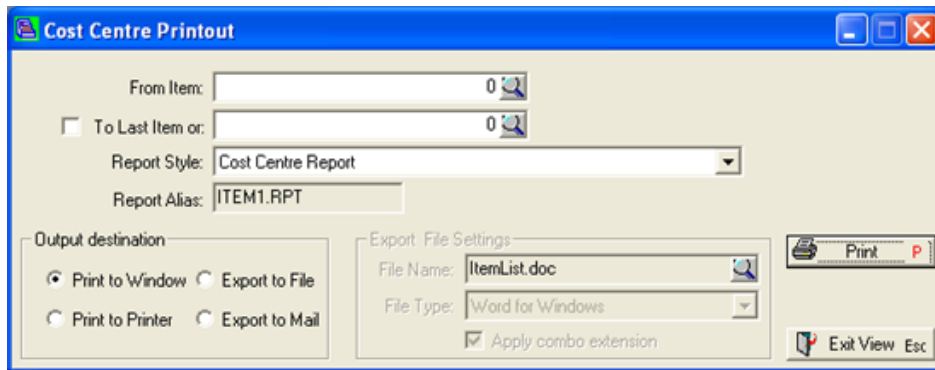




Cost Centre Printout

The Cost Centre Report shows the Debtor Code with the Item Description and the General Ledger Account relationship where income will be recorded.



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

Cost Centre Report – Report Alias (Name) ITEM.RPT

Cost Centres								
1	2	3	4	5				
Code	Item	G.L.Acc	Sub Acc	Default(S)	Tax Rate%	Last Pd(S)	YTD(S)	Ex Disc
1	Credit Balance	110	0		10.00			Y
5	Tuition Fees - Year 5	110	5	1,000.00				Y
6	Tuition Fees - Year 6	110	6					Y
7	Tuition Fees - Year 7	110	7					Y
8	Tuition Fees - Year 8	110	8					Y
9	Tuition Fees - Year 9	110	9					Y
10	Tuition Fees - Year 10	110	10					Y
11	Tuition Fees - Year 11	110	11					Y
12	Tuition Fees - Year 12	110	12					Y
13	holding Deposit (sundries)	120	0					Y
14	Sibling Discount	131	0					Y
15	Staff Discount	133	0					Y
16	Building Fund	533	0					Y
17	Optional Levy	295	0					Y
18	Capital Levy	125	0	500.00				Y
19	Interest on overdue accounts	230	0					
20	Photocopying	260	0					
25	Tuition Fees in Advance - Yr 5	8100	5					
26	Tuition Fees in Advance - Yr 6	8100	6					
27	Tuition Fees in Advance - Yr 7	8100	7					

1. Show the [cost centre] code you created.
2. [Item] the description you gave the cost centre
3. [GL Acc] the general ledger code that the transactions will go to after you do an End of Month
4. [Sub Acc] the general ledger sub account
5. [Default] you can have an amount in here that will default & [Tax] if there is GST applicable to the amount charged).