The University of Texas Rio Grande Valley

FINANCE AND FISCAL REPORTING

COST CENTER PROCESS

Cost Center Creation Process

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Updated: 22 AUGUST 2023

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NOTICE

BEFORE BEGINNING THE MONTHLY FINANCIAL RECONCILIATION PROCESS
PLEASE REVIEW & UNDERSTAND THE CONTENTS OF THIS TRAINING DOCUMENT.

Additionally, we invite you to periodically Check For UPDATES, REVISIONS, or MODIFICATIONS to this Document on BLACKBOARD:
https://mycourses.utrgv.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_8284114_1&course_id=_61417_1

Accounting & Reporting Resources Webpage:
https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm

If you have any comments, concerns, or questions please do not hesitate to contact Training Coordinator (accountingandtimekeepingtraining@utrgv.edu) or Accounting and Reporting (accountingandreporting@utrgv.edu)

For PROJECT (GRANTS) SPECIFIC issues/concerns please contact your Grants Accountant

How To Request Access for

Cost Center Creation/Approval for Alternate Approver, Reconciler, Cost Center Manager, VP, Budget Office, Dean

1. Please login at http://SUPPORT.UTRGV.EDU
2. Click on **INFORMATION TECHNOLOGY** button then click on **Get Access!** (the screen will change)
3. Then click on REQUEST ACCESS button
4. In the following fields please enter the associated information:

   Category: PeopleSoft Financials

   Resource: PeopleSoft –General Ledger

   Description: As part of duties and responsibilities as Cost Center Creation/Approval, I will need access to the following in the PeopleSoft **PRD** environment:

   UTZ_FI_GL_JOURNAL_INQUIRY
   UTZ_FI_GL_LEDGER_INQUIRY
   UTZ_FI_GL_QRY_ACCGRP
   UTZ_FI_GL_ACCT_RECONCILIATION
   UTZ_FI_GL_COSTCENTER_APPROVAL
   UTZ_FI_GL_CHARTFLD_REQUEST

   UTZ_FI_GL_JOURNAL_ENTRY (***note:*** *if you already are a Reconciler ONLY add this role to your request because you already have access to the others listed above*)
5. Click on **Request** button
6. EULA agreement: Emailed to you for approval

Locating Training Materials

- Blackboard: UTRGV Peoplesoft Academy: https://mycourses.utrgv.edu/

- UTRGV Division of Finance & Business Affairs, Finance and Fiscal Reporting, Accounting and Reporting, Resources webpage at https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm

NOTICE TO ALL COST CENTER MANAGERS

- **PROCEDURE:** The Cost Center Manager (CCM) assigned to a Cost Center at the end of each annual certification period is held responsible for submitting the Cost Center certification for that period regardless of when the CCM assumed this role. The annual certification entails (to the best of the CCM's knowledge and belief) that ALL transactions posted to the cost center comply with fund restrictions as well as applicable regulations and laws.

- **ACTION:** It is the new Cost Center Manager's responsibility to obtain a partial off-line certification (in writing) from the outgoing Cost Center Manager, covering transactions within the certification period. If the CCM has changed numerous times during the FY, the outgoing CCM should have a certification on file from the previous outgoing CCM. Obtain copies of those partial certifications as well. These partial certifications will be used by the new CCM as justification to support his/her annual financial certification.

NOTICE

- **The COST CENTER PROCESS applies ONLY to NON-SPONSORED Cost Centers.**
- For changes to **PROJECTS (i.e., Grants related)** please reach out to your **Grants Accountant** for specific information on how to initiate changes to project profile, specifically with regards to changing/updating team member(s).
- To maintain proper segregation of duties in **SAHARA**, employees can only be assigned a security role of either the "**Approver**" or "**Reconciler**" role.
- Employees can either be a Cost Center/Project Manager or a Cost Center/Project Reconciler for all their assigned cost centers/projects. Employees cannot have both roles assigned.

NOTICE

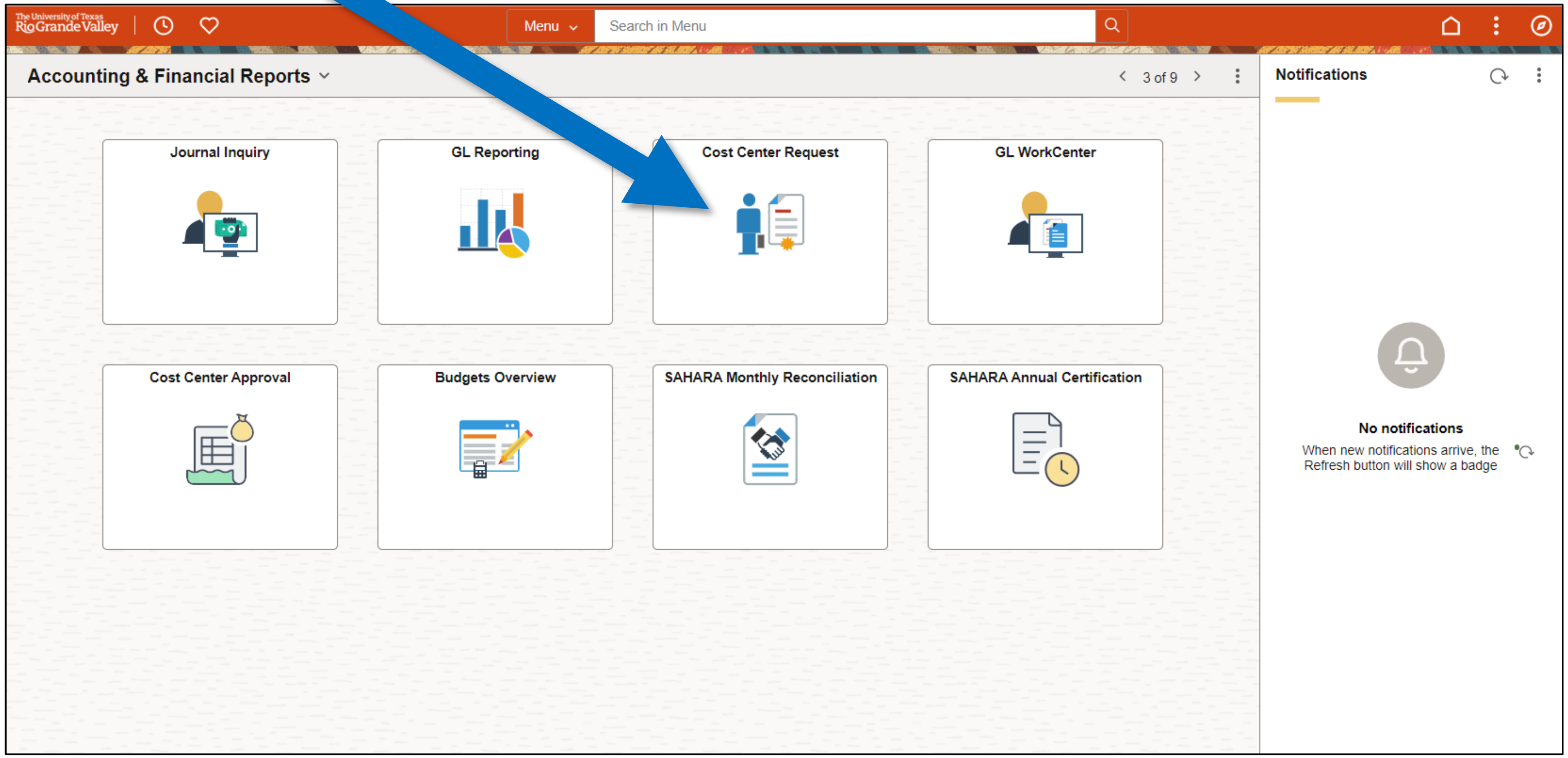
- **PLEASE NOTE:** It may take a couple of business days for the changes to propagate throughout the entire PeopleSoft system.
- This may mean a delay with KEY MEMBER changes being applied to ***iShop***, ***iTravel+***, ***PAF*** systems as the change(s) are not immediately recognized.
- Until the update is made in all systems, **PREVIOUS** Key Members may continue to receive approval requests and other such notifications. This is only temporary until the updates have propagated throughout the entire system.

REGARDING CREATING A COST CENTER

TO CREATE A	THEN
COST CENTER (Non-Restricted) Prefix of 21 – 24, 31 – 37, 41 – 48, 56, 81 & 92	Use the process in this training document
Project – Grants / Projects Prefix of 51, 52, 53, 54, 70, & 71	**NO DIRECT ENTRY** by staff is required. Please coordinate with RESEARCH, SPONSORED PROJECTS, and/or GRANTS & CONTRACTS

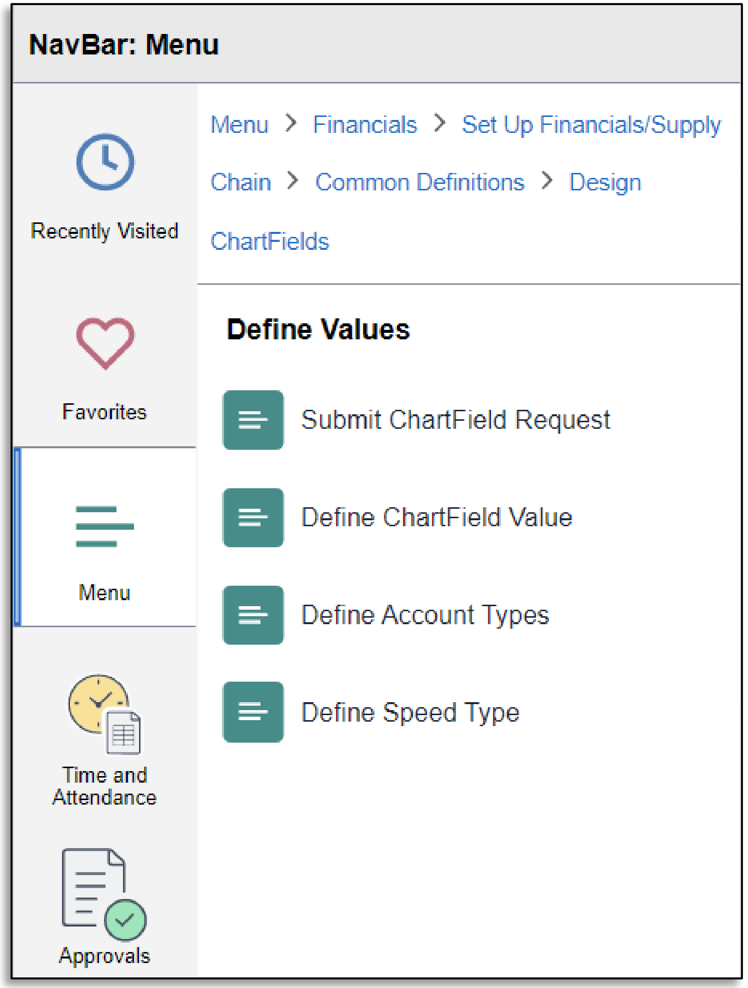
Navigate to COST CENTER REQUEST

Login to PeopleSoft using your credentials.
From the **Employee Self Service** drop-down menu select **Accounting & Financial Reports**.
Look for and click on **COST CENTER REQUEST** tile.



