

Adding an Event Chartfield

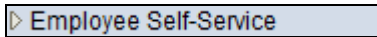
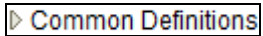
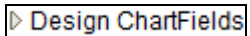
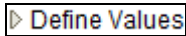
Concept

This business process explains how to create a new Event chartfield.

Procedure

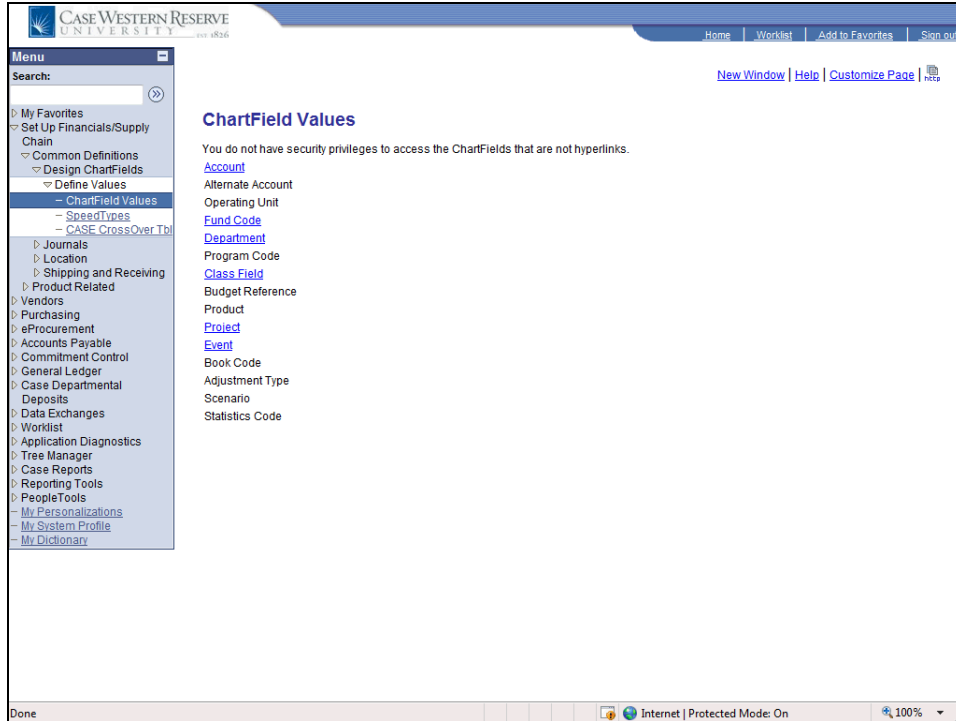
The Event chartfield can be created to represent a particular program, event, or conference to track expenditures and/or revenues. This is an optional chartfield.



Step	Action
1.	From the Menu, click the Set Up Financials/Supply Chain link. 
2.	Click the Common Definitions link. 
3.	Click the Design ChartFields link. 
4.	Click the Define Values link. 

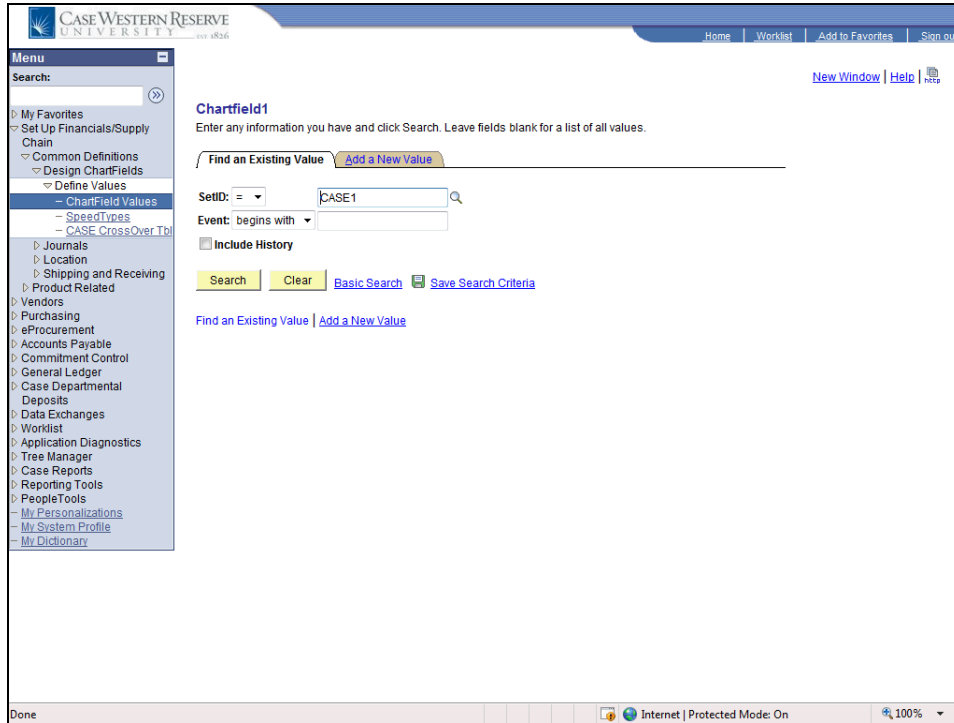
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Step	Action
5.	Click the ChartField Values link. ChartField Values



