

NON SPONSORED PROJECTS and UNRESTRICTED OPERATING FUNDS

Compass PROJECT or SMARTKEY Inactivate/Re-activate Request Form

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

Requestor Name _____

Phone _____ Email _____

Approved by (Operating Unit CFO/Business Officer) _____

Phone _____ Date _____

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

Inactivate Re-activate Requested for the following Chartfield Value:

PROJECT & ASSOCIATED SMARTKEYS

Project _____

Smartkey _____

Smartkey _____

SMARTKEYS ONLY

Smartkey _____

Smartkey _____

Is this the department's default Smartkey? Yes No If Yes, include alternate Smartkey in "Reason for Request" Section.

Reason for Request (REQUIRED):

Queries/Reports (REQUIRED):

If inactivating Smartkey all open Purchase Orders (PO's) must be closed
Run Query:-- EU_OPEN_PO_SMARTKEY (Don't need to attach output/results)

If inactivating Project, Balance Sheet Items must be zero
Run nVision Report:-- MGT 4300 (Don't need to attach output/results)

If inactivating Project, Do you want Budget Variance to be zero? Yes No
Run nVision Report:-- NSP 2240 (Don't need to attach output/results)