CGI Advantage® 4

Cost Allocation User Guide

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Cost Allocation Overview

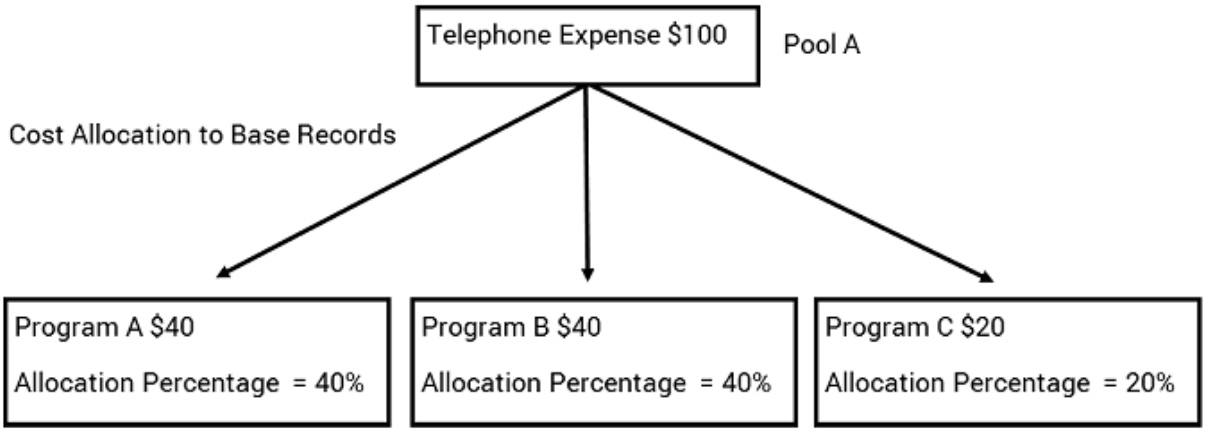
Cost Allocation is an automated function to allocate of indirect costs, direct costs or revenues based on a user-defined plan of where to allocate from, where to allocate to, and how much to allocate. The defined allocation structure is ultimately used by the system to compute and post the allocation. Before the actual posting, the system process presents the allocation in a reportable fashion to verify the setup and results.

Cost Allocation is the concept of allocating from pool chart of account distributions to base chart of account distributions. At the time costs or revenues are initially recorded, the ultimate chart of account distribution is not yet known or the portions attributable to multiple distributions are not known. As a result, the activity is recorded against a 'pool' distribution. At a later stage, that activity can be allocated to the ultimate base distributions.

There are several features described in the *Cost Accounting User Guide* serve to reduce the need for cost allocations, but even with these features, the need to use Cost Allocation is never eliminated:

- Front and Back End Split functionalities allocate costs in real-time and by timely system processing, respectively.
- Overhead allocates indirect costs based on direct costs when a Major Program has an agreement with a funding source for the reimbursement of a certain percentage of overhead. The setup of this feature is similar to Cost Allocation but much simpler by design.
- Reclassification allocates costs when funding agreements are made so that costs not originally reimbursed are reclassified so that they can be reimbursed.

Cost allocations are often a dollar-for-dollar allocation of costs. For example, a check is processed to record telephone expenses to a single chart of account distribution used to initially make such payments, which is the 'pool' distribution. A variety of programs may be using the telephone service, but at the time of payment it cannot be determined how the expense should be distributed across the various programs. A couple of weeks after the payment an employee FTE assessment is done by program. This information is then defined into the allocation as statistical units from with the Cost Allocation will determine percentages for the allocation. The Cost Allocation system process is run to allocate the costs to the various 'base' programs from the pool. For example, costs may be allocated as follows:



The pool is credited $100 for the expenditure with each program receiving the dollar amount shown above. This is a very simple scenario where the allocation step involves distribution from one pool to three base distributions.

Common Terminology

This topic contains an alphabetical list of terms that are common in Cost Allocation and a definition for each one.

- Accumulating Distribution

  This is the accounting distribution that represents a combination of chart of account codes used to accumulate dollar totals for calculating the allocation percentage when the Direct Financial and Direct Financial Instream methods are used.

- Allocation Frequency

  This is the frequency in which the Cost Allocation Process will be scheduled. Valid options are Daily, Monthly, Quarterly, Annual, and Date Range.

- Base

  This indicates the accounting distribution to which pooled costs will be allocated.

- Forward Reference Step

  In multi-step allocations, provides the ability to reallocate an expanded base as a pool in a later (forward) step.

- Inheritance

  Determines if allocated records will receive (inherit) a field's value from the pool or the base record. Inheritance is set field by field because different fields will have different rules.

- Lapse record

  On a source ledger record when the fiscal year is greater than the budget fiscal year, the record is considered as a lapse record and may be subject to special processing according to Cost Allocation Parameter setup. This is often referred to as a prior year record as well.

- Offset Distribution

  When costs or revenues are reversed, this accounting distribution is used to record that reversal instead of the pool accounting distribution.

- Pool

  This accounting distribution is used to select records from the input source for accumulation.

Transaction Information

The Charge Transaction Type has Transaction Codes that support the Cost Allocation functionality. The Charge Transaction Type is discussed in detail in the Cost Accounting User Guide.

CH Delivered Transaction Codes

The Charge (CH) Transaction has several Transaction Codes that can be utilized by Cost Allocation (see below). For more information on the Transaction Codes listed below and the full list of CH Transaction Codes, please refer to the "Charge (CH) Transaction Type" topic in the *CGI Advantage Cost Accounting User Guide*.

Name	Transaction Code	Indented Use
Cost Allocation	CA	The Cost Allocation (CA) Transaction Code uses the fCA layout. This layout is a variant of the one used by the CH transaction type except for one difference: Bank is displayed because it is inferred for each fund so that the Cash balance sheet account can infer.
Cost Allocation Protection	CAP	The Cost Allocation Protected (CAP) Transaction Code uses the fCA2 layout, which is the same as the fCA layout except all fields other than Line Amount are protected. This layout prohibits users with modification authority from adjusting the allocation, so that if the allocation were done in error it should be reversed and allocated again.

Running the Cost Allocation Process

The Cost Allocation Process consists of the following sections:

- Offline Validation
- Base Accumulation
- Compute Allocations
- Generate Transaction
- Reversal
- Parallel Processing

Offline Validation

This run mode does not perform any updates to the system. The Offline Validation Date is used to validate the allocation's chart of account (COA) distributions on the Pool/Base Distribution reference page. The process also verifies the active status of all COA codes defined in the allocation. The output from the Offline Validation run mode is as follows:

1. Pool/Base Verification Report: The report summarizes the data entered into the Pool/Base Set up & Distribution reference pages.
2. COA Editing Report: The report provides a list of invalid COA element values that were entered on the Pool/Base Distribution record. Validations only occur for those COA elements whose rollup type is Code, i.e. not an actual Rollup (Class, Category, Group or Type). Rollups are not validated. The report checks the COA active status and compares the Offline Validation date to the effective dates of the COA. If Department is not entered on the distribution record, all COAs keyed by Department will be deemed invalid on the report. Note: a good setup procedure would be to always enter the Department on the allocation distribution records. If Department/Unit inheritance type is set to Base, then the Department code can be entered on both pool and base accounting distributions, even if there is no change in the Department value from pool to base.
3. Exception Report: There are six exceptions that can be reported if applicable to the allocation's setup:
    - Base Record Percentages do not sum to 100%: This will apply to Fixed Percentage Base Types only.
    - Accounting Distribution not found: where a pool or base record has been set without having any COA values for accounting distribution inserted.
    - Accumulation Distribution not found: where base type is either Direct Financial or Direct Financial Instream, but no accumulation distributions have been set up for the base record(s).
    - Neither Pool nor Base defined for Step: No pool or base records have been established for the allocation.
    - Bases not defined for Step: Pool records exist, but no corresponding base records have been established on Pool/Base Setup. Pool/Base Setup, but no accounting distributions exist for the pool or base on Pool/Base.

