

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.

CW Legacy Project ID Xref

Enter any information you have and click Search. Leave fields blank for a list

▼ Search Criteria

SetID: = CWUID

Original Project ID: begins with

SpeedType Key: begins with

Department: begins with

Program Code: begins with

Component: begins with

Fund Code: begins with

Include History Correct History

[Basic Search](#)

- **Once the number is entered, hit search.**

SetID: = CWUID

Original Project ID: begins with 11767000

SpeedType Key: begins with

Department: begins with

Program Code: begins with

Component: begins with

Fund Code: begins with

Include History Correct History

[Basic 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.

CW Legacy Project ID Xref

Original Project ID **11767000** Accounting Office

Scroll Area Find First 1 of 1 Last

*Effective Date 03/24/2015 Status Active

Department 210530 Accounting Office

Fund Code 149 Local General Tuition

Program Code 082 Fiscal Operations

Component []

Project []

Class Node

SpeedKey 2105300001 149 - Accounting \ F

Save Return to Search Add Update/Display Include History Correct History

- 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).

Task List Status

Task - Goods & Services Consolidated Form Task Instructions

Project:NoProject:No Project

D:210530 : Accounting Office **F:149 : Local General Tuition** **P:082 : Fiscal Operations** **NoComponent : No Component** **OU:1 : University Wide** [Refresh]

	Budget	Actual	Budget
	FY15	FY15	FY16
> TotalYear	> TotalYear	> TotalYear	> TotalYear
	Final	Final	Working
510-CWU:CWU-Salary and Wage (Faculty)			