



COSTING

MANUAL

LOGIN TO POWERSOFT365



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User Name

Password

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- Log in to Powersoft365 using your User Name and Password (<https://acc.powersoft365.com/login.aspx>).
- Συνδεθείτε στο λογαριασμό σας Powersoft365 χρησιμοποιώντας το User Name και Password σας (<https://acc.powersoft365.com/login.aspx>).

STOCK CONTROL

The screenshot displays the Powersoft 365 software interface. At the top, there is a navigation bar with the following options: Suppliers, Customers, Banks, Nominal, Reports, Charts, Quick Status, and Settings. Below this bar, the 'Accounting' menu is expanded, and 'Stock Control' is highlighted with a red circle. Other options in the Accounting menu include CRM, RMA, DCS, and VNext. The main content area is divided into two sections: 'Accounts Receivable (Money In)' and 'Accounts Payable (Money Out)'. The 'Accounts Receivable' section contains icons for Sales Invoice, Customer Receipt, Create a customer, and Create a bank. The 'Accounts Payable' section contains icons for Purchase Invoice, Supplier Payment, Expense Payment, Create a supplier, Create an auto expense, and Other Payment.

- From the Home Page select **Stock Control**.
- Από την αρχική σελίδα επιλέξτε **Stock Control**.

STEP 1 - COSTING

The screenshot displays the Powersoft 365 software interface. At the top, there is a navigation bar with the following items: Items, Categories, Invoices, Stock, Reports, Charts, Dashboard, and Store Options. Below this, a secondary bar contains: Settings, Loyalty, Costing (highlighted with a red circle), Data References, Orders, Offers, Vouchers, and Repeated Invoicing. The main content area is divided into two panels: 'Stock Out' and 'Stock In'. The 'Stock Out' panel contains icons for Sales Invoice, Customer Receipts, and Customers. The 'Stock In' panel contains icons for Purchase Invoice, Payments, Items, and Suppliers. The 'Costing' option is highlighted in the navigation bar.

- Select **Costing** from Stock Control.
- Επιλέξτε **Costing** από Stock Control.

STEP 2 – NEW COSTING

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Home Costing

New Modify Delete Print


	Date	Number	Reference	Clearing Agent	Subtotal	VAT	Total	Ratio
+	06/04/2020	CS10000077	234242342	101 CHINA SUPPLIER	€400.00	€0.00	€400.00	1.33
+	11/03/2020	CS10000076	56565	105 MY TEST SUPPLIER GREECE	€1,010.00	€0.00	€1,010.00	1.21
+	25/02/2020	00100015	cos12458	GAP VASSILOPOULOS	€500.00	€0.00	€500.00	0.00
+	14/02/2020	00100014	ca14585	GAP VASSILOPOULOS	€100.00	€0.00	€100.00	0.00
+	13/02/2020	00100013	2323cs	213131	€1,000.00	€0.00	€1,000.00	0.00
+	13/02/2020	00100012	CS100076	CLEARING AGENT	€1,000.00	€100.00	€1,100.00	1.07
+	12/02/2020	CS10000075	CS0009	GAP VASSILOPOULOS	€1,000.00	€190.00	€1,190.00	1.57
+	11/02/2020	00100011	121241	101 GM TEST SUPPLIER ITALY-STOCK	€500.00	€0.00	€500.00	0.00
+	25/01/2020	00100010	CS001	CLEARING AGENT	€721.34	€906.66	€1,628.00	1.15
+	13/01/2020	CS10000074	526354675678	101 CHINA SUPPLIER	€1,000.00	€200.00	€1,200.00	1.24

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- Select **New**.
- Επιλέξτε **New**.

STEP 3 – COSTING DETAILS

- Complete the required fields (Clearing Agent, Store, Date, Reference Number, Amounts) and press **Save**.
- Συμπληρώστε τα απαραίτητα πεδία (Clearing Agent, Store, Date, Reference Number, Amounts) και πατήστε **Save**.



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Home Costing

Clearing Agent ↓ ↓
 10000033; GAP VASSILOPOULOS
 211133 GAP VASSILOPOULOS

Store
 1.NICOSIA

Account No
 CLEARING FORWARDING EXPENSES

Costing Number **Date** **Reference Number**
 CS10000078 13/04/2020 CS000215

Code	Description	Net Value	VAT %	Vat Value	Total Value
FREIGHTBLFEES	Freight - B/L Fees	890.00	0%	0.00	890.00
DELIVERYORDER	Delivery Order	0.00	0%	0.00	0.00
GENERALPORTCHARGE	General Port Charges	0.00	0%	0.00	0.00
CUSTOMDUTYTRL	Custom Duty & TRL	0.00	0%	0.00	0.00
STORAGES	Storages	0.00	0%	0.00	0.00
CUSTOMSVAT	Customs VAT	0.00	19%	350.00	350.00
CLEARINGFEES	Clearing Fees	0.00	0%	0.00	0.00

VAT Code	Value	VAT Rate	Vat
000	890.00	0%	0.00
019	0.00	19%	350.00

Total Net Value 890.00
Total Vat Value 350.00
Total Value 1240.00

Note:

Net Value of Invoice can be written on **DELIVERY ORDER/FREIGHTBLFEES/STORAGES..** or in a combination based on your invoice.

CUSTOMSVAT: In this field use the total Vat of Clearing Invoice.

STEP 4 – COSTING

- Costing has been partially saved. A transaction number is given for filing purposes. Press OK to proceed.
- Το Costing έχει αποθηκευθεί. Σας έχει δωθεί αριθμός συναλλαγής για filing purposes. Επιλέξτε OK για να προχωρήσετε.

The screenshot displays the Powersoft 365 Costing interface. At the top, the navigation bar includes 'Home' and 'Costing'. The main form contains fields for 'Clearing Agent' (10000033; GAP VASSILOPOULOS), 'Store' (1.NICOSIA), and 'Account No' (CLEARING FORWARDING EXPENSES). Below these, the 'Costing Number' is CS1000078 and the 'Date' is 13/04/2021. A modal dialog box is centered on the screen, displaying an information icon, the text 'Costing Expenses Completed', and 'Number: 00100016'. The 'OK' button in the dialog is circled in red. The background shows a table of cost items with columns for Code, Description, Value, VAT %, Vat Value, and Total Value. A summary table at the bottom right shows 'Total Net Value' (890.00), 'Total Vat Value' (350.00), and 'Total Value' (1240.00). Buttons for 'Save' and 'Cancel' are visible at the bottom right.

Code	Description	Value	VAT %	Vat Value	Total Value
FREIGHTBLFEES	Freight	890.00	0%	0.00	890.00
DELIVERYORDER	Delivery	0.00	0%	0.00	0.00
GENERALPORTCHARGE	General	0.00	0%	0.00	0.00
CUSTOMDUTYTRL	Custom Duty & TRL	0.00	0%	0.00	0.00
STORAGES	Storages	0.00	0%	0.00	0.00
CUSTOMSVAT	Customs VAT	0.00	19%	350.00	350.00
CLEARINGFEES	Clearing Fees	0.00	0%	0.00	0.00

VAT Code	Value	VAT Rate	Vat	Total Net Value	Total Vat Value	Total Value
000	890.00	0%	0.00	890.00	350.00	1240.00
019	0.00	19%	350.00			

STEP 5 – ADD INVOICE(S) FOR COSTING

- Select **Add Invoice** to select the invoice(s) for current costing.
- Επιλέξτε **Add Invoice** για να επιλέξετε το τιμολόγιο/τιμολόγια για αυτό το costing.

The screenshot shows the Powersoft 365 web interface for the 'Costing' module. At the top, there are navigation links for 'Home' and 'Costing', and a user profile section with 'Log Out' and 'English' options. The main content area is divided into two sections: 'Bank Charges Details' and 'Other Charges Details'. Both sections have input fields for percentage, value, date, bank account, and description. Below these sections is a summary table with columns for 'Number', 'Reference', 'Net Amount', 'VAT', 'Total', and 'Total Invoices'. The 'Add Invoice' button is circled in red. At the bottom, there is a table with columns for 'Number', 'Trans No', 'Supplier Name', 'Description', 'Date', 'Subtotal', and 'Discount'. A checkbox labeled 'Do not replace item latest cost if after costing is zero' is checked. 'Save' and 'Cancel' buttons are at the bottom right.

