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Introduction to Cost Centres

Cost Centres allows you to allocate and report on costs allocated to a specific cost centre or cost group which may be recoverable from a specific department, contract, job, task, etc.

The use of Cost Centres in TurboCASH5 is optional. By default cost centres are not activated.

The processes for Cost Centres are as follows:

1. Create Cost Centres (Cost Group 1 and / or Cost Group 2)
2. Activate Cost Centres
3. Add Budget for Cost Centres
4. Create Documents for Cost Centres
5. Create Invoices for Hours
6. Use Cost Centres in Batches (Journals)
7. Activate Cost Centres in Batches (Journals)
8. Process Transactions in Batches
9. Reports for Cost Centres
10. Editing / Changing Cost Centre Transactions

Configuring Cost centres

Before you may use this option in TurboCASH, you first need to create cost codes (cost groups, or cost centres).

Once this is done; you may activate these in specific batches (journals) and documents. Processing transactions in batches and / or documents, allows you to select specific cost centres for each transaction.

You may then print various reports for these cost centres (Cost centre 1 and / or Cost centre 2).

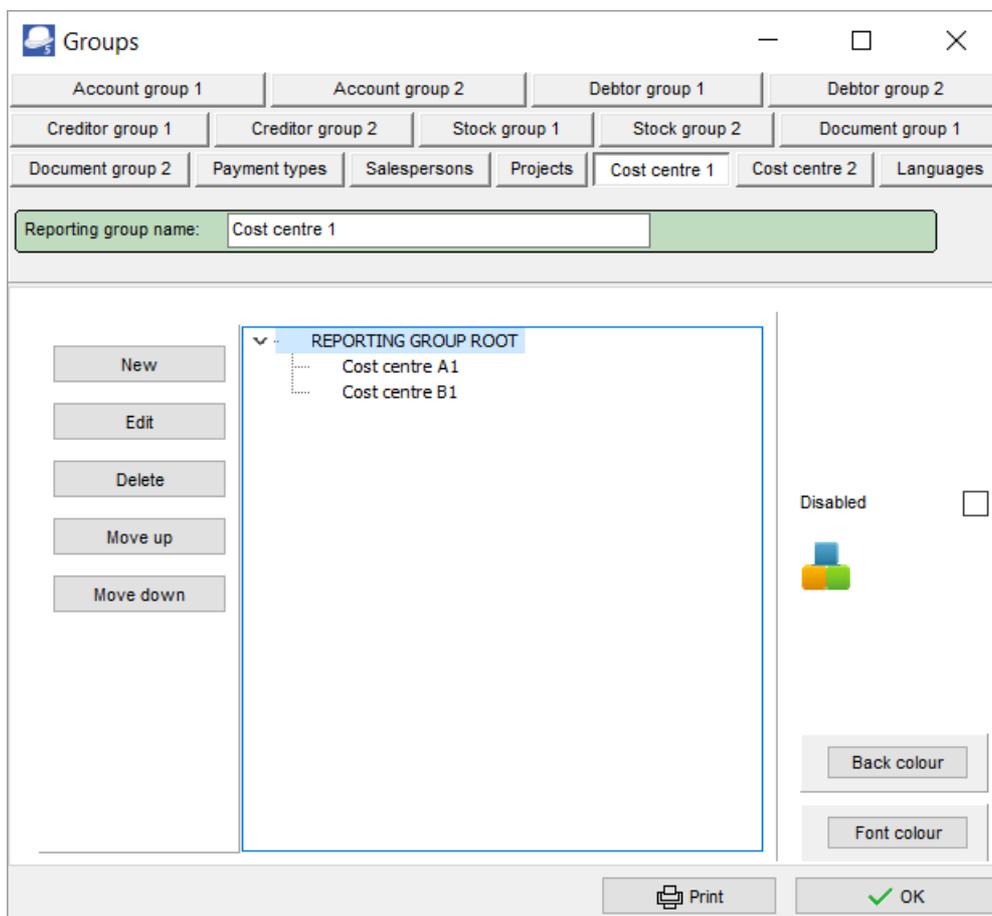
Create Groups for Cost centres

You may create up to two Reporting groups for Cost centres. These Cost centres may be activated in batches (journals) and / or documents. If you create only 1 Reporting group for Cost centres, only one (1) Cost centre group will be available in batches and / or documents.

