The University of Texas Rio Grande Valley

FINANCE AND FISCAL REPORTING

COST CENTER PROCESS

Organizer(s): Updated: David Guerra, Training Coordinator 22 APRIL 2025

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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&cours e_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



IT IS IMPORTANT TO HAVE THE ACCESS BEFORE YOU CAN APPROVE/ACCEPT THE NEW ROLE YOU ARE BEING ASSIGNED.

- 1. Please login at <u>http://SUPPORT.UTRGV.EDU</u>
- 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

NOTE: Failure to obtain access to APPROVE WILL delay the Cost Center Creation or Update Process

UTZ_FI_GL_JOURNAL_ENTRY (**note:** if you already are a Reconciler <u>ONLY</u> add this role to your request because you already have access to the other roles listed above)

- 5. Click on **Request** button
- 6. EULA agreement: Emailed to you for approval



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



- **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.



- 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.



- **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.



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

NavBar: Mer	าน
C Recently Visited	Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields
\heartsuit	Define Values
Favorites	Submit ChartField Request
=	E Define ChartField Value
Menu	E Define Account Types
Time and Attendance	E Define Speed Type
Approvals	



ChartField Request page appears

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

Add a New Value Request ID NEXT *SetID UTRGV Q *Field Name Q *Field Action Add v	Q Find an Existing Value	ChartField Request		
*Request ID NEXT *SetID UTROV Q *Field Name Q *Field Action Add >		Add a New Value	Q Find an Existing Value	New Window Hel
*Field Action Add V		*Request ID NEXT		
		"Field Action Add V		
Field Value Q		Field Value Q		



Navigate to COST CENTER REQUEST

• Populate the available fields as indicated below:

ChartField F	Request
Add a New	Value
*Request ID	NEXT
*SetID	UTRGV Q
*Field Name	CHARTFIELD1 Q
*Field Action	Add 🗸
Field Value	UpTo8Chr Q
Add	

FieldsValuesRequest IDNEXT (default)SetIDUTRGVField NameSelect CHARTFIELD1 from magnifying
glass look up optiomField ActionAddField ValueAny value up to 8 characters (your choice)
***this will be changed by the
Accounting Office

• Click Add once complete

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)

Request ID	NEXT	SetID	UTRGV
Request Status	Newly Created	Field Name	CHARTFIELD1
Field Action	Add	Field Value	UPT08CHR
Telephone	956 665-XXXX	Email ID	UTRGV-TEST-MAILBOX@UTRGV.EDU
		,	



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)

Core Information	
*Effective Date	09/13/2022
*Status	Active ~
*Description	Specific Description Preferred
*Short Description	ShortDescr
	Long Description
	Attributes



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: No POIs (Person of Interest) can be assigned as a Key Member (any role).



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



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

Entry in these three (3) is **REQUIRED** for proper processing.





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)

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

		1.2
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 a	s to why you are requesting the creation of this Cost Center	



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

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, TO **INCLUDE** SUPPORTING INFORMATION.

IMPORTANT: SPELL OUT ALL ACRONYMS (i.e. for Masters of Business Administrations do <u>not</u> use M.B.A., Another example, **TCHATT** should be completely spelled out as **Texas Child Health Access Through Telemedicine**.).

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

*1.



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%

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

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.

IMPORTANT: PLEASE **PROVIDE AS MUCH INFORMATION AS POSSIBLE**. THIS ENTRY FIELD WILL ALLOW YOU TO ENTER AS MUCH INFO AS NEEDED, TO INCLUDE SUPPORTING INFORMATION.

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.

Finance and Fiscal Reporting



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 value entered on Description for E	DESCR (Length 30) is oversized. (9080,31)
The value entered on the above menti Please enter a new value for it.	ioned field exceeds the field size on the core base table.
	OK

