

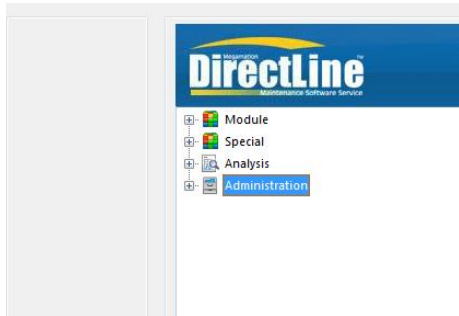
Facilities Ancillary Services Best Practice

Adding/Removing Cost Centre Information to the Work Order System

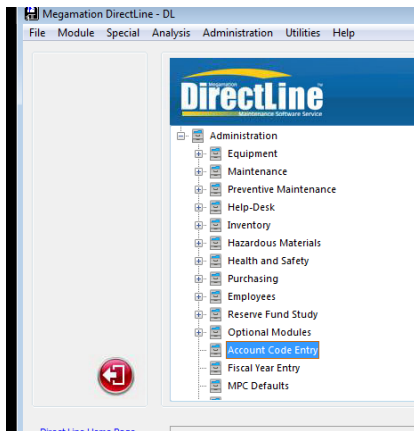
INTRODUCTION (Purpose and Importance)

Instructions on how to add / remove cost centre information in work order (Megamation) system.

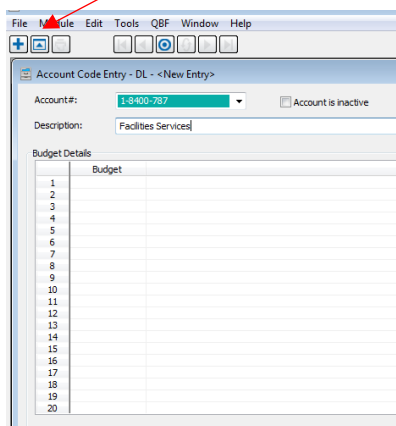
- Click on Administration



- Double Click on Account Code Entry



- To add a new cost centre, type in number in Account # field 1-8400-787 and Description
- Save



- To delete a cost centre, type number in Account# field or choose from the drop down menu.
- Click File and Delete.

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