



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

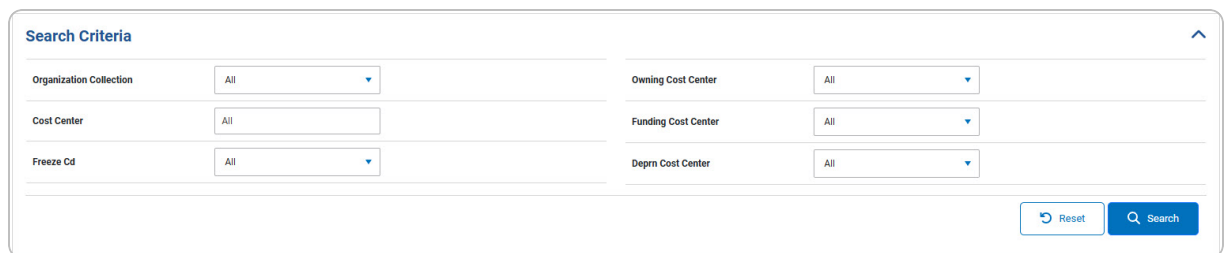
MASTER DATA MGMT > Cost Center > Cost Center page

Procedures

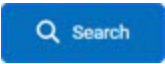
Search for a Cost Center

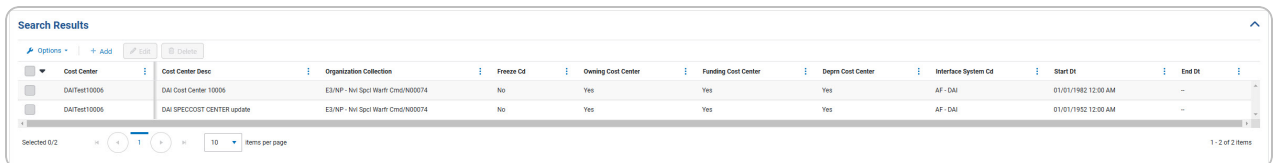
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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



The form contains six dropdown menus for search criteria: Organization Collection, Cost Center, Freeze Cd, Owning Cost Center, Funding Cost Center, and Deprn Cost Center. Each dropdown is currently set to 'All'. At the bottom right are 'Reset' and 'Search' buttons.

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



The table displays search results for Cost Centers. It includes columns for Cost Center Desc, Organization Collection, Freeze Cd, Owning Cost Center, Funding Cost Center, Deprn Cost Center, Interface System Cd, Start Dt, and End Dt. Two results are shown, both for 'DAI/Fest10006'.

Cost Center Desc	Organization Collection	Freeze Cd	Owning Cost Center	Funding Cost Center	Deprn Cost Center	Interface System Cd	Start Dt	End Dt
DAI/Fest10006	E3/NP - Nvl Spcl Warr Cmg/N00074	No	Yes	Yes	Yes	AF - DAI	01/01/1982 12:00 AM	--
DAI/Fest10006	DAI SPECCOST CENTER update	No	Yes	Yes	Yes	AF - DAI	01/01/1982 12:00 AM	--





Add a Cost Center

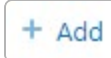
Navigation

MASTER DATA MGMT > Cost Center >  > Add Cost Center slide-out window

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

Add Cost Center

[Instructions / Help](#)

Cost Center Information

* Organization Collection

SPECWAR

* Cost Center

* Cost Center Desc

Start Dt

month/day/year

End Dt

month/day/year

Freeze Cd

Owning Cost Center

Funding Cost Center

Deprn Cost Center



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 7/13/2026

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ELMS Helpdesk
1-844-843-3727





Help Reference Guide

- 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

Remarks

 Cancel

 Save

- 2. Select . The **Add Cost Center** slide-out window 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

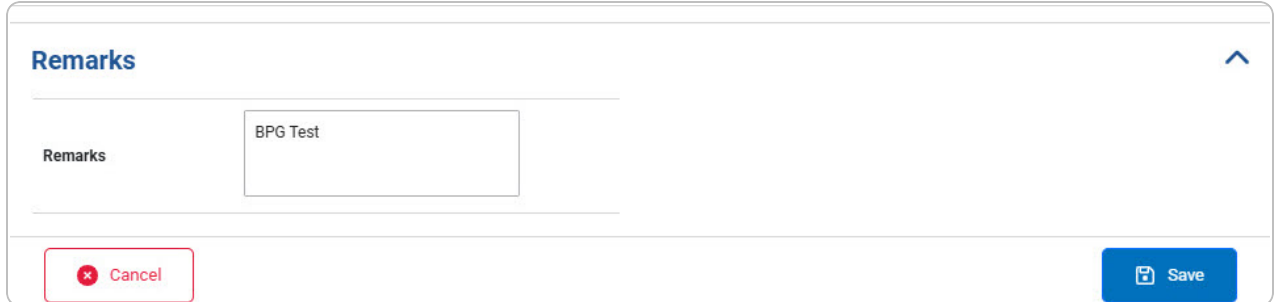
Cost Center	100006	☐ Freeze Cd
* Cost Center Desc	SPECCost	☒ Owning Cost Center
Start Dt	2/3/2025	☒ Funding Cost Center
End Dt	4/30/2025	☒ Deprn Cost Center

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





Remarks



- 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 > 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
Cost Center Desc	SPECCost
Start Dt	02/03/2025 12:00 AM
End Dt	04/30/2025 12:00 AM

Freeze Cd

Owning Cost Center

Funding Cost Center

Deprn Cost Center





Remarks

Remarks

Remarks

BPG Test

Cancel

Delete

- 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.*

