How to apply cost to a job.

1. Start at the main screen in ACS.



1. Double click on Material charges.



1. The material charges screen comes up.



1. Double click on the Material charges entry.



1. The material charges entry screen comes up.



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



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



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



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



1. Enter the quantity



1. Enter the cost per each unit.



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.