Cost Accounting 365 Application Manual

Cost Accounting 365 Application Manual for Microsoft Dynamics 365 Business Central

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1. GENERAL

1.1. Version

This manual describes the contents of **Cost Accounting 365** in Microsoft Dynamics 365 Business Central.

1.2. Manual Structure

The manual describes the functions of the modules:

- Cost Accounting
- Project Accounting

It contains a description of individual fields as well as a process description. For further information on the fields, please refer to the online help.

1.3. Description of Icons

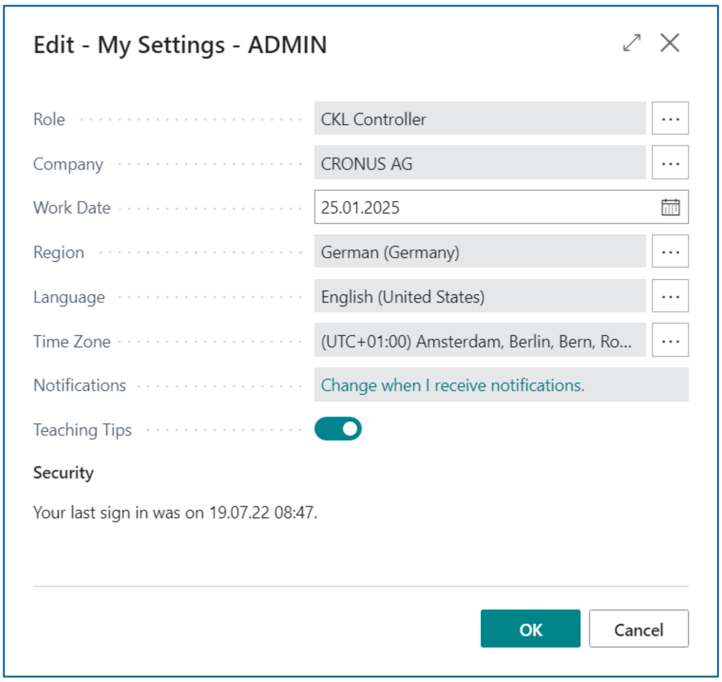
	Information – Indicates sections that contain important information to be considered by the user.
	Reminder – Reminds of previously mentioned information or processes that help to achieve optimized results when using the solution.
	Practical tip – Indicates information that supports the user to use the functionality in a correct manner.
	Warning – Provides information to be followed to avoid errors in the application.

2. NAVIGATION PANE

The following Role Center profiles are available for the **Cost Accounting 365** solution:

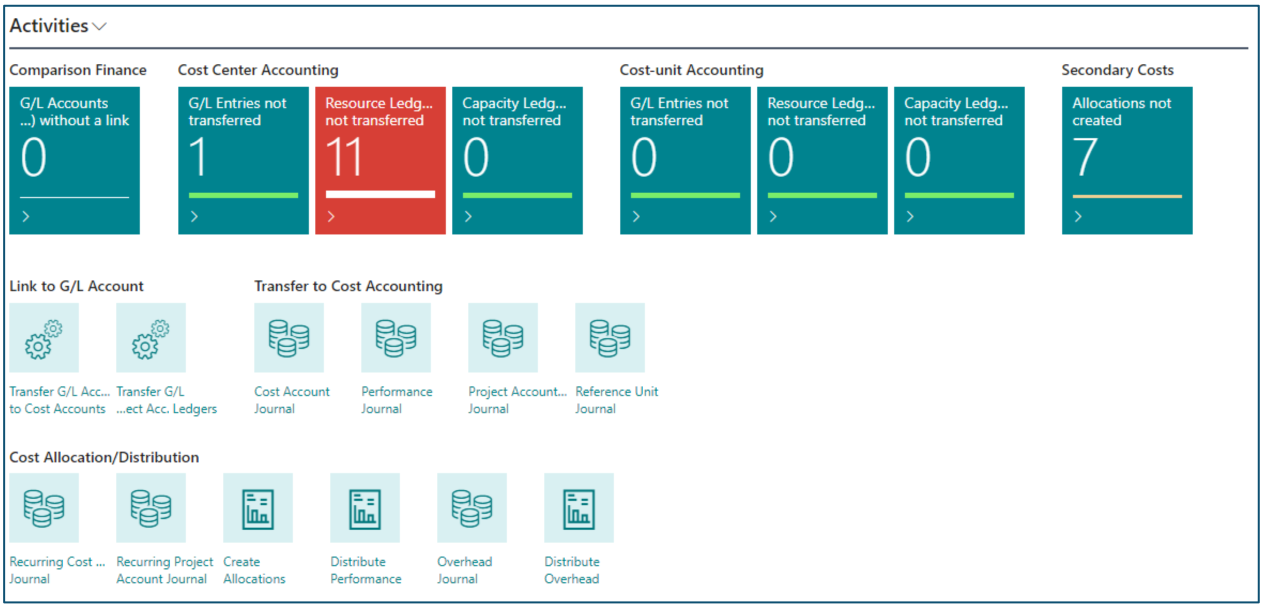
- CKL Controller

The CKL Controller profile is used to provide the key information and activities via a controller's cockpit in the Role Center.



Here you can see an overview of completed or pending activities, various diagrams as well as individual key figures, cost accounts and project accounts.

The following areas are shown via the Controller role if all you have licensed all modules:



The following table shows the key sections or areas of the controller's Role Center:

Section Name	Section Description
Section Activities	Shows the controller's default pending activities that need to be performed, e. g. the transfer of material, resource, and capacity entries.
Section Cost Accounting 365 – Performance	Shows the selected cost account schedules via the Select Chart button. For the analysis of other periods or period lengths, the period length and/or the previous and next period buttons can be used.
Section My Costs	Contains a list of cost account or project accounts. You can open and edit the list by clicking the List button. In addition, the target and actual costs can be analyzed within a certain period.
Section My Cost Accounts	Contains a list of cost accounts. You can open and edit the list by clicking the List button. In addition, the target and actual costs can be analyzed within a certain period.
Section My Project Accounts	Contains a list of project accounts. You can open and edit the list by clicking the List button. In addition, the target and actual costs can be analyzed within a certain period.
Section My Reference Units	Contains a list of reference units. You can open and edit the list by clicking the List button. In addition, the target and actual costs can be analyzed within a certain period.
Section My Notification	Contains a list of notifications.

As part of the Role Centers for Cost Accounting 365, you can access new lists such as

- My Costs
- My Cost Accounts
- My Project Accounts
- My Reference Units

By using these lists, you can define relevant cost types, cost accounts, project accounts, and/or reference units, as it is the case for the “My Customers” and “My Items” lists. This way, you get a quick overview of the cost situation in your department/organization.

In addition to the name, the system also shows the net changes or balances of individual areas. Furthermore, you can use the Period Length (Day, Week, Month, Quarter, Year) buttons as well as the Previous Period and Next Period buttons in all lists to perform cost analysis of certain periods. This way, you can view the costs for the respective period and analyze them in detail.

The amounts and quantities within the defined cost types, cost/project accounts and/or reference units are shown depending on the options set in the "View as" (Net Change/Balance at Date) and "Period Length" (Day, Week, Month, Quarter, Year) fields. The budget values are shown based on the standard budget specified in the Cost Account Setup.

In the "My Costs" section, you can add both cost accounts and projects accounts. The "Operational Amounts" and "Budgeted Amounts" are not only shown with the filters set for the "Period Length" and "View As" fields. The cost accounts and project accounts which have been added in the "My Cost Accounts" and "My Project Accounts" lists are considered here as well.

The same applies for the "My Reference Units" list. Here the "Cost Quantity", "Budgeted Cost Quantity", "Project Quantity" and "Budgeted Project Quantity" fields are also shown depending on the filters specified in the "Period Length" and "View As" fields, based on the cost/project accounts specified in the "My Cost Accounts" and "My Project Accounts" sections.

3. DATA CLASSIFICATION

Due to the General Data Protection Regulation, Microsoft has integrated the "DataClassification" property for each field. This property has been set for all CKL fields which enables to see available person related data in the database.

4. BASIC SETUP

Cost Accounting 365 is a product which is fully integrated in Microsoft Dynamics 365 Business Central and which enables your company's controlling department to perform comprehensive analyses.

It provides a variety of functionalities such as flexible hierarchies, internal performance distribution or recurring postings. The integrated budgeting module enables to use traditional cost accounting methods from actual and standard to marginal costing.

The flow of values both within the main modules Cost Accounting and Project Accounting as well as across modules by using debiting/crediting processes between cost accounts (global dimensions 1) and project accounts (global dimensions 2) in various ways. There are no separate tables for cost accounts and project accounts. For this purpose, the multidimensions of Microsoft Dynamics 365 Business Central have been fully integrated in Cost Accounting.

This way, relevant data of your General Ledger can be automatically transferred as well as data of other systems can be integrated and further processed in Cost Accounting cost accounting via individual interfaces. By defining dimensions, you can determine additional hierarchies in Cost and Project Accounting to be used to structure your cost accounting.

Warning – Basically, the following applies to your Cost Accounting: The setup of the dimensions is freely selectable. However, a meaningful use is only guaranteed if the global dimensions are defined as follows: Cost accounts as global dimensions 1 and project accounts as global dimensions 2.

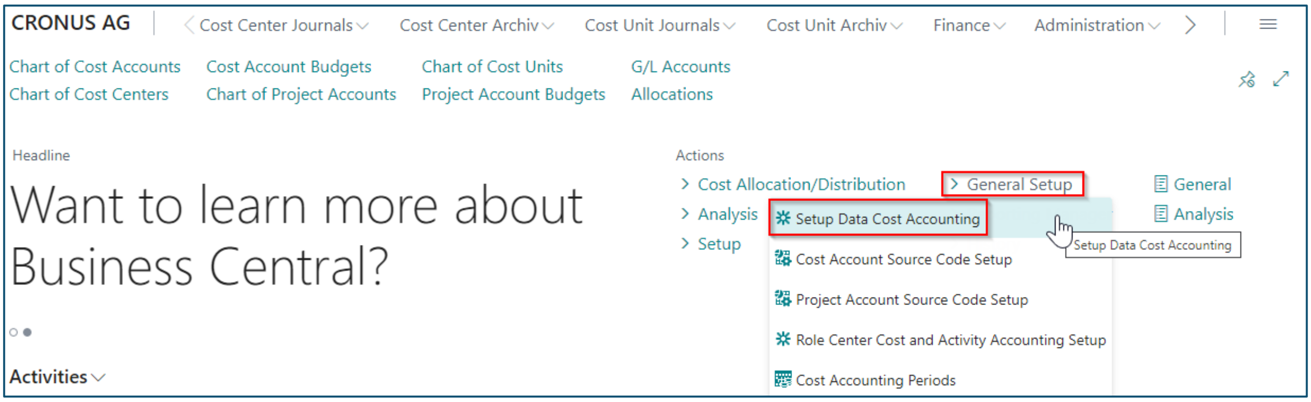
4.1. Cost Accounting Data Setup

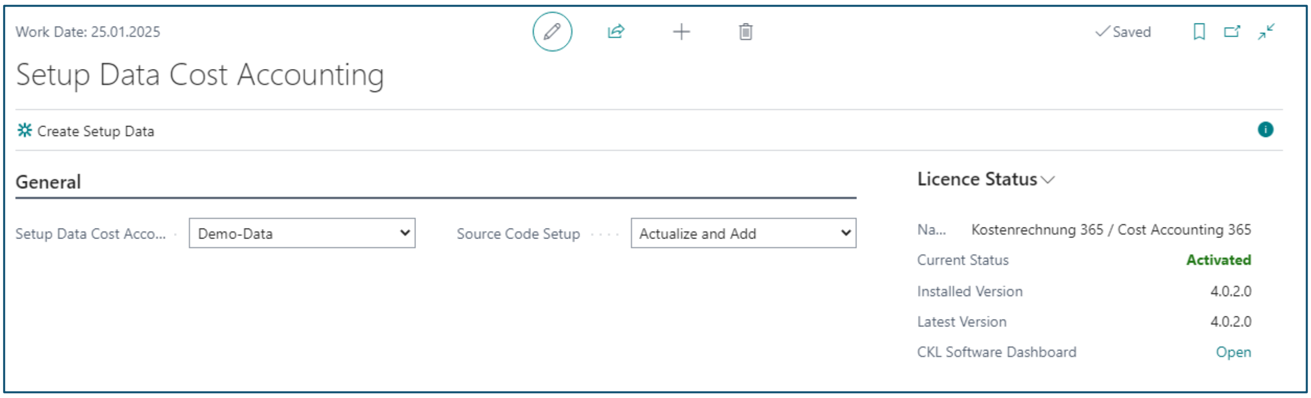
Cost Accounting 365 is divided into the following two modules: Cost Accounting and Project Accounting.

By using the basic setup, you can specify the Cost Accounting 365 setup tables in the database.

The initial setup data is created in the General Setup window. For each company used in Microsoft Dynamics™ Business Central, you need to set up the fields and options in the General Setup window.

This section describes the tabs and the fields of the General Setup window.
To open the General Setup window, click
General Setup → Setup Data Cost Accounting from the Actions area.

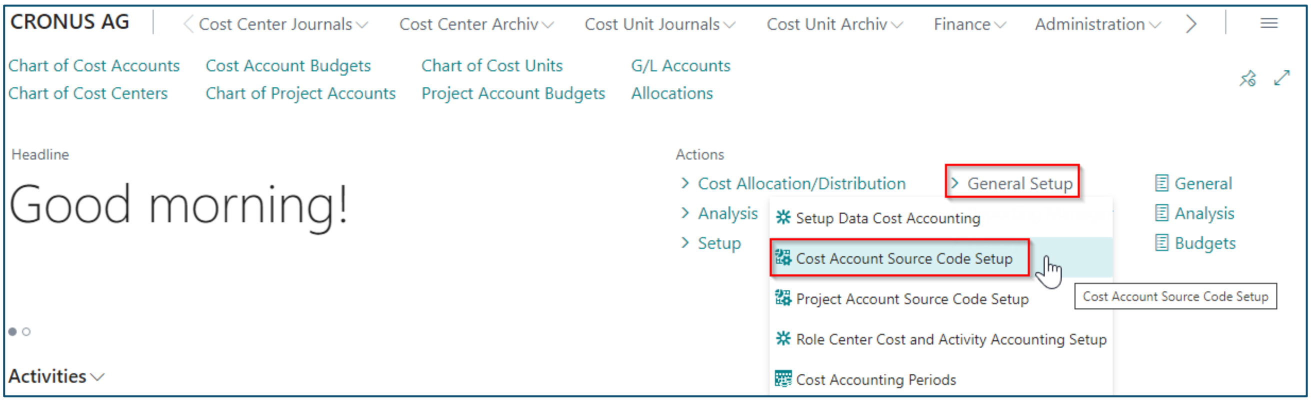


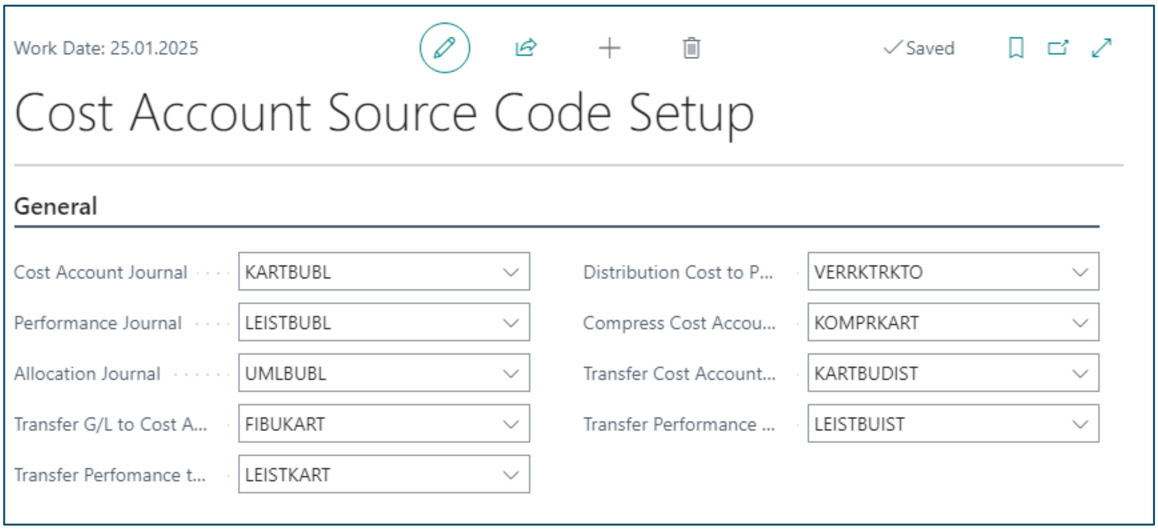


Before you can work with Cost Accounting 365, it is required to create the initial setup data: To do this, click the Create Setup Data button.
This initial setup will populate some of the setup fields with following data:

Field Name	Field Description
Setup Data Cost Accounting	The following two options are available for this field: ○ Demo Data If you select this option, the company will be set up in the database with demo data. This option should only be selected in a German database using the German language setting. The company name must contain the term "CRONUS". ○ User defined If you select this option, the client will be set up in the database with user-defined data such as the source codes.
Source Code Setup	The following three options are available for this field: ○ If table is empty If you select this option, the company will be set up in the database with source codes if this table is empty. ○ Add If you select this option, source codes will be added to the database in the company. ○ Update and Add If you select this option, source codes will be updated and added to the database in the company.

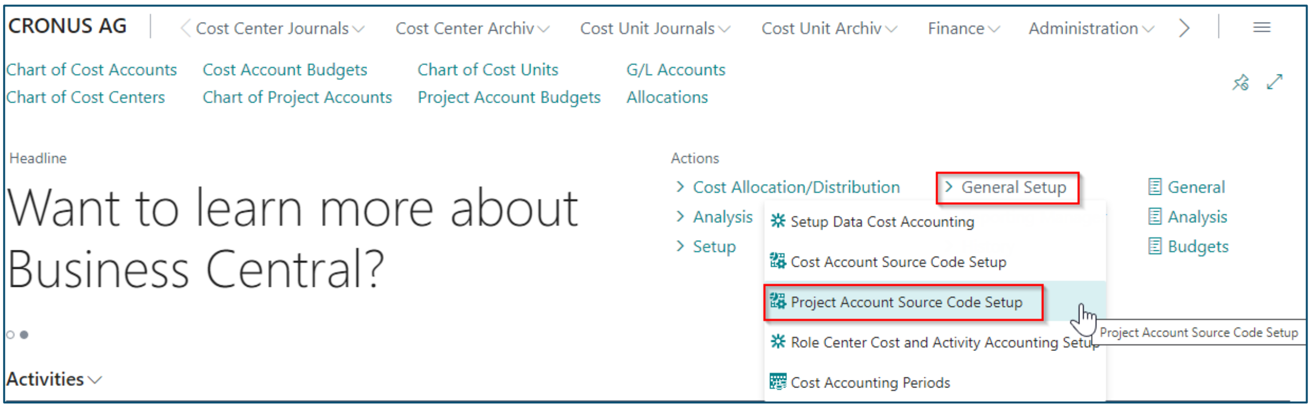
4.2. Cost Account Source Code Setup

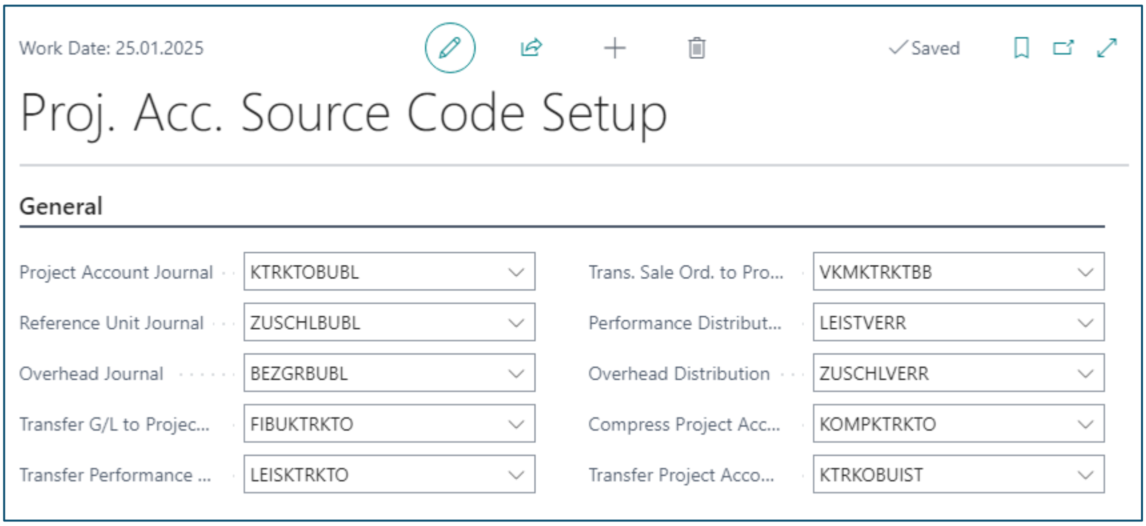




Field Name	Field Description
Cost Account Journal	Specifies the code associated with entries posted from a Standard cost account journal type.
Performance Journal	Specifies the code associated with entries posted from a Standard performance journal type.
Allocation Journal	Specifies the code associated with entries posted from a Standard allocation journal type.
Transfer G/L to Cost Account	Specifies the code associated with entries copied from the General Ledger.
Transfer Performance to Cost Account	Specifies the code associated with entries with transferred quantities or performances from the Resource Planning and Manufacturing modules.
Distribution Cost to Proj. Acc.	Specifies the code associated with entries that copy costs to an account of project accounting.
Compress Cost Account Ledger	Specifies the code associated with entries generated by compressing cost account entries.
Transfer Cost Account Budget to Actual	Specifies the code associated with entries posted by running the Transfer Cost Account Budget to Actual batch job.
Transfer Performance Budget to Actual	Specifies the code associated with entries posted by running the Transfer Performance to Actual batch job.

4.3. Project Account Source Code Setup



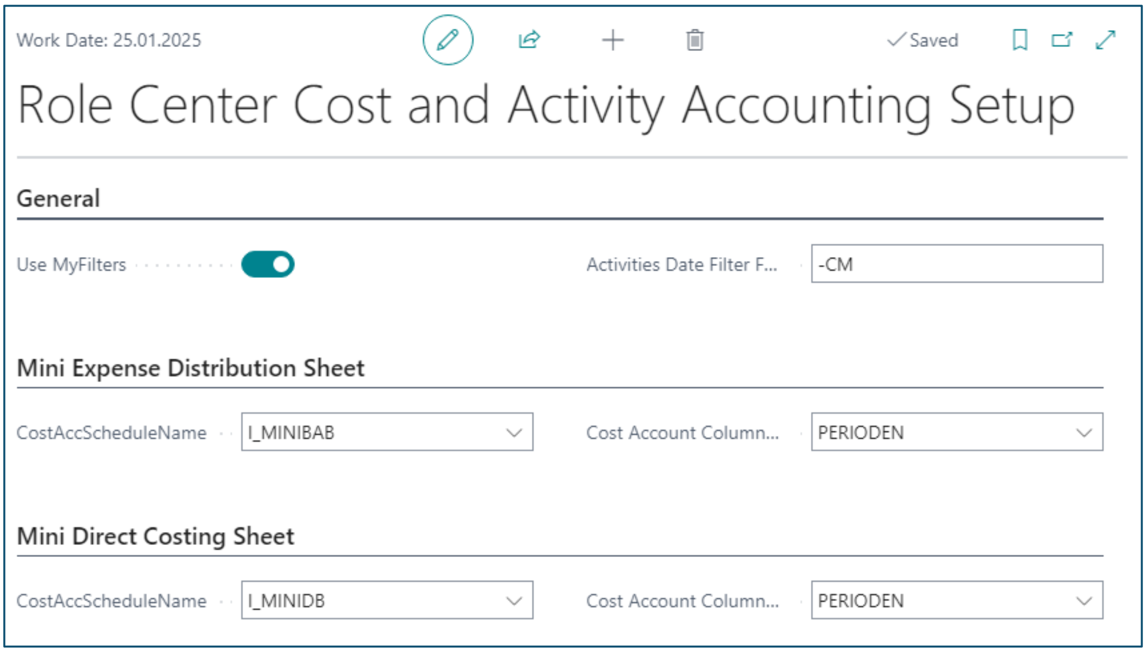


Field Name	Field Description
Project Account Journal	Specifies the code associated with entries posted from a Standard project account journal type.
Reference Unit Journal	Specifies the code associated with entries posted from a Standard reference unit journal type.
Overhead Journal	Specifies the code associated with entries posted from a Standard overhead journal type.
Transfer G/L to Project Account	Specifies the code associated with entries copied from the General Ledger.
Transfer Performance to Proj. Account	Specifies the code associated with entries with transferred quantities or performances from the Resource Planning and Manufacturing modules.
Transfer Sales Qty. to Proj. Account	Specifies the code associated with entries that copy sales quantities of the item for the multidimensional cost of sales method.
Performance Distribution	Specifies the code associated with entries posted by running the Distribute Performance batch job.
Overhead Distribution	Specifies the code associated with entries posted by running the Distribute Overhead batch job.
Compress Project Account Ledger	Specifies the code associated with entries generated by compressing the project account entries.
Transfer Project Account Budget to Actual	Specifies the code associated with entries that are posted by running the Transfer Budget to Actual Values batch job.

4.4. Role Center Cost and Activity Accounting Setup

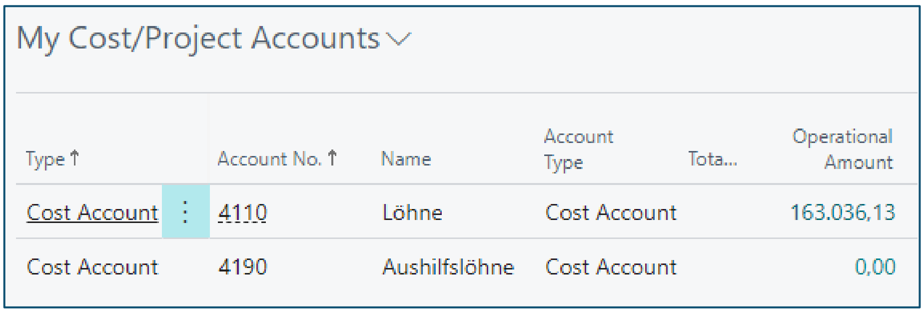
In the "Role Center Cost and Activity Accounting Setup", you can specify a date for the display of key figures in the activities. This way, you can e. g. show the entries of the current month which have not been considered based on the work date and get a transparent and quick overview of the activities in the Role Center.

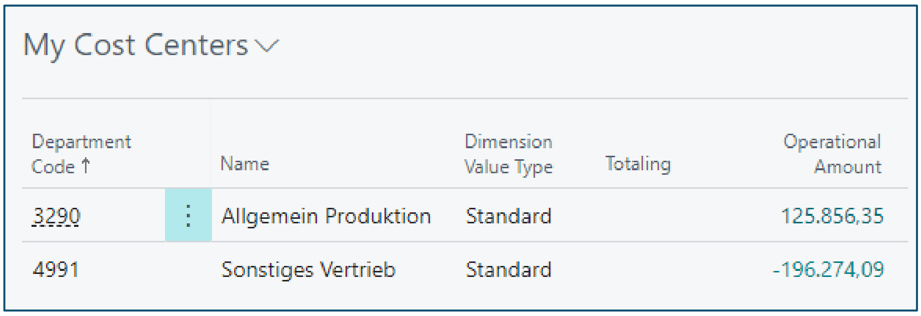
If you want to apply these user defined lists for corresponding diagrams in the Role Center, you need to activate the "Use My Filters" field for the CKL Controller role in the Basic Setup window in the Role Center Cost Accounting 365 Setup.



Field	Description
Use My Filters	Activate this field if you want to use the subsequent date filter in your Role Center for the display.
Activities Date Filter Formula	Enter a formula in this field to calculate the date to be applied for the display in the Activities pane. For example, you can enter the formula "-LM" (minus current month) if you want to show the data of the previous month in the batches of the activity area.

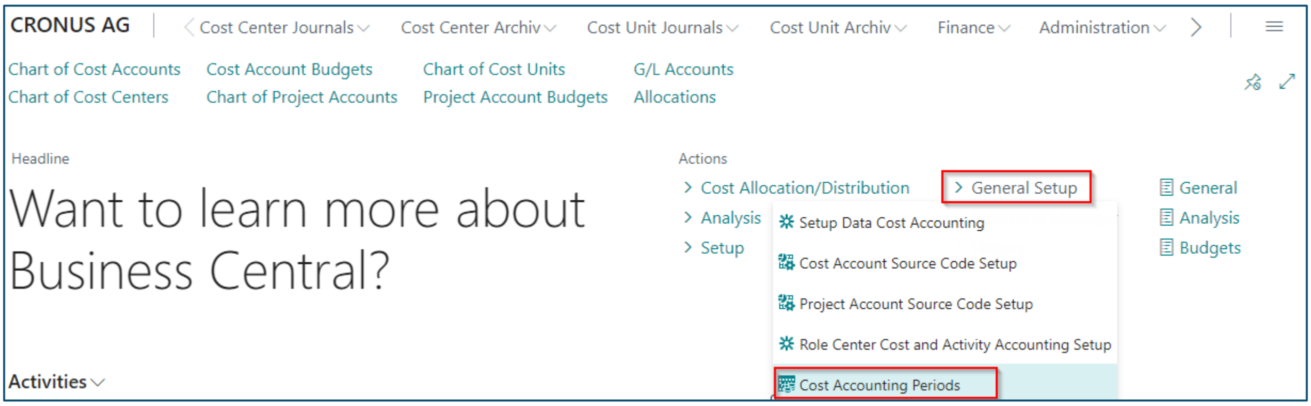
Example: You want to display the operational amount for (temporary) labor costs for the cost accounts “General Production 3290” and “Miscellaneous Sales 4991” for January 2023.

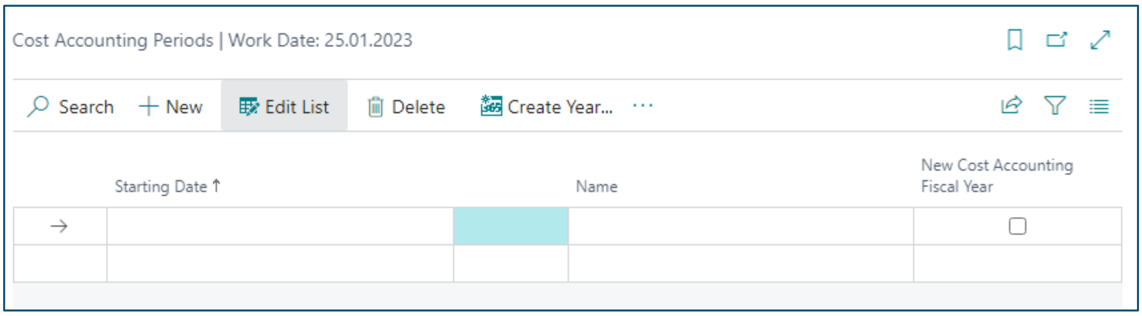




In this example, the "My Costs" list shows that the cost accounts 3290 and 4991. The "My Cost Centers" list, on the other hand, shows that labor costs of January 2023 only represent a small part of the total costs for cost accounts 3290 and 4991 and that they caused more costs in other areas and/or cost types.

4.5. Cost Accounting Periods





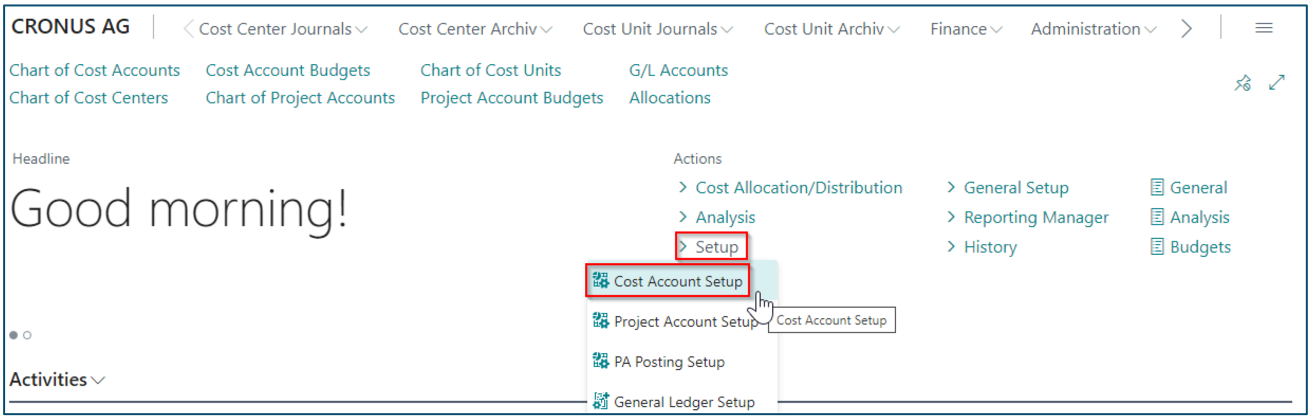
Field Name	Field Description
Starting Date	Specifies the starting date of the accounting period.
Name	Specifies the name of the accounting period.
New Cost Accounting Fiscal Year	Indicates whether the accounting period should be used to start a fiscal year.

5. SETUP

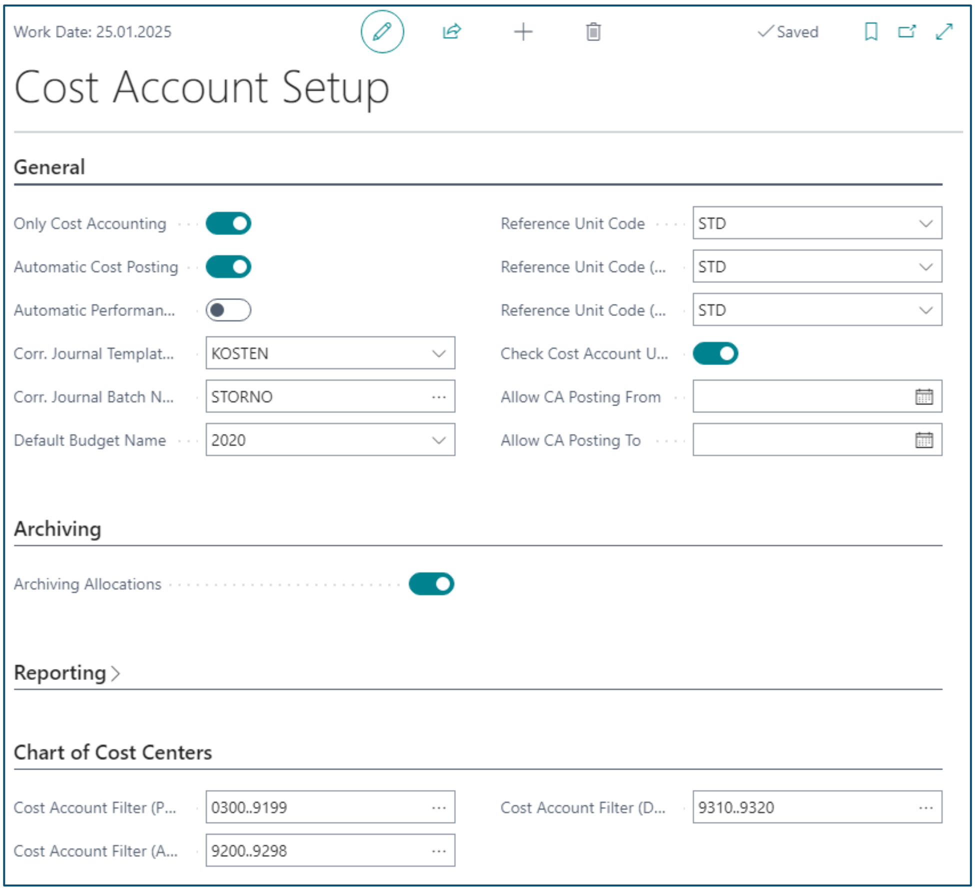
This chapter describes the setup and application of Cost Accounting 365, which can be found in the Actions area of the Setup menu.

5.1. Cost Account Setup

This section describes the tabs and fields of the Cost Account Setup. To open the Cost Account Setup window, select Setup → Cost Account Setup from the Actions area.



The following shows the Cost Account Setup window:



General tab

Option	Description
Only Cost Accounting	Place a check mark in this field if Project Accounting is not used and G/L postings are always to be posted to Cost Accounting (even if cost units are used to perform postings in the general ledger).
Automatic Cost Posting	If this field is activated, the system will also create cost account ledger entries for postings in general ledger if the corresponding dimension is specified.
Automatic Performance Posting	If automatic performance posting is activated, cost account ledger entries of the Performance type will be generated for quantity postings in the Resources and Manufacturing modules during posting.
Corr. Journal Template Name	Here you can select a template for the journal to be used for correction postings.
Corr. Journal Batch Name	This journal name will be used when creating correction postings.
Default Budget Name	The default budget name is suggested as budget for some features and reports.
Reference Unit Code	The reference unit code is used when transferring performances if the reference unit is not already taken from the Resources module.
Reference Unit Code (Setup)	The reference unit code (setup) is used when transferring performance if the reference unit for the setup time is not already taken from the Manufacturing module.
Reference Unit Code (Run)	The reference unit code (run) is used when transferring performance if the reference unit for the processing time is not already taken from the Manufacturing module.
Check Cost Account Usage	Activate this field if you want the system to check when deleting a cost account if, for example, it is used in the cost account schedules.
Allow PA Posting From	In this field, you can specify a starting date for a posting period from which you want to allow postings in Cost Accounting. By specifying posting periods manually, you can control your postings in Cost Accounting 365 in a flexible manner. Note: The specified periods will be ignored for automatic posting.
Allow PA Posting To	In this field, you can specify an ending date for a posting period to which you want to allow posting in Cost Accounting. By specifying posting periods manually, you can control your postings in Cost Accounting 365 in a flexible manner. Note: The specified periods will be ignored for automatic posting.

Archiving tab

Field Name	Field Description
Archiving Allocations	If this field is activated, allocations will be archived after deletion and can be viewed in a separate table.

Reporting tab

Field Name	Field Description

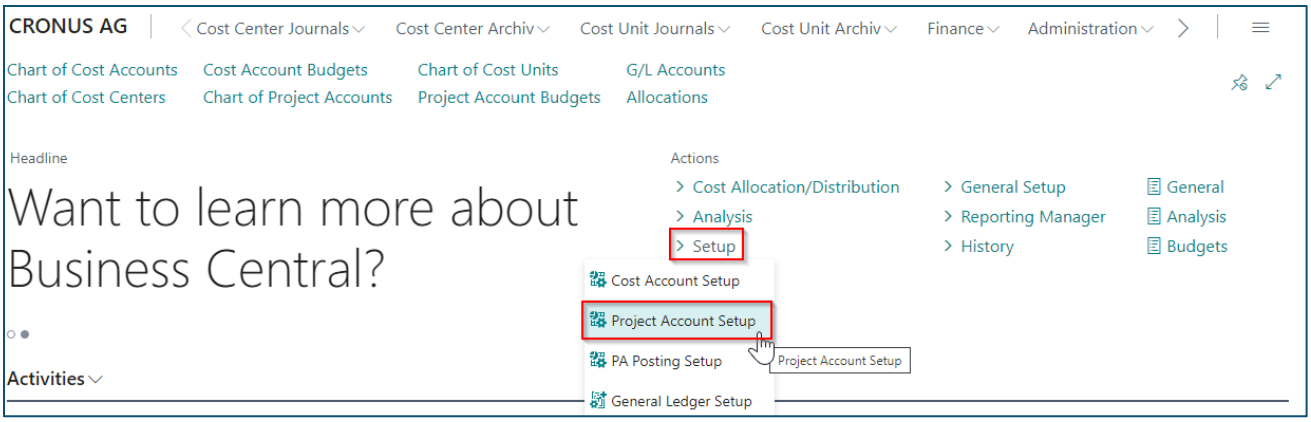
Acc. Sched. for Exp. Dist. Sht.	Specifies which account schedule name to use to generate the Expense Distribution Sheet report.
Acc. Sched. for Profit	Specifies which account schedule name to use to generate the Direct Costing report.

Chart of Cost Centers

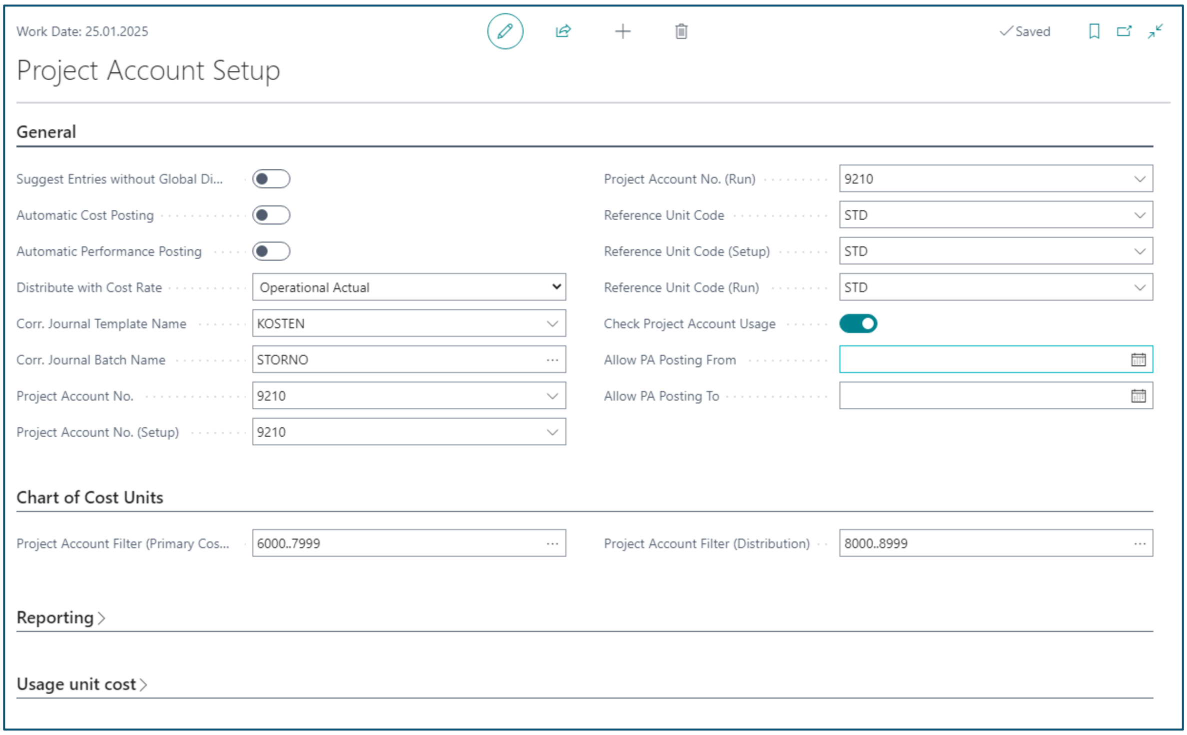
Field Name	Field Description
Cost Account Filter (Primary Cost)	Here you can specify the primary cost account types to be filtered in this column.
Cost Account Filter (Allocation)	Here you can specify the allocation cost account types to be filtered in this column.
Cost Account Filter (Distribution)	Here you can specify the distribution cost account types to be filtered in this column.

5.2. Project Account Setup

The Project Account Setup window is used to specify the basic Project Accounting settings.



The following shows the Project Account Setup window:



General tab

Field Name	Field Description
Automatic Cost Posting	If this field is activated, the system will also create project account ledger entries are for postings in general ledger if the corresponding dimension is specified.
Automatic Performance Posting	If automatic performance posting is activated, project account ledger entries of the Performance type will be generated for quantity postings in the Resources and Production modules during posting.
Distribute with Cost Rate	Here you can select the rate you want to use to analyze performances in project accounting. The following options are available: Budget, Operational Actual, and Tax.
Corr. Journal Template Name	Here you can select a template for the journal to be used for correction postings.
Corr. Journal Name	This journal name will be used when creating correction postings.
Project Account No.	The project account no. will be used during performance transfer if the project account is not already taken from the Resources module.
Project Account No. (Setup)	The project account no. (setup) will be used when transferring performance if the project account for the setup time is not already taken from the Production module.
Project Account No. (Run)	The project account no. (run) will be used during performance transfer if the project account for the setup time is not already taken from the Production module.
Reference Unit Code	The reference unit code will be used during performance transfer if the reference unit for the setup time is not already taken from the Production module.
Reference Unit Code (Setup)	The reference unit code (setup) will be used during performance transfer if the reference unit for the setup time is not already taken from the Production module.

Reference Unit Code (Run)	The reference unit code (run) will be during performance transfer if the reference unit for the processing time is not already taken from the Production module.
Check Project Account Usage	Activate this field if you want the system to check when deleting a cost account if it is e. g. used in the cost account schedules.
Allow CA Posting From	In this field, you can specify a starting date for a posting period from which you want to allow postings in Project Accounting. By specifying posting periods manually, you can control the postings in Cost Accounting 365 in a flexible manner. Note: The specified periods will be ignored for automatic posting.
Allow CA Posting To	In this field, you can specify an ending date for a posting period to which to allow postings in Project Accounting. By specifying posting periods manually, you can control the postings in Cost Accounting 365 in a flexible manner. Note: The specified periods will be ignored for automatic posting.

Chart of Cost Units tab

Field Name	Field Description
Project Account Filter (Primary Cost)	Here you can specify the primary project account types to be filtered in this column.
Project Account Filter (Allocation)	Here you can specify the allocation project account types to be filtered in this column.

Reporting tab

Field Name	Field Description
Acc. Sched. for Profit	Specifies which account schedule name to use to generate the Direct Costing report.

Usage Unit Cost tab

Field Name	Field Description
Use Parts of Standard Cost as COGS	Activate this field if you want to perform valuation based on the item's respective consumption costs and to copy them to the individual cost accounts for material costs, capacity costs, capacity overhead costs, subcontracted costs and manufacturing overhead costs. This is done, on the one hand, by using the "Copy from Item Budget" function for the project accounts budget, and on the other hand, by using the "Transfer Sale Orders" function to apply the cost-of-sales method in Project Accounting.
Use Parts of Unit Cost as Resource Costs	Activate this field if you want to perform valuation based on the performance's respective resource costs and to copy them to the direct and indirect resource costs.

Default Budget

Field Name	Field Description
Default Project Account No. (Sales Amount)	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if the project account cannot be determined by the posting setup. If specified, the item budget ledger entries will be copied to the project account into the project account budget line by using the "Copy from Item Budget" function.
Default Project Account No. (COGS Amount)	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if the project account cannot be determined by the posting setup. If specified, the item budget ledger entries will be copied to the project account into the project account budget line by using the "Copy from Item Budget" function.

Standard Cost

Field Name	Field Description
Default Project Account No. (Material Cost)	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if a differentiated budget distribution has been activated based on the item's consumption costs. If specified, the budgeted quantity of the item will be valuated with the corresponding consumption costs and copied as an amount to the project account in the project account budget line by using the "Copy from Item Budget" function.
Default Project Account No. (Capacity Cost)	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if a differentiated budget distribution has been activated based on the item's consumption costs. If specified, the budgeted quantity of the item will be valuated with the corresponding consumption costs and copied as an amount to the project account in the project account budget line by using the "Copy from Item Budget" function.
Default Project Account No. (Capacity Overhead Cost)	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if a differentiated budget distribution has been activated based on the item's consumption costs. If specified, the budgeted quantity of the item will be valuated with the corresponding consumption costs and copied as an amount to the project account in the project account budget line by using the "Copy from Item Budget" function.
Default Project Account No. (Subcontracted Cost)	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if a differentiated budget distribution has been activated based on the item's consumption costs. If specified, the budgeted quantity of the item will be valuated with the corresponding consumption costs and copied as an amount to the project account in the project account budget line by using the "Copy from Item Budget" function.
Default Project Account No. (Manufacturing Overhead Cost	Here you can define a project account for the project account budget to which you want the system to copy the item budget ledger entries if a differentiated budget distribution has been activated based on the item's consumption costs. If specified, the budgeted quantity of the item will be valuated with the corresponding consumption costs and copied as an amount to the project account in the project account budget line by using the "Copy from Item Budget" function.

5.3. Project Account Posting Setup

In Dynamics 365 Business Central, the General Ledger posting logic regarding goods in progress is based on the cost-of-sales method. For the total cost method, material consumption and output do not show the required inventory changes. However, valuation based on the cost-of-sales method is only possible on a rough level as the costs of sales (COGS) are only available as a total and not as detail costs in the General Ledger

For this, you can use Cost Accounting 365 to create a multidimensional direct costing according based on the cost-of-sales method. "Multidimensional" means the separation into items, resources and other sales and costs. It also means the distribution of costs (COGS) into material, capacity, capacity overheads, subcontracting costs and manufacturing overheads for items. For resources, you can distribute to direct and indirect costs. For items, the determination of these five areas by the standard cost calculation is rejected and normal costs can be used instead of actual costs, as with the transfer of budget values from the item budgets.

