Timesheet Settings: Cost Codes

Costs associated with the performance of assigned jobs are added to the field employees' timesheet records. Create the cost codes to be used through the **Cost Codes section** of Timesheet settings.

To set up and manage Cost Codes go to **Settings > Timesheet > Cost Codes**.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				217	, D	8 🔅 🛛
Mobile App	p													/	/
Membershi	nip														IONS +
			Cost Code				Des	cription						·	
볼 Inventory		٢	100 - Traini	ng and Education			Tra	ning of stat	f or work/tasks related to train	ning					
PriceBooks	s	<	200 - Const	ruction			Cos	t related co	instruction jobs.						
			300 - Roofi	ng			Cos	t related to	roofing jobs						
Scheduling	5	<	400 - Plumi	bing			Cos	t related to	plumbing jobs						
0 Timesheet	-									Items per page:	15 👻	1 – 4 of 4	<	< >	>1
General Setting	gs														
Cost Codes	-														
Overtime Rules	is														
Client		¢													

The page defaults to the list of Cost Codes that have already been created, presented in table format. This is also the page where these codes are created, updated and deleted.

IndusTrack MAP	CUSTO	MER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				21	ļ 🗆	0	\$ @
Mobile App															_	_
Membership														^	CTION	s 🔹
	<	C	Cost Code				Desc	ription								
] 100 - Training	g and Education			Train	ning of staft	f or work/tasks related to training							
PriceBooks	٠		200 - Constru	uction			Cost	related co	nstruction jobs.							
			300 - Roofing	5			Cost	related to	roofing jobs							
Scheduling	¢		400 - Plumbi	ng			Cost	related to	plumbing jobs							
Itimesheet	~									ltems per page	15 🔫	1 - 4 of 4	<	<	>	>1
General Settings																
Cost Codes																
Overtime Rules																
Client	٢															

Cost Code List/Table

The table has 2 columns:

- Cost Code This refers to the codes assigned/given to timesheet-associated costs.
- **Description** This refers to a short brief about the cost.

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS						117 <u></u> (0	\$ @
Mobile App																
Membership		_												_	ACHO	vs •
🗮 Inventory	<	Cost Code	g and Education			Dese	ription	f or work/tasks related to	o training							
PriceBooks	<	200 - Constru	uction			Cost	t related co	nstruction jobs.								
Scheduling	<	300 - Roofing	g			Cost	related to	roofing jobs								
Imesheet	~							promon (6 1995		Items per page:	15 👻	1 – 4 of 4	<	<	>	>1
General Settings																
Cost Codes																
Overtime Rules																
Client	٠															

Sort the Cost Code List

Click on the header to alphabetically (or numerically) sort the list according to code or description.

IndusTrack MA	P CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				217	🖵 😧 🕻	•
Mobile App					-									
🗈 Membership				\sim		\rightarrow							ACTIONS	•
Linventory	<	Cost Code 🕹				Des	cription							
		400 - Plumbir	ng			Cos	t related to	plumbing jobs						
PriceBooks	٠	300 - Roofing				Cos	t related to	roofing jobs						
		200 - Constru	iction			Cos	t related co	nstruction jobs.						
E Scheduling	<	100 - Training	g and Education			Tra	ning of staf	f or work/tasks related to train	ning					
0 Timesheet	~								Items per page	15 💌	1 – 4 of 4	< <	\rightarrow	I
General Settings														
Cost Codes														
Overtime Rules														
Client	<													

List Per Page

Select the number of Cost Codes to be displayed per page. Options to choose from are 15, 25, and 50. Use the Previous and Next buttons to move from one page to another (if there is more than one page).

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					2	¢ ¢] 🕜	\$ (
Mobile App																
Membership															ACTION	JS ▼
		Cost Code				Des	cription									
H Inventory	<	100 - Trainin	g and Education			Trai	ning of sta	ff or work/tasks related to	o training							
PriceBooks	<	200 - Constru	uction			Cos	t related co	instruction jobs.								
		🗌 300 - Roofing	ŝ			Cos	t related to	roofing jobs								
Scheduling	<	400 - Plumbi	ng			Cos	t related to	plumbing jobs								
O Timesheet	~									items per page:	15 👻	1 – 4 of 4	<	<	>	>1
General Settings																_
Cost Codes																
Overtime Rules																
Client																

Actions Button

Use this button to create or delete a Cost Code(s).

