How to apply cost to a job.

1. Start at the main screen in ACS.

Graphical user interface, application

Description automatically generated

1. Double click on Material charges.

Graphical user interface, application

Description automatically generated

1. The material charges screen comes up.

Graphical user interface, text, application, email

Description automatically generated

1. Double click on the Material charges entry.

Graphical user interface, text, application, email

Description automatically generated

1. The material charges entry screen comes up.

Graphical user interface

Description automatically generated

1. Enter the job number you wish to add cost to.

Graphical user interface

Description automatically generated

1. Warehouse number auto populates.
   1. 01 Millington warehouse
   2. Right click in box to choose different warehouse, such as a service truck inventory.

Graphical user interface

Description automatically generated

1. Enter reference id. This will be your three initials.

Graphical user interface

Description automatically generated

1. Enter item number.
   1. Enter the known stock item number or right click in the box to search

Graphical user interface

Description automatically generated with low confidence

1. Enter the quantity

Graphical user interface

Description automatically generated with medium confidence

1. Enter the cost per each unit.

Graphical user interface

Description automatically generated

1. Extended cost will auto populate with the total cost to be applied to the job.
2. Click OK
3. If you have more cost to apply start over at the top.
4. If you are needing to apply cost to a different job, start over at the top changing the job number.
5. If you are done click cancel.