Cost Center Report

Report Module Guide: Cost Center Report

Module Location

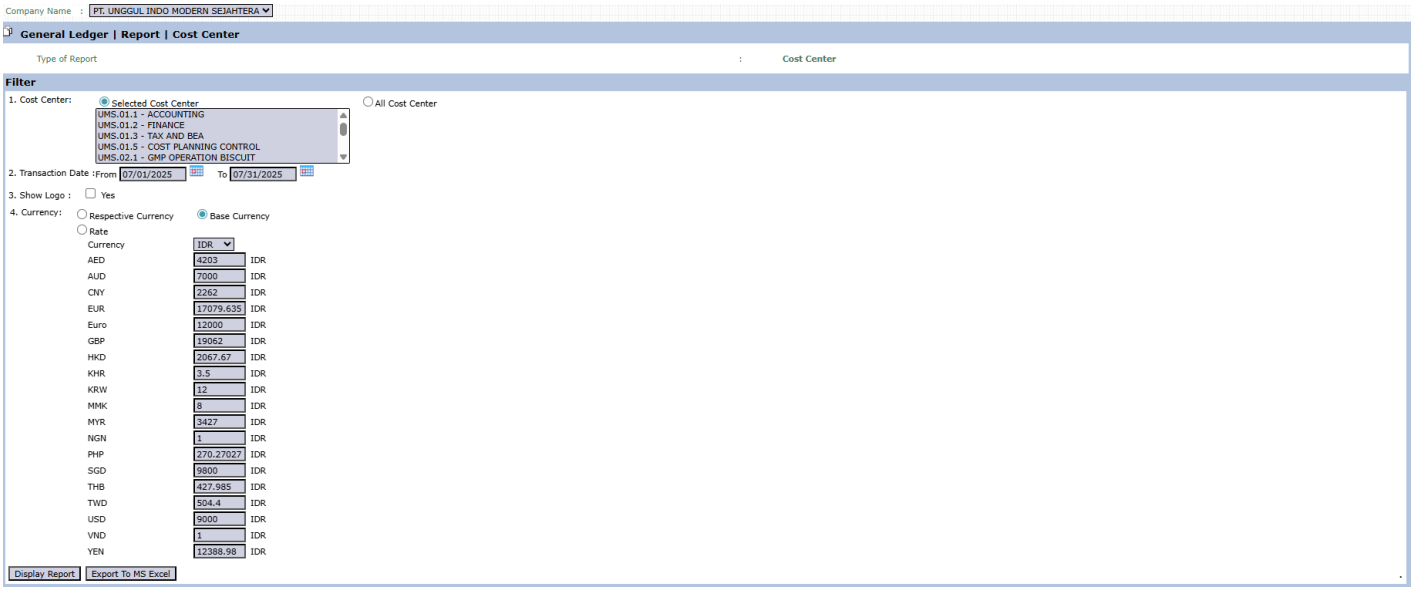
General Ledger > Report > Cost Center Report

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.



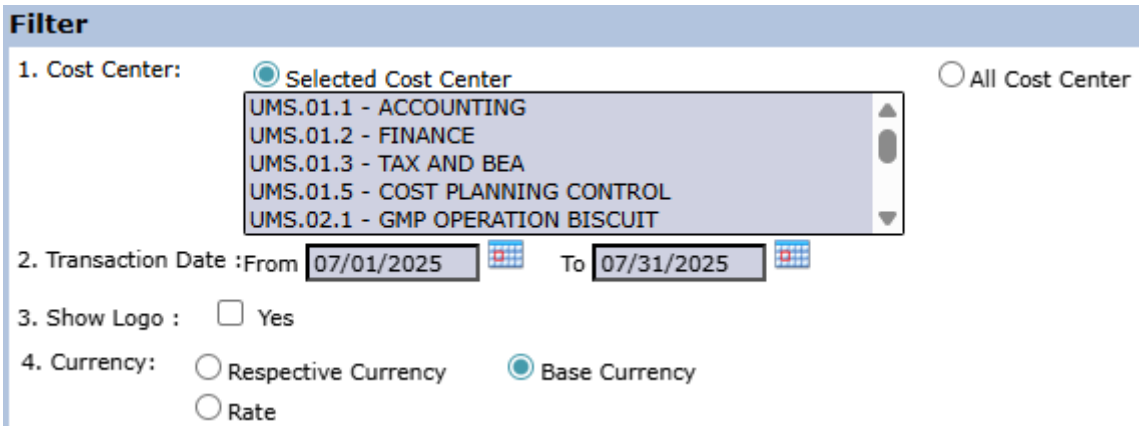
Here is an explanation for each parameter:

- **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.



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. Display Report
- **Export To MS Excel**: To download the report data in an Excel file format.

  Export To MS Excel

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).

Revision #2
Created 30 July 2025 15:10:38 by Sayu
Updated 15 August 2025 10:24:07 by Sayu