
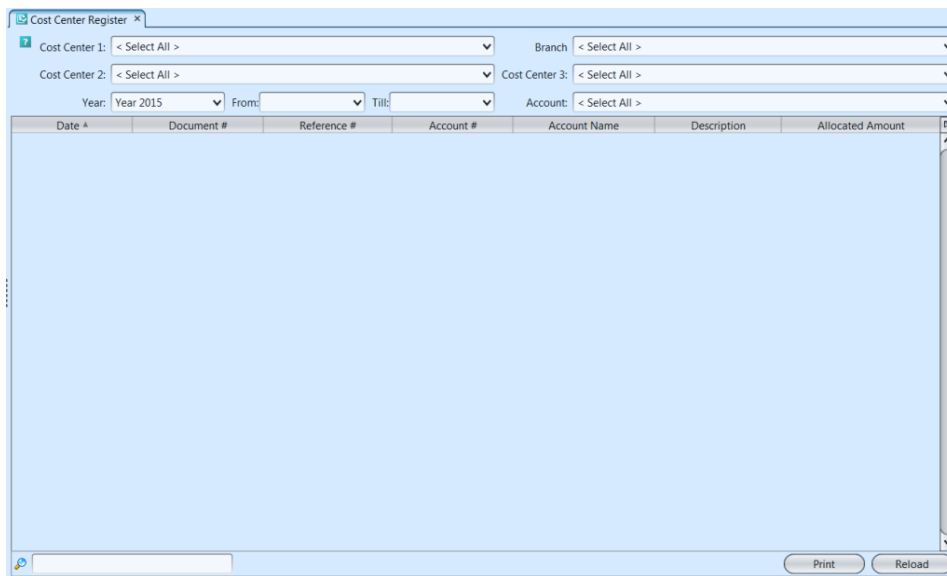


Cost Center Register

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 |