Navigate to ChartField Request by using the following navigation:

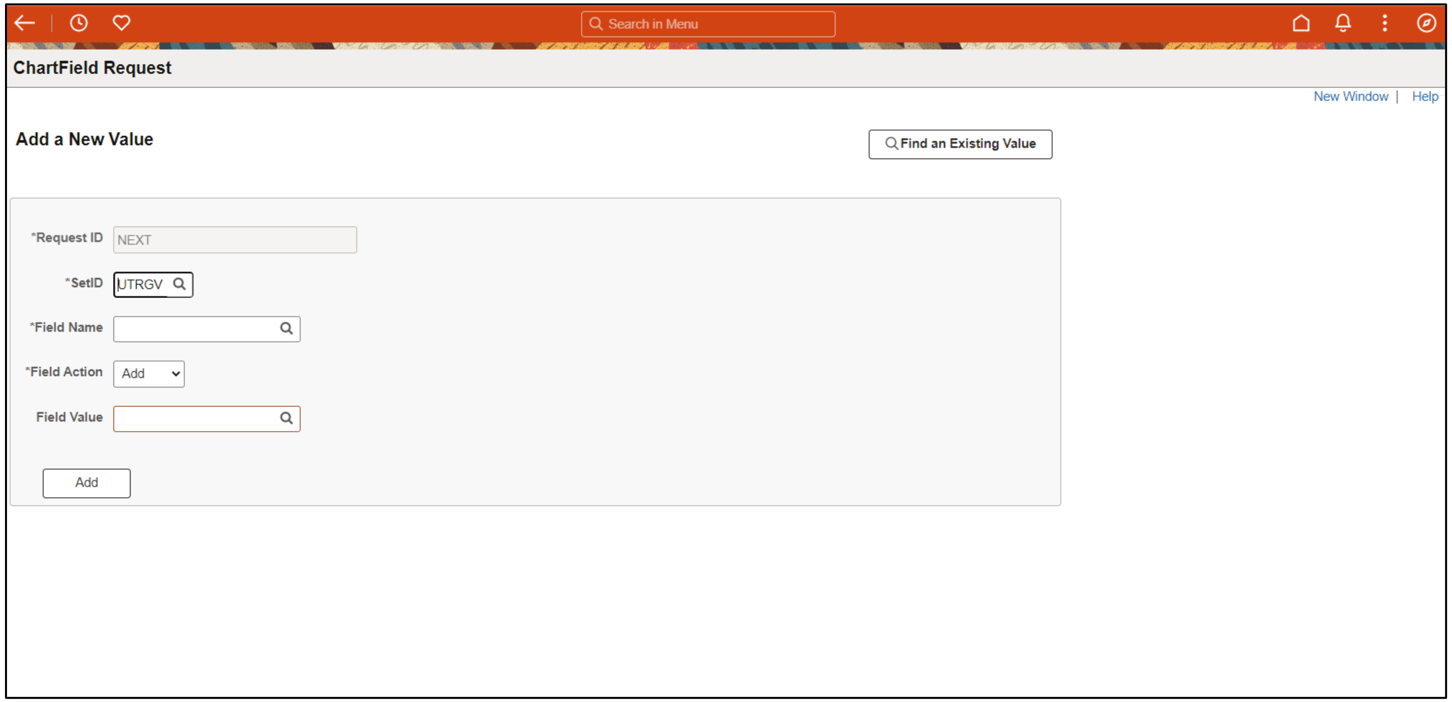
- Log in to PeopleSoft using your credentials.
- Using the **NavBar**
    - **Menu**
    - **Financials**
    - **Set Up Financials/Supply Chain**
    - **Common Definitions**
    - **Design ChartFields**
    - **Define Values**
    - **Submit ChartField Request**



Navigate to COST CENTER REQUEST

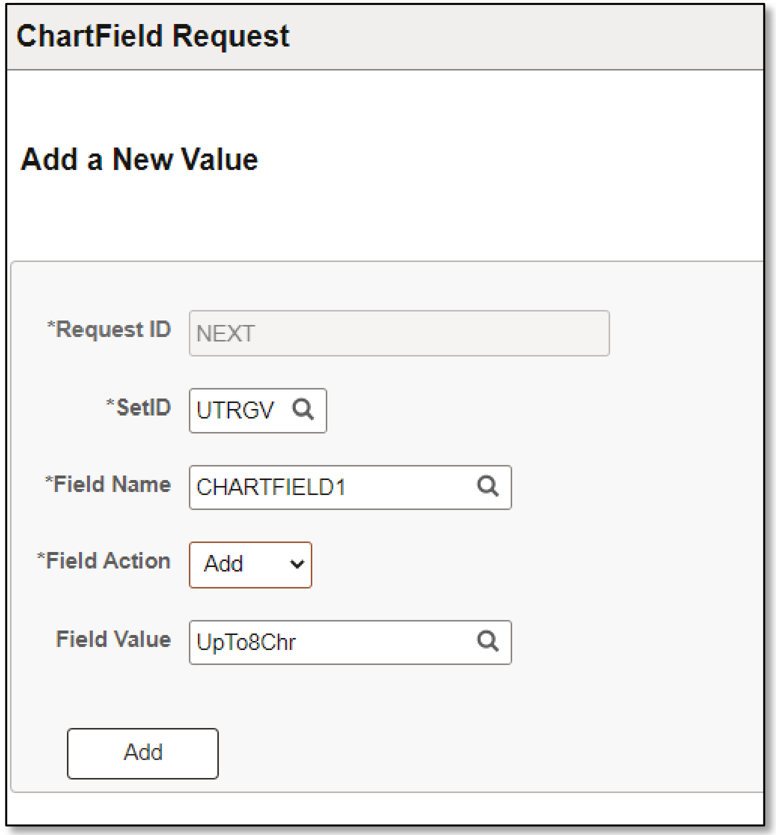
ChartField Request page appears

The **Add a New Value** section automatically loads on your screen.



Navigate to COST CENTER REQUEST

- Populate the available fields as indicated below:



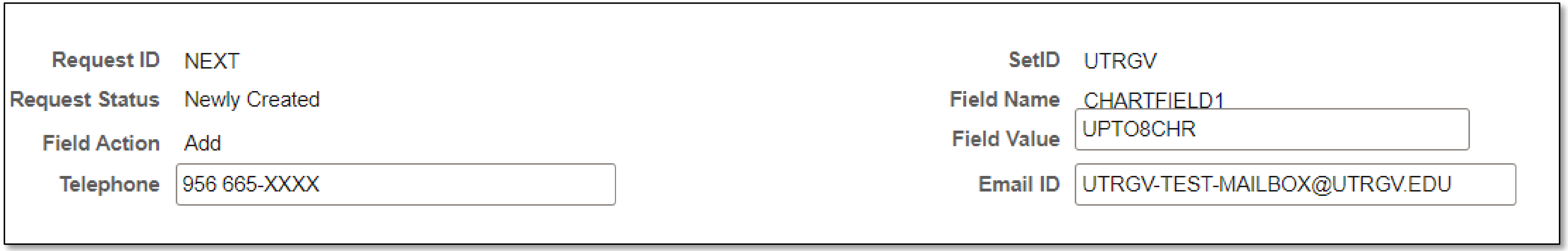
Fields	Values
Request ID	NEXT (default)
SetID	UTRGV
Field Name	Select CHARTFIELD1 from magnifying glass look up optiom
Field Action	Add
Field Value	Any value up to 8 characters (your choice) ***this will be changed by the Accounting Office

- Click Add once complete

Enter Contact Information

A new screen will appear

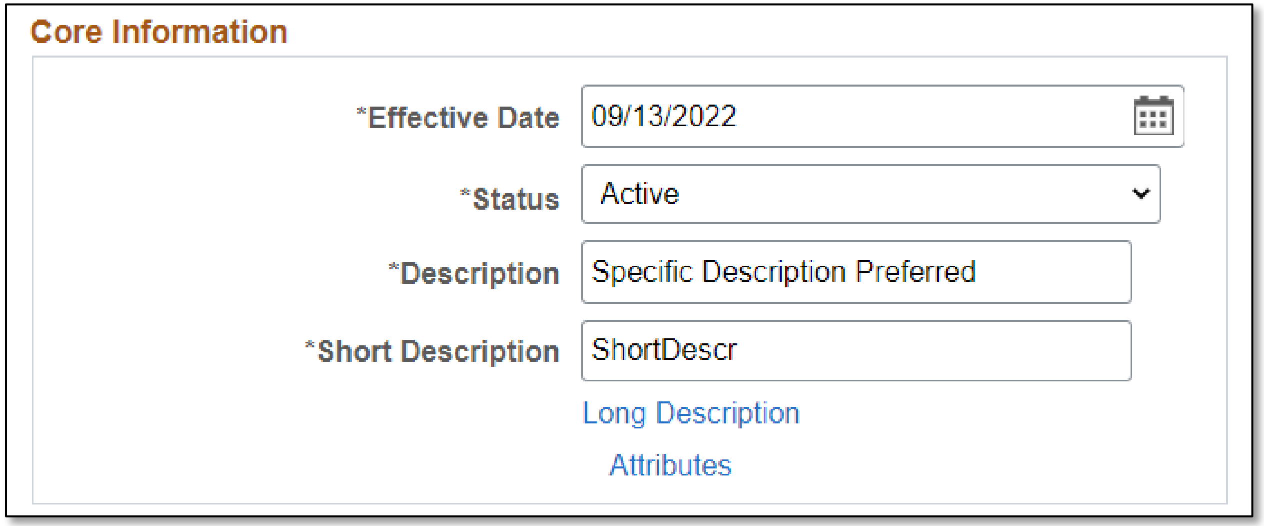
At the top, in the header information section enter your office phone number and email address (if it is not pre-populated)



Enter Core Information

Fields in the **CORE INFORMATION** section should be populated was follows:

Fields	Values
Effective Date	Defaults to current date (MM/DD/YYYY)
Status	Defaults to Active (other option = Inactive)
Description	Description/Name of Cost Center (30-character limit)
Short Description	Short description of Cost Center (10-character limit)



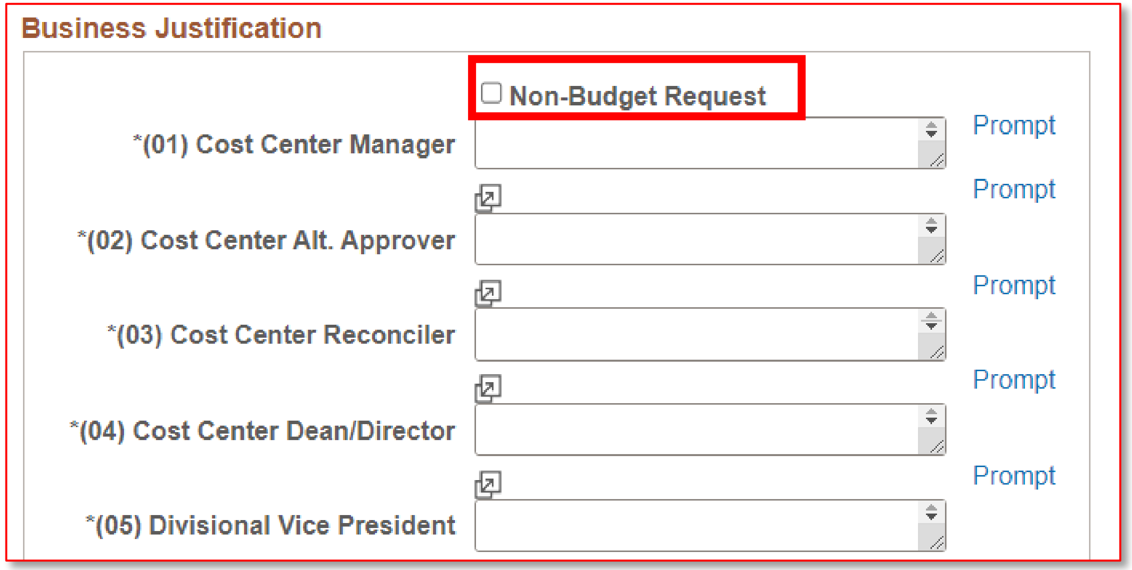
Enter Business Justification

Using the **Prompt** link, enter or search for the appropriate key members using their **Employee ID**. If employee ID is not known, click on the magnifying glass icon to search for the user by name.

