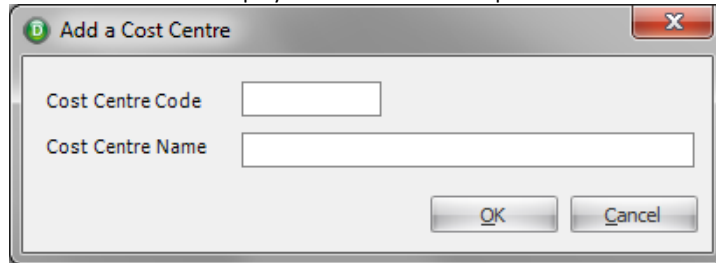


Cost Centre

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.

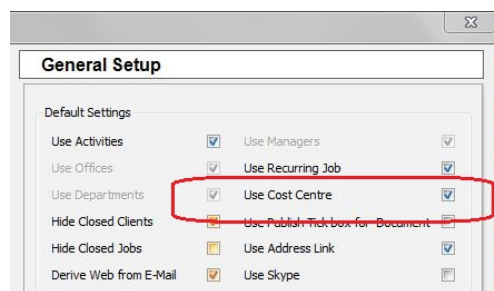


The 'Add a Cost Centre' window is a small dialog box with a title bar containing a green icon and the text 'Add a Cost Centre'. It has a close button (X) in the top right corner. Inside the window, there are two text input fields: 'Cost Centre Code' and 'Cost Centre Name'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

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.

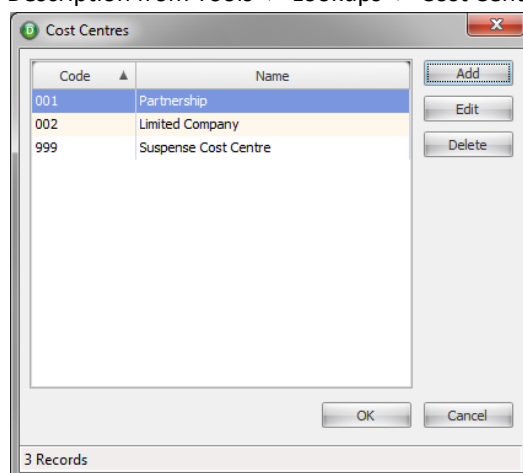
Setup Cost Centre for Transaction

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.



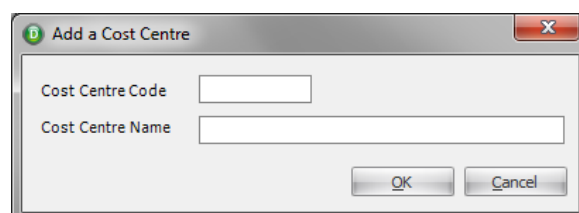
The 'General Setup' window is a dialog box with a title bar and a close button (X). It has a tab labeled 'General Setup'. Below the tab, there is a section titled 'Default Settings'. This section contains a list of settings, each with a checkbox and a label. The 'Use Cost Centre' checkbox is highlighted with a red rectangle. The settings are: 'Use Activities' (checked), 'Use Offices' (checked), 'Use Departments' (checked), 'Hide Closed Clients' (unchecked), 'Hide Closed Jobs' (unchecked), 'Derive Web from E-Mail' (checked), 'Use Managers' (checked), 'Use Recurring Job' (checked), 'Use Cost Centre' (checked), 'Use Publish Tick box for Document' (unchecked), 'Use Address Link' (checked), and 'Use Skype' (unchecked).

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



The 'Cost Centres' window is a dialog box with a title bar and a close button (X). It has a table with two columns: 'Code' and 'Name'. The table contains three rows: '001 Partnership', '002 Limited Company', and '999 Suspense Cost Centre'. To the right of the table, there are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. At the bottom left, it says '3 Records'.

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



The 'Add a Cost Centre' window is a small dialog box with a title bar containing a green icon and the text 'Add a Cost Centre'. It has a close button (X) in the top right corner. Inside the window, there are two text input fields: 'Cost Centre Code' and 'Cost Centre Name'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

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:

Account Code: 0001
Account Description: Fees From Audit Work
Detailed Description:
Account Type: Detail
Header Account: 0000 Fees
P & L / Balance Sheet: Profit & Loss
Is this a Bank Account?: ☐
Currency for Bank Account:
Default VAT Code: A 21.00%
Year-End Transfer Code:
Substitute Code:
Debit ☐ Credit ☐
Lock:
Cost Centre Breakdown

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

Nominal Code: 0001
Nominal Description: Fees From Audit Work

Cost Centre Code	Description	%
001	Partnership	100.00
002	Limited Company	0.00
999	Suspense Cost Centre	0.00

100.00

Open the Client window and set the cost centre.

Default Billing Code: 0001 Fees
Default VAT Rate: Z 0.00%
Currency: EUR Euro
Credit Terms: Standard Terms
Settlement Days: 0
Settlement Discount (%): 0.00
WIP Discount (%):
Cost Centre: PART Partnership
Statement Message:
Fees Limit: 500.00
Fees Budget: 500.00
Fees Provision: 0.00
WIP Limit: 500.00
WIP Budget: 500.00
WIP Provision: 0.00
Office: Kolkata
Department: Bookkeeping
Partner: LJP Laurence JPyzer
Manager: SB Stuart Bailey
Lead Staff: LM Liam Murphy
Services Used: ☒ Asset Register, ☒ Audit, ☒ Business Development Service, ☒ Company Secretarial, ☐ Corporation Tax, ☐ Foreign Investment
Account Status: Active
Reason:
Set By: LJP Laurence JPyzer
Date Set: 24-06-2025
Password:
Confirm Password:
Charge Interest: ☒

