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":

C ● View and search for cost center in a summary view.

J	Cost Center Regi	ster ×										
	Cost Center 1:	< Select All	>			Branch	< Select All >				~	
	Cost Center 2:	< Select All	>			×	Cost Center 3:	< Select All >				~
	Year:	Year 2015	~	From:	▼ Till:	~	Account:	< Select All >				¥
	Date A	C	ocument #		Reference #	Account #	Acco	unt Name	Description	Allocated	Amount	ц С.
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	<i>"</i>			1						Print	Reload	5

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

Scot Center Register ×										
Cost Center 1:	A1 - Finance			~	Branch	< Select All >				
Cost Center 2:	< Select All >			~	Cost Center 3:	< Select All >				
Year:	Year: Year 2015 V From: V Till:		Till:	Account:	< Select All >					
Date A	Document #	Reference #	Account #	Account N	ame	Description	Allocated Amount			
Jan 15, 2015	SB1501/003	inv # 2134	3118.01	Professional & Legal Fees		Esquire Law - Professional services rende	er (S\$5,500.00) ^			
Jan 26, 2015	2015 PAY-0001 3012.01 CPF and SDL on Salaries/F		CPF and SDL on Salaries/B	enefits/Bonus	Payroll for January 2015 (S\$235.00					
Jan 26, 2015	26, 2015 PAY-0001 3011 Salaries		Salaries		Payroll for January 2015	(\$\$3,200.00)				
Feb 26, 2015	b 26, 2015 PAY-0004 3012.01 CP			CPF and SDL on Salaries/B	enefits/Bonus	Payroll for February 2015	(\$\$235.00)			
Feb 26, 2015	PAY-0004		3011	Salaries		Payroll for February 2015	(\$\$3,200.00)			
Mar 26, 2015	6, 2015 PAY-0005 3012.01 CPF and SDL				enefits/Bonus	Payroll for March 2015	(S\$235.00)			
Mar 26, 2015	115 PAY-0005 3011 Salaries				Payroll for March 2015		(S\$3,200.00)			
Mar 31, 2015	15 SB1503/013 inv # 28095 3065.02 Secretarial Fees					Ecovis Bizcorp - Mar'15 retainer fee	(S\$500.00)			
Apr 26, 2015	PAY-0006 3011 Salaries		Salaries		Payroll for April 2015	(\$\$3,200.00)				
Apr 26, 2015	PAY-0006		3012.01	CPF and SDL on Salaries/B	enefits/Bonus	Payroll for April 2015	(S\$235.00)			
May 25, 2015	SB1505/015	Bill # 0103	3116.02	Telecommunications - Inte	ernet	Singtel - May'15 Internet Bill	(\$\$830.00)			
	Search Engine	1								
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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:	Ý	Till:	Account:	< Select All >	> 🗸			
Date A	Document #	Reference #	Account #	Account N	ame	Description	Allocated Amount 🛱			
Jan 15, 2015	SB1501/003	inv # 2134	3118.01	Professional & Legal Fees		Esquire Law - Professional services render	(S\$5,500.00)			
Jan 26, 2015	PAY-0001		3012.01	CPF and SDL on Salaries/E	Benefits/Bonus	Payroll for January 2015	(\$\$235.00)			
Jan 26, 2015	PAY-0001		3011	Salaries		Payroll for January 2015				
Feb 26, 2015	PAY-0004		3012.01	CPF and SDL on Salaries/E	Benefits/Bonus	Payroll for February 2015	(S\$235.00)			
Feb 26, 2015	PAY-0004	Report Option	ns		X	Payroll for February 2015	(S\$3,200.00)			
Mar 26, 2015	PAY-0005			the second se		Payroll for March 2015	(\$\$235.00)			
Mar 26, 2015	Payroll for March 2015	(\$\$3,200.00)								
Mar 31, 2015	SB1503/013	Print/export/	preview the gene	erated report.		Ecovis Bizcorp - Mar'15 retainer fee	(\$\$500.00)			
Apr 26, 2015	PAY-0006			Payroll for April 2015	(S\$3,200.00)					
Apr 26, 2015	PAY-0006					Payroll for April 2015	(S\$235.00)			
May 25, 2015	SB1505/015					Singtel - May'15 Internet Bill	(\$\$830.00)			
						J				
<i>S</i>							Print Reload			

Samooha Demo Distribution Pte Ltd Cost Center Details Report

From Date : 01	-Jan-2015, To Date : 3	31-Dec-2015 Currency : S	GD 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 a	nd SDL on Salaries/B	enefits/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 : Secre	tarial Fees				
31-Mar-2015	SB1503/013	inv # 28095	Ecovis Bizcorp - Mar'15 retainer fee		500.00
				Total :	500.00
3116.02 : Teleco	ommunications - Inter	rnet			
25-May-2015	SB1505/015	Bill # 0103	Singtel - May 15 Internet Bill		830.00
				Total :	830.00
3118.01 : Profes	sional & Legal Fees				
15-Jan-2015	SB1501/003	inv # 2134	Esquire Law - Professional services render		5,500.00
				Total :	5,500.00