Purchase Coasting Sheet Report

Report Module Guide: Additional Cost Report (Purchase Costing Sheet Report)

Module Location

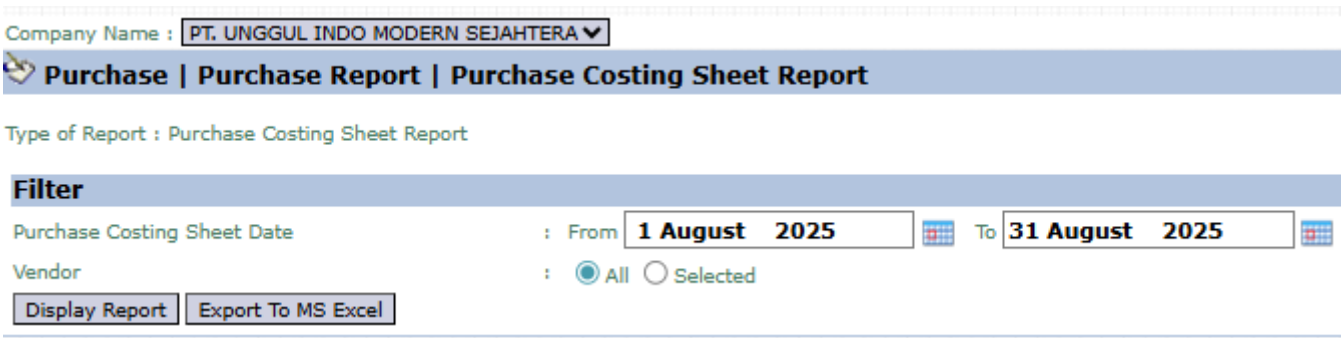
Purchasing > Reports > Additional Cost Report

Module Objective

The **Additional Cost Report (Purchase Costing Sheet Report)** module is used to generate a report that details all **Purchase Costing Sheet** documents. This report is used to summarize and review all additional costs (**landed cost**) such as transportation fees, insurance, or customs duties, that have been allocated to purchase transactions.

1. Report Parameters (Filter)

The main page of this module is a form containing several parameters to customize the report that will be generated.



Here is an explanation for each parameter:

- **Purchase Costing Sheet Date**:

- Specify the **From** and **To** date range to display costing sheet documents created within that period (e.g., August 1, 2025, to August 31, 2025).

- **Vendor**:
  - Filter the report by **All** vendors or a **Selected** vendor.

2. Steps to Generate the Report

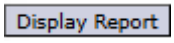
Step 1: Set Report Parameters

Define the date range in the **Purchase Costing Sheet Date** fields and select the **Vendor** scope.

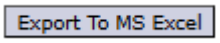


Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the additional cost report directly on your screen. 

- **Export To MS Excel**: To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every additional cost allocation document.


Print Close

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Purchase Costing Sheet Report

08/13/2025

Vendor Name	Purchase Costing Sheet Number	Purchase Order Number	Currency	Payable to	Purchase Costing Sheet Date	Extra Cost	Amount
..:: Data Empty ::..							

Report Explanation: This report will display a list of all Purchase Costing Sheet documents within the selected period, although this example shows empty data ("Data Empty").

Key Columns:

- **Vendor Name**: The name of the main goods supplier.
- **Purchase Costing Sheet Number**: The reference number of the cost allocation document.
- **Purchase Order Number**: The related PO number.
- **Payable to**: The party to be paid for the additional cost.
- **Extra Cost**: The type of additional cost that was allocated.
- **Amount**: The value of the additional cost.

Tips & Important Notes

- Use this report to summarize the **total additional costs** in a single period, which is useful for analyzing logistics and import costs.
- This report is a recapitulation of the data input in the **Purchase Costing Sheet** module.

- This is an important report for the **Accounting and Cost Control teams** to monitor **landed cost** and ensure that HPP (Cost of Goods Sold) is calculated accurately.

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