



Search for a Cost Center Inquiry — Criteria

Overview

The Property Accountability module Cost Center Inquiry process provides the ability to search for Cost Center records.

Navigation

Inquiries > Master Data > Cost Center > Cost Center Inquiry Search Criteria page

Procedures

Search for a Cost Center Inquiry — Criteria

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, choose which available field to use in the search.

My Queries

New Query

Cost Center Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
*Site Id	=	NJ-ME -Navy Military Equipment
*Actbl UIC	=	N00024 - ACCOUNTABLE
*UIC	=	ABC123 - BPG TRIAL 2
Select an Item		

Reset

Fields

Show Inquiry





Help Reference Guide

2. Choose which Available Field(s) to use in the search.
- A. The first Available Field(s) option (Status) automatically populates and is not editable.
 - B. The second Available Field(s) option (SITE ID) automatically populates and is not editable.
 - C. The third Available Field(s) option (ACTBL UIC) automatically populates and is not editable.
 - D. The fourth Available Field(s) option (UIC) automatically populates and is not editable.
 - E. Use  to select the fifth Available Field.

Note



Adding another Available Field  automatically populates an additional search criteria row.

Note



Select  to modify the fields used in the inquiry. The Fields Selection page opens.

3. Choose which Operands to use in the search.
- A. Use  to select the first Operands.
 - B. Use  to select the second Operands.
 - C. Use  to select the third Operands.
 - D. Use  to select the fourth Operands.
 - E. Use  to select the fifth Operands.
4. Choose which Search Value(s) to use in the search.





- A. Use  to select the first Search Value.
- B. Use  to select the second Search Value.
- C. Use  to select the third Search Value.
- D. Use  to select the fourth Search Value.
- E. Use  to select the fifth Search Value.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Cost Center Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide

My Queries

Cancel Query
Add Query

Cost Center Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
*Site Id	=	NJ-ME -Navy Military Equipment
*Actbl UIC	=	N00024 - ACCOUNTABLE
*UIC	=	ABC123 - BPG TRIAL 2
Select an Item		

Reset
Fields
Show Inquiry

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select **Add Query**. The Query and the information entered in the Search Criteria grid are added to My Queries. Select **Cancel Query** to disregard the Query.
- Select **Fields**. The **Cost Center Inquiry — Select Fields** page appears.
- OR
- Select **Show Inquiry**. The **Cost Center Inquiry — Results** page appears.

Select a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

[New Query](#)

Cost Center Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
*Site Id	=	NJ-ME -Navy Military Equipment
*Actbl UIC	=	N00024 - ACCOUNTABLE
*UIC	=	ABC123 - BPG TRIAL 2
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Cost Center Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Cost Center Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

Test 2 ▼

Cost Center Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status ▼	= ▼	Active ▼
*Site Id ▼	= ▼	NJ-ME -Navy Military Equipment ▼
*Actbl UIC ▼	= ▼	N00024 - ACCOUNTABLE ▼
*UIC ▼	= ▼	ABC123 - BPG TRIAL 2 ▼
Freeze Cd ▼	= ▼	▼
Select an Item ▼	▼	▼

2. Select . The query information is updated.
 3. Select . The **Cost Center Inquiry — Select Fields** page appears.
- OR
- Select . The **Cost Center Inquiry — Results** page appears.

Delete a My Queries Inquiry

1. Use ▼ to select the desired saved query. The page refreshes, and is joined by and . The selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

Test 2 ▼

Delete Query New Query Update Query

Cost Center Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status ▼	= ▼	Active ▼
*Site Id ▼	= ▼	NJ-ME -Navy Military Equipment ▼
*Actbl UIC ▼	= ▼	N00024 - ACCOUNTABLE ▼
*UIC ▼	= ▼	ABC123 - BPG TRIAL 2 ▼
Freeze Cd ▼	= ▼	▼
Select an Item ▼	▼	▼

Reset Fields Show Inquiry

2. Select [Delete Query](#) . The query information is removed.

Revise the Fields for the Inquiry

Select [Fields](#) . The **Cost Center Inquiry — Select Fields** page appears.





Search for a Cost Center Inquiry — Results

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > [Show Inquiry](#) > Cost Center Inquiry Search Results page

Procedures

Export the Cost Center Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

Rows Retrieved = 3

1	of 1					Find Next
UIC	Cost Center	Owng Cost Center	Fndg Cost Center	Deprn Cost Center		
ABC123	BPG	YES	YES	YES		
ABC123	BPG123	YES	YES	YES		
ABC123	NLTEST	YES	YES	YES		

05/23/2024 11:39
For Official Use Only

1 of 1

[Cancel](#)

Note



To reach the optional fields, refer to the Cost Center Inquiry — Field Selection page.

2. Select [Cancel](#). The **Cost Center Inquiry Search Criteria** page appears.





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





Select Fields for the Cost Center Inquiry

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > [Fields](#) > Cost Center Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page, whereas selecting [Reset](#) returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select [Fields](#). The **Cost Center Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.
☒	Owng Cost Center	Indicator that denotes whether the Cost Center is valid as an Owning Cost Center.
☒	Fndng Cost Center	Indicator that denotes whether the Cost Center is valid as a Funding Cost Center.
☒	Deprn Cost Center	Indicator that denotes whether the Cost Center is valid as a Depreciation Cost Center.





Help Reference Guide

☐	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	Agency Cd	Indicates the agency code and name.
☐	Agency Name	The name assigned to the agency.
☐	Cost Center Desc	Text description of the Cost Center.
☐	Cost Center Id	The business partner's row key for an interfaced Cost Center.
☐	End Dt	The last day the Cost Center is valid.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date of this row's insertion into the database.
☐	Freeze Cd	A code that indicates whether a Cost Center is froze for further use. Display will be Yes or No.
☐	Intrf Sys Cd	The accounting interface system code used to determine what data is mandatory in the accounting transactions that are generated for each DPAS accounting interface.
☐	Last Updtd By	Last Updated By (user id).
☐	Last Updtd Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Site Id	The active Site Id the user has access to.
☐	Site Name	The site name.
☐	Start Dt	The first day the Cost Center is valid.
☐	Status	Indicates if the Cost Center is active or deleted.
☐	UIC Name	A unit, organization, or activity name

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

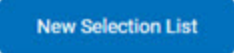
3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract page, and does not change the file name.***

4. Use to select the Privacy Type.





Add a Selection List

1. Select . The page refreshes, and Selections changes from a drop-down field to a text field.

My Selections

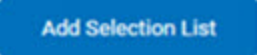



☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.

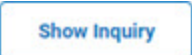
Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

Select  for small volumes of data. The **Cost Center Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Cost Center Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.

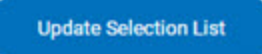
Select  for small volumes of data. *The **Cost Center Inquiry — Results** page appears.*

2.

OR

Select  for large volumes of data. *The **Cost Center Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*





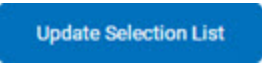
Help Reference Guide

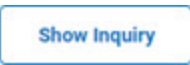
My Selections

Test 2

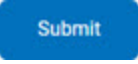
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.

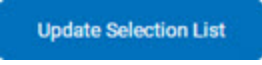
2. Select . The page refreshes.

Select  for small volumes of data. The **Cost Center Inquiry — Results** page appears.

3. **OR**

Select  for large volumes of data. The **Cost Center Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .





My Selections

Test 2

Delete Selection List

New Selection List

Update Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.

2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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. Select [Fields](#). The **Cost Center Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.
☒	Owng Cost Center	Indicator that denotes whether the Cost Center is valid as an Owing Cost Center.
☒	Fndng Cost Center	Indicator that denotes whether the Cost Center is valid as a Funding Cost Center.
☒	Deprn Cost Center	Indicator that denotes whether the Cost Center is valid as a Depreciation Cost Center.





