COST CENTER ACCOUNT BALANCE

Below are the guidelines and other factors to consider when reconciling departmental accounts:

A cost center account balance can be accessed by two different methods. The first method is using the *Display Actual Cost Line Items for Cost Centers*. When looking at a cost center's balance, you must remember that this is a snapshot in time. <u>Any outstanding</u> <u>commitments are not included in the balance; some examples are purchase orders, credit card charges and other charges that occur on a monthly basis.</u> The second method is using the *BCS Available Balance*. To review budget or encumbrance information, the *BCS Available Balance* method should be used.

METHOD ONE: COST CENTER LINE ITEM

 To find a cost center balance, use the departmental reporting tree by entering transaction code FMRA in the menu box and selecting the RECONCILIATION (DETAIL), COST CENTER: ACTUAL LINE ITEMS (see screen view below).



 You can also use the SAP shortcut of KSB1 to get to Display Actual Cost Line Items for Cost Center.

¢								
<u>P</u> rogram <u>E</u> dit <u>G</u> oto Extr <u>a</u> s Syste	em <u>H</u> elp							
Display Actual Cost Line Items for Cost Centers : Initial Screen								
🕲 🔁 🔚 📔)E Further Selection Criteria								
Cost Center	26430 to 🖻							
or								
Cost Center Group								
Cost Element	to 😒							
or								
Cost Element Group								
Posting Data								
Posting Date	07/01/2007 @ to 04/30/2008							

- Using this method, you can look at the activity for one fiscal year or at all activity since the inception of the cost center. The date range should be for a **fiscal year** if you are accessing the balance for the following types of accounts: 1XXXX, 2XXXX, 3XXXX, 4XXXX, 5XXXX, 64XXX, 66XXX, 67XXX, 68XXX, 8XXXX and 9XXXXXX.
- If you are accessing 70XXX 77XXX accounts which use a date range of inception to date please refer to the link <u>https://www.cmich.edu/fas/fsr/OAC/AccSvcs/Documents/CC_Balance_DETERMINATION_PLA_NT_fund.pdf</u> (Cost Center Balance Determination- Plant Fund) for further information.
- If you are accessing 61XXX 63XXX, 65XXX (cost centers) or 60XXXX (WBS elements), which are grant accounts, please refer to the appropriate Project Director's Training Packet under Grant Accounting at the following link https://www.cmich.edu/fas/fsr/OAC/Grants/Pages/Forms-Grants.aspx for further information.
- When looking at the balance in the cost center using Display Actual Cost Line Items for Cost Center, a positive balance means that the cost center is deficit in funds; a negative balance means that the cost center has a surplus of funds. The example below shows a negative balance which means the cost center has a surplus of funds.

⊡ List Edit	<u>G</u> oto <u>S</u> et	ting	s Extr <u>a</u> s En;	<u>v</u> ironment S <u>v</u> stem <u>H</u> elp						
0				😋 🚱 😒 🖴 🛗 🖓	20	£	3 6	8 🕱 🗷 6		
Display	Actual	Co	st Line It	ems for Cost Cen	ters					
🕄 Docume	ent 🕜 Mas	ter	Record 🔮	37 89 80		Σ	3	1 🔽 🞝 🍜		
Layout Cost Cen Report c	ter wrrency		ZPAT 2643 USD	GL No Desc ACCOUNTING US Dollar	r Date SERVI	S	Gub S	totals CC Ac	tivity	
DocNo	Postg D *	D	Reference	GL Description	GL No.	*	Ē	Cur Cmt	Text	Name of
5500681328	02/08/2008	Z4	PARS670	TRANSPORTATION	744200			240.00	*AIRTRANAI 33200/AIRFARE- SAP CONF MAR 08	JP MOR
5500681345		Z4	DUFF555	TRANSPORTATION			-	240.00	*AIRTRANAI 33200/AIRFARE-SAP CONF MAR 08	JP MOR
5500692672	04/30/2008	Z4	PARS670	TRANSPORTATION				268.57	*ALAMO RENT-A-CA/NACUBO ACCT CONFEREN	JP MOR
TRANSPORTATION		744200	Д		748.57					
5500687153	03/31/2008	Z4	DUFF555	TRANSPORTATION	744600			30.00	*APCO-BISHOP INT/P DUFFYSAP CONF AIRPOR	JP MOR
5500687051		Z4	PARS670	TRANSPORTATION				64.00	*MEARS TRANS. AI/PARSONS-DUFFY AIRPORT	JP MORG
	TRANSPORTATION			TRANSPORTATION	744600	Д		94.00		
5500681342	02/08/2008	Z4	SYTE165	ADVERTISING	750200			47.46	*MORNING STAR PU/.AD.34650.EXEC SECRETA	JP MOR
5500692701	04/30/2008	Z4	SYTE165	ADVERTISING			-	55.96	*MORNING STAR PU/.AD.34650.SECRETARY	JP MOR
				ADVERTISING	750200	Д		103.42		
5500647801	08/31/2007	Z4	PARS670	SUBSCRIPT & PUBL	750500			378.00	*ATLANTIC INFORM/	JP MOR
				SUBSCRIPT & PUBL	750500	Д		378.00		
100536544	01/14/2008	SA	TC090708	INSURANCE	752000		1	48.44-	PROPICLM STLMT 5/5/07 WA WATER	MUSIC IN
				INSURANCE	752000	Д		48.44		
142745	11/30/2007			FM CHARGE - REPAIRS	754099			1.00	CTR CMU/26430	1
				FM CHARGE - REPAIRS	754099	Д		1.00		
50076835	08/02/2007	W		FURNISHINGS	754900			154.50	1 ctn	GR/IR
-		-		FURNISHINGS	754900	Д	5.	154.50		
5500643041	07/31/2007	74	PARS670	EQUIP NOT CAPITAL	805200			164 56	*PARSONSISIISAN M Printeror L Calkins	JP MOR

