



Cost Center - Add

The **Cost Center** process enables a user to standardize data input by entering pre-defined Cost Center(s).

1. Navigate to the **Master Data > Cost Center** menu path.
2. Accept the default value for **UIC**.
3. Enter the new **Cost Center** – Mandatory.
4. Select the **Add** button.

Search Criteria	
*UIC	UIC003 2
Cost Center	FAC 3
Owng Cost Center	All
Fndng Cost Center	All
Deprn Cost Center	All
*Freeze Cd	All

4 **Add** **Search** **Reset**

The **Add** page displays.

5. Enter the **Cost Center Desc**.
6. Assign any restrictions by entering:
 - **Freeze Cd**
 - **Start Dt**
 - **End Dt**
7. Designate the type of cost center by selecting or deselecting the checkboxes:
 - **Owng Cost Center**
 - **Fndng Cost Center**
 - **Deprn Cost Center**
8. Enter **History Remarks**.
9. Select the **Add** button to complete the process.

Add	
UIC	UIC003
*Cost Center	FAC
*Cost Center Desc	Facilities 5
Start Dt	
End Dt	6
Freeze Cd	☐
Owng Cost Center	☒ 7
Fndng Cost Center	☐
Deprn Cost Center	☐
History Remarks	Creating Owning Cost Center 8

9 **Add** **Cancel**



Cost Center - Update

1. Navigate to the **Master Data > Cost Center** menu path.
2. Accept all default **Search Criteria**.
3. Select the **Search** button

2

Search Criteria

*UIC	UIC003	▼
Cost Center		
Owng Cost Center	All	▼
Fndng Cost Center	All	▼
Deprn Cost Center	All	▼
*Freeze Cd	All	▼

Add

3

Search
Reset

The **Search Results** page displays.

4. Select the checkbox beside the **Cost Center** to update.
5. Select the **Update** button to complete the process.

Search Criteria

UIC	UIC003	Cost Center	
Owng Cost Center	All	Fndng Cost Center	All
Deprn 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
☐	CLMBS	CLMBS	☐	☒	☒	☒	UIC003			
☐	FAC	FACILITIES	☐	☒	☐	☐	UIC003			
☐	FC	FACULTIES	☐	☒	☒	☒	UIC003			
4 ☒	TR	TR	☐	☒	☒	☒	UIC003			

Select All

Deselect All

5 Update

Delete

Cancel

A **Cost Center** maintained by an external feed from another system will have limited update capabilities. (e.g. You may not be able to edit the **Cost Center Desc**)



Cost Center - Update

Users will not be able to freeze a **Cost Center**, change the **Start Dt** and/or **End Dt**, if an asset exists outside the range of the proposed change.

The **Selected Rows** page displays.

6. Verify the record for update.
7. Select the **Continue** button.

Search Criteria									
UIC	UIC003	Cost Center							
Owng Cost Center	All	Fndng Cost Center	All						
Deprn Cost Center	All	Freeze Cd	All						

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
TR	TR	☐	☒	☒	☒	UIC003			

7 **Continue** **Cancel**

The **Update** page displays. The **Cost Center** is disabled and cannot be updated. The other fields are the same as in the **Add** process. Fields available for modification are:

- A. **Cost Center Desc**
- B. The availability restriction fields:
 - **Freeze Cd**
 - **Start Dt**
 - **End Dt**
- C. The type of cost center checkboxes:
 - **Owng Cost Center**
 - **Fndng Cost Center**
 - **Deprn Cost Center**

Update	
UIC	UIC003
Cost Center	TR
*Cost Center Desc	TRAINING A
Start Dt	B
End Dt	
Freeze Cd	☐
Owng Cost Center	☒ C
Fndng Cost Center	☐
Deprn Cost Center	☐
History Remarks	D

8 **Update** **Cancel**

- D. **History Remarks**
8. Select the **Update** button to complete the process.



Cost Center - Delete

1. Navigate to the **Master Data > Cost Center** menu path.
2. Accept the default value for **UIC**.
3. Enter the **Cost Center** to delete.
4. Select the **Search** button.

Search Criteria	
*UIC	UIC003
Cost Center	FC
Owng Cost Center	All
Fndng Cost Center	All
Deprn Cost Center	All
*Freeze Cd	All
Add Search Reset	

The **Search Results** page displays.

5. Select the checkbox beside the **Cost Center** to be deleted.
6. Select the **Delete** button.

Search Criteria	
UIC	UIC003
Cost Center	FC
Owng Cost Center	All
Fndng Cost Center	All
Deprn 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
☒	FACULTIES		☐	☒	☒	☒	UIC003			

Select All
Deselect All
Update
Delete
Cancel

The **Selected Rows** page displays (not pictured).

7. Select the **Continue** button.
8. Enter **History Remarks**.
9. Select the **Delete** button to complete the process.

A **Cost Center** cannot be deleted if it exists as a **Owng, Fndng, Deprn** or **CIP Project** cost center.

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

Delete	
UIC	UIC003
*Cost Center	FC
History Remarks	Incorrect format
Delete Cancel	