Look up Attributes of a Fund

1. Click the Chartfield Maintenance link.

2. Click the Fund Code button.

3. Click in the Fund Code field.
   (The SetID for all chartfields is 1.)

4. Enter the desired information into the Fund Code field. Enter a valid value e.g. "59337".

5. Click the Search button.

6. Click the Award Info tab when you’re ready to view the next page.

7. The Award Info page contains basic information about contract or grant funds, including the Award Number, SPO Number, Start and End Dates, Principal Investigator, etc.
   Click the Attributes tab when you’re ready to view the next page.

8. The Attributes page contains more information about contract and grant funds, including Overhead Base and Rate and Cost Sharing Information.
   Click the Invoicing tab when you’re ready to view the next page.

9. The Invoicing page contains information related to billing the granting agency for the contract or grant, including type of bill, date of billing, frequency and address.
   Click the Reporting tab when you’re ready to view the next page.

10. The Reporting page contains information related to reports sent to the granting agency, including type, frequency, format and address.
    Click the Budget tab when you’re ready to view the next page.

11. End of Procedure.