1074 Report Update
December 3, 2010

Finance System users now have the option of running the 1074 report by Cost Center Manager.

To do this, follow these steps:

1.   Enter the empl ID of a Cost Center Manager. (If you don't know their empl ID, click on the magnifying glass and used Advanced Lookup to search by name.)

2.   Click the "Get CC" button.

   a.   All active and inactive cost centers assigned to that Cost Center Manager will appear on the 1074 Report Parameters page.

   b.   Users can click the "Get CC" button each time they run the 1074 to update the list of cost centers, in case cost centers have been added or removed for a Cost Center Manager.

3.   To limit the cost centers on the Report Parameters page to a particular fund group, click one or more fund groups before you select "Get CC." Otherwise, cost centers from all fund groups will appear by default.

4.   You can further limit or expand the list of cost centers that run as follows:

   a.   Click the "Only Print Active Cost Centers" button to limit the output to active cost centers. For instance, a Cost Center Manager might have 20 cost centers (15 active and 5 inactive). Though all 20 cost centers appear on the Report Parameters page, the report will run for only the 15 active cost centers when you select the "Only Print Active Cost Centers" button.

   b.   Add or delete cost centers or select a range or group of funds, programs or projects as you could do previously.

5.   Click "Reset" to erase the Cost Center Manager name and empl ID from the Report Parameters page. However, the list of cost centers will not be erased. To get a new list of cost centers, select a Cost Center Manager and click the "Get CC" button.

Users will save time and effort because they no longer need to manually add or delete cost centers to the 1074 report when performing their monthly cost center verifications. The 1074 report will automatically pull in all cost centers for the selected Cost Center Manager.

The new 1074 Report Parameters page

How to identify cost centers that are not assigned to any Cost Center Manager

Run the UHS_CC_MGR_NONE query by business unit and dept ID or dept node.

How to see a list active cost centers assigned to a Cost Center Manager

Run the UHS_CC_ACTIVE query by business unit, dept ID or dept node and Cost Center Manager. (Dept node H0000 is for all UH departments.)

UHS_CC_ACTIVE

Business Unit:	00730
Dept ID or Node:	H0000
Fund or %:	%
Program or %:	%
Project or %:	%
SpeedType or %:	%
CC Mgr Empl ID or %:	0088444

OK   Cancel

How to add or change the Cost Center Manager on a cost center

Complete the Cost Center Manager Change Form and email it to your College/Division Administrator, who will forward the email to Karen James (kjames@uh.edu) in the Budget Office. The form requests the following information:

    a.   Cost center (business unit, fund, dept ID, program and project ID).

    b.   Speedtype.

    c.   Empl ID of new Cost Center Manager.

    d.   Name of new Cost Center Manager.

You can put as many cost centers on the form as needed. The Cost Center Manager Form is located on the Finance Forms page: http://www.uh.edu/finance/pages/forms.htm