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

	Request IC	NEXT	Set	UTROV
	Request Statu	Newly Created	Field Nam	CHARTEREDI DG45
	Telephone Telephone	Add	Field Value	taitaarafata at
Core Information			Business Justification	
	"Effective Date	12/08/2022	101) Cost Center Manager	Non-Budget Request
	"Science	Active 💙		
	"Description	opertions in excellence	'(62) Cost Center Alt. Approver	600######
15	hert Description	OptExcel	1031 Cost Center Recordier	600#######
		Long Description		
		Allena	(04) Cost: Center Dean/Director	600#######
			(05) Divisional Vice President	600#######
				*
			(96) Coxt Center Accountant	/
			(07) Department	
				*
			(60) Function	/
			(69) Fund Code	×
				2
			(10) SpeedType	
			Capital	
			Employee Denefor	
			Maintenance and Operations	
			Operating	
			Other	
			Revenue	
			Salarias	
			Scholarships	
			Travel	
			Wagee	
				Attacherante (II)
				Charle web in
* Request Comme	058			
requested comment requested comment	ts go here. Nothing ts go here and then	much else to say requested comments go here. No there was nothing much else to say.	thing much else to say, requested comments g	o here. Nothing much else to say.
				//
Ouestions				
T. Descrip	for Purpose and	Servefits (Please be specific) - Answer questions bei	04	
What is	the purpose of trac	king expenses and/or revenues in this Cost Center?		
Anauter to do th	is with them over th	4/8]
·2. Functio	Function (see definition on "ChatField Instructions" link) - Anseer questions below			
Functio	n must coincide with	t wholehat is benefiting from the expenses recorder	d in the Cost Center.	
	truction			
Answer 100 int				/i
Anxwer 100 ins	Source of Funds - Answer questions below			
Answer 100 ins	of Funds - Answer	Where are the funds to support this new Cost Center coming from? Ex: Gift, Donation, Grant, Sales of services or mechanism. Transfer from another Cost Center are: If a sile to be a backet in provide from another Cost Center provide Cost Center provide reading of description. These reading from hardwater from backet and		
100 inc	of Funds - Answer are the funds to sup are	port this new Cost Center coming from? Ex: GPL E ded us transfer from another Cost Center, runside /	Cost Carder purcher and description. These of	n lock de transfer from lostitutional
Answer 100 inc 13. Source Where Canter Answer from the	of Funds - Answer are the funds to sup at: If it will be for a newly formed bud	port this new Cost Center coming from? Eis: Gift, 5 decluis transfer from another Cost Center coulds / get for operational excellence from	Ionation, techni, sales or terrices or merchand Inst Cecter number and description. These is	n lock de transfer from losfkutional
Answer 100 ins 10 ins	of Funds - Answer are the funds to ma are	port this new Cost Center coming from? Ex: GP, 0 feet us neurotechron worker Cost Center routide. pet for operational excellence from	onation, subtry, saves of services or mechanis fost Center number and decodorion. These ro	n indude transfer from institutional
Answer 100 ins '2. Source Where Caster Answer from the	of Funds - Answer we the funds to sup at - If it will be for a newly formed bud	port this new Cost Center coming from? Exc. GH, C Sect us reparks from socker. From Center, posities get for operational excellence from	soveron, unter, sower of leverone or merchano for factor number and description. These re	
Ansawer 100 inco 10. Source Vhere Ansawer from the Trees	of Funds - Answer we the funds to sup ar- 17 call be for a newly formed bud	por this way. Cost Careiro coming from 7 Exr. Gill, 6 desina manufactura accelera Cost Careiro, monitor d get for operational accelerate from	control, scatter, solate of devices of oracidation for characteristic and devices on the solation. These co	e lockude traadechoos koste doore



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).

Request ID 0000001703

Request Status Newly Created

The Request Status remains as NEWLY CREATED



IMPORANT

Please **REVIEW** the answers to the three questions to ensure that **NO ACRONYMS** are used and that all questions are completely and accurately answered. Failing to review and correct (if needed) may delay processing of the request, as it may be returned for re-work & correction.

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	Request Action	Ŧ	Go
		Cancel Mark 'Needs Attention' Submit for Approval	



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

Request ID 0000001703 Request Status Pending Approval

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



The University of Texas Rio Grande Valley

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

	Approval Flow	×
Field Request Approval Stage		Help
Request ID 0000002792:Pending	 ♥View/Hide Comments ●Start New Path 	
Field Request Approval Path Pending Not Pouted Not Pouted	Not Pouted Not Pouted	
Cost Center Manager	Image: A contract of the con	
Comments		
Return		

View Comments (if present)



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.

	Approval Flow	×
Fie	eld Request Approval Stage	Help
	 ▼ Request ID 0000002792:Pending Figure 10 0000002792:Pending Figure 2 Start New Path 	_
	Field Request Approval Path	
	Pending Not Routed Not Routed Not Routed Not Routed	
	▶ Comments	
	Return	·



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





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.

