

Search for a Project (C-FOP)

The TEM system refers to the **Banner** C-FOP string as a “Project,” which is an established string of codes that does not include the account code. The account code is determined by the Expense Type selected in the Expense Report (ER) or Travel Plan (TP).

An example of a Project used in TEM is **C9-F301100-O698000-P698200**:

- C** = Chart code
- F** = Fund code
- O** = Organization code
- P** = Program code

Activity codes (indicated by the letter A) and Location codes (indicated by the letter L) are also included in the search list if they are part of the C-FOP string that has been loaded in TEM. A Project can be searched within *My Info*, the *Expense Report*, or the *Travel Plan*.

My Info

Step	Task
1.	Click the My Info link.
2.	Click the Set Default Project tab.
3.	Click the Find Project icon, and continue with steps 3 through 7 below under Expense Report and Travel Plan.

Expense Report or Travel Plan

Step	Task
1.	Create an Expense Report or Travel Plan .
2.	Click the Find Project icon on the Standard Information screen. NOTE: The Project is an established string of codes, which does not include the Account code. To narrow a search, enter as much of the Banner C-FOP string as possible—precede each segment with C, F, O, P.
3.	Within the Search screen, in the Project Code field: <ul style="list-style-type: none"> • Enter the Banner C-FOP (e.g., C9-F301100-O698000-P698200). • If the Banner C-FOP is unknown, enter a segment of the string using the asterisk (*) as a wild card anywhere in the string (e.g., *C9*P698200*).

Step	Task
4.	Click the Search button.
5.	Locate the C-FOP string to add.
6.	Click the Select link.
7.	Click the Save button.

If the search does not return the needed Project, verify with the Unit Security Contact (USC) that both a Charge Code Reviewer *and* an Alternate Charge Code Reviewer have been assigned to the six-digit org code for that Project.

Additional information:

- Project = **Banner** C-FOP string.
- Account code is generated by the Expense Type that is selected.
- A Project (C-FOP), other than the default, can be searched or selected at any time.