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FIN How-to: Looking Up Your Grant Accountant [1]

If you need to identify the grant accountant assigned to a Fund 30/31/33 sponsored project/SpeedType, you can look this up in the Finance System using the Manage Project Team function.

Read the procedures

1. Log in to your campus portal.
2. On the CU Resources page, click the **PeopleSoft Finance** tile.
3. In the Menu Search bar, enter "Manage Project Team" and select it from the results.
4. Update the **Business Unit** field to the related campus.
5. Enter the **Project ID**.
6. Click **Search**.
7. In the Project Role column, locate the line for "GACT." This is the grant accountant. If there are multiple GACT lines, look at the Date columns to determine which has the latest end date.

Note: You can also find your Grant Accountant on the header of several reports in CU-Data, including the m-Fin Award, Trial Balance Summary, Financial Detail, and Operating Summary reports.

Have a question or feedback?

For questions or feedback contact

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