The University of Texas Rio Grande Valley

FINANCE AND FISCAL REPORTING

COST CENTER PROCESS
Key Member Update
Manager – Alt. Approver – Reconciler ONLY

Organizer(s): David Guerra, Training Coordinator
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 Affair, 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.

UPDATING A COST CENTER KEY MEMBER

DECISION MATRIX: UPDATING A COST CENTER

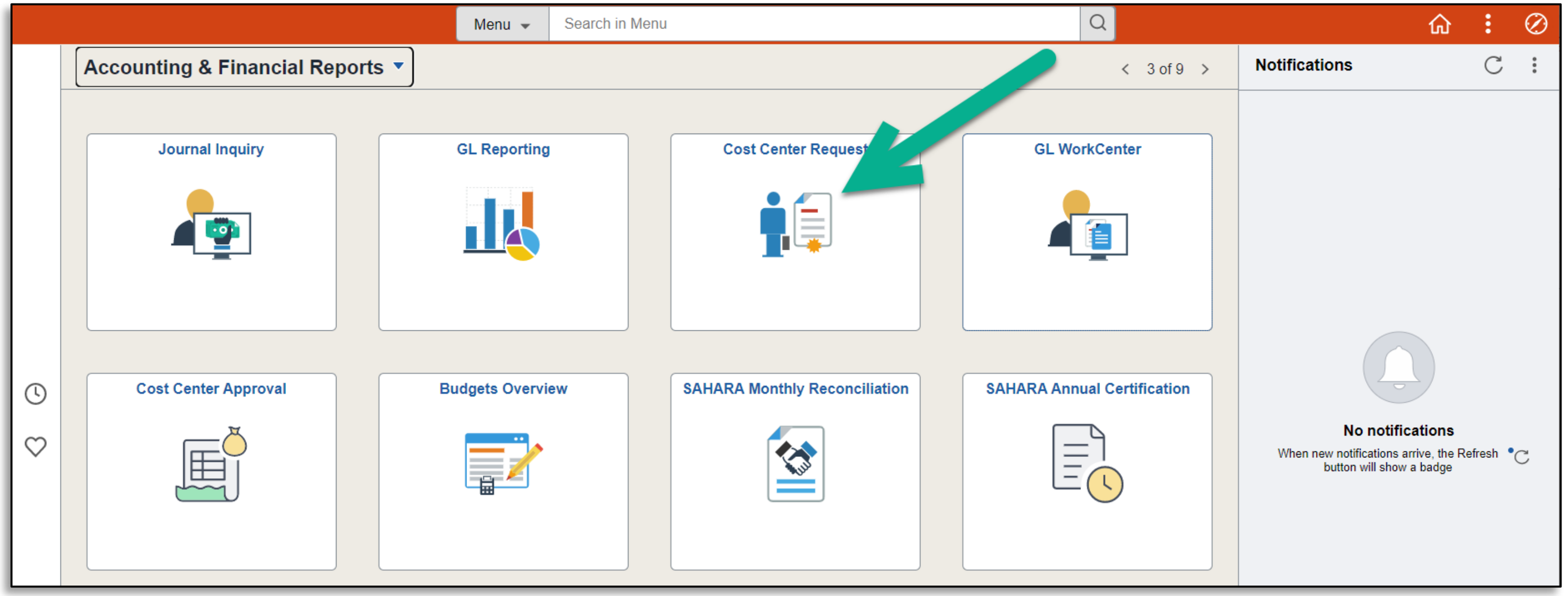
TO UPDATE	THE ACTION TO TAKE
COST CENTER (Non-Restricted) for KEY MEMBER Update (i.e., Manager, Reconciler, Alternate Approver, etc.)	Use the process in this section. **NOTE**: *This can be used to TEMPORARILY assign someone to perform RECONCILER or MANAGER duties while primary RECONCILER or MANAGER is out on* ***FMLA***, ***LEAVE OF ABSENCE***, *or any other extended period Absence type*.
COST CENTER (Non-Restricted) for updating FUND, BUDGET, DESCRIPTION, FUNCTION	Communicate with AccountingandReporting@utrgv.edu and provide information on what you are requesting to modify and why.
PROJECT – GRANTS/PROJECT (any component requiring change)	Communicate with Grants Accounting to obtain guidance on using the Project Key Member Update form. There is **NO** direct entry by staff for this process. All entry to UPDATE Projects is done through a back-office process. Please visit: https://www.utrgv.edu/research/for-researchers/forms-policies-guidelines/index.htm

Navigate to Update A Cost Center

Log in to **PeopleSoft** using your credentials.

•From the **Employee Self Service** drop-down menu select **Accounting & Financial Reports** landing page.

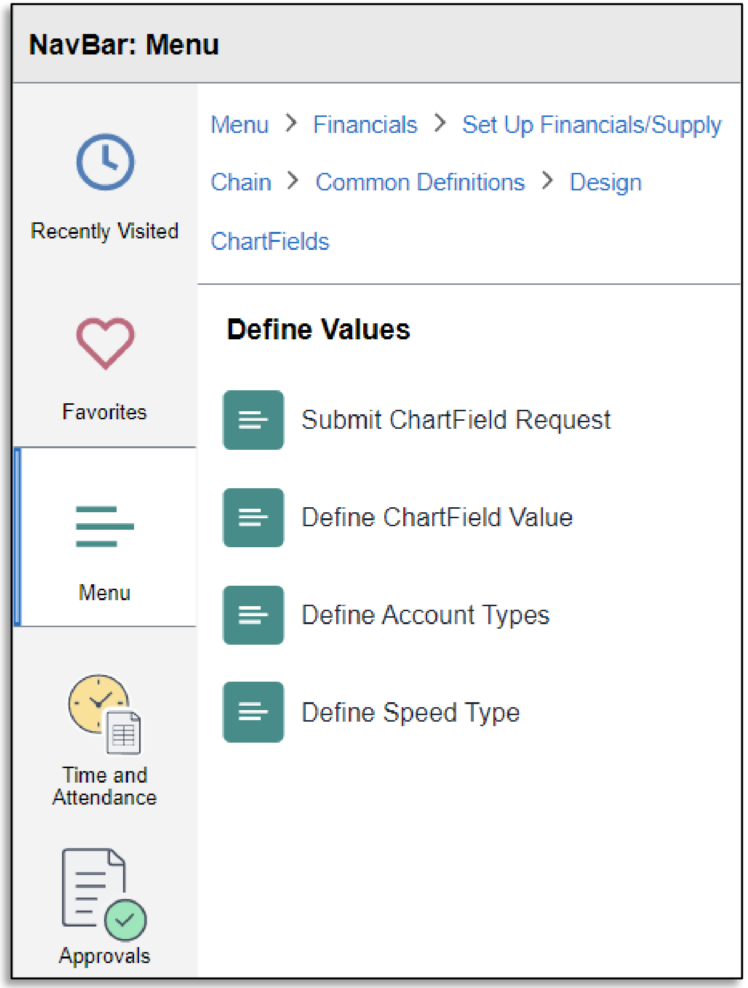
•Select **Cost Center Request** tile.



Navigate to Update A Cost Center

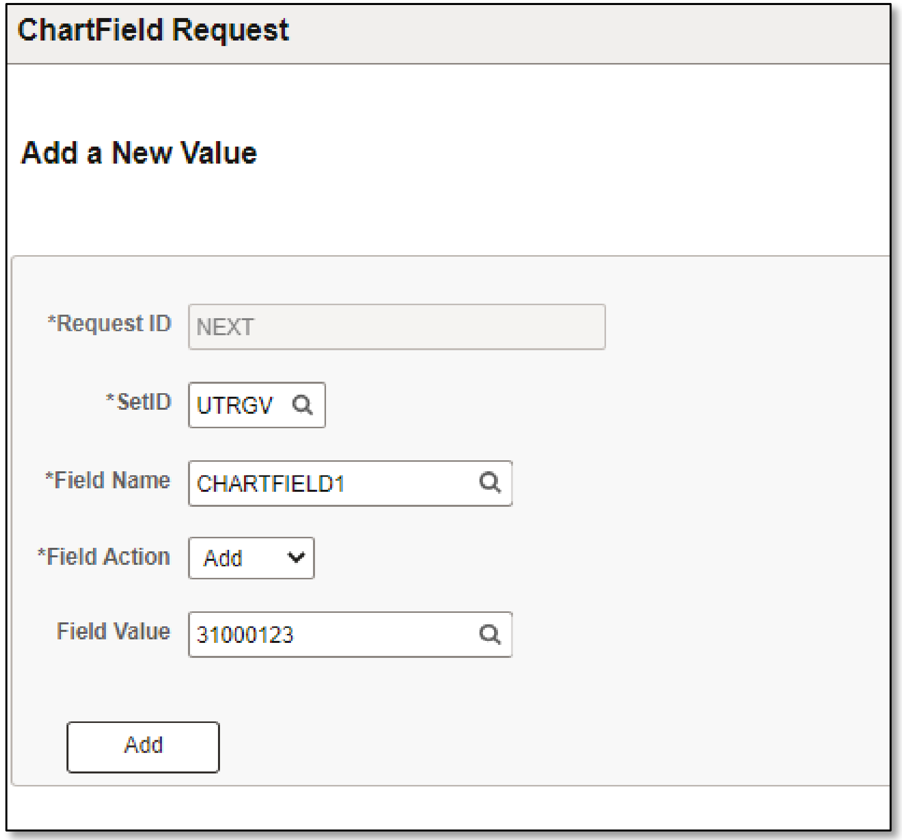
Alternate Navigation to ChartField Request

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



Locate the existing Cost Center

- In the Add a New Value screen
- Populate the available fields as indicated below:



Fields	Values
Request ID	NEXT (default)
SetID	UTRGV (default)
Field Name	Select CHARTFIELD1 from magnifying glass look up optiom
Field Action	**Update**
Field Value	Enter the correct & complete COST CENTER number to be changed (i.e., 31000123)

VERY IMPORTANT!

