



## Cost Center Lookup Dashboard Page

The Cost Center Lookup dashboard page shows all utilized Cost Centers. If you are unsure of your Cost Center, you may prompt by Cost Center segment values or any part of the segment Description to see related Cost Center information.

Use Cost Center Lookup:

- To view all utilized Cost Centers; a valid Cost Center will not display if there has been no financial activity
- To see your full Cost Center, if 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.

Segment Values Prompts

Segment Description Prompts

### Prompts

### Definition

<b>Entity</b>	Two-digit value that identifies how the transaction is summarized for financial reporting. Represents major components of the University requiring separate balance sheet/external reporting (e.g. legal entities, auxiliary operations, etc.).
<b>Source</b>	Six-digit value that identifies how the transaction is funded classified by restrictions.
<b>Organization</b>	Six-digit value that identifies who administers the funds, such as a Planning Unit or department within Planning Unit.
<b>Activity</b>	Four-digit value that describes the internal purpose of the transaction. Allows departments to identify internal purposes for spending and associated revenues.
<b>Function</b>	Two-digit value that defines government and accounting purposes for spending.
<b>ENT Desc contains any</b>	Query a Cost Center using a specific word(s) in the Entity description.
<b>SRC Desc contains any</b>	Query a Cost Center using a specific word(s) in the Source description.
<b>ORG Desc contains any</b>	Query a Cost Center using a specific word(s) in the Organization description.
<b>ACTV Desc contains any</b>	Query a Cost Center using a specific word(s) in the Activity description.
<b>FNC Desc contains any</b>	Query a Cost Center using a specific word(s) in the Function description.



Cost Center Lookup In Use

The following example prompts by Source 113600

The screenshot shows the 'Cost Center Lookup' interface. It includes a 'Prompts' section with input fields for Entity, Source (113600), Organization, Activity, and Function, each with a corresponding description search field. Below this is a table of results with the following data:

Cost Center W Actv Fnc	Entity	ENT Desc	Source	SRC Desc	Organization	ORG Desc	Activity	ACTV Desc	Function	FNC Desc	CC Start	CC End	CC Chargeable Flag
10-113600-100050-0000-42	10	OHIO U GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	100050	DEAN ARTS AND SCIENCES	0000	NOT SPECIFIED	42	DEANS AND PROVOST	01/01/10	12/31/4712	Y
10-113600-100060-0000-10	10	OHIO U GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	100060	AFRICAN AMERICAN STUDIES	0000	NOT SPECIFIED	10	INSTRUCTION	01/01/10	12/31/4712	Y
10-113600-100070-0000-10	10	OHIO U GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	100070	BIOLOGICAL SCIENCES	0000	NOT SPECIFIED	10	INSTRUCTION	01/01/10	12/31/4712	Y
10-113600-100090-0000-10	10	OHIO U GENERAL	113600	FEDERAL WORKSTUDY - COST SHARE	100090	CHEMISTRY AND BIOCHEMISTRY	0000	NOT SPECIFIED	10	INSTRUCTION	01/01/10	12/31/4712	Y

1. Enter the (known) segment Values or Description.
2. Click **Apply**.

Shows full Cost Center with value and description for every Cost Center where:

- Source = 113600
- There has been financial activity

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**WARNING: A VALID COST CENTER WILL NOT DISPLAY IF THERE HAS BEEN NO FINANCIAL ACTIVITY.**

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Dashboard Page Columns (on screen)

Cost Center W Actv Fnc, Entity, ENT Desc, Source, SRC Desc, Organization, ORG Desc, Activity, ACTV Desc, Function, FNC Desc, CC Start, CC End, CC Chargeable Flag

Additional Fields Included in Export to CSV

Cost Center, Cost Center W Actv