Base Accumulation

Once the setup has been validated, the Base Accumulation mode is next. This is the first of the Run Modes that perform updates. The following are the key functions performed during Base Accumulation:

1. Records are selected from the input source and copied to the Cost Allocation Journal Summary.
2. Base Allocation Percentages are computed for all steps except those steps where base type is Fixed Percentage. The allocation percentages have already been defined at the time of base record setup for the Fixed Percentage Base Type.

Statistical

The statistical units for all base records in a step are added together. Each base record's statistical unit is calculated as a percentage of the total statistical units for the step. Sample given below:

Base	Statistical Units	Calculated Allocation
1	1000	10%
2	3000	30%
3	6000	60%

Direct Financial / Direct and Instream Financial

The process for both base types is the same in the Base Accumulation stage. There are some additional calculations required for Direct and In-stream Financial in the next run mode (Compute Allocations).

Base Accumulation Distribution(s) should be set up for each base record. This is in addition to a single Base Accounting Distribution. The Base Accumulation Distributions are compared to the Cost Allocation Journal Summary records. The output is a total dollar accumulation for each base record. That dollar amount is subsequently treated as a statistical unit. The allocation percentages are then computed in the same way as described above for Statistical.

Wildcard and include/exclude logic are also used in the dollar accumulation process for base accumulation distributions. Both 'include' and 'exclude' accumulation distributions can be defined for a base record. A minimum of one include distribution is required, but multiple include distributions are allowed for any base record. For example, you may choose to accumulate dollars for a base using two activity codes. Two include distributions would be set up, each defining a unique activity code. Exclude distributions may only be established after an include distribution has already been set up. An example of exclude logic may be that the base record will accumulate dollars based on an activity code value, but if a task code is defined with that activity, then those dollars should not be accumulated in the distribution.

The tables and examples that follow illustrate the logic employed in the accumulation process. The same wildcard and include/exclude logic also applies to the Pool Expansion Process that takes place when the process runs in the Compute Allocations mode.

Including Records during Accumulation Process

The concept of expansion involves selecting records to be included in the allocation process and allocating those records to bases. Several tools exist in the system to facilitate the selection of pool records and to specify how those records should be allocated. The Cost Allocation Process utilizes wildcards to reduce the amount of data entry. The table below describes the logic used to **include** records during the expansion process:

Pool/Base Setup Record		Record to be Expanded		Expansion Result
"*" (Non-Blank)	+	Code 1	=	Select record, value = "Code 1"
	+	Blank	=	Do not select record
"!" (Blank)	+	Code 1	=	Do not select record
	+	Blank	=	Select record, value = "" (Blank)
" " (Any)	+	Code 1	=	Select record, value = "Code 1"
	+	Code 2	=	Select record, value = "Code 2"
	+	Blank	=	Select record, value = "" (Blank)
"Code 1" (Specific value)	+	Code 1	=	Select record, value = "Code 1"
	+	Code 2	=	Do not select record
	+	Blank	=	Do not select record

Excluding Records during Accumulation Process

The include/exclude feature allows both positive and negative selection logic in the expansion process. The Cost Allocation Process has the ability to exclude records from the process. The exclude wildcards apply after the include process, to remove records from allocation. The table below describes the logic used to exclude records during the expansion process:

Pool/Base Setup Record		Record to be Expanded		Expansion Result
"*" (Non-Blank)	+	Code 1	=	Remove Record
	+	Blank	=	Leave Record Alone
"!" (Blank)	+	Code 1	=	Leave Record Alone
	+	Blank	=	Remove Record
" " (Any)	+	Code 1	=	Remove Record
	+	Code 2	=	Remove Record
	+	Blank	=	Remove Record
"Code 1" (Specific value)	+	Code 1	=	Remove Record
	+	Code 2	=	Leave Record Alone
	+	Blank	=	Leave Record Alone

Base Accumulation Examples

Below is an example outlining how the Base Accumulation process determines the appropriate records to include or exclude.

Pool/Base Distribution Setup

Pool/Base	Sequence No	Distribution Type	Distribution No	Include/Exclude	Activity	Activity Rollup	Task
Base	1	Accumulation	1	Include	A	Class	*
Base	1	Accumulation	2	Include	B	Class	
Base	1	Accumulation	2	Exclude	B001	Code	01
Base	2	Accumulation	1	Include	C	Class	!
Base	2	Accumulation	1	Exclude	C001	Code	

Base	2	Accumulation	1	Exclude	C002	Code	

Cost Accounting Journal Summary

Activity Code	Activity Class	Task	Posting Amount	Record No
A001	A	03	1000.00	1
A001	A	04	1000.00	2
A002	A		500.00	3
B001	B	01	2000.00	4
B001	B	02	1000.00	5
B002	B	09	5000.00	6
B002	B	09	1000.00	7
C001	C		5000.00	8
C002	C		10000.00	9
C003	C		1000.00	10
C003	C	01	1000.00	11
D001	D		500.00	12

- Base 1 Accumulation

  Distribution #1: Two records match this distribution, that is, Activity Class = A, Records 1 and 2. There are no exclude records defined. The accumulation total is 2000.00. Note: the wildcard '*' implies that all non-null Task Code values are acceptable. Therefore, Record #3 cannot be included.

  Distribution #2: There are four matching records for the include distribution, that is, Activity Class = B, Records 4, 5, 6 and 7. However Record #4 should be excluded from the accumulation as an 'exclude' distribution has been defined for Distribution #2, that is, no dollars should be

accumulated where activity code = B001 and Task Code = 01. Even though Record #5 has an activity code = B001, this record should still be included as it is the combination of Activity and Task that defines what records should be excluded in this example. Therefore, records 5, 6 and 7 should be added to calculate the distribution total. That total is 7000.00

The total base 1 accumulation is the sum of the distribution totals. That total is 9000.00. This becomes the statistical unit for Base 1.

- Base 2 Accumulation

  Distribution #1: There are three matching records for the include distribution, that is, Activity Class = C, Records 8, 9, and 10. However, two of those records should be excluded from the accumulation as two exclude distributions have been defined. No dollars should be included where Activity Code = C001 or C002. Therefore, only record #10 can be included in the accumulation. The accumulation total is = 1000.00. Note: record #11 cannot be included originally because the wildcard value '!' for task code requires that journal records have no value populated in that field.

  The total base 1 accumulation is the sum of the distribution totals. That total is 1000.00. This becomes the statistical unit for Base 2.

Allocation Percentage Calculation

	Distribution #	Accumulated Dollars	Statistical Unit	Allocation Percentage
Base 1	1 2 Total	2000.00 7000.00 9000.00	9000.00	90%
Base 2	1 Total	1000.00 1000.00	1000.00	10%
Total			1000.00	100%

Compute Allocations

The allocation of pool dollars to base accounting distributions can now take place as the allocation percentages have been computed for all base types. The only parameter record update required is the change in the Run Mode value. The base allocation percentages are final for three of the four base types before running Compute Allocations. The Compute Allocations process may result in further adjustments to base allocation percentages if the base type is Direct and In-stream Financial.

The Compute Allocations run mode determines the information that should be retained from the Pool records for allocation. It may be COA values through COA inheritance or time-based values such as Fiscal Year and Budget Fiscal Year based on the settings on the Cost Allocation Process Parameters.

During the initial periods of a new fiscal year, this run mode will identify the prior year records and determine if those records should be posted to a prior fiscal year and period.

Cost Allocation Journal Summary Records

Rec #	Record Date	FY	BFY	APD
1	7/1/2016	2017	2017	1
2	7/1/2016	2017	2016	1
3	7/1/2016	2016	2016	13

Note: In the above examples, irrespective of frequency, record #2 is (Fiscal Year > Budget FY) while record #3 is a prior year record (Calendar Date Fiscal Year of Daily Run Date or Application Date > Source Fiscal Year if the process for 2016/13 is scheduled after 7/1/2016). Records #2 and #3 can be posted to a prior year period. If the Set Fiscal Year Equal to Budget FY is *true* when process selects record #2, then Fiscal Year will be set to 2016 and the Period will be set to the Prior Year Accounting Period value. When record #3 is eligible for selection, Accounting Period will be set to the Prior Year Accounting Period value, if populated. During the cross over period for frequencies other than Daily, it would be a good idea to specify the Prior Year Accounting Period and post the Cost Allocation transactions to that prior period. In case of daily frequency, if #3 needs to be posted to 2017/1 the Retain Fiscal Year indication needs to be *false* on the Cost Allocation Parameter record.