- Click **Add** once complete

Updating the existing Cost Center

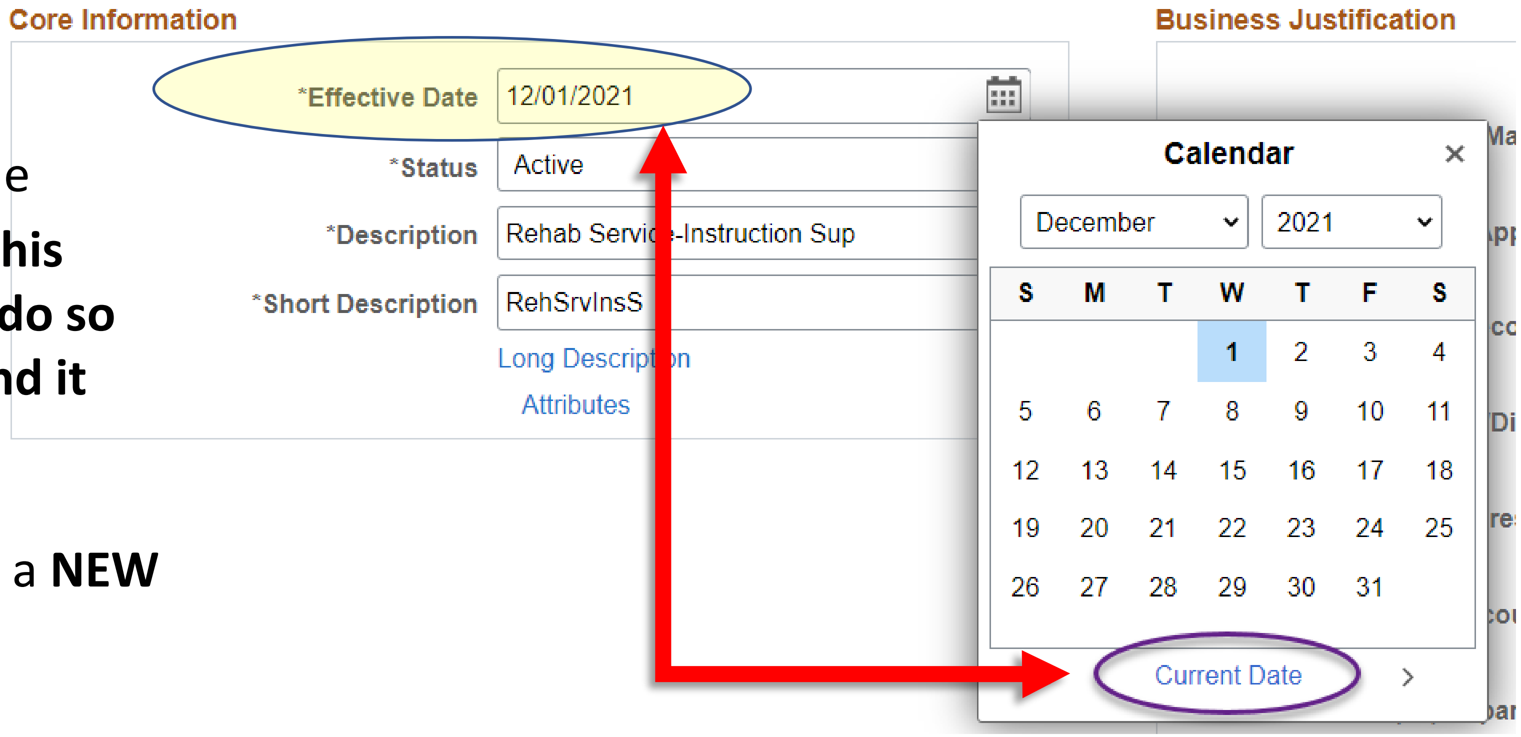
Screen changes. At the top is the page's header information:
Ener your office/department telephone number.

Request ID	NEXT	SetID	UTRGV
Request Status	Newly Created	Field Name	CHARTFIELD1
Field Action	Update		31000311
Telephone	956 665-3000	Email ID	david.guerra@utrgv.edu

Your email address will be pre-populated.
Should Accounting need to contact you, they will do so by email.

Updating the existing Cost Center: CORE INFORMAITON

DO THIS FIRST, CHANGE the **EFFECTIVE DATE** to **TODAY's DATE Do this first before anything else as failing to do so will create errors within PeopleSoft and it will get REJECTED.**



Once Rejected, you will need to create a **NEW** request.

- Do **NOT** leave the original "Effective Date" on the request
- Yes, some original dates may go back to 01/01/1902

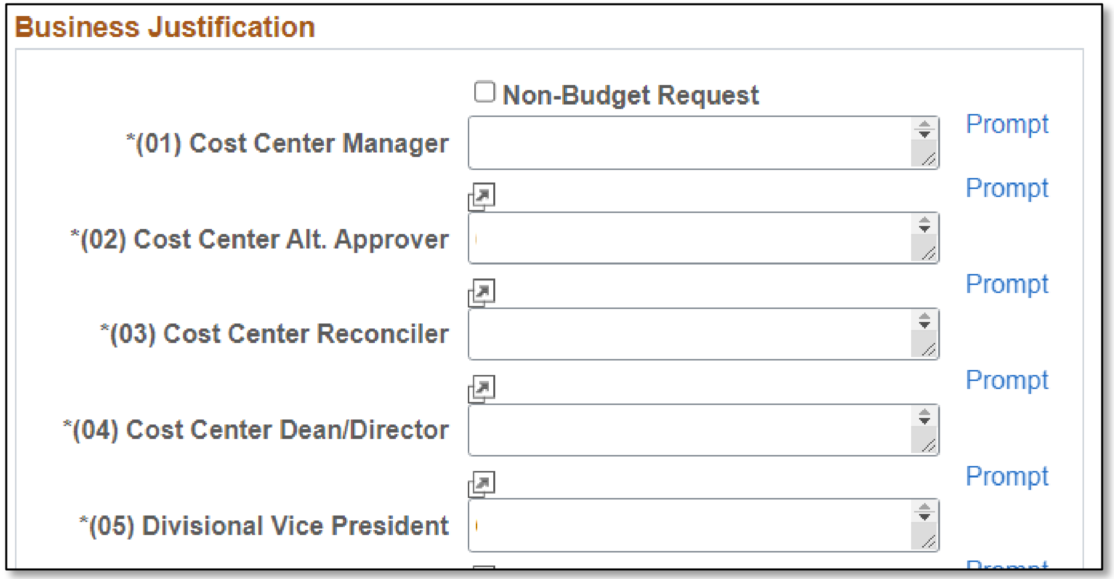
IMPORTANT: DO NOT CHANGE OR ALTER ANYTHING ELSE IN THIS SECTION UNTIL YOU HAVE CHANGED THE DATE IN THE EFFECTIVE DATE FIELD TO TODAY'S DATE

Updating the existing Cost Center: BUSINESS JUSTIFICATION

- Select the **NEW** Key Members' EID information using the **Prompt** link.

- **IMPORTANT:** 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.

- **IMPORTANT:** Employees can not have both roles assigned, it is either CC/Project Manager or CC/Project Reconciler.



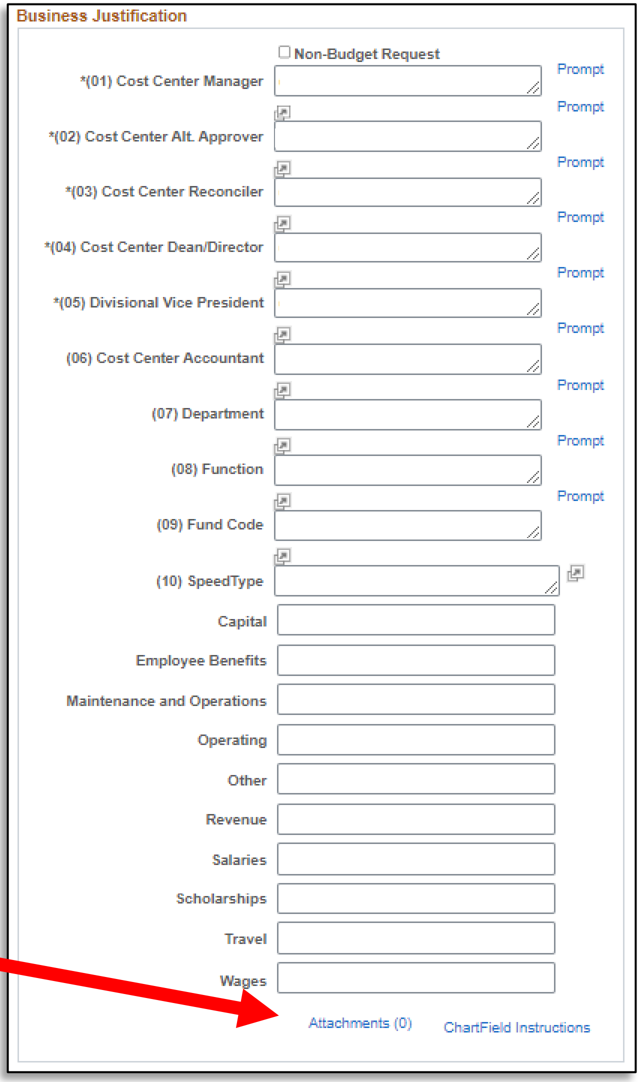
Updating the existing Cost Center: BUSINESS JUSTIFICATION

In KEY MEMBER UPDATE process, you are only required to make the changes for items marked (01) to (05)

- Do **not** modify, add, or delete items marked (06) through (10)

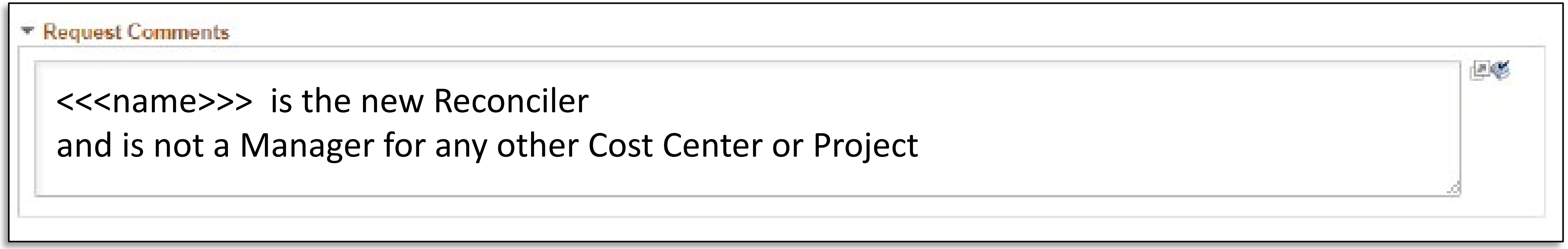
- Do **not** modify, add, or delete content in the fields marked: Capital, Employee Benefits, Maintenance and Operations, Operating, Other, Revenue, Salaries, Scholarships, Travel, and Wages.

- Use Attachments to add content justifying the changes being made (i.e., email requesting the change)



Updating the existing Cost Center: REQUEST COMMENTS

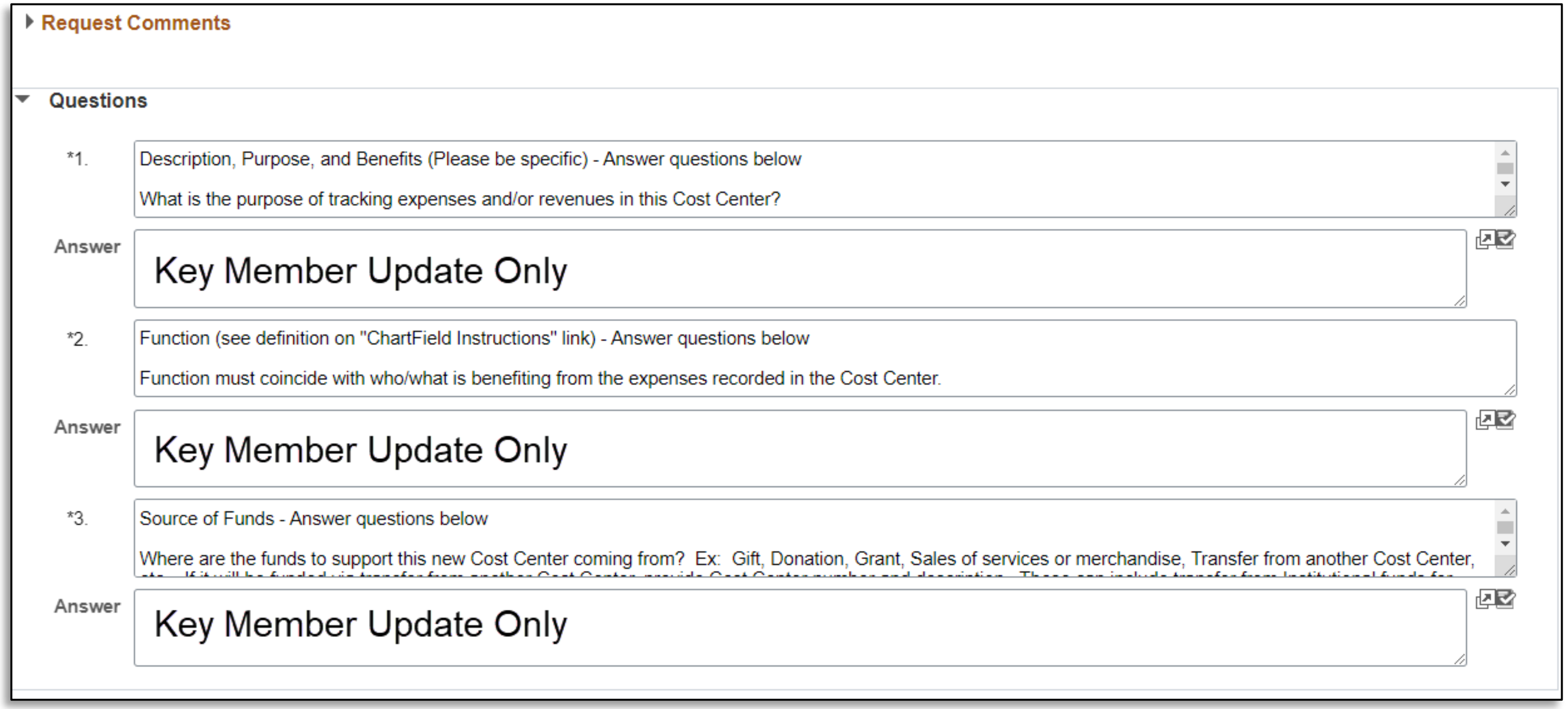
1. Click on right pointing triangle next to word Request Comments
2. In the Request Comments field enter appropriate narrative as to what changes you are making and why you are making them.
3. Remember, the changes being made apply **ONLY** to individual Key Members.
4. If update involves changing Manager and/or Reconciler, please make note that verification was done ensuring that different role was not previously assigned to other Cost Center and/or Projects.



Updating the existing Cost Center: THREE REQUIRED QUESTIONS TO ANSWER

Before you can submit the **KEY MEMBER UPDATE** you will be required to enter answers to the three (3) questions that appear at the bottom of the screen.

Because you are updating Key Members, enter "**Key Member Update Only**" in each answer box, there is NO need to add anything else to the answer box.


Request Comments

Questions

*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?