← ③ ♡	Q. Search in Menu	∩ ₽ : @
ChartField Request		
		New Window Hel
Add a New Value	Q Find an Existing Value	
*Request ID NEXT		
*SetID UTRGV Q		
*Field Name		
*Field Action Add V		
Field Value Q		
Add		



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

$\leftarrow \mid \odot \heartsuit$	Q Search in Menu
ChartField Request	
Find an Existing Value	⊕Add a New Value
✓ Search Criteria	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Recent Searches Choose from recent searches V Recent Searches Choose from saved searches	 ✓
Request ID begins with 🗸	
*SetID = V UTRGV Q	
Field Name begins with 🖌	
Field Action = V Add V	
Field Value begins with	
Request Status = V Newly Created V	
Requester begins with V Q	
Entered By begins with Q	
Search Clear	



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.

	now east contactor naw Laculty Start in to task take the management and recon	Approval Flow	×
Fiel	eld Request Approval Stage		Help
	Request ID 0000005288:Pending	⊘View/Hide Comments	
	Field Request Approval Path		
	Approved Cost Center Manager 03/21/22 - 3:54 PM Pending Alternate Cost Center Manager Not Routed Reconcil	ler Not Routed → Dean Director Not Routed Dean Director Not Routed Multiple Approvers Budget Officer → Multiple Approvers Budget Officer → Multiple Approvers	
	Comments		
R	Return		↓



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.

	047:Pending	 ViewHide Comments Start New Path
Field Request Approval Path	Approved Approved Pending	Not Routed
Cost Center Manager 03/21/22 - 3:54 PM	Alternate Cost Center Manager	Approvers
Comments		
Return		
Multiple Approvers, ew pop-up will appea	click on the words "Multiple Approvers" (MAs) ar with the names of the MAs	utsystem.edu/psc/ZBFISBX_1/EMPL Q Close



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.

Approval Flow	×
Field Request Approval Stage	Help
Request ID 000000007:Denied	⊘View/Hide Comments
Pield Request Approval Path Denied	→ Xuitple Approvers Budgel Officer → Xuitple Approvers Journal Accounting Officer
Comments Return	

Field	Decisional Approximate Death												1-	
Ap	Cost Center Manager 10/18/10 - 10:14 AM	Appr	Alternate Cost Center Manager 10/18/18 - 10:20 AM	-	Appr	Reconciler 10/10/10 - 2:22 PM	-	Auto	Approved Dean Director 10/18/18 - 2:22 PM	 App	Budget Officer 10/10/10 - 6:41 PM	-	Denie	d Journal Accounting Officer 19/29/18 - 8:35 AM
>	Comments													



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 for Manager, Reconciler, or Alternate Approver ONLY	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, DESCRIPTION, FUNCTION	Communicate with <u>AccountingandReporting@utrgv.edu</u> 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: <u>https://www.utrgv.edu/research/for-researchers/forms-policies- guidelines/index.htm</u>



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

NavBar: Mer	าน
C Recently Visited	Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields
\heartsuit	Define Values
Favorites	Submit ChartField Request
=	E Define ChartField Value
Menu	Define Account Types
Time and	E Define Speed Type
Attendance	



Locate the existing Cost Center

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

ChartField Request

Add a New Value

*Request ID	NEXT
*SetID	UTRGV Q
*Field Name	CHARTFIELD1 Q
*Field Action	Update 🗸
Field Value	31000216 Q
Add	

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 updated (i.e., 31000123)			



• Click Add once complete



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	first.last@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

Core Information

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







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.

NOTE: No POIs (Person of Interest) can be assigned as a Key Member (any role).

Business Justification		
	□ Non-Budget Request	
*(01) Cost Center Manager	↓	Prompt
		Prompt
*(02) Cost Center Alt. Approver	↓ //	
	A state of the	Prompt
*(03) Cost Center Reconciler	\$ //	
	A	Prompt
*(04) Cost Center Dean/Director	÷	
		Prompt
*(05) Divisional Vice President	↓ //	
		Dromot



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 the words 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.

<< <name>>> is the and is not a Manag</name>	e new Reconciler er for any other Cost Center or Project	
0	, j	

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.

Questior	15
*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	Kau Manahan Lindata Ordu



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.

