



## Cost Center Overview

### Overview


The Materiel Management/Inventory Control Point (MM/ICP) module Cost Center process provides the ability to create, update, or delete Cost Center records for accounting transactions.

### Navigation

MASTER DATA MGMT > Cost Center > Cost Center page

### Procedures


#### Search for a Cost Center

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

**Search Criteria**

Organization Collection	<input type="text" value="All"/>	Owning Cost Center	<input type="text" value="All"/>
Cost Center	<input type="text" value="All"/>	Funding Cost Center	<input type="text" value="All"/>
Freeze Cd	<input type="text" value="All"/>	Deprn Cost Center	<input type="text" value="All"/>

2. Click . The results appear in the Cost Center grid.

**Search Results**

Options: Add, Edit, Delete

Cost Center	Cost Center Desc	Organization Collection	Freeze Cd	Owning Cost Center	Funding Cost Center	Deprn Cost Center	Interface System Cd	Start Dt	End Dt
DAI0010006	DAI Cost Center 10006	EJ/NP - Nvl Spcl Warn Cmg/N00074	No	Yes	Yes	Yes	AF - DAI	01/01/1982 12:00 AM	--
DAI0010006	DAI SPECCOST CENTER update	EJ/NP - Nvl Spcl Warn Cmg/N00074	No	Yes	Yes	Yes	AF - DAI	01/01/1982 12:00 AM	--


Selected 0/2    10 items per page    1 - 2 of 2 items






## Add a Cost Center


### Navigation

MASTER DATA MGMT > Cost Center >  > Add Cost Center drawer

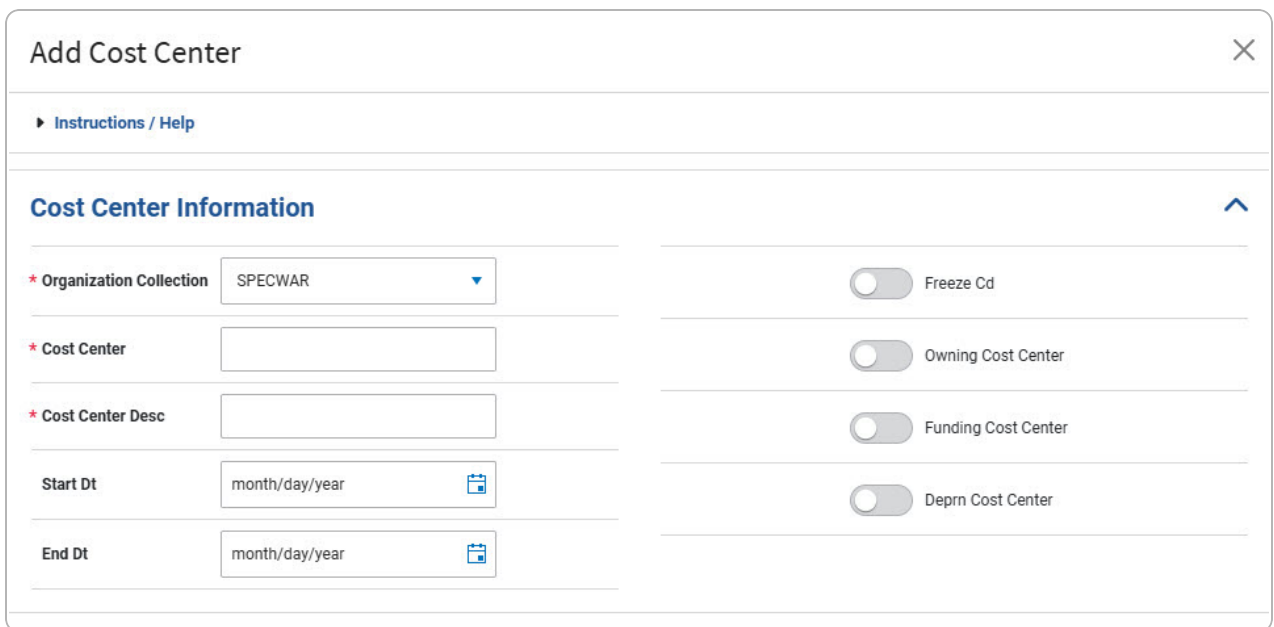
### Procedures

#### Add a Cost Center

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to create a Cost Center. The **Add Cost Center** pop-up window appears.

#### Cost Center Information




The screenshot shows a pop-up window titled "Add Cost Center" with a close button (X) in the top right corner. Below the title is a link for "Instructions / Help". The main section is titled "Cost Center Information" and contains several input fields and toggle switches:

- \* Organization Collection:** A dropdown menu with "SPECWAR" selected.
- \* Cost Center:** An empty text input field.
- \* Cost Center Desc:** An empty text input field.
- Start Dt:** A date input field with a calendar icon, showing "month/day/year".
- End Dt:** A date input field with a calendar icon, showing "month/day/year".
- Freeze Cd:** A toggle switch, currently off.
- Owning Cost Center:** A toggle switch, currently off.
- Funding Cost Center:** A toggle switch, currently off.
- Deprn Cost Center:** A toggle switch, currently off.





