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 ⟲ Reset *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 [Search]. *The results appear in the Cost Center grid.*

Add a Cost Center

Navigation

Procedures

Add a Cost Center

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

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

Cost Center Information

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.*
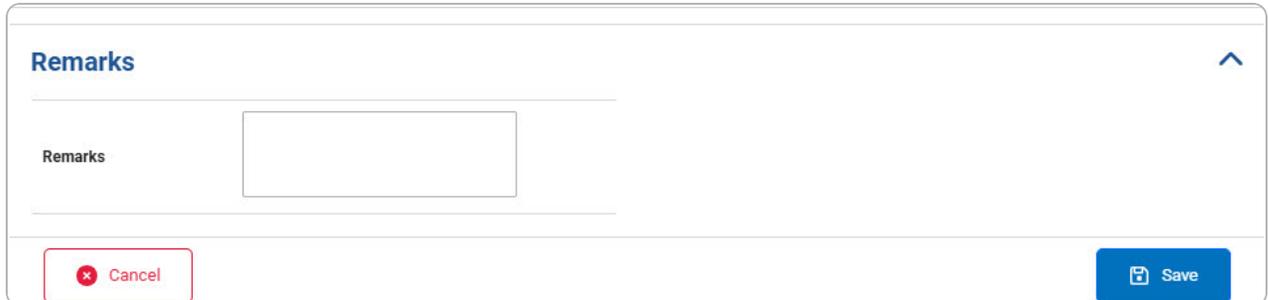
Remarks

Remarks

Remarks

[ ]

✖ Cancel   💾 Save

2. Select 💾 Save . *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

Procedures

Update a Cost Center

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

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

Cost Center Information

Edit Cost Center   ✕

▸ Instructions / Help

Cost Center Information   ⌃

Cost Center	100006	⚪	Freeze Cd
* Cost Center Desc	SPECCost	🟢	Owning Cost Center
Start Dt	2/3/2025 📅	🟢	Funding Cost Center
End Dt	4/30/2025 📅	🟢	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.

Remarks

A.   Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

2.   Select [🖫 Save] . *The **Edit Cost Center** slider closes, and the revised Cost Center appears at the top of the grid.*

Delete a Cost Center

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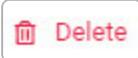
MASTER DATA MGMT > Cost Center > 🗑 Delete > Delete Cost Center pop-up window

Procedures

Delete a Cost Center

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

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

Cost Center Information

Remarks

Remarks ⌃

Remarks | BPG Test

⊗ Cancel   🗑 Delete

A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

2. Select 🗑 Delete . *The pop-up window closes and the Cost Center is removed.*