• When looking at a cost center's balance, you must remember that this is a snapshot in time. Any outstanding commitments are not included in the balance; some examples are purchase orders, credit card charges and other charges that occur on a monthly basis.

 As a reminder, you should be reviewing and reconciling your cost center monthly for any discrepancies. For more information about the reconciling process it can be found using the following link <u>https://www.cmich.edu/fas/fsr/OAC/AccSvcs/ACCPolicies/Pages/Reconciling_Department_A</u> <u>ccounts.aspx</u>

METHOD TWO: BCS AVAILABLE BALANCE

• The second method that can be used to look up a cost center balance is using the BCS Available Balance report. Enter FMRA transaction code, DEPARTMENTAL REPORTING TREE, SUMMARY REPORTS (BCS), *BCS AVAILABLE BALANCE*. This is the method you would use if you are looking at your budget or if you have any encumbrances. More information about the BCS Available Balance reporting can be found in the BCS Training manual located at

https://www.cmich.edu/fas/fsr/OAC/Training/Pages/BCS_Reporting_Training.aspx

Nodes Edit Soto Utilities Settings System Help
🖉 FMBA 📄 🖉 🕒 I 🖨 🚱 😫 🔚 🖓 🖧 I 🛣 🖉 🖓 🕞
Application Tree Report Selection Funds Management
🕒 🔁 🔁 Setfocus 🚓 🖪
DEPARTMENTAL REPORTING TREE
SUMMARY REPORTS (BCS)
BCS NET BALANCE REPORT
BCS BUDGET LINE ITEMS BY DOCUMENT NUMBER
BCS FISCAL YEAR BUDGET COMPARISON
BCS ACTUALS BY PERIOD
RCS ASSESSEMENT SUMMARY REPORT
Ere Bre DeserverMent Slimmory REPORT Eregram Edit Goto Environment System Help
Er Program Edit Goto Environment System Help Image: System Image: Syste
BCS AVAILABLE BALANCE: Selection
BCS BSSESSEMENT SIMMARY REPORT Program Edit Goto Environment System Help Image: State S
BCS BSSESSEMENT SUMMORY REPORT Program Edit Goto Environment System Help Image: State S
BCS AVAILABLE BALANCE: Selection Selection values Version
BCS ASSESSEMENT SUMMARY REPORT Program Edit Goto Environment System Help Image: Content of the system of
Program Edit Goto Environment System Help Program Edit Goto Environment System Help BCS AVAILABLE BALANCE: Selection Belection values Version 0 Period From 1 Period To 10 Fiscal Year 2008 Selection groups
Program Edit Goto Environment System Help Program Edit Goto Environment System Help BCS AVAILABLE BALANCE: Selection Data Source Selection values Version 0 Period From 1 Period To 10 Fiscal Year 2008 Selection groups Funds Center 26438 to

E 🕼 🖽 E 💷 (V) 📉 🛄 (🗖 🔽) 💷 VVVVVV 🖪 🗶 🖽 🖼 🖼

BCS AVAILABLE BALANCE	Dat	e: 01/26/2	2009	Paj	ge: 1	/ 1
Fiscal Year Period From 1 Period To	2008 10		Ver	rsion 0		
Funds Center Fund	26430 *	ACCOUN.	TING SERVICES			
Funds Center/Commitment]	tem		CUR PLAN	ACTUAL		COMMITME
** TOTAL REV / 500			587,867.00-	656,010.0	7-	