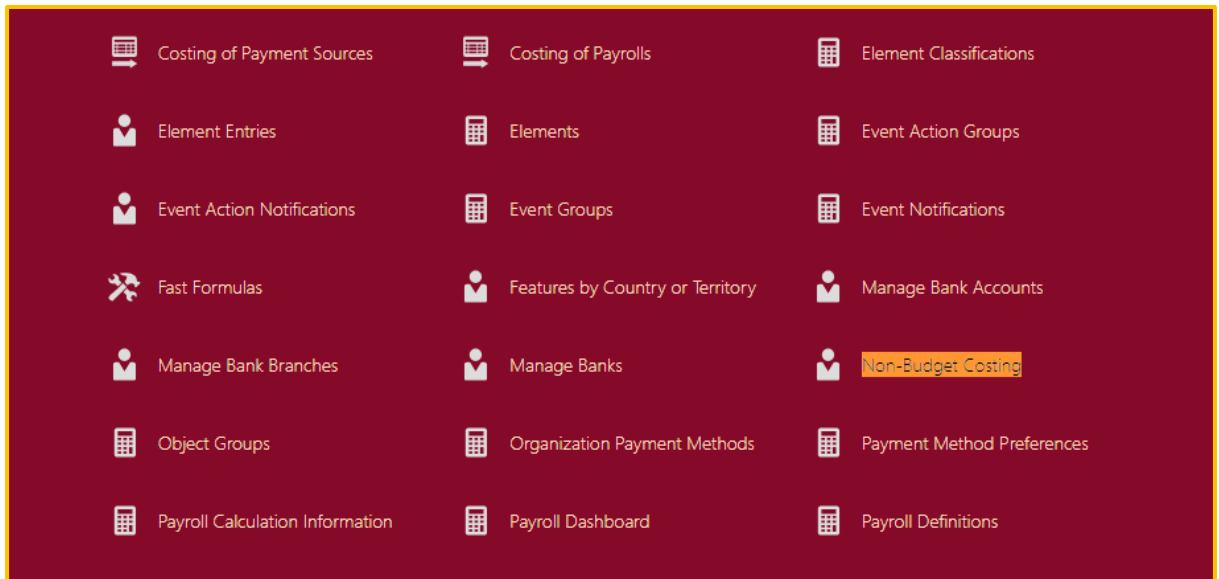
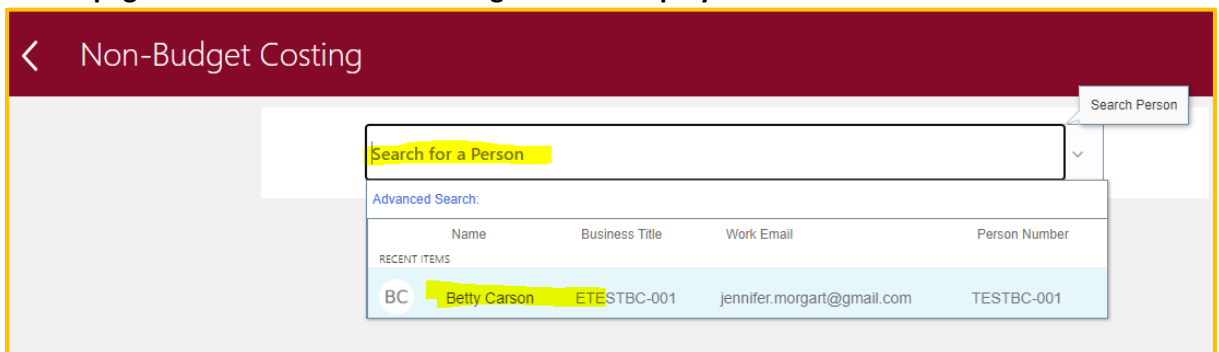


Costing of Person (Non-Budget Costing):

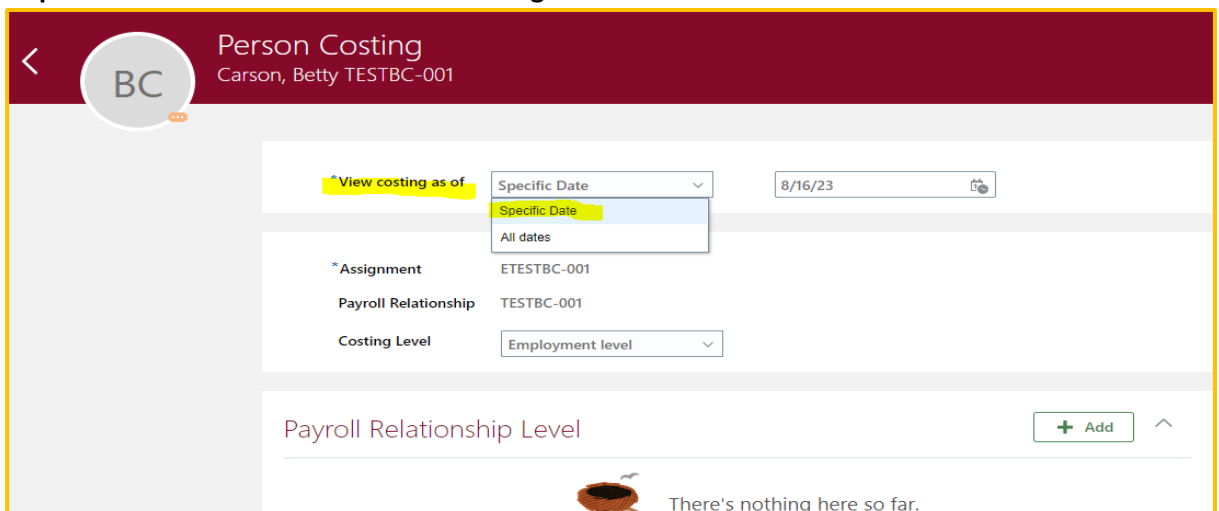
- 1) 1) Navigate to Home → My Client Group → show more → Search for 'Non-Budgeted Costing' quick action → Click on the link.



- 2) Search for required person in the 'Search field', when you select the person, it will open a details page where we define the costing either at Employment level or at Element Level.



- 3) Select 'Specific Date' for 'View Costing as of' field to define the costing and enter the required Effective Date to define the costing.



- 4) Select the required Costing Level (Employment Level/Element Level/All). If we select option 'All' then it will show all the sections to define costing.

BC Person Costing
Carson, Betty TESTBC-001

Costing Level All

Payroll Relationship Level + Add ^

There's nothing here so far.

Payroll Relationship Element Level + Add ^

There's nothing here so far.

Assignment Level + Add ^

There's nothing here so far.

Assignment Element Level + Add ^

There's nothing here so far.

- 5) For 'Assignment Level' costing definition then click on 'Add' button in the section 'Assignment Level' which will open another Details page to enter the costing definition as shown in the below screenshot, click on 'Add' button and enter the costing details.

BC Add Assignment Costing Subm
Carson, Betty TESTBC-001

*Assignment EESTBC-001 Start Date 8/16/23

Cost Accounts + Add ^

There's nothing here so far.

*Assignment
ETESTBC-001

*Start Date
8/16/23

Cost Accounts

OK Cancel

*Percentage
100

FUND CLASS
110

FUND SOURCE
11000

DEPARTMENT
10001

FUNCTION
000

PROJECT
0000000100

Funding Source
Award Number

6) Click on Ok → Submit → Submit to save the costing definition.