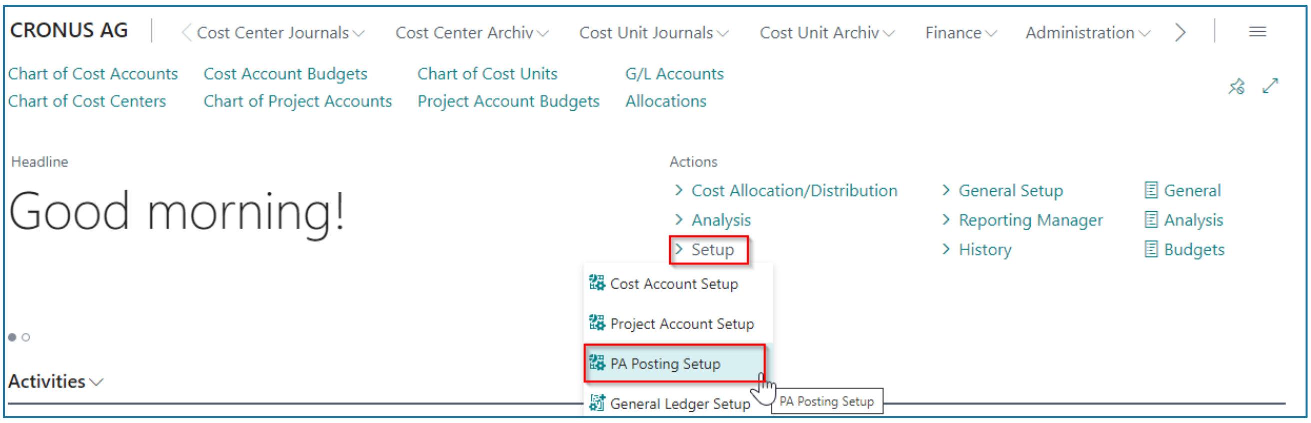
As is the case for the Posting Setup in General Leger, you can specify different or multi COS accounts of the projects chart of accounts for the combination of general business and product posting group to be used as:

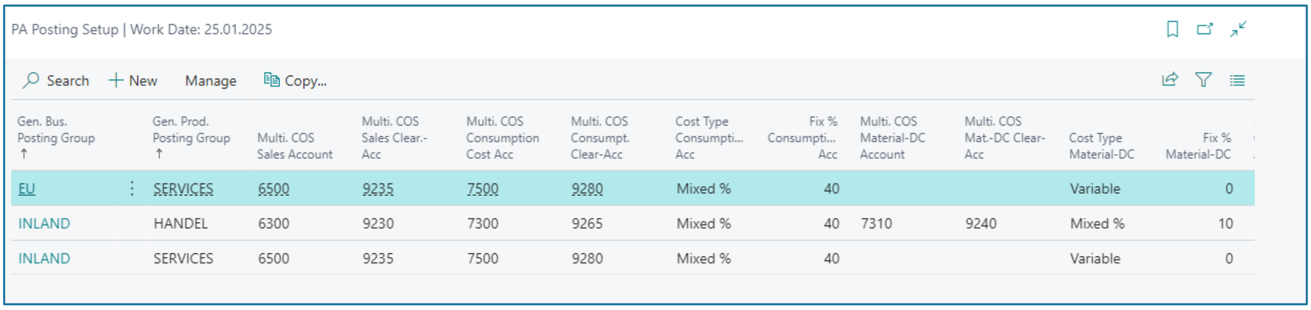
- Sales account
- Consumption account (COGS for items or resource consumption)
- Material direct costs
- Capacity or resource direct costs
- Capacity or resource overhead costs
- Subcontracting direct costs
- Manufacturing overhead costs

By using further accounts as clearing accounts there is no shift to the income statement and the remaining costs can be shown as a third evaluation area.

The, the created entries can be reposted by performance distributions, assignments and allocations as well as be posted, independent of the General Ledger, and made available for detailed analyses.

In addition to project accounts, you can also specify the cost type of the account. Thus, performance distribution can be done by a Fix%, Variable% or Mixed%. By specifying the percentage, the posted costs will be allocated proportionately to the project account.





Gen. Bus. Posting Group ↑	Gen. Prod. Posting Group ↑	Multi. COS Sales Account	Multi. COS Sales Clear.-Acc	Multi. COS Consumption Cost Acc	Multi. COS Consumpt. Clear-Acc	Cost Type Consumpti... Acc	Fix % Consumpti... Acc	Multi. COS Material-DC Account	Multi. COS Mat.-DC Clear-Acc	Cost Type Material-DC	Fix % Material-DC
EU	SERVICES	6500	9235	7500	9280	Mixed %	40			Variable	0
INLAND	HANDEL	6300	9230	7300	9265	Mixed %	40	7310	9240	Mixed %	10
INLAND	SERVICES	6500	9235	7500	9280	Mixed %	40			Variable	0

General tab

Field Name	Field Description
Gen. Bus. Posting Group	In this field, enter the business posting group that maps the business transaction for the cost-of-sales method. For example, you can link domestic transactions to the associated accounts of the COS method.
Gen. Prod. Posting Group	In this field, enter the product posting group that maps the business transaction for the cost-of-sales method. For example, you can link domestic transactions to the associated accounts of the COS method.

Multi COS Revenues

Field Name	Field Description
Multi. COS Sales Account	In this field, enter the account used to post the sales of goods according to the multidimensional COS method.
Multi. COS Sales Clear.-Acc	In this field, enter the clearing account used to post the sales of goods. This ensures that postings are not kept twice in the system if you also use the total cost method.

Multi COS Consumption

Field Name	Field Description
Multi. COS Consumption Cost Acc	In this field, enter the account used to post consumptions according to the multidimensional COS method.
Multi. COS Consumpt. Clear-Acc	In this field, enter the clearing account used to post consumptions. This ensures that postings are not kept twice in the system if you also use the total cost method.
Cost Type Consumption Acc	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Consumption costs will be posted as fixed amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % The direct material costs will be posted as a mixed amount resulting from a fix percentage. The amount that exceeds the fix rate will be posted as variable amount.
Fix % Consumption Acc	If you select the “Mixed %” option in the “Cost Type Consumption Acc” field, enter the fix percentage rate in this field you want to use to post the consumption costs.

Multi. COS Material-DC

Field Name	Field Description
Multi. COS Material-DC Account	In this field, enter the account used to post material direct costs according to the multidimensional COS method.
Multi. COS Mat.-DC Clear-Acc	In this field, enter the clearing account used to post material direct costs. This ensures that postings are not kept twice in the system if you also use the total cost method.
Cost Type Material-DC	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Material direct costs will be posted as fixed amounts. ○ Variable Material direct costs will be posted as variable amounts. ○ Mixed % The direct material costs will be posted as a mixed amount resulting from a fix percentage. The amount that exceeds the fix rate will be posted as variable amount.
Fix % Material-DC	If you select the “Mixed %” option in the “Cost Type Material-DC” field, enter the fix percentage rate in this field you want to use to post the material direct costs.

Multi. UVK Capacity-(Res.)-DC

Field Name	Field Description
Multi. COS Capa.(Res.)-DC Acc	In this field, enter the account used to post capacity direct costs according to the multidimensional COS method.
Multi. COS Capa.-DC Clear-Acc	In this field, enter the clearing account used to post capacity direct costs. This ensures that postings are not kept twice in the system if you also use the total cost method.
Cost Type Capa.(Res.)-DC	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Consumption costs will be posted as fixed amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % Capacity direct costs will be posted as a mixed amount resulting from a fix percentage. The amount that exceeds the fix rate will be posted as variable amount.
Fix % Capa.(Res.)-DC	If you select the “Mixed %” option in the “Cost Type Capa.(Res.)-DC” field, enter the fix percentage rate in this field you want to use to post the capacity direct costs.

Multi. COS Capacity-(Res.)-Ovh

Field Name	Field Description
Multi. COS Capa.(Res.)-Ovh Acc	In this field, enter the account used to post capacity overhead costs according to the multidimensional COS method.

Multi. COS Mfg.-Ovh Clear-Acc	In this field, enter the clearing account used to post capacity overhead costs. This ensures that postings are not kept twice in the system if you also use the total cost method.
Cost Type Capa.(Res.)-Ovh.	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Consumption costs will be posted as fixed amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % Capacity overhead costs will be posted as a mixed amount resulting from a fix percentage. The amount that exceeds the fix rate will be posted as variable amount.
Fix % Capa.(Res.)-Ovh.	If you select the “Mixed %” option in the “Cost Type Capa.(Res.)-Ovh.” field, enter the fix percentage rate in this field you want to use to post the capacity overhead costs.

Multi. COS Subcontrd-DC

Field Name	Field Description
Multi. COS Subcontrd-DC Acc	In this field, enter the account used to post subcontracted direct costs according to the multidimensional COS method.
Multi. COS Subc.-DC Clear-Acc	In this field, enter the clearing account used to post subcontracted direct costs. This ensures that postings are not kept twice in the system if you also use the total cost method.
Cost Type Subcontrd-DC	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Consumption costs will be posted as fixed amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % Subcontracted direct costs will be posted as a mixed amount resulting from a fix percentage. The amount that exceeds the fix rate will be posted as variable amount.
Fix % Subcontrd-DC	If you select the “Mixed %” option in the “Cost Type Subcontrd-DC” field, enter the fix percentage rate in this field you want to use to post the subcontracted direct costs.

Multi. COS Production-Ovh

Field Name	Field Description
Multi. COS Mfg.-Ovh Acc	In this field, enter the account used to post manufacturing overhead costs according to the multidimensional COS method.
Multi. COS Mfg.-Ovh Clear-Acc	In this field, enter the clearing account used to post manufacturing overhead costs. This ensures that postings are not kept twice in the system if you also use the total cost method.
Cost Type Mfg.-Ovh	In this field, you can specify the cost type. The following 3 options are available:

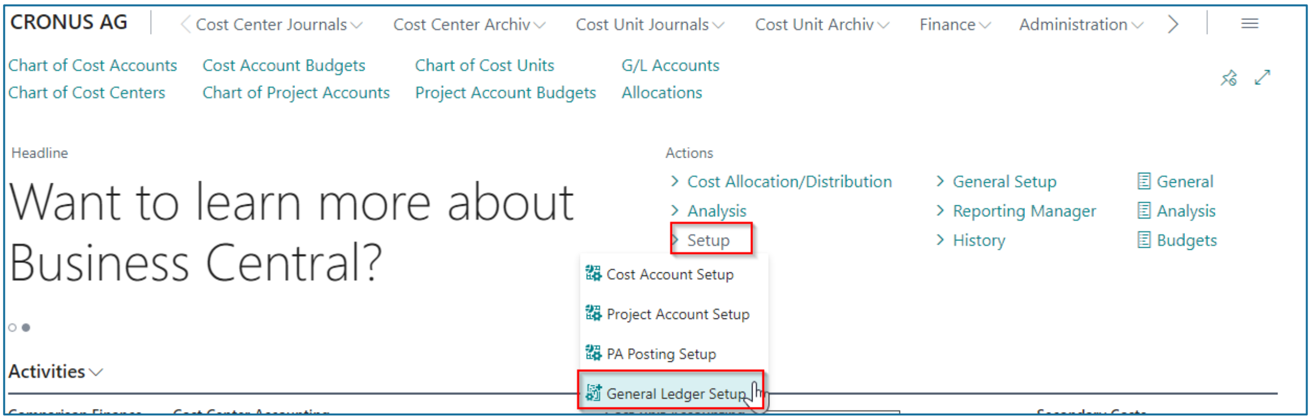
	○ Fix Consumption costs will be posted as fixed amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % Manufacturing overhead costs will be posted as a mixed amount resulting from a fix percentage. The amount that exceeds the fix rate will be posted as variable amount.
Fix % Mfg.-Ovh Acc.	If you select the “Mixed %” option in the “Cost Type Mfg.-Ovh Acc” field, enter the fix percentage rate in this field you want to use to post the manufacturing overhead costs.

5.4. General Ledger Setup

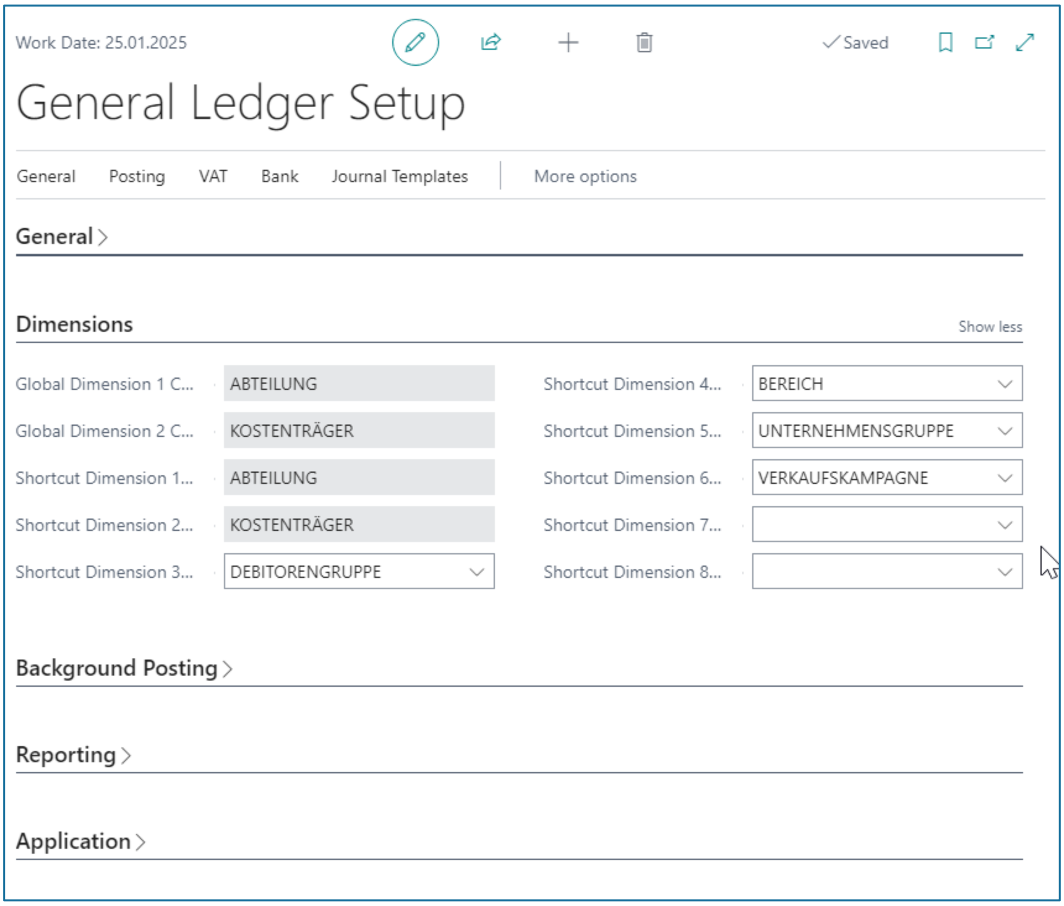
In order to use Cost Accounting for Microsoft Dynamics 365 Business Central in a meaningful manner, you need to specify the global dimensions in the General Ledger Setup in the following way:

- Global dimension code 1 corresponds to “cost account” (as of NAV 2016 cost account has been renamed to “department”)
- Global dimension code 2 corresponds to “project account”

In this window, you can also change the settings of the global dimensions.



The following screenshot shows the General Ledger Setup window:



Warning – The global dimensions in General Ledger can only be changed if there are no postings in Cost Accounting. Once a posting has been made in the Cost Accounting or Project Accounting modules, it is no longer possible to change the global dimensions. If you use Cost Accounting, please consider carefully which dimensions you want to use as a cost account (department) (global dimension code 1) and as project account (global dimension code 2).

6. ADMINISTRATION

6.1. Dimensions

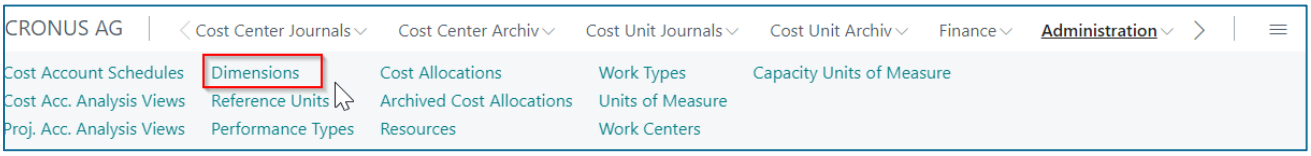
Dimensions are characteristics which can be added to postings via documents, journals, and budgets. They provide the basis for processing cost accounts and project accounts in **Cost Accounting 365**.

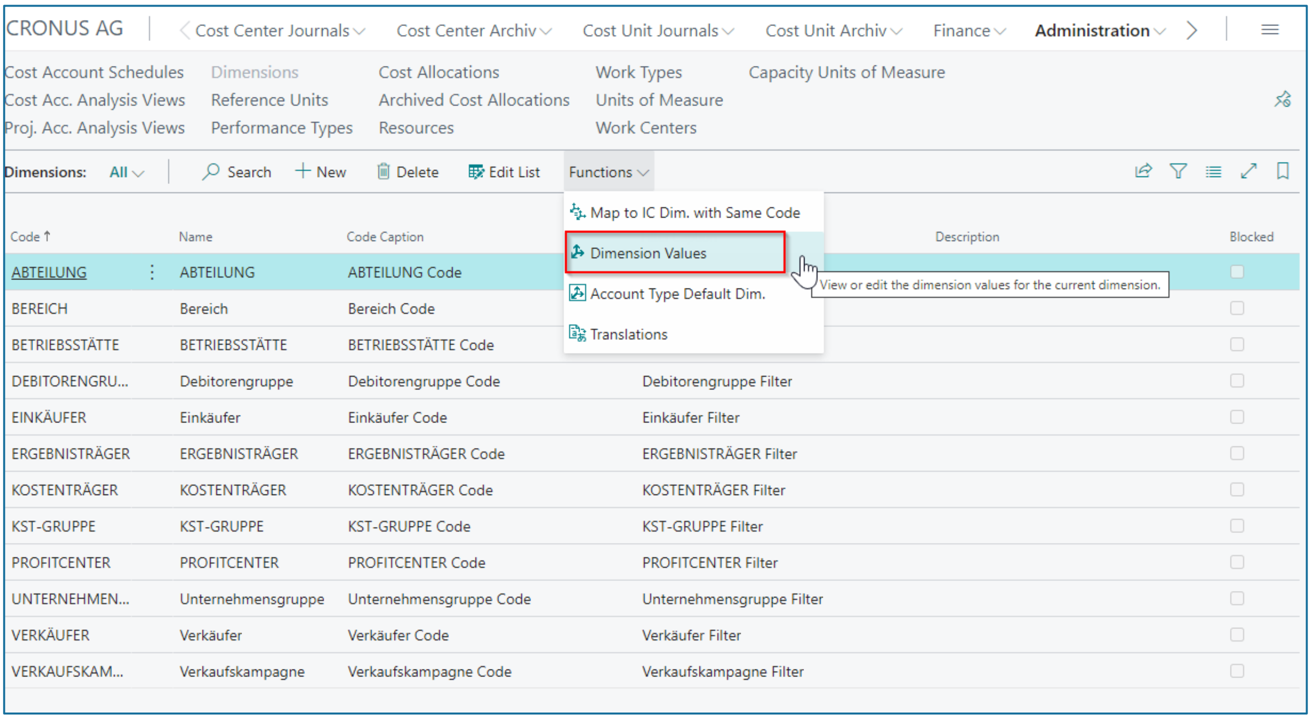
This results in using global dimension 1 as “cost centers/cost accounts “and global dimension 2 as “cost units/project accounts”.

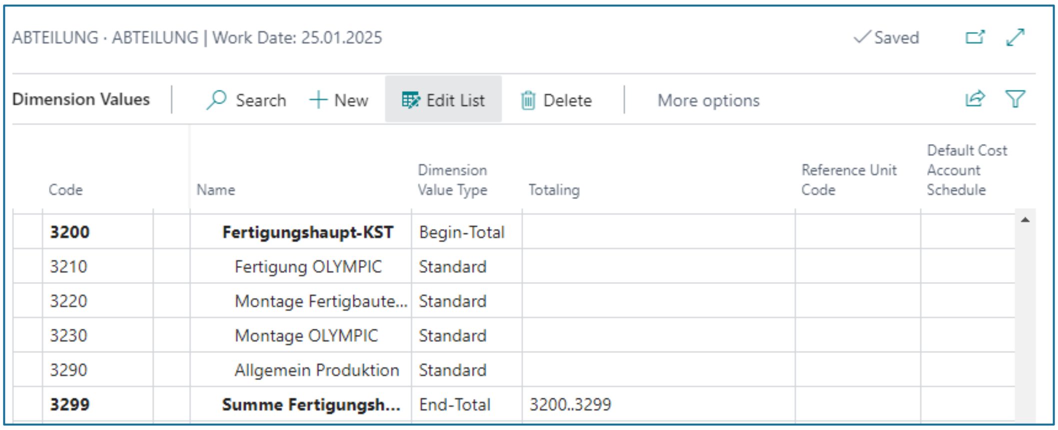
In addition to these main dimensions, you can post further dimensions, the so-called shortcut dimensions.

For example, the dimensions are used to set up the chart of cost centers as well as the chart of G/L accounts hierarchically, in which related cost centers are categorized in groups by using headings, begin and end totals.

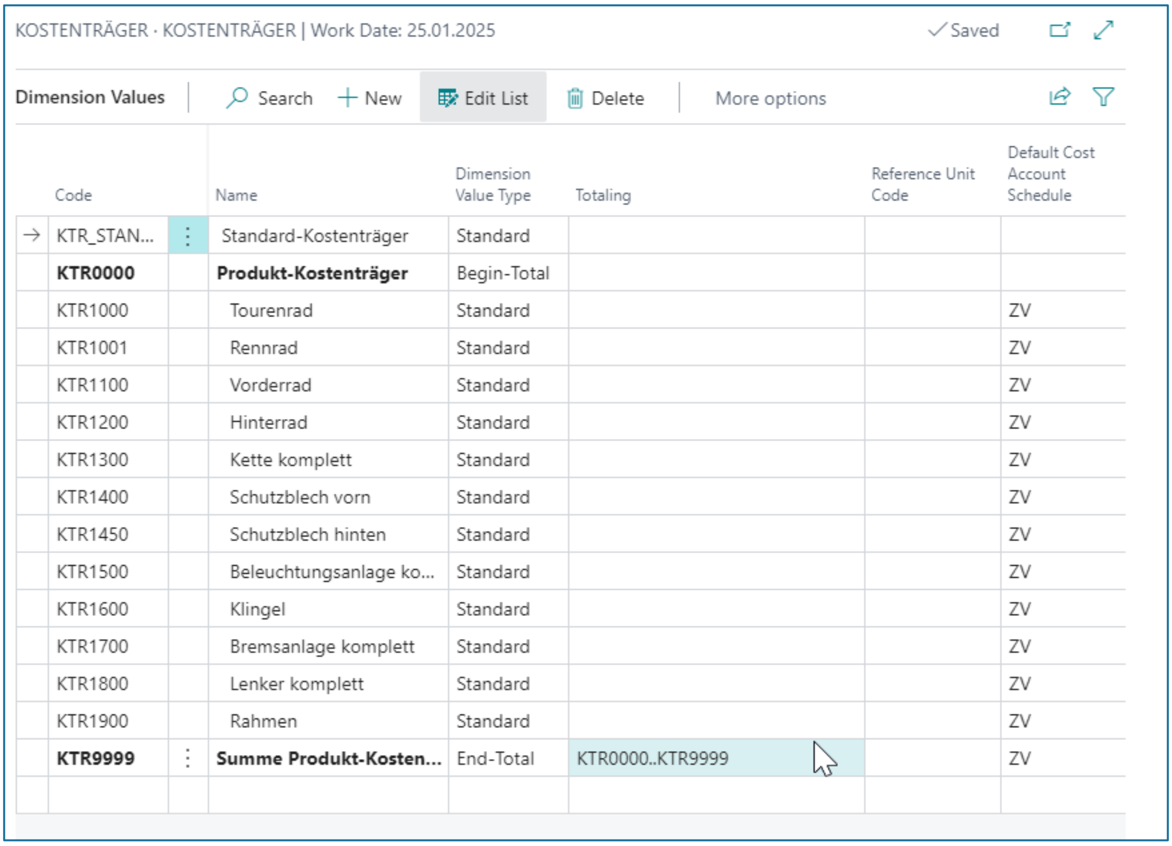
In most cases, cost centers are departments and profit units that are responsible for the costs and revenues of the company to a great extent. Cost centers can be synchronized with the G/L account dimensions.







Projects are products, product groups, or performances of a company, the finished products of a company, which ultimately bear the costs. Projects can be synchronized with G/L account dimensions.



Field Name	Field Description
Code	This field is used to specify the code for the dimension.
Name	This field is used to specify the description for the dimension.
Code Caption	This field is used to specify the caption of the dimension code. It is shown as the name of the dimension code fields.
Filter Caption	This field is used to specify the caption of the dimension code when used as a filter. It is shown as the name of the dimension filter fields.
Description	This field is used to specify the description of the dimension code.

Blocked	This field is used to specify that the associated record cannot be posted to transactions.

Function

Field Name	Field Description
Map to IC Dim. with Same Code	This field is used to specify which intercompany dimension corresponds to the dimension in the line. If you use a dimension code on an IC sales or IC purchase line, the system will insert the corresponding IC dimension code in the line that is sent to your intercompany partner.
Dimension Values	Here you can show or edit the dimension values for the current dimension.
Table Default Dimensions	This field is used to specify the default dimension settings for the relevant account types, such as customers, vendors, or items. For example, you can specify that a dimension is mandatory.
Translations	This field is used to enter a translation for your dimension. Translated item descriptions are automatically inserted into documents according to the used language code.

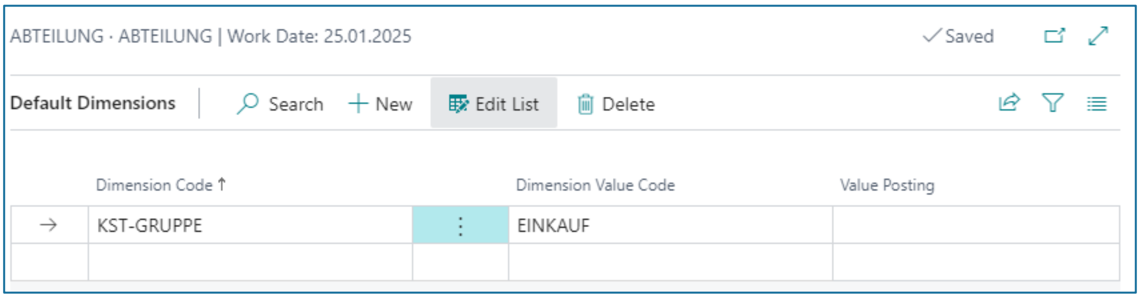
Dimension Values

Field Name	Field Description
Code	This field is used to specify the code for the dimension value.
Name	This field is used to specify a name for the dimension value.
Dimension Value Type	This field is used to specify the dimension value type. The following 5 options are available: ○ Default Select this option if it is a dimension which can be posted, such as a cost center. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can use the “Indent Dimension Values” batch job for automatic totaling if you select the Begin-Total or End-Total option.
Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Reference Unit Code	Here you can define a reference unit to be valid and filtered for the dimension value.
Blocked	Here you can specify that the associated record cannot be posted to transactions.

Default Dimensions

For the global dimensions of the General Ledger, you can define default dimensions in Cost Accounting which can be used as additional analyses hierarchies. For example, cost centers can be assigned to operational sites that use reporting per site. All default dimensions available for global dimensions are automatically posted in Cost Accounting. To use default dimensions, you need to create them as separate dimensions.

For this, select More Options→Related→Dimensions.

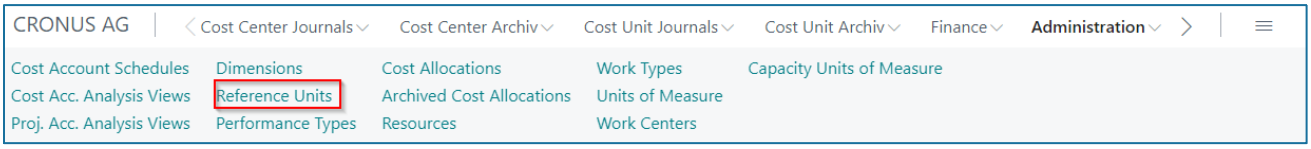


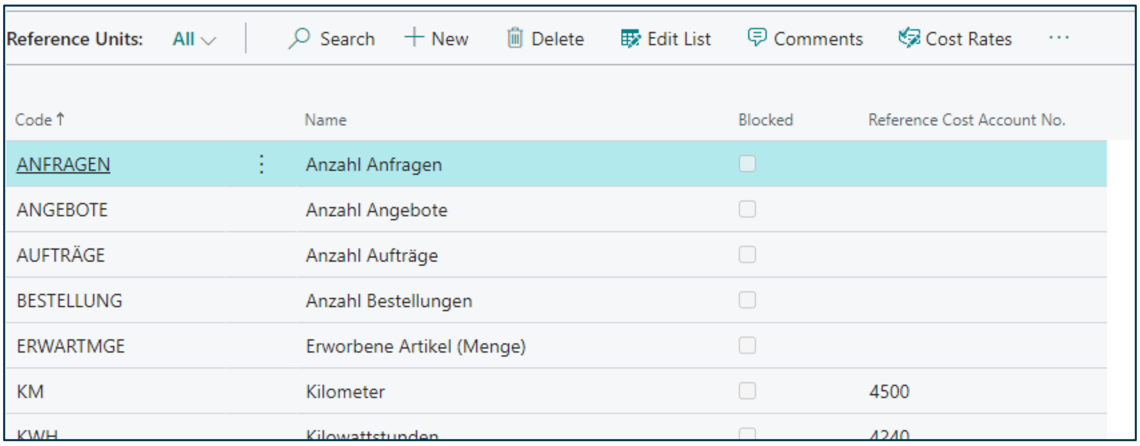
Field Name	Field Description
Dimension Code	This field is used to specify the code for the default dimension.
Dimension Value Type	This field is used to specify the dimension value code that is suggested when using the default dimension.
Value Posting	This field is used to specify how to handle the default dimension and its values. The following options are available: ○ Code Mandatory If you select this option, a dimension, such as a cost center group, will always be required for posting. ○ Same Code If you select this option, the same dimension as specified will always be required for posting. ○ No Code If you select this option, no dimension may be specified during posting.

6.2. Reference Units

Reference units represent the type of performance which is used for the distribution of costs of internal billing processes. By using reference units, cost accounting can be used as a closed system for recording, budgeting, allocating and controlling costs.

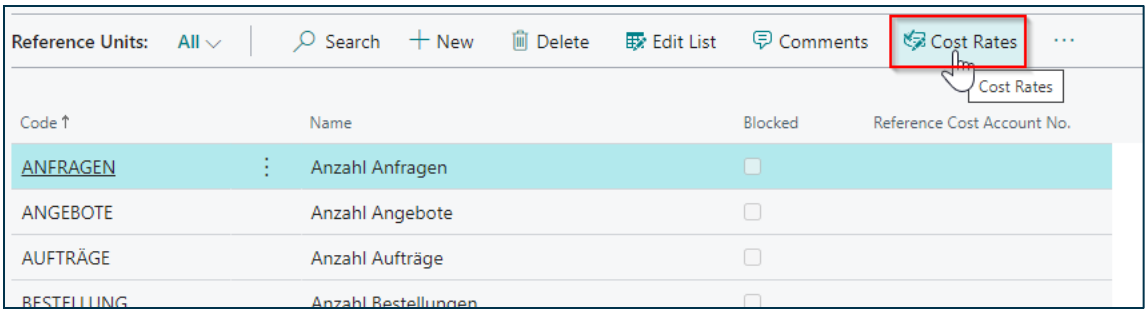
In practice, this often includes occupied square meters, number of employees, as well as performances or production hours. Reference units serve as allocation keys to assign costs.

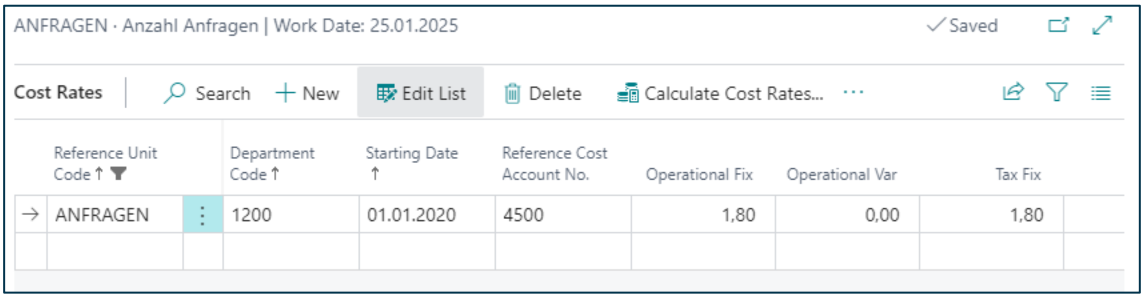




Field Name	Field Description
Code	This field is used to specify the code for the reference unit.
Name	This field is used to specify a name for the reference unit.
Blocked	Place a check mark in this field if you want to block the reference unit so that it can no longer be used.
Reference Cost Account No.	This field is used to define a cost account to be referred to by the Calculate Cost Rates batch job.

Cost Rates





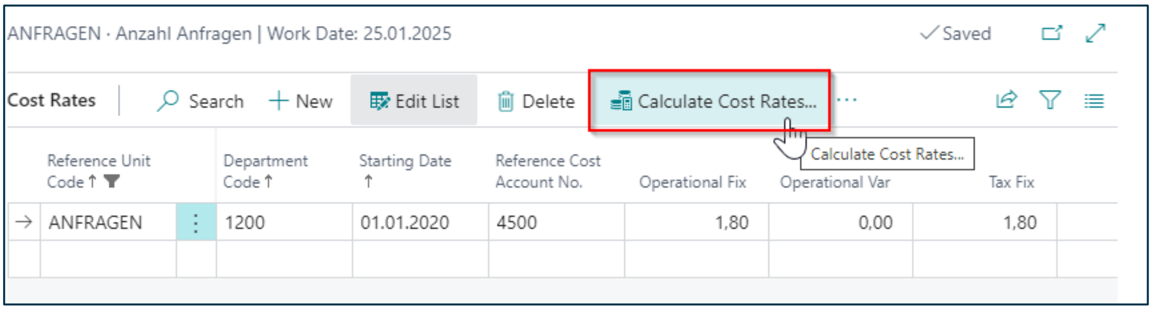
Field Name	Field Description
Reference Unit Code	This field is used to specify the code for the reference unit.
Department Code	This field is used to specify a name for the reference unit.
Starting Date	This field is used to specify as starting date for the reference unit.
Reference Cost Account No.	This field is used to define a cost type to be referred to by the Calculate Cost Rates batch job.

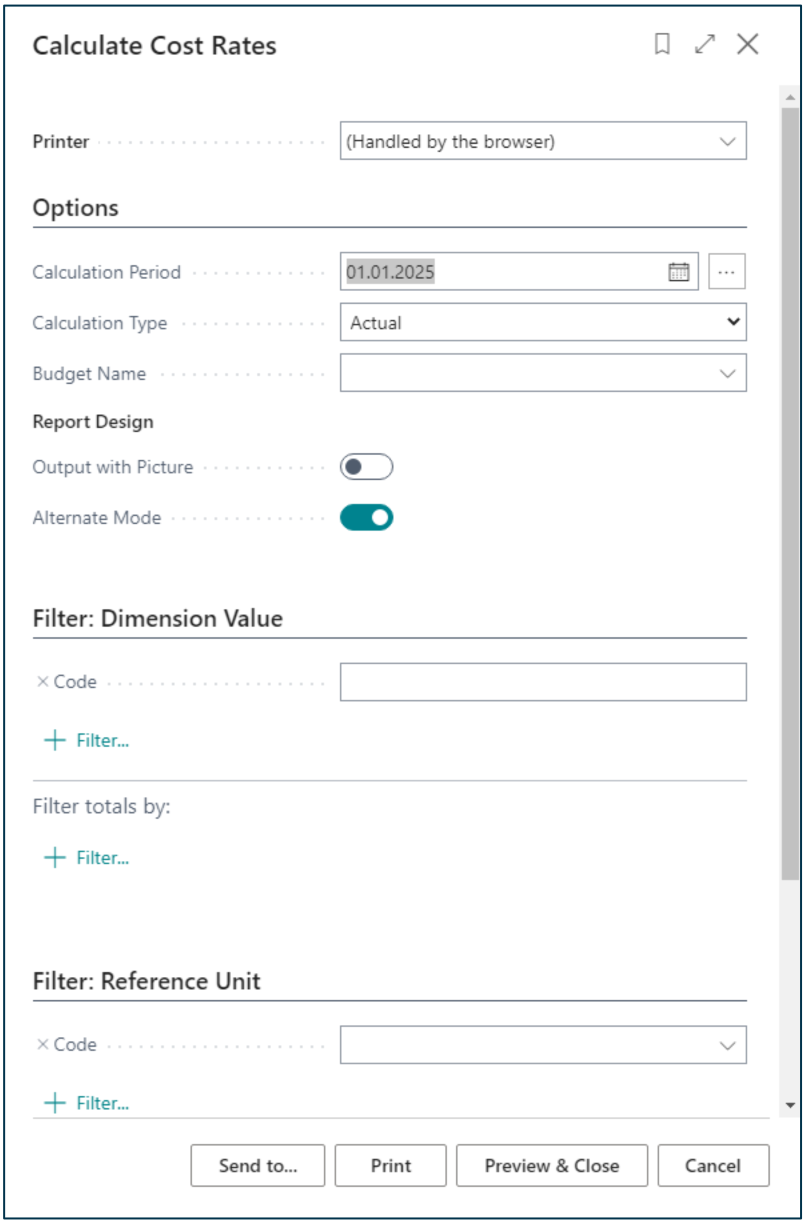
Operational Fix	Here you can enter the fix operational cost rate.
Operational Var	Here you can enter the variable operational cost rate.
Tax Fix	Here you can enter a tax related fix cost rate in addition to the operational cost rate.
Tax Var	Here you can enter a tax related variable cost rate in addition to the operational cost rate.
Operational Actual Fix	This field is automatically populated when running the Calculate Cost Rates batch job. It shows the calculated rate per cost center and will be considered as a default value, which is calculated based on costs and performances.
Operational Actual Var	This field is automatically populated when running the Calculate Cost Rates batch job. It shows the calculated rate per cost center and will be considered as a default value, which is calculated based on costs and performances.
Tax Actual Fix	This field is automatically populated when running the Calculate Cost Rates batch job. It shows the calculated rate per cost center and will be considered as a tax related default value.
Tax Actual Var	This field is automatically populated when running the Calculate Cost Rates batch job. It shows the calculated rate per cost center and will be considered as a tax related default value.
Budget Fix	This field is automatically populated when running the Calculate Cost Rates batch job. It shows the calculated rate per cost center and will be considered as a default value, which is calculated based on costs and performances of a cost center budget.
Budget Var	This field is automatically populated when running the Calculate Cost Rates batch job. It shows the calculated rate per cost center and will be considered as a default value, which is calculated based on costs and performances of a cost center budget.

6.2.1. Calculate Cost Rates

Cost rates are used to evaluate the performances of cost centers. By calculating cost rates, the profitability of a cost center can be controlled in a significant manner. This section describes the following topics:

- Cost rates
- Calculating and transferring to default cost rate





Options tab

Field Name	Field Description
Calculation Period	This field is used to specify the code for the reference unit.
Calculation Type	This field is used to specify a name for the reference unit.
Budget Name	This field is used to specify a budget name.
Output with Picture	Place a check mark in this field if you want to use your company logo in the report.
Alternate Mode	This field is activated by default and represents a section lining within the report.

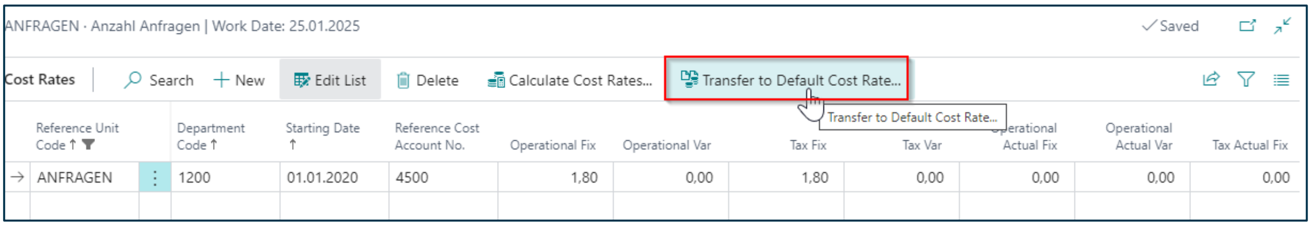
Filter tab: Dimension Value

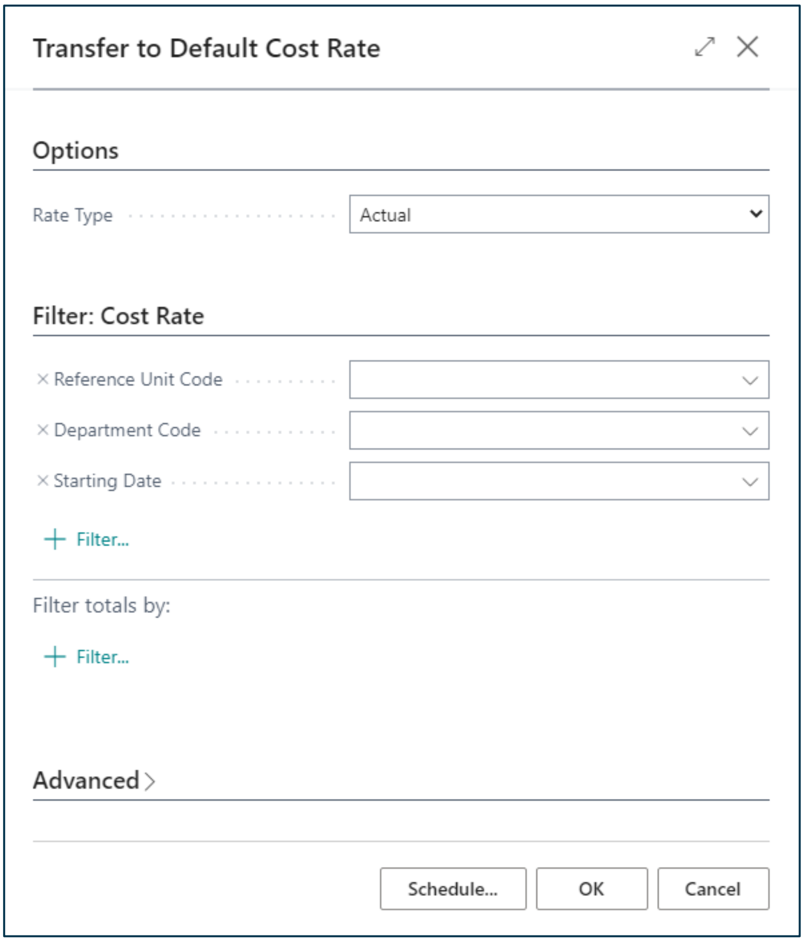
Field Name	Field Description
Code	Here you can filter on cost centers for which you want to calculate the cost rates. If you do not specify a filter Here the system will consider all cost centers during cost rate calculation.

Filter tab: Reference Unit

Field Name	Field Description
Code	This field is used to enter the code of the reference unit you want to consider for cost rate calculation. If you do not specify a filter Here the system will consider all reference units during cost rate calculation.

6.2.2. Transfer to Default Cost Rate





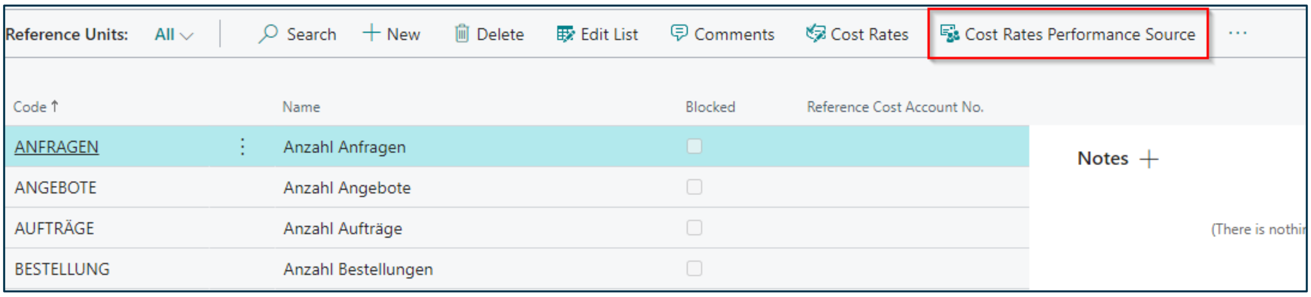
Field Name	Field Description
Rate Type	Here you can define the rate type to be used to transfer the cost rates. The following 2 options are available: ○ Actual If you select this option, the cost rates will be used as actual values in the Operational Fix and Operational Var columns. ○ Budget If you select this option, the cost rates will be used as budget values in the Budget Fix and Budget Var columns.
Reference Unit Code	Here you can filter the reference unit to be used for the transfer. If no filter is specified in this field, the system will consider all cost rates.
Department Code	Here you can filter the department to be used for the transfer. If no filter is specified in this field, the system will consider all cost rates.
Starting Date	Specify a starting date in this field on which you want the system to start the transfer.

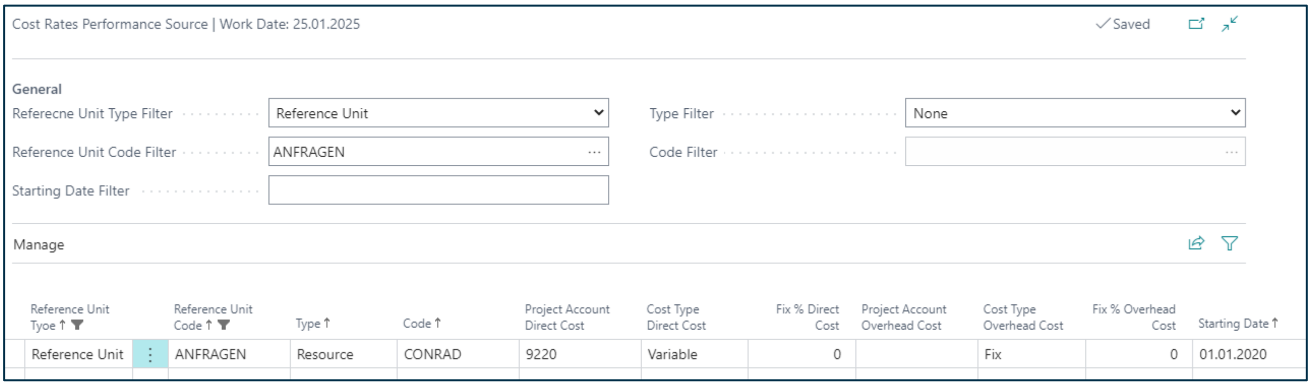
6.2.3. Cost Rates Performance Source

It is not necessarily required to base the cost rates on the specified default cost rates of the reference units. The cost rates can rather be determined or used directly from the master data of the resources and/or the work types or work centers, etc.

Depending on the reference units, cost centers, resources and/or work types or work centers, etc., there is a distinction between fix and variable components of the individual/overhead costs in the cost rates of the performance source.

The calculated variable and fix individual/overhead costs of the original performance posting are used in the cost rate process.





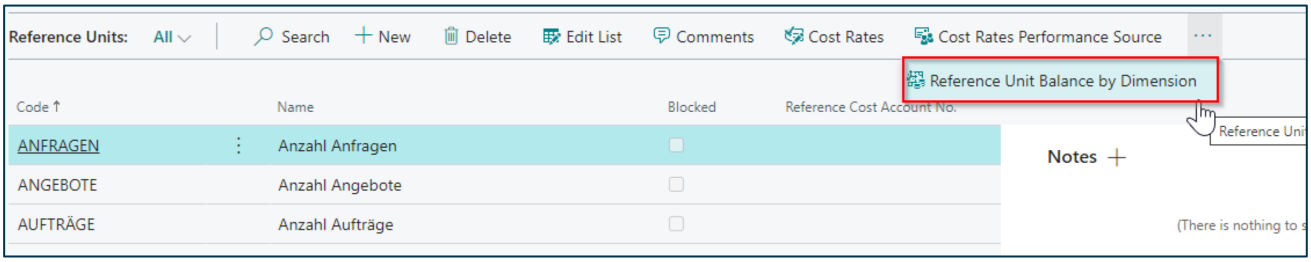
Field Name	Field Description

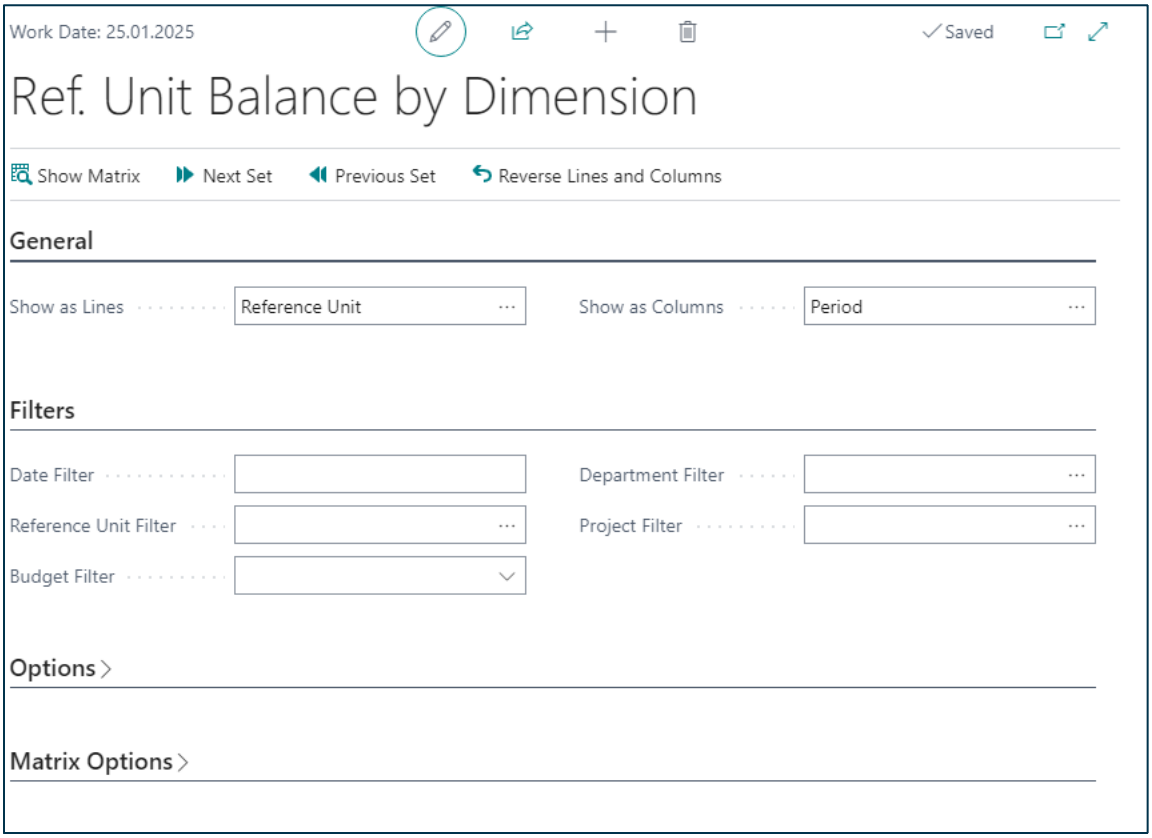
Reference Unit Type Filter	Here you can define the reference unit type to be filtered in this window. ○ Reference unit The type of reference unit represents the possibility of using the original prices of e. g. resources to be considered for cost rate calculation, based on quantities or performances.
Reference Unit Code Filter	This field is used to filter the selected reference unit.
Starting Date Filter	Here you can enter the starting date you want to use for cost rates of the performance origin.
Type Filter	This field shows and filters the different types configured in the columns. The following options are available: ○ Work Type Specifies whether to determine prices in connection with a work type. ○ Resource Specifies whether to determine the prices of resources. ○ Work Center (Setup Time) Specifies whether to determine the prices of the work center for setup times. ○ Work Center (Run Time) Specifies whether to determine the prices of the work center for run times. ○ Work Center Specifies whether to determine the prices of the work center, including setup and run times. ○ Cost Account Specifies whether to determine the prices of the cost account. ○ All Specifies whether to determine the prices of all types. ○ None Indicates that no prices will be determined.
Code Filter	If you have selected a type in the "Code Filter" field, you can filter on a resource, workplace center or cost account code.
Reference Unit Type	Here you can define the reference unit type to be filtered in the window. ○ All If you select the All option, all existing reference units will be considered. ○ Reference Unit If you select the Reference Unit option, you can use the original prices of e. g. resources to be considered for distribution, based on quantities or performances.
Reference Unit Code	Here you can define the reference unit you want to set up for price determination.
Type	Here you can define the type to be filtered in this field. The following 2 options are available: ○ Work Type Specifies whether to determine prices in connection with a work type. ○ Resource Specifies whether to determine the prices of resources. ○ Work Center (Setup Time) Specifies whether to determine the prices of the work center for setup times. ○ Work Center (Run Time) Specifies whether to determine the prices of the work center for run times.

	○ Work Center Specifies whether to determine the prices of the work center, including setup and run times. ○ Cost Account Specifies whether to determine the prices of the cost account. ○ All Specifies whether to determine the prices of all types. ○ None Indicates that no prices will be determined.
Code	If you have selected the “Work Center” option in the “Type” field, you can directly filter on a specific work center.
Project Account Direct Cost	Here you can enter the account you want to use to post the direct costs.
Cost Type Direct Cost	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Consumption costs will be posted as fix amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % The purchase prices will be posted as a mixed amount resulting from a fix percentage. Any amounts that exceed the fix rate will be posted as variable amounts.
Fix % Direct Cost	If you have selected the “Mixed %” option in “Cost Type Direct Cost” field, you need to enter the fix percentage rate you want to use to post the direct costs.
Project Account Overhead Cost	Here you can select the account you want to use to post overhead costs.
Cost Type Overhead Cost	In this field, you can specify the cost type. The following 3 options are available: ○ Fix Consumption costs will be posted as fix amounts. ○ Variable Consumption costs will be posted as variable amounts. ○ Mixed % The purchase prices will be posted as a mixed amount resulting from a fix percentage. Any amounts that exceed the fix rate will be posted as variable amounts.
Fix % Overhead Cost	If you have selected the “Mixed %” option in “Cost Type Overhead Cost” field, you need to enter the fix percentage rate you want to use to post the overhead costs.
Starting Date	Enter the starting date in this field from which you want to apply the performance of price determination.

6.2.4. Ref. Unit Balance by Dimension

The “Ref. Unit Balance by Dimension” window is used to specify the quantities or performances that have been posted monthly by e. g. using reference units.





General tab

Field Name	Field Description
Show as Lines	Select the parameter in this field to be shown as rows in the matrix window.
Show as Columns	Select the parameter in this field to be shown as columns in the matrix window.

Filter tab

Field Name	Field Description
Date Filter	In this field you can specify a date filter for the reference unit balance.
Reference Unit Filter	Set a filter in this field if you want to see selected quantity or performance postings.
Budget Filter	Set a filter in this field if you also want to see the quantity or performance postings as budgeted quantities.
Department Filter	Here you can filter selected cost accounts to be considered for evaluation.
Project Filter	Here you can filter selected project accounts to be considered for evaluation.

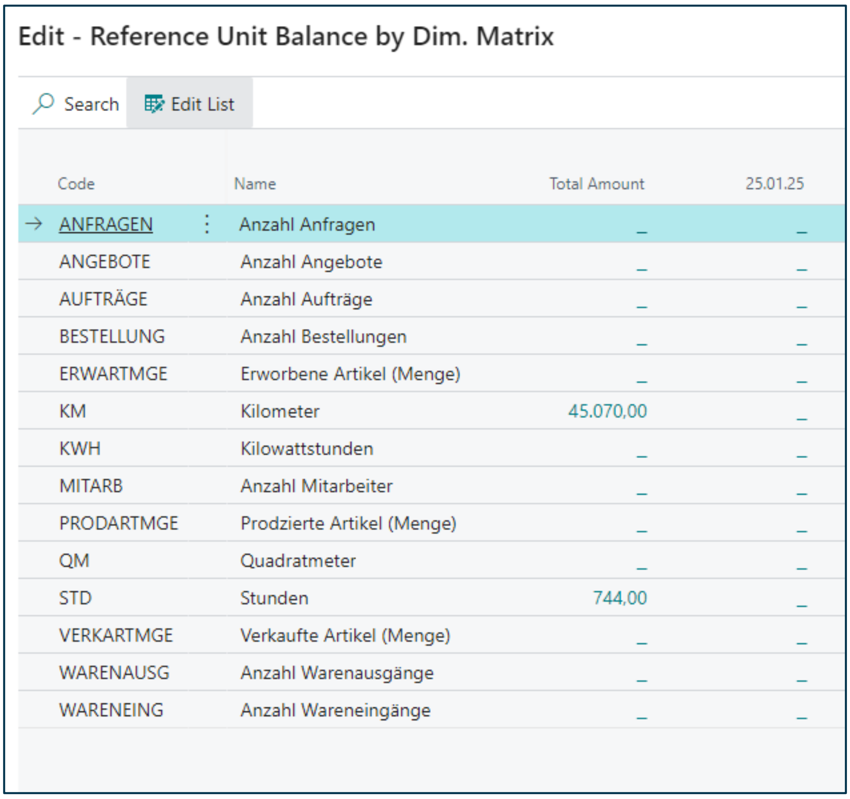
Options tab

Field Name	Field Description
Show	Specify the display type of quantities. The following options are available: ○ Actual Quantities Select this option if you want to show the posted quantities that have actually been posted. ○ Budgeted Quantities Select this option if you want to show the budgeted quantities. ○ Variance Select this option if you want to show the variance between the actual and budgeted quantities. ○ Variance % Select this option if you want to show the variance percentage between the actual and budgeted quantities. ○ Index % Select this option if you want to show the percentage index.
Show Amount Field	Specify the display type of quantities. The following options are available: ○ Credit Quantity Select this option if you want to show the delivered quantities in relation to cost accounts. ○ Project Quantity Select this option if you want to show the delivered quantities in relation to projects. ○ Debit Quantity Select this option if you want to show the receiving quantities in relation to cost accounts.
Rounding Factor	Here you can specify to round the delivered quantities to: ○ None ○ 1 ○ 1000 ○ 1000000
Show Column Name	Place a check mark in this field if you want to show the name of the column, e. g. the cost account name.

Matrix Options tab

Field Name	Field Description
View by	In this field, you can specify to display by a specific period type. The following options are available: ○ Day ○ Week ○ Month ○ Quarter ○ Year ○ Accounting Period
View as	In this field, you can specify whether you want to show the quantities as ○ Net Change Within a month or year, depending on the specified date filter ○ Balance at Date Cumulative balance, depending on the specified date filter
Column Set	Depending on the specified date filter and the option selected in the "View by" field, this field is automatically filled by the system.

The following results when using the respective reference unit postings.


Edit - Reference Unit Balance by Dim. Matrix

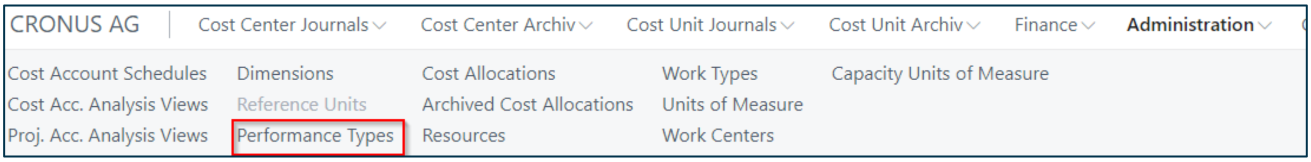
Search Edit List

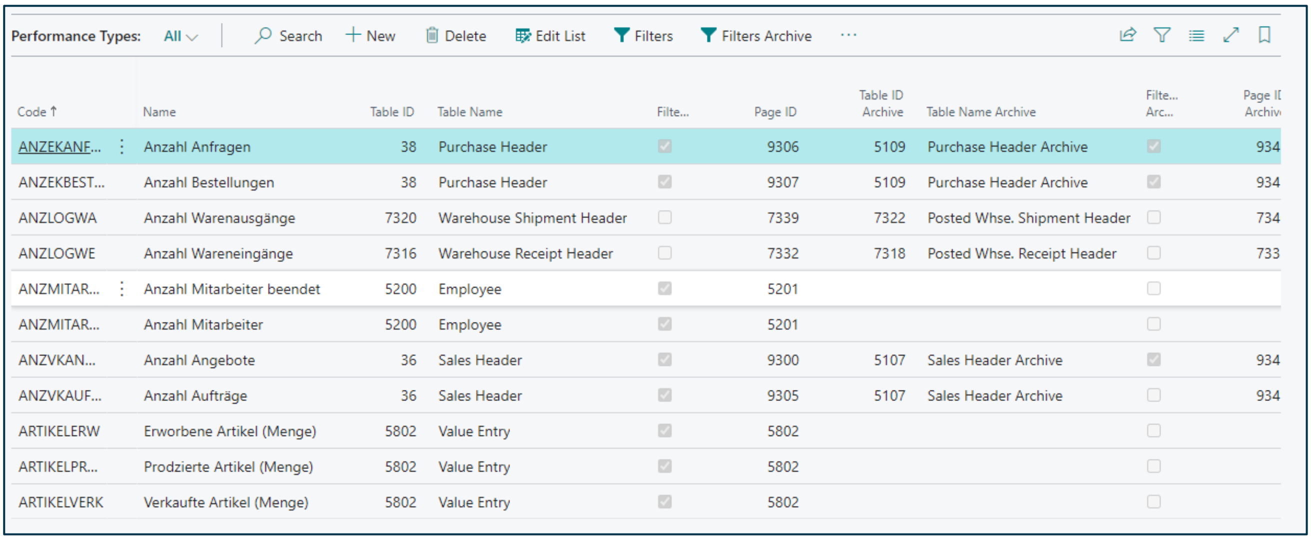
Code	Name	Total Amount	25.01.25
ANFRAGEN	Anzahl Anfragen	_	_
ANGEBOTE	Anzahl Angebote	_	_
AUFTRÄGE	Anzahl Aufträge	_	_
BESTELLUNG	Anzahl Bestellungen	_	_
ERWARTMGE	Erworbene Artikel (Menge)	_	_
KM	Kilometer	45.070,00	_
KWH	Kilowattstunden	_	_
MITARB	Anzahl Mitarbeiter	_	_
PRODARTMGE	Prodzierte Artikel (Menge)	_	_
QM	Quadratmeter	_	_
STD	Stunden	744,00	_
VERKARTMGE	Verkaufte Artikel (Menge)	_	_
WARENAUSG	Anzahl Warenausgänge	_	_
WARENEING	Anzahl Wareneingänge	_	_

6.3. Performance Types

Within the scope of internal performance distribution, it is possible to distribute costs not only based on performances by using the Resources and/or Manufacturing module, but also based on other qualifying key figures/variables that originate from other Microsoft Dynamics 365 Business Central modules.

The definition of qualifying key figures/variables, e. g. the number of sales or purchase orders, the number of warehouse receipts or shipments, the number of active employees, etc., can be set up in a flexible manner as performance types and linked with reference units. In this way, the flexible performance types allow you to use a source based internal performance distribution based on meaningful key figures/variables.



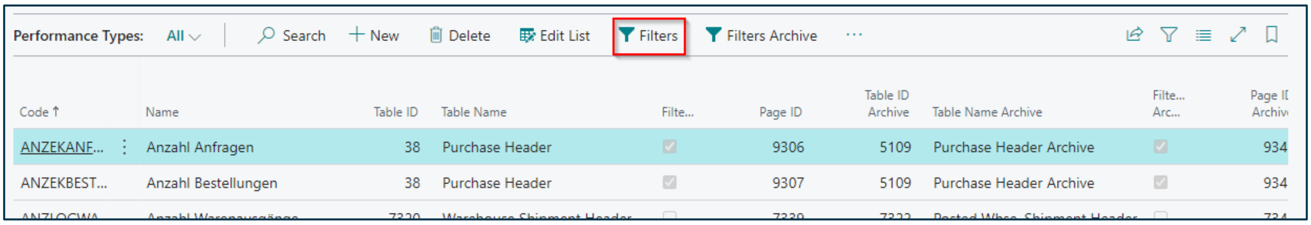


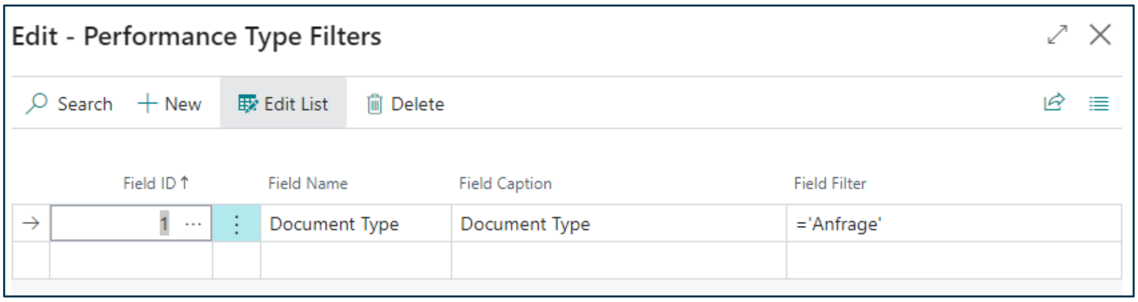
Code ↑	Name	Table ID	Table Name	Filte...	Page ID	Table ID Archive	Table Name Archive	Filte... Arc...	Page ID Archive
ANZEKANF...	Anzahl Anfragen	38	Purchase Header	☑	9306	5109	Purchase Header Archive	☑	934
ANZEKBEST...	Anzahl Bestellungen	38	Purchase Header	☑	9307	5109	Purchase Header Archive	☑	934
ANZLOGWA	Anzahl Warenausgänge	7320	Warehouse Shipment Header	☐	7339	7322	Posted Whse. Shipment Header	☐	734
ANZLOGWE	Anzahl Wareneingänge	7316	Warehouse Receipt Header	☐	7332	7318	Posted Whse. Receipt Header	☐	733
ANZMITAR...	Anzahl Mitarbeiter beendet	5200	Employee	☑	5201			☐	
ANZMITAR...	Anzahl Mitarbeiter	5200	Employee	☑	5201			☐	
ANZVKAN...	Anzahl Angebote	36	Sales Header	☑	9300	5107	Sales Header Archive	☑	934
ANZVKAUF...	Anzahl Aufträge	36	Sales Header	☑	9305	5107	Sales Header Archive	☐	934
ARTIKELERW	Erworbene Artikel (Menge)	5802	Value Entry	☑	5802			☐	
ARTIKELPR...	Prodzierte Artikel (Menge)	5802	Value Entry	☑	5802			☐	
ARTIKELVERK	Verkaufte Artikel (Menge)	5802	Value Entry	☑	5802			☐	

Field Name	Field Description
Code	This field is used to define a code for the performance type.
Name	This field is used to specify a name for the performance type.
Table ID	This field is used to define the table ID from which the application can generate the data.
Table Name	This field will automatically show the name of the table selected in the Table ID field.
Filtered	This field contains a check mark if the data for this table has been filtered.
Page ID	Enter the page ID of the table in this field if you want to show data.
Archive Table ID	If you want to access archived data, you can enter the table ID of the archive here.
Archive Table Name	This field will automatically show the name of the table selected in the Archive Table ID field.
Filtered	This field contains a check mark if the data for this archived table has been filtered.
Page ID Archive	Enter the page ID of the archive in this field if you want to show archived data.
Value Type Field ID	Here you can define the field to be copied, such as "invoiced quantity".

Value Field Label	This field will automatically show the name of the table selected in the Value Type Field ID field.
Use Opposite Sign	Place a check mark in this field if you want to show the data with opposite signs.
Performance Date Field ID	Here you define the date you want to use for the transfer of data, e. g. as posting date, document date, etc.
Performance Date Field Name	This field will automatically show the name of the table selected in the Performance Date Field ID field.
Standard Project Account No.	Here you can enter a project account which will be used if there is no value in the performance entry and no "default" project account number has been specified in the Project Account Setup.

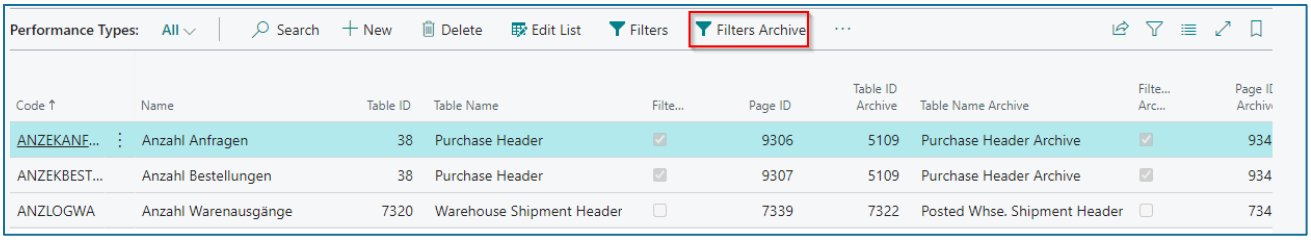
Filter

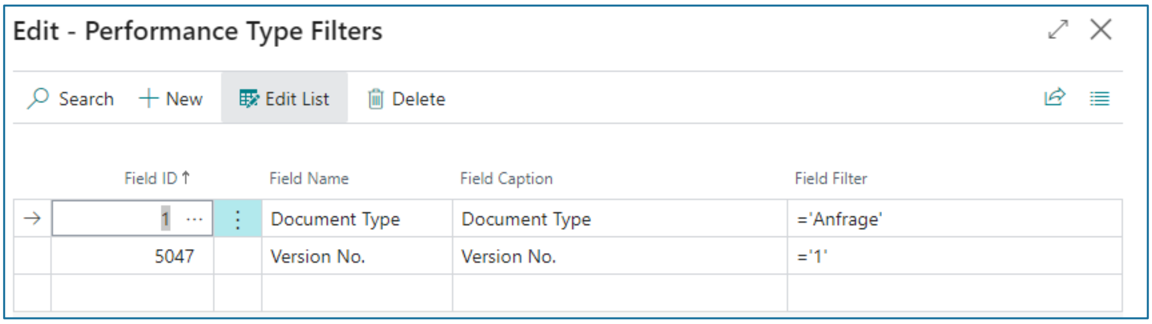




Field Name	Field Description
Field ID	Here you can select the field ID, such as "1". It describes the field you use to set filters during data transfer.
Field Name	This field automatically shows the name of the table selected in the Field ID field.
Field Caption	This field automatically shows the caption of the table selected in the Field ID field.
Field Filter	Here you can enter a filter, e. g. “=Quote” if you want to generate data only from sales quotes.

Filter Archive





Edit - Performance Type Filters

Search + New Edit List Delete

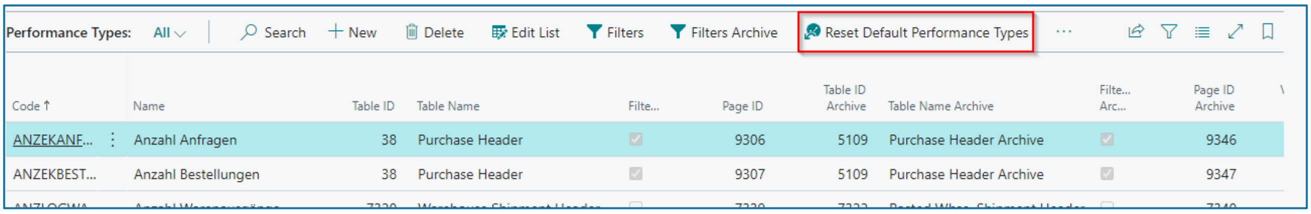
Field ID ↑	Field Name	Field Caption	Field Filter
1	Document Type	Document Type	='Anfrage'
5047	Version No.	Version No.	='1'

Field Name	Field Description
Field ID	Here you can select the field ID, such as "1". It describes the field you use to set filters during data transfer.
Field Name	This field automatically shows the name of the table selected in the Field ID field
Field Caption	This field automatically shows the caption of the table selected in the Field ID field.
Field Filter	Here you can enter a filter, e. g. “=Quote” if you want to generate data only from sales quotes.

Reset Default Performance Types

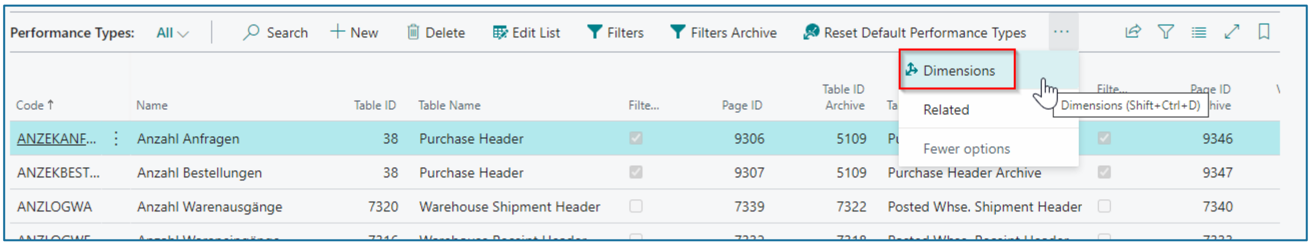
If you change or delete default performance types, you can use the Reset Default Performance Types function to restore the default performance types to the original state.

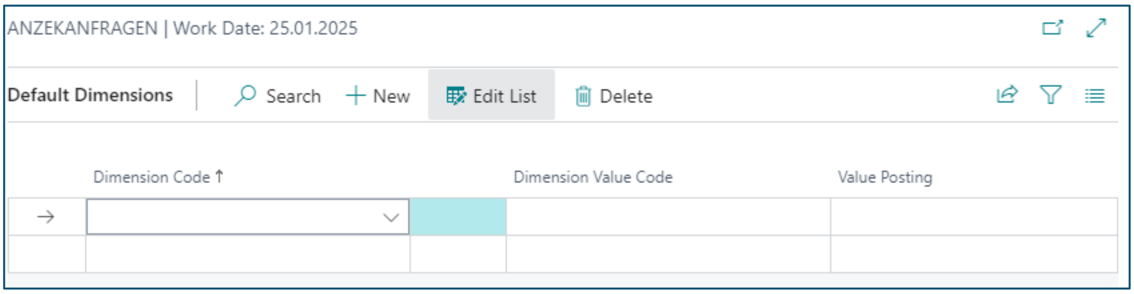
Resetting or restoring default performance types only applies to performance types preset in Cost Accounting 365. This means that any user-defined performance types will not be reset or restored by using this function and will remain in the system.



Dimensions

If you want to add the transferred data of the performance types to the preset dimensions, you can define them in the performance types table by using default dimensions.



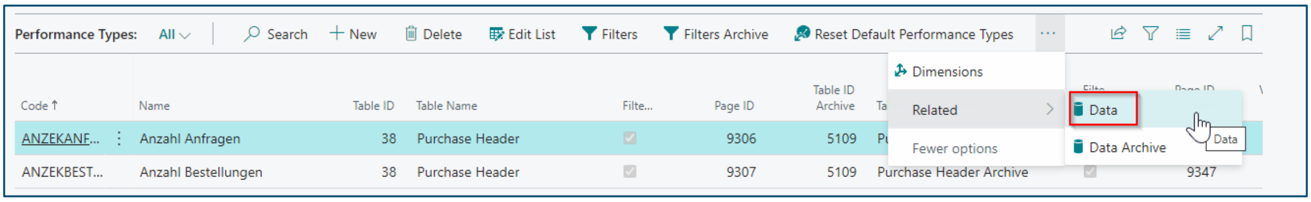


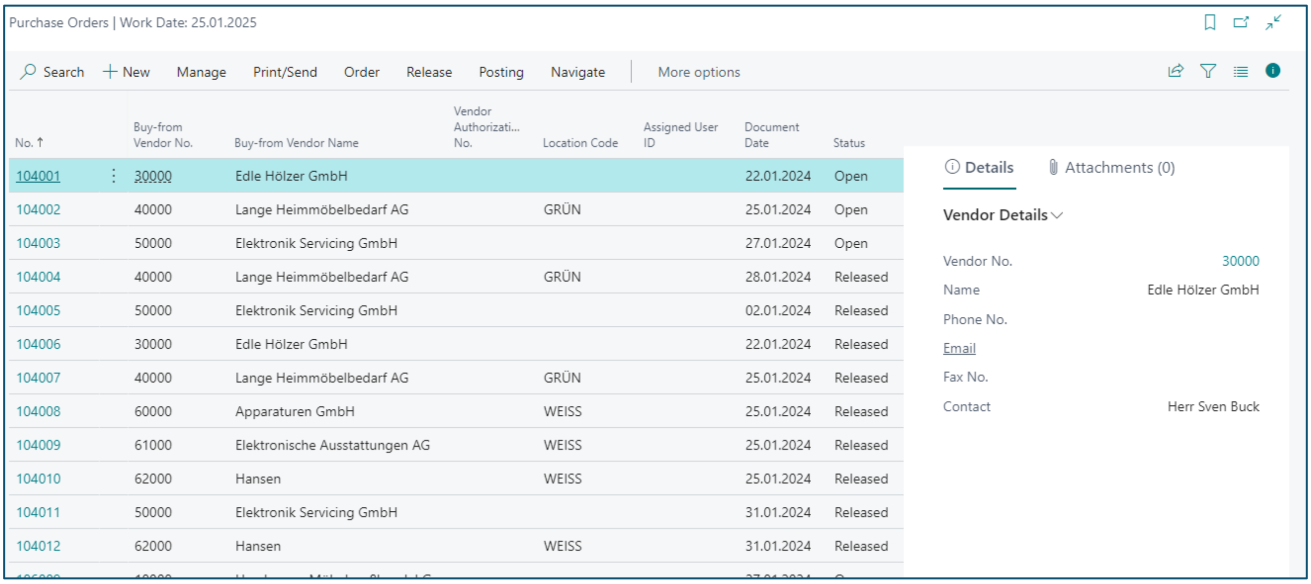
Field Name	Field Description
Dimension Code	This field is used to specify the code for the default dimension.
Dimension Value Type	This field is used to specify the dimension value code that is suggested when using the default dimension.
Value Posting	This field is used to specify how to handle the default dimension and its values. The following options are available: ○ Code Mandatory If you select this option, a dimension, such as a cost center group, will always be required during posting. ○ Same Code If you select this option, the same dimension as specified will always be required during posting.

	○ No Code If you select this option, no dimension may be specified during posting.

Data

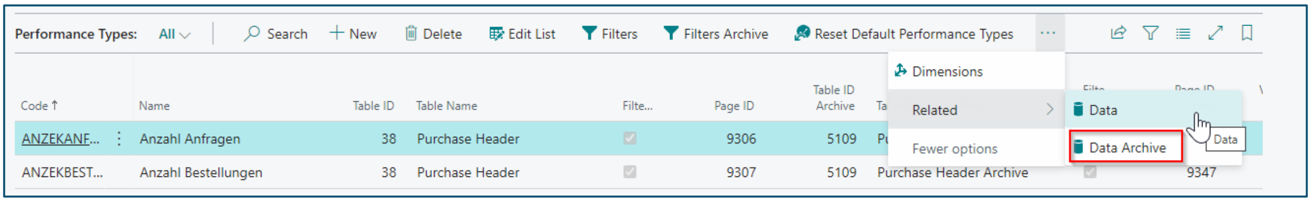
This window shows the purchase orders which are entered in the client based on the specified performance type used as performance type in Cost Accounting 365.





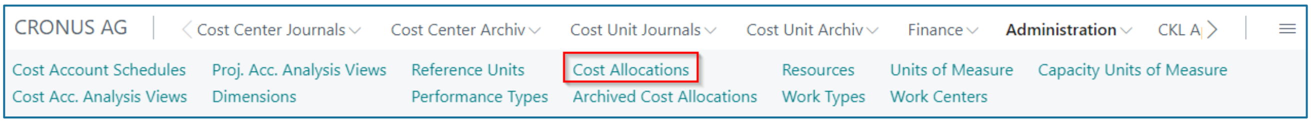
Data Archive

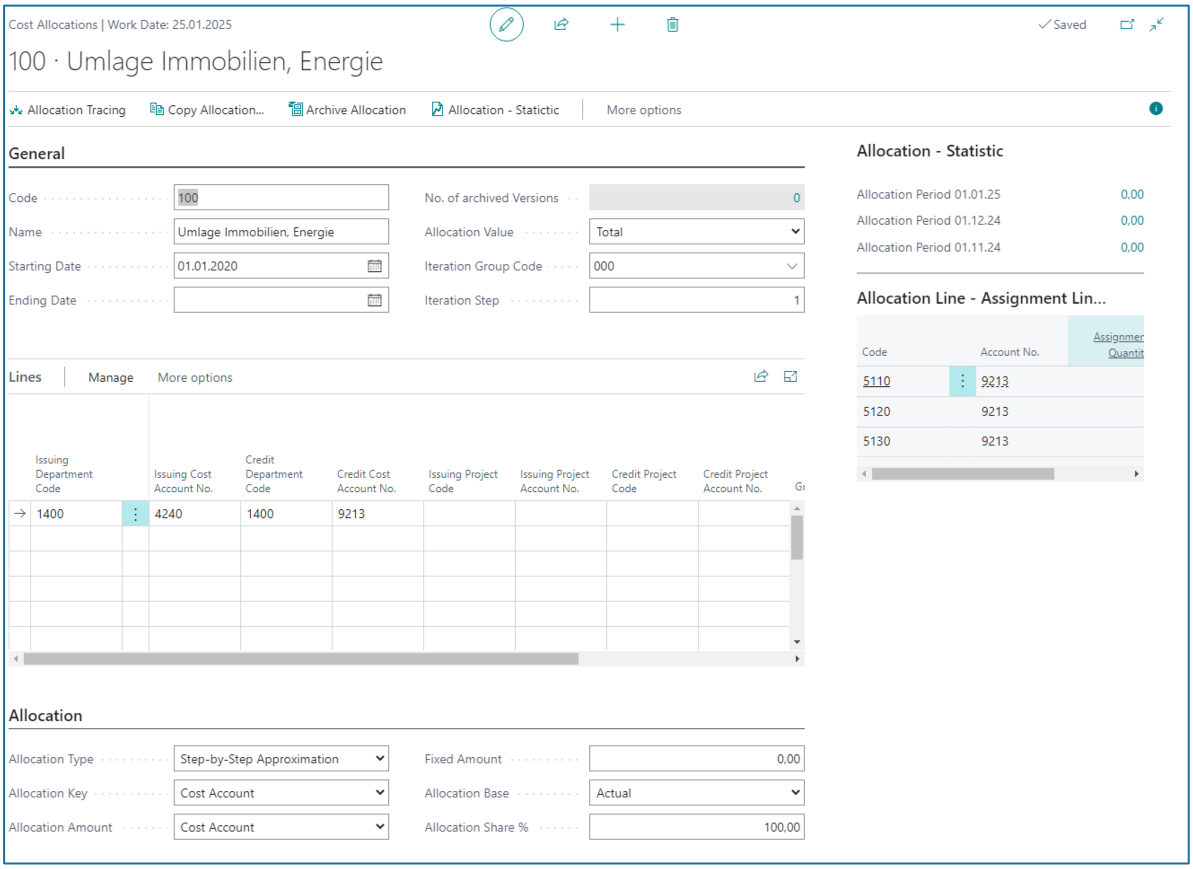
This window shows the purchase orders which are entered in the client based on the specified performance type used as performance type in Cost Accounting 365.



6.4. Cost Allocations

Allocations are used to perform internal performance distribution between the cost centers. In addition, it is possible to distribute cost center and project amounts to project accounts based on allocations.





General tab

Field Name	Field Description
Code	This field is used to enter a code for the allocation. It is recommended to use a numerical code.
Name	This field is used to enter a name for the allocation. It is recommended to enter cost centers that are already issuing or receiving.
Starting Date	This field is used to enter the starting date on which you want the system to activate the allocation.
End Date	This field is used to enter the end date on which you want the system to end the allocation. The end date is optional and can be used for allocations whose parameters e. g. change or are completely omitted in the next fiscal year.
No. of Archived Versions	If you archive the allocations, the number of archived allocations will be shown here. If you click on the value, the system will directly open the allocation archive.
Allocation Value	This field is used to specify for the allocation to distribute the amounts as

	○ Total The allocation will distribute the sum of the fix and variable amounts of the cost or project accounts. ○ Fix The allocation will distribute only fix amounts of the cost or project accounts. ○ Variable The allocation will distribute only variable amounts of the cost or project accounts.
Iteration Group Code	Each allocation must be assigned to an iteration group. Within this iteration group, the allocations are processed according to a fix order, which must also be indicated on the allocation card. Iteration groups are used to determine which allocations belong to a group. The allocations of an iteration group are processed one after another. The number of loops of the iteration group indicates how many times the allocations are processed one after another.
Iteration Step	This field is used to specify the iteration order. The allocation is first processed within the iteration group. The allocations of an iteration group are generally processed one after another.

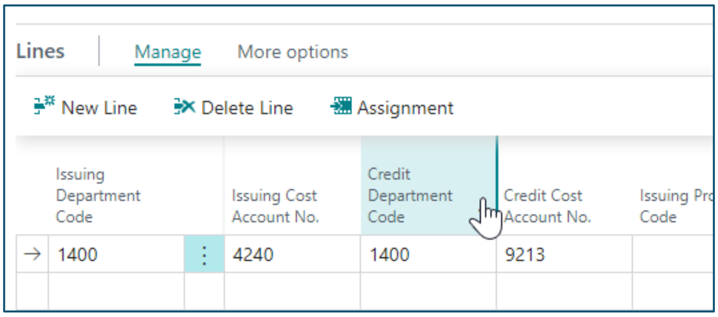
Lines tab

You can show all columns by selecting Personalize.

Field Name	Field Description
Issuing COST ACCOUNT Code	This field is used to enter the cost account with the costs you want to allocate.
Issuing Cost Type No.	This field is used to enter the cost account's cost type with the costs to allocate.
Credit Cost Type Code	This field is used to enter the cost account with the costs to allocate and which receives a credit memo from an allocation. The application will populate this field by using the value of the issuing cost account.
Credit Cost Account No.	This field is used to enter the account to which you want to post the credit memo for the cost account.
Issuing PROJECT ACCOUNT Code	This field is used the project account with the costs to allocate.
Issuing Project Account No.	This field is used to enter the project account number with the costs to allocate.
Credit PROJECT ACCOUNT Code	This field is used to enter the project account with the costs to allocate and which receives a credit memo from an allocation. The application will populate this field by using the value of the issuing project account.
Reference Unit Code	This field is used to specify a reference unit if you have selected the “Performance” allocation key. Thus, the application will refer to the posted quantities/performances during allocation.
Reference Cost Account Code	This field is used to define a reference cost account if you have selected the “Cost Account” allocation key. Thus, the application will refer to the posted quantities of these accounts during allocation.
Reference Cost Account No.	This field is used to define a reference cost account if you have selected the “Cost Account” allocation key. Thus, the application will refer to the posted quantities of these accounts during allocation.

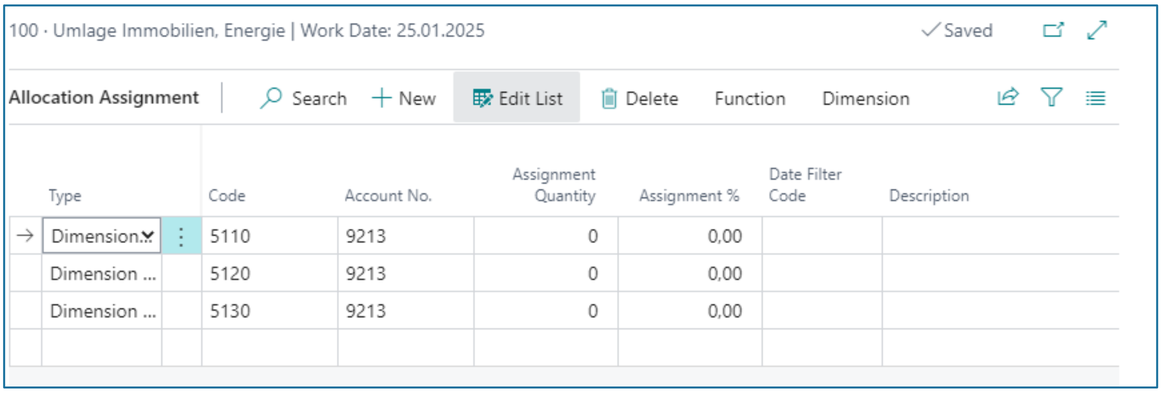
Project Reference Unit Code	This field is used to define a reference project account if you have selected the “Project Performance” allocation key. Thus, the application will refer to the posted quantities/performances during allocation.
Cost Rate	The allocation can distribute the costs according to the following values for the “Quantity*Cost Rate” allocation type: ○ Unit Cost Performance Source The costs will be allocated according to the specified unit costs of the resource or work center. ○ Direct Cost Performance Source The costs will be allocated according to the specified direct costs of the resource or work center. ○ Overhead Cost Performance Source The costs will be allocated according to the specified overhead costs of the resource or work center.
Credit Project Account No.	This field is used to specify the account to be used to post the credit memo to the project account.
Group by	You can post the credit according to the following criteria: ○ Cost/Project Accounts If a sum is used as the issuing cost type, the credit memo will be credited to the individual cost types used in the sum. ○ Dimension The credit postings will be posted individually depending on the dimension posting, such as "Area".
Ignore Issuing Dimension Codes on Reference Units	Place a check mark in this field if quantity postings are not posted in relation to the issuing cost account. With this field activated, the application will only consider the performances of the receiving cost account to distribute the values.
Description	This field is used to enter a description for the allocation which can be freely selected.

Lines



Field Name	Field Description
Delete Line	Select this function if you want to delete lines from the allocation.
New Line	Select this function if you want to insert new lines in the allocation..
Distribution	Select this function if you want to enter the receiving cost account or project account for the allocation.

Allocation Assignment



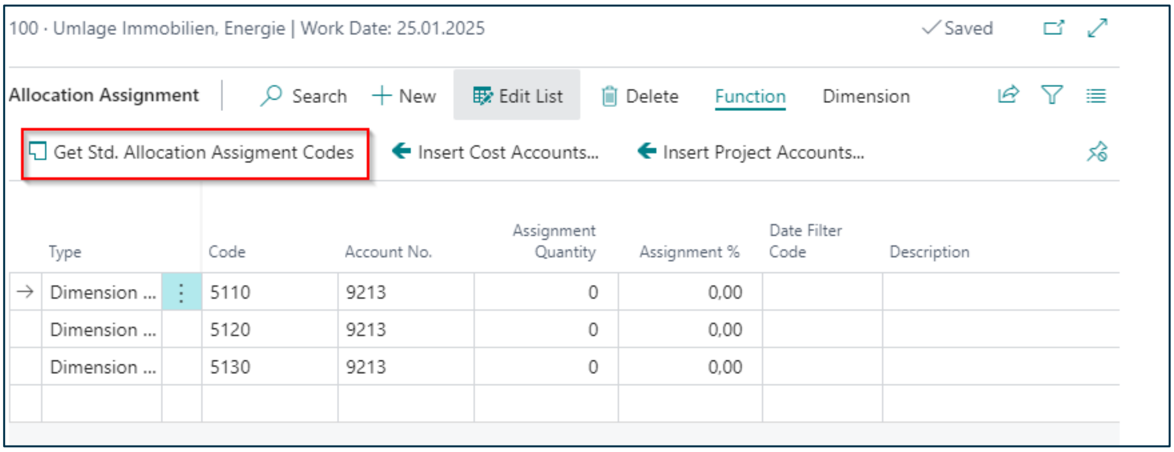
Field Name	Field Description
Type	You can select one of the following types: ○ Dimension 1/Cost Account Select this option if you want to debit selected cost accounts. ○ Dimension 1 Filter/Cost Account Select this option if you want to debit specific cost accounts, such as the cost accounts "1200..1400". ○ Dimension 1/Project Account Select this option if you want to debit selected project accounts. ○ Dimension 1 Filter/Project Account Select this option if you want to debit specific project accounts, such as the project accounts "1000..1001". ○ Std. Alloc. Assign.\Cost Account Select this option if you want to debit cost accounts of a created standard allocation. ○ Std. Alloc. Assign.\Proj. Account Select this option if you want to debit project accounts of a created standard allocation.

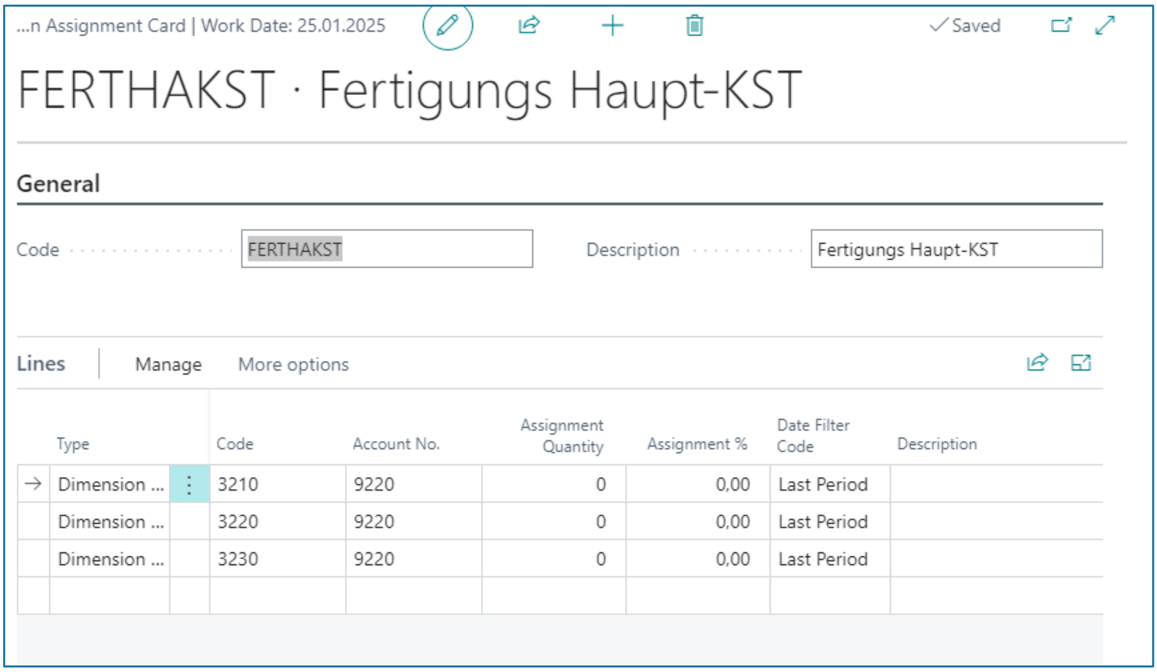
Code	Depending on the type, enter the cost accounts or project accounts in this field that receive costs.
Account No.	This field is used to enter the account that receives the costs for the cost account.
Assignment Quantity	This field is used to enter the assignment quantity if you use the “Percentage” allocation key.
Assignment %	This field is used to enter the assignment percentage if you use the “Percentage” allocation key.
Date Filter Code	During the distribution of costs, the application can refer to historical allocation values from e. g. the previous month, which can be specified in this field. Furthermore, you can select one of the following additional options: ○ Week This option determines the recorded performances, cost account entries, project account entries or project performances in the respective week based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Last Week This option determines the recorded performances, cost account entries, project account entries or project performances in the respective previous week based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Month This option determines the recorded performances, cost account entries, project account entries or project performances in the respective month based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Last Month This option determines the recorded performances, cost account entries, project account entries or project performances in the respective previous month based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Month of Last Year This option determines the recorded performances, cost account entries, project account entries or project performances in the respective month of previous year based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Year This option determines the recorded performances, cost account entries, project account entries or project performances in the respective year based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Last Year This option determines the recorded performances, cost account entries, project account entries or project performances in the respective previous year based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Period This option determines the recorded performances, cost account

	entries, project account entries or project performances in the respective period based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Last Period This option determines the recorded performances, cost account entries, project account entries or project performances in the respective previous period based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Period of Last Year This option determines the recorded performances, cost account entries, project account entries or project performances in the respective period of previous year based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Fiscal Year This option determines the recorded performances, cost account entries, project account entries or project performances in the respective fiscal year based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment. ○ Last Fiscal Year This option determines the recorded performances, cost account entries, project account entries or project performances in the respective previous fiscal year based on the posting date of the issuing cost account and thus determines the allocation key for allocation assignment.
Description	This field can be used to enter a description for the line.
Allocation Key Group by	You can post the debit posting by using the following option: ○ Dimension The credit memo entries will be posted individually depending on the dimension posting, such as "Area".

Default Allocation Assignment Codes

You can define templates for the allocation assignments to specify the individual allocation assignment lines. Such templates or default allocation assignments serve are useful to enter large number of allocation assignment lines.





General

Field Name	Field Description
Code	This field is used to enter a code for the default allocation assignment.
Description	This field is used to enter a description for the default allocation assignment.

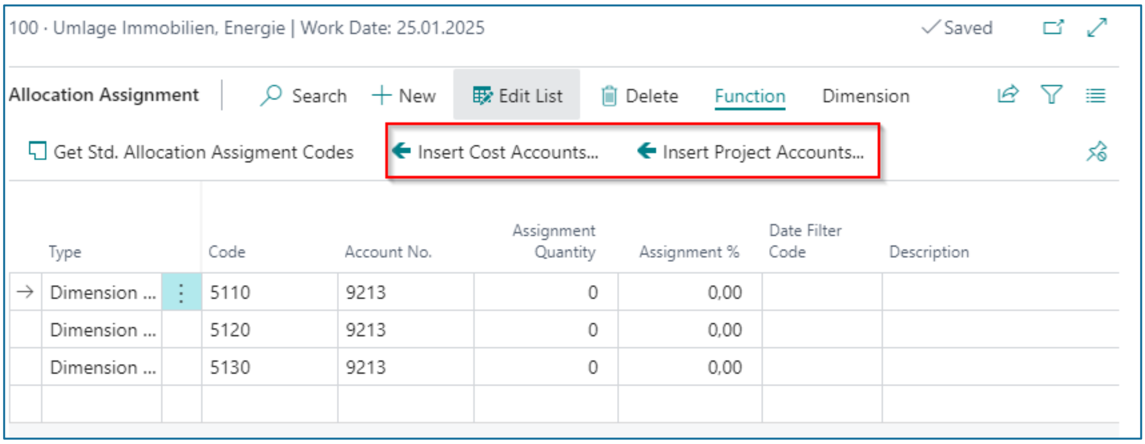
Lines

Field Name	Field Description
Type	You can select one of the following types: ○ Dimension 1/Cost Account Select this option if you want to debit selected cost accounts. ○ Dimension 1 Filter/Cost Account Select this option if you want to debit specific cost accounts, such as the cost accounts "1200..1400". ○ Dimension 1/Project Account Select this option if you want to debit selected project accounts. ○ Dimension 1 Filter/Project Account Select this option if you want to debit specific project accounts, such as the project accounts "1000..1001". ○ Std. Alloc. Assign.\Cost Account Select this option if you want to debit cost accounts of a created standard allocation. ○ Std. Alloc. Assign.\Proj. Account Select this option if you want to debit project accounts of a created standard allocation.
Code	Depending on the type, enter the cost accounts or project accounts in this field that receive costs.
Account No.	This field is used to enter the account that receives the costs for the cost account.
Assignment Quantity	This field is used to enter the assignment quantity if you use the “Percentage” allocation key.
Assignment %	This field is used to enter the assignment percentage if you use the “Percentage” allocation key.
Date Filter Code	During the distribution of costs, the application can refer to historical allocation values from e. g. the previous month, which can be specified in this field. Furthermore, you can select one of the following additional options: ○ Week ○ Last Week ○ Month ○ Last Month ○ Month of Last Year ○ Year ○ Last Year ○ Period ○ Last Period ○ Period of Last Year ○ Fiscal Year ○ Last Fiscal Year
Description	This field can be used to enter a description for the line.
Allocation Key Group by	You can post the debit posting by using the following option: ○ Dimension The credit memo entries will be posted individually depending on the dimension posting, such as "Area".

