| **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. |
|  | Clear the **Field Action** field. |
|  | Click the Search button. The Search Results will be displayed. |
|  | Click the **Field Value** for the Program Code being updated.  Only Approved Requests can be updated. |
|  | Click the **Copy** button and the Request Copy box will be displayed.  Click the dropdown next to the **Field Action** and choose Update. |
|  | Enter the Program Code value being updated into the **Field Value** field. Enter "**TEST4**". |
|  | Click the **OK** 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. |
|  | Click the **Budgetary Only** box if the Program Code is being changed to Budgetary only (the value is a node on the CC\_PROG tree and will not be used on transactions). |
|  | Enter the effective date of the change into the **Effective Date** field. |
|  | If inactivating the Program Code, click the dropdown next to the **Status** and choose **Inactive**.  If making changes only, leave as **Active**. |
|  | If updating the Program Code, enter the new **Description**. |
|  | If updating the Program Code, enter the new **Short Description**. |
|  | Change the Program **Code Effective Date** to be the same as the Effective Date. |
|  | If changing, update the contact information in the **Agency Contact Information** field. |
|  | If changing, update the Parent Node information in the **CC\_PROG Parent Node Value** field. Enter "**TEST**". |
|  | If changing, enter updated information into the **DoB Approver 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. |
|  | Not applicable for ChartField updates. |
|  | Not applicable for ChartField updates. |
|  | 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.** |