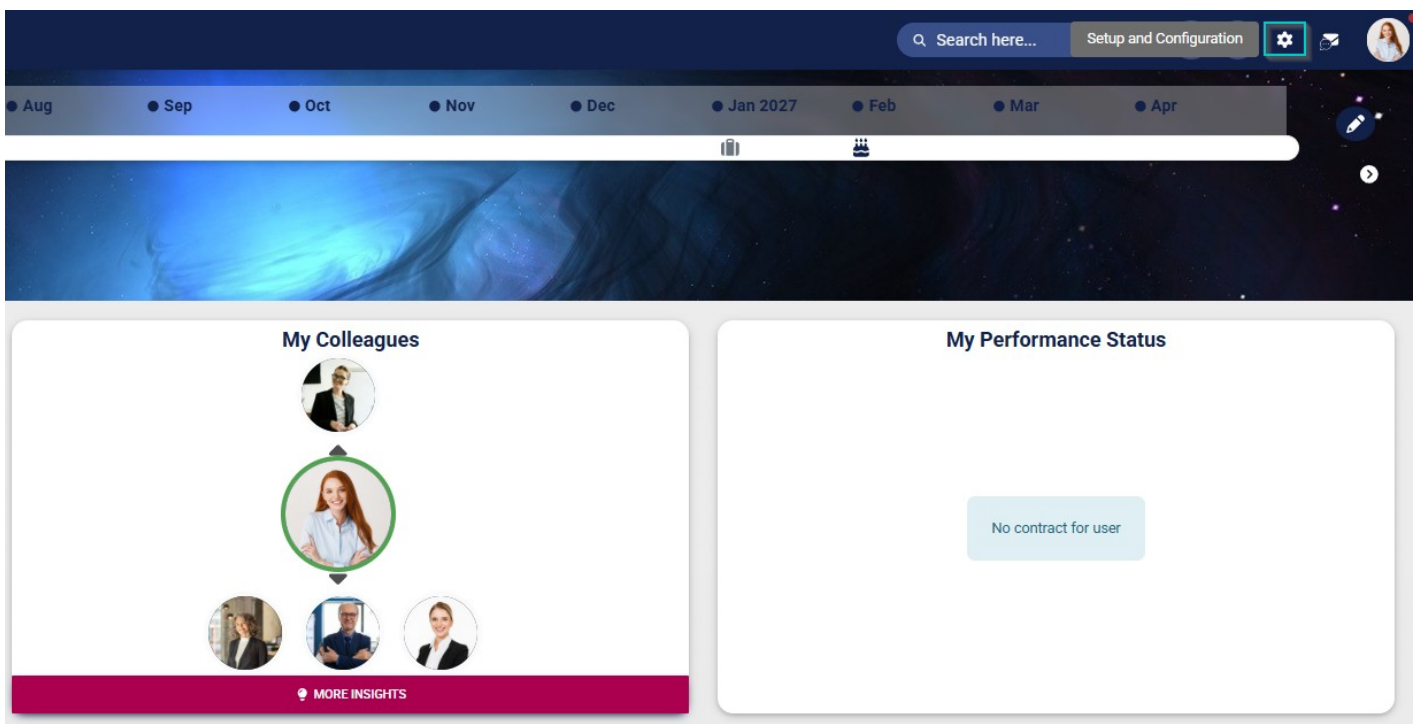


# Configure Costing Structures

Administrators can add costing structures to events. The cost description categories are specified on the linked training intervention. The costs are then defined using the **Event Scheduling** module.

