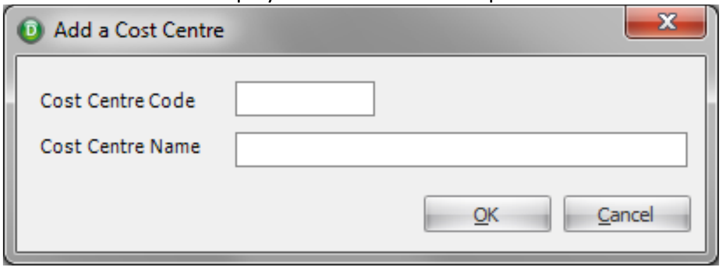
Cost Centre

Practice can choose to use cost centre in transactions. To use the option, enable 'Use Cost Centre' checkbox from settings. Cost centre Look up appears in lookup list. Default cost centres can be defined from look up.

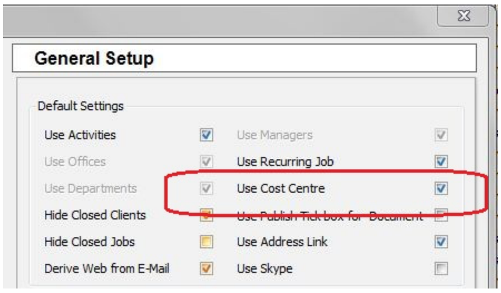
Click **Cost Centre** in the tree view. Click the link to display the cost centre lookup.Click Add. The Add a Cost Centre window appears.



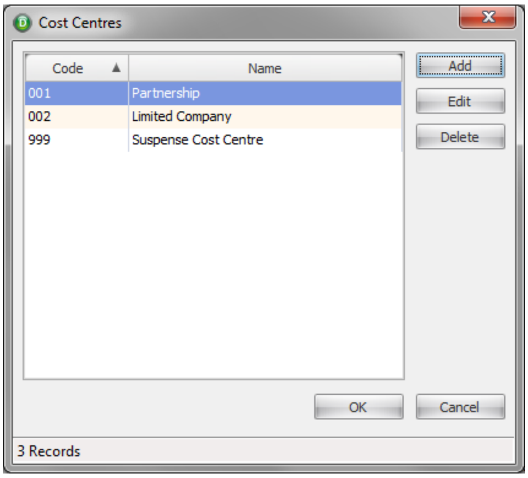
Enter **Cost Centre Code** and **Cost Centre Name**. When Cost centre is used in transaction and reports, Cost centre Code appears in Reports and Dialogs.

Setup Cost Centre for Transaction

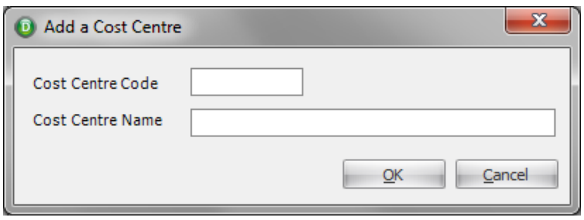
To setup Cost Centre wise transaction, you need to enable cost centre functionality from Settings. Go to Tools ▸ Settings ▸ General Setup. Select Use Cost Centre Check box.



Now, setup Cost centre Codes and Description from Tools ▸ Lookups ▸ Cost Centre.

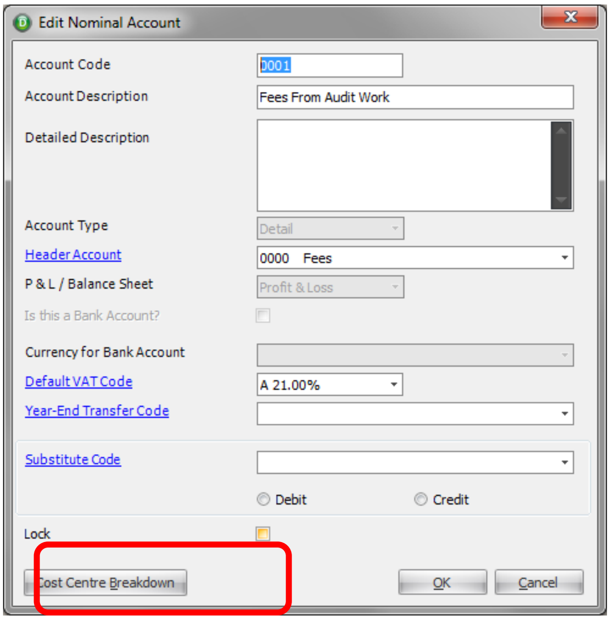


To add Cost Centre, click Add button. In the **Add a Cost Centre** Window below, enter Cost Centre Code and Cost Centre Name.

