



Complete the Request for Cost Center Action Form to create, modify, or inactivate a cost center.

REQUEST FOR COST CENTER ACTION FORM

University of Houston Clear Lake

EFFECTIVE DATE: [] ←

Cost Center:	Program:	Project:	Item Type:
<input type="checkbox"/> Create New Cost Center	<input type="checkbox"/> Create New Program	<input type="checkbox"/> Create New Project	<input type="checkbox"/> Create New Item Type
Replace CC Speed Type: []	<input type="checkbox"/> Modify Program Name	<input type="checkbox"/> Modify Project Name	<input type="checkbox"/> Modify Item Type
<input type="checkbox"/> Activate Existing Cost		<input type="checkbox"/> Modify Project Dates	
<input type="checkbox"/> Inactivate Cost Center		<input type="checkbox"/> Modify Overall Amount	
<input type="checkbox"/> Modify Program/Cost Center/Project Manager			

Speed Type: [] (if pre-existing cost center)

Source of Funds: Required: Provide complete description []

Use of Funds: Required: Provide complete description []

1. Enter the date the cost center action is to be effective.
2. Check the box indicating the action to be taken for the cost center, program, and project. If modifying the program name, the program cost center manager, project manager or inactivating a cost center, attach 1074.1 (budget summary) and 1074.6 (balance sheet). If modifying involves multiple cost centers, please fill out one form. Include the active cost center listing query and include only the cost centers that need to be updated with the modified program name or manager.
3. Check if a new Item Type will be needed or if an Item Type is to be modified. The Item Type defines the debit and credit journal entries to be sent to the General Ledger from the Student Financials module.
4. Describe in full detail the source of funding for the cost center. Please include the fund code associated with the source of funding. Are the funds base funded, revenue generated? If the funds are from another cost center then include the cost center string. This field is required for all requests.
5. Describe in full detail how the funds will be expended in the Use of Funds comment box. What is the purpose for the expenditures? What category or budget node will be expended? This field is required for all requests.

Dept ID: [C] (Required)

Program: [] (Required for Modify and Inactivate)

Program Description: [] (Required) 30 character

Program/Cost Center/Project Manager:

EMPL ID: [] (Required)

Name: [] (Required) Last Name, First Name

6. Enter the Department ID. The first character is "C"; enter the remaining 4 digits. This field is required for all requests.
7. Enter the Program code (if one already exists) to modify the Program Description or Program Manager for cost center inactivations.
8. Enter the Empl ID of the Cost Center Manager. This is the primary signature authority for the cost center. This is a required field for all requests.
9. Enter the Name of the Cost Center Manager/Program Manager. The format is LAST NAME, FIRST NAME. This is a required field for all requests. Upload 1074.1 and 1074.6 for modifications.
10. Enter the name of the Program in the Program Description field. The name cannot exceed 30 characters. This is the name of the cost center for all non project/grant cost centers. This is a required field for all requests.



Complete for Project Cost Center	
Project ID: <input type="text"/>	Project Description: <input type="text"/>
Budget Key: <input type="text"/>	Overall Amount: <input type="text"/>
Project Start Date: <input type="text"/>	Project End Date: <input type="text"/>

- Enter the Project ID of the cost center being modified or inactivated. If the cost center being modified is a project cost center, the only fields that can be modified are Project Description, Project Manager, Overall Amount, and Project Start and End Dates. Leave blank if a new project is needed.
- Enter the name of the project in the Project Description field. The field has a 30 character maximum. This field is required for all project or grant cost center requests.
- Select at which level the budgeting will occur in the Budget Key field. The budget level for project and grant cost centers should be selected based on the detail required to satisfy contract requirements. The higher the budget level results in a more detailed reporting level. Level 4 is the default budget level for project and grant cost centers. If no selection is made, the default choice will be Level 4 for project. Refer to the BUD_EXPENSE Tree for the definition of the levels.
- Enter the total amount of the project. This amount must match the Project/Grant ORG budget. This field is required if the project/grant is being created or if the project/grant overall amount is being modified.
- Enter the start and end date of the project. The format is MMDDYYYY. This field is required if the cost center being created is a project or grant or if the start or end date is being modified.