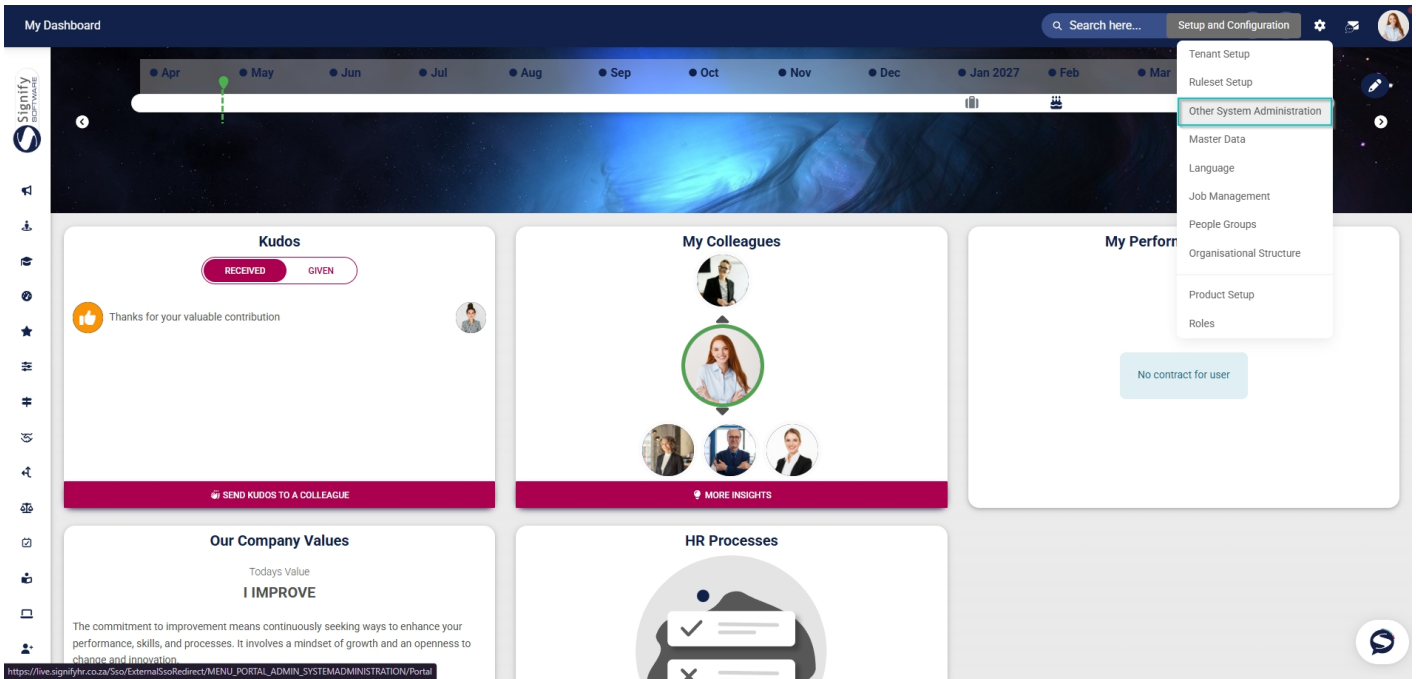
## Add costs to the training intervention

- Click the **gear icon** to access the **Setup and Configuration** menu.



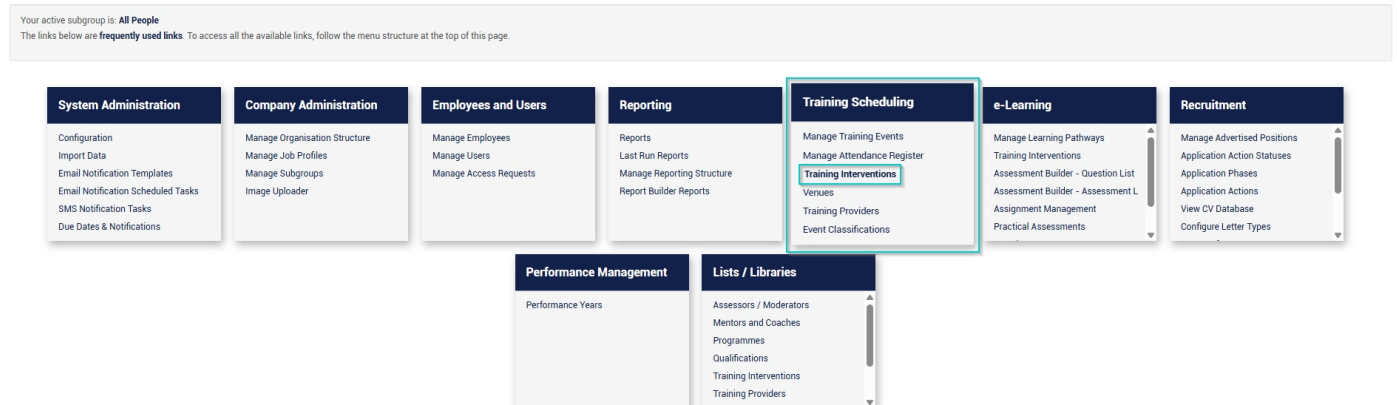
The screenshot displays a user interface with a dark blue header. On the right side of the header, there is a search bar labeled 'Search here...', a 'Setup and Configuration' button with a gear icon, and a user profile picture. Below the header is a navigation bar with months: Aug, Sep, Oct, Nov, Dec, Jan 2027, Feb, Mar, Apr. The main content area is divided into two panels. The left panel, titled 'My Colleagues', shows a vertical stack of five circular profile pictures of people, with a 'MORE INSIGHTS' link at the bottom. The right panel, titled 'My Performance Status', contains a light blue button that says 'No contract for user'.

