



Adding New ChartField Values

Version 1.3 | March 14, 2016

Navigation: Main Menu > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

1. Navigate to **Main Menu > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.**
2. Click the desired ChartField Value. *Example: Resource*

ChartField Values
ChartField Values

- Fund Code
- Resource**
- Goal
- Function
- Object
- Site
- Operating Unit
- Project Year
- Book Code
- Adjustment Type
- Scenario
- Statistics Code

**Click the desired field.
This will take you to the
Find an Existing value tab.**

3. Verify that the value that you want to add does not currently exist. On the **Find an Existing Value** tab, enter your new chartfield value and look for “No matching values were found”, which indicates that this value does not currently exist. *Example: 5310626 (new Resource).*

Resource
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: = 03100

Resource: begins with 5310626

Description: begins with **No matching values were found.**

Correct History Case Sensitive

**GOOD!
No matching
value.**

Search Clear Basic Search Save Search Criteria



- Click the **Add a New Value** tab. The **SetID** and **Resource** should stay populated from the previous step. If not, enter them. Then click **Add**.

Resource

Find an Existing Value Add a New Value

SetID:

Resource:

This will be populated from the previous step.

Add

- In the screen that appears, enter the required information as shown on the following pages.
NOTE: The window will vary based on the ChartField that is being added. The following pages provide specific directions.
 - If this is a new **Resource**, see p.3.
 - If this is a new **Fund, Goal, or Function**, see p.4.
 - If this is a new **Object**, see p.5.
 - If this is a new **Site**, see p.6.
- Click **Save**.

When will I be able to use the new ChartFields that I add?

- For Fund, Resource, Goal, Function, and Object:** New Fund, Resource, Goal, Function, and Object values will be available after the ChartField security process runs. The process currently runs every day, including weekends, at 9:00 am, 12:00 pm, 3:00 pm, 6:00 pm, and 9:00 pm.
- For Site and Operating Unit:** Site and Operating Unit will be available to use immediately.

What about the Master Dictionary?

IMPORTANT NOTE! If the value being entered is a brand new SACS Object, Sacs Resource, Goal, or Function, the value must have been entered into the Master Dictionary by the SDCOE's [Financial Accounting Department](#) before it can be entered by a district.



Adding a Resource

To add a new Resource, enter the following:

Resource

SetID 00700
Resource 5310626

*Description *Status [Attributes](#)

*Start Date *End Date Summary Project

Project Manager [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First 1 of 1 Last

*Effective Date	*Manager	Manager Name	
<input type="text" value="03/01/2014"/>	<input type="text" value="109805"/>	Doose, Casey	+ -

Project Status [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First 1 of 1 Last

*Effective Date	*Project Status	
<input type="text" value="03/01/2014"/>	<input type="text" value="Open"/>	+ -

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

[Project](#) | [Description](#)

- **Description:** Enter a description (up to 30 characters). *Example: Child Nutrition-Wknd Camps*
- **Start Date/End Date: These dates are informational only.** Enter the start and end dates. These dates will not affect the use of the Resource. It can be used past the end date.
- **Status:** Select *Active* for a new value.
- **The Project Manager area is informational only.** It does not affect the functionality or the routing of any documents using this resource. It is commonly left blank. If you choose to use it, put in an effective date and the manager's Employee ID. The name will fill. NOTE: If the manager changes, click the plus (+) sign on right to add a new row.
- **The Project Status area is informational only.** It does not affect the functionality or the ability to use the resource on documents in the system. It is commonly left blank. If you choose to use it, the field can be: *Budgeted, Closed, Open, Hold, or Proposed.*

Click **Save**.

Adding a Fund, Goal, or Function

The way you enter information for Fund, Goal, and Function is the same for all three. To add a new Fund/Goal/Function, enter the following:

- **Effective Date:** This defaults to the current date. Change if necessary.
- **Status:** When entering a new value, leave the status *Active*.
- **Description:** Enter a description (up to 30 characters).
- **Short Description:** Enter a short description (10 characters).

Click **Save**.