Answer: Key Member Update Only

*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: Key Member Update Only

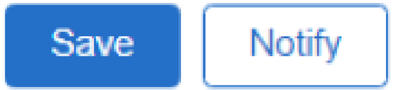
*3. Source of Funds - Answer questions below

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,

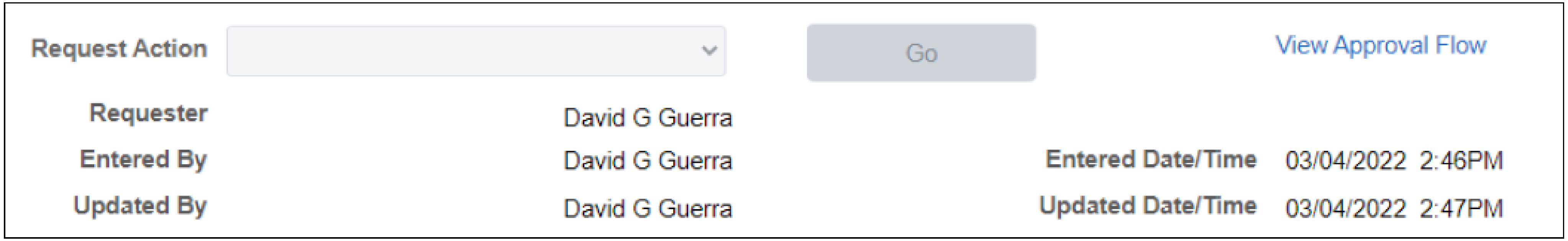
Answer: Key Member Update Only

Updating the existing Cost Center: SUBMIT THE REQUEST

1. Save the request by clicking the **Save** button on the bottom left corner

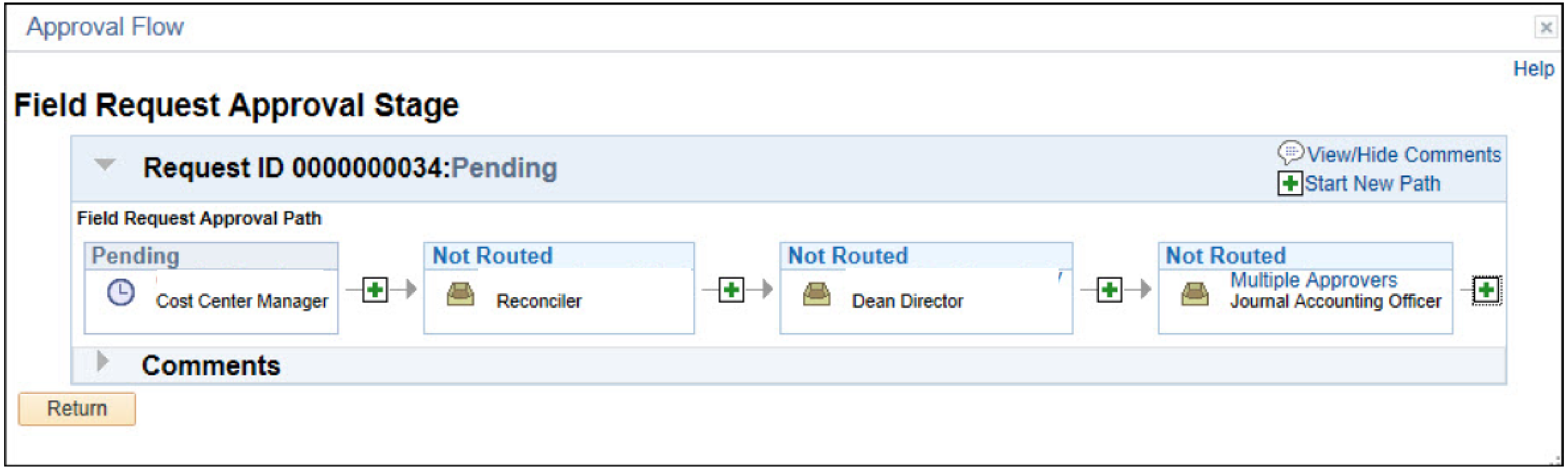


2. Once saved, select **Submit for Approval** from **Request Action** dropdown
3. Click **Go**
4. Once submitted the Request Action will turn gray and a link to **View Approval Flow** will appear.



Updating the existing Cost Center: SUBMITTING THE REQUEST

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

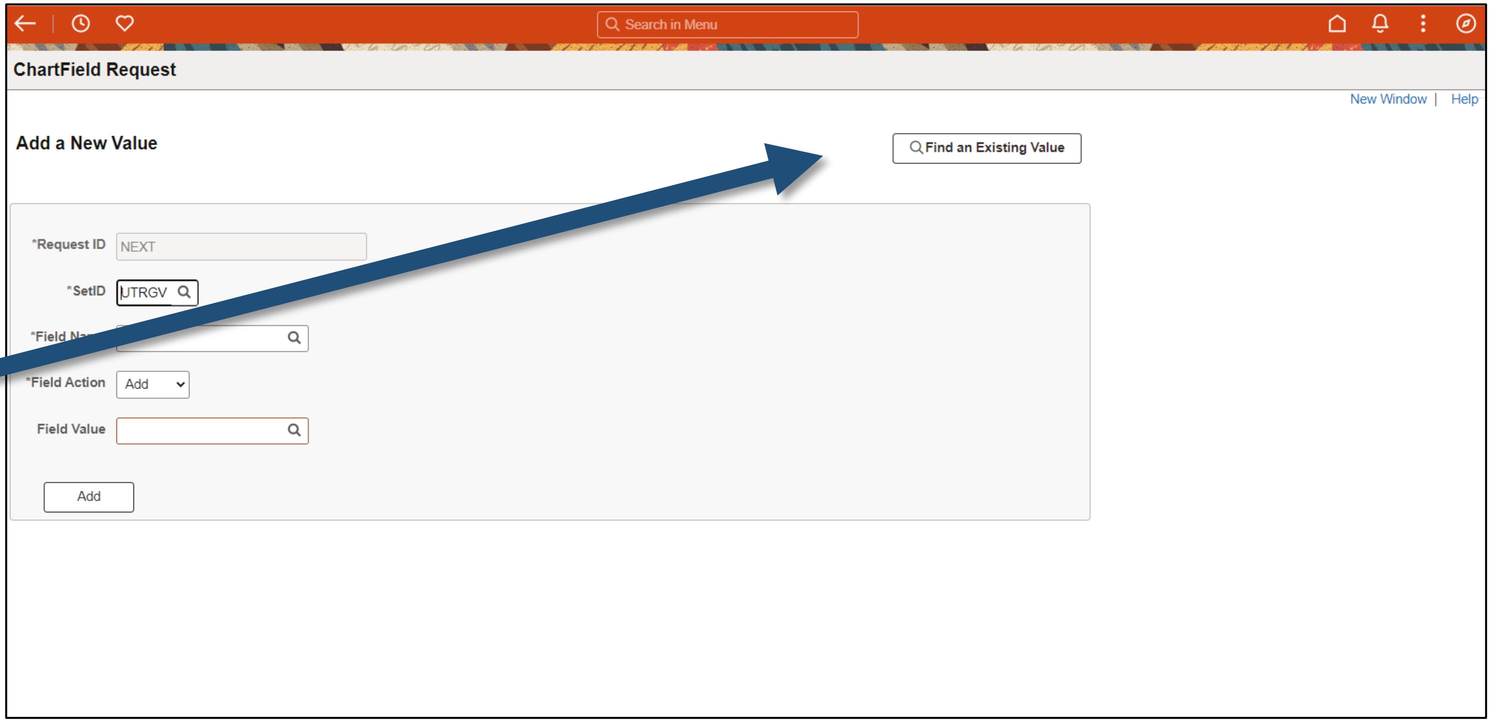


How A Request Can Stop / Deny A Cost Center Request

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.

