



Cost Allocations

Purpose of this document

Cost Allocations allow for complex cost allocations to be setup once based on percentages across G/L Accounts, Funds, and Dimensions without having to re-enter or split out the amounts in Journals, Agency documents, or Purchase documents.

This document describes how to setup and utilize Cost Allocations.

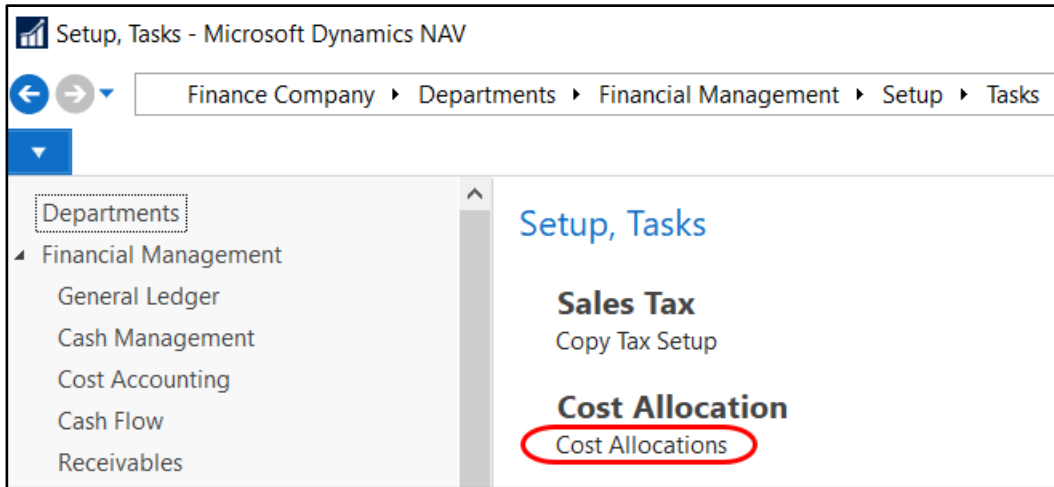
Ceres Object release 5.00.00 is required for the functionality described in this document

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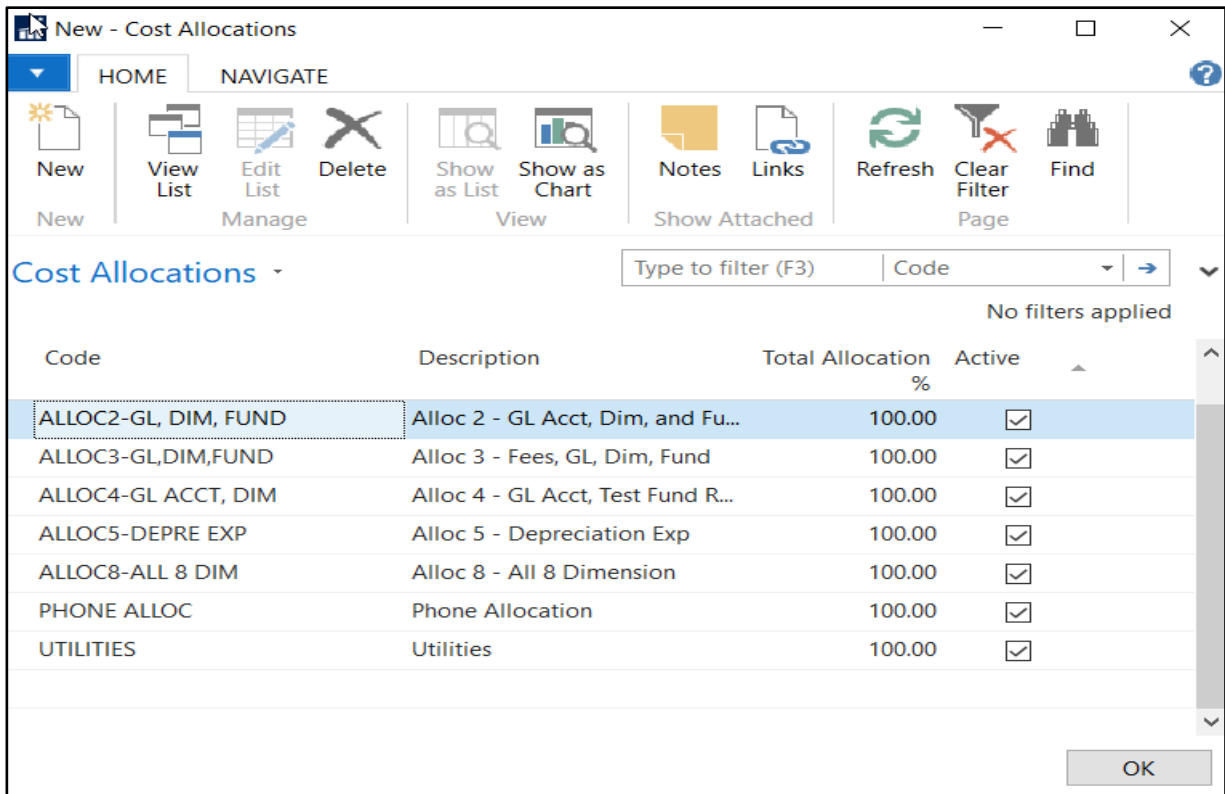
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Setting Up and Activating Cost Allocations

