
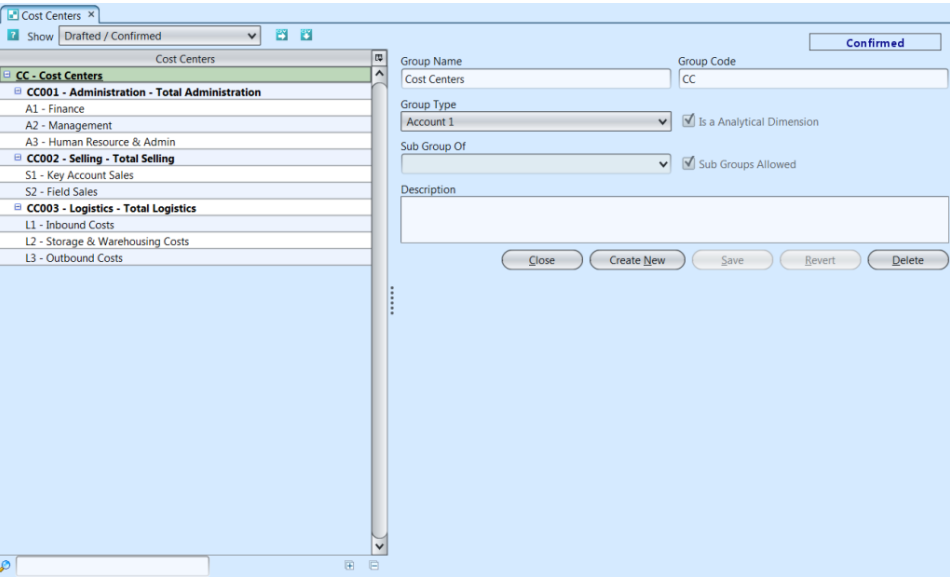


# Cost Centers

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

Cost Centers

Show: Drafted / Confirmed

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
    - L3 - Outbound Costs

Group Name: Finance

Group Code: A1

Group Type: Account 1

Sub Group Of: CC001 - Administration - Total Administration

Description:

☐ Is a Analytical Dimension

☐ Sub Groups Allowed

Buttons: Close, Create New, Save, Revert, Delete

Confirmed

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

There is a predefined analytical dimension for Cost Center within Samooaha 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.

Group Name: Administration - Total Administration

Group Code: CC001

Group Type: Account 1

☐ Is a Analytical Dimension

☒ Sub Groups Allowed

Description:

Buttons: Close, Create New, Save, Revert, Delete

Confirmed

Reports Navigator

Report Categories

- All Reports
- HR Module
- Expense Claim Reports
- Accounts Module
- Financial Reports
- Business Partner Reports
- A/c Receivable Reports
- A/c Payable Reports
- Analytical Group Reports
- Cost Center Reports
- Comparison Reports
- Group Financial Reports
- Asset Reports
- Budget Reports
- Audit Reports
- Accounts Charts
- Sales Module
- Customer Analysis
- Product Analysis
- General Reports
- Purchase Module
- Vendor Analysis
- Product Analysis
- General Reports
- Inventory Module
- General Reports
- Analysis Reports
- Supply Chain Module
- Sales Forecast
- Supply Forecast

Search:

Cost Center - Profit And Loss Report

Cost Center - 12 Months Report

Cost Center Details Report

Cost Center Summary Report

Report Parameters

Cost Center - Profit And Loss Report

Generates the cost center profit/loss report based on the selected cost center.

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

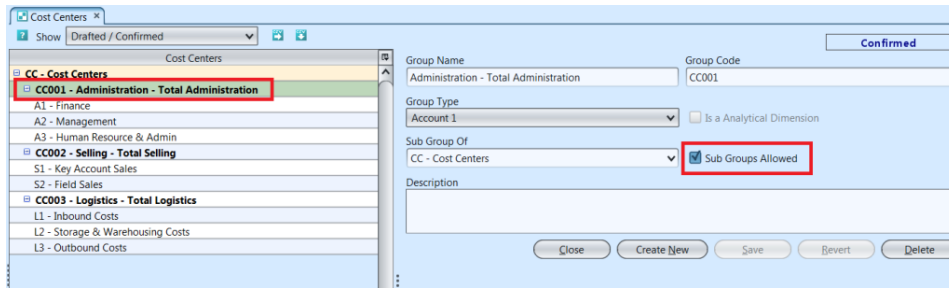
From: 01/01/2015 To: 31/12/2015

Generate Report

Selected row 1 from the Total 4 records.

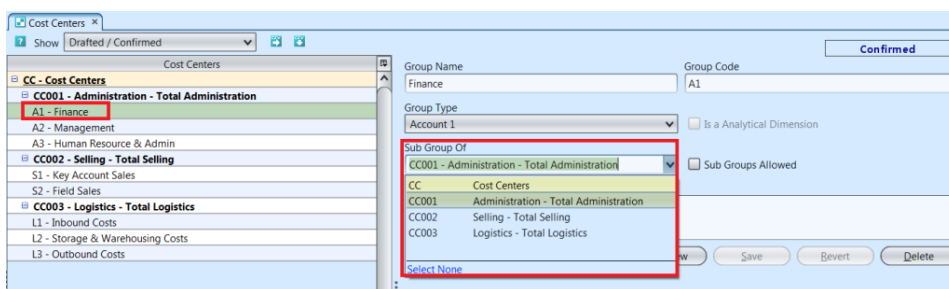
3. Tick on **"Sub Groups Allowed"** box to allow creation

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

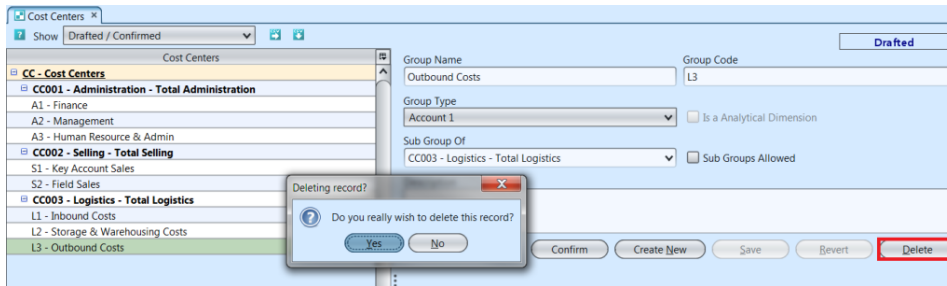
## Delete Cost Center

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