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

The screenshot shows the 'Add Job Details for Abbott Plumbing' window. The 'Cost Centre' dropdown menu is open, displaying three options: '001 Partnership', '002 Limited Company', and '999 Suspense Cost Centre'. The '999 Suspense Cost Centre' option is highlighted with a red box. Other fields visible include 'Default Billing Code', 'Default VAT Rate', 'Credit Terms', 'Settlement Days', 'Settlement Discount (%)', 'WIP Discount (%)', 'Fees Limit', 'Fees Budget', 'Fees Provisions', 'WIP Limit', 'WIP Budget', 'WIP Provisions', 'Office', 'Department', 'Partner', 'Manager', 'Lead Staff', 'Services Used', 'Account Status', 'Date Set', 'Password', and 'Confirm Password'.

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.

The screenshot shows the 'Bill' window with a 'Cost Centre Split' dialog box open. The dialog box contains a table with the following data:

CODE	DESCRIPTION	AMOUNT	PART
PART	Partnership	5,000.00	
COMP	Company	0.00	

The 'PART Partnership' row is highlighted with a red box. The 'Bill' window also shows 'Posting Details', 'Approval Details', and 'Bill Details' sections.

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 :

The screenshot shows the 'Bill' window with an error message dialog box open. The message box contains the following text:

Job cost centre totals do not match with nominal cost centre totals.
You need to correct the figures before saving.

The message box is highlighted with a red box. The 'Bill' window also shows 'Posting Details', 'Approval Details', and 'Bill Details' sections.

Cost Centre is applicable while posting Time Sheets and Expenses.

The screenshot shows the 'Timesheets' window with a 'Cost Centres' dialog box open. The dialog has a table with columns 'CODE' and 'NAME'. It contains three records: 'COMP' (Company), 'PART' (Partnership), and 'SUSP' (Unallocated Purchase Ledger Credits). The 'SUSP' record is highlighted. The background window shows a grid for recording time sheets with columns for Client, Name, Job, CC, WIP, and AC.

The screenshot shows the 'Expenses' window with a 'Cost Centres' dialog box open. The dialog has a table with columns 'CODE' and 'NAME'. It contains three records: 'COMP' (Company), 'PART' (Partnership), and 'SUSP' (Unallocated Purchase Ledger Credits). The 'SUSP' record is highlighted. The background window shows a grid for recording expenses with columns for Date, Client, Client Name, Job, Cost Centre, WIP, and COD.

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 screenshot shows the 'Settings' window with the 'Nominal Control/Default Codes' section selected. The 'Control Codes' list includes: 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, Bad Debt Control, Client Bank A/c Asset, Client Bank A/c Liability, Closing WIP Profit & Loss, Closing WIP Balance Sheet, Currency Gain/Loss Control, Direct Expense Control, and Indirect Expense Control. The 'Default Codes' list includes: Default Bank Account, Retained Profit Account, Default Cost Centre, and **Suspense Cost Centre** (highlighted with a red box). The 'Suspense Cost Centre' is associated with the 'SUSP' code and 'Unallocated Purchase Ledger Credits'.

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

VAT Settings

VAT on Cash Basis ☐

VAT on Payment to Supplier ☒

VAT on Receipt from Client ☒

Cost Centres Represent VAT Entities ☒

VAT Return Report Selections

Generate VAT Return ☒

Reprint VAT Return ☐

Cost Centre: COMP: Company

From Month: January 2021

To Month: December 2021

Cumulative: ☐

Include Cumulative: ☐

From Month: 0

Include transaction details on report ☒

Generate

VAT on Sales	T1	45.00
VAT on Purchases	T2	102.00
Net Payable	T3	0.00
Net Repayable	T4	54.00
Total goods to other EU countries	E1	0.00
Total goods from other EU countries	E2	0.00
Total services to other EU countries	ES1	0.00
Total services from other EU countries	ES2	0.00
Total goods imported under postponed accounting	PA1	0.00

View Details Update Save Cancel

Generate VAT Returns for the period 1st January 2021 to 31st December 2021

VAT Return Report Selections

Generate VAT Return ☒

Reprint VAT Return ☐

Cost Centre: PART: Partnership

From Month: January 2021

To Month: December 2021

Cumulative: ☐

Include Cumulative: ☐

From Month: 0

Include transaction details on report ☒

Generate

VAT on Sales	T1	45.91
VAT on Purchases	T2	0.00
Net Payable	T3	45.91
Net Repayable	T4	0.00
Total goods to other EU countries	E1	0.00
Total goods from other EU countries	E2	0.00
Total services to other EU countries	ES1	0.00
Total services from other EU countries	ES2	0.00
Total goods imported under postponed accounting	PA1	0.00

View Details Update Save Cancel

VAT Return Report					
From Month : January/2021					
To Month : December/2021					
Cost Centre: PART: Partnership					
Summary					
VAT Payable/ (Repayable)			45.91		
VAT on Sales/Outputs	T1	45.91			
VAT on Purchases/Inputs	T2	0.00			
Net Payable	T3	45.91			
Net Repayable	T4	0.00			
Total goods to other EU countries	E1	0.00			
Total goods from other EU countries	E2	0.00			
Total services to other EU countries	ES1	0.00			
Total services from other EU countries	ES2	0.00			
Total goods imported under postponed accounting	PA1	0.00			
VAT Rate Breakdown - Sales/Outputs					
			Current Period		
VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	Standard Rate of 17.0%	17.00	262.14	45.91	308.25
Total			262.14	45.91	308.25

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's 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.