



## Cost Centre Report



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Version: Patel Software / Cost Centre Report / TPRM 4.0.2 / Mar'2024

# Cost Centre Report

## Introduction

This Add-on gives feature to New Report for Cost Centre.

## Description

With this Add-on we are getting a New Report for Cost Centre Transactions for particular selected Ledger Group.

It shows All Voucher Types Transactions for the selected Ledger Group with Voucher Type, Date, Voucher Number, Ledger Head (Income/Expense), Cost Centre, Debit Amount, Credit Amount, and Narration.

## Benefits

- It is use full for the business, where maintained Cost Centre in Tally Prime, and requires to analysis Ledger Group wise transactions having Cost Centre.

## What's New?

Compatible with Latest Release Tally Prime 4.0.

Improvement in Report, New Column Party Name Added

### Important!

Take back up of your company data before activating the Add-on.

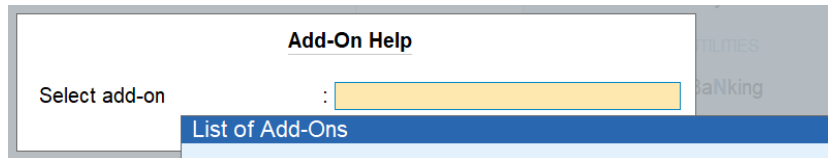
Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

## Setup Guide

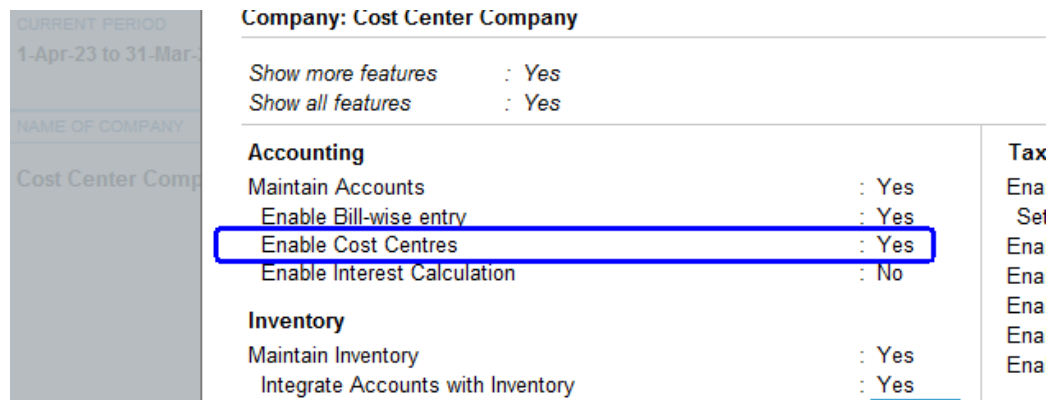
1. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**

(In case you are using a multi-site account, you will need to configure Tally Prime to activate the Add-on for a particular site. Click [here](#) for the steps.)

2. Shut down and Restart Tally Prime and open your company.
3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on, **Add-On Help** screen will pop-up to select Add-on Manual.



Make sure you have enabled Cost Centre Feature in your Company, from F11: Company Features



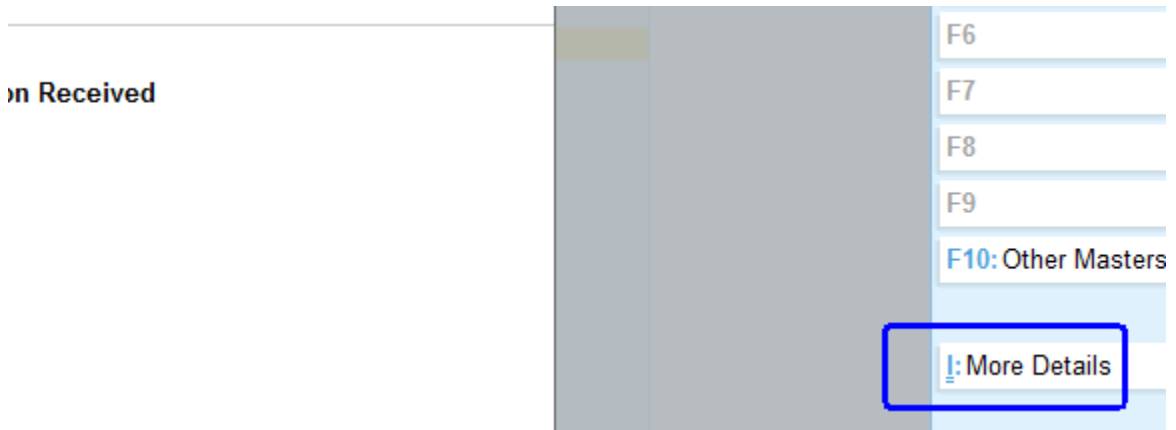
And have created Cost Centre from Create option, below is few created cost centers



