## **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 <u>Linking</u> the <u>new Cost Center (CC) to</u> Your Divisional Research <u>Accounts</u> (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: <u>https://shb.ais.ucla.edu/shibboleth-idp/profile/SAML2/Redirect/SSO?execution=e1s2</u>
- 2. Click: UCLA Financial Web Reports  $\rightarrow$  Tables  $\rightarrow$  Table of Accounts

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- 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 <u>https://request.finance.ucla.edu/?frm\_id=AccountCC</u>
  - 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 Cen	ter 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 *	, <u> </u>
Please confirm that you have authority Yes, I have authority to make this re No, I do not have authority to make	to request changes to the fund(s) lister equest. this request.	d on this form *

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				
$^{\odot}$ 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.

lew Account / Cost	Center Request	
Cost Center Information —		
Cost Center *		
JB		
Title of Cost Center *		
Medicine - Cardiology - Bruin	123456789	
Is this a PI Cost Center *	◎ Yes ◎ No	
PI Last Name *	PI First Name *	PI Middle Initial
Bruin	Joseph	
123456789 Is the PI in accordance to <u>Polic</u> Does the PI have a payroll app	y 900 and a part of UCLA's Acade ointment that matches the accou	emic Senate? *
What Account(s) do you want	to attach this cost center to? *	
441357		]
		Add Another Cost Cer
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ledicine – Cardiology (1553)		
I UID: 123456789		
lease link 441357 to JB		.4
lease link 441357 to JB		it.

#### 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
8	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:

Warni	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.

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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. Cost Centers and Linkages

Home >	Email Notification				
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Select	Name	Department	Remove	Name	Email
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#### 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) <u>https://www.finance.ucla.edu/corporate-accounting/general-accounting/fund-managers-</u> <u>by-fund-category</u>

#### How do I check if the linkages already exists?

#### Use the UCLA Financial Web Reports

	General Accounting   Logos
BUSINESS SYSTEMS	You are logged in as C. Y. RUJANURUKS
FINANCIAL SYSTEM REPORTS	FINANCIAL SYSTEM KEY ENTRY
UCLA Financial Web Reports (CDW) Feedback	Non-Payroll Expenditure Adjustment
UCLA Financial Web Reports	► Transfer of Funds
<ul> <li>Payroll Reports</li> </ul>	► Interdepartmental Recharge
► CG Reports	► Recharge Order Request
PAC/BruinBuy Reports	
► BAR Reports	
► CASHNET Reports	
APPLICATIONS	
► Consolidated Gift Fund Management	
► Web DocumentDirect	
PAN - Post Authorization Notification	
► CASHNET - Processing Cash Receipts	
CASHNET - Services Application	

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

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# 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)



Report	t Paramete	ers for Fund Balances
	Enter the Full /	Accounting Unit (FAU)
Location Code	4 💌	
Fund	29179	Add to
Account		Select
Cost Center		Add to Remove List From List
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March	• 2014 •	
	Choose	an output type
Web Repor	t	XICH.
		Help with output type
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