



# Search for a Cost Center — Criteria

## Overview

The Property Accountability module Cost Center provides the ability to search, add, update, and delete Cost Center records. Cost Centers are established by the Unit Identification Code (UIC) and is considered a subordinate organization to a UIC. Cost Centers are used to identify the current holder/owner of the asset, fund the purchase of the asset, and when applicable, identify the Cost Center charged the Depreciation expense.

For Cost Centers that are maintained by other external systems, ELMS provides limited updates of the record. Users are not be able to:

- Mark a Cost Center as frozen.
- Change the effective dates.
- Attempt to update the type of cost center if the Cost Center is assigned to an asset and the change(s) results in the Cost Center being invalid. The process errors for the specific Cost Center and provides the reason why the update is not made.

The format and use of the Cost Center is controlled by the asset's reporting Accounting System. ELMS obtains the Cost Center validation requirements by the appropriation assigned to the asset (using the appropriation to obtain the accounting system).

## Navigation

Master Data > Cost Center > Cost Center Search Criteria page

## Procedures

### Search for a Cost Center — Criteria

*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 panel, narrow the results by entering one or more of the following optional fields.





### Search Criteria

*UIC	<input type="text" value="ABC123"/>	▼
Cost Center	<input type="text"/>	
Owng Cost Center	<input type="text" value="All"/>	▼
Fndng Cost Center	<input type="text" value="All"/>	▼
Deprn Cost Center	<input type="text" value="All"/>	▼
*Freeze Cd	<input type="text" value="All"/>	▼

Reset

Search

Add

2. Select  . The **Cost Center Search Results** page appears.





## Help Reference Guide

### Search Criteria

**UIC**  
ABC123

**Owng Cost Center**  
All

**Deprn Cost Center**  
All

**Cost Center**  
--

**Fndng Cost Center**  
All

**Freeze Cd**  
All

### Search Results

Select	Cost Center	Cost Center Desc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
<input type="checkbox"/>	BPG	BPG TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123		03/22/2021	03/31/2025
<input type="checkbox"/>	BPG123	BPG TEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123		10/01/2020	10/01/2022
<input type="checkbox"/>	NLTEST	HELP TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123			

Cancel

Deselect All

Select All

Delete

Update





## Search for a Cost Center — Results

### Navigation

Master Data > Cost Center > Search Criteria >  > Cost Center Search Results page

### Procedures

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

Selecting  deselects the checked entries. Selecting  selects all present entries.

### Update a Cost Center

- Select . The **Cost Center Search Results** page appears.

#### Search Criteria

UIC ABC123	Owng Cost Center All	Deprn Cost Center All
Cost Center --	Fndng Cost Center All	Freeze Cd All

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#### Search Results

Select	Cost Center	Cost Center Desc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
<input type="checkbox"/>	BPG	BPG TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123		03/22/2021	03/31/2025
<input type="checkbox"/>	BPG123	BPG TEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123		10/01/2020	10/01/2022
<input type="checkbox"/>	NLTEST	HELP TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123			

- Click  to select the desired Cost Center(s).





3. Select . The **Cost Center Selected Rows** page appears.

### Delete a Cost Center

1. Select . The **Cost Center Search Results** page appears.

#### Search Criteria

UIC ABC123	Owng Cost Center All	Deprn Cost Center All
Cost Center --	Fndng Cost Center All	Freeze Cd All

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#### Search Results

Select	Cost Center	Cost Center Desc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
<input type="checkbox"/>	BPG	BPG TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123		03/22/2021	03/31/2025
<input type="checkbox"/>	BPG123	BPG TEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123		10/01/2020	10/01/2022
<input type="checkbox"/>	NLTEST	HELP TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123			

Cancel Deselect All Select All Delete Update

2. Click  to select the desired Cost Center(s).
3. Select . The **Cost Center Selected Rows** page appears.





# View the Cost Center Selected Rows

## Navigation

Master Data > Cost Center > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Cost Center Selected Rows page

## Procedures

### View the Cost Center Selected Rows

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

1. Select . The **Cost Center Selected Rows** page appears.

### Search Criteria

UIC ABC123	Owng Cost Center All	Deprn Cost Center All
Cost Center --	Fndng Cost Center All	Freeze Cd All

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### Selected Rows

Cost Center	Cost Center Desc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
NLTEST	HELP TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC123			

Cancel
Continue





## Help Reference Guide

### Search Criteria

UIC BROOKS	Owng Cost Center All	Deprn Cost Center All
Cost Center -	Fndng Cost Center All	Freeze Cd All

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### Selected Rows

Cost Center	Cost Center Desc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
ABCDE	BPG COST CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BROOKS		05/01/2017	05/30/2025
ABCCC	TEST FOR USER	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BROOKS		07/09/2018	07/23/2018

Cancel
Continue

2. Verify the Search Criteria grid.
3. Verify the Selected Rows grid.
4. Select Continue. The **Cost Center Update** page appears.





# Add a Cost Center

## Navigation

Master Data > Cost Center > Search Criteria > Cost Center Add Page

## 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 . The **Cost Center Add** page appears.

Add

UIC	BROOKS
*Cost Center	<input type="text" value="TESTHELP"/>
*Cost Center Desc	<input type="text"/>
Start Dt	<input type="text"/> 
End Dt	<input type="text"/> 
Freeze Cd	<input type="checkbox"/>
Owng Cost Center	<input type="checkbox"/>
Fndng Cost Center	<input type="checkbox"/>
Deprn Cost Center	<input type="checkbox"/>
History Remarks	<input type="text"/>

- A. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
  - B. Enter the Cost Center Desc in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . The **Cost Center Transaction Status** page appears.





# Update a Cost Center

## Navigation

Master Data > Cost Center > Search Criteria >  > Search Results >  (desired record(s)) >  > Selected Rows >  > Cost Center Update page

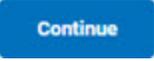
## Procedures

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





## Update a Cost Center

1. Select . The **Cost Center Update** page appears.

### Update

UIC	ABC123
Cost Center	NLTEST
*Cost Center Desc	<input type="text" value="HELP TEST"/>
Start Dt	<input type="text"/> 
End Dt	<input type="text"/> 
Freeze Cd	<input type="checkbox"/>
Owng Cost Center	<input checked="" type="checkbox"/>
Fndng Cost Center	<input checked="" type="checkbox"/>
Deprn Cost Center	<input checked="" type="checkbox"/>
History Remarks	<input type="text"/>
Attachments	No Attachments Available
Add Attachment	<input type="button" value="Add Attachment"/>

- A. Update the Cost Center DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*







### Helpful Tip



The Start Date is the beginning effective date that the Cost Center is available for use. The End Date is the last date that the Cost Center is available for use. If both dates are used then the Start Date cannot be greater than the End Date.

- A. Update the Freeze Cd, using  to select the desired code.
2. Select . The **Cost Center Transaction Status** appears.







### Delete Multiple Cost Centers

1. Select  . The **Cost Center Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

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Delete

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UIC BROOKS

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History Remarks

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2. Select  . The **Cost Center Transaction Status** appears.

