

Cost Center Dashboard Tip Sheet

The Cost Center Dashboard is a web-based application that provides Cost Center Managers with access to the general ledger. The portal displays up-to-date financial information.



Login: <https://accessuh.uh.edu/index.php>

List View (only for Cost Center Manager)

The List View shows the summary of each cost center. The first five cost centers are displayed. Click on the *View All* button on the upper right hand corner to see a complete list. Some of the key elements on the List View include the Sponsor Name, Project Title, Project End Date, Budget, Expenses, Commitment Balance and Variance.

Cost Center Manager Dashboard - Screenshot									
Cost Center Manager									
Project ID	Speedtype	Project Title	Sponsor	Project End Date	Budget	Expenses	Commitment	Balance	Variance
G123456	12345	Research 1	National Institutes Health	8/31/2016	\$103,312.00	\$26,678.00	\$17,498.00	\$59,136.00	57.24%
G234567	23456	Research 2	Department of Energy	12/31/2019	\$4,000,000.00	\$1,327,574.00	\$456,000.00	\$2,216,426.00	55.41%
G345678	34567	Research 3	National Science Foundation	5/31/2017	\$575,000.00	\$125,744.00	\$33,000.00	\$416,256.00	72.39%

Cost Center Summary View (for Cost Center Managers and Certifying Signatories)

The Cost Center Summary View will allow certifying signatories to review the summary of each cost center for their department. The user will search using the speedtype. If there is a particular month to review, enter the last date of the needed month. Click the *Get Budget Summary* button to view.

The screenshot shows the UHS Finance application interface. At the top left is the UHS Finance logo. Below it are two tabs: 'Account Summary' and 'Cost Center Summary', with the latter being selected. A search bar contains the text '*SpeedType Key' followed by a search icon, '*Search Option' with a dropdown arrow, and '*To Date' with the date '12/06/2016' and a calendar icon. Below the search bar are several input fields for filtering: 'Business Unit' (00730), 'Fund Code', 'Department', 'Program Code', and 'Project'. There are also fields for 'Cost Center Manager', 'Project Title', 'Project Period' (with 'Start Date' and 'End Date' sub-fields), 'Sponsor ID', 'Funding Agency', and 'IDC Rate' (0%). At the bottom left is a button labeled 'Get Budget Summary'.

Account Summary View

The Account Summary displays a summary per cost center and allows the user to click on the subtotals hyperlink to drill down to more detailed information. It includes:

- a. Cost Center Information – Project Title, Project Period, Manager, Sponsor ID, Funding Agency, IDC Rate
- b. Budget Category - Description
- c. Budget Amount - per category
- d. Current Month Expense – by category
- e. Cumulative Expenses – period to date summary per category
- f. Commitment – Displays summary by category of expenses reserved for future expenses
- g. Remaining Balance – Displays Balance by category

Account Summary		Cost Center Summary				
*SpeedType Key	54325	*Search Option	Date	*To Date 02/01/2016		
Business Unit	00730	Fund Code	5016	Department	H0515	Program Code B0001 Project C105466
Project Title	Exploration of multi-layer synergy between two novel anti-tumor agents against hard-to-treat solid tumors					
Project Period	Start Date	06/01/2013		End Date	11/30/2016	
UH Cost Center Manager	ZHANG, JIAOLIU					
Sponsor ID	RP130553					
Funding Agency	Cancer Prevention and Research Institute of Texas					
IDC Rate	5.26%					
Get Budget Summary						
Budget Summary						Personalize Print
Account	Category	Budget	Current Month Expense	Cumulative Expenses	Commitment	Remaining Balance
B5017	SALARY AND WAGES	463,587.00		2,940.00		460,647.00
B5018	FRINGE BENEFITS	100,153.00		79,870.91	13,767.12	6,514.97
B5042	S&W TENURE TRACK FACULTY			12,763.27	37,662.10	-50,425.37
B5044	S&W NON TENURE TRACK FAC			103,741.50	13,224.06	-116,965.56
B5048	S&W GRADUATE ASSISTANTS			25,400.00		-25,400.00
B5050	S&W EXEMPT STAFF			167,824.25	14,726.00	-182,550.34
	SubTotal	563,740.00		392,539.93	79,379.37	91,820.70
	Other Expenses					
B5024	PASS THROUGH	121,560.00		41,394.03	80,165.97	
B5025	MAINTENANCE & OPERATIONS	130,195.00		78,437.91		51,757.09
	SubTotal	251,755.00		119,831.94	80,165.97	51,757.09
	Indirect Costs					
B5021	INDIRECT COST	38,426.74		23,247.70	15,734.18	-555.14
	SubTotal	38,426.74		23,247.70	15,734.18	-555.14
	Grand Total	863,921.74		535,619.57	175,279.52	143,022.65
Return						

Detailed List View

The user can view the transaction details by clicking on the subtotal hyperlink in the account summary. The summaries are payroll and other expenses. Below is a list of the details displayed.

