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## Cost Center Maintenance

Tammy Mason - 2017-08-15 - in System Setup/Misc. Masters

### **Cost Center Maintenance**

#### **Cost Center Maintenance**



**ProfitMakerPLUS only**

**Graphics Menu: Templates - Cost Center**

**Treeview Menu: Masters/Codes - Maintenance - Inventory - Cost Center Master**

This master creates a budget center that stores the qty and value of forms shipped to a location which may be a branch office, a department in a large company or a remote site. This option will also allow you to add a form(s) to this cost center.

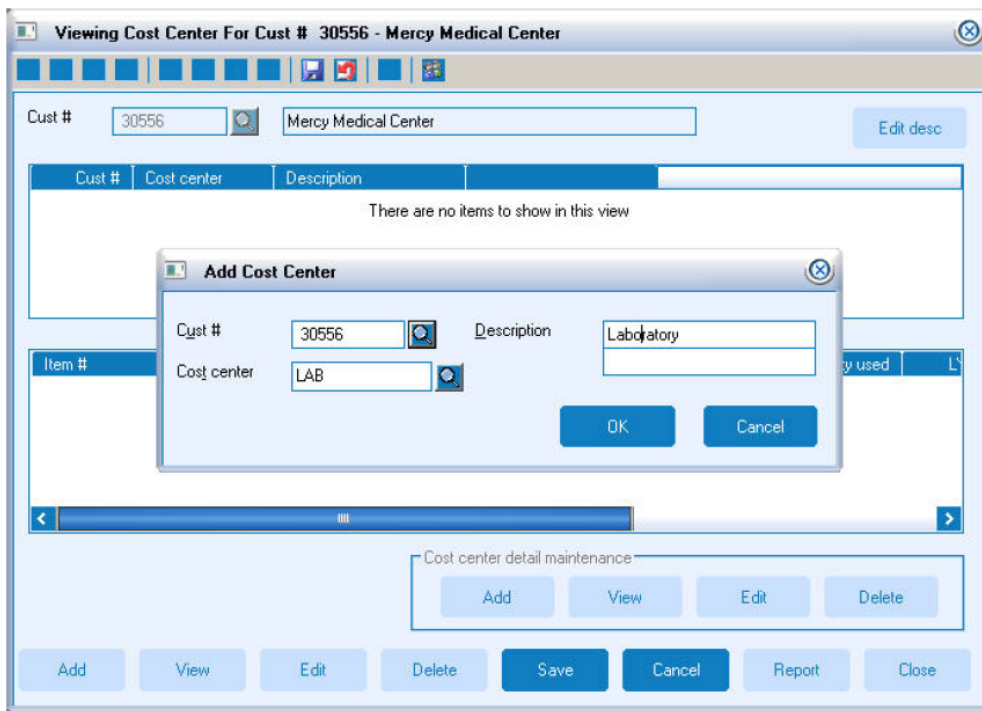
#### **Add Cost Center**

##### **Customer #**

Enter the customer number for whom you wish to setup this cost center.

##### **Cost Center**

Enter the number or code and the description you wish to give this cost center.



## Create or Add Forms to a Cost Center

Cust # 30556    Cost center LAB    Description Laboratory

Item #    Sub #    Cust # 0

	YTD qty	YTD amt	LYR qty	LYR amt
Budget		0		0
January	0	0.00	0	0.00
February	0	0.00	0	0.00
March	0	0.00	0	0.00
April	0	0.00	0	0.00
May	0	0.00	0	0.00
June	0	0.00	0	0.00
July	0	0.00	0	0.00
August	0	0.00	0	0.00
September	0	0.00	0	0.00
October	0	0.00	0	0.00
November	0	0.00	0	0.00
December	0	0.00	0	0.00
Total	0	0	0	0
Remaining		0.00		0.00

Continue    OK    Cancel

## **To enter selected form(s) to a cost center**

Edit the cost center.

### **Item # Sub# Cust#**

Enter the Item number you wish to add to this cost center.

### **Budget**

Enter the budget for this form for the cost center.

### **YTD Qty**

If you wish, you may input the quantities used, by month, up to this time. From then on, these will be updated by the computer whenever you affect cost centers.

### **YTD Amt**

If you wish, you may input the YTD amount, by month, that has been used up to this time. From then on, these will be updated by the computer whenever you affect cost centers.

### **LYR Qty**

If you wish, you may input the quantities used, by month, for last year. From then on, these will be updated by the computer when you close the calendar year.

### **LYR Amt**

If you wish, you may input the amount, by month, that was used last year. From then on, these will be updated by the computer whenever you affect cost centers.