
Cost Allocations

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Purpose of this document

This document describes how to setup Cost Allocations and utilize the allocations on Journals, agency transactions, and purchase transactions.

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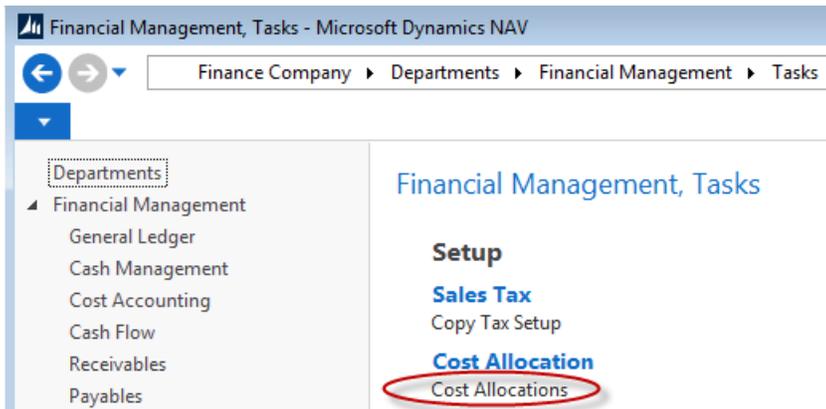
Purpose

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

Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Setup and Activate Cost Allocations

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

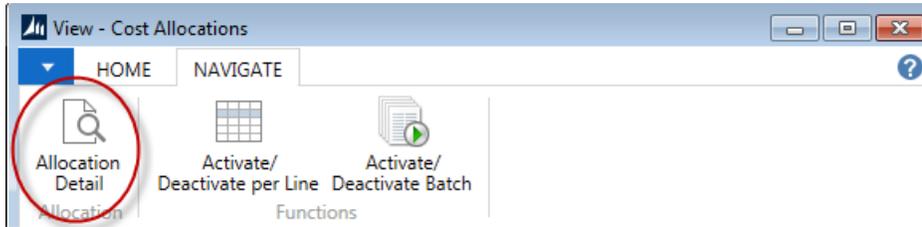


2. The Cost Allocations List Page is displayed. From here you may select to edit an existing Cost Allocation or create a new Cost Allocation.

The screenshot shows the 'Edit - Cost Allocations' page. The ribbon includes 'HOME' and 'NAVIGATE' tabs. The 'HOME' tab has buttons for 'New', 'View List', 'Edit List', and 'Delete'. The 'NAVIGATE' tab has buttons for 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the ribbon is a search bar with the text 'Type to filter (F3)' and a 'Code' dropdown. The main area displays a table of cost allocations with columns for 'Code', 'Description', 'Total Allocation %', and 'Active'. The table contains the following data:

Code	Description	Total Allocation %	Active
ALLOC1-GL ACCT, DIM	Alloc 1 - GL Acct and Dim	100.00	<input checked="" type="checkbox"/>
ALLOC2-GL, DIM, FUND	Alloc 2 - GL Acct, Dim, and Fund	100.00	<input checked="" type="checkbox"/>
ALLOC3-GL, DIM, FUND	Alloc 3 - Fees, GL, Dim, Fund	100.00	<input checked="" type="checkbox"/>
ALLOC4-GL ACCT, DIM	Alloc 4 - GL Acct, Test Fund Req	100.00	<input checked="" type="checkbox"/>
ALLOC5-DEPRE EXP	Alloc 5 - Depreciation Exp	100.00	<input checked="" type="checkbox"/>
ALLOC8-ALL 8 DIM	Alloc 8 - All 8 Dimension	100.00	<input checked="" type="checkbox"/>
PHONE ALLOC	Phone Allocation	100.00	<input checked="" type="checkbox"/>

- 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.



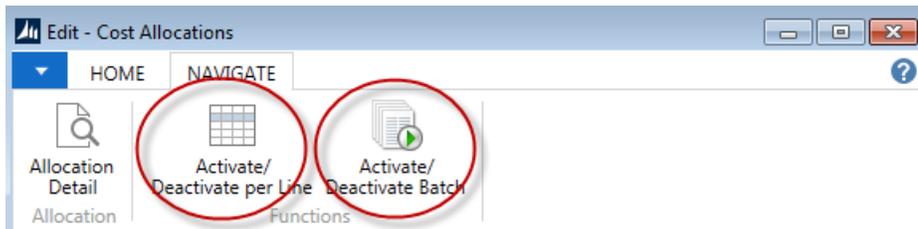
- From the Cost Allocation Detail Page, input the details to define how you want to allocate amounts by. The following fields are available:
 - Allocation Code** – Code to identify the allocation that is being created or updated.
 - Account Number** - Input the G/L Accounts you want to allocate by.
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

Alloc... Code	Account No.	Account Name	Fund No.	Department Code	Project Code	GL Branch	Allocation %	Grant	SD5	SD6	SD7	SD8
ALLOC3-G...	480000	Handling Fee Income	UR	4620	KS-CSFP	TOP	20.00					
ALLOC3-G...	480000	Handling Fee Income	UR	4620	MO-CSFP	KAN	20.00					
ALLOC3-G...	480000	Handling Fee Income	UR	4620	MO-SFSP	KAN	20.00					
ALLOC3-G...	480000	Handling Fee Income	UR	4620	KS-SFSP	TOP	20.00					
ALLOC3-G...	480000	Handling Fee Income	UR	4620	KS-CACFP	KAN	20.00					

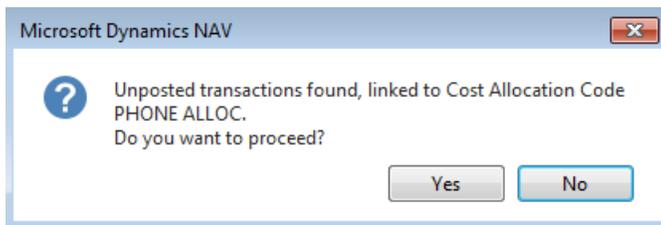
- Once the allocation details are defined, click OK. This will take you back to the Cost Allocations Page where you can view the Total Allocation % and whether or not the allocation is Active. Please note that you will not be able to Activate or use the allocation until the Total Allocation % equals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

Code	Description	Total Allocation %	Active
ALLO1-GL ACCT, DIM	Alloc 1 - GL Acct and Dim	100.00	<input checked="" type="checkbox"/>
ALLO2-GL, DIM, FUND	Alloc 2 - GL Acct, Dim, and Fund	100.00	<input checked="" type="checkbox"/>
ALLO3-GL,DIM,FUND	Alloc 3 - Fees, GL, Dim, Fund	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.

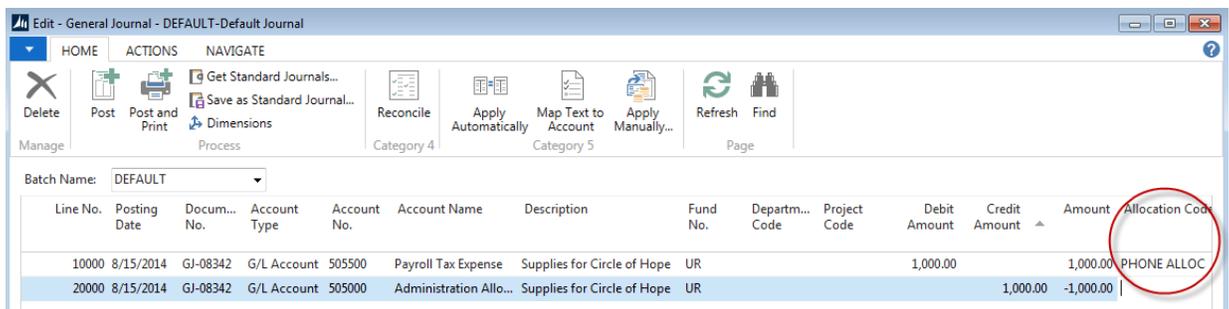


- A warning message will pop up if un-posted transactions are associated with an allocation you are deactivating. If you select Yes to proceed with deactivating the allocation, this will also clear out or cancel the allocation that is associated with the un-posted transaction.



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. Please note that only Cost Allocations that are Active will display and can be selected from the Allocation Code field.



3. The amount entered will be allocated based on the Allocation Code that is associated with the Journal Line with the following exceptions:
 - a. 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.
 - b. 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).

4. 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 \$1,000 Payroll Tax is split out across nine different Departments based on the percentages defined in the ALLOC1-GL ACCT, DIM Cost Allocation. Please note that Fund UR posted based on what was entered on the Journal Line because a Fund was not defined in the allocation.

Posting Date	Document No.	G/L Account No.	Description	Fund No.	Department Code	Project Code	Debit Amount	Credit Amount	Amount
8/15/2014	GJ-08342	566500	Payroll Tax Expense	UR	1000		100.00		100.00
8/15/2014	GJ-08342	566500	Payroll Tax Expense	UR	3000		150.00		150.00
8/15/2014	GJ-08342	566500	Payroll Tax Expense	UR	4300		200.00		200.00
8/15/2014	GJ-08342	566500	Payroll Tax Expense	UR	4820		300.00		300.00
8/15/2014	GJ-08342	566500	Payroll Tax Expense	UR	4840		250.00		250.00
8/15/2014	GJ-08342	505000	Payroll Tax Expense	UR				1,000.00	-1,000.00

Using Cost Allocations with Agency Documents

1. Cost Allocations can be used with Agency Orders, Agency Invoices, Agency Return Orders, and Agency Credit Memos.
2. 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. Please note that only Cost Allocations that are Active will display and can be selected from the Allocation Code field.

AO-00489 · Lessee 1 for Leased Storage

Type	No.	Description	Fund No.	Department Code	GL Branch	Project Code	Quantity	Unit Fees	Line Amount Excl. Tax	Allocation Code
J/L Account	482000	Cold Storage Revenue	UR	100			1	750.00	750.00	ALLOC3-GL,DIM,FUND

3. The amount entered will be allocated based on the Allocation Code that is associated with the Agency Document Line with the following exceptions:

- a. 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.
 - b. 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).
4. 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 flows to the G/L Entries for ease of reference. The below example shows how the \$750 Handling Fee is split out across five different Projects based on the percentages defined in the ALLOC3-GL,DIM,FUNDCost Allocation. Please note that Fund UR posted based on what was not defined in the allocation vs. Fund UR that was entered on the line.

General Ledger Entries ▾

Type to filter (F3) | Posting Date ▾ → ▾

Filter: AI-00007 • 12/31/13

Posti... Date	Docu... No.	G/L Account No.	Description	Fund No.	Department Code	Project Code	Debit Amount	Credit Amount	Amount
12/31/2013	AI-00007	480000	Handling Fee Income	UR	4620	KS-CSFP		150.00	-150.00
12/31/2013	AI-00007	480000	Handling Fee Income	UR	4620	MO-CS...		150.00	-150.00
12/31/2013	AI-00007	480000	Handling Fee Income	UR	4620	MO-SFSP		150.00	-150.00
12/31/2013	AI-00007	480000	Handling Fee Income	UR	4620	KS-SFSP		150.00	-150.00
12/31/2013	AI-00007	480000	Handling Fee Income	UR	4620	KS-CA...		150.00	-150.00
12/31/2013	AI-00007	130000	Invoice AI-00007	UR			750.00		750.00

5. 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

1. Cost Allocations can be used with Purchase Orders, Purchase Invoices, Purchase Return Orders, and Purchase Credit Memos.
2. 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.

PUR-1206 · Southwestern Bell Telephone

General PUR-1206 | V000096 | 8/18/2014 | Open ▾

Lines

Functions ▾ | Line ▾ | Find | Filter | Clear Filter

Type	No.	Description	Fund No.	Depart... Code	GL Branch	Project Code	Qua...	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Allocation Code
G/L Account	566000	Telephone Service	TR				1	5,000.00	5,000.00	PHONE ALL...

3. The amount entered will be allocated based on the Allocation Code that is associated with the Purchase Document Line with the following exceptions:
 - a. 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.
 - b. 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).

4. 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 flows to the G/L Entries for ease of reference. The below example shows how the \$5,000 Phone Expense is split out across five different Departments based on the percentages defined in the PHONE ALLOC Cost Allocation. Please 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) | Posting Date

Filter: 45069.45080

Posting Date	Document No.	G/L Account No.	Description	Fund No.	Department Code	Project Code	Debit Amount	Credit Amount	Amount
8/18/2014	PUR-1206	566500	Telephone Service: Mobile	UR	1000		500.00		500.00
8/18/2014	PUR-1206	566500	Telephone Service: Mobile	UR	3000		750.00		750.00
8/18/2014	PUR-1206	566500	Telephone Service: Mobile	UR	4300		1,000.00		1,000.00
8/18/2014	PUR-1206	566500	Telephone Service: Mobile	UR	4820		1,500.00		1,500.00
8/18/2014	PUR-1206	566500	Telephone Service: Mobile	UR	4840		1,250.00		1,250.00
8/18/2014	PUR-1206	200000	Invoice PUR-1206	UR				5,000.00	-5,000.00
8/18/2014	PUR-1206	139000	Telephone Service: Mobile	UR	1000			500.00	-500.00
8/18/2014	PUR-1206	139000	Telephone Service: Mobile	UR	3000			750.00	-750.00
8/18/2014	PUR-1206	139000	Telephone Service: Mobile	UR	4300			1,000.00	-1,000.00
8/18/2014	PUR-1206	139000	Telephone Service: Mobile	UR	4820			1,500.00	-1,500.00
8/18/2014	PUR-1206	139000	Telephone Service: Mobile	UR	4840			1,250.00	-1,250.00
8/18/2014	PUR-1206	139000	Invoice PUR-1206	UR			5,000.00		5,000.00

5. 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:

1. General Journal Overview
2. Agency Order Overview
3. Purchase Invoice Overview