Purchase Coasting Sheet Inbox

Module Guide: Purchase Costing Sheet Inbox

Module Location

Purchasing > Purchase Costing > Purchase Costing Sheet Inbox

Module Objective

The **Purchase Costing Sheet Inbox** module serves as the approval center for all **Purchase Costing Sheet** documents that have been submitted. This module is used by a superior or manager to conduct a review and provide approval before the allocation of additional costs (landed cost) is officially applied to the inventory value.

1. Main View (Costing Sheet List)

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

View Explanation & Filters

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

- **Filters**: You can search for a specific document by **Purchase Costing Sheet Number** or a date range (**Date From / Date**

To).

- **Request List**: The table below will display all documents awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Purchase Costing Sheet Number**: The unique number of the costing sheet document.
- **Purchase Order Number**: The related Purchase Order reference number.
- **Payable to**: The party who will receive payment for this additional cost.
- **PCS Status / Approval**: Icons that indicate the document's status and the approval process status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Purchase Costing Sheet Inbox** module to see the list of costing sheets that require approval.

Step 2: Review the Costing Sheet Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the type of additional cost, its amount, and how the cost was allocated to the items in the goods receipt.

Step 3: Provide Approval

After you open and review the costing sheet details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a cost accounting staff) creates a document in the **Purchase Costing Sheet** module and clicks **Confirm**.

2. **Entering the Queue**: The confirmed document automatically enters the queue in this **Purchase Costing Sheet Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Updating Inventory Value**: After approval, the additional cost is officially added to the **inventory value (HPP/COGS)** of the related items, and a new payable (if any) will be created.

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