NOTE: For Manager & Reconciler please verify that individual in either role does not already have the other role assigned for a different Cost Center or Project.

NOTE: Employees can no longer have both roles assigned, it is now either CC/Project Manager or CC/Project Reconciler.

Note: If the Cost Center has not been budgeted, please select ***Non-Budget Request***.



Enter Business Justification

Please use the **PROMPT** link, search for the appropriate information to enter:

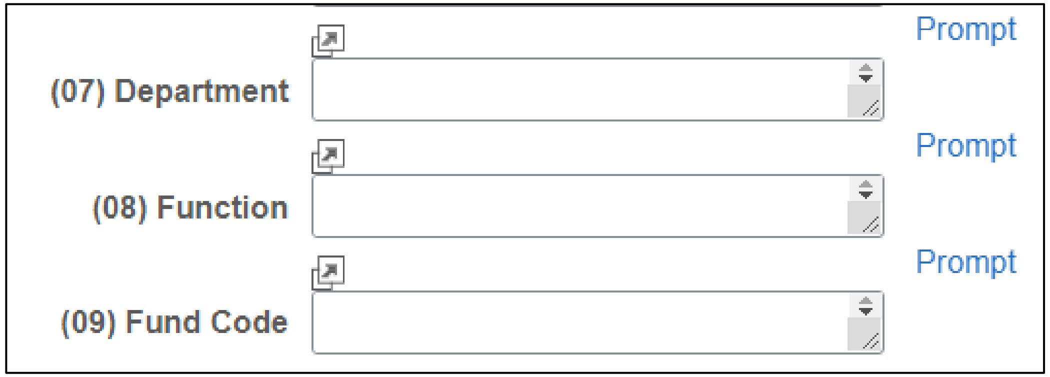
(07) Department (use the Prompt link to enter your Department ID number)

(08) Function (*use the Chartfield instructions link at bottom of this section for more info*)

(09) Fund Code

These three (3) fields are **REQUIRED** entry for proper processing.

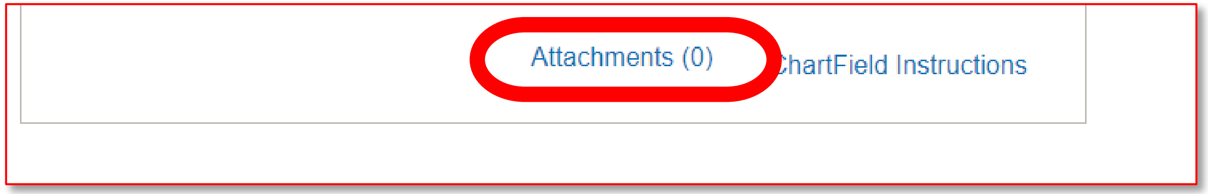
***Failing to enter the REQUIRED information will delay processing of your request*.**



Enter Business Justification

Using the ATTACHMENTS link, attach any documentation necessary to justify the creation of the Cost Center and supports the selected Cost Center attributes.

If applicable, please attach any agreements (with external agencies) you may have. Providing this information may help prevent delays in processing.



From Grants Accounting (dated 12/10/2019):

Attention UTRGV Community:

You are requested to "*provide detail information when requesting a new project/cost center such as the PURPOSE or REASON for creating a new Project/Cost Center. When a cost share is requested, the source of **funds** should be listed. Before cost centers or projects are set up, the information is reviewed by Grants Accounting* and Accounting & Reporting. With the detail information, Grants Accounting and Accounting & Reporting will be able to set up without any delays.*"

*Grants Accounting does review for those requests that contain RESEARCH function (200)

Request Comments Section

Click on right pointing triangle next to words ▶ Request Comments

In the Request Comments field enter appropriate narrative as to why you are requesting the creation of the Cost Center.

for RESTRICTED CC: (please specify the breakdown)Provided as much info as possible / Include Budget $$$ Amount(s) / Include Percentage of budget per function

IMPORTANT: Regarding adding Manager and Reconciler please make note that verification was done ensuring that different role was not previously assigned to other Cost Center and/or Projects

▼ Request Comments

Manager is not a Reconciler for any other Cost Center or Project
Reconciler is not a Manager for any other Cost Center or Project
Along with info as to why you are requesting the creation of this Cost Center

Questions Section (***ALL** Three Questions Must Be Answered*)

QUESTION 1: **Description, Purpose, and Benefits** (Please be specific)

*1. Description, Purpose, and Benefits (Please be specific) - Answer questions below

What is the purpose of tracking expenses and/or revenues in this Cost Center?

What type of expenses will be recorded with the new Cost Center? Ex: Salaries, Wages, Operating Expenses, Faculty, Staff, Students etc.

Who/what will benefit from the expenses being recorded with the new Cost Center? Ex: Students, Community, the Institution, colleges, etc.

Answer *PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE. THIS ENTRY FIELD WILL ALLOW YOU TO ENTER AS MUCH INFO AS NEEDED.*

In the Answer section, you have plenty of space to provide as much information as possible.

Questions Section

QUESTION 2: **Function** (see definition on “ChartField Instructions” link)
If requesting multiple Functions, indicate the percentage allocated to each Function (not to exceed 100.00%).

*2. Function (see definition on "ChartField Instructions" link) - Answer questions below

Function must coincide with who/what is benefiting from the expenses recorded in the Cost Center.

Answer FOR EXAMPLE: *Instruction (100) = 100%*

In the Answer section, you have plenty of space to provide as much information as possible.
ChartField Instructions for the Function can be found by clicking on the ChartField Instructions link under the Business Justification section.

Questions Section

QUESTION 3: **Source of Funds**
Where is the funding for this Cost Center coming from?

*3.

Source of Funds - Answer questions below

Where are the funds to support this new Cost Center coming from? Ex: Gift, Donation, Grant, Sales of services or merchandise, Transfer from another Cost Center, etc. If it will be funded via transfer from another Cost Center, provide Cost Center number and description. These can include transfer from Institutional funds for example State or Designated Tuition funds.

Answer

For Example: *Source of funds will be from the revenue generated from the sales of nanobot widgets.*

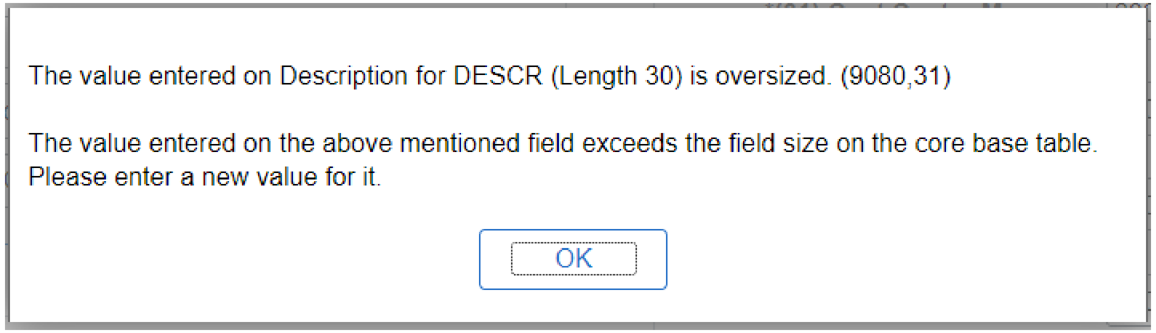
In the Answer section, you have plenty of space to provide as much information as possible. Please elaborate on the Source of Funds.
Also, stating "***from the budget***" will cause this request to be **DENIED** as not enough information is being provided.

Save The Request

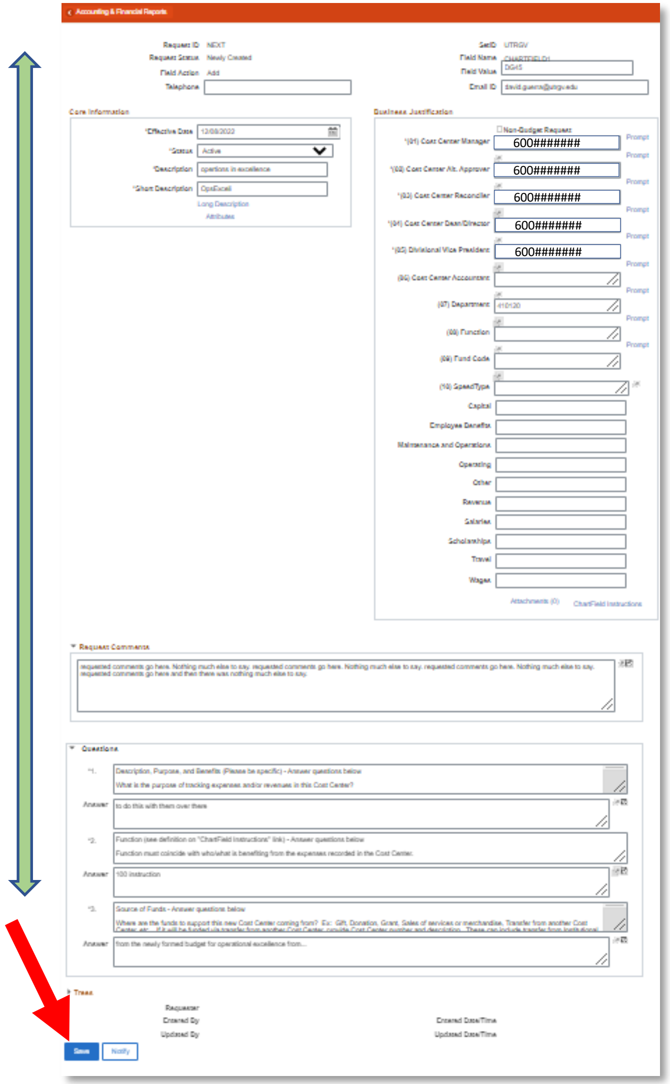
Scroll to the top and review all the content entered, so far.

When ready, you can save the request by clicking the **SAVE** button on the bottom left corner.

If any errors or missing required items a pop-up notice will appear.

