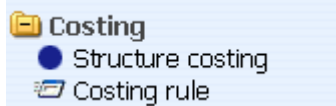




4 Changing Costing Information







1. Set the effective date to be the end date of the current code (the day before the start date of the new entry)
1. Select the **Post** and choose Costing, Structure Costing



2. Select the cost line in the object pane.

Costing level	Length	Cost code	Percent	Value	Start date
 Structure	24	GHAG/003.01.RG47159.ABAE	100.000		01/11/2006

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-  **Structure costing**
 -  Structure costing
 -  Split
 -  New - Structure costing
 -  Inheritance chart
 -  History

3. Select Structure Costing to display the structure costing screen
4. Enter the end date for this costing

End date 

5. Click on the  button

Structure costing: Structure, No. 1

Organisation
 Organisation default cost code ERROR

Rule
 Rule name

Level details
 No. 1
 Costing level
 Length 24
 Cost code
 Percent
 Start date 01/11/2006
 End date 31/10/2007

Note: Take great care when entering end dates for costing.

It is not possible to amend the end date once entered. To remove a costing end date you would need to delete the block and then re-input it from the day after the original end date (the original end date then disappears). However, to bring forward a costing end date, you would need to re-input the costing after the end date and then put in the new end date.

6. Where there is split costing select the remaining code(s) from highest to lowest sequential number in turn and end date each and save.
7. Navigate back to the post using the navigation trail to exit the screen.
8. Set the effective date to be the start date of the new costing.
9. Select the Costing menu and choose Structure Costing, New – Structure Costing.

[Home](#) > [Organisation : University of Cambridge](#) > [Posts : Research Associate](#) > [Posts : Research Associate](#) > [Structure costing](#) > [New - Structure costing](#)

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Costing level	Length	Cost code	Percent	Value \$

Structure costing: New

Organisation
Organisation default cost code ERROR

Rule
Rule name

Level details

No. 1
Costing level
Length 24
Cost code
Percent
Start date
End date

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- Structure costing
 - Structure costing
 - Split
 - New - Structure costing**
 - Inheritance chart
 - History
- Process chaining

10. Enter the first cost code with the same start date as the set effective date with 100% allocation.
11. Click the button
12. If required, open the split form from the costing menu
13. Enter the next code with it's % and amend the first code % at the bottom of the screen so that they total 100%
14. Repeat this process for each subsequent cost code required.

4.1 Viewing Costing History

15. Select the Post and choose History from the Post menu (do not use history from the costing menu)
16. In the Group drop down box select Costing Levels.

History: Research Associate [Costing Levels]

Group

Item