

# Rules - Cost Center Validity date

## Valid from

Normally, the "valid from" date of a cost center must follow the following criteria :

- be the first of a month
- be the current month until D-5 [to allow the closing test being performed D-3]
- be any month in the future
- for implementation project : date to be determined with the project – and validated by DMR

Reminder : cost centers creation requests for the current month are not processed during the closing period (from D-5 to D+3), except for urgent cases to be specifically validated by PE Leader Costing, via the workflow function "Ask the Process Expert for Validation".

Action to undertake : during closing period, if **date « valid from... »** is in the month being closed, inform the requester that the creation will be processed next month. If the requester insists to get an urgent creation, validation from PE Leader Costing is needed, before proceeding.

## Valid to

by default it is valid to "31.12.9999".

If it is different from 31.12.9999, it must be justified