How to Add Chartfields for Billing Purposes - Tutorial

To add Chartfields in the portal, your DSA will need to add you in the myBSD portal as a fiscal contact under Role Management.

1. From the myBSD portal, choose "GATORONE", "Chartfield."



2. On the next screen, review the Chartfields already in the system. You can sort the data by clicking any column header (ex. DeptID).

3. If you need to add a new Chartfield, click the plus button in the blue "Chartfields" header field.

₩₩ myBSD BID Cards •	¶Dining ▼ III≱ Finance ▼ ♥ Admin ▼	Q Search 😨 Questions									e) Han
i	These are the chartfields available to yo	ur department's authorizers when p	paying for GATC	RONE Cards. Add	chartfields here, a	and authorizers w	ill be able to us	e them when approv	ing card request:	L.		
Chartfields Q Type to filter Chartfields.											(÷
OWNER	NAME	DEPTID	FUND	PROGR	SOURCE	PROJECT	FLEX	ACCOUNT	BUDGE	UFID	ACTIVE	T
BS-ID CARD OPERATIONS	ID Card	68011000	149	9100				793300	CRRNT		~	a cours
									K ASSOCIATED			

4. The "Chartfields" form appears. Start by adding "Friendly name," which will help you easily identify the chartfield during the card request process rather than using the PeopleSoft naming convention. ex. ID Card

*Department ID	*Fund		*Program			
Department	•		110gram			
Required	Required		Required			
Source		Project				
Flex		Account				
		793300				
Budget Reference		CRIS				
Project Unit		Activity				
Analysis		Res Type				
Category		Sub-Category				
UFID		Affiliation				

5. Select the correct Department ID from the dropdown menu. If you do not see the department you need, contact your DSA so they can add that department for you in the myBSD portal.

6. After you fill all the necessary fields, click the "Save" button.

7. This will create a new record that will then become available to your departmental authorizers.