

# Project Cost Allocation Errors Diagnostic

If it is impossible to post a Project Cost Allocation document or find discrepancy in cost allocation, please check the settings according to the list:

## 1. Missing factors used - "The Factor is required on the line of the Projects allocation list " error

When cost allocation is executed according to proportional coefficients on direct expenses or project revenue, some projects might have missing coefficients factors. It is due to absent direct costs or revenue amounts related to the particular projects.

#	Expense Item	#	Project	Factor	Expenses	Revenue
1	IND - Leave Salary Expense	10	631   Paint Work For La...	24.498	118,546.95	
2	COS: Salary Expenses	11	647   Paint Work For S...	0.253	1,224.00	-1,091.05
3	PRJ - EOS Expense	12	659   Waterproofing / A...	0.000		
4	Legal Consulting Expenses	13	660   Compo Waterproo...			
5	Licenses and Agreements Renewal	14	663   External Paint For...			
6	Landline, Internet Fees and Expense	15	669   Insulation works / ...			
7	Mobile Fees and Expense	16	670   General maintena...	5.797	28,049.80	
8	Advertising & Marketing Expenses	17	679   Compo Waterproo...	0.621	3,003.19	
9	COS : Rent For Labor Accomodation			100.000		

**Solution: Remove lines with absent factors.**

## 2. Expense amount is too small - "The Amount is required on the Costs list" error

When the total amount of expenses is insignificant and costs are distributed among various projects, the allocated cost is reduced to zero.

#	Expense Item	Business Activity	Department	Amount (AED)
1	IND - Leave Salary Expense		Main Department	1,724.98
2	IND - Leave Salary Expense	Paints and Insulation	Main Department	2,874.99

  

Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity	Department
660   Compo Waterproofing For ...		0.455	8.00	IND - Leave Salary Expense		Main Department
663   External Paint For Villa / K...		0.005		IND - Leave Salary Expense		Main Department
669   Insulation works / adding a		26.158				Main Department
		100.003				

**Solution: Delete lines with missing cost amounts.**

### 3. Allocated costs are not equal to the expenses of the Sources tab due to manual or wrong allocation

The allocated amount must be equal to the Sources tab.

#### 3.1 The amount is doubled up

Project Costs Allocation ICPCA25-0000015 dated 06/08/2025 12:00:00 \*

Post and close Save Post Dr Cr

Main Settings Sources (40) Allocation (37) Additional Information

#### Allocation Sources

Add Fill and Allocate Search (Ctrl+F)

#	Expense Item	Business Activity	Department	Amount
1	Legal Consulting Expenses	Paints and Insulation	Main Department	
2	Licenses and Agreements Renewal	Paints and Insulation	Main Department	
3	Landline, Internet Fees and Expense	Paints and Insulation	Main Department	

#### Allocation Results

Add Search (Ctrl+F)

#	Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity	Department
1	394   Paint Work For Resi...		6.450	19.67	Legal Consulting Expenses	Paints and Insulation	Main Department
2	471  ALEZZ-AN5-6230-OT...		0.103	0.31	Legal Consulting Expenses	Paints and Insulation	Main Department
3	500   Mangrove Hotel / Chi...		3.235	9.87	Legal Consulting Expenses	Paints and Insulation	Main Department
4	446   Judicial House BAK /		9.316	28.50	Legal Consulting Expenses	Paints and Insulation	Main Department
				224,720.44			

Show Allocation Result Only for the Selected Row:

Not Posted

#### Messages:

- The amount in the row #1 Allocation Sources table 305 is not equal to the allocated amount 610.
- The amount in the row #2 Allocation Sources table 1,222.66 is not equal to the allocated amount 2,445.32.
- The amount in the row #3 Allocation Sources table 150.27 is not equal to the allocated amount 300.54.
- The amount in the row #4 Allocation Sources table 1,590.98 is not equal to the allocated amount 3,181.96.
- The amount in the row #5 Allocation Sources table 10,857.15 is not equal to the allocated amount 21,714.3.

**Solution:** Remove the lines with <Not related to projects>.

Project Costs Allocation ICPCA25-0000015 dated 8/6/2025 12:00:00 PM

Post and close Save Post [Icons] More actions - ?

