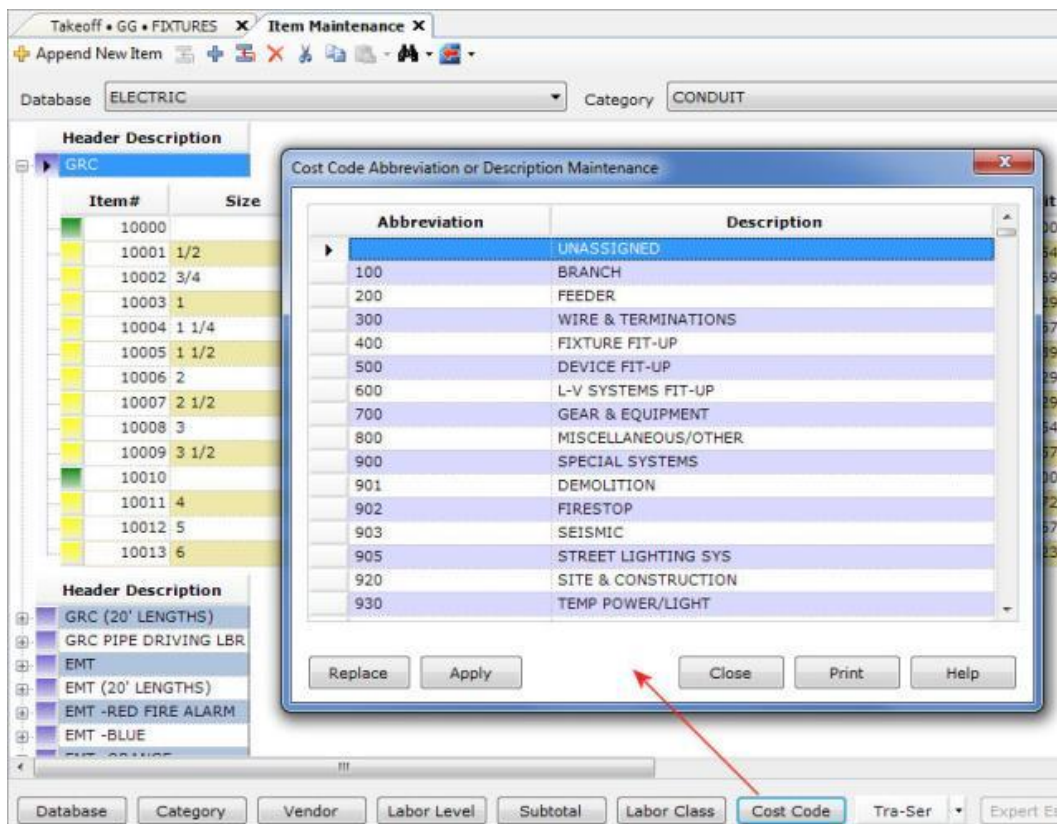


Cost Codes

Cost Codes are assigned to items in the Item Maintenance, but you can change the descriptions and the cost code assigned to each item in the database. Cost Codes are especially useful for displaying and printing takeoff items based on your company's accounting categories or codes.

Changing Cost Codes

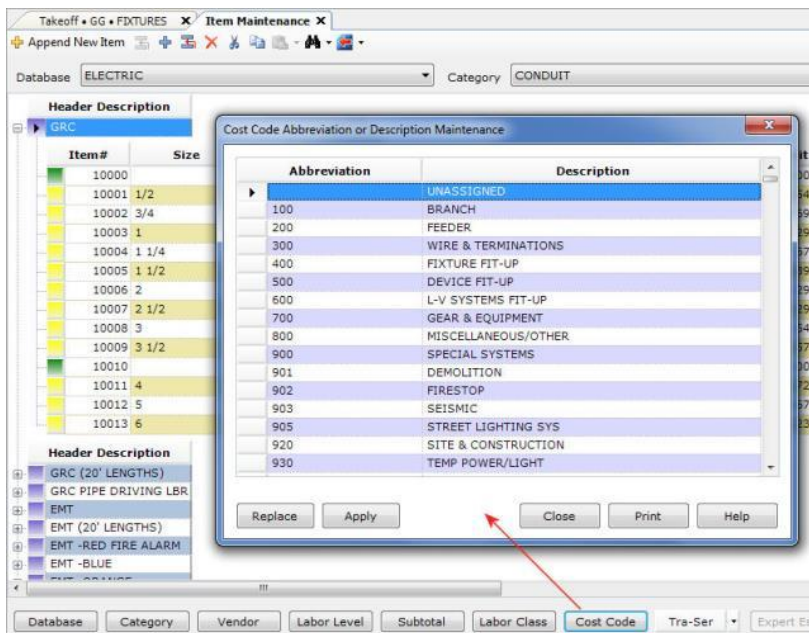
1. On the Sidebar Menu, click **Maintenance** and select **Items**. The *Item Maintenance* window is displayed.
2. At the bottom of the *Item Maintenance* window, click the Cost Code button. The *Cost Code Abbreviation or Description Maintenance* dialog box is displayed.



