



## FINANCIAL AFFAIRS

The University of Alabama at Birmingham

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### Find Project Status Window

Not all fields are required. "Customer" fields are not used.

#### → Project

<b>Number</b>	Enter the Project Number (either key value or use LOV).
<b>Name</b>	Enter the Project Name (either key value or use LOV).
<b>Type</b>	Enter the Project Type (either key value or use LOV).
<b>Organization</b>	Enter the Project Organization (either key value or use LOV). <ul style="list-style-type: none"><li>• Project Org. is at the Division level</li></ul>
<b>Status</b>	Click the dropdown arrow. Choose a Project Status. <i>Most Grant projects at UAB will be listed as Approved or Closed.</i>

#### → Classification

<b>Category</b>	Enter the Classification Category (either key value or use LOV). <b>FOR PLANT PROJECTS ONLY</b>
<b>Class Code</b>	Enter the Class Code (either key value or use LOV). <b>FOR PLANT PROJECTS ONLY</b>

#### → Key Member

<b>Name</b>	Enter the name of one of the key members of a specific project (either key value or use LOV).
<b>Number</b>	Employee ID Number will display if an Employee Name is populated.
<b>Role</b>	Enter the title of the key member for a specific project. <ul style="list-style-type: none"><li>• LOV will only be available if Key Member Name is populated.</li></ul>