



Cost Center Overview

Overview

The Warehouse Management module Cost Center process provides the ability to create, update, or delete Cost Center records. A Cost Center is used to associate work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.

Navigation

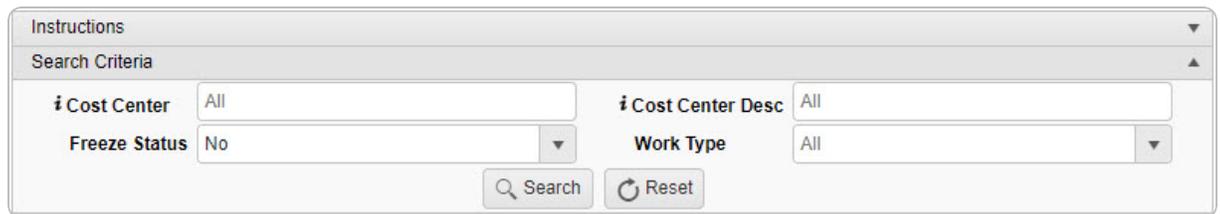
WAREHOUSE MGMT > Cost Center > Cost Center page

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.

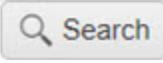


The screenshot shows a search interface with the following fields and controls:

- Instructions:** A dropdown menu.
- Search Criteria:** A section header with an expand/collapse arrow.
- Cost Center:** A text input field containing "All".
- Cost Center Desc:** A text input field containing "All".
- Freeze Status:** A dropdown menu with "No" selected.
- Work Type:** A dropdown menu with "All" selected.
- Search:** A button with a magnifying glass icon.
- Reset:** A button with a circular arrow icon.





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

Cost Center		+ Add	Grid Options	Cost Center	Cost Center Desc	Freeze Status	Work Types
				BLAH	BLDG LEASING AND HANDLING	No	IN - Inventory, QC - Quality Control, TR - Transportation, WH - Warehouse Ops
				15L32ZULU	15TH LOGISTICS 32 Z INSPECTION DIVISION	No	IN - Inventory, QC - Quality Control, WH - Warehouse Ops
				43TRANSPORT	43 TRANSPORT DIVISION	No	IN - Inventory, QC - Quality Control, TR - Transportation, WH - Warehouse Ops
				ISSUANCE	POST ISSUE CENTER	No	CU - Customer, IN - Inventory, QC - Quality Control, WH - Warehouse Ops
				SWISSCHEESE	NEVER ENOUGH CHEESE...	No	WH - Warehouse Ops


 50 items per page
 1 - 5 of 5 items





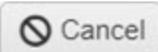
Add a Cost Center

Navigation

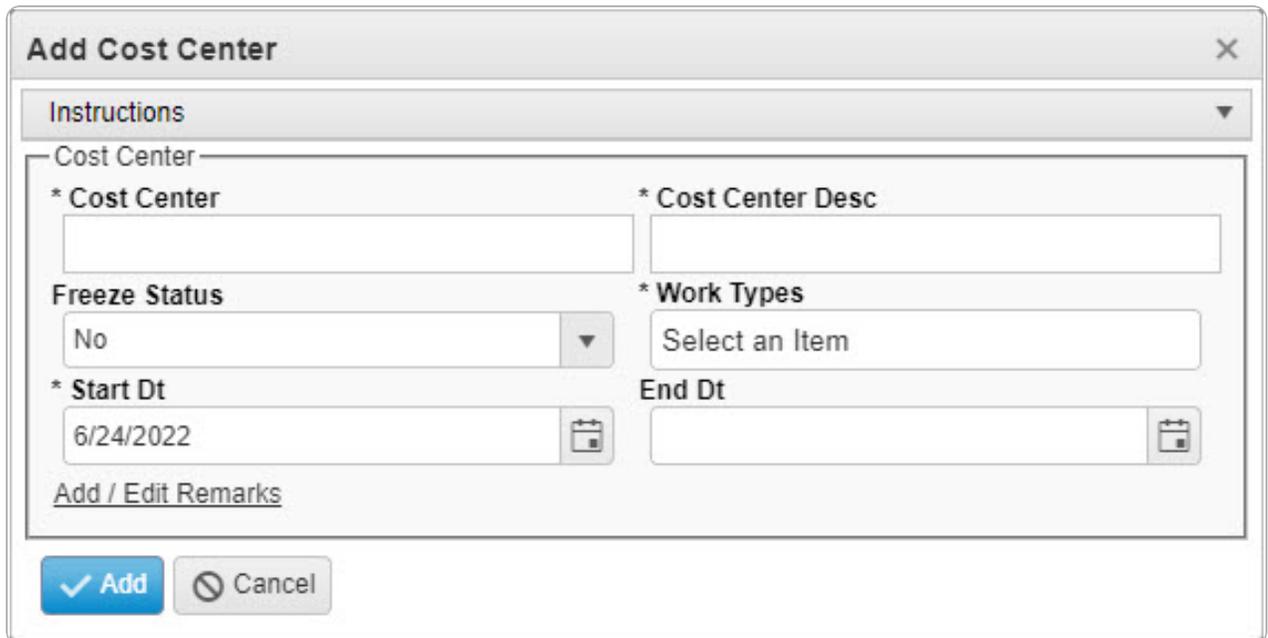
WAREHOUSE MGMT > Cost Center >  > Add Cost Center pop-up window

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.



The screenshot shows a pop-up window titled "Add Cost Center" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". The main content area contains several fields: a "Cost Center" field (marked with an asterisk), a "Cost Center Desc" field (marked with an asterisk), a "Freeze Status" dropdown menu (set to "No"), a "Work Types" dropdown menu (set to "Select an Item"), a "Start Dt" field (marked with an asterisk, containing "6/24/2022" and a calendar icon), and an "End Dt" field (with a calendar icon). At the bottom of the form is a text area labeled "Add / Edit Remarks". Below the form are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash.

2. Enter the Cost Center in the field provided. *This is a 25 numeric character field.*
3. Use  to select the Start DT, or enter the date (MM/DD/YYYY) in the field provided.





Help Reference Guide

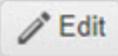
4. Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*
5. Select the Work Types field to choose the kind of work from the list.
6. Select . The **Add Cost Center** pop-up window closes, and the new Cost Center appears at the top of the Search Results grid highlighted in green.





Update a Cost Center

Navigation

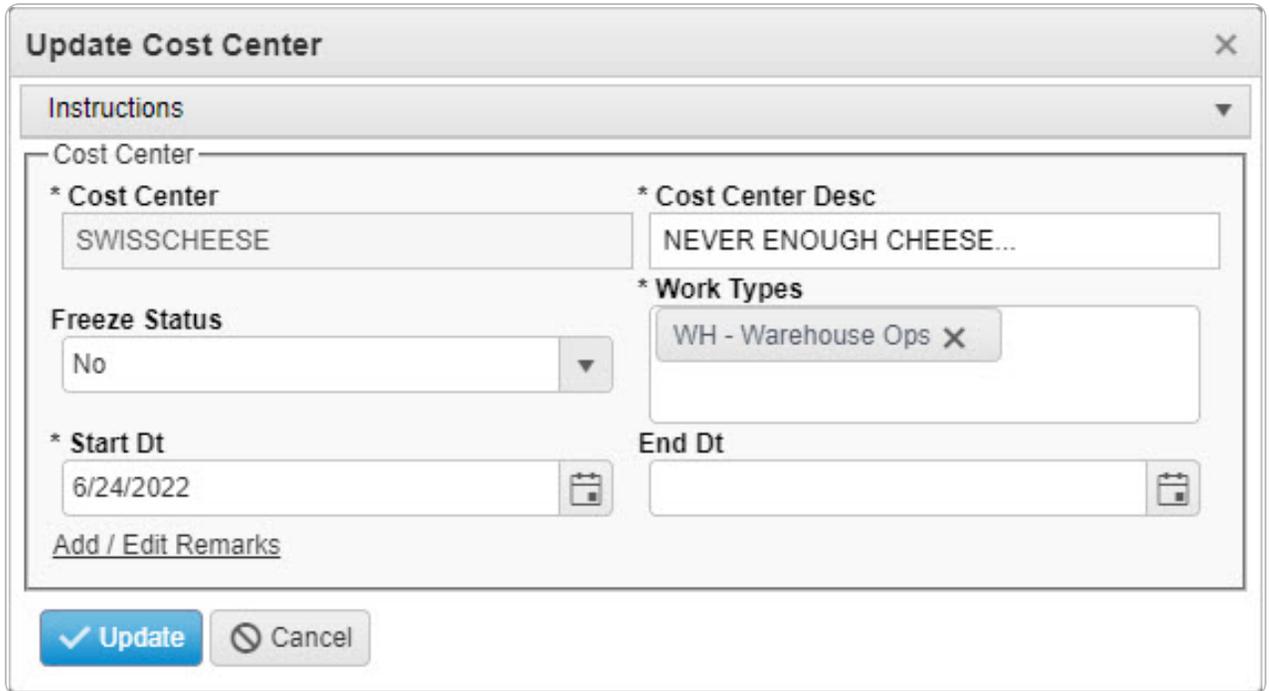
WAREHOUSE MGMT > Cost Center >  > Update Cost Center pop-up window

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 **Update Cost Center** pop-up window appears.



The screenshot shows a pop-up window titled "Update Cost Center" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main form area contains several fields:

- * Cost Center**: Text input field containing "SWISSCHEESE".
- * Cost Center Desc**: Text input field containing "NEVER ENOUGH CHEESE...".
- Freeze Status**: Dropdown menu with "No" selected.
- * Work Types**: Multi-select field containing "WH - Warehouse Ops" with an 'X' icon.
- * Start Dt**: Date input field containing "6/24/2022" with a calendar icon.
- End Dt**: Date input field with a calendar icon.
- Add / Edit Remarks**: Text area for entering remarks.

At the bottom of the window are two buttons: a blue "Update" button with a checkmark icon and a grey "Cancel" button with a circle and slash icon.

2. Verify the Cost Center.





3. Update the Start DT, using  or entering the date (MM/DD/YYYY) in the field provided.
4. Update the Cost Center DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
5. Update the Work Types field by either:
 - A. Add a kind of work by selecting the field and choosing additional work types.

OR

 - B. Delete by selecting  on the work types entry.
6. Select . *The revised Cost Center appears at the top of the grid.*





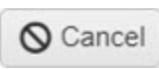
Delete a Cost Center

Navigation

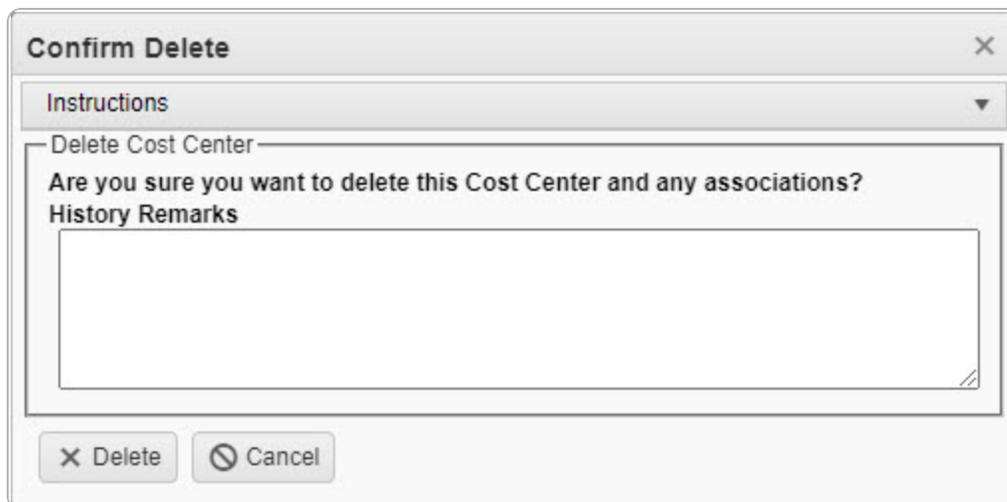
WAREHOUSE MGMT > Cost Center >  > Confirm Delete (Delete Cost Center) pop-up window

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 **Confirm Delete (Delete Cost Center)** pop-up window appears.



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