Insert Cost Accounts/Project Accounts

You can also add various cost accounts or project accounts both in the allocation assignment lines and in the default allocation assignments by using the “Insert Cost Accounts” or “Insert

Project Accounts" function on the respective cards and select the corresponding cost or project accounts.



Dimension

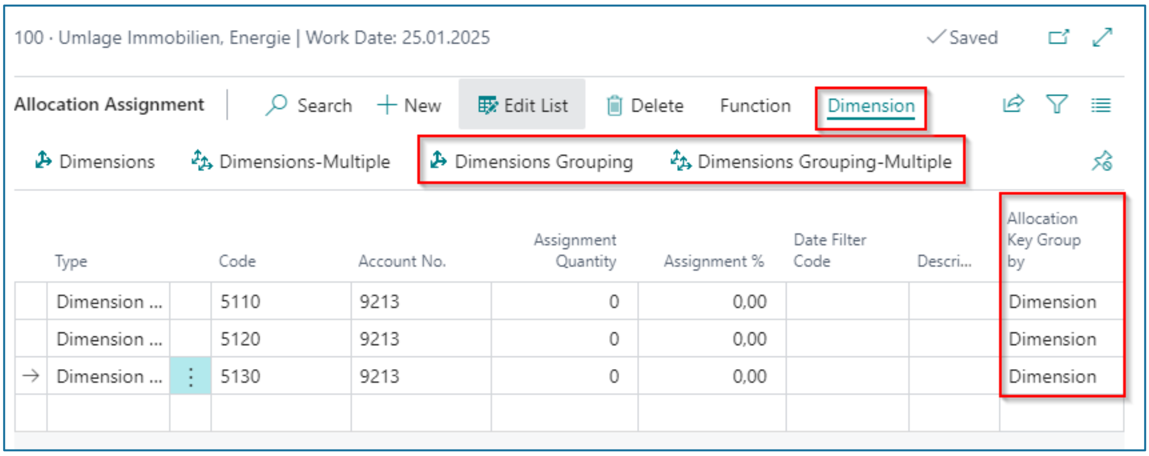
If you want to add dimensions to allocation postings, open the Dimension menu item to specify the dimension for one or several cost/project accounts.

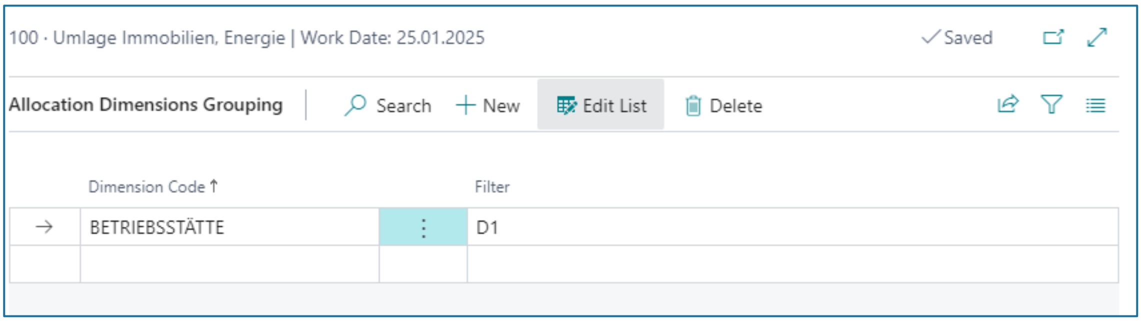
Field Option	Field Description
Dimension Code	This field is used to specify the code for the default dimension.
Dimension Value Type	Here you can specify the dimension value code which will be suggested when using the default dimension.
Value Posting	This field is used to specify how to handle the default dimension and its values. The following options are available: ○ Code Mandatory If you select this option, a dimension, such as a cost account group, will always be required for posting. ○ Same Code If you select this option, the same dimension as specified will always be required for posting. ○ No Code If you select this option, no dimension may be specified during posting.

Dimension Grouping

It is possible to group a dimension by cost accounts/project account or dimensions. This can be done for single or several records. If you have selected the Dimension option in the "Allocation Key Group" field, you can define the dimension you want to use for grouping in the following window.

For example, you can group the allocation of real estate costs with reference to an operational site.





Field Name	Field Description
Dimension Code	This field is used to select the dimension you want to use to group the debit transactions.
Filter	If you do not want to apply grouping to all records, you can filter on a specific record, such as "D1" for site Düsseldorf Nord.

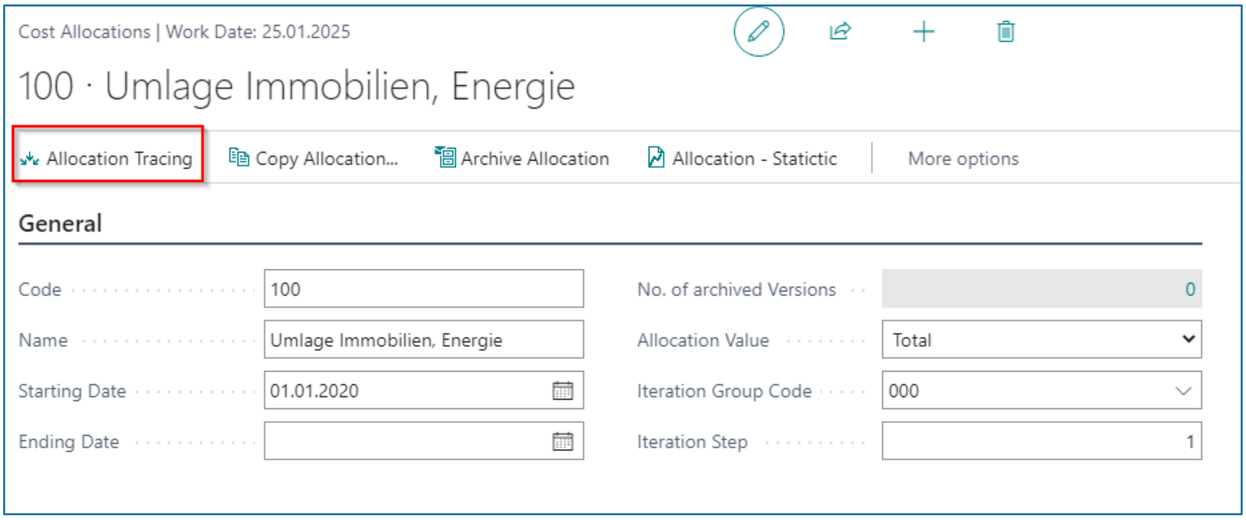
Allocation tab

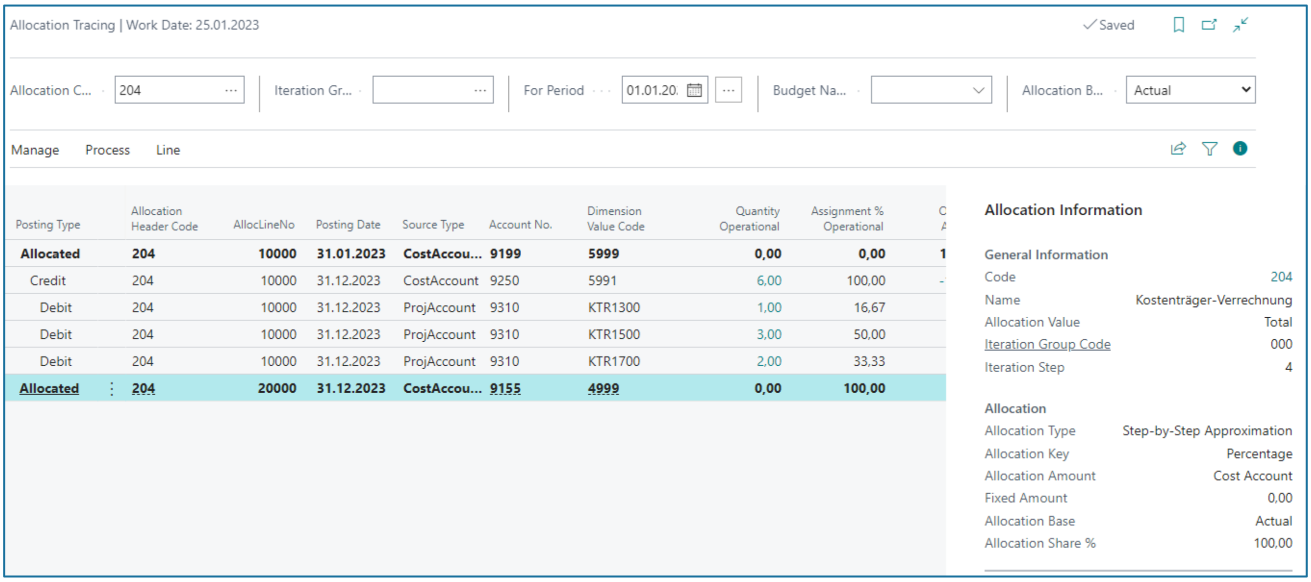
Field Name	Field Description
Allocation Type	This field is used to define the allocation type to distribute costs. You can choose from the following two options: ○ Step-by-Step Approximation The step-by-step method is used to allocate costs of an issuing cost account in one or more steps completely or only partially to the receiving cost accounts. ○ Quantity*Cost Rate With this method, the costs of the issuing cost accounts – as with the step-by-step method by performance – are allocated according to the performances posted on the receiving cost accounts. In contrast to the step-by-step method by performance, however, the posted performances are valued at the cost rate of the reference unit of the issuing cost account (e. g. distribution of electricity costs to various main cost accounts by kilowatt hours at a certain price). The allocation is made by using a cost rate per reference quantity, which may result in a surplus or shortfall on the issuing cost account. This surplus/shortfall shows the profitability of the cost accounts and thus has an important control function.

Allocation Key	If you have specified "Step-by-Step Approximation" allocation type, you can specify the allocation key to apply: ○ Performance The distribution of costs in this allocation method is variable, as it always refers to the performances recorded by the receiving cost accounts in the period. ○ Cost Account In essence, this procedure corresponds to a step-by-step approximation by performance, where the percentages are calculated based on the costs of a reference cost type already posted to the receiving cost accounts (e. g. distribution of freight costs according to sales numbers of the individual receiving cost accounts). ○ Percentage In the step-by-step method by percentage, the values are allocated to the receiving cost accounts by using fix percentages. ○ Project Account If the costs are allocated using the "Project Account" allocation key, it is assumed that the costs are transferred to the project account. The allocation is based on a reference project account, where the percentage is determined for the individual receiving project accounts after posting. ○ Project Performance The distribution of costs in this allocation method is variable, as it always refers to the performances recorded by the receiving project accounts in the period. Note: If you have selected the "Quantity*Cost Rate" allocation type, it is not required to specify the allocation key.
Distribution amount	This field is used to define whether the costs relate to a ○ Cost Account The allocation will use a cost account which is defined as issuing and distributes the costs according to the distribution key. ○ Fixed Amount The allocation will distribute costs according to a fixed amount. Note: If you have selected the "Quantity*Cost Rate" allocation type, it is not required to specify the allocation key.
Fixed Amount	If you have selected a "Fixed Amount" as allocation amount, you need to enter a value in this field. Note: If you have selected the "Quantity*Cost Rate" allocation type, it is not required to specify the allocation key.
Allocation Base	Here you can enter the allocation base. You can specify the values to be allocated to refer to ○ Actual ○ Budget Note: If you have selected the "Quantity*Cost Rate" allocation type, it is not required to specify the allocation key.
Allocation Share %	For example, if you enter 100 %, the costs will be allocated completely. This allows you to set up a percentage threshold for the amounts to be distributed.

6.4.1. Allocation Tracing

The source data is already visible in detail before the allocation is posted. Therefore, it is possible to check them in advance. For example, the allocation key or allocation original amount can be previously shown and checked. In addition, the user can identify any filter errors in the issuing and credited values as well as in the cost rates and correct them accordingly.



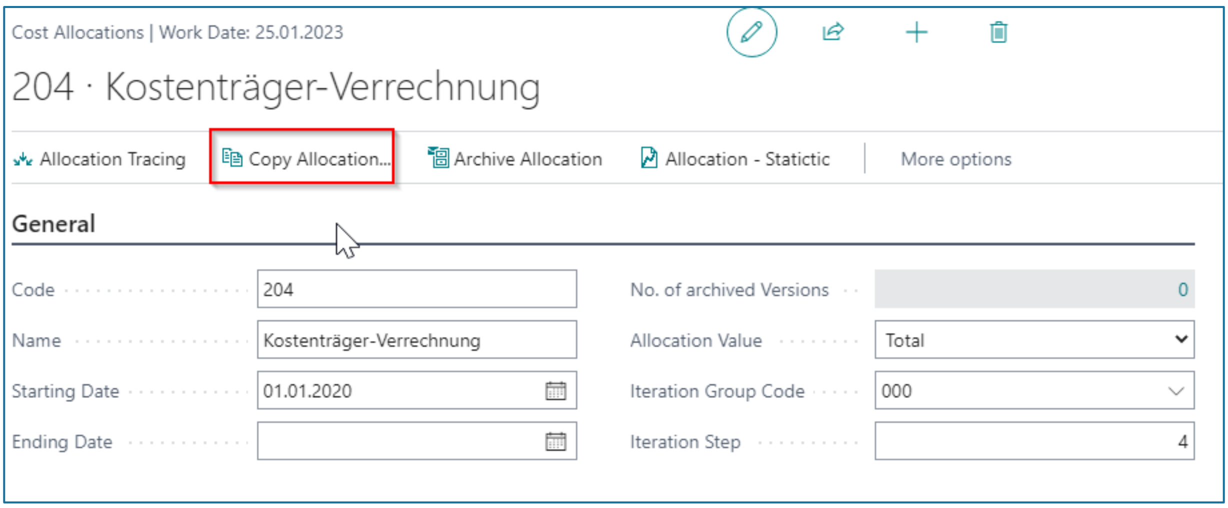


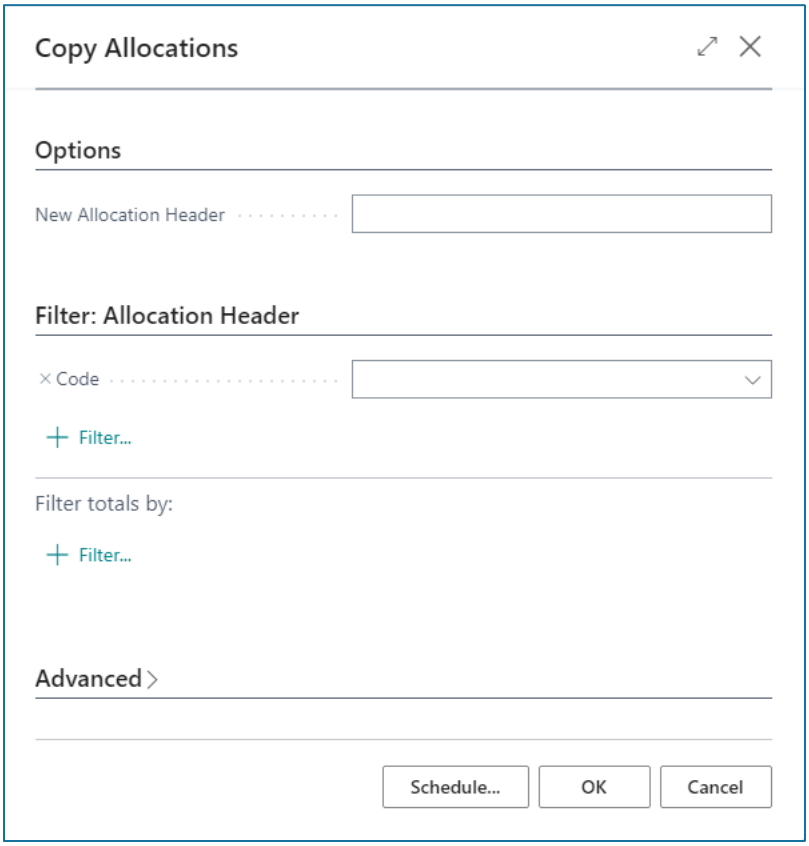
Field Name	Field Description
Allocation Code Filter	This field is used to enter the allocation code you want to check in the allocation tracing.
Iteration Group Code Filter	This field is used to the iteration group code want to check in the allocation tracing.
For Period	This field is used to enter the month for which you want to allocate the values.
Budget Name	If you are using budget allocations, you can enter the budget here.
Allocation Base	The following options are available:

	○ Actual Select this option if you want the allocation to be distributed based on the actual values. ○ Budget Select this option if you want to distribute the allocation based on the budget values.

Field Name	Field Description
Posting Type	This field shows the cost accounts or project accounts to be issued and credited.
Allocation Header Code	This field shows the allocation code.
Allocation Line No.	This field shows the line number within the allocation.
Source Type	This field indicates whether the values come from cost accounts or project accounts.
Account No.	This field shows the issuing, crediting, receiving cost accounts or project accounts.
Dimension Value Code	This field shows the receiving cost accounts or project accounts.
Quantity	This field shows the quantities which is used as the distribution quantity in the allocation.
Allocation %	This field shows the percentage distribution of costs.
Operational Amount Fix	This field shows the fixed operational credit or debit amount.
Operational Amount Var	This field shows the variable operational credit or debit amount.
Tax Amount Fix	This field shows the fixed tax credit or debit amount.
Tax Amount Var	This field shows the variable tax credit or debit amount.
Reference Unit Code	This field shows the reference unit whose quantities are used during allocation.
Date Filter Code	This field indicates whether the allocated values refer to a date filter, such as the previous month.

6.4.2. Copy Allocation





Options tab

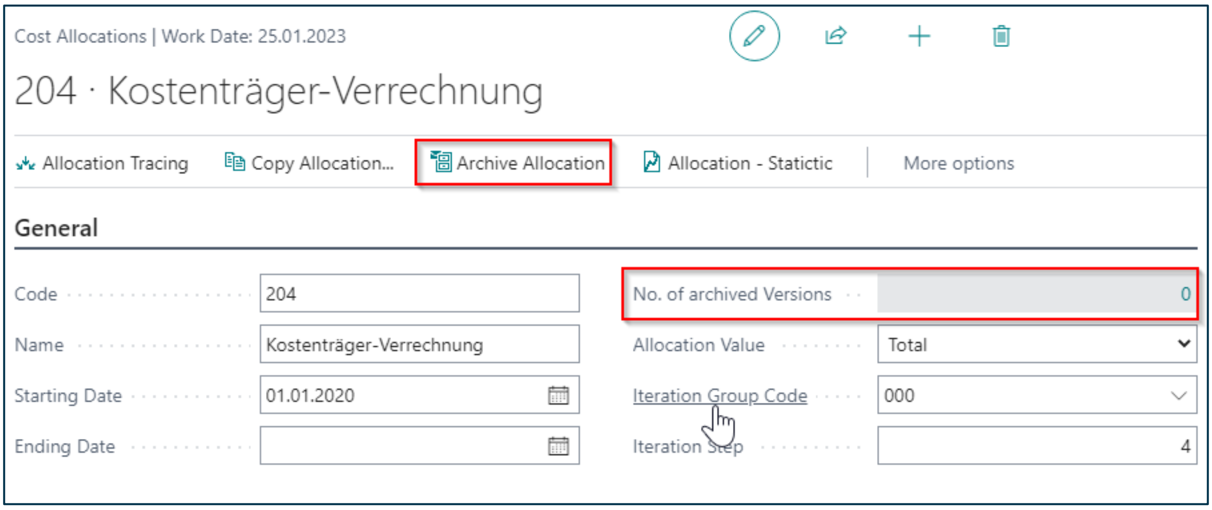
Field Name	Field Description
Allocation Header new	This field is used to enter the new allocation code you want to create as a copy.

Filter tab: Allocation Header

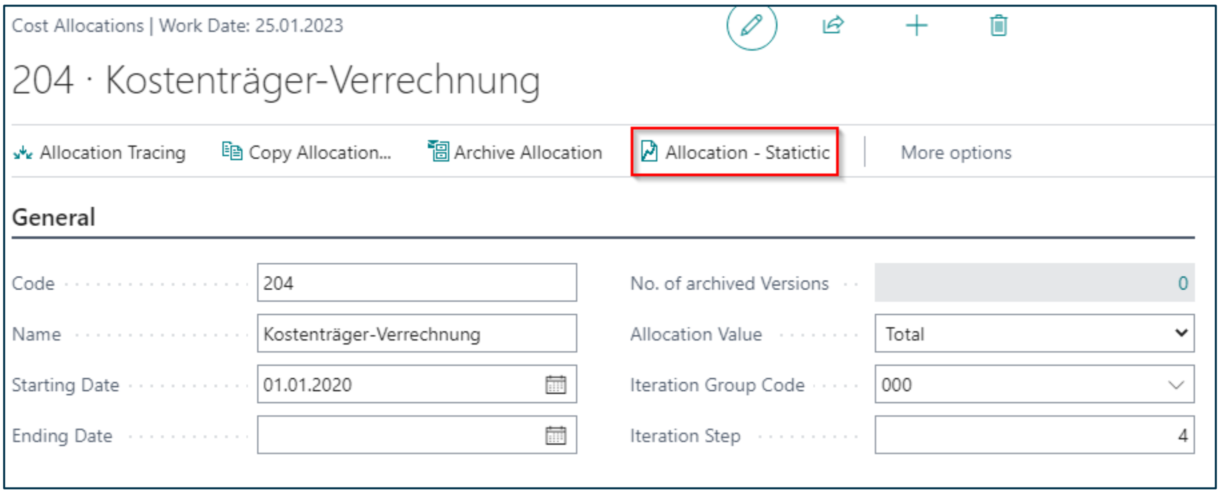
Field Name	Field Description
Code	This field is used to enter the allocation code to be copied.

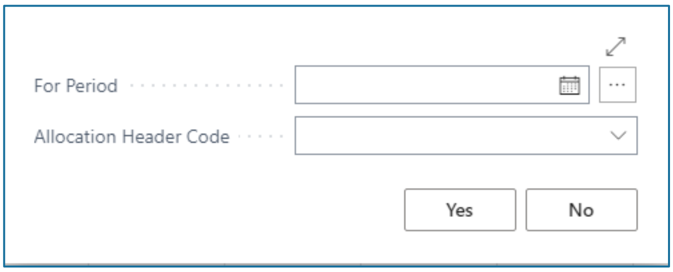
6.4.3. Archive Allocation

For example, if the percentages in the allocation distribution change, you can archive an allocation before you make the changes so that you can access the original allocation later on.



6.4.4. Allocation Statistics

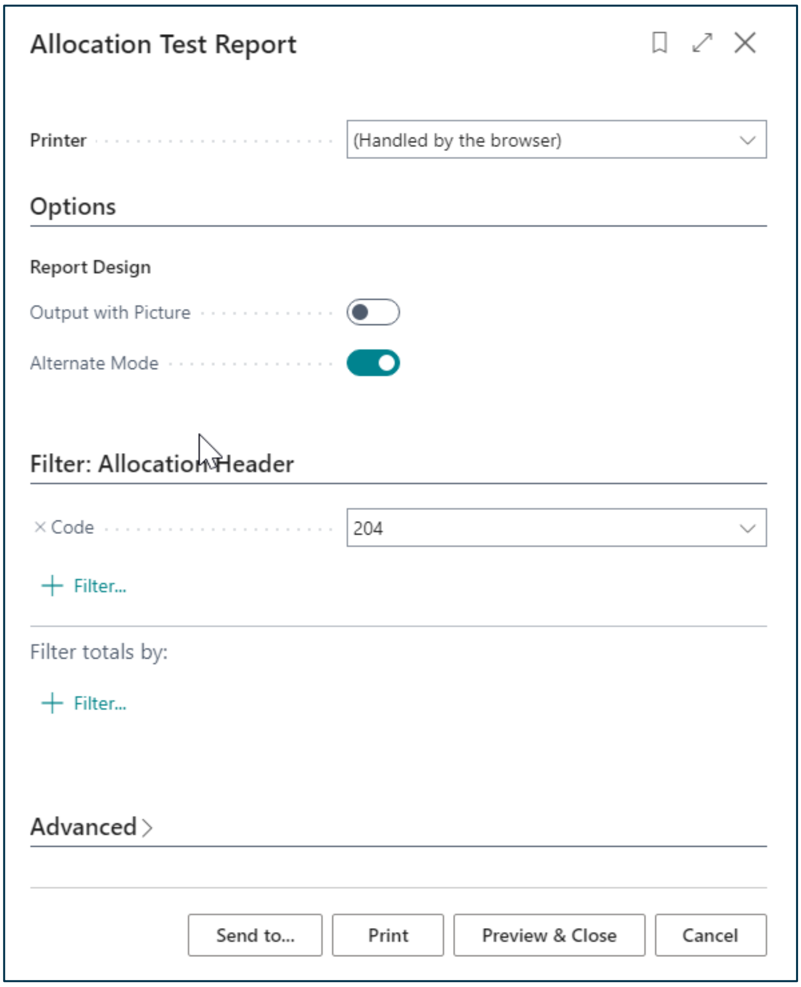




Field Name	Field Description
For Period	This field is used to enter the month you want to use in the statistics.
Allocation Header Code	This field is used to enter the allocation you want to use in the statistics.

6.4.5. Test Report

On the Allocation Card, select "Function" →"Test Report".



Cost Account Allocation - Test
CRONUS AG
Tuesday, July 19, 2022
ADMIN

Code	Name	Allocation Type	Allocation Key	Allocation Amount	Fixed Amount	Cost Type
204	Kostenträger-Verrechnung	Step-by-Step Approximation	Percentage	Cost Account	0.00	Total

Issuing Department Code	Name	Issuing Cost Account No.	Credit Department Code	Credit Cost Account No.	Reference Unit Code	Reference Cost Account No.	Cost Rate
5999	Sonstiges	9199	5991	9250			

Group by

Assignment	Type	Account No.	Code	Allocation Key Group by	Assignment Quantity	Assignment %
	Dimension 2\Project	9310	KTR1300		1	16.67
	Dimension 2\Project	9310	KTR1500		3	50.00
	Dimension 2\Project	9310	KTR1700		2	33.33

Issuing Department Code	Name	Issuing Cost Account No.	Credit Department Code	Credit Cost Account No.	Reference Unit Code	Reference Cost Account No.	Cost Rate
4999	Sonstiges	9155	4991	9250			

Options tab

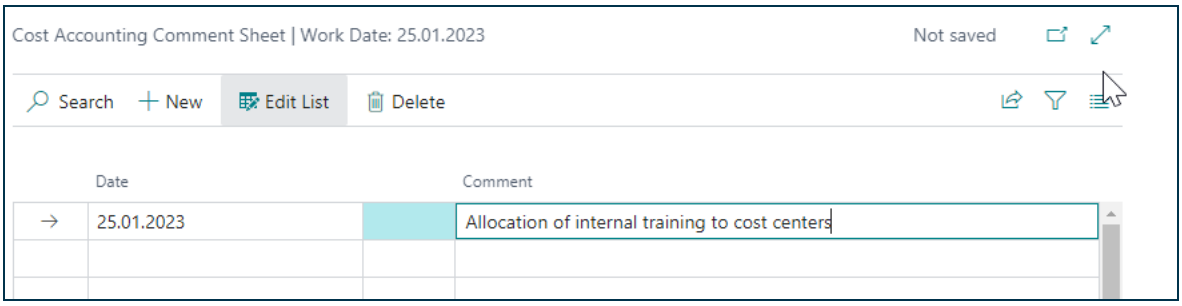
Field Name	Field Description
Output with Picture	Activate this field if you want to print your company logo in the report.
Alternate Mode	This field is used to activate section lining in the report.

Filter tab: Allocation Header

Field Name	Field Description
Code	This field contains the allocation which is checked in the test report.

6.4.6. Comments

To enter comments, select "Related →Allocation→Comments" on the Allocation Card.

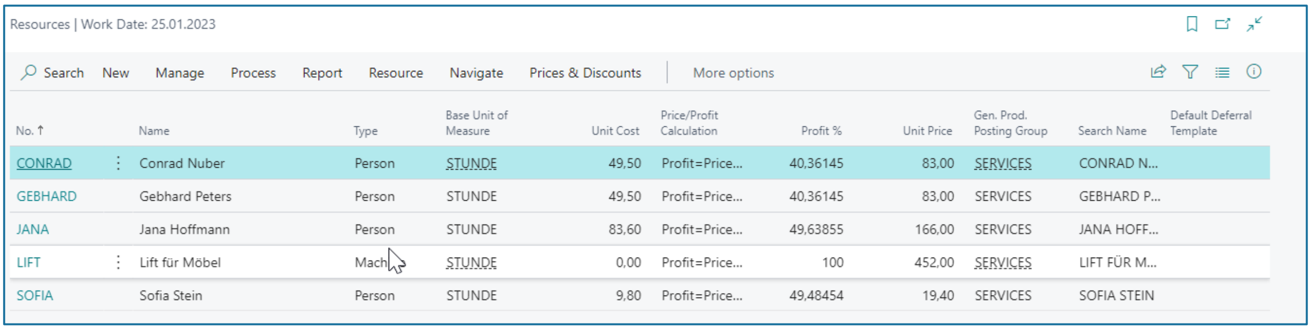


Field Name	Field Description
Date	This field is used to enter a date for the comments.
Comment	This field is used to enter the comment text.

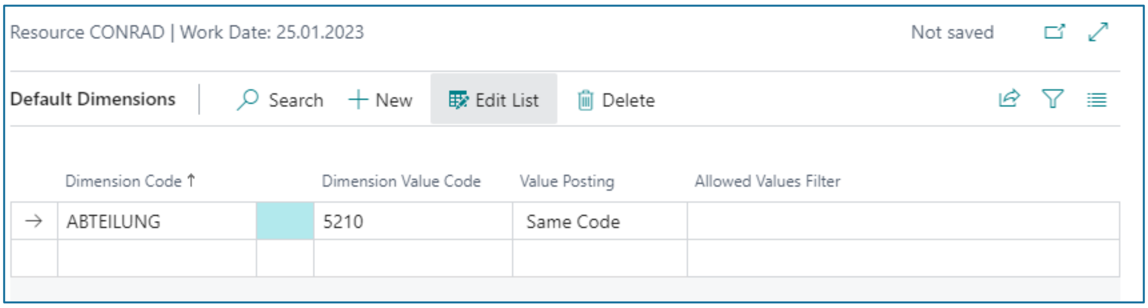
6.5. Allocation Archive

If you archive an allocation, it will be saved in the allocation archive. It can be restored if you want to reuse it.

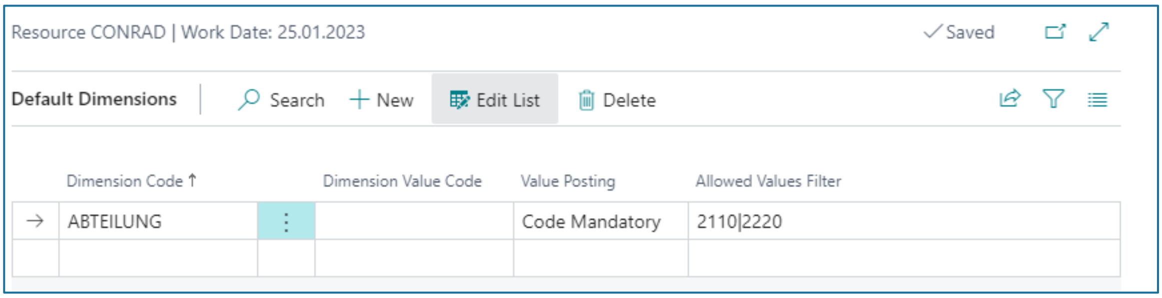
6.6. Resources



No. ↑	Name	Type	Base Unit of Measure	Unit Cost	Price/Profit Calculation	Profit %	Unit Price	Gen. Prod. Posting Group	Search Name	Default Deferral Template
CONRAD	Conrad Nuber	Person	STUNDE	49,50	Profit=Price...	40,36145	83,00	SERVICES	CONRAD N...	
GEBHARD	Gebhard Peters	Person	STUNDE	49,50	Profit=Price...	40,36145	83,00	SERVICES	GEBHARD P...	
JANA	Jana Hoffmann	Person	STUNDE	83,60	Profit=Price...	49,63855	166,00	SERVICES	JANA HOFF...	
LIFT	Lift für Möbel	Mach	STUNDE	0,00	Profit=Price...	100	452,00	SERVICES	LIFT FÜR M...	
SOFIA	Sofia Stein	Person	STUNDE	9,80	Profit=Price...	49,48454	19,40	SERVICES	SOFIA STEIN	



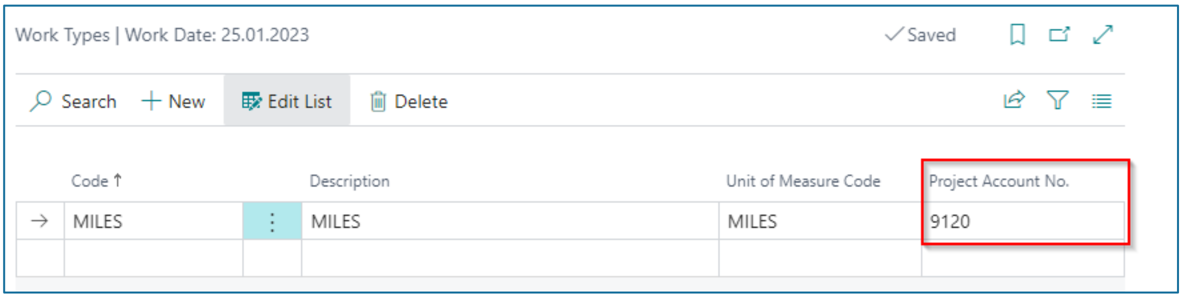
Dimension Code ↑	Dimension Value Code	Value Posting	Allowed Values Filter
ABTEILUNG	5210	Same Code	



Dimension Code ↑	Dimension Value Code	Value Posting	Allowed Values Filter
ABTEILUNG		Code Mandatory	2110|2220

Field Name	Field Description
Dimension Code	This field is used to specify the dimension you want to assign to the resource. For example, if you want to assign a master cost account to an employee, enter "Department Code".
Dimension Value Code	This field is used to specify the cost account you want to assign the employee to.
Value Posting	This field is used to specify how to handle the default dimension and its values. The following options are available: ○ Code Mandatory If you select this option, a dimension, such as a cost account group, will always be required during posting. ○ Same Code If you select this option, the same dimension as specified will always be required during posting. ○ No Code If you select this option, no dimension may be specified during posting.
Allowed Filters	In this field, you can specify the allowed cost account which can be selected by the user for this resource.

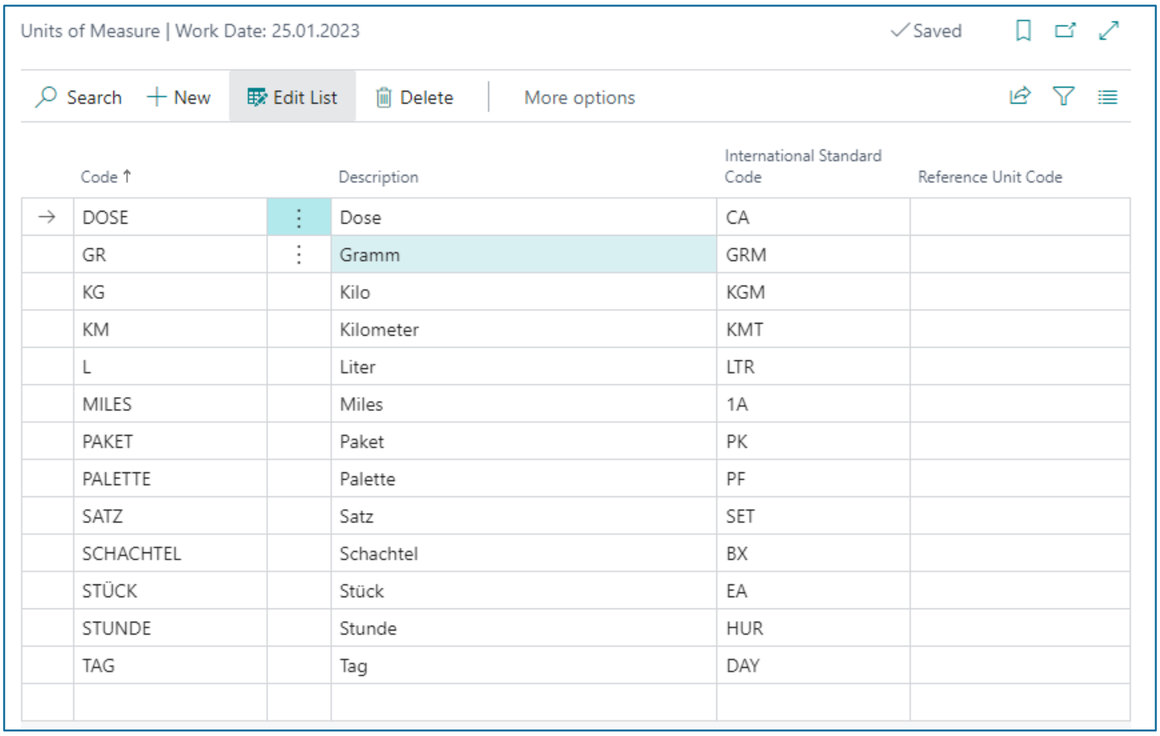
6.7. Work Types



Code ↑	Description	Unit of Measure Code	Project Account No.
MILES	MILES	MILES	9120

Field Name	Field Description
Project Account No.	This field is used to enter the account number to be used for debit posting of the project accounts during the transfer to Cost Accounting.

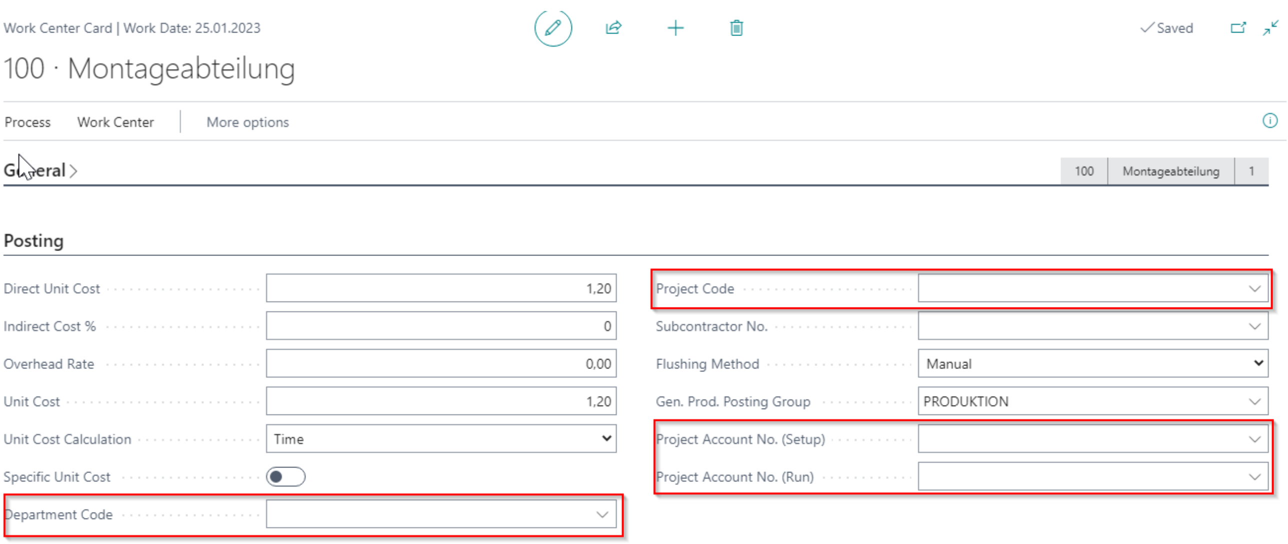
6.8. Units of Measure



Code ↑	Description	International Standard Code	Reference Unit Code
DOSE	Dose	CA	
GR	Gramm	GRM	
KG	Kilo	KGM	
KM	Kilometer	KMT	
L	Liter	LTR	
MILES	Miles	1A	
PAKET	Paket	PK	
PALETTE	Palette	PF	
SATZ	Satz	SET	
SCHACHTEL	Schachtel	BX	
STÜCK	Stück	EA	
STUNDE	Stunde	HUR	
TAG	Tag	DAY	

Field Name	Field Description
Reference Unit Code	This field is used to enter the reference unit of cost accounting as a mapping to the resource unit. This ensures that the quantities with the correct units are also considered and posted in Cost Accounting.

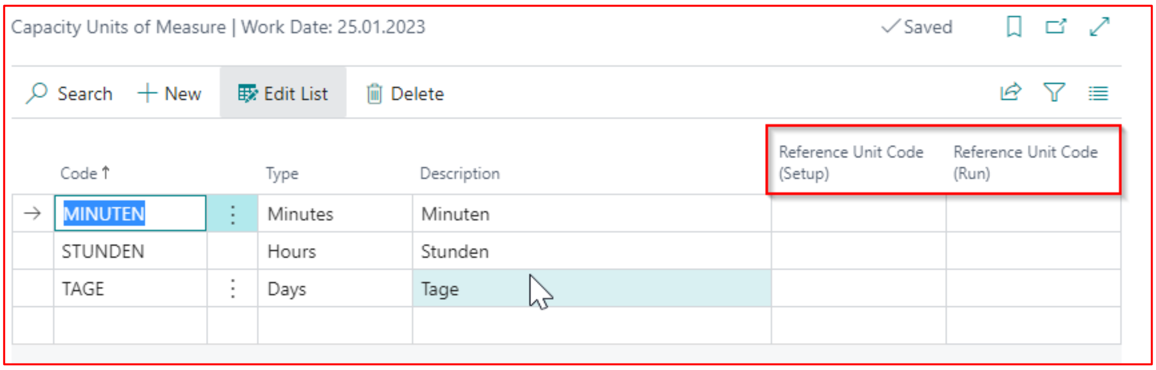
6.9. Work Centers



Posting tab

Field Name	Field Description
Department Code	This field is used to enter the master cost account of the work center.
Project Account Code	This field is used to enter the project account of the work center.
Project Account No. (Setup)	If you want to use setup times of the work center for reference allocation to evaluate the production performances, you can enter the account for setup times in this field.
Project Account No. (Run)	If you want to use processing times of the work center for reference allocation to evaluate the production performances, you can enter the account for processing times in this field.

6.10. Capacity Units of Measure



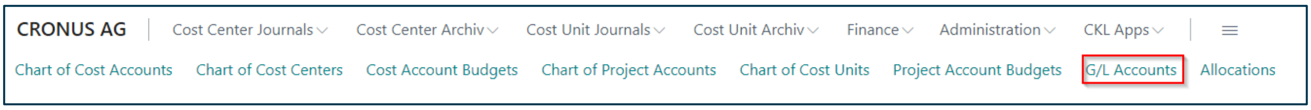
Field Name	Field Description
Reference Unit Code (Setup)	To link capacity units of measure with the corresponding reference unit for setup times, you can specify the reference unit in this field.
Reference Unit Code (Run)	To link capacity units of measure with the corresponding reference unit for processing times, you can specify the reference unit in this field.

7. GENERAL LEDGER

In the General Ledger menu, you will find the key elements for the coordination between General Ledger and Cost Accounting.

Option	Description
Chart of G/L Accounts	The chart of G/L accounts contains all G/L accounts with the corresponding mapping to Cost Accounting.
General Journals	With general journals, you can perform for G/L postings.
G/L Registers	With G/L registers, you can register each G/L posting transaction.
G/L Budgets	With G/L budgets, you can enter and edit a G/L budget.

To get an overview of the chart of G/L accounts of the General Ledger, select the G/L Accounts button.



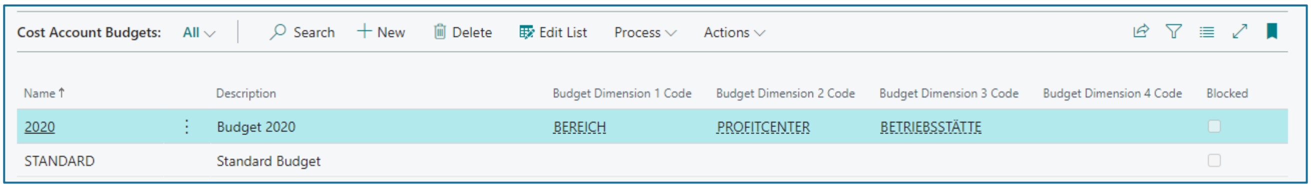
8. COST ACCOUNT BUDGETS

In Cost Accounting, you can use various options to budget costs and performances. You can easily budget the costs per cost account, differentiate the costs by cost accounts and cost types, and plan the values as a total amount or separately by fixed and variable amounts.

In the cost account budget, you can plan and divide total amounts into fixed and variable amounts based on the cost type. To budget fixed and variable amounts, you can use the “Cost Account Budget Fix” and “Cost Account Budget Variable” windows.

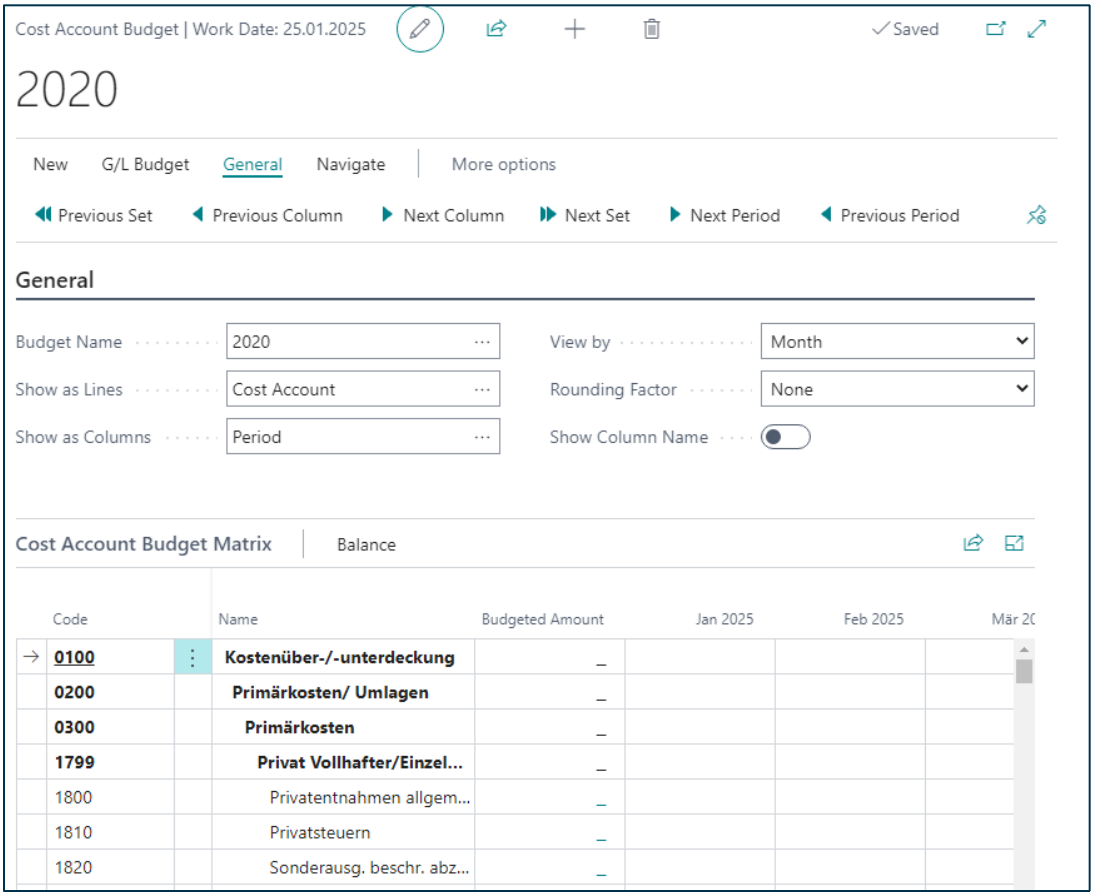
In addition to the two global dimensions (cost account and project account). For each budget, you can add up to four dimensions to each budget which can be re-defined at any time. By re-defining them, the system will update all budget entries with the new dimensions.

8.1. Create Cost Account Budget



Field Name	Field Description
Name	This field is used to enter a name for the budget.
Description	This field is used to enter a description for the budget.
Budget Dimension Code 1	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Budget Dimension Code 2	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Budget Dimension Code 3	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Budget Dimension Code 4	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Blocked	Place a check mark in this field for budgets that you no longer want to use.

