![Core-CT]

1. **Which roles have security to enter Chartfield Requests and Payroll Account Code Requests?**

   ANSWER: The following roles have security to enter Chartfield Requests: *AGY GL REVIEW, AGY GL APPROVER, AGY GL SYS TECH RESOURCE and FISCAL ADMIN REVIEWER*

2. **Where can I find the new Chartfield Request Forms and Payroll Account Code Requests?**

   ANSWER: Chartfield Request Forms for Account, Chartfield1, Chartfield 2, SID, Department, and Program are available in two locations:

   a. *Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select ChartField Request.*

   b. *Core-CT Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request*

   Payroll Account Code Request Forms are available in two locations:

   a. *Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Payroll Acct Code Request Form.*

   b. *Core-CT Financials > Set Up Financials/Supply Chain > Common Payroll Acct Code Request Form*

3. **How can I add an attachment to a ChartField Request?**

   ANSWER: Attachments are added by locating the Business Justification groupbox and clicking the Attachments link

4. **How do I inquire on an existing ChartField Request?**

   ANSWER: The ChartField Requests *inquiry is available in two locations:*

   a. *Core-CT Financials > Setup Financials/Supply Chain > Common Definitions > Business Request Inquiry*

   b. *Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Business Request Inquiry*

5. **How do I inquire on an existing Project ID Request?**

    ANSWER: The Project ID inquiry is available in two locations:

    a. **Core-CT Financials > Enterprise Components > Forms > Search/Fill in a Form, selecting Project ID Request Form in the Form field**

    b. **Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Search/Fill in a Form selecting Project ID Request Form in the Form field**

6.

6.7. **How Do I inquire on an existing Payroll Account Code Request?**

    ANSWER: The Payroll Account Code Request Form is available in two locations:

    a. *Core-CT Financials > Enterprise Components > Forms > Search/Fill in a Form, selecting Payroll Acct Code Request Form in the Form field*

    b. *Core-CT Financials > General Ledger > General Ledger WorkCenter, under Other Links select Search/Fill in a Form, selecting Payroll Acct Code Request Form in the Form field*