COGM Card Inbox

Module Guide: COGM Card Inbox

Module Location

Inventory > Item/Service > COGM Card Inbox

Module Objective

The **COGM Card Inbox** module serves as the approval center for all **COGM Card** documents (Cost of Goods Manufactured calculations) that have been submitted. This is a crucial control step where a manager (e.g., a Cost Accounting Manager or Controller) must review and approve the new standard cost calculation before that value is officially applied in the system.

1. Main View (COGM Document List)

The main page of this module is an "inbox" that displays all COGM calculation documents requiring your action.

View Explanation

This page provides a summary of all COGM calculations that are awaiting approval.

- **Filters**: You can search for a specific document by **HPPCode** , a **Date** range, or **Item/Service Category**.
- **Document List**: The table below will display all documents awaiting action, with columns such as **HPPCode**, **Date**, and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **COGM Card Inbox** module to see the list of COGM calculations that require approval.

Step 2: Review the COGM Calculation Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the details of the cost components (raw materials, labor, FOH) that have been input or imported to ensure their accuracy.

Step 3: Provide Approval

After you review the calculation details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A COGM Card document is created and confirmed by a cost accountant.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the **COGM/standard cost value** in the **Item/Service List** will be **finally updated** and used for all subsequent transactions.

Tips & Important Notes

- The approval here is a **very important final step**. After approval, the inventory value and the cost of goods sold will use the new calculation basis.
- This is a crucial control module for the **Cost Accounting Manager or Controller** to ensure the accuracy of product cost data.

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