

Using the ChartField Definition Long Description Field

Created on 2/19/2013 5:40:00 PM

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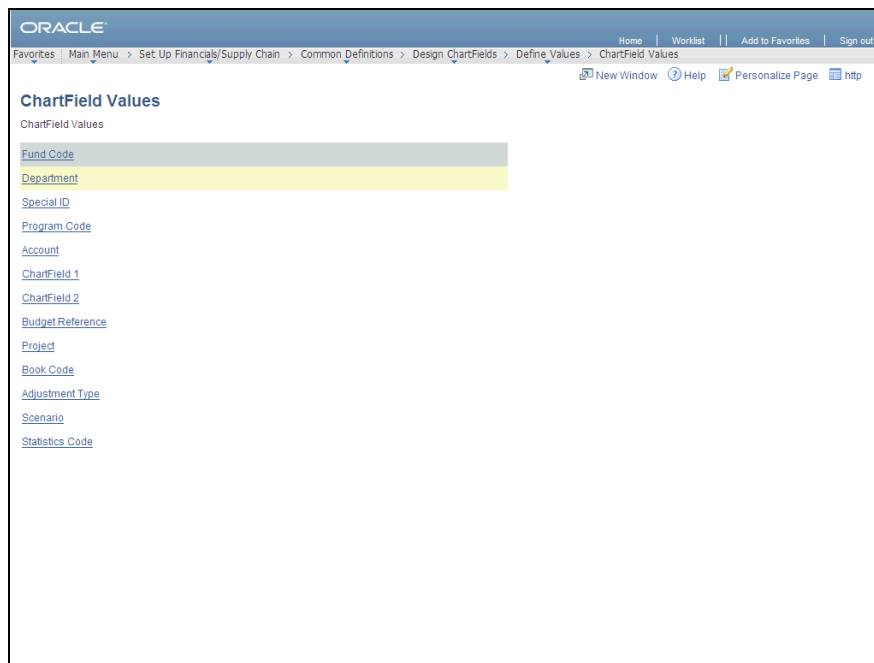
Using the ChartField Definition Long Description Field



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

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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: = []

Department: begins with []

Description: begins with []

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

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

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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]

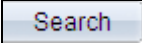
Department: begins with [AES48025]

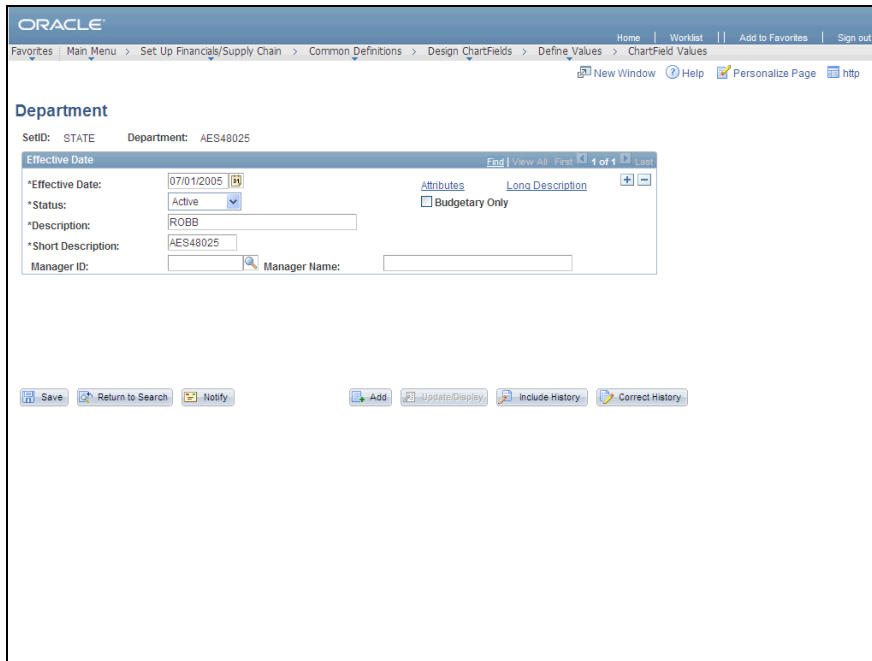
Description: begins with []

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
4.	Click the Search button. 



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Department

SetID: STATE Department: AES48025

Effective Date: 07/01/2005 [B]

*Effective Date: 07/01/2005 [B] Attributes Long Description [+]


*Status: Active [v] Budgetary Only

*Description: ROBB

*Short Description: AES48025

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. 

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Department

SetID: STATE Department: AES48025

Effective Date: 10/30/2012

*Effective Date: 10/30/2012

*Status: Active

*Description: ROBB

*Short Description: AES48025

Manager ID: Manager Name:

Attributes | Long Description

Budgetary Only

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

Step	Action
6.	<p>The Long Description for ChartField has been changed to a link.</p> <p>Click the Long Description link.</p> <p>Long Description</p>

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Help

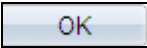
Long Description

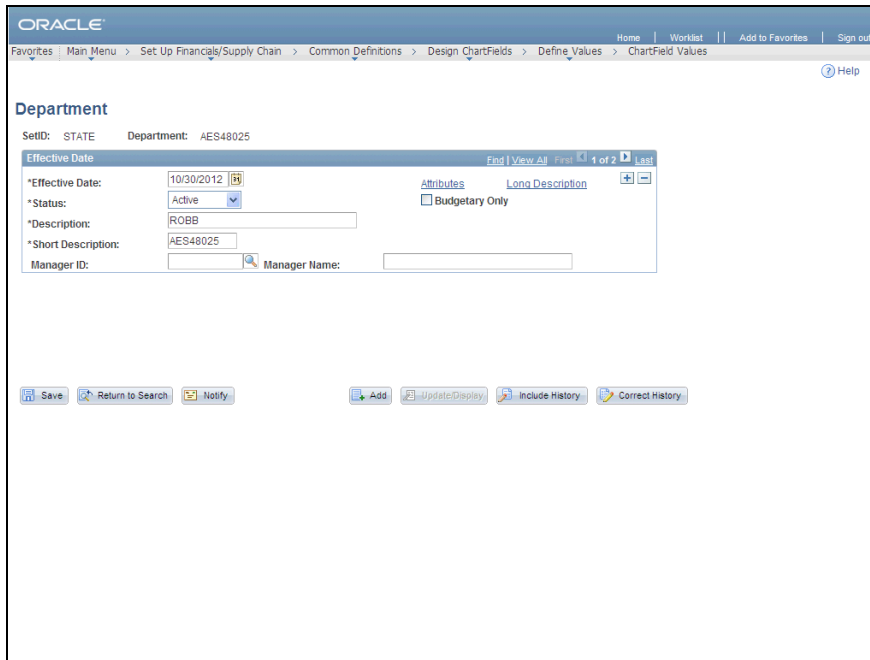
SetID: STATE Effective Date: 10/30/2012

Department: AES48025

Description:

OK Cancel

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



ORACLE

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Help

Department

SetID: STATE Department: AES48025

Effective Date: 10/30/2012 [B] Attributes Long Description [+ -]

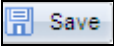
*Status: Active [v] Budgetary Only

*Description: ROBB

*Short Description: AES48025

Manager ID: [] Manager Name: []

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

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