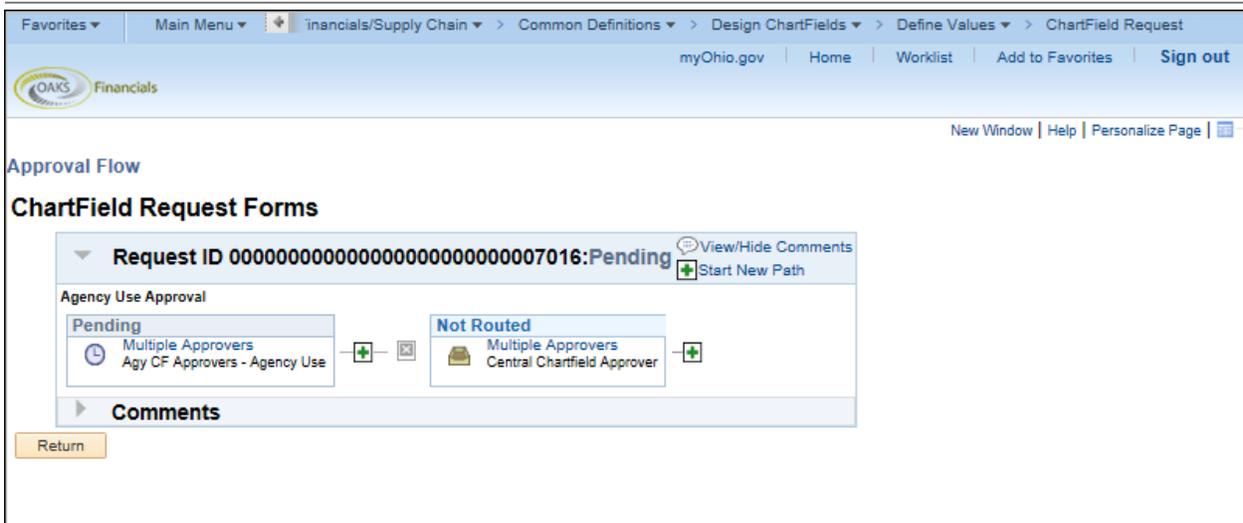
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment
OK
Cancel

- 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.

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The screenshot shows a web application interface for OAKS Financials. The navigation menu includes 'Main Menu', 'Financials/Supply Chain', 'Common Definitions', 'Design ChartFields', 'Define Values', and 'ChartField Request'. The user is logged in as 'myOhio.gov' and has links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The page title is 'Approval Flow ChartField Request Forms'. A specific request is shown with ID '00000000000000000000000000007016' and status 'Pending'. The 'Agency Use Approval' section shows a flow starting with 'Pending' (Multiple Approvers, Agy CF Approvers - Agency Use) and moving to 'Not Routed' (Multiple Approvers, Central Chartfield Approver). There are options for 'View/Hide Comments' and 'Start New Path'. A 'Return' button is located at the bottom of the form.

- 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.

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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**

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New Window | Help

ChartField Request

Find an Existing Value | Add a New Value

Request ID

SetID 🔍

Field Name 🔍

Field Action ▼

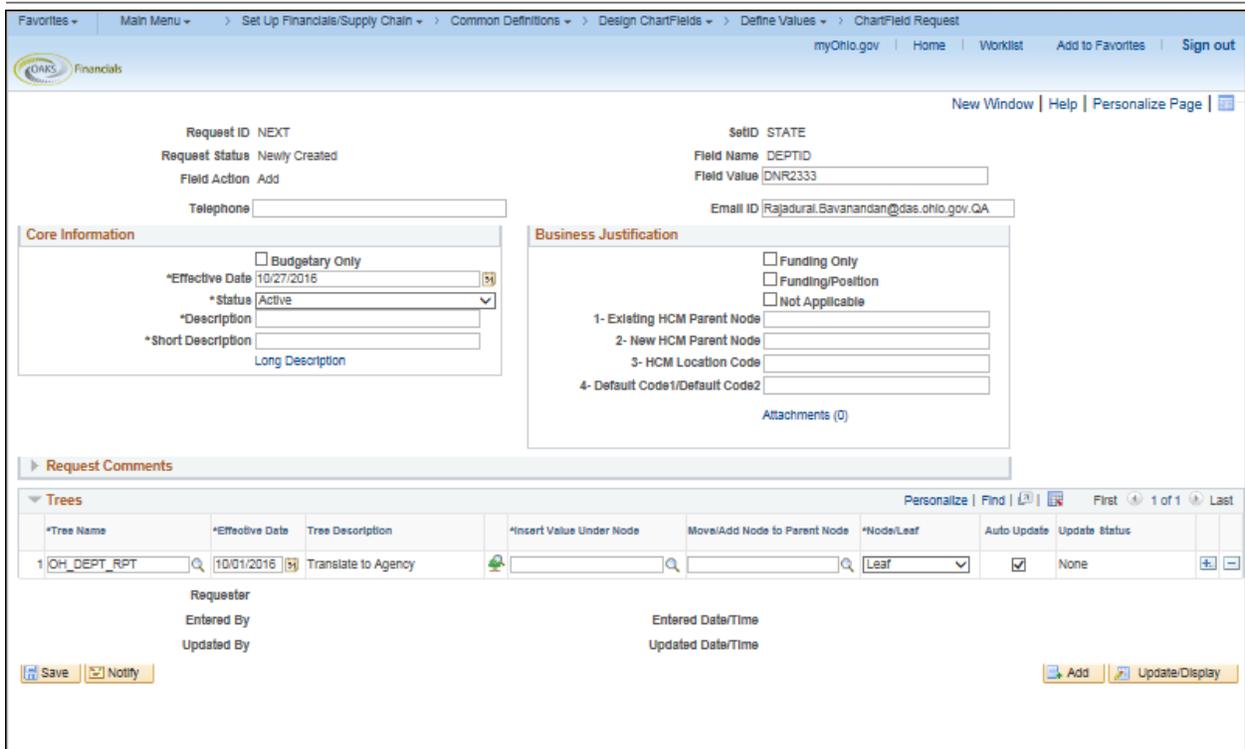
Field Value 🔍

Find an Existing Value | Add a New Value

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.

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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

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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.

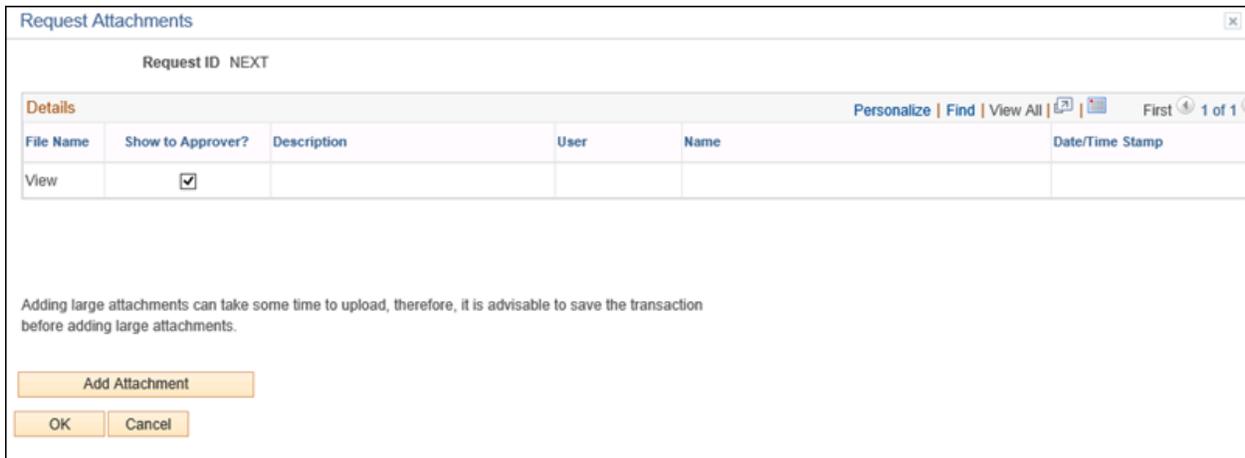
14. To add optional documentation:

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

13.

- The **Request Attachments** window opens.



Request Attachments

Request ID NEXT

Details Personalize | Find | View All | First 1 of 1

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

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.

