Maintain Cost Centers
(UCCA)

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Cost Centers Introduction

Cost Centers are a breakdown of the account (budget/fund combination) to capture income and expense details in "subaccounts." The Financial Officer (or users with access to **UCCA**) can add Cost Centers to an account based on the financial management and reporting needs of the department.

> **Example:**
> **ACCT # 01-023-45 UP 10010**
>
> **Cost Centers:**
>
> - Smith
> - Jones
> - Miller
> - King

A financial detail posted to the Account # 01-023-45 UP 10010 will also be posted to one or more of the Cost Centers through a process called resolution. During resolution, the amount that should post to the cost center(s) is specified.

Cost Center Guidelines:

1. **Minimum number** of Cost Centers on an account: **2**.

2. **Maximum number** of Cost Centers on an account: **10,000**.

3. **Only** one set of Cost Centers per account.

   > **Example:**
   > If account #01-023-45 UP 10010 is broken down into Smith, Jones, Miller, and

King, it **cannot** also be broken down into a separate set of Cost Centers of Task A, Task B, Task C.

4. **All details** on the account must be resolved into the Cost Centers.

5. **A set of Cost Centers** can be started anytime; however, it will have to be determined if the previously-posted details should be resolved into the newly created Cost Centers.

> **> Note:**
> The system will not force the user to resolve these previously-posted details, but it will allow the details to be redistributed into the newly created Cost Centers. To resolve the previously-posted details into the new Cost Centers, you must use the redistribution functions **RBCC** (Redistribute Budgets among Cost Centers), **RECC** (Redistribute Encumbrances among Cost Centers) and **RACC** (Redistribute Actuals among Cost Centers).

Cost Center Names:

1. **Cost center names** (up to 10 characters) are **administrative-area-specific**.

   > **Example:**
   > Admin Area 015 (Engineering) can have only one cost center on all its accounts named "SMITH", but Admin Area 004 (Agriculture) can have a cost center named SMITH, too. However, Engineering could name additional Cost Centers in admin area 015 SMITH1, SMITH2, SMITHA, SMITHB, etc., — just not another SMITH….

2. **Cost center names can be changed at any time** without affecting the details that have already been resolved to the cost center.

   > **Example:**
   > Cost Center JONES can be renamed MCFADDEN to reflect a personnel change or a name change as a result of marital status. All of the details that had been resolved to JONES will still be posted to the MCFADDEN cost center.

3. **Cost Centers will be displayed** in the **FANS** window and on the **ICAG** and **BEAD** selection screens in **alphabetical** order. There is a **"go to"** select field on the **FANS** window to help the resolver to get to the desired cost center more quickly than using **PF8** to go through hundreds of Cost Centers.

   > **Remember:**
   > You can have a maximum of 10,000 Cost Centers per account! However, there is

no "go to" select field on the **ICAG** or **BEAD** selection screens at this time.

4. **QUICK TIP:** If you will be resolving the majority of details on an account into one particular cost center, assign that cost center a name that will force it to be displayed at the top of the alphabetical list.

   Example:
   If most of your account details will be resolved into the ZOOLOGY cost center, assign the cost center the name A ZOOLOGY. In the **FANS** window and on **ICAG** and **BEAD**, A ZOOLOGY will appear at the beginning of the list.

Viewing Cost Center Details:

1. **Cost Center details** can be viewed on **ICAG** or **BEAD**, or you can use the PC/Mac Reporting Tools (FIT or the IBISFIN database on the data warehouse) to view the cost center information.

2. The mainframe function **UDFS** (Update Description/Free Space) can be used to **view the resolution** of a particular detail.

   If you would like to use Cost Centers on an account, please call your Financial Officer for assistance.

