Look Up an Effective Date for a Chartfield Value

1. 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.

5. Click the **ChartField Values** link.

6. The **Chartfield Values** page is displayed. Select the link for the chartfield value you wish to review. In this example the **Fund Code** is selected.

7. Enter the **Fund Code** you are searching for. In this example the following is used.

   Enter the desired information into the **Fund Code** field. Enter a valid value e.g. "70300".

8. Click the **Search** button.

9. The **Fund Code** page is displayed and the Effective Date for the Fund Code is shown in the Effective Date column. In this example the Effective Date for the Fund Code is **06/01/2010**.

   **Note:** In order for this Fund Code value to be selectable from a SpeedChart page the Effective date for the SpeedChart page has to be the same date as the Fund Code. (In this example **06/01/2010**) or later (e.g., 07/01/2010).

10. This completes the Exercise. Please refer back to this material as needed for assistance. **End of Procedure.**