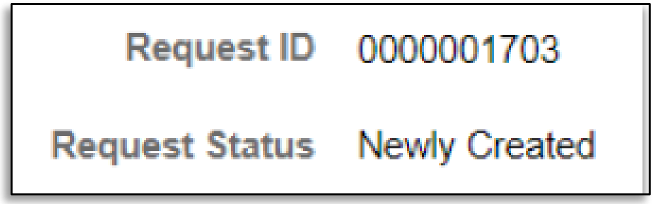


The **ERRORS** must be resolved before you can proceed.



Save Confirmation

If **NO** error or pop-up notices appear, then at the top left of the screen you will see the **NEW Request ID** number (please take note if it, as you will need it later in this process).



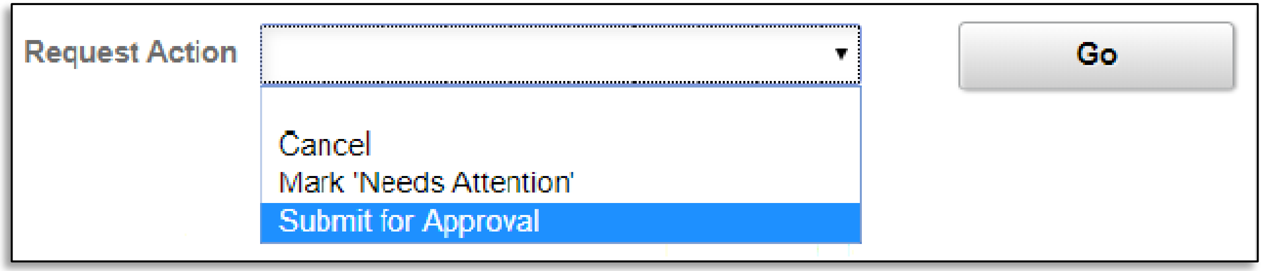
The **Request Status** remains as **NEWLY CREATED**

Submit The Request

Once saved, scroll down the page & at the bottom center of the screen (immediately below answer to Question #3), look at the **Request Action** section.

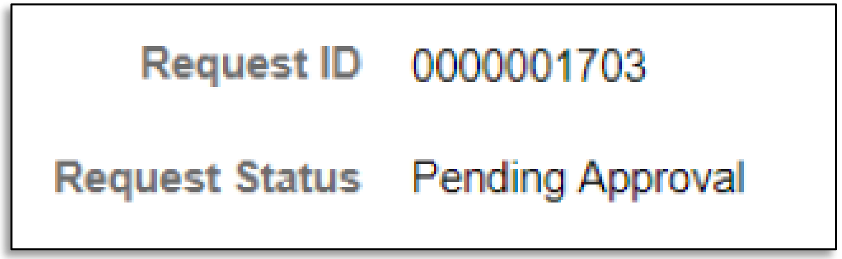
In the **Request Action** dropdown select & click on **Submit for Approval**

Click on **GO** button



Submit Request Confirmation

Once submitted, at the top left side of the screen,



the REQUEST STATUS now displays **Pending Approval**.

Follow Up To Completion

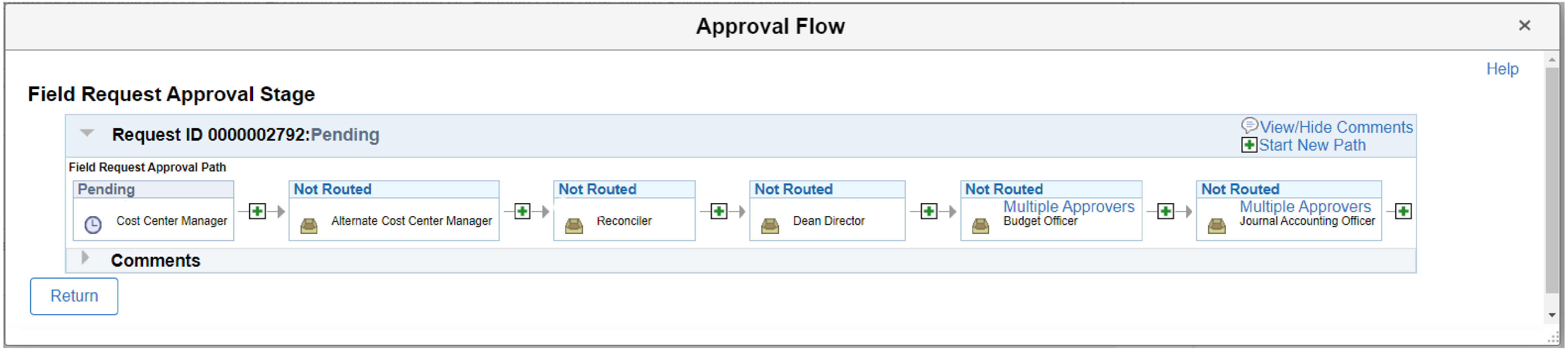
Once submitted, all previously editable fields will be locked from changes.

The **Request Action** dropdown & **Go** button will turn gray

Link to View **Approval Flow** will appear

Follow Up To Completion

Review the workflow by clicking on the **View Approval Flow** link

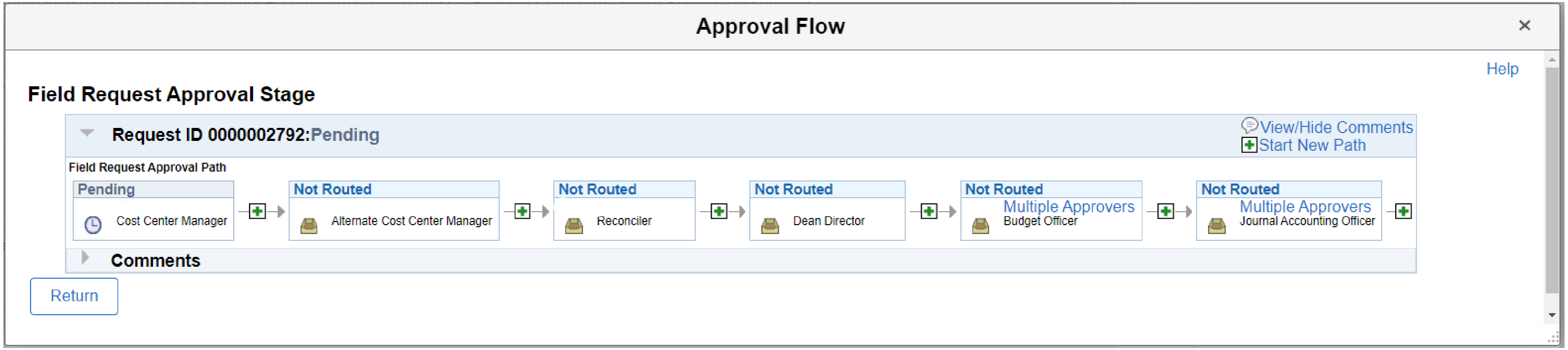


View Comments (if present)

Follow Up To Completion

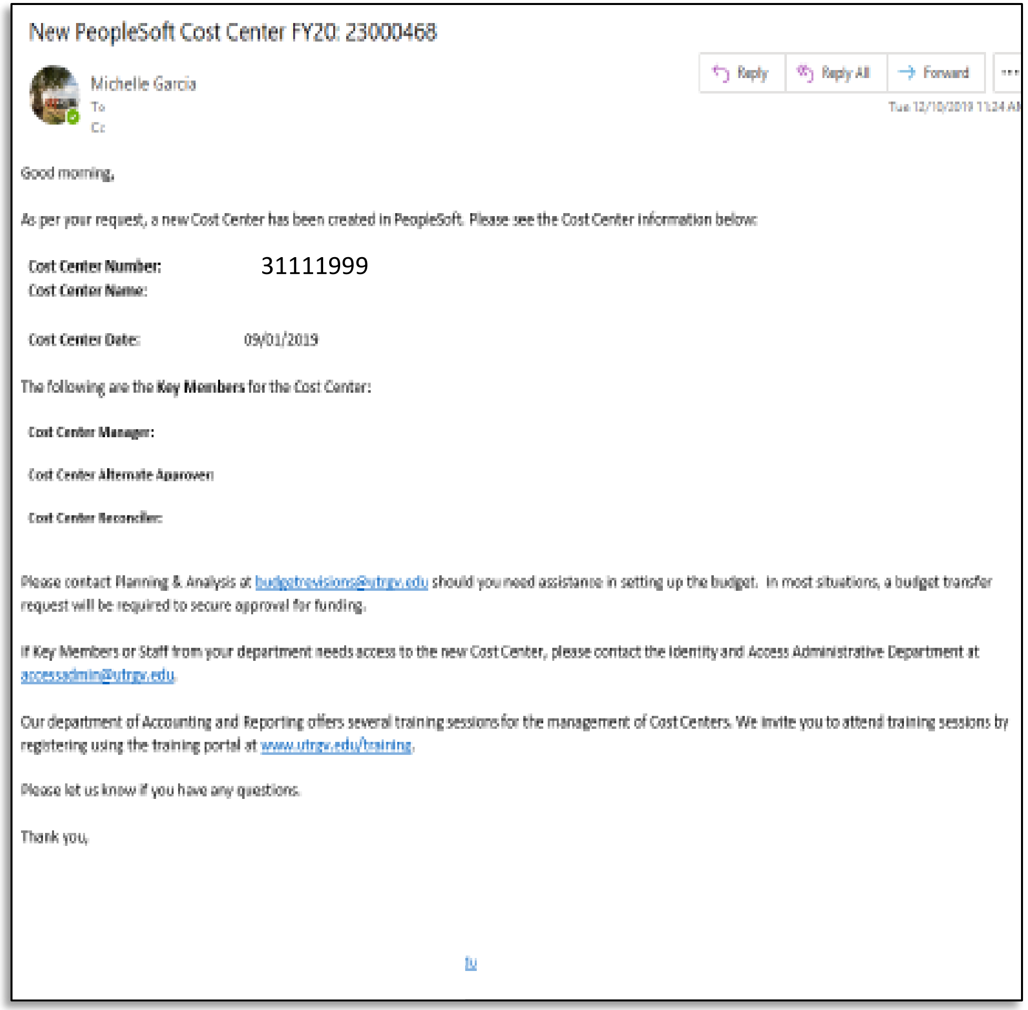
Please note, if YOUR name appears anywhere in the Approval Workflow, you will have to APPROVE in order to keep the process moving forward.

Any Rejections or Pushbacks will need to have comments applied explaining why the Rejection or Pushback occurred.



Follow Up To Completion

Once the COST CENTER is created, you will receive an email notification confirming the process is complete.



New PeopleSoft Cost Center FY20: 23000468

Michelle Garcia
To
Cc

Reply | Reply All | Forward

Tue 12/10/2019 11:24 AM

Good morning,

As per your request, a new Cost Center has been created in PeopleSoft. Please see the Cost Center information below:

Cost Center Number: 31111999
Cost Center Name:

Cost Center Date: 09/01/2019

The following are the **Key Members** for the Cost Center:

Cost Center Manager:

Cost Center Alternate Approver:

Cost Center Reconciler:

Please contact Planning & Analysis at budgetrevisions@utrgv.edu should you need assistance in setting up the budget. In most situations, a budget transfer request will be required to secure approval for funding.