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Home Costing

Bank Charges Details

Bank Charges % 0.00 € 0.00 Bank Account MYNB; MY NEW BANK; 124008
Value Date 13/04/2020 Description Bank Charges for costing

Other Charges Details

Other Charges % 0.00 € 0.00 Bank Account
Value Date 13/04/2020 Description Other Charges for costing

+ Add Invoice Remove Invoice

Number	Reference	Net Amount	VAT	Total	Total Invoices
00100016	/ CS000215	890.00	350.00	1240.00	0.00

View Expenses

Number	Trans No	Supplier Name	Description	Date	Subtotal	Discount

No data to display

Do not replace item latest cost if after costing is zero

Save Cancel

STEP 6 – ADD INVOICES FOR COSTING

- From the Invoices list, select the invoice(s) for the costing by ticking it. Once selection is completed, press **Select**.
- Από τη λίστα τιμολογίων, επιλέξτε το τιμολόγιο/τιμολόγια για το costing. Αφού τα επιλέξετε, πατήστε **Select**.

<input type="checkbox"/>	Number	Trans No	Name	Description	Value Date	Store	Kind	Subtotal	Discount
<input checked="" type="checkbox"/>	2343243255	10004990	101 GM TEST SUPPLIER ITALY-STOCK	Purchase Invoice	04/02/2020	100	P	€3,161.50	€0.00
<input type="checkbox"/>	21321312	10004989	104 MY TEST SUPPLIER CYPRUS	Purchase Invoice	01/08/2019	100	P	€4,582.00	€0.00
<input type="checkbox"/>	1321	10004987	ADIDAS	Purchase Invoice	08/04/2020	001	P	€8,100.00	€0.00
<input type="checkbox"/>	13413123	10004959	104 MY TEST SUPPLIER CYPRUS	Purchase Invoice	06/04/2020	100	P	€0.50	€0.00
<input type="checkbox"/>	123213	10004951	101 CHINA SUPPLIER	Purchase Invoice	06/04/2020	100	P	€1,400.00	€0.00
<input type="checkbox"/>	3465634634	10004950	104 MY TEST SUPPLIER CYPRUS	Purchase Invoice	03/04/2020	001	P	€769.50	€0.00
<input type="checkbox"/>	55432678	10004949	105 MY TEST SUPPLIER GREECE	Purchase Invoice	03/04/2020	100	P	€5,300.00	€0.00
<input type="checkbox"/>	100102	10004911	MY SUPPLIER LTD	Purchase Invoice	18/03/2020	100	P	€1,000.00	€0.00
<input type="checkbox"/>	100101	10004909	MY SUPPLIER LTD	Purchase Invoice	01/02/2020	100	P	€20,000.00	€0.00
<input type="checkbox"/>	100100	10004908	MY SUPPLIER LTD	Purchase Invoice	01/01/2020	100	P	€10,000.00	€0.00

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STEP 7 – OTHER CHARGES



Log Out English



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Home Costing

Bank Charges Details

Bank Charges	%	<input type="text" value="0.47"/>	€	<input type="text" value="15.00"/>	Bank Account	<input type="text" value="MYNB; MY NEW BANK; 124008"/>
Value Date		<input type="text" value="13/04/2020"/>			Description	<input type="text" value="Bank Charges for costing"/>

Other Charges Details

Other Charges	%	<input type="text" value="0.00"/>	€	<input type="text" value="0.00"/>	Bank Account	<input type="text"/>
Value Date		<input type="text" value="13/04/2020"/>			Description	<input type="text" value="Other Charges for costing"/>

Add Invoice	Remove Invoice	Number	Reference	Net Amount	VAT	Total	Total Invoices	View Expenses
		00100016	/ CS000215	890.00	350.00	1240.00	3176.50	

	Number	Trans No	Supplier Name	Description	Date	Subtotal	Discount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2343243255	10004990	101 GM TEST SUPPLIER ITALY-STOCK	Purchase Invoice	04/02/2020	€3,161.50	€0.00

Do not replace item
 latest cost if after
costing is zero

Save	Cancel
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- Bank and other charges can be recorded once the invoice(s) is/are selected. Write the percentage or amount, select the Value date and bank account. Select **Save**.
- Τραπεζικά και άλλα έξοδα μπορούν να καταχωρηθούν σε αυτό το σημείο αφού γίνει η επιλογή τιμολογίου/τιμολογίων. Γράψτε το ποσοστό ή ποσό για το έξοδο και επιλέξτε ημερομηνία και τον τραπεζικό λογαριασμό για την πληρωμή του εξόδου. Επιλέξτε **Save**.