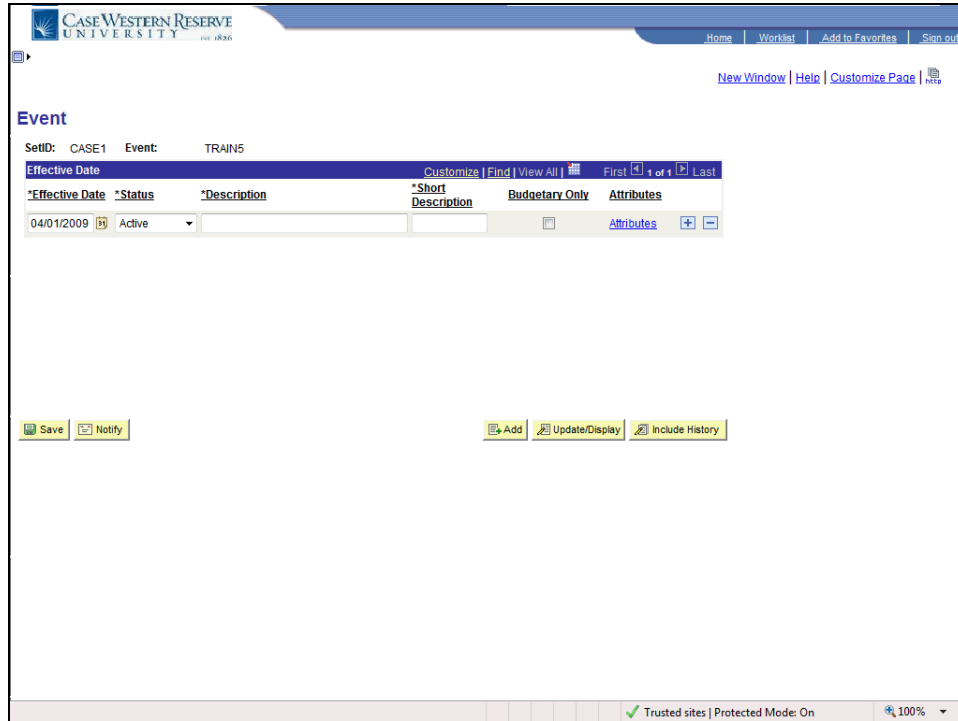
Step	Action
6.	Click the Event link, in the center of the screen. Event

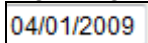
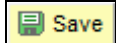
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Step	Action
7.	<p>The Chartfield screen appears.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>
8.	<p>Enter the name of the Event in the Event field. It can be up to 10 alphanumeric characters. For example, enter the name "train5".</p>
9.	<p>Click the Add button.</p> <p>Add</p>

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Step	Action
10.	Verify or update the Effective Date . A best practice is to update the date to the beginning of the current month. 
11.	The Event screen appears. Enter the name of the Event in the Description field, up to 30 characters. For example " Tracking of Conf attendees ". Please note: Be as specific as possible in making an event. This will assist you later in finding your event.
12.	Enter the Short Description which is up to 10 alphanumeric characters. For example, enter, Conf 1
13.	Click the Save button. 
14.	If the effective date for the event is the current date or earlier it will be active immediately in PeopleSoft. End of Procedure.