Main Settings Sources (39) Allocation (37) Additional Information

Allocation Sources

Add [Icons] Fill and Allocate Search (Ctrl+F) More actions -

#	Expense Item	Business Activity	Department	Amount (AED)
3	Landline, Internet Fees and Expense	Paints and Insulation	Main Department	150.27
4	Mobile Fees and Expense	Paints and Insulation	Main Department	1,590.98
5	COS : Rent For Labor Accomodation	Paints and Insulation	Main Department	
6	Car Fuel Expenses	Paints and Insulation	Main Department	
7	Car Maintenance	Paints and Insulation	Main Department	

Allocation Results

Add [Icons] Search

#	Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity
957	688   Compo Waterproofing ...		0.090	20.82	Other Operating Expenses	Paints and Insulat
958	690  Insulation Work / Labor...		2.393	553.54	Other Operating Expenses	Paints and Insulat
959	691   Paint work / Externl P...		0.460	106.41	Other Operating Expenses	Paints and Insulat
960	692   Insulation Works   One...		0.039	9.02	Other Operating Expenses	Paints and Insulat
961	693  Insulation Work / Labor...		5.079	1,174.85	Other Operating Expenses	Paints and Insulat
962	<Not related to projects>			23,132.43	Other Operating Expenses	Paints and Insulat

Context menu: Add, Copy, Edit, Delete, Finish editing, Find: Project -, **Advanced search**, Cancel search, Move up, Move down

3.2. Manual allocation took place.

You might need to check the box Show Allocation Results Only for the Selected Row in order to see the discrepancy.

Project Costs Allocation ICPCA25-0000015 dated 1/31/2025 12:00:00 AM \*

Post and close Save Post [Icons] More actions - ?

Main Settings Sources (46) Allocation (44) Additional Information

Allocation Sources

Add [Icons] Fill and Allocate Search (Ctrl+F) More actions -

#	Expense Item	Business Activity	Department	Amount (AED)
3	COS: Salary Expenses	Paints and Insulation	Engineering and Operation	64,433.33
4	PRJ - EOS Expense	Paints and Insulation	Engineering and Operation	286.84
5	Legal Consulting Expenses	Paints and Insulation	Main Department	305.00
6	Licenses and Agreements Renewal	Paints and Insulation	Main Department	1,222.66
7	Landline, Internet Fees and Expense	Paints and Insulation	Main Department	150.27

Allocation Results

Add [Icons] Search (Ctrl+F) More actions -

Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity	Department
394	Paint Wo...	6.000	4,155.95	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
471	ALEZZ-A...		66.00	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
500	Mangrov...	3.000	2,084.42	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
446	Judicial ...	9.000	6,021.94	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
549	3 Villa khu...		20.62	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
551	paint work...		262.24	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
		100.000	64,432.96			

Show Allocation Result Only for the Selected Row:

**Solution:** Make sure that the amount on the Sources tab, the Allocation Sources, and the sum of Allocation Results are equal. If you cannot find the source of discrepancy in the allocation Results section, you might need to allocate costs again by pressing Fill and Allocate

Project Costs Allocation ICPCA25-000015 dated 1/31/2025 12:00:00 AM \*

Post and close Save Post [Icons] More actions - ?

Main Settings Sources (46) Allocation (44) Additional Information

Allocation Sources

Add [Icons] Fill and Allocate Search (Ctrl+F) More actions -

#	Expense Item	Business Activity	Department	Amount (AED)
2	IND - Leave Salary Expense	Paints and Insulation	Main Department	2,874.99
3	COS: Salary Expenses	Paints and Insulation	Engineering and Operation	64,433.33
4	PRJ - EOS Expense	Paints and Insulation	Engineering and Operation	286.84
5	Legal Consulting Expenses	Paints and Insulation	Main Department	305.00

Allocation Results

Add [Icons] Search (Ctrl+F) More actions -

Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity	Department
394   Paint Wo...		6.450	4,155.95	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
471  ALEZZ-A...		0.103	66.37	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
500   Mangrov...		3.235	2,084.42	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
446   Judicial ...		9.346	6,021.94	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
549 3 Villa khu...		0.032	20.62	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
551 paint work...		0.407	262.24	COS: Salary Expenses	Paints and Insulation	Engineering and Operation
		100.000	64,433.33			

Show Allocation Result Only for the Selected Row:

Project Costs Allocation ICPCA25-000015 dated 1/31/2025 12:00:00 AM \*

Post and close Save Post [Icons] More actions - ?

