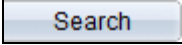
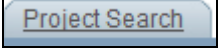

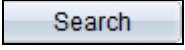
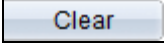


Chartfield Value Lookup (PeopleSoft codes & descriptions)

Step	Action
1.	Click the Main Menu button. 
2.	Click the Puget Sound Financials menu. 
3.	Click the Chartfield Value Lookup menu. 
4.	Click in the Description contains field. 
5.	Enter the desired information into the Description contains field. Enter " Accounting ".
6.	Click the Search button. 
7.	Click the Clear button. 
8.	Click in the Description contains field. 
9.	Enter the desired information into the Description contains field. Enter " Environmental ".
10.	Click the Search button. 
11.	Click the Clear button. 
12.	Click the Account Search tab. 
13.	Click in the Description contains field. 
14.	Enter the desired information into the Description contains field. Enter " computer ".
15.	Click the Search button. 
16.	Click the Clear button. 

Step	Action
17.	Click the Project Search tab. 
18.	Click in the Description contains field. 
19.	Enter the desired information into the Description contains field. Enter " enterprise ".
20.	Click the Search button. 
21.	Click the Clear button. 
22.	<p>You successfully looked up chartfield values using the new Chartfield Value Lookup page in this lesson.</p> <p>For help, contact the Service Desk at servicedesk@pugetsound.edu (mailto:servicedesk@pugetsound.edu) or 253.879.8585.</p> <p>End of Procedure.</p>