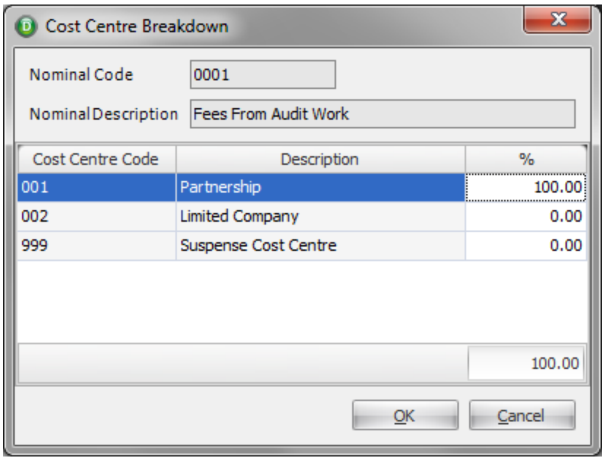


Hit Ok to save the record.

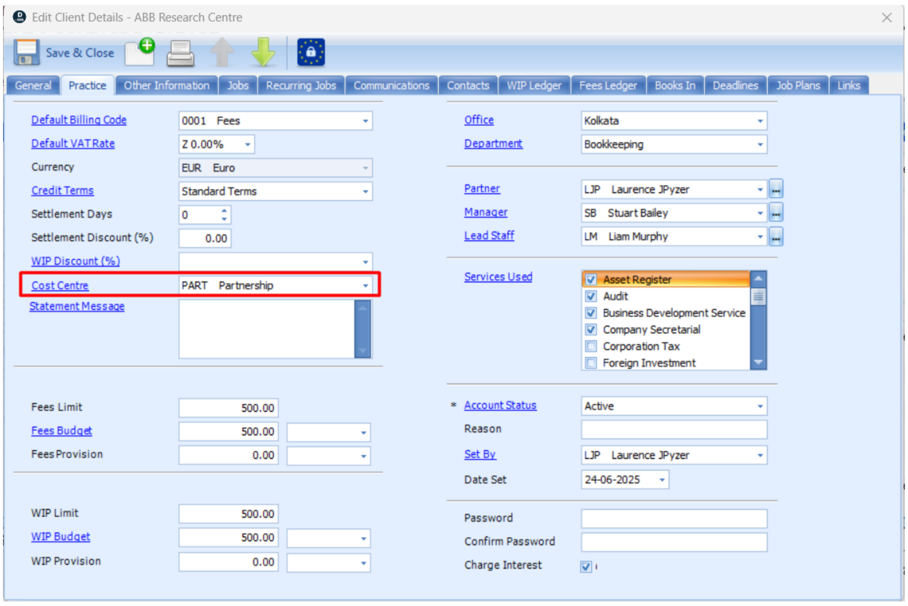
After enabling Cost centre, you will be allowed to split nominal Cost centre. To split a nominal Account, go to Nominal Ledger. Select a Nominal Account Open the desired Account. For example, Nominal Account for Fees will look like:



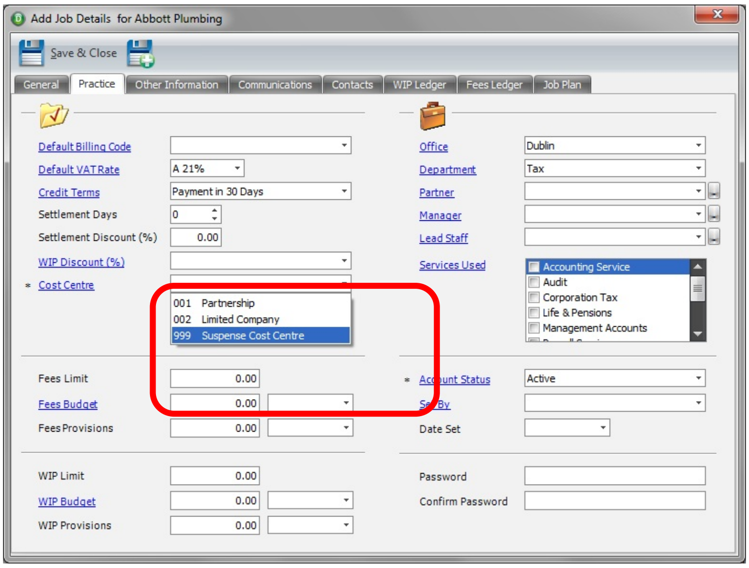
Click the Cost Centre Breakdown button and you will be allowed to set up nominal cost centre split for a particular account as below:



Open the Client window and set the cost centre.



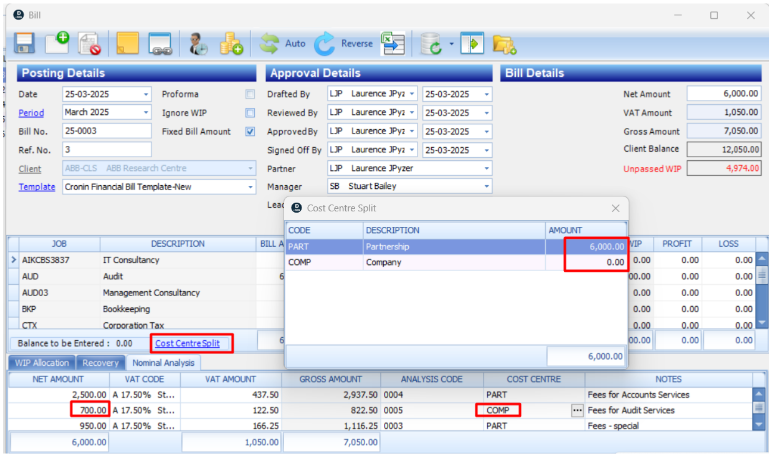
Open the Job window of a client and set the cost centre for job.



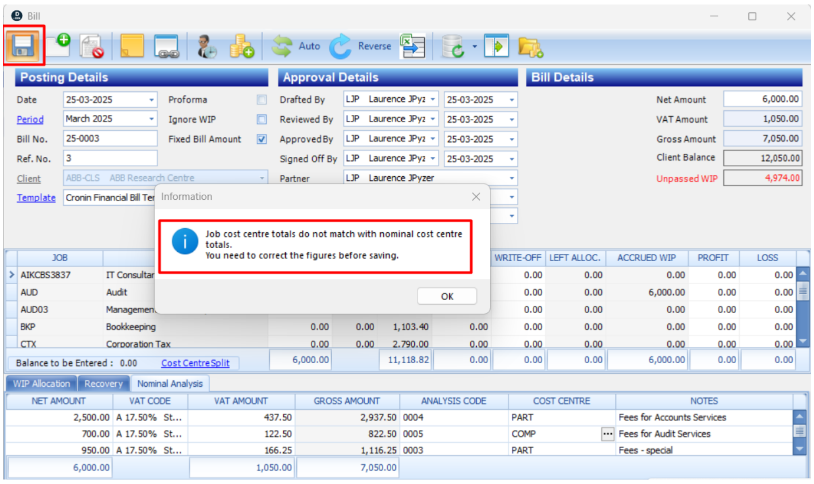
If there is no cost centre defined in Job, then Client's Cost Centre will be considered for transactions.