Journal ID	Journal Date	Account	Account Description	Transaction Description	Monetary Amount	Voucher ID	Vendor Name
AP02958693	01/27/2016	53917	RESEARCH AND LAB SUPPLIES	TIPS, 10UL EXTRA LONG, SHARP	257.21	01536383	DENVILLE SCIENTIFIC INC
AP02958693	01/27/2016	53917	RESEARCH AND LAB SUPPLIES	ASSAY BRIGHT-GLO LUCIFERASE	124.16	01536386	VWR FUNDING INC
AP02954860	01/20/2016	54005	ANIMALS AND HUMAN CADAVERS	animal housing Dec 2015	850.85	00212754	WORTHING SCHOLARSHIP FUND
AP02952990	01/14/2016	53917	RESEARCH AND LAB SUPPLIES	M0202L T4 DNA LIGASE	679.50	01533031	NEW ENGLAND BIOLABS INC
AP02952990	01/14/2016	52200	ANALYTICAL SERVICES	DNA SEQUENCING	30.00	01532677	LONE STAR LABS INC
AP02952507	01/12/2016	53917	RESEARCH AND LAB SUPPLIES	OLIGO STANDARD DNA	11.10	01531964	SIGMA ALDRICH INC
AP02952507	01/12/2016	53917	RESEARCH AND LAB SUPPLIES	LB AGAR 500G	572.49	01531962	LIFE TECHNOLOGIES CORP
AP02952507	01/12/2016	53917	RESEARCH AND LAB SUPPLIES	INV110 OS KIT 20 RXN	328.20	01531958	LIFE TECHNOLOGIES CORP
AP02952507	01/12/2016	53917	RESEARCH AND LAB SUPPLIES	His Tag ELISA Detection Kit	323.00	01531956	GENSCRIPT USA INCORPORATED
AP02952507	01/12/2016	52200	ANALYTICAL SERVICES	DNA SEQUENCING	95.00	01531995	LONE STAR LABS INC
AP02952507	01/12/2016	52200	ANALYTICAL SERVICES	DNA SEQUENCING	50.00	01531993	LONE STAR LABS INC
AP02952507	01/12/2016	52200	ANALYTICAL SERVICES	DNA SEQUENCING	45.00	01531990	LONE STAR LABS INC
AP02952507	01/12/2016	52200	ANALYTICAL SERVICES	DNA SEQUENCING	15.00	01531986	LONE STAR LABS INC
AP02952507	01/12/2016	52200	ANALYTICAL SERVICES	DNA SEQUENCING	15.00	01531982	LONE STAR LABS INC
AP02939321	12/04/2015	53917	RESEARCH AND LAB SUPPLIES	TIPS, 10UL EXTRA LONG SHARP	377.03	01524039	DENVILLE SCIENTIFIC INC
AP02939056	12/03/2015	54005	ANIMALS AND HUMAN CADAVERS	SZhang Oct 2015 CNRCS	914.55	00211860	OFFICE MAX - A BOISE COMPANY
AP02932493	11/20/2015	53917	RESEARCH AND LAB SUPPLIES	RS103115SHAUN	85.00	00211620	WEST PUBLISHING CORP

- Journal ID—Identifier for the transaction
- Journal Date—Date the transaction was executed
- Account & Description— Code used to identify a transaction
- Transaction Description— Detail of expenses (if empty, contact your DBA to ensure future transactions have a descriptive of purchases)
- Monetary Amount – Amount of expenses
- Vendor Name—Company or person the expense belongs to

Quick Reference (Navigation: Found on each page)

Personalize

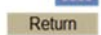
➤ Allows users to configure how columns appears on the table



➤ Allows users to zoom in on the table with a pop-up window



➤ Allows users to export the table to Excel



➤ Allows users to return to last page visited



➤ Allows users to email their department administrator with a question about the Cost Center Manager Dashboard