

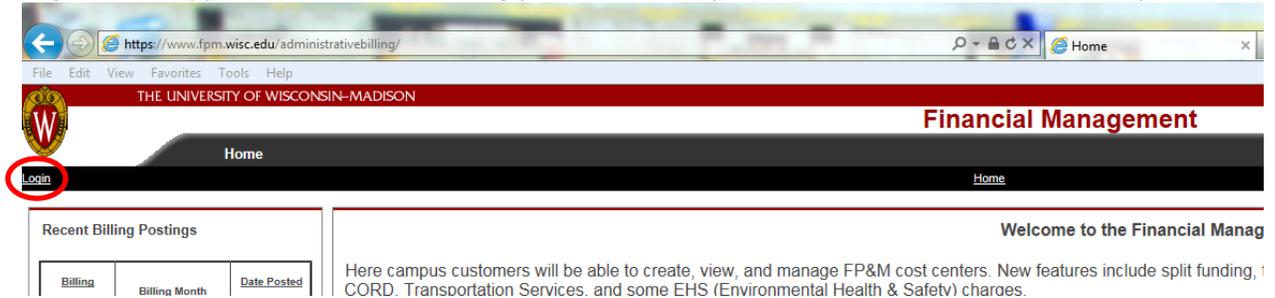
How to Set Up a Cost Center Number for UW Departments

This document is intended for the people who manage the funding sources for Primary Investigators for the BSC Program.

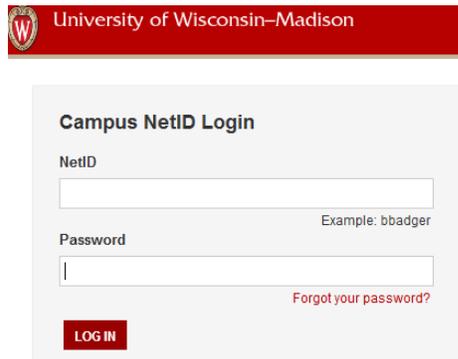
A cost center must exist for the BSC program to charge for certification, decontaminations and repairs. Cost centers are just numbers that map to a UW SFS funding string. Cost centers for BSC services take the format of EHS#####.

To create a new cost center number:

1. Go to the website <https://www.fpm.wisc.edu/administrativebilling/>
2. Log in in the upper left hand corner using your Net ID and password, the same one used for My UW.



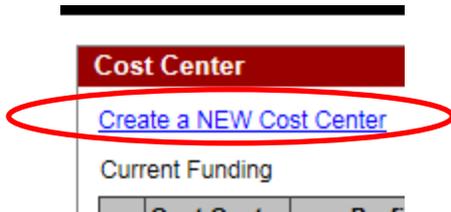
3. Using your NetID login and password log in.



4. 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



5. Click on the link [Create a NEW Cost Center](#).



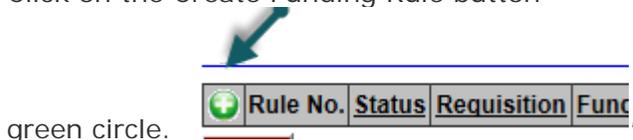
6. The form will look like this:

7. Select FPM from the Provider dropdown box.

8. Select **Biosafety Cabinets (EHS)** from the CC Profile dropdown box.

9. Enter a description, if desired. This is any text that is meaningful to you. It is particularly useful for staff managing many cost centers – all with different funding.

10. Click on the Create Funding Rule button  or plus sign surrounded by a



green circle.

11. You will see the following:

- 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”

12. Click Return to see your Cost Center number.

To edit funding on an existing cost center:

Only the Financial Contact (or people delegated by the Financial Contact) can view and update existing cost centers.

1. Log on following steps 1-4 above.
2. Click on the pencil in the left column to display current funding details.

Cost Center	Profile	Billed To Date	Description	Financial Contact	Current Funding	Additional Description
EHS999999	Biosafety Cabinets(EHS)	\$0.00	Test Cost Center	LastName, FirstName	Needs Funding for Future Charges	

3. You will see the following information about the cost center including all funding rules that have been created and their status – Open, Closed, or In Use. The billing program will select the lowest number funding rule where status is “Open” or “In Use” AND where the start and end dates cover the period being billed.

In order to change the funding rule:

- A. You can close any Open or In Use Rules by clicking on the Close Rule link to the left of the Rule No. Then create a new rule by clicking on plus sign surrounded by a green circle.
- B. Or you can edit any Open or In Use rules that have no end dates by updating the end date. You edit an existing rule by clicking on the pencil on the far left side of the funding rule. Enter the end date and click on Update. Then create your new rule by clicking on the plus sign surrounded by a green circle.

Cost Center Detail

Provider:

CC Profile:

Cost Center:

Update Cost Center

Fin. Contact:

To Change Contact: Enter at least 3 characters of the Last Name, Tab off field, Select Name from list Names in list are Madison and Extension Only;

CostCenter Type:

Description:

Add't. Descr:

NOTE: This Cost Center needs funding.

[Show/Hide Additional Cost Center Elements](#)

[Show/Hide Cost Center Change History](#)

[Discontinue Cost Center](#)

Rule No.	Status	Requisition	Funding String	\$ Limit	%	Begin	Expire	Total Billed	Invalid Split?	Rule Comment

Return

For information on how a funding rule is entered see step #11 above.

Other useful information (shown below) is available on the Financial Mgmt home page.
<https://www.fpm.wisc.edu/administrativebilling/Home/tabid/55/Default.aspx>

Helpful information for the Financial Management website

- [How to Update Funding Information](#)
- [How to use Customer Billing Search](#)
- [How to use Financial Contact Delegate](#)
- [How to enter Split Funding](#)

For assistance with anything related to cost center creation and/or billing please contact:

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