RESET

CAL MARITIME

Fiscal Services Office
PeopleSoft Chartfield Codes

*** Requestor: Please click the appropriate check boxes***

REQUEST TO ADD/CHANGE/INACTIVATE MACMP FUND CODES

Effective Date: _____

CHARTFIELD: Please select one   If applicable, CPDC Proj Number

MACMP Account	Fund *	MACMP Department	MACMP Class	MACMP Program	MACMP Project

FNAT Key - new Funds: _____   *FIRMS pgm code for Dept* _____   *Proj start date:* _____

* For new Fund requests, please complete a Fund Agreement form.
     * If fund is related to a federal grant, CFDA #: _____   Agreement   DOA Attached:

ACTION: Please select one

     Add   Change   Inactivate   Fund Type

Chartfield Description	(no more than 30 characters)	Chartfield Code **
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** For new chartfields, the chartfield code will be assigned by Fiscal Services.

Reason for Request / Description of Usage:	Attach supporting documentation

REQUESTOR SIGNATURES: Date Requested: _____

Requested By: _____   Authorized By: _____
          (Print)   (Print)

_____   _____
          (Signature)   (Department Head Signature)

FOR FISCAL SERVICES DEPARTMENT USE ONLY:

Reviewed By: _____   Reviewed By: _____   Authorized By: _____
    (Accounting Manager Signature)   (Budget Director Signature)   (Controller or AVP Signature)

New funds require AVP signature

___ PS Finance Create/Update	___ Inactivate: Check Balance A&L
___ FNAT/AAT Key	___ Update Chartfield List
___ FIRMS: New Departments only	___ Enterprise updated
___ Tree Manager Updated (indicate which trees updated below)	___ Payroll Account Code established
ACCOUNT ACCOUNT_LEGAL_EDIT CSUFE_ACCOUNT	___ **CPDC attribute added to proj if proj is CPDC funded**
DEPT_COMBO_DEPFUND FUND_COMBO_DEPFUND	___ E-Mail Notification: Accounting, Budget, Purchasing,
FUND_LEGAL_EDITS CSUFE_FUND	and requesting department
YECLOSE_FUND YE_ROLLFWD	___ Date Completed
Update Data Warehouse security for new departments	___ If Funds - update IDA
If Department - Add Rule 4	
DEPTID_DW_RPT	___ Input by