

# Chart of Accounts Cross Reference Tools

## IDENTIFY NEW SPEEDKEY

- Navigation: Main Menu > Financial Management > CWU Custom Functions > Utilities > CW Legacy Project ID Xref
- Enter original Project ID or Department ID (either old five or new six digit number)

**CW Legacy Project ID Xref**

Original Project ID 11749000      Dean-College of Business

**Scroll Area**

\*Effective Date 03/24/2015      Status Active

Department 470010      COB - Dean

Fund Code 149      Local General Tuition

Program Code 043      Academic Administration

Component

Project

Class Node

SpeedKey 4700100007      149 - COB \ Academic

Save    Return to Search    Previous in List    Next in List

Right Click the Red Triangle in  
Department Field for Related  
Content (See Below)

Right click the red triangle shown above in the Department field to see Department Driven Related Content. Click the SpeedKey By Related Dept link.

Department   
 Fund Code   
 Program Code

**Related Information**  
 SpeedKey By Related Dept

Click Related Content link

The SpeedKey By Related Dept link runs a query and returns all SpeedKeys for the department number in the Department field on the same page:

<span style="color: #4a86e8;">▼ Related Content</span> <span style="border: 1px solid #ccc; padding: 2px;">SpeedKey By Related Dept</span> <span style="border: 1px solid #ccc; padding: 2px;">SpeedKey By Other Dept</span>													
<b>CWGL_RC_PID_XREF2_B- Old PID to new COA speedchart</b>													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (36 kb)													
View All												First 1-79	
	Dept	Dept Descr	Original PID	Original PID Descr	SpeedKey	SpeedKey Descr	Fund	Program	Component	Component Descr	Project	Project Status	Project Descr
1	470010	COB - Dean	11749000	Dean-College of Business	4700100007	149 - COB \ Academic	149	043					
2	470010	COB - Dean	11701500	Sbe Dean'S Adjunct	NA		149	011					
3	470010	COB - Dean	32485900	MGT Sphere NWCSB	4700100004	148 - COB \ Inst & D	148	011					
4	470010	COB - Dean	32504300	CWU-U of OR Research Proj	4700100005	148 - COB \ Individu	148	023					
5	470010	COB - Dean	32406500	CB Summer	4700100006	148 - COB \ Summer S	148	230					
6	470010	COB - Dean	32485800	MGT Sphere NWCOR	4700100003	147 - COB \ Inst & D	147	011					
7	470010	COB - Dean	32485600	CB Assessment	4700100003	147 - COB \ Inst & D	147	011					
8	470010	COB - Dean	22192300	COB Supply Chain Fnd Funded	2219230001	145 - COB Supply Cha	145	011			22192300	A	COB Supply Chain Fnd Funded

**PLEASE NOTE: SpeedKey no longer identifies Oper Unit (or Location). When using SpeedKeys, you will always need to enter the Oper Unit as it is a required chartfield.**

## IDENTIFY NEW DEPARTMENT ID

- Navigation: Main Menu > Financial Management > CWU Custom Functions > Utilities > CW Legacy Dept ID Xref
- Enter original five digit Department ID to find new six digit Department ID

**CW Legacy Dept ID Xref**

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

**SetID:** begins with

**From Department:** begins with

Include History
  Correct History

Search Results

View All First 1 of 1 Last

SetID	From Department	Description
CWUID 10005		Athletics

Click the Search button, and then click on the desired Search Result:

**Department Cross-Reference**

**From Department:** 10005      Athletics

New Departments		Personalize	Find	First	1-17 of 17	Last
	New Department ID	Description	*Default New Dept?			
1	<input type="text" value="101010"/>	Athletics Administration	Yes	<input type="button" value="+"/>	<input type="button" value="-"/>	
2	<input type="text" value="101120"/>	Athletic Training	No	<input type="button" value="+"/>	<input type="button" value="-"/>	
3	<input type="text" value="101130"/>	Guarantees & Gate Rcpts	No	<input type="button" value="+"/>	<input type="button" value="-"/>	
4	<input type="text" value="101140"/>	Game Management	No	<input type="button" value="+"/>	<input type="button" value="-"/>	
5	<input type="text" value="101150"/>	Sports Info	No	<input type="button" value="+"/>	<input type="button" value="-"/>	

Some departments have been broken up into multiple departments. The \*Default New Dept field identifies the original department as Yes, with newly formed departments identified as No.

