General Ledger Project Cost Center

Report Module Guide: Project Cost Center General Ledger

Module Location

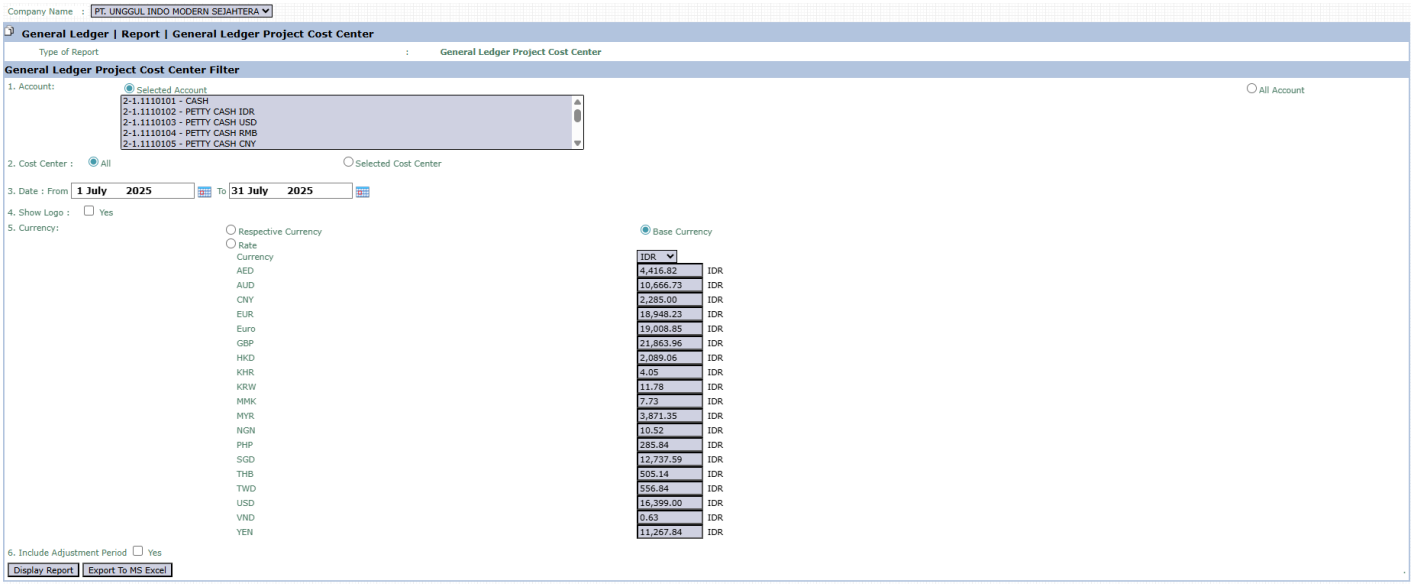
General Ledger > Report > Project Cost Center General Ledger

Module Objective

The **Project Cost Center General Ledger** report module is used to generate a detailed general ledger report that is filtered specifically by **Account** and **Cost Center** (Department). This report is designed to provide an in-depth view of all debit and credit activities for a particular account within a specific department, especially those related to project activities.

1. Report Parameters (General Ledger Project Cost Center 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:

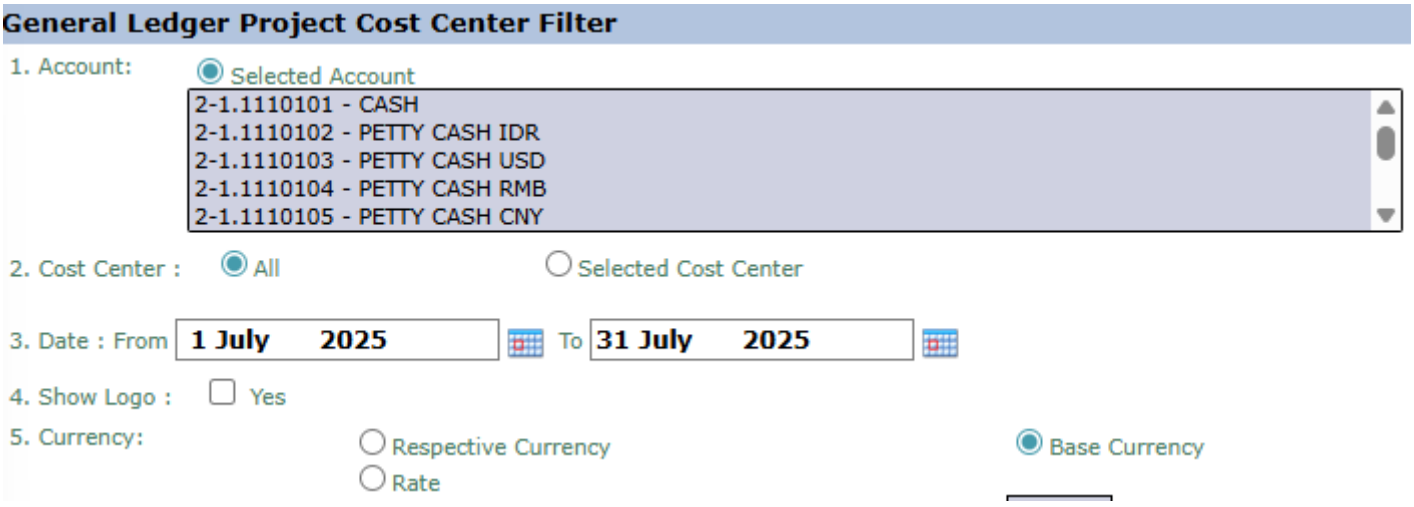
- **Account**:
  - Select **Selected Account** to display the transaction details for one or more specific accounts you choose from the list.
  - Select **All Account** to display the general ledger for all accounts.
- **Cost Center**:
  - Select **Selected Cost Center** to filter the report for specific departments only, or select **All** to display data from all departments.
- **Date**:
  - Specify the **From** and **To** date range to define the period of transactions you want to display (e.g., July 1, 2025, to July 31, 2025).

- **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).
- **Include Adjustment Period**:
  - Check **Yes** if you want to include adjusting entries in the report.

2. Steps to Generate the Report

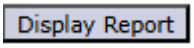
Step 1: Set Report Parameters

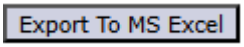
Select all the parameters you need. For the most specific analysis, use a combination of the **Selected Account** and **Selected Cost Center** filters.



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

- Use this report to trace in detail all transactions that occurred on a specific account within a specific department (Cost Center).

- This report is very useful for department managers or project managers to perform reconciliation and verify every transaction that has been charged to their unit.

- For the most focused analysis, always use the **Selected Account** and **Selected Cost Center** filters together.

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