

CREATING ONLINE CHARGEBACKS

University Hall 360
Phone: (818) 677-6685
Mail Code: 8337

This guide is designed to provide information to successfully use the **Financials Online Chargeback** module, including the following topics:

- [Accessing the Online Chargeback Module](#)
- [Creating Chargebacks](#)
- [Creating an Chargeback Estimate](#)
- [Chargeback Inquiry](#)
- [Modify/Change existing Chargebacks](#)
- [Approve, Cancel and Re-Open Online Chargebacks](#)

Employees must submit a [SOLAR Financial Access Request](#) form. Select **Enter Chargebacks** on the application. Training certification is required for this role. It can be by someone in the office, by reviewing our online guides or by attending our online requisition and chargeback training classes. The [Training Schedule](#) is located on the Financial Systems website.

WHO DO I CONTACT FOR HELP?

Create a service request to [Solar Financials](#) or email solarfin@csun.edu.

For immediate assistance contact **SOLAR Financials** by phone (818) 677-6685.

You may also refer to the [Financial Systems](#) website for additional information and documentation.

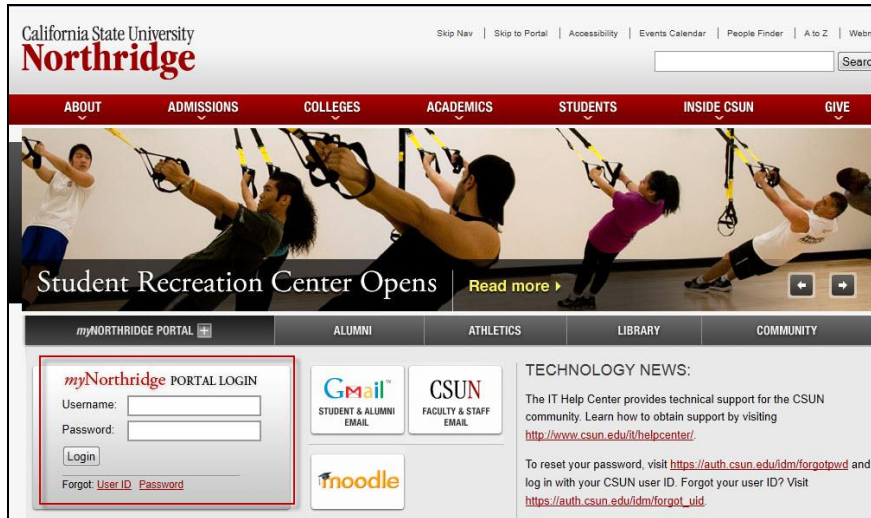
FISCAL RESPONSIBILITY

The Online Chargeback module does not budget check. It is the responsibility of the chargeback approver to ensure that purchasing expenses are within the department budget. To ensure this responsibility, the campus has instituted the [Fiscal Responsibility Policy](#).

