
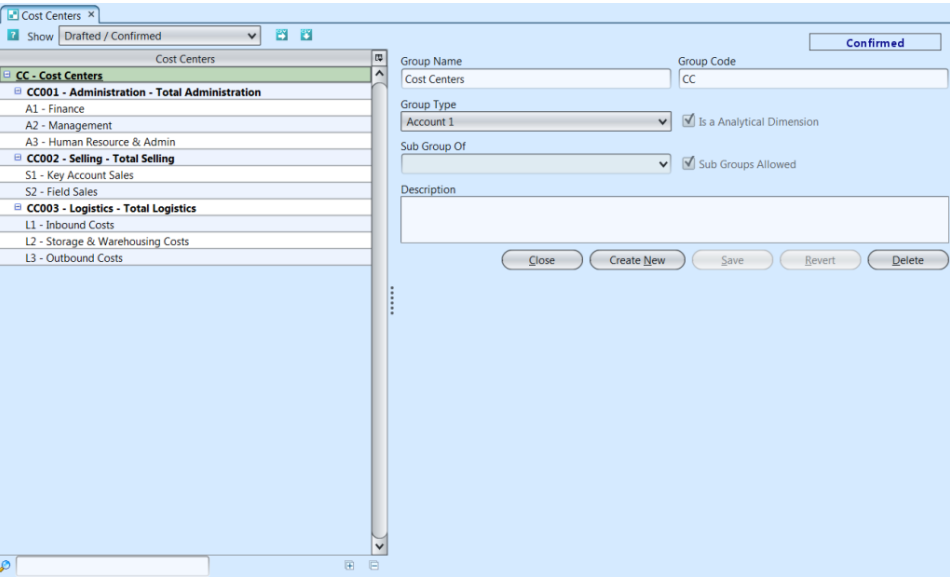


Cost Centers

A *cost center* is a sub-unit of a company that is responsible only for its costs. Example of cost centers are the production departments and the service departments within a factory and administrative departments such as IT and accounting. Below actions are available under **“Cost Centers”**:

 Create new cost center, update, delete, view and search for details



Field Name	Description	Mandatory Information
Group Name	Name of the cost center	Y
Group Code	Custom code for the cost center	Y
Group Type	Type of the group	Y
Is a analytical dimension	Tick the checkbox if it is a analytical dimension	N
Sub groups allowed	Tick the checkbox if it allows subs group under the main group	N
Sub Group of	Select the main analytical group	Y
Description	Description	N

Create New Cost Center

1. Click **“Create New”** button at the right side of

screen

The screenshot shows the 'Cost Centers' application window. On the left, there is a tree view of cost centers under the 'CC - Cost Centers' group. The right pane contains a form for creating a new cost center. The form fields include: Group Name (Finance), Group Code (A1), Group Type (Account 1), Sub Group Of (CC001 - Administration - Total Administration), and Description. There are checkboxes for 'Is a Analytical Dimension' and 'Sub Groups Allowed'. At the bottom, there are buttons for 'Close', 'Create New' (highlighted with a red box), 'Save', 'Revert', and 'Delete'. A 'Confirmed' button is at the top right.

2. Fill up cost center's information at the top right of the screen

There is a predefined analytical dimension for Cost Center within Samooha application, user cannot create additional analytical dimension / group. User may create subgroups under this Cost Center group, and may assign the group to different Cost Center group type (up to three) for report purpose.

This screenshot shows the 'Cost Centers' form with the 'Group Type' dropdown menu open. The dropdown menu lists 'Account 1', 'Account 2', and 'Account 3'. The 'Sub Groups Allowed' checkbox is checked. The 'Group Name' is 'Administration - Total Administration' and the 'Group Code' is 'CC001'. The 'Is a Analytical Dimension' checkbox is unchecked. The 'Description' field is empty. The 'Create New' button is highlighted with a red box.

