Using the ChartField Definition Long Description Field
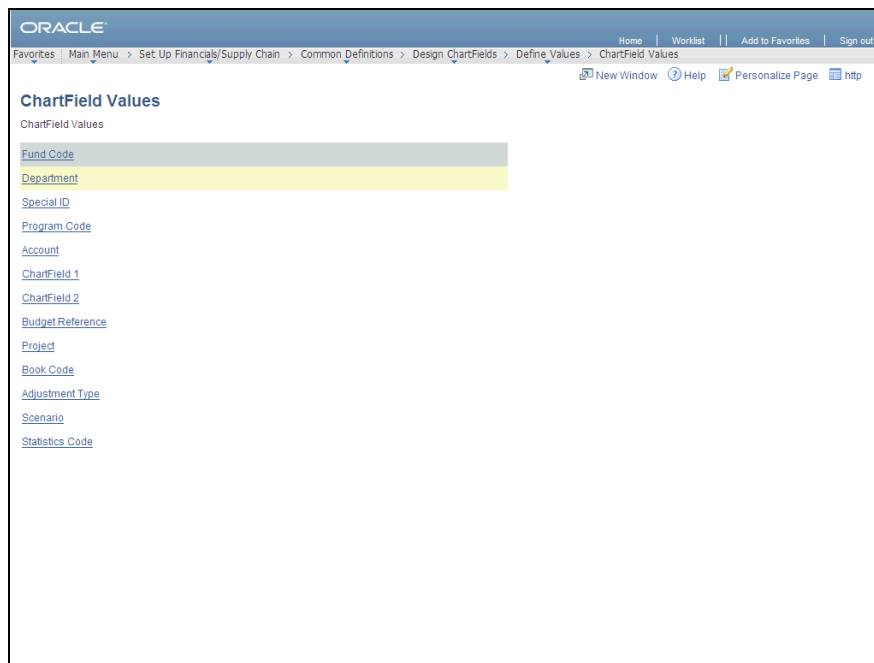### Created on 2/19/2013 5:40:00 PM

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Using the ChartField Definition Long Description Field

In Core-CT 9.1 the **Long Description** field on a ChartField definition is effective dated and allows for extended descriptions.

Procedure

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values
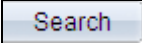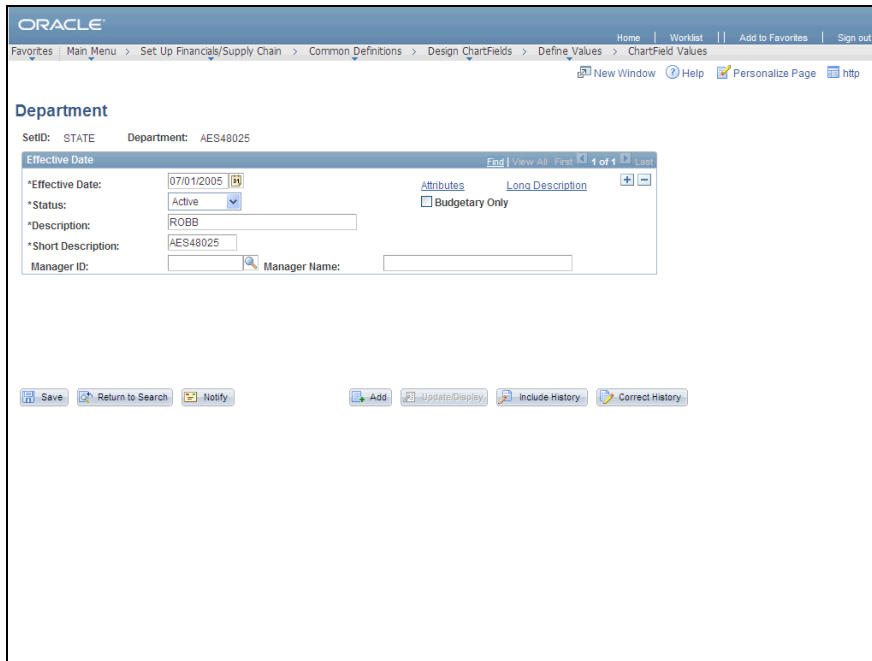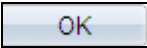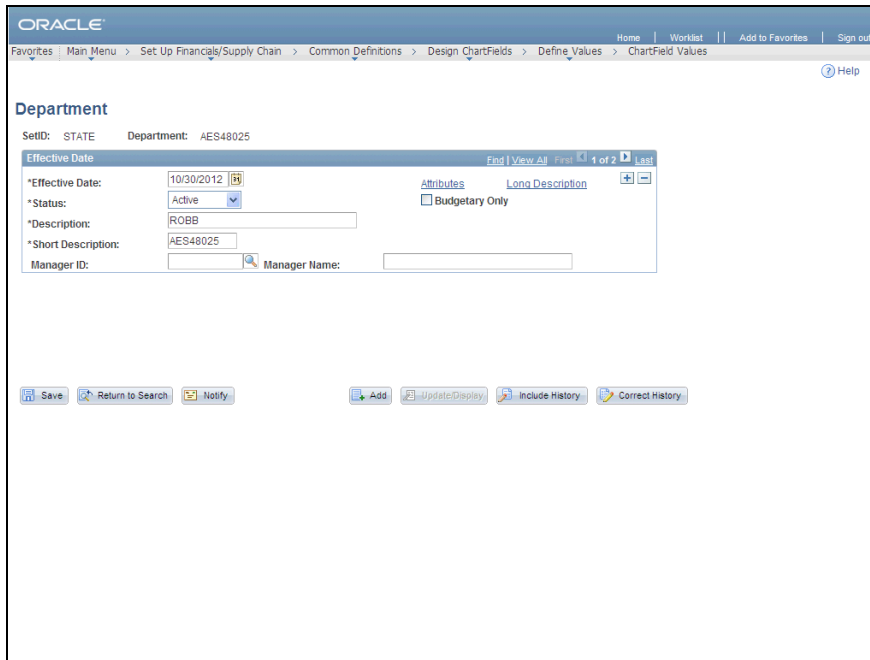
Step	Action
1.	Click the **Department** link. Department

Step	Action
2.	Enter **STATE** into the **SetID** field.
3.	Enter **AES48025** into the **Department** field.

Step	Action
4.	Click the **Search** button.
	Search

Step	Action
5.	Click the **Add a new row at row 1** button to add a new effective dated row.
	+

Step	Action
6.	The **Long Description** for ChartField has been changed to a link. Click the **Long Description** link. Long Description
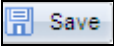
Step	Action
7.	Enter **This department will be phased out** into the **Description** field.
8.	Click the **OK** button. OK

Step	Action
9.	Click the **Save** button. Save
10.	**End of Procedure.**