00. FAME Chartfield Security Report

**Purpose:** Check your current Financials and Salary Expense chartfield security.

1. Go to the dropdown menu for Dashboards and under NYU Financials, click on 00. FAME Chartfield Security Report.

2. Type in the desired net id in **ALL CAPS**. Alternatively, you can click on the drop-down for Netid, click on More/Search..., type in your net id and click “Search”. Highlight it so it turns blue, and then click OK.

3. Click **Apply** to run the report. Toggle between **Security types**: Financials or Salary Expense.

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Chartfield Access

Chartfield security determines results. Any monetary amounts that are displayed will be restricted by your chartfield security. For example, a purchase order may be issued for multiple chartfields. If you are viewing a purchase order that contains chartfields outside of your authorized access, you will not see all of the lines that contribute to the total purchase order amount.

Need to **modify** your Chartfield Access? Go to NYU Home→ Work tab→ Administrative Systems→ Chartfield Access Authorization Form. Contact FinanceLink at askfinancelink@nyu.edu or 212-998-1111 for assistance.