

# Creating and Deleting Cost Center Crosswalks

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## Purpose of this Process

### Cost Center:

Cost Centers record budgets, revenues, encumbrances, and disbursements. The cost center codes are used to track allocations of money and budgets throughout an institution within a fiscal year.

### Cost Center Crosswalk:

Cost Center Crosswalks allow activities to roll from a cost center valid one fiscal year to a cost center valid the next; they function as a cross-reference for finances.

The following is important to know while working with Cost Center Crosswalks:

- Both the original and new Cost Center Numbers must have been created before creating the Cost Center Crosswalk.
- Crosswalks cannot be updated; they must be deleted and then re-created with the correct information.

## Security

Because Cost Centers are an important part of the Chart of Accounts, security in creating and updating them is tightly restricted. You need the following security role to create or update a Cost Center Crosswalk:


- AC\_CAMPUS\_COA\_MANAGER

## Process Description

Cost Center Crosswalks are created and deleted within the Chart of Accounts area.

## To Create a Cost Center Crosswalk

Step	Action
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Step	Action
1.	Navigate to the Cost Center Crosswalks screen. <ol style="list-style-type: none"> <li data-bbox="500 352 980 386">Start at the <b>Main Accounting Screen</b>.</li> <li data-bbox="500 420 1333 485">Click <b>Chart of Accounts</b> in the left column to expand the Chart of Accounts menu.</li> <li data-bbox="500 518 1370 583">Click <b>Cost Center Crosswalk</b> under Chart of Accounts to display the Cost Center Crosswalk Search page.</li> </ol>
2.	Click the Add Cost Center Crosswalks link or icon (  ) at the bottom of the search fields (See Image 1.) to display the Add Cost Center Crosswalks window.

The screenshot shows the 'Cost Center Crosswalk Search' interface. On the left is a navigation menu with the following items: Queries, Business Process, Chart of Accounts, Bank Accounts, Cost Centers, General Ledgers, Budget Authorities, Budget Controls, Grants, Projects, **Cost Center Crosswalks** (highlighted with a red box), Resp Person Transfer, and Department Query Setup. The main area contains search fields for 'Original Fiscal Year' (2009), 'Original Cost Center Number', and 'New Cost Center Number'. A red-bordered button with a plus icon and the text '+ Add Cost Center Crosswalks' is highlighted. To its right are 'Search' and 'Clear' buttons. Below the buttons, the text 'There were no Cost Center C' is partially visible.

Image 1: Cost Center Crosswalks Search page – Add Crosswalks link highlighted

3.

Enter the crosswalk information. All three fields are required, as indicated by the asterisks (\*). (See Image 2.) Complete a row for each new crosswalk to be created.

- **Original Fiscal Year\*:** 4-digit year; this is the year in which the Original Cost Center Number is valid.
- **Original Cost Center Number\*:** 6 digits; Cost Center from which financial transactions will be transferred to the new fiscal year's cost center.
- **New Cost Center Number\*:** 6 digits; Cost Center that receives the transactions transferred into the new fiscal year



**Note: Once the New Cost Center Number is entered, the same Original Fiscal Year is automatically filled in the next row.**

Cost Center Crosswalk Editor

### Add Cost Center Crosswalks

	Original Fiscal Year	Original Cost Center Number		New Cost Center Number	
1.	2006	000122	SPR Payroll Errors SPR	000139	GRI Payroll Posting Errors GRI
2.	2006				
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Image 2: Add Cost Center Crosswalks window

4. Click [**Save**]. If the crosswalk is fine to be saved, the Cost Center Crosswalks Search page displays with a message indicating the crosswalks have been created. If the appropriations of the cost centers do not match, a warning message displays. Override this warning by clicking [Yes].

**The Cost Center Crosswalk(000122 - 000139) has been successfully created.**

Image 3: Cost Center Crosswalk created message

## To Delete a Cost Center Crosswalk

Step	Action
1.	Navigate to the Cost Center Crosswalks screen. <ol style="list-style-type: none"> <li>Start at the <b>Main Accounting Screen</b>.</li> <li>Click <b>Chart of Accounts</b> in the left column to expand the Chart of Accounts menu.</li> <li>Click <b>Cost Center Crosswalk</b> under Chart of Accounts to display the Cost Center Crosswalk Search page.</li> </ol>
2.	Enter the known information in the correct field; for example, if you know the Original Cost Center Number of a Cost Center Crosswalk to be deleted, enter that in the Original Cost Center Number search field.
3.	Click <b>[Search]</b> . A list of all crosswalks that match the information entered in step 2 displays.

### Cost Center Crosswalk Search

**Original Fiscal Year:**

**Original Cost Center Number:**


**New Cost Center Number:**

+ [Add Cost Center Crosswalks](#)

1 Cost Center Crosswalk(s) found.

	Original FY	Original Cost Center	New Cost Center
	2006	000122 - SPR Payroll Errors	000139 - GRI Payroll Posting Errors

Image 4: Add Cost Center Crosswalks window

4. Click the delete icon (  ) next to the crosswalk to be deleted. A window displays allowing you to confirm you are deleting the correct crosswalk (See Image 5).

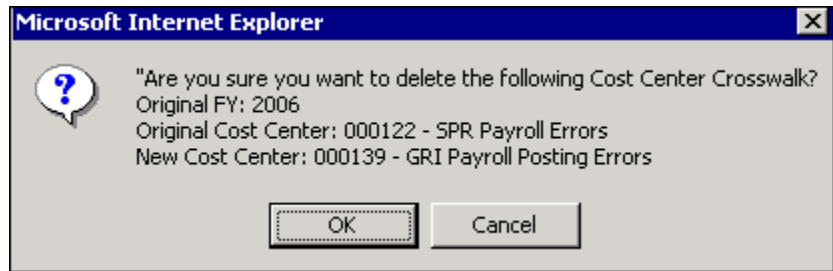


Image 5: Delete Cost Center Crosswalks confirmation window

5. Review the information in the confirmation window. If it displays the crosswalk you want to delete, click [OK]. The Cost Center Crosswalks Search page displays with a message indicating the crosswalk has been deleted (See Image 6).

**The Cost Center Crosswalk(000122 - 000139) has been successfully deleted.**

Image 6: Cost Center Crosswalk deleted message

### Additional Documentation

For information about Creating and Updating Cost Center Numbers, click here <insert “cost center create and update” link>