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
- 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?
- Cost Center Create, View, Edit, or Deactivate