

ePM Quick Reference Guide #137

Cost Accounts



WHAT IS...

A Cost Account is an account where expenses from a contract or change order are allocated. They help you group, sort, and filter costs in your project. You can create as many cost accounts as you need to manage your budget and costs.

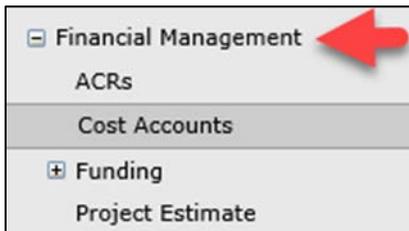
Once Cost Accounts are created, you can begin creating funding documents such as allowances, funding requests or RWAs.

WHO USES

- Project Managers and Staff
- Contracting Officers
- Budget Analysts

HOW TO

1. Login to ePM as a user with the Budget Analyst security category.
2. Navigate to the appropriate project.
3. Navigate to 'PM Tools' in the left-hand navigation panel, expand the menu, and click the 'Financial Management' menu to expand it.



4. Click Cost Accounts.
5. Click 'New' from the top menu to open the Cost Account window.
6. Notice that Cost Accounts are created in the Active state and need not be workflowed. In the Cost Account window, enter the following information:
 - Title: Use the naming convention - *Function Code Number-Function Code Name-BA-FY (optional) i.e. 413-Construction-BA55*
 - Function Code
 - Phase
 - Fiscal Year
 - Budget Activity
 - Cost Element