In addition to updates to the Allocation Percentage, a Consolidated Percentage field on Pool Base Setup may also be updated as part of the Run Mode. If the Perform COA Consolidation indication is *true*, then this Run Mode will consolidate all base accounting distributions in a single Step that have the same COA combination. The Consolidated Percentage field on Pool Base Setup will reflect the percentage that will be used in base expansion. The first record in a group of consolidated base records will reflect the sum of the Allocation Percentages for those records and the remaining records will have a value of zero as the Consolidated Percentage. Compute Allocations would then only generate base expansion records on Cost Allocation Expansion Results (CSAL_EXPN_RSLT) for those records with a non-zero Consolidated Percentage.

Pool Expansion

Pool accounting distributions are compared to Cost Accounting Journal Summary. Where matches are found, records are added to the Cost Allocation Expansion Results. This process is repeated for all pool records in the allocation.

The output from the Pool Expansion Process is two 'expanded' pool records on the Cost Allocation Expansion Results.

- Record 1: This is a match to the pool accounting distribution. The pool accounting distribution does not have to be set up so that the entire distribution is present on the Journal Summary posting line. As long as the combination of pool distribution COA elements is on the posting line, then there is a match. For example, the Phase code on the journal records is irrelevant in this particular pool expansion. Because the Fund, Department, Object and Program match, the record can be selected.

- Record 2: This record is not matched because the Fund does not match that of the pool accounting distribution.
- Record 3: This record is a match and is therefore selected for the next step.
- Record 4: This record is a match but cannot be selected because the 'exclude' distribution disallows the Activity Code 'A001'. Otherwise, there would have been a match.
- Record 5: This record is not matched because the Department does not match that of the pool accounting distribution.

Note: As in the case of Base Accumulation for Direct Financial Base Types, wildcard and 'exclude' logic are built into the Pool Expansion process. However, multiple 'include' base accumulation distributions can be set up whereas only one pool 'include' accounting distribution is allowed for pool expansion. Otherwise, the logic is the same for record selection.

Base Expansion

The output of pool expansion becomes the input to base expansion. The 'expanded' pool records are allocated to the base records in the same step. The updates to base accounting distribution percentages and COA combinations may occur between each run of the Cost Allocation Process when the Perform COA Consolidation indication is *true* and therefore it is imperative that consolidation re-occur for each instance of the job.

COA Inheritance

During this step, each pool's accumulated dollars will be allocated to the base records. At least one COA element in the step must be set up to inherit its value from the base accounting distribution, so that there is a difference between the pool and accounting distributions.

Forward Referencing

The process of forward referencing allows dollars that have been allocated to base records in one step to be re-allocated in a future step. In essence, the initial allocation to the base record is the first step. That base record subsequently becomes a pool in a 'forward' step and the dollars are re-allocated.

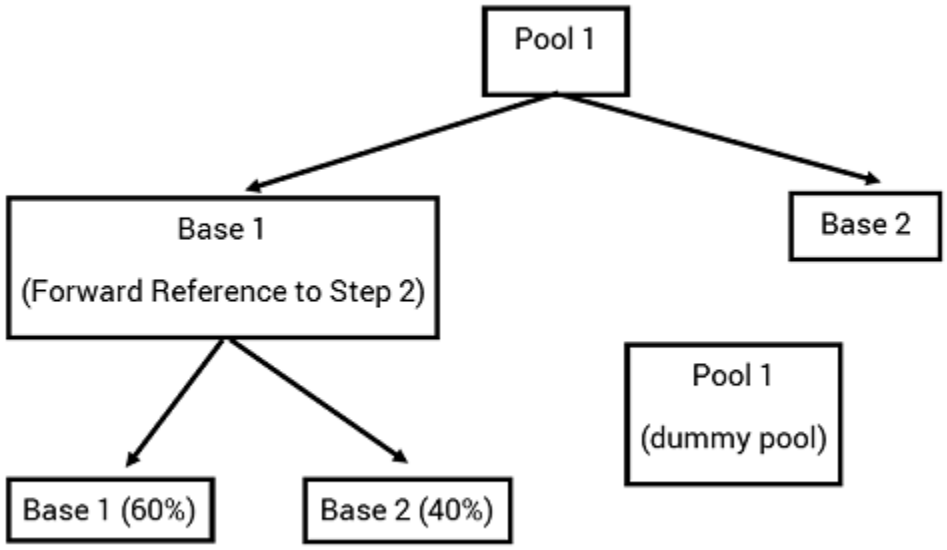
The only setup required is on Pool/Base Setup. A base record can be set up with a forward step reference. This reference means that the base record can become a pool in that 'forward' step without having to set up that base as a pool record in the referenced step. However, if that base record is to become the only pool record in the forward step, then a 'dummy' pool record is required in that step also, for example, the dummy pool will be set up so as not to expand against and selected journal records, but is entered because at least one pool is required before base records can be entered for an allocation step.

The following record table and diagram illustrates the forward reference logic:

Allocation	Series	Step	P/B Indicator	P/B Sequence No	Forward Step

A001	1	1	Pool	1	
A001	1	1	Base	1	2
A001	1	1	Base	2	
A001	1	2	Pool	1*	
A001	1	2	Base	1	
A001	1	2	Base	2	

* This is the dummy pool in the setup



Example: If $1,000 is allocated to Base 1 as part of the step 1 allocation, then that $1,000 will be re-allocated in step 2. Based on the allocation percentages defined, Base 1 would receive $600 and Base 2 would receive $400 in the second step's allocation.

The forward referencing functionality was built into the process for those flow-through programs or entities that are often involved in projects or grants administration.

If the Perform COA Consolidation indication is *true*, pool expansion records for a step that is forward referenced will be generated by summarizing all base expansion records from prior steps that share the same forward reference step number. Summarization will be based on unique COA combinations and the Allocation Amount will be generated based on the sum of consolidated records. The intent of this logic is to reduce the number of pool expansion records generated from forward referencing.

Direct and In-stream Financial

Base accumulation finalizes the base allocation percentages for all steps except those steps where the base type is Direct and In-stream Financial. During the Compute Allocations process, the allocation percentages may be further modified for those steps before base expansion occurs.

The Cost Allocation Process verifies the base type for Allocation ID during the parameter validation.

If the accumulation distributions match the base accounting distributions from any previous step where the allocation has already taken place, then the total allocation to the matching base record is added to the statistical unit of the base accumulation distribution in the current (Direct and In-stream) step. Note: the in-stream accumulations are only likely to occur in a multiple step allocation where the in-stream step is not the first to be allocated. The best illustration is an example.

- Step 1 (Base Type = Fixed Percentage)

  Base Accounting Distributions (Fixed Percentage)

Base #	Fund	Dept	Unit	Act	Program	Allocation %
1				ABCD	L120	70%
2				BCDE	K270	30%

  Expanded Base Records

Fund	Dept	Unit	Act	Program	Amount
4000	700	11001	ABCD	L120	$700
4080	700	11001	BCDE	K270	$300

- Step 2 (Base Type = Direct and In-stream Financial)

  Base Accumulation Distributions

Base #	Fund	Dept	Unit	Act	Program
1				ABCD	L120
2				BCDE	K270

Journal Entries

Fund	Dept	Unit	Act	Program	Amount
4000	700	11001	ABCD	L120	$300
4000	700	11001	ABCD	L120	$100
4000	700	11001	BCDE	K270	$200
4000	700	11001	BCDE	K270	$100
4080	700	11001	BCDE	K270	$300

› Step 2 Base Accumulation Run Mode Results

- Base 1: The initial dollar accumulation is $400
- Base 2: The initial dollar accumulation is $600

The allocation percentages are therefore initially computed as 40% for base 1 and 60% for base 2. If this was a Direct Financial allocation step, these would be the final allocation percentages. However, any in-stream amounts from step 1 must now be added to the statistical unit for the base records in step 2.