Once the batches and / or documents are posted (updated to the ledger), you may print reports for each Cost centre from the **Reports** ribbon.

To create groups for cost centres:

1. Click on **Groups (Setup ribbon)**.
2. Click on the **Cost centre 1**.
3. Select the **REPORTING GROUP ROOT** and click on the **New** button.
4. Enter the name of your Cost centre (e.g. Cost centre A, Job cost name, etc., according to your requirements).



5. Repeat the process until you have entered all the Cost Centres for Cost Group 1, etc.
6. You may also repeat the process to add Cost centres for Cost centre 2, if applicable.
7. Click on the **OK** button to save your changes.



You may click on the **Print** button to print a list of your Cost centres.

Activate Cost centres

Activate Cost Centres in Batches (Journals)

Once you have created the Cost Group 1 and / or 2, Cost Centres needs to be activated in each batch type (required to process transactions). If activated for a specific Batch type, the Cost Group 1 and / or 2 column will be displayed after the Account column; and (before the Tax column, if the No tax option is not selected on the Standard tab of the Options for this batch screen) before the Debit column.

To Activate Cost Centres for a Batch:

1. Press **F2**, or click on **Batch entry** on the **Action** ribbon.
2. Select the specific Batch type in which you need to activate Cost centres.
3. Click on the **F10: Setup** icon to set the Options for the selected batch.



You may also:-

- Click on the **Batch types** on the **Setup** ribbon.
- Select the Batch type and click on the **Edit** button to access the "Options for this batch" screen.

4. Click on the **Advanced** tab.

5. To activate the Cost Group, tick the Cost Centres tick box.
6. In the Cost Centre field, you may select the default Cost Centre. This will auto-complete (auto-select) the cost centre column with the default cost centre for this batch. You may select a different cost centre, if necessary.
7. Click on the **OK** button. The selected batch entry screen will be opened and the Cost Group 1 and / or 2 column will be inserted in the batch.



To deactivate Cost centres in a specific batch, simply repeat this process and remove the tick in the Cost centres tick box.

Sales jnl. - [Sales1803]

Batch entry | Posted batches

Change alias: Sales1803

^D: Delete
 ^N: Insert
 F5: Balance
 F6: Post
 F7: Exclusive
 F7: Inclusive
 F8: List
 F9: Process
 F10: Setup

Debtor: D1ABGRE Mr. AB Green
 PO Box 1111 Lakeside
 Johannesburg 2122

Contra account: G010-000 Sales

Inclusive amount: R1 140,00
 Exclusive amount: R1 000,00
 Reference total: R1 140,00

N	Reference	Date	Description	Debtor	Cost centre 1	Tax	Debit	Credit	Open item
1	INV001	2018/03/07	Paint - Exterior	D1ABGRE Mr. AB Green	Unallocated	T850010 Output VAT - 14%	1 140,00		
2	INV002	2018/03/09	Install - Built-in cupboard	D1MACDS MAC Shop Decor Specialists	Description				
3	INV003	2018/03/10	Paint - Exterior	D1ABGRE Mr. AB Green	Unallocated				
4	INV004	2018/03/12	Install - Built-in cupboard	D1MDAVI Mr. Mike Davies	Cost centre A1				
					Cost centre B1				

Sales jnl. - [Sales1803]

Batch entry | Posted batches

Change alias: Sales1803

^D: Delete
 ^N: Insert
 F5: Balance
 F6: Post
 F7: Exclusive
 F7: Inclusive
 F8: List
 F9: Process
 F10: Setup

Debtor: D1ABGRE Mr. AB Green
 PO Box 1111 Lakeside
 Johannesburg 2122

Contra account: G010-000 Sales

Inclusive amount: R1 140,00
 Exclusive amount: R1 000,00
 Reference total: R1 140,00