8.2. Edit Cost Account Budget



General

Field Name	Field Description
Budget Name	Here you can select the name for the budget you want to work on. In the Cost Accounting Budget Names window, select the budget dimensions you want to include in the budget. These four budget dimensions are specific to each budget. Therefore, you can specify different budget dimensions for different budgets. You select the budget dimensions from the dimensions that have already been set up.
Show as Lines	Here you can select the dimension you want to show in the lines of the Budget window. The following options are available: cost account, project account, cost type, and period. if you set up additional dimensions in the Budget Name window, they will also be available in this field.
Show as Columns	Here you can select the dimension you want to show in the columns of the Budget window. The options available in the Show as Columns field are identical with those of the Show as Lines field.
View by	Here you can select the view by specifying a period type. The following options are available: ○ Day ○ Week ○ Month ○ Quarter ○ Year ○ Accounting Period
Rounding Factor	Here you can specify to round the delivered quantities to:

	○ None ○ 1 ○ 1000 ○ 1000000
Show Column Names	Activate this field if you want to show the name of the column, e. g. a cost account name.

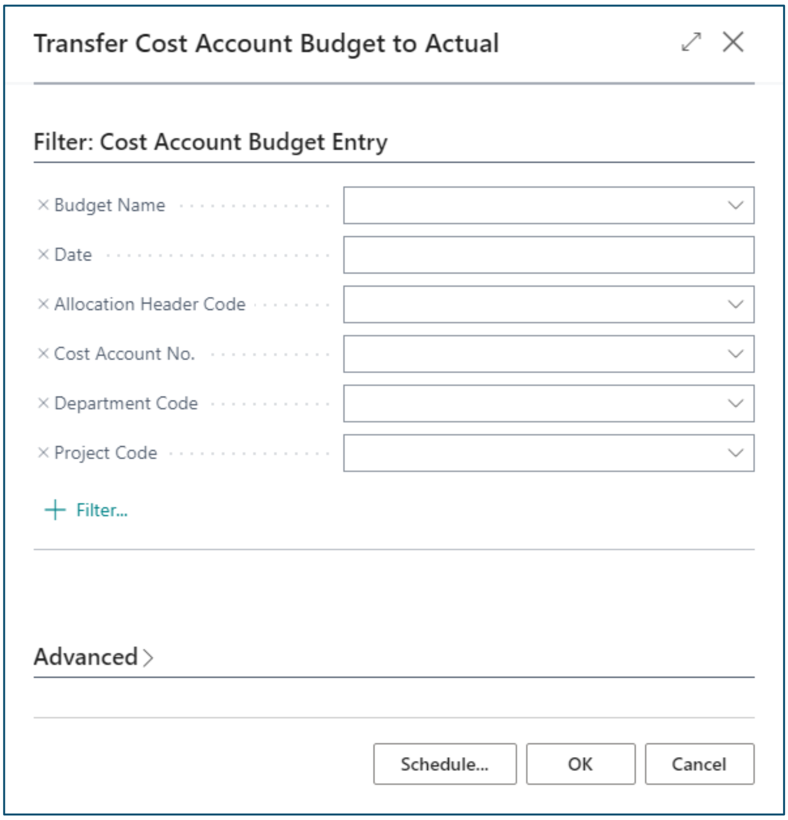
Cost Account Budget Matrix

Field Name	Field Description
Code	This column displays the code of the dimension value listed in the line.
Name	This column displays the name of the dimension value listed in the line.
Budgeted Amount	This column shows the entire budget of the dimension or cost account. If you have specified a name in the Budget Name field, the sum for a specific budget will be shown here.
Period as Column View	Here you can use e. g. the column view to show the period.

Filter

Field Name	Field Description
Date Filter	This field is used to define which date range you want to use to display the selected budget.
Cost Account Filter	This field is used to define which cost accounts you want to use to display the selected budget.
Department Filter	This field is used to enter the dimension values to filter the shown data.
Project Account Filter	This field is used to enter the dimension values to filter the shown data.
Area Filter	This field is used to enter the dimension values to filter the shown data.
Profit Account Filter	This field is used to enter the dimension values to filter the shown data.
Budget Dimension Filter	In this field, you can select a budget dimension as a filter so that the values in the budget fields are only based on the budget entries with these dimension values.

8.3. Transfer Budget to Actual



Filter: Cost Account Budget Entries

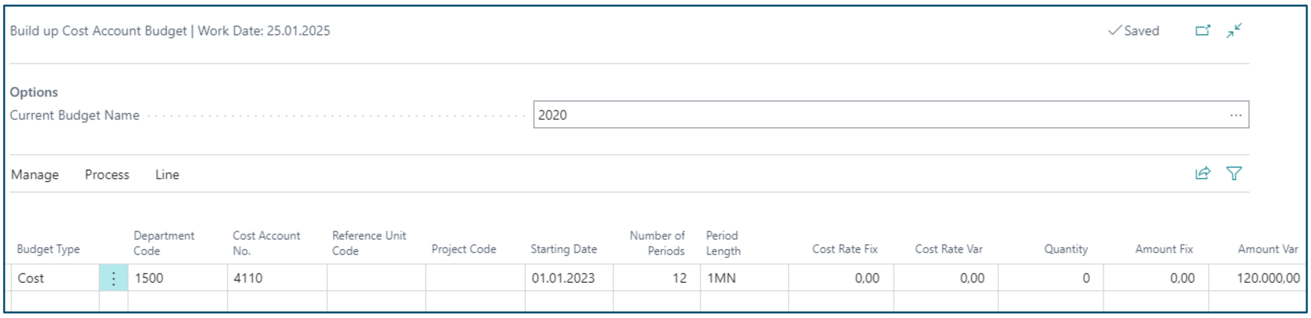
Field Name	Field Description
Budget Name	This field is used to enter the budget which is used to copy the values to.
Date	This field is used to specify a period in which the budget is to be created.
Allocation Header	If the budget transfer is to be carried out via allocation, enter the allocation header in this field.
Cost Account No.	Enter the respective accounts in this field if you want to add budgeted values to specific cost accounts.
Department Code	Enter the respective accounts in this field if you want to add budgeted values to specific departments.
Project Account Code	Enter the respective accounts in this field if you want to add budgeted values to specific project accounts.

8.4. Build up Cost Account Budget

To build up a cost account budget, it is possible to plan budgets based on total amounts or by fixed and variable costs. For example, you can use the “Build up Cost Account Budget” function to distribute annual amounts to the individual months. You can also use seasonal curves to automatically calculate cost budgets per cost account/cost type by considering seasonal fluctuations.

The performance budget can also be distributed to individual periods by using this function of cumulative quantities.

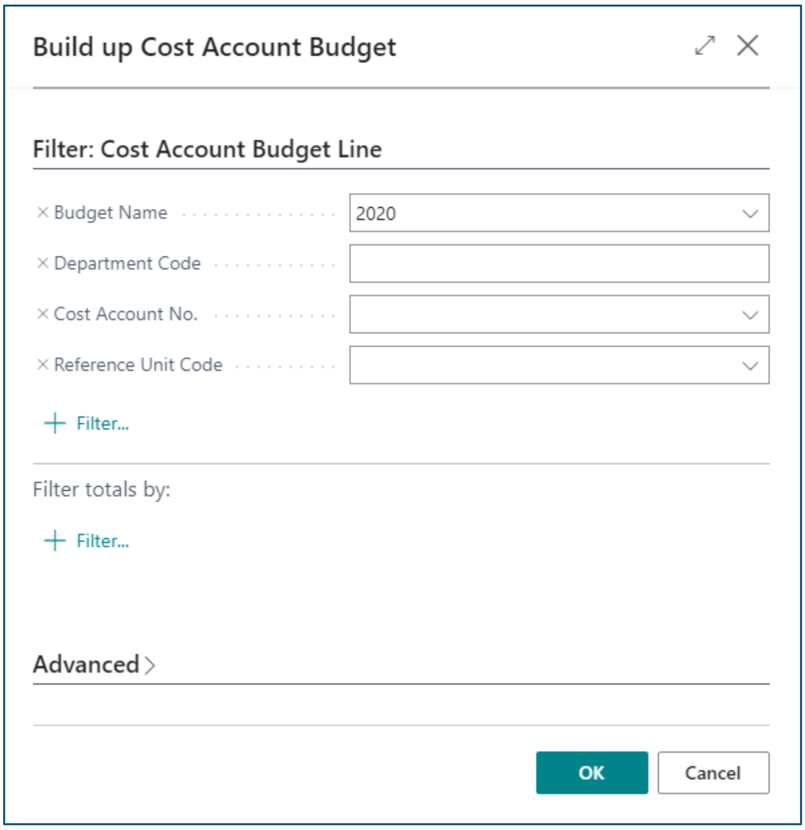
	Warning – Make sure to set the filter to a specific budget in the Budget Name field and to set the budget type to Performance in each line. After entering the budget lines, make sure to run the “Build up Cost Account Budget” function.



Options

Field Option	Field Description
Current Budget Name	Enter the budget you want to use to build the budget values.
Budget Type	You have the option of having budgets built up for costs and performances (quantities) by: ○ Costs Select this option if you are budgeting costs. ○ Performance Select this option if you are budgeting performances.
Department Code	Enter the department you want to perform budgeting for.
Cost Account No.	Enter the cost type you want to perform budgeting for.
Reference Unit code	A reference unit needs to be entered here in connection with performances or seasonal curves.
Project Account Code	Enter the project account you want to perform budgeting for.
Number of Periods	Enter the number of months you want to perform budgeting for.
Starting Date	Enter a start date for the planning starting date.
Period Length	If you want to a monthly budgeting, enter the period length "1M" here.
Rate Fix	If there are fixed allocation rates for cost accounts, they will be shown here and used to evaluate the costs.
Rate Var	If there are variable allocation rates for cost centers, they are displayed here and used to evaluate the costs.
Quantity	For performance budgets, enter the quantity to be budgeted here.
Amount Fix	Enter the fixed budget amount to be distributed.
Amount Var	Enter the variable budget amount to be distributed.

Select the “Process” button → “Build up” to create the budget according to your specifications.



Filter: Cost Account Budget Line

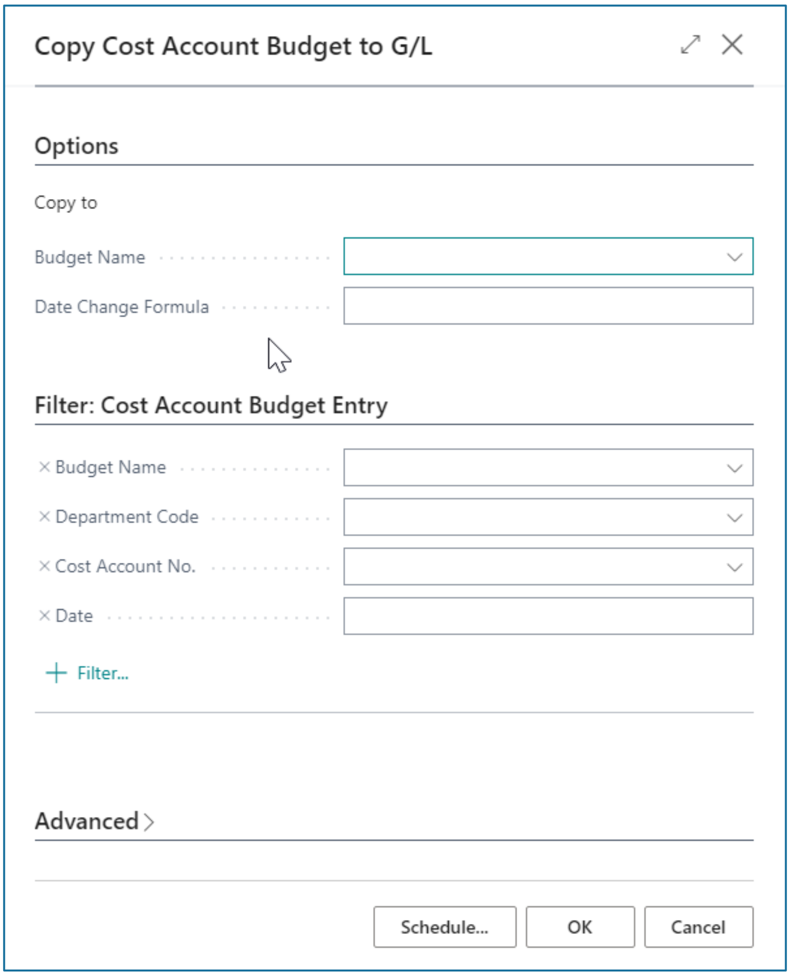
Field Name	Field Description
Budget Name	Enter the budget for which budget you want to create budget values.
Department Code	If you filter on a specific department, only the specified department will be considered when building up the budget.
Cost Account No.	If you filter on a specific cost account, only the specified cost account will be considered when building up the budget.
Reference Unit Code	If you filter on a specific reference unit, only the specified reference unit will be considered when building up the budget.

8.5. Copy to General Ledger Budget

To avoid of having to enter any new budgets manually, you can copy them from existing ones.

The budget of cost accounting can be transferred to the G/L budget by using a batch job. This also works vice versa so that G/L budgets can also be transferred to Cost Accounting. This means that you do not have to enter the data twice in order to perform evaluations of the budget in the General Ledger.

By using the copy function, you can transfer all amounts to cost types which are linked to the G/L account in the General Ledger.



Options

Copy to

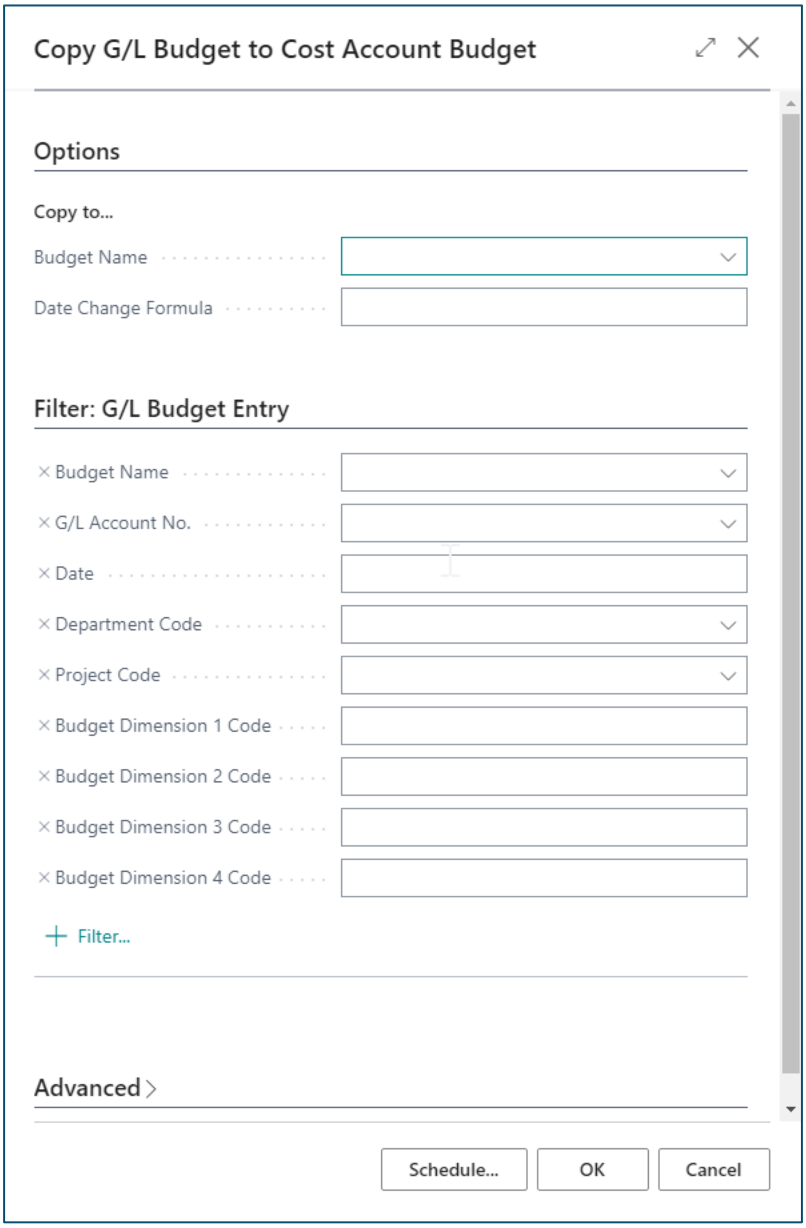
Field Name	Field Description
Budget Name	Enter the name of the G/L budget to which you want to copy the cost account budget.
Date Change Formula	You can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).

Filter: G/L Budget Entries

Field Name	Field Description
Budget Name	Enter the name of the G/L budget from which you want to copy the cost account budget.
G/L Account no.	If you want to consider specific G/L accounts of the General Ledger when copying, enter the G/L account numbers here.
Date	Enter the period in which you want to apply the budget.
Cost Account Code	If you want to consider specific G/L cost accounts when copying, enter the cost account numbers here.
Project Account Code	If you want to consider specific G/L project accounts when copying, enter the project account numbers here.

8.6. Copy from General Ledger Budget

With the copy function, you can transfer all budgeted amounts to G/L accounts which are linked with the respective cost account in Cost Accounting.



Options
Copy to

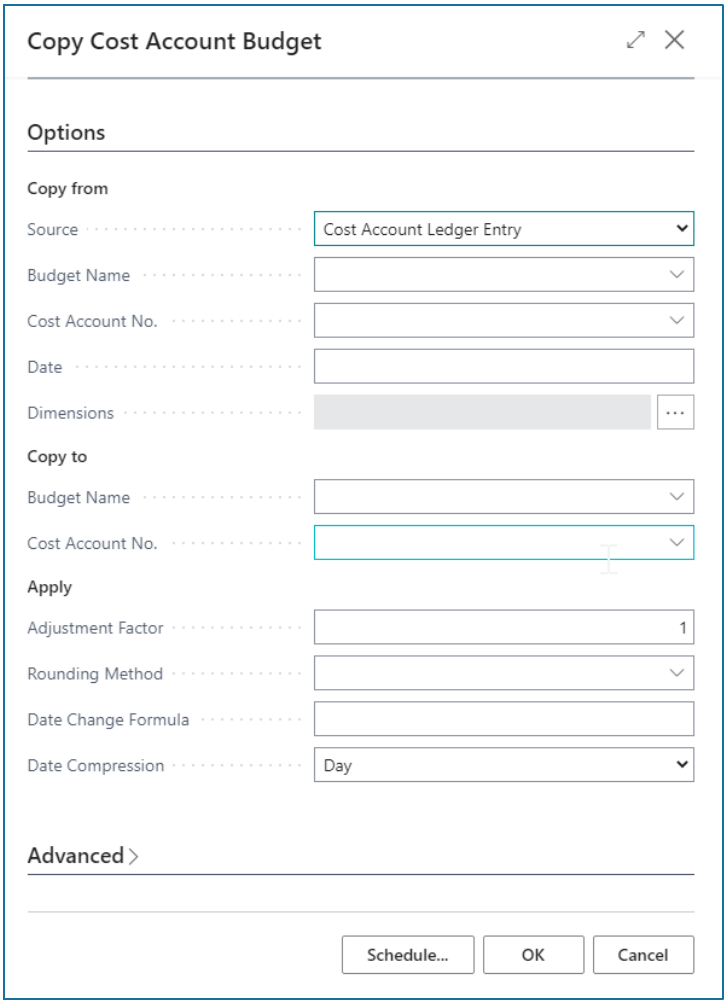
Field Name	Field Description
Budget Name	Enter the name of the cost accounting budget from which you want to copy the G/L budget.
Date Change Formula	You can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).

Filter: G/L Budget Entries

Field Name	Field Description
Budget Name	Enter the name of the G/L budget from which you want to copy the cost account budget.
Department Code	If you want to consider specific departments when copying, enter the cost account numbers here.
Cost Account No.	If you want to consider specific cost accounts when copying, enter the project account numbers here.
Date	Enter the period in which you want to apply the budget.

8.7. Copy Budget

To simplify the entry of new budgets, you can copy them from existing cost account budget entries or cost account ledger entries.



Options
Copy from

Field Name	Field Description
Source	By selecting the item type, you specify the source here:

	○ **Cost Account –** The budget will be based on actual cost account entries for a specified period. You can use the Cost Account No. and Date fields to specify a cost account and/or date range to specify the information to copy. If you click the AssistButton in the Dimensions field, you can select the dimensions that will be copied to the newly budgeted entries. You can further filter the copied data by setting specific dimension value filters. The cost account needs to be specified for the dimensions. ○ **Cost Account Budget Entries –** The budget will be based on cost account budget entries of an existing budget. You must enter the name of an existing budget from which you want to copy. Then, you can use the Cost Account No. and Date fields to specify a cost account and/or date range if the copied data is to be filtered. If you click the AssistButton in the Dimensions field, you can select the dimensions that will be copied to the newly budgeted items. You can further filter the copied data by setting specific dimension value filters. The cost account needs to be specified for the dimensions.
Budget Name	You can select the name of a budget from which you want to copy the budget entries by clicking the AssistButton in the Copy to Budget Name field.
Cost Account No.	If you want to copy several entries from a single cost account or a single department, you can also select the cost account in the Copy from Cost Account No. field.
Date	Select the date range of the budget entries you want to copy.
Dimensions	Click the AssistButton to select the dimensions to be copied into the target budget.

Copy to

Field Name	Field Description
Budget Name	You can select the name of a budget to copy to by clicking the AssistButton in the Copy to Budget Name field.
Cost Account No.	If you want to copy several entries from a single cost account or a single department, you can also select the cost account in the Copy from Cost Account No. field.

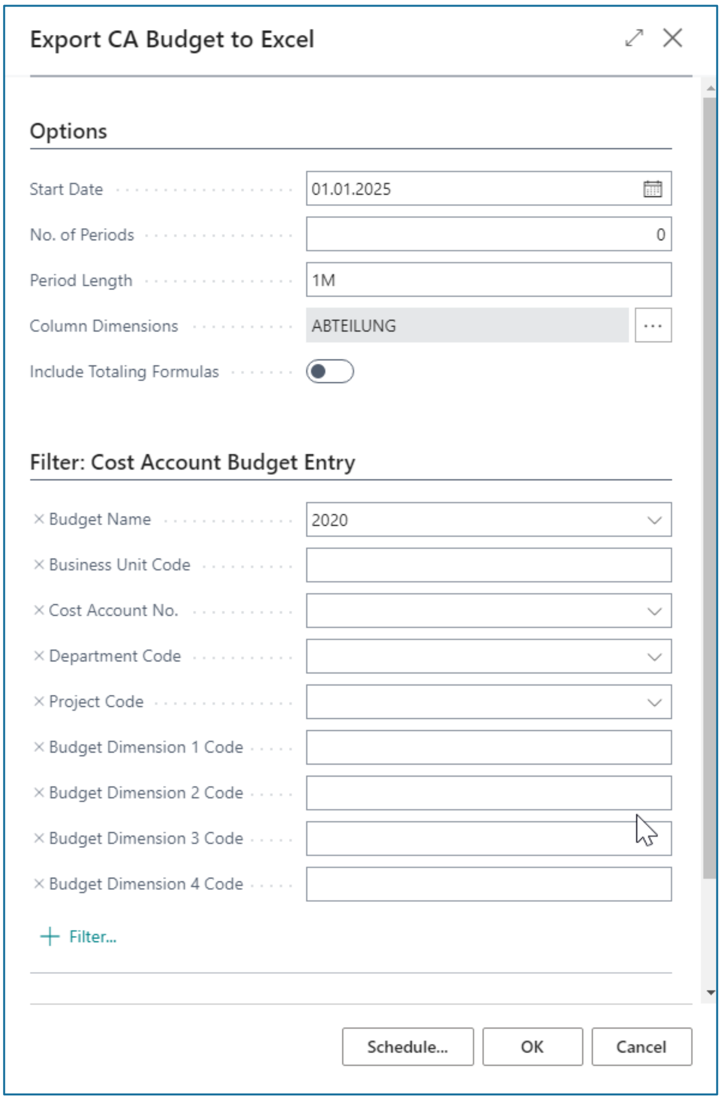
Apply

Field Name	Field Description
Correction Factor	The application can multiply the source entries by using a correction factor when copying.
Rounding Method	You can specify the rounding of the new budget entries.
Date Change Formula	You can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).
Date Compression	To reduce the number of newly created entries, you can compress the entries copied to a selected period.

8.8. Export to Excel

You can export a budget from the application to an Excel workbook. After the export, you can make any required changes in the budget in Excel. It is also possible to create new budgets based on the exported budget figures. Similarly, you can create a new budget based on actual numbers from an exported account schedule. You can also re-import the budget into the application using the Import Budget from Excel function.

Warning – If you specify dimension filters on the Cost Account Budget entries tab, you must always enter the same dimensions in the Column Dimensions field on the Options tab. Otherwise, the dimension data will get lost when you re-import the data from Excel.



Options

Field Name	Field Description
Starting Date	In this field, enter the first date to include in the budget to be exported to Excel.
Number of Periods	In this field, specify the number of periods to be exported to Excel.
Period Length	In this field, specify the length of the periods to be exported to Excel.
Column Dimensions	In this field, specify which dimensions to display as columns when exporting the budget to Excel. This data must include the dimensions that have been defined as filters on the Cost Account Budget entries tab.
Include Totaling Formulas	Activate this field if you want to include totaling formulas for dimension values in Excel, based on the Totaling field of the Chart of G/L Accounts window.

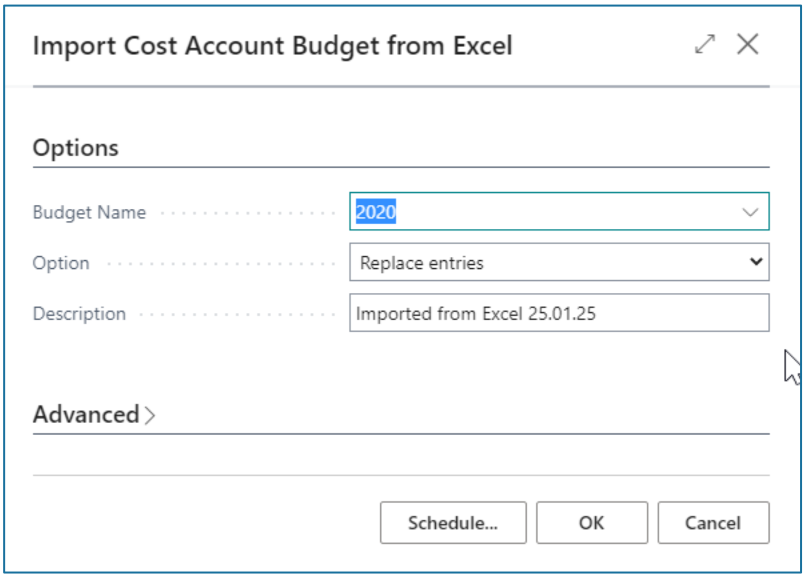
Filter: Cost Account Entries

Field Name	Field Description
Budget Name	In this field, enter the budget you want to export.
Business Unit code	In this field, enter the business unit if the entries are to be exported for a business unit.
Cost Account No.	Enter specific cost account number if you want the system to consider specified cost accounts.
Department Code	Enter specific departments if you want the system to consider specified departments.
Project Account Code	Enter specific project accounts if you want the system to consider specified project accounts.
Budget Dimension Code 1	If you enter another dimension, the system will consider the specified dimension during the export.
Budget Dimension Code 2	If you enter another dimension, the system will consider the specified dimension during the export.
Budget Dimension Code 3	If you enter another dimension, the system will consider the specified dimension during the export.
Budget Dimension Code 4	If you enter another dimension, the system will consider the specified dimension during the export.

8.9. Import from Excel

After having opened the budget in Excel, you can change the data without having to access the application database. You can then import the modified data into the application to create a new budget or to edit an existing budget.

Warning – The dimension filter and budget name in Excel must be entered at specific locations in the Excel worksheet. The columns must also be in the correct order to import the budget correctly. Therefore, it is recommended that you create the structure of the budget, including all dimension value filters, and export this structure to Excel. Then, you can add, before you import the completed budget amounts, additional columns and lines for dimension value filters to both the Excel worksheet and the budget dimensions as needed.

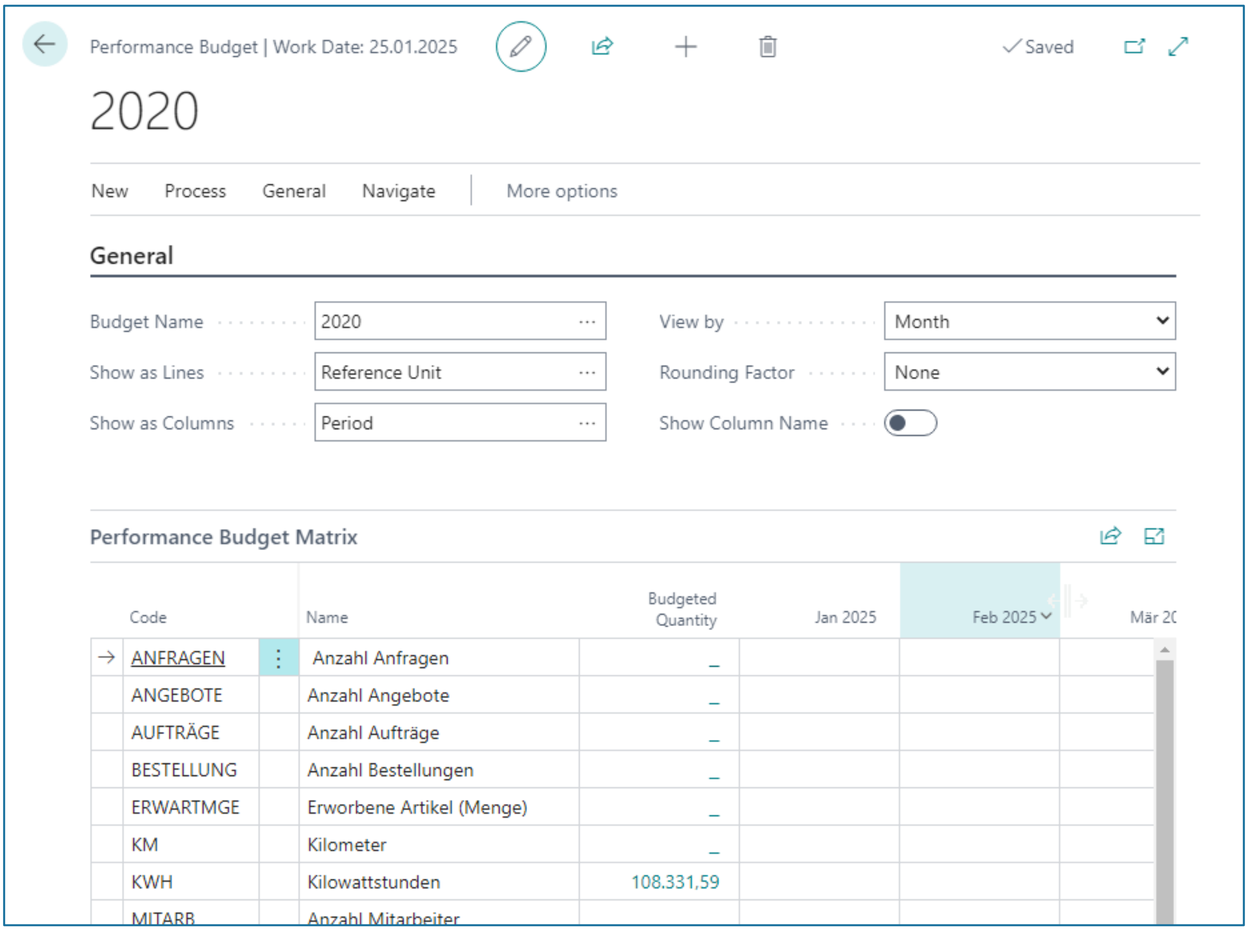


Options

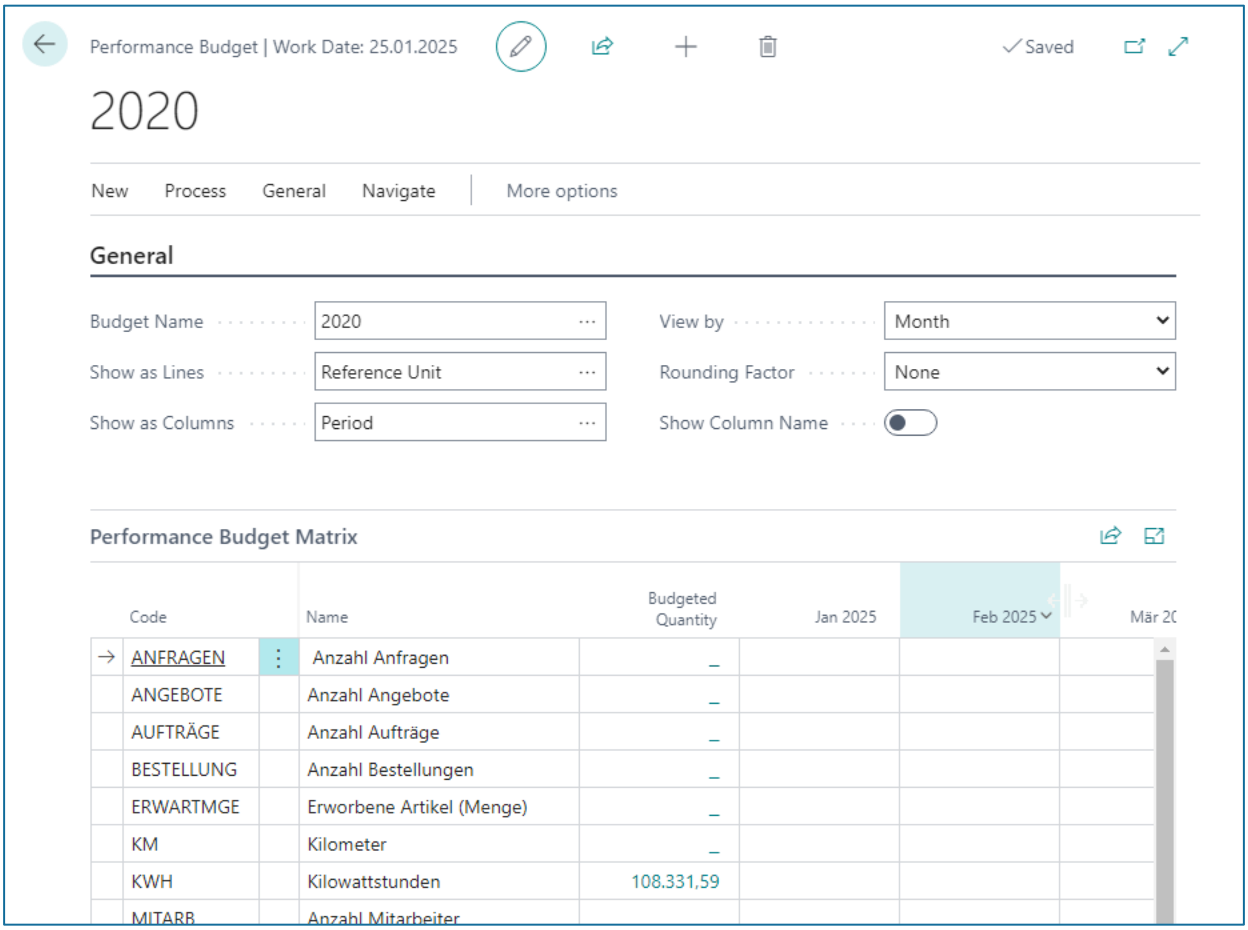
Field Name	Field Description
Budget Name	Enter the name of the Excel file and of the worksheet in which the budget is included. Then select the name of the budget to which you want to import the entries as well as the import method:
Option	The following options are available: ○ **Replace Entries:** Existing entries will be replaced by the imported entries that have the same combination of dimension, date, and cost type. ○ **Add Entries:** Imported entries will be added to existing items with the same combination of dimension, date, and cost type. This feature can be used to create a single consolidated budget from a number of individual budgets created in separate Excel workbooks.
Description	You can assign a description to each imported budget entry to distinguish it from other budget entries.

9. PERFORMANCE BUDGET

The budgeting of quantities per reference unit is done in the Performance Budget window, which can be opened by selecting the Process button→Edit Performance Budget.



9.1. Edit Performance Budget



General

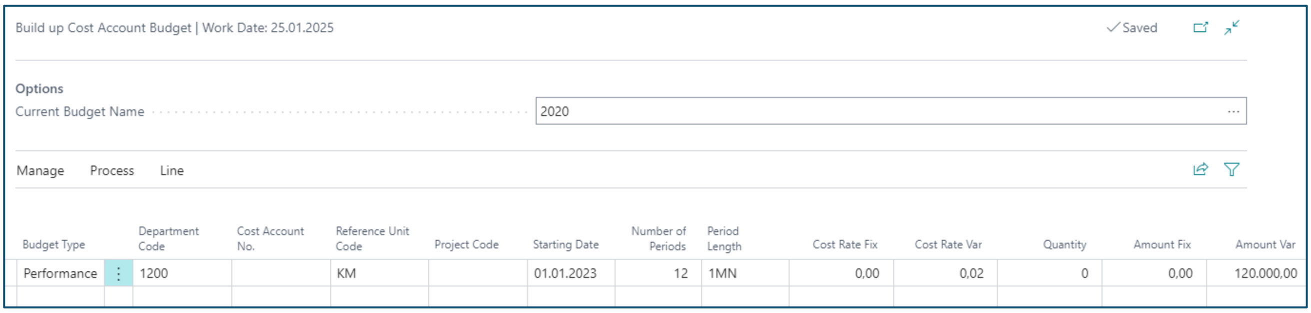
Field Name	Field Description
Budget Name	Enter the budget for which you want to budget performances.
Show as Lines	Here you can select the dimension you want to show in the lines of the Budget window. The following options are available: cost account, project account, cost type, and period. If you set up additional dimensions in the Budget Name window, they will also be available in this field.
Show as Columns	Here you can select the dimension you want to show in the columns of the Budget window. The options available in the Show as Columns field are identical with those of the Show as Lines field.
View by	Here you can restrict the view by specifying a period. The following options are available: ○ Day ○ Week ○ Month ○ Quarter ○ Year ○ Accounting Period
Rounding Factor	Here you can specify to round the delivered quantities to: ○ None ○ 1

	○ 1000 1000000
Show Column Names	Activate this field if you want to show the name of the column, e. g. a cost account name.

Performance Budget Matrix

Field Name	Field Description
Code	This column displays the code of the dimension value listed in the line.
Name	This column displays the name of the dimension value listed in the line.
Budgeted Amount	This column shows the entire budget of the dimension or cost account. If you have specified a name in the Budget Name field, the sum for a specific budget will be shown here.
Period As Column View	Here you can use e. g. the column view to show the period.

9.2. Build up Performance Budget

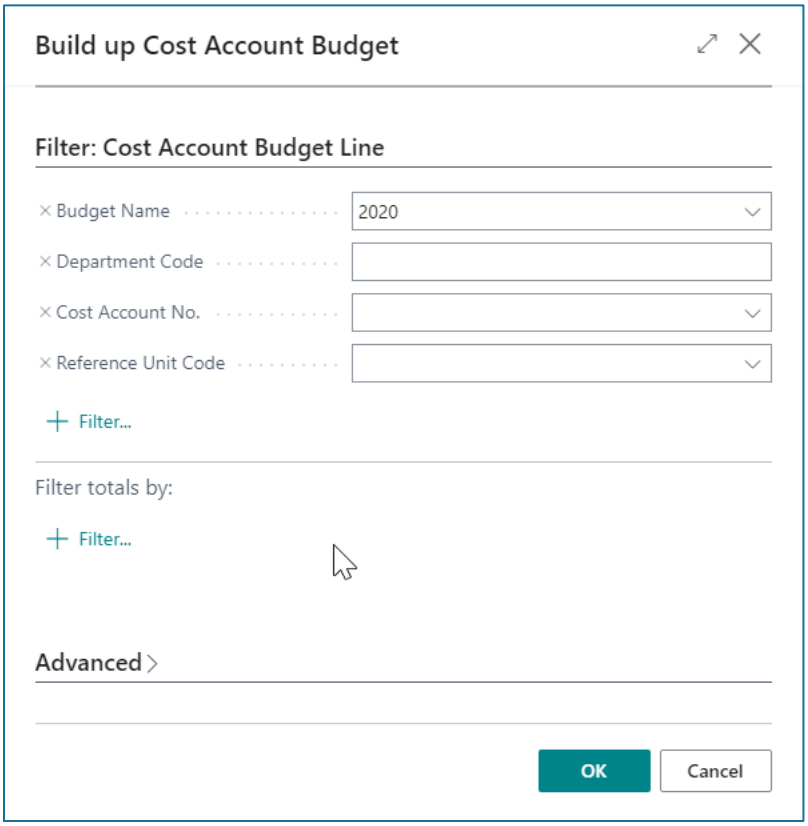


Options

Field Name	Field Description
Current Budget Name	Enter the budget you want to use to build the budget values.
Budget Type	You have the option of having budgets built up for costs and performances (quantities) by: ○ Costs Select this option if you are budgeting costs. ○ Performance Select this option if you are budgeting performances.
Department Code	Enter the department you want to perform budgeting for.
Cost Account No.	Enter the cost type you want to perform budgeting for.
Reference Unit Code	A reference unit needs to be entered here in connection with performances or seasonal curves.
Project Account Code	Enter the project account you want to perform budgeting for.
Number of Periods	Enter the number of months you want to perform budgeting for.
Starting Date	Enter a start date for the planning starting date.
Period Length	If you want to plan monthly, enter the period length "1M" here.
Rate Fix	If there are fixed allocation rates for cost accounts, they will be shown here and used to be evaluate the costs.

Rate Var	If there are variable allocation rates for cost centers, they are displayed here and used to evaluate the costs.
Quantity	For performance budgets, enter the quantity to be budgeted here.
Amount Fix	Enter the fixed budget amount to be distributed.
Amount Var	Enter the variable budget amount to be distributed.

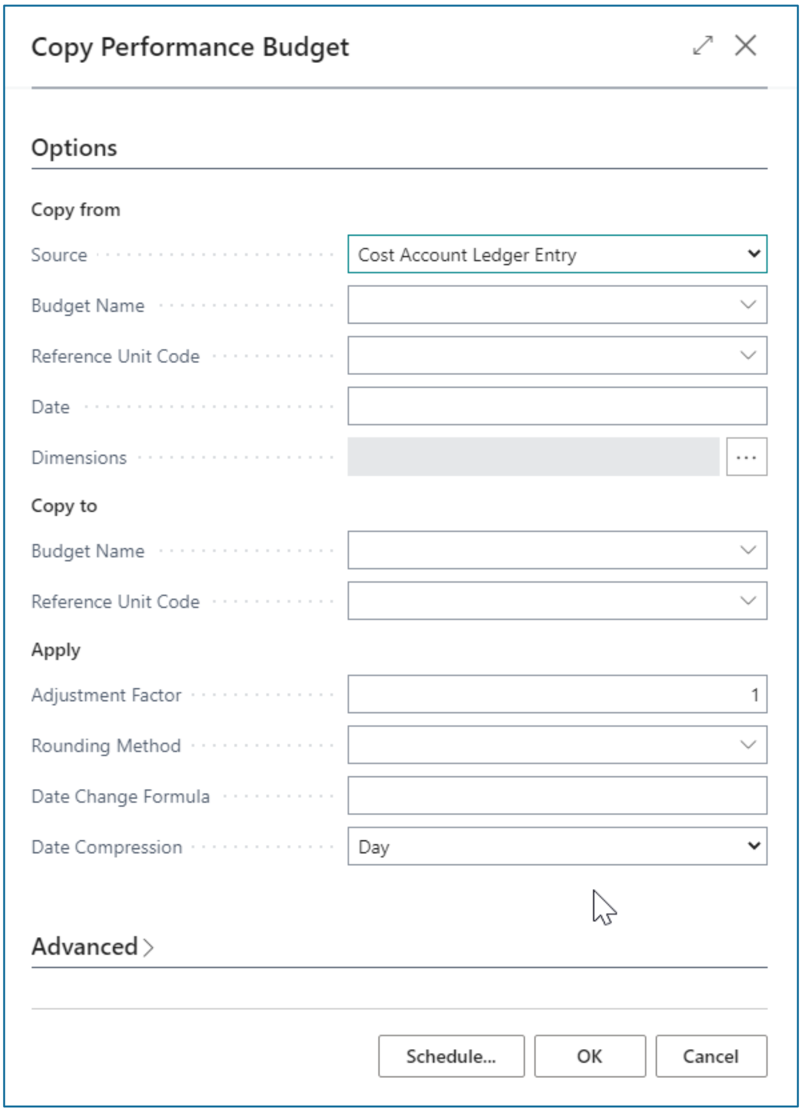
Select the “Process” button → “Build up” to create the budget according to your specifications.



Filter: Cost Account Budget Line

Field Name	Field Description
Budget Name	Enter the budget you want to create budget values for.
Department Code	If you filter on a specific department, only the specified department will be considered when building up the budget.
Cost Account No.	If you filter on a specific cost account, only the specified cost account will be considered when building up the budget.
Reference Unit Code	If you filter on a specific reference unit, only the specified reference unit will be considered when building up the budget.

9.3. Copy Performance Budget



Options

Copy from

Field Name	Field Description
Source	By selecting the entry type, you specify the source in this field: ○ **Cost Account Entries** - The budget will be based on actual cost account entries for a specified period. You can use the Cost Account No. and Date fields to specify a cost account and/or date range to specify the information to copy. If you click the AssistButton in the Dimensions field, you can select the dimensions that will be copied to the newly budgeted entries. You can further filter the copied data by setting specific dimension value filters. The cost account needs to be specified for the dimensions. **Performance Budget Entries** - The budget will be based on performance budget entries of an existing budget. You must enter the name of an existing budget you want to copy from. Then, you

	can use the Cost Account No. and Date fields to specify a cost account and/or date range if the copied data is to be filtered. If you click the AssistButton in the Dimensions field, you can select the dimensions that will be copied to the newly budgeted entries. You can further filter the copied data by setting specific dimension value filters. The cost account needs to be specified for the dimensions. ○ **Calendar Entries –** The budget will be based on calendar entries of an existing budget. You must enter the name of an existing budget you want to copy from. You can then specify a reference unit and/or date range in the Reference Unit Code and Date fields if you want to filter the copied information. If you click the AssistButton in the Dimensions field, you can select the dimensions that will be copied to the newly budgeted entries. You can further filter the copied data by setting specific dimension value filters. The cost account must be specified for the dimensions in any case.
Budget Name	You can select the name of a budget from which you want to copy the budget entries by clicking the AssistButton in the Copy to Budget Name field.
Cost Account No.	If you want to copy several entries from a single cost account or a single department, you can also select the cost account in the Copy from Cost Account No. field.
Date	Select the date range of the budget entries you want to copy.
Dimensions	Click the Assist button to select the dimensions to be copied into the target budget.

Copy to

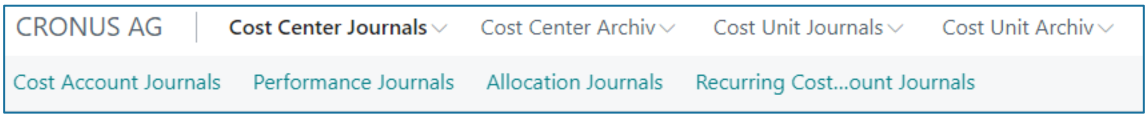
Field Name	Field Description
Budget Name	You can select the name of a budget to copy to by clicking the AssistButton in the Copy to Budget Name field.
Cost Account No.	If you want to copy several entries to a single cost account or a single department, you can also use the Copy to Cost Item No. field.

Apply

Field Name	Field Description
Correction Factor	The application can multiply the source entries by using a correction factor when copying.
Rounding Method	You can specify the rounding of the new budget entries.
Date Change Formula	You can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).
Date Compression	To reduce the number of newly created entries, you can compress the entries copied to a selected period.

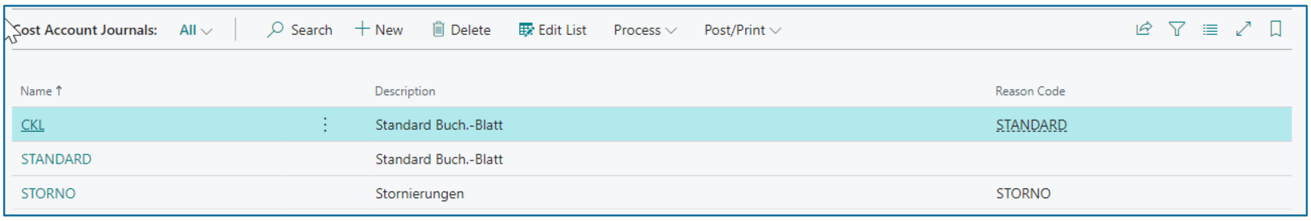
10. COST CENTER JOURNALS

In order to process and to post costs and performances, you can use the Cost Accounting 365 journals.



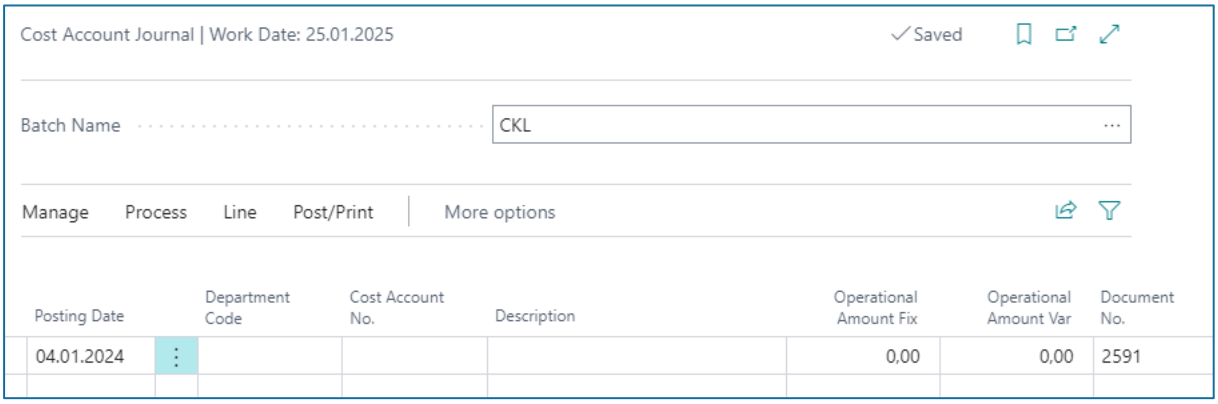
10.1. Cost Account Journals

The Cost Account Journal is used to post amounts to cost centers and cost types.



