
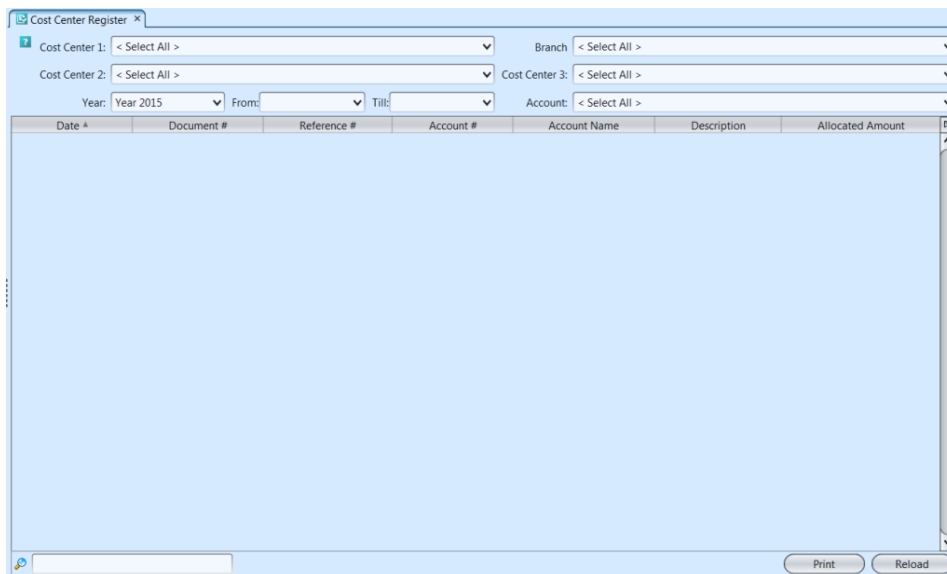


Cost Center Register

The user are able to set up cost centers and monitor them by view and search for cost center summary. Below actions are available under **“Cost Center Register”**:

 View and search for cost center in a summary view.



The screenshot shows the 'Cost Center Register' application window. At the top, there are several dropdown menus for filtering: 'Cost Center 1', 'Branch', 'Cost Center 2', 'Cost Center 3', 'Year' (set to 'Year 2015'), 'From', 'To', and 'Account'. Below these filters is a table with the following columns: 'Date', 'Document #', 'Reference #', 'Account #', 'Account Name', 'Description', and 'Allocated Amount'. The table area is currently empty. At the bottom of the window, there is a search textfield and two buttons labeled 'Print' and 'Reload'.

View and Search for Cost Center Summary

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, or select an item from the filters on top of the screen

Cost Center Register

Cost Center 1: A1 - Finance Branch: < Select All >

Cost Center 2: < Select All > Cost Center 3: < Select All >

Year: Year 2015 From: Till: Account: < Select All >

Date	Document #	Reference #	Account #	Account Name	Description	Allocated Amount
Jan 15, 2015	SB1501/003	inv # 2134	3118.01	Professional & Legal Fees	Esquire Law - Professional services render	(\$55,500.00)
Jan 26, 2015	PAY-0001		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for January 2015	(\$235.00)
Jan 26, 2015	PAY-0001		3011	Salaries	Payroll for January 2015	(\$3,200.00)
Feb 26, 2015	PAY-0004		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for February 2015	(\$235.00)
Feb 26, 2015	PAY-0004		3011	Salaries	Payroll for February 2015	(\$3,200.00)
Mar 26, 2015	PAY-0005		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for March 2015	(\$235.00)
Mar 26, 2015	PAY-0005		3011	Salaries	Payroll for March 2015	(\$3,200.00)
Mar 31, 2015	SB1503/013	inv # 28095	3065.02	Secretarial Fees	Ecovis Bizcorp - Mar'15 retainer fee	(\$500.00)
Apr 26, 2015	PAY-0006		3011	Salaries	Payroll for April 2015	(\$3,200.00)
Apr 26, 2015	PAY-0006		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for April 2015	(\$235.00)
May 25, 2015	SB1505/015	Bill # 0103	3116.02	Telecommunications - Internet	Singtel - May'15 Internet Bill	(\$830.00)

Search Engine

Print Reload

2. Click **"Print"** button at the bottom right of the screen to print the result

Cost Center Register

Cost Center 1: A1 - Finance Branch: < Select All >

Cost Center 2: < Select All > Cost Center 3: < Select All >

Year: Year 2015 From: Till: Account: < Select All >

Date	Document #	Reference #	Account #	Account Name	Description	Allocated Amount
Jan 15, 2015	SB1501/003	inv # 2134	3118.01	Professional & Legal Fees	Esquire Law - Professional services render	(\$55,500.00)
Jan 26, 2015	PAY-0001		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for January 2015	(\$235.00)
Jan 26, 2015	PAY-0001		3011	Salaries	Payroll for January 2015	(\$3,200.00)
Feb 26, 2015	PAY-0004		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for February 2015	(\$235.00)
Feb 26, 2015	PAY-0004		3011	Salaries	Payroll for February 2015	(\$3,200.00)
Mar 26, 2015	PAY-0005		3012.01	CPF and SDL on Salaries/Benefits/Bonus	Payroll for March 2015	(\$235.00)
Mar 26, 2015	PAY-0005		3011	Salaries	Payroll for March 2015	(\$3,200.00)
Mar 31, 2015	SB1503/013				Ecovis Bizcorp - Mar'15 retainer fee	(\$500.00)
Apr 26, 2015	PAY-0006				Payroll for April 2015	(\$3,200.00)
Apr 26, 2015	PAY-0006				Payroll for April 2015	(\$235.00)
May 25, 2015	SB1505/015				Singtel - May'15 Internet Bill	(\$830.00)

Report Options

Report Options

Print/export/preview the generated report.

Print Export Preview Cancel

Print Reload

Samooha Demo Distribution Pte Ltd

Cost Center Details Report

From Date : 01-Jan-2015, To Date : 31-Dec-2015 Currency : SGD Cost Center 1 : A1 - Finance

Date	Document #	Reference #	Memo	Amount
3011 : Salaries				
26-Jan-2015	PAY-0001		Payroll for January 2015	3,200.00
26-Feb-2015	PAY-0004		Payroll for February 2015	3,200.00
26-Mar-2015	PAY-0005		Payroll for March 2015	3,200.00
26-Apr-2015	PAY-0006		Payroll for April 2015	3,200.00
Total :				12,800.00
3012.01 : CPF and SDL on Salaries/Benefits/Bonus				
26-Jan-2015	PAY-0001		Payroll for January 2015	235.00
26-Feb-2015	PAY-0004		Payroll for February 2015	235.00
26-Mar-2015	PAY-0005		Payroll for March 2015	235.00
26-Apr-2015	PAY-0006		Payroll for April 2015	235.00
Total :				940.00
3065.02 : Secretarial Fees				
31-Mar-2015	SB1503/013	inv # 28095	Ecovis Bizcorp - Mar'15 retainer fee	500.00
Total :				500.00
3116.02 : Telecommunications - Internet				
25-May-2015	SB1505/015	Bill # 0103	Singtel - May'15 Internet Bill	830.00
Total :				830.00
3118.01 : Professional & Legal Fees				
15-Jan-2015	SB1501/003	inv # 2134	Esquire Law - Professional services render	5,500.00
Total :				5,500.00