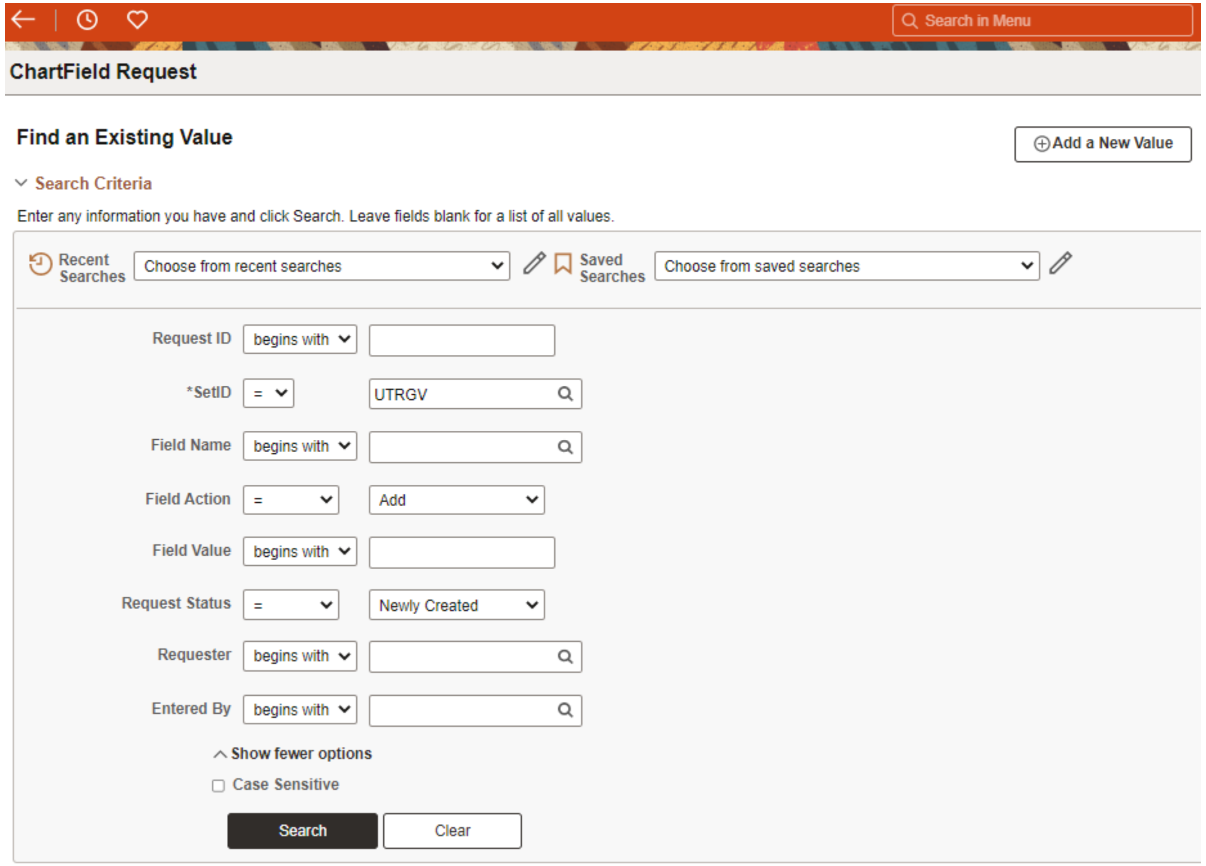


How A Request Can Stop / Deny A Cost Center Request

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)

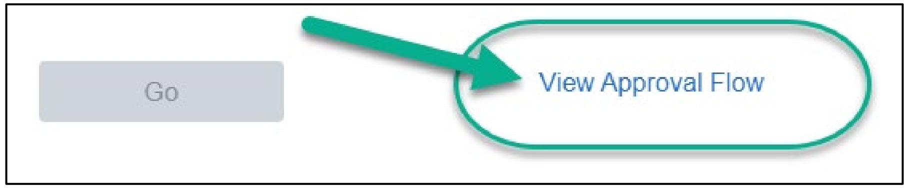
On the **Find an Existing Value** screen:
Enter your unique search parameters such as **Request ID.**
Click **SEARCH** button

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

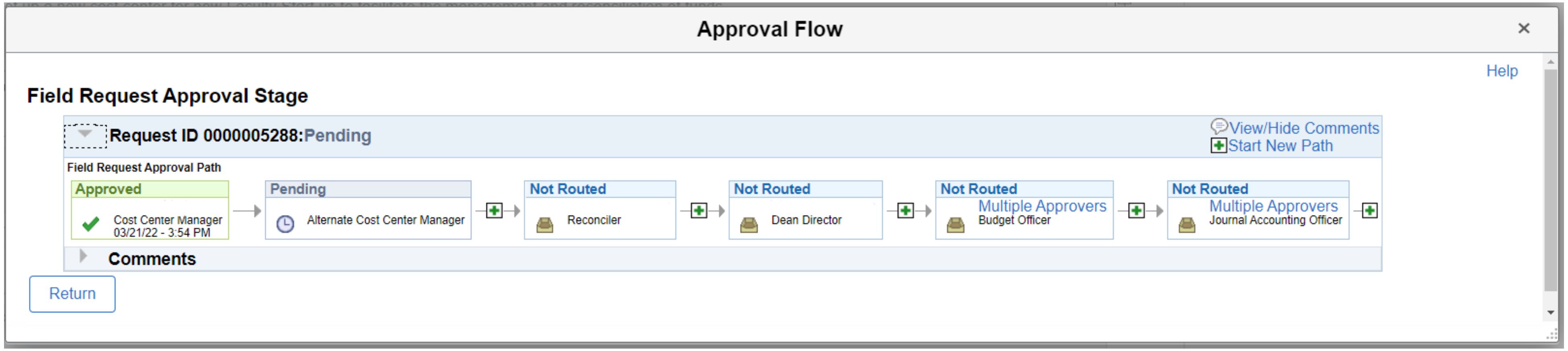


Stop / Deny A Cost Center Request

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

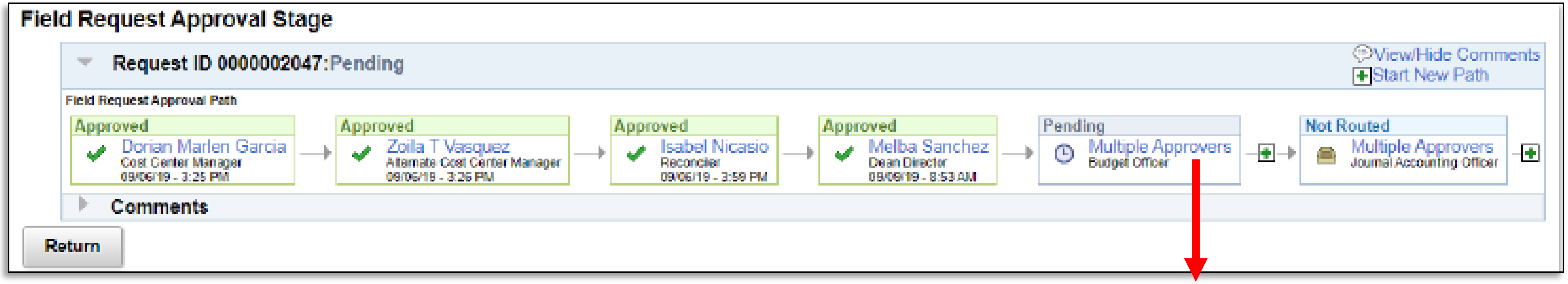


A Pop-Up will appear showing the current status of the request.

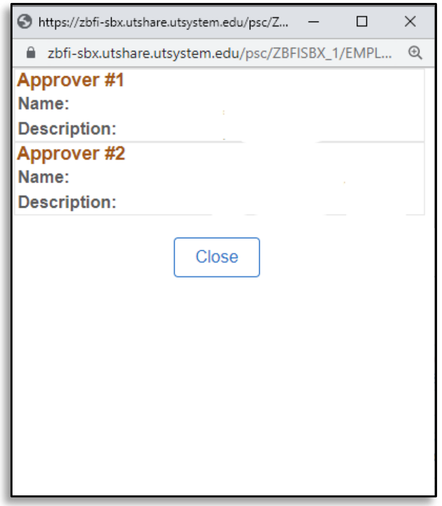


Stop / Deny A Cost Center Request

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

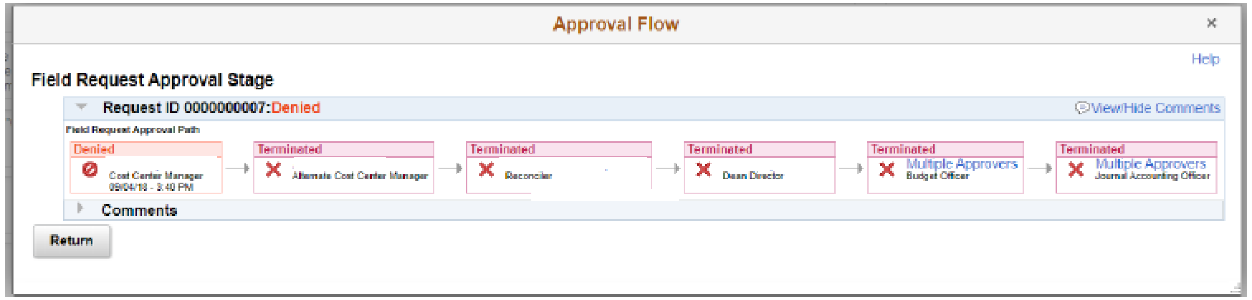


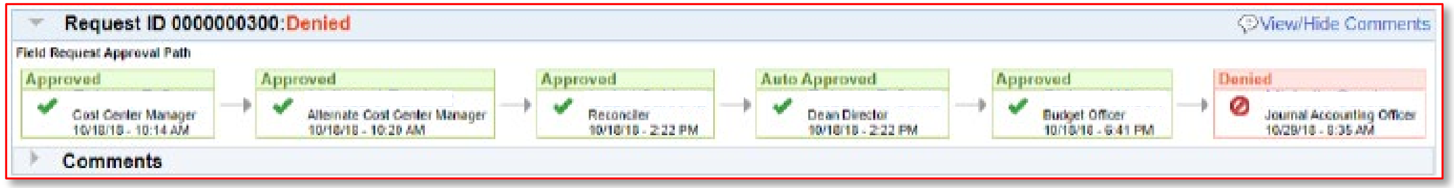
For Multiple Approvers, click on the words “Multiple Approvers” (MAs) a new pop-up will appear with the names of the MAs



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.

