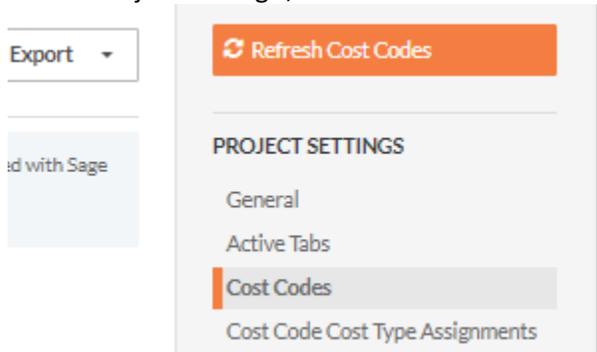


Add a Standard Cost Code to a Project

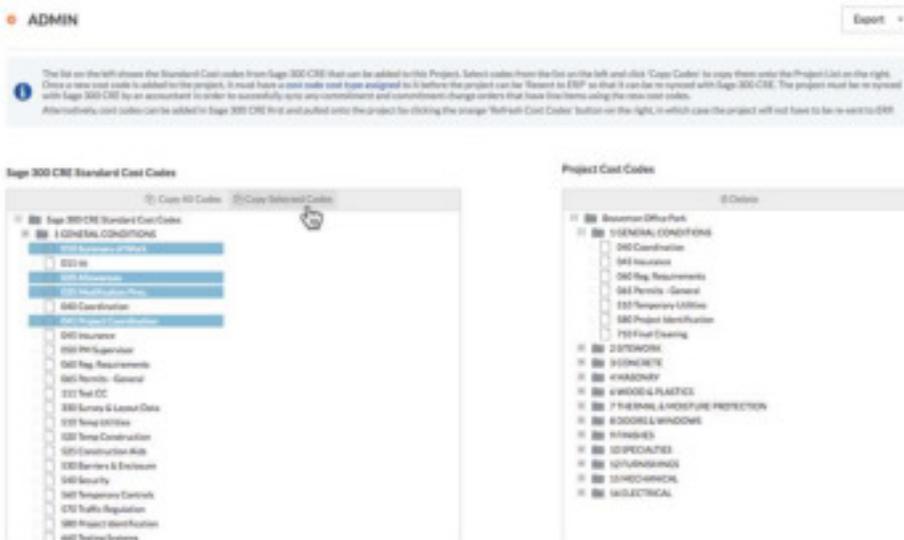
1. Navigate to the project's Admin tool. This reveals the 'General Project Information' page.
2. Under 'Project Settings', click Cost Codes.



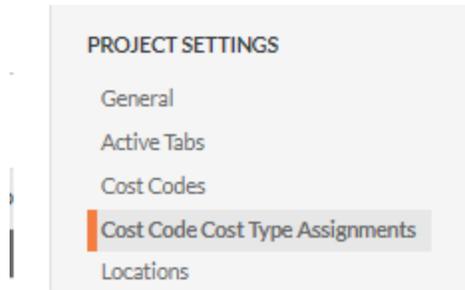
This reveals the Project Cost Codes page.

The area on the left reveals the 'Sage 300 CRE Standard Cost Codes' list.

3. In the list on the left, choose the following:
 - Highlight the desired cost code(s) in the 'Standard Cost Codes' list on the left. Then click **Copy Selected Codes**. This moves only the selected cost code(s) to the 'Project Cost Codes' list in Procure.



4. Under **Project Settings**, click **Cost Code Type Assignments**.



5. For every cost code in your project's list, mark one or more checkboxes to assign the code to a cost type (or cost types).

Note: This cost type abbreviations in this list are populated with the abbreviations that have been imported from your Sage 300 CRE system.

6. Click **Save**.

Now that you've added the new cost code(s) and updated the cost type assignment(s) in the Admin tool, you'll need to send those changes to the **ERP Integrations** tool so it can be reviewed by an [accounting approver](#).

1. Navigate to the **Admin** tool. OR
Under 'Project Settings', click **General**.
2. Under the 'Project Settings' menu in the right pane, click **General**.
Note: A banner appears across the top of the page to notify you when a project has new cost codes or cost types that need to be synced with Sage 300 CRE.



3. Click **Re-send to ERP**.