7 Changing Cost Details

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

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

and choose either:

- New – Structure Costing to add new details

- Structure Costing to view and/or amend existing elements

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

   For example:
   
<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Cost Centre</th>
<th>Source of Funds</th>
<th>Transaction Code</th>
<th>Spare</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. MA.</td>
<td>MABA.</td>
<td>ABAA.</td>
<td>ABAP.</td>
<td>0000</td>
</tr>
</tbody>
</table>

   Or for Research Grants

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Task</th>
<th>Award</th>
<th>Transaction Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAG/001.</td>
<td>01.</td>
<td>RG12345.</td>
<td>ABAE</td>
</tr>
</tbody>
</table>
Contractual Changes

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

4. Click the Save button
7.1 Split costing

If the position is to be charged to more than one account
1. Enter the first cost code as instructions above
2. Open the Split form from the Structure Costing options
   - Structure costing
   - New - Structure costing
   - Inheritance chart
   - History
   - Process chaining
3. Enter the details for the second code and percentage and adjust the percent for the first code in the box called “Split records”. The total % must be 100 at all times.
4. Click the \textit{Save} button.
If a three or more way split is required, split two ways first, then split the second costing and so on. (You cannot split the first costing again)
7.2 To Amend Costing After Start Date

1. Set the effective date to be the end date of the current code (the day before the start date of the new entry)
2. Select the cost line in the object pane which has the highest sequence number (This will be the last line in the object pane)
3. Enter the end date for this costing
4. Click on the Save button
5. Select the remaining code(s) from highest to lowest sequential number in turn and end date each and save.
6. Navigate back to the post using the navigation trail to exit the screen.
7. Set the effective date to be the start date of the new costing.
   Enter the first cost code with the same start date as the set effective date with 100% allocation.
9. Click the Save button
10. Open the split form from the costing menu
11. Enter the next code with its % and amend the first code % at the bottom of the screen so that they total 100%
12. Repeat this process for each subsequent cost code required.

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

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

To View History

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