

Steps For Create Basic Cost Center Structure for MetroLine

1 Create the Cost Centers

Navigation:

Organization administration → Chart of accounts → Dimensions → Financial dimension values

Steps:

1. Select the financial dimension CostCenter.
2. Click New.
3. Enter the following values one by one:
 - o OPS-001 – Operations
 - o HR-001 – Human Resources
 - o FIN-001 – Finance
- 4.
5. Set each to Active.
6. Save the entries.

2 Link Cost Centers to the Primary Ledger

Navigation:

General ledger → Ledger setup → Ledger

Steps:

1. Open the Primary Ledger.
2. Go to the Financial Dimensions tab.
3. Make sure CostCenter is included in the active dimensions list.
4. Confirm that OPS-001, HR-001, and FIN-001 appear in the allowed values.
5. Save changes.

3 Assign Cost Centers to Employees

Navigation:

Human resources → Workers → Workers

Steps:

1. Open Worker Employee 1, go to Employment tab.
2. Select Financial dimensions.
3. Assign OPS-001.
4. Repeat for each employee:
 - Employee 1 → OPS-001
 - Employee 2 → OPS-001
 - Employee 3 → HR-001
 - Employee 4 → HR-001
 - Employee 5 → FIN-001
 - Employee 6 → FIN-001
5. Save the configuration for each employee.

4 Validate Cost Center Visibility in Transactions

Navigation:

General ledger → Journal entries → General journal

Steps:

1. Create a new general journal.
2. Add two lines as test samples:
 - Line 1:
 - Account: 600100 – Expense
 - Debit: 500
 - Cost center: OPS-001
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 - Line 2:
 - Account: 200100 – Payable
 - Credit: 500
 - Cost center: FIN-001
3. Validate the journal.
4. Confirm:
 - Cost center required fields appear.
 - The system accepts cost center assignment.

- Dimensions show correctly in the voucher.

5 Testing Checklist

- ✓ Cost centers appear in dropdowns
- ✓ User can assign cost centers in journals
- ✓ Employee default dimensions work automatically
- ✓ Cost centers appear in financial reports
- ✓ Ledger accepts the dimension values

6 Documentation Completed

Includes:

- Cost center list
- Employee dimension assignment
- Journal test
- Step-by-step guide
- Prepared Excel sheet