



### Cost Center Report (Alt + S)

Cost Center Module enables user to generate cost center data in the application.

On clicking the  option or on pressing the shortcut (Alt+ S), a popup will

be displayed to user as shown below:

User can retrieve/fetch the data as per their requirement and as per the specific condition by using the date range, branch, maker-checker status, party name and cost center.

User can use below mentioned shortcuts for further extractions and functions.

### Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action.



Now after the load report button is selected a new toggle will open showing all relevant reports based on cost centre class.

Cost Center

Load Report

Export

Print

Help

Close

<Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)> <Click Right For More Options> <Press F6 to Expand/Collapse>

Filter Data [F3] Report [01-04-2020 to 31-03-2021] [F4]

					Cost Center Report			
Transaction Type	Voucher Series	Voucher Date	Voucher No	Branch	Cancelled	Amount (INR)	Ledger Name	Descr
Click here to define a filter								
Cost Center Class : General						157,749.00 Cr		
Cost Center : Manufacturing						101,749.00 Cr		
Sales	Sales	23-02-2021	SL/8/CIPL	DEMO BRANCH	<input type="checkbox"/>	103,949.00 Cr	Debtor test	
Purchase	Purchase	31-03-2021	Mar/3/2021	DEMO BRANCH	<input type="checkbox"/>	1,200.00 Dr	Debtor test	
Purchase	Purchase	31-03-2021	Mar/4/2021	DEMO BRANCH	<input type="checkbox"/>	1,000.00 Dr	Debtor test	
Cost Center : Trading						56,000.00 Cr		
Sales	Sales	16-03-2021	112341	DEMO BRANCH	<input type="checkbox"/>	56,000.00 Cr	Debtor test	

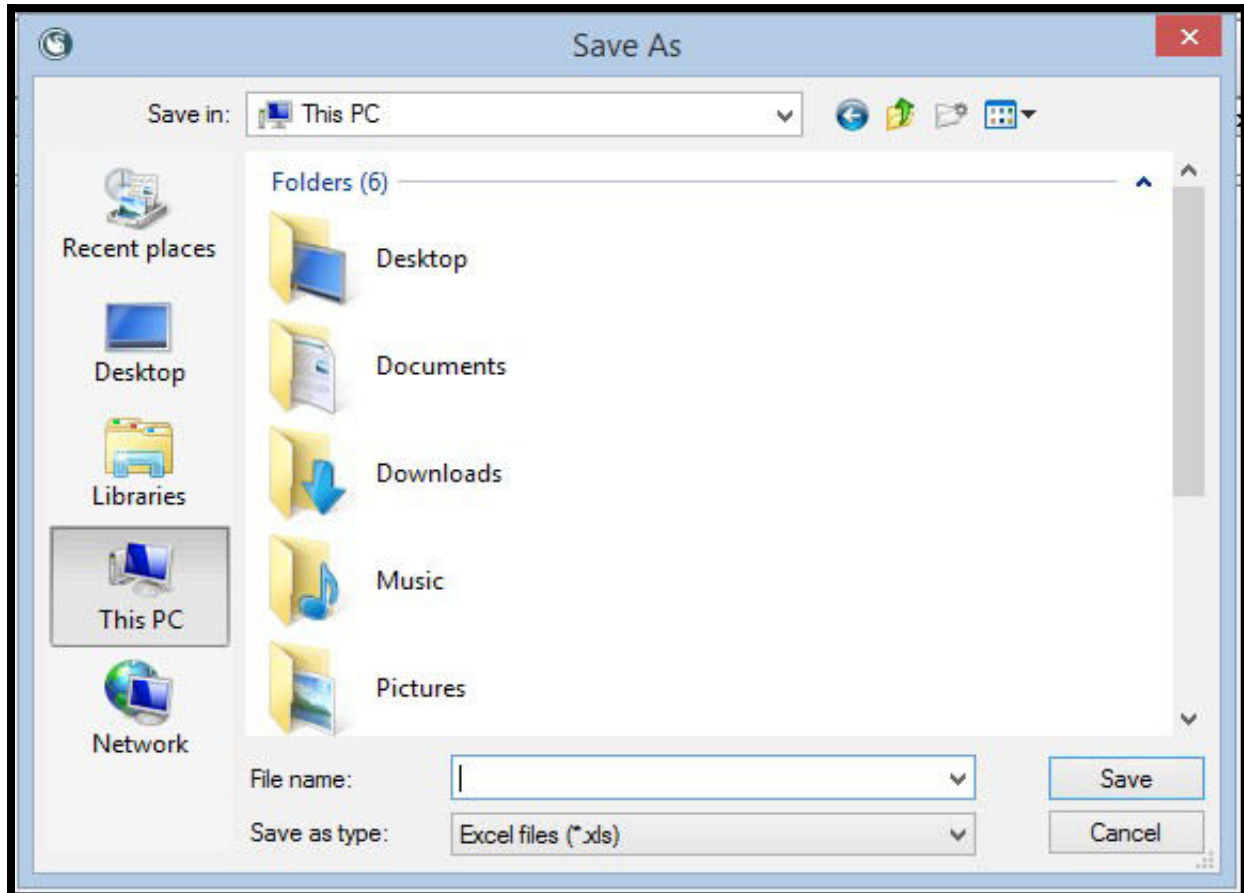
### Drill down entry.

To go to the voucher, user needs to double click on the record line. User will be redirected to the transaction details where user need to select particular transaction.

### Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as

shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

#### [Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

#### [Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Cost Center tab will get closed.

#### [Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Cost Center.



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