If Key Members or Staff from your department needs access to the new Cost Center, please contact the Identity and Access Administrative Department at accessadmin@utrgv.edu.

Our department of Accounting and Reporting offers several training sessions for the management of Cost Centers. We invite you to attend training sessions by registering using the training portal at www.utrgv.edu/training.

Please let us know if you have any questions.

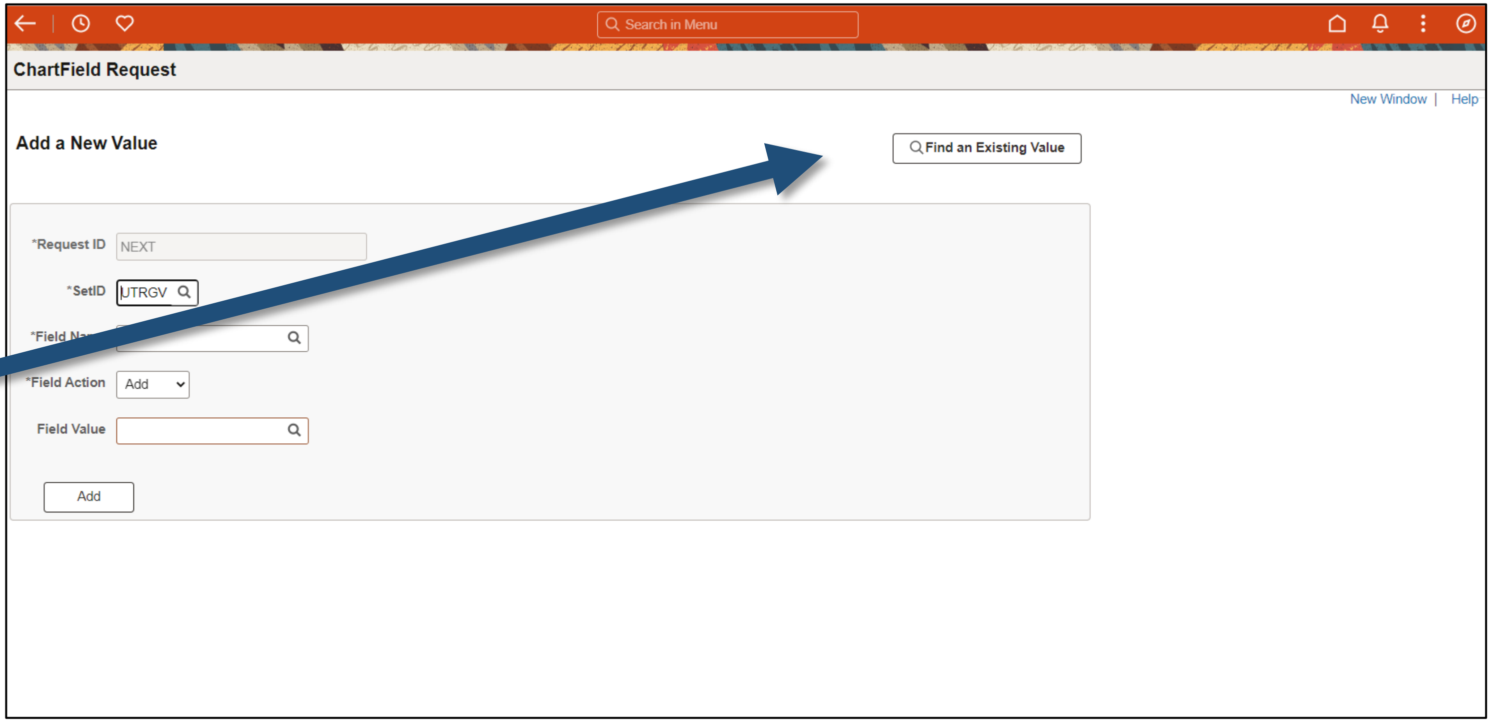
Thank you,

How A Request Can Stop / Deny A Cost Center Request

Should there come a time, or a situation arises to STOP the requested Cost Center from being created (i.e., duplicate entries) the requester can take the following action(s)

In PeopleSoft 9.2 Login & Navigate to Employee Self Service
> Accounting & Financial Reports
> Cost Center Request

Click on **Find an Existing Value** button.

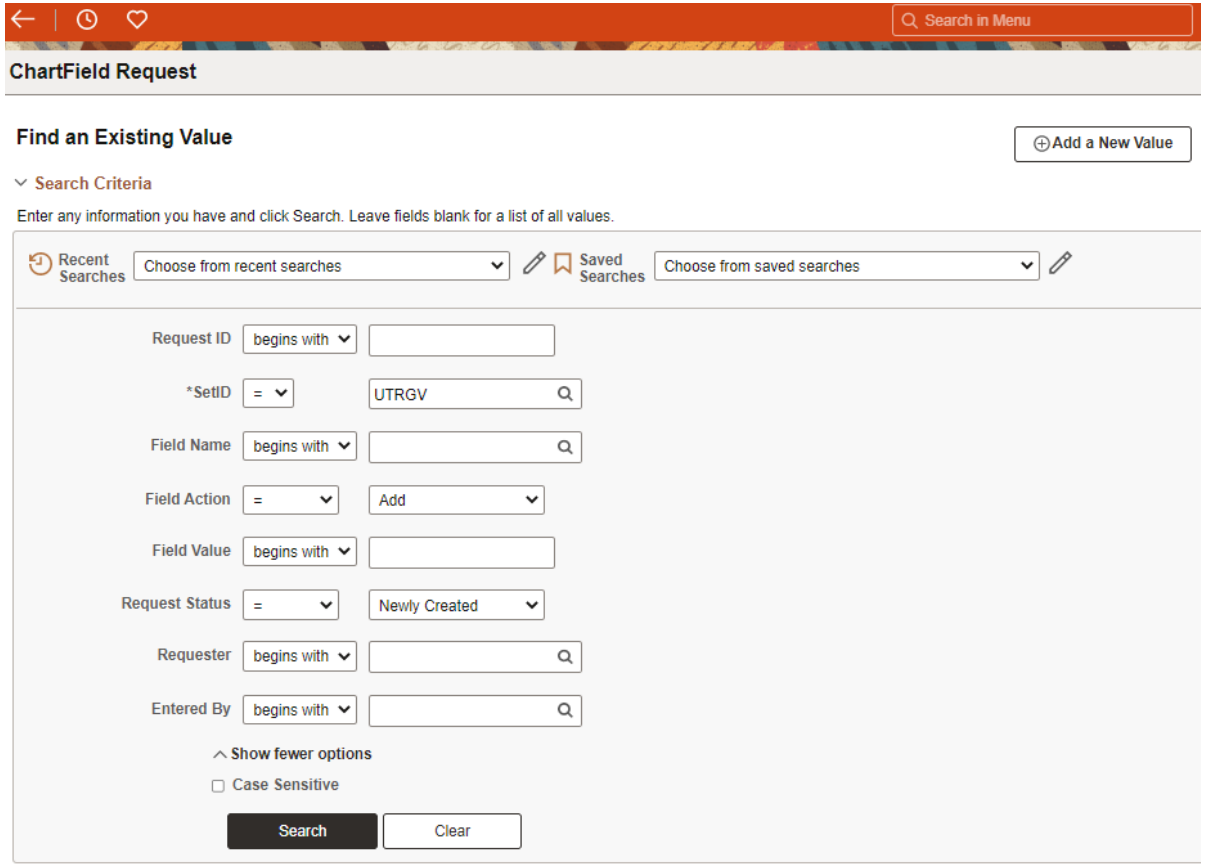


How A Request Can Stop / Deny A Cost Center Request

Should there come a time, or a situation arises to STOP the requested Cost Center from being created (i.e., duplicate entries) the requester can take the following action(s)

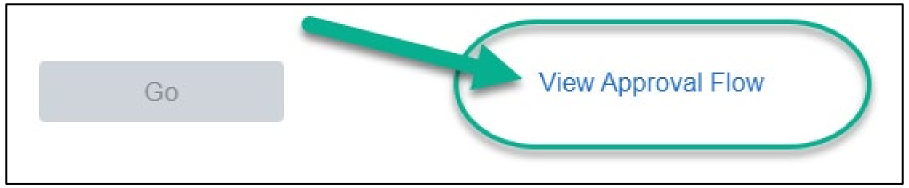
On the **Find an Existing Value** screen:
Enter your unique search parameters such as **Request ID.**
Click **SEARCH** button

In **Search Results**, locate & click on the requested **COST CENTER**

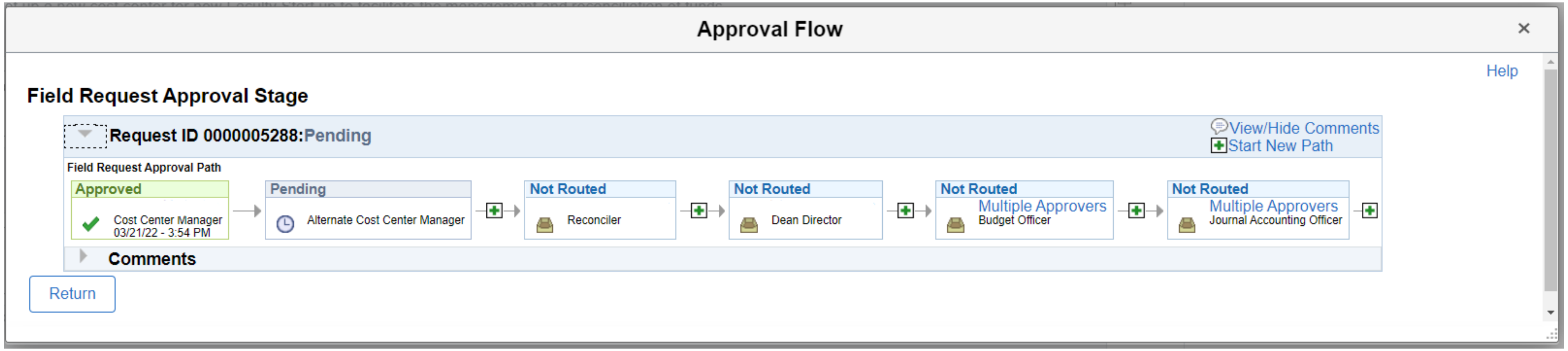


Stop / Deny A Cost Center Request

Once you are on the screen containing the Cost Center information you submitted, scroll down to the bottom, look for and click on View Approval Flow link

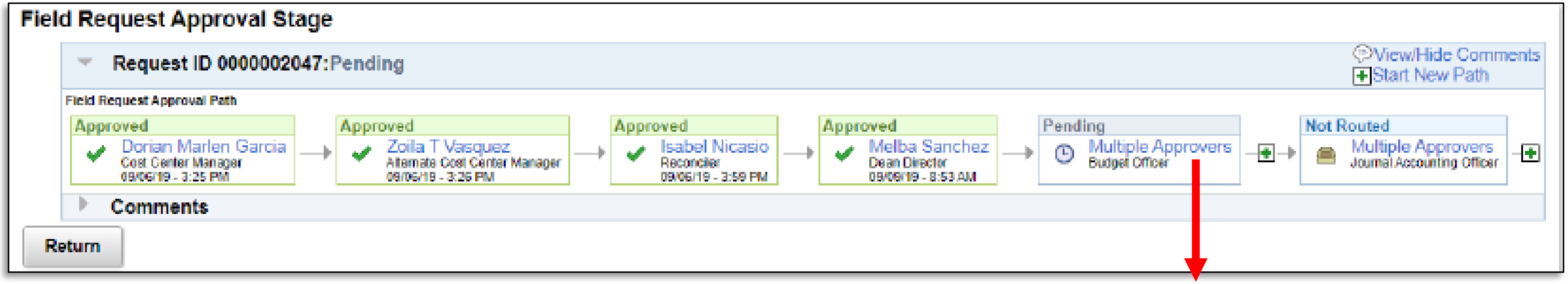


A Pop-Up will appear showing the current status of the request.