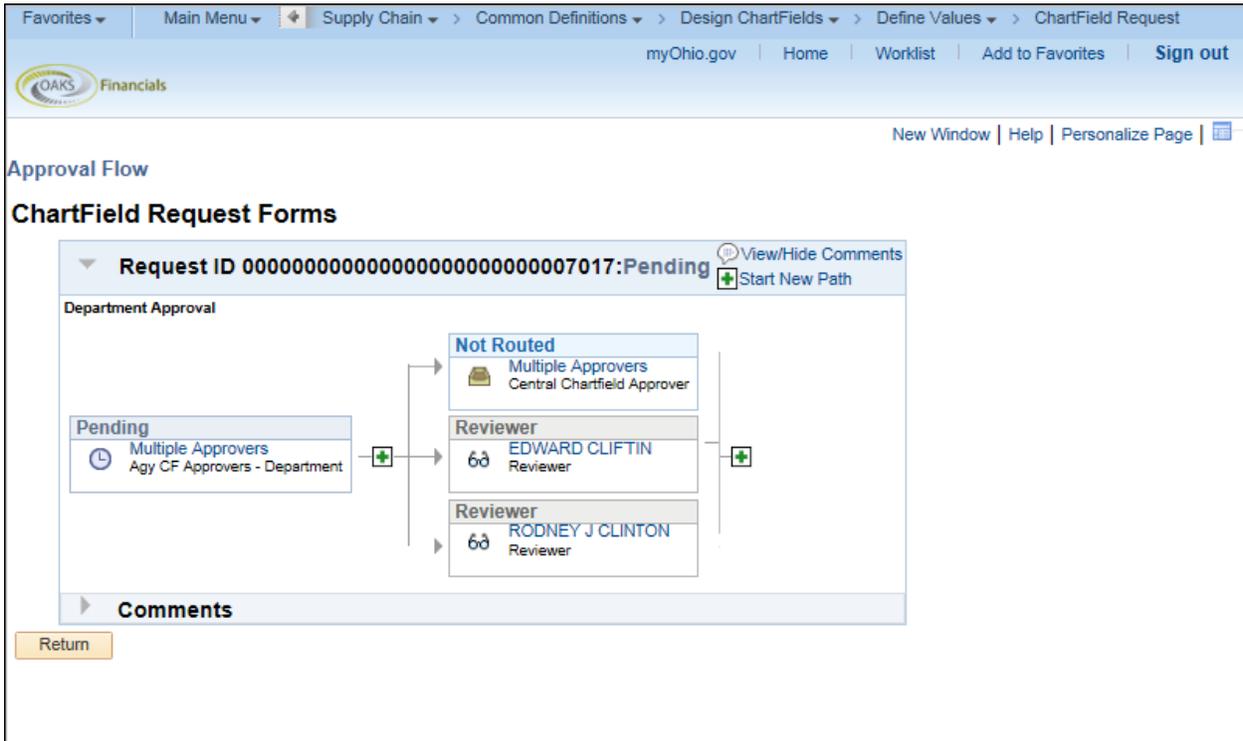
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16. The **Effective Date** field should default correctly to the first day of the current fiscal quarter (for example, "10/01/2015," "01/01/2016," "04/01/2016," "07/01/2016").
17. The **Tree Description** displays "Translate to Agency."
18. Before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

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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.

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26. Select **Return**.

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

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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**

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ChartField Request

Find an Existing Value | Add a New Value

Request ID NEXT

SetID STATE

Field Name

Field Action Add

Field Value

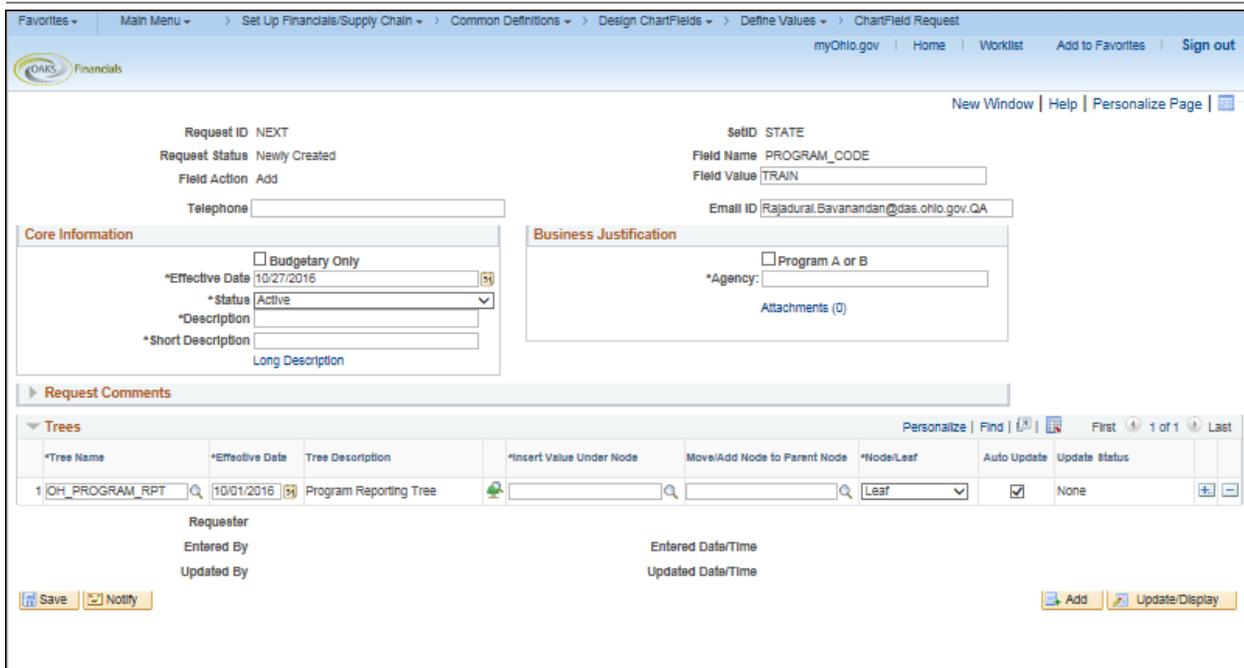
Add

Find an Existing Value | Add a New Value

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.

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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

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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.

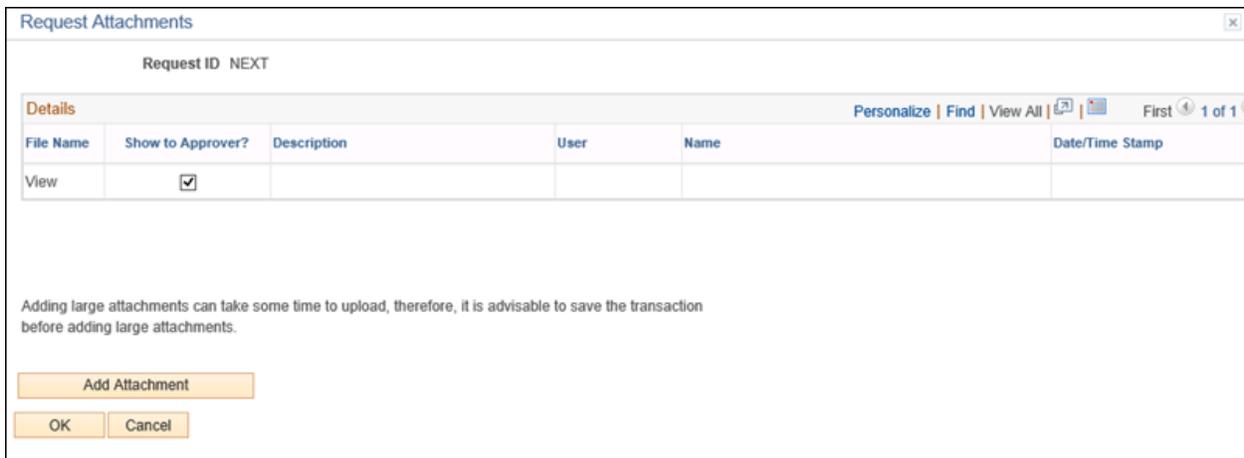
10. Enter into Agency field the 3-character code of the agency where the new program ChartField value is to be assigned.

11. To add optional documentation:

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

10.

- The **Request Attachments** window opens.



The screenshot shows a window titled "Request Attachments" with a close button in the top right corner. Below the title bar, there is a field for "Request ID" followed by "NEXT". A "Details" section contains a table with columns: "File Name", "Show to Approver?", "Description", "User", "Name", and "Date/Time Stamp". The table has one row with "View" in the "File Name" column and a checked checkbox in the "Show to Approver?" column. To the right of the table are links for "Personalize", "Find", "View All", and "First 1 of 1". Below the table is a message: "Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." At the bottom are three buttons: "Add Attachment", "OK", and "Cancel".

a.

b. Click **Add Attachment**.

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

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- 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

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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**.

