
Finding Project ChartFields - UF Project Cash Based

For funds 211, 212, and 213, use the **UF Project Cash Based Summary** page to lookup the ChartFields associated with a project.

(**Note:** for funds 201 and 209, use the UF Project ChartFields page to lookup the correct ChartFields for a project.)

Scenario: In this simulation, you will find the ChartFields for a project using the **UF Cash Based Proj Chartfields** page.

Navigate through **Nav Bar > Main Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > UF Cash Based Proj Chartfields**

For all projects, use UFLOR as the Business Unit.

Search for a project using part of the Project ID:

1. Click in the **Business Unit** field and enter "UFLOR".
2. To search by a part of the project ID, select "contains" in the **Project** dropdown menu.
3. Click in the **Project** field and enter the desired project ID information. In this example, the project ID contains **785**.
4. Click the **Search** button.
5. Select the desired project number from the list. In this example, select project number **00043785**.

This page displays the ChartField information for your project.

6. Click the **Return to Search** button.

In this example, you used the **UF Cash Based Proj Chartfields** page to lookup the correct ChartFields for a project.

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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