Create/Update Account Cost Center — UCCA

At **Next Function**, type **UCCA** (Maintain Cost Centers) and press **Enter.**

```
ENTER ACCT AND PRESS PF6 OR UPDATE REQUEST AND PRESS PF 12
  08/04/99                      IBIS FINANCIAL SYSTEM                    UCCA
  15:39:58.7             MAINTAIN COST CENTERS AND/OR ACTIVITIES          DAM3




                      Are you planning to: (select one)


                  PF   6 Create/Update Account Cost Center(s)
                  PF  12 Update Cost Center Dates    _____




  NEXT ACCT#: 01 - 04●1- 44 UP 100 10_
  NEXT FUNCTION: _____  (MENU,KEYS,END)
  Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10--PF 11--PF 12---
       HELP   MENU  CMPS  END        ACCT  CNCL   .     .      KEYS  PRNT  DEL
```

At **Next Acct#,** enter the Account (budget/fund) in which you want to set up account Cost Centers.

```
ENTER NEW COST CENTERS AND PRESS PF 12
Acct: 01 - 042 - 44 UP 10010    Cctr AA: 046   Set Id: 001

        Fiscal Year: 1999 / 2000

     Cost Center 1: _●1_____
      Description: ___●2_____
  Financial Access: _●3_ _____ _____ _____ _____ _____

     Cost Center 2: _____
      Description: _____
  Financial Access: _____ _____ _____ _____ _____ _____

     Cost Center 3: _____
      Description: _____
  Financial Access: _____ _____ _____ _____ _____ _____




Enter-PF 1---PF5---PF6---PF7---PF8---PF9---PF 12
      HELP  TOP   ADD   CNCL  FWRD  RTRN  PROC
```

1. At **Cost Center 1**, enter the name of the first cost center.

2. At **Description**, enter a description of the cost center.

3. At **Financial Access**, enter the userIDs of those people who will be able to modify and update this cost center. Do not include yourself since you are the original creator. Your userid will be generated in one of the blank financial access lines when the Cost Centers are processed.

> > **Note:**
> You can create as many Cost Centers as needed but must process them in increments of three.

Press **PF12** to **process the first three account Cost Centers**.

Other Functions

Press **PF8**	if you need to **process more account Cost Centers**.

> > **Note:**
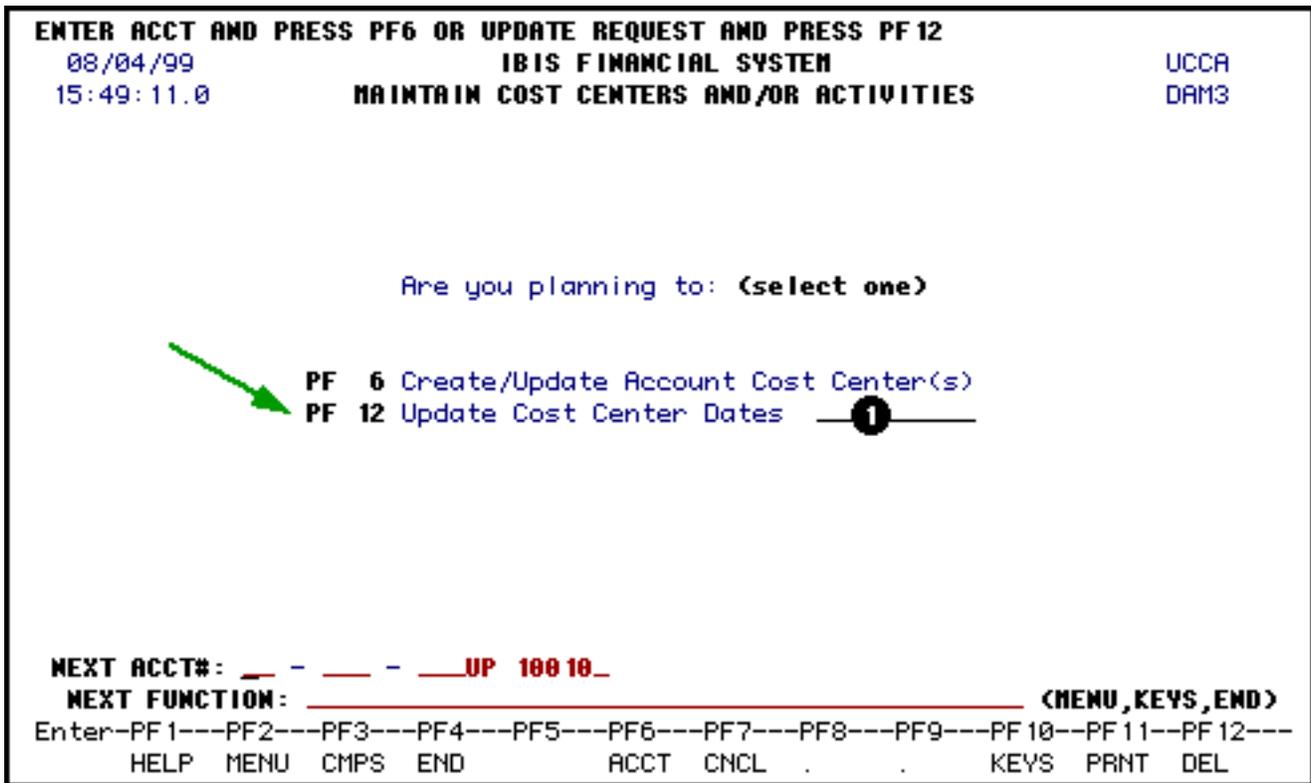> The first three must be processed before proceeding.

