

Using the ChartField Definition Long Description Field

Created March 2024

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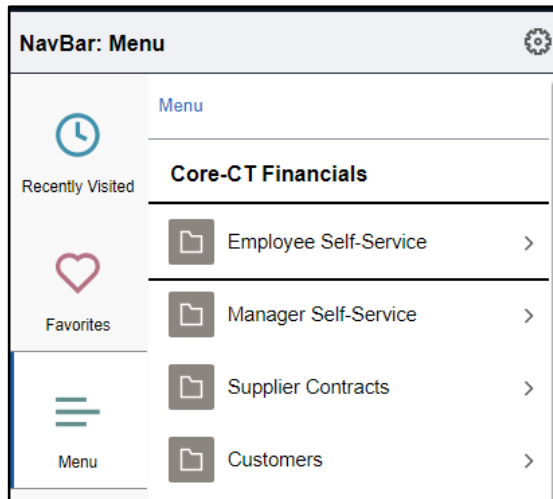
Using the ChartField Definition Long Description Field 1

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:



Nav Bar

Nav Bar > Main Menu > Core-CT Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Values

Define ChartField Value

ChartField Values

- Account
- Alternate Account
- Operating Unit
- Fund Code
- Department**
- Program Code
- Class Field
- Budget Reference
- Product
- Project
- Book Code
- Adjustment Type
- Scenario
- Statistics Code

Step	Action
1.	Click the Department link. Department

Department

Find an Existing Value [Add a New Value](#)

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Saved Searches

*SetID =

Department begins with

Description begins with

^ Show fewer options

Case Sensitive
 Include History
 Correct History

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

Department

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎ 🔖 Saved Searches ✎

*SetID = 🔍

Department begins with 🔍

Description begins with

^ Show fewer options

Case Sensitive Include History Correct History

Search
Clear

Step	Action
4.	Click the Search button.

Search

SetID STATE Department AES48025

Effective Date 🔍 | < << 1 of 1 >> > | View All

*Effective Date 📅

*Status ▼


*Description

*Short Description

Manager ID 🔍 Manager Name




+ -

Save
Return to Search
Notify
Add
Update/Display
Include History
Correct History

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

SetID STATE Department AES48025


Effective Date | 1 of 2 | View All

*Effective Date  Attributes [Long Description](#)  

*Status Budgetary Only

*Description

*Short Description

Manager ID  Manager Name

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)


Step	Action
6.	The Long Description for ChartField is a link. Click the Long Description link. Long Description

Long Description ×

[Help](#)

SetID STATE Effective Date 04/03/2024

Department AES48025

Description 

[OK](#) [Cancel](#)

Step	Action
7.	Enter This department will be phased out into the Description field.
8.	Click the OK button.

OK

SetID STATE Department AES48025

Effective Date Q | < | > | 1 of 2 | > | > | View All

*Effective Date

*Status

*Description

*Short Description

Manager ID Manager Name

Attributes Long Description

Budgetary Only

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

Save

End of Procedure.