PS Financials 9.2

Chartfield Value Lookup

Financials & Annual Budget
(5)
E

1. Click the Chartfield Value Lookup menu.

Staff Homepage		Financials & Annual Bud
🔚 Chartfield Value Lookup	Department Search Account Search Project Search Chartfield1 Search SpeedChart Search	
Annual Budget	Department Lookup	
Carryover Projects	Department begins with: Description Clear Clear	
Grants and Projects	>	
E Purchasing & Payables Inquiry		
My Requisitions		
Create Requisition		
Requisition Inquiry	Department Search Account Search Project Search Chartfield1 Search SpeedChart Search	
Purchase Order Inquiry		
Temporary Requisition Approver		
🔚 Wells Fargo P-Card Portal		
Forms		

2. Click on the Description contains field.

✓ Staff Homepage						Financials & Annual Budget
Chartfield Value Lookup	Department Search	Account Search	Project Search	Chartfield1 Search	SpeedChart Search	
🔚 Annual Budget	Department Looku	p				
Carryover Projects	Department begins with: Description contains:			Search	Clear	
🔚 Grants and Projects	>					
Purchasing & Payables Inquiry						
My Requisitions						
T Create Requisition						
Requisition Inquiry	Department Search Ac	count Search Proje	ect Search Chartfie	ld1 Search SpeedCha	art Search	
Purchase Order Inquiry						
Temporary Requisition Approver						
T Wells Fargo P-Card Portal						
Forms						

3. Enter the desired information into the Description contains field.

Staff Homepage		Financials & Annual Budget
Chartfield Value Lookup	Department Search Account Search Project Search Chartfield1 Search SpeedChart Search	
🔚 Annual Budget	Department Lookup	
T Carryover Projects	Department begins with: Description Search Clear contains:	
Grants and Projects		
Purchasing & Payables Inquiry		
My Requisitions	_	
Create Requisition		
E Requisition Inquiry	Department Search Account Search Project Search Chartfield1 Search SpeedChart Search	
Purchase Order Inquiry		
Temporary Requisition Approver		
E Wells Fargo P-Card Portal		
Forms		

4. Click the Search button.

- 5. You can follow the first steps 1-6 to search by Account, Project, Chartfield1 or Speedchart.
- 6. Congratulations! You have learned how to lookup chartfield values.