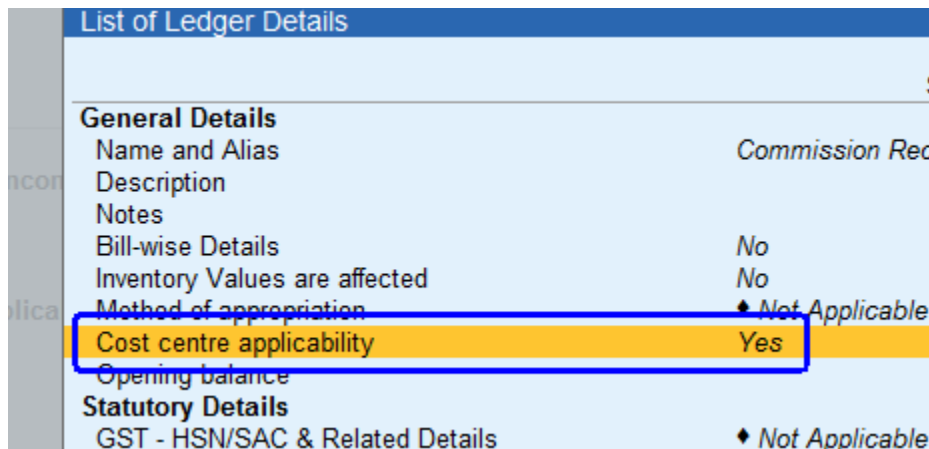
And Activated in Ledgers

From Gateway of Tally > Alter > Ledger > Select a Ledger (example income or expense ledger)

Click Button **More Details**



Check Cost Centre applicability is YES



We have few transactions having Cost Centre

Day Book 1-Apr-20 to 31-Mar-24

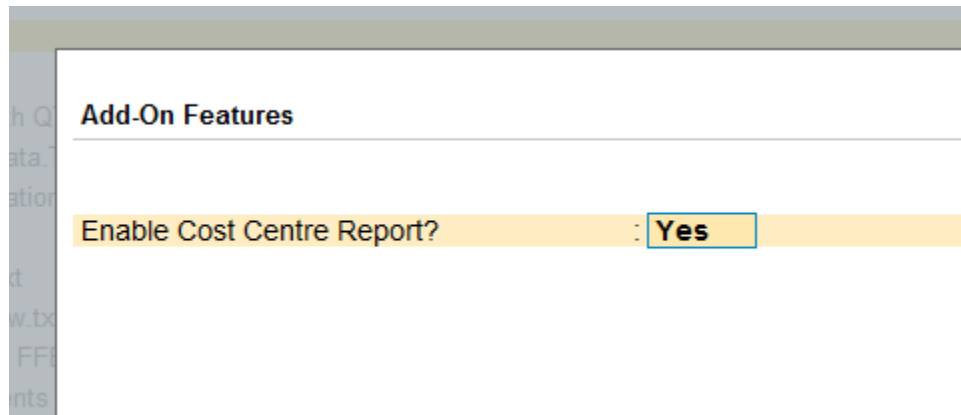
Date	Particulars	Vch Type	Vch No.	Debit Amount		Credit Amount	
				Inwards Qty	Outwards Qty	Inwards Qty	Outwards Qty
1-Apr-23	General Expense Administration 1,500.00 Dr Cash 1,500.00 Cr	Payment	1	1,500.00			
1-Apr-23	Abc Buyer Service Income 1,133.00 Cr Cash 1,133.00 Dr	Receipt	2			1,133.00	
1-Apr-23	Abc Buyer Sales Income 15,000.00 Dr Sales 15,000.00 Cr	Sales	1	15,000.00			
1-May-23	General Expense Administration 1,800.00 Dr General Expense 1,750.00 Dr Cash 3,550.00 Cr cash paid towards general exp. against admin & tour	Payment	3	1,800.00			
1-May-23	Travel Expense Ramesh - Sales 4,000.00 Dr All Four Season Travel Agency 4,000.00 Cr	Journal	1	4,000.00			
2-May-23	Commission Received	Receipt	2			4,400.00	

