

Unallocated Costs: How to Identify and Allocate (example of report configuration)

Problem: How to identify and allocate unallocated costs

Solution: Use the Income and Expenses report to identify unallocated costs and allocate them either in source documents or via allocation tools.

1. Identify Unallocated Costs

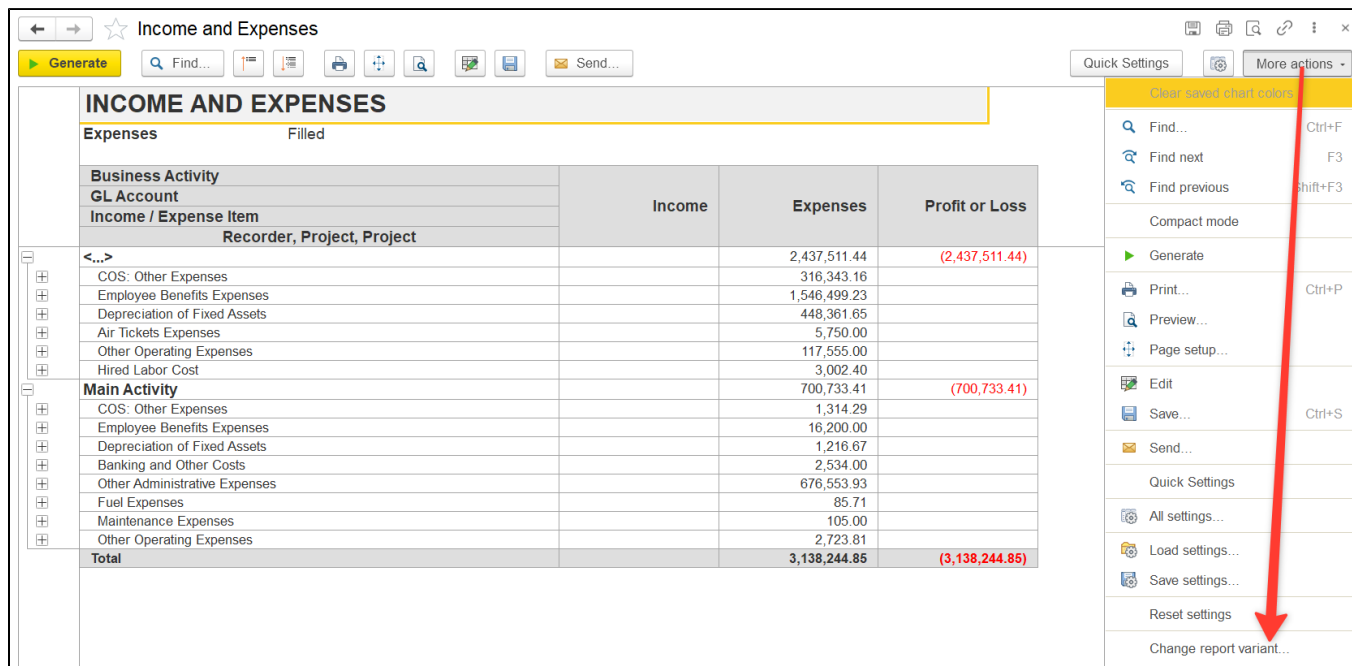
Enable Records (Documents) in the Report

1. Open the **Income and Expenses** report.

Path: **Accounting > Reports of Accounting> Income and Expenses**



2. Click **More actions** **Change Report Variant** (further - Change report variant)



3. Modify the report:

3.1 Add Documents (Recorders)

This allows you to see which documents contain allocated and unallocated costs.

- In the **Report Structure** area, hover over a relevant row (e.g., *Income/Expense Item*)
- Click **Add New Grouping**

Change of the report version "Income and Expenses"

Buttons: Add, Group..., Delete, Up/Down arrows, Configure user-defined settings, User-defined settings, More actions

Report structure

- Report
 - Business Activity
 - GL Account
 - Income / Expense Item

Parameters

Parameter	Value	Date
Begin of Period	Custom date	
End of Period	Custom date	
Show Amounts in National Currency	False	

- In the dialog box, select **Recorder** in the **Fields** box and click **OK**

Income and Expenses

Buttons: Generate, Find..., Print, Copy, Paste, Send...

