

How to Create Cost Center Template

This video will show users how to create cost center template.

Navigate to Accounting, Cost Center Entry Template, Create New.

Fill in template code and name, cost center and the percentages.

Click Save when done.

STEP-BY-STEP:

1. Go to Accounting menu
2. Select Cost Center Entry Template
3. Click Create New button to start entering data
4. Enter Template Code and Name
5. Select Cost Center and enter the Percentage for it
6. The total percentage for each Cost Center must be 100%

Click Save when done with the data entry.
