

GL_020_034 - DEFINING CHARTFIELD VALUE SETS (SELECTED DETAIL)

Purpose	To define a ChartField value set using selected detail values.
Description	<p>This topic demonstrates how to define ChartField value sets using detail ChartField values. ChartField value sets enable users to define combinations of ChartField values used for source data during the General Ledger Closing process and the Commitment Control Ledger Closing process. ChartField values can also be used to define source data for consolidations, equitization and various other process.</p> <p>For example, users can create one ChartField value set for the income statement accounts used in interim closing and a different set to be used in year-end closing. When users define closing rules for the interim close or year-end close, select which ChartField value sets to use.</p> <p>The procedure listed below pertains to option one (1), Selected Detail Values.</p>
Security Role	BOR_GL_PERIOD_END
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions are how to define ChartField value sets using detail ChartField values.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Click the Common Definitions link.
5.	Click the Design ChartFields link.
6.	Click the ChartField Value Sets link.
7.	Click the Setup ChartField Value Sets link.
8.	Click the Add a New Value tab.
9.	Enter a Description in the ChartField Value Set field.
10.	Click the Add button.
11.	Enter a Date in the Effective Date field.
12.	Enter a Description in the Description field.
13.	Select the ChartField to include in this value set from the Field Name dropdown menu.
14.	<p>Choose how the values will be specified in the How Specified dropdown menu.</p> <ul style="list-style-type: none"> • Selected Detail Values - if users want to select individual ChartField values to include in the set. • Detail-Selected Parents - if users want to select values based on tree nodes. This option activates a Tree edit box to specify a tree from which to select nodes. • Range of Values - to enter a value From and a value To <p>Select the Selected Detail Values option for this example.</p>
15.	Enter a value in the Select Value field.
16.	Click the Add a new row button.
17.	Continue to enter all values used in the new ChartField Value Set.
18.	Click the Save button.