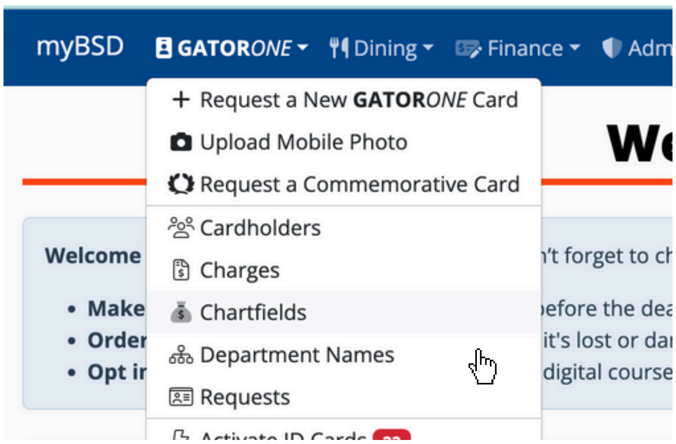
How to Add Chartfields for Billing Purposes - Tutorial

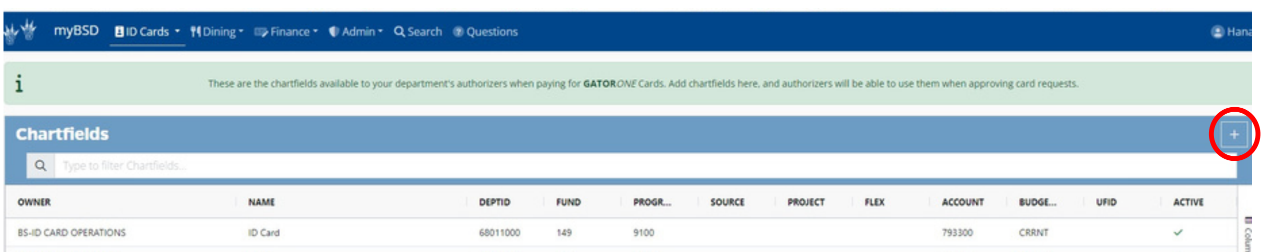
To add Chartfields in the portal, your DSA will need to add you in the myBSD portal as a fiscal contact under Role Management.

1. From the [myBSD portal](), choose "**GATOR***ONE*", "Chartfield."

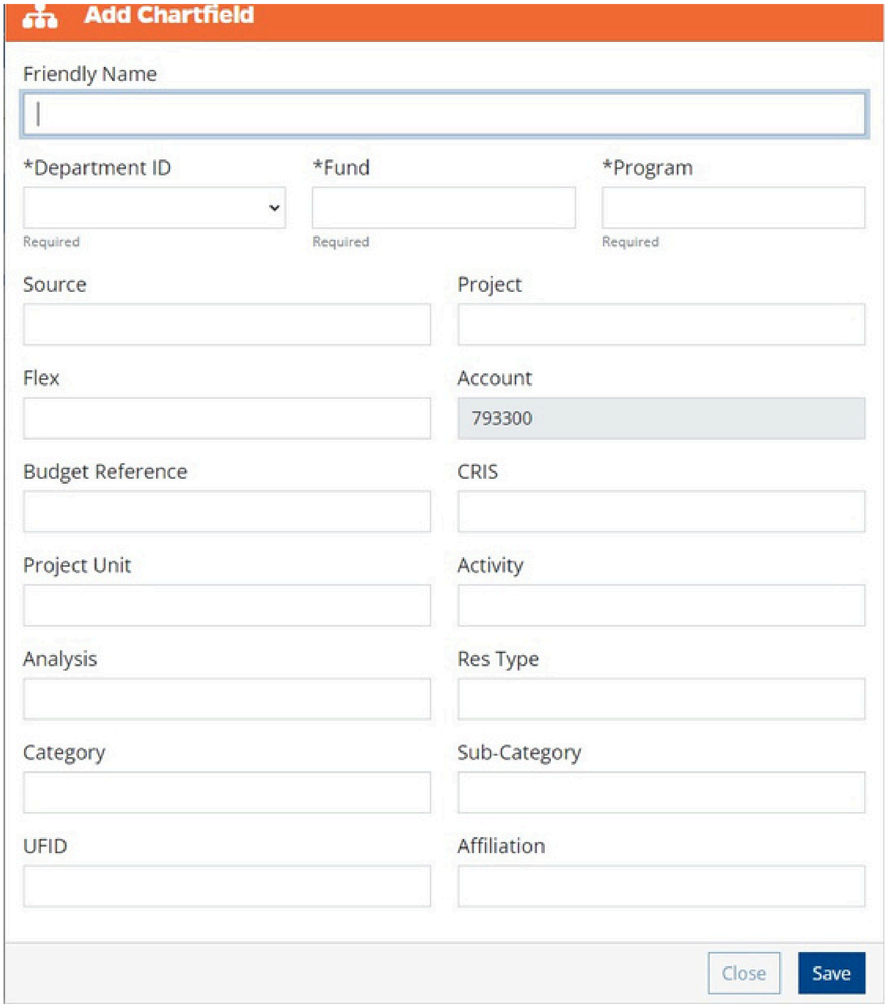


2. On the next screen, review the Chartfields already in the system. You can sort the data by clicking any column header (ex. DeptID).

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



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



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.