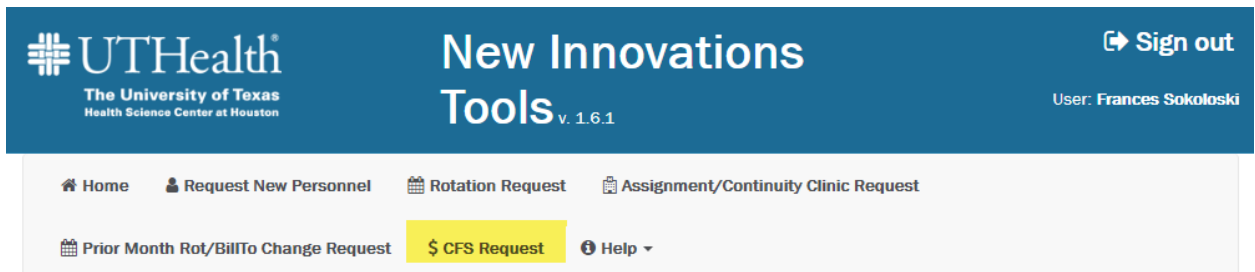# New Innovations CFS Request Form

An electronic process has been developed for requesting a new chartfield string (CFS) in NI. The tool is the same one where you make Personnel Requests/Changes, New Rotation Requests, and Prior Month Rotation/Bill To Change requests.  It can be found at the following URL:

[https://apps.uth.edu/nitools](https://apps.uth.edu/nitools)

This request is to set up a new chartfield string (CFS) in NI to be used for the Bill To on rotation and assignment requests and Prior Month Rotation/Bill To Change requests. Please pay close attention when entering the CFS as the fields are not in their usual order.

Before completing this form, verify that the CFS you want to have set up is not a restricted account as these accounts **will not** be set up in NI.  All requests will be forwarded to the PAF Team for verification that the CFS is not a restricted account.

A. **Choose the form option at the top of the NI Tools page**: In this example you will choose the *$ CFS Request* option.



B. **Complete the web-based $ CFS Request form.**  *You will receive a copy of the form you submit.*



Note:  If any part of the information in this form is not entered correctly, it will be returned.*

C. **Upload a screen shot of the chartfield string from FMS to verify.**

Upload Screenshot of CFS from FMS to verify*

*For projects, please use the UT Grant Project Detail screen. (UT Grants > Maintain Grants > UT Grant Project Detail)

*For all other accounts, please use the Speed Types screen (Set Up Financial/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes then enter Search Criteria and select account from list. Take screen shot of next screen with individual account information on it.

**+ CFS Screenshot - you may drag a .pdf, .png, .jpg, .jpeg, or .tiff file here**

D. **You will have the option to save the request and come back to it later.**

E. **Please print the final form for your DMO's signature and send to ms.gme@uth.tmc.eu in PDF form ASAP.**

   a. *The DMO Should sign by her name on the form, there will not be a designated line for them to sign.*

Name of DMO/ASO approving and signing the form:

Title of DMO/ASO approving and signing the form:

**💾 Save CFS Request**

**▶ Submit CFS Request - Cannot submit until the CFS screenshot has been uploaded**

**✉ Email Me This Request**

F. **After you submit the form, it will go directly to staff to enter pending receipt of the signed form.** You will also receive a copy.

*Version September 25, 2020*