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		21 <u>7</u> 🗘 🗘 🔅 🤅
Mobile App										
E Membership										ACTIONS +
		Cost Code				Des	cription			+ Add new Cost Code
Linventory	۲.	🖌 100 - Trainin	g and Education			Tra	ining of staf	ff or work/tasks related to trainin	Ig	📋 Delete
PriceBooks	<	200 - Constru	uction			Cos	t related co	nstruction jobs.		
		300 - Roofing	3			Cos	t related to	roofing jobs		
Scheduling	<	400 - Plumbi	ng			Cos	t related to	plumbing jobs		
O Timesheet	~								Items per page: 15 💌 1 - 4 of 4	< < > >
General Settings										
Cost Codes										
Overtime Rules										
Client	<									

Create a Cost Code

From the Cost Code page, go to the **Actions** button and select **Add New Cost Code**.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		21 <u>2</u> 🖓 🏟 🗐
Mobile App	þ										
Membersh	ip		_								Actions -
			Cost Code						Description		Add new cost code
L Inventory		¢								Items per page: 15 💌 0 of 0	Delete
PriceBooks	5	<									
🗎 Scheduling		<									
O Timesheet		*									
General Setting	gs										
Cost Codes											
Overtime Rule	s										
Client		<									
CI Integration		,									

Fill in the Cost Code details on the Add/Edit Cost Code window.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS		217	🖵 🛛 🌼 🙁
Mobile App				Add/Edi	t Cost Code			х		
Membership					Cost Code	please enter cost cod	e			ACTIONS -
Max Inventory	د د	Cost Code			Description				lams per page 15 👻 0 of 0 16 6	
PriceBooks	¢									
🗎 Scheduling	¢						li			
0 Timesheet	×						CL	.OSE SAVE		
General Settings									I	
Cost Codes										
Overtime Rules										
Client	¢									

Cost Code

• Key in the assigned code. on the field.

IndusTrack MAP	CUSTOME	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS					217	P 0 4	۹ م
Mobile App				Add/Edit 0	Cost Code			Х						
Membership					Cost Code	100 - Training and Educa	ion 🗄						ACTIONS	
🗮 Inventory	<	Cost Code			Description				Ite	ems per page: 15	▼ 0 of 0			
PriceBooks	<													
🛱 Scheduling	٠						11							
O Timesheet	~						CLO	SE SAVE						
General Settings														
Cost Codes														

• Description

• Provide a brief or a short description of the cost.

IndusTrack MAP	CUSTOMER ESTIMATE	S SCHEDULE INVOICES	TIMESHEET Edit Cost Code	SNOWTRACK P.O. REF	PORTS		200 p 🗘 🖓 🤹 🕲
Membership		le	Cost Code	100 - Training and Education	Ĩ.		ACTIONS +
H Inventory	< <		Description	Training of staff or work/tasks related to training		items per page: 15 💌 0 of 0	
🛱 Scheduling	٠						
© Timesheet General Settings	*				CLOSE SAVE		
Cost Codes							
Overtime Rules	¢						

Save the new Cost Code. This will be added to the list.

IndusTrack MAF	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				217	Ģ	0	\$
Mobile App															
E Membership		_												CHON:	
븚 Inventory	٢	Cost Code	ng and Education			Desc	ription	f or work/tasks related to training							
PriceBooks	٢								ltems per page	15 🔻	1 – 1 of 1	<	<	> :	>1
🛱 Scheduling	٠														
Imesheet	~														
General Settings															
Cost Codes															
Overtime Rules															
E Client	<														

Edit a Cost Code

Find the Cost Code to be updated from the list. Click on it to open in edit mode.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				21	ļ,	0	٥	9
Mobile App	p																
E Membersh	nip														ACTION	IS 🔹	
Linventory		۱ ۲	Cost Code				Desc	ription									
PriceBooks	5	د (200 - Constr	uction			Cost	related co	nstruction jobs.								
Scheduling	z.	, [300 - Roofin	g		×	Cost	related to	roofing jobs								J
0 Timesheet		-	400 - Plumb	ing			Cost	related to	plumbing jobs	Items per page	15 -	1 - 4 of 4	1Z	7	、 、	N	
										terring ber bege				`		~1	
General Settin;	gs																
Cost Codes																	
Overtime Rule	s																
Client		٢															

