University Accounting:
Chargeback Lookup
Procedures

1. Navigate to CampS.

2. Log in using your university username and password.

3. Click Main Menu > UW-Eau Claire > University Accounting > Chargeback Lookup.

4. Type the fiscal year (e.g., 2014) into the Fiscal Year field.

5. Type the Department ID in the DeptID field.

6. Click Search.

7. The Chargeback Type dropdown menu will appear. Click the Chargeback Type dropdown menu.
8. Select a chargeback type.

![Chargeback Type Dropdown]

*NOTE:* To change to another chargeback type, select another from the drop down menu. This is easier than using the Return to Search button.

9. To search another DeptID, click **Return to Search**.


    *NOTE:* If you click the **Clear** button, you will need to include the fiscal year and make sure the **SetID** field shows UWEAU or you will get an error.

![Chargeback Lookup Search Form]

11. Type the new DeptID in the **DeptID** field.

12. Click **Search**.