DATE: April 15, 2015

TO: PIs, Building Managers and Financial Specialist

FROM: Environment Health & Safety – BSC Program

RE: Biological Safety Cabinets (BSCs) Cost Center Billing changes

How to Set Up a Cost Center Number

This document is intended for the people who manage the funding sources for Principal Investigators (PI).

Cost Center Numbers are the charging mechanism for all BSC Service transactions. Cost Center Numbers are mapped to a funding string.

Cost Center Numbers for BSC certifications, decontaminations and repairs take the format EHS# # # # # #, for Environment, Health & Safety followed by six system generated numbers.

To create a new cost center or to change an existing number, please see below. Detailed instructions with visual screen shots can be found at https://ehs.wiscweb.wisc.edu/wp-content/uploads/sites/25/2017/01/CostCenterInstructions.pdf.
To create a new cost center number or change an existing number:

- Go to the website https://www.fpm.wisc.edu/administrativebilling/
- Log in in the upper left hand corner using your Net ID and password, the same one used for My UW.
- After logging in, navigate using the black horizontal menu bar with white lettering that runs across the top of the page. Click on My Funding
- Click the "Create a NEW cost center" link.
- Complete the form for a new cost center number by selecting the following:
    - **Provider:**   Select "FPM" from pull-down menu.
    - **CC Profile**:   Select "Biosafety Cabinets (EHS)" from the pull-down menu.
    - **Description:**   Is optional to use however you wish.
- Click on the red control with white lettering "Create Fund Rule" OR the white plus enclosed in a green circle.
- Enter your funding string where:
    - Org/Dept Id: Enter a 6 digit number that represents your division and department. Required,
    - Fund is a 3 digit number. Required.
    - Program is a one digit number OR the letter F. Required.
    - Project is 7 characters in one of the formats shown below where "A" represents a number or a letter. Required.

- PRJAAAA
- ###AAAA where ### is your 3 digit Fund.
    - Start Date: automatically defaults to today's date but you can change it. Required.
    - End Date: Can be entered but is not required.
    - Click on red control with white lettering "Add"
- Your cost center funding rule will pop up.
- Click on red control with white lettering to see your cost center number.

For assistance send an email to FPMBOP@fpm.wisc.edu. This email is checked every day and you will receive a call back promptly.

For questions regarding Biosafety Cabinet certification, maintenance or repairs please contact EHS at 262-1809 or bscservices@fpm.wisc.edu.

Please add cost center to the service notification form (blue sheet) that is posted on equipment prior to service and forward blue sheet to bscservices@fpm.wisc.edu.

Environment, Health & Safety
a unit of Facilities Planning & Management

University of Wisconsin - Madison	30 East Campus mall	Madison, Wisconsin 53715-1227
608-265-5000	www.ehs.wisc.edu	FAX: 608-262-6767