University of Houston Clear Lake

PeopleSoft General Ledger Documentation

Department/Research Administration

1. Complete the Request for Cost Center Action Form to create a new cost center for all cost centers that are non fund 5XXX. Refer to the Form Instructions for creating the cost center. Research Administration will complete the Request for Cost Center Action and Request for Chartfield Action - Grant forms for all fund 5XXX cost centers.

2. Obtain the Business Administrator and Primary Signature Authority signatures.

3. Forward the request to Finance for processing.

Finance

4. Select the NACUBO Expenditure Function by checking one of the boxes. NACUBO Expenditure Function is determined from what is written in "Use of Funds".

5. Determine the Fund value to be used after reading the information written in the Source of Funds section.

6. Determine the unique Program value to be used after reading the information written in the Use of Funds section and create the Program. The first character will be the alpha value corresponding to the NACUBO Expenditure Function. If the cost center being created is a Project Cost Center, the Program value will be generic. Refer to the Form Instructions for the valid values of the generic program or for instructions on assigning the next unique Program value. To create the program, refer to the Data Entry Instructions for Program. NOTE: For fund 5xxx cost center creates, the fund and program selection are approved and then returned to Research Administration for data entry.

7. Create and assign a unique Project ID value if the cost center being created is a project cost center. Refer to the Form Instructions for instructions on assigning the next unique Project ID. To create the Project ID, refer to the Data Entry Instructions for Project ID.

8. Assign the PCA Code for Fund 1xxx cost centers.

9. Approve and date the cost center create request.

10. Update the appropriate trees.

11. Create the Item Type for the Student Accounting module if the "Create New Item Type" box has been checked.

12. Create the Cost Center in PeopleSoft. Refer to the Data Entry Instructions for creating cost centers in PeopleSoft.

13. Write the Speed Types generated by PeopleSoft on the form.

14. Email the cost center page from PeopleSoft to the Business Administrator of the new cost center.

15. File the Request for Cost Center Action by fund and department in the Cost Center Action binders.