



1. Which roles have security to enter Chartfield Requests and Payroll Account Code Requests?

ANSWER: The following roles have security to enter Chartfield Requests: *AGY GL REVIEW, AGY GL APPROVER, AGY GL SYS TECH RESOURCE and FISCAL ADMIN REVIEWER*

2. Where can I find the new Chartfield Request Forms and Payroll Account Code Requests?

ANSWER: *Chartfield Request Forms for Account, Chartfield1, Chartfield 2, SID, Department, and Program are available in two locations:*

- a. Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select ChartField Request.*
- b. Core-CT Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request*

Payroll Account Code Request Forms are available in two locations:

- a. Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Payroll Acct Code Request Form.*
- b. Core-CT Financials > Set Up Financials/Supply Chain > Common Payroll Acct Code Request Form*

3. How can I add an attachment to a ChartField Request?

ANSWER: Attachments are added by locating the Business Justification groupbox and clicking the Attachments link

4. How do I inquire on an existing ChartField Request?

ANSWER: *The ChartField Requests inquiry is available in two locations:*

- a. Core-CT Financials > Setup Financials/Supply Chain > Common Definitions > Business Request Inquiry*
- b. Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Business Request Inquiry*



5. How do I inquire on an existing Project ID Request?

ANSWER: The Project ID inquiry is available in two locations:

- a. Core-CT Financials > Enterprise Components > Forms > Search/Fill in a Form, selecting Project ID Request Form in the Form field
- b. Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Search/Fill in a Form selecting Project ID Request Form in the Form field

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6.7. How Do I inquire on an existing Payroll Account Code Request?

ANSWER: The Payroll Account Code Request Form is available in two locations:

- a. Core-CT Financials > Enterprise Components > Forms > Search/Fill in a Form, selecting Payroll Acct Code Request Form in the Form field
- b. Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Search/Fill in a Form, selecting Payroll Acct Code Request Form in the Form field