Update the cost Code as needed. Once done, save the changes.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		212	🖵 😧 🌼 🧕
Mobile App					Add/Ed	it Cost Code				х		
📰 Membershij	p		Cost Code			Cost Code	300 - Roofing		1			ACTIONS +
🗮 Inventory		¢	100 - Trainin	g and Education		Description	Cost related	to roofing jo	bs		5	
PriceBooks		۲.	200 - Constru	uction								
🗎 Scheduling		¢	300 - Roofing 400 - Plumbi	5 Ing					11			
G Timesheet		~							CL0	SAVE	ltems per page: 15 🐨 1 − 4 of 4 < <	
General Setting	s				L						J	
Cost Codes												
Overtime Rules												
Client		¢										

Delete a Cost Code

Delete a Cost Code that is no longer in use or was created in error. It is wise to exercise caution when using this function. Deleting a template may have an effect on other functions, settings or data. This action can not be undone.

Find the cost code to be deleted from the list. Tick the checkbox to its left.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					217	P 6) 🌣 🙁
Mobile Ap	op															
Members	hip														ACTIO	DNS 👻
			Cost Code				Des	cription								
H Inventory	r	¢	100 - Trainir	ng and Education			Tra	ining of staf	ff or work/tasks related to	o training						
PriceBook	s	<	200 - Constr	uction			Cos	t related co	instruction jobs.							
			300 - Roofin	g			Cos	t related to	roofing jobs							
Schedulin	B	٢	400 - Plumb	ing			Cos	t related to	plumbing jobs							
0 Timeshee	t	~									items per page:	15 💌	1 - 4 of 4	< <	>	>1
General Settir	ngs		N													
Cost Codes																
Overtime Rule	es															
Client		<														

• To delete multiple cost codes from the list, tick the checkboxes to the left of all. If all items will be deleted, just tick the checkbox of the Name header.

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				217	₽ 6) 🔅 🤅
Mobile App	~													
Membership													ACTIC	DNS +
H Inventory	<	Cost Code	and Education			Dese	ription	f or work/tasks related to	to training					
PriceBooks	<	200 - Constr	uction			Cost	related co	nstruction jobs.	co coming					
Scheduling	¢	300 - Roofin	g			Cost	related to	roofing jobs						
Imesheet	•	400 - Plumb	ing			Cost	related to	plumbing jobs	Items per page:	15 👻	1 - 4 of 4	< <	>	
General Settings														
Cost Coder														
cost codes														
Overtime Rules														
Client	<													

Go to the Actions button and select Delete.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		21 <u>7</u> 🖵 😯 💠 🤅
Mobile App										
Membership										
H Inventory	¢	Cost Code				Desc	ription		-	+ Add new Cost Code
PriceBooks	د ا	200 - Construction						nstruction jobs.	š	- Delete
Schoduling	, 1	300 - Roofin	g			Cost	related to	roofing jobs		
e stretting		✓ 400 - Plumbi	ing			Cost	related to	plumbing jobs		
U Timesheet	*								ltems per page: 15 ♥ 1 - 4 of 4	< < > >
General Settings										
Cost Codes										
Overtime Rules										
Client	<									

A confirmation window will come up. Click the **OK** button to continue with the deletion and **Cancel** to abandon the action.



The cost code(s) will be removed from the list.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				217	Ģ	8	\$ @
Mobile App															
Membership													A	CTION	. .
		Cost Code				Desc	ription								
H Inventory	۲ (100 - Trainin	ng and Education			Trair	ning of staff	or work/tasks related to training							
PriceBooks	۰ ا	200 - Constr	uction			Cost	related co	struction jobs.							
		300 - Roofin	g			Cost	related to	roofing jobs							
🛱 Scheduling	< L								Items per page:	15 👻	1 - 3 of 3	<	<	>	>1
O Timesheet	~														
General Settings															
Cost Codes															
Overtime Rules															
Client	<														