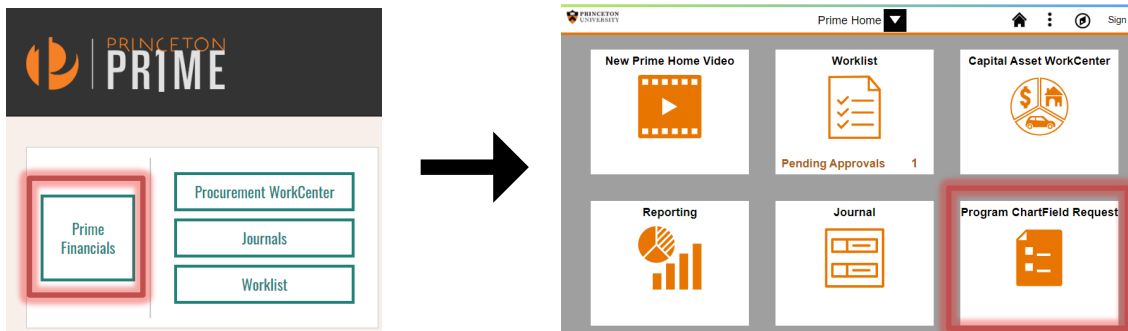
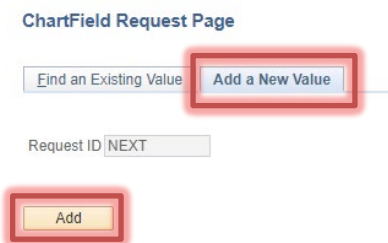


Program ChartField Requests - via Prime Financials

Go to the [Prime Portal](#) → Choose Prime Financials → then “Program ChartField Request”:



Once on the ChartField Request Page, Click on “Add a New Value” tab, then “Add”



Once on the ChartField Request Form, fill out the first section, choosing the appropriate Action*, then click “Submit” at bottom of page.

To be completed by the Requester			
Requested by	AM25	Request ID	NEXT
Name	Mercogliano, Amy E.	ChartField Type	Program
Email	am25@princeton.edu	Request Date	07/03/2021
Extension	5487	Request Status	New Request
Action	<div style="border: 1px solid black; padding: 2px;">Add Add Inactivate Update</div>	Suggested Effective Date	07/01/2021 <input type="text"/>
Requested Description	AM NAME <input type="text"/>	Anticipated End Date	<input type="text"/>
Describe the purpose of this request			
<div style="border: 1px solid gray; padding: 5px;">Why you need the new Program /or/ Why you are requesting the Program be inactivated /or/ Why you are requesting the Program update</div>			
Expected Annual Activity	\$10,000+ <input type="text"/>		
Program Type	General <input type="text"/>		

Program ChartField Requests - via Prime Financials

**If you choose an Action of "Inactivate" or "Update" another box will appear on the form to populate with the Program to be inactivated or updated.*

To be completed by the Requester			
Requested by	AM25	Request ID	NEXT
Name	Mercogliano, Amy E.	ChartField Type	Program
Email	am25@princeton.edu	Request Date	07/03/2021
Extension	<input type="text" value="5487"/>	Request Status	New Request
Action	<input type="button" value="Update"/>	Suggested Effective Date	<input type="text" value="07/01/2021"/>
Program	<input type="text" value=""/>	Anticipated End Date	<input type="text" value=""/>
Requested Description	<input type="text" value="NEW PROGRAM NAME"/>		
Describe the purpose of this request			
<input type="text" value="Why you need the new Program /or/ Why you are requesting the Program be inactivated /or/ Why you are requesting the Program update"/>			
Expected Annual Activity	<input type="text" value="\$10,000+"/>		
Program Type	<input type="text" value="General"/>		