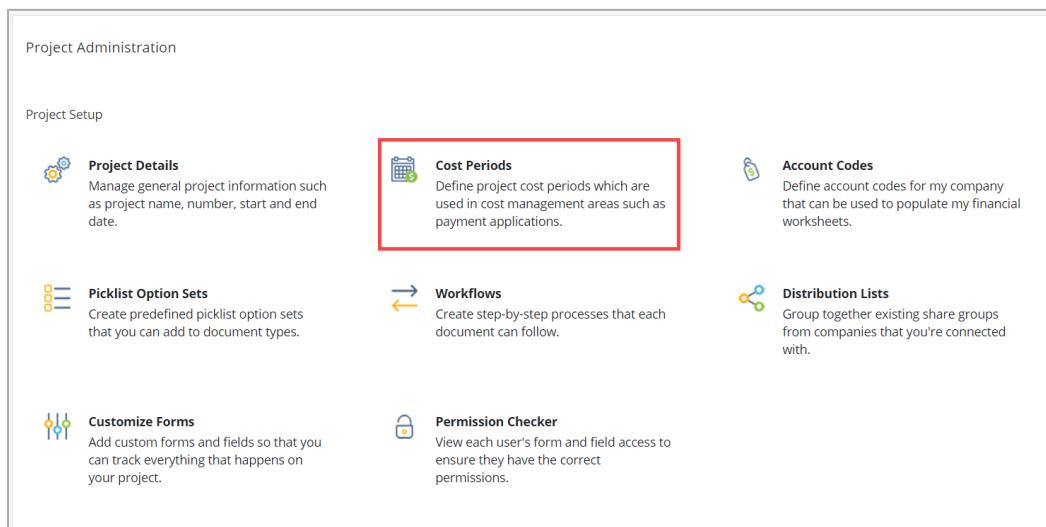


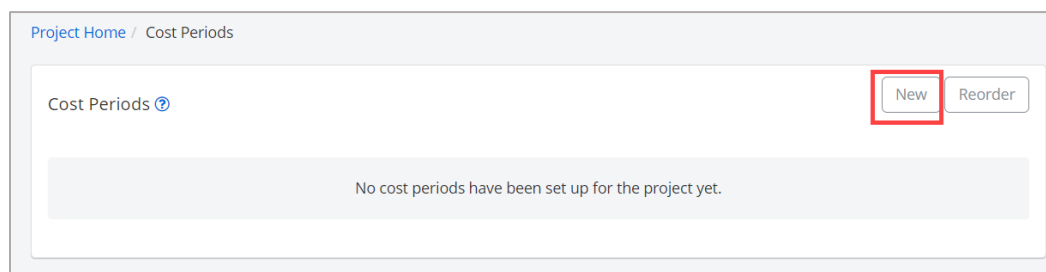
## Cost Periods

Define project cost periods which are used in cost management areas such as Payment Applications.

1. Scroll down to the **Project Administration** pane under **Project Setup** you can click on the **Cost Periods** icon:



2. The **Cost Periods** modal window will open. Click the **New** icon to create a new cost period for the project.



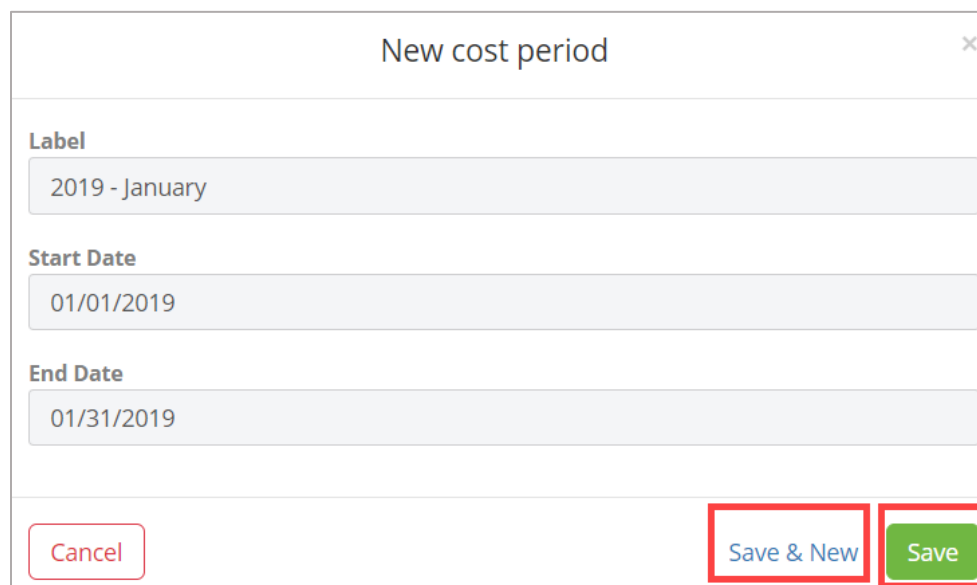
3. The **New Cost Period** modal window will display. Enter **Label**, **Start Date** and **End Date**. Required fields are marked with \*Required and must be completed to save the document.



The screenshot shows a modal window titled "New cost period" with a close button (X) in the top right corner. Inside the modal, there are three input fields: "Label", "Start Date", and "End Date". Each field has a red asterisk and the word "Required" to its right. The "Label" field contains the text "Label". The "Start Date" and "End Date" fields are empty. At the bottom of the modal, there are three buttons: "Cancel" (outlined in red), "Save & New" (blue text), and "Save" (green background). A red rectangular box highlights the three input fields.