STEP 8 – COSTING

- Costing has partially saved. The transaction number (same as before) is given for filing purposes. Press OK.
- Το Costing έχει αποθηκευθεί. Σας έχει δώσει αριθμός συναλλαγής (ίδιος με προηγουμένως) για filing purposes. Επιλέξτε OK.

The screenshot shows the Powersoft software interface. At the top, there is a navigation bar with 'Home' and 'Costing' tabs. The 'Costing' tab is active. Below the navigation bar, there are two main sections: 'Bank Charges Details' and 'Other Charges Details'. The 'Bank Charges Details' section includes fields for 'Bank Charges' (0.47%), 'Value Date' (13/04/2020), 'Bank Account' (MYNB; MY NEW BANK; 124008), and 'Description' (Bank Charges for costing). The 'Other Charges Details' section includes fields for 'Other Charges' (0.00%) and 'Value Date' (13/04/2020). Below these sections, there are buttons for 'Add Invoice' and 'Remove Invoice'. A table of invoices is visible at the bottom, with columns for 'Number', 'Trans No', and 'Supplier Name'. A dialog box is overlaid on the screen, displaying an information icon, the text 'Costing Completed Number: 00100016', and an 'OK' button which is circled in red. At the bottom right of the dialog, there are 'Save' and 'Cancel' buttons.

STEP 9 – COSTING

Report can be printed or exported on required format.
 Το report μπορεί να τυπωθεί ή να γίνει export στο format που χρειάζεστε.

Print Costing

Exit

1 of 1

Whole Page

Invoice Costing List

Printed 13/04/2020 10:15:53

Costing No		Clearing Agent		10000033/GAP VASSILOPOULOS			
1) Freight - B/L Fees	890.00 0%	8) Porterages	0%	15) Transport	0%	Total Net Value	890.00
2) Delivery Order	0%	9) Demurrages	0%	16) Packing - Labeling	0%	Total VAT Value	350.00
3) General Port Charges	0%	10) Licence	0%	17) Bonded W/housing Fees	0%	Grand Total	1240.00
4) Custom Duty & TRL	0%	11) Overtime	0%	18) Insurance	0%	Bank Charges	15.00
5) Storages	0%	12) Forms & Stationery	0%	19) Loading - Unloading	0%	Other Expenses	
6) Customs VAT	350.00 19%	13) P/copies - Tel call, etc.	0%	20) Documentation	19%	Total Expenses	1255.00
7) Clearing Fees	0%	14) Other	0%	21) Attendance Fees	19%		

Invoice No	Date	Supplier Code	Supplier Name	Subtotal	Discount	Grand Total
2343243255	04/02/2020	10000077	101 GM TEST SUPPLIER ITALY-STOCK	3161.50		3161.50

Item Code	Quantity	Purchase Price (F. C.)	Purchase Price	Import Duty	Additional Cost	% of Initial Value	Cost per Item	Total		
								Purchase	Additional	Item
COF-123	COFFEE 123 ARABICA	200.00	2.30	2.30	0.65	28.26	2.95	460.00	130.00	590.00
COF123	COFFEE 123 KITSIOS	300.00	9.00	9.00	2.58	28.67	11.58	2700.00	774.00	3474.00
COFFEE-TAF	COFFEE TAF competition 450gr	1.00	1.50	1.50	0.43	28.67	1.93	1.50	0.43	1.93
Total Items 3		1.00						3161.50	904.43	4065.93

End of Report

- Based on Costing created, an additional cost is added to each item of the purchase invoice. Report shows all the details.
- Επιπρόσθετο κόστος έχει προστεθεί σε κάθε προϊόν του τιμολογίου αγοράς. Το Report εμφανίζει όλα τα στοιχεία.