

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.

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

General Ledger | Report | General Ledger Project Cost Center

Type of Report : General Ledger Project Cost Center

General Ledger Project Cost Center Filter

1. Account: Selected Account All Account

2-1.1110101 - CASH
 2-1.1110102 - PETTY CASH IDR
 2-1.1110103 - PETTY CASH USD
 2-1.1110104 - PETTY CASH RMB
 2-1.1110105 - PETTY CASH CNY

2. Cost Center: All Selected Cost Center

3. Date: From To

4. Show Logo: Yes

5. Currency: Respective Currency Base Currency

Rate
 Currency

IDR	IDR
4,416.82	IDR
10,666.73	IDR
2,285.00	IDR
18,948.23	IDR
19,008.85	IDR
21,863.96	IDR
2,089.06	IDR
4.05	IDR
11.78	IDR
7.73	IDR
5,871.35	IDR
10.52	IDR
285.84	IDR
12,737.59	IDR
505.14	IDR
556.84	IDR
16,399.00	IDR
0.63	IDR
11,267.84	IDR

6. Include Adjustment Period Yes

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.

General Ledger Project Cost Center Filter

1. Account: Selected Account

2-1.1110101 - CASH
2-1.1110102 - PETTY CASH IDR
2-1.1110103 - PETTY CASH USD
2-1.1110104 - PETTY CASH RMB
2-1.1110105 - PETTY CASH CNY

2. Cost Center : All Selected Cost Center

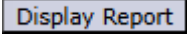
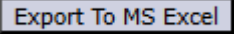
3. Date : From To

4. Show Logo : Yes

5. 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

- 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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