



Cost Center Lookup Dashboard Page

The Cost Center Lookup dashboard page shows utilized Cost Centers. This dashboard will not list every valid Cost Center. **Cost Centers that have not been used in the system or added to BobcatBUY or Concur will not show on this dashboard.** To request a new Cost Center for those systems, please submit a ticket to financecustomercare@ohio.edu. To check if a combination of segment values is valid in EBiz, please refer to the [Account Validation Tool](#).

Use the Cost Center Lookup:

- To view Cost Centers that have been used in systems previously and are currently valid
- To view valid Cost Centers available for use in BobcatBUY or Concur
- To locate your full Cost Center when you only know a portion of it
- To create and export a list of new accounts

NOTE: Cost Center Lookup does not contain financial data.

Dashboard Prompts

Populate at least one prompt to view results. Segment value prompts require exact values; segment description prompts require only a portion of the description.

The screenshot shows the Oracle Business Intelligence interface for the Cost Center Lookup dashboard. The 'Prompts' section contains the following text and fields:

This lookup does not display all valid cost center combinations, but only those that have been used in the system and are available in BCB and Concur. To request a new cost center for those systems, please submit a ticket to financecustomercare@ohio.edu. To check if a combination of segments is valid in Ebiz, please refer to the [Account Validation Tool](#). The AVT performs real time validation for account strings.

Entity ENT Desc contains any

Source SRC Desc contains any

Organization ORG Desc contains any

Buttons: Apply Reset ▼

Segment Value Prompts

Segment Description Prompts

Prompt Definitions

Term	Definition
Entity	Two-digit value that identifies how the transaction is summarized for financial reporting. Represents major components of the University requiring separate balance sheets and external reporting (e.g. legal entities, auxiliary operations, etc.) such as Ohio University or the OU Foundation.
Source	Six-digit value that identifies how the transaction is funded and classified by restrictions.
Organization	Six-digit value that identifies who administers the funds, such as a Planning Unit or a department within a Planning Unit.
ENT Desc contains any	Query a Cost Center using a specific word(s) in the Entity description.
SRC Desc contains any	Query a Cost Center using a specific word(s) in the Source description.
ORG Desc contains any	Query a Cost Center using a specific word(s) in the Organization description.

Dashboard Columns

The Cost Center Lookup dashboard includes columns for the full Cost Center, individual segment values and descriptions for Entity, Source and Organization, a Grants Source Flag to indicate if the Cost Center is used with grant accounts, and the Cost Center Start and End Dates. Cost Centers that have been disabled or end-dated are excluded from the results.

The following example prompts by **Source 113600**

Finance Home Catalog Favorites

Lookups | General Ledger | Grants | Purchasing | Equipment Inventory

Segment Lookup | **Cost Center Lookup** | Employee Lookup | FARM Approvers | Conversion Lookup

Prompts

This lookup does not display all valid cost center combinations, but only those that have been used in the system and are available in BCB and Concur. To request a new cost center for those systems, please submit a ticket. To check if a combination of segments is valid in Ebiz, please refer to the [Account Validation Tool](#). The AVT performs real time validation for account strings.

Entity ENT Desc contains any

Source SRC Desc contains any

Organization ORG Desc contains any

Cost Center Lookup

Cost Center	Entity	ENT Desc	Source	SRC Desc	Grants Source Flag	Organization	ORG Desc	CC Start	CC End
10-113600-100015	10	GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	N	100015	BUDGET ONLY	01/01/10	12/31/4712
10-113600-100050	10	GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	N	100050	DEAN ARTS AND SCIENCES	01/01/10	12/31/4712
10-113600-100060	10	GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	N	100060	AFRICAN AMERICAN STUDIES	01/01/10	12/31/4712
10-113600-100070	10	GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	N	100070	BIOLOGICAL SCIENCES	01/01/10	12/31/4712

1. Enter the (known) Segment Values or Segment Value Descriptions.
2. Click **Apply**.

Every valid Cost Center containing Source 113600 that has been used in the system, or currently available in BobcatBUY or Concur, will be displayed.