The screenshot shows the 'Reports Navigator' with the 'Cost Center - Profit And Loss Report' selected. The 'Report Parameters' section shows the following settings: Group By Level: Account Type, Branch: < Select All >, Entity Type: < Select All >, Cost Center 1: < Select All >, Cost Center 2: < Select All >, Cost Center 3: < Select All >, Year: Year 2015, From: 01/01/2015, To: 31/12/2015. The 'Generate Report' button is at the bottom. The 'Sub Groups Allowed' checkbox is checked.

3. Tick on **"Sub Groups Allowed"** box to allow creation

of sub groups under the cost center

The screenshot shows the 'Cost Centers' form. On the left, a tree view lists cost centers: CC - Cost Centers, CC001 - Administration - Total Administration, A1 - Finance, A2 - Management, A3 - Human Resource & Admin, CC002 - Selling - Total Selling, S1 - Key Account Sales, S2 - Field Sales, CC003 - Logistics - Total Logistics, L1 - Inbound Costs, L2 - Storage & Warehousing Costs, and L3 - Outbound Costs. The 'CC001 - Administration - Total Administration' is selected. On the right, the form fields are: Group Name (Administration - Total Administration), Group Code (CC001), Group Type (Account 1), Sub Group Of (CC - Cost Centers), and Description. The 'Sub Groups Allowed' checkbox is checked and highlighted with a red box. At the bottom, there are buttons: Close, Create New, Save, Revert, and Delete.

4. Choose a (parent) cost center from ***“Sub Group Of”*** drop-down list to assign the cost center under the selected (parent) cost center.

The screenshot shows the 'Cost Centers' form with the 'Sub Group Of' dropdown menu open. The dropdown list shows the following options: CC - Cost Centers, CC001 - Administration - Total Administration, CC002 - Selling - Total Selling, and CC003 - Logistics - Total Logistics. The 'CC001 - Administration - Total Administration' is selected. The 'Sub Groups Allowed' checkbox is unchecked. At the bottom, there are buttons: Close, Create New, Save, Revert, and Delete.

5. Click ***“Save”*** button at the bottom of screen when done

Update Cost Center Details

1. In ***“Cost Centers”*** table, click on cost center to be updated, it will bring up the selected cost center details on the right side of the screen

2. Click ***“Save”*** button at the bottom of the screen when done with the updates

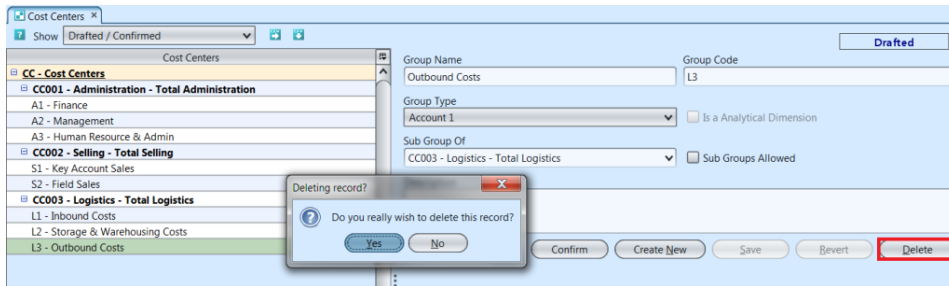
Delete Cost Center

1. In ***“Cost Centers”*** table, click on cost center to be deleted, it will bring up the selected cost center details on the right side of the screen

2. Click on ***“Delete”*** button at the right side of

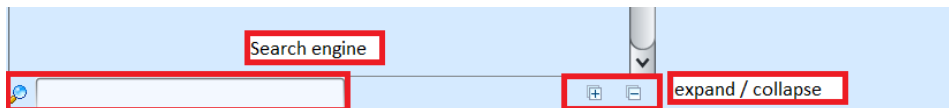
screen

3. Click on **“Yes”** button on the pop-up window to confirm cost center deletion




View and Search for Cost Center Details

1. Enter search parameter to filter the result, i.e. type in the cost center name in the search textfield box at the bottom left of the screen.



2. Double click on cost center to view, it will bring up the selected cost center details on the right side of the screen

3. Click  button on top of screen to export the cost centers as CSV file