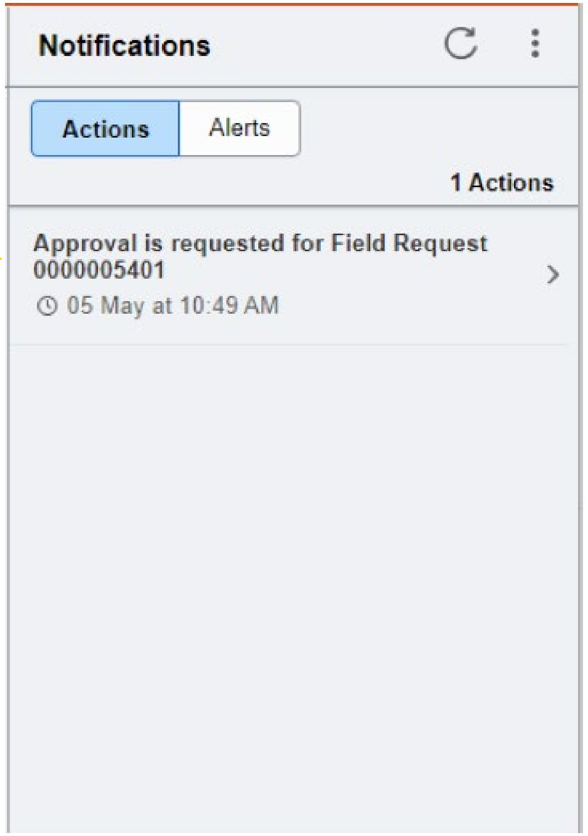




Approve a Cost Center Request

Approving Cost Center Request or Update

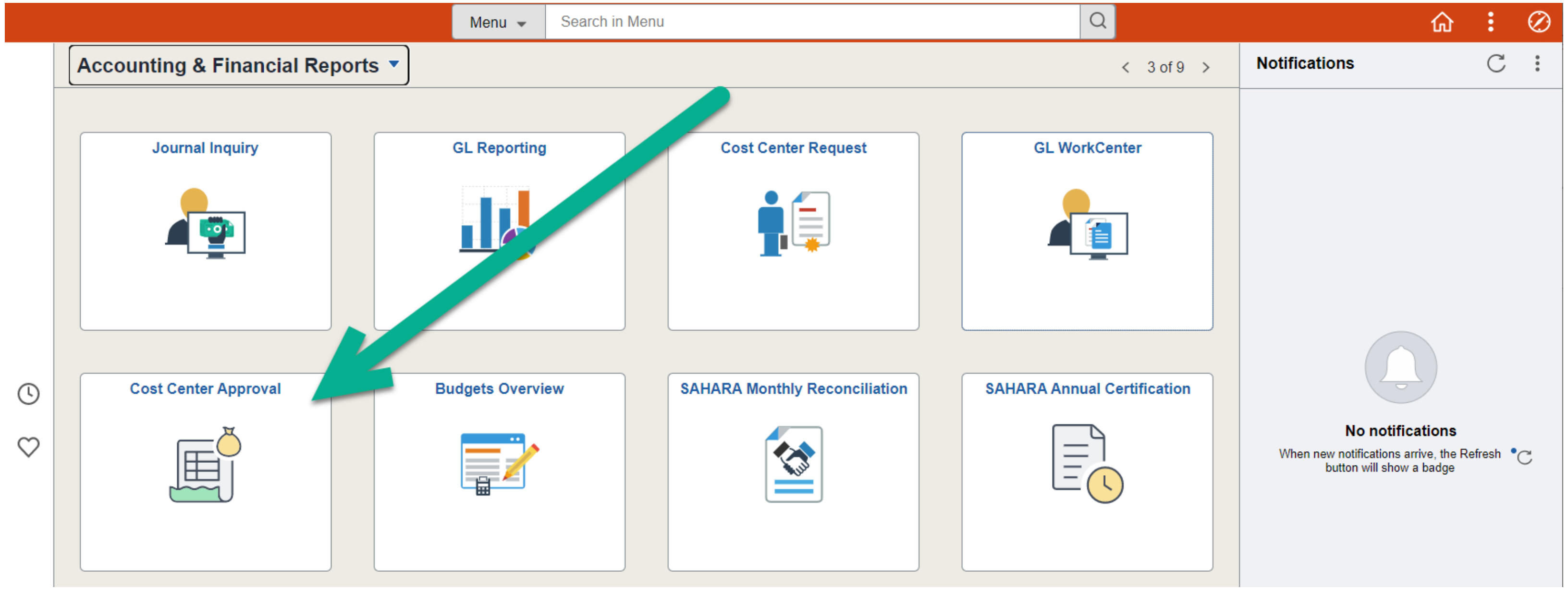
In the Notifications section Actions/Alerts are revealed.



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

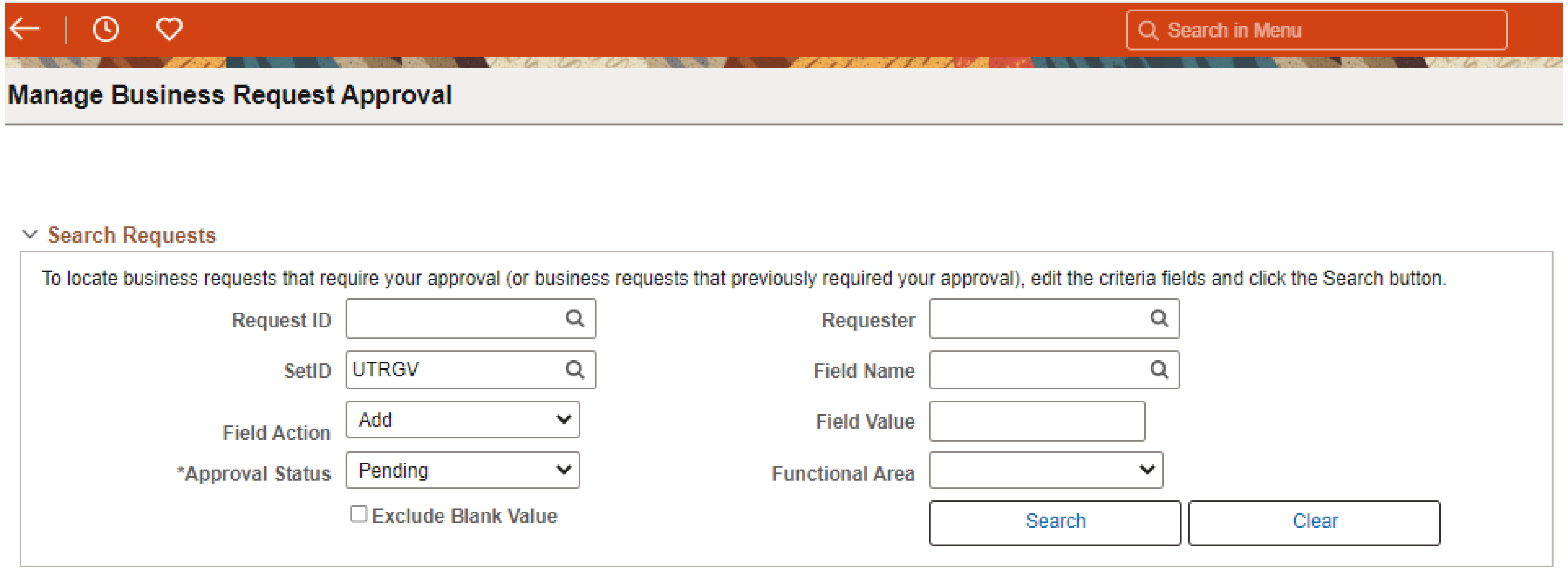
Approving Cost Center Request or Update

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



Approving Cost Center Request or Update

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.



