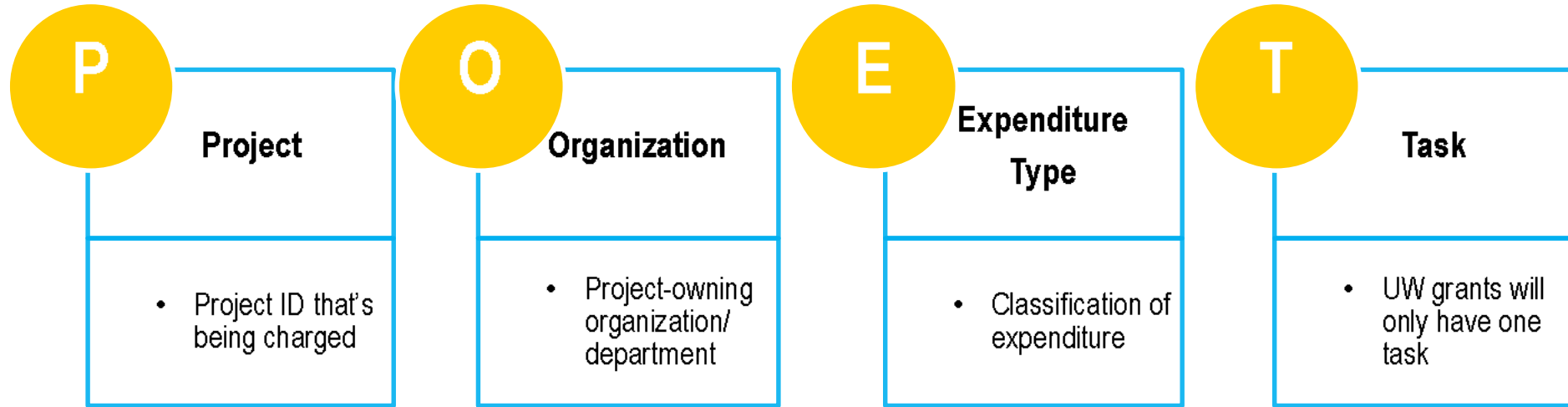


# How do I code my grant transactions?



**Project** – This is your current project/grant number.

**Organization** – This is the department that owns the grant/project. When selecting this within the PPM module you will use the Department Name, but for payroll hiring papers you will need to use the numerical code for your department. You can find the new 5 digit number for this by looking at the Organization segment reference document and searching for your department name.

**Expenditure Type** – This is the appropriate code for the expenditure you are making, such as supplies.

**Task** – This will always be 1.