To Search for Chart String by Name Only (Through NU Portal):

1. Log into the NU Portal.
2. On the left hand menu under “Related Links,” click on Budget Details.
3. This will open NU Financials. Click on the magnifying glass to the right of the project line.
4. Change the dropdown under description to “contains” and type in the name of the chart string you are looking for.
5. Click the Look Up button and your choices will appear.

To Search For Chart String by Name Only (Through NU Financials directly):

1. Once logged into NU Financials follow this path through the menu on the left hand side: Commitment Control > Review Budget Activities > Budget Details.
2. Follow steps above starting with step #3.

Example: