Extra Costs

Module Guide: Extra Costs

Module Location

Settings > Accounting Settings > Extra Costs

Module Purpose

The **Extra Costs** module is used to define the master data for various types of additional costs that may arise in purchase or sales transactions, such as shipping fees, transportation costs, insurance, or handling fees. Most importantly, this module also serves to map each of these extra cost types to the relevant accounting accounts for each currency, ensuring accurate and automated recording.

1. Main View (List of Extra Costs)

The main page displays a list of all types of extra costs that have been created within the system.

View Explanation

- **Extra Costs Table**:
    - **Extra Cost Code**: A unique code for each cost type (e.g., EC001).
    - **Extra Cost Name**: A description of the cost (e.g., Shipping Fee).

    - **Extra Cost Explanation**: A more detailed explanation if necessary.

- **Action Buttons**:

    - **New**: A button to open the form and create a new extra cost type.

2. New Extra Cost Type Page

This form is used to define a new extra cost and, most importantly, to map that cost to a specific account for each currency.

View Explanation

- **Basic Information**:

    - **Extra Cost Code**: The unique code for the new cost.

    - **Extra Cost Name**: The name of the cost.

    - **Extra Cost Explanation**: Further description.

- **Account Mapping per Currency**:

    - This section displays a list of all active currencies in the system (AUD, CNY, EUR, USD, etc.).

    - Next to each currency, there is a dropdown menu that allows the user to select a specific account from the Chart of Accounts (CoA).

- **Action Buttons**:

  - **Save**: Saves the extra cost definition and its account mapping.
  - **Cancel**: Cancels the creation process.

3. Steps to Create a New Extra Cost

- From the main page, click the **New** button.
- Fill in the **Extra Cost Code** and **Extra Cost Name**.
- For each **Currency**, select the appropriate CoA account to which this cost should be recorded. For example, a Shipping Fee in a USD transaction might be recorded in the "Shipping Expense - USD" account, while in an IDR transaction, it would be recorded in the "Shipping Expense - IDR" account.
- Click **Save**.

4. Integrated Workflow & Business Process

- **Journal Automation**: When an extra cost (e.g., Shipping Fee) is added to a transaction (such as a Purchase Invoice or Sales Invoice), the system will automatically refer to this module.
- Based on the transaction's currency, the system will retrieve the mapped account and create the corresponding journal entry. For example, if a "Shipping Fee" of $50 is added to a USD Sales Invoice, the system will automatically journal that $50 to the account designated for USD in this module.

- This ensures that all extra costs are correctly recorded to the appropriate expense or revenue account, eliminating the need for error-prone manual journal entries.?

5. Tips & Important Notes

- The per-currency account mapping is very important for companies that frequently transact in various currencies, as it allows for more accurate cost tracking per currency.

- Ensure that the mapped account matches the nature of the cost. A shipping fee on a sales transaction might be "Shipping Revenue," whereas on a purchase transaction, it might be "Freight-In Expense" or part of the cost of inventory.?

- The management of this module should be handled by the accounting team to ensure all costs are mapped to the correct accounts in line with the company's accounting policies.

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