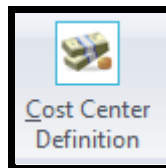
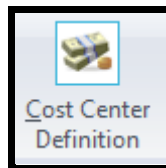




Cost Center Definition (Alt + C)

Cost Centre Definition Module enables user to create Cost Center as per requirement



On clicking the  option or on pressing the shortcut (Alt+ C), a popup will be displayed to user as shown below:

List of added Cost Centers will be displayed on the screen under the view tab.

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.



User can perform below activities on the list of Cost Centers.

Add (Alt + A)

User needs to click on Add (Alt + A) button to add new cost centre class name.

After adding the Cost centre class name, press F3 to enter the cost centre and assign percentage to each of them based on the weightage.



Cost Center Definition

Data Entry View

*Cost Center Class Name : Payroll

Cost Center Name	Percentage
Accounting	20.00
IT Support	30.00
Admin	20.00
Sales	30.00

100.00

Add Mode

Quick Access Keys

Cost Center Details (F5)
E-Mail (F10)

+ Add - Edit

- Delete ✕ Export

✓ Save ✕ Cancel

▶ Next ◀ Prior

◀ First ▶ Last

🔗 Help 🗑 Close

User needs to add the required detail and click on Save (Alt + V) button to save the Cost Center or can cancel the added Cost Center by clicking on Cancel (Alt +C) button.

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing Cost Center class.

User needs to update the cost centre details and click on OK (Alt + O) button to save the cost center or can cancel the edited cost center details by clicking on Cancel (Alt +C) button.



Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing Cost Center class.

On clicking the Yes button, the selected Cost Center class will be deleted from the list of Cost Centers and on clicking the No button, user will be taken to previous tab.

Next (Alt + N)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

Prior (Alt + R)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

First (Alt + F)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

Last (Alt + L)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

Close (Alt + S)

On clicking the Close (Alt + S) button, Cost Center definition tab will get closed.

Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Cost Center Definition Tab.