

Search for a Cost Center — Criteria

Overview

The Property Accountability module Cost Center provides the ability to search, add, update, and delete Cost Center records. Cost Centers are established by the Unit Identification Code (UIC) and is considered a subordinate organization to a UIC. Cost Centers are used to identify the current holder/owner of the asset, fund the purchase of the asset, and when applicable, identify the Cost Center charged the Depreciation expense.

For Cost Centers that are maintained by other external systems, DPAS provides limited updates of the record. Users are not be able to:

- Mark a Cost Center as frozen.
- Change the effective dates.
- Attempt to update the type of cost center if the Cost Center is assigned to an asset and the change(s) results in the Cost Center being invalid. The process errors for the specific Cost Center and provides the reason why the update is not made.

The format and use of the Cost Center is controlled by the asset's reporting Accounting System. DPAS obtains the Cost Center validation requirements by the appropriation assigned to the asset (using the appropriation to obtain the accounting system).

Navigation

Master Data > Cost Center > Cost Center Search Criteria page

Procedures

Search for a Cost Center – Criteria

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 panel, narrow the results by entering one or more of the following optional fields.





Property Accountability Syst PRAS					
			Help	Referen	ce Gui
Search Criteria					
*UIC	ABC123	~			
Cost Center					
Owng Cost Center	All	~			
Fndng Cost Center	All	~			
Deprn Cost Center	All	•			
*Freeze Cd	All	~			
				Reset	Search

2. Select search . The **Cost Center Search Results** page appears.





Help Reference Guide

C 3C123		Owng Cost Cente All	er	Depr All	n Cost Cent	ter				
ost Cente	er	Fndng Cost Cent All	er	Free: All	ze Cd					
earch	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
	BPG	BPG TEST					ABC123		03/22/2021	03/31/2025
	BPG123	BPG TEST	21				ABC123		10/01/2020	10/01/2022
	NLTEST	HELP TEST		5		5	ABC123			





Search for a Cost Center – Results

Navigation

Master Data > Cost Center > Search Criteria > Lost Center Search Results page

Procedures

Selecting cancel at any point of this procedure removes all revisions and closes the page. Selecting deselects the checked entries. Selecting selects all present entries.

Update a Cost Center

1. Select search . The **Cost Center Search Results** page appears.

IC BC123			Owng Cost Center All		Depr All	n Cost Cent	ter				
ost Cente	r		Fndng Cost Center All		Free: All	ze Cd					
	Results										
Select	Cost Center	Cost Center De	esc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
	BPG	BPG TEST						ABC123		03/22/2021	03/31/2025
	BPG123	BPG TEST						ABC123		10/01/2020	10/01/2022
	NLTEST	HELP TEST						ABC123			

2. Click \Box to select the desired Cost Center(s).



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		_	_		_	_	H	elp	Ref	ere	nce (<u>äuid</u>
3.	Select	Update	. The	Cost Center	Selec	ted R	ows p	oage a	ppears	5.		
ele	te a Co	st Ce	nter									
1.	Select	Search	The Cos	t Center Se	arch R	esult	s page	e appe	ears.			
	Casarda	Critoria										
	Search	Criteria										
	UIC ABC123			Owng Cost Center All		Depr All	n Cost Cen	ter				
	Cost Cente	er		Fndng Cost Center All		Free: All	ze Cd					
	Search	Results										
	Select	Cost Center	Cost Center De	esc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
		BPG	BPG TEST						ABC123		03/22/2021	03/31/202
		BPG123	BPG TEST					12	ABC123		10/01/2020	10/01/202
							5		ABC123			

- 2. Click \Box to select the desired Cost Center(s).
- 3. Select _____. *The Cost Center Selected Rows* page appears.





View the Cost Center Selected Rows

Navigation

Master Data > Cost Center > Search Criteria > VARIOUS PROCEDURAL STEPS > Cost Center Selected Rows page

Procedures

Select

1.

View the Cost Center Selected Rows

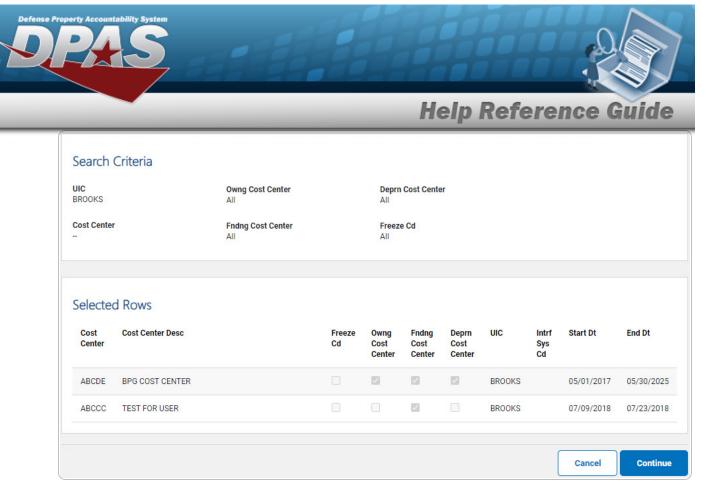
Selecting ______ at any point of this procedure removes all revisions and closes the page.

Update		
11 - 11 - 11 - 11 - 11 - 11 - 11 - 11	. The Cost	Center

. The **Cost Center Selected Rows** page appears.

JIC ABC123		Owng Cost Center All	Dej All	orn Cost Ce	nter					
Cost Center		Fndng Cost Center All	Fre All	eze Cd						
Selected Cost Center	d Rows Cost Center Desc		Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End D





- 2. Verify the Search Criteria grid.
- 3. Verify the Selected Rows grid.
- 4. Select **Continue**. The **Cost Center Update** page appears.







Add a Cost Center

Navigation

Master Data > Cost Center > Search Criteria > Cost Center Add Page

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

. The **Cost Center Add** page appears.

dd			
nic	BROOKS		
*Cost Center	TESTHELP		
*Cost Center Desc			
Start Dt			
End Dt			
Freeze Cd			
Owng Cost Center			
Fndng Cost Center			
Deprn Cost Center			
History Remarks			
		8.52	- 374
		Cancel	Ado

- **A.** Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- **B.** Enter the Cost Center Desc in the field provided. *This is a 1024 alphanumeric character field.*
- 2. Select . The **Cost Center Transaction Status** page appears.



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Update a Cost Center Navigation



Procedures

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



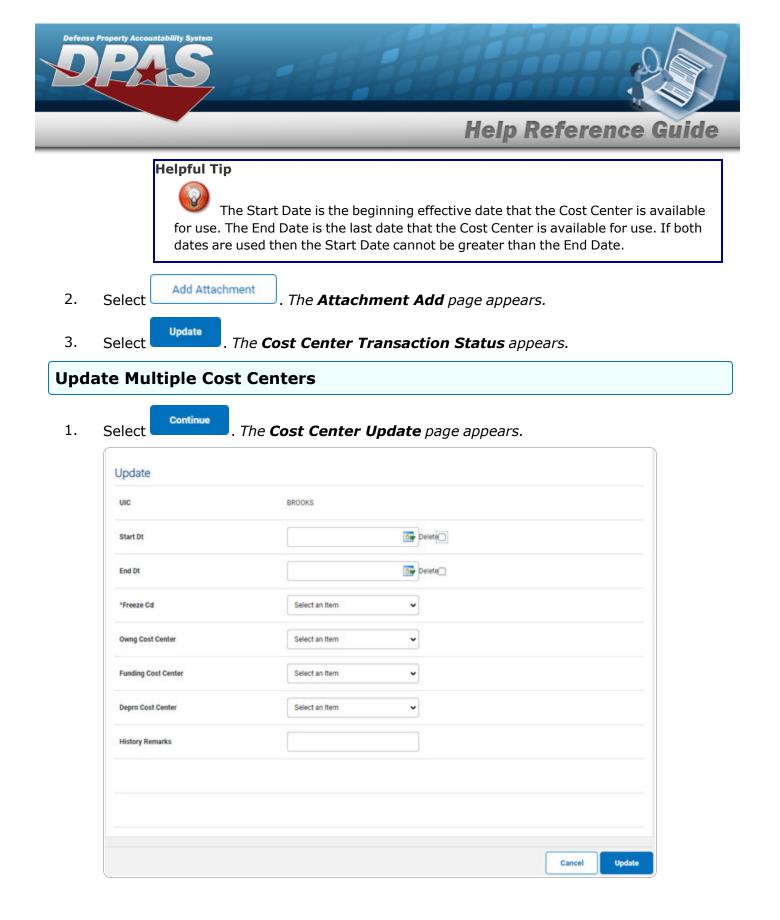




Upda	ate a Cost Cent	er
1.	Select	. The Cost Center Update page appears.
	Update	
	UIC	ABC123
	Cost Center	NLTEST
	*Cost Center Desc	HELP TEST
	Start Dt	
	End Dt	
	Freeze Cd	
	Owng Cost Center	
	Fndng Cost Center	
	Deprn Cost Center	
	History Remarks	
	Attachments	No Attachments Available
	Add Attachment	Add Attachment
	-	
		Cancel Update

A. Update the Cost Center DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

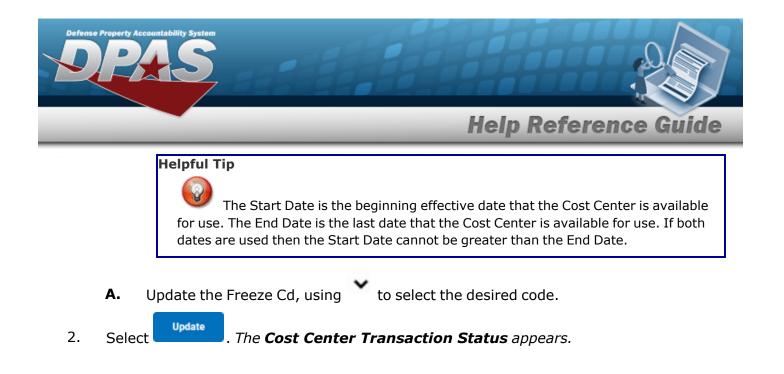






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De	lete a Cost Co	enter
Nav	igation	
		enter > Search Criteria > Search > Search Results > (desired Selected Rows > Continue > Cost Center Delete page
Proc	cedures	
Dele	te a Cost Center	
1.	Select Delete . The Co	ost Center Delete page appears.
	To complete delete action, se	elect Delete; otherwise, select Cancel
	Delete	
	UIC	BROOKS
	*Cost Center	HELPTEST
	History Remarks	
	 	Cancel

- **A.** Verify the Cost Center.
- 2. Select Delete . The Cost Center Transaction Status appears.







Delete Multiple Cost Centers

1. Select _____. *The Cost Center Delete page appears.*

Delete		
UIC	BROOKS	
History Remarks		
listory Remarks		

2. Select **Cost Center Transaction Status** appears.

