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

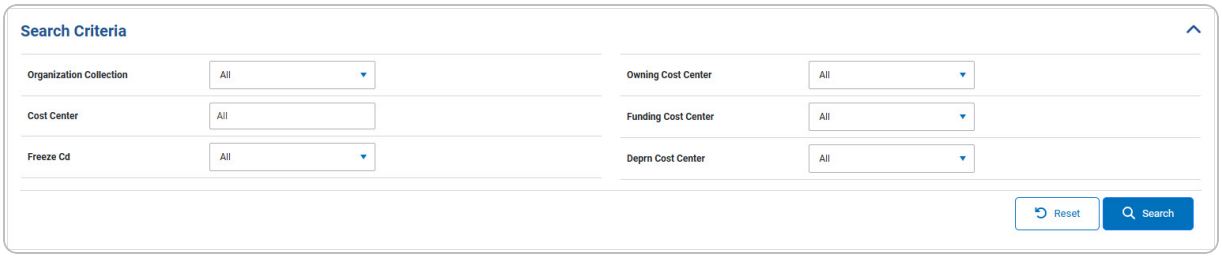
MASTER DATA MGMT > Cost Center > Cost Center page

Procedures

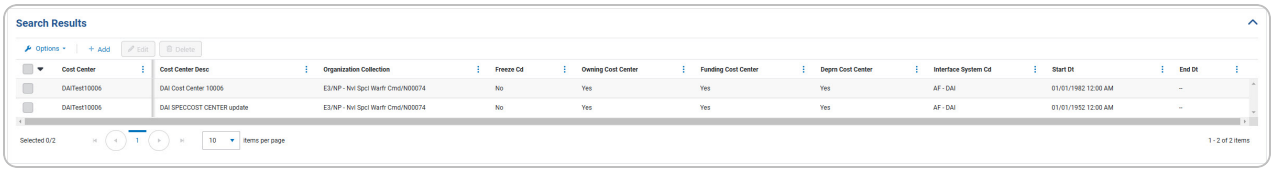
Search for a Cost Center

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.



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



Add a Cost Center

Navigation

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

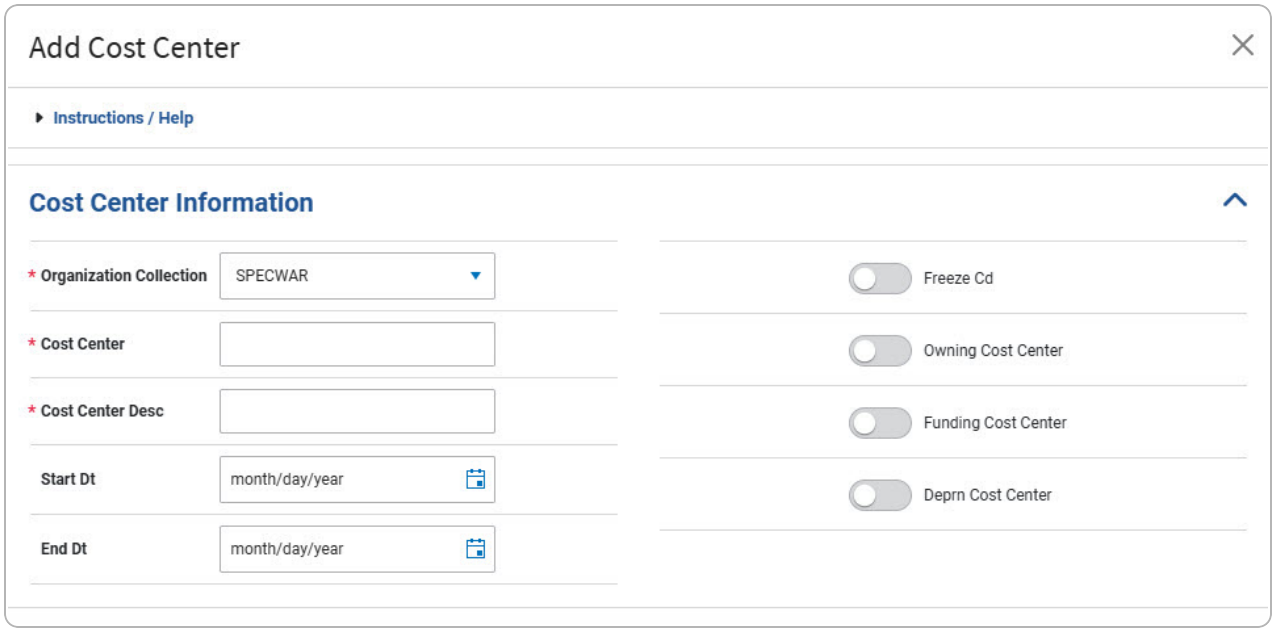
Procedures

Add a Cost Center

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

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

Cost Center Information



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 256 alphanumeric character field.*