Field Name	Field Description
Name	This field is used to enter a name for a cost account journal.
Description	This field is used to enter a description for a cost account journal.
Reason Code	Here you can enter a reason code for this journal and specify a characteristic that can be filtered in cost account journals.

Select the “Process→Edit Journal” to fill in the cost account journal.

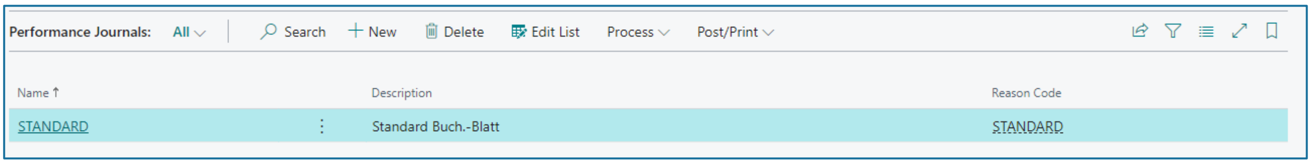


Field Name	Field Description
Posting Date	Here you can enter the posting date.
Department Code	Here you can enter a department you want to post.
Cost Account No.	Here you can enter a cost account you want to post.
Description	Here you can enter an appropriate description.

Operational Amount Fix	If you want to post with fixed amounts, enter the corresponding value in this field.
Operational Amount Var	If you want to post with variable amounts, enter the corresponding value in this field.
Document No.	It is recommended to enter a document number to simplify tracking of all postings. The Document No. is an optional field.

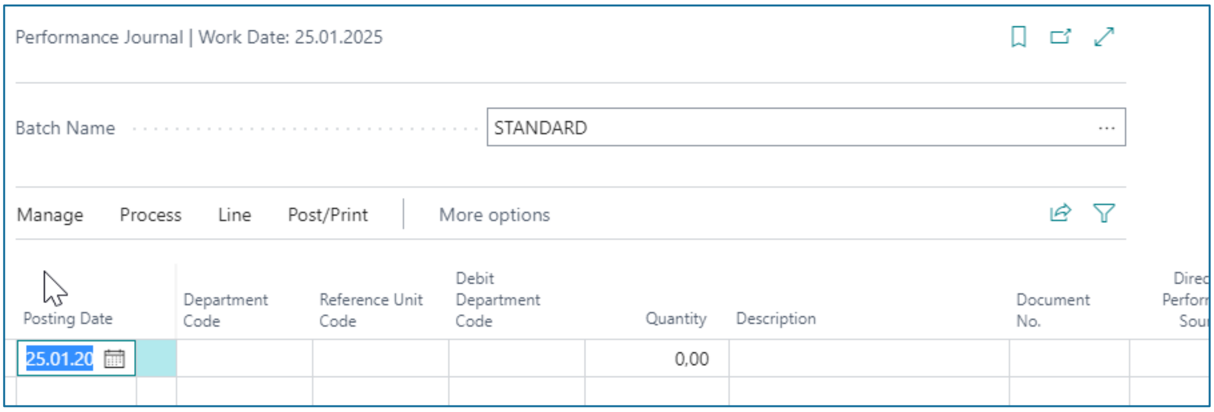
10.2. Performance Journals

The Performance Journal is used to enter the reference unit quantities that have been performed from one cost account.



Field Name	Field Description
Name	This field is used to enter a name for a performance journal
Description	This field is used to enter a description for a performance journal
Reason Code	Here you can enter a reason code for this journal and specify a characteristic that can be filtered in performance journals.

Select the “Process →Edit Journal” to fill in the performance journal.

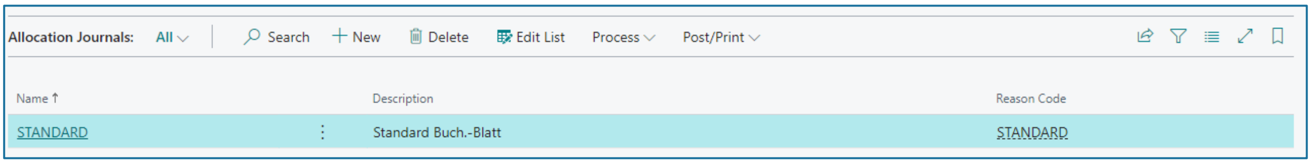


Field Name	Field Description
Posting	This field is used to enter the posting date.
Department Code	This field is used to enter the department you want to post and credit.
Reference Unit Code	This field is used to enter the reference unit that represents the quantity.
Debit Department Code	This field is used to enter the department that you want to post and debit.
Quantity	This field is used to enter the quantity.
Description	This field is used to enter a suitable description.

Document No.	It is recommended to enter a document number to simplify tracking of all postings. The Document No. is an optional field.
Direct Cost Performance Source Fix	The direct fixed costs of the resource or work center are shown here. The calculated values are automatically transferred from the resource or work center cards.
Direct Cost Performance Source Var	The direct variable costs of the resource or work center are shown here. The calculated values are automatically transferred from the resource or work center cards.
Overhead Cost Performance Source Fix	The fixed overhead costs of the resource or work center are shown here. The calculated values are automatically transferred from the resource or work center cards.
Overhead Cost Performance Source Var	The variable overhead costs of the resource or work center are shown here. The calculated values are automatically transferred from the resource or work center cards.

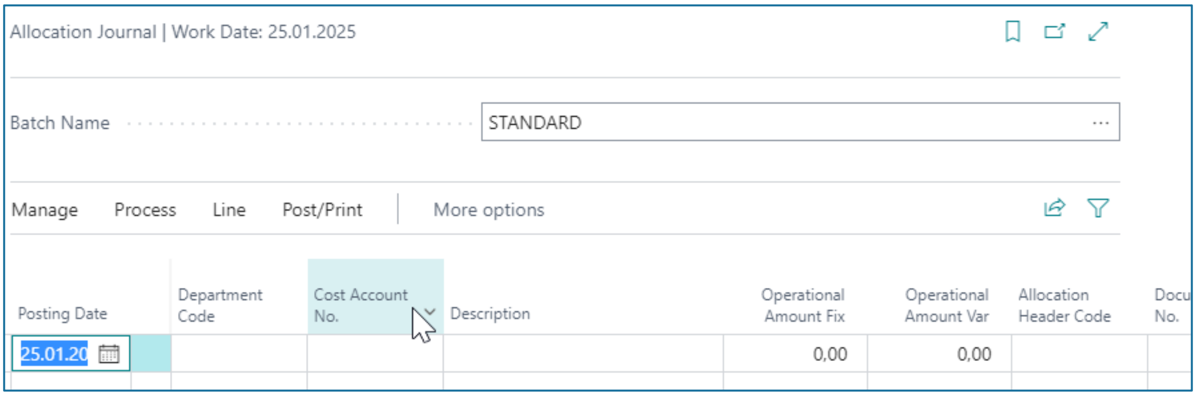
10.3. Allocation Journals

The Allocation Journal is used to transfer amounts from one cost account to another.



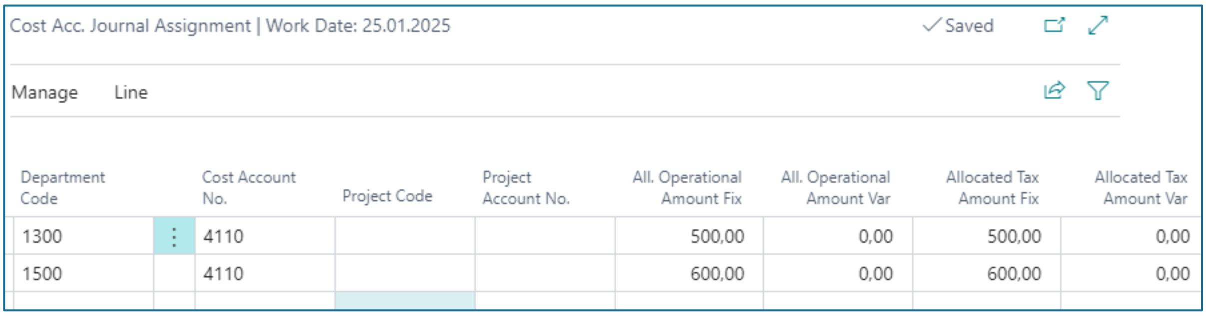
Field Name	Field Description
Name	This field is used to enter a name for the allocation journal.
Description	This field is used to enter a description for the allocation journal.
Reason Code	Here you can enter a reason code for this journal and specify a characteristic that can be filtered in allocation journal.

Select the “Process→Edit Journal” to fill in the allocation journal.



Field Name	Field Description
Posting Date	Here you can enter the posting date.
Department Code	Here you can enter a department you want to post and credit.
Cost Account No.	Here you can enter a cost account you want to post and credit.
Description	Here you can enter an appropriate description.
Operational Amount Fix	If you want to post with fixed amounts, enter the corresponding value in this field..
Operational Amount Var	If you want to post with variable amounts, enter the corresponding value in this field.
Allocation Header	Here you can enter the allocation header if the transfer refers to an allocation.
Document No.	It is recommended to enter a document number to simplify tracking of all postings. The Document No. is an optional field.

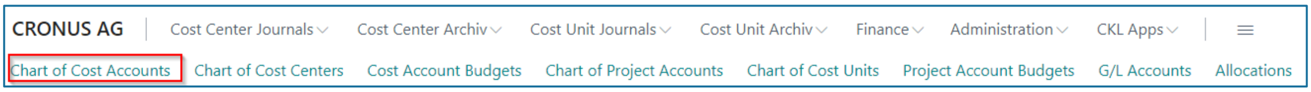
Assignment

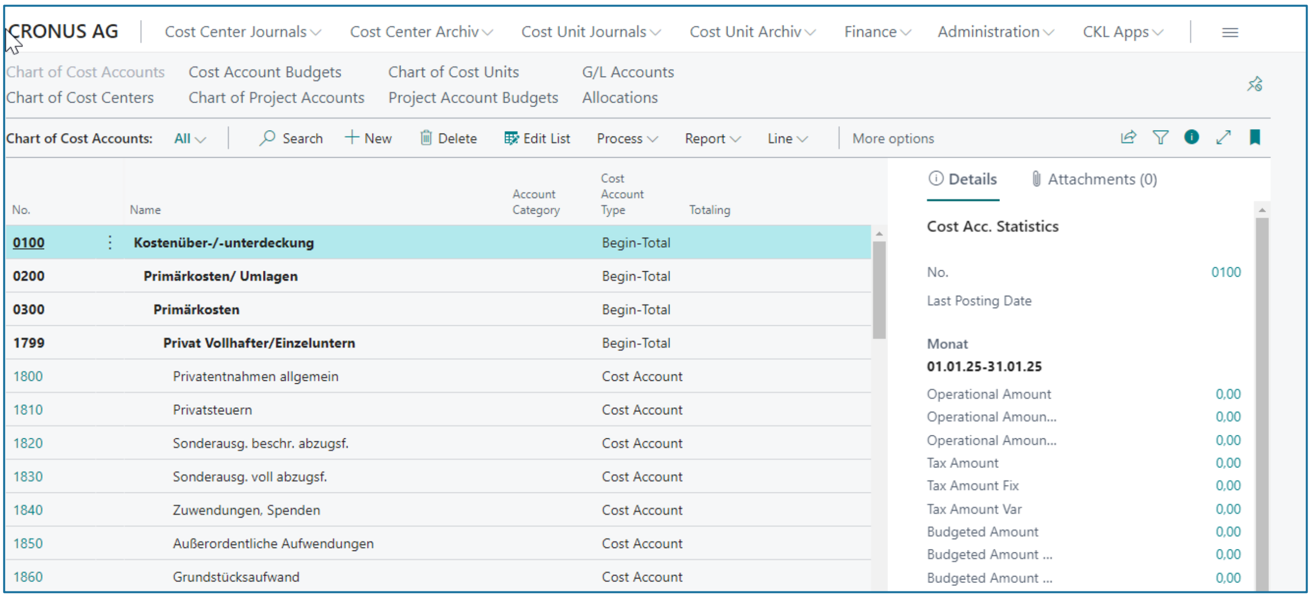


Field Name	Field Description
Department Code	Here you can enter a cost center want to post and debit.
Cost Account No.	Here you can enter a cost account want to post and debit.
Project Account Code	Here you can enter a project account want to post and debit.
Project Account No.	Here you can enter the number of project account you want to post and debit.
All. Operational Amount Fix	If you want to distribute with fixed amounts, enter the corresponding value in this field.
All. Operational Amount Var	If you want to distribute with variable amounts, enter the corresponding value in this field.
All. Tax Amount Fix	If you want to distribute with fixed tax amounts, enter the corresponding value in this field.
All. Tax Amount Var	If you want to distribute with variable tax amounts, enter the corresponding value in this field.

11.CHART OF COST ACCOUNTS

Before you set up or import cost accounts into Cost Accounting, it should be checked if they can be copied from the G/L accounts of the General Ledger. This is the case if the numbers of the P&L accounts are identical with the cost account numbers of your Cost Accounting. However, if the chart of cost account is structured differently, you should set up the chart of cost account manually and assign the General Ledger cost accounts to the G/L accounts.



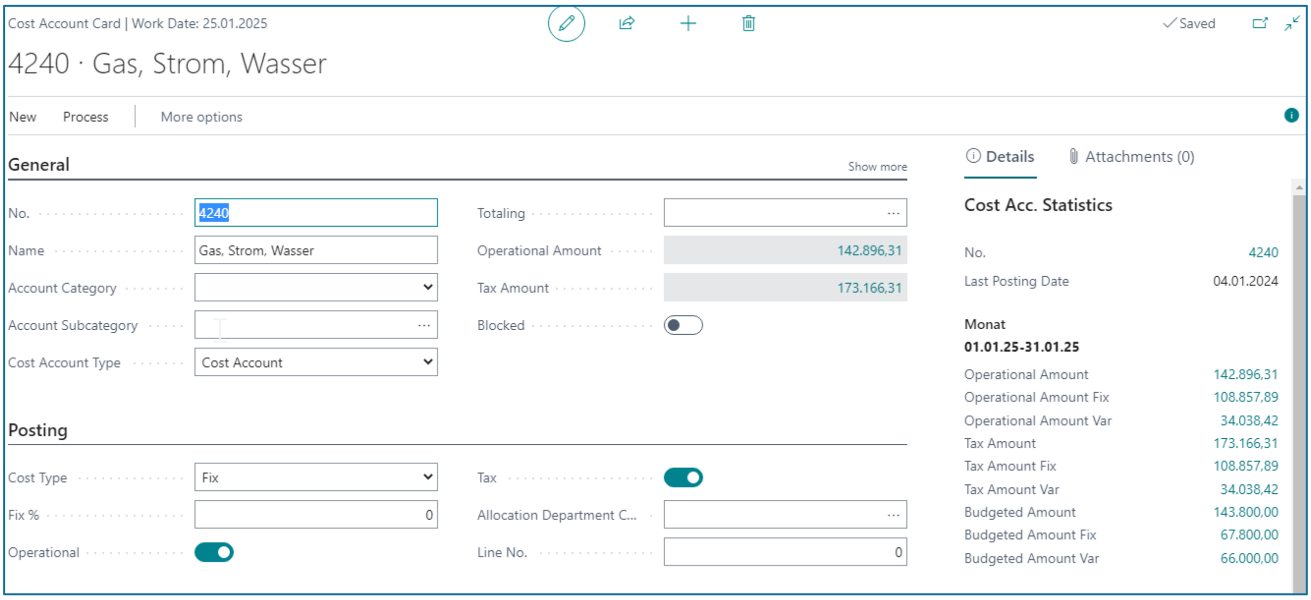


Field Name	Field Description
No.	This field contains the number of the cost account. By using the "Transfer G/L Accounts", you can copy the G/L accounts of the General Ledger, e. g. as cost accounts. You can also create cost accounts individually.
Name	This field contains the name of the cost account.
Account Category	To create automatic evaluations in the cost account schedule, you can assign an account category to a cost account.
Cost Account Type	Here you can define the type you want to apply to the cost account: ○ Cost Account Select this option if the cost account is to be posted. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can run the “Indent Chart of Cost Accounts” batch job to automatically indent the data if you select the “Begin-Total” or “End-Total” option.

Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling of entries depends on the value of the Totaling Type field.
Line No.	Here you can see a manually entered line number for this cost type if you want to use the “Default Exp. Distr. Sheet” report. Then the cost accounts will be printed according to the line number.
Operational Amount	This field shows the posted operational amount for the cost account, which can consist of primary and secondary costs.
Budgeted Amount	This field shows the budgeted amount for the cost account, which can consist of primary and secondary costs.
Operational	This field indicates whether the cost account is used for the operational view.
Tax	This field indicates whether the cost account is used for the tax view.

11.1. Cost Account Card

You can specify further settings for cost accounts by indicating a cost type for each cost account, which determines if fixed or variable amounts are posted to the cost account. Furthermore, you can specify that the cost account may only be posted with specific departments.



General tab

Field Name	Field Description
No.	This field contains the number of the cost account. By using the "Transfer G/L Accounts", you can copy the G/L accounts of the General Ledger, e. g. as cost accounts. You can also create cost accounts individually.
Name	This field contains the name of the cost account.
Account Category	To create automatic evaluations in the cost account schedule, you can assign an account category to a cost account.
Account Subcategory	To create automatic evaluations in the cost account schedule, you can assign an account subcategory to a cost account.
Cost Account Type	Here you can define the type you want to apply to the cost account:

	○ Cost Account Select this option if the cost account is to be posted. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can run the "Indent Chart of Cost Accounts" batch job to automatically indent the data if you select the "Begin-Total" or "End-Total" option.
Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Blank Lines	Activate this field if you want to print blank lines according to the cost account in the standard reports.
New Page	Activate this field if you want to print a new page according to the cost account in the standard reports.
Search Name	This field shows the search term of the cost account that is equal with the name. The search name can be changed.
Operational Amount	This field shows the posted operational amount for the cost account, which can consist of primary and secondary costs.
Tax Amount	This field shows the budgeted amount for the cost account, which can consist of primary and secondary costs.
Blocked	This field indicates whether the cost account is blocked or not.

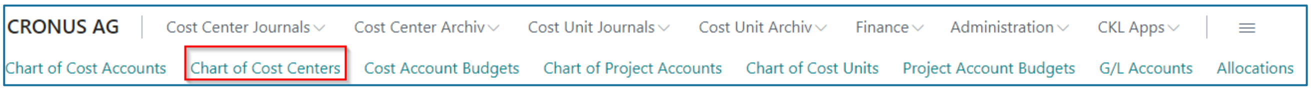
Posting tab

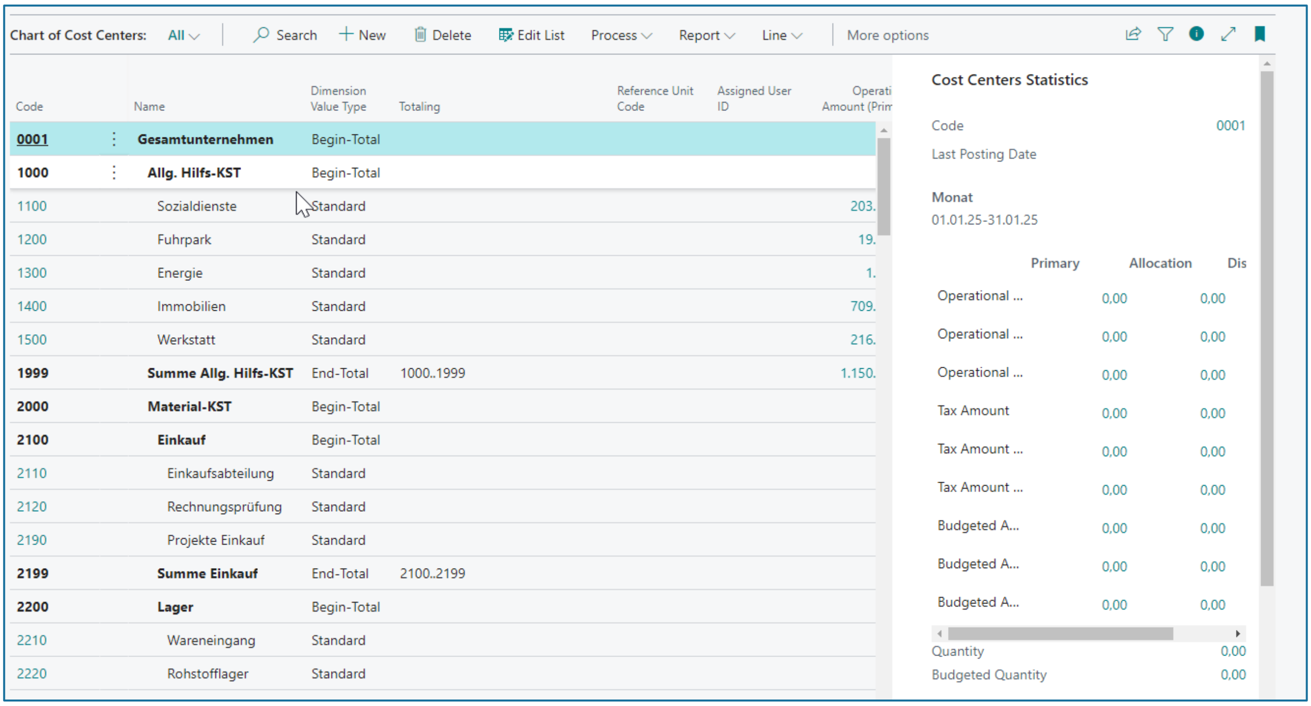
Field Name	Field Description
Cost Type	The cost type of the cost account determines, in conjunction with the Fix % field or the Cost Accounts Fix Amounts window, which amount fields (fixed or variable) are populated when the G/L entries are transferred from the General Ledger and when an overall budget is specified. The following options are available: ○ Fixed The costs or revenues will be posted as fix amounts. ○ Variable The costs or revenues will be posted as variable amounts. ○ Mixed % The costs or revenues will be posted as a mixed amount resulting from a fixed percentage. All amounts that exceed the fixed rate will be posted as variable amounts. ○ Mixed Amount The costs or revenues will be posted as a mixed amount resulting from a fixed amount in the Valid Amounts window. All amounts that exceed the fixed rate will be posted as variable amounts.
Fix %	If you select the "Mixed %" cost type, you need to enter the fixe percentage rate here.

Operational	The Operational field is active if the cost type is used for the operational view. It is activated by the application by default when you create a new record.
Tax	The Tax field is active if the cost type is used for the tax view. It is activated by the application by default when you create a new record.
Allocation Department Code	If you want to redirect costs to another cost account, enter the target cost account here.
Line No.	Here you can see a manually entered line number for this cost type if you want to use the "Default Exp. Distr. Sheet" report. Then the cost accounts will be printed according to the line number.

12. CHART OF COST CENTERS

The application offers an economical overview of the chart of cost centers and enables to specify further settings for cost centers. You can specify a reference unit for each cost center, which determines if only the defined reference unit is posted to the cost center. In addition, you can determine a user per cost center in the "Assigned User ID" field who will be responsible for the respective cost center. The chart of cost centers resembles the dimension values of the global dimension 1 (department).

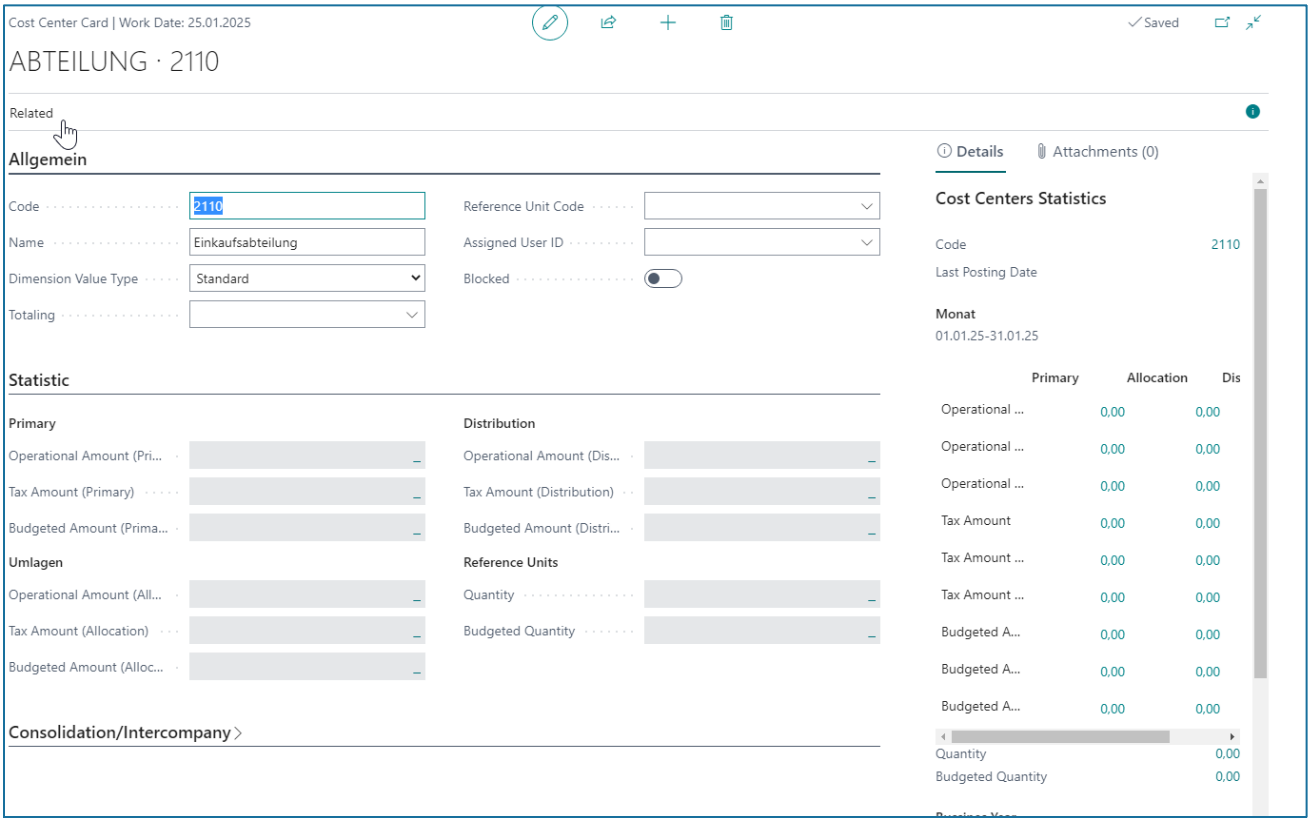




Field Name	Field Description
Code	This field shows the cost center number or code.
Name	This field shows the name of the cost center.
Dimension Value Type	This field is used to specify the dimension value type. The following 5 options are available: ○ Default Select this option if it is a dimension which can be posted, such as a cost center. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can use the „Indent Dimension Values" batch job for automatic totaling if you select the Begin-Total or End-Total option.

Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Reference Unit Code	This is relevant for the quantity calculation in the cost account schedule. In the column, for example, the reference unit STD can be output as a quantity, which is filtered to a specific cost center. However, the quantity of the STD is only displayed if the reference unit code STD is also defined for the corresponding cost center. Otherwise, the total quantity will be shown in relation to the cost center.
Assigned User ID	Here you can assign a user to be responsible for the cost center.
Operational Amount (Primary)	This field shows the primary costs per cost center copied from the General Ledger.
Operational Amount (Allocation)	This field shows the allocated costs per cost center copied from the General Ledger.
Operational Amount (Distribution)	This field shows the distributed amounts per cost center.
Budgeted Amount (Primary)	This field shows the budgeted amounts per cost center.
Budgeted Amount (Allocation)	This field shows the amounts allocated via budget allocations per cost center.
Budgeted Amount (Distribution)	This field shows the amounts distributed via budget allocations per cost center.
Quantity	This field shows the posted quantities per cost center.
Budgeted Quantity	This field shows the budgeted quantities per cost center.

12.1. Cost Center Card



General tab

Field Name	Field Description
Code	This field shows the cost center number or code.
Name	This field shows the name of the cost center.
Dimension Value Type	This field is used to specify the dimension value type. The following 5 options are available: ○ Default Select this option if it is a dimension which can be posted, such as a cost center. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can use the “Indent Dimension Values” batch job for automatic totaling if you select the Begin-Total or End-Total option.
Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Reference Unit Code	This field is used to specify a reference unit if the cost center is posted with this reference unit.
Assigned User ID	Here you can assign a user to be responsible for the cost center.
Blocked	This field indicates whether the cost center is blocked or not.

Statistics tab

Primary

Field Name	Field Description
Operational Amount (Primary)	This field shows the primary operational costs per cost center copied from the General Ledger.
Tax Amount (Primary)	This field shows the primary tax costs per cost center copied from the General Ledger.
Budgeted Amount (Primary)	This field shows the budgeted primary costs per cost center.

Allocations

Field Name	Field Description
Operational Amount (Allocations)	This field shows the allocated operational amounts per cost center.
Tax Amount (Allocations)	This field shows the allocated tax amounts per cost center.

Budgeted Amount (Allocations)	This field shows the allocated budgeted amounts per cost center.

Distribution

Field Name	Field Description
Operational Amount (Distribution)	This field shows the distributed operational amounts per cost center.
Tax Amount (Distribution)	This field shows the distributed tax amounts per cost center.
Budgeted Amount (Distribution)	This field shows the distributed budgeted amounts per cost center.

Quantity

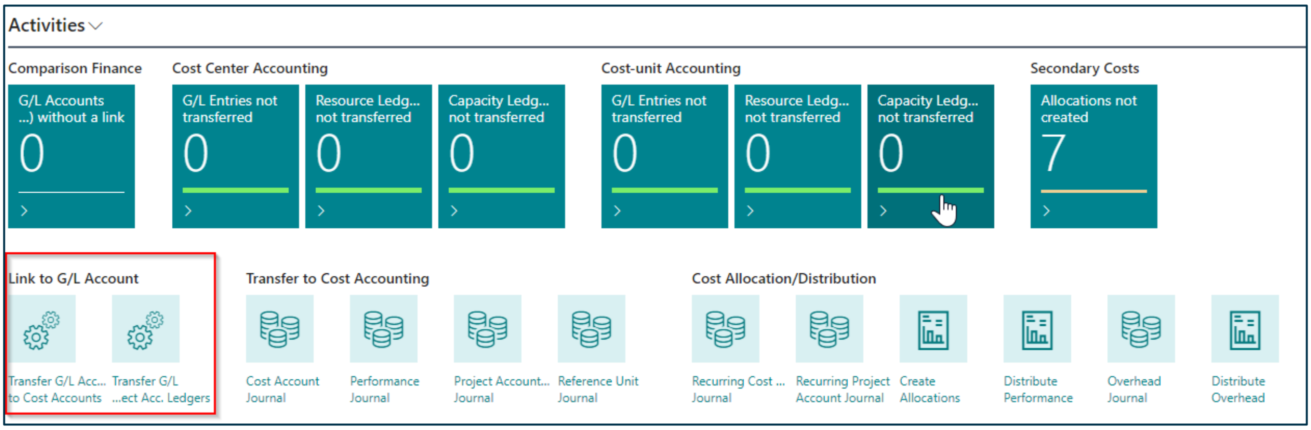
Field Name	Field Description
Quantity	This field shows the posted quantities per cost center.
Budgeted Quantity	This field shows the budgeted quantities per cost center.

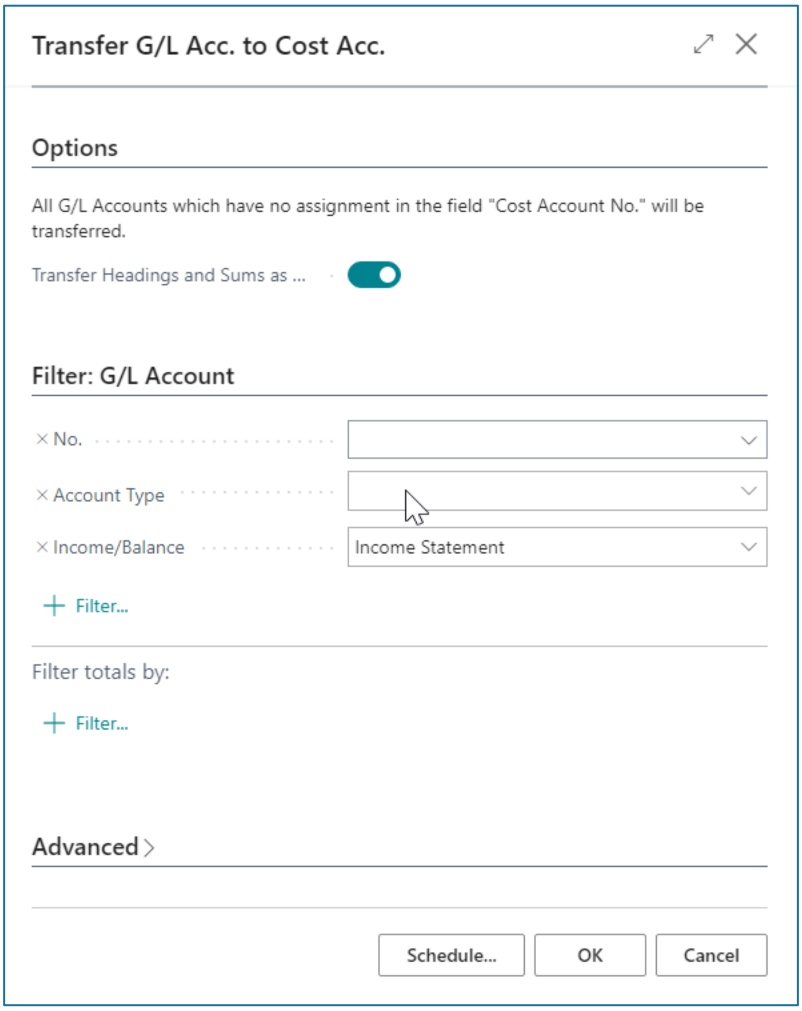
Consolidation/Intercompany tab

Field Name	Field Description
Consolidation Code	This field is not a Cost Accounting 365 field. The “Consolidation Code” field is part of the standard dimensions. It has no impact on Cost Accounting and is only displayed for information purposes.
Map to IC Dimension Code	This is not a field of Cost Accounting 365. The “Map to IC Dimension Code” field is part of the standard dimensions. It has no impact on Cost Accounting and is only displayed for information purposes.

13. LINK TO G/L ACCOUNT

13.1. Transfer G/L Accounts to Cost Account





Options

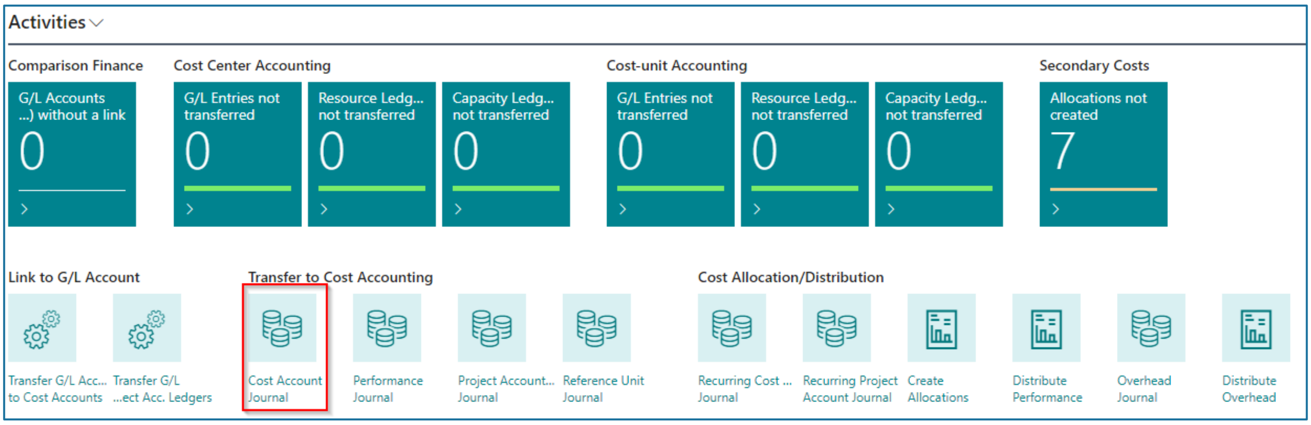
Field Name	Field Description
Transfer Headings and Sums as well?	Activate this field if you want to copy headings and sums from the chart of accounts.

Filter: G/L Account

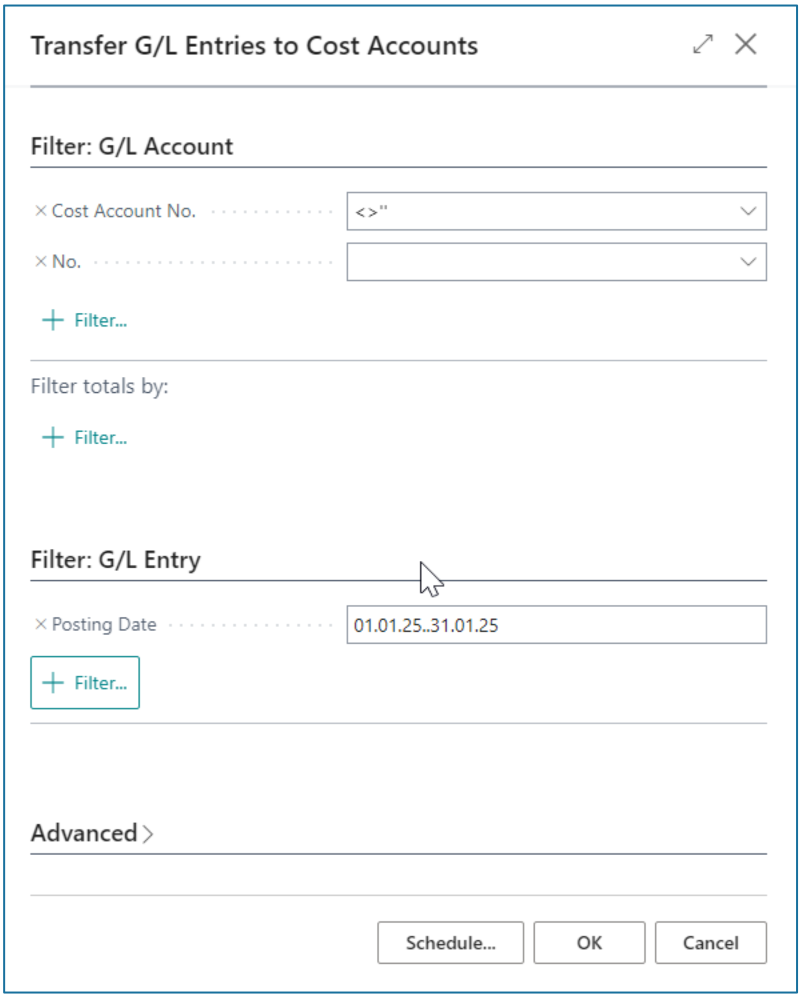
Field Name	Field Description
No.	Here you can enter the name of the financial budget from which you want to copy the cost account budget.
Account Type	For example, if you only want to transfer sums, you can filter the account type during the transfer. The following options are available: • Account Select this option if it is a dimension which can be posted, e. g. a cost center. • Heading Select this option if it is a heading. • Total Select this option if it is a total. • Begin-Total Select this option if it is a begin total. • End-Total Select this option if it is an end total.
Income Statement/ Balance Sheet	Select the filter “Income Statement” to transfer G/L accounts from the income statement area of the General Ledger.

14. TRANSFER TO COST ACCOUNTING

14.1. Transfer G/L Entries



To transfer G/L entries from the General Ledger, select “Process→Transfer G/L Entries” from the Cost Account Journal.



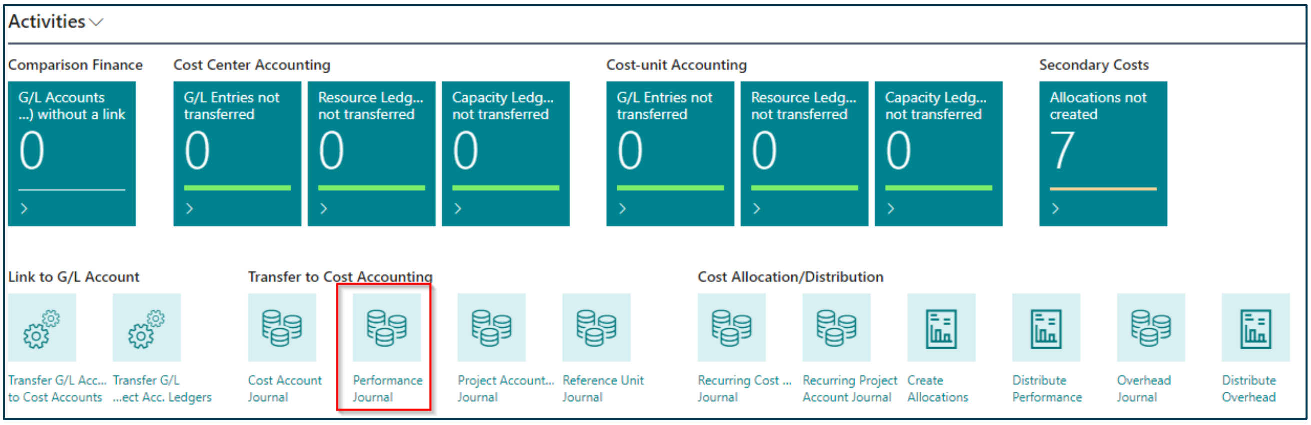
Filter: G/L Account

Field Name	Field Description
Cost Account No.	Generally, the filter value for the cost account no./project account no. is predefined. The filter is initially set to <>" so that when transferring the G/L entries, only entries with a specified cost account no./project account no. will be considered. This way, you can simplify and accelerate the transfer of G/L entries that have not yet been copied to the cost account/project account journal.
No.	Here you can enter the number of specific accounts if you want to consider specific cost types.
Income Statement/ Balance Sheet	Select the filter "Income Statement" to transfer G/L accounts from the income statement area of the General Ledger.

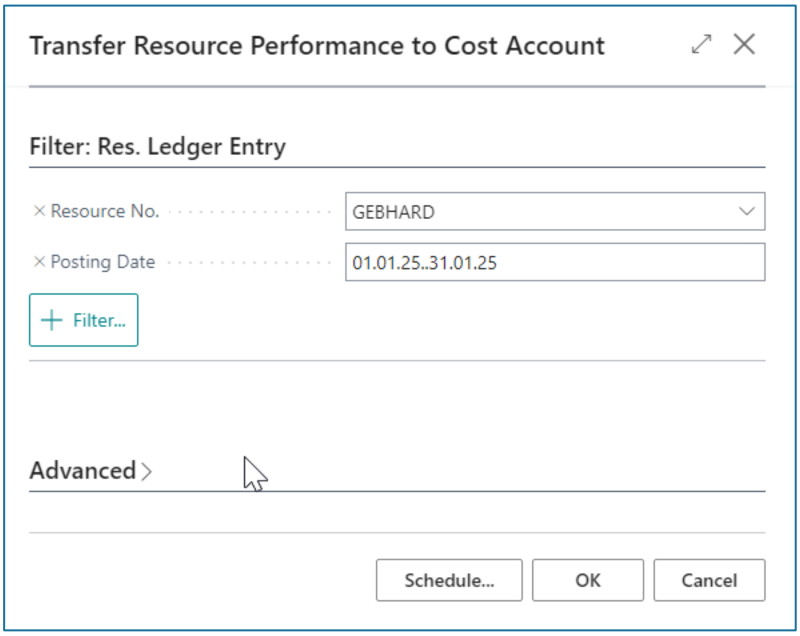
Filter: G/L Entries

Field Name	Field Description
Posting Date	This field is used to enter the period to be considered for the transfer.

14.2. Transfer Resource Performance



To transfer resource performances from the Resources module, select "Process→Transfer Resource Performance to Cost Account" from the Cost Account Journal.

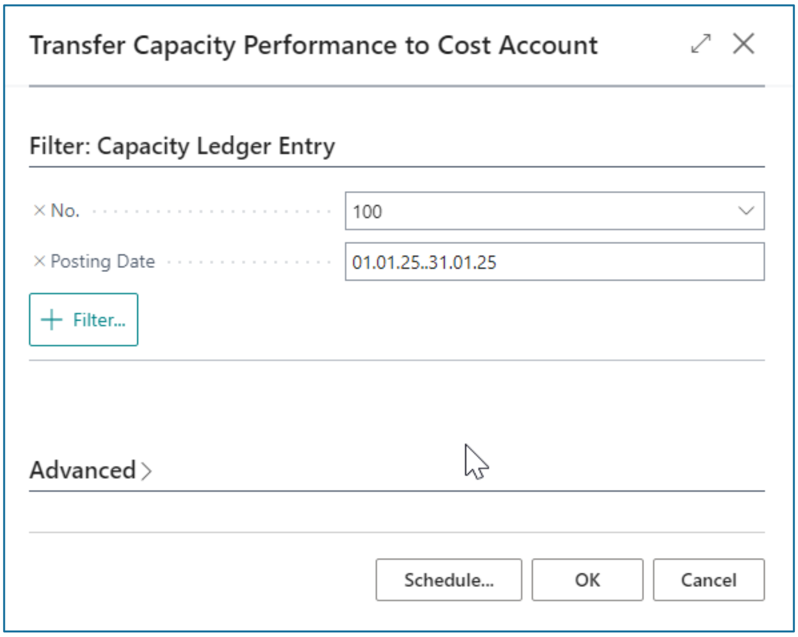


Filter: Resource Entries

Field Name	Field Description
Resource No.	This field is used to enter the resource which includes the performances you want to transfer.
Posting Date	This field is used to enter the period to be considered for the transfer.

14.3. Transfer Capacity Performance

To transfer production times from the Manufacturing module, select “Process→Transfer Capacity Performance to Cost Account” from the Cost Account Journal.

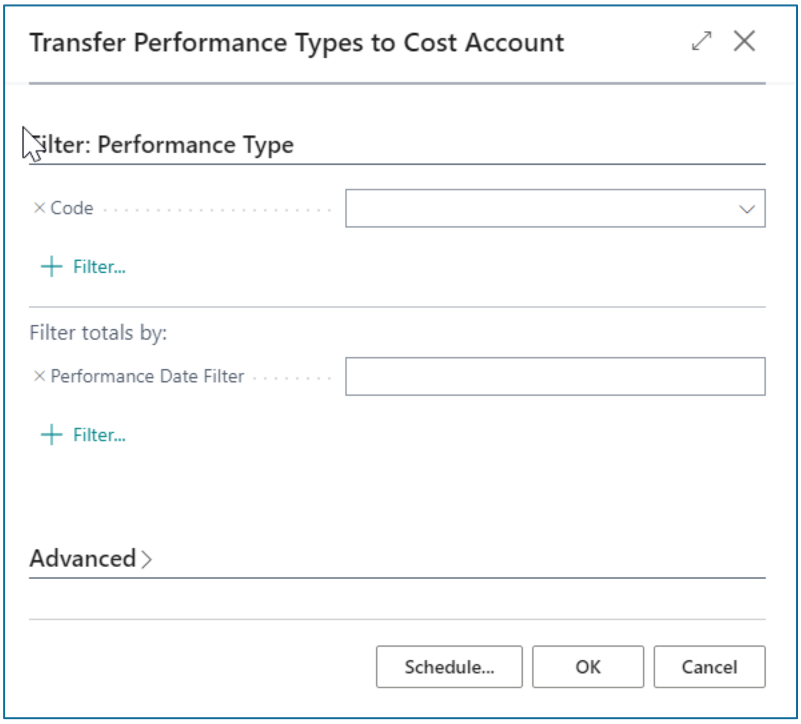


Filter: Capacity Entries

Field Name	Field Description
No.	This field is used to enter the work center which includes the performances you want to transfer.
Posting Date	This field is used to enter the period to be considered for the transfer.

14.4. Transfer Performance Types

To transfer entries from performance types, select "Process→Transfer Performance Types to Cost Account" from the Cost Account Journal.



Filter: Performance Type

Field Name	Field Description
Code	Here you can filter the performance types you want to transfer.
Performance Date Filter	Here you can enter the period to be considered for the transfer.