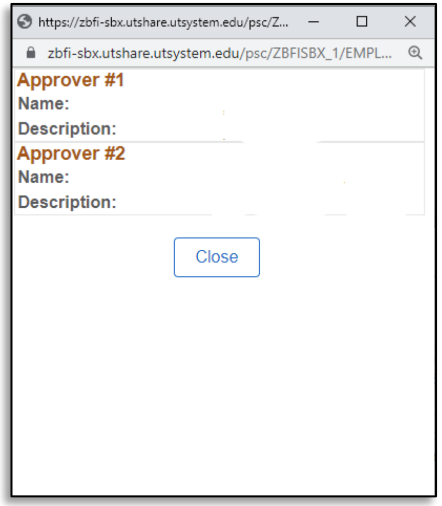


Stop / Deny A Cost Center Request

In the Approval Flow status find the next individual(s) in line and reach out to them asking to **DENY** the request.

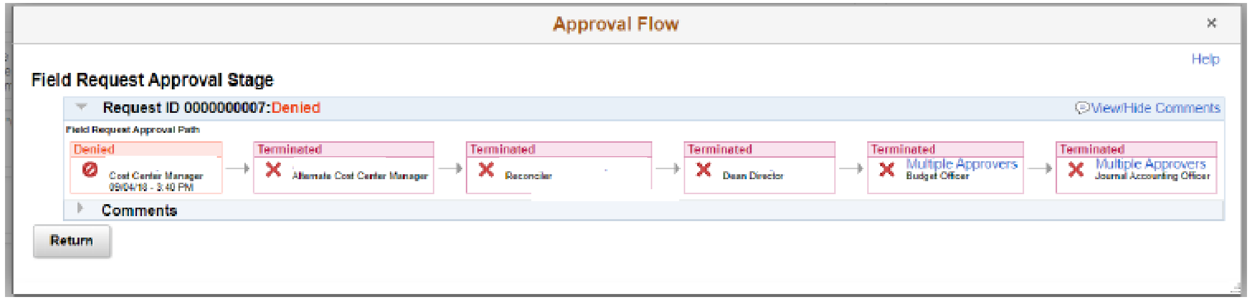


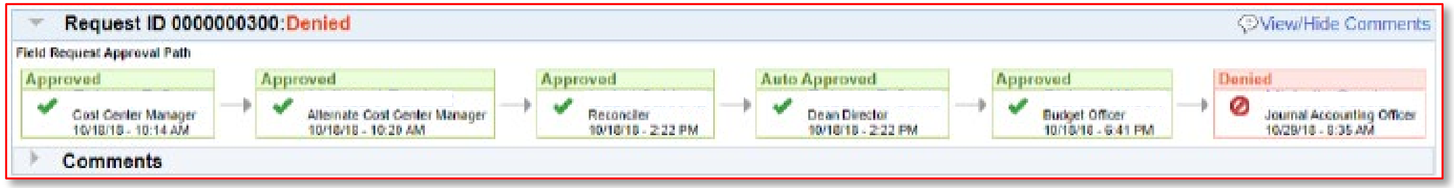
For Multiple Approvers, click on the words "Multiple Approvers" (MAs) a new pop-up will appear with the names of the MAs



Stop / Deny A Cost Center Request

Once the Cost Center Request has been denied, all further actions are terminated. Additionally, refer to the comments section if you are unaware as to why the Cost Center Request was denied.

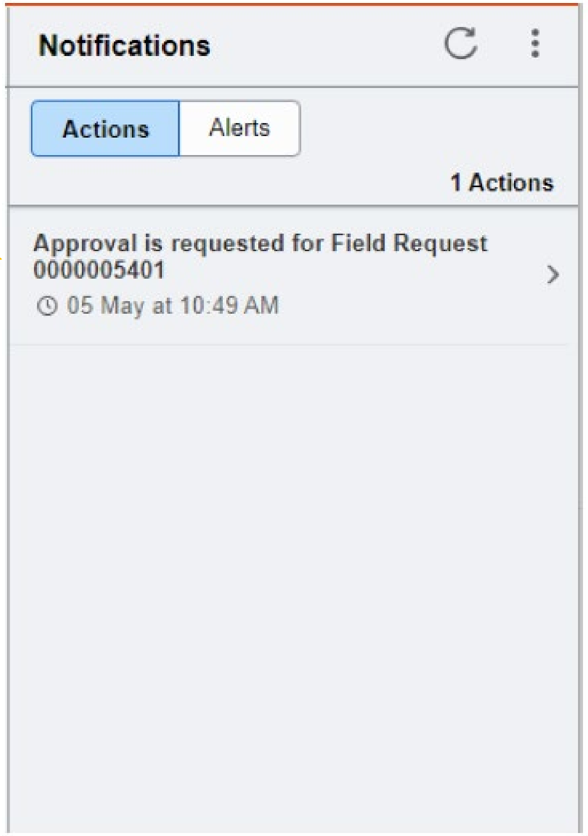




Approve a Cost Center Request

Approving Cost Center Request or Update

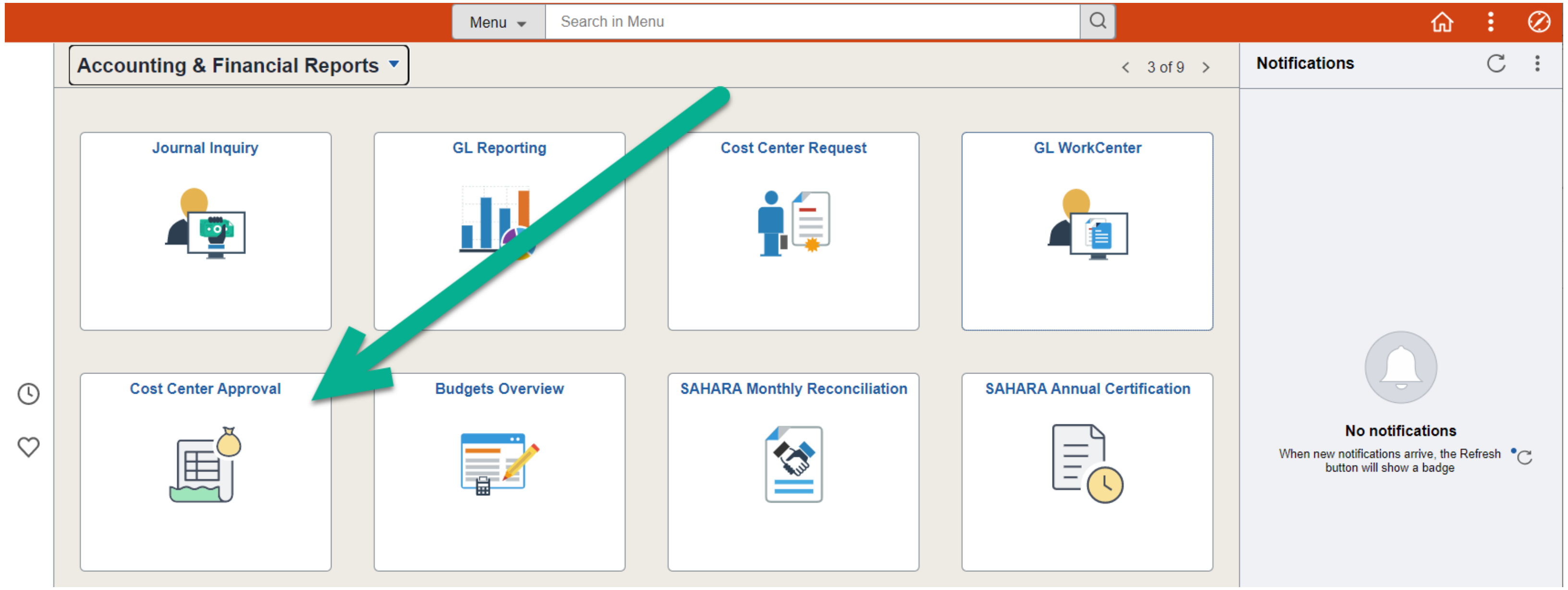
In the Notifications section Actions/Alerts are revealed.



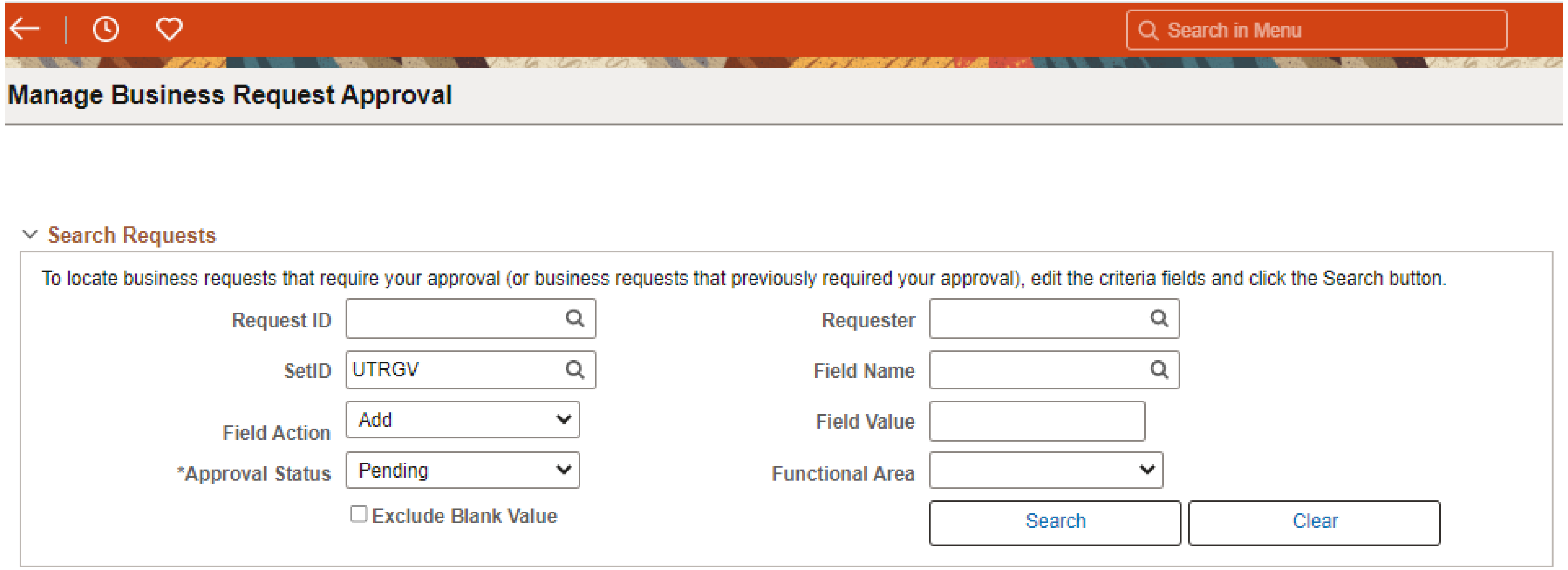
Pending approvals will appear in the **ACTIONS** section. You can click on this link to take you to the Approve, Deny, Hold, Pushback screen.