N	Reference	Date	Description	Debtor	Cost centre 1	Tax	Debit	Credit	Open item
1	INV001	2018/03/07	Paint - Exterior	D1ABGRE Mr. AB Green	Cost centre A1	T850010 Output VAT - 14%	1 140,00		
2	INV002	2018/03/09	Install - Built-in cupboard	D1MACDS MAC Shop Decor Specialists	Cost centre B1	T850010 Output VAT - 14%	1 710,00		
3	INV003	2018/03/10	Paint - Exterior	D1ABGRE Mr. AB Green	Cost centre A1	T850010 Output VAT - 14%	1 140,00		
4	INV004	2018/03/12	Install - Built-in cupboard	D1MDAVI Mr. Mike Davies	Cost centre B1	T850010 Output VAT - 14%	1 710,00		
5	*****	2018/03/07	Paint - Exterior	T850010 Output VAT - 14%	Cost centre A1	Bal		140,00	
6	*****	2018/03/07	Paint - Exterior	G010000 Sales	Cost centre A1	Bal		1 000,00	
7	*****	2018/03/09	Install - Built-in cupboard	T850010 Output VAT - 14%	Cost centre B1	Bal		210,00	
8	*****	2018/03/09	Install - Built-in cupboard	G010000 Sales	Cost centre B1	Bal		1 500,00	
9	*****	2018/03/10	Paint - Exterior	T850010 Output VAT - 14%	Cost centre A1	Bal		140,00	
10	*****	2018/03/10	Paint - Exterior	G010000 Sales	Cost centre A1	Bal		1 000,00	
11	*****	2018/03/12	Install - Built-in cupboard	T850010 Output VAT - 14%	Cost centre B1	Bal		210,00	
12	*****	2018/03/12	Install - Built-in cupboard	G010000 Sales	Cost centre B1	Bal		1 500,00	
							5 700,00	5 700,00	

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(Balance = balance)

Activate Cost Centres in Documents

If Cost Group 1 and / or Cost Group 2 have been created, these Cost Groups need to be activated to process documents for Cost centres. This will insert an additional lookup list when selecting the stock items for transactions.

To activate Cost centres for Documents:

1. Click on **Access Control (Setup)** ribbon.
2. Click on the **Documents** tab.
3. Select (tick) the Cost centre in documents ("*Costcenter in doc*") field.

The screenshot shows the 'Access control' window with the 'Documents' tab selected. The 'Costcenter in doc' checkbox is checked and highlighted with a red box. Other visible fields include 'Document posting', 'Auto refresh', 'Interval (sec.)', 'Limit documents SQL', 'Search for strings', 'Readonly tax', and 'Doc no'.

4. Click on the **Apply** button.
5. Click on the **Close** button.

The screenshot shows an invoice form for '1ABGRE Invoice IN000001 Mr. AB Green'. The 'Cost centre 1' dropdown menu is open, showing 'Unallocated', 'Cost centre A1', and 'Cost centre B1'. 'Cost centre A1' is selected. The form includes fields for 'Your reference', 'Document group', 'Date', 'Salesperson', 'Postal address', 'Delivery address', and 'Message'. A table of items is visible below, with the first item '4L-PAINT-E' having a 'Cost centre 1' of 'Unallocated'. The 'Cost centre 1' dropdown is highlighted with a red box.

Item no.	Description	Order	Ship	Cost centre 1	Tax	Unit excl.	Disc%	Amount ex)
4L-PAINT-E	Paint - Exterior	2,00	2,00	Unallocated	Output VAT - 14%	500,00	% 0	1000,00
	Paint - White							

i To deactivate Cost centres for all document types, simply repeat this process and remove the tick in the Cost centre in documents ("*Costcenter in doc*") tick box.

Default Cost Centre Setting for Stock Items

If Cost centre 1 and / or Cost centre 2 have been created, these Cost centres may be set for each of your Stock items.

