| **Step** | **Action** |
| --- | --- |
|  | Click on **Main Menu** |
|  | Scroll down and click the **Set Up Financials/Supply Chain** menu. |
|  | Click the **Common Definitions** menu. |
|  | Click the **Design ChartFields** menu. |
|  | Click the **Define Values** menu. |
|  | Click the **ChartField Request** menu. |
|  | Enter your agency SETID into the **SetID** field. Enter "**17300**". |
|  | Click the magnifying glass next to the **Field Name** to display the Look Up and click on the PROGRAM\_CODE link. |
|  | Click the magnifying glass next to the **Field Action** to display the Look Up and choose **Update** to inactivate or change a PROGRAM\_CODE.  Click the **Update** list item. |
|  | Enter the Program Code value into the **Field Value** field. |
|  | Click the Add button. |
|  | On the ChartField Request page, enter the Agency Contact phone number into the **Telephone** field. Enter "**785-296-0000**". |
|  | Click in the **Email ID** field and enter the Agency contact email address. |
|  | For **inactivations,** skip this field.  For **other updates**, click the **Budgetary Only** box if the PROGRAM\_CODE is a new node on the CC\_PROG tree and will not be used on transactions. |
|  | The Program code effective date will be populated in this field.  Enter a current effective date into the **Effective Date** field. |
|  | Use the Status look up and pick the requested **Status**. |
|  | Review/enter the Program Code long description into the **Description** field. |
|  | Review/enter the Program Code short description into the **Short Description** field. |
|  | For **inactivations**, skip this field.  For **other updates,** click the **New Tree Node** box if the value is a new Node on the PROG tree. |
|  | Enter actual effective date of the PROGRAM CODE into the **Program Code Effective Date** field. This date should match the Effective Date value. |
|  | Enter the Agency contact name into the **Agency Contact Information** field.  If the contact name is different than the Requester include the contact's email and phone number. |
|  | For inactivations, skip this field.  For other updates, enter the **Parent tree node** the value will be assigned to on the PROG tree. |
|  | For **inactivations**, skip this field.  For other updates, enter the agency's personnel contact information into the **DoB Contact Information** field. Make sure to include name, email, and phone number. |
|  | The next Section contains **Questions** that must be answered prior to saving this request. |
|  | For **Updates**, enter N/A (not applicable) |
|  | For **Updates**, enter N/A (not applicable) |
|  | Only after all the questions are answered, the request can be saved. Click the **Save** button. |
|  | Click the dropdown arrow and choose the **Submit for Approval** item.  Click the **Go** button.  This will submit the Request into Approval workflow. |
|  | Click the **View Approval Flow** link to see the workflow. |
|  | Approval Flow is displayed.  The Request will need to be approved by the **Agency Chartfield Approver** and the **Central Chartfield Approver.** After approval, the ChartField will be available in SMART. |
|  | **End of Procedure.** |