COST CENTERS & ACCOUNT LINKAGES
Revised June 10, 2019

Definitions of Operations Cost Centers (CC) versus PI Cost Centers

A cost center is part of the Full Accounting Unit (FAU). Example: Account-CC-Fund, 441357-AF-36627. Determining which two digit cost center to use is dependent on whether the FAU is used for Operational Accounts or for Principal Investigator (PI) Accounts.

For a PI account, almost any two-digit combination of Alpha/Alpha (e.g. AF), or Alpha/Numeric (e.g. F8) characters is acceptable. Please avoid using the letters O and I, since these are easily confused with the numbers 0 and 1. Once a PI's cost center has been established, then that cost center is used for all funds under the control of the PI, e.g. contract, grants, gifts, endowments. See below for assignment of new PI cost centers.

A cost center for the Operational Account is based on the mission (clinical, teaching, or research), and category of expense (academic, divisional, administration, housestaff, recruitment, etc.). A two digit Numeric/Alpha (e.g. 2D) is used to identify Operational cost centers.

Assigning PI Cost Centers in the Department of Medicine and Linking the new Cost Center (CC) to Your Divisional Research Accounts (Linkage #1)

If you are submitting a grant proposal for a PI who does not have a cost center, you will need to establish a new cost center unique to that PI prior to submission of the proposal. The PI cost center is required on the EPASS, so if the grant is awarded, EFM can appropriate the monies into the proper Full Accounting Unit (FAU). Requesting a new cost center is a two-step process.

Step 1: Search if the cost center is already assigned to another PI in your Division

1. Login to OFSR: https://shb.ais.ucla.edu/shibboleth-idp/profile/SAML2/Redirect/SSO?execution=e1s2
2. Click: UCLA Financial Web Reports → Tables → Table of Accounts
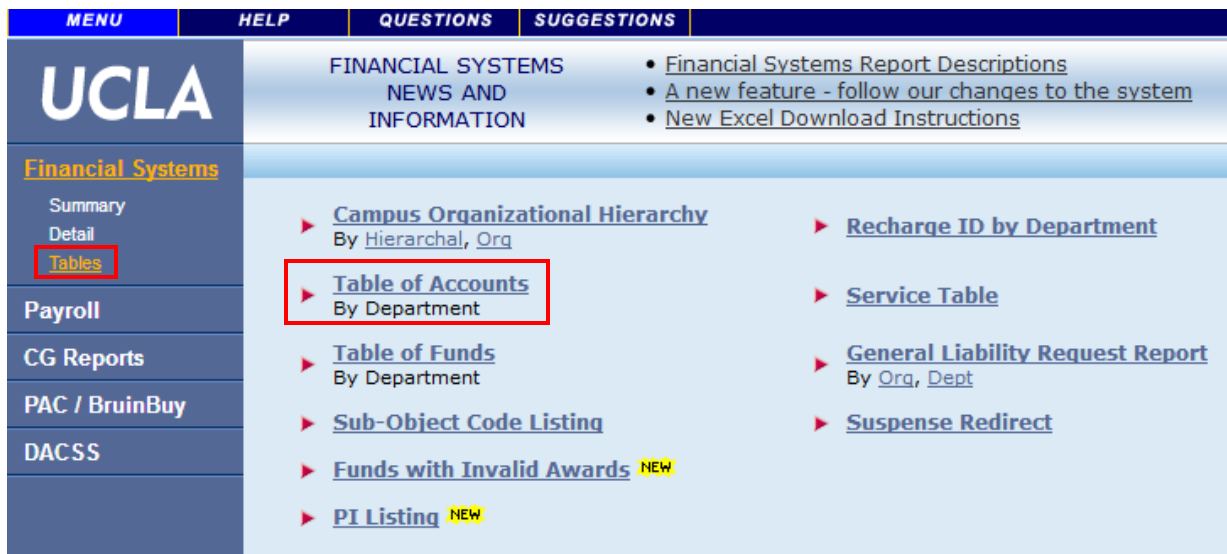
3. Insert your department FS code and click 'Get Report'
4. 'CTRL' + 'F' search on your keyboard and search for the cost center you want to assign. If it is not already used, you may assign it.

