

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.

Department

Define ChartField Value

Define ChartField Value

ChartField Values

Account

Operating Unit

Fund Code

Appropriation Index

Department

Class Field

State Purpose

Project

Program Code

Subsidiary

Book Code

Adjustment Type

Scenario

Statistics Code

- The **Account** selection page displays.
- 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.
- Select **Search**.

Account

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
=
WACTC

Account
begins with

Description
begins with

Account Type
begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value | Add a New Value

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.
12. Select the **Monetary Account Type** - Asset, Liability, Equity (Fund Balance), Revenue or Expense.

The screenshot shows the 'Account' page in a software application. The page is titled 'Account' and has a sub-header 'Map to Alternate Account'. The main content area is divided into two columns. The left column contains fields for 'Effective Date' (07/01/2017), 'Description' (Cash in Bank), 'Short Description' (CashInBank), 'Monetary Account Type' (Asset), 'Balance Sheet Indicator' (Balance Sheet), 'VAT Account Flag' (Non-VAT Related), 'OpenItem Account' (unchecked), 'Edit Record' (searchable), 'Prompt Table' (searchable), and 'Reconcile Tolerance'. The right column contains fields for 'Status' (Active), 'Control Account' (unchecked), 'Commitment Control Override' (unchecked), 'Budgetary Only' (checked), 'UOM' (empty), 'Book Code' (empty), 'Allow Book Code Override' (checked), 'Physical Nature' (empty), 'Reconcile on Base Amount' (unchecked), 'VAT Default' (empty), 'Edit Field' (searchable), 'Description of OpenItem' (empty), and 'Reconcile Currency' (searchable). At the bottom, there is a 'Performance Measurement' section with checkboxes for 'General Ledger Account' (checked), 'Performance Measurement Acct' (unchecked), and 'ABM Account' (unchecked). The page has a top navigation bar with 'Account' and 'Map to Alternate Account' tabs. The bottom has buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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**.

ChartField Values

ChartField Values

Operating Unit

Account

Fund Code

Appropriation

Department

Class Field

State Purpose

Project

Program

College Defined

Book Code

Adjustment Type

Scenario

Statistics Code

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

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

=

WA220

Q

Department

begins with

10100

Q

Description

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value | Add a New Value

- 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.

Department

SetIDWA220Department10100

Effective Date

1 of 1View All

21

*Effective Date

01/01/1901

22

*Status

Active

23

*Description

First Link - Info Systems

*Short Description

FL InfoSys

24

☒ Budgetary Only

Attributes

Long Description

+ -

Manager ID

101005606

Manager Name

Duckworth, Andrew

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

25. Process complete.