- Click **Other System Administration**.



- In the new tab that opens, click **Training Interventions** in the **Training Scheduling** block.

## Welcome to your Administration Portal



- The **Training Intervention Library** will open in a new tab. Select the **training intervention** you have created for this event.



Search

Description  Type

SETA Name  SETA Period

SETA is PIVOTAL  
 Show Disabled Training Intervention

**SEARCH** **CLEAR**

**ADD** **DELETE** **IMPORT TRAINING INTERVENTIONS** **IMPORT ATR DETAILS** **COPY ATR DETAILS**

Previous 20 | Next 20

Code	Training Intervention Name	Type	Learning Type	Nature of Learning	Category	Is PIVOTAL Training	Delete
	Senior Development Program	Certification Point	Classroom	Internal	E - Work-Integrated Learning		<input type="checkbox"/>

Previous 20 | Next 20

**ADD** **DELETE**

- Navigate to the **Costing Structure** tab, then click **ADD**.



[Training Intervention List](#) > [\[15646\] Senior Development Program](#)

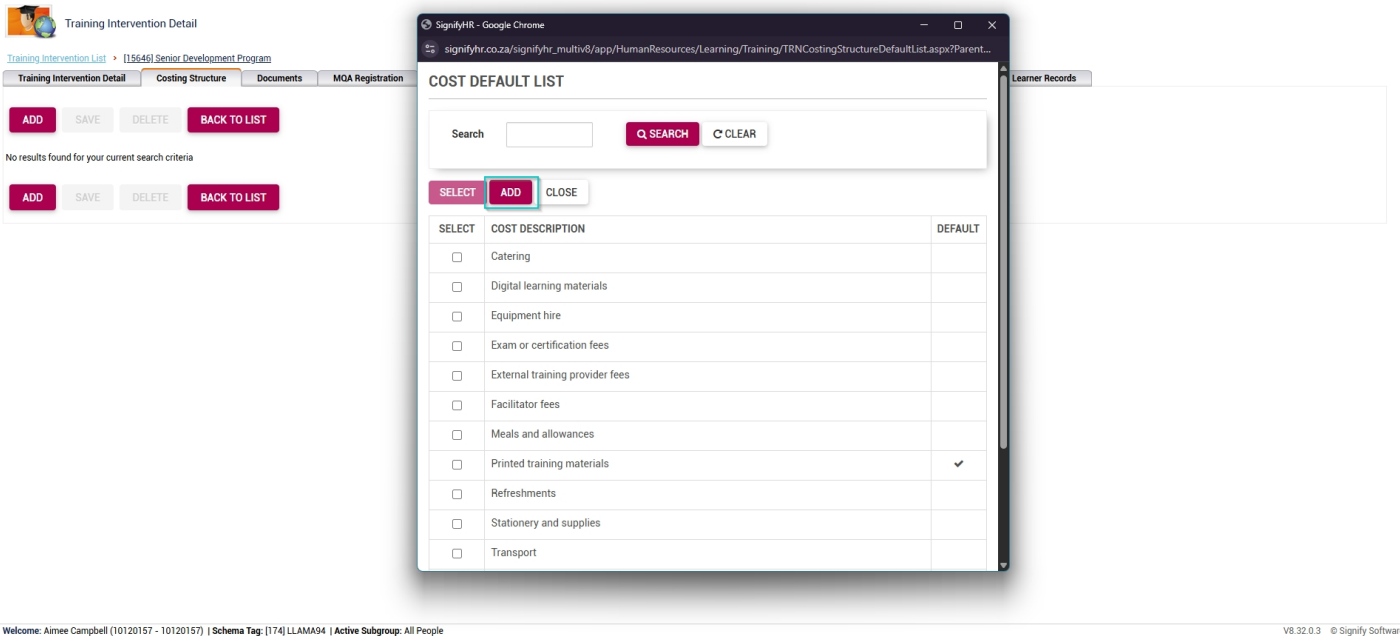
**Training Intervention Detail** **Costing Structure** Documents MGA Registration Recoup Cost Link Competencies Link Unit Standards Related Courses Pathway Rules Assessors Event Learner Records

