Job Aid #2

Reconcile a Designated Tuition funded Cost Center - using existing expense categories (GL accounts already used prior year)

1. From “My Task List” click and open “Designated and Service Forms”
2. Click and open “Designated Tuition Budget”
3. Click and open “Designated Tuition ZS”
4. Click the down arrow of the first dropdown box (Cost Center) and enter one of your Designated Tuition Funded Cost Centers
   a. You can type in either the Cost Center or the Description
5. 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
6. Make sure you are in the correct version
7. Click the right arrow - this will refresh the data

8. The “Net Transfers In and Rev Less Expenditures lines must be “zero”.
9. If the cost center is out of balance please follow these steps:
   a. Verify that the allocation is accurate – “TRNSFR in Designated Tuition” - should be Last year’s budget +/- Permanent Transfers
   b. Balance the cost center by increasing/decreasing one of the existing expense categories
      i. Ex. 63003 Office/Computer Supplies
10. Cost Center is **RECONCILED**.