- A. Use  to select the Organization Collection.
- B. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*

### Remarks

Remarks ^

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Remarks

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✖ Cancel 💾 Save


- 2. Select . The **Add Cost Center** drawer closes, and the new Cost Center appears at the top of the Search Results grid, highlighted in green.






## Edit a Cost Center


### Navigation

MASTER DATA MGMT > Cost Center >  > Edit Cost Center slider

### Procedures

#### Update a Cost Center

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  next to the desired record. The **Edit Cost Center** slider appears.

#### Cost Center Information

Edit Cost Center ✕

[▶ Instructions / Help](#)

#### Cost Center Information ⤴

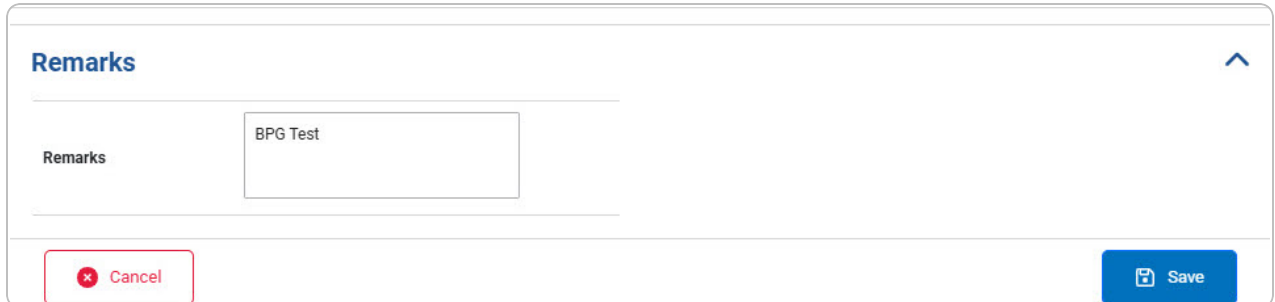
Cost Center	<input type="text" value="100006"/>	<input type="checkbox"/> Freeze Cd
* Cost Center Desc	<input type="text" value="SPECCost"/>	<input checked="" type="checkbox"/> Owing Cost Center
Start Dt	<input type="text" value="2/3/2025"/> 	<input checked="" type="checkbox"/> Funding Cost Center
End Dt	<input type="text" value="4/30/2025"/> 	<input checked="" type="checkbox"/> Deprn Cost Center

- A. Update the Cost Center DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*






### Remarks



Remarks

Remarks BPG Test

Cancel Save

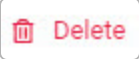
- A. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*
2. Select . The **Edit Cost Center** slider closes, and the revised Cost Center appears at the top of the grid.






## Delete a Cost Center

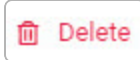
### Navigation

MASTER DATA MGMT > Cost Center >  > Delete Cost Center pop-up window

### Procedures

#### Delete a Cost Center

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next the desired record. The **Delete Cost Center** pop-up window appears.

#### Cost Center Information

Delete Cost Center ×

Instructions / Help

**Warning:**  
Are you sure you want to delete this Cost Center?

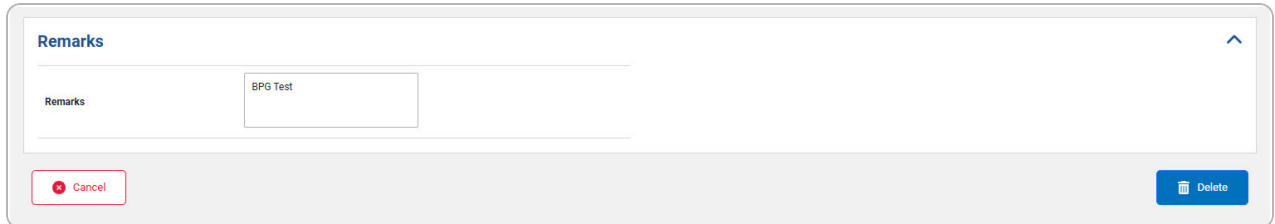
**Cost Center Information** ↑

Cost Center	100006	<input type="checkbox"/> Freeze Cd
Cost Center Desc	SPECCost	<input checked="" type="checkbox"/> Owning Cost Center
Start Dt	02/03/2025 12:00 AM	<input checked="" type="checkbox"/> Funding Cost Center
End Dt	04/30/2025 12:00 AM	<input checked="" type="checkbox"/> Deprn Cost Center






### Remarks



The screenshot shows a pop-up window titled "Remarks" with a close button in the top right corner. Inside the window, there is a text input field labeled "Remarks" containing the text "BPG Test". At the bottom left of the window is a red "Cancel" button with a close icon, and at the bottom right is a blue "Delete" button with a trash can icon.

- A. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*
2. Select . *The pop-up window closes and the Cost Center is removed.*