4. Activate the Add-on.

For Tally Prime Release 1.0

Go to **Gateway of Tally** → **F1: Help** → **TDL & Add-On** → **F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set “Yes” to the option “**Enable Cost Centre Report?**”



5. Now Go to Gateway of Tally > Display more Report > Statement of Account > Cost Centres



A New Option shows “**Cost Centre Report**”

It will open List of Ledger Group – Select a Ledger Group Name Example Indirect Expense and Enter,

It will show New Report as below

Cost Centre Report								Cost Center Company		F2: Pe	
Cost Center Report for Group : Indirect Expenses								1-Apr-17 to 31-Mar-24		1: Vou	
Voucher Type	Date	Voucher No	Head	Cost Centre	Debit Amt	Credit Amt	Narration	2: Part		3: Led	
Payment	1-Apr-23	1	General Expense	Administration	1,500.00					4: Cos	
Payment	1-May-23	3	General Expense	Administration	1,800.00		cash paid towards general exp. against admin & tour			Nan	
Payment	1-May-23	3	General Expense	Tour Costcenter	1,750.00		cash paid towards general exp. against admin & tour				
Journal	1-May-23	1	Travell Expense	Ramesh - Sales	4,000.00						
Journal	2-May-23	2	Travell Expense	Suresh Admin	2,500.00						
Journal	2-May-23	3	Travell Expense-2	Amit Marketing	11,000.00						
Journal	4-May-23	4	Travell Expense-2	Amit Marketing	7,400.00		narration for 4 number				
Journal	4-May-23	4	Travell Expense-2	Sachin Cordinator	3,400.00		narration for 4 number				
Total					33,350.00						

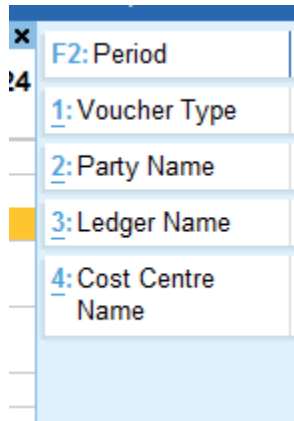
### IN ADD-ON RELEASE 4.0.2, Report Performance Improved and New Column “Party Name” Added

Cost Center Report for Group : Indirect Expenses								1-Apr-23 to 31-Mar-24		F2: Pe		
Voucher Type	Date	Voucher No	Party Name	Head	Cost Centre	Debit Amt	Credit Amt	Narration	1: Vou		2: Part	
Payment	1-Apr-23	1	Cash	General Expense	Administration	1,500.00			3: Led		4: Cos	
Payment	1-May-23	3	Cash	General Expense	Administration	1,800.00		cash paid towards general exp. against admin & tour			Nan	
Payment	1-May-23	3	Cash	General Expense	Tour Costcenter	1,750.00		cash paid towards general exp. against admin & tour				
Journal	1-May-23	1	All Four Season Travel Agency	Travell Expense	Ramesh - Sales	4,000.00		narr				
Journal	2-May-23	2	All Four Season Travel Agency	Travell Expense	Suresh Admin	2,500.00						
Journal	2-May-23	3	All Four Season Travel Agency	Travell Expense-2	Amit Marketing	11,000.00						
Journal	4-May-23	4	All Four Season Travel Agency	Travell Expense-2	Amit Marketing	7,400.00		narration for 4 number				
Journal	4-May-23	4	All Four Season Travel Agency	Travell Expense-2	Sachin Cordinator	3,400.00		narration for 4 number				

It shows Transactions having Cost Centre for the selected Ledger group, with Columns of Voucher Type, Date, Voucher Number, **PARTY NAME**, Ledger Head, Cost Centre, Debit Amount, Credit Amount & Narration

And we have F2 Period Button to change Date Period, and also have filter Buttons;

Voucher Type, Party Name, Ledger Name, Cost Centre Name



So we can get filtered report accordingly.

Also we can export report to Excel and other formats.

## FAQ

### **Which version/release of Tally Prime does the add-on support?**

This add-on will work only from Tally Prime Release 1.0

### **How will I get support for this add-on?**

For any functional support requirements please do write to us on [tallyplus@gmail.com](mailto:tallyplus@gmail.com) or call us at +919879992357. Alternatively, you can send a support query to [support@tallysolutions.com](mailto:support@tallysolutions.com).

