Production Cost Allocation Inbox

Module Guide: Production Cost Allocation Inbox

Module Location

Production > Production Cost Allocation > Production Cost Allocation Inbox

Module Objective

The **Production Cost Allocation Inbox** module serves as the approval center for all **Production Cost Allocation** documents that have been submitted. Every process of charging overhead costs to Work-in-Process (WIP) must be reviewed and approved here by an authorized manager before its accounting journal is officially posted to the system.

1. Main View (Allocation List)

The main page of this module is an "inbox" that displays all cost allocation documents requiring your action.

View Explanation

This page provides a summary of all allocation documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Production Cost Allocation Code**.

- **Document List**: The table below will display all documents awaiting action, with columns such as **Production Cost Allocation Code**, the **Month** and **Year** period, **Status,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Production Cost Allocation Inbox** module to see the list of transactions that require approval.

Step 2: Review the Allocation Details

Click on one of the rows in the table to open the detail view of the allocation document. In the detail page, you can check the calculation details, such as the total overhead cost being allocated and its distribution basis.

Step 3: Provide Approval

After you review the allocation details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Production Cost Allocation document is created and submitted.

2. The document automatically enters the queue in this **Inbox**.

3. A manager (e.g., a Cost Accounting Manager or Controller) reviews and approves it.

4. After approval, the accounting journal to increase the WIP inventory value is finally posted.

Tips & Important Notes

- This approval process is an important financial control step to ensure all overhead cost allocations are accurate before they affect inventory value and the financial statements.

- This module is typically accessed by a **Cost Accountant** or **Controller**.

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