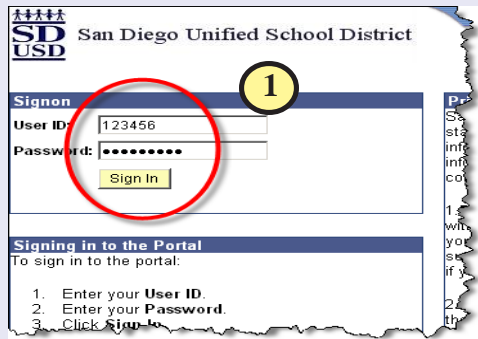


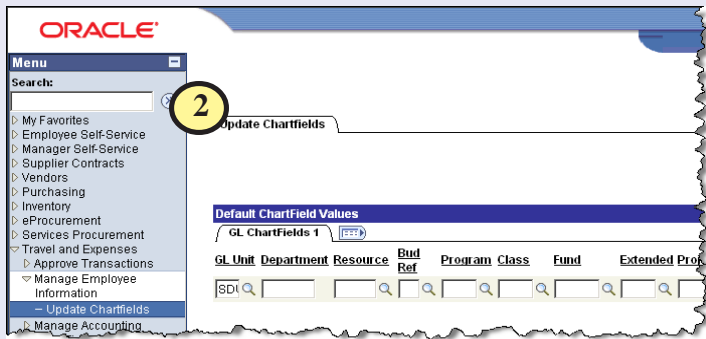
Updating Your Chartfield String

Before the first time any district employee creates a Travel Authorization or Expense Report he/she must update his/her Chartfield string. This important task must also be performed by any employee who wants to authorize someone else to create and submit Travel Authorizations or Expense Reports on his/her behalf. Updating the Chartfields only needs to be done once. The purpose of this task is to inform the PeopleSoft Expenses software system of your intent to use a district budget/account to pay for job-related traveling expenses. Once this information is set up as a Chartfield string, it remains in the system permanently; yet it can be changed to a different budget at any time by you, or by whomever you authorize.



1. First you must log into PeopleSoft Financials at: <https://dwa.sandi.net> with your SDUSD Employee ID number and your DWA password. On the next screen you see, (called the Portal Page), click the link:

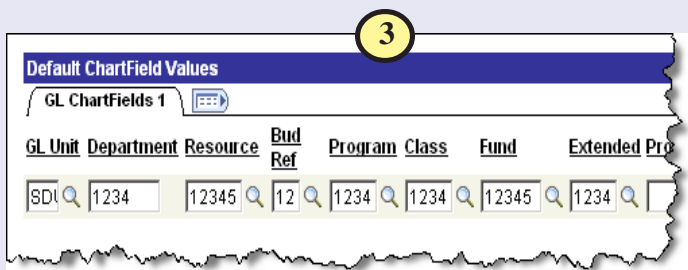
PeopleSoft Financials Supply Chain 8.9



2. Remember that you must click only once (no double-clicking) on any menu link.

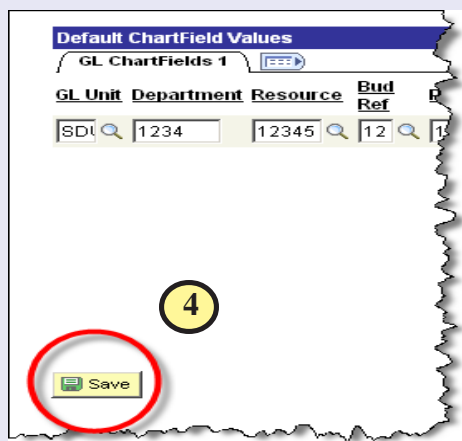
On the next screen you see, use your mouse to navigate to:

Travel and Expenses --> Manage Employee Information --> Update Chartfields



3. Enter the Chartfield string (budget code numbers) to be used to pay for your travel expenses. (The Chartfield string can always be changed any time in the future). The Chartfields you must populate are: **Department, Resource, Bud Ref, Program, Class, Fund, and Extended**. Do not try to enter any Account code number. Do not enter any numbers into any other Chartfields that may appear on the screen.

NOTE: DO NOT USE the numbers shown in this illustration! You must use your own Department's or School Site's budget numbers!



4. After you finish entering the Chartfield string, click the yellow **Save** button in the lower left corner. That's it. Now you can navigate to another screen by clicking a menu choice from the menu list on the left side of your screen. Or, you can log out of PeopleSoft Financials entirely.