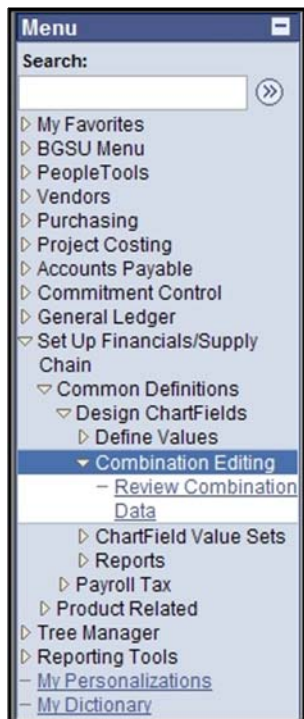


Finding Chartfield Combinations

Whether you are entering data in FMS or in the Check Request form, it is important that you enter the correct **Fund/DCC** (Department Cost Center) or **Fund/Project-Grant** combination. If you do not, you will get an *Invalid Chartfield Combination Error*. This guide provides instructions on how to find the correct Fund/DCC combination.

Navigation

From the **Menu Pagelet**, click **Set up Financials/Supply Chain < Common Definitions < Design Chartfields, Combination Editing < Review Combination Data**



Review Combination Data

1. At the **Review Combination Data** page, you will need to enter search criteria.
Note: If you want to search for Project/Grant-Fund combinations, just change the **Group** and **Rule** to PROJ_FUND

The screenshot shows the 'Review Combination Data' search page. It features several input fields for search criteria: *SetID (BGSUN), *Group (DCC_FUND), Rule (DCC_FUND), and Business Unit for Prompting (BGSUN). A 'Search' button is located to the right of these fields. Below the search fields is a table with columns: Fund, DCC, Program, Project/Grant, Account, Revenue Class, Fund Affil, Alt Acct, Affiliate, Book Code, Stat, and Currency. Each column has a corresponding input field with a search icon. A 'Notify' button is located at the bottom left of the form.

2. Enter the first several digits of the **Department Cost Center** or the **Project/Grant code**. Then click the **Look Up** button.

The screenshot shows the 'Look Up DCC' search page. It features input fields for SetID (BGSUN), Department Cost Center (begins with 005), and Manager Name (begins with). A 'Look Up' button is highlighted with a red box. Below the search fields are 'Clear' and 'Cancel' buttons, and a 'Basic Lookup' link. The 'Search Results' section shows a table with columns: Department Cost Center, Description, and Manager Name. The results are:

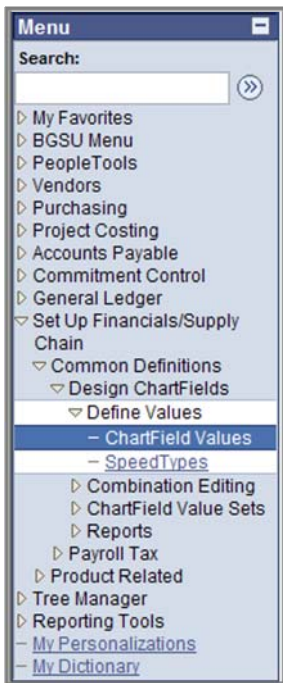
Department Cost Center	Description	Manager Name
005100	Information Technology Service	Schroeder,Dale J
005200	BG@100	Schroeder,Dale J
005300	Res Net Conference	Schroeder,Dale J

3. At the **Search Results** table, find and then click the desired **DCC** or **Project/Grant** code.

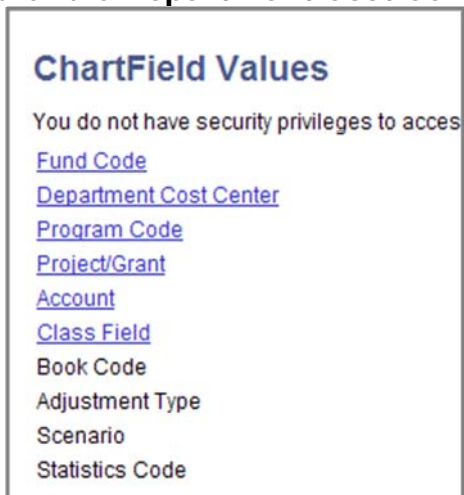
Finding Chartfield Values

If you need to verify a DCC, Project-Grant, Account, or Program code for a Check Request, you can access the **Chartfield Values** page. Follow these simple steps.

