This guide is designed to provide you with the information you need to successfully use the Chartfield Lookup Inquiry.

**CHARTFIELD LOOK UP INQUIRY OVERVIEW**

The ChartField Lookup Inquiry displays valid chartfield values and whether a value is purchasing, payroll, and/or budget transfer eligible. This is a useful tool for verifying chartfield information when processing transactions. The first 300 values display. For instructions refer to the Chartfield Look up Inquiry section.

The Chartfield Lists Queries provides a list of all valid chartfield values for each chartfield (account, fund, department, etc.). Unlike the Chartfield Lookup Inquiry that displays the first 300 values only, the Chartfield List Queries display all values. For instructions to view a complete list of chartfield values refer to the Chartfield List Queries section.

**WHO DO I CONTACT FOR HELP?**

Create a Service Request to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

**ACCESSING THE CAMPUS WEB PORTAL**

SOLAR applications are housed within the Campus web portal. Follow the instructions below to access the Campus web portal:

1. From an Internet Browser, access the myNorthridge portal login located on the CSUN home page.
2. Log in using your CSUN ID# and Password.
3. Select the Login button.
1. From myNorthridge Menu pagelet, select the following menu path:

   SOLAR Financials>Financials Inquiry>Financials Inquiry Utilities>Chartfield Lookup

2. The ChartField Lookup Inquiry allows several search methods:

   ![ChartField Lookup Inquiry Diagram]

   - **Unknown Value:** View a list of **all** values for a specific chartfield.
     - Do not enter data in the field.
     - Select the **Magnifying Glass icon** for a list of results.
     *Note: Only the first 300 values will display.*

   - **Partial Value:**
     - Enter a partial value in the desired field.
     - Example: to view a list of all the Accounts starting with “66”, enter 66 in the account field.
     - Select the **Magnifying Glass icon** for a list of results.

   - **Complete Value:**
     - Enter the complete value in the desired field to obtain a description of that chartfield.
     - Click on the **Magnifying Glass icon** for a list of results.
3. Depending on the field selected (account, fund, program, etc.), the applicable search results will display as follows:

![Image showing Lookup Account and Lookup Fund Code]

4. Additional search criteria can be selected in the Lookup page to further narrow the search:

   - **Purchasing Eligible**: Search for values that are purchasing eligible.
     - Select the Purchasing Eligible dropdown field to choose an option.
   
   - **Payroll Eligible**: Search for values that are payroll eligible.
     - Select the Payroll Eligible dropdown field to choose an option.
   
   - **Budget Transfer Eligible**: Funds only. Search for Funds that are budget transfer eligible.
     - Select the Budget Transfer Eligible dropdown field to choose an option.
   
   - **Application Required**: Funds only. Search for Funds that do or do not require a State Trust Application.
     - Select the Application Required dropdown field to choose an option.

5. Select the Look Up button after selecting additional eligibility search criteria, if applicable.

6. Select the Cancel button to return to the Chartfield Lookup page.
CHARTFIELD LISTS QUERIES

1. From myNorthridge Menu pagelet, select the following menu path:

   SOLAR Financial>Financials Inquiry>GL Inquiry>Run GL Queries

![Diagram showing menu path]

2. The Find an Existing Query page displays.

   - Select the Chartfield Lists query option, followed by the Search button.

![Diagram showing find an existing query]

3. The search results will display the query names.

   - Choose the best option by selecting the corresponding Run link (Accounts, Class, DeptID, etc.).

![Diagram showing search results]
4. The selected query opens a new window.

The number of lines returned displays in the top right hand corner. Results vary in length.

- Select the View All link to display all query data.

- Select the Excel Spreadsheet link to download the list.