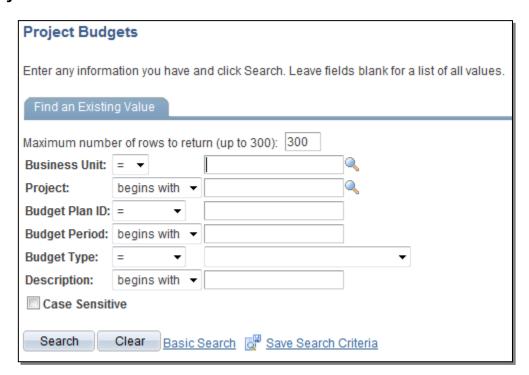## Finding Project ChartFields - Project Budgets page

Grant projects will have associated budgets. Searching for projects and viewing associated budget information is important for processing financial transactions against a project's budget.

Scenario: This simulation demonstrates how to find project budget information using the Project Budget Information page in myUFL. It will lead you through the steps to:
• Finding a project
• Accessing General Ledger field information

Navigate through **Nav Bar** > **Main Menu** > **Financials** > **Grants** > **Awards**> **Project Budgets**

Finding a project:

1. Enter the desired business Unit in the **Business Unit** field. In this example, enter "**GRANT**".

2. Enter the project number in the **Project** field. In this example, we are searching for project **00061785**.

3. Click the **Search** button.

Viewing a Project Budget Period:

Each project can have one or several budget periods. Budget periods are typically one year in length.

4. Click on the desired budget period entry in the **Project** column. In this example, select **00061785**, Budget Period number **1**.

5. Notice this screen shows funding information for the budget categories.

Viewing ChartField information for a project:

To view ChartField information for the project, go to the General Ledger Detail tab.

6. Click the **General Ledger Detail** tab.

7. This screen provides the project ChartField string values: Department ID, Source of Funds, Fund, and Program code. These values will be needed to process transactions against your project.

In this example, you used a project number to identify funding and ChartField information on the Project Budget page.

If you need help with…

• Technical issues, contact the UF Help Desk:
    392-HELP
    helpdesk@ufl.edu

• Policies and Directives, contact the General Accounting Office:
    392-1326
    GLjournal@admin.ufl.edu
    http://www.fa.ufl.edu/departments/general-accounting/

© Training and Organizational Development
   University of Florida, Gainesville, FL 32611