Approving Cost Center Request or Update

…or you can Navigate to the COST CENTER APPROVAL tile in the Accounting and Financial Reports landing page of Peoplesoft



The image below shows the default settings for this page.
If you need to, the parameter settings can be changed, otherwise, click on SEARCH button.



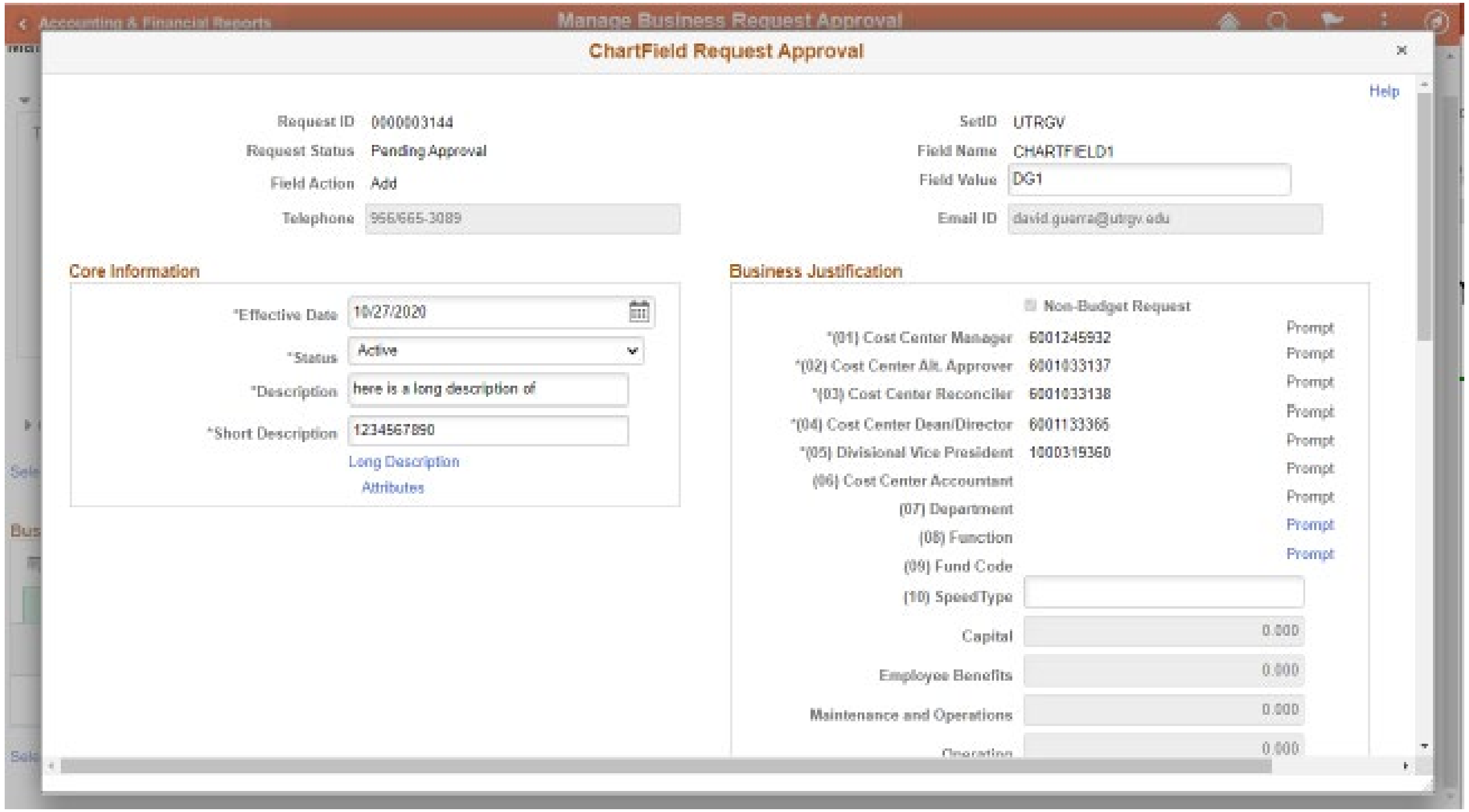
…the screen changes.

Approving Cost Center Request or Update

Clicking on Request ID link (A) will reveal the data entered for this request

Clicking on Attachments link (B) will all you to review any attachments added to the request.

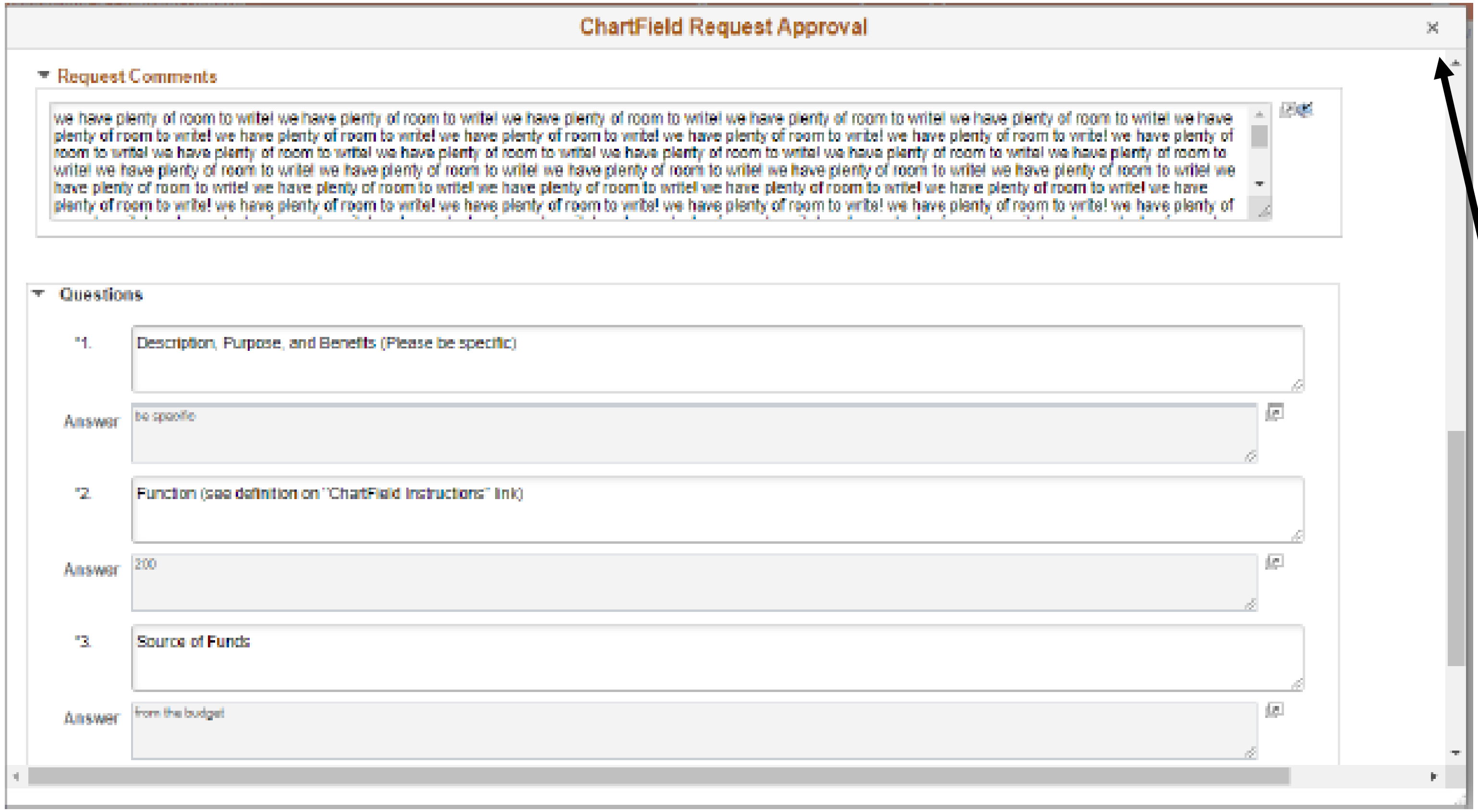
Updating the existing Cost Center: SUBMITTING THE REQUEST



A

The ChartField Request Approval screen displays the initial entry Information for APPROVER(s) to review.

Updating the existing Cost Center: SUBMITTING THE REQUEST

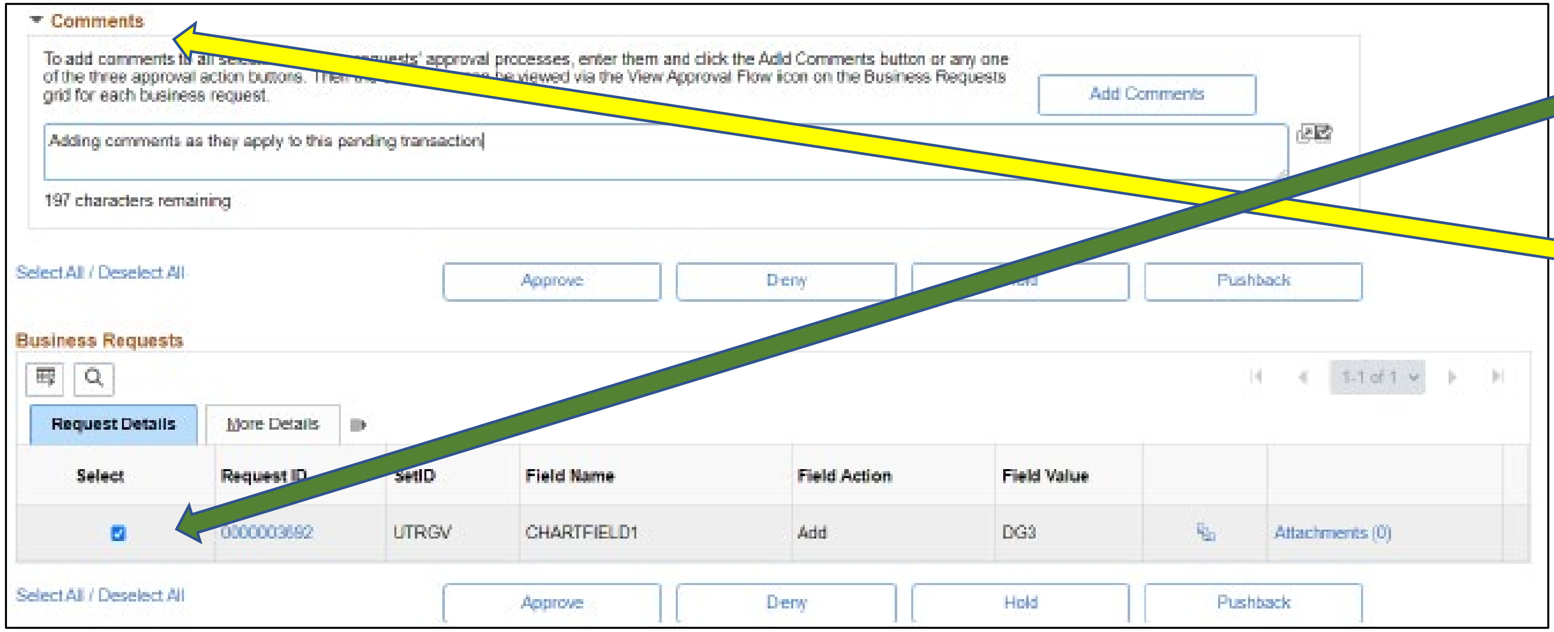


A

Scrolling down will reveal the remaining information not initially visible for APPROVER(s) to review.