Examples

Fund Code

SetID 00700 Fund Code 1300

Effective Date Personalize Find View All First 1 of 1 Last

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	Cafeteria Spcl Revenue Fund	Cafeteria	<input type="checkbox"/>	Attributes	Long Description

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

Goal

SetID 00700 Goal 3100

Effective Date Personalize Find View All First 1 of 1 Last

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	Alternative Schools	Alternativ	<input type="checkbox"/>	Attributes	Long Description

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

Function

SetID 00700 Function 1110

Effective Date Personalize Find View All First 1 of 1 Last

*Effective Date	Status	*Description	Short Description	Manager Name	Budgetary Only	Attributes	Long Description
01/01/1901	Active	Special Ed - Separate Classes	Special Ed		<input type="checkbox"/>	Attributes	Long Description

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



Adding an Object

To add a new Object, enter the following:

The screenshot shows a web-based form for adding a new object. At the top, there are tabs for 'Account' and 'Map to Alternate Account'. Below this, the 'SetID' is 00700 and the 'Object' is 1100626. The form is divided into several sections:

- Effective Date:** Includes a date field set to 03/01/2014, a description field with 'Teacher-Sal-Creative Stipend', and a short description field with 'TCHR-Creat'.
- Status:** A dropdown menu set to 'Active'.
- Monetary Account Type:** A dropdown menu set to 'Expense'.
- VAT Account Flag:** A dropdown menu set to 'Non-VAT Related'.
- Performance Measurement:** A section with three checkboxes: 'General Ledger Account' (checked), 'Performance Measurement Acct', and 'ABM Account'.

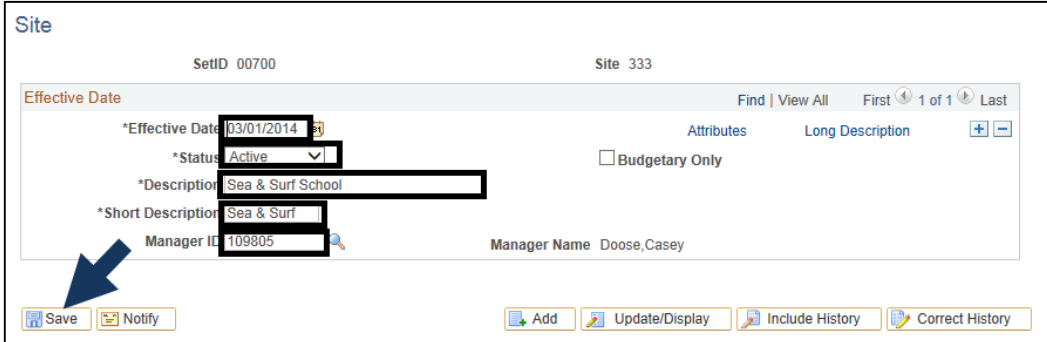
At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A blue arrow points to the 'Save' button.

- **Effective Date:** This defaults to the current date. Change if necessary.
- **Status:** When entering a new value, leave the status *Active*.
- **Description:** Enter a description (up to 30 characters).
- **Short Description:** Enter a short description (10 characters).
- **Monetary Account Type:** Select *Expense, Revenue, Asset, Liability, or Fund Balance*.
 - Expense = Objects 1000-7000
 - Revenue = Objects 8000-8999
 - Asset = Objects 9000-9499
 - Liability = Objects 9500-9699
 - Fund Balance = Objects 9700-9799
- **Do not check or change any other settings on this page.**

Click **Save**.

Adding a Site

To add a new Site, enter the following:



Site

SetID 00700 Site 333

Effective Date 03/01/2014 Find | View All First 1 of 1 Last

*Effective Date 03/01/2014 Attributes Long Description + -

*Status Active Budgetary Only

*Description Sea & Surf School

*Short Description Sea & Surf

Manager ID 109805 Manager Name Doose, Casey

Save Notify Add Update/Display Include History Correct History

- **Effective Date:** This defaults to the current date. Change if necessary.
- **Status:** When entering a new value, leave the status *Active*.
- **Description:** Enter a description (up to 30 characters).
- **Short Description:** Enter a short description (10 characters).
- **The Manager ID is informational only.** It does not affect the functionality or the routing of any documents using this site. It is commonly left blank. If you choose to use it, enter the Manager ID. The name will populate.

Click **Save**.