

Querying a Cost Center

Create mm/dd/2008

Purpose of this Process

Query a cost center to obtain detailed financial information attributed to it.

Security

You need the following security role to query a cost center:

- AC_CAMPUS_COA_MANAGER

Process Description

Cost Center Queries are performed within the Queries area.

To Create a General Ledger

Step	Action
1.	Navigate to the Cost Center Queries page. <ul style="list-style-type: none">a. Start at the Main Accounting Page.b. Click Queries in the left column to expand the Queries menu.c. Click Cost Center under Queries to display the Cost Center Query page. (See Image 1.)

MINNESOTA STATE COLLEGES & UNIVERSITIES

Cost Center Search

(expand all)

Queries

- Batch Proc Timestamp
- Cost Center**
- Credit Memos
- Employee Salary
- Encumbrance
- General Ledgers
- Grant/Cost Center Query
- Perkins Query: Drawdown
- Perkins Query: Drawdown
- Project/Cost Center Query
- Transaction Details

Fiscal Year:

Cost Center Nbr:

Cost Center Name:

G/L Acct. Nbr:

G/L Acct. Name:

Responsible Person/Tech ID:






Responsible Name:

[Advanced Search](#)

Max Result Count: 100

[+ Add Cost Center](#)

Image 1: Cost Center Query Search page



2.	<p>Enter known information about the cost center you are querying.</p> <ul style="list-style-type: none"> ▪ Fiscal Year: Enter the 4-digit year; 9999 is used for cost centers that roll from year to year. ▪ Cost Center Nbr: Enter as much of the cost center number as you know. The wildcard feature () allows you to use an asterisk (*) for unknown parts of the number. For example, to find the cost centers that begin with 03, enter "03*". ▪ Cost Center Name: Enter as much of the cost center name as you know. The wildcard feature () allows you to use an asterisk (*) for unknown parts of the name. ▪ G/L Acct. Nbr: (General Ledger Account Number) Enter as much of the general ledger number as you know. The wildcard feature () allows you to use an asterisk (*) for unknown parts of the number. ▪ G/L Acct. Name: (General Ledger Account Name) Enter as much of the general ledger name as you know. The wildcard feature () allows you to use an asterisk (*) for unknown parts of the name. ▪ Responsible Person/Tech ID: Enter the first letter of the person's last name or the entire tech id (excluding leading zeros). The auto complete feature () displays a list matching what you have entered, allowing you to choose from that list. <inset link to person search doc>
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3. To narrow the search results, click the Advanced Search link or icon (▶). An expanded list of searchable fields displays. (See Image 4.)

The screenshot displays the 'Advanced Search' interface. At the top left, there is a link 'Advanced Search' with a downward arrow icon. To the right, the 'Max Result Count' is set to '100' in a dropdown menu. Below these are two columns of search criteria. The left column includes: 'Short Name' (text input), 'Responsible Person Name' (text input), 'Grant Nbr' (text input), 'Program Code' (text input), 'Budget Control Code' (dropdown menu with 'All' selected), 'UBIT Code' (dropdown menu with 'All' selected), 'Freeze Flag' (dropdown menu with 'All' selected), 'Perkins Rpt Category' (dropdown menu with '{All Categories}' selected), and 'Grant Match Flag' (dropdown menu with 'All' selected). The right column includes: 'Building Code' (text input), 'Project Funding Nbr' (text input), 'Activity Code' (text input), 'SubProgram Code' (text input), 'Allow Expenses Flag' (dropdown menu with 'All' selected), 'Allow Revenue Flag' (dropdown menu with 'All' selected), 'Fiscal Year Roll Flag' (dropdown menu with 'All' selected), and 'Perkins Grant FY' (dropdown menu with '{All Fiscal Year}' selected). At the bottom, there are 'User Fields' with nine numbered text input boxes (1 through 9).

Image 4: Advanced Search fields

4. To change the maximum number of cost centers returned from the search, select a different number from the Max Result Count menu.

