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## 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**

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### Finding a project:

The screenshot shows the 'Project Budgets' search page. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. The search criteria section includes: 'Maximum number of rows to return (up to 300):' with a text input containing '300'; 'Business Unit:' with a dropdown set to '=' and an empty text input; 'Project:' with a dropdown set to 'begins with' and an empty text input; 'Budget Plan ID:' with a dropdown set to '=' and an empty text input; 'Budget Period:' with a dropdown set to 'begins with' and an empty text input; 'Budget Type:' with a dropdown set to '=' and a dropdown menu; and 'Description:' with a dropdown set to 'begins with' and an empty text input. There is also a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

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## 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.

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## 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.

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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](mailto:helpdesk@ufl.edu)
- Policies and Directives, contact the General Accounting Office:  
392-1326  
[GLjournal@admin.ufl.edu](mailto:GLjournal@admin.ufl.edu)  
<http://www.fa.ufl.edu/departments/general-accounting/>

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