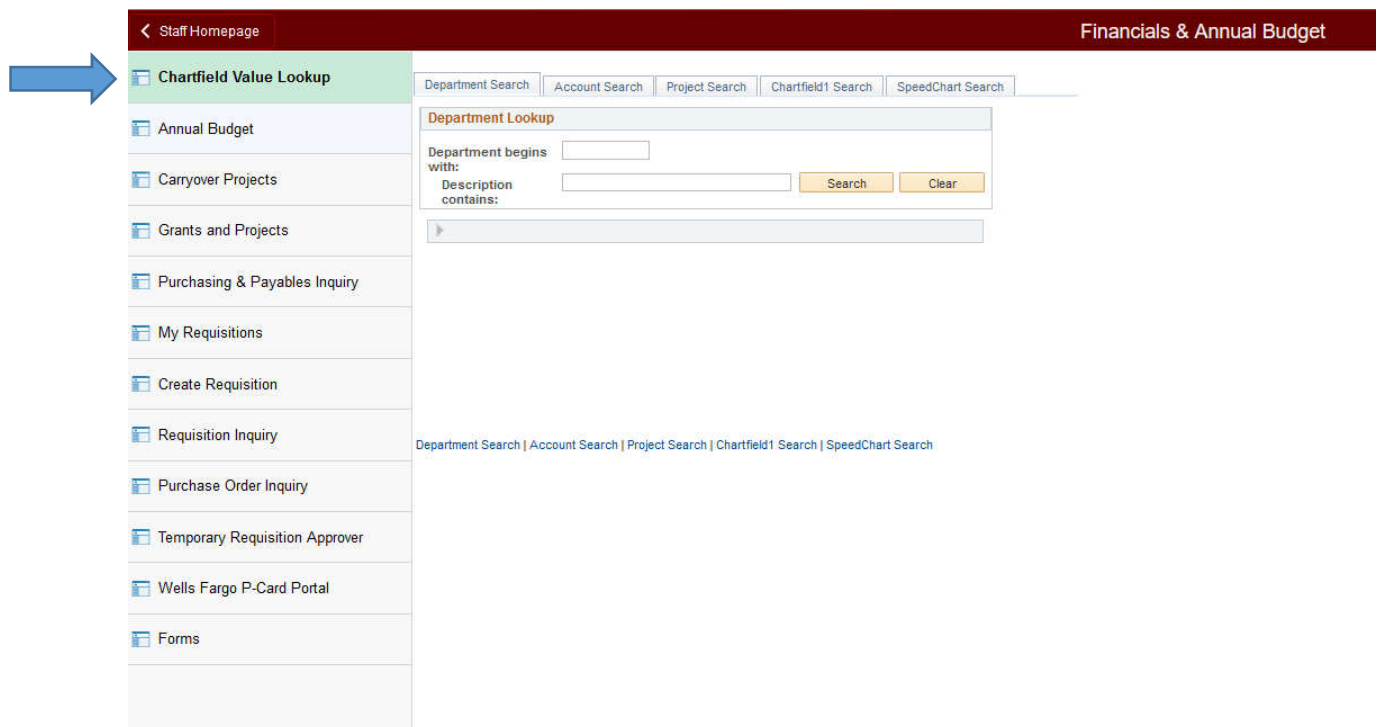


PS Financials 9.2

Chartfield Value Lookup



1. Click the Chartfield Value Lookup menu.



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

Department Lookup

Department begins with:

Description contains:

Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search

- Annual Budget
- Carryover Projects
- Grants and Projects
- Purchasing & Payables Inquiry
- My Requisitions
- Create Requisition
- Requisition Inquiry
- Purchase Order Inquiry
- Temporary Requisition Approver
- 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


Department Lookup

Department begins with:

Description contains:

Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search

- Annual Budget
- Carryover Projects
- Grants and Projects
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- My Requisitions
- Create Requisition
- Requisition Inquiry
- Purchase Order Inquiry
- Temporary Requisition Approver
- 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.