



Browse for an Owning Cost Center

Overview

The Owning Cost Center Browse process allows searching for a Cost Center in an organization.

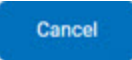
Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Owning Cost Center Browse pop-up window

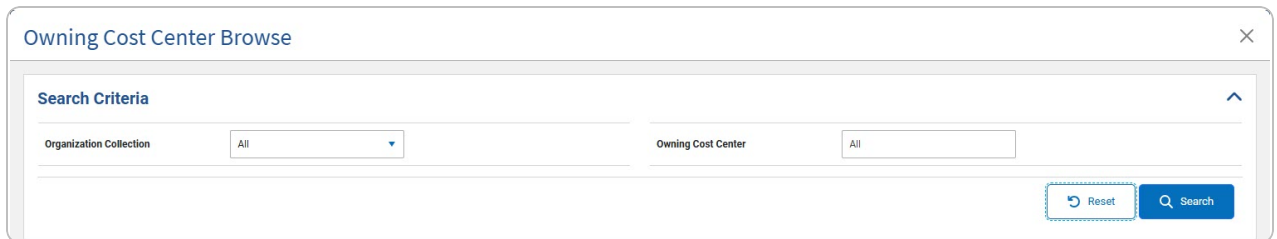
Procedures

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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.

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

1. Select . The **Owning Cost Center Browse** pop-up window appears.



2. Select . The results display in the Owning Cost Center Search Results Grid below.





Help Reference Guide

Search Results Options

Owning Cost Center	Cost Center Desc	Organization Collection	Interface System Cd	Start Dt	End Dt
☐ BPGTest	BPG Test	SPECWAR	-	05/01/2026 12:00 AM	01/01/2029 12:00 AM

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

Cancel Take Selected

3. Select ☐ next to the desired cost center.
4. Click Take Selected. *The pop-up window closes and the selected owning cost center appears in the previous screen.*

