

Cost Center - Create, View, Edit, or Deactivate

Description: In this topic, the user will learn how to create, view, edit, or deactivate a cost center.

Role Required: Super User

Permission Required: Cost Center Admin

Create Cost Center

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Cost Centers** on the submenu
4. Click **Actions**
5. Select **Add New Cost Center** and complete the form wizard
 - a. Cost Center Name **(required)**: Generic cost center name recognizable by most users
 - b. Cost Center Code **(required)**: Accounting code
 - c. Select State **(required)**: State of the cost center
 - d. **Cost Center Reference (optional)
 - e. **Cost Center Reference 2 (optional)
 - f. Certification Template (optional): Select if there are a set of certification requirements specific to the cost center
6. Status **(required)**: Defaults to active. Switch to inactive when this is no longer a valid cost center.
7. Click **Save** to continue and **Yes** to confirm

View, Edit, or Deactivate Cost Center

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Cost Centers** on the submenu
4. Enter the cost center in the filter and click **Search**
5. **Click anywhere in the cost center row** to open the Cost Center Details page
6. Click **Actions**
7. Select **Edit Cost Center** from the drop-down menu
8. View and make edits in the Cost Center form wizard
 - a. To deactivate the cost center, change the status to **Inactive**.
9. Click **Save** and **Yes** to confirm

Related articles

- [System Set-Up - Admin Guide](#)
- [Where does the cost center on a payroll entry come from?](#)
- [Where does the cost center on a billing entry come from?](#)
- [How do I use the wildcard feature \(*\) in the cost center filter for the reports module and billing/payroll batches?](#)
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