

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:

The screenshot shows the 'Look Up Project' search interface in the NU Financials system. The search criteria are as follows:

- SetID: SHARE
- Project: begins with
- Description: begins with smith

The search results are displayed in a table with the following data:

Project	Description
10008285	Smith College-geneva,Switzerld
10003076	Smith Course Development
10003588	Smith Demuth Research
10008295	Smith Hamburg
10002563	Smith Start-up
10005897	Smith Start-up
10003245	Smith, Carl Discretionary
10018910	Smith, H/research
30022523	Smith, Michael C. Jackson Nat
10006746	Smith, Stephen E Research