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

**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.

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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