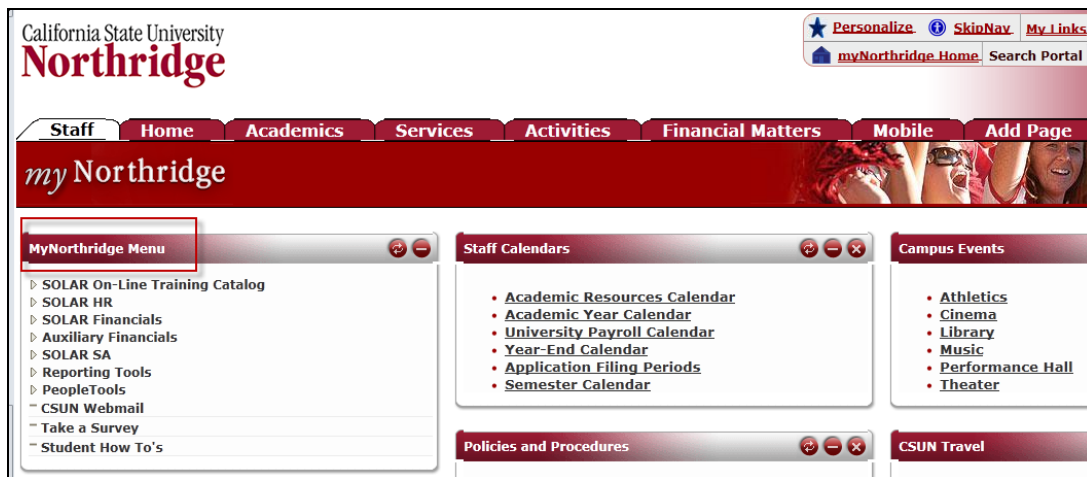
ACCESSING THE CAMPUS WEB PORTAL

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

1. From **Internet Browser**, access the **myNorthridge** portal login located on the [CSUN](#) home page.



2. Log in using your **CSUN User Name** or **CSUN ID#** and **Password**.
3. Select the **Login** button.
4. Applications are located under the **MyNorthridge** menu section. The menu items listed are based on the employee's current security access.



CREATING ONLINE CHARGEBACKS

This section discusses the elements involved in creating an online chargeback.

1. To create a new **Chargeback**, select the following menu path:
Solar Financials> Chargebacks > Chargebacks
2. Select **Add a New Value** tab and select the **magnifying glass** to choose a service provider, followed by the **Add** button.

The screenshot shows the 'Chargebacks' application interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are input fields for 'Business Unit' (NRCMP), 'Chargeback Provider' (with a magnifying glass icon), and 'Requisition ID' (NEXT). A red arrow points from the magnifying glass icon to a search window titled 'Look Up Chargeback Provider'. This window has a 'SetID' field (NRCMP) and a 'Chargeback Provider: begins with' dropdown. Below these are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The search results are displayed in a table with columns for 'Chargeback Provider' and 'Description'. The table lists various providers such as CST (Campus Stores), DPS (Department of Public Safety), FAC (Facilities Planning), ITR (Information Technology Rsrcs), KLS (Physical Plant Key - Lock Shop), LSC (LiveScan Fingerprinting), NCD (National Center on Deafness), PDS (Postal and Delivery Services), PKG (Parking), PPC (PPM Contracted Projects), PPM (Physical Plant Management), REC (Central Receiving), and REP (Reprographics).

CHBK HEADER TAB:

The screenshot shows the 'Chbk Header' tab in the system interface. The tab is highlighted with a red box. Below the tab, there are several fields and sections. The 'Unit' is NRCMP, 'Provider' is PPM Physical Plant Management, 'Req ID' is NEXT, and 'Req Date' is 05/01/2012. The 'Requestor' is 99740328 Proteau,Dawn M. There is an 'Estimate' checkbox. The 'EstTime' is 30 Days. The '*Approver' is 99740468 Lumowa,Paula L. There is an 'Estimated Amt' field, a 'Hold' checkbox, and a '*Status' dropdown menu set to 'Open'. The 'Work Status' is New and 'In Process' is N. There is an '*Amount' field and an 'Actual Amount' field. Below these fields are 'Print Requisition' and 'Save' buttons, and 'Previous tab' and 'Next tab' navigation buttons. At the bottom, there are 'Add' and 'Update/Display' buttons. The 'Chbk Header' tab is also highlighted with a red box.

1. The **Chbk Header** section will display the fields listed below:

All fields noted with an (*) are required fields.

- **Unit** – Defaults to NRCMP (Northridge Campus). This field cannot be changed.
- **Provider** – Identifies the service provider selected.

