FHS Finance

Policy on opening new chartfields in PeopleSoft

This policy clarifies the already existing practice of departments obtaining FHS Finance approval on all additions to the Faculty GL.

FHS Finance has a mandate to manage and minimize the number of chartfields available in the GL, so that system performance, budgeting, and reporting can be kept as efficient and streamlined as possible. To ensure that we satisfy this mandate, all new chartfield requests are submitted to the FHS Finance office prior to submission to Central Finance.

New chartfield requests are completed by the department using the prescribed form. A copy of this form can be found at http://www.mcmaster.ca/bms/BMS_FS_Subcode.htm under "Create New / Update Chartfield Value".

1. Complete both tabs of the Excel file. Tab 2 is for linking payroll accounts with the new chartfield, and is necessary if you want to pay employees or faculty from the new combination.

2. Submit the form to your analyst in FHS Finance for review and approval. The analyst will confirm whether there is a need for a new chartfield, and may suggest using an existing value if it is more appropriate. He/she will also confirm that the correct fund is being used in connection with the request. Requirements for assigning a program to fund 45 are provided on the form itself.

3. If the analyst determines that a new chartfield is necessary, he/she will submit the form to Central Finance for processing. Once the new number is available, it will be communicated from Central Finance and the analyst will ensure the department has received this information.

This policy is in effect for all departments of the Faculty of Health Sciences.

FHS Finance, April 11, 2016