Press **PF7**	to **cancel any changes** that you have made.
Press **PF5**	to **go to the top of the list** of account Cost Centers.
Press **PF9**	to **return to the UCCA select** screen.

Delete A Cost Center — UCCA

If you need to **delete an Account Cost Center**, use the **UCCA** function.

```
ENTER ACCT AND PRESS PF6 OR UPDATE REQUEST AND PRESS PF 12
   08/04/99                   IBIS FINANCIAL SYSTEM                    UCCA
   15:49:11.0          MAINTAIN COST CENTERS AND/OR ACTIVITIES         DAM3



                    Are you planning to: (select one)


              PF  6 Create/Update Account Cost Center(s)
              PF 12 Update Cost Center Dates  ──①──




   NEXT ACCT#: __ - ___ - ___UP  100 10_
     NEXT FUNCTION: _____ (MENU,KEYS,END)
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP  MENU  CMPS  END          ACCT  CNCL   .     .    KEYS  PRNT  DEL
```

At **Next Function**, type **UCCA** (Maintain Cost Centers) and press **Enter.**

1. At **Update Cost Center Dates**, enter the name of the **Account Cost Center** to be deleted.

   Press **PF12** to display the Cost Center dates.

```
CHANGE DATES AND PRESS ENTER
CHANGE COST CENTER DATES

COST CENTER: TEST 10

             FISCAL YEAR: 1999 / 2000
COST CENTER BEGIN DATE: 19990105
  COST CENTER END DATE: 19990804 ①
```
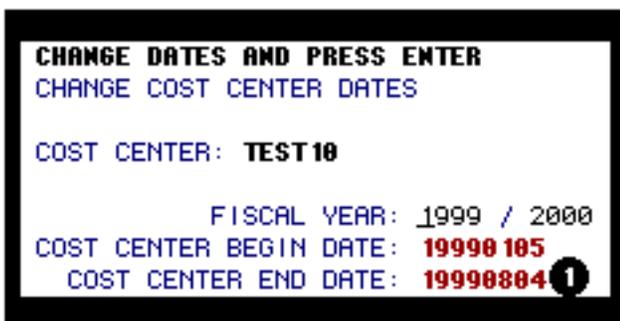
1. To **delete the cost center**, change the end date in the appropriate fiscal year to the date you wish to end posting to the cost center.

   Press **PF12** to process the delete.

   > Note:
   After the end date has been reached, the cost center will not appear in the FANS window for resolution and on ICAG the cost center will be marked with a **C** for Closed.

Last Revised: 10/26/2003