How To Add New Cost Type

Here are the steps on how to create a Cost Type:

1. From the Contract Management > Maintenance menu, select Cost Type.

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🗃 🚞 General Ledger			<u>~</u>										
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2. Add Freight Term by clicking the drop down. Select freight term from the drop down list.

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	Freight Term	Cost Type Na	Inventory Cost	Accrue	MTM	Price	Cost Method	Ra	te UOM	Currency	Freight Related	Active
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- 3. Enter Cost Type Name.
- 4. Select/Deselect check box for Inventory Cost, Accrue, MTM, Price as desire.
- 5. Add Cost Method by clicking the drop down. Select cost method from the drop down list.

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	Pickup	DoorStep	\checkmark		1	V	*					
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6. Enter Rate.

7. Add UOM by clicking the drop down. Select UOM from the drop down list.

If Cost method is set as Per Unit then UOM field is mandatory.

8. Add Currency by clicking the drop down. Select currency from the drop down list.

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	Freight Term	Cost Type Name	Inventory Cost	Accrue	MTM	Price	Cost Method	Rate	UOM	Currency Freight Relat	Active	
	Pickup	DoorStep	V	V	1	V	Per Unit	20.75	Each	×		
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										GBP	United Kingdom Po	ounds
										PHP	Philippines Peso	
										JPY	Japan Yen	
										USD	US Dollar	
										CAD	Canadian Dollar	
										AUD	Australian Dollar	
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- 9. Select/Deselect Freight Related check box as desire.
- Select Active check box to make the Cost type active. Deselect will make the cost type inactive.
 Click on Save button to save the record.

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	Pickup	DoorStep	V	V	\checkmark	V	Per Unit	20.75	Each	CAN	V	
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The record will not be saved if any of these are left blank- Freight Terms, Cost Type Name, Cost Method, Rate, Currency ≙