

Cost Center Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Cost Center process provides the ability to create, update, or delete Cost Center records for accounting transactions.

Navigation

MASTER DATA MGMT > Cost Center > Cost Center page

Procedures

Search for a Cost Center

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 box, narrow the results by entering one of the following optional fields.

2. Click . The results appear in the Cost Center grid.

Cost Center	Cost Center Desc	Organization Collection	Freeze Cd	Owning Cost Center	Funding Cost Center	Deprn Cost Center	Interface System Cd	Start Dt	End Dt
DAI/est10006	DAI Cost Center 10006	E3/NP - Nvl Spcl Warm Cmg/N00074	No	Yes	Yes	Yes	AF - DAI	01/01/1982 12:00 AM	--
DAI/est10006	DAI SPECCOST CENTER update	E3/NP - Nvl Spcl Warm Cmg/N00074	No	Yes	Yes	Yes	AF - DAI	01/01/1982 12:00 AM	--



Add a Cost Center

Navigation

MASTER DATA MGMT > Cost Center >  > Add Cost Center slider

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  to create a Cost Center. The **Add Cost Center** pop-up window appears.

Cost Center Information

Add Cost Center
✕

[▶ Instructions / Help](#)

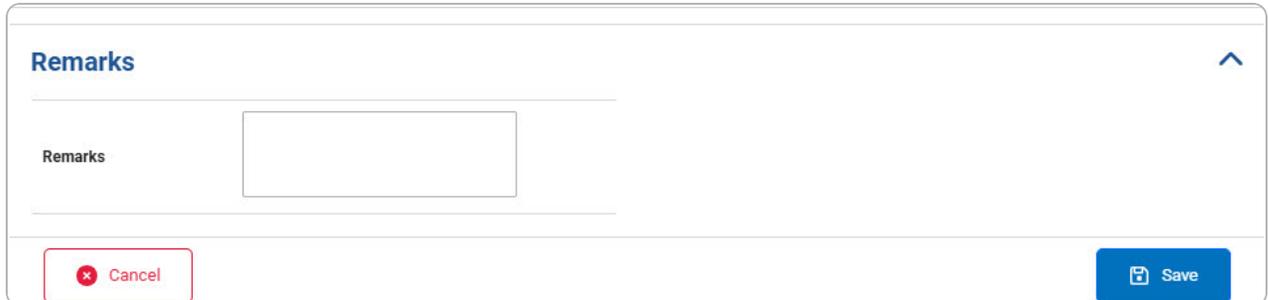
Cost Center Information ⤴

<p>* Organization Collection <input type="text" value="SPECWAR"/></p> <p>* Cost Center <input type="text"/></p> <p>* Cost Center Desc <input type="text"/></p> <p>Start Dt <input type="text" value="month/day/year"/></p> <p>End Dt <input type="text" value="month/day/year"/></p>	<p><input type="checkbox"/> Freeze Cd</p> <p><input type="checkbox"/> Owning Cost Center</p> <p><input type="checkbox"/> Funding Cost Center</p> <p><input type="checkbox"/> Deprn Cost Center</p>
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- A. Use to select the Organization Collection.
- B. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*

Remarks



The screenshot shows a dialog box titled "Remarks" with a blue header and a close button (upward arrow) in the top right corner. Inside the dialog, there is a label "Remarks" followed by a large empty text input field. At the bottom left, there is a red "Cancel" button with a red 'x' icon. At the bottom right, there is a blue "Save" button with a document icon.

- 2. Select . The **Add Cost Center** slider closes, and the new Cost Center appears at the top of the Search Results grid highlighted in green.



Edit a Cost Center

Navigation

MASTER DATA MGMT > Cost Center >  > Edit Cost Center slider

Procedures

Update a Cost Center

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

1. Select  next to the desired record. The **Edit Cost Center** slider appears.

Cost Center Information

Edit Cost Center
✕

[▶ Instructions / Help](#)

Cost Center Information ^

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Cost Center</td> <td style="padding: 5px;"><input type="text" value="100006"/></td> </tr> <tr> <td style="padding: 5px;">* Cost Center Desc</td> <td style="padding: 5px;"><input type="text" value="SPECCost"/></td> </tr> <tr> <td style="padding: 5px;">Start Dt</td> <td style="padding: 5px;"><input type="text" value="2/3/2025"/> </td> </tr> <tr> <td style="padding: 5px;">End Dt</td> <td style="padding: 5px;"><input type="text" value="4/30/2025"/> </td> </tr> </table>	Cost Center	<input type="text" value="100006"/>	* Cost Center Desc	<input type="text" value="SPECCost"/>	Start Dt	<input type="text" value="2/3/2025"/> 	End Dt	<input type="text" value="4/30/2025"/> 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding: 5px;"><input type="checkbox"/> Freeze Cd</td> </tr> <tr> <td style="text-align: right; padding: 5px;"><input checked="" type="checkbox"/> Owning Cost Center</td> </tr> <tr> <td style="text-align: right; padding: 5px;"><input checked="" type="checkbox"/> Funding Cost Center</td> </tr> <tr> <td style="text-align: right; padding: 5px;"><input checked="" type="checkbox"/> Deprn Cost Center</td> </tr> </table>	<input type="checkbox"/> Freeze Cd	<input checked="" type="checkbox"/> Owning Cost Center	<input checked="" type="checkbox"/> Funding Cost Center	<input checked="" type="checkbox"/> Deprn Cost Center
Cost Center	<input type="text" value="100006"/>												
* Cost Center Desc	<input type="text" value="SPECCost"/>												
Start Dt	<input type="text" value="2/3/2025"/> 												
End Dt	<input type="text" value="4/30/2025"/> 												
<input type="checkbox"/> Freeze Cd													
<input checked="" type="checkbox"/> Owning Cost Center													
<input checked="" type="checkbox"/> Funding Cost Center													
<input checked="" type="checkbox"/> Deprn Cost Center													

- A. Update the Cost Center DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*



Help Reference Guide

Remarks

Remarks

Remarks

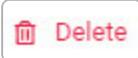
- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . The **Edit Cost Center** slider closes, and the revised Cost Center appears at the top of the grid.





Delete a Cost Center

Navigation

MASTER DATA MGMT > Cost Center >  Delete > Delete Cost Center pop-up window

Procedures

Delete a Cost Center

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

1. Select  next the desired record. The **Delete Cost Center** pop-up window appears.

Cost Center Information

Delete Cost Center
×

▶ Instructions / Help

Warning:
Are you sure you want to delete this Cost Center?

Cost Center Information

Cost Center	100006
Cost Center Desc	SPECCost
Start Dt	02/03/2025 12:00 AM
End Dt	04/30/2025 12:00 AM

Freeze Cd

Owning Cost Center

Funding Cost Center

Deprn Cost Center





Help Reference Guide

Remarks

Remarks

Remarks

- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . *The pop-up window closes and the Cost Center is removed.*

