## High Level Description

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## Revision Control

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<tr>
<td>08-07-2009</td>
<td>M Dickerson</td>
<td>Document created</td>
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<td>01-27-2012</td>
<td>M Walker</td>
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## Overview

This business process guide demonstrates you how to copy GL chartfield strings.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the **Main Menu** expands has changed, but the actual navigation path and functionality has **not** changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Copy GL Chatfield Strings

Navigate to Set Up SACR > Product Related > Student Financials > Item Types

1. Click the GL Interface tab
2. Click Copy GL Interface

3. Enter:
   - **From Term:** 2073 (Summer 2007)
   - **To Term:** 2074 (Fall 2007)

4. Click OK

*Note: All Summer 2007 GL data and chart field information has been copied to Fall 2007.*

5. Remember to change/update all Jnl Set ChartFields and Deferred ChartFields information that needs to be changed quarterly/annually

*Note: If the chart field strings are not expected to change quarterly for a particular item type, then enter the 'Term' as 0000. There is no need to copy the GL Interface.*

**Whom to Contact for Help?**

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).