15. DISTRIBUTION IN COST ACCOUNTING

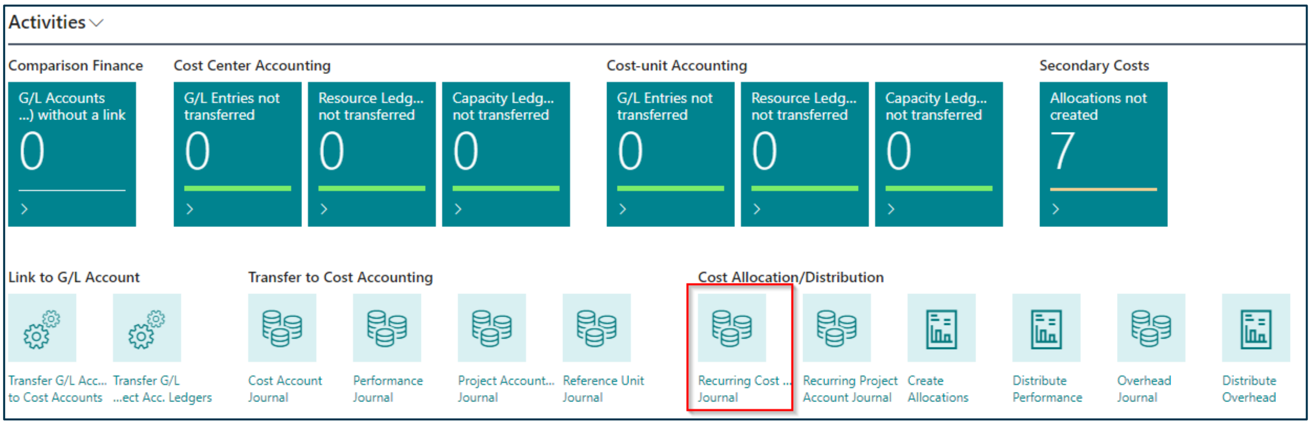
15.1. Recurring Cost Account Journals

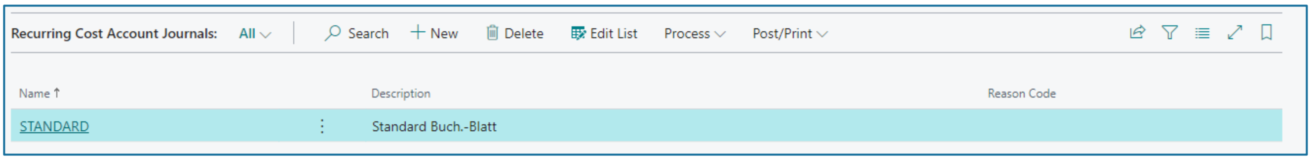
For similar transactions or transactions that are posted repeated times, you can use the integrated functions in Cost Account for recurring postings.

Recurring postings represent costs such as employer salary, interests, depreciation, risks, etc. In many cases, it is required to distribute amounts that are posted in the General Ledger as annual amounts (e. g. insurance fees). For this, you cancel the annual amount in Cost Accounting and enter one twelfth of the amount as a monthly posting by using the recurring journal.

You can also specify quantities as recurring postings. For example, if you want to post the square meters of the cost centers each month, you can post the monthly amount by using the recurring journal.

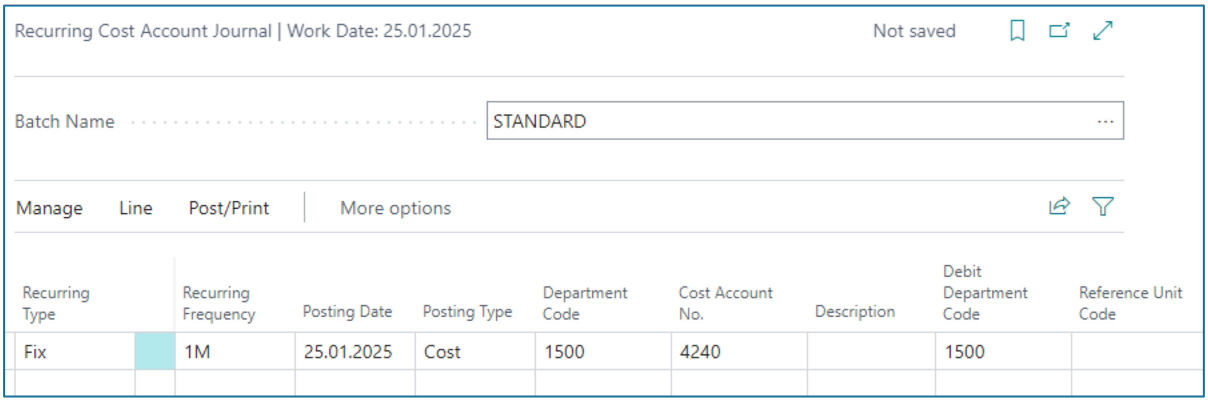
Recurring journals remain in the system after posting. The next time you use the journal, the previously entered journal lines will be shown with the next posting date, according to the specified recurring frequency.





Field Name	Field Description
Name	This field is used to enter a name for the recurring journal.
Description	This field is used to enter a description for the recurring journal.
Reason Code	Here you can enter a reason code for this journal and specify a characteristic that can be filtered in recurring journals.

In the Recurring Cost Account Journal, select “Process→Edit Journal”.



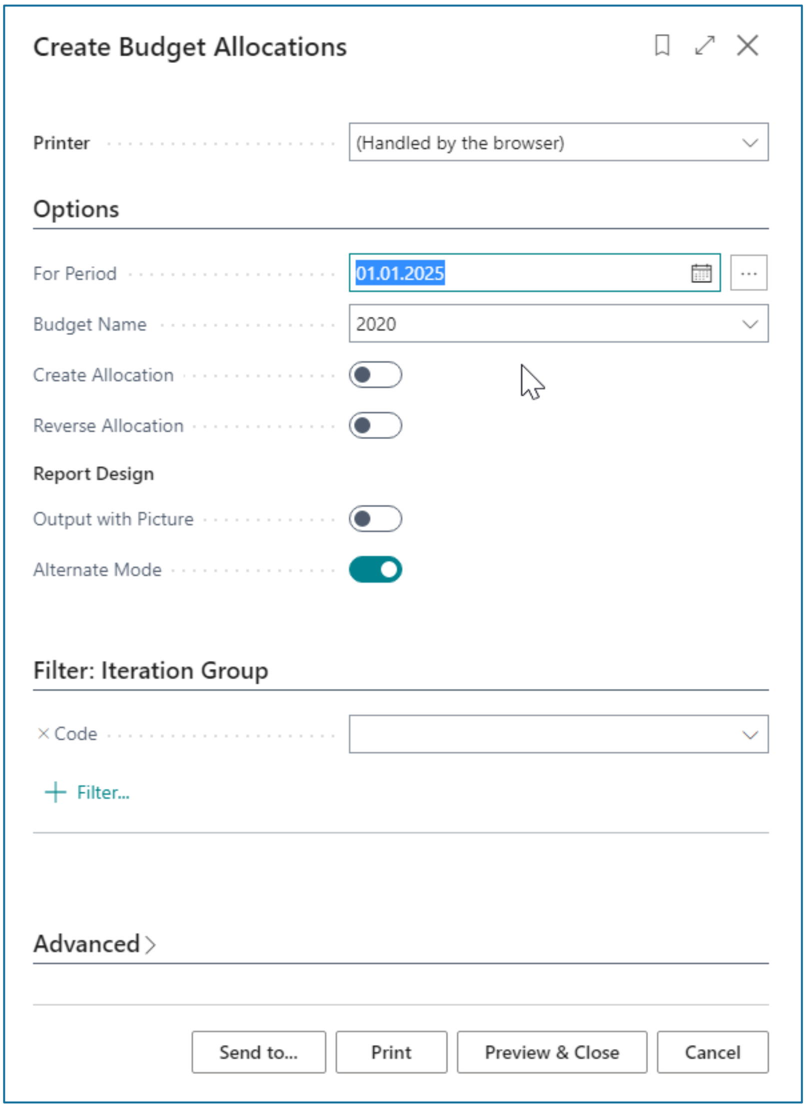
Field Name	Field Description
Recurring Type	This field is used to define how to process the amount specified in the journal line during posting. ○ Fix – The values entered in the amount fields will be posted. ○ Percentage – The amounts to be posted will be calculated as a percentage of a reference account type. ○ Performance related – The amounts to be posted will be determined based on cost rate of the cost center and its posted performances.
Recurring Frequency	Here you can enter a date formula to calculate the period length. For example, entering 1M+LM means that the amounts will always be posted at the end of the month.
Posting Date	Here you need to enter the first posting date for the transaction.
Posting Type	This field is used to define whether you want to post ○ Costs Select this option if you want to post costs as amounts. ○ Performance Select this option if you want to post quantities as performances.
Department Code	This field is used to enter the cost center you want to credit.
Cost Account No.	If you have selected the “Costs” posting type, enter the account you want to post in this field.
Description	Here you can enter text constants which will be automatically updated each time you post. For example, if you enter %5, the month name will be inserted into the description.
Debit Department Code	Here you can enter the cost center you want to debit.
Reference Unit Code	If you have selected the “Performance related” recurring type, you need to enter the reference unit quantities for which the costs are calculated based on the cost rate.
Reference Cost Account No.	Enter the number of the reference cost account if you want to calculate the amount as a percentage based on a reference cost account (“Percentage” recurring type).
Rate %	This field is used to determine the rate percentage for percentage amount calculation.
Quantity	If you have selected the “Performance” posting type, enter the quantity here.
Operational Amount Fix	If you have selected the “Costs” posting type, enter the fix operational amount here.
Operational Amount Var	If you have selected the “Costs” posting type, enter the variable operational amount in this field.

Tax Amount Fix	If you have selected the “Costs” posting type, enter the fix tax amount in this field.
Tax Amount Var	If you have selected the “Costs” posting type, enter the variable tax amount in this field.
Document No.	This field is used to enter a document number.

15.2. Create Budget Allocations

In Cost Accounting 365, you can allocate budget values from auxiliary cost centers to main cost centers, as it is the case for the allocation of costs to cost accounts for actual values. For this functionality, you can use existing allocations of actual values or create special allocations for budget values.

From the “Cost Allocation/Distribution” role center, select “Create Budget Allocations”.



Options

Field Name	Field Description
For Period	This field is used to enter the period you want to allocate.

Budget Name	This field is used to enter the budget that forms the basis for the budget allocations.
Post Allocation	Activate this field if you want to post the allocations. If this field is deactivated, you will get a budget allocation preview.
Reverse Allocation	Activate this field if you want to reverse the allocations.
Document No.	This field is used to enter a document number for the budget allocations to be posted.

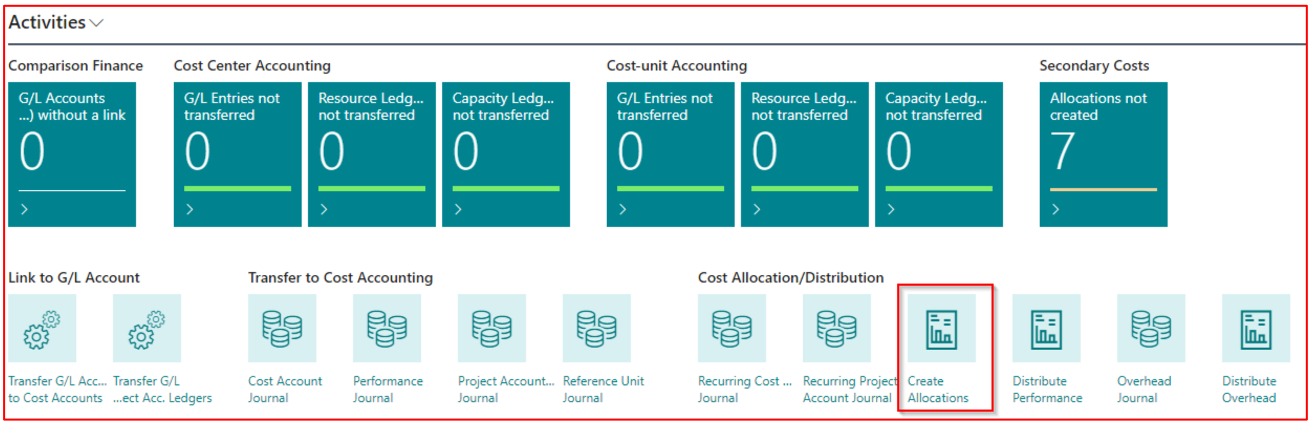
Report Design

Field Name	Field Description
Output with Picture	Activate this field if you want the report to include your company logo.
Alternate Mode	This field is activated by default and represents a section lining within the report.

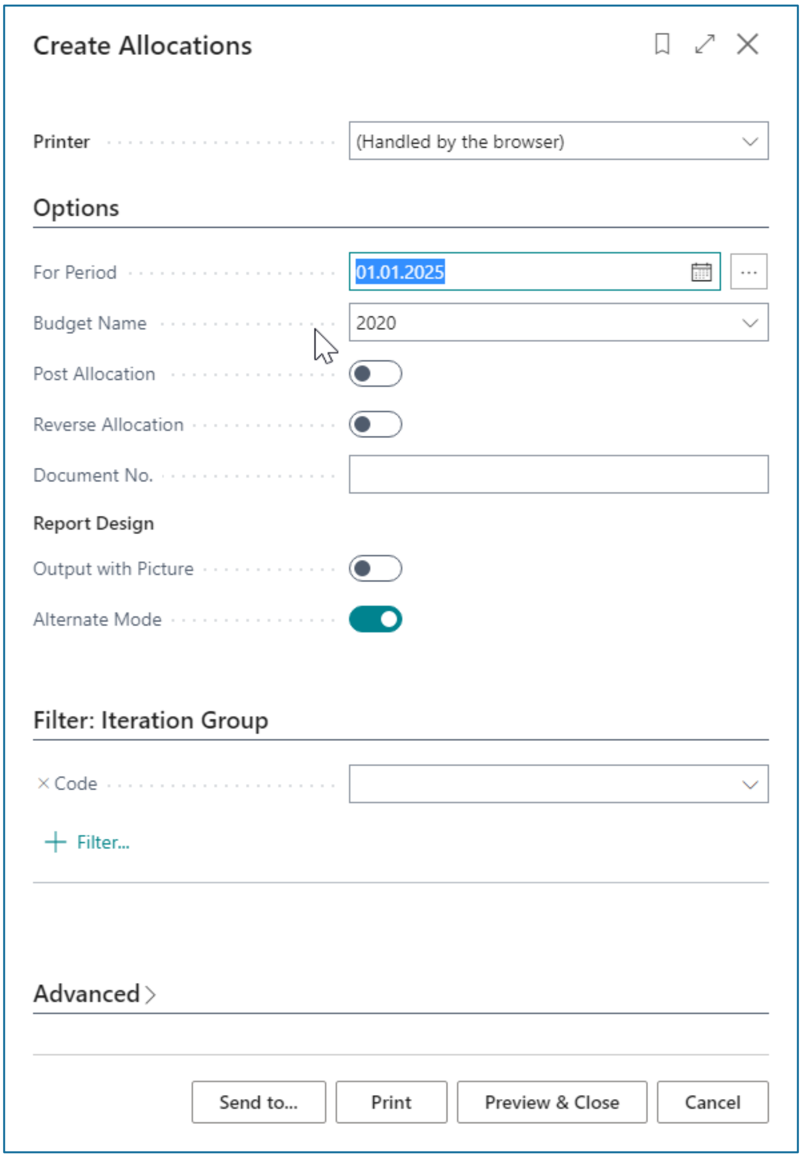
15.3. Create Allocations

You can set up allocations by using the available procedures in Cost Accounting which allow to allocate auxiliary cost centers to the main cost centers as well as to distribute costs from cost accounts to project accounts.

It should be noted that posting an allocation cost account to a project account directly generates project account ledger entries in addition to cost account ledger entries.



From the “Cost Allocation/Distribution” role center, select “Create Budget Allocations”.



Options

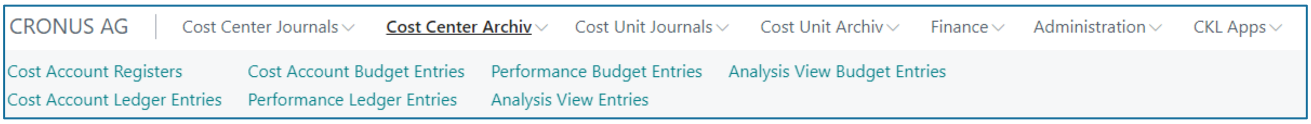
Field Name	Field Description
For Period	This field is used to enter the period you want to allocate.
Budget Name	This field is used to enter the budget that forms the basis for the budget allocations.
Post Allocation	Activate this field if you want to post the allocations. If this field is deactivated, you will get a budget allocation preview.
Reverse Allocation	Activate this field if you want to reverse the allocations.
Document No.	This field is used to enter a document number for the budget allocations to be posted.

Report Design

Field Name	Field Description
Output with Picture	Activate this field if you want the report to include your company logo.
Alternate Mode	This field is activated by default and represents a section lining within the report.

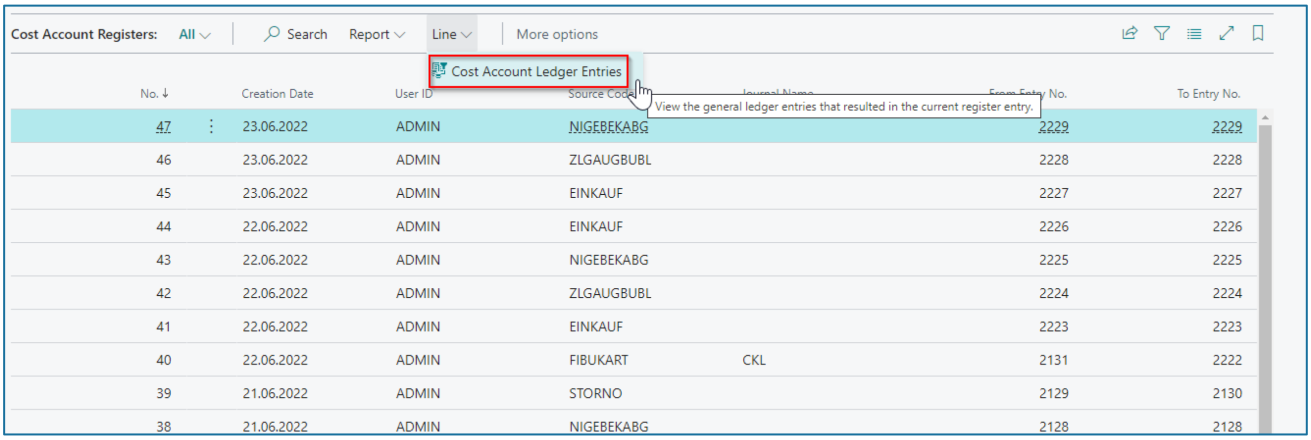
16. COST ACCOUNTING ARCHIVE

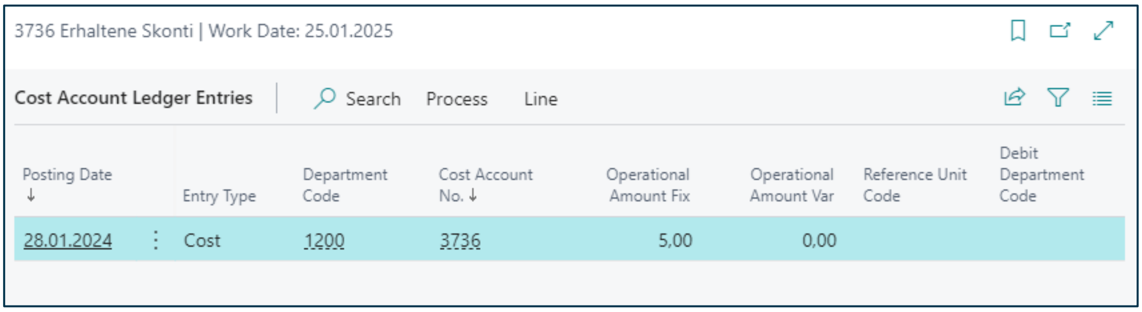
16.1. Cost Account Registers



Field Name	Field Description
No.	This field shows the number of the cost account register.
Creation Date	This field shows the actual creation date of the cost account register.
User ID	This field shows the user ID of the user who has generated the cost account register.
Source Code	This field shows the journal's source code, for example, whether the data resulted from the transfer of the G/l entries from the General Ledger.
Journal Name	This field shows the number of the cost account register.
From Entry No.	This field shows the first "sequential number" of the generated entries.
To Entry No.	This field shows the last "sequential number" of the generated entries.

16.2. Cost Account Entries





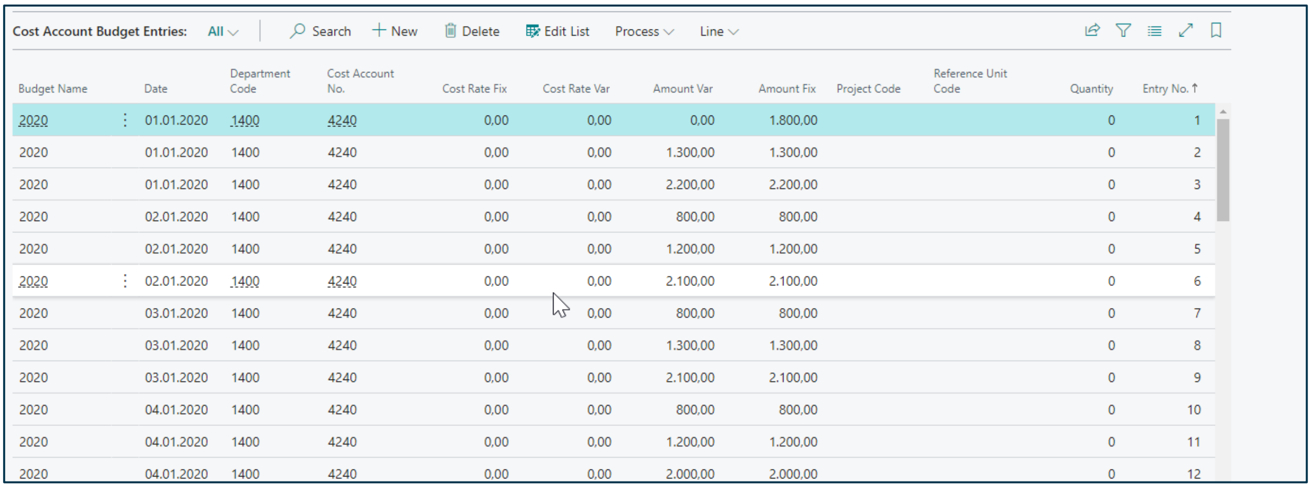
3736 Erhaltene Skonti | Work Date: 25.01.2025

Cost Account Ledger Entries | Search | Process | Line

Posting Date ↓	Entry Type	Department Code	Cost Account No. ↓	Operational Amount Fix	Operational Amount Var	Reference Unit Code	Debit Department Code
28.01.2024	Cost	1200	3736	5,00	0,00		

Field Name	Field Description
Posting	This field shows the posting date of the entries.
Entry Type	This field indicates if the entries are cost or performance postings.
Department Code	This field shows the posted cost center.
Cost Account No.	This field shows the posted cost account.
Operational Amount Fix	This field shows the posted fixed operational amount.
Operational Amount Var	This field shows the posted variable operational amount.
Reference Unit Code	This field shows the posted reference unit.
Debit Department Code	This field shows the posted department that has been debited.
Quantity	This field shows the posted quantities.
Source Code	This field shows the source code.
Document No.	This field shows the posted document number.
Description	This field shows the description of the posting.
Bal. Department Code	This field shows the department that has been credited, e. g. via allocations.
Bal. Cost Account No.	This field shows the cost account that has been credited, e. g. via allocations.

16.3. Cost Account Budget Entries

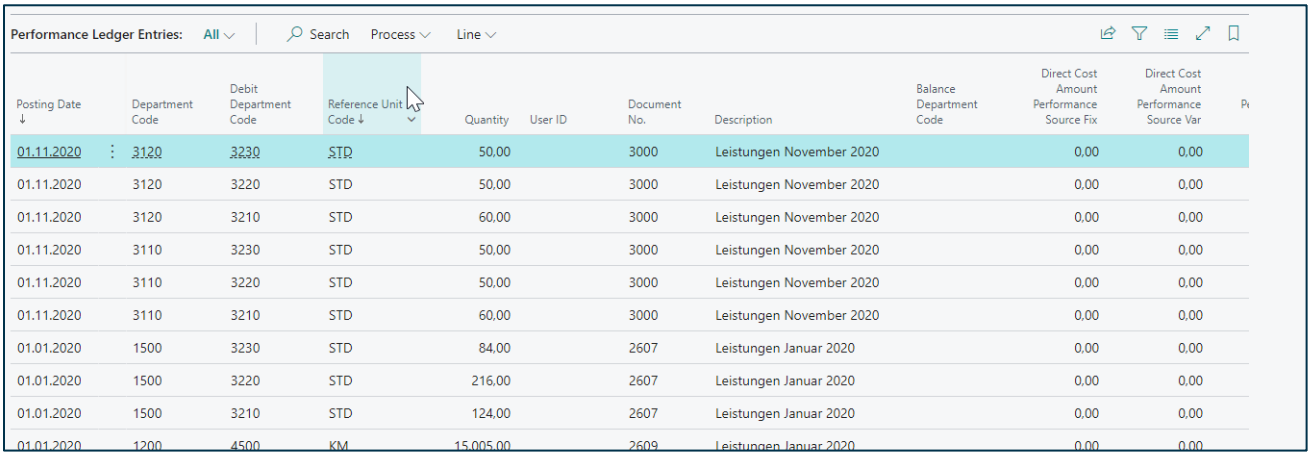


Cost Account Budget Entries: All | Search | New | Delete | Edit List | Process | Line

Budget Name	Date	Department Code	Cost Account No.	Cost Rate Fix	Cost Rate Var	Amount Var	Amount Fix	Project Code	Reference Unit Code	Quantity	Entry No. ↑
2020	01.01.2020	1400	4240	0,00	0,00	0,00	1.800,00			0	1
2020	01.01.2020	1400	4240	0,00	0,00	1.300,00	1.300,00			0	2
2020	01.01.2020	1400	4240	0,00	0,00	2.200,00	2.200,00			0	3
2020	02.01.2020	1400	4240	0,00	0,00	800,00	800,00			0	4
2020	02.01.2020	1400	4240	0,00	0,00	1.200,00	1.200,00			0	5
2020	02.01.2020	1400	4240	0,00	0,00	2.100,00	2.100,00			0	6
2020	03.01.2020	1400	4240	0,00	0,00	800,00	800,00			0	7
2020	03.01.2020	1400	4240	0,00	0,00	1.300,00	1.300,00			0	8
2020	03.01.2020	1400	4240	0,00	0,00	2.100,00	2.100,00			0	9
2020	04.01.2020	1400	4240	0,00	0,00	800,00	800,00			0	10
2020	04.01.2020	1400	4240	0,00	0,00	1.200,00	1.200,00			0	11
2020	04.01.2020	1400	4240	0,00	0,00	2.000,00	2.000,00			0	12

Field Name	Field Description
Budget Name	This field shows the budget.
Date	This field shows the date of the budget entries.
Department Code	This field shows the department that has been budgeted.
Cost Account No.	This field shows the cost account that has been budgeted.
Rate Fix	This field shows the budgeted fixed allocation rate of the cost account.
Rate Var	This field shows the budgeted variable allocation rate of the cost account.
Amount Var	This field shows the budgeted variable amount of the cost account.
Amount Fix	This field shows the budgeted fixed amount of the cost account.
Project Account Code	This field shows the budgeted project account.
Reference Unit Code	This field shows the budgeted reference unit.
Quantity	This field shows the budgeted quantity
Entry No.	This field shows the “sequential number” of the budget entry.

16.4. Performance Entries

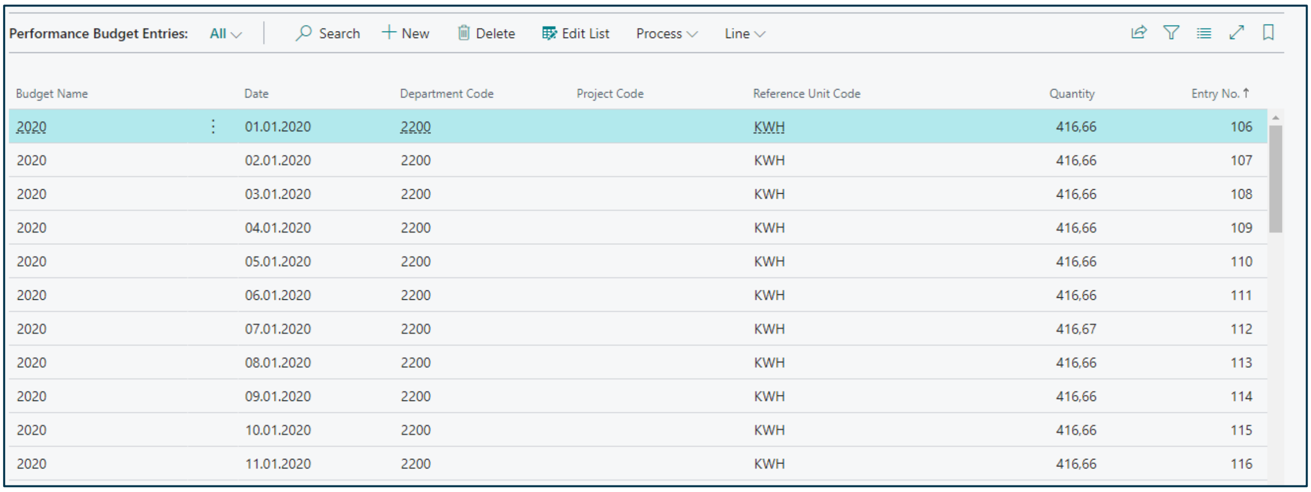

Performance Ledger Entries: All Search Process Line

Posting Date	Department Code	Debit Department Code	Reference Unit Code	Quantity	User ID	Document No.	Description	Balance Department Code	Direct Cost Amount Performance Source Fix	Direct Cost Amount Performance Source Var
01.11.2020	3120	3230	STD	50,00		3000	Leistungen November 2020		0,00	0,00
01.11.2020	3120	3220	STD	50,00		3000	Leistungen November 2020		0,00	0,00
01.11.2020	3120	3210	STD	60,00		3000	Leistungen November 2020		0,00	0,00
01.11.2020	3110	3230	STD	50,00		3000	Leistungen November 2020		0,00	0,00
01.11.2020	3110	3220	STD	50,00		3000	Leistungen November 2020		0,00	0,00
01.11.2020	3110	3210	STD	60,00		3000	Leistungen November 2020		0,00	0,00
01.01.2020	1500	3230	STD	84,00		2607	Leistungen Januar 2020		0,00	0,00
01.01.2020	1500	3220	STD	216,00		2607	Leistungen Januar 2020		0,00	0,00
01.01.2020	1500	3210	STD	124,00		2607	Leistungen Januar 2020		0,00	0,00
01.01.2020	1200	4500	KM	15.005,00		2609	Leistungen Januar 2020		0,00	0,00

Field Name	Field Description
Posting	This field shows the posting date of the entries.
Department	This field shows the posted credited department.
Debit Department Code	This field shows the posted debited department.
Reference Unit Code	This field shows the posted reference unit.
Quantity	This field shows the posted quantities.
User ID	This field shows the ID of the user who made the posting.
Document No.	This field shows the posted document number.
Description	This field shows the posted description.
Bal. Department Code	This field shows the department that has been credited, e. g. via allocations.

Bal. Direct Costs Performance Source Fix	This field shows the fixed direct costs as an amount that has been copied from e. g. resources and work centers.
Amount Direct Costs Performance Source Var	This field shows the variable direct costs as an amount that has been copied from e. g. resources and work centers.
Overhead Amount Performance Source Fix	This field shows the fixed overhead costs as an amount that has been copied from e. g. resources and work centers.
Overhead Amount Performance Source Fix	This field shows the variable overhead costs as an amount that has been copied from e. g. resources and work centers.

16.5. Performance Budget Entries



Budget Name	Date	Department Code	Project Code	Reference Unit Code	Quantity	Entry No.
2020	01.01.2020	2200		KWH	416,66	106
2020	02.01.2020	2200		KWH	416,66	107
2020	03.01.2020	2200		KWH	416,66	108
2020	04.01.2020	2200		KWH	416,66	109
2020	05.01.2020	2200		KWH	416,66	110
2020	06.01.2020	2200		KWH	416,66	111
2020	07.01.2020	2200		KWH	416,67	112
2020	08.01.2020	2200		KWH	416,66	113
2020	09.01.2020	2200		KWH	416,66	114
2020	10.01.2020	2200		KWH	416,66	115
2020	11.01.2020	2200		KWH	416,66	116

Field Name	Field Description
Budget Name	This field shows the budget.
Date	This field shows the date of the budget entries.
Department Code	This field shows the department that has been budgeted.
Project Account Code	This field shows the budget project account.
Reference Unit Code	This field shows the budgeted reference unit.
Quantity	This field shows the budgeted quantity.
Entry No.	This field shows the “sequential number” of the budget entry.

16.6. Analysis View Entries

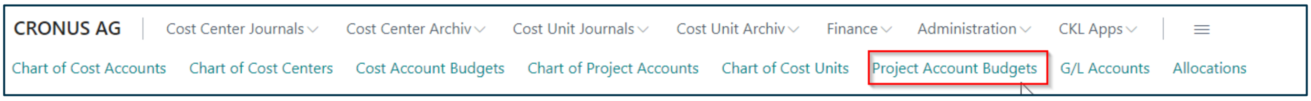
Field Name	Field Description
Posting Date	This field shows the posting date of the entries.
Analysis View Code	This field shows the analysis view.
Cost Account No.	This field shows the analyzed cost account of the entries.
Reference Unit Code	This field shows the analyzed reference unit of the entries.

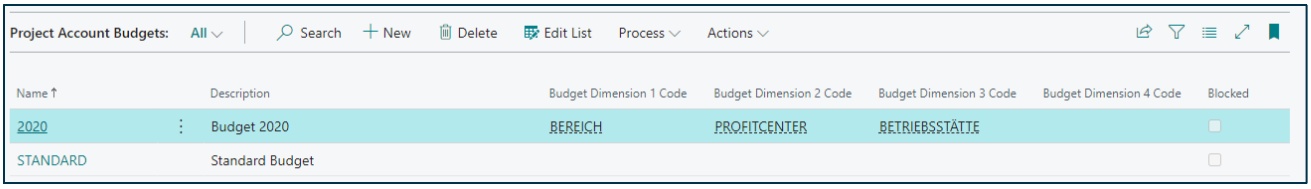
Business Unit Code	This field shows the analyzed business unit of the entries.
Dimension Code 1	This field shows the first analyzed dimension of the entries.
Dimension Code 2	This field shows the second analyzed dimension of the entries.
Dimension Code 3	This field shows the third analyzed dimension of the entries.
Dimension Code 4	This field shows the fourth analyzed dimension of the entries.
Operational Amount	This field shows the analyzed operational amount of the entries.
Operational Amount Fix	This field shows the analyzed fixed operational amount of the entries.
Operational Amount Var	This field shows the analyzed variable operational amount of the entries.
Tax Amount	This field shows the analyzed tax amount of the entries.
Tax Amount Fix	This field shows the analyzed fixed tax amount of the entries.
Tax Amount Var	This field shows the analyzed variable tax amount of the entries.
Quantity	This field shows the analyzed amount of the entries.
Entry No.	This field shows the "sequential number" of the entries.

16.7. Analysis View Budget Entries

Field Name	Field Description
Posting Date	This field shows the posting date of the entries.
Cost Account No.	This field shows the analyzed cost account of the entries.
Reference Unit Code	This field shows the analyzed reference unit of the entries.
Analysis View Code	This field shows the analysis view.
Budget Name	This field shows the budget name that was used.
Business Unit Code	This field shows the analyzed business unit of the entries.
Dimension Code 1	This field shows the first analyzed dimension of the entries.
Dimension Code 2	This field shows the second analyzed dimension of the entries.
Dimension Code 3	This field shows the third analyzed dimension of the entries.
Dimension Code 4	This field shows the fourth analyzed dimension of the entries.
Operational Amount Fix	This field shows the analyzed fixed operational amount of the entries.
Operational Amount Var	This field shows the analyzed variable operational amount of the entries.
Amount	This field shows the analyzed amount of the entries.
Quantity	This field shows the analyzed quantity of the entries.
Entry No.	This field shows the “sequential number” of the entries.
Entry No. Performance	This field shows the “sequential number” of the performance budget entries.

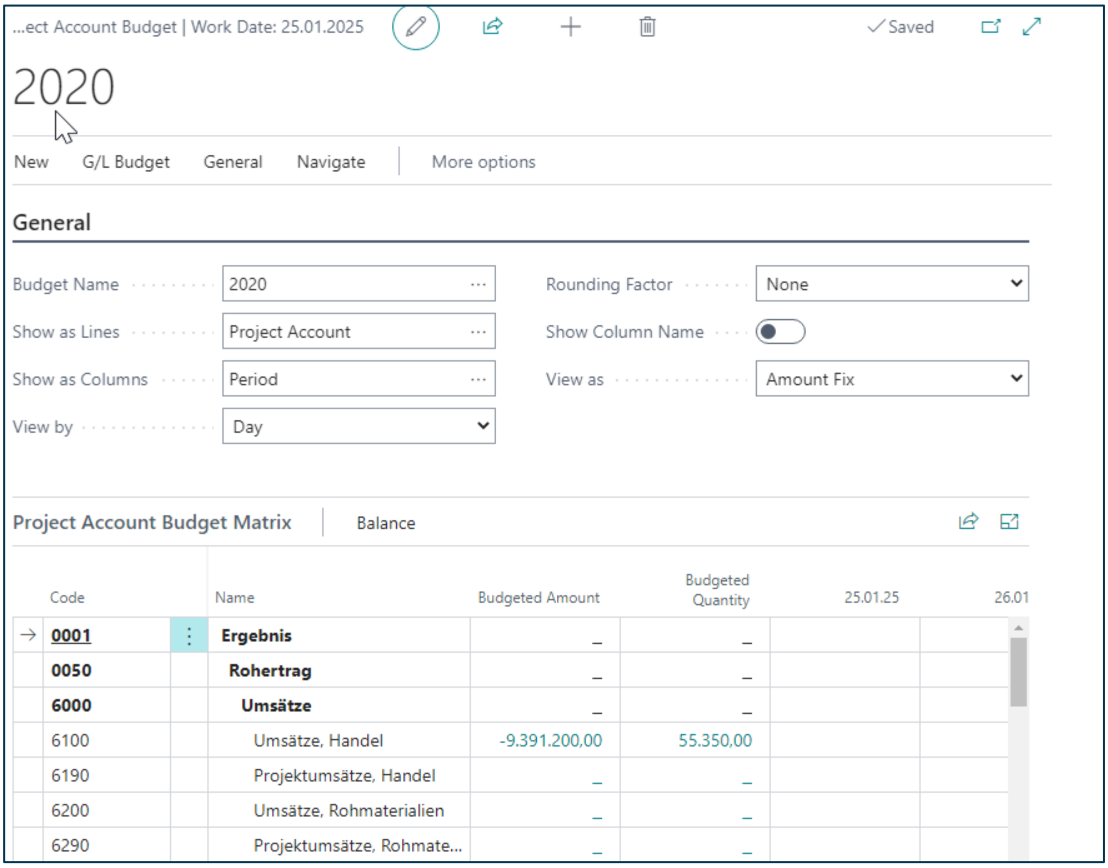
17. PROJECT ACCOUNT BUDGETS





Field Name	Field Description
Name	This field is used to enter a name for the budget.
Description	This field is used to enter a description for the budget.
Budget Dimension Code 1	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Budget Dimension Code 2	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Budget Dimension Code 3	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Budget Dimension Code 4	If you want to plan additional dimensions apart from the main dimensions, enter the desired budget dimension here.
Blocked	Place a check mark in this field for budgets that you no longer want to use.

To specify budgeted values in the budget, select “Process→Edit Budget”.



General

Field Name	Field Description
Budget Name	Here you can select the name for the budget you want to work on. In the Cost Accounting Budget Names window, select the budget dimensions you want to include in the budget. These four budget dimensions are specific to each budget. Therefore, you can specify different budget dimensions for different budgets. You select the budget dimensions from the dimensions that have already been set up.
Show as Lines	Here you can select the dimension you want to show in the lines of the Budget window. The following options are available: cost account, project account, cost type, and period. If you set up additional dimensions in the Budget Name window, they will also be available in this field.
Show as Columns	Here you can select the dimension you want to show in the columns of the Budget window. The options available in the Show as Columns field are identical with those of the Show as Lines field.
View by	Here you can select the view by specifying a period type. the following options are available: ○ Day ○ Week ○ Month ○ Quarter ○ Year ○ Accounting Period
Rounding Factor	Here you can specify to round the delivered quantities to: ○ None

	○ 1 ○ 1000 ○ 1000000
Show Column Names	Activate this field if you want to show the name of the column, e. g. a cost account name.
View as	In this field, you can specify whether you want to show the quantities as ○ Net Change Within a month or year, depending on the specified date filter ○ Balance at Date Cumulative balance, depending on the specified date filter

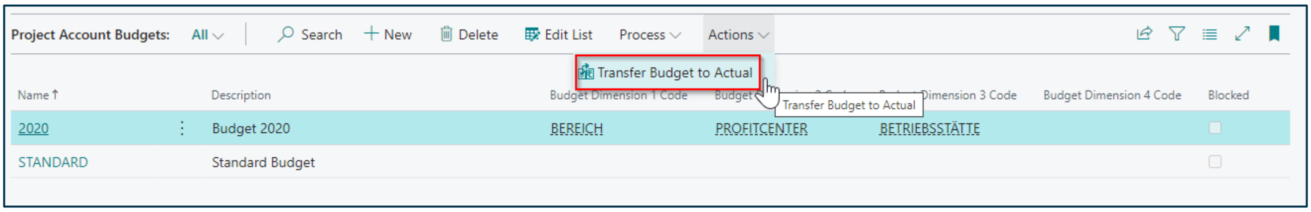
Cost Account Budget Matrix

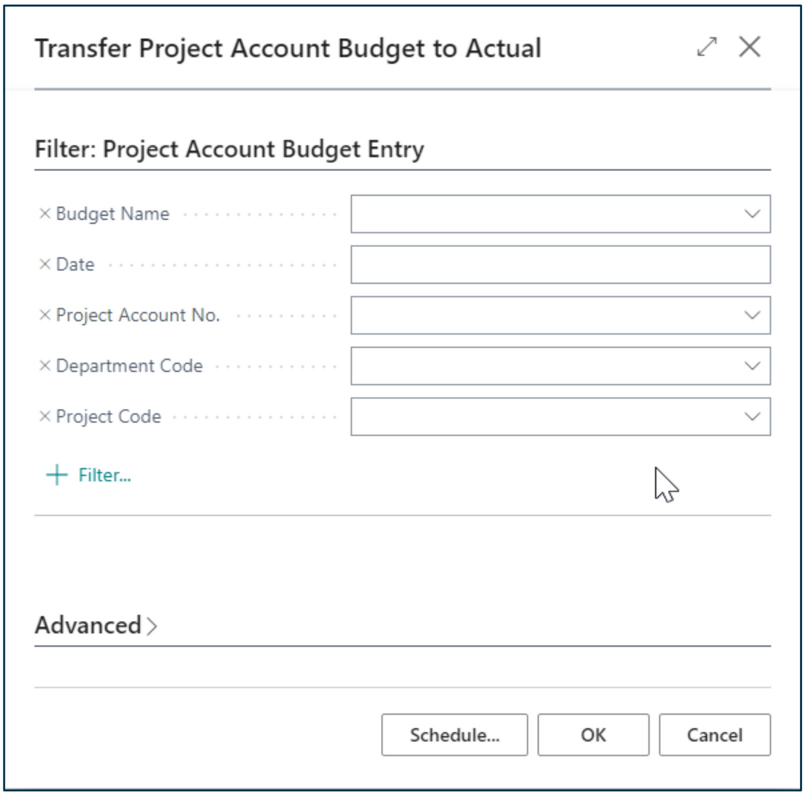
Field Name	Field Description
Code	This column shows the code of the dimension value listed in the line.
Name	This column shows the name of the dimension value listed in the line.
Budgeted Amount	This column shows the entire budget of the dimension or cost account. If you have specified a name in the Budget Name field, the sum for a specific budget will be shown here.
Period as Column View	Here you can use e. g. the column view to show the period.

Filter

Field Name	Field Description
Date Filter	This field is used to define which date range you want to use to display the selected budget.
Cost Account Filter	This field is used to define which cost accounts you want to use to display the selected budget.
Department Filter	This field is used to enter the dimension values to filter the shown data.
Project Account Filter	This field is used to enter the dimension values to filter the shown data.
Area Filter	This field is used to enter the dimension values to filter the shown data.
Profit Account Filter	This field is used to enter the dimension values to filter the shown data.
Budget Dimension Filter	In this field, you can select a budget dimension as a filter so that the values in the budget fields are only based on the budget entries with these dimension values.

17.1. Transfer Budget to Actual

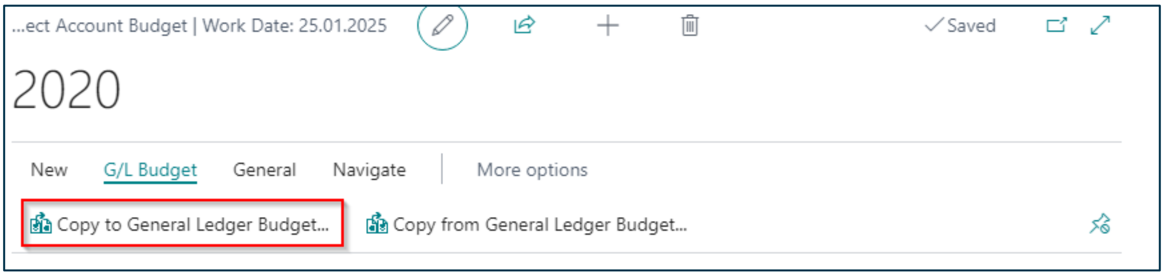


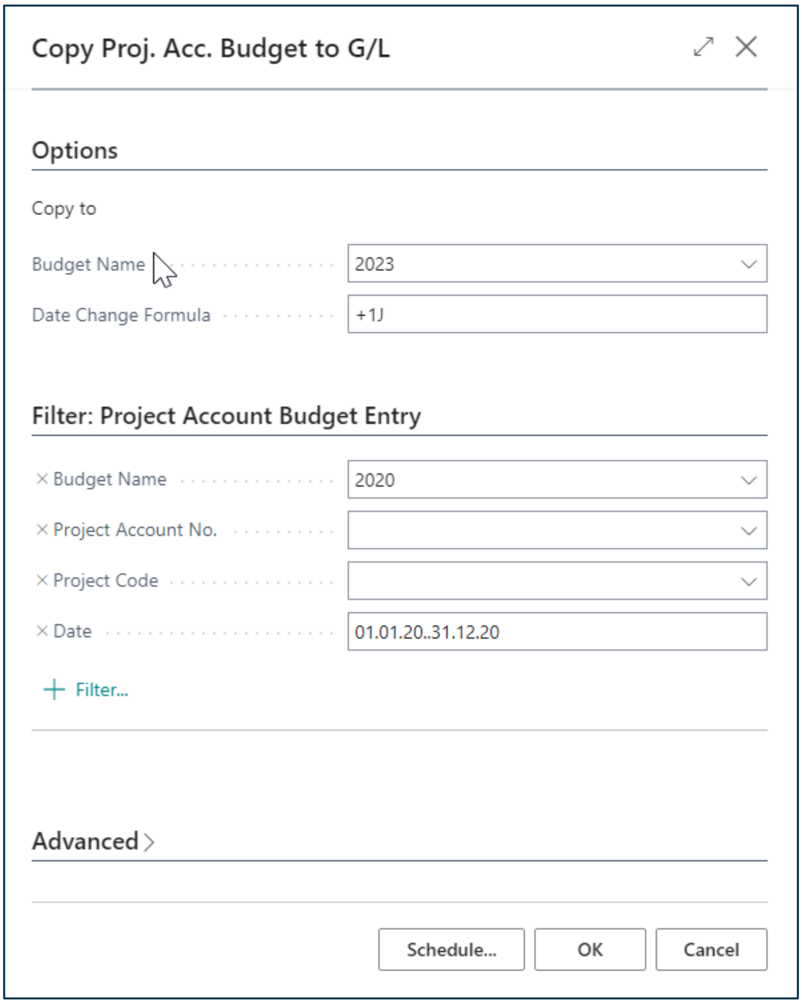


Filter: Project Account Budget Entries

Field Name	Field Description
Budget Name	This field is used to enter the name of the budget you want to copy the values to.
Date	This field is used to specify a period for which you want to create the budget.
Project Account No.	If you want to consider budgeted values for specific accounts, enter the account numbers in this field.
Department Code	If you want to consider budgeted values for specific departments, enter the departments in this field.
Project Account Code	If you want to consider budgeted values for specific project accounts, enter the project account numbers in this field.

17.2. Copy Proj. Acc. Budget to General Ledger





Options
Copy to

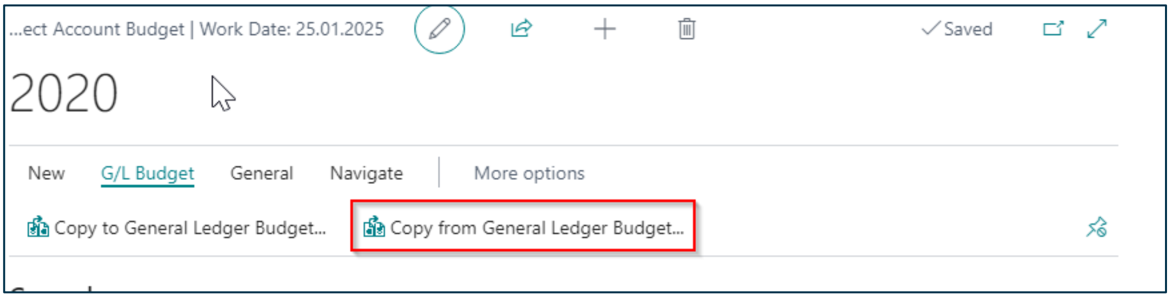
Field Name	Field Description
Budget Name	This field is used to enter the name of the financial budget to which you want to copy the cost account budget.
Date Change Formula	Here you can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).

