

FBMS Coding & Label Template Tips:

Cost Center, Functional Area, & WBS:

Will change with each Activity Type, and will need to be changed on the label templates as necessary.

Labels:

- Open preferred label size from CPC Website; click on Save As to enable editing.
- The default Cost Code is Suppression, so you will need to edit if necessary.
- Type in your Cost Center to save time.
- If the same cost code is being used for multiple columns, down arrows may be used instead of re-writing/typing
- Tip: to see gridlines on the label template (to ensure the codes will fit on the label), go to the Layout tab and click on “View Gridlines”
- Print on self adhesive labels and stick onto the OF-288 in the remarks section.

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