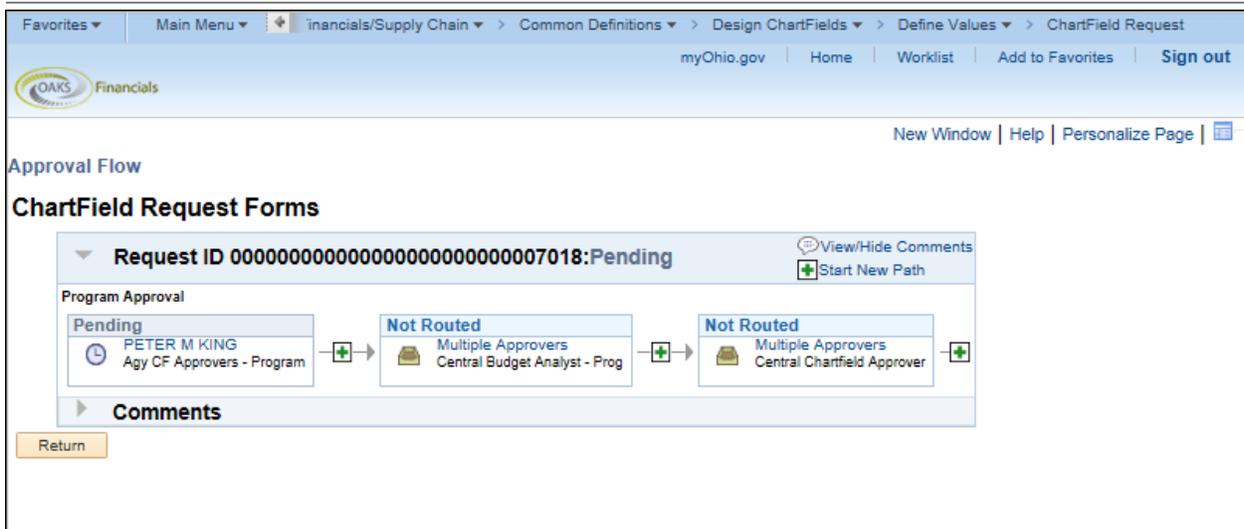
21. Click **Go**.

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

- The **Approval Flow** page displays.

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- 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.

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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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



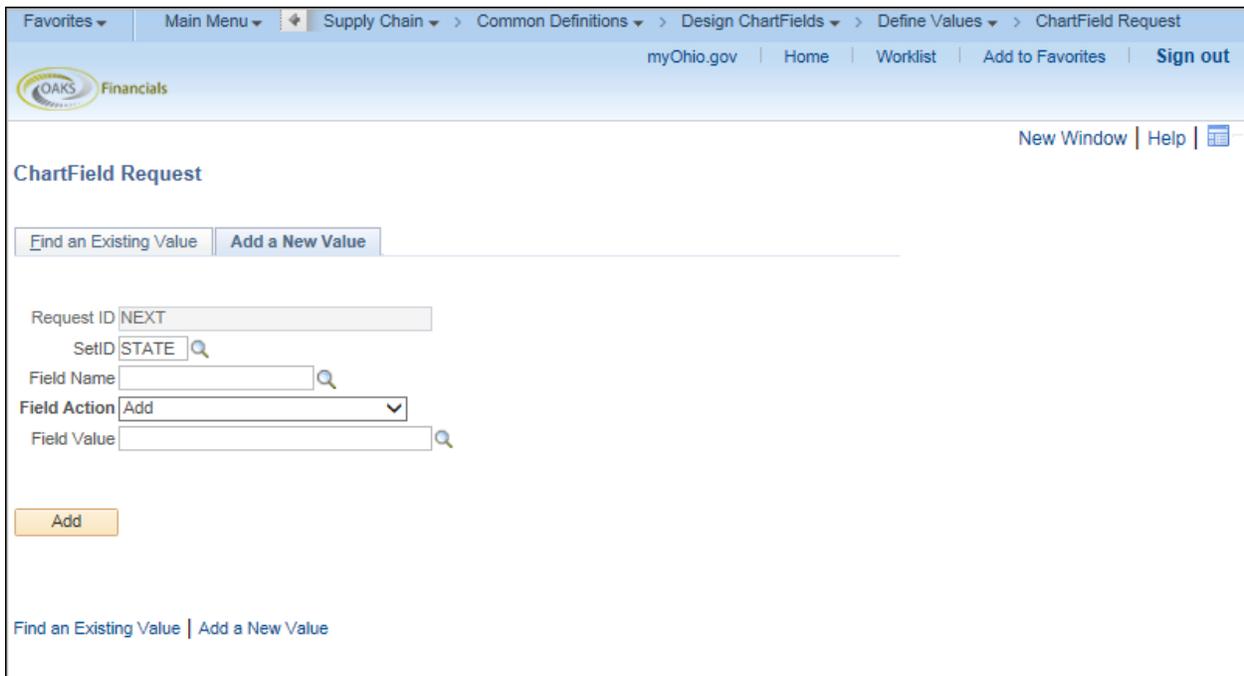
- **Last four** characters are agency defined.

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

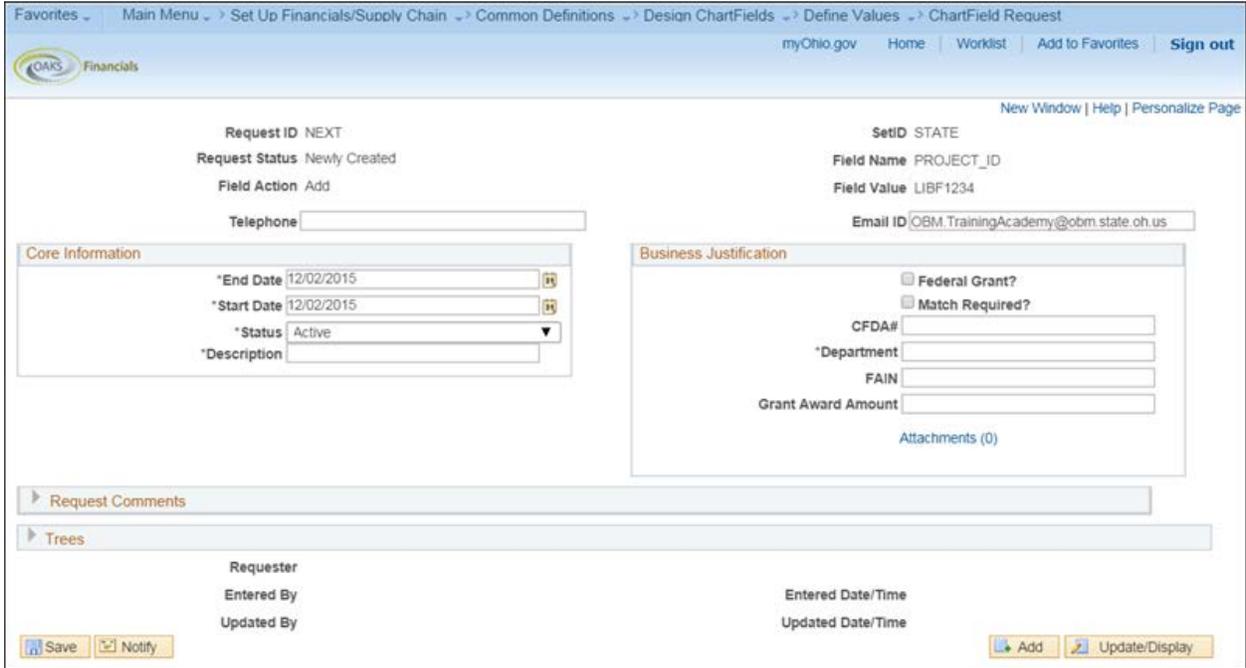
- **OAKS FIN > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request**



- [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**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- 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.



Request ID: NEXT
Request Status: Newly Created
Field Action: Add
Telephone:

SetID: STATE
Field Name: PROJECT_ID
Field Value: LIBF1234
Email ID: OBM.TrainingAcademy@obm.state.oh.us

Core Information

*End Date: 12/02/2015
*Start Date: 12/02/2015
*Status: Active
*Description:

Business Justification

Federal Grant?
 Match Required?
CFDA#:
*Department:
FAIN:
Grant Award Amount:
Attachments (0)

Request Comments

Trees

Requester:
Entered By:
Updated By:
Entered Date/Time:
Updated Date/Time:

Save Notify Add Update/Display

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Request Attachments x

Request ID NEXT

Details Personalize | Find | View All |   First 1 of 1

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

- 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**.

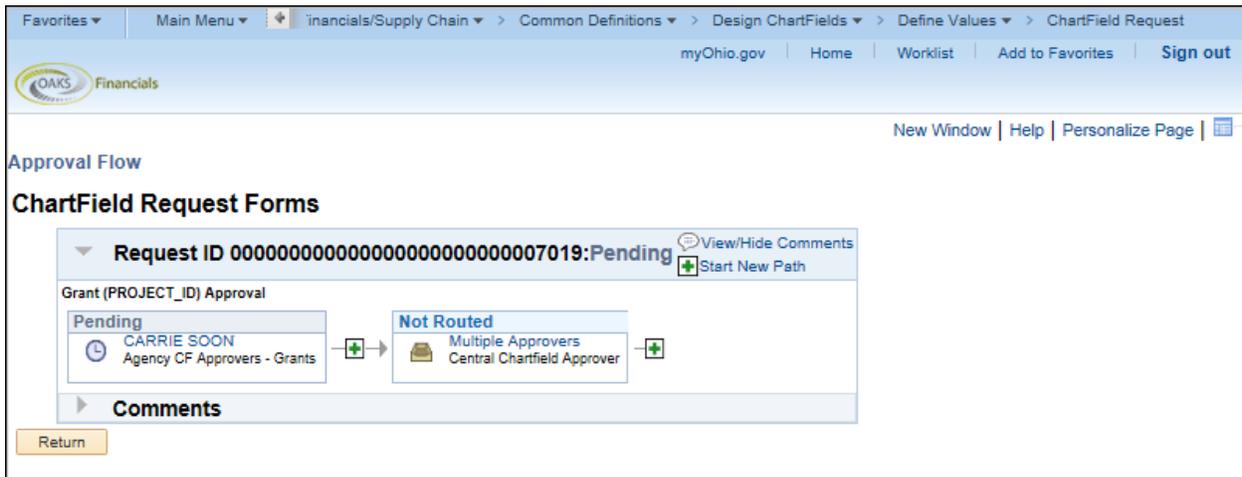
12. Click **Go**.

