

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.

The screenshot shows the configuration interface for the 'Profit Loss by Cost Center' report. The company name is 'PT. UNGGUL INDO MODERN SEMAHTERA'. The report type is 'General Ledger | Report | Profit Loss by Cost Center'. The filter section includes:

- 1. Cost Center: Selected Cost Center (radio button) and All Cost Center (radio button). A dropdown menu shows selected cost centers: UMS.00 - MANAGEMENT, UMS.01 - CLUSTER FINANCE, UMS.01.1 - ACCOUNTING, UMS.01.2 - FINANCE, and UMS.01.3 - TAX AND BEA.
- 2. Report Level: 1
- 3. Transaction Date: From 1 July 2025 to 31 July 2025.
- 4. Show Logo: Yes
- 5. Compare Report Within: 1
- 6. Currency: Respective Currency (radio button), Same Period in Different Year (radio button), and Base Currency (radio button). A list of currencies is shown with their respective exchange rates to IDR: AED (4,075.65), AUD (7,000.00), CNY (2,260.00), EUR (17,079.64), Euro (12,000.00), GBP (15,052.00), HKD (2,067.67), KHR (3.50), KRW (12.00), MMK (8.00), MYR (3,413.00), NGN (35.00), PHP (276.00), SGD (9,800.00), THB (431.00), TWD (504.40), USD (9,000.00), VND (0.63), and YEN (11,721.00).
- 7. Include Adjustment Period: No
- 8. Display: Vertical (radio button) and Horizontal (radio button).

Buttons for 'Display Report' and 'Export To MS Excel' are visible at the bottom.

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.

Filter

1. Cost Center : Selected Cost Center All Cost Center

2. Report Level :

3. Transaction Date : From : To :

4. Show Logo : Yes

5. Compare Report Within : Same Period in Different Year Same Period in Different Month

6. Currency : Respective Currency Base Currency Rate

The 'Selected Cost Center' dropdown menu is open, showing the following options:

- UMS.00 - MANAGEMENT
- UMS.01 - CLUSTER FINANCE**
- UMS.01.1 - ACCOUNTING
- UMS.01.2 - FINANCE
- UMS.01.3 - TAX AND BEA

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. [Display Report](#)
- **Export To MS Excel:** To download the report data in an Excel file format. [Export To MS Excel](#)

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.

Revision #4

Created 30 July 2025 09:43:47 by Muhammad Ali Akbar

Updated 15 August 2025 10:03:49 by Muhammad Ali Akbar