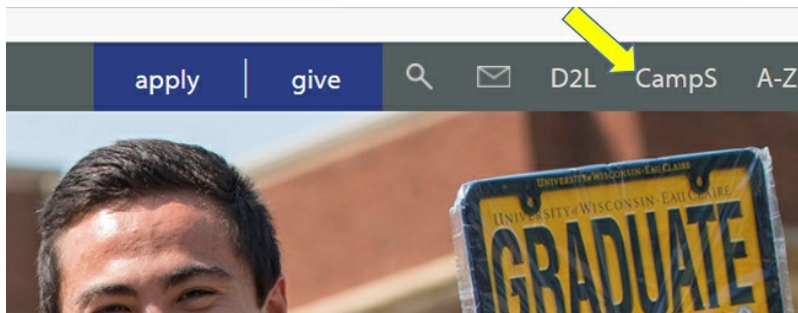


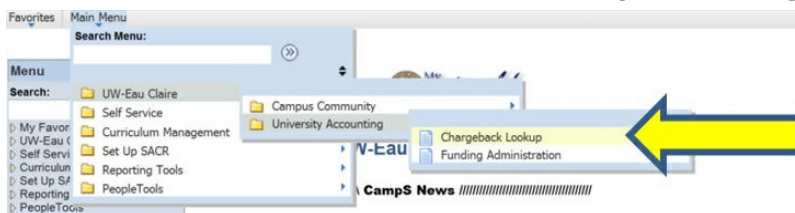
# University Accounting: Chargeback Lookup Procedures

Last Modified on 12/02/2021 5:21 pm CST

1. Navigate to [CampS](#).



2. Log in using your university username and password.
3. Click **Main Menu > UW-Eau Claire > University Accounting > Chargeback Lookup**.

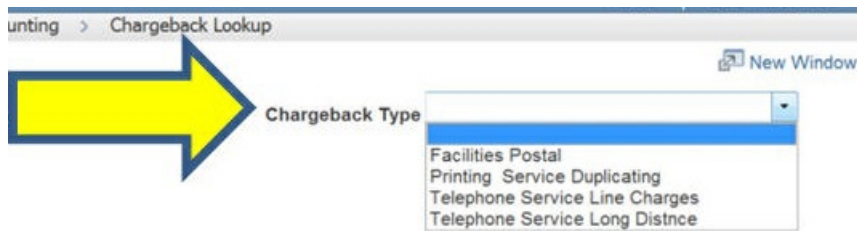


4. Type the fiscal year (e.g., 2014) into the *Fiscal Year* field.
5. Type the Department ID in the *DeptID* field.
6. Click **Search**.

A screenshot of the 'Chargeback Lookup' search form. The form has a title 'Chargeback Lookup' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search bar with the text 'Find an Existing Value'. There is a text input field for 'Limit the number of results to (up to 300):' with the value '300'. The form contains several fields: 'SetID:' with a dropdown menu set to 'begins with' and an empty text input; 'Fiscal Year:' with a dropdown menu set to '=' and a text input containing '2014'; 'DeptID:' with a dropdown menu set to 'begins with' and a text input containing '057510'; 'Fund Code:' with a dropdown menu set to 'begins with' and an empty text input; 'Program Code:' with a dropdown menu set to 'begins with' and an empty text input; and 'Description:' with a dropdown menu set to 'begins with' and an empty text input. There is a checkbox for 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A yellow arrow points to the 'Search' button.

7. The *Chargeback Type* dropdown menu will appear. Click the **Chargeback Type** dropdown menu.

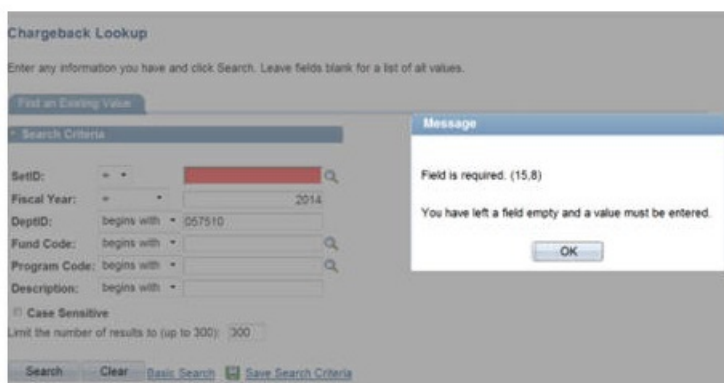
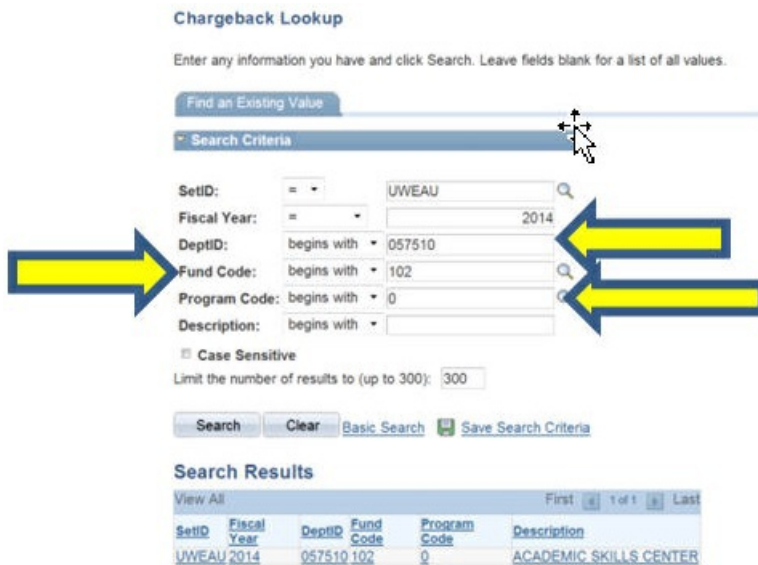
8. Select a chargeback type.



*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**.  
10. Clear the *DeptID*, *Fund Code*, and *Program Code* fields.

*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.*



11. Type the new DeptID in the *DeptID* field.  
12. Click **Search**.