



Using the Project Budgets Page

- 1. Click the Main Menu.
- 2. Click **Grants** and then click **Awards**.
- 3. Click **Project Budgets**. The Project Budgets search page displays.
- 4. In the business unit, select **GRANT**.
- 5. In the Project field, type your project number.
- 6. Click the **Search** button. The search results display.

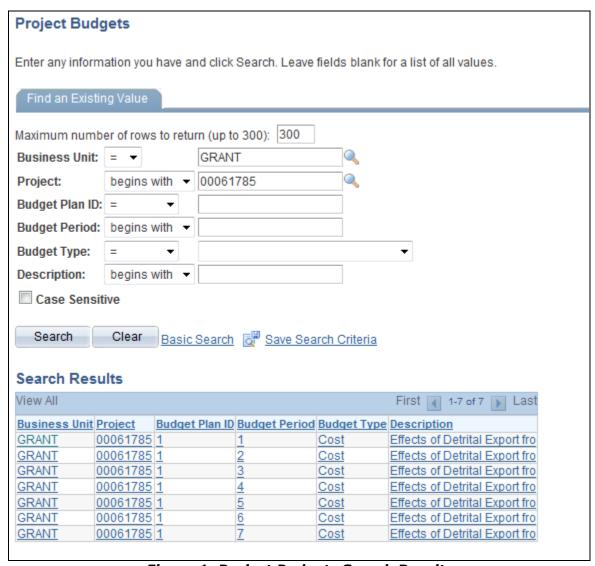


Figure 1: Project Budgets Search Results





7. Click the budget period you want to view. The Budget Detail page displays. This page enables you to review funding information for the project's budget categories.



Figure 2: Budget Detail page, General tab

8. To view chartfield information for the project, click the **General Ledger Detail** tab.

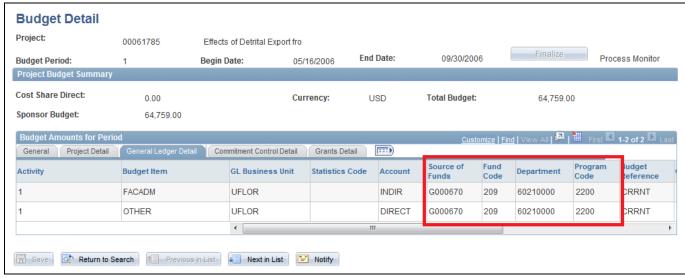


Figure 3: Budget Detail page, General Ledger Detail tab

9. This tab displays the project chartfield string values: Source of Funds, Fund Code, Department ID, and Program Code. These values will be needed to process transactions against your project.