5.	<p>Enter any information you know about the Cost Center you need to find. All of these have wildcard search capability.</p> <ul style="list-style-type: none"> ▪ Short Name: up to 12 characters ▪ Building Code: up to 6 characters ▪ Responsible Person Name: up to 24 characters ▪ Project Funding Number: ▪ Grant Number: 6 digits ▪ Activity Code: ▪ Program Code: ▪ Subprogram Code: <p>To change any of the following search fields from the default value, select another option from that field's menu:</p> <ul style="list-style-type: none"> ▪ Budget Control Code: Defaults to "All". You can select from the menu either Budget, Cash, or No Budget Control. ▪ Allow Expenses: Defaults to "All". You can select from the menu either Yes or No. ▪ UBIT Code: Defaults to "All". You can select from the menu either 1 – Yes (changeable), 2- No (changeable), 3- Yes (permanent/fixed), or 4 - No (permanent/fixed). ▪ Allow Revenue Flag: Defaults to "All". You can select from the menu either Yes or No. ▪ Freeze Flag: Defaults to "All". You can select from the menu either Yes or No. ▪ Fiscal Year Roll Flag: Defaults to "All". You can select from the menu either Yes or No. ▪ Perkins Rpt Category: Defaults to "All". You can select from the menu either ▪ Perkins Grant FY: Defaults to "All". You can select a single year from the menu. ▪ Grant Match Flag: Defaults to "All". You can select from the menu either Yes or No. ▪ User Fields 1 – 9: up to 6 characters.
6.	<p>Click [Search]. A list of cost centers matching what you entered displays. (See Image 5.)</p> <p> Note: The delete icon () appears with any cost center that is not tied to a General Ledger.</p>

Cost Center Search

Fiscal Year:
 Cost Center Nbr:
 Cost Center Name:
 G/L Acct. Nbr:
 G/L Acct. Name:
 Responsible Person/Tech ID :
 Responsible Name:
 Advanced Search Max Result Count: 100
 Add Cost Center
 5 Cost Centers found.

[\(View All Checked\)](#)
[\(Check All\)](#)

	FY	CC Nbr	CC Name	G/L Acct. Nbr	G/L Acct. Name	Resp Person	
<input type="checkbox"/>	2009	031111	Fin Statement Adj	031111	Fin Statement Adj		(Details)
<input type="checkbox"/>	2009	034100	MSUSA Fee	034100	MSUSA Fee		(Details)
<input type="checkbox"/>	2009	034500	Payroll Clearing	034500	Payroll Clearance...		(Details)
<input type="checkbox"/>	2009	034600	Keyless Entry Pro...	034600	Keyless Entry Pro...		(Details)
<input type="checkbox"/>	2009	039999	SAC Activity Payroll	039999	Activity Payroll ...		(Details)

[\(Check All\)](#)
[\(View All Checked\)](#)

Image 5: Cost Center Query search results

7. Select the cost centers whose details you need.

- To view a single cost center's financial details, either click (Details) at the right end of that row or check the box at the left of the row.
- To view details for multiple cost centers, check the box in the first column for all appropriate rows. To check all rows, click the (Check All) like at the top or bottom of the list. (See Image 6.)

(View All Checked)
(Check All)

	FY	CC Nbr	CC Name	G/L Acct. Nbr	G/L Acct. Name	Resp Person	
<input type="checkbox"/>	2009	031111	Fin Statement Adj	031111	Fin Statement Adj		(Details)
<input checked="" type="checkbox"/>	2009	034100	MSUSA Fee	034100	MSUSA Fee		(Details)
<input checked="" type="checkbox"/>	2009	034500	Payroll Clearing	034500	Payroll Clearance...		(Details)
<input type="checkbox"/>	2009	034600	Keyless Entry Pro...	034600	Keyless Entry Pro...		(Details)
<input checked="" type="checkbox"/>	2009	039999	SAC Activity Payroll	039999	Activity Payroll ...		(Details)

(Check All)
(View All Checked)

Image 6: CC search results – selected boxes checked

8. Click [View All Checked] at the bottom or top of the list. The details of the first cost center checked displays. (See Image 7.)

Cost Center: 034100 - MSUSA Fee

General Ledger: 034100 - MSUSA Fee (Details) Fiscal Year: 2009
 Appropriation Nbr: FUNDS Nbr:
 Budget Control Code: Budgeted Resp Person:

Cost Center (FY-CC#): 2009-034100 (view)
 Quick Search FY: CC #: (search)

Revenue (Not Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget Auths (9001 - Accrued Revenue)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,154.90	\$ 5,154.90	\$ 5,154.90

Revenue (Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget Auths (9160 - Statewide Student Association Fee)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37.41	\$ 37.41	\$ 37.41
Budget Auths (9163 - NSF Check Charge)	\$ 0.00	\$ 0.00	\$ 0.00	\$ -100.00	\$ -100.00	\$ -100.00
Budget Auths (9199 - Other Non Term Fees-Transcript,Diploma,ID,testing)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget Auths (9315 - Sale of New Books)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5.00	\$ 5.00	\$ 5.00

Expenditures: (expand all)

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget Auths (0999 - Non Salary Budget)	\$ 12.00	\$ 312.00	\$ 0.00	\$ -7.65	\$ -7.65	\$ 319.65
Budget Auths (7903 - Bad Debt Write-off)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7.74	\$ 7.74	\$ -7.74

Image 7: CC Query Details first checked

9. To view the details of one of the other cost centers checked,
- Click the Cost Center (FY-CC#) to view drop down list.
 - Click the cost center whose details you want to view.
 - Click (view).
- (See Image 8.)