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

- The **Approval Flow** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





The screenshot shows the 'Approval Flow' section for a 'ChartField Request Form'. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request'. The page title is 'Approval Flow' and the sub-title is 'ChartField Request Forms'. The main content area displays a flow diagram for 'Grant (PROJECT_ID) Approval'. The flow starts with a 'Pending' state, which includes 'CARRIE SOON' and 'Agency CF Approvers - Grants'. An arrow points to a 'Not Routed' state, which includes 'Multiple Approvers' and 'Central Charfield Approver'. Below the flow diagram is a 'Comments' section and a 'Return' button. The top navigation bar includes 'myOhio.gov', 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The bottom right corner has 'New Window | Help | Personalize Page |'.

- 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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

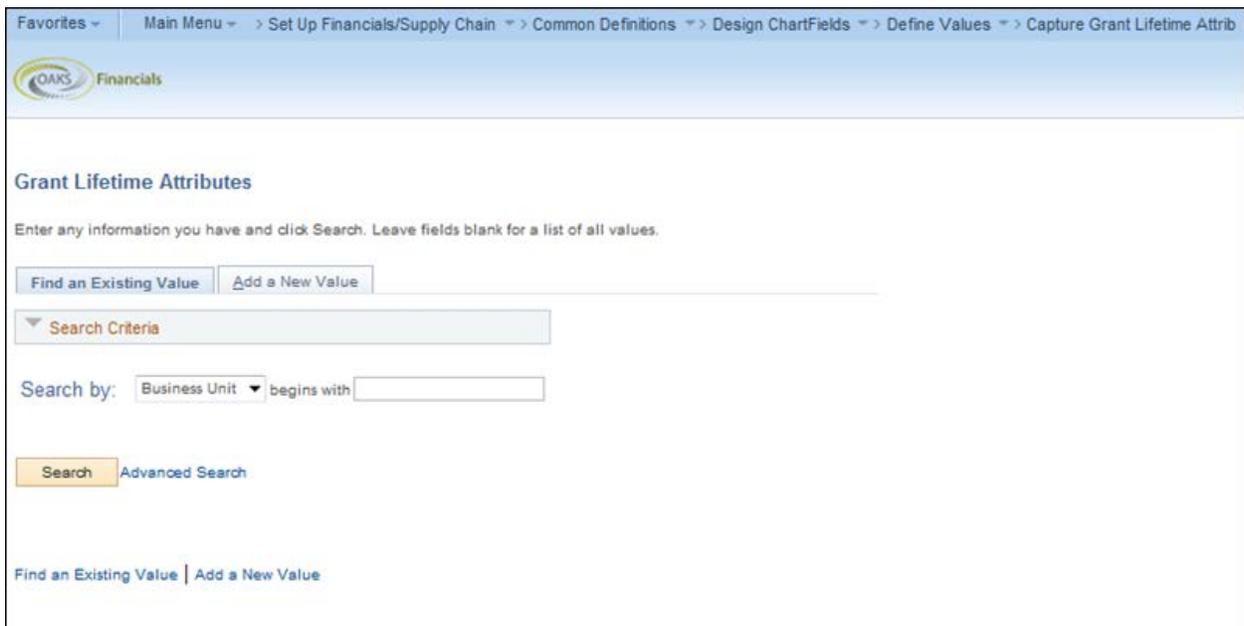


Adding, Updating Grant Attributes

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

Steps

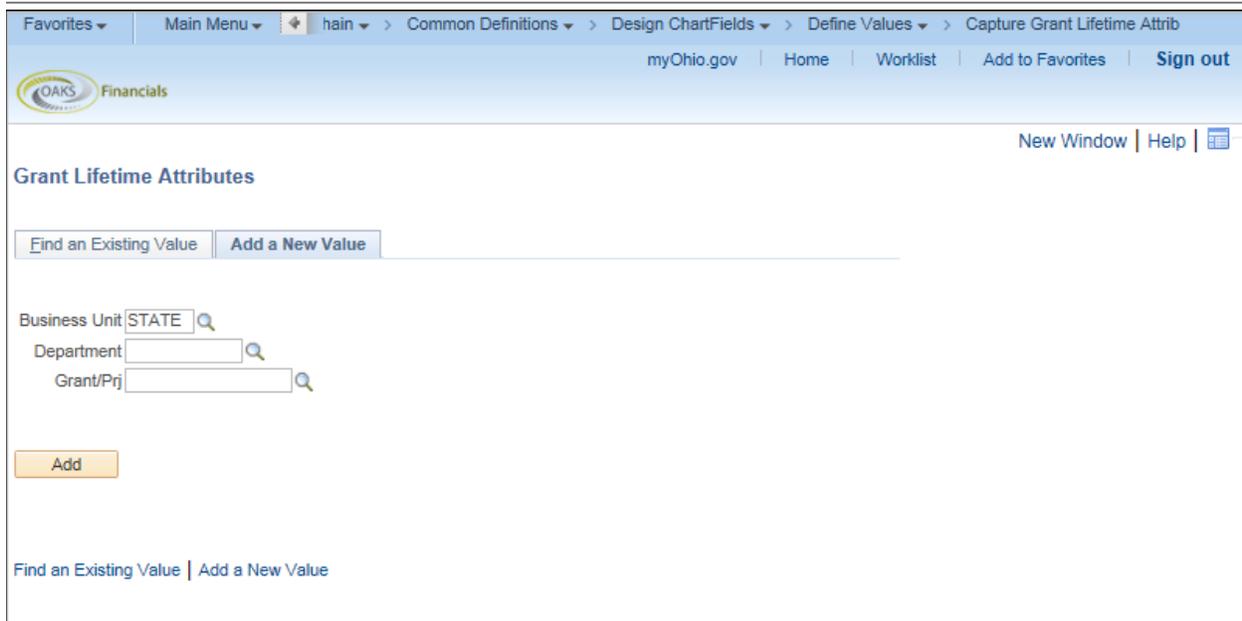
- **OAKS FIN > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Capture Grant Lifetime Attrib**



The screenshot shows the OAKS Financials interface for the 'Grant Lifetime Attributes' section. At the top, there is a breadcrumb trail: 'Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Capture Grant Lifetime Attrib'. Below this is the OAKS Financials logo and the title 'Grant Lifetime Attributes'. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Search Criteria' dropdown menu. The 'Search by:' field is set to 'Business Unit' and 'begins with' followed by an empty text input field. There are 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

1. Click the ***Add a New Value*** tab.
- The **Add a New Value** page for **Grant Lifetime Attributes** displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



myOhio.gov | Home | Worklist | Add to Favorites | Sign out

New Window | Help

Grant Lifetime Attributes

Find an Existing Value | Add a New Value

Business Unit STATE

Department

Grant/Prj

Add

Find an Existing Value | Add a New Value

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) | [Main Menu](#) | [hain](#) | [Common Definitions](#) | [Design ChartFields](#) | [Define Values](#) | [Capture Grant Lifetime Attrib](#)
[myOhio.gov](#) | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#) | [\[Grid Icon\]](#)

Grant Attributes

*Business Unit [\[Search\]](#) *Department [\[Search\]](#)
 *Grant/Prj [\[Search\]](#)

Grant Details

CFDA *Letter of Credit
 FAIN *Grant Year
 *Begin Date [\[B1\]](#) *Active Status
 *Grant Amount *End Date [\[B1\]](#)

Grant Fund Details

User Option
 Cash Match Amount Cash Match %
 In Kind Amount Grant Kind Pct
 Lifetime Revenues as of 6/30/2007
 Lifetime Expenditures as of 6/30/2007

Last Updated By _____
Date of last update _____

Revenue and Expenditures by Fund as of 6/30/2007 [Personalize](#) | [Find](#) | [View All](#) | [\[Print\]](#) | [\[Grid\]](#) First 1 of 1 Last

Fund	Lifetime Revenues	Lifetime Expenditures	
1 <input type="text"/> [Search]	<input type="text"/>	<input type="text"/>	+ -

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

-
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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Maintaining and Inactivating ChartFields

