

Compass DEPARTMENT Create/Modify/Inactivate/Re-activate Request Form

Please submit completed form to compass@emory.edu with subject "CHARTFIELD REQUEST"

CONTROLLER'S OFFICE NOTIFIES THE REQUESTOR AND APPROVER WHEN REQUEST IS COMPLETE

Requestor Name _____

Phone _____ Email _____

Approved by (Operating Unit CFO/Business Officer) _____

Phone _____ Date _____

List the email addresses, if additional individuals should be notified:

Create Modify Inactivate Re-activate Requested for the following:

Department ID _____

Reason for Request (REQUIRED):

Chartfield Description (REQUIRED FOR DEPARTMENT CREATE/MODIFY):

Short Description (limit 10 characters): _____

Long Description (limit 30 characters): _____

When modifying department description, all active Smartkeys with fund codes beginning with "1" will be modified also.

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Section I: Department CREATE

Set ID: Share University Healthcare Emory Affiliates

Required:

UTBG Smartkey _____

Create a new UTBG Smartkey (attach completed Compass Chartfield Smartkey Request Form)

If creating Department – will salary be charged to it? Yes No

Required: *If YES.*

HR Default Smartkey _____

Create a new HR Default Smartkey (attach completed Compass Chartfield Smartkey Request Form)

Optional: Should PFBG Smartkey be created? Yes No

(Controller's Office will assign) _____

Section II: Department INACTIVATE

Set ID: Share University Healthcare Emory Affiliates

If inactivating Department, all Employees must be transferred to another Department & Smartkey.

If inactivating Department, all Smartkeys associated with Department must be inactive.