Change of the report version "Income and Expenses"

Buttons: Add, Group..., Delete, Up/Down arrows, Configure user-defined settings, User-defined settings, More actions

Report structure

- Report
 - Business Activity
 - GL Account
 - Income / Expense Item

Parameters

Parameter	Value	Date
Begin of Period	Custom date	
End of Period	Custom date	
Show Amounts in National Currency	False	

Select field

Available fields

- GL Account
- Income / Expense Item
- Period, day
- Period, half year
- Period, hour
- Period, minute
- Period, month
- Period, quarter
- Period, second
- Period, ten-day period
- Period, week
- Period, year
- Project
- Project Task
- Recorder

Grouping

Field: Recorder

Type: Elements

Buttons: OK, Cancel

- A new row **Recorder** will appear click **Complete**

Change of the report version "Income and Expenses"

Add
Group...
Delete
Configure user-defined settings
User-defined settings
More actions

Report structure

Report
Business Activity
GL Account
Income / Expense Item
Recorder

Parameters
User fields
Grouping fields
Fields
Filter
Sort
Conditional appearance
Additional settings

Configure user-defined settings
More actions

	Parameter	Value	Date
☒	Begin of Period	Custom date	
☐	End of Period	Custom date	
	Show Amounts in National Currency	False	

Complete
Cancel

- If documents are not visible:
 - Right-click on the left side of the report
 - Select **Group Levels**
 - Choose **Level 4** (or the level where documents are displayed)

Income and Expenses

Generate Find... Send...

Quick Settings More actions

INCOME AND EXPENSES

Period: / / x / / x (//)

Parameters
☐ Show Amounts in National Currency

Filters
 Group By:

	Income	Expenses
	2,979,078.14	2,437,511.44
	2,832,867.14	
	121,211.00	
	25,000.00	
		316,343.16
		1,546,499.23
		448,361.65
		5,750.00
		117,555.00
		3,002.40
	1,274,359.03	700,733.41
	986,081.25	
	282,742.07	
	5,292.86	
	242.85	
		1,314.29
		16,200.00
		1,216.67
		2,534.00
		676,553.93
		85.71
		105.00
		2,723.81
Total	4,253,437.17	3,138,244.85

Group Levels
 Level 1
 Level 2
 Level 3
 Level 4

3.2. Add Project Information (Recorder.Project).

- Click More actions Change report variant.

Income and Expenses

Generate Find... Send...

Quick Settings More actions

INCOME AND EXPENSES

Period: / / x / / x

Parameters
☐ Show Amounts in National Currency

Filters
 Group By:

Business Activity	GL Account	Income	Expenses
Recorder			
<...>		2,979,078.14	2,437,511.44
Sales of Services		2,832,867.14	
Other Operating Income		121,211.00	
Labor Supply Revenue		25,000.00	
COS: Other Expenses			316,343.16
Employee Benefits Expenses			1,546,499.23
Depreciation of Fixed Assets			448,361.65
Air Tickets Expenses			5,750.00
Other Operating Expenses			117,555.00
Hired Labor Cost			3,002.40
Main Activity		1,274,359.03	700,733.41
Work In Progress		986,081.25	
Sales of Services		282,742.07	
Sales of Goods		5,292.86	
Other Operating Income		242.85	
COS: Other Expenses			1,314.29
Employee Benefits Expenses			16,200.00
Depreciation of Fixed Assets			1,216.67
Banking and Other Costs			2,534.00
Other Administrative Expenses			676,553.93
Fuel Expenses			85.71
Maintenance Expenses			105.00
Other Operating Expenses			2,723.81
Total		4,253,437.17	3,138,244.85

More actions
 Clear saved chart colors
 Find... Ctrl+F
 Find next F3
 Find previous Shift+F3
 Compact mode
 Generate
 Print... Ctrl+P
 Preview...
 Page setup...
 Edit
 Save... Ctrl+S
 Send...
 Quick Settings
 All settings...
 Load settings...
 Save settings...
 Reset settings
 Change report variant...

- Go to the **Fields** tab
- Find **Recorder.Projects**

Change of the report version "Income and Expenses"

Report structure

- Report
 - Business Activity
 - GL Account
 - Income / Expense Item
 - Recorder

Parameters User fields Grouping fields **Fields** Filter Sort Conditional appearance Additional settings

☒ The current item has individual settings of the selected fields (for the detailed item setting)

Available fields

- Period, week
- Period, year
- Project
- Project Task
- Recorder
 - Accepted From
 - Account
 - Accounting Amount
 - Accounting Currency
 - Accounts Payable
 - Accounts Receivable
 - Accrual Type
 - Accrual Type (End of Service Benefits)
 - Accrued Earnings Type
 - Accumulated End of Service Benefits

Field

Selected fields

- Business Activity
- GL Account
- Income / Expense Item
- Income
- Expenses
- Profit or Loss
- Income (in National Currency)
- Expenses (in National Currency)
- Profit or Loss (in National Currency)

