Manage Cost Codes

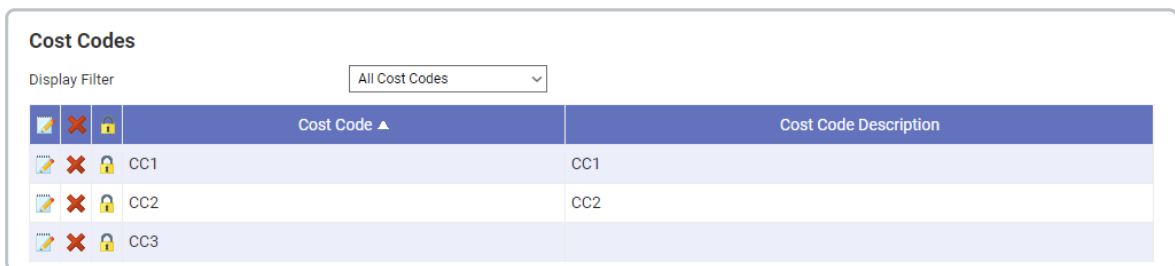Last Modified on 15/11/2023 1:14 pm GMT

Add a Cost Code	Configure the General Options

Configure an Employee's Cost Centre Breakdown

Permissions

You will require an Access Role with the following permissions:

- General Options
- Employees
- Cost Codes

1. Navigate from the **Home** page to **Administrative Settings | Base Information | Cost Codes**. This will display a list of the existing cost codes configured by your organisation.

2. Click **Add Cost Code** from the 'Page Options' menu.
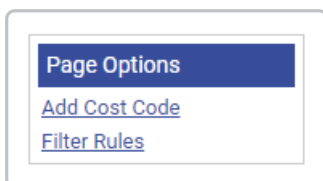
3. Define the following information:

Field	Description
Cost Code	Enter the cost code/cost code name.
Description	Enter a description of the cost code to help users differentiate from other cost codes.

Field	Description
Cost Code Owner	Enter the user who is responsible for this cost code. Relevant search results will appear after typing 3 characters. Click the correct search result to define that user as the Cost Code Owner. Search results will return for Employees, Teams or Budget Holders.

Cost Code: New
Cost Code Details
General Details

Cost Code*

Description

Cost Code Owner

Other Information

Region   [None]

save   cancel

4. Click **Save** to store the cost code. This will now display in the list of existing cost codes on the Cost Codes menu.