**ADD** **SAVE** **DELETE** **BACK TO LIST**

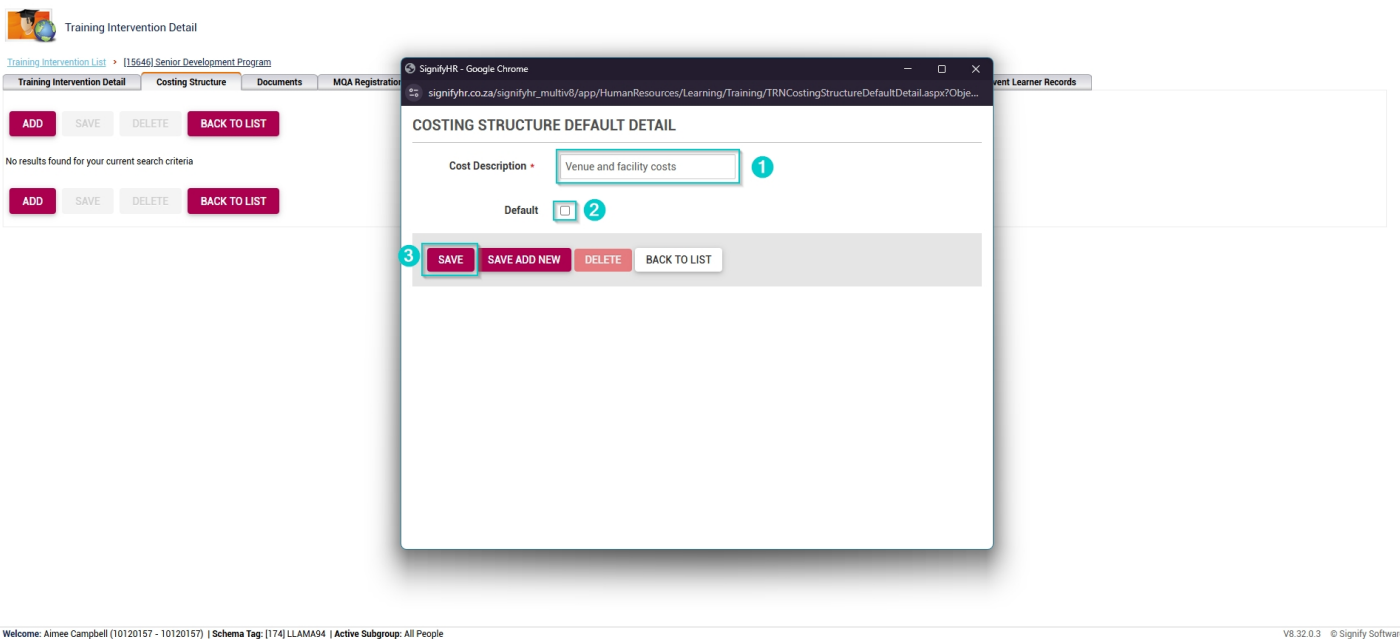
No results found for your current search criteria

**ADD** **SAVE** **DELETE** **BACK TO LIST**

- In the pop-up window, click **ADD** to add default cost items.



- Once the costing structure detail window loads, fill in the **cost description**.
- If the cost item should be a default item, tick the **checkbox**.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another item or click **CANCEL** to discard your edits.



- Choose which costs to link to the event by ticking the **checkbox** next to each cost item.
- When you have selected all the relevant costs, click **SELECT**.

Training Intervention Detail

Training Intervention List | [15646] Senior Development Program

Training Intervention Detail | Costing Structure | Documents | MOA Registration

ADD SAVE DELETE BACK TO LIST

No results found for your current search criteria

ADD SAVE DELETE BACK TO LIST

SignifyHR - Google Chrome

signifyhr.co.za/signifyhr\_multiv6/app/HumanResources/Learning/Training/TRNCostingStructureDefaultList.aspx?Parent...