The following distributions match:

- Step 1 Base 1 Accounting distribution matches Step 2 Base 1 Accumulation Distribution. $700 has already been allocated to Base 1 in step 1. That amount is now added to the accumulated statistical unit for Base 1 in Step 2. The $400 previously accumulated during the Base Accumulation process is augmented by $700 to give a final accumulation or statistical unit of $1100.
- Step 1 Base 2 Accounting distribution matches Step 2 Base 2 Accumulation Distribution. $300 has already been allocated to Base 2 in step 1. That amount is now added to the accumulated statistical unit for Base 1 in Step 2. The $600 previously accumulated during the Base Accumulation process is augmented by $300 to give a final accumulation or statistical unit of $900

The final allocation percentages for Step 2 as follows:

	Statistical Unit	Allocation Percentage
Base 1	1100	55%

Base 2	900	45%
Total	2000	100%

Those are the percentages used in the allocation process that follows for Step 2. This computation of the final allocation percentages can only take place during the Compute Allocations process because the in-stream amounts are calculated as part of that run mode.

- Compute Allocations Run Mode

  The Compute Allocations Run Mode is the 'Report Only' mode of the Cost Allocation Process. The Expansion Results is not available online. Instead, users can view a series of reports that present the expansion results data in a number of different formats.

  - Pool View Report: The report gives a view of Pool record and the base records to which pool amount was allocated. The report is built off CSAL_EXPN_RSLT table.
  - Base View Report: The report gives a view of each base record with the corresponding pool record from which the amount was allocated. The report is built off CSAL_EXPN_RSLT table.

  Note: The EXCL_COST_ALLOC_REP parameter allows you to exclude a particular report from being generated.

- Cost Allocation Expansion Results

  Cost Allocation Expansion Results are summarized by accounting distribution. The summarized records are stored on Cost Allocation History. The latter becomes the input source for the transaction generation process that follows.

  - Summarization Report: The report gives a summarized view of pool and base records with results of the entire allocation. The report is built from Cost Allocation History.

Generate Transaction

This Run Mode allows users the opportunity to record the allocation results. The original expense or revenue that was recorded to the pool accounting distribution is reversed. The expense or revenue is then recorded to the base accounting distributions.

An accounting line is generated for all Cost Allocation History records for the selected allocation ID that have not previously been allocated in the transaction generation process.

Reversal

The only parameter record update that is required is the change in the value of the Run Mode. The Reversal Run Mode allows users the opportunity to reverse the output of the last Generate Transaction Run Mode. Cost Allocation transactions are generated that reverse the allocations recorded on the

original transactions. The accounting that occurs is the exact opposite of that described above under the Generate Transaction Run Mode. The net effect is that it appears as though the process was never run to Generate Transactions. This option may be employed if it is discovered that there was some incorrect setup or if incorrect assumptions were made regarding the appropriate base allocation percentages.

Parallel Processing

The Cost Allocation Process allows multiple instances of the chain to be processed at the same time. The main differentiator between each instance of the Cost Allocation Process is the Cost Allocation Parameter ID (CAPA ID). With this function, multiple instances for the same CAPA ID are not allowed. The following updates must occur each time the job is run from the Job Manager; please refer to the run sheet for more information.

- The default value for the PARM_FILE (Parameter File) parameter in the Load CA step must be updated with the CAPA ID specified for the CSAL_PROC_PARM_ID parameter during the Cost Allocation Process Job step.
- The default value for the EXCEP_REP_FILE_NM (Exception Report File Name) parameter in the Submit CA step must be updated with the CAPA ID specified for the CSAL_PROC_PARM_ID parameter during the Cost Allocation Process Job step.
- The default value for the PARM_FILE (Submit Parameter File) parameter must be updated with the CAPA ID specified for the CSAL_PROC_PARM_ID parameter during the Cost Allocation Process Job step.
- If the jobs are run using a job scheduler, the parameters should be updated in the appropriate .dat file. Note that if Cost Allocation is run for the same CAPA ID as part of a regular cycle, the associated .dat file would only have to be updated once and the parameter values can remain fixed from then on.

Important Information

Warning: It is critical that business users ensure that the same ledger records are not being allocated in more than one instance of Cost Allocation. This is extremely important when parallel processing is invoked. The combination of selection parameters on Cost Allocation Parameter and the associated pool setup on Pool/Base Distribution should be reviewed to ensure that ledger records are not being allocated multiple times. No logic has been added to prevent such a scenario from occurring.

PURGE_PREV_RUN_CAPA_ID (Previous Run CAPA ID) is an optional parameter in the Cost Allocation Process Job step that allows you to purge all records related to prior runs from background tables (that is, CSAL_JRNL_SUM, CSAL_TOT, CSAL_EXPN_RSLT, CSAL_HIST) for the CAPA ID supplied. This parameter should be used in order to keep the record counts for the background tables as low as possible

Inquiries

The Cost Allocation Process makes a number of updates in the various run modes to allow review before and after an allocation.

Cost Allocation Totals Inquiry

The Cost Allocation Totals Inquiry (CTOT) page is used to review total amounts for a specific allocation/series/step combination that the system uses to compute allocated amounts. The system updates this page when you enter a new allocation/series/step combination on the Pool-Base Definition Setup page. The system updates the pool total and base total fields as part of the Cost Allocation Process.

Cost Allocation Journal Summary Inquiry

The Cost Allocation Journal Summary Inquiry (CAJR) page is used to review the accounting distribution combinations used during the Pool/Base Expansion portion of the Cost Allocation Process.

Advanced - Setup

The Cost Allocation area of Advantage requires site-specific setup. Refer to the following topics for more information:

- Preliminary Setup
- Allocation Setup

Preliminary Setup

Application Parameter

The Application Parameter (APPCTRL) page is one that is part of general system configuration. Options are set once and do not vary by year, fund, department, transaction, or other factors. The page is very generic in its design so that it can host many different types of options with the Parameter Name and Parameter Value fields. Of the controls available, those listed below directly relate to the Cost Allocation area.

Note: Any changes to records on this table should be followed by a bounce of all servers used for Advantage Financial.

Parameter	Description
Cost Allocation Last Run Date (CST_ALLOC_LAST_RUN_DT)	The Parameter Value is updated with the Application Date (APPL_SYS_DT) each time the Cost Allocation Chain with Supp. Rpt job is run. This parameter serves as a timestamp to determine the age of data on the tables populated by the process as they do not have online pages.

Posting Code

Although outside of the Cost Allocation set of reference pages, Posting Code (PSCD) is an important input to the process. The Cost Allocation Process field has four values that are matched to setup on the Cost Allocation Control Setup (ALOC) page for record selection: *Cash Expenditures, Collected Revenue, Revenue Credits,* and *Charges*. With each choice, there is the opportunity to narrow the group of posting codes by using the Refined Posting Code Listing field available on Cost Allocation Process Parameters (CAPA).

Base Expansion Setup

When performing a *Direct Financial Only* or the *Direct and Instream Financial* allocation, there are instances where costs need to be allocated to all accounting distributions where transactions have been charged in a time period. Setup of such an allocation will have base records based on unique combinations of Chart-of-Account (COA) distributions used. The Base Expansion Setup (BEXPNS) page

and the Cost Allocation Base Load process combine to automate this work that is typically supported by one or more reports and uploads.