Main Settings Sources (46) Allocation (44) Additional Information

Click the Fill button to populate the table with the data according to the settings on the Settings tab. The columns contain the following data:

- Total Amount (By Accounting Data): the total expense amount.
- Assigned Amount (Project Costs): the sum of expense amounts assigned to projects.
- Unassigned Amount: the sum of amounts not assigned to any particular project.

Select the rows for allocating to projects. On the Allocation tab, click Allocate. Check the resulting data and correct if needed.

[Icons] Fill [Icons] Search (Ctrl+F) More actions -

#	Allocate	Expens...	Business Activity	Department	Total Amount (By Accounting Data)	Assigned Amount (Project Costs)	Unassigned Amount
1	<input checked="" type="checkbox"/>	IND - Le...		Main Department	1,724.98		1,724.98
2	<input checked="" type="checkbox"/>	IND - Le...	Paints and Insulation	Main Department	2,874.99		2,874.99
3	<input checked="" type="checkbox"/>	COS: S...	Paints and Insulation	Engineering and Operation	149,376.69	84,943.36	64,433.33
4	<input checked="" type="checkbox"/>	PRJ - E...	Paints and Insulation	Engineering and Operation	286.84		286.84
5	<input checked="" type="checkbox"/>	Legal C...	Paints and Insulation	Main Department	305.00		305.00

#### 4. Negative costs in the Sources tab - "The Total Amount is required on line of the Allocation Sources list" error

4.1. Negative cost amount comes from the previous allocated costs if expense items have already been chosen in another Project Cost Allocation document but the document of accrual has been unposed

Project Costs Allocation (create) \*

Post and close Save Post Dr Cr

Main Settings Sources (43) Allocation (42) Additional Information

Click the Fill button to populate the table with the data according to the settings on the Settings tab. The columns contain the following data:

- Total Amount (By Accounting Data): the total expense amount.
- Assigned Amount (Project Costs): the sum of expense amounts assigned to projects.
- Unassigned Amount: the sum of amounts not assigned to any particular project.

Select the rows for allocating to projects. On the Allocation tab, click Allocate. Check the resulting data and correct if needed.

Search (Ctrl+F) More actions

#	Allocate	Expense Item	Business Activity	Department	Total Amount (By Acc...)	Assigned Amount (Proje...)	Unassigned...
1	<input checked="" type="checkbox"/>	IND - EOS Expense		Main Department	30.14		30.14
2	<input checked="" type="checkbox"/>	IND - EOS Expense	Paints and Insulation	Main Department	1,227.52		1,227.52
3	<input checked="" type="checkbox"/>	IND - Leave Salary Expense	Paints and Insulation	Main Department	416.68		416.68
4	<input type="checkbox"/>	COS: Salary Expenses		Engineering and Operation		83,771.67	-83,771.67
5	<input type="checkbox"/>	COS: Salary Expenses	Paints and Insulation	Engineering and Operation			
6	<input checked="" type="checkbox"/>	PRJ - EOS Expense	Paints and Insulation	Engineering and Operation			
7	<input checked="" type="checkbox"/>	Legal Consulting Expenses	Paints and Insulation	Main Department			
8	<input checked="" type="checkbox"/>	Licenses and Agreements Renewal	Paints and Insulation	Main Department	890.00		890.00
					366,203.48	154,008.47	212,195.01

Error: The "Total Amount (By Accounting Data)" is required on line 4 of the "Allocation Sources" list.

**Solution: Check the document of the expense accrual**

4.2. The costs on the Sources and on the Allocation tabs are not equal due to the negative cost amount coming from the negative cost accrual

Project Costs Allocation ICPCA25-0000020 dated 5/31/2025 12:00:01 AM

Post and close Save Post Dr Cr

Main Settings Sources (47) Allocation (41) Additional Information

Click the Fill button to populate the table with the data according to the settings on the Settings tab. The columns contain the following data:

- Total Amount (By Accounting Data): the total expense amount.
- Assigned Amount (Project Costs): the sum of expense amounts assigned to projects.
- Unassigned Amount: the sum of amounts not assigned to any particular project.

Select the rows for allocating to projects. On the Allocation tab, click Allocate. Check the resulting data and correct if needed.

