**Cost Center Definition**

A combination of chartfields constitutes a cost center. These values define whose money it is, what type of money it is, and what type of activity it is being spent to support.

A cost center always includes the following:

Business Unit
Fund Code
Department Code
Program Code
Project ID

**SpeedType Definition**

A SpeedType allows the user to enter "shorthand" keys to trigger a system expansion into the associated cost center values. Each SpeedType corresponds to only one cost center.

**Cost Center Lookup**

How can I get a list of all the cost centers for my department?

· Business Processes
· GL
· Cost Center Definition
· Type in the department number (Ex. H0154)
· Click Search
· Print out list or click on any of the cost center chart field hyperlinks to obtain SpeedTypes and chart field information.