- Expand the **Recorder** section and locate the **Project** field. Double-click to move **Recorder.Project** to the right section of the window

Add - Group... Delete ↑ ↓ Configure user-defined settings User-defined settings More actions -

Report structure

- Report
 - Accounting Currency, National Currency
 - Business Activity
 - GL Account
 - Income / Expense Item
 - Recorder

Parameters User fields Grouping fields Fields Filter Sort Conditional appearance Additional settings

☒ The current item has individual settings of the selected fields (for the detailed item setting)

Select More actions - Add new field Group fields Delete ↑ ↓ More actions -

Available fields	Field
- Posted - Prepaid Employee Business Expenses GL Account - Prepaid Employee Business Expenses GL Account (OBS) - Price Date - Price Type - Prices Include VAT - Proforma Invoice Project - Project Task - Project Task Position - Provide a Main Vacation - Provide an Additional Vacation	Selected fields ☒ Business Activity ☒ GL Account ☒ Income / Expense Item ☒ Income ☒ Expenses ☒ Profit or Loss ☒ Income (in National Currency) ☒ Expenses (in National Currency) ☒ Profit or Loss (in National Currency) ☒ Recorder.Project

Complete Cancel

- **Configure column display:**
 - Go to **Additional settings**
 - Set **Attribute placement** = *Separately*
 - Click **Complete**

Change of the report version "Income and Expenses"

Report structure

- Report
 - Accounting Currency, National Currency
 - Business Activity
 - GL Account
 - Income / Expense Item
 - Recorder

☐ Parameters
 ☒ User fields
 ☐ Grouping fields
 ☐ Fields
 ☐ Filter
 ☐ Sort
 ☒ Conditional appearance
 ☒ **Additional settings**

☒ Current item has individual additional settings

Parameter	Value
☒ Appearance template	First BIT ERP Main Reports Template (Currency Precision)
☐ Totals placement	Auto
☐ Grouping field placement	Together
☐ Grouping placement	Begin
☒ Attribute placement	Separately
☐ Resource placement	Horizontal
☐ Horizontal placement of grand totals	Auto
☐ Vertical placement of grand totals	Auto
☐ Field title type	Auto
☐ Chart type	Column
☐ Ignore base value	Yes
☐ Label composition	Series + percent
☐ Separation mode	No
☐ Display data table	No

The new column Recorder.Project will now appear in your report. You can also adjust the order, title, and formatting of columns as needed. This will show which project each document is linked to.

If the **Recorder.Project** field is empty or shows *"Not related to projects"*, it means the costs are **not allocated** to any project.

INCOME AND EXPENSES					
Accounting Currency		Income	Expenses	Profit or Loss	
Business Activity					
GL Account					
Income / Expense Item					
Recorder	Project				
Invoice EI00-000008 dated 1/17/2018 12:00:00 AM			983.61	(983.61)	
Invoice EI00-000038 dated 1/17/2018 12:00:01 AM	Office inspirations Ltd	Expenses are unallocated	6,523.82	(6,523.82)	
Invoice EI00-000001 dated 1/18/2018 9:45:33 AM			232.23	(232.23)	
Invoice EI00-000003 dated 1/19/2018 12:00:00 AM			232.23	(232.23)	
Invoice EI00-000010 dated 1/29/2018 12:00:00 AM			2,400.00	(2,400.00)	
Month End Closing EI00-000001 dated 1/31/2018 11:59:59 PM			640.33	(640.33)	
Invoice EI00-000012 dated 2/6/2018 12:00:00 PM			449.92	(449.92)	
Invoice EI00-000013 dated 2/8/2018 12:00:00 PM			454.53	(454.53)	
Invoice EI00-000034 dated 2/16/2018 12:00:02 PM	Entourage Event Management Ltd		5,300.00	(5,300.00)	
Invoice NN00-000027			600.00	(600.00)	

2. Allocate the Costs

Option A: Direct Allocation in Documents

- Open the document where **Recorder.Project** is empty.
- Specify the correct **Project**.
- Save and post the document.

Option B: Allocation via Special Documents

- Use:
 - [Project Cost Allocations](#), or
 - [WIP Allocation by Cost Object](#)
- Go to the **Allocation** tab.
- Click **Fill and Allocate** to retrieve unallocated costs.
- Assign costs to the required projects.

Use **Split Row** if you need to distribute costs across multiple projects.

Thanks for being a Firstbit Customer!

#CostAllocation #UnallocatedCosts #IncomeAndExpensesReport #ProjectCosts