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/

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