



OBM

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To: **Agency Chief Fiscal Officers**

From: **OBM RACM General Ledger Team: Seanne Harper, Randall Miller, Erica Thomas**
E-mail questions to OBM.Chartfield@obm.state.oh.us

Date: **March 8, 2017**

Re: **FY 2018 Chartfield Values**

The overall process for requesting Chartfield values is found in the FIN Process Manual (<http://fin.help4u.obm.ohio.gov/>) under the 'General Ledger/Steps for Chartfields' section.

If your agency would like to establish new Chartfield values for the new fiscal year 2018, there are a couple of tips the GL team would like to pass on to help you determine proper Effective Dates (EFFDT) for your Chartfield values:

- **All** Chartfield values must have an Active EFFDT of '01-01-1901' even if the value will not be used until a future date. (this is a system requirement)
- - If your agency does not want the value to be available for coding immediately, please select the "Budgetary Only" option for the value on the Chartfield request form for the '01-01-1901' EFFDT request.

- For the DeptID and Program chartfields, please use the default Tree date that populates for the reporting tree.

Trees	
*Tree Name	*Effective Date
1 OH_DEPT_RPT	01/01/2016

- You can add an additional row if you are also adding the value to a FIN Agency Budget translate tree (if applicable):

Trees	
*Tree Name	*Effective Date
1 OH_DEPT_RPT	01/01/2016
2 CC_DEPT_CONTROI X	07/01/2015

- A second Chartfield request form should be submitted to update the Chartfield value with a new EFFDT row subsequent to the 01-01-1901 row that will uncheck the 'Budgetary Only' box. That will enable your agency to use the value for coding as of the EFFDT indicated. This EFFDT row can be in any date, whether past, present or future, as long as it is after 01-01-1901.
- When choosing a future EFFDT that will make the Chartfield value available for coding, keep these dates in mind:
 - 6-11-2017 is the first day of the 6-24-2017 PPE (paycheck date 7-7-2017), which is the first pay period of FY 2018. To be able to use the Chartfield values in HCM Combo Codes for this pay period, please use an EFFDT to uncheck 'Budgetary Only' on or prior to 6-11-2017.
 - Any Chartfield values needed for posting an Agency Budget for FY 2018 can be "Budgetary Only" until 7-1-2017. The value must have an Active EFFDT '01-01-1901' row prior to posting the budget journal.
- In the past it was necessary for Chartfield requests to be submitted to OBM in May to be able to have them available for the new fiscal year. This deadline has been extended to June 29 this year. Users will have the ability to make Chartfield requests all the way up until users are locked out on June 30 for the Year End Close processing.

If you have any questions, email: OBM.Chartfield@obm.state.oh.us.