# Responsible Department

1. Click the Responsible Dept Lookup link.

2. Use the Responsible Dept Lookup page to search for your Project/Grant and/or the Responsible Department.

3. Enter the desired information into the Project/Grant field. Enter

4. Click the Search button.

5. Note: these columns are populated with the Project ID, Description, Responsible Department and Department Description.

6. Click the Clear All button.

7. Click the Look up Project/Grant (Alt+5) button.

8. Use the Search By column to search for a project ID using either the Project ID or a Project description.

9. Select the desired information for your search Criteria. In this example select description.

10. Enter the desired information into the begins with field. Enter a valid value e.g. "Dept of Edu".

11. Click the Look Up button.

12. Click the scrollbar.

13. Note that the FRS number is included in the description for all Project created prior to the PeopleSoft financials System rollout.

14. Click an entry in the Description column.

15. Click the Search button.

16. Click the scrollbar.

17. Click the Clear All button.

18. Use the Responsible Dept Lookup page to search for the Responsible Department associated with your Project/Grant.
19. Enter the desired information into the Responsible Department field. Enter a valid value e.g. "324123".

20. Click the **Search** button.

21. Click the scrollbar.

22. The results grid is set to display 21 rows only. Use the View All link to see the remaining rows. Click the **View All** link.

23. Click the **Clear All** button.

24. Click the **Look up Responsible Department** button.

25. Click the **Search by list**.

26. Click the **Department** list item.

27. Enter the desired information into the begins with field. Enter a valid value e.g. "324".

28. Click the **Look Up** button.

29. Click the scrollbar.

30. Click an entry in the **Department** column.

31. Click the **Search** button.

32. Click the scrollbar.

33. Congratulations! You have successfully completed the lesson on responsible department lookup. **End of Procedure.**