Chart of Accounts, Cross Reference Tool (CatPlan)

Log into your MyCWU and follow the navigation below:

- Navigation: Main Menu > Financial Management > CWU Custom Functions > Utilities > CW Legacy Project ID Xref
- Enter your old Project ID in the “Original Project ID” field. Or, if you know your new Speedkey, enter your speedkey into the “SpeedType Key” field. Either number works to get you to the next page.

Once the number is entered, hit search.
On the next page your Original Project ID information will be listed at the top and the new information that you need for CatPlan is below. **Write down the Department, Fund Code and Program Code. If you have a Component and a Project also list that information.** Ensure you write down exactly what it says in MyCWU to transfer over to CatPlan.

Once you are in CatPlan enter the MyCWU department chartstring into the information bar within CatPlat (screenshot below) and hit refresh (the arrow on the far right).