Profit Loss By Cost Center

Report Module Guide: Profit & Loss by Cost Center

Module Location

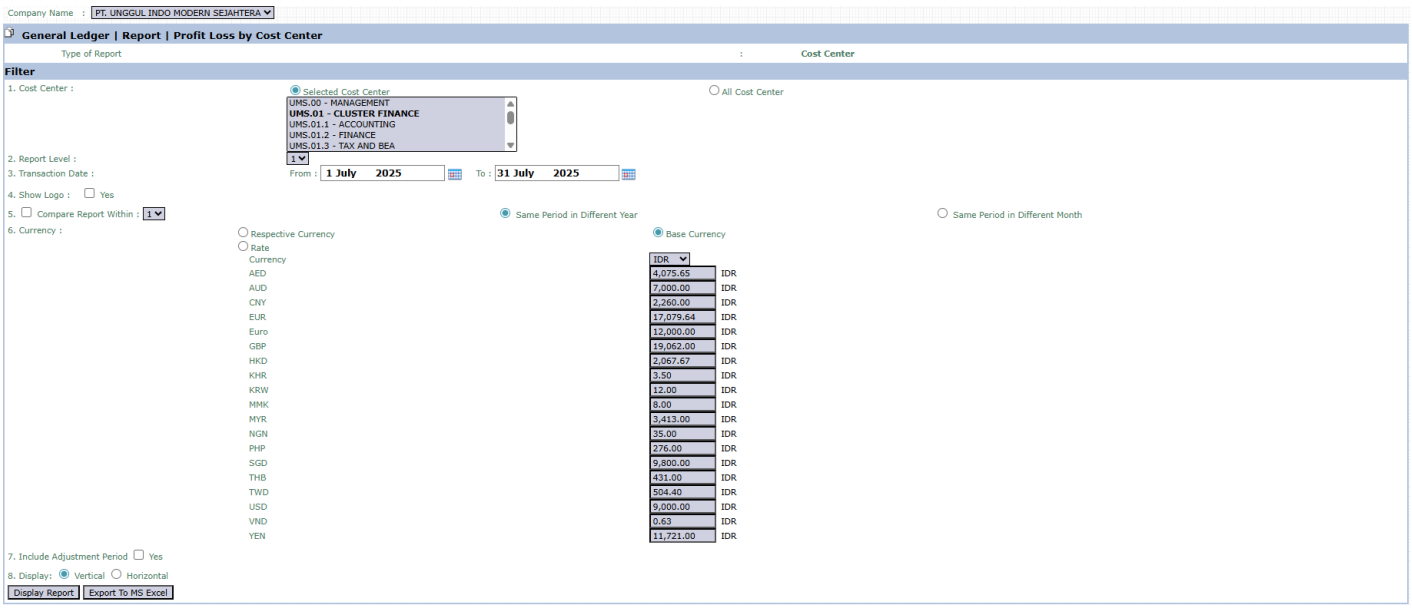
General Ledger > Report > Profit & Loss by Cost Center

Module Objective

The **Profit & Loss by Cost Center** module is used to generate a Profit & Loss Statement where the data is grouped or segmented by Department or Cost Center. This report is crucial for analyzing the performance, profitability, and cost control at the level of individual departments or business units.

1. Report Parameters

The main page of this module is a form containing various parameters to customize the report that will be generated, with a primary focus on selecting Cost Centers.



Here is an explanation for each parameter:

- **Cost Center**:
  - This is the key filter in this module. You can choose:
  - **Selected Cost Center**: To choose one or more specific departments from a list (e.g., MANAGEMENT, ACCOUNTING, FINANCE).
  - **All Cost Center**: To generate a combined report of all departments.
- **Report Level**:
  - A dropdown to set the report's depth or level of detail.
- **Transaction Date**:
  - Specify the **From** and **To** date range to define the report's period (e.g., July 1, 2025, to July 31, 2025).
- **Show Logo**:
  - Check **Yes** to display the company logo on the generated report.
- **Compare Report Within**:
  - A feature to create a comparative report with the same period in a different year or a different month.
- **Currency**:

- Choose how currency values will be displayed, either in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

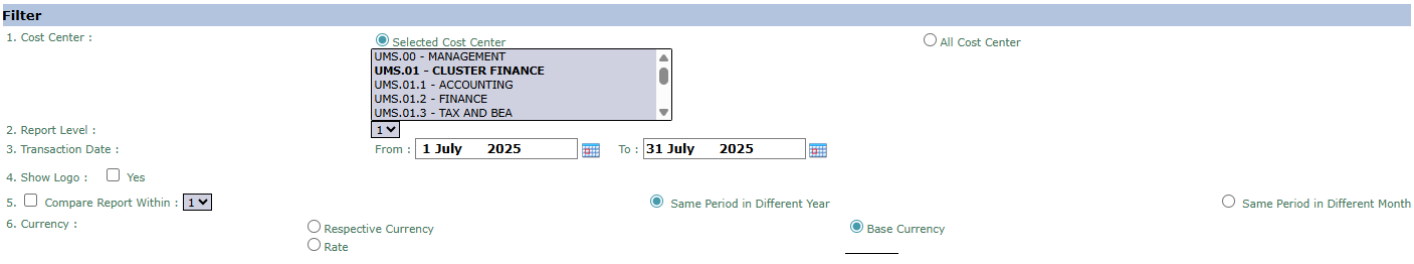
- **Include Adjustment Period**:
  - Check **Yes** if you want to include adjusting entries in the calculation.

- **Display**:
  - Choose the report layout format, either **Vertical** or **Horizontal**.

2. Steps to Generate the Report

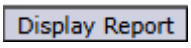
Step 1: Set Report Parameters

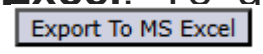
Fill in or select all the parameters you need, especially ensuring you have selected the correct **Cost Center(s)** according to your analysis requirements.



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

- This module is a very useful tool for department managers to monitor the costs and performance of their respective units.

- To obtain an accurate report, ensure that all expense transactions have been allocated to the correct Cost Center during initial data entry (e.g., in the General Journal or Purchase Invoice modules).

- Use the **Selected Cost Center** feature to compare the performance between several departments side-by-side by selecting more than one department in the list.

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