Cost Centre used in Transactions

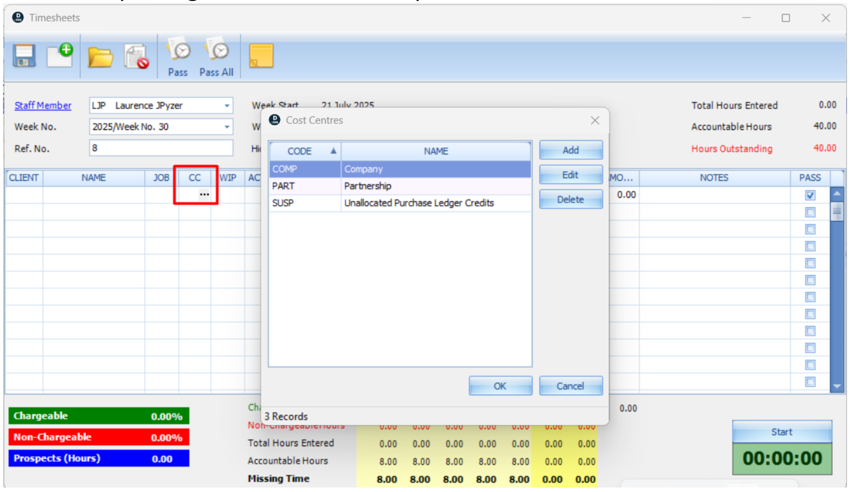
Clients having Job Cost Centre split will be able to raise Bill and Credit Notes for different cost centre. **Note**, Job Cost Centre should match with Nominal Cost Centre while billing.

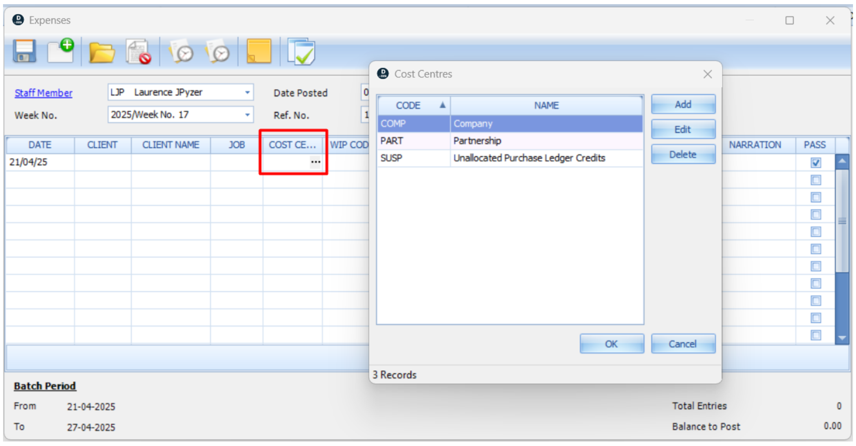


If Job Cost Centre does not match with Nominal Cost Centre while billing, it will be followed by the following message while saving the bill :



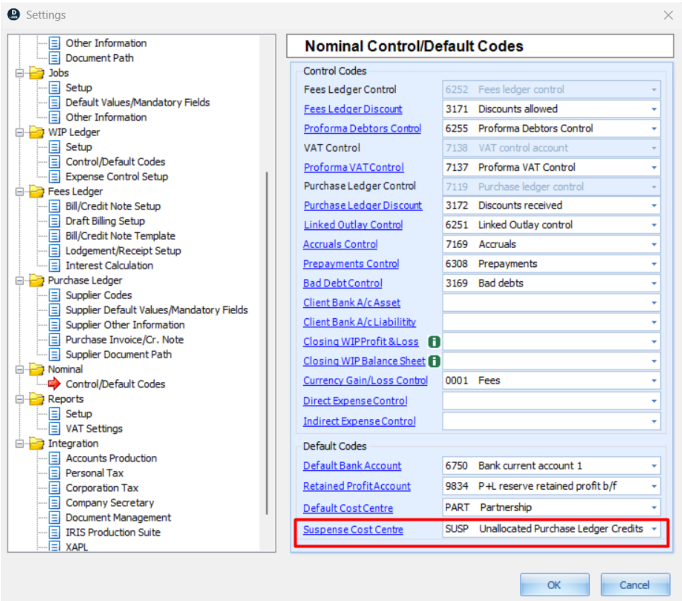
Cost Centre is applicable while posting Time Sheets and Expenses.





Suspense Cost Centre used in settings for Nominal Control Codes

Click Nominal Control/Default Codes in the tree view. The Nominal Control Code information appears.



The Control Codes that can be defined are Fees Ledger Control, Fees Ledger Discount, Proforma Debtors Control, VAT Control, Proforma VAT Control, Purchase Ledger Control, Purchase Ledger Discount, Linked Outlay Control, Accruals Control, Prepayments Control and Bad Debt Control.