Request Action	~	Go		View Approval Flow
Requester				
Entered By			Entered Date/Time	03/04/2022 2:46PM
Updated By			Updated Date/Time	03/04/2022 2:47PM



Review the Approval Flow by clicking the View Approval Flow link

eld Request Approval Stage Request ID 0000008627:Pending Field Request Approval Path Pending Cost Center Manager Cost Center Manager Comments Return	eld Request Approval Stage Request ID 0000008627:Pending View/Hide Comments Start New Path Field Request Approval Path Pending Cost Center Manager Not Routed Alternate Cost Center Manager Multiple Approvers Journal Accounting Officer Comments Return	Approval Flow	
 Request ID 000008627:Pending Field Request Approval Path Pending Cost Center Manager Alternate Cost Center Manager Comments 	 Request ID 000008627:Pending Field Request Approval Path Pending Cost Center Manager Alternate Cost Center Manager Multiple Approvers Journal Accounting Officer Comments 	ield Request Approval Stage	
Field Request Approval Path Pending Cost Center Manager Alternate Cost Center Manager Multiple Approvers Journal Accounting Officer Comments Return	Field Request Approval Path Pending Cost Center Manager Alternate Cost Center Manager Multiple Approvers Journal Accounting Officer Comments Return	Request ID 000008627:Pending Start New Path	ł
Return	Return	Field Request Approval Path Pending Not Routed Image: Cost Center Manager Image: Alternate Cost Center Manager Image: Commonte Image: Alternate Cost Center Manager	
		Return	



Approve a Cost Center Request



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.

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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.





	ChartFi	ield Request Approval			
Request II Request Statu Field Actio Telephon	0 0000003144 9 Pending Approval 1 Add 9 955/665-3089	SetID Field Name Field Value Email ID	UTRGV CHARTFIELD1 DG1		Hel
Core Information		Business Justification			
"Effective Date "Status "Description "Short Description	16/27/2020	"(01) Cost Center Manage "(02) Cost Center Alt. Approve "(03) Cost Center Reconcile "(04) Cost Center Dean/Directo "(05) Divisional Vice Presiden (06) Cost Center Accountan (06) Cost Center Accountan (07) Departmen (08) Function (09) Function (09) Function	Non-Budget Request	Prompt Prompt Prompt Prompt Prompt Prompt Prompt	
		(in) space (p)		0.000	
		Capita		0 000	
		Employee Benefits		0.000	
		Maintenance and Operations	5	0.000	
		Choratin	a	0.000	

Α

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



	ChartField Request Approval		
equest	Comments		
e have ple enty of ro- om to writ ritel we ha ave plenty enty of ro-	entry of room to writel we have plenty of room to writel we have p	• 8	ĸ
Question	\$		
ч.	Description, Purpose, and Benefits (Please be specific)		
Answer	be specific	P	
2	Function (see definition on "ChartField Instructions" link)		
Answer	200	F	2
'3	Source of Funds	-	
Answer	from the budget	P	9

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.





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







FOLLOW-UP TO COMPLETION



LOCATE PENDING UPDATES

ChartField Request	
Find an Existing Value	
 Search Criteria 	
Enter any information you have a	nd click Search. Leave fields blank for a list of all values.
Recent Change from	Saved Observed
Searches Choose from r	ecent searches
Request ID	begins with 🗸
*SetID	= V UTRGV Q
Field Name	begins with 🖌
Field Action	= V Update V
Field Value	begins with 🗸
Request Status	= V Pending Approval V
Requester	begins with 🗸
Entered By	begins with 🗸
^ S	how fewer options
	case Sensitive
	Search Clear 🛛 Save Search

Search Results

28 rows - SetID "UTRGV" Field Action "Update" +1 more

1-10 of 28 🗸 > > | View All Field Request Field Request SetID Field Name Requester Entered By ID Action Value Status 0000007400 UTRGV CHARTFIELD! Update 31001025 Pending 6001138859 0000007869 UTRGV 6001037063 CHARTFIELD1 Update 23000398 Pending 6001255788 0000008311 UTRGV CHARTELEI D1 34000251 Pending Update

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
- 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



This process is **ONLY** for <u>COST CENTER</u> 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.



- 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.



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.



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



QUESTIONS? COMMENTS? CONCERNS?



Contact Us:

Training Coordinator: <u>AccountingandTimekeepingTraining@utrgv.edu</u>

Accounting and Reporting: <u>AccountingandReporting@utrgv.edu</u>

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

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Financial Services - Comptroller