Search (Ctrl+F) More actions

#	Allocate	Expens...	Business Activity	Department	Total Amount (By Accounting Data)	Assigned Amount (Project Costs)	Unassigned Amount
22	<input checked="" type="checkbox"/>	Commis...	Paints and Insulation	Main Department	454.08		454.08
23	<input checked="" type="checkbox"/>	TAX Co...	Paints and Insulation	Main Department	875.00		875.00
24	<input checked="" type="checkbox"/>	Transfer...	Paints and Insulation	Main Department	2.00		2.00
25	<input checked="" type="checkbox"/>	Interest	Paints and Insulation	Main Department	98.26		98.26
26	<input type="checkbox"/>	Insurance	Paints and Insulation	Main Department	-2,651.36		-2,651.36
27	<input checked="" type="checkbox"/>	Salary D...	Paints and Insulation	Main Department	140.00		140.00
28	<input checked="" type="checkbox"/>	Digital B...	Paints and Insulation	Main Department	100.00		100.00
29	<input type="checkbox"/>	Petrol fo...	Paints and Insulation	Main Department	162.00	162.00	
30	<input checked="" type="checkbox"/>	OFFICE...	Paints and Insulation	Main Department	239.00		239.00
31	<input checked="" type="checkbox"/>	New La...	Paints and Insulation	Main Department	5,602.50		5,602.50
32	<input checked="" type="checkbox"/>	Employ...	Paints and Insulation	Main Department	524.75		524.75
33	<input checked="" type="checkbox"/>	GPSSA...	Paints and Insulation	Main Department	64.00		64.00
					420,236.40	256,057.63	164,178.77

Project Costs Allocation ICPCA25-0000020 dated 5/31/2025 12:00:01 AM

Post and close Save Post Dr Cr

Main Sources (47) Allocation (41) Additional Information

Allocation Sources

#	Expense Item	Business Activity	Department	Amount (AED)
1	IND - EOS Expense	Paints and Insulation	Main Department	1,553.71
2	IND - Leave Salary Expense		Main Department	858.34
3	IND - Leave Salary Expense	Paints and Insulation	Main Department	4,791.97
4	COS: Salary Expenses	Paints and Insulation	Engineering and Operation	33,980.72
5	IND - EOS Expense	Paints and Insulation	Engineering and Operation	2,344.00

Allocation Results

#	Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity	Department
1	394   Paint W...		21.059	327.20	IND - EOS Expense	Paints and Insulation	Main Department
2	500   Mangro...		12.393	192.55	IND - EOS Expense	Paints and Insulation	Main Department
3	446   Judicial ...		9.899	153.80	IND - EOS Expense	Paints and Insulation	Main Department
4	549 3 Villa kh...		0.105	1.63	IND - EOS Expense	Paints and Insulation	Main Department
5	630   Paint W...		0.411	6.39	IND - EOS Expense	Paints and Insulation	Main Department
6	631   Paint W...		1.032	16.03	IND - EOS Expense	Paints and Insulation	Main Department
				166,830.13			

Show Allocation Result Only for the Selected Row:

If expenses accrual has been reversed but the amount of reversed expenses is higher than accrued expenses, the negative amount for allocation appears in the Sources tab.

Income and Expenses (Operational)

Generate Find... Send...

### INCOME AND EXPENSES

Accounting Currency	Business Activity	GL Account	Income	Expense	Profit (Loss)
AED				(2,515.36)	2,515.36
	Paints and Insulation			(2,515.36)	2,515.36
		COS: Recruitment Expenses		29.00	
		Other Operating Expenses		29.00	
		COS: Other Expenses		1,050.00	
		Other Operating Expenses		1,050.00	
		Insurance Expenses		(3,594.36)	
		Other Operating Expenses		(3,594.36)	

**Solution:** If the amount of deducted costs still must be taken into account for project allocation, add manually negative amounts to the Allocation Sources section and the program will allocate them according to the proportion coefficients.

Project Costs Allocation ICPCA25-0000020 dated 5/31/2025 12:00:01 AM \*

Post and close Save Post Fill and Allocate

Main Sources (47) Allocation (42) Additional Information

Allocation Sources

#	Expense Item	Business Activity	Department	Amount (AED)
39	IND - Salaries Expense	Paints and Insulation	Main Department	50,599.91
40	Other Operating Expenses	Paints and Insulation	Main Department	50.00
41	Equipment	Paints and Insulation	Main Department	820.00
42	Insurance	Paints and Insulation	Main Department	-2,651.36