Help Reference Guide

☐	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	Agency Cd	Indicates the agency code and name.
☐	Agency Name	The name assigned to the agency.
☐	Cost Center Desc	Text description of the Cost Center.
☐	Cost Center Id	The business partner's row key for an interfaced Cost Center.
☐	End Dt	The last day the Cost Center is valid.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date of this row's insertion into the database.
☐	Freeze Cd	A code that indicates whether a Cost Center is froze for further use. Display will be Yes or No.
☐	Intrf Sys Cd	The accounting interface system code used to determine what data is mandatory in the accounting transactions that are generated for each DPAS accounting interface.
☐	Last Updtd By	Last Updated By (user id).
☐	Last Updtd Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Site Id	The active Site Id the user has access to.
☐	Site Name	The site name.
☐	Start Dt	The first day the Cost Center is valid.
☐	Status	Indicates if the Cost Center is active or deleted.
☐	UIC Name	A unit, organization, or activity name

2. Select the fields required for the inquiry. *The first 5 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select for small volumes of data. *The **Cost Center Inquiry — Results** page appears.*

3.

OR

Select for large volumes of data. *The **Cost Center Inquiry Transaction Status** page appears.*





View the Cost Center Inquiry Transaction Status

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > [Fields](#) > Fields Selection > [Submit](#) > [Refresh](#) > [View Results](#) > Cost Center Inquiry Transaction Status page

Procedures

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

View the Cost Center Inquiry Background Transaction Status

Your Background Transaction was Submitted

Transaction Number 55850

Transaction Status

Submitted by User

[Cancel](#)

[Refresh](#)

1. Select [Refresh](#) to update the transaction status. *The page refreshes.*
2. Select [View Results](#) once the background process is completed. *The **View the Cost Center Inquiry Transaction Status** page appears.*
3. Select [Cancel](#). *The **Cost Center Inquiry Search Criteria** page appears.*

View the Cost Center Inquiry Transaction Status

Transaction Status

Process Queue Id: 55850

Status	Action Required	Details	
Success	None	Rows Extracted	3
		Site	NJ-ME
		Time Extracted	5/23/2024 12:28:34 PM
		User	NMLAW

[Cancel](#)

[Print](#)





1. Select . The **Cost Center Inquiry Transaction Status Export** page appears.





Export the Cost Center Inquiry Transaction Status

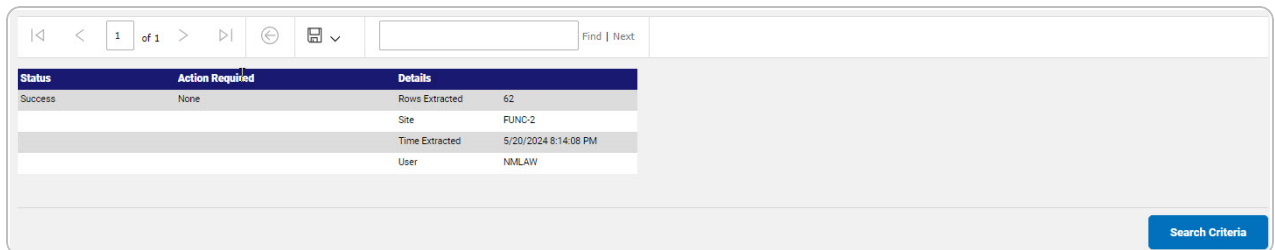
Navigation

Inquiries > Master Data > Cost Center > Search Criteria > [Fields](#) > Fields Selection > [Submit](#) > [Refresh](#) > [View Results](#) > Transaction Status > [Print](#) > Cost Center Inquiry Transaction Status Export page

Procedures

Export the Cost Center Inquiry Transaction Status

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Status	Action Required	Details
Success	None	Rows Extracted 62 Site FUNC-2 Time Extracted 5/20/2024 8:14:08 PM User NMLAW

Find | Next

Search Criteria

2. Select [Search Criteria](#). *The **Cost Center Inquiry Search Criteria** page appears.*

Search the Results

1. Select the empty field [Find | Next](#).
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select [Find](#) to search for the entry. *The entry appears highlighted in the file.*
4. Select [Next](#) to find the next matching value. *This feature is available if multiple results are found.*

