Look Up Attributes of a Fund
In this example, we will view the attributes of a particular Fund, including information about the award if it is a grant fund.

1. Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.
   Click the Set Up Financials/Supply Chain link.

2. Set Up Financials/Supply Chain opens.
   Click the Common Definitions link.

3. Click the Design ChartFields link.

4. Click the Define Values link.

5. Click the ChartField Values link.

6. The ChartField Values list appears.
   Click the Fund Code link.

7. The Fund Code - Find an Existing Value page opens.
   We can search using any of the fields on this page, and could change the Logical Operators in order to search more effectively. In this example, we will tab to the Fund Code field.
   Press [Tab].

8. Enter the desired information into the Fund Code field. Enter a valid value e.g. "00496".

9. Click the Search button.

10. We want to see more of the page.
    Click the Collapse (Ctrl+Y) Menu button.
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<td>11.</td>
<td><strong>Fund Code 00496</strong> opens. Notice there are a number of tabs across the top.</td>
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<td>12.</td>
<td>In this example, we want to review the Attributes of this fund. Click the <strong>UC Fund Attributes</strong> tab.</td>
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<td>13.</td>
<td>The <strong>UC Fund Attributes</strong> Tab opens. Fund Contact person is listed, with email address.</td>
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<td>14.</td>
<td>Congratulations. You have successfully reviewed the attributes of Fund 00496. <strong>End of Procedure.</strong></td>
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