Warehouse Costing

Module Guide: Warehouse Costing

Module Location

Inventory > Warehouse Management > Warehouse Costing

Module Objective

The **Warehouse Costing** module is used to record all costs related to warehouse operations. These costs can later be allocated as part of **Factory Overhead** or other operational costs. This module helps in tracking and managing expenditures that occur specifically in the warehouse area.

1. Main View (Warehouse Cost List)

The main page of this module displays a list of all warehouse cost recording documents that have been created.

View Explanation

- **View**: This page is a history of warehouse cost documents. You can see the **Warehouse Cost Number, Date, Amount,** and **Approval Status**.

- **Filters**: You can search for a specific document by **Warehouse Cost Number** or a **Date** range.

Button Functions

- **[New]**: The primary button to create a new warehouse cost recording document.

2. Steps to Record Warehouse Costs

Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **Add New** form.

Step 2: Fill in Cost Details

On the form that appears, you will be asked to detail the costs:

1. Fill in the document **Date**.
2. **Fixed Costs**: In this table, add cost components that are fixed each period (e.g., warehouse rent, warehouse staff salaries).
3. **Variable Costs**: In this table, add cost components that are variable (e.g., electricity cost, water cost, forklift repair cost).
4. For each component, you will select the cost type, period, amount, and description.

Step 3: Confirm

After all cost components are entered, click the **[Confirm]** button to submit the cost recording document for approval.

Workflow & Integrated Business Process

- **Accounting Impact**: After this document is approved, the system will create a journal entry to record these costs (for

example, a **Debit** to Warehouse Rent Expense and a **Credit** to Cash/Bank or Accrued Payable).

- **Approval**: A document that has been confirmed will most likely go to an **Inbox** to be validated by a Finance Manager or Controller.

Tips & Important Notes

- This module is an important tool for a **Cost Accountant** to gather and allocate overhead costs.
- Accurate recording here will help in a more precise **Cost of Goods Manufactured (HPP/COGM)** calculation.

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