Step 2: Link the cost center to the account

1. Log into https://request.finance.ucla.edu/?frm_id=AccountCC
   - Make sure you use a browser *other* than Internet Explorer
2. Include mandatory information required with *
   - For "Requester Department Name" enter 4 digit department code to search.
3. Check "yes" to 'I have authority' question and go to the next page

New Account / Cost Center Request

Requester University ID (UCLA)	Requester EmplID (UC Path ID)	*

Where can I find the ID?

Requester Last Name *	Requester First Name *	Middle Initial

Requester Email *	Requester Phone *	Ext

Requester Department Name *	Requester Title *

Please confirm that you have authority to request changes to the fund(s) listed on this form *

○ Yes, I have authority to make this request.

○ No, I do not have authority to make this request.

[Next Page]

4. Select "Create new Cost Center" and go to the next page

New Account / Cost Center Request

Please mention the nature of you request *

○ Create new Account
○ Create new Cost Center
○ Link existing Cost Center to existing Account
○ Update Account – Cost Center Title
○ Close Account
○ Close Account / Cost Center

[Previous Page]   [Next Page]

5. Include the cost center you have chosen and complete the mandatory required fields that indicate *
6. Check "yes" for PI cost center and include PI Information
7. Under special instructions, include FS/Department code, PI UID #, and account and cost center that needs to be linked.

New Account / Cost Center Request

Cost Center Information

Cost Center *

[JB]

Title of Cost Center *

[Medicine – Cardiology – Bruin123456789]

Is this a PI Cost Center *   ● Yes   ○ No

PI Last Name *   PI First Name *   PI Middle Initial

[Bruin]   [Joseph]   [   ]

PI University ID *

[123456789]

Is the PI in accordance to Policy 900 and a part of UCLA's Academic Senate? * ● Yes   ○ No

Does the PI have a payroll appointment that matches the account department? * ● Yes   ○ No

What Account(s) do you want to attach this cost center to? *

[441357]

Add Another Cost Center

Special Instructions

Medicine – Cardiology (1553)
PI UID: 123456789
Please link 441357 to JB

[Previous Page]   [Submit]

NOTE: **Research Account Number Examples:**
- 4413xx - for most contracts and grants
- 4013xx & 7813xx - for training grants
- 6213xx - for public service grants

You will be unable to process any financial transactions (e.g. TOFs, BruinBuy, Non-Pears, PETs, etc.) until the link is established. If you attempt to process a financial transaction prior to the linkage establishment, you will receive an error similar to this one:

Errors   X

This line contains the following error(s).

Account/CC must be defined in table of Accounts

[Close]

Linking the Account/Cost Center (CC) to the Fund (Linkage #2)

Once the Account/CC linkage has been established by Daniel, the Account/CC is now one unit, and it will have to be linked to the fund. If it is a new grant, EFM will establish the fund and process the Transfer of Funds (TOF). At that time, EFM will also take care of linking the Account/CC to the newly established fund.

What if I want to process a TOF into an Account/CC that is not already linked to my fund?

Note: First, make sure that the Account has been linked to the Cost Center. See Linkage #1 above.

You can go ahead and process the TOF, but you will receive the following Warning message:

Warnings   X

This line contains the following warning(s).

Acct/CC-Fund link not established

[Close]

In order to establish the link between the Account/CC and the Fund, you will need to copy the appropriate fund manager in either EFM (for contract and grant funds) or General Accounting (for unrestricted funds) in order to have them establish the links for you. To do this, follow the steps on the next page.

Note: EFM will not process the link without a TOF, i.e. you cannot just email EFM to request the link be made.

UCLA BUSINESS SYSTEMS | TRANSFER OF FUNDS

Accounting | Main Menu | Logout
You are logged in as C. Y. RUJANURUKS.

