Reconcile an E&G Cost Center by adding a new expense category – A&P Salary Reserves – to the budget

1. From “My Task List” click and open “E&G Forms”
2. Click and open “State Departmental Budget ZS”
3. Click the down arrow of the first dropdown box (Cost Center) and enter one of your E&G Cost Centers
   a. You can type in either the Cost Center or the Description
4. Click the down arrow of the second dropdown box (Department) and enter the corresponding department
   a. The cost center/department combination must be correct otherwise you won’t get the correct data
5. Make sure you are in the correct version
6. Click the right arrow - this will refresh the data

7. The “Net Transfers In and Rev Less Expenditures” line must be “zero”.
8. If the cost center is out of balance please follow these steps:
   a. Verify that the allocation is accurate – first line (State Appropriations) - should be Last year’s budget +/- Permanent Transfers
   b. Verify that the salary expenses are correct – if not, changes will need to be made in HCP
   c. If both allocation and salaries are correct, balance the cost center by increasing/decreasing your salary reserves – adding a line for A&P salary reserves (currently not on the form). You can also add any of the following expense categories:
      i. 51109 – A&P Salary Reserve
      ii. 51209 – Classified Salary Reserve
      iii. 50109 – Faculty Salary Reserve
      iv. Any of the Wages accounts
9. Click and open “State Departmental Budget Non ZS”. Your Cost Center and Department should already be filled in.

10. Find GL 51109 A&P Salary Reserve and type in the reconciling amount. If you don’t remember exactly the amount, you can type in any number, save the form and return to the ZS form.

11. Cost Center is **RECONCILED**.