

Purchase Coasting Sheet

Module Guide: Purchase Costing Sheet

Module Location

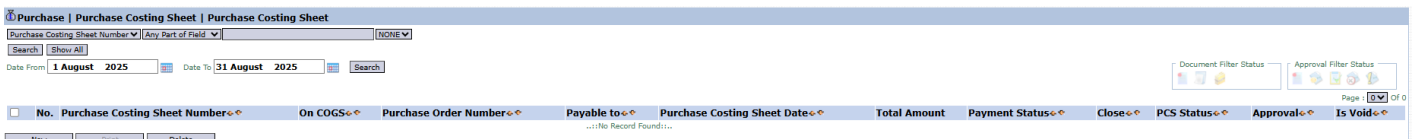
Purchasing > Purchase Costing > Purchase Costing

Module Objective

The **Purchase Costing Sheet** module is used to calculate the total **landed cost** of goods. This module allows you to add and allocate additional costs (such as transportation, insurance, customs duties) to the value of goods that have been received from a supplier. The goal is to obtain a more accurate inventory value (COGS).

1. Main View (Costing Sheet List)

The main page of this module displays a list of all Purchase Costing Sheet documents that have been created.



The screenshot shows the top navigation bar with 'Purchase | Purchase Costing Sheet | Purchase Costing Sheet'. Below it is a search bar with 'Purchase Costing Sheet Number' and 'Any Part of Field' dropdowns, and a 'NONE' dropdown. There are also 'Search' and 'Show All' buttons. Below the search bar are date filters: 'Date From: 1 August 2025' and 'Date To: 31 August 2025', with a 'Search' button. On the right, there are 'Document Filter Status' and 'Approval Filter Status' buttons. Below the search bar is a table header with columns: 'No.', 'Purchase Costing Sheet Number', 'On COGS', 'Purchase Order Number', 'Payable to', 'Purchase Costing Sheet Date', 'Total Amount', 'Payment Status', 'Close', 'PCS Status', 'Approval', 'Is Void', and 'Page: 0 of 0'. At the bottom left, there are 'New', 'Print', and 'Delete' buttons. The table content is empty, showing '---No Record Found---

View Explanation & Filters

This page is for viewing and managing all additional cost allocation documents.

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

- **Document List:** The table below will display all documents that match the filters, with columns such as **Purchase Costing Sheet Number**, **Purchase Order Number**, **Payable to**, and **Total Amount**.

Button Functions

- **New:** The primary button to create a new Purchase Costing Sheet.
- **Print:** To print the details of a selected document.
- **Delete:** To delete a selected document.

2. Steps to Create a Purchase Costing Sheet

Step 1: Create a New Document


From the Main View, click the **New** button to open the **Add Purchase Costing Sheet** form. 

Step 2: Fill in Additional Cost Details

On the form that appears, fill in the information regarding the additional cost incurred:

- **Document Date:** Enter the date the additional cost occurred.

Document Date

: 

- **Extra Cost:** Select the type of additional cost from the dropdown, for example, "Transportation Cost".

Extra Cost

:

- **Amount:** Enter the value of the cost.

Amount

:

- **Payable to:** Specify to whom this cost must be paid, whether to the same **Vendor** or to **Others**.

Payable to

: Vendor or Others

Step 3: Allocate the Cost to Goods Receipts

1. In the **Goods Receipt** list box on the right, select one or more Goods Receipt documents to which you want to add the cost.

The screenshot shows a 'Goods Receipt' interface. On the left, there is a 'Currency Converter' table with the following data:

Unit	Value	Target Currency
1 AED	0.00	IDR
1 AUD	0.00	IDR
1 CNY	0.00	IDR
1 EUR	0.00	IDR
1 Euro	0.00	IDR
1 GBP	0.00	IDR

On the right, there is a list box for 'Goods Receipt' documents, which is currently empty. Below the list box are buttons for '[+]', '[-]', and 'Get Detail'.

2. Click the **Get Detail** button. The system will display the item details from that goods receipt, and you can begin allocating this additional cost to those items.

Step 4: Save and Confirm

After all data is filled in and the cost has been allocated, use the buttons in the bottom-left section:

- **Save:** To save the document as a draft.
- **Confirm:** To finalize the document. This action will update the inventory value.
- **Cancel:** To cancel the entry.

Workflow & Integrated Business Process

- This process is performed **after** goods have been received and a Goods Receipt document has been created.

- A confirmed Costing Sheet will update the **inventory value (COGS)** of the related items.
- This document will also create a **new payable** to the party designated in the **Payable to** column, which will be processed through the Accounts Payable module.

Tips & Important Notes

- This module is crucial for an accurate **Cost of Goods Sold (COGS)** calculation, especially for imported goods that have many additional costs.
- Ensure you allocate costs correctly to all relevant items in a single shipment to get an accurate COGS value per item.

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