

## CHARTFIELD LOOK UP INQUIRY/QUERIES REFERENCE GUIDE

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This guide is designed to provide you with the information you need to successfully use the Chartfield Lookup Inquiry.

### CHARTFIELD LOOK UP INQUIRY OVERVIEW

The **ChartField Lookup Inquiry** displays valid chartfield values and whether a value is purchasing, payroll, and/or budget transfer eligible. This is a useful tool for verifying chartfield information when processing transactions. The first 300 values display. For instructions refer to the [Chartfield Look up Inquiry](#) section.

The **Chartfield Lists Queries** provides a list of all valid chartfield values for each chartfield (account, fund, department, etc.). Unlike the Chartfield Lookup Inquiry that displays the first 300 values only, the Chartfield List Queries display all values. For instructions to view a complete list of chartfield values refer to the [Chartfield List Queries](#) section.

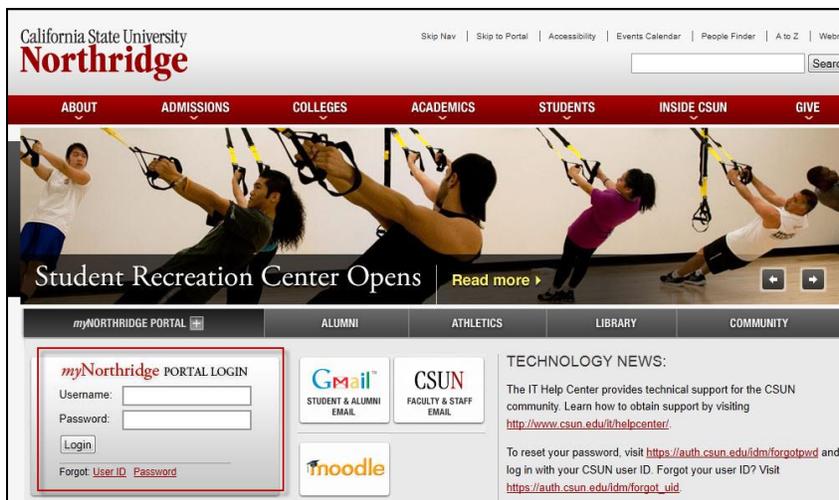
### WHO DO I CONTACT FOR HELP?

Create a [Service Request](#) to Solar Financials or email [solarfin@csun.edu](mailto:solarfin@csun.edu). For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

### ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the Campus web portal. Follow the instructions below to access the Campus web portal:

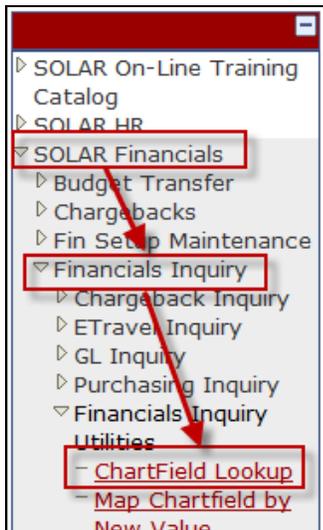
1. From an **Internet Browser**, access the **myNorthridge portal login** located on the [CSUN](#) home page.
2. Log in using your **CSUN ID#** and **Password**.
3. Select the **Login** button.



## CHARTFIELD LOOK UP INQUIRY

1. From **myNorthridge Menu** pagelet, select the following menu path:

**SOLAR Financials>Financials Inquiry>Financials Inquiry Utilities>Chartfield Lookup**



2. The **ChartField Lookup Inquiry** allows several search methods:

A screenshot of the 'Chartfield Lookup' web form. At the top, it says 'Choose a ChartField and Press the Drop-Down Button to Get a Listing of Values'. Below this are six input fields arranged in two columns: Account, Fund Code, Department, Program Code, Project, and Class Field. Each field has a magnifying glass icon to its right. At the bottom, a red text box states: 'Complete lists of chartfields can also be generated under the "Run GL Queries" or "Run Req Recon Queries" menus.'

- **Unknown Value:** View a list of all values for a specific chartfield.
  - Do not enter data in the field.
  - Select the **Magnifying Glass icon** for a list of results.  
*Note: Only the first 300 values will display.*
- **Partial Value:**
  - Enter a partial value in the desired field.  
Example: to view a list of all the Accounts starting with "66", enter 66 in the account field.
  - Select the **Magnifying Glass icon** for a list of results.
- **Complete Value:**
  - Enter the complete value in the desired field to obtain a description of that chartfield.
  - Click on the **Magnifying Glass icon** for a list of results.

