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.

**Navigation**: Main Menu > 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.

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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.