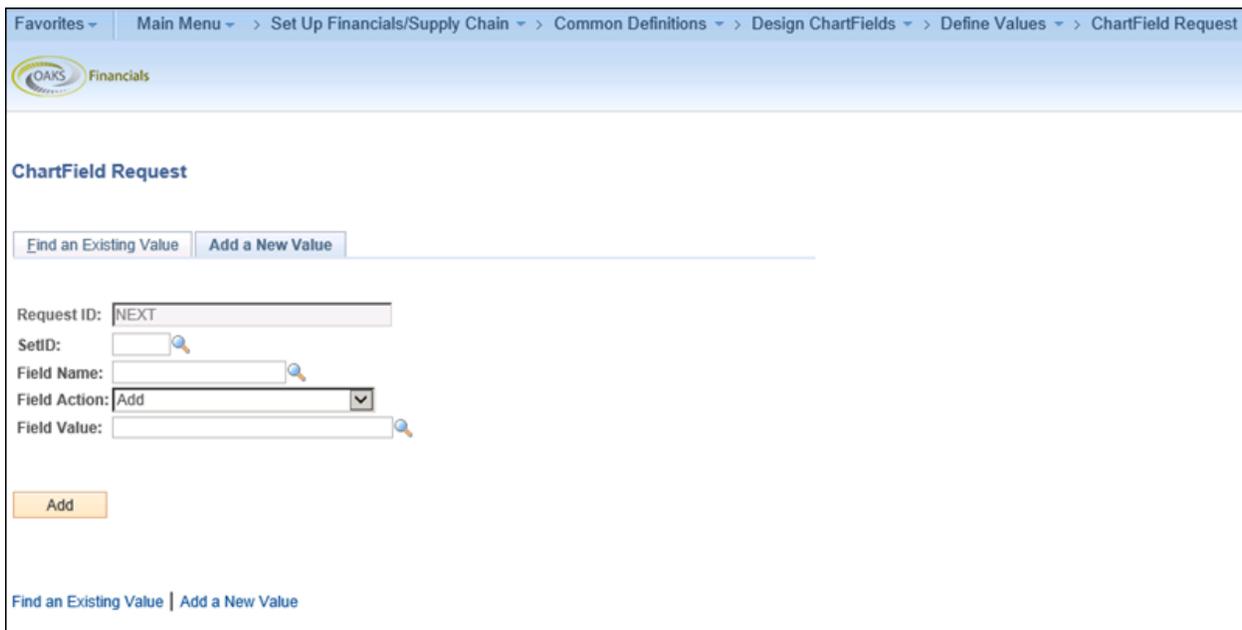
Before inactivating a ChartField, you must verify that there are no outstanding transactions, such as an unpaid voucher, that are using the ChartField.

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

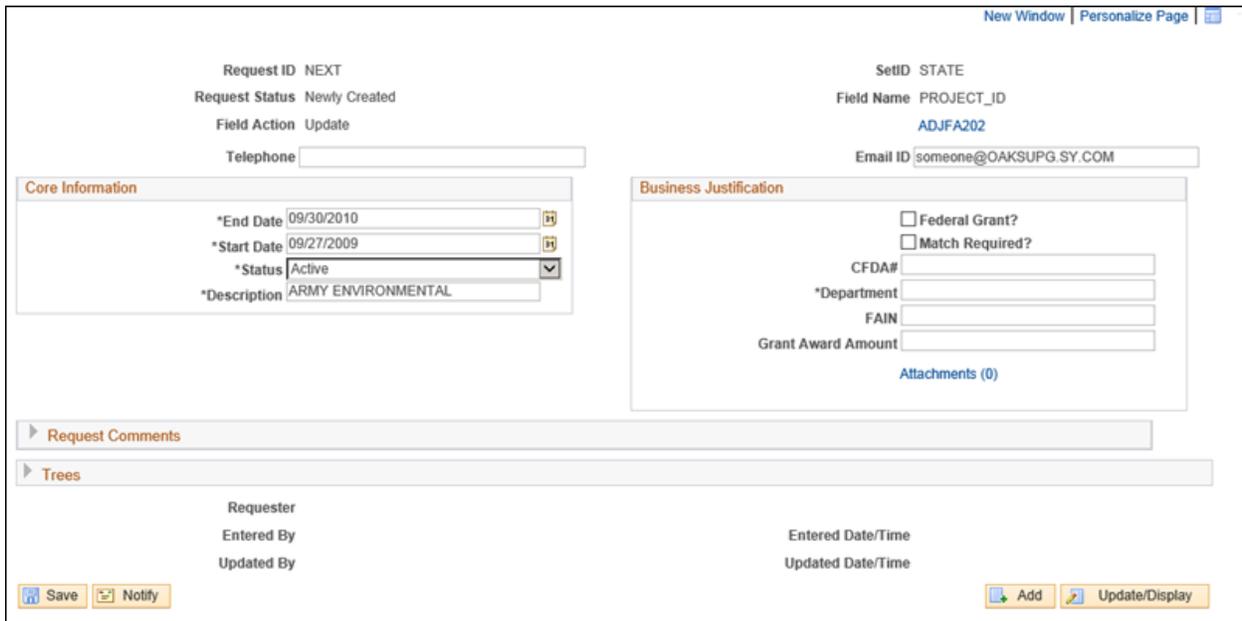
- **OAKS FIN > Main Menu > Set Up Financials/Supply Chains > Common Definitions > Design ChartFields > Define Values > ChartField Request**



- [Click here for a quick tutorial on Inactivating ChartFields.](#)

See "The FIN SOURCE" for Ohio for the most recent version of this process.

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.



Request ID NEXT
Request Status Newly Created
Field Action Update
Telephone

SetID STATE
Field Name PROJECT_ID
ADJFA202
Email ID someone@OAKSUPG.SY.COM

Core Information

*End Date 09/30/2010
*Start Date 09/27/2009
*Status Active
*Description ARMY ENVIRONMENTAL

Business Justification

Federal Grant?
 Match Required?
CFDA#
*Department
FAIN
Grant Award Amount
Attachments (0)

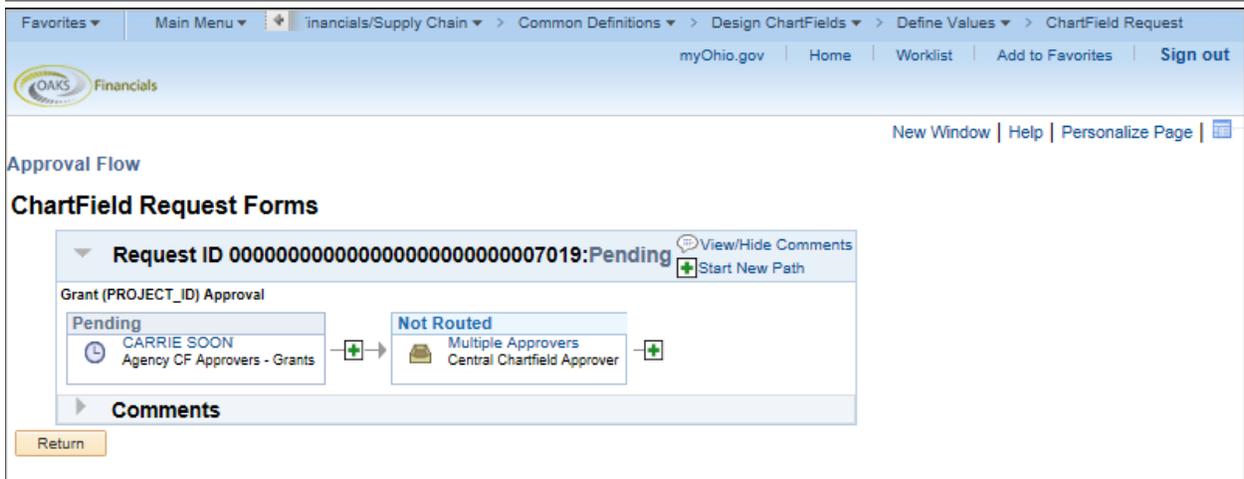
Request Comments
Trees

Requester
Entered By
Updated By
Entered Date/Time
Updated Date/Time

Save Notify Add Update/Display

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Approval Flow

ChartField Request Forms

Request ID 00000000000000000000000000007019: Pending

Grant (PROJECT_ID) Approval

Pending

CARRIE SOON
Agency CF Approvers - Grants

Not Routed

Multiple Approvers
Central Chartfield Approver

Comments

Return

- 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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Approving ChartField Requests

Overview

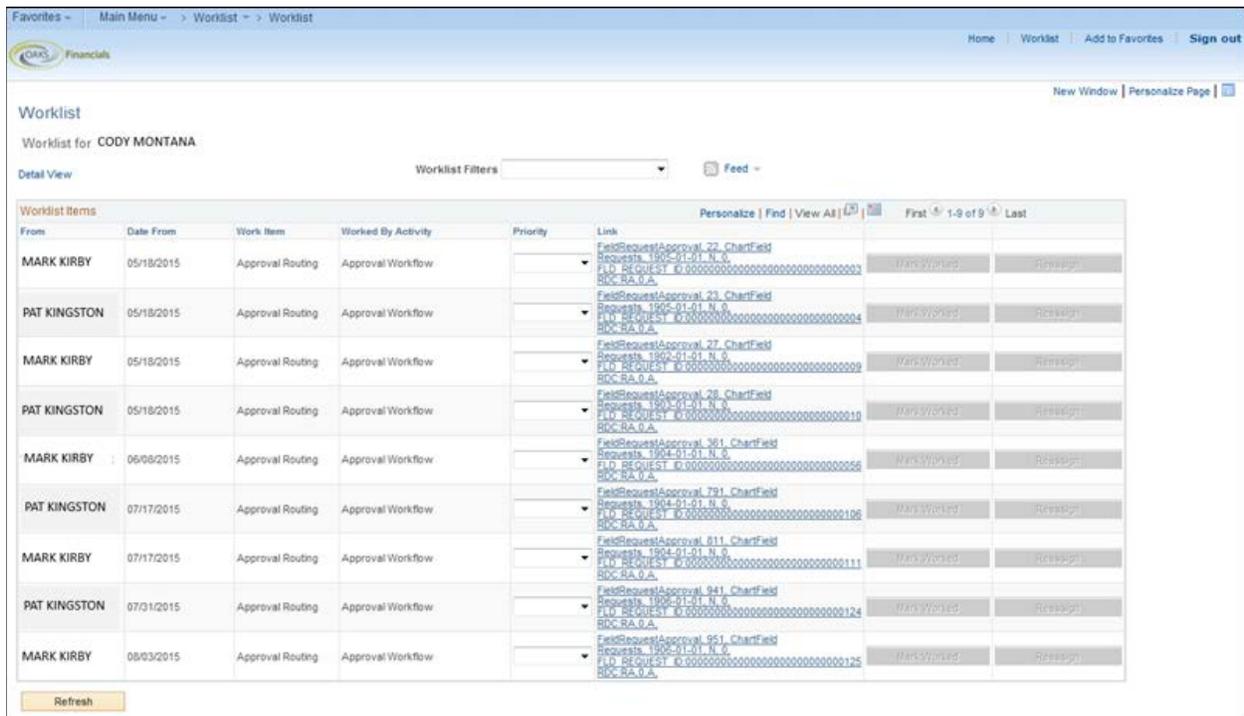
Approval is required for all ChartField requests in OAKS FIN. Designated approvers will vary by ChartField type and multiple levels of approval may be required for specific ChartFields.

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**



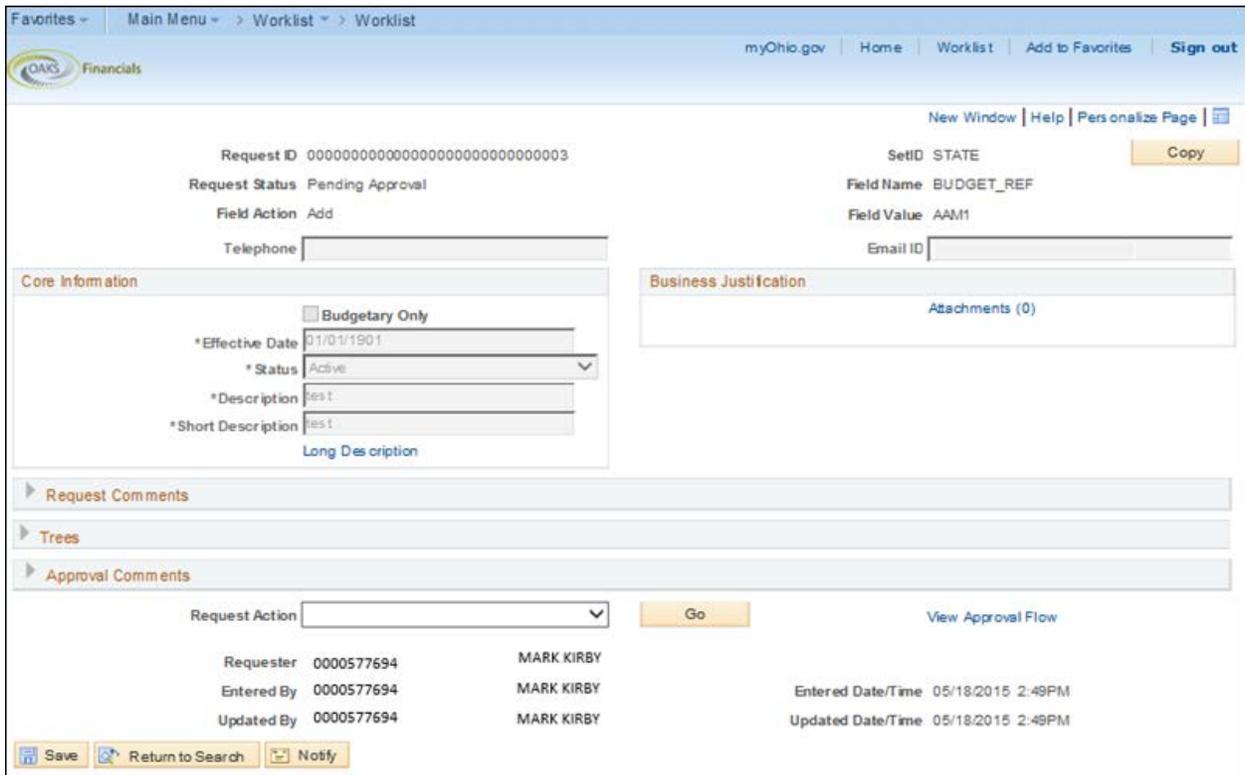
The screenshot shows the OAKS Financials Worklist interface. The page title is "Worklist for CODY MONTANA". Below the title, there are options for "Detail View" and "Worklist Filters". The main content is a table with columns: "From", "Date From", "Work Item", "Worked By Activity", "Priority", "Link", and "Status". The table contains 12 rows of data, each representing a ChartField request. The "Link" column contains a detailed URL for each request, including the ChartField ID and request number. The "Status" column shows "Marked" for each item. A "Refresh" button is located at the bottom left of the table.

From	Date From	Work Item	Worked By Activity	Priority	Link	Status
MARK KIRBY	05/18/2015	Approval Routing	Approval Workflow		FieldRequestApproval 22 ChartField Requests 1904-01-01 N 0	Marked
PAT KINGSTON	05/18/2015	Approval Routing	Approval Workflow		FieldRequestApproval 23 ChartField Requests 1904-01-01 N 0	Marked
MARK KIRBY	05/18/2015	Approval Routing	Approval Workflow		FieldRequestApproval 27 ChartField Requests 1904-01-01 N 0	Marked
PAT KINGSTON	05/18/2015	Approval Routing	Approval Workflow		FieldRequestApproval 28 ChartField Requests 1904-01-01 N 0	Marked
MARK KIRBY	06/08/2015	Approval Routing	Approval Workflow		FieldRequestApproval 301 ChartField Requests 1904-01-01 N 0	Marked
PAT KINGSTON	07/17/2015	Approval Routing	Approval Workflow		FieldRequestApproval 791 ChartField Requests 1904-01-01 N 0	Marked
MARK KIRBY	07/17/2015	Approval Routing	Approval Workflow		FieldRequestApproval 811 ChartField Requests 1904-01-01 N 0	Marked
PAT KINGSTON	07/31/2015	Approval Routing	Approval Workflow		FieldRequestApproval 941 ChartField Requests 1904-01-01 N 0	Marked
MARK KIRBY	08/03/2015	Approval Routing	Approval Workflow		FieldRequestApproval 951 ChartField Requests 1904-01-01 N 0	Marked

- [Click here for a quick tutorial on Approving ChartField Requests.](#)

See "The FIN SOURCE" for Ohio for the most recent version of this process.

1. Select the correct **ChartField Request** to view and approve.
 - The **Business Request Approval** page displays.



The screenshot shows the 'Business Request Approval' page in the OAKS Financials system. The page includes a navigation bar with 'myOhio.gov', 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area displays request details: Request ID (00000000000000000000000000000003), Request Status (Pending Approval), Field Action (Add), Telephone (empty), SetID (STATE), Field Name (BUDGET_REF), Field Value (AAM1), and Email ID (empty). A 'Copy' button is next to the SetID. Below this is the 'Core Information' section with fields for Effective Date (01/01/1901), Status (Active), Description (test), and Short Description (test). A 'Business Justification' section with 'Attachments (0)' is also visible. At the bottom, there is a 'Request Action' dropdown menu, a 'Go' button, and a 'View Approval Flow' link. The footer shows the requester (MARK KIRBY), entered and updated by (MARK KIRBY), and the date/time (05/18/2015 2:49PM). There are also 'Save', 'Return to Search', and 'Notify' buttons.

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

myOhio.gov | Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Approval Flow

ChartField Request Forms

Request ID 000000000000000000000000000007020: Pending View/Hide Comments Start New Path

Grant (PROJECT_ID) Approval

Approved MARK KIRBY
 Agency CF Approvers - Grants
 10/31/16 - 12:37 PM

Pending Multiple Approvers
 Central Chartfield Approver

Comments

Return

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."

