



Adding a Cost Center

Cost Center records are created to associate workload to an organization and are established at the Warehouse level.

1. In the DPAS Warehouse Management module, navigate to **Cost Center** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Cost Centers.
2. Select the **Add** button
 - The **Add Cost Center** pop-up displays.
3. Enter the **Cost Center**.
4. Enter the **Cost Center Desc**.
5. Select all **Work Types** which apply.
6. Enter or select a **Start Dt**.
7. Select the **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** field to document the entry.
8. Enter optional information as needed.
9. Select the **Add** button - The new Cost Center appears highlighted at the top of the Results Grid.

The **Start Dt** may be prior to the system date or a future date. If a future Start Date is entered, the Cost Center will not be available for selection until the Start Date entered.

Select the **Cancel** button to exit without processing the Cost Center.





Updating a Cost Center

The Cost Center identifier cannot be changed in the **Update Cost Center** pop-up. If the Cost Center identifier needs to be changed, it must be deleted and re-added.

1. In the DPAS Warehouse Management module, navigate to **Cost Center** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Cost Centers.
2. Enter the **Cost Center**, **Cost Center Desc**, **Freeze Status** and/or **Work Type** in the **Search Criteria** area to narrow your search.
3. Select the **Search** button.
4. Select the **Edit** button in the Results Grid for the Cost Center to update - The **Update Cost Center** pop-up displays.
5. Change any available field value(s).
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
7. Select the **Update** button to save the changes
 - The updated Cost Center displays highlighted at the top of the Results Grid.

Update Cost Center

Instructions

Cost Center
 * Cost Center
 WH987123

* Cost Center Desc
 COLLATERAL INVENTORY COST CENTER

Freeze Status
 No

* Start Dt
 10/1/2014

* Work Types
 IN - Inventory × QC - Quality Control ×

End Dt

Add / Edit Remarks

Remarks

History Remarks
 ADDED QUALITY CONTROL AS AN ADDITIONAL WORK TYPE AND DELETED THE END DATE.

Update Cancel



Deleting a Cost Center

A **Cost Center** cannot be removed if it is actively associated with a task, project or personnel.

1. In the DPAS Warehouse Management module, navigate to **Cost Center** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Cost Centers.
2. Enter the **Cost Center**, **Cost Center Desc**, **Freeze Status** or **Work Type** in the **Search Criteria** area to narrow your search.
3. Select the **Search** button.
4. Select the **Delete** button for the Cost Center to remove - The **Delete Cost Center** pop-up displays.
5. Enter optional **History Remarks**.
6. Select the **Delete** button – The Cost Center is removed from the Results Grid.

Confirm Delete

Instructions

Delete Cost Center
Are you sure you want to delete this Cost Center?

History Remarks

COST CENTER NO LONGER NEEDED.

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6 X Delete Cancel