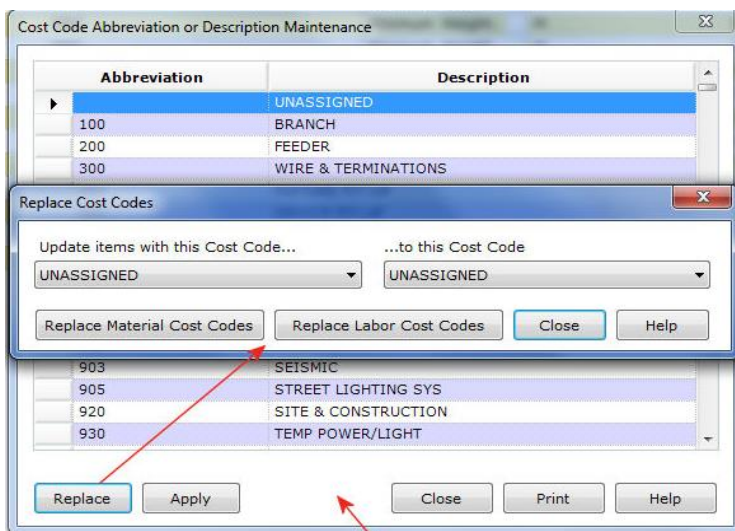
3. Select the cell you want to change. Type in a new Abbreviation (code) and/or Description. **Click Apply** and click **Close**.

Replacing Cost Codes

1. On the Sidebar Menu, click **Maintenance** and select **Items**. The *Item Maintenance* window is displayed.
2. At the bottom of the *Item Maintenance* window, click the **Cost Code** button. The *Cost Code Abbreviation or Description Maintenance* dialog box is displayed.



3. Click the **Replace** button. (You can replace the cost code for the Entire Database, Current database, Current Category, or the Current Header).



4. You can also include the Size, Description and Subtotal to be more exact.
Click **Replace Material Cost Codes** and / or **Replace Labor Cost Codes**. Click **Close**.

Replace Cost Codes

Update items with this Cost Code... ...to this Cost Code

BRANCH FEEDER

Replace Filter

Entire Database Current Database Current Category Current Header

Size Description Subtotal

1 1/4 ▼

Replace Material Cost Codes Replace Labor Cost Codes Close Help

Adding Cost Codes:

1. On the Sidebar Menu, click **Maintenance** and select **Items**. The *Item Maintenance* window is displayed. At the bottom of the *Item Maintenance* window, click the **Cost Code** button. The *Cost Code Abbreviation or Description Maintenance* dialog box is displayed.

As you scroll down the list, descriptions that start with "Z" are unused entries. To add a new Cost Code, scroll down, and select one of the "Z" entries (**Z139**).

2. In this example, change the Cost Code to **120**. Change the description to **FIXTURES**. Click **Apply**. Click **Close**.

Abbreviation	Description
<input checked="" type="checkbox"/>	
VQ520	QUO TEST SUBCON
VQ530	QUO CERTIFY SUBCON
VQ540	QUO ELECT SUBCON
<input type="checkbox"/>	120
	FIXTURES
	Z163 Z_UNASSIGNED 163
	Z164 Z_UNASSIGNED 164
	Z165 Z_UNASSIGNED 165
	Z166 Z_UNASSIGNED 166
	Z167 Z_UNASSIGNED 167
	Z168 Z_UNASSIGNED 168
	Z169 Z_UNASSIGNED 169
	Z170 Z_UNASSIGNED 170
	Z171 Z_UNASSIGNED 171
	Z172 Z_UNASSIGNED 172
	Z173 Z_UNASSIGNED 173

Filtering Cost Codes:

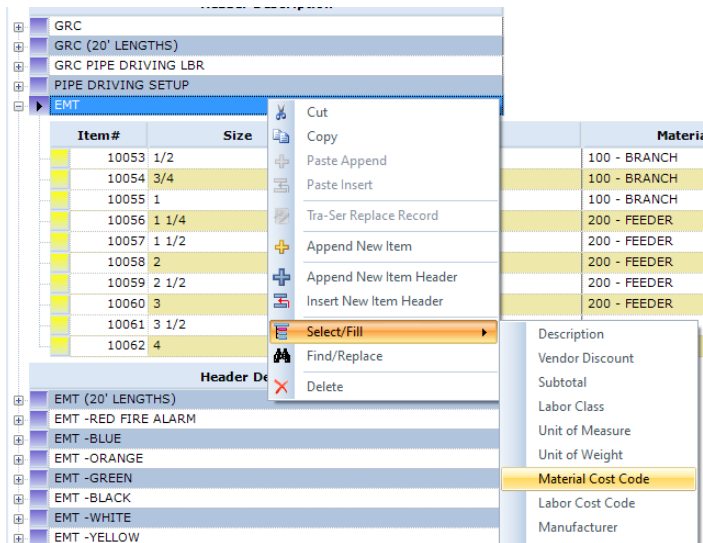
1. On the Sidebar Menu, click **Maintenance** and select **Items**. The *Item Maintenance* window is displayed. At the bottom of the *Item Maintenance* window, click the **Cost Code** button. The *Cost Code Abbreviation or Description Maintenance* dialog box is displayed.

2. To find all the Cost Codes that are described as 'FIT-UP' enter the text "**FIT**" into the first row Description column and hit **Enter**. Only the Descriptions with that text will be listed.

3. Click the icon in the left column to clear the filter.

Editing Cost Codes by Header (in the Item Database)

1. On the Sidebar Menu, click **Maintenance** and select **Items**. The *Item Maintenance* window is displayed.
2. Locate **CONDUIT / EMT**.
3. Right Click on the purple header for **EMT / Select Fill / Click Material Cost Code or Labor Cost Code / Select the desired Cost Code and click OK.**



Select the desired Cost Code and click **OK**.