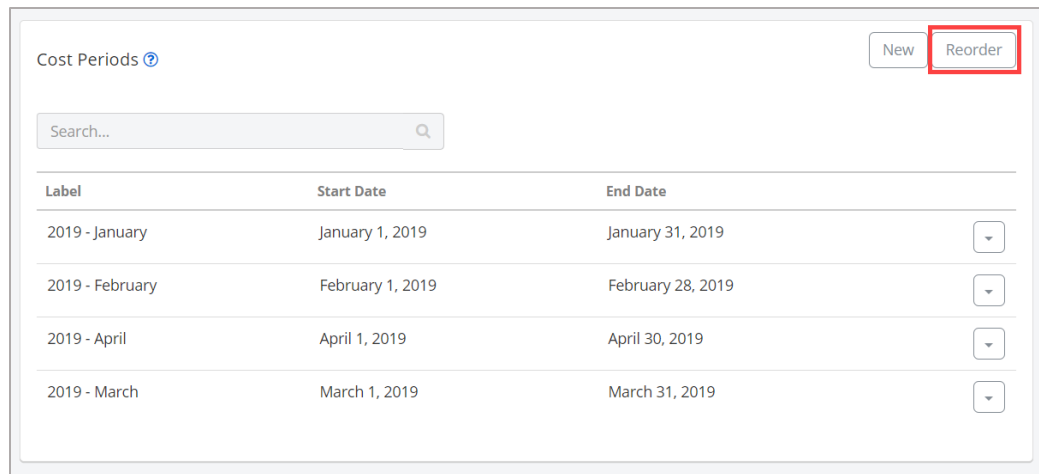
**Note:** Start and End Dates cannot overlap in Cost Periods.

- Click **Save** to save a single record or click **Save & New** to add additional Cost Periods.



The screenshot shows the same "New cost period" modal window. The "Label" field now contains "2019 - January", the "Start Date" field contains "01/01/2019", and the "End Date" field contains "01/31/2019". At the bottom, the "Cancel" button is outlined in red, and both the "Save & New" and "Save" buttons are also outlined in red.

- Use the **Reorder** button to rearrange the cost periods if necessary.



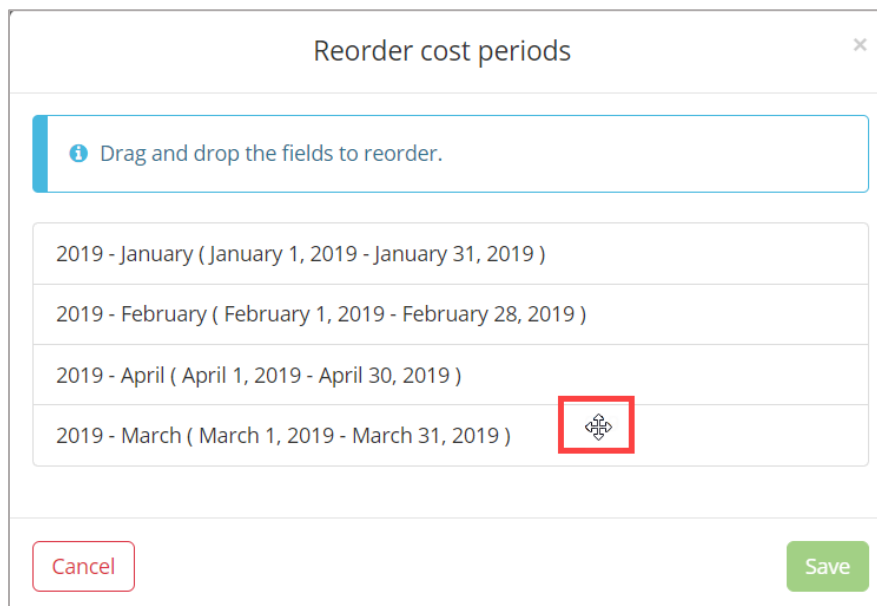
Cost Periods ?

New Reorder

Search...

Label	Start Date	End Date	
2019 - January	January 1, 2019	January 31, 2019	▼
2019 - February	February 1, 2019	February 28, 2019	▼
2019 - April	April 1, 2019	April 30, 2019	▼
2019 - March	March 1, 2019	March 31, 2019	▼

6. **Hover over the record** you wish to move and a crosshair symbol will appear.



Reorder cost periods

Drag and drop the fields to reorder.

2019 - January ( January 1, 2019 - January 31, 2019 )

2019 - February ( February 1, 2019 - February 28, 2019 )

2019 - April ( April 1, 2019 - April 30, 2019 )

2019 - March ( March 1, 2019 - March 31, 2019 )

Cancel Save

7. **Drag and Drop** each record to place it in the correct order and click the **Save** button once the changes are complete.

Reorder cost periods

Drag and drop the fields to reorder.

2019 - January ( January 1, 2019 - January 31, 2019 )

2019 - February ( February 1, 2019 - February 28, 2019 )

2019 - March ( March 1, 2019 - March 31, 2019 )

2019 - April ( April 1, 2019 - April 30, 2019 )

Cancel

Save