

Cost Centers: used to account for related revenue & expenses; for example, your departmental account; typically 5 digits in length, except gift cost centers which are 7 digits in length. *Sample Report - Use FMRA report tree or shortcut KSB1*

GENERAL LEDGER ACCOUNTS

Cost Center Actual Line Item Report

used to classify revenues, expenditures, transfers, assets, liabilities, & fund balance

<u>G/L ACCOUNT NAME</u>	<u>G/L NO.</u>	<u>AMOUNT</u>	<u>Type</u>	<u>G/L No. Range</u>	<u>Type of G/L</u>
TUITION - FALL-EXT	512400	4,426,032.00-	REVENUE	5XXXXX Revenue	59XXXX Revenue Transfer
COMMITMENT CARRYFWD	599801	25,700.37-			
STATE APPROPRIATIONS	599970	2,465,579.00-			
PRO ADMIN/SALARY	611000	19,310.02	SALARY, WAGE, & BENEFIT EXPENSE	61XXXX-62XXXX	Salaries, Wages, Benefits
CLERICAL SALARIES	611200	374.64			
FACULTY SALARIES	613200	2,004.18			
CLERICAL BENEFITS	615200	622.75			
POSTAGE & DELIVERY	640200	26.65	SUPPLIES & EQUIPMENT	63XXXX-754900	Supplies & Equipment
TELEPHONE	645200	1,347.50			
EQ RPRS & MAINT	655200	216.00			
NBD CRDT CRD PYMT	693000	6,536.78			
TRAVEL	740200	147.00			
OP ASSESSMENT EXP	959973	3,397,782.95			
		3,488,942.90-			
COST CENTER BALANCE*			Negative Balance means Revenue > Expenses Positive Balance means Revenues < Expenses; DEFICIT		

*Does not include charges not yet posted in SAP, such as outstanding credit card charges, Telecomm, outstanding payroll & purchasing commitments, etc.

Gift Account: used to track most cash gifts received; uses cost centers 7 digits in length, beginning with a 9. Typically, expenses must be posted to the gift cost center. Gift revenues cannot be transferred another cost center.

Internal Orders: additional way to track expenses in addition to general ledger accounts.

Period: used to indicate the fiscal month of the year

- | | | | | |
|-------------|------------|------------|----------|--------------------------------------|
| 1 July | 4 October | 7 January | 10 April | 13 - 15 Year End Adjustments |
| 2 August | 5 November | 8 February | 11 May | 16 Year End Department Balance Rolls |
| 3 September | 6 December | 9 March | 12 June | |

Journal Entries: requests to record revenue, expense and transfer activity

Documentation is required to support the entry & must have the approval of the person responsible for the cost center / WBS element

Use "40" or "50" in the Posting Key field on the journal entry form

Form can be downloaded from

https://centrallink.cmich.edu/administration/finance_admin_services/AccountingServices/Pages/Forms_.aspx

	Type of G/L to Affect	
Change Needed	REVENUE	EXPENSE
To INCREASE	Credit (50)	Debit (40)
To DECREASE	Debit (40)	Credit (50)
NORMAL SIGN	NEGATIVE	POSITIVE

WBS Element: used to account for most new grants; similar to a cost center but is a 6 digits in length & begins with the numeral 6.

COMMONLY USED FMRA REPORT TREE

Enter "/N" to return to main menu

Enter "FMRA" here to access this report tree

Click once on the sunburst to add a session

Click once on the file shape to expand

Report that compares Operating Budget to Actual activity posted in SAP

Report that lists the actual activity in cost center; KSBI

(See sample on next page)

Report that lists open commitments for cost center

Report that lists cost centers based on search criteria

Report that compares three years of activity for cost centers

SAP NAVIGATION

Fiscal Year: run reports for fiscal year beginning with 07/01; (i.e., FY11 is 7/1/10 through 06/30/11)

Use carryforward G/Ls 599800 - 599803 to bring balance from prior fiscal year

Applies to the following cost centers:

1XXXX - 5XXXX 64XXX 67XXX 68XXX 78XXX 8XXXX 9XXXXXX

Inception To Date: run reports with all activity posted since implemented SAP (i.e., begin with 7/1/1997)

Does not use carryforward G/Ls

Applies to all grants & WBS elements & most plant fund cost centers:

61XXX - 65XXX 70XXX - 77XXX 79XXX 9XXXX

ACCOUNTING SERVICES CONTACTS

DESCRIPTION	CC #	WBS	ACCOUNTANT	PHONE
	1XXXX			
	2XXXX			
GENERAL FUND	3XXXX		TRICIA COTTER	7360
DESIGNATED FUND	4XXXX		JASON CRESSWELL	7366
AUXILIARY-FUND	5XXXX		TRICIA COTTER	7360
FED GRANTS/CONTRACTS		F	SUE BUITENHUIS	7361
FEDERAL MATCHING				
GRANT EQUIPMENT/TIME & EFFORT			TRACY DAUGHERTY	1162
STATE GRANTS/CONTRACTS	62XXX			
STATE MATCHING	92XXX	S	STEPHANIE CARROL	7359
PRIVATE GRANTS				
AND		P	TRACY DAUGHERTY	1162
PRIVATE MATCHING				
SCHOLARSHIPS	64XXX		HILLARY PIERCE	1280
INTERNAL GRANTS				
MATCHING		C	STEPHANIE CARROL	7359
ENDOWMENTS	66XXX		KASIE NATZEL	7386
	67XXX +			
RESTRICTED GIFTS	9XXXXXX		HILLARY PIERCE	1280
COLLEGE WORK STUDY	68XXX		HILLARY PIERCE	1280
PLANT FUND	7XXXX		JASON CRESSWELL	7366
	8XXXX-			
AGENCY FUND	88XXX		JASON CRESSWELL	7366

CONTACT INFORMATION

OTHER DEPARTMENT CONTACTS

SDOL / CREDIT CARDS	CHRIS ZALUD	3797
TRAVEL / EXPENSE REPORTS	KYLE SOUDER	3525
PAYROLL ENTRIES	PAYROLL ACCOUNTING	3481
PURCHASE ORDERS	PURCHASING	3929

WEBSITES

ACCOUNTING SERVICES	https://centrallink.cmich.edu/administration/finance_admin_services/accountingservices/pages/default.aspx
PAYROLL & TRAVEL	https://centrallink.cmich.edu/services/business_facilityservices/financialservices_reporting/financial_services/payroll/Pages/default.aspx
CONTRACTS & PURCHASING	https://centrallink.cmich.edu/services/business_facilityservices/contracting_purchasing/Purchasing/Pages/default.aspx