Click on **X** in upper right corner will close this window when done.

Updating the existing Cost Center: SUBMITTING THE REQUEST



Should COMMENTS need to be added, especially for DENY or PUSHBACK.

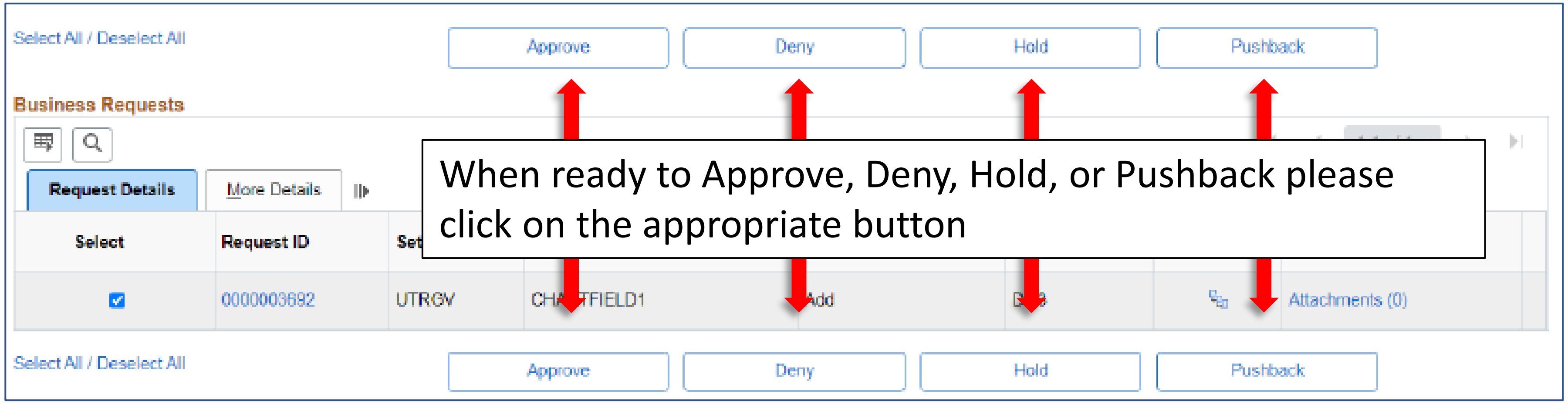
click on the CHECKBOX in the *Select* Column

Next, click on right pointing triangle just above and to the left of Approve, Deny, Hold, Pushback buttons.

Enter comments.

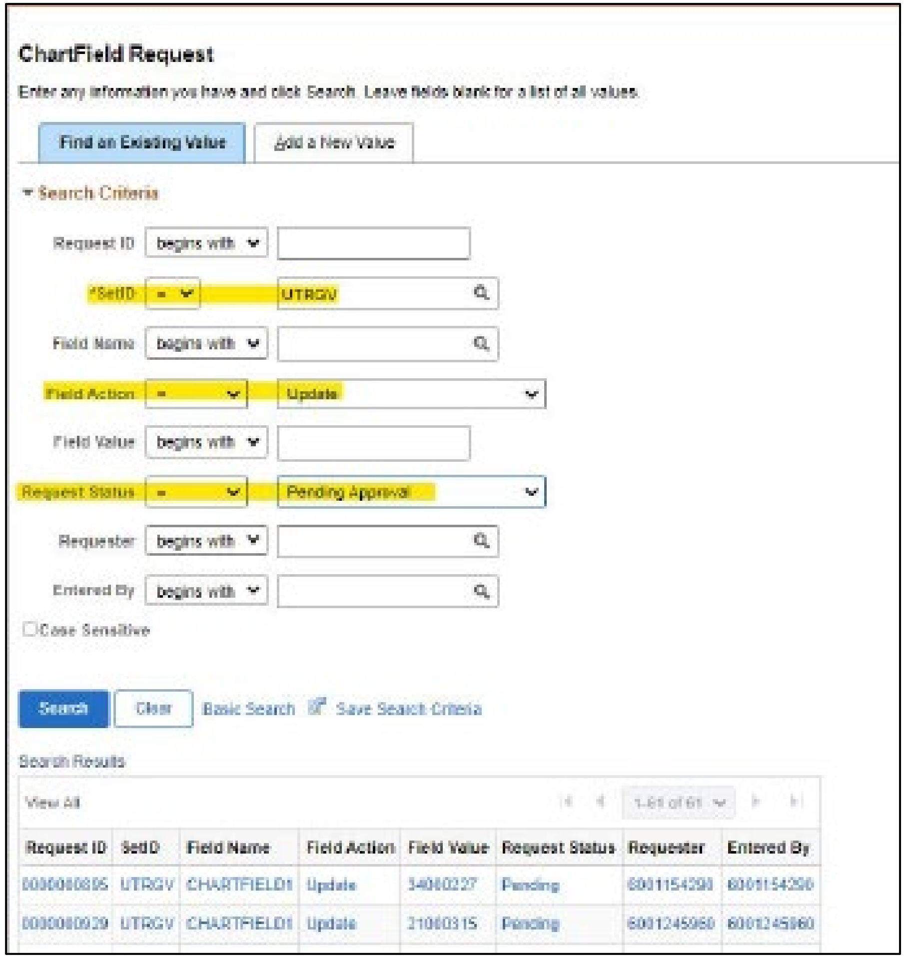
Then click on ***Add Comments***

Updating the existing Cost Center: SUBMITTING THE REQUEST



FOLLOW-UP TO COMPLETION

LOCATE PENDING UPDATES



1. Login to PeopleSoft
2. Navigate to Accounting & Financial Reports > Cost Center Request
3. Click on Find An Existing Value tab
4. Populate ONLY the following fields:
    - SetID = UTRGV
    - Field Action = Update
    - Request Status = Pending Approval

5. Click Search button

- Search Results will display any Updates that remain as Pending.
- Click on the Request ID line to open Update Request content.

LOCATE PENDING UPDATES

Scroll down until you see **View Approval Flow** link, click on it.

A pop-up will appear

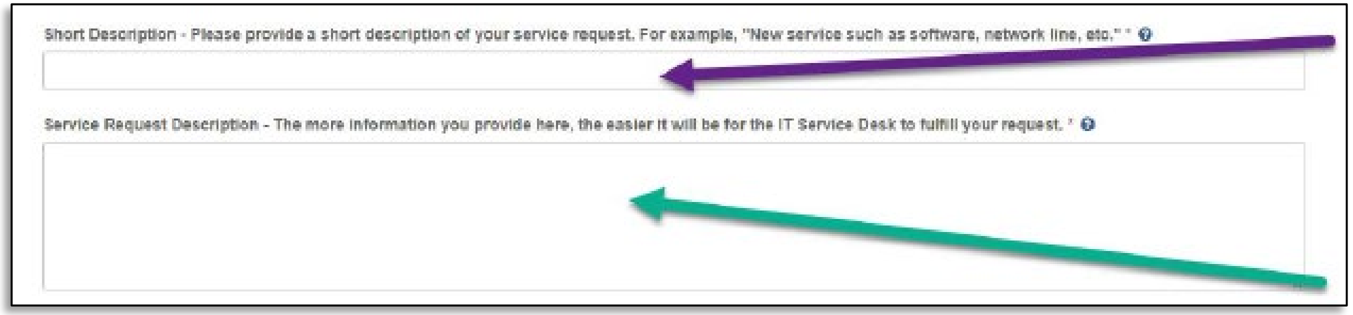
Look for the Key Member position that shows PENDING.
In example image, pending approval shows for the new RECONCILER.

Reach out to that pending key member to complete the approval process.

Next page explains process for what to do if the individual that is PENDING is no longer with the department or university.

Resolving PENDING Updates

What to do when an individual in Cost Center Update status is PENDING and no longer with the university:



1. Visit **http://support.utrgv.edu** & Sign in
2. Click on Information Technology button, screen changes
3. Click on Submit a Ticket (far left side), screen changes
4. Another Submit a Ticket link will appear, click on it.
5. Screen changes again to the IT Help page.
6. Click on General Service Request link, screen changes
7. Populate the Short Description and Service Request Description fields & include the following info:
   COST CENTER ID #
   REQUEST ID #
   Why cancelling this request(i.e., staff member no longer with the university)

CLOSING A COST CENTER

CLOSING A COST CENTER

This process is ONLY for **COST CENTER** DEACTIVATION/CLOSURE

When a cost center has reached its end of life (ran out of funding) or other extenuating circumstances may call for the closing of a cost center.

COST CENTER CLOSING PROCESS

- Under the approval of the Cost Center Manager any cost center may be closed.

- There are two conditions that must be met before initiating a request to close a cost center
  - Zero $$ Balance in the Cost Center's Budget
  - There is no intention of funding the Cost Center

- If these conditions are met, then the following process needs to occur.

COST CENTER CLOSING PROCESS

The Cost Center Manager will need to

- Send an Email To ACCOUNTINGANDREPORTING@utrgv.edu
- Include the following information:
  - Request to have COST CENTER ######### deactivated/closed
  - Confirm the $0.00 Funds through the budget overview (add screen shot)

- Once Email is submitted it may take up to five business days to completely deactivate the Cost Center.

- **Please note:** Going Forward, please refrain from using the deactivated cost center number. If a new cost center needs to be created, then by initiating the

COST CENTER PROCESS a new cost center number will be generated and issued.

REACTIVATING A COST CENTER

Should there come a time to RE-ACTIVATE an inactive Cost Center

- Proceed with the REQUEST UPDATE TO COST CENTER PROCESS as previously mentioned

  In the QUESTION #1 section:

  Provide in DETAIL why you are requesting to reactivate the Cost Center

However, if you want to add/change any of the following information: Fund, Department, Function and Key members

- It is best to have a NEW Cost Center created
- This to minimize or eliminate any confusion with “Then vs. Now” issues

Contact Us:

Training Coordinator: AccountingandTimekeepingTraining@utrgv.edu

Accounting and Reporting: AccountingandReporting@utrgv.edu

WWW: https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/index.htm

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