# SPEEDKEY REFERENCE PAGE

- Navigation: Main Menu > Financial Management > CWU Custom Functions > Utilities > Speed Key Reference Page
- Replaces Project and Speedtype Ref Page
- Identifies all ChartFields associated with a SpeedKey, as well as Department Manager, and Project Manager if there is a Project listed

Type in a SpeedKey, click Search, and then click on the desired Search Result:

### Speed Key Reference Page

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

[Find an Existing Value](#)

Search Criteria

SetID: = CWUID

SpeedType Key: begins with 4700100007

Description: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First 1-7 of 7 Last

SetID	SpeedType Key	Description
CWUID 4700100001	143 - COB \ Fac/Prof	
CWUID 4700100002	144 - COB \ Indirect	
CWUID 4700100003	147 - COB \ Inst & D	
CWUID 4700100004	148 - COB \ Inst & D	
CWUID 4700100005	148 - COB \ Individu	
CWUID 4700100006	148 - COB \ Summer S	
CWUID 4700100007	149 - COB \ Academic	

### Speed Key Chartfield Reference Page

SetID: CWUID

SpeedType Key: 4700100007

Description: 149 - COB \ Academic

Account		
Operating Unit		
Fund Code	149	Local General Tuition
Department	470010	COB - Dean
Program Code	043	Academic Administration
Component		
Project		
Class Field		

Dept. Status: ACTIVE Project Status:

Dept. Manager: Martell, Kathryn Project Manager:

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

Use the Previous in List and Next in List buttons to scroll through Search Results.

# SIGNATURE AUTHORIZATION

## BY SPEEDKEY

- Navigation: Main Menu > Financial Management > CWU Custom Functions > Budget > Signature Auth Entry/Inquiry
- View all ChartFields, Department Manager, and each employee with signatory authorization transaction types
- Enter a SpeedKey and click Search; select from the Search Results

**Signature Authority Entry**

**Speed Key:** 4700100001      143 - COB \ Fac/Prof

**Department:** 470010      COB - Dean      **Manager:** Martell,Kathryn

**Component:**

**Fund:** 143      Development

**Program:** 221      Fac/Prof Development

**Project:**      **Project Mgr.:**

**Employee** Find | View All First 1 of 4 Last

**Empl ID:** [REDACTED]      Boddy,Debbie K

**Eff Date:** 07/30/2007      **Status:** Active

Personalize | Find | [REDACTED] | [REDACTED] First 1-6 of 6 Last

Authorized Transactions	
1	Bookstore Charges
2	Duplicating Orders
3	Budget Changes
4	Charge/Credits
5	Purchasing Card
6	Graphic Productions

Save    Return to Search    Previous in List    Next in List    Notify    Refresh

Click View All to see all four employee records, or click the arrows to scroll through each

## BY EMPLOYEE ID

- Navigation: Main Menu > Financial Management > CWU Custom Functions > Budget > Signature Auth Empl Inquiry
- View all SpeedKeys and signatory authorization transaction types for one employee
- Enter an employee ID and click Search

**Signature Auth Empl Inquiry**

Empl ID  Name Martell, Kathryn

Scroll Area Find | View All First 1 of 59 Last

Speed Key 0100900001 000 - Accounting Sch

Personalize | Find | First 1 of 1 Last

Authorized Transactions	
1	All Transactions

Save Return to Search Previous in List Next in List Notify

Click View All to see all 59 employee records, or click the arrows to scroll through each

## ADDITIONAL RESOURCES

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FINANCIAL SERVICES: EXT 1997

BUDGET: EXT 1812

SYSTEM SUPPORT: TIM MCGUIRE, LUCINDA LUNSTRUM