Base Expansion Setup (BEXPNS) is used to define the COA distributions necessary for the system to create base records for an Allocation ID, Series, and Step. The Cost Allocation Base Load process reads what is configured on the page to select records from source journal (Accounting or Cost Accounting) to determine unique COA base combinations that are used to create Pool Base Setup and Distribution records. For each unique combination of COA set to be retained from the journal for base distribution records, the process creates a Pool Base Setup record incrementing the Pool Base Sequence Number with each combination. For each of those records, one or two Pool Base Distribution records are created based on the type of allocation: *Direct Financial Only* or the *Direct and Instream Financial*.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description
Base Expansion Type	A required indication for each record that is necessary to control the Cost Allocation Base Load process. • *Selection* - Indicates a record is used by the process to select records from source journal only. At least one record must have this setting. For records with this setting, the COA fields are only completed as far as needed to locate the applicable journal records. The fields labeled with *Action* are not used. • *Accumulation and Accounting* - Indicates a record is used by the process to create Pool Base Distribution records with the matching value for Distribution Type. At least one record must be defined as *Accounting*. Accumulation can only be used if the Base Type is *Direct Financial* or *Direct Financial Instream*.
Allocation Parameter ID	An optional field to record a Cost Allocation Parameter ID that directs the process to select records from a specific time range instead of using the feature whereby each selection of journal records is tracked through a Journal Log record created by the process. Once the decision has been made as to which of these two-time selection methods are used, it should not change without considerations being made to ensure there is no gap of journal records or set of journal records selected twice. Use of the Journal Log tracking feature only applies if all allocations using this base expansion feature are done with the *Date Range* choice for Allocation Frequency or put into use a specific chart of account code per month or per quarter.
Various COA	One or more groups of these COA elements and rollups are used for selection (Base Expansion Type = Selection). The

	fields closely resemble those on Pool Base Distribution. Please consult the help for that page for details about the fields without 'Action' in the label. The COA code fields (fields like Fund and Sub Fund) can only be specified where Base Expansion Type is *Selection*. Note: Depending on the type of allocation, revenues or spending, the Object Revenue Indicator needs to be specified as such when values are specified on the Object/Revenue or Department Object/Revenue related fields. This is true for all three Base Types.
COA Base Action	The Base Action fields determine if selected COA codes are written to the Pool Base Setup and Distribution records with the choice of *Write*. *Do Not Write* is used when the COA codes are for selection only. One of those two values must be selected when where Base Expansion Type is *Accumulation* or *Accounting*.

Allocation Setup

The setup and maintenance of allocations is done on the following pages, which are shown in the order of setup for a new allocation. Not all are required, so please see the descriptions of each.

- Cost Allocation Control Setup
- Cost Allocation Series Setup
- Cost Allocation Step Setup
- Statistical Unit
- Pool/Base Offset Requirement
- Pool/Base Setup
- Pool/Base Distribution
- Cost Allocation Process Parameters
- Object Rate Groups
- Program Transaction Cross Reference
- Cost Allocation COA Replacements

Cost Allocation Control Setup

Setup on the Cost Allocation Control Setup (ALOC) reference page defines each unique allocation with options that will apply to all aspects of the allocation.

› Actions

- **Cost Allocations Series Setup** – This related page link transitions you to the Cost Allocation Series Setup reference page to add, update, or review information for the selected Allocation ID.

› Field Information

Field Name	Description
Allocation ID	Each allocation must have a unique identifier defined for more detailed setup and for system processing.
Description	Each allocation should have a description that identifies what is being allocated at a very high level.
Allocation Frequency	Each allocation must have a defined frequency that is then paired with the selected Cost Allocation Process Parameter record selected for a run. Valid values include: • *Monthly* – Selection will use a Fiscal Year and Accounting Period. • *Quarterly* – Selection will use a Fiscal Year and Fiscal Quarter. • *Annually* – Selection will use only Fiscal Year. • *Daily* – Selection will for a single day. • *Date Range* – Selection will use From and To Dates.
Department	An optional field for the specification of the 'owning' department of an allocation as a means of securing allocation setup data. Once entered this value will default to all setup data below the Cost Allocation Process ID.
(Type of Allocation)	These indications are used for initial posting code selection using the Cost Allocation Process setting on the Posting Code reference page. Only one of the indications can be selected. • Cash Expenditures – This indication will select all posting codes with the Cost Allocation Process setting of *Cash Expenditures*. • Collected Revenues – This indication will select all posting codes with the Cost Allocation Process setting of *Collected Revenues.*

	• Charges – This indication will select all posting codes with the Cost Allocation Process setting of *Charges* and *Revenue Credits.* • Charge Backs - This indication will select all posting codes with the Cost Allocation Process setting of *Cash Expenditures* for a special type of allocation known as a Charge Back.
(Inheritance Settings)	This set of chart of account (COA) settings is the first of three levels of definition for what COA codes will be used in the base expansion: • *Pool* - Indicates that records generated from base expansion will assume the same COA value of records generated from pool expansion. • *Base* - Indicates that records generated from base expansion will take the value from the Base Accounting Distribution.

Cost Allocation Series Setup

The Cost Allocation Series Setup (SRS) reference page defines each series within an allocation. A minimum of one series is required for each allocation and there is no limit to the number of series other than the complexity in establishing and maintaining the allocation. At this level the inheritance rules from the Allocation ID can be changed.

› Actions

- **Cost Allocation Control Setup** – This related page link transitions you to the Cost Allocation Control Setup reference page to update or review information for the parent Allocation ID of the selected Series ID.
- **Cost Allocation Step Setup** – This related page link transitions you to the Cost Allocation Step Setup reference page to add, update or review information for the selected Series ID.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description
Series ID	Each series must have a unique identifier defined for more detailed setup and for system processing.

Description	Each series should have a description that identifies what is being allocated within the series at a very high level.
Department	An optional field for the specification of the 'owning' department of an allocation as a means of securing allocation setup data. If entered for the parent Allocation ID, the value will default and cannot be changed.
(Inheritance Settings)	This set of chart of account (COA) settings is the second of three levels of definition for what COA codes will be used in the base expansion: • *Default* - Indicates that what is set at the Allocation ID will apply and not be changed at this level. • *Pool* - Indicates that records generated from base expansion will assume the same COA value of records generated from pool expansion. • *Base* - Indicates that records generated from base expansion will take the value from the Base Accounting Distribution.

Cost Allocation Step Setup

The Cost Allocation Step Setup (STEP) reference page defines each step within a series within an allocation. A minimum of one step is required for each series and there is no limit to the number of steps other than the complexity in establishing and maintaining the allocation. At this level the inheritance rules from the Allocation or Series ID can be changed. Records can be added to this page directly or are added by the system with each Pool Base Distribution record added for a new step in a series.

› Actions

- **Cost Allocation Series Setup** – This related page link transitions you to the Cost Allocation Series Setup reference page, which allows you to update or review information for the parent Series ID of the selected Step Number.
- **Pool Base Setup** – This related page link transitions you to the Pool/Base Setup reference page, which allows you to add, update or review information for the selected Step Number.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description

Step Number	Each step must have a unique number to define more detailed setup and for system processing.
Description	Each step should have a description that identifies what is being allocated within the step at a very high level.
Base Type	The method of allocation from pools to bases within a step can be defined as one of the following: • *Fixed Percentage* – An allocation where a set percentage is entered for base records on the Pool Base Setup reference page. • *Statistical* – An allocation where the Statistical Units reference page is used to populate the Statistical Unit on the Pool Base Setup reference page based on the defined Statistical Group and Statistical Record ID. From this data, the system will determine the percentage allocated. • *Direct Financial Only* – An allocation where the total cost of each base distribution as a share of all base distributions is used as the bases for calculating the allocation percentage. • *Direct and Instream Financial* – Base accumulation distributions are compared to base accounting distributions from previous series/steps in the same allocation. If exact matches are found, then the allocated amount(s) from those previous series/steps are added to the base statistical unit (dollar amount) in the current step. The updated statistical unit is used to determine an updated allocation percentage for each base record in the step.
Charge Back Object	When running a Charge Back Allocation (see Cost Allocation Control Setup reference page), additional expenditures will be posted based on the selected expenditures. Those additional expenditures will default this object and not use the object from the selected accounting records.
(Inheritance Settings)	This set of chart of account (COA) settings is the third of three levels of definition for what COA codes will be used in the base expansion: • *Default* - Indicates that what is set at the Allocation or Series ID will apply and not be changed at this level.

