



## Creating - Cost Centres

**Path:** Debtors > System > Cost Centres

Cost centres are used to create charge lines against the students. These **cost centres must be linked to a valid General Ledger account and sub account** that have already been created under the Post Account entry in the Finance section.

**Note:** We suggest that you have Cost centre #1 set up as Credit balance as any unapplied monies will default to this account.

### Step 1: How to create a cost centre:

The screenshot shows the 'Debtor Cost Centres' form with the following fields and callouts:

- 1. Code: 1007
- 2. Desc: Primary Tuition Fee
- 3. Value: 750.0000
- 4. Tax Rate %: 0.00
- 5. Gen Ledg Acc: 110
- 6. Gen Ledg Subacc: 0
- 7.  Exclude from Early Settlement Discount Calculation
- 8. Save button (F2)

Disc. Co...	Seq...	Source	% or \$	Yr Rng ...	Campus	Stat inc	Stat not inc	1st C...	2nd	3rd	4...	5...	Who 1st	Exc Yr...

1. [Code] Enter a Unique Code.
2. [Desc] Enter your description for the Account to be used in Billing or for a Discount.
3. [Value] - Optional, this is not used for Billing.
4. [Tax Rate] enter if necessary;
  - How this is charged does depend upon setting in System Maintenance.
5. [Gen Ledg Acc] Select a valid General Ledger Account – suggest
6. [Gen Ledg Subacc] The Sub Account will default if attached to the GL Account selected.
7.  Tick if this item is to be excluded from any Early Settlement discount.
8. Click [Save].

Sometimes you might have to create a cost centre with GST and one without GST – This is used in the case of Debtors consolidation or transferring from Point of Sale back to the Debtors module.