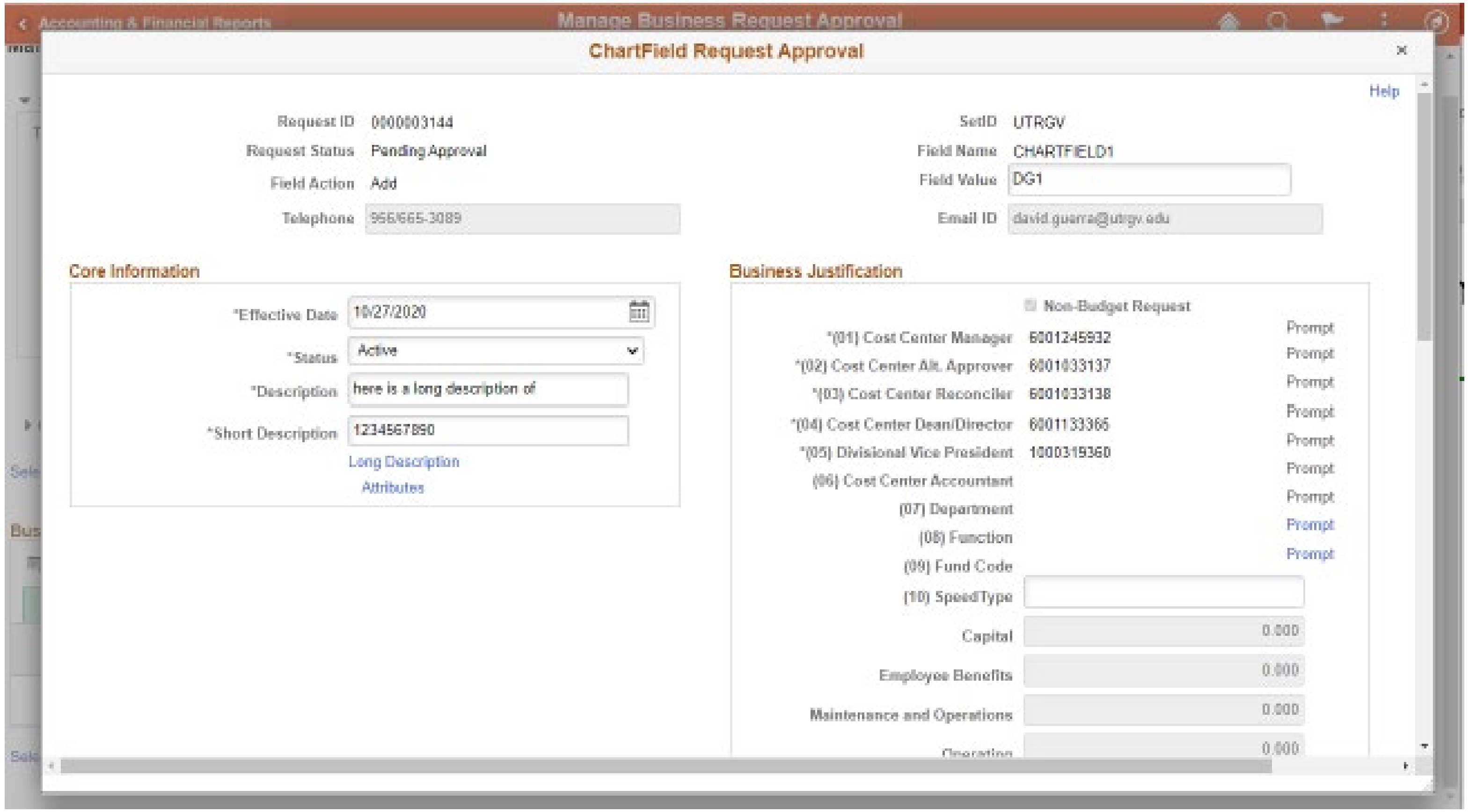
…the screen changes.

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.

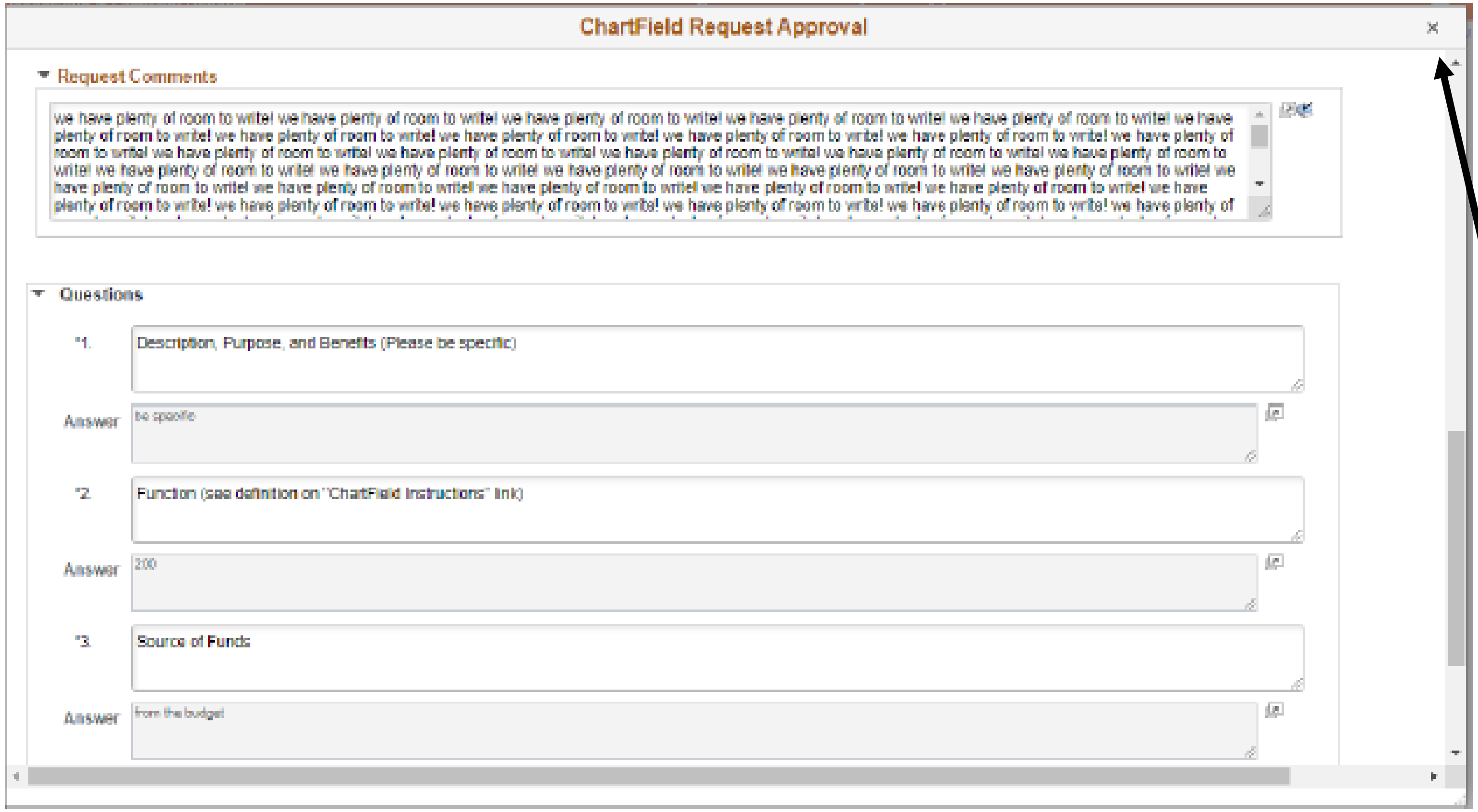
Updating the existing Cost Center: SUBMITTING THE REQUEST



