



FMMI – Funds Management Cost Center Master Data Template



Purpose: To create a Cost Center

Requestor Information	
Name	
Date	
Agency	
Phone Number	
Approver	

ServiceNow Request Details	
Request Number	
Action	Add: Change: Inactivate:

Additional Information:

Cost Center Master Data Elements

Cost Center	Controlling Area	Valid From	Valid To	Name (20 Characters Max)	Description (40 Characters Max)	Cost Center Category	Cost Center Hierarchy	Person Responsible	FMMI User ID	Business Area	Currency
	USDA										
	USDA										
	USDA										
	USDA										



FMMI – Funds Management Cost Center Master Data Template



Cost Center: Cost Center provides information on the costs incurred by USDA. The ability exists within USDA to assign Cost Centers to agencies and/or Managers responsible for certain areas of the business, as well as functional areas within USDA.

Controlling Area: The controlling area is the highest organizational unit in Controlling.

Valid From: Valid from denotes the date the master data element will be valid from. In the "Valid from" field, define the start of the analysis period. The master data element is valid from the "Valid From" date.

Valid To: Valid to denotes the date the master data element will no longer be considered valid. In the "Valid to" field, define the end of the analysis period.

Name: Name denotes the actual name of the cost center master data element with more detail than the initial screen field. **(Must be 20 characters or less.)**

Description: Description denotes a more detailed description of the cost center master data element. **(Must be 40 characters or less.)**

Cost Center Category: Categories are used for reports and evaluations, e.g., production cost center, Service Cost Center, etc.

Cost Center Hierarchy: A mandatory object that has to be defined in the controlling area. All the cost centers must be assigned to it.

Person Responsible: Name of person responsible for the given cost center.

FMMI User ID: The requester's assigned FMMI User ID.

Business Area: Helps to report a balance sheet or Profit and Loss statement has to be created for each line of business for each agency like Farm service,

Note: Please refer to **Create Cost Center OLHP** or the **Change Cost Center OLHP** for step-by-step instructions on this procedure.