Home ▸ TOF Document

REVIEW PROCESSED TEMP DOCUMENT   AUDIT TRAIL | EMAIL | SHOW REVIEWERS | VIEW AS PDF

Prepared By: RUJANURUKS, C.Y.   Effective Date: 03/20/2014   Type Entry: 14   Wip No: 1535051   Status: PROCESSED
Phone: 3102066287   Trans No: 091390   Dept: 4 - 1565 - MEDICINE-DEPT ADMINISTRATION
Explanation: WA/_____ALLOCATING YR. 1 OF 1 FUNDS FROM SUB 08 INTO VARIOUS SUBS ACCORDING TO THE APPROVED BUDGET PER NOTICE OF AWARD & TOF # 091336 DATED 03/19/14.

PI:
AGENCY:
AWARD #: 20143390
BUDGET PERIOD: 3/1/2014 - 2/28/2015
PROJECT TITLE:

#	Loc	Account	CC	Fund	Project	Sub	Object	Source	Description	Temp Debit	Temp Credit
1	4	441351	WA			08	0000		TO: SUB 00 Y1	17,500.00	
2	4	441351	WA			00	0000		FR: SUB 08 Y1		17,500.00
3	4	441351	WA			08	0000		TO: SUB 02 Y1	22,589.00	
4	4	441351	WA			02	0000		FR: SUB 08 Y1		22,589.00
5	4	441351	WA			08	0000		TO: SUB 03 Y1	9,582.00	
6	4	441351	WA			03	0000		FR: SUB 08 Y1		9,582.00
7	4	441351	WA			08	0000		TO: SUB 05 Y1	2,000.00	
8	4	441351	WA			05	0000		FR: SUB 08 Y1		2,000.00
9	4	441351	WA			08	0000		TO: SUB 06 Y1	13,732.00	
10	4	441351	WA			06	0000		FR: SUB 08 Y1		13,732.00
11	4	441351	WA			08	0000		TO: SUB 07 Y1	9,597.00	
12	4	441351	WA			07	0000		FR: SUB 08 Y1		9,597.00
									Totals:	75,000.00	75,000.00

[Return]

Click Email after submission of the TOF so you can forward it to the appropriate EFM or General Accounting Fund Manager and request the linkage in the Comments section.
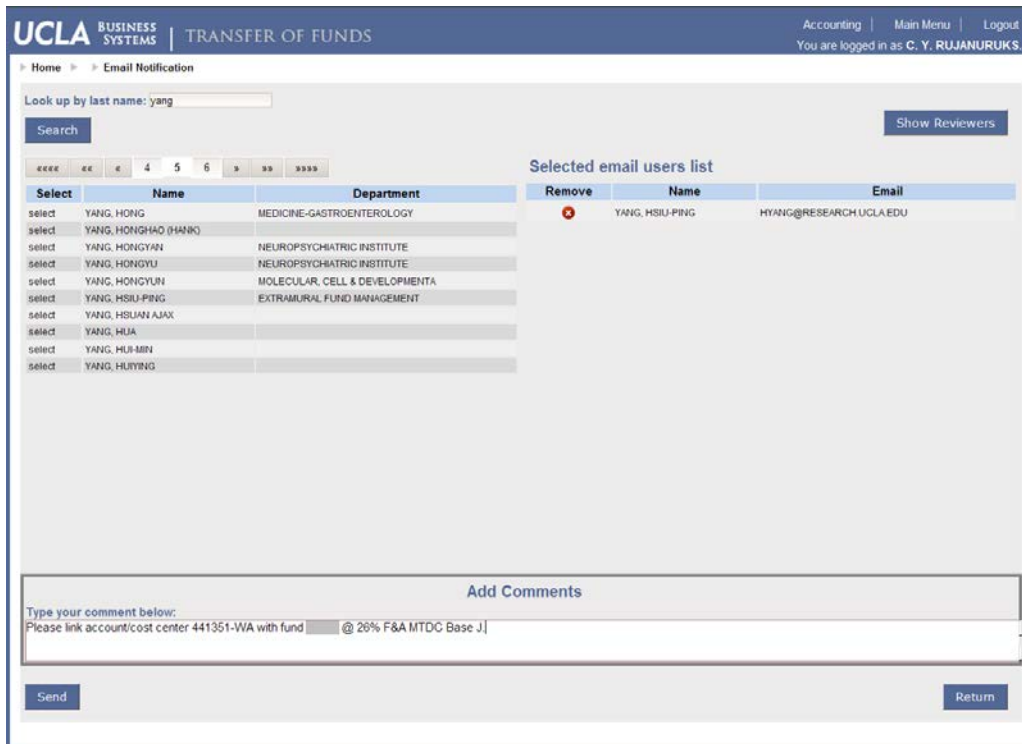
How do I know whom in EFM or General Accounting to copy?

> EFM (for all contract and grant funds)
> > http://ora.research.ucla.edu/EFM/Pages/EFMTeamAssignments.aspx

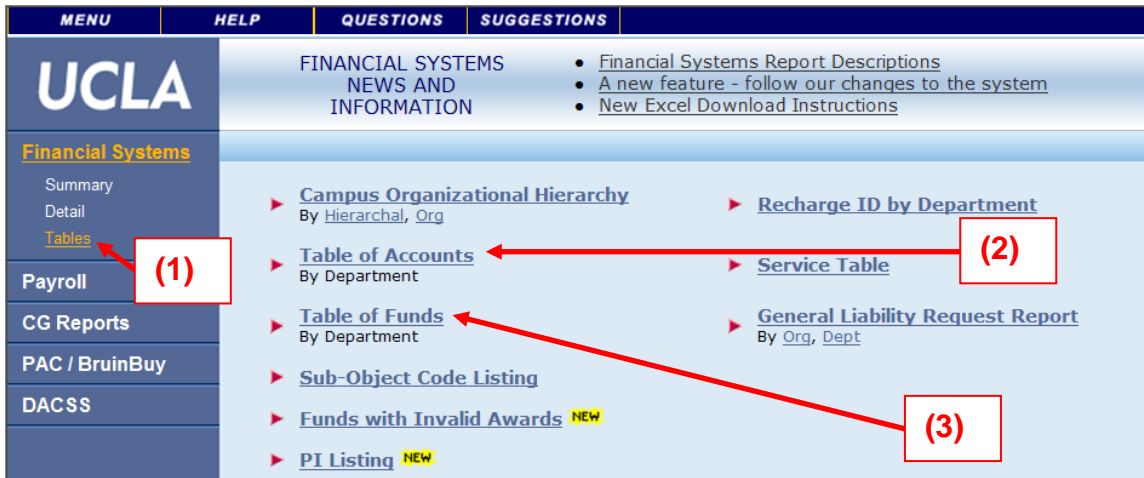> General Accounting (for all unrestricted and operational funds)
> > https://www.finance.ucla.edu/corporate-accounting/general-accounting/fund-managers-by-fund-category

How do I check if the linkages already exists?

Use the UCLA Financial Web Reports

Go to the Financial Systems, Tables link (1):

To see if the Account is linked to the Cost Center, use the Table of Accounts link (2) – Linkage #1

- Type in your FS Code and click on the Get Report button.
- All of the linked Accounts and Cost Centers for your division will be listed.

To see if the Account/CC is linked to the Fund, use the Table of Funds link (3) – Linkage #2

- Type in your FS Code and click on the Get Report button.
- Click on the blue hyperlink to the Fund in question.
- A "Report Parameters for Fund Balances" window will appear.
- Click on the Get Report button.
- All of the Accounts/Cost Centers linked to the fund will be listed.
- OR Go to Financial Systems – Summary – Fund Balances – Fund
  - ○ Enter Fund # only, leave Acct/CC blank & Get Report (4)