



Manager Guide to Transfer Accounts (Java)

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*).

The screenshot shows the 'Select Transfer' dialog box. The 'Name or Description' field contains 'CC 32*'. The 'Available Entries' list includes various cost center codes and descriptions, such as 'CC 32000-001, Management and Operations-General Fund'. The 'Cost Center-Fund or Project-Task' radio button is selected. The 'Work Rule' is set to '<None>'. Buttons for 'OK', 'Cancel', 'Refresh', and 'Help' are visible at the bottom.

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.

The screenshot shows the 'Select Transfer' dialog box. The 'Name or Description' field contains 'PT 0150701*'. The 'Available Entries' list includes various project task codes and descriptions, such as 'PT 0150701-11.01, Technology Modernization -- MC-Payroll'. The 'Cost Center-Fund or Project-Task' radio button is selected. The 'Work Rule' is set to '<None>'. Buttons for 'OK', 'Cancel', 'Refresh', and 'Help' are visible at the bottom.





Managers Guide to Transfer Accounts (continued)

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.

The screenshot shows the 'Select Transfer' dialog box. The 'Name or Description' field contains '32*' and the 'Search' button is visible. The 'Available Entries' list includes:

- 32000,FIN 32000 Management and Operations
- 32010,FIN 32010 Debt And Cash Management
- 32011,FIN 32011 Development Dist- CTC
- 32012,FIN 32012 Development Dist- CV
- 32013,FIN 32013 Development Dist- CSV
- 32014,FIN 32014 Development Dist-WF
- 32015,FIN 32015 Development Dist- CSP
- 32016,FIN 32016 Development Dist-PSTA
- 32020,FIN 32020 Information Technology

The 'Reason Code' radio button is selected in the right-hand panel. The 'Work Rule' dropdown is set to '<None>'. The 'Selected Transfer' field is empty. Buttons for 'OK', 'Cancel', 'Refresh', and 'Help' are at the bottom.

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*.

The screenshot shows the 'Select Transfer' dialog box. The 'Name or Description' field is empty. The 'Available Entries' list includes:

- FRS07ZAS,APPARATUS FRS07ZAS
- FRS072CD,APPARATUS FRS072CD
- FRS072LT,APPARATUS FRS072LT
- FRS072MR,APPARATUS FRS072MR
- FRS072OH,APPARATUS FRS072OH
- FRS072PE,APPARATUS FRS072PE
- FRS072PG,APPARATUS FRS072PG
- FRS072PS,APPARATUS FRS072PS

The 'Reason Code' radio button is selected in the right-hand panel. The 'Work Rule' dropdown is set to '<None>'. The 'Selected Transfer' field is empty. Buttons for 'OK', 'Cancel', 'Refresh', and 'Help' are at the bottom.

