9.2 Viewing ChartField Definitions

Purpose: Use this document as a reference for how to view ChartField definitions in

ctcLink.

Audience: Finance Staff

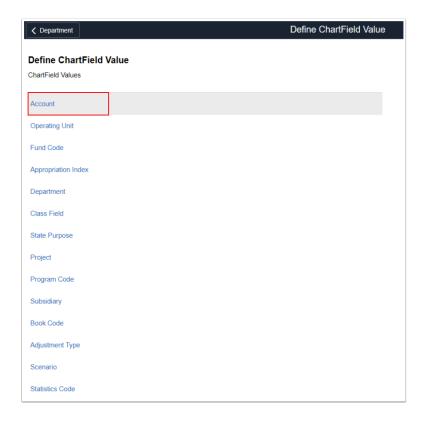
- You must have at least one of these local college managed security roles:
- ZD GL Local Config Inquiry
- ZZ GL Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

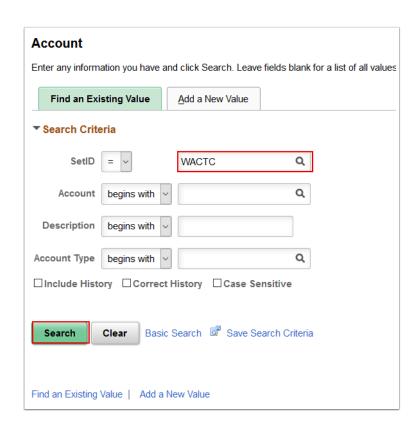
Viewing Chartfield Definitions

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Values

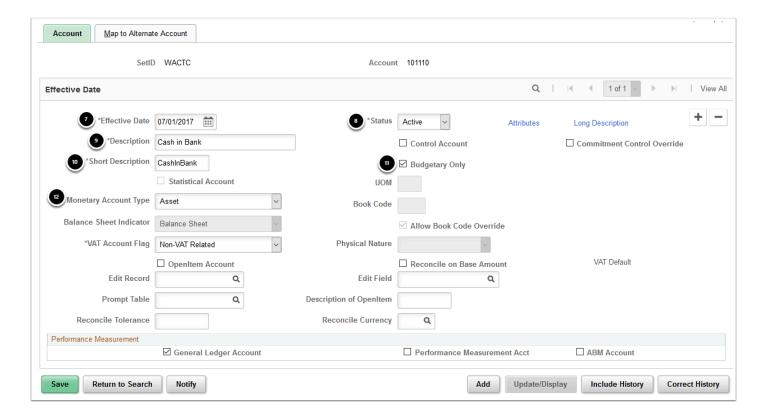
- 1. The **ChartField Values** page displays. Use it to select the ChartField and corresponding values that you want to view or modify.
- 2. Select the desired ChartField.



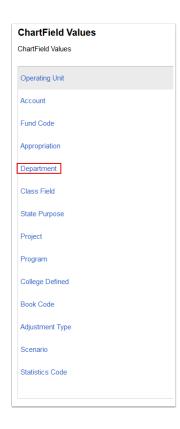
- 3. The **Account** selection page displays.
- 4. Enter appropriate information into the **SetID field** on the Search page. Use **WACTC** for Accounts, Operating Units, Funds, Appropriations, Classes and State Purpose. Use your College SetID for Department, Program, College Defined, and Project.
- 5. Select Search.



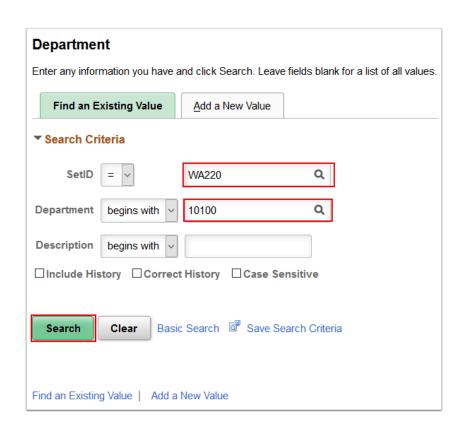
- 6. The **Account** page displays. Use it to add, view and enter the details of individual Account values.
- 7. Use the **Effective Date** field to enter the date on which the ChartField value is valid. Using a date in the distant past ensures that the value is available. Entering a date in the future prevents the Account from being used until that future date. This can be useful, for example, when you know a new Account will be needed in the next month/year. This field is required.
- 8. Use the **Status** field to define the ChartField as **Active** or **Inactive**. Inactive values do not appear in look-up drop down boxes on other pages. Required Field.
- 9. Enter the **Description** for the Account. Required Field.
- 10. Enter the **Short Description** for the Account. Required Field.
- 11. Select **Budgetary Only** if this is a roll-up Account, as opposed to a transactional Account. Budgetary Only Accounts cannot be used on journal lines or other types of distributions.
- Select the Monetary Account Type Asset, Liability, Equity (Fund Balance), Revenue or Expense.



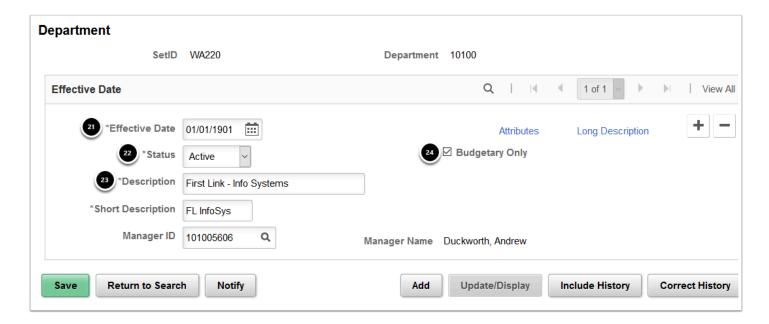
- 13. Return to the ChartField Values page. Refer to the navigation path at the top of this document.
- 14. The ChartField Values pages displays.
- 15. Select **Department**.



- 16. The **Department** selection page displays.
- 17. Enter SetID.
- 18. Enter **Department**.
- 19. Select Search.



- 20. The **Department** page displays. It enables you to add, view and modify **Department** ChartField values.
- 21. Use the **Effective Date** field to enter the date on which this ChartField value is valid. Using a date in the distant past ensures that the value will be available for any record requiring this ChartField value.
- 22. Use the **Status** field to define the ChartField value as **Active** or **Inactive**.
- 23. Enter a **Description** for the Department.
- 24. Select the **Budgetary Only** check box if the department value is to be used for budgetary purposes only. The department value then became unavailable for recording actual transaction entries.



25. Process complete.