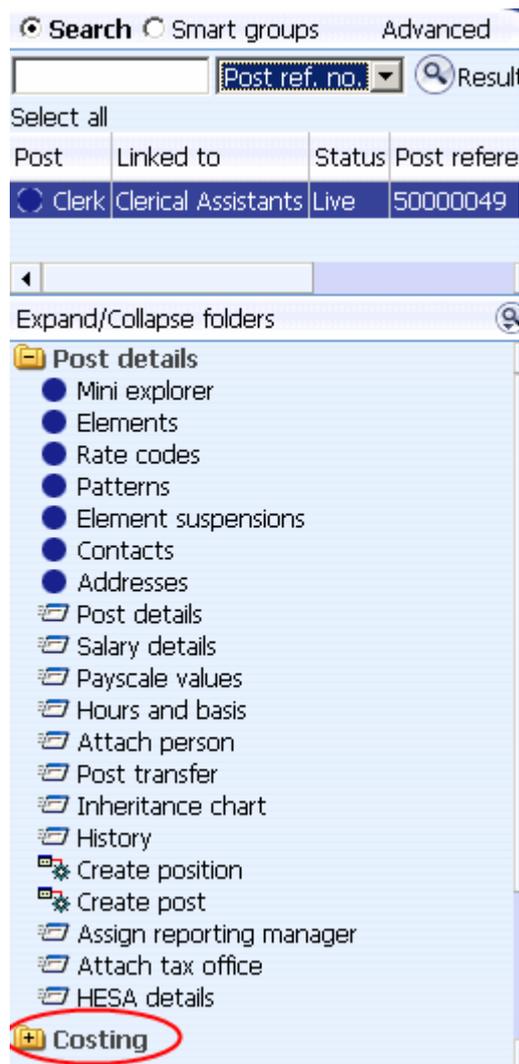


7 Changing Cost Details

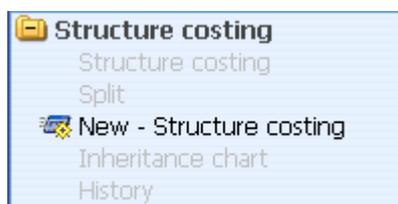
In order to change costing details, you need to click the Structure Costing option in the Costing folder.

1. Search for the relevant Post.
2. Select Costing



and choose either:

- New – Structure Costing to add new details



- Structure Costing to view and/or amend existing elements

Structure costing: New		Name: Miss Jenny M Bosten Job title: Clerk	
		Social security number: JW685626A Pay ref: 10100525	
		Pers ref: 10100525	
Organisation			
Organisation default cost code ERROR			
Rule			
Rule name		UC1	
Level details			
No. 1			
Costing level		Structure	
Length 24			
Cost code		U.AH.AHMD.ACAA.CAAJ.0000	
Percent		100.000	
Start date		02/04/2007	
End date			
<input type="button" value="Save"/>			

- When entering new costing details, the Rule name will always default to UC1. "Structure" is the only choice for Costing level. Enter the Cost Code, this must be 24 characters.

For example:

Dept Code	Cost Centre	Source of Funds	Transaction Code	Spare
U. MA.	MABA.	ABAA.	ABAP.	0000

Or for Research Grants

Project Code	Task	Award	Transaction Code
AAAG/001.	01.	RG12345.	ABAE

Contractual Changes



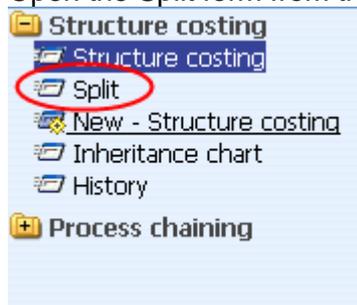
Enter 100 Percent and Start Date fields.
Only enter an End Date when there is a definitive end.

4. Click the  button

7.1 Split costing

If the position is to be charged to more than one account

1. Enter the first cost code as instructions above
2. Open the Split form from the Structure Costing options



3. Enter the details for the second code and percentage and adjust the percent for the first code in the box called "Split records". The total % must be 100 at all times.

Structure costing: New		Name: Miss Jenny M Bosten Job title: Clerk Social security number: JW685626A Pay ref: 10100525 Pers ref: 10100525	
Organisation Organisation default cost code ERROR			
Rule Rule name UC1			
Level details No. 2 Costing level Structure Length 24 Cost code U.KA.KAQA.ABAA.AAA.0000 Percent 50 Start date 02/04/2007 End date			
Split records			
	Cost code	Percent	Delete?
No.1	U.AH.AHMD.ACAA.CA	50	<input type="checkbox"/>

4. Click the button.

If a three or more way split is required, split two ways first, then split the second costing and so on. (You cannot split the first costing again)

7.2 To Amend Costing After Start Date

1. Set the effective date to be the end date of the current code (the day before the start date of the new entry)
2. Select the cost line in the object pane which has the highest sequence number (This will be the last line in the object pane)
3. Enter the end date for this costing _____

Start date 01/04/2006

End date 

4. Click on the button
5. Select the remaining code(s) from highest to lowest sequential number in turn and end date each and save.
6. Navigate back to the post using the navigation trail to exit the screen.
7. Set the effective date to be the start date of the new costing.
8. Select the Costing menu and choose Structure Costing, New – Structure Costing.
Enter the first cost code with the same start date as the set effective date with 100% allocation.
9. Click the button
10. Open the split form from the costing menu
11. Enter the next code with it's % and amend the first code % at the bottom of the screen so that they total 100%
12. Repeat this process for each subsequent cost code required.

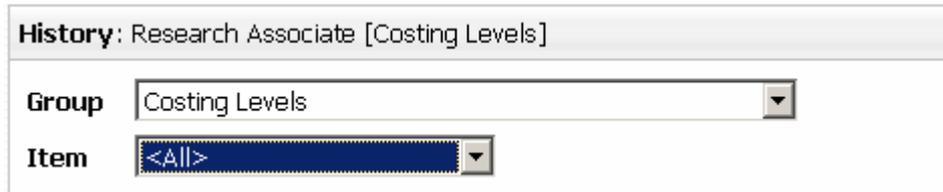
Note: Take great care when entering end dates for costing.

It is not possible to amend the end date once entered. To remove a costing end date you would need to re-input it from the day after the original end date (the original end date then disappears) To bring forward a costing end date, you would need to re-input the costing after the end date and then put in the new end date.

7.3 Retrospective Costing Changes

To View History

1. Select the Post and choose History from the Post menu (do not use history from the costing menu)
2. In the Group drop down box select Costing Levels.



The screenshot shows a web form titled "History: Research Associate [Costing Levels]". It contains two dropdown menus. The first is labeled "Group" and has "Costing Levels" selected. The second is labeled "Item" and has "<All>" selected.