To set default Cost centres for Stock items:

1. Click on **Stock items** (**Action** ribbon).
2. Select a Stock item.
3. Click on the **Ledger** tab.

The screenshot shows the 'Ledger' tab with the following details:

- Tax class:** Standard rate 14%
- Input tax:** T850-020 Input VAT - Standard rate - 14%
- Output tax:** T850-010 Output VAT - 14%
- Selling prices:**

	Excl. amt.	Incl. amt.
Selling price 1	1500	1710,00
Selling price 2	1600	1824,00
Selling price 3	1700	1938,00
- Value:**

Average cost	1000
Total cost	4000,00
Quantity on hand	4
Latest cost	1000,00
Reorder level	10,00
Reorder at	4,00
Minimum	0,00
- Ledger:**
 - Sales account: G010-000 Sales
 - Cost of sales: G100-000 Cost of sales
 - Stock control: G750-000 Stock control
 - Last invoice: [Empty]
- Cost centre dropdown:**
 - Cost centre: Cost centre A1 (highlighted)
 - Weight: Empty
 - Net weight: Cost centre A1
 - Gross weight: Cost centre B1

4. In the Cost Centre field, you may select the default Cost centre. This will auto-complete (auto-select) the cost centre column with the default cost centre, when selecting the stock item, while processing documents. You may select a different cost centre, if necessary.
5. Click on the **Save** button.

Use your mouse to pull a column here to group on that column

Left								
Stock code	Description	Date last action	Barcode	Cost centre	Stock group 1	Stock group 2	On h	
3COMP	Compressor	2018/05/20 09:49:...	3456789123	Cost centre A1	Power tools	Unallocated		
3DRILL	Drill press	2018/05/20 09:49:...	1234567890	Cost centre A1	Power tools	Unallocated		
4L-INSTCUP	Install - Built-in cupboards	2018/05/12 13:03:...		Empty	Labour	Unallocated		
4L-PAINT-E	Paint - Exterior	2018/05/20 09:49:...		Cost centre B1	Labour	Unallocated		
BOM	BOM	2018/05/12 13:03:...		Empty	Bom	Unallocated		
BOMPRODUCTION	BOM (Production)	2018/05/12 13:03:...		Empty	Bom	Unallocated		
GL-CODE	General ledger	2018/05/12 13:03:...		Cost centre A1	Labour	Unallocated		
OPTIONITEM	Option item	2018/05/12 13:03:...		Cost centre B1	Option	Unallocated		
OPTIONITEM-NS	Option item (no stock)	2018/05/12 13:03:...		Empty	Option	Unallocated		
PURCHASES	Purchases	2018/05/12 13:03:...		Empty	Purchases	Unallocated		
PURCHASES-NS	Purchases (no stock)	2018/05/12 13:03:...		Empty	Purchases	Unallocated		
SALES	Sales	2018/05/12 13:03:...		Empty	Sales	Unallocated		
SALES-NS	Sales (no stock)	2018/05/12 13:03:...		Empty	Sales	Unallocated		

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Add / Edit Budgets for Cost Centres

Once the Cost centres are activated, you may add (enter / edit) your budget figures for Cost centres.

For the purpose of this example, enter the following budget:

Total Budget				Cost centre A1		Cost centre B1	
Account Allocation	Description	Annual	Monthly	Annual	Monthl y	Annual	Monthly
010-000	Sales	-120 000	-10 000	-72 000	-6 000	-48 000	-4 000
100-000	Cost of sales	48 000	4 000	36 000	3 000	12 000	1 000
GROSS PROFIT		72 000	6 000	-36 000	-3 000	-36 000	-3 000
200-000	Bank charges	480	40	480	40		
205-000	Depreciation	600	50	600	50		
210-010	Fuel & oil	1 200	100	1 200	100		
210-020	Maintenance	1 800	150	1 800	150		
210-030	Repairs	2 400	200	2 400	200		
220-000	Rent	6 600	550	4 200	350	2 400	200
225-000	Salaries and wages	6 000	500	3 000	250	3 000	250
230-000	Stationery	120	10	120	10		
TOTAL EXPENSES		19 200	1 600	13 800	1 150	5 400	450
NET PROFIT		-52 800	-4 400	-22 200	-1 850	-30 600	-2 550

The full budget is allocated split and allocated into the 2 Cost centres (added in "Cost centre 1" group), e.g. "Cost centre A1" and "Cost centre B1".

