



Workin' It – An Aaxsys User's Guide

Cost Codes

Location on the Aaxsys Main Menu:



Directions:

1. Click on Add a New Cost Code
2. New Cost Code Information Page Pops Up

CostCode entry page

New CostCode Information

Cost code (no spaces - max 8 chars)	<input style="width: 90%;" type="text"/>
Description (30 chars)	<input style="width: 95%;" type="text"/>
Transaction Type	INVOICE ▼
<input style="background-color: #4F81BD; color: white; border: none; padding: 5px 15px;" type="button" value="Add costcode"/>	

3. Assign a New Cost Code:
 - a. Design a Consistent System to identify cost codes readily
 - b. Include a means of identifying an 'expense' (ex) from a payment (pa)
4. Describe the function of the cost code
5. Make sure to correctly Assign the "Transaction Type" from the Drop Down Menu (important)
6. Click on 'ADD cost code' to your list



CostCode listing for HIMAMRRI

CostCode Listing				
Code	Description	Active	Actions	
*STCHK	Rental Payments	T	SYS	SYS
*STINV	Rental Charges	T	SYS	SYS
*STPAY	Rental Payments	T	SYS	SYS
*STSEC	Rental Deposits	T	SYS	SYS
*STFIXED	One-time Rental Fees	T	SYS	SYS
*STTAX	Short-term Rental Tax	T	SYS	SYS
*STREF	Rental Refunds	T	SYS	SYS
HOAEX	Home Owner Dues	T	Edit	Del
CLEANEX	Cleaning Expense	T	Edit	Del
CLEANPAY	Cleaning Payment	T	Edit	Del
HOAPAY	Home Owner Dues Payment	T	Edit	Del

Directions:

1. Click on 'List' Cost Codes
2. There are "7" System Defined Cost Codes governing Automatic Transactions
 - a. These govern your automatic invoicing process
 - b. You may customize these names under Member configuration but NOT their function
3. Create cost codes to define expense & payment categories to segregate financial reports
4. You may create cost codes and deactivate them for future use

CostCode record UPDATE page

The screenshot shows a web form titled "CostCode Information". It contains the following fields and controls:

- Cost Code:** HOAPAY
- Description:** Home Owner Dues Payment
- Code is active:** YES NO
- Transaction Type:** PA (dropdown menu)
- UPDATE:** A button to save the record.

Features:

1. Cost Codes 'drive' your Aaxsys financial records
2. They segregate payments and expenses
3. Accurate assigning of Cost Codes is essential for accurate accounting records
4. Run Reports per cost code for Financial Reporting
5. Cost Code Reports can be reviewed for ANY time period you choose

Benefits:

1. Cost Code Reports allow you to look at any financial category for any time period
2. Use these Codes for Tax Reporting
3. Know your income and expenses per category of payments or charges
4. Use these to know "How your company is doing" financially
5. Aaxsys provides Aggregate reports that can be filtered
 - a. Per time period
 - b. Per Client
 - c. Per Unit