COST DEFAULT LIST

Search [ ] Q SEARCH C CLEAR

2 SELECT ADD CLOSE

1

SELECT	COST DESCRIPTION	DEFAULT
<input checked="" type="checkbox"/>	Catering	
<input checked="" type="checkbox"/>	Digital learning materials	
<input checked="" type="checkbox"/>	Equipment hire	
<input checked="" type="checkbox"/>	Exam or certification fees	
<input checked="" type="checkbox"/>	External training provider fees	
<input checked="" type="checkbox"/>	Facilitator fees	
<input checked="" type="checkbox"/>	Meals and allowances	
<input checked="" type="checkbox"/>	Printed training materials	✓
<input checked="" type="checkbox"/>	Refreshments	
<input checked="" type="checkbox"/>	Stationery and supplies	
<input checked="" type="checkbox"/>	Transport	
<input checked="" type="checkbox"/>	Utilities and setup costs	
<input checked="" type="checkbox"/>	Venue and facility costs	

Welcome: Aimee Campbell (10120157 - 10120157) | Schema Tag: [174] LLAM94 | Active Subgroup: All

V8.32.0.3 © Signify Software

- For each cost item, add the **cost amount**.
- Tick the **checkboxes** if the cost should change per attendee, and if the cost item is editable.
- Once you are finished, click **SAVE**.

Training Intervention Detail

Training Intervention List | [15646] Senior Development Program

Training Intervention Detail | Costing Structure | Documents | MOA Registration | Recoup Cost | Link Competencies | Link Unit Standards | Related Courses | Pathway Rules | Assessors | Event Learner Records

ADD SAVE DELETE BACK TO LIST

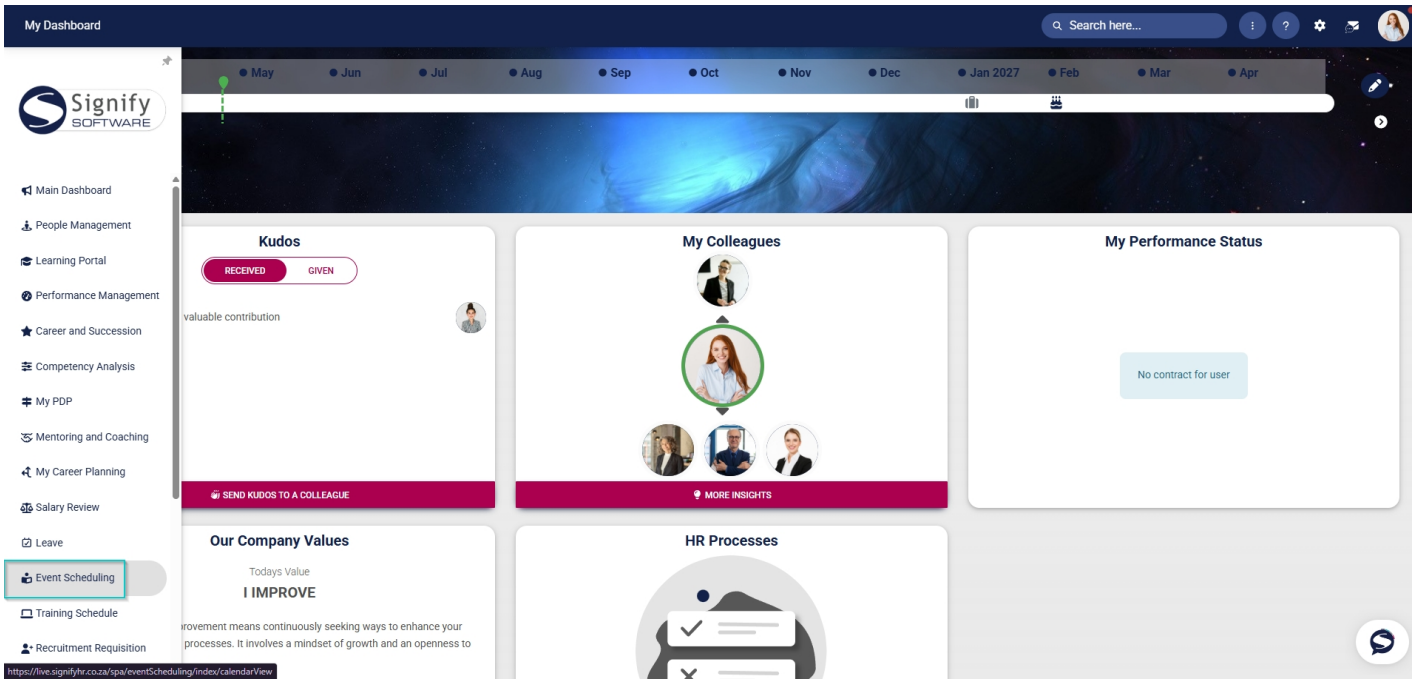
Cost Description	Cost Amount	Change Per Attendee	Editable	Delete
Catering	100.00 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/>
Digital learning materials	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equipment hire	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam or certification fees	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External training provider fees	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitator fees	300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meals and allowances	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printed training materials	75.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refreshments	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stationery and supplies	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Welcome: Aimee Campbell (10120157 - 10120157) | Schema Tag: [174] LLAM94 | Active Subgroup: All People

