

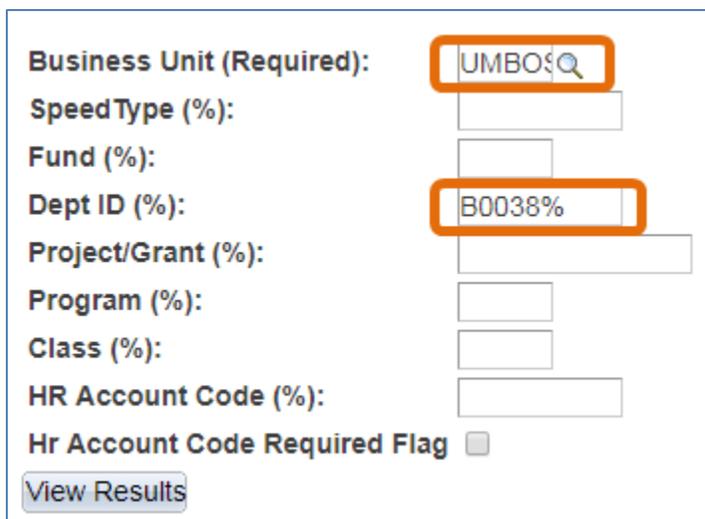
How to Locate Department Chartfields

1. Open a web browser, and navigate to the [UMass 'Connect To' website](#).
2. In the **Operational/Project Tools** section, click **Chartfield Lookup**.



3. In the **Business Unit (Required)** field, enter or select **UMBOS**.
4. In the **Dept ID (%)** field, enter your *Department ID*.

Note: The % (percentage symbol) can be used as a wild card (e.g. B0038%)

A screenshot of a web form for "Chartfield Lookup". The form contains several input fields and a checkbox. The "Business Unit (Required)" field contains "UMBOS" and has a search icon. The "Dept ID (%)" field contains "B0038%". Both of these fields are highlighted with orange rectangular boxes. Other fields include "SpeedType (%)", "Fund (%)", "Project/Grant (%)", "Program (%)", "Class (%)", and "HR Account Code (%)". There is also a checkbox for "Hr Account Code Required Flag" and a "View Results" button at the bottom.

5. Click **View Results**.
6. The **Download Results In** section provides a variety formats in which to download the department chartfield information, as listed.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

| | SetID | SpeedChart | Unit | Fund | Fund Description | Dept | Dept ID Description |
|---|-------|------------|-------|-------|------------------------|------------|---------------------|
| 1 | UMBOS | 100757 | UMBOS | 11000 | 7100-0200 Main Allot | B003800000 | Controller's Office |
| 2 | UMBOS | 109738 | UMBOS | 51005 | Tuition - In State | B003800000 | Controller's Office |
| 3 | UMBOS | 108514 | UMBOS | 51006 | Tuition - Out of State | B003800000 | Controller's Office |
| 4 | UMBOS | 107903 | UMBOS | 51161 | General Operating Fund | B003800000 | Controller's Office |
| 5 | UMBOS | 100760 | UMBOS | 51193 | Financial Services | B003800000 | Controller's Office |
| 6 | UMBOS | 100759 | UMBOS | 52117 | Trust Fund Admin | B003800000 | Controller's Office |
| 7 | UMBOS | 100756 | UMBOS | 52142 | Admin Allowance | B003800000 | Controller's Office |