1. From the **Menu Pagelet**, click **Set Up Financials/Supply Chain, Common Definitions, Design Chartfields, Define Values, Chartfield Values**.



2. Click the **Department Cost Center** link or the **Project/Grant** link.



3. Change **Description** begins with to contains and type part of description. Click the **Search** button.
4. Click the link for the desired **Project/Grant** or **DCC** code **NOTE: Search Results** displays all Project/Grant or DCC codes that meet the criteria whether they are active or not. Also, if you are searching for a DCC, the **Manager Name** may be blank.

Project ID
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: [=] BGSUN

Project/Grant: begins with

Description: contains erie

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-10 of 10 Last

SetID	Project/Grant	Description
BGSUN 11010014	Experiences of Lesbian Coaches	
BGSUN 10280014	Fine Arts Speakers Series	
BGSUN 13300009	Hines Farm Experience	
BGSUN 11960002	Information Systems Experience	
BGSUN 11050005	Jennings Lecture Series, 1994	
BGSUN 10390044	Monitoring Lake Erie Water Qua	
BGSUN 11220003	Older Individuals Erie County	
BGSUN 10250123	Phosphonates in Lake Erie: Unr	
BGSUN 10250026	Trophic Status of Lake Erie	
BGSUN 10250118	Winter Assessment of Lake Erie	

SetID	Department	Cost Center	Description	Manager Name
BGSUN 005100			Information Technology Service	Schroeder, Dale J
BGSUN 005110			Student Technology Center	(blank)
BGSUN 005120			Telecommunications Services	(blank)
BGSUN 005130			Infrastructure Support	(blank)
BGSUN 005200			BG@100	Schroeder, Dale J

5. Write down the **Project/Grant** code. Note that the **Status** is *Active*.

Project

Project/Grant

SetID: BGSUN

Project/Grant: 10250123

Description: Phosphonates in Lake Erie: Unr

Status: Active [Attributes](#)

Start Date: 02/01/2008

Integration: BGSUN

End Date: 01/31/2010

Summary Project

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

6. To find an **Account** code, select the **SetID** if needed and enter the first two digits of the desired account code series:

- 53—Supplies
- 54—Travel and Entertainment
- 55—Communication
- 56—Maintenance
- 57—Resale
- 58—Equipment

7. Click the **Search** button.

Account
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

SetID: = BGSUN

Account: begins with 53

Description: begins with

Account Type: begins with

Include History Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

8. Locate the **Account** code for the **Description** that best describes the purchase.

Search Results
View All First 1-37 of 37 Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet	Indicator
BGSUN	53000	SUPPLIES	E	N	(blank)	(blank)	
BGSUN	53100	Office Supplies	E	N	(blank)	(blank)	
BGSUN	53200	Computer Supplies	E	N	(blank)	(blank)	
BGSUN	53210	Computer Software	E	N	(blank)	(blank)	
BGSUN	53220	Computer Alarms	E	N	(blank)	(blank)	
BGSUN	53300	Copiers	E	N	(blank)	(blank)	
BGSUN	53301	Copier Usage	E	N	(blank)	(blank)	
BGSUN	53302	Copier Maintenance	E	N	(blank)	(blank)	

9. To verify a **Program** code, search by **Program Code** *begins with* and type a letter; for example, a *C* will display program codes associated with the *Chemistry* dept and an *M* will display program codes associated with the *College of Musical Arts*.