	• *Pool* - Indicates that records generated from base expansion will assume the same COA value of records generated from pool expansion. • *Base* - Indicates that records generated from base expansion will take the value from the Base Accounting Distribution

Statistical Unit

The Statistical Unit (STAT) reference page is reference page required if not manually entering percentage for a statistical allocation (for example, Base Type) that allows a structure of statistical units to be entered or loaded with each run that will be pulled into an allocation.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description
Statistical Group	Each set of statistical units captured must belong to a defined group of statistics. This identification can equal the Step, Series or Allocation ID if there is only 1 group of statistics; otherwise, it is another identification value.
Statistical Record ID	Each base in an allocation is represented by a different Statistical Record ID.
Description	An optional description that is suggested to connect the statistical record to a base with information such as what/who the base represents.
Statistical Unit	The number of units used to calculate the percentage of a base as related to the total units for all bases.
Unit of Measure	An optional descriptive field to provide information about what the value entered as the Statistical Unit represents. Values are established on the Unit of Measure reference page shared by Procurement, Internal Costing, and P-Card processing.

Pool/Base Offset Requirement

The Pool/Base Offset Requirement (PBOREQ) reference page allows the optional definition of which offset Chart of Account fields are required when completing records on the Pool/Base Distribution.

› Actions

- **Cost Allocation Step Setup** – This related page link transitions you to the Cost Allocation Step Setup reference page, which allows you to update or review information for the parent Step ID of the selected pool or base.
- **Pool Base Distribution** – This related page link transitions you to the Pool/Base Distribution reference page, which allows you to add, update or review information for the selected pool or base.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description
Pool/Base Indicator	Each set of requirements is defined to an ID that is then set on the Pool/Base Setup to control what chart of accounts must be completed, cannot be completed, and can be completed on the Pool/Base Distribution page. At least one pool is required before a base record can be defined for a step; otherwise, there is no source for an allocation. Multiple pools and bases can be defined for any step, each pool and base being uniquely identified by a system-generated pool/base sequence number.
Offset Name	Each offset ID should have a name for clarity as to the reason for the offset rules and possibly what allocation(s) use them.
Various COA Elements	Each contains the three values common to data entry control: *Optional, Prohibited,* and *Required*.

Pool/Base Setup

The Pool/Base Setup (PLBS) reference page starts the definition of each pool and base in an allocation.

› Actions

- **Cost Allocation Step Setup** – This related page link transitions you to the Cost Allocation Step Setup reference page, which allows you to update or review information for the parent Step ID of the selected pool or base.
- **Pool Base Distribution** – This related page link transitions you to the Pool/Base Distribution reference page, which allows you to add, update or review information for the selected pool or base.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description
Pool/Base Sequence Number	A system-generated number for record identification purposes and is required when completing the definition of a pool or base on the Pool/Base Distribution page.
Pool Base Indicator	The indication if a record is *Pool* or *Base*. The choice will control other data entry and allocation processing.
Allocation Percent	A percentage is required when the Base Type is *Fixed Percentage*. The field must be left blank for base records where Base Type anything other than *Fixed Percentage*. The field will be updated for base records of all other base types during processing. Pool records will default to 100% if left blank. For base records, negative are allowed and values greater than 100% are also allowed.
Forward Reference Step Number	For those base records that feed into a later step in the allocation as a pool, this field points to step of that pool.
Description	An optional description for a record that is recommended to describe what or who is represented as a pool or base.
Statistical Group Statistical Record ID Statistical Unit	When performing a *Statistical* allocation the Group and Record ID fields will tie to a record on the Statistical Unit page in order to provide a Statistical Unit value for a calculation of the Allocation Percent.
Override Original Distribution with Offset Values	An indication that when *true* indicates if the Pool Accounting distribution should be overwritten with the Offset Accounting distribution during the generation of Cost Allocation transactions. Changing what is recorded for the pool enables the retention of the original pool amount, which is then offset by a different distribution.
Offset ID	An optional specification of an ID that ties to a Pool/Base Offset Requirement record to enforce data entry rules when defining Pool/Base Distribution records.

Pool/Base Distribution

The Pool/Base Distribution (PBDIST) reference page completes the definition of each pool and base in an allocation. You can enter a wildcard value to define the accounting distribution in order to minimize data

entry and account for multiple records. You can also select the Exclude indicator to specify records that should not be included in the process for a particular allocation.

› Actions

- **Pool/Base Setup** – This related page link transitions you to the Pool/Base Setup reference page update or review information for the parent record of the distribution.

› Field Information

Fields already defined on an earlier reference page have been omitted.

Field Name	Description
Distribution Type	A required classification for all pool and base definitions with three values: • *Accounting* - Each pool and base from Pool Base Setup record must have a distribution with this type. An Accounting distribution for pool is used to select source ledger or journal records. The Accounting distributions for both pool and base records is used to post results from an allocation, augmented by other configurations. • *Offset* - This distribution is optional for only pool records to redirect the posting of pool allocation results to a different accounting distribution than what was used for selection. This type is used for expense allocations if the expenditure credit needs to go to a different accounting distribution than the selection COA. For example, not crediting an expense budget line so that additional spending is allowed. • *Accumulation* - This distribution is conditionally required for only for base records to calculate allocation percentage for each base by accumulating the costs from source ledger or journal records when defining bases in a Direct Financial Only or Direct and Instream Financial step.
Accumulation Distribution Number	An identification of a Pool/Base Distribution record that defaults to 1 and is used only when a base has multiple accumulation distributions.
Exclude Flag	An indication that when *true* will instruct processing to not select records that match a given distribution.
Include/Exclude Sequence Number	A system generated number for identification purposes.

Various COA	Many COA elements and rollups exist to define a pool or base distribution. Data entry is governed by any Offset ID entered on the parent Pool/Base Setup record. A couple of wildcard values are available to simplify setup: • The * represents a special value for non-blanks. • The ! represents a special value for blanks. • A value of ANY represents any value blank or non-blank.

Cost Allocation Process Parameters

Setup on the Cost Allocation Control Setup (CAPA) reference page defines a set of online batch parameters into the Cost Allocation Process that control selection, output and run mode.

› Field Information

Field Name	Description
Parameter ID	Each parameter record must be assigned an ID that is later specified in an instance of the batch process to pull in the online parameters. It is possible to create multiple parameter records for a single Allocation ID. However, it is common to use one parameter record that use multiple times with updates for Run Mode, selection, and output parameters.
Run Mode	The parameter that controls what type of processing will be done by the batch process. Details on each are covered in a later topic – "Running the Cost Allocation Process". • *Offline Validation* • *Base Accumulation* • *Compute Allocations* • *Generate Transaction* • *Reversal*
Allocation ID	Each parameter record must be associated to an Allocation ID defined on the Cost Allocation Control Setup reference page.
Department	Any Department defined for the Allocation ID is inferred to identification and to support row filtering.

Allocation Frequency	The inferred frequency from the specified Allocation ID. This inferred value will trigger the necessary edits to complete the appropriate selection parameters. 1. *Daily*: Daily Run Date and Fiscal Year is required. 2. *Monthly:* Fiscal Year and Accounting Period (month) are required. 3. *Quarterly:* Fiscal Year and Fiscal Quarter are required. 4. *Annual:* Fiscal Year is required. 5. *Date Range*: Selection From Date and Selection To Date and Fiscal Year are required.
Run Cycle	An indication for whether the process will be run in a single continuous process *(Single)* or run in steps that must be submitted separately *(Multiple)*. This indication facilitates running the cost allocation process continuously via a nightly cycle batch script by having the Cost Allocation process update the Run Mode to the next logical mode automatically.
Data Source	The input source into an allocation is specified with the Journal/Ledger ID defined on the Journal Ledger Control reference page. When selecting an input source, it is imperative that the needed date values exist on the source to match those of the Cost Allocation Process Parameter.
Offline Validation Date	When running in the Offline Validation mode, this date is required in order to perform validations.
Fiscal Year	The Fiscal Year used for Allocation Frequencies of *Monthly, Quarterly*, and *Annually* for record selection.
Accounting Period	The Accounting Period used for the Allocation Frequency of *Monthly* for record selection.
Quarter	The Quarter used along with Fiscal Year for the Allocation Frequency of *Quarterly* for record selection
Date Attribute Used	When the Allocation Frequency is *Daily* or *Date Range*, this setting is used to determine if selection will use (Transaction) Record Date or Posted Date. For other frequencies, this field must be blank.

