

Slide 1 Slide notes: We define new Cost Types and maintain current Cost Types with the option found at File Maintenance.



Slide 2 Slide notes: A Cost Type is a Reporting sub account for Jobs, and any Cost Types may be used on multiple Jobs.



Slide 3 Slide notes:



Slide 4 Slide notes:



Slide 5 Slide notes:



Slide 6

Slide notes: We assign a short Key and give the Cost Type a Name. The Transaction status must be OPEN for the Cost Type to be allowed on new Transactions.



Slide 7 Slide notes:



Slide 8 Slide notes:



Slide 9 Slide notes:



Slide 10

Slide notes: The 'Internal Recovery' option is only for use with the Service Department Costing Application, else it may be ignored.



Slide 11 Slide notes:



Slide 12 Slide notes:



Slide 13 Slide notes: