

Cost centres and accounting dimensions

Company setup and configuration

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

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Track income and costs by branch, department or project.

Intermediate · About 12 minutes · Version 1.0 · Updated 17 November 2026

Overview

A **cost centre** is a part of the business whose income and costs you want to see separately, such as a branch, shop or department. An **accounting dimension** is an extra tag you can add to every entry, for example *Project* or *Branch*.

Steps

Create cost centres

1. Search for **Cost Center** and open the tree.
2. Select your company's group, then click **Add Child**.
3. Enter the **Cost Center Name**, such as `Nakuru Branch`.
4. Tick **Is Group** only for a folder holding other cost centres.
5. Click **Save**.

Use them on documents

1. On a sales or purchase document, open the **Accounting Dimensions** section (or the item row).
2. Choose the **Cost Center**.
3. Submit. The income or expense is recorded against that cost centre.

Create an accounting dimension

1. Search for **Accounting Dimension** and click **Add**.
2. Choose the **Document Type** to use as the dimension (for example *Department*) and the company.
3. Save. The new field now appears on accounting documents.

Practical example

A hardware business with a Nakuru and an Eldoret branch makes a cost centre for each. At month end, the **Profit and Loss Statement** is filtered by cost centre, showing that Nakuru earns more but Eldoret has lower costs.

Important notes

- Decide your cost centres before you start. Adding them later does not re-tag old entries.
- Keep the tree simple. Too many cost centres make reports hard to read.

Common mistakes

- Creating a cost centre per customer. Use a *project* or *customer* report instead.
- Not setting a default cost centre in the Company, so entries land in the main one.

Next steps

Read Warehouses and business locations.

Related documentation

- Financial reports
- Creating and configuring your company