- **Req ID** – Defaults to NEXT. When the chargeback request is saved for the first time, a Req. ID will be assigned.
- **Req Date** – Defaults to the current system date.
- **Requestor** – Displays the chargeback requestor’s position number and name. This field will be blank for Auxiliary employees.
- **Estimate** – This check box is used when creating an estimate to the service provider.
- **Est Time** – Each service provider will display an estimated timeframe to submit an estimate back to the chargeback requestor.
- ***Approver** – Displays the position number and name of the default financial approver. The requestor can select a different approver by selecting the magnifying glass icon to choose from the look up table. This is a required field.
- **Estimated Amount** – This field will be completed by the service provider as part of the estimate process.
- **Hold** – This checkbox will default as checked. Do not uncheck this box until the chargeback has been completed and is ready to be released to the approver.
- **Status** – Indicates the status of the chargeback. It will default to Open.
- **Work Status** – Defaults to NEW. The work status will not change until the chargeback request is sent to the service provider.
- ***Amount** – Enter the amount for the requested service. This is a required field. Refer to the estimate section for creating an estimate. This is a required field.
- **Actual Amount** – The actual expense of the chargeback will display in this field upon completion of the services.

CHBK DETAILS TAB:

1. The first part of this section requires **Contact Information**. Enter the information of the contact person in the department requesting the service.

The screenshot displays the 'Chbk Details' tab within a software interface. At the top, there are four tabs: 'Chbk Header', 'Chbk Details' (which is selected and highlighted in red), 'Chbk Funding', and 'Chbk Email Workflow'. Below the tabs, a summary bar shows: Unit: NRCMP, Provider: PPM Physical Plant Management, Req ID: NEXT, Req Date: 05/22/2012, Status: O.

The main form area contains several input fields:

- *Contact Name: [Text Field]
- *Date Needed by: [Date Picker] (05/22/2012)
- *Contact Phone: [Text Field]
- Fax: [Text Field]
- *Email ID: [Text Field]
- Mail Drop: [Text Field]
- *Location: [Text Field]
- *Department Name: [Text Field]
- *More Information: [Large Text Area] (Service Provider Notes)

At the bottom of the form, there are navigation and action buttons: 'Save', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'. A footer bar at the very bottom shows the breadcrumb: 'Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow'.

All fields noted with an (*) are required fields.

- ***Contact Name** - Select the magnifying glass icon to choose the appropriate contact name from the look up table. This is a required field.
 - ***Date Needed By** – Defaults to the current system date. Enter the required service date or the requested completion date. This field can be keyed in manually (MM/DD/YY) or by clicking on the calendar icon. This is a required field.
 - ***Contact Phone** – Enter the 4-digit phone extension. This is a required field.
 - **Fax** – Enter the contact’s 4-digit fax extension.
 - ***Email ID** – Enter the contact’s email address. This is a required field.
 - **Mail Drop** – Enter the 4-digit mail code that uniquely identifies the department for mail delivery purposes.
 - ***Location** – Enter the physical location of the department requesting the service or choose from the look up table by selecting the magnifying glass icon. This is a required field.
 - **Department Name** – This field will automatically display based on the contact name entered.
2. The second part of this section requires the description of service in the **More Information** field. Enter as much detail as necessary. This is a required field.
3. The third part of this section is unique to the service provider. Refer to the service providers listed below to complete this section:
- [Campus Stores](#)
 - [Department of Public Safety](#)
 - [Facilities Planning](#)
 - [HR Background Checks](#)
 - [Information Technology Resources](#)
 - [Physical Plant Key – Lock Shop](#)
 - [LiveScan Fingerprinting](#)
 - [National Center on Deafness](#)
 - [Postal and Delivery Services](#)
 - [Parking](#)
 - [PPM Contracted Projects](#)
 - [Physical Plant Management](#)
 - [Central Receiving](#)
 - [Reprographics](#)

CHBK FUNDING SECTION:

1. The first part of this section is reserved for auxiliary funding. Refer to the [Auxiliary Funding](#) page.

The screenshot shows the 'Chbk Funding' section of a web application. At the top, there are four navigation tabs: 'Chbk Header', 'Chbk Details', 'Chbk Funding' (which is highlighted with a red box), and 'Chbk Email Workflow'. Below the tabs, there is a header area with the following information: 'Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 05/01/2012 Status: O'. Below this, there is a blue bar with the text 'For Auxiliary Funding (Please allow 48 hrs. for approval)'. Underneath, there are several input fields: 'Customer ID:' with a search icon, 'PO No.:', 'Address Type: B', 'SeqNum: 0', and 'AUX Approval (FIN): NA'.

2. The second part of this section is for the description and assignment of chartfields.

This screenshot shows the same 'Chbk Funding' section as the previous one, but with the 'Description' and 'Chartfield' fields highlighted. The 'Description' field is a text input field with a red box around it. Below it, there are several chartfield fields: '*Account:', '*Fund:', '*Department:', '*Program:', 'Class:', and 'Project:'. Each of these fields has a search icon next to it. At the bottom of the form, there are buttons for 'Save', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads 'Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow'.

3. Enter a **brief description** and the **chartfield information** as indicated below:

All fields noted with an (*) are required fields.

- ***Description** – Enter up to 30-characters to briefly describe the requested service. This is a required field.
- ***Account** – Enter the six digit account code that supports the external and internal reporting description of the items being purchased or service provided. Select the magnifying glass icon to view the look up table for the appropriate account code. This is a required field.
- ***Fund** – Enter the five digit fund code that identifies the funding source. Select the magnifying glass icon to view the look up table for the appropriate fund code. This is a required field.
- ***Dept ID** – Enter the five digit department identification number that identifies the requesting department. Select the magnifying glass icon to view the look up table for the appropriate Dept ID. This is a required field.
- ***Program** – Enter the program code used to define the campus program, when applicable. Select the magnifying glass icon to view the look up table for the appropriate program code. This is a required field. If the program code does not apply, enter 9999. This is a required field.

- **Class** –Enter the class code that identifies the purpose of the expenditure used for internal campus reporting. Select the magnifying glass icon to view the look up table for the appropriate class code.
- **Project** – Enter the project code only when there is a project with a predetermined start and end date. Select the magnifying glass icon to view the look up table for the appropriate project code.

CHBK EMAIL WORKFLOW TAB:

1. The selected approver’s email address will default in the **Email Notification Information** section. A pre-formatted notification is emailed to the approver once the chargeback is released for approval.
2. Additional email addresses and text can be added.
3. Deselect the **Send Email** checkbox to cancel the email notification. Not recommended.

Chbk Header | Chbk Details | Chbk Funding | **Chbk Email Workflow**

Email Notification Information (Optional)

Send Email Separate multiple addresses with commas or semi-colons. Use full email addresses (e.g. include "@csun.edu").

From: solarfin@csun.edu

To: solarfin@csun.edu [Add or change email](#)

CC:

Additional Text (Appended at End of Standard Message):

[Chbk Header](#) | [Chbk Details](#) | [Chbk Funding](#) | [Chbk Email Workflow](#)

4. When all information has been entered and the chargeback is ready to be sent to the approver, return to the **Chbk Header** tab.
5. Deselect the **Hold** checkbox, followed by the **Save** button.

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 05/02/2012

Requestor: 99740328 Proteau,Dawn M Estimate EstTime: 30 Days

*Approver: 99740468 Lumowa,Paula L. Estimated Amt: **Hold** Status: Open

Work Status: New In Process: N *Amount: Actual Amount:

[Print Requisition](#)

[Chbk Header](#) | [Chbk Details](#) | [Chbk Funding](#) | [Chbk Email Workflow](#)

6. Select **Yes** to release the chargeback for approval.

Release the Requisition for Approval? (PLEASE NOTE: YOU MUST SAVE THE REQUISITION TO COMPLETE THIS PROCESS.)

Yes	No
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7. Select the **Save button** again and the chargeback status will change to **Pending**. A Req ID number will be assigned. Make a note of the **Req ID number** for future use.
8. An email notification to approve the chargeback will be sent to the default approver.