

Where the funding source for an individual has changed, e.g. from one project to another, or from one GL cost centre to another, the cost allocations should be updated in CoreHR by (if required) ending the existing cost allocation and then adding a new allocation, and adding source of funding information (if relevant).

What's changed?

Guidance added on ending the Source of Funds UDF when new entry is recorded.
Aug 19

This guide covers the following process steps:

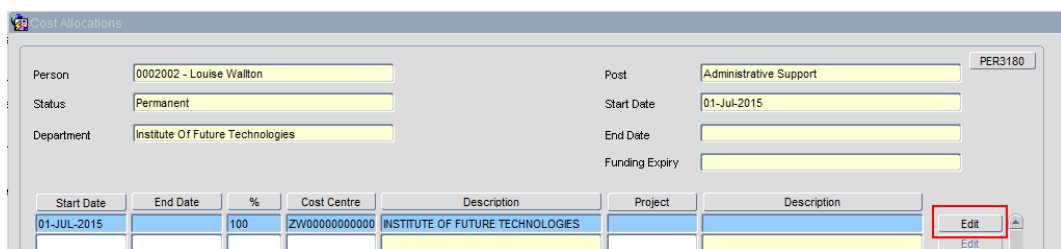
- 1. Amending the existing cost allocation 1**
 - 1.1. Current cost allocation does not have an end date 2
 - 1.2. Current cost allocation has an end date but you need to end it sooner 2
 - 1.3. Entering the new allocation 3
- 2. Source of Funding Information 4**
 - 2.1. Ending a Source of Funds UDF when new entry is recorded 5

1. Amending the existing cost allocation

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click Appointment Details button – *Post Appt Maintenance* window opens.
3. Go to **Selection > Cost Allocation** – *Cost Allocations* window opens:

Note: Do not delete the current (or any previous) cost allocations.



1.1. Current cost allocation does not have an end date

1.1.1. To add the end date to the allocation, click **Edit** next to the relevant line. The Add/Edit Cost Allocation window opens:

%	Cost Centre	Description	Project Code	Description	Delete
100	ZW0000000000	INSTITUTE OF FUTURE TECHNOLOGIES			Delete
					Delete
					Delete
					Delete
					Delete
					Delete
					Delete

1.1.2. Enter the End Date and click **Save** then **OK**. You are returned to the *Cost Allocations* window. Now go to step 10.

Note: The **End Date** must be the day before the new allocation is to start with no gaps.

1.2. Current cost allocation has an end date but you need to end it sooner


1.2.1. As above, click **Edit** next to the relevant line.

%	Cost Centre	Description	Project Code	Description	Delete
100	ZW0000000000	INSTITUTE OF FUTURE TECHNOLOGIES			Delete
					Delete
					Delete
					Delete
					Delete
					Delete
					Delete


1.2.2. Update the End Date as required; remembering it must be the day before the new allocation starts.

1.2.3. Click **Save** then **OK**. You are returned to the *Cost Allocations* window.

1.3. Entering the new allocation

1.3.1. Click  button. The *Add/Edit Cost Allocation window* opens again.

1.3.2. Complete details as below for the new allocation:


Field Name (* mandatory)	Description
Start Date *	Enter the start date for the new cost allocation – this must be the day after the end date of the previous cost allocation.
End Date *	Enter the end date if a specific end date is known e.g. funded from a Project, otherwise leave blank.
% *	Enter % , e.g. 100, 50. Note: allocation may be split between more than one Cost Centre, but the total allocation must add up to 100%. 
Cost Centre *	(For each line entered) If the salary is being paid from a project, select or enter 'CCPROJ'. If the salary is being paid from a GL cost centre, select/enter the relevant GL code in the format AA999999999 where AA is the 2 digit department code. See row 1 in the example below.
Project Code *	(For each line entered) If you have already entered a GL code, leave this field blank. If the salary is being paid from a project, select the relevant Project Code in the format AAXXXXXX.0000 where AA is the 2 digit department code. Take care to check the correct code has been selected. See row 2 in the example below.
Expense	Do not use

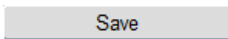
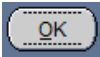


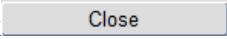
Notes: You can type the cost centre straight in, but it must be in upper case. Always use the search function when entering a project code(s) When searching, the name/description is displayed in the first column in the search results; scroll right to view the codes.

Examples

- If you have entered a GL code in the cost allocation screen it should look like row **1**.
- If you have entered a project code in the cost allocation screen, it should look like row **2**.

NB: When you add a Project code and click on ok the screen jumps to an 'Expense' field . This field is not being used. Use the scroll bar at the bottom of the screen to view the cost allocations you have recorded.

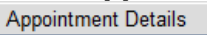
1.3.3. Click  then . You are returned to the Cost Allocations window showing the old and new cost allocations.

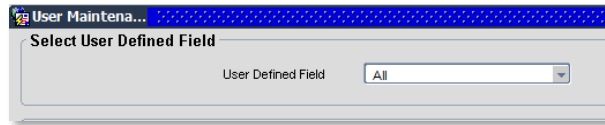
1.3.4. Click . You are returned to the *Post Appointment Maintenance* window.

2. Source of Funding Information

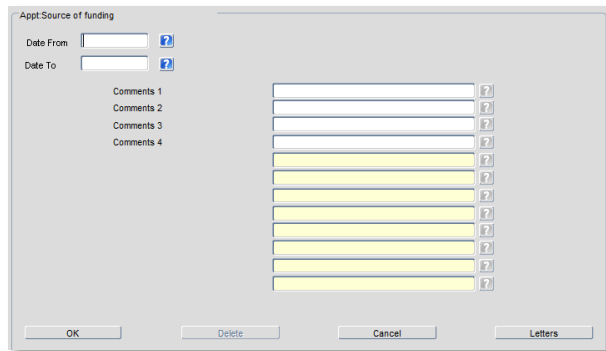
Where the cost centre code does not reflect the source of funds, additional information must be provided. This is important to be able to then define the HESA source of funds. E.g. where a suspense code is being used whilst awaiting a 'true' cost centre to be set up, or where a GL code is being used for externally funded appointments.

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click  button – *Post Appt Maintenance* window opens.
3. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



4. Click to display **User Defined Field** List of Values.
5. Select **Appt: Source of Funding**.



6. Click **New**.

Field Name (*mandatory)	Description
Date From*	Enter the start date of the appointment.
Date To	Leave blank
Comments 1*	Add comments regarding funding source. If less than 100% enter comments 2 – 4 as appropriate.
Comments 2 – 4	Enter if applicable e.g. where funding source is split

7. Click **OK**. A 'transaction complete' message will appear. Click .
8. Exit all windows back to the Personnel main screen.

2.1. Ending a Source of Funds UDF when new entry is recorded

Note: If the Source of Fund information changes, it is important that you end the existing/previous record before creating the new record

2.1.1. Follow steps 1-5 above.

2.1.2. Click on **view/edit**.

2.1.3. In the **Date To** field, enter the date immediately prior to the date of the new entry.

2.1.4. Follow the instructions [above](#) to add a new entry.



1	+2,000
2	+5,000
3	+1,500
4	+1,125
5	+1,062

Useful Reports:

To help track funding end dates don't forget to regularly run:
PERDEP02 FTC and Funding End Dates report.