Cost Center (FY-CC#): [\(view\)](#)
 Y: [\(search\)](#)

2009-034500
 2009-034100
 2009-034500
 2009-039999

Image 8: Drop down list of checked cost centers

10. The details page of the chosen cost center displays. (See Image 9.)

Cost Center: 034500 - Payroll Clearing

General Ledger: 034500 - Payroll Clearance 61008 70-61 [\(Details\)](#) Fiscal Year: 2009
 Appropriation Nbr: Budgeted FUNDS Nbr:
 Budget Control Code: Budgeted Resp Person:

Cost Center (FY-CC#): [\(view\)](#)
 Quick Search FY: CC #: [\(search\)](#)

Revenue (Not Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance



Revenue (Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance

Expenditures: [\(expand_all\)](#)

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
▶ Budget Auths (0999 - Non Salary Budget)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Image 9: CC Query Details of another checked

- | | |
|-----|---|
| 11. | To return to the first cost center details page, select that cost center from the drop down list or use the back button ( Back or ) on your browser. |
| 12. | To view the details for the general ledger, click (Details) to the right of the name of the general ledger. |

Cost Center: 034100 - MSUSA Fee 


General Ledger: 034100 - MSUSA Fee  **(Details)** Fiscal Year: 2009

Appropriation Nbr: Budgeted FUNDS Nbr:

Budget Control Code: Budgeted Resp Person:

Image 10: CC query details page – GL details link highlighted

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| 12 cont'd | The details page of the General Ledger displays. (See Image 11.) |
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General Ledger: 034100 - MSUSA Fee 

Appropriation Nbr: LSO MnSCU Fund Code: 940 - Agency-Local

Resp Person: Winter, Elena (00000184)
Hinkley, Roy (89700103)

Quick Search GL #: (search)

Assets:		Liabilities:	
Object Code	Amount	Object Code	Amount
8110 - Cash	\$ 23,441.14	8600 - Accounts Payable	\$ 1.00
8201 - Accounts Receivable	\$ 17,042.23		\$ 1.00
8223 - Loan Princ Canc-Field/Exprtse 20% Lns >= 7/23/92	\$ 1.00		
8270 - Credit Memos	\$ 7.65		
	\$ 40,492.02	Net Assets =	\$ 40,491.02
		Net Assets + Liabilities =	\$ 40,492.02
		Encumbrances =	\$ 0.00
		Net Assets - Encumbrances =	\$ 40,491.02

Image 11: Details page of general ledger

- | | |
|-----|---|
| 13. | Click the back button on your browser. You return to the cost center details page. |
| 14. | To view more detailed expenditure object code information, click (expand all) at the right of the Expenditures title line. The summarized lines drop to show the details. (See Image 12.) |

Expenditures: (collapse All)

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
0110 - Unclassified Full-Time Salary	\$ 0.00		\$ 0.00	\$ -7.65	\$ -7.65	
0820 - Unemployment Compensation	0.00		0.00	0.00	0.00	
Budget Auths (0999 - Non Salary Budget)	\$ 12.00	\$ 312.00	\$ 0.00	\$ -7.65	\$ -7.65	\$ 319.65
Budget Auths (7903 - Bad Debt Write-off)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7.74	\$ 7.74	\$ -7.74

Image 12: Expanded Expenditure details

- | | |
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| 15. | To view Purchase Order details for a listed object code, click the See Purchase Order Detail icon () next to that object code. The Encumbrance Search page displays, with the details of the expenditure listed. (See Image 13.) |
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Encumbrance Search

Purchase Order #:

Encumbrance ID:

Fiscal Year:

Cost Center #:

Object Code :

Vendor :


1 Encumbrance found.

Vendor	PO Number	FY	Cost Ctr Nbr	Obj Code	Encum Bal	Expended Bal	Total
20064223100 - Q 8...	A80010	2009	034100 - MSUSA Fee	0820{2009} - Unem...	\$ 0.00	\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00	\$ 0.00

Image 13: Purchase Order Details page

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| 16. | Click the back button on your browser. You return to the cost center details page. |
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17.

To edit the cost center or general ledger, click the edit icon () next to it.

<link to cc doc> <link to gl doc>

Additional Documentation

<cc>

<gl>