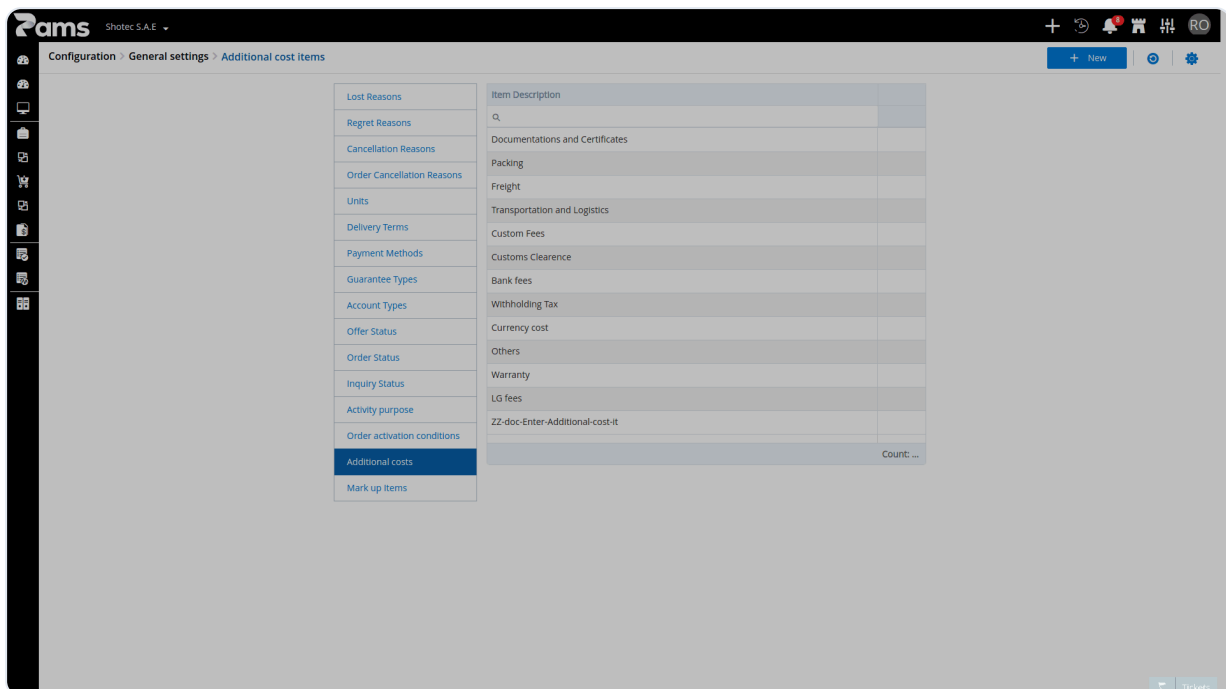


Configure Cost Items

August 18, 2026

Configure Cost Items

Administrator Guide > Configuration > General Settings*Cost Items — Configurations > General Settings > Cost Items*

Overview

Cost Items are maintained from the **Cost Items** configuration page. Administrators use this page to review the existing cost-item records and begin creating additional records when a new cost category is required.

Use this configuration before cost items are needed in related commercial, purchasing, warehouse, project, or finance activities.

Before you start

Ensure that you have access to **Configurations** and the **General Settings** area.

Steps

1. Navigate to **Configurations > General Settings > Cost Items**.

Review the existing cost-item records displayed in the list. The page can contain records describing cost-related items, such as documentation, certificates, or packing.

2. To begin configuring a new cost item, select **New**.
3. Complete the information presented for the new cost item, using the required validation rules shown by the form, and then complete the available creation process.

Note: The Cost Items page provides the list of configured records. Use **New** only when a new cost item must be added rather than when an existing record should be reviewed.

Tips & cautions

Tip: Review the existing list before selecting **New** to avoid creating a duplicate cost-item record.

Warning: Complete all fields identified as required by the form. The configuration component enforces required-field validation and format validation where applicable.

Troubleshooting

- **You cannot open the Cost Items page** → You may not have access to the configuration area → Verify that your access includes **Configurations** and **General Settings**.
- **The new record cannot be completed** → One or more required values are missing or a value does not meet the accepted format → Correct the validation messages shown in the form and provide the required information.

Result

The **Cost Items** configuration page is available for reviewing existing cost items and initiating a new cost-item record.

Related pages

- [Configure Cancellation Reasons](#)
- [Configure Delivery Terms](#)
- **Configuration — Learning Path**
- [Configure Account Types](#)
- [Configure Activity Purpose](#)
- [Configure Guarantee Types](#)
- [Configure Inquiry Status](#)
- [Configure Lost Reasons](#)
- [Configure Margin Items](#)
- [Configure 2 Factor Authentication](#)
- [Configure Account Managers](#)
- [Configure Attachment Categories](#)
- [Configure Branches](#)
- [Configure Flags](#)
- [Configure Frequent Currencies](#)