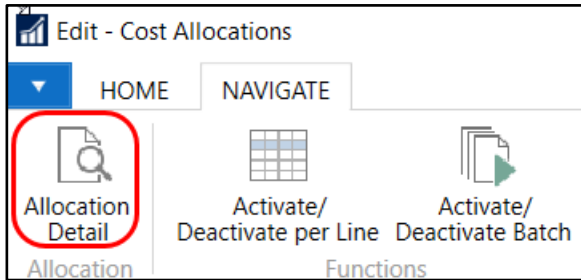
1. The setup of Cost Allocations can be accessed from Departments → Financial Management → Tasks → Setup → Cost Allocation → Cost Allocations.



2. The Cost Allocations List Page is displayed. From here you may select to edit an existing Cost Allocation or create a new Cost Allocation.



- To create a new Cost Allocation, click Home → New. Enter a Code and Description to identify the allocation.
- To define the allocation details, click Navigate → Allocation Detail.



- From the Cost Allocation Detail Page, input the details to define how you want to allocate amounts by. The following fields are available:
Allocation Code – Code to identify the allocation that is being created or updated.

Account Number - Input the G/L Accounts you want to allocate by.

Account Name - G/L Account Name which will automatically flow once an Account Number is selected.

Fund No. - Input the Funds you want to allocate by.

Dimensions – Input the Dimensions you want to allocation by. The value that displays is dependent upon how your Dimensions are defined. Up to 8 Dimensions can be defined for each allocation line.

Allocation % - Input the % you want to allocate each line by.

The screenshot shows the 'Edit - Cost Allocation Detail - PHONE ALLOC' window. It features a ribbon with various action buttons like 'New', 'View List', 'Edit List', 'Delete', 'Show as List', 'Show as Chart', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the ribbon, there is a search bar with 'Type to filter (F3)' and a dropdown menu for 'Allocation Code'. A filter is applied: 'Filter: PHONE ALLOC'. The main area contains a table with the following data:

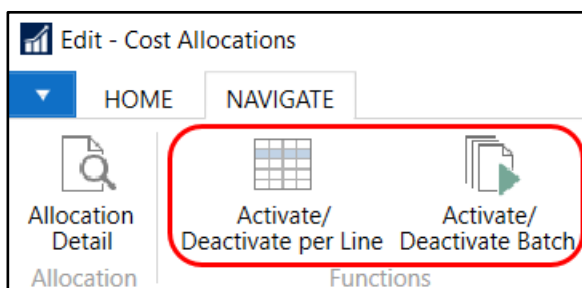
Allocation Code	Account No.	Account Name	Fund No.	Department Code	Project Code	GL Branch	Grant	Allocation %
PHONE ALLOC	566500	Telephone Service: Mobile	UR	1000				10.00
PHONE ALLOC	566500	Telephone Service: Mobile	UR	3000				15.00
PHONE ALLOC	566500	Telephone Service: Mobile	UR	4300				20.00
PHONE ALLOC	566500	Telephone Service: Mobile	UR	4820				30.00
PHONE ALLOC	566500	Telephone Service: Mobile	UR	4840				25.00

- Once the allocation details are defined, click OK. This will take you back to the Cost Allocations Page where you can view the Total Allocation % and whether or not the allocation is Active. Please note that you will not be able to Activate or use the allocation until the Total Allocation % equals 100.

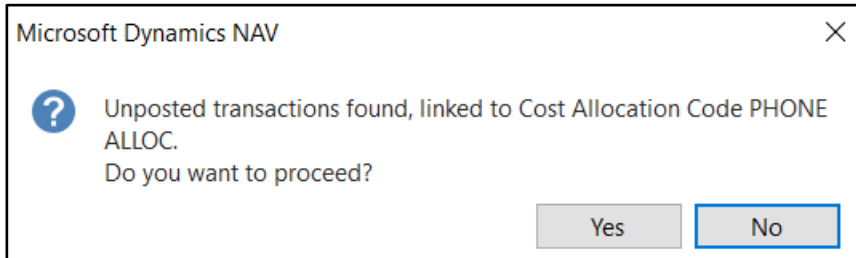
The screenshot shows the 'New - Cost Allocations' window with a ribbon containing 'HOME' and 'NAVIGATE' tabs. The 'NAVIGATE' tab is active, showing various icons for actions like 'New', 'View List', 'Edit List', 'Delete', 'Show as List', 'Show as Chart', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the ribbon, there is a search bar and a filter dropdown set to 'PHONE ALLOC|UTILITIES'. A table displays the following data:

Code	Description	Total Allocation %	Active
PHONE ALLOC	Phone Allocation	100.00	<input checked="" type="checkbox"/>
UTILITIES	Utilities	100.00	<input checked="" type="checkbox"/>

- To edit an allocation, click Navigate → Allocation Detail.
- Once the Total Allocation % equals 100, you can activate the allocation by selecting Navigate → Functions → Activate/Deactivate per Line or Activate/Deactivate per Batch. Select Activate/Deactivate per Line to activate or deactivate a single allocation and Activate/Deactivate per Batch to activate or deactivate a batch or more than one allocation at once. The Active field will be toggled once the allocation has been activated.



- A warning message will pop up if un-posted transactions are associated with an allocation you are deactivating. If you select Yes to proceed with deactivating the allocation, this will also clear out or cancel the allocation that is associated with the un-posted transaction.



Using Cost Allocations with Journals

- Cost Allocations can be used with General Journals, Agency Journals, Fixed Asset Journals, and Purchase Journals.
- The Journals are entered like they normally would be. The only difference is an Allocation Code can be selected on the Journal Line. Only Cost Allocations that are Active will display and can be selected from the Allocation Code field.

Posting Date	Document Type	Document No.	Account Type	Account No.	Account Name	Description	Allocation Code	Fund No.	Department Code	Project Code	Amount
9/9/2019		GJ-08388	G/L Account	566500	Telephone Service: Mobile	Allocate Phone Charges	PHONE ALLOC				1,500.00
9/9/2019		GJ-08388	G/L Account	566500	Telephone Service: Mobile	Allocate Phone Charges		UR			-1,500.00

- The amount entered will be allocated based on the Allocation Code that is associated with the Journal Line with the following exceptions:
 - If a Fund No is not defined in the Cost Allocation, the entry will post based on the Fund No that is entered on the Journal Line.
 - If Dimensions are not defined in the Cost Allocation, the entry will post based on the Dimensions that are entered on the Journal Line (i.e. If Dimension 1 is not defined on the Cost Allocation, then all allocated journal lines will contain the Dimension 1 value from the journal line).

- Once the Journal is posted, the amounts will be split out based on the allocation that is associated with the line. During posting, the Allocation Code associated with the transactions flows to the G/L Entries for ease of reference. The below example shows how the \$1,500 Phone Charge is split out across nine different Departments based on the percentages defined in the PHONE ALLOC Cost Allocation. Note that Fund UR posted based on the Cost Allocation because a Fund was not entered on the Journal Line.

General Ledger Entries Type to filter (F3)

Show results:

Where Entry No. is 55529.55534

+ Add Filter

Posting Date	Docume... Type	Document No.	G/L Acc... No.	G/L Account Name	Description	Fund No.	Department Code	Amount
9/9/2019		GJ-08388	566500	Telephone Service: Mobile	Allocate Phone Charges	UR		-1,500.00
9/9/2019		GJ-08388	566500	Telephone Service: Mobile	Allocate Phone Charges	UR	4840	375.00
9/9/2019		GJ-08388	566500	Telephone Service: Mobile	Allocate Phone Charges	UR	4820	450.00
9/9/2019		GJ-08388	566500	Telephone Service: Mobile	Allocate Phone Charges	UR	4300	300.00
9/9/2019		GJ-08388	566500	Telephone Service: Mobile	Allocate Phone Charges	UR	3000	225.00
9/9/2019		GJ-08388	566500	Telephone Service: Mobile	Allocate Phone Charges	UR	1000	150.00

Using Cost Allocations with Agency Documents

- Cost Allocations can be used with Agency Orders, Agency Invoices, Agency Return Orders, and Agency Credit Memos.
- The Agency Documents are entered like they normally would be. The only difference is an Allocation Code can be selected on the Agency Document Line. Only Cost Allocations that are Active will display and can be selected from the Allocation Code field.

Lines

Line Order Find Filter Clear Filter

Type	No.	Description	Quantity	Fund No.	Department Code	Project Code	Grant Code	Unit Fees	Line Amount Excl. Tax	Allocation Code
G/L Account	482000	Cold Storage Revenue	1	UR			2500	1,500.00	1,500.00	ALLOC3-GL,DIM,FUND

- The amount entered will be allocated based on the Allocation Code that is associated with the Agency Document Line with the following exceptions:
 - If a Fund No is not defined in the Cost Allocation, the entry will post based on the Fund No that is entered on the Agency Document Line.
 - If Dimensions are not defined in the Cost Allocation, the entry will post based on the Dimensions that are entered on the Agency Document Line (i.e. If Dimension 1 is not defined on the Cost Allocation, then all allocated journal lines will contain the Dimension 1 value from the journal line).