To Add / Edit Budgets for Cost centres:

1. Click on **Accounts (Action ribbon)**.
2. Select the Account (or sub-account).
3. Click on the **Budget** tab (if not displayed by default).

The screenshot shows the 'Accounts' window with the 'Budget' tab selected. The account details for 'G010000 Sales' are visible. The budget table is as follows:

Date	Amount	Reference	Description	Cost centre 1	Date last action
2019/02/01	10 000,00	- Gen		Cost centre A1	2018/05/20 09:59:25
2019/01/01	10 000,00	- Gen		Cost centre B1	2018/05/20 09:59:25
2018/12/01	10 000,00	- Gen		Cost centre B1	2018/05/20 09:59:25
2018/11/01	10 000,00	- Gen		Cost centre B1	2018/05/20 09:59:25
2018/10/01	10 000,00	- Gen		Cost centre B1	2018/05/20 09:59:25
2018/09/01	10 000,00	- Gen		Cost centre B1	2018/05/20 09:59:24
12	-120000,00				

4. Select the period and enter the budget figure.
5. Select "Cost centre A1" or "Cost centre B1" in "Cost centre 1" column.



In this example, all accounts, are set to either "Cost centre A1" or "Cost centre B1", except the monthly budget figures for the following accounts, is split between the two cost centres:

•	010-000 Sales	-10 000
◦	Cost centre A1	-6 000
◦	Cost centre B1	-4 000
•	100-000 Cost of sales	4 000
◦	Cost centre A1	3 000
◦	Cost centre B1	1 000
•	220-000 Rent	550
◦	Cost centre A1	350
◦	Cost centre B1	200
•	225-000 Salaries and wages	500
◦	Cost centre A1	250
◦	Cost centre B1	250



To split the budget figures for a specific account:

1. Change the total budget amount to a selected cost centre's amount and click Save record.
2. Click on the  button to create a new record.
3. Enter the date and amount.
4. Select another Cost centre.
5. Click on the  button to save the budget record.
6. Repeat the process for each month.

6. Click on the  **Save** (record button).
7. Click on the **Save** button.
8. Repeat the process for all accounts for which you need to enter budgets.

Printing the Budget figures for Cost centres

Once the budget figures is entered in **Accounts (Action ribbon)**, the budget figures (Budget listing) may be printed in the Trial balance, Income statement, Balance sheet and Standard column balances report types.

The "Empty" option, will print the full budget for the entire Set of Books (this includes the budget for both Cost centre A1 and Cost centre B1, if Cost centres were selected, when entering Budgets).

You may select to list only the budget for "Cost centre A1" or "Cost centre B1".

To view, print and analyse budget listing:

1. On the **Reports** ribbon, select **T-Ledger analyser 1**.

2. Select the "Budget" option (tick).



This option is available for the Income statement, Trial balance and Balance sheet report type.

3. Select the period from **2018/03/01** to **2018/03/31** to view the budget figures for a specific period, e.g. "March 2018".



*To view the annual budget figures; select the period from **2018/03/01** to **2019/02/28**.*

4. Click on the **Report** button to refresh and generate the budget figures.



To view the budget figures for sub-accounts, e.g. click on the + icon next to G210-000 Motor vehicle expenses. This will display the figures for each sub-account.

5. If any of these budget figures need some adjustment, click on **Accounts (Action ribbon)**; and select the applicable accounts and edit or enter the necessary figures.
6. Click on the **Print** button.

