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

| ORACLE | | Home | Worklist | Add to Favorites | |
|--|-------------------|------------------------|----------|--------------------|-----------|
| avorites Main Menu -> Set Up Financials/Supply Chain -> Common Definitions -> Design ChartFi | Fields > Define V | alues > ChartField Val | ues | | - Orgel O |
| | | 🔊 New Window | Help | 📝 Personalize Page | 📰 http |
| ChartField Values | | | | | |
| ChartField Values | | | | | |
| Fund Code | | | | | |
| <u>Department</u> | | | | | |
| Special ID | | | | | |
| Program Code | | | | | |
| Account | | | | | |
| ChartField 1 | | | | | |
| ChartField 2 | | | | | |
| Budget Reference | | | | | |
| Project | | | | | |
| Book Code | | | | | |
| Adjustment Type | | | | | |
| Scenario | | | | | |
| Statistics Code | | | | | |
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| Step | Action |
|------|-----------------------------------|
| 1. | Click the Department link. |
| | Department |

| ORACLE' | Home Worklist | Add to Favorites | Sian out |
|--|---------------------|------------------|-------------|
| Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values | > ChartField Values | | - Orgin Out |
| | N 🔄 | ew Window 🕜 Help | 📰 http |
| Department | | | |
| Enter any information you have and click Search. Leave fields blank for a list of all values. | | | |
| Find an Existing Value | | | |
| - ✓ Search Criteria | | | |
| SetID: = V | | | |
| Department: begins with 💌 | | | |
| Description: begins with 👻 | | | |
| Include History Correct History Case Sensitive | | | |
| Search Citear Basic Search R [®] Save Search Criteria | | | |
| Find an Existing Value Add a New Value | | | |
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| Step | Action |
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| 2. | Enter STATE into the SetID field. |
| 3. | Enter AES48025 into the Department field. |

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| Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values |
| 🖉 New Window 🔞 Help 🗐 http |
| Department |
| Enter any information you have and click Search. Leave fields blank for a list of all values. |
| Find an Existing Value Add a New Value |
| ✓ Search Criteria |
| SetID: = STATE |
| Department: begins with V AES48025 |
| Description: begins with Y |
| |
| Search Clear Basic Search 10 ⁶⁶ Save Search Criteria |
| |
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| Find an Existing Value Add a New Value |
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| Step | Action |
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| 4. | Click the Search button. |
| | Search |

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|-----------------------------|--|
| Favorites Main Menu > Set L | Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values |
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| | |
| Department | |
| SotiD: STATE Departr | tment: AE04000E |
| Effective Date | anene Acovorza |
| Effective Date | Find View All First 1 t of t 1 Last |
| *Effective Date: | Attributes Long Description |
| *Status: | Active Budgetary Only |
| *Description: | ROB |
| *Short Description: | AES48025 |
| Manager ID: | S Manager Name: |
| 📅 Save 🛛 🕅 Return to Search | on) 😢 Notify 🕞 Add) 🥥 Update Display) 🔎 Include History [> Correct History |

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

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| ORACLE | | |
| Favorites : Main Menu > Set I | Home Worklist Add to Favorites Sign Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values | out |
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| Department | | |
| SetID: STATE Departs | tment: AE9/00/25 | |
| Effective Date | | |
| Lifective Date | | |
| *Effective Date: | Attributes Long Description | |
| *Status: | | |
| *Description: | AES40025 | |
| *Short Description: | | |
| Manager ID: | Manager name: | |
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| Return to Searc | ch 🗵 Notify . Add 📈 Update/Display 👼 Include History 🔯 Correct History | |
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| Step | Action |
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| 6. | The Long Description for ChartField has been changed to a link. |
| | Click the Long Description link. |

| ORACLE | | | | | Home Worklist | Add to Favorites | Sign out |
|-----------------------|--------------------------------|------------------------|--|-----------------|--------------------|------------------|----------|
| Favorites Main Menu > | Set Up Financials/Supply Chain | > Common Definitions > | Design ChartFields | > Define Values | > ChartField Value | S | |
| | | | | | | | Help |
| Long Description | | | | | | | |
| SetID: | STATE | Effective Date: | 10/30/2012 | | | | |
| Department: | AES48025 | | | | | | |
| Description: | | | | 2 | | | |
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| Step | Action |
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| 7. | Enter This department will be phased out into the Description field. |
| 8. | Click the OK button. |

| ORACLE | | |
|---------------------------|---|-------|
| Favorites Main Menu > Set | Home Worklist Add to Favorites Si Up Financials/Supply Chain > Common Definitions > Design ChartFields >> Define Values > ChartField Values | n out |
| * * | () () () 日 | alp |
| | | |
| Department | | |
| SetID: STATE Depart | tment: AES48025 | |
| Effective Date | Eind View All First K 1 of 2 D Last | |
| *Effective Date: | 10/30/2012 3 Attributes Long Description | |
| *Status: | Active P Budgetary Only | |
| *Description: | ROBB | |
| *Short Description: | AE\$48025 | |
| Manager ID: | Manager Name: | |
| 🖷 Save 😥 Return to Searc | on 💽 Notify. 💽 Add 🖉 UpdateDisplay 🔊 Include History 🕼 Correct History. | |
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| Step | Action |
|------|------------------------|
| 9. | Click the Save button. |
| 10. | End of Procedure. |