- Once the Agency Document is posted, the amounts will be split out based on the allocation that is associated with the line. During posting, the Allocation Code associated with the transactions flow to the G/L Entries for ease of reference. The below example shows how the \$1,500 Storage Revenue Fee is split out across five different Projects based on the percentages defined in the ALLOC3-GL,DIM,FUND Cost Allocation.

G/L Entries Dim. Overv. Matrix

Show results:

Where Entry No. is 55565.55570

+ Add Filter

Posting Date	Document Type	Document No.	G/L Account No.	Description	DEPARTMENT	PROJECT	GRANT	GL BRANCH	Amo...
9/10/2019	Invoice	AO-01147-1	130000	Order AO-01147					1,500.00
9/10/2019	Invoice	AO-01147-1	480000	Order AO-01147	4620	KS-CACFP	2500	KAN	-300.00
9/10/2019	Invoice	AO-01147-1	480000	Order AO-01147	4620	KS-SFSP	2500	TOP	-300.00
9/10/2019	Invoice	AO-01147-1	480000	Order AO-01147	4620	MO-SFSP	2500	KAN	-300.00
9/10/2019	Invoice	AO-01147-1	480000	Order AO-01147	4620	MO-CSFP	2500	KAN	-300.00
9/10/2019	Invoice	AO-01147-1	480000	Order AO-01147	4620	KS-CSFP	2500	TOP	-300.00

- If an Agency Document is created using the Copy Document function, the Allocation Code that is associated with the original Document will copy along with the amount and other parameters.

Using Cost Allocations with Purchase Documents

- Cost Allocations can be used with Purchase Orders, Purchase Invoices, Purchase Return Orders, and Purchase Credit Memos.
- The Purchase Documents are entered like they normally would be. The only difference is an Allocation Code can be selected on the Purchase Document Line. Please note that only Cost Allocations that are Active will display and can be selected from the Allocation Code field.

Lines

Line Find Filter Clear Filter

Type	No.	Description/Comment	Quantity	Fund No.	Departm... Code	Project Code	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Allocation Code
G/L Account	565000	Janitorial Services & Sup...	1	UR	000		2,000.00	2,000.00	PHONE ALLOC

- The amount entered will be allocated based on the Allocation Code that is associated with the Purchase Document Line with the following exceptions:
 - If a Fund No is not defined in the Cost Allocation, the entry will post based on the Fund No that is entered on the Purchase Document Line.
 - If Dimensions are not defined in the Cost Allocation, the entry will post based on the Dimensions that are entered on the Purchase Document Line (i.e. If Dimension 1 is not defined on the Cost Allocation, then all allocated journal lines will contain the Dimension 1 value from the journal line)

- Once the Purchase Document is posted, the amounts will be split out based on the allocation that is associated with the line. During posting, the Allocation Code associated with the transactions flow to the G/L Entries for ease of reference. The below example shows how the \$2,000 Phone Expense is split out across five different Departments based on the percentages defined in the PHONE ALLOC Cost Allocation. Note that Fund UR posted based on what was not defined in the allocation vs. Fund TR that was entered on the line.

General Ledger Entries Type to filter (F3)

Show results:

Where Entry No. is 55551..55556

+ Add Filter

Posting Date	Docume... Type	Document No.	G/L Acc... No.	G/L Account Name	Description	Fund No.	Department Code	Amount
9/9/2019	Invoice	PUR-1272	566500	Telephone Service: Mobile	Telephone Service	UR	4840	500.00
9/9/2019	Invoice	PUR-1272	566500	Telephone Service: Mobile	Telephone Service	UR	4820	600.00
9/9/2019	Invoice	PUR-1272	566500	Telephone Service: Mobile	Telephone Service	UR	4300	400.00
9/9/2019	Invoice	PUR-1272	566500	Telephone Service: Mobile	Telephone Service	UR	3000	300.00
9/9/2019	Invoice	PUR-1272	566500	Telephone Service: Mobile	Telephone Service	UR	1000	200.00
9/9/2019	Invoice	PUR-1272	200000	Accounts Payable	Invoice PUR-1272	UR	4000	-2,000.00

- If a Purchase Document is created using the Copy Document function, the Allocation Code that is associated with the original Document will copy along with the amount and other parameters.

Related Topics

- General Journal Overview
- Agency Order Overview
- Purchase Invoice Overview