If you have Procurement and/or Financial Inquiry Access, you can view ChartField Values and their Descriptions by following the navigation described in the following steps:

**Looking up ChartField Values and View Definitions**

1. **Main Menu > Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Design Values > ChartField Values.**

   The ChartField Values screen appears.

2. **Click the ChartField to view.** The Find an Existing Value screen appears.

3. **Enter Search Criteria for the ChartField Value and/or Description and click Search.** The Search Results appear with a list of matching ChartField Values and Descriptions.

4. **Click a Value or Description from the results list to view more details.**
Getting Help
Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122