The Default Codes that can be defined are Default Bank Account, Retained Profit Account, Default Cost Centre and **Suspense Cost Centre.**

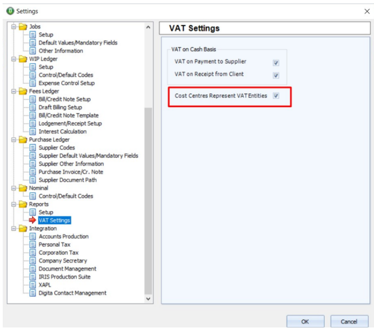
Suspense Cost Centre used in Purchase Credit Note Allocation

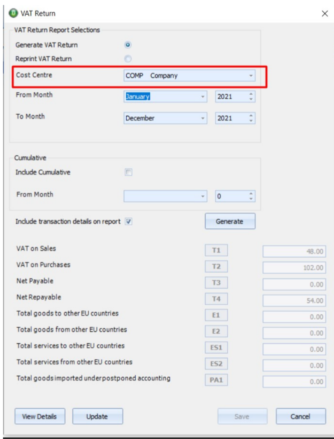
The total Invoice Allocation amount is allocated against the default cost centre. The (Gross - Invoice Allocation) amount is allocated against the **Suspense Cost Centre.**

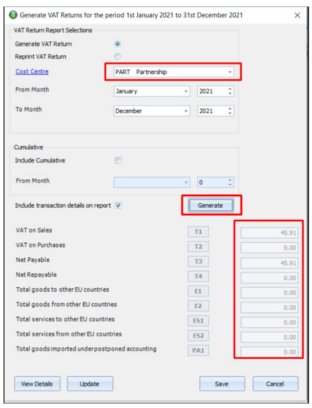
Suspense Cost Centre used in Payments

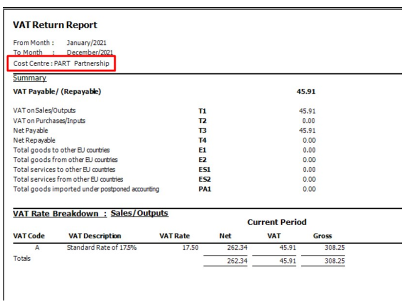
Before entering a payment of a supplier, the **Suspense Cost Centre** must be defined under Tools ▸ Settings ▸ Nominal ▸ Control/Default Codes.

VAT Return by Cost Centre









Default Cost Centre uses in different sections - Examples

Staff
While adding Staff, it takes default cost centre automatically which is set in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Client
While adding Client, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Client's Job
While adding Client' Job, it takes default cost centre automatically which is defined in Client. However, user can change it to another cost centre.

Timesheet
While adding Chargeable Timesheet, it takes default cost centre automatically which is defined in Client's Job. However, user can change it to another cost centre.

While adding Non-Chargeable Timesheet, it takes default cost centre automatically which is defined in Staff. However, user can change it to another cost centre.

Expense
While adding Chargeable Expense, it takes default cost centre automatically which is defined in Client's Job. However, user can change it to another cost centre.

While adding Non-Chargeable Expense, it takes default cost centre automatically which is defined in Staff. However, user can change it to another cost centre.

WIP Journal
While adding Chargeable WIP Journal, it takes default cost centre automatically which is defined in Client's Job. However, user can change it to another cost centre.

Bill
While adding Bill, it takes default cost centre automatically in Nominal Analysis grid which is defined in Client's selected Job. However, user can change it to another cost centre.

Credit Note
While adding Credit Note, it takes default cost centre automatically in Nominal Analysis grid which is defined in Client's selected Job. However, user can change it to another cost centre.

Fees Journal
While adding Fees Journal, it takes default cost centre automatically in Nominal Analysis grid which is defined in Client's selected Job. However, user can change it to another cost centre.

Purchase Invoice
While adding Purchase Invoice, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Purchase Credit Note
While adding Purchase Credit Note, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Non-Supplier Payment

While adding Non-Supplier Payment, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Purchase Journal

While adding Purchase Journal, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Accruals

While adding Accruals, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Prepayments

While adding Prepayments, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.

Nominal Journal

While adding Nominal Journal, it takes default cost centre automatically which is defined in Nominal Control/Default Codes under settings. However, user can change it to another cost centre.