Appendix E: *Account Number/Clarity Charge Code Checklist*

The following checklist is to be used by *Project Managers* when determining *Account Codes/Charge Codes* for *Clarity* billing purposes.

Done (✓)	***Step***	***Project Planning Task***	***Refer to:***
	1	Obtain the *Account Number* (where the project should be billed) from the *Project Sponsor*. If *Project Sponsor* is not sure of the *Account Number*, the *Project Sponsor* should contact the *Fiscal Services Financial Analyst* for their department.	
	2	To assist the Project Sponsor with determining the *Fiscal Services Financial Analyst*, launch the *Financial Analyst List* from the *Clarity Site Links* or the *URL*.	
	3	To assist the Project Manager with determining the *Clarity Charge Code,* launch the *Customer Account Number List* from the *Clarity Site Links* or the *URL.* From the *Account Codes* worksheet, search on the *Account Number*. Make a note of the *Customer Number*. From the *Acct No by Customer within Acct* worksheet, search on the *Customer Number*. The *Account Number (Charge Code)* is the *Clarity Charge Code*. ***Note:*** The *Account Codes* worksheet *Customer Number* has a *D* or *N* that follows it. The *D* is for *Development* and the *N* is for *Non-Development*.	
	4	The *Project Manager* may recommend a *Clarity Charge Code* when the *Project Sponsor* does not provide a *Account Number*. *Project Manager* must be familiar with similar projects for the same *Customer*. *Project Sponsor* must approve the *Account Number* associated with the recommended *Clarity Charge Code*. From the *Cust List by Cust Name* worksheet, find the appropriate *Customer Name* and note the *Customer Number.* From the *Acct No by Customer within Acct* worksheet, search on the *Customer Number*. The *Account Number (Charge Code)* is the *Clarity Charge Code*.	

Done (✓)	***Step***	***Project Planning Task***	***Refer to:***
		From the *Account Codes* worksheet, search on the *Customer Number*. Make a note of the *Account Number (Fund, Department, Program, and Account Number)*.	
	5	When requesting creation of a new *Clarity Charge Code* for a project, the *Account Number* is required and should be included in an email to the *PMO* team. To: *Project Management Office (PM Name)* From: *Project Manager* Subject: *Project Name* Funding Please create a *Clarity Charge Code* for the *Project Name.* **Fund:** *99999* (5 digits) **Dept:** *9999999* (7 digits) **Program:** *999999* (6 digits) **Account:** *999999* (6 digits) Example: **Account Description/Customer Name:** HLTH-BIO(FLU CLINIC-GRANT) **Fund:** 28605 **Dept:** 1060290 **Program:** 115035 **Account:** 773630 *PMO* will determine the *Clarity Charge Code* and *Project Manager* will be notified via email.	Same as above.