### **If I need some enhancements / changes to be incorporated for the add-on, whom should I contact?**

Please to write to us on [tallyplus@gmail.com](mailto:tallyplus@gmail.com) with your additional requirements and we will revert to you in 24 business hours.

### **Will new features added be available to us?**

We offer one-year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

### What will happen after one year?

A subscription for a year has to be renewed for the Add-On. The cost would be 20% of the MRP prevailing at that time, of the Add-On.

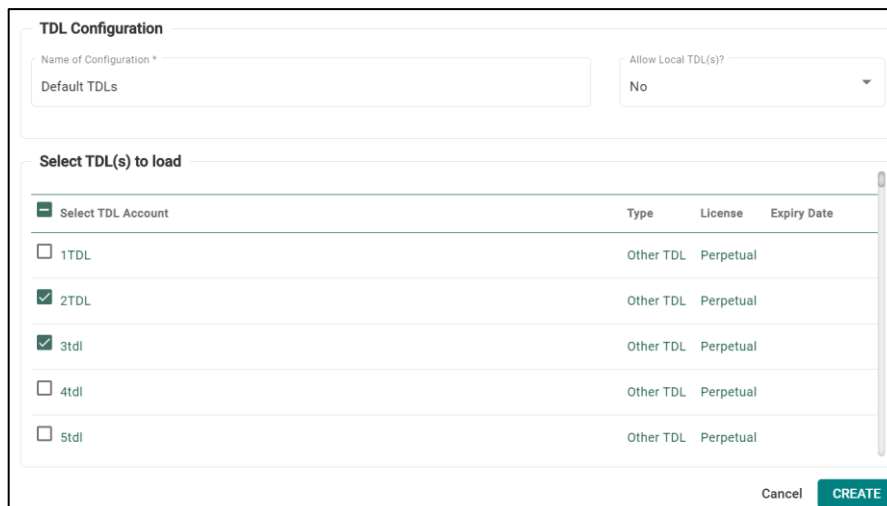
### I am using a multi-site. Can I use the same Add-on for all the sites?

No, one Add-on will work only for one site. You need to purchase again if you want to use the same Add-on for more sites.

### How do I configure the add-ons for multi-site?

If you are a Tally Prime Multi site user, add the Add-on to the required site as follows:

- a. **Gateway of Tally → F1: Help → Settings → License → Manage Account.** This shall open control center on Tally Portal / Website
- b. Go to **TDL Management → TDL Configuration → Select the site's default TDL**
- c. Under '**Select TDL Account**', select the Add-on Name and Click on Create / Accept button.



Select TDL Account	Type	License	Expiry Date
<input type="checkbox"/> 1TDL	Other TDL	Perpetual	
<input checked="" type="checkbox"/> 2TDL	Other TDL	Perpetual	
<input checked="" type="checkbox"/> 3tdl	Other TDL	Perpetual	
<input type="checkbox"/> 4tdl	Other TDL	Perpetual	
<input type="checkbox"/> StdI	Other TDL	Perpetual	

- d. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**



**Note:** To know or change the site's default TDL configuration, go to **Gateway of Tally → F1: Help → Settings → License → Manage Account**. In the webpage go to **Account Management → License Management** and look at the Deployment section in the right side of the pane.)

### **I have upgraded to a new Tally Prime Release. What will happen?**

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

### **TDL Management screen shows errors with the Add-on. What do I do?**

Check whether the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has the error. If the Add-on has a problem, you can report it to us.

### **My Tally went into educational mode after installing the add-on. What do I do?**

Go to **Gateway of Tally → F1: Help → Settings → License → Manage Account**. In the webpage go to **Account Management → License Management** and look at the Deployment section. Select **Not Applicable** for TDL Configuration and the Add-On is removed for the license. Now **Update the license** from the product.

### **How do I cross upgrade the Add-on from Silver to Gold Edition?**

Go to **F1: Help → Tally Shop**. A web page for Tally Shop shall open. Choose the add-on for which the edition needs to be changed. Update the license and restart Tally after download.

### **My Subscription for the Add-on has expired. How do I renew my subscription?**

Go to **F1: Help → Tally Shop**. A web page for Tally Shop shall open. Choose the add-on for which the subscription is required to be renewed.

### **Will this add-on work in remote session?**

Yes, this add-on will work remotely.