Allocation Results

Project	Project Task	Factor	Amount (AED)	Expense Item	Business Activity	Department
394   Paint Wo...		21.059	-558.35	Insurance	Paints and Insulation	Main Department
500   Mangrov...		12.393	-328.58	Insurance	Paints and Insulation	Main Department
446   Judicial ...		9.899	-262.46	Insurance	Paints and Insulation	Main Department
549 3 Villa khu...		0.105	-2.78	Insurance	Paints and Insulation	Main Department
630   Paint Wo...		0.411	-10.90	Insurance	Paints and Insulation	Main Department
631   Paint Wo...		1.032	-27.36	Insurance	Paints and Insulation	Main Department
		100.000	-2,651.36			

Show Allocation Result Only for the Selected Row:

### 5. Missing Data in Allocation Sources

Some data is missing on the **Sources** tab, but the data on the **Sources** tab of the **Project Costs Allocation** document cannot be edited manually.

Project Costs Allocation ICPCA25-0000031 dated 12/31/2025 12:00:02 PM \*

Post and close Save Post Fill

Main Settings Sources (105) Allocation (94) Additional Information

Click the Fill button to populate the table with the data according to the settings on the Settings tab. The columns contain the following data:

- Total Amount (By Accounting Data): the total expense amount.
- Assigned Amount (Project Costs): the sum of expense amounts assigned to projects.
- Unassigned Amount: the sum of amounts not assigned to any particular project.

Select the rows for allocating to projects. On the Allocation tab, click Allocate. Check the resulting data and correct if needed.

#	Allocate	Expense Item	Business Activity	Department	Total Amount (By Accounting Data)	Assigned Amount (Project Costs)	Unassigned Amount
89	<input checked="" type="checkbox"/>	Tag Installation charge	Paints and Insulation	Main Department	105.00		105.00
90	<input checked="" type="checkbox"/>	Government fees	Paints and Insulation	Main Department	180.00		180.00
91	<input type="checkbox"/>	Cost of Materials	Paints and Insulation			463.71	-463.71
92	<input checked="" type="checkbox"/>	Cost of Materials	Paints and Insulation			1,994,752.80	15,844.64
93	<input checked="" type="checkbox"/>	Depreciation Costs	Paints and Insulation				599.76
94	<input checked="" type="checkbox"/>	Depreciation Costs	Paints and Insulation				24,420.06
					5,788,006.50	3,945,861.24	1,842,145.26

Error: The "Department" is required on line 91 of the "Allocation Sources" list.

**Solution:** Check the expense accrual document, as all data on this tab is pulled from the cost accrual document. Correct the data in the cost accrual document and then click Fill on the Sources tab.

Project Costs Allocation ICPCA25-000031 dated 12/31/2025 12:00:02 PM \*

Post and close Save Post [edit] [share] [print] [refresh] [help]

Main Settings Sources (105) Allocation (94) Additional Information

Click the Fill button to populate the table with the data according to the settings on the Settings tab. The columns contain the following data:

- Total Amount (By Accounting Data): the total expense amount.
- Assigned Amount (Project Costs): the sum of expense amounts assigned to projects.
- Unassigned Amount: the sum of amounts not assigned to any particular project.

Select the rows for allocating to projects. On the Allocation tab, click Allocate. Check the resulting data and correct if needed.

↑ ↓ Fill [refresh] [copy]

Search (Ctrl+F) × More actions - ?

#	Allocate	Expense Item	Business Activity	Department	Total Amount (By Accounting Data)	Assigned Amount (Project Costs)	Unassigned Amount
89	<input checked="" type="checkbox"/>	Tag Installation charge	Paints and Insulation	Main Department	105.00		105.00
90	<input checked="" type="checkbox"/>	Government fees	Paints and Insulation	Main Department	180.00		180.00
91	<input type="checkbox"/>	Cost of Materials	Paints and Insulation	Operations		463.71	-463.71
92	<input checked="" type="checkbox"/>	Cost of Materials	Paints and Insulation	Main Department	2,010,597.44	1,994,752.80	15,844.64
93	<input checked="" type="checkbox"/>	Depreciation Costs		Main Department	599.76		599.76
94	<input checked="" type="checkbox"/>	Depreciation Costs	Paints and Insulation	Main Department	24,420.06		24,420.06
					5,788,006.50	3,945,861.24	1,842,145.26

Thanks for being a Firstbit Customer!

#Check\_List\_For\_Project\_Cost\_Allocation

#Project\_Cost\_Allocation #Negative\_Amounts\_In\_Project\_Cost\_Allocation #Discrepancy\_In\_Cost\_Allocation