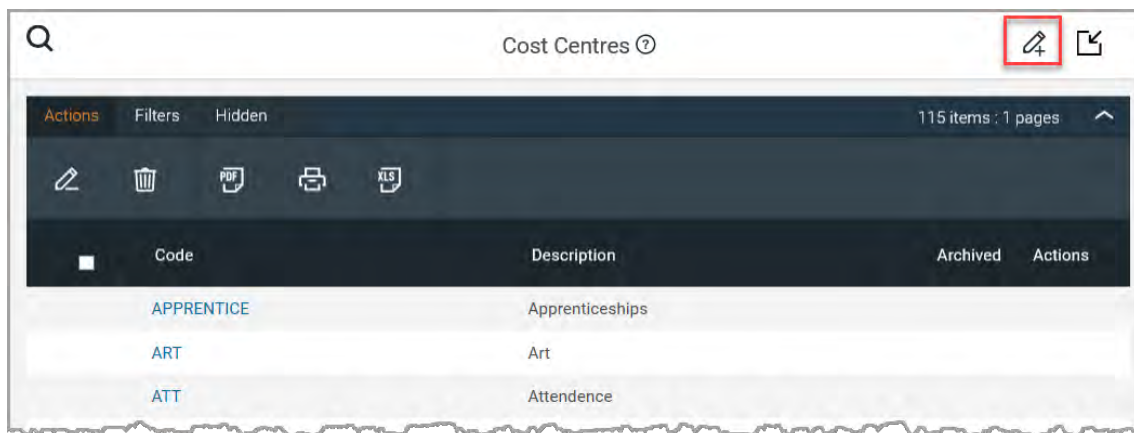


Create Cost Centres in IRIS Financial Planner

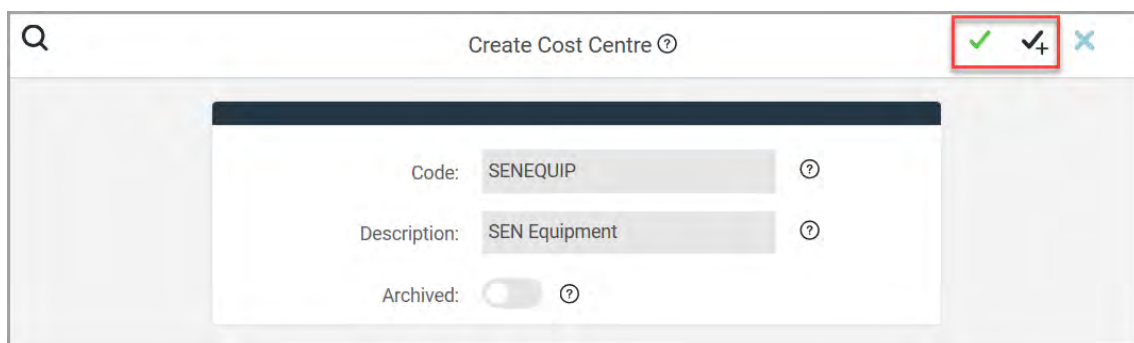
Cost Centres will be available in the planner following your initial migration/setup. Any new cost centres can be synchronised from PS Accounting to the planner using IRIS Sync. There may, however, be occasions when you want to add an individual cost centre directly into the planner.

Creating a Cost Centre

1. Select **Settings > Cost Centres** from the sidebar menu. The **Cost Centres** page is displayed.

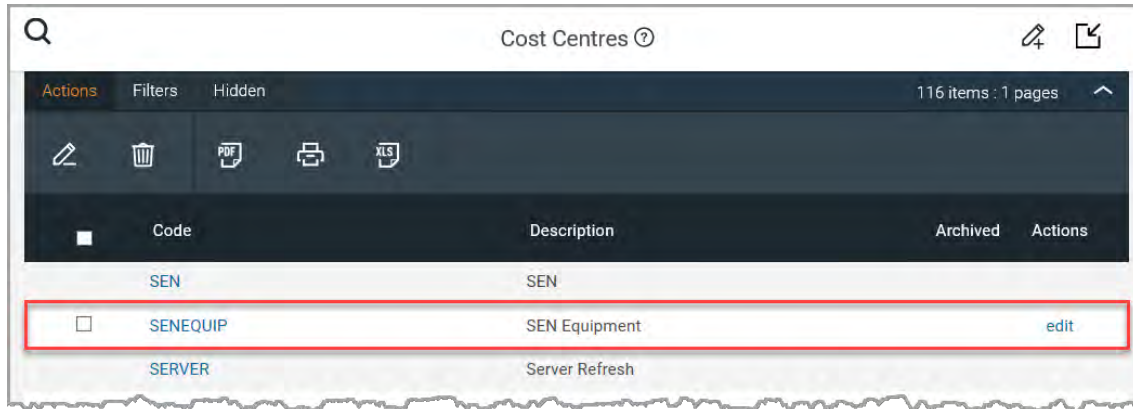
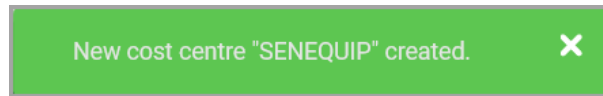


2. Click the **Add New** icon at the top of the page. The **Create Cost Centre** page is displayed.



3. Enter a **Code** for the cost centre which will appear on all budget entries and staffing service terms when selected.
4. Add a title for the cost centre in the **Description** field.
5. Click the **Save** icon (green tick) at the top of the page. If you want to add further cost centres, click the **Save and Add New** icon (black tick) to save the cost centre and create a new record.

6. A message is displayed indicating that the cost centre has been successfully created. You are returned to the **Cost Centres** page with the new cost centre included alphabetically in the list.



Where to Get More Help and Information



Our currently available documentation can be found at the following address:

<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:

<https://psfinancials.zendesk.com>

Providing Feedback on our Documentation

If you have any feedback, comments or suggestions regarding our documentation, please email:



documentation@psfinancials.com

DOCUMENT REFERENCE	DESCRIPTION
TM-171219-CCC-IFP-1.0	Initial release