Business Administrator Signature:
Type Name and Date:

Primary Signature Authority Signature:
(Not Required for Inactivations) Type Name and Date:

OSP Signature Required for Ledger 5:
Type Name and Date:

- The following signatures are required. Type in the names of the employees for the related positions below. The format is LAST NAME, FIRST NAME.
 - College or Division Business Administrator
 - Primary Signature Authority on the cost center (also known as the Cost Center Manager) - not required for cost center inactivations.
 - OSP Signature Required for Ledger 5 (For Grants and IDC related cost centers only)

General Accounting and Office of Sponsored Programs Use Only

Data below filled out by: Initials
Date

NACUBO EXPENSE FUNCTION:

(A) Instruction (C) Public Service (E) Student Services (G) Physical Plant (I) Auxiliary Enterprises
 (B) Research (D) Academic Support (F) Institutional Support (H) Scholarships & Fellowships Project ID

Fund Dept ID Program Project ID PCA Speed Type

Cost Center:

Finance Approval:
Associate VP, Business Operations or designee _____ Date _____

GAIOSP Approval:
Director Initials _____ General Accounting Office / OSP _____ Date _____

Uploaded: Initials Notified: Initials

Tree Update:

Program:	Date Updated
ADMIN_EXCLUDE	<input type="text"/>
INT_BEARING_PROGS	<input type="text"/>
Project_GL:	
UCI_WCI_EXCLUDE	<input type="text"/>

17. The section of the form that states General Accounting and Office of Sponsored Program Use Only is filled out by either General Accounting or Office of Sponsored Programs. The Office of Sponsored Programs is responsible for cost centers related to grant funding. General Accounting will handle all the other cost center requests.
18. The employee that fills out the form will input their initials, and enter a date when the form was filled out by them.
19. Select the category that represents the NACUBO Expenditure Function. This is determined based on the description entered in the "Use of Funds" section.
20. Enter the value for Fund. This is determined by the description entered in the "Source of Funds" box.
21. Enter the value for department that is completed in the Dept ID box above.
22. Enter the value for Program. Program ID is determined by the information entered in the "Use of Funds" section above. The first character is alpha and represents the NACUBO Expenditure Function chosen above. The values are:

Instruction = A	Institutional Support = F
Research = B	Physical Plant = G
Public Service = C	Scholarships & Fellowships = H
Academic Support = D	Auxiliary Enterprises = I
Student Services = E	

If the cost center being created is not a project or grant cost center, run the query UHS_NEXT_AVAIL_PROGRAM to determine the next available program number to be assigned. The navigation to the query is REPORTING TOOLS – QUERY – QUERY VIEWER. If the cost center being created is a project or grant cost center, a generic program value that already exists, will be used. The decision of which generic Program value to use is based on the Element of Cost for the Cost Center. The values are on the following page for reference.



Element of Cost	Description	Program Code	Project ID	Comments
State Funded Projects:				
001	Instit Supp - CSA, Unexp Plt Proj	F0006	PXXXXXX	Generic programs were established as the need for them arose. Not all of these have been created on each campus. If the need arises to use other generic programs, they simply need to be added on the Program chartfield panel.
002	Plant - Gen Admin Project	G0013	PXXXXXX	
002	Plant - CSA, R&R Project	G0006	PXXXXXX	
003	Plant - Gen Instit Project	G0016	PXXXXXX	
006	Plant - DOE Project	G0007	PXXXXXX	
007	Plant - Instruct Admin Project	G0008	PXXXXXX	
010	Plant - Library Project	G0010	PXXXXXX	
018	Plant - Bldg Maint Project	G0009	PXXXXXX	
021	Instruct - HEAF, E & G Project	A0003	PXXXXXX	
021	Research - HEAF, E & G Project	B0003	PXXXXXX	
021	Acad Supp - HEAF, E & G Project	D0003	PXXXXXX	
021	Instit Supp - HEAF, E & G Project	F0003	PXXXXXX	
023	Instit Supp - HEAF, Unexp Plt Proj	F0004	PXXXXXX	
023	Plant - HEAF, Unexp Plt Proj	G0003	PXXXXXX	
024	Acad Supp - HEAF, R & R Project	D0004	PXXXXXX	
024	Instit Supp - HEAF, R & R Project	F0005	PXXXXXX	
024	Plant - HEAF, R & R Project	G0004	PXXXXXX	
027	Plant - Util Construc Project	G0005	PXXXXXX	
045	Plant - Student Svc Project	G0011	PXXXXXX	
047	Research - IAC Awards	B0004	PXXXXXX	
047	Public Svc - IAC Awards	C0003	PXXXXXX	
056	Research - Hazardous Waste	B0005	PXXXXXX	
074	Plant - Tuit Rev Bond Plng Project	G0012	PXXXXXX	
079	Plant - HEAF Redirect, Unexp Plt	G0014	PXXXXXX	
079	Plant - HEAF Redirect, R & R Proj	G0015	PXXXXXX	
NA	All R & R Local Plant Fund Projects	X0002	PXXXXXX	
NA	All Unexp Local Plant Fund Projects	X0024	PXXXXXX	



