

Tips to Consider When Changing a Master Cost Center

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- When changing the Master Cost Center value, keep in mind that the effective date selected is critical, because all positions in that org unit, as well as all subordinate org units and their respective positions, will inherit this cost center assignment from the higher org unit.
- When changing a Master Cost Center value, it's recommended that you avoid using a retroactive date, if possible. Instead use the last day of the current pay period or a future pay period.
- When changing a Master Cost Center value, consider taking time to copy and resave the IT1018 (Position Cost Distribution) record with that same effective date. If done, when you retrieve the Position Cost Distribution record, the Master Cost center value displayed will be accurate.