

Cost Center Report

Report Module Guide: Cost Center Report

Module Location

General Ledger > Report > Cost Center Report

Module Objective

The **Cost Center Report** module is used to generate a detailed report of all financial transactions (debits and credits) that have been allocated to one or more departments (Cost Centers) within a specific time period. This report is very useful for departmental cost control and analysis.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

The screenshot shows the 'Filter' section of the 'Cost Center Report' form. The company name is 'PT. UNGGUL INDO MODERN SEJAHTERA'. The report type is 'Cost Center'. The filter parameters are as follows:

- 1. Cost Center:** Selected Cost Center (radio button), All Cost Center (radio button). A list of cost centers is shown: UMS.01.1 - ACCOUNTING, UMS.01.2 - FINANCE, UMS.01.3 - TAX AND BEA, UMS.01.5 - COST PLANNING CONTROL, and UMS.02.1 - GMP OPERATION BISSUIT.
- 2. Transaction Date:** From 07/01/2025 To 07/31/2025.
- 3. Show Logo:** Yes.
- 4. Currency:** Respective Currency, Base Currency. A table of exchange rates is displayed below.

Currency	Rate	IDR
AED	4203	IDR
AUD	7000	IDR
CNY	2262	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19062	IDR
HKD	2067.67	IDR
KHR	3.5	IDR
KRW	12	IDR
MMK	8	IDR
MYR	3427	IDR
NGN	1	IDR
PHP	270.27027	IDR
SGD	9800	IDR
THB	427.985	IDR
TWD	504.4	IDR
USD	9000	IDR
VND	1	IDR
YEN	12388.98	IDR

Buttons: Display Report, Export To MS Excel

Here is an explanation for each parameter:

- **Cost Center:**

- This is the primary filter for this report.
- **Selected Cost Center:** Allows you to choose one or more specific departments from a list to be analyzed.
- **All Cost Center:** Displays a combined report of all departments.

- **Transaction Date:**

- Specify the **From** and **To** date range to define the report's period.

- **Show Logo:**

- Check **Yes** to display the company logo on the generated report.

- **Currency:**

- Choose how currency values will be displayed, either in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially making sure to define the **Cost Center** and the **Transaction Date** range you wish to analyze.

Filter

1. Cost Center: Selected Cost Center All Cost Center

UMS.01.1 - ACCOUNTING
UMS.01.2 - FINANCE
UMS.01.3 - TAX AND BEA
UMS.01.5 - COST PLANNING CONTROL
UMS.02.1 - GMP OPERATION BISCUIT

2. Transaction Date :From To

3. Show Logo : Yes

4. Currency: Respective Currency Base Currency
 Rate

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the report directly on your screen.
- **Export To MS Excel:** To download the report data in an Excel file format.

Tips & Important Notes

- This report is very useful for department managers to review and verify all transactions that have been charged to their department.
 - Use this report to ensure all cost allocations are correct and to analyze departmental spending patterns in detail.
 - The accuracy of this report is highly dependent on the discipline of correctly inputting the **Cost Center** allocation for every transaction in other modules (such as in the General Journal or Purchase Invoice).
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