HOW TO LOOK UP A C&G FUND NUMBER

1. Go to ChartField Values (in this case it is a “favorite”, otherwise go to Main Menu/Set Up Financials/Supply Chain/Common Definitions/Design Chartfields/Define Values/ChartField Values)

- Recently Used
  - ChartField Values
  - RA Grants WorkCenter
  - Worklist
  - Grants Center
  - Project Activity
- My Favorites
  - Add to Favorites
  - Edit Favorites

_Breadcrumbs_ usually display your navigation path and give you access to the contents of subfolders.

_Menu Search_, located under the Main Menu, now supports type ahead which makes finding pages much faster.
2. Select Fund Code

![ChartField Values](image1)

3. Search with the SPO Number (i.e., UC Berkeley’s “Award” or “Contract” number)

![Fund Code](image2)
4. Under the Fund Definition tab you can see the fund number.