An example of the "Income statement", listing the total budget (including "Cost centre A1" and "Cost centre B1") for "March 2018", is as follows:

detail

Budget Income statement Period 2018/03/01 / 2018/03/31
 Cost centre 1 - Empty
 Cost centre 2 -

	Totals		Debit	Credit
	Debit	Credit		
REPORTING GROUP ROOT		4 400,00		
010000 Sales				10 000,00
100000 Cost of sales			4 000,00	
200000 Bank charges			40,00	
205000 Depreciation			50,00	
210000 Motor vehicle expenses	450,00			
210010 Fuel and oil			100,00	
210020 Maintenance			150,00	
210030 Repairs			200,00	
220000 Rent			550,00	
225000 Salaries and wages			500,00	
230000 Stationery			10,00	
Totals			5 600,00	10 000,00
Net profit				4 400,00

An example, of the "Income statement", listing "Cost centre A1" budget for "March 2018", is as follows:

detail

Budget Income statement Period 2018/05/01 / 2018/05/31
 Cost centre 1 - Cost centre A1
 Cost centre 2 -

	Totals		Debit	Credit
	Debit	Credit		
REPORTING GROUP ROOT		1 850,00		
010000 Sales				6 000,00
100000 Cost of sales			3 000,00	
200000 Bank charges			40,00	
205000 Depreciation			50,00	
210000 Motor vehicle expenses	450,00			
210010 Fuel and oil			100,00	
210020 Maintenance			150,00	
210030 Repairs			200,00	
215000 Maintenance of tools				
220000 Rent			350,00	
225000 Salaries and wages			250,00	
230000 Stationery			10,00	
235000 Sundry expenses				
Totals			4 150,00	6 000,00
Net profit				1 850,00

An example, of the "Income statement", listing "Cost centre B1" budget for "March 2018", is as follows:

detail

Handyman Hardware Store
 27 Olifants Road
 Emmentia
 Johannesburg
 2195

Company reg. no.: 336012345
 Tax reg. no.: 446010111

Phone: (011) 310-1390
 Fax: (011) 310-2000

E-mail: mymail@myisp.net
 Website:

Budget Income statement Period 2018/05/01 / 2018/05/31
 Cost centre 1 - Cost centre B1
 Cost centre 2 -

	Totals		Debit	Credit
	Debit	Credit		
REPORTING GROUP ROOT		2 550,00		
010000 Sales				4 000,00
100000 Cost of sales			1 000,00	
200000 Bank charges				
205000 Depreciation				
210000 Motor vehicle expenses				
210010 Fuel and oil				
210020 Maintenance				
210030 Repairs				
215000 Maintenance of tools				
220000 Rent			200,00	
225000 Salaries and wages			250,00	
230000 Stationery				
235000 Sundry expenses				
Totals			1 450,00	4 000,00
Net profit				2 550,00



The Net Profit for the monthly budget figures; for the selected period "2018/03/01" to "2018/03/31" is as follows:

Total Budget (including "Cost centre A1" and "Cost centre B1") **4 400**
 Only "Cost centre A1" 1 850
 Only "Cost centre B1" 2 550

Processing Transactions

Processing Transactions for Cost Centres in Batches

Once the Cost centres are activated for a specific batch type, you may select the cost centre after selecting the account.

ABC-Payments - [ABCPayments1803]

Batch entry | Posted batches

Change alias: ABCPayments1803

Account: G210010 Fuel and oil
 Contra account: B810-000 ABC - Bank
 Inclusive amount: R120,00
 Exclusive amount: R120,00
 Reference total: R120,00