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Resubmitting a ChartField Request for Approval

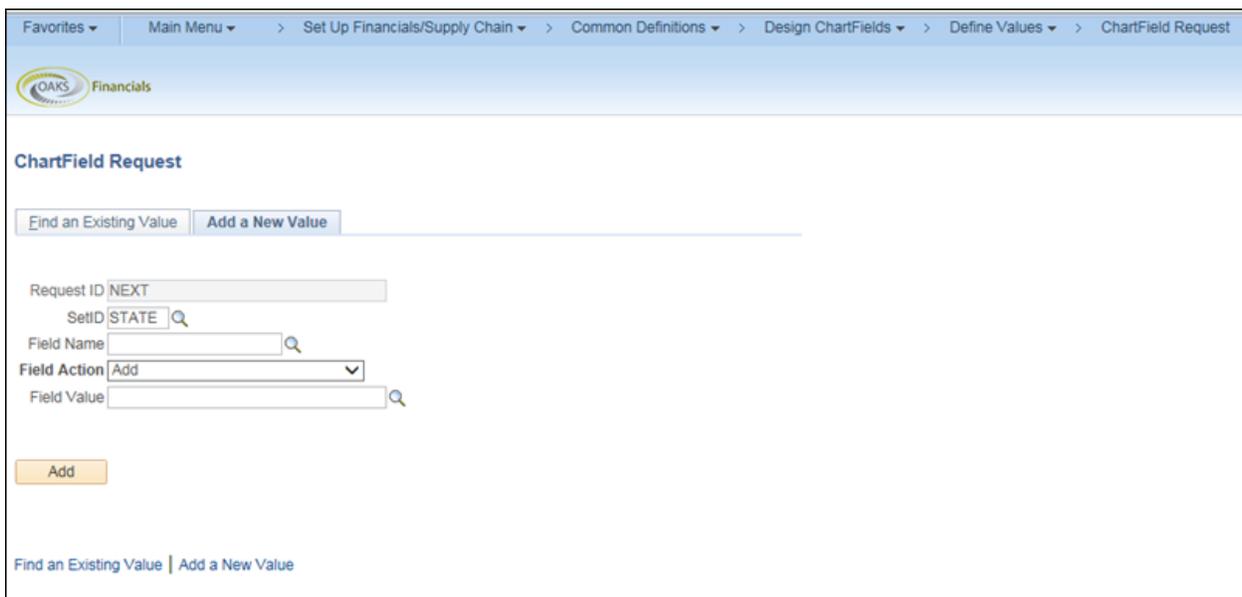
Overview

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

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

Approval Flow

ChartField Request Forms

Request ID 0000000000000000000000000000388: **Denied**

Project Approval

Approved MICHAEL MUSTAY Agy CF Approvers - Project 09/30/15 - 7:49 AM	→	Denied VERONICA MESSER Central Chartfield Approver 09/30/15 - 8:18 AM
---	---	---

Return

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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).

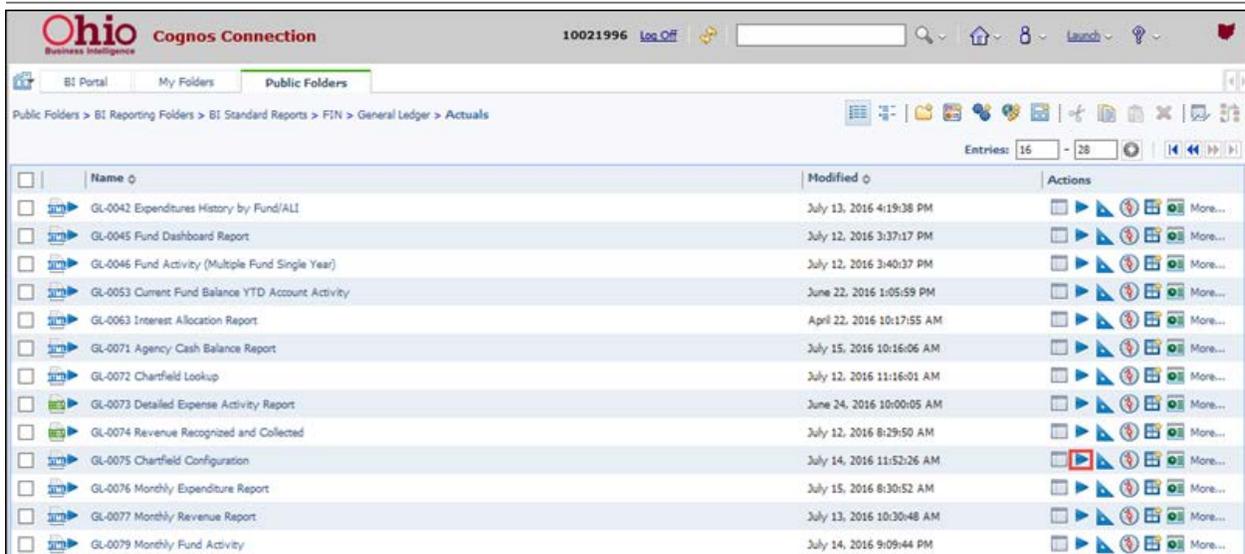
- The search can be narrowed by the alpha or numeric character the code starts with (e.g., for Account choose 1 = Asset, 2 = Liability, 3 = Equity, 4 = Revenue, 5 = Expense, 8 = Other sources, uses, adjustments).

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	GL-0042 Expenditures History by Fund/ALI	July 13, 2016 4:19:38 PM	More...
<input type="checkbox"/>	GL-0045 Fund Dashboard Report	July 12, 2016 3:37:17 PM	More...
<input type="checkbox"/>	GL-0046 Fund Activity (Multiple Fund Single Year)	July 12, 2016 3:40:37 PM	More...
<input type="checkbox"/>	GL-0053 Current Fund Balance YTD Account Activity	June 22, 2016 1:05:59 PM	More...
<input type="checkbox"/>	GL-0063 Interest Allocation Report	April 22, 2016 10:17:55 AM	More...
<input type="checkbox"/>	GL-0071 Agency Cash Balance Report	July 15, 2016 10:16:06 AM	More...
<input type="checkbox"/>	GL-0072 Chartfield Lookup	July 12, 2016 11:16:01 AM	More...
<input type="checkbox"/>	GL-0073 Detailed Expense Activity Report	June 24, 2016 10:00:05 AM	More...
<input type="checkbox"/>	GL-0074 Revenue Recognized and Collected	July 12, 2016 8:29:50 AM	More...
<input type="checkbox"/>	GL-0075 Chartfield Configuration	July 14, 2016 11:52:26 AM	More...
<input type="checkbox"/>	GL-0076 Monthly Expenditure Report	July 15, 2016 8:30:52 AM	More...
<input type="checkbox"/>	GL-0077 Monthly Revenue Report	July 13, 2016 10:30:48 AM	More...
<input type="checkbox"/>	GL-0079 Monthly Fund Activity	July 14, 2016 9:09:44 PM	More...

- 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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



GL-0075 Chartfield Configuration Prompt Page	
Chartfield to Display :	<input checked="" type="radio"/> Account - Expense and Revenue <input type="radio"/> Fund <input type="radio"/> Department <input type="radio"/> Program <input type="radio"/> ALL <input type="radio"/> Project <input type="radio"/> Grant <input type="radio"/> Service Location <input type="radio"/> Reporting <input type="radio"/> Agency Use
Effective Date :	Jul 15, 2016
Chartfields Used by Agency : <small>Using this prompt will return only chartfields the agency entered has transacted against in the general ledger. This prompt is not relevant for the account or department layouts of this report. Please use the account or department starts with prompts to filter those chartfields.</small>	<input type="text"/>
Display Chartfield Expanded Description? : <small>Only available for Account, Department, Fund, Program, and ALL.</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Chartfield Attributes? : <small>Only available for Account, Fund, Program, ALL, and ISTV</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No Click Here to Choose Specific Attributes to Display <small>Select a "Chartfield to Display" in the first prompt for a chartfield which contains chartfield attributes to see the attributes associated with that chartfield.</small>
Chartfield Status :	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive Select all Deselect all
Account Starts With :	<input type="text"/>
Fund Starts With :	<input type="text"/>
Department Starts With :	<input type="text"/>
Program Starts With :	<input type="text"/>
ALL Starts With :	<input type="text"/>

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing										
O15										
A	B	C	D	E	F	G	H	I		J
Account	Description - Account	Expanded Description	Legal Auth	Account Ty	Status as of Effective Date	Budgetary	Attribute	Attribute Values Description		Effdt - Account
1	410002	SALES TAX GENERAL	-	R	A	N				Jan 1, 1901 12:00:00 AM
2	410003	SALES TAX ALCOHOLIC BEVERAGES	-	R	A	N				Jan 1, 1901 12:00:00 AM
3	4110	INCOME AND EXCISE TAXES	-	R	A	Y				Jan 1, 1901 12:00:00 AM
4	411001	PERSONAL INCOME TAX WITHHOLDIN	-	R	A	N				Jan 1, 1901 12:00:00 AM
5	411004	PERSONAL INC TAX ANNUAL RET/40	-	R	A	N				Jun 1, 2016 12:00:00 AM
6	411005	PERSONAL INCOME TAX OTHER	-	R	A	N				Jan 1, 1901 12:00:00 AM
7	412101	PETROLEUM ACTIVITY TAX - ADM	-	R	A	N				Jun 1, 2016 12:00:00 AM
8	415010	SEVERANCE TAX SHALE	-	R	A	N				Jan 1, 1901 12:00:00 AM
9	41550	MOTOR FUEL USE TAX	-	R	A	Y				Jan 1, 1901 12:00:00 AM
10	415501	MOTOR FUEL USE TAX - AG COLLEC	-	R	A	N				Jun 1, 2016 12:00:00 AM
11	41650	HORSE RACING WAGER TAX	-	R	A	Y				Jan 1, 1901 12:00:00 AM
12	417540	TAX -INTANG. DLR-JACKSON CO	-	R	A	N				Jun 1, 2016 12:00:00 AM
13	417548	TAX -INTANG. DLR-LUCAS COUNTY	-	R	A	N				Jun 1, 2016 12:00:00 AM
14	417550	TAX -INTANG. DLR-MAHONING CO	-	R	A	N				Jun 1, 2016 12:00:00 AM
15	417561	TAX -INTANG. DLR-NOBLE COUNTY	-	R	A	N				Jun 1, 2016 12:00:00 AM
16	417569	TAX -INTANG. DLR-PUTNAM COUNTY	-	R	A	N				Jun 1, 2016 12:00:00 AM
17	417582	TAX -INTANG. DLR-VINTON COUNTY	-	R	A	N				Jun 1, 2016 12:00:00 AM
18	417583	TAX -INTANG. DLR-WARREN COUNTY	-	R	A	N				Jun 1, 2016 12:00:00 AM
19	417585	TAX -INTANG. DLR-WAYNE CO	-	R	A	N				Jun 1, 2016 12:00:00 AM
20	417586	TAX -INTANG. DLR-WILLIAMS CO	-	R	A	N				Jun 1, 2016 12:00:00 AM
21	417587	TAX -INTANG. DLR-WOOD COUNTY	-	R	A	N				Jun 1, 2016 12:00:00 AM
22	417589	TAX INTANGIBLE QUAL DEALERS	-	R	A	N				Jan 1, 1901 12:00:00 AM
23	41800	CIGARETTE TAX	-	R	A	Y				Jan 1, 1901 12:00:00 AM
24	418502	TAX - VERMOUTH-SPARKLING WINE	-	R	A	N				Jun 1, 2016 12:00:00 AM
25	41950	ESTATE TAXES	-	R	A	Y				Jan 1, 1901 12:00:00 AM
26	420502	MTR VEH LIC-STATE'S SHARE	-	R	A	N				Jan 1, 1901 12:00:00 AM
27	420503	MV CENTRAL REGISTRATION FEES	-	R	A	N				Jan 1, 1901 12:00:00 AM
28	420513	MV OTHER FEE	-	R	A	N				Jan 1, 1901 12:00:00 AM
29	420540	NOT ELSEWHERE CLASSIFIED FEES	-	R	A	N				Jan 1, 1901 12:00:00 AM
30	421015	SEED & INOCUL DEALER-AGTS FEES	-	R	A	N				Jan 1, 1901 12:00:00 AM
31	421503	PERMIT FEES	-	R	A	N				Jan 1, 1901 12:00:00 AM
32	421514	MIGRATE INITIAL	-	R	A	N				Jan 1, 1901 12:00:00 AM

Valid General Ledger Codes - FSX00XX

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.

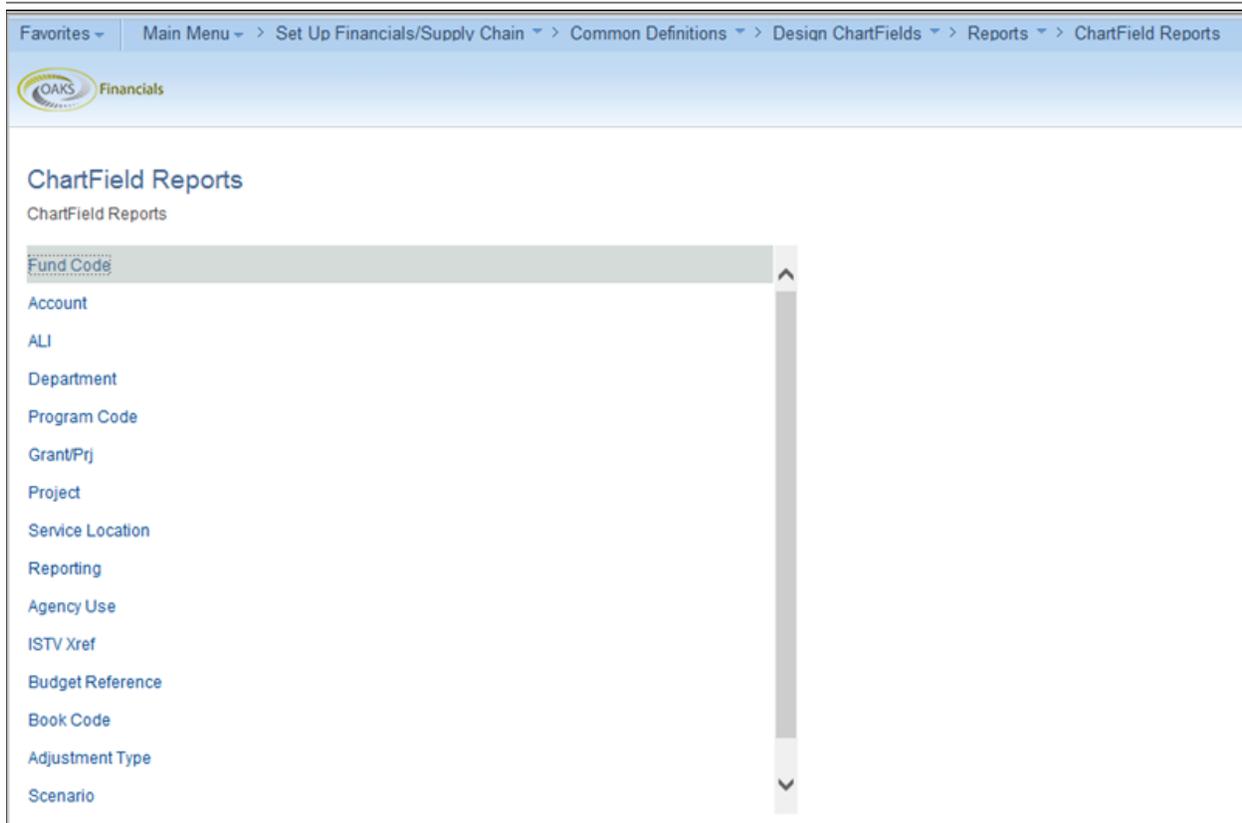
- [Click here for assistance with accessing the OAKS FIN Supply Chain Module.](#)

Steps

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

See "The FIN SOURCE" for Ohio for the most recent version of this process.





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

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Process Scheduler Request Help

User ID 10021996 Run Control ID 2test

Server Name Run Date 07/15/2016

Recurrence Run Time 6:07:35PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	XMLP: List of Valid Accounts	FSX0010	BI Publisher	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

 OAKS Financials

List Explorer Administration Archives

View Reports For

Folder MAY MONTH-END re ▾ Instance to Refresh

Name Created On Last ▾ 10 Days ▾

Reports Personalize | Find | View All |  |  First ◀ 1 of 1 ▶ Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

 OAKS Financials

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last Days

Reports Personalize | Find | View All | First 1-50 of 70 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 FSX0010 - FSX0010.pdf	FSX0010 - FSX0010.PDF	General	07/15/16 6:18PM	5857950	6953462
2 FSX0010 - FSX0010.pdf	FSX0010 - FSX0010.PDF	General	07/15/16 6:07PM	5857926	6953438
3 GLS8020	BUDGET STATUS REPORT	General	07/15/16 5:29PM	5857811	6953312
4 GLS8020	BUDGET STATUS REPORT	General	07/15/16 5:29PM	5857803	6953304
5 GLS8020	BUDGET STATUS REPORT	General	07/15/16 5:29PM	5857804	6953305

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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



ORACLE®		Report ID: FSX0010	Oracle PeopleSoft Financials VALID GENERAL LEDGER ACCOUNTS				Page	8		
SetID: STATE						Run Date	7/15/2016			
As of Date: 15.Jul.2016						Time	3:18:23 PM			
Account	Description	Short Name	Monetary			Statistical Account		Open Item Account		
			Account Type	Y/N	UOM	Bal Forward	Y/N	Description	Edit Record	Edit Field
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	RecptsTax	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.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

