



ADD A CHARTSTRING TO A SERVICE REQUEST

Provides guidance on how to add a chartstring to a Service Request for a Non-Building charge.

IMPORTANT

A **Chartstring** is required for all Service Requests in which the **Billing Type** is **Non-Building**. For a detailed walkthrough on how to create a Service Request, refer to the **Create a Service Request** job aid.

DIRECTIONS:

1 If your Service Request **Billing Type** displays **Non-Building**, locate the **Request Chartstring** section:

- 1a** Click on the **Add** button
- 1b** On the pop-up form, either enter the chartstring (clicking on the search result highlighted in yellow), or
- 1c** Click the **Find** button to search and select a chartstring.
- 1d** Once the chartstring has been added in the **Request Chartstring** field, click on the **Create** button to add to your Service Request.

Home > General Repairs & Maintenance

(Instruction): To submit General Repairs Maintenance request, complete the form below then click Submit.

Request is for Me Someone Else

Request Details

If this is an emergency please call 911.
For urgent Facilities issues such as a leak, drastic change in temperature, or power outage, please call Facilities Customer Service at 847-491-5201 (Evanston), or 312-503-8000 (Chicago).

Building 2020 Ridge
Floor 02
Room 00200
Organization
Preferred Access Time Anytime

I need to be present during your visit? Yes No

Billing Type Non-Building

Requested Chart String(s)

ID	Name	Description	Request Chart String	Chart String Status	Requested Percent
No data to display					
					0

1a Add

Request Chart String:

(General): Required

General

Request Chart String 110-1366050 Requested Percent 100

Chartstring	Fund Code	Dept ID	Project ID	Activity ID	Requested Percent
110-1366050	110	1366050			100

Chart String Status Active Revenue Account Code 53506

Name Description

1b 1c 1d Create

INFORMATION

If you need assistance in creating a Service Request, please contact Facilities Customer Service at 847-491-5201 (Evanston) or 312-503-8000 (Chicago).



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DIRECTIONS:

- 2 Enter any additional information to complete the Service Request.
- 2 Click on the **Submit** button to finalize and release.

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Company Project

Home > General Repairs & Maintenance

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(Instruction): To submit General Repairs Maintenance request, complete the form below then click Submit.

Request is for Me Someone Else

Request Details Select From Floor Plan

If this is an emergency please call 911.
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Building 2020 Ridge

Floor 02

Room 00200

Organization

Preferred Access Time Anytime

I need to be present during your visit? Yes No

Submit



Upload documents, pictures, emails, etc. to help aid in the completion of your work request

Related Documents Remove | Upload

0 total found

Document Name	Document Description
No data to display	

Show: 20

Submit