
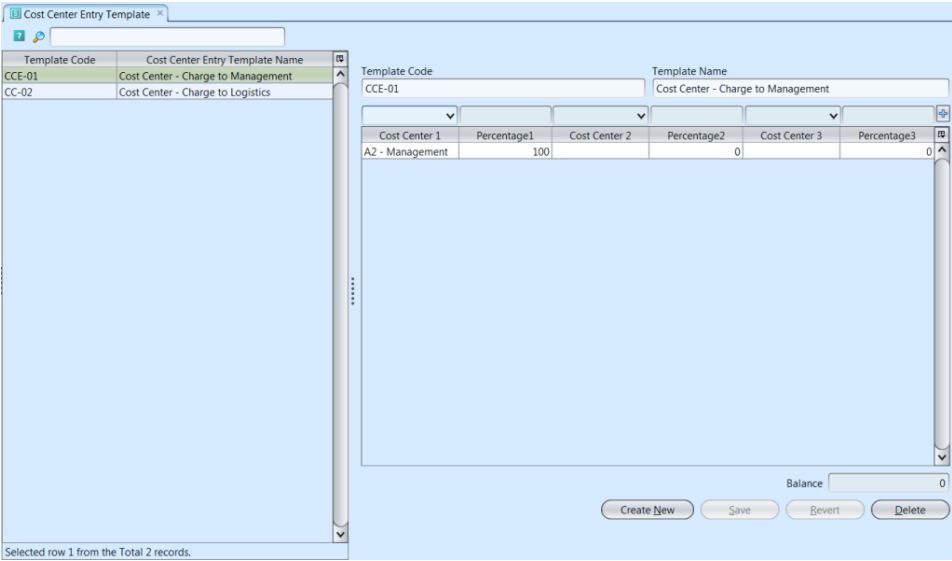


Cost Center Entry Template

Create and manage templates for frequently used cost center entry. Below actions are available under **“Cost Center Entry Template”**:

-  Create new cost center entry template; update, delete, view and search for cost center entry template details



Field Name	Description	Mandatory Information
Template Code	Custom code for the template	Y
Template Name	Name of the cost center entry template	Y
Cost Center	Select the cost center	Y
Percentage	Percentage rate for the cost center, total sum for the whole column must be 100%	Y

Create New Cost Center Entry Template

- Click **“Create New”** button at the bottom right side of screen

Template Code		Template Name			
CCE-01		Cost Center - Charge to Management			
▼		▼		▼	
Cost Center 1	Percentage1	Cost Center 2	Percentage2	Cost Center 3	Percentage3
A2 - Management	100		0		0

Balance

Create New Save Revert Delete

2. Fill up cost center entry template's information on right side of the screen

Template Code		Template Name			
▼		▼		▼	
Cost Center 1	Percentage1	Cost Center 2	Percentage2	Cost Center 3	Percentage3

3. **"Balance"** field at the bottom right side of screen shows how many percent left unassigned from the total sum of entries for Percentage1 column (only). Percentage1 column must sum up to 100% such that the balance value would be 0 (zero)

Template Code: CC-02 Template Name: Cost Center - Charge to Logistics

Cost Center 1	Percentage1	Cost Center 2	Percentage2	Cost Center 3	Percentage3
L1 - Inbound Costs	1.5		0		0
L2 - Storage & Wa...	91.5		0		0
L3 - Outbound Co...	7.0		0		0

Balance: 0

4. Click **“Save”** button at the bottom right side of screen when done

Update Cost Center Entry Template Details

1. Click on cost center entry template to be updated, it will bring up the selected template details on the right side of the screen

2. Click **“Save”** button at the bottom right side of the screen when done with the updates

Delete Cost Center Entry Template

1. Click on cost center entry template to be deleted, it will bring up the selected template on the right side of the screen

2. Click on **“Delete”** button at the bottom right side of screen

3. Click on **“Yes”** button on the pop-up window to confirm template deletion

Template Code: CCE-01

Template Name: Cost Center - Charge to Management

Cost Center 1	Percentage1	Cost Center 2	Percentage2	Cost Center 3	Percentage3
A2 - Management	100		0		0

Deleting record?

Do you really wish to delete this record?

Yes No

Balance: 0

Create New Save Revert **Delete**

View and Search for Cost Center Entry Template Details

1. Enter search parameter to filter the result, i.e. type in the cost center entry template name in the search textfield box at the top left of the template' table

2. Click on cost center entry template to view, it will bring up the selected template details on the right side of the screen