Daily Run Date	The date used for the Allocation Frequency of *Daily* for record selection.
Select From Select To	The dates used for the Allocation Frequency of *Date Range* for record selection.
Refined Posting Code Listing	This optional selection parameter allows record selection on a reduced set of posting codes instead of solely using the Cost Allocation Process indicator on the Posting Code reference page. This parameter does not allow the expansion of the set of posting codes from what is defined on the Posting Code reference page.
Budget FY Option	An indication that when *true* changes the default record selection of Fiscal Year on the input source to Budget FY, using the Fiscal Year selection parameter.
Transaction Code Transaction Department Transaction Unit Transaction Prefix	Four output parameters exist to generate Cost Allocation transactions. Please ensure that Automatic Transaction Numbering reference page setup exists to match what is entered in the Code, Department, and Prefix fields.
Transaction Record Date (MM/DD/YYYY)	This is an optional output parameter. When supplied the date is written as the Transaction Record Date on the Allocation transactions instead of having the Application Date default.
Expenditure Event Type Revenue Event Type Revenue Credit Event Type Charge Event Type Inverse Event Type	Depending on what type of allocation is specified for the Allocation ID, the corresponding event type will be populated on the generated Cost Allocation transactions. The Inverse Event Type is used when a negative accounting line is built and the Build References indication is *true.*
Build References	An indication that when *true* triggers the allocation process to populate transaction reference information on generated Cost Allocation transaction accounting lines for expenditures, based on data from the Program Transaction Cross Reference (PRGXRF) reference page. The Build References option may only be selected when either the Cash Expenditures or Charge

	Back option on the Cost Allocation Control Setup for the Allocation ID.
Break by COA	Optional. When Break by COA is selected, the records will be grouped by the COA element(s) and a new Cost Allocation (CA) transaction will be created when the combination changes. Valid values are data objects in the COA tables, APPR_CD. Multiple values, comma-separated, can be specified: FUND_CD, DEPT_CD, APPR_CD.
Posting Accounting Period	When the Accounting Period field should not default to the current period, this parameter is used to set the same accounting period (typically 1 prior) on the header of all generated allocating transactions.
Set Fiscal Year Equal to Budget FY	An indication that when set to *true* enables the posting of allocated dollars to a prior fiscal year where the disbursement was issued in a current fiscal year yet the payment request was triggered in a prior fiscal year. The Cost Allocation process subtracts 1 year from the Fiscal Year when the Fiscal Year is greater than the Budget FY of the selected source record. The process will also use the Prior Year Accounting Period. This indication can only be *true* when the Retain FY and Retain BFY indications are *true*.
Prior Year Accounting Period	When the Set Fiscal Year Equal to Budget FY option is *true*, the generated allocation transactions will back date the Fiscal Year by 1 from what was found on the selected input record when that Fiscal Year was greater than the Budget FY. In the event of this back-date action, the defaulting Accounting Period should not be used nor should the Posting Accounting Period. This Prior Year Accounting Period is used instead.
Retain Budget FY	An indication that when *true* instructs the allocation process to carry forward the Budget FY of the selected input source record to the Cost Allocation transaction.
Retain Fiscal Year	An indication that when *true* instructs the allocation process to carry forward the Fiscal Year of the selected input source record to the Cost Allocation transaction.
Perform COA Consolidation	This indication that when *true* indicates COA consolidation should be done. The *Compute Allocations* Run Mode will consolidate all base records in a single step that have the same COA combination. The Consolidated Percentage field on Pool Base Setup will reflect the percentage that will be used in base expansion. The first record in a group of consolidated base records will reflect the sum of the Allocation Percentages for

	those records and the remaining records will have a value of zero as the Consolidated Percentage. Compute Allocations would then only generate base expansion records on Cost Allocation Expansion Results (CSAL_EXPN_RSLT) for those records with a non-zero Consolidated Percentage. Furthermore, pool expansion records for a step that is forward referenced will be generated by summarizing all base expansion records from prior steps that share the same forward reference. Summarization will be based on COA combinations and the Allocation Amount will be generated based on the sum of consolidated records. Note this option is not allowed if any base record for an Allocation ID has a Base Type of *Direct and Instream Financial*.
Rebuild Summary in Compute Allocation	An indication that when *true* indicates if the Cost Allocation Journal Summary should be purged and rebuilt.
Perform COA Summarization	An indication when set to *true* indicates that the chart of accounts elements will be re-summarized on Cost Allocation Journal Summary using one or more of the pages discussed in the Cost Allocation COA Replacements.
Pool/Base Apportion	Optional. Valid values are *Pool* and *Base*. Used with Break by COA field. When selected, the Pool/Base amounts get apportioned across the Cost Allocation (CA) transactions.

Object Rate Groups

The Object Rate Groups (OBJRT) reference page is an optional setup step that allows for the selection (or exclusion) of multiple Objects when Object Rollups will not work with the allocation when defining Pool/Base Distribution records.

- Field Information

  Fields that are not common are listed below.

Field Name	Description
Rate Group (1 to 60)	The various rate group choices found in addition to Object, Sub Object, and the six Object Rollups when using the pick for the Object/Revenue Source Rollup Type field on Pool/Base Distribution.

Program Transaction Cross Reference

The Program Transaction Cross Reference (PRGXRF) reference page allows the association of an encumbrance recorded on an Accounting Based Spending transaction code such as the General Accounting Encumbrance (GAE) to a combination of Fiscal Year, Department, Program, Phase, and Appropriation that has reserved budget to ensure an allocation to a base will pass budget control editing. Use of this page is optional in Cost Allocation setup.

All fields are common so no field listing is given.

All pool records should be set up with an allocation percentage of 100%. Depending on base type, the allocation percentages for each base record may or may not be defined also.

Cost Allocation COA Replacements

The following pages are optional Cost Allocation setup to further consolidate Unit and Department Object values from those used on the accounting events being accumulated that are used in the Base Accumulation and Compute Allocation run modes. These updates occur at the end of the step that builds the Cost Allocation Journal Summary, replacing Unit and Department Object values and re-summarizing the resulting entries. Use of one or more of these pages is intended to further consolidate accounting activity in order to reduce the volume of accounting output from an allocation.

Please note that these pages are not delivered in the New Year Table Initialization process, so data has to be updated each year. However, they could be added if desired.

- Unit Rollup
- Department Object Rollup
- Department Object Rollup Exception

Unit Rollup

Unit Rollup (UNITRU) is used to reassign the Unit on the original Cost Allocation Summary record based on the Bureau and Program combination. When no match is found, the original Unit remains on the summary record.

All the fields in this page are common and therefore no field listing is given.

Department Object Rollup

Department Object Rollup (DOBJRU) is used to reassign the Department Object of the original Cost Allocation Summary record based on the Bureau, Program, and Department Object Category combination. When no match is found, the original Department Object remains on the summary record.

Please be aware that there is a Department Object Rollup Exception page that works in conjunction with this page.

All the fields in this page are common and therefore no field listing is given.

Department Object Rollup Exception

Department Object Rollup Exception (DOBJRUE) is used to prevent reassignment of the Department Object of the original Cost Allocation Summary record based on a unique combination of Fiscal Year, Department, Bureau, Program, and Department Object Code that would not be included in the replacement process.

All the fields in this page are common and therefore no field listing is given.

Advanced - Batch Processing

Please refer to the appropriate topic below for a list of all batch and chain jobs for the Cost Allocation area. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide.

Batch Jobs

The Cost Allocation area includes the following batch job. For detailed information on the job, refer to the associated run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide.