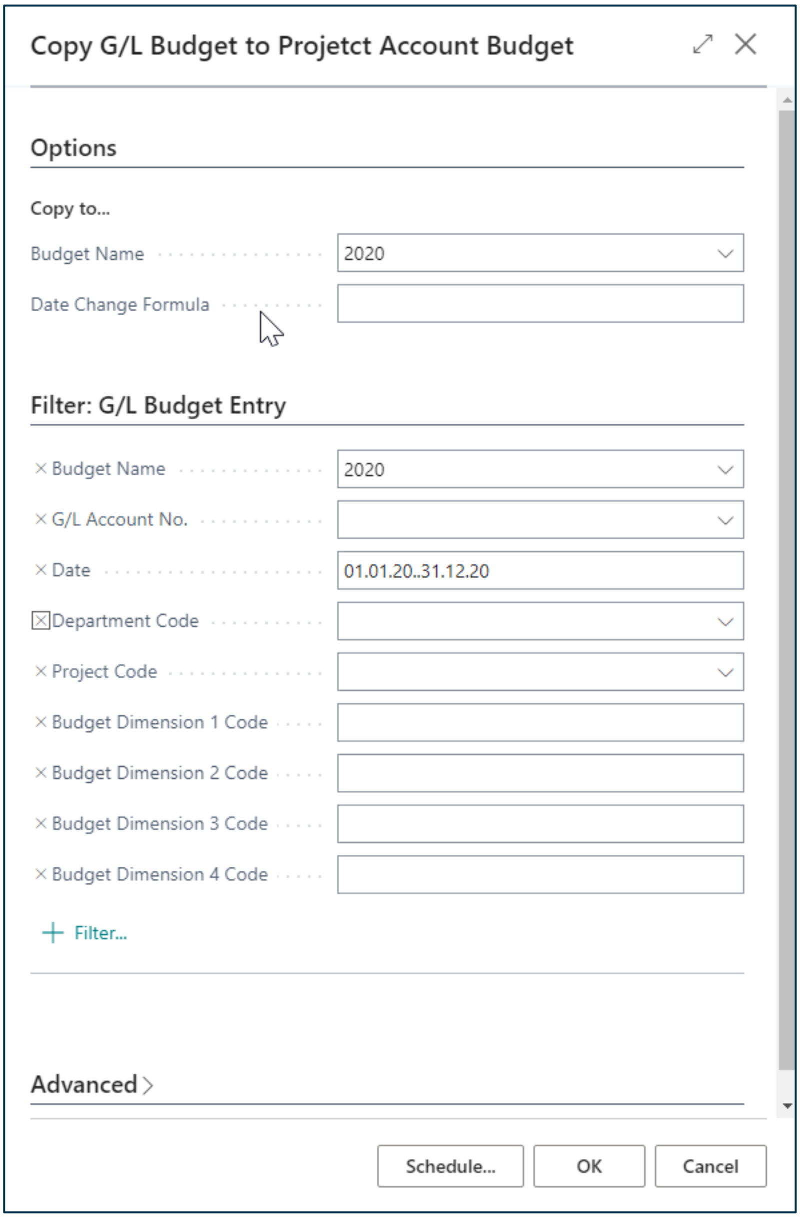
Filter: Cost Account Budget Entries

Field Name	Field Description
Budget Name	This field is used to enter the name of the financial budget from which you want to copy the cost account budget.
Project Account No.	If you want to consider budgeted values for specific accounts, enter the account numbers here.
Date	This field is used to specify a period for which you want to create the budget.
Project Account Code	If you want to consider budgeted values for specific project accounts, enter the project account numbers here.

17.3. Copy Proj. Acc. Budget from General Ledger Budget

With the copy function, you can transfer all budgeted amounts to G/L accounts which have a link to the cost accounts in Project Accounting.





Options

Copy to

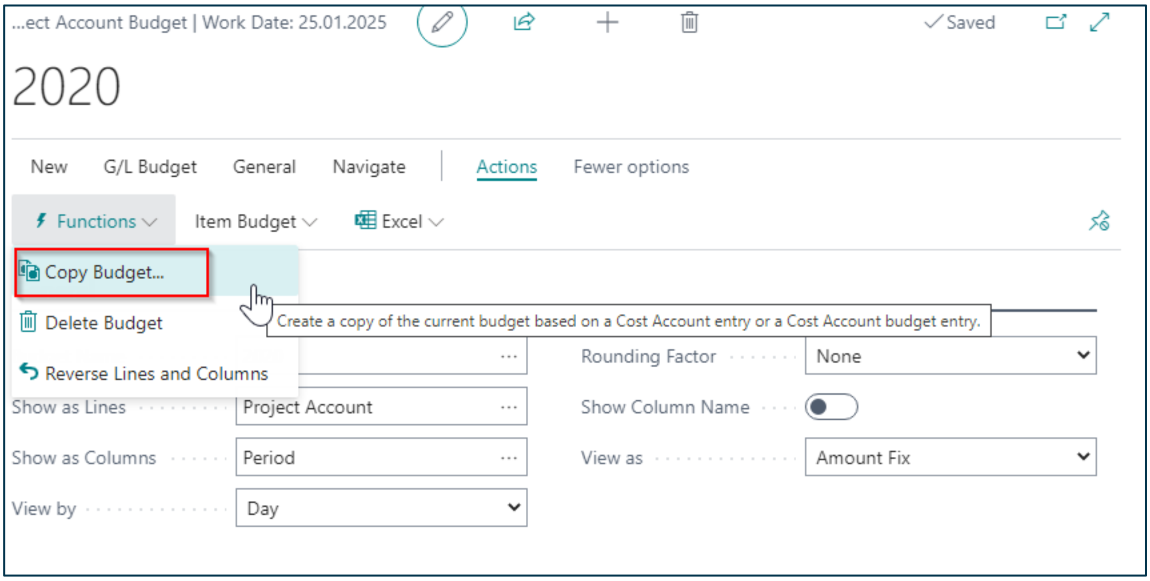
Field Name	Field Description
Budget Name	This field is used to enter the target budget you want to copy to.
Date Change Formula	Here you can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).

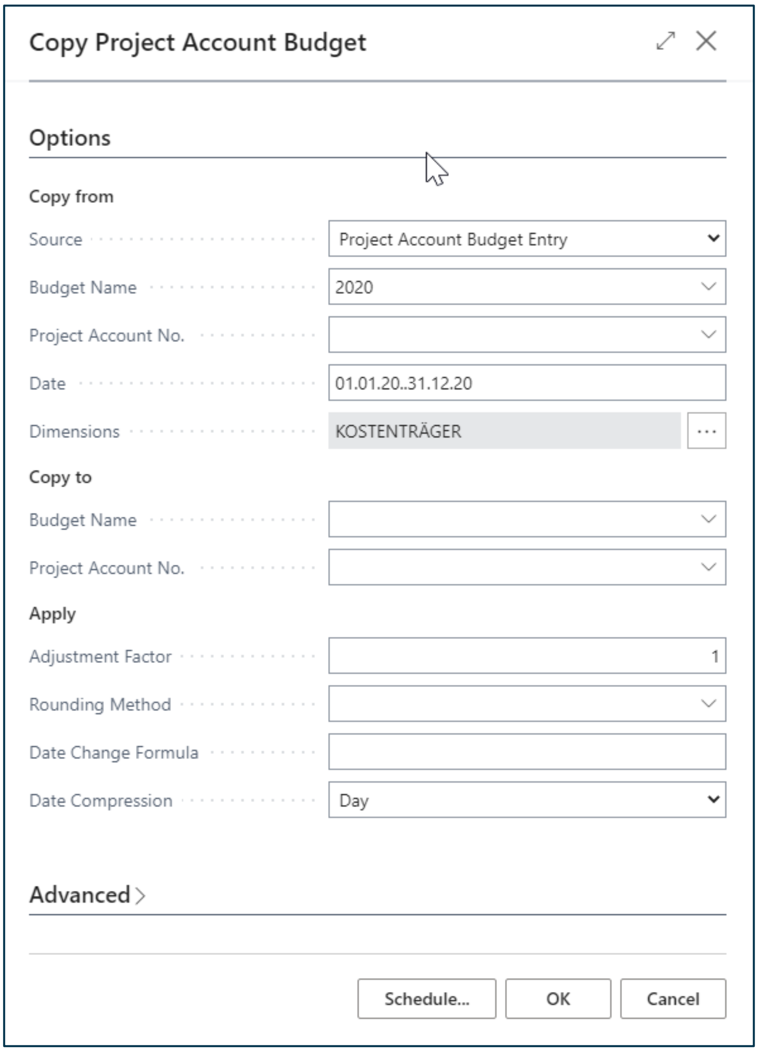
Filter: Project Account Budget Entries

Field Name	Field Description
Budget Name	This field is used to enter the target budget to copy to.
G/L Account No.	If you want to consider budgeted values for specific G/L accounts, enter the G/L account numbers here.

Date	This field is used to specify a period for which you want to create the budget.
Department Code	If you want to consider budgeted values of specific departments, enter the department numbers here.
Project Account Code	If you want to consider budgeted values of specific project accounts, enter the project account numbers here.

17.4. Copy Budget





Options

Copy from

Field Name	Field Description
Source	By selecting the entry type, you specify the source in this field: ○ **Project Account Entries** – The budget will be based on actual project account entries for a specified period. You can use the Project Account No. and Date fields to specify a project account and/or date range to specify the information to copy. If you click the AssistButton in the Dimensions field, you can select the dimensions that will be copied to the newly budgeted entries. You can filter the copied data by setting specific dimension value filters. The project account needs to be specified for the dimensions. **Project Account Budget Entries**– The budget will be based on project account budget entries of an existing budget. You must enter the name of an existing budget from which you want to copy. Then, you can use the Project Account No. and Date fields to specify a project account and/or date range if the copied data is to be filtered. If you click the AssistButton in the Dimensions field, you can select

	the dimensions that will be copied to the newly budgeted entries. You can further filter the copied data by setting specific dimension value filters. The project account needs to be specified for the dimensions.
Budget Name	Here you can select the name of a budget from which you want to copy the budget entries by clicking the AssistButton in the Copy to Budget Name field.
Project Account No.	If you want to copy several entries from a single project account or a single department, you can also select the project account in the Copy from Project Account No. field.
Date	Select the date range of the budget entries you want to copy.
Dimensions	Click the Assist button to select the dimensions to be copied into the target budget.

Copy to

Field Name	Field Description
Budget Name	Here you can select the name of a budget you want to copy to by clicking the AssistButton in the Copy to Budget Name field.
Project Account No.	If you want to copy several entries in a single project account or department, you can also select the project account in the Copy to Project Account No. field.

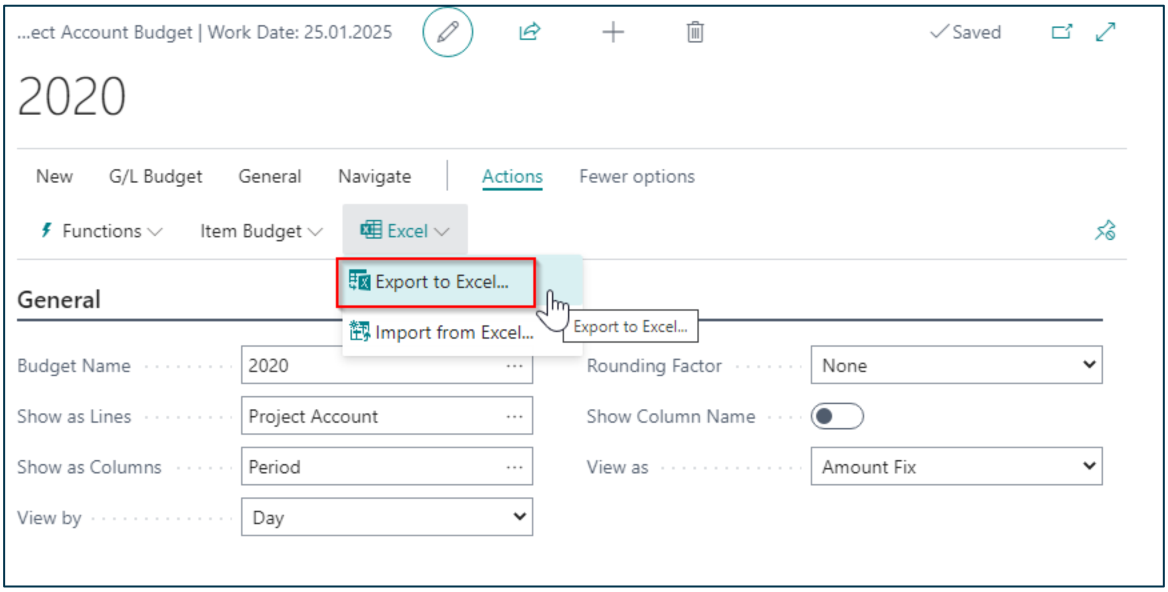
Apply

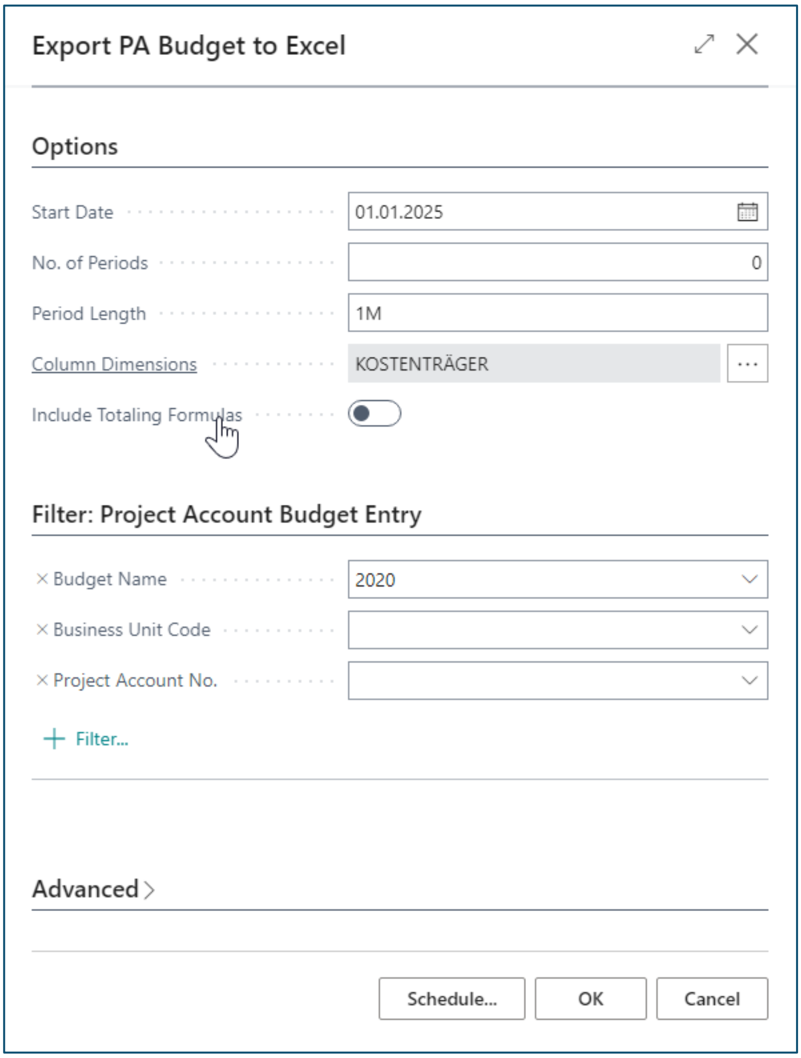
Field Name	Field Description
Correction Factor	The application can multiply the source entries by using a correction factor when copying.
Rounding Method	Here you can specify the rounding of the new budget entries.
Date Change Formula	You can enter a formula to calculate the date for the new entries based on the copied entries. For example, if you want to copy the budget of the last month to the current month, use the formula +1M (one month).
Date Compression	To reduce the number of newly created entries, you can compress the entries copied to a selected period.

17.5. Export to Excel

You can export a budget from the application to an Excel workbook in order to make any changes to the budget in Excel. It is also possible to create new budgets based on the exported budget figures. Similarly, you can create a new budget based on actual numbers from an exported account schema. You can re-import the budget by using the Import Budget from Excel function.

	Warning – If you specify dimension filters on the Project Account Budget entries tab, you must always enter the same dimensions in the Column Dimensions field on the Options tab. Otherwise, the dimension data will get lost when you re-import the data from Excel.





Options

Field Name	Field Description
Starting Date	In this field, enter the first date to include in the budget to be exported to Excel.
Number of Periods	In this field, specify the number of periods to be exported to Excel.
Period Length	In this field, specify the length of the periods to be exported to Excel.
Column Dimensions	In this field, specify which dimensions to display as columns when exporting the budget to Excel. This data must include the dimensions that have been defined as filters on the Project Account Budget entries tab.
Include Totaling Formulas	Activate this field if you want to include totaling formulas for dimension values in Excel, based on the Totaling field of the Chart of G/L Accounts window.

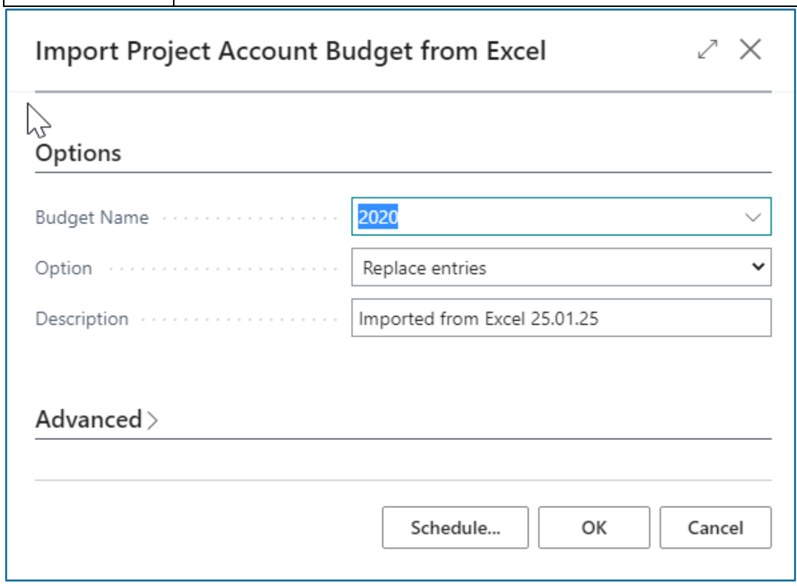
Filter: Project Account Budget Entries

Field Name	Field Description
Budget Name	Here you can enter the budget you want to export.
Business Unit Code	This field is used to enter the business unit code if you want to export the entries for a specific business unit.
Cost Account No.	If you enter specific cost accounts in this field, the specified cost accounts will be considered during export.
Department Code	If you enter specific cost centers in this field, the specified cost centers will be considered during export.
Project Account Code	If you enter specific project accounts in this field, the specified project accounts will be considered during export.
Budget Dimension Code 1	If you enter an additional dimension in this field, the dimension specified in this field will be considered during export.
Budget Dimension Code 2	If you enter an additional dimension in this field, the dimension specified in this field will be considered during export.
Budget Dimension Code 3	If you enter an additional dimension in this field, the dimension specified in this field will be considered during export.
Budget Dimension Code 4	If you enter an additional dimension in this field, the dimension specified in this field will be considered during export.

17.6. Import from Excel

After having opened the budget in Excel, you can change the data without having to access the application database. You can then import the modified data into the application to create a new budget or to edit an existing budget.

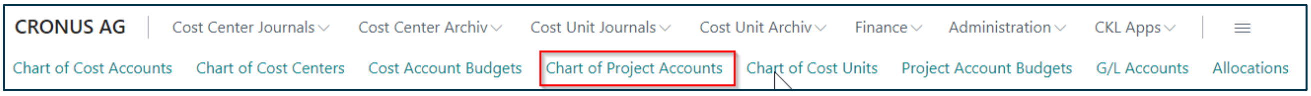
Warning – The dimension filter and budget name in Excel must be entered at specific positions in the Excel worksheet. The columns must also be in the correct order to import the budget correctly. Therefore, it is recommended that you create the structure of the budget, including all dimension value filters, and export this structure to Excel. Before importing the completed budget amounts, you can add additional columns and lines for dimension value filters to both the Excel worksheet and the budget dimensions as needed.

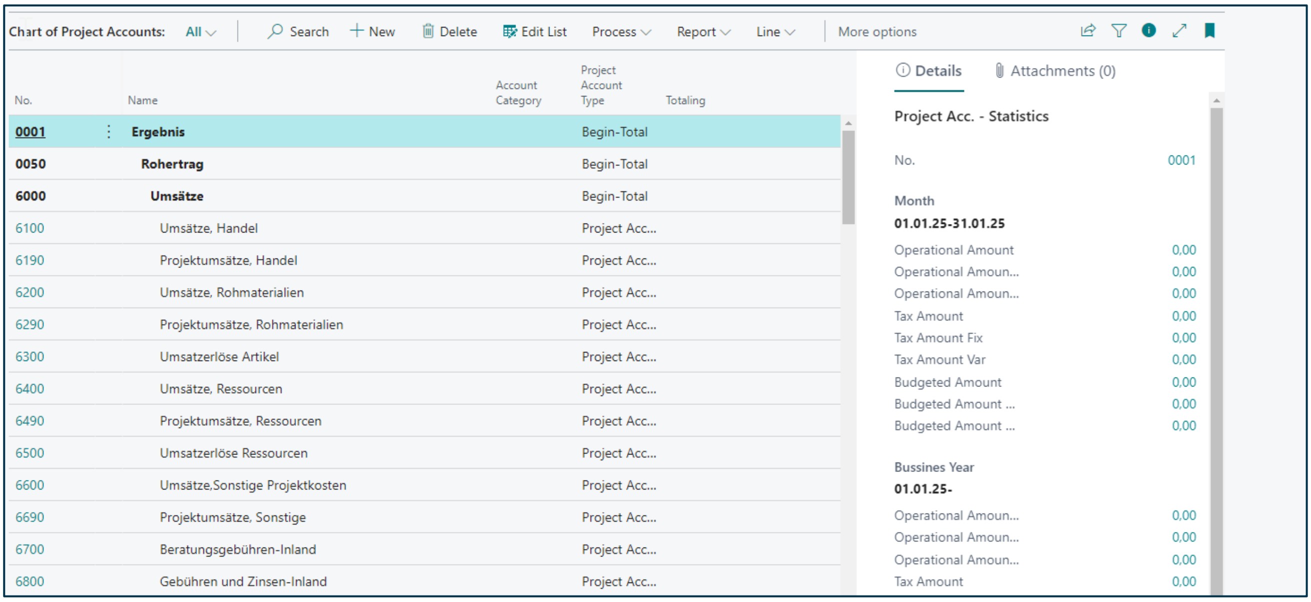


Options

Field Name	Field Description
Budget Name	This field is used to enter the name of the Excel file and of the worksheet in which the budget is included. Then select the name of the budget to which you want to import the entries as well as the import method:
Option	The following options are available: ○ **Replace Entries:** Existing entries will be replaced by the imported entries that have the same combination of dimension, date, and cost type. ○ **Add Entries:** Imported entries will be added to existing items with the same combination of dimension, date, and cost type. This feature can be used to create a single consolidated budget from a number of individual budgets created in separate Excel workbooks.
Description	You can assign a description to each imported budget entry to distinguish it from other budget entries.

18. CHART OF PROJECT ACCOUNTS

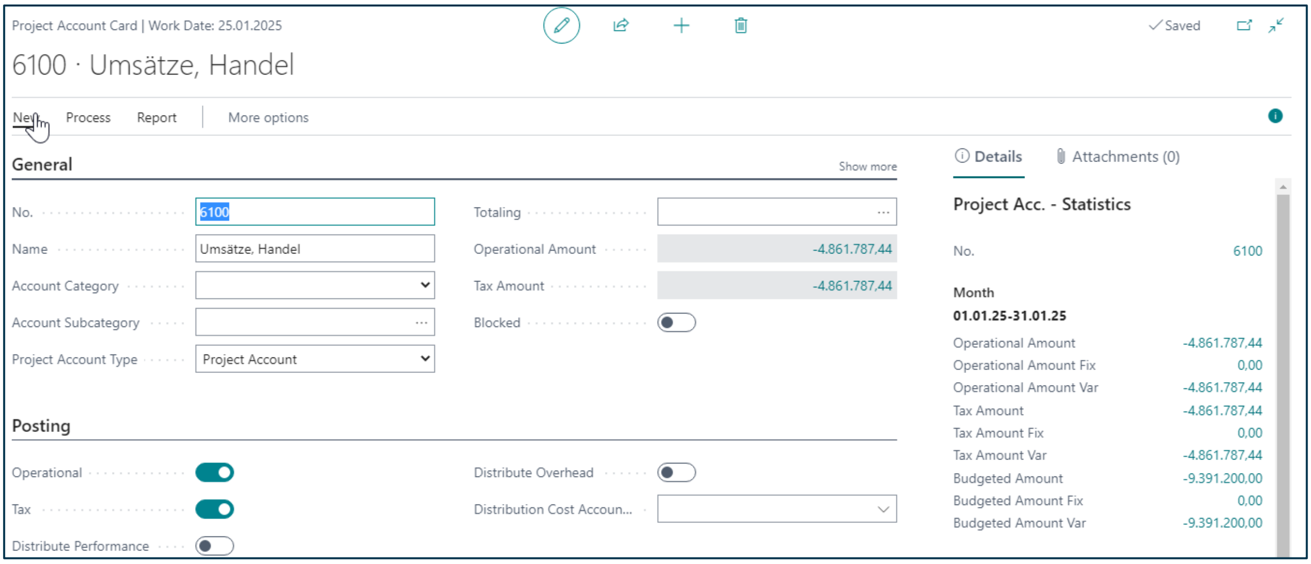




Field Name	Field Description
No.	This field contains the number of the account in the chart of project accounts.
Name	This field contains the name of the account in the chart of project accounts.
Account Category	If you assign an account category to the account, the system will automatically generate a cost account schedule in the Project Account Category table.
Project Account Type	Here you can define the type you want to apply to the project account: ○ Project Account Select this option if the project account is to be posted. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can run the "Indent Chart of Project Accounts" batch job for automatic totaling of the data if you select the "Begin-Total" or "End-Total" option.
Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Operational Amount	This field shows the posted operational amount.
Tax Amount	This field shows the posted tax amount.

Budgeted Amount	This field shows the budgeted amount.

18.1. Project Account Card



General

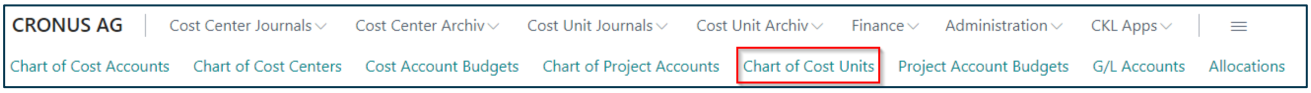
Field Name	Field Description
No.	This field contains the number of the account.
Name	This field contains the description of the account.
Account Category	If you assign an account category to the account, the system will automatically generate a cost account schedule in the Project Account Category table.
Account Subcategory	If you assign an account subcategory to the account, the system will automatically generate a cost account schedule in the Project Account Category table.
Project Account Type	Here you can define the type you want to apply to the project account: o Project Account Select this option if the project account is to be posted. o Heading Select this option if it is a heading. o Total Select this option if it is a total. o Begin-Total Select this option if it is a begin total. o End-Total Select this option if it is an end total Note: You can run the "Indent Chart of Project Accounts" batch job to automatically indent the data if you select the "Begin-Total" or "End-Total" option.
Totaling	This field specifies an account interval or list of account numbers. The entries in the account are added together to form a total balance. The totaling of entries depends on the value in the Aggregation Type field.

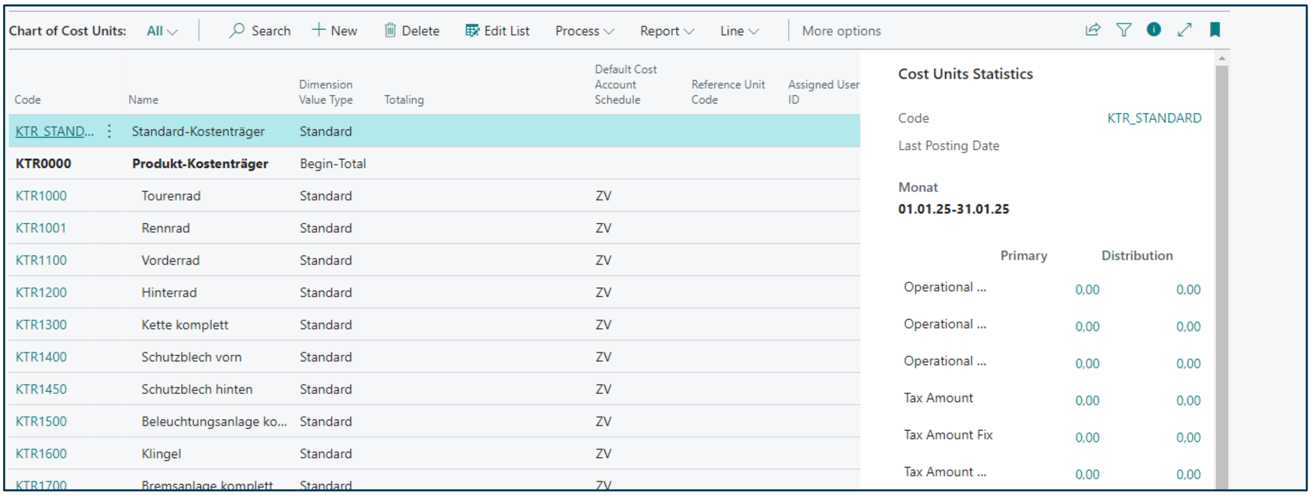
Search Name	This field shows the search term of the cost type which is identical with the name. The search term can be changed.
Operational Amount	This field shows the posted operational amount.
Tax Amount	This field shows the posted tax amount.
Blocked	This field indicates whether the account is blocked. If you want to block the account, you need to activate this field.

Posting

Field Name	Field Description
Operational	This field indicates whether the account is to be used for operational cost analysis.
Tax	This field indicates whether the account is to be used for tax cost analysis.
Distribute Performance	This field indicates whether the account is to be used for performance distribution.
Distribute Overhead	This field indicates whether the account is to be used for overhead distribution.
Distribution Cost Account No.	This field shows the cost type to be used for credit posting in connection with performance and overhead distribution.

19. CHART OF COST UNITS

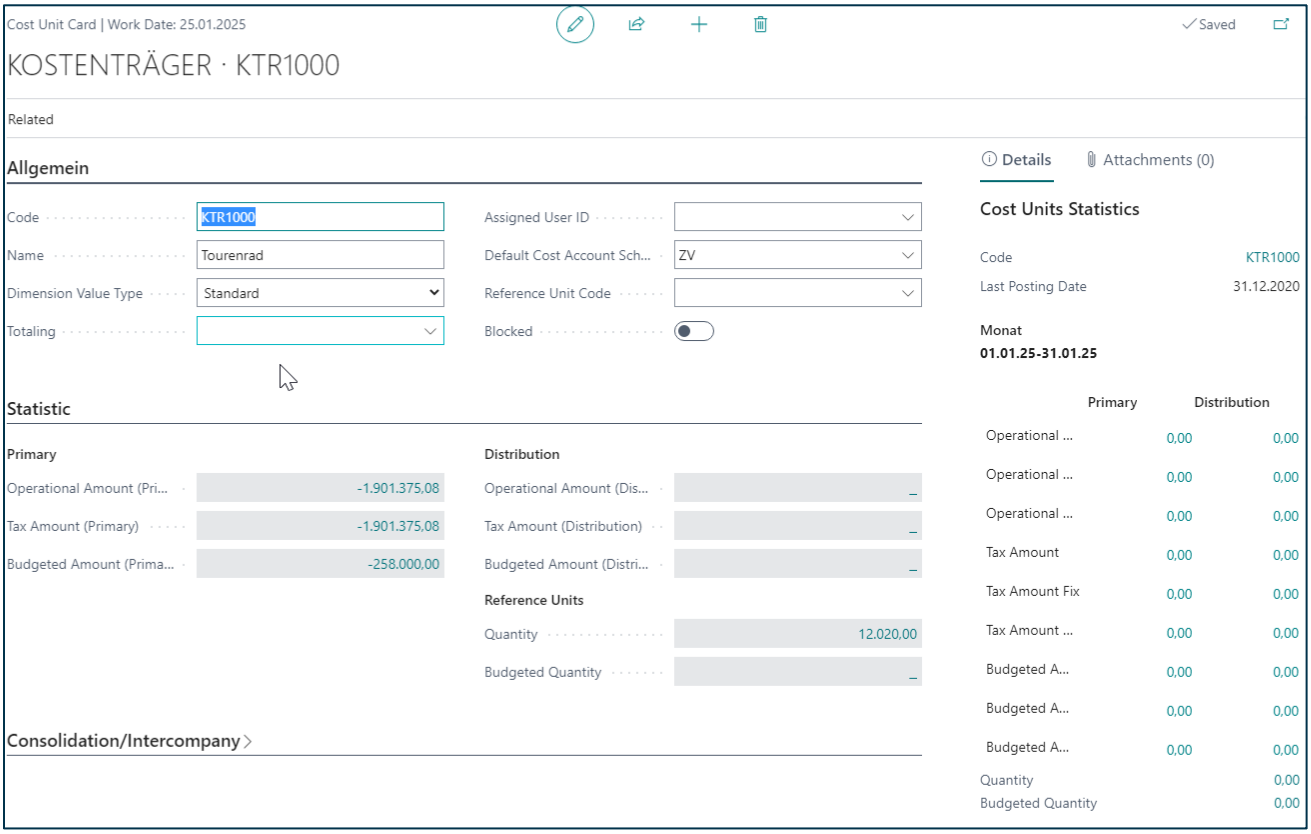




Field Name	Field Description
Code	This field shows the code of the project account.
Name	This field shows the name of the project account
Dimension Value Type	This field is used to specify the dimension value type. The following 5 options are available: ○ Default Select this option if it is a dimension which can be posted, such as a cost center. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can use the “Indent Dimension Values” batch job for automatic totaling if you select the “Begin-Total” or “End-Total” option.
Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Default Cost Account Schedule	This field indicates whether a cost account schedule has been assigned to the project account to perform overhead distribution..
Reference Unit Code	This field indicates whether the project account is linked to a specific reference unit.
Assigned User ID	This field indicates if e. g. a responsible user has been assigned to the project account.
Operational Amount (Primary)	This field shows the operational primary cost amount.
Operational Amount	This field shows the distributed operational amount.

(Distribution)	
Budgeted Amount (Primary)	This field shows the budgeted primary cost amount.
Budgeted Amount (Distribution)	This field shows the distributed budget amount.
Quantity	This field shows the posted quantity.
Budgeted Quantity	This field shows the budgeted quantity.
Blocked	This field indicates whether the project account has been blocked.

19.1. Cost Unit Card



General tab

Field Name	Field Description
Code	This field shows the code of the project account.
Name	This field shows the name of the project account.
Dimension Value Type	field is used to specify the dimension value type. The following 5 options are available: ○ Default Select this option if it is a dimension which can be posted, such as a cost center. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total.

	○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total. Note: You can use the “Indent Dimension Values” batch job for automatic totaling if you select the Begin-Total or End-Total option.
Totaling	This field is used to specify an account interval or list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Assigned User ID	This field indicates if e. g. a responsible user has been assigned to the project account.
Default Cost Account Schedule	This field indicates whether a cost account schedule has been assigned to the project account to perform overhead distribution..
Reference Unit Code	This field indicates whether the project account is linked to a specific reference unit.
Blocked	This field indicates whether the project account is blocked.

Statistics tab

Primary

Field Name	Field Description
Operational Amount (Primary)	This field shows the operational primary cost amount.
Tax Amount (Primary)	This field shows the tax primary cost amount.
Budgeted Amount (Primary)	This field shows the budgeted primary cost amount.

Distribution

Field Name	Field Description
Operational Amount (Distribution)	This field shows the distributed operational amount.
Tax Amount (Distribution)	This field shows the distributed tax amount.
Budgeted Amount (Distribution)	This field shows the distributed budget amount.

Quantity

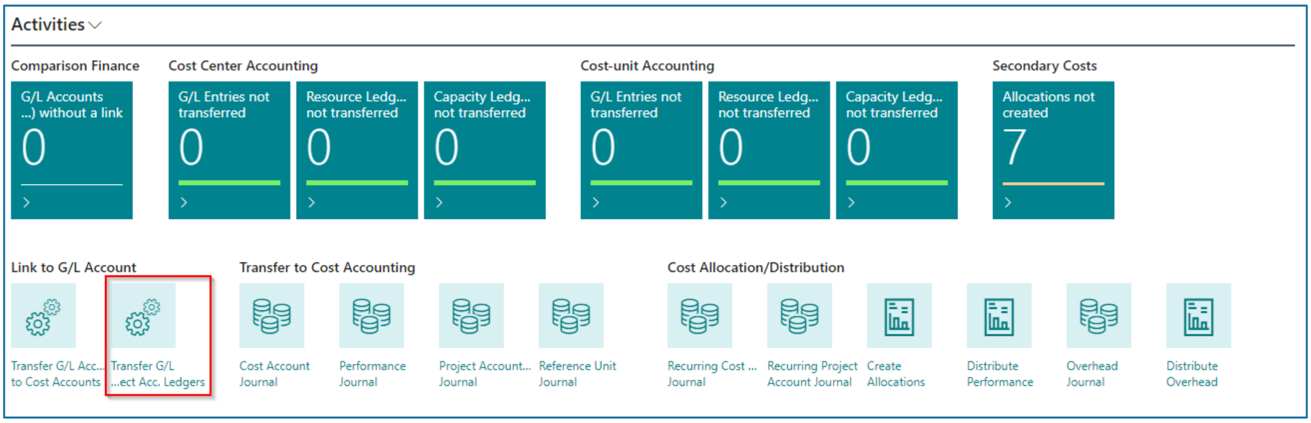
Field Name	Field Description
Quantity	This field shows the posted quantity.
Budgeted Quantity	This field shows the budgeted quantity.

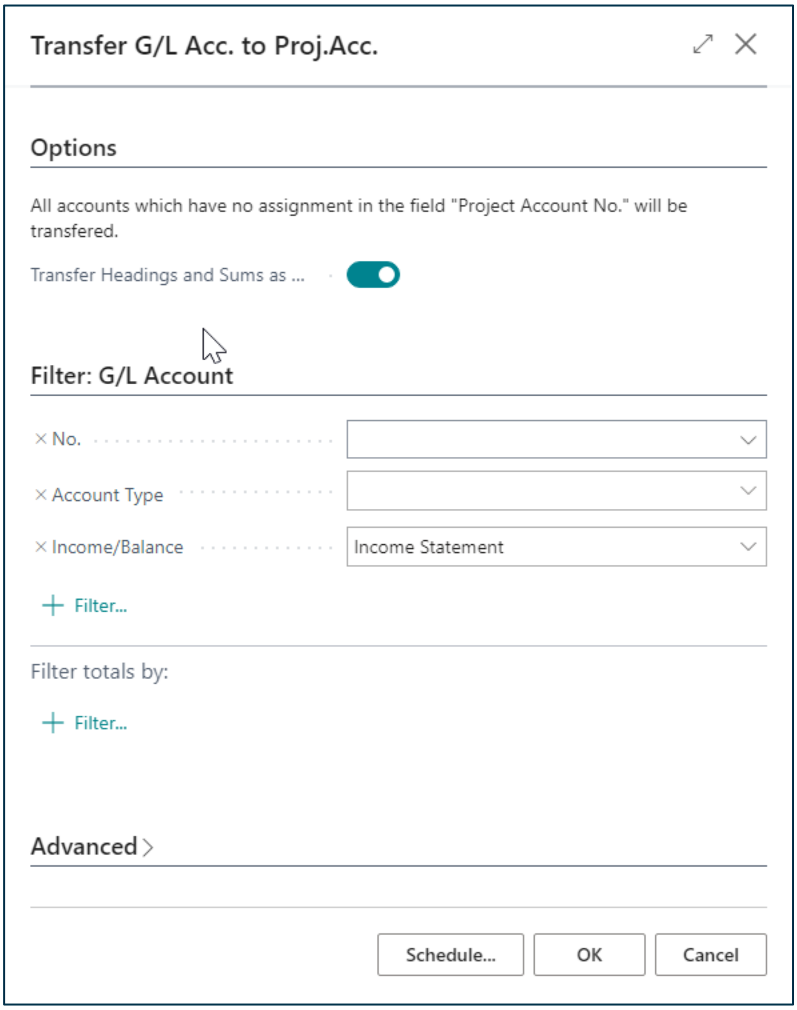
Consolidation/Intercompany tab

Field Name	Field Description
Consolidation Code	This field is not a Cost Accounting 365 field. The “Consolidation Code” field is part of the standard dimensions. It has no impact on Cost Accounting and is only displayed for information purposes.
Map to IC Dimension Code	This is not a field of Cost Accounting 365. The “Map to IC Dimension Code” field is part of the standard dimensions. It has no impact on Cost Accounting and is only displayed for information purposes.

20. LINK TO G/L ACCOUNT

20.1. Transfer G/L Accounts to Project Accounts





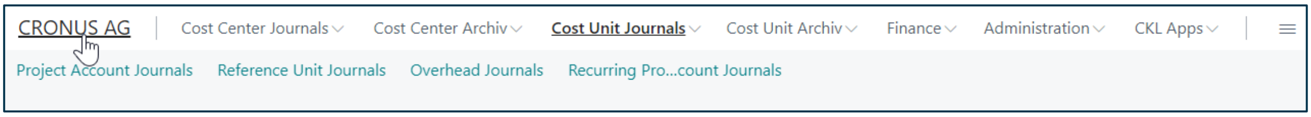
Options
Copy to

Field Name	Field Description
Transfer Headings and Sums as well?	Activate this field if you want to copy headings and sums from the chart of accounts.

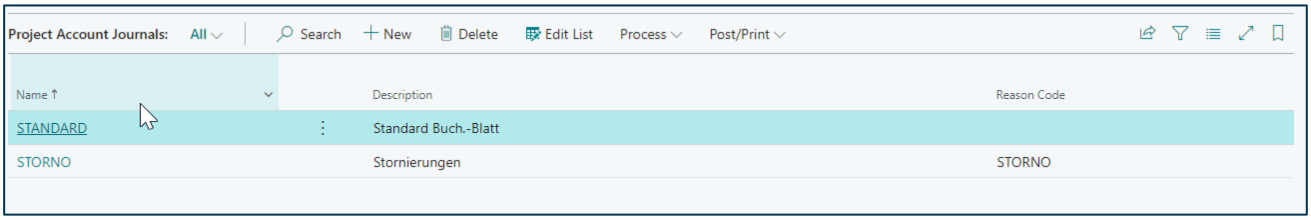
Filter: G/L Account

Field Name	Field Description
No.	Here you can enter the name of the financial budget from which you want to copy the cost account budget.
Account Type	For example, if you only want to transfer sums, you can filter the account type during transfer. The following options are available: ○ Account Select this option if it is a dimension which can be posted, e. g. a cost center. ○ Heading Select this option if it is a heading. ○ Total Select this option if it is a total. ○ Begin-Total Select this option if it is a begin total. ○ End-Total Select this option if it is an end total.
Income Statement/ Balance Sheet	Select the filter “Income Statement” to transfer G/L accounts from the income statement area of the General Ledger.

21. COST UNIT JOURNALS

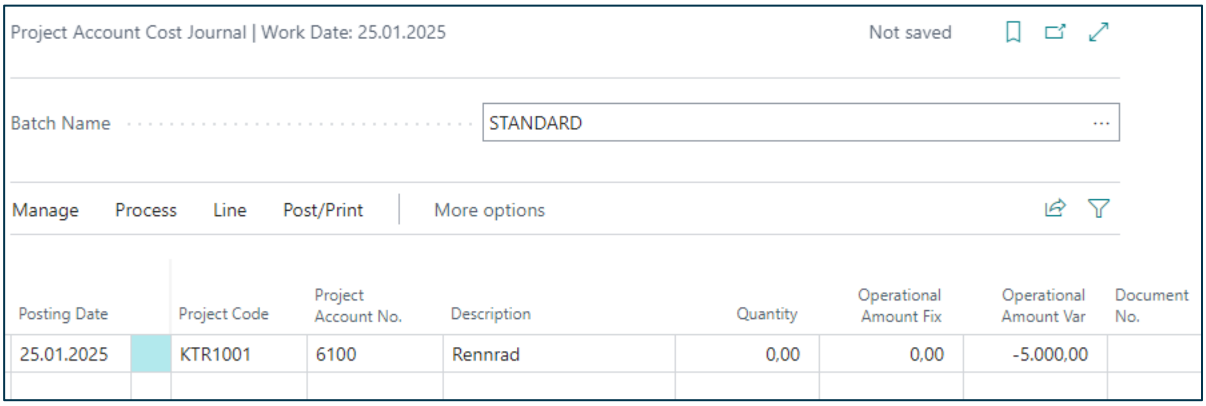


21.1. Project Account Journals



Field Name	Field Description
Name	This field is used to enter a name for the project account journal.
Description	This field is used to enter a description for the project account journal.
Reason Code	Here you can enter a reason code for this journal and specify a characteristic that can be filtered in project account journals.

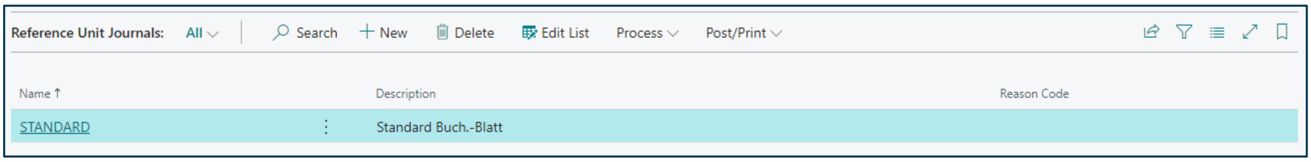
To edit the project account journal, select "Transaction→Edit posting sheet".



Field Name	Field Description
Posting Date	This field is used to enter the posting date.
Project Account Code	This field is used to enter the project account you want to post.
Project Account No.	This field is used to enter an account you want to post.
Description	This field is used to enter an appropriate description.
Quantity	This field is used to enter the quantity you want to post.
Operational Amount Fix	If you want to post with fixed amounts, enter the respective amount in this field.
Operational Amount Var	If you want to post with variable amounts, enter the respective amount in this field.

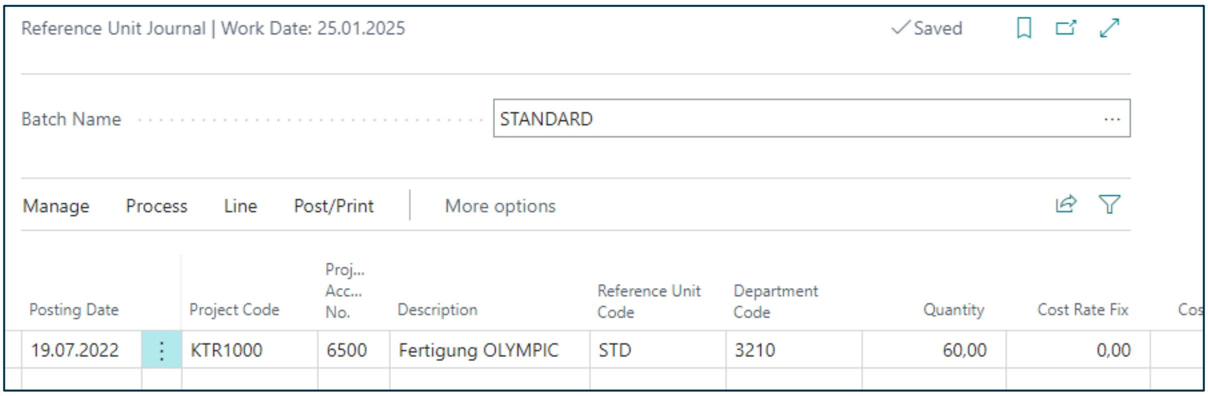
Document No.	It is recommended to specify a document number to simplify tracking of all postings. The Document No. is an optional field.

21.2. Reference Unit Journals



Field Name	Field Description
Name	This field is used enter a name for the reference unit journal.
Description	This field is used enter a description for the reference unit journal.
Reason Code	Here you can enter a reason code for this reference unit journal and specify a characteristic that can be filtered in reference unit journals.

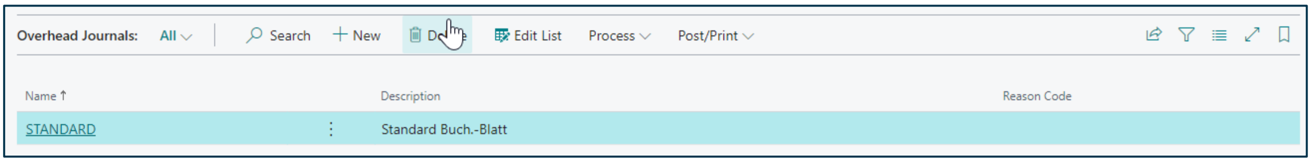
To fill in the reference unit journal, select “Process→Edit Journal”.



Field Name	Field Description
Posting Date	This field is used to enter the posting date.
Project Account Code	This field is used to enter a project account you want to post.
Project Account No.	This field is used to enter an account you want to post.
Description	This field is used to enter an appropriate description.
Reference Unit Code	This field is used to enter the desired reference unit for the performance posting.
Department Code	This field is used to enter a department you want to post.
Quantity	This field is used to enter the quantity you want to post.
Cost Rate Fix	If you have specified a cost rate, this field will be filled automatically. If you want to evaluate the performances per document, enter the fixed cost rate here.
Cost Rate Var	If you have specified a cost rate, this field will be filled automatically. If you want to evaluate the performances per document, enter the variable cost rate here.