A

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

Updating the existing Cost Center: SUBMITTING THE REQUEST

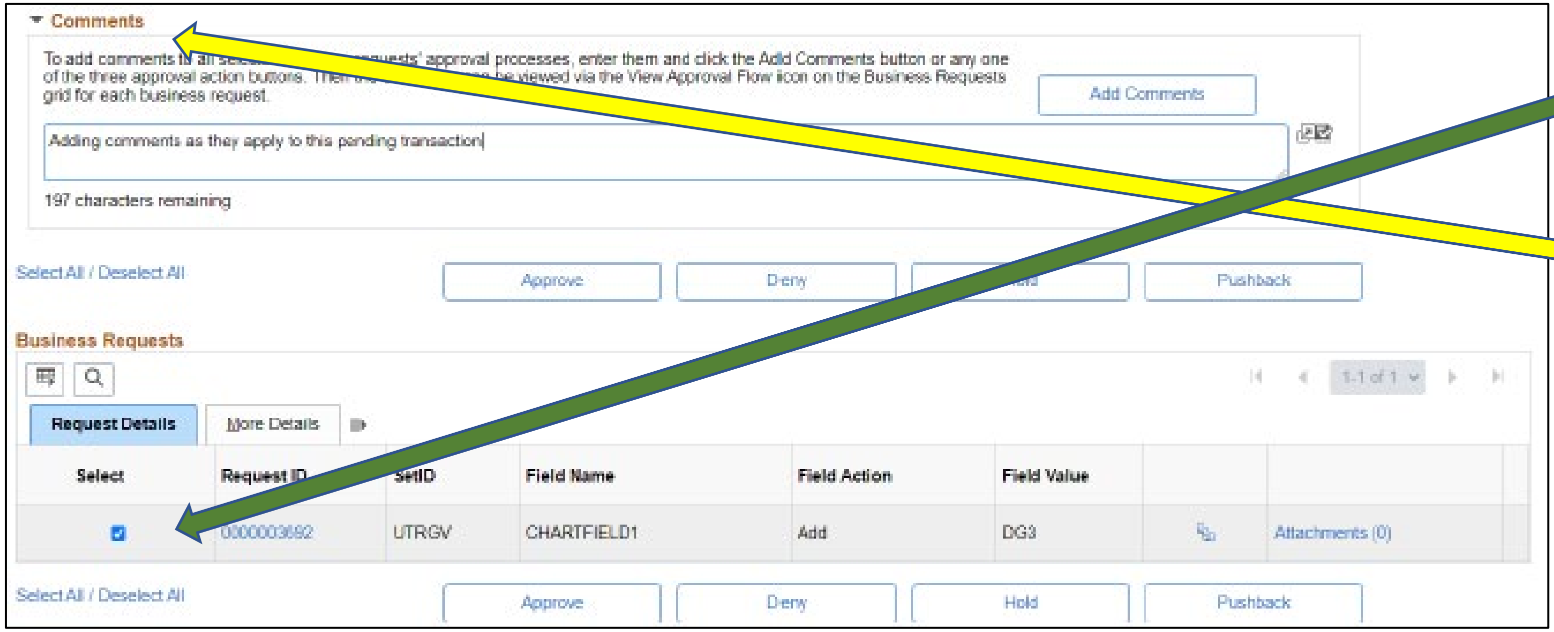


A

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.

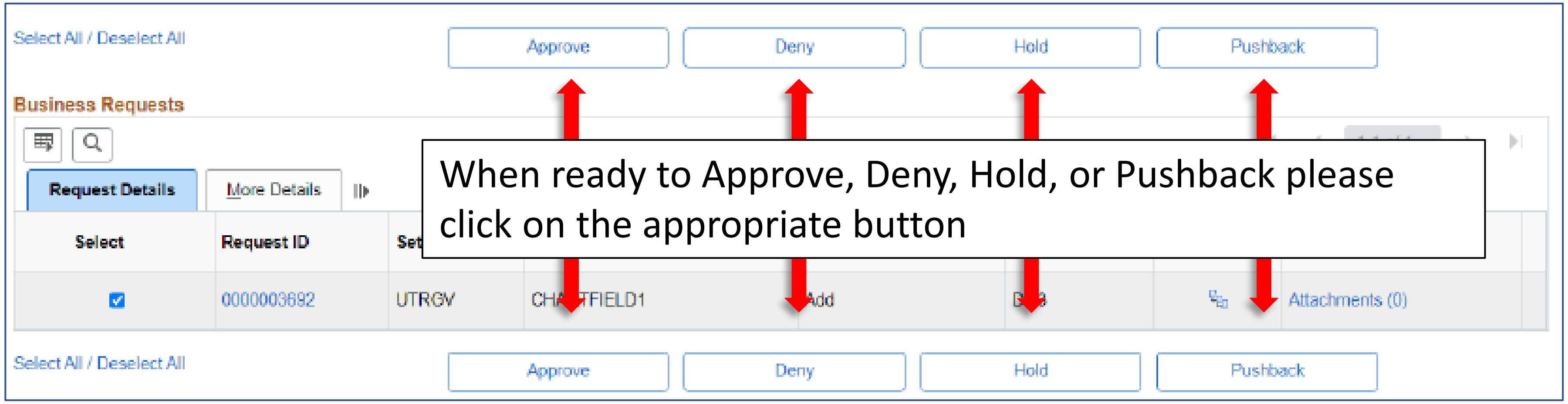
click on the CHECKBOX in the *Select* Column

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***

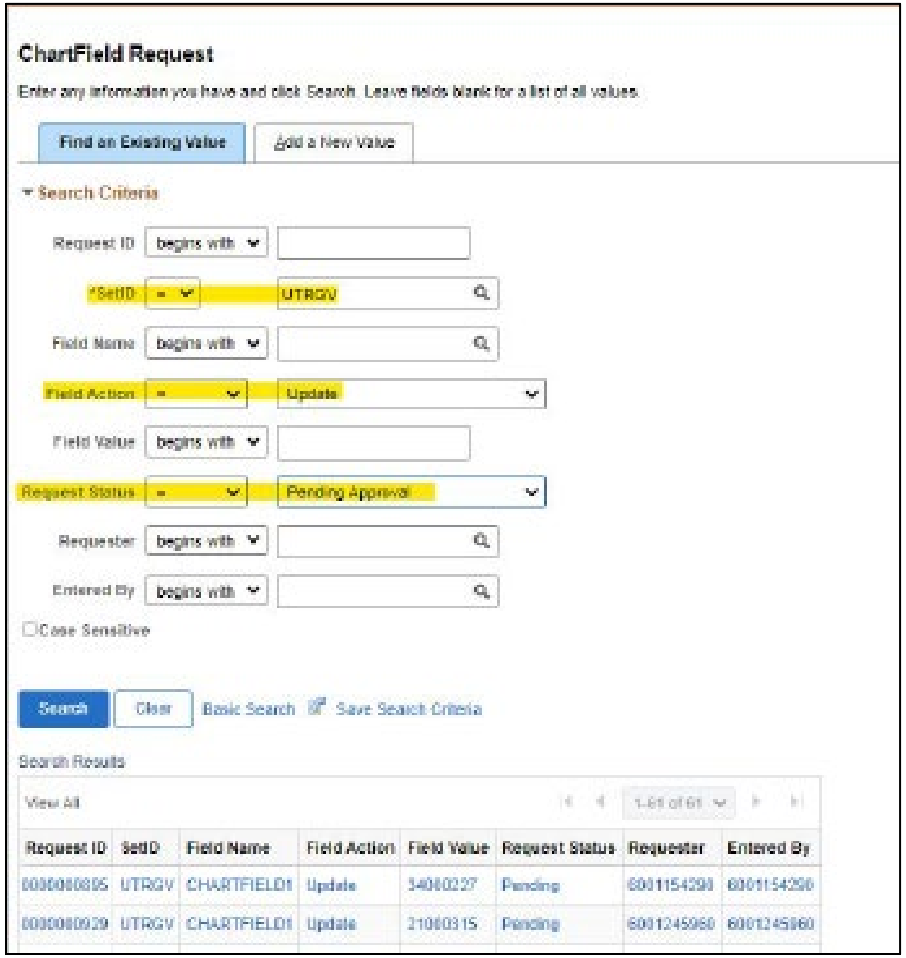
Updating the existing Cost Center: SUBMITTING THE REQUEST



When ready to Approve, Deny, Hold, or Pushback please click on the appropriate button

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

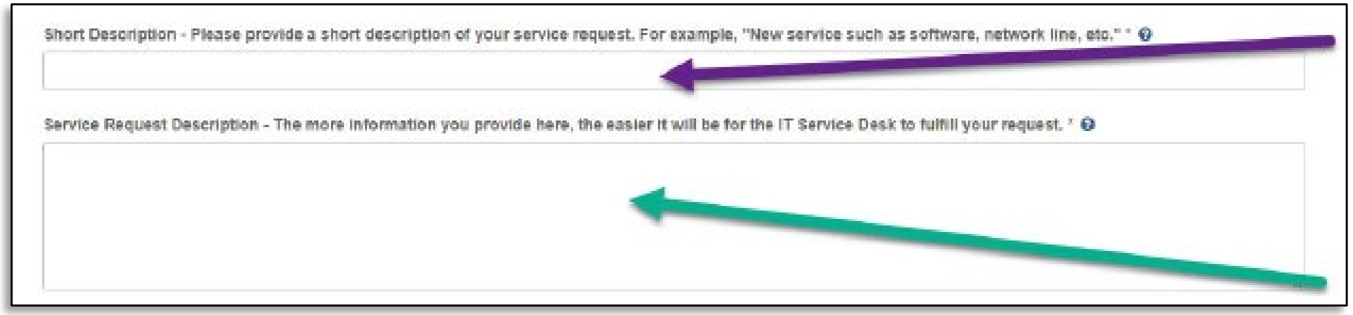
Look for the Key Member position that shows PENDING.
In example image, pending approval shows for the new RECONCILER.

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)

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

The University of Texas Rio Grande Valley™

Financial Services - Comptroller