The screenshot shows a form with the following sections:

- Cost Center:** Fund (4 boxes), Dept ID (1 box with 'C', 3 boxes), Program (4 boxes), Project ID (4 boxes), PCA (1 box), Speed Type (1 box).
- Finance Approval:** Associate VP, Business Operations or designee (1 line), Date (1 box).
- GAIOSP Approval:** Director Initials (1 box), General Accounting Office / OSP (1 line), Date (1 box).
- Tree Update:**
 - Program: ADMIN_EXCLUDE (1 box), Date Updated (1 box)
 - INT_BEARING_PROGS (1 box)
 - Project_GL (1 box)
 - UCI_WCI_EXCLUDE (1 box)
- Uploaded:** Initials (1 box)
- Notified:** Initials (1 box)

23. Enter the value “NA” for the Project ID unless the cost center being created is a Project or Grant cost center. If a Project or Grant Cost Center is being created, run the query “UHS_NEXT_AVAIL_PROJ_ID” to find the next available value. The navigation to this query is REPORTING TOOLS – QUERY – QUERY VIEWER.
24. Fill in the PCA Code for all Fund 1XXX cost center creates. This code is for state cost centers only. Refer to a recent cost center listing to see what the PCA code is for a similar cost center within the same department that also has the same alpha letter value for the program. The PCA is a code that is established in USAS that relates to the NACUBO function.
25. General Accounting or Office of Sponsored Programs will send the cost center request to the Associate Vice President of Business Operations for signature approval before completing the cost center request in PeopleSoft. Include any related documentations for the cost center request to be approved. This includes contract details for grant or project related cost centers or emails related to the purpose of the cost center.
26. Complete the cost center request in PeopleSoft. Employee that completes the requests will sign and date in the designated area for General Accounting Office or OSP.
27. For cost center creates - enter the Speed Type generated once the cost center has been created.
28. Update the applicable trees depending on the action being taken.
 - Update the ADMIN_EXCLUDE tree for any new Designated or Auxiliary programs that should be exempt from administrative charges.
 - Update the INT_BEARING_PROGS tree for all programs that should earn interest. Almost all scholarship programs should be on this tree. This tree is used for interest income calculation. All program values on the tree generate interest income if they have a positive claim on cash balance for the month.
 - Update the UCI_WCI_EXCLUDE tree for all project/grants that should be excluded from the UCI/WCI charges. This tree is used in the end of month allocation process that charges UCI and WCI. The allocation calculates and posts UCI/WCI charges for all local funded programs that have had salary and wages during that month. A secondary allocation process uses the UCI_WCI_EXCLUDE tree to reverse the charges posted to Federal CWSP. When new Federal CWSP project/grants are created, they must be added to this tree so that they will not incur UCI/WCI charges.
29. After the cost center request is complete, then enter the initials in both the uploaded and notified boxes. Then notify the College/Division Business Administrator that the request is complete. Before uploading the request for cost center action form to the cost center definition page in PeopleSoft, verify that the form has been filled out completely and that all signatures have been obtained.