Browse for a Cost Center

Overview

The Cost Center Browse pop-up window allows searching for active Cost Centers for the logged-in UIC.

Navigation

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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 [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

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

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

CostCenterBrw   close or Esc Key

Search By

◉ Cost Center   [   ]   ○ Cost Center Desc   [   ]

[Reset]   [Search]

[Cancel]

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2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

- Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*

3. Select [Search]. *Results display in the Cost Center Results Grid below.*

CostCenterBrw

close or Esc Key

Search By

○ Cost Center [_____]   ○ Cost Center Desc [_____]

[Reset] [Search]

Select	Cost Center	Cost Center Desc
Select	5H122	SEAN IS TESTING
Select	ABCDE	BPG COST CENTER
Select	AMMO	AMMO
Select	ENGINE	ENGINE
Select	HELPTEST	HELP TEST 6

[Cancel]

4. Choose the Select hyperlink next to the desired Cost Center. *The pop-up window closes and the selected Cost Center appears in the previous screen.*