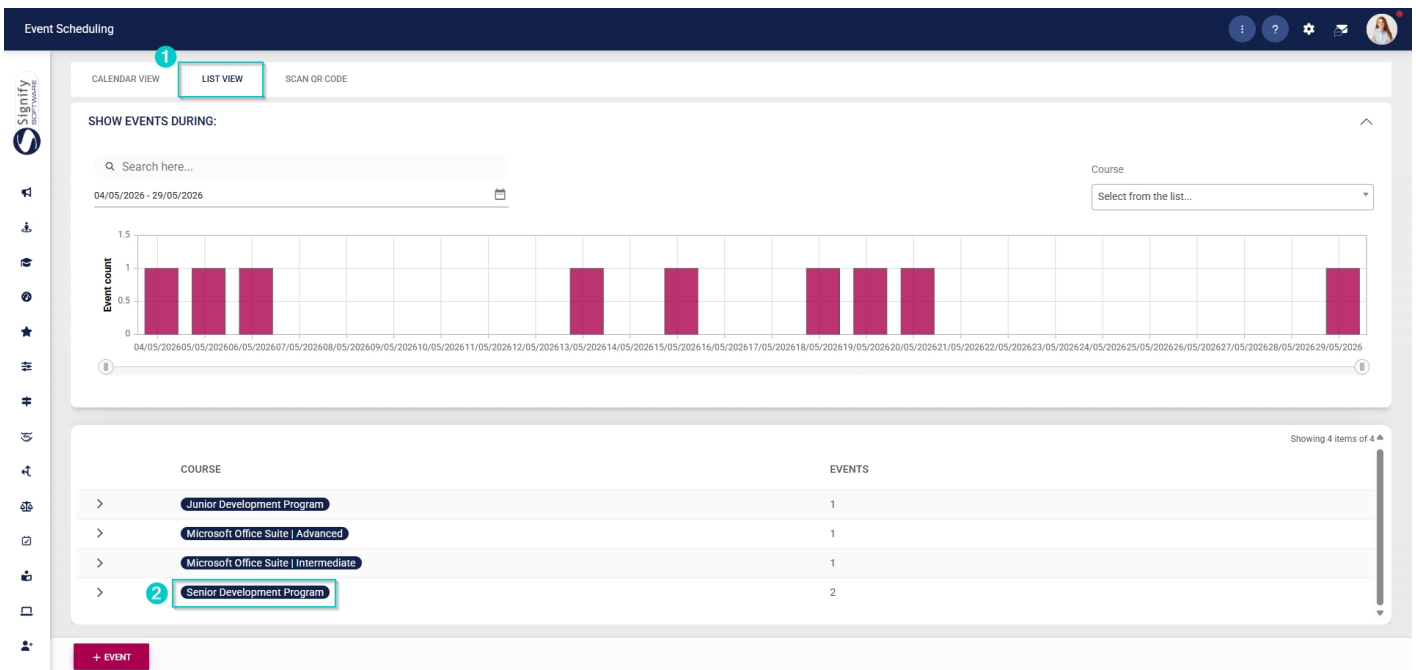
V8.32.0.3 © Signify Software

## Add costs to the event

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Navigate to the **List View** tab and expand the **course** you would like to edit by clicking on its name.



- Click on the **name** of the event you would like to edit.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course  
Select from the list...

Senior Development Program 2

ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED   NOT UPDATED
Senior Development Program   C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	5/0
Senior Development Program   C...	Mon, 18 May 2026 Wed, 20 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- In the **left-hand menu**, click **Costing Structure**. Click **+COST** to link costs to this event.