- Depending on the **field** selected (account, fund, program, etc.), the applicable search results will display as follows:

#### Look Up Account

Account: begins with

Description: begins with

Purchasing Eligible: =

Payroll Eligible: =

[Basic Lookup](#)

**Search Results**

View 100 First 1-83 of 83 Last

Account	Description	Purchasing Eligible	Payroll Eligible
660001	Postage and Freight	Yes	No
660002	Printing	Yes	No
660003	General Supplies & Services	Yes	No

#### Look Up Fund Code

Fund Code: begins with

Description: begins with

Purchasing Eligible: =

Payroll Eligible: =

Budget Transfer Eligible: =

Application Required: =

[Basic Lookup](#)

**Search Results**

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Fund Code	Description	Purchasing Eligible	Payroll Eligible	Budget Transfer Eligible	Application Required
10001	General Support-Disbursements	No	No	No	No
10002	General Support-Disbursements	No	No	No	No
10003	General Support-Disbursements	No	No	No	No

- Additional search criteria can be selected in the **Lookup** page to further narrow the search:
  - Purchasing Eligible:** Search for values that are purchasing eligible.
    - Select the **Purchasing Eligible dropdown field** to choose an option.
  - Payroll Eligible:** Search for values that are payroll eligible.
    - Select the **Payroll Eligible dropdown field** to choose an option.
  - Budget Transfer Eligible:** Funds only. Search for Funds that are budget transfer eligible.
    - Select the **Budget Transfer Eligible dropdown field** to choose an option.
  - Application Required:** Funds only. Search for Funds that do or do not require a State Trust Application.
    - Select the **Application Required dropdown field** to choose an option.
- Select the **Look Up** button after selecting additional eligibility search criteria, if applicable.
- Select the **Cancel** button to return to the **Chartfield Lookup** page.

## CHARTFIELD LISTS QUERIES

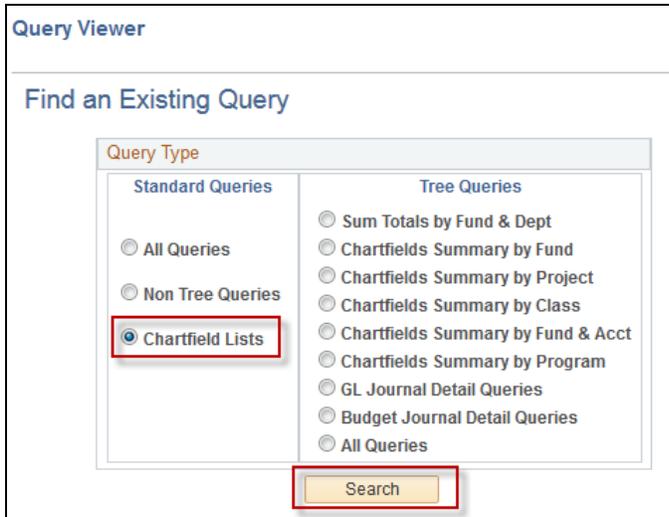
1. From **myNorthridge Menu** pagelet, select the following menu path:

**SOLAR Financial>Financials Inquiry>GL Inquiry>Run GL Queries**



2. The **Find an Existing Query** page displays.

- Select the **Chartfield Lists** query option, followed by the **Search** button.



3. The search results will display the query names.

- Choose the best option by selecting the corresponding **Run** link (Accounts, Class, DeptID, etc.).

A screenshot of the 'Search Results' page. The results are displayed in a table with the following columns: Query, Personalize, Find, View All, First, 1-6 of 6, and Last. The table contains six rows of results, each with a 'Run' link.

Query	Personalize	Find	View All	First	1-6 of 6	Last
<a href="#">NR_GLRN_NCF_ACCOUNT</a>	Account Chartfields					Run
<a href="#">NR_GLRN_NCF_CLASS</a>	Class Chartfields					Run
<a href="#">NR_GLRN_NCF_DEPARTMENT</a>	Department Chartfields					Run
<a href="#">NR_GLRN_NCF_FUND</a>	Fund Chartfields					Run
<a href="#">NR_GLRN_NCF_PROGRAM</a>	Program Chartfields					Run
<a href="#">NR_GLRN_NCF_PROJECT</a>	Project ID Chartfields					Run

4. The selected query opens a new window.

NR\_GLRN\_NCF\_ACCOUNT- Account Chartfields

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (98 kb)

[View All](#) [First](#) 1-100 of 1072 [Last](#)

	Account	Descr	Purch Eligible	Pay Eligible
1	101001	General Cash - Cash Clearing	N	N
2	101003	Revolving Fund Cash	N	N
3	101005	Cash in Transit to St Treas	N	N
4	101006	Cash in Agcy Acct-Bank S and L	N	N
5	101009	Cash on Hand	N	N
6	101100	Cash Short Term Invstmnt-Swift	N	N

The number of lines returned displays in the top right hand corner. Results vary in length.

- Select the **View All** link to display all query data.
- Select the **Excel Spreadsheet** link to download the list.