Remarks



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 > ☐ (desired record) > Edit > Edit Cost Center slider

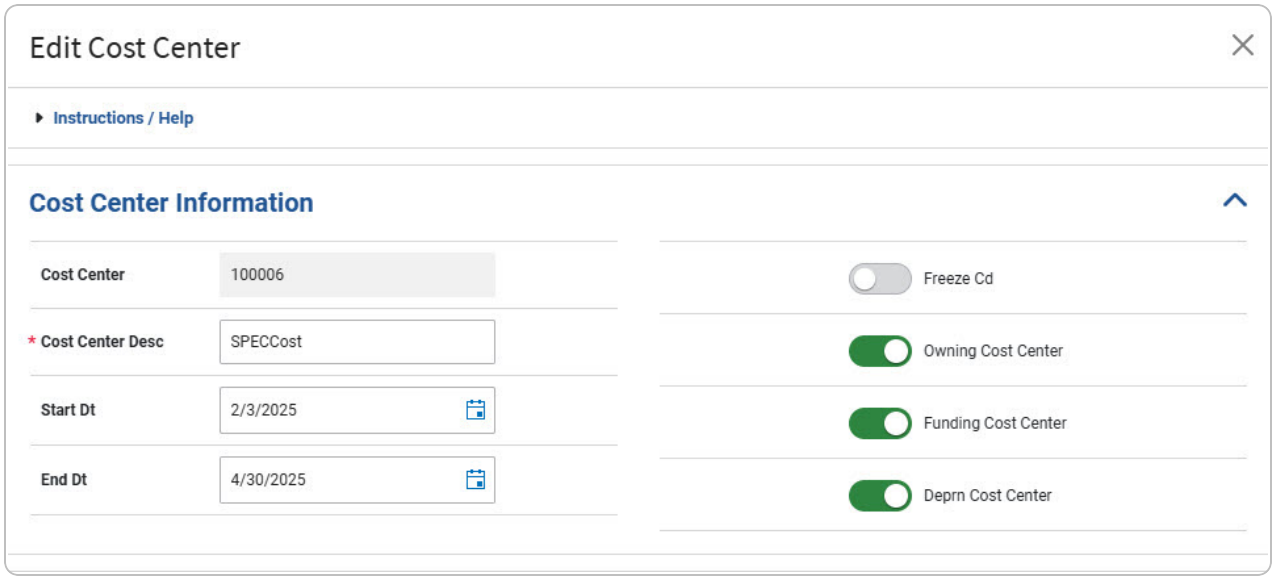
Procedures

Update a Cost Center

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

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

Cost Center Information



A. Update the Cost Center DESC, entering the revised explanation in the field provided. *This is a 256 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 > ☐ (desired record) > Delete > Delete Cost Center pop-up window

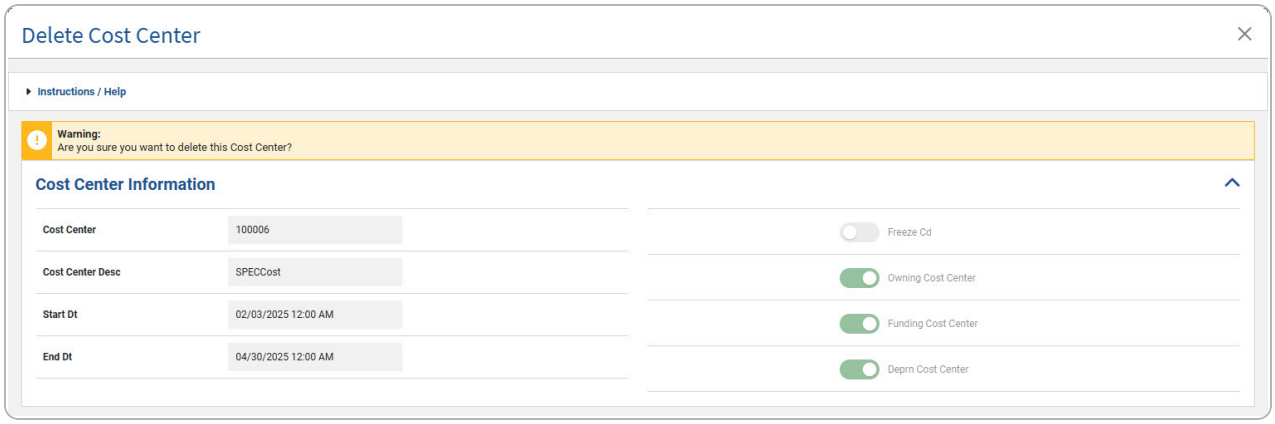
Procedures

Delete a Cost Center

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

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

Cost Center Information



Remarks



A. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The pop-up window closes and the Cost Center is removed.*