Job Name	Description	Batch Catalog Section
Cost Allocation Base Load	The Cost Allocation Base Load process uses setup from the Base Expansion Setup (BEXPNS) page to select source journal records to build base records on Pool Base Setup (PLBS) and Pool Base Distribution (PBDIST) when the Cost Allocation Step has a Base Type of *Direct Financial Only* or *Direct and Instream Financial*.	CA
Cost Allocation with Supplemental Reporting (Supp. Rpt.)	A series of reporting tables exists to record every aspect of an allocation from the configuration to the results. Although there are several methods to populate this data, this job is one that spawns a Cost Allocation Process chain to completion and then updates reporting tables.	CA
Cost Allocation Multi Process with Supplemental Reporting (Supp. Rpt.)	A series of reporting tables exists to record every aspect of an allocation from the configuration to the results. Although there are several methods to populate this data, this job is one that spawns a Cost Allocation Multi Process Import chain to completion and then updates reporting tables.	CA
Cost Allocation Standalone with Supplemental Reporting (Supp. Rpt.)	A series of reporting tables exists to record every aspect of an allocation from the configuration to the results. Although there are several methods to populate this data, this job is one run after any type of Cost Allocation Process to update the reporting tables.	CA
Labor Additive Reversal	The Labor Additive Reversal job enables re-running the Labor Additive chain when the initial data load is incorrect. The job deletes Labor Additive History records for the specified period	CA

	so the Labor Additive chain can be run again for the same time frame.	

Chain Jobs

The Cost Allocation area includes the following chain job. For detailed information on the job, refer to the associated run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide.

Job Name	Description	Batch Catalog Section
Cost Allocation Process	The Cost Allocation Process is a group of jobs that work together in five different run modes – Offline Validation Mode, Base Accumulation Mode, Compute Allocation Mode, Generate Transaction Mode and Reversal Mode. The purpose of the Cost Allocation Process is to allocate indirect costs to the appropriate entities. Indirect costs are initially recorded to 'pool' entities. The Cost Allocation Process then allocates those costs on a dollar-by-dollar basis to 'base' entities. Those indirect costs may subsequently be eligible for reimbursement by various funding agencies. The Cost Allocation Process is one of two methods that can be used to record indirect costs. The Cost Allocation Process will also perform Charge Back processing, where additional expenditures and expense credits will be posted to the system based on the selected expenditures. Refer to the "Running the Cost Allocation Process" topic for more information.	CA
Cost Allocation Multi Process Import	This cost allocation process is a copy of the primary Cost Allocation Process but with a job step that splits up the XML file of transactions into multiple spawned instances of the Multi-Threaded Transaction Loader (see Utilities job folder). This type of run is more efficient than the traditional load and submit job steps for when the volume of transactions is very large. Refer to the "Running the Cost Allocation Process" topic for more information.	CA
Labor Additive	The Labor Additive process updates Pool Base Setup and Distribution records of an existing Cost Allocation, Series and Step ID to facilitate accounting for expense credit to fringe accounting distributions in the same proportion as originally charged as part of payroll. This process only updates the cost allocation setup. The cost allocation will in turn use the Charge Back processing, where additional expenditures (to projects and grants) and expense credits (original fringe	CA

	accounting distributions) will be posted to the system to record additive based on the selected expenditures.	
Labor Cost Distribution Load to Cost Allocation	The Labor Cost Distribution Load to Cost Allocation chain is a group of jobs that work together to automatically modify various Cost Allocation configurations based on the latest time and labor distribution information available in Labor Cost Distribution History (referred to as LCDH, please note this is not a page code) produced from Advantage payroll processing. The process will perform updates to the following Cost Allocation configurations: Statistical Units (STAT), Pool/Base Setup (PLBS), and Pool/Base Distribution (PBDIST). This process allows the allocations costs on a department-wide basis (the most prevalent method) and also on a specified Chart of Account breakdown (element) basis, as defined in the COA Breakdown parameter.	CA

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- CGI Advantage Financial Reports
- CGI infoAdvantage
- CGI Advantage Insight

CGI Advantage Financial Reports

The Cost Allocation area includes reports that are generated by the Cost Allocation Process. The reports are listed alphabetically (by Mode) in the below table. For more information on the reports, refer to the associated run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide.

Report Name	Description
Base Accumulation Exception Report	Generated by the Cost Allocation Process in "Base Accumulation" Mode.
Base Accumulation Report	Generated by the Cost Allocation Process in "Base Accumulation" Mode.
Base View Report	Generated by the Cost Allocation Process in "Compute Allocation" Mode, if the report is not being excluded by the EXCL_COST_ALLOC_REP parameter.
CA Exception Report	Generated by the Cost Allocation Process in "Compute Allocation" Mode, if the report is not being excluded by the EXCL_COST_ALLOC_REP parameter.
Expansion Exception Report	Generated by the Cost Allocation Process in "Compute Allocation" Mode.
Pool View Report	Generated by the Cost Allocation Process in "Compute Allocation" Mode, if the report is not being excluded by the EXCL_COST_ALLOC_REP parameter.
Summarization Report	Generated by the Cost Allocation Process in "Compute Allocation" Mode.
COA Editing Report	Generated by the Cost Allocation Process in "Offline Validation" Mode.

PBDF Verification Report	Generated by the Cost Allocation Process in "Offline Validation" Mode.
Validation Exception Report	Generated by the Cost Allocation Process in "Offline Validation" Mode.

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/.

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Advanced - Unique Features

The following functionality is only applicable for your site if the associated functionality fits a very specific set of circumstances. Please refer to each topic for more information.

- Payroll Additive Rate and Override Department Object (PAYADPR)
- Pool/Base Apportion and Break by COA

Payroll Additive Rate and Override Department Object

The Payroll Additive Rate and Override Department Object (PAYADPR) page is an optional page that allows users to setup Payroll Additive Rate and overridable Department Object values. The page is keyed by Fiscal Year, Department, From Date, To Date, Department Object, and Pay Add Rate. The from and to dates are automatically set using the first and last day from the Fiscal Year (FY) page when left blank.

The dates provide an audit trail for tracking rate changes during a FY. The page stores the data needed by interfaces to build Payroll Additive transactions by using the rate and Department Object. There is no system process that uses this data, but it is intended for external processes.

Note: If you are interested in using the page, please mark it as Searchable in Application Page Registration (APGS) first.

Pool/Base Apportion and Break by COA

The Pool/Base Apportion and Break by COA parameters are defined in the Cost Allocation Process Parameters (CAPA) page. when the Pool/Base Apportion parameter is selected, Break by COA is a required parameter where chart of accounts elements need to be defined.

The valid values for this Pool/Base Apportion parameter are *Pool* and *Base*. When set to *Base*, the Cost Allocation Process splits the Pool amount into multiple Cost Allocation (CA) transaction and divides to Base records as per the Pool Base Distribution set up and also considers the Break by COA values and summarizes accordingly.

Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Cost Allocation area.

- What are the different methods of allocating records using the Cost Allocation Process?

  The different methods of allocating costs are by:

  - Fixed Percentage
  - Statistical
  - Direct Financial
  - Direct and In-stream Financial

- How to exclude certain records from the Cost Allocation Process?

  Transactions that posted to the ledgers can be excluded from the Cost Allocation Process by establishing a Pool/Base Distribution record and marking the **Exclude** indication as *true*.

- Do I need to use Cost Accounting COA elements (i.e., Major Program/Program) in order to use the Cost Allocation Process?

  The Cost Allocation Process does not require the use of Cost Accounting COA elements. Allocations can be performed by both Fund Accounting and Detailed Accounting elements outside of the Cost Accounting COA elements.

- How to improve the Cost Allocation Process performance?

  The Exclude Cost Allocation Reports (EXCL_COST_ALLOC_REP) batch parameter can be used to improve the Cost Allocation Process performance. The batch parameter allows you to exclude one or more of the following reports from being generated: Pool View Report, Base View Report and CA Transaction Exception Report. Excluding reports can improve the performance of the Cost Allocation Process.

