

Name of Requestor:

Department Name:

Phone #:

Signature of Requestor: _____

Signature of Department Head (if not same): _____

Signature of Dean: _____

Signature of Divisional Budget Officer: _____

Signature of University Budget Office: _____

PURPOSE OF COST CENTER:

Suggested Title:

Financial Steward:

Phone #:

Cost Center Manager:

Phone #

Division:

Sub-Division:

Operating Unit:

Department:

Program:

Sub-Program:

EXPENDITURES

Anticipated annual dollars:

Will the cost center have payroll?

Yes

No

Regular

Contractual

Student Help

Is cost center permanent?

Yes

No

If not, define time period:

From:

To:

FINANCIAL SYSTEMS PURPOSES ONLY

Source

Cost Center #

NEW COST CENTER SET UP CHECKLIST

Cost Center Value (Manage COA Value Set Values)

Alias (Manage Shorthand Alias)

Update Cross-Validation Rule (Manage Cross-Validation Rules)

Run Inherit Segment Value Attributes process

Add to related hierarchies - Current & Baseline (Manage Account Hierarchies):

CC FIN STMT PGM WITH AUX BRKDN	Current	Baseline
CC FUNDING ORG	Current	Baseline
CC BY ORG	Current	Baseline
CC by RSTARS PGM	Current	Baseline

Run Process Account Hierarchies for all four hierarchies:

CC Fin Stmt Pgm with aux brkdn	CC Funding Org	CC by Org	CC by RSTARS Pgm
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Financial Steward / Cost Center Manager Setup:

Make new cost center a department

Add Financial Steward & Cost Center Manager to department

Add to Hiring Department Table in HCM

Add new cost center to Source Cost Center CSV file to load combo code table in HCM

Add to Foundation Table in HCM Not applicable

Add to DEPT_SECURITY tree in HCM Not applicable

Update Crosswalk Spreadsheet and publish to Financial Systems website

Send notification email

Cost Center Set Up By:

Date: