# 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* [ Reset ] *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.

## Search Criteria

| | |
|---|---|
| *UIC | ABC123 |
| Cost Center | |
| Owng Cost Center | All |
| Fndng Cost Center | All |
| Deprn Cost Center | All |
| *Freeze Cd | All |

[Reset] [Search] [Add]

2. Select [Search]. *The **Cost Center Search Results** page appears.*

## Search Criteria

| | | |
|---|---|---|
| **UIC** | **Owng Cost Center** | **Deprn Cost Center** |
| ABC123 | All | All |
| **Cost Center** | **Fndng Cost Center** | **Freeze Cd** |
| -- | All | All |

## Search 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 | ☑ | ☑ | ☑ | ☑ | ABC123 | | 10/01/2020 | 10/01/2022 |
| ☐ | NLTEST | HELP TEST | ☐ | ☑ | ☑ | ☑ | ABC123 | | | |

Cancel    Deselect All    Select All    Delete    **Update**

# Search for a Cost Center — Results

## Navigation

Master Data > Cost Center > Search Criteria > [ Search ] > Cost Center Search Results page

## Procedures

*Selecting* [ Cancel ] *at any point of this procedure removes all revisions and closes the page.*
*Selecting* [ Deselect All ] *deselects the checked entries. Selecting* [ Select All ] *selects all present entries.*

### Update a Cost Center

1. Select [ Search ]. *The **Cost Center Search Results** page appears.*



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

3.   Select **Update**. *The **Cost Center Selected Rows** page appears.*

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## Delete a Cost Center

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

### Search Criteria

| | | |
|---|---|---|
| **UIC** | **Owng Cost Center** | **Deprn Cost Center** |
| ABC123 | All | All |
| **Cost Center** | **Fndng Cost Center** | **Freeze Cd** |
| -- | All | All |

### Search 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 | ☑ | ☑ | ☑ | ☑ | ABC123 | | 10/01/2020 | 10/01/2022 |
| ☐ | NLTEST | HELP TEST | ☐ | ☑ | ☑ | ☑ | ABC123 | | | |

Cancel   Deselect All   Select All   Delete   **Update**

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

3.   Select **Delete**. *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

**View the Cost Center Selected Rows**

*Selecting* [ Cancel ] *at any point of this procedure removes all revisions and closes the page.*

1. Select [ Update ]. *The* **Cost Center Selected Rows** *page appears.*

### Search Criteria

| | | |
|---|---|---|
| **UIC** ABC123 | **Owng Cost Center** All | **Deprn Cost Center** All |
| **Cost Center** -- | **Fndng Cost Center** All | **Freeze Cd** All |

### Selected Rows

| Cost Center | Cost Center Desc | Freeze Cd | Owng Cost Center | Fndng Cost Center | Deprn Cost Center | UIC | Intrf Sys Cd | Start Dt | End Dt |
|---|---|---|---|---|---|---|---|---|---|
| NLTEST | HELP TEST | ☐ | ☑ | ☑ | ☑ | ABC123 | | | |

[ Cancel ] [ Continue ]

## Search Criteria

| | | |
|---|---|---|
| **UIC** | **Owng Cost Center** | **Deprn Cost Center** |
| BROOKS | All | All |
| **Cost Center** | **Fndng Cost Center** | **Freeze Cd** |
| -- | All | All |

## Selected Rows

| Cost Center | Cost Center Desc | Freeze Cd | Owng Cost Center | Fndng Cost Center | Deprn Cost Center | UIC | Intrf Sys Cd | Start Dt | End Dt |
|---|---|---|---|---|---|---|---|---|---|
| ABCDE | BPG COST CENTER | ☐ | ☑ | ☑ | ☑ | BROOKS | | 05/01/2017 | 05/30/2025 |
| ABCCC | TEST FOR USER | ☐ | ☐ | ☑ | ☐ | BROOKS | | 07/09/2018 | 07/23/2018 |

Cancel   **Continue**

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

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



Add

| | |
|---|---|
| UIC | BROOKS |
| *Cost Center | TESTHELP |
| *Cost Center Desc | |
| Start Dt | |
| End Dt | |
| Freeze Cd | ☐ |
| Owng Cost Center | ☐ |
| Fndng Cost Center | ☐ |
| Deprn Cost Center | ☐ |
| History Remarks | |

Cancel    Add

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

# Update a Cost Center

## Navigation

Master Data > Cost Center > Search Criteria > [ Search ] > Search Results > ☐ (desired record(s)) > [ Update ] > Selected Rows > [ Continue ] > Cost Center Update page

## Procedures

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

## Update a Cost Center

1. Select [ Continue ] . *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.*

> **Helpful Tip**
>
> The Start Date is the beginning effective date that the Cost Center is available for use. The End Date is the last date that the Cost Center is available for use. If both dates are used then the Start Date cannot be greater than the End Date.

2. Select [Add Attachment] . *The **Attachment Add** page appears.*

3. Select [Update] . *The **Cost Center Transaction Status** appears.*

## Update Multiple Cost Centers

1. Select [Continue] . *The **Cost Center Update** page appears.*

Update

| | |
|---|---|
| UIC | BROOKS |
| Start Dt | [ ] Delete ☐ |
| End Dt | [ ] Delete ☐ |
| *Freeze Cd | Select an Item ∨ |
| Owng Cost Center | Select an Item ∨ |
| Funding Cost Center | Select an Item ∨ |
| Deprn Cost Center | Select an Item ∨ |
| History Remarks | [ ] |

Cancel   Update

**Helpful Tip**

The Start Date is the beginning effective date that the Cost Center is available for use. The End Date is the last date that the Cost Center is available for use. If both dates are used then the Start Date cannot be greater than the End Date.

    **A.**    Update the Freeze Cd, using ⌄ to select the desired code.

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

# Delete a Cost Center

## Navigation

Master Data > Cost Center > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Delete] > Selected Rows > [Continue] > Cost Center Delete page

## Procedures

### Delete a Cost Center

1. Select [Delete]. *The **Cost Center Delete** page appears.*

   | To complete delete action, select Delete; otherwise, select Cancel |
   | --- |

   **Delete**

   | UIC | BROOKS |
   | --- | --- |
   | *Cost Center | HELPTEST |
   | History Remarks | |

   [Cancel] [Delete]

   **A.** *Verify the Cost Center.*

2. Select [Delete]. *The **Cost Center Transaction Status** appears.*

## Delete Multiple Cost Centers

1.  Select [ Delete ] . *The Cost Center Delete page appears.*

| To complete delete action, select Delete; otherwise, select Cancel |
|---|

**Delete**

| UIC | BROOKS |
|---|---|
| History Remarks | |

Cancel    **Delete**

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