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.

![Project Budgets Search Page](image)

**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](image)

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

![Figure 3: Budget Detail page, General Ledger Detail tab](image)

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.