No	Reference	Date	Description	Account	Cost centre 1	Tax	Debit	Credit	Open item
1	105	2018/03/30	Petrol bakkie	G210010 Fuel and oil	Cost centre A1	T Empty	120,00		
2	106	2018/03/30	Rent March 2018	G220000 Rent	Cost centre A1	T850020 Input VAT - Standard rate - 14%	350,00		
3	106	2018/03/30	Rent March 2018	G220000 Rent	Cost centre B1	T850020 Input VAT - Standard rate - 14%	200,00		
4	107	2018/03/30	SalaryMarch 2018	G225000 Salaries and wages	Cost centre A1	T Empty	300,00		
5	107	2018/03/30	Salary March 2018	G225000 Salaries and wages	Cost centre B1	T Empty	300,00		
6	*****	2018/03/30	Petrol bakkie	B810000 ABC - Bank	Cost centre A1	Bal		120,00	
7	*****	2018/03/30	Rent March 2018	T850020 Input VAT - Standard rate - 14%	Cost centre A1	Bal	49,00		
8	*****	2018/03/30	Rent March 2018	B810000 ABC - Bank	Cost centre A1	Bal		399,00	
9	*****	2018/03/30	Rent March 2018	T850020 Input VAT - Standard rate - 14%	Cost centre B1	Bal	28,00		
10	*****	2018/03/30	Rent March 2018	B810000 ABC - Bank	Cost centre B1	Bal		228,00	
11	*****	2018/03/30	SalaryMarch 2018	B810000 ABC - Bank	Cost centre A1	Bal		300,00	
12	*****	2018/03/30	Salary March 2018	B810000 ABC - Bank	Cost centre B1	Bal		300,00	

12 | 1 347,00 | 1 347,00

(Balance = balance) Customise...



In this example, the monthly payments in the Payments batch is allocated to different cost centres, as follows: budget figures for the following accounts, is split between the two cost centres:

- **220-000 Rent** **550**
 - Cost centre A1 350
 - Cost centre B1 200
- **225-000 Salaries and wages** **500**
 - Cost centre A1 250
 - Cost centre B1 250



To split the transaction and allocate it to different Cost centres:
 Enter the transaction (i.e. Reference, Date, Description and
 Select the Account and Cost centre.

C:\TCASH5\plug_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name ABC-Payments
Alias (batch name) ABCPayments1803

Date	Reference	Description	A ccount	Contra account	Tax	Debit	Credit
2018/03/30	105	Petrol bakkie Cost centre A1,	G210-010	B810-000		120,00	
2018/03/30	*****	*Petrol bakkie Cost centre A1,	B810-000	810-000			120,00
2018/03/30	106	Rent March 2018 Cost centre A1,	G220-000	B810-000	T850-020	350,00	
2018/03/30	*****	*Rent March 2018 Cost centre A1,	T850-020	850-020		49,00	
2018/03/30	*****	*Rent March 2018 Cost centre A1,	B810-000	810-000			399,00
2018/03/30	106	Rent March 2018 Cost centre B1,	G220-000	B810-000	T850-020	200,00	
2018/03/30	*****	*Rent March 2018 Cost centre B1,	T850-020	850-020		28,00	
2018/03/30	*****	*Rent March 2018 Cost centre B1,	B810-000	810-000			228,00
2018/03/30	107	Salary March 2018 Cost centre A1,	G225-000	B810-000		300,00	
2018/03/30	*****	*Salary March 2018 Cost centre A1,	B810-000	810-000			300,00
2018/03/30	107	Salary March 2018 Cost centre B1,	G225-000	B810-000		300,00	
2018/03/30	*****	*Salary March 2018 Cost centre B1,	B810-000	810-000			300,00
Total						1 347,00	1 347,00

Reports for Cost Centres

Financial Reports

1. Budget vs Actual (Realisation 3 Periods)
2. T-Ledger Analyser
 - a. Trial Balance
 - b. Income Statement
 - c. Balance Sheet
 - d. Standard Column Balances
 - e. Budget vs Actual
 - f. This Year vs Last Year

Transaction Reports

1. Ledger - Transactions - Standard
2. Ledger - Transactions - Extra Details
3. Debtor - Transactions - Standard
4. Debtor - Transactions - Extra Details
5. Creditor - Transactions - Standard
6. Creditor - Transactions - Extra Details

Batch Reports

Editing / Changing Cost Centre Transactions

Once transactions have been posted and an incorrect cost centre has been selected, you may change that.

It is not necessary to reverse or cancel a posted batch to change the cost centre, if:

- Transaction(s) is not allocated to a cost centre
- Transaction(s) is allocated to an incorrect cost centre.

You may change it in the T-Account Viewer.

To Change a Cost Centre:

