# 1. Changing Cost Details

In order to change an employee's costing details, you need to click the Structure Costing option in the Costing folder and choose first Structure Costing to view and/or amend existing elements.

a) Enter an End Date to stop existing cost code details
b) Select New – Structure Costing to add new details
c) When entering new costing details, complete the Rule Name, Costing Level, Cost Code, Percent and Start Date fields. .
d) Click the **Save** button

2. Split costing

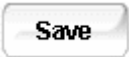If the position is to be charged to more than one account

a) Enter the first cost code as instructions above
b) Open the Split form from the Structure Costing options
c) Enter the details for the second code and percentage and adjust the percent for the first code in the box called "Split records". The total % must be 100 at all times.
d) Click the **Save** button.

Structure costing: New	Name: Mr Douglas M Astill **Job title:** Senior Technical Officer
	Social security number: YS909527C **Pay ref:** 10073548 **Pers ref:** 10073548

Organisation

Organisation default cost code ERROR

Rule

Rule name UC1 ▼

Level details

No. 2

Costing level Structure ▼

Length 24

Cost code U.KA.KAQA.ABAA.AAAA.AAAA

Percent 75

Start date 01/04/2006 ▦

End date ▦

Split records

	Cost code	Percent	Delete?
No.1	U.KA.KAQA.ABAA.A	25	☐

Save

3. To Amend Costing After Start Date

a) Set the effective date to be the end date of the current code (the day before the start date of the new entry)

b) Select the cost line in the object pane which has the highest sequence number

c) Enter the end date for this costing and save

d) Select the remaining code(s) from highest to lowest sequential number in turn and end date each and save.

e) Navigate back to the post using the navigation trail to exit the screen.

f) Set the effective date to be the start date of the new costing.

g) Select the Costing menu and choose Structure Costing, New – Structure Costing. Enter the first cost code with the same start date as the set effective date with 100% allocation.

h) Click the Save button

i) Open the split form from the costing menu

j) Enter the next code with it's % and amend the first code % at the bottom of the screen so that they total 100%

k) Repeat this process for each subsequent cost code required.

> Note, Trent is unable to do mid period costing. If a person transfers their position then the system will split the costing correctly. However, if it is only a change to a cost code, the user will have to manually over ride the payments for the period and specify the costings and recalculate the pay.

4. To View History

a) Select the Post and choose History from the Post menu (do not use history from the costing menu)

b) In the Group drop down box select Costing Levels

History: Research Associate [Costing Levels]

Group	Costing Levels ▼
Item	<All> ▼