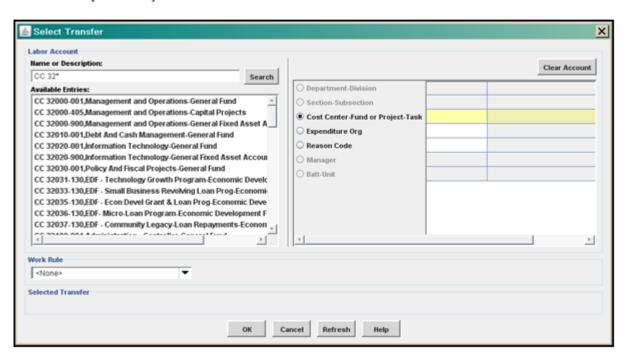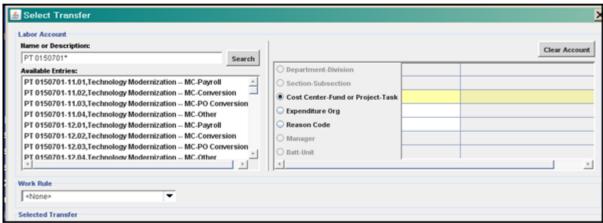# Managers Guide to Transfer Accounts

Searching for a Cost Center-Fund

Most cost centers start with the department number. To search for a cost center, you must enter "CC" followed by a space and the department number and an asterisk – (CC 32*).

Searching for a Project-Task

Most project-tasks resemble the old project code. To search for a project task, you must enter "PT 0" (PT space zero) followed by the OLD project code followed by an asterisk – (PT 0150701*). All available project – tasks will display.
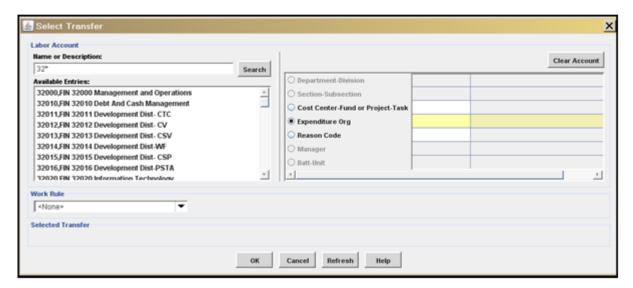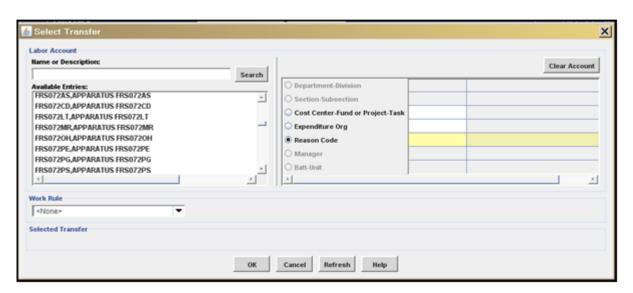
Searching for a Expenditure Org

Most Expenditure Orgs start with the department number. To search for an expenditure org, you must enter the first one or two digits of the code followed by an asterisk – "32*". **NOTE:** An Expenditure Org must be entered whenever a Project-Task is recorded.

Searching for a Reason Code

Many of the previous project codes are now Reason Codes. To search for a Reason Code, enter a portion of the reason code followed immediately by an asterisk – FRS*.

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