Event Scheduling | Senior Development Program | Course 1

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

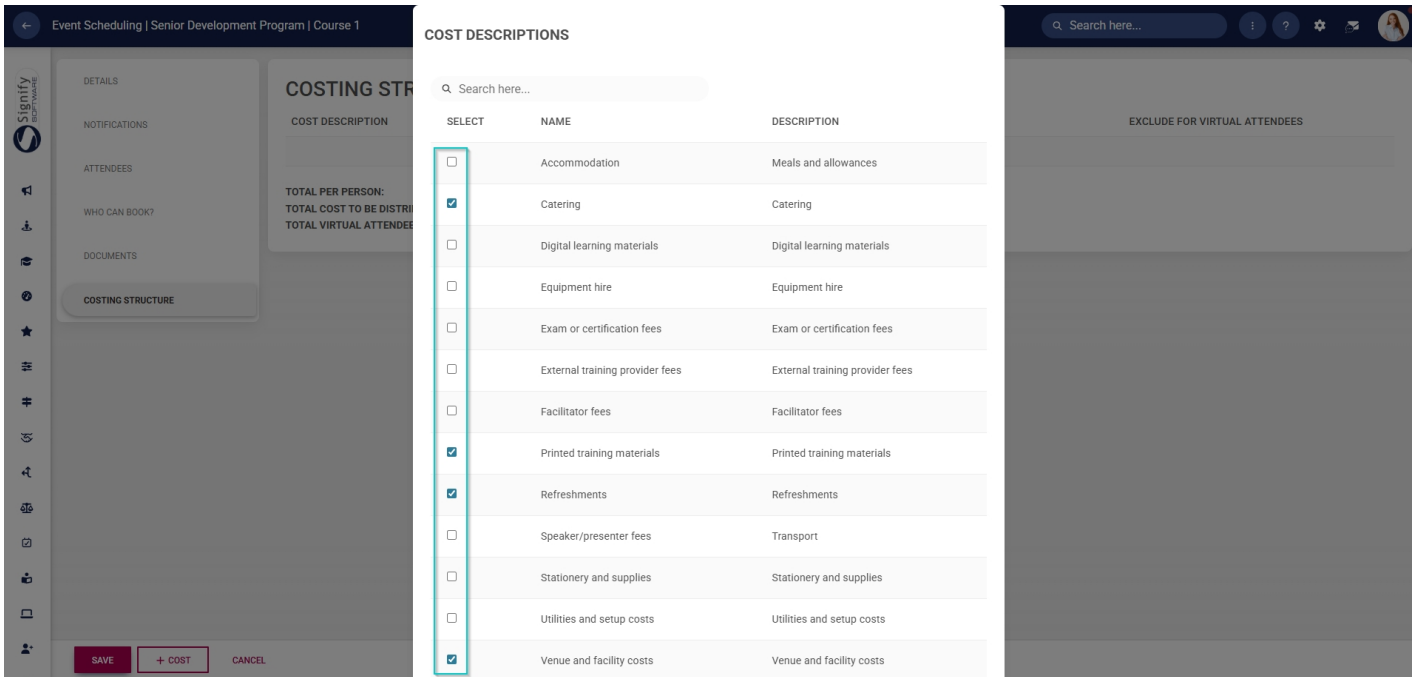
COSTING STRUCTURE 1

### COSTING STRUCTURE

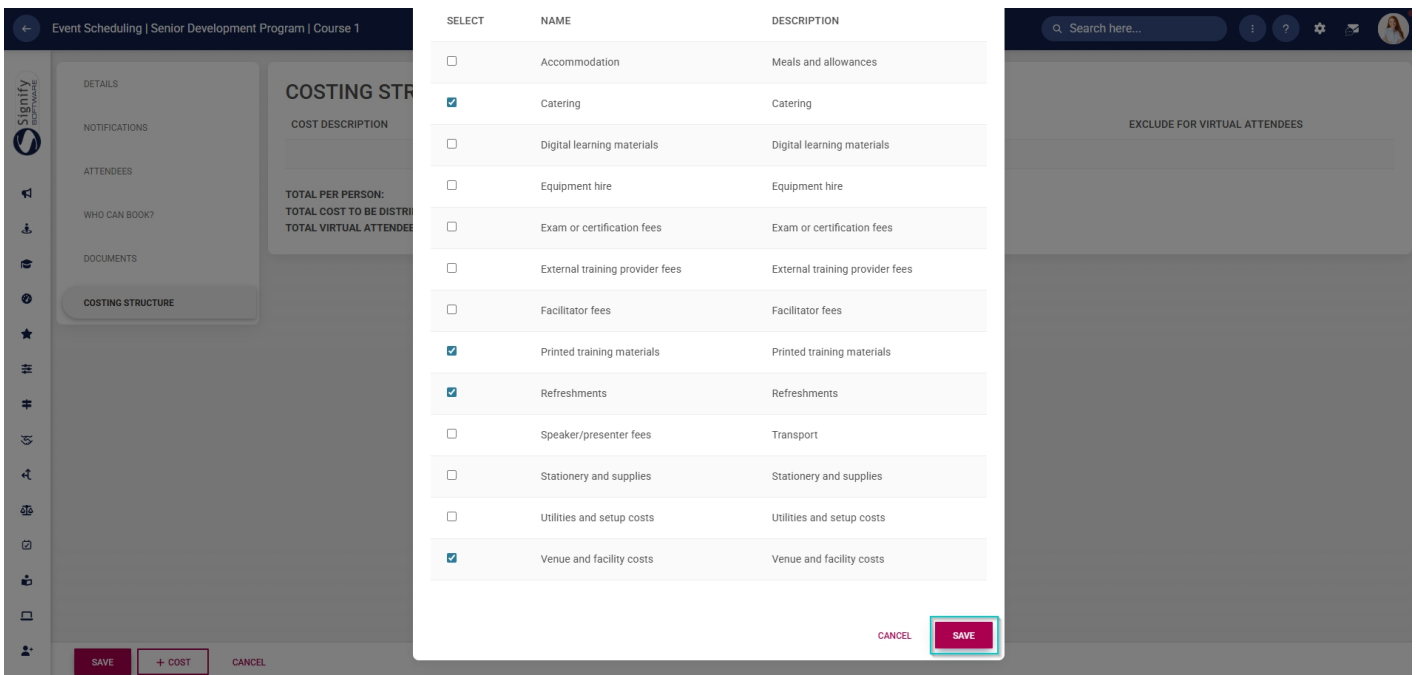
COST DESCRIPTION	COST AMOUNT	CHANGE PER ATTENDEE	DISTRIBUTE COST	EXCLUDE FOR VIRTUAL ATTENDEES
No results found				
TOTAL PER PERSON:	0			
TOTAL COST TO BE DISTRIBUTED:	0			
TOTAL VIRTUAL ATTENDEES COST:	0			

SAVE + COST 2 CANCEL

- Use the **checkboxes** to link the applicable cost descriptions to the event.



- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.



- The cost descriptions will be listed in the **Costing Structure** table. Each cost description item can be edited:
  - Enter the cost amount.
  - Click the **toggle button** to change the cost per attendee.
  - Click the **toggle button** to set the cost distribution to be evenly distributed across all attendees.
  - Click the **toggle button** to set the status to exclude the cost for virtual attendees.

Event Scheduling | Senior Development Program | Course 1

Search here...

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

### COSTING STRUCTURE

COST DESCRIPTION	COST AMOUNT	CHANGE PER ATTENDEE	DISTRIBUTE COST	EXCLUDE FOR VIRTUAL ATTENDEES
Catering	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printed training materials	75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments	450	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Venue and facility costs	2500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL PER PERSON:	225			
TOTAL COST TO BE DISTRIBUTED:	2950			
TOTAL VIRTUAL ATTENDEES COST:	75			

SAVE + COST CANCEL

- In the costing structure **summary** section, the costs per person and per virtual attendee will be listed, along with the total cost for this event.

Event Scheduling | Senior Development Program | Course 1

Search here...

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

### COSTING STRUCTURE

COST DESCRIPTION	COST AMOUNT	CHANGE PER ATTENDEE	DISTRIBUTE COST	EXCLUDE FOR VIRTUAL ATTENDEES
Catering	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printed training materials	75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments	450	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Venue and facility costs	2500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL PER PERSON:	225			
TOTAL COST TO BE DISTRIBUTED:	2950			
TOTAL VIRTUAL ATTENDEES COST:	75			

SAVE + COST CANCEL



Revision #3

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