

INSTRUCTIONS - Request for General Ledger Chartfields & WhoKeys

This form is used to establish new chartfields and WhoKeys in the General Ledger. Establishing a new department, subdepartment or grant program also requires establishing a new WhoKey. This form is also used to set up or modify a cost center (limited to the range of 1000–8999). **For the grant/program chartfield, this form is only used for grant/programs that start with a 5 (organizational unit/departmental programs), 7 (central programs) or 8 (gifts).**

Transactions will only post to the General Ledger if the WhoKey and Chartfield codes are established in advance. This form must be approved by the requestor's department and organizational unit. Submit a signed form either electronically via an email attachment or via campus mail to your organizational contact for Accounting Services. You will receive email notification when the request has been completed.

Please adhere to the following guidelines to assure that proper codes and descriptions are recorded in the Chartfield and WhoKey database.

Section 1a & b – New Chartfield Code and Description (required field for new Chartfield requests)

This section must be completed to request new chartfield codes for Department, Subdepartment, Grant Program, or Cost Center. If several chartfields are included on the request, a list may be attached listing the chartfield codes and associated descriptions. The Effective Date will be set up as the 1st of the month for the month the form is received. If a different months' effective date is needed, please indicate that.

Section 2 – Distribution

Printed reports are distributed based on the Department, Subdepartment or Grant Program. You can elect to have a printed financial report (SA3) distributed to individuals, department names or position titles within a department or organization. Note: one copy of each report is currently distributed to the departmental administrator; it is redundant to list the departmental administrator as a report recipient on this form unless a new department is established.

Section 3 – Overdraft MFK

Please specify an MFK that will cover any overdraft resulting from establishing this new element code. MFKs can be established to track expenses related to speculative projects but the department or organization is always responsible for covering any overdraft related to these activities. This is for the requestor's departmental use only; Accounting Services does not utilize this information.

Section 4 – Reason for Request and Source of Funds

Please describe the purpose in establishing this new Chartfield or WhoKey. Accounting Services groups activities into similar fund/function combinations based on sources and uses of funds generated from these activities. This will help Accounting Services determine if the activity is assigned to an appropriate WhoKey in Section 5.

Section 5 – Valid WhoKey(s) (required field when new Dept, Subdept or Grant/Program has been requested)

Each transaction that is processed that will create a journal entry to post to the General Ledger is validated against a WhoKey table that includes previously established WhoKeys. Therefore, when establishing a new department, subdepartment or grant/program, valid WhoKeys associated with these new Chartfields must also be established. In this section, list all valid WhoKeys associated with the new Chartfields or this section may also be completed when no new Chartfield code has been requested and only a new WhoKey is being requested. Attach a separate list if more than four WhoKeys are needed. The Open and Close Date may be left blank and will default to the day the WhoKey is set up for the Open Date and a date far in the future for the Close Date; unless specific dates are desired and indicated by the requestor.

Section 5a – Information for WhoKey Administration Application

Please share this completed form with your Departmental Administrator so that he/she may add the WhoKey Owner & Reviewer to the *WhoKey Administration* application in Self Service. Accounting Services does not use this information. The Owner and Reviewers can be added to the *WhoKey Administration application* after the requestor is emailed from Accounting Services that the WhoKey has been set up and the synch job has run the following day to add that WhoKey to the application.

Return form to your Accounting Services Org Unit contact (<http://www.uiowa.edu/~fusas/orgcontacts.html>), via email attachment (preferred method) or in campus mail to B5, JH.