

INSTRUCTIONS

Using the file located in the NEW FMMI folder in the special projects space:

I:\Special Projects Space\FMMI implementation\PROGRAM UNIT\Cost Center Mock 3

1. Validate cost center, cost center name, cost center description, and hierarchy area
2. CORRECTIONS – enter information in each Yellow tab column.
3. DELETIONS – enter an asterisk in each Yellow tab column.
4. Additions – enter information in each Yellow tab column where the grey columns are blank.
5. No changes - copy and paste over the exact same information into the Yellow Columns

RULES

1. RULE - ALL ROWS WILL HAVE DATA IN THE YELLOW COLUMNS WHEN YOU ARE FINISHED
2. Cost Center can be no more than 10 characters (AP00PXXXXST)
PU = Program unit; ST = NUMERIC State Code or ALPHA Country Code; no spaces
3. Cost Center **Name** can be no more than 20 characters and **can** include acronyms and spaces. /1
4. Cost Center **Description** can be no more than 40 characters and **should not** include specific acronyms if possible
, can include spaces.
5. **Spaces** count as a character.
6. Each Cost Center **Name** and **Description** should be **unique**.
7. Hierarchy Area is the level that a specific cost center should report to;
but is not another cost center. It's a function within FMMI for Reporting purposes

Example FFIS REPORTING ORG 1, 2, and 3.

/1 Your name should be descriptive enough to indicate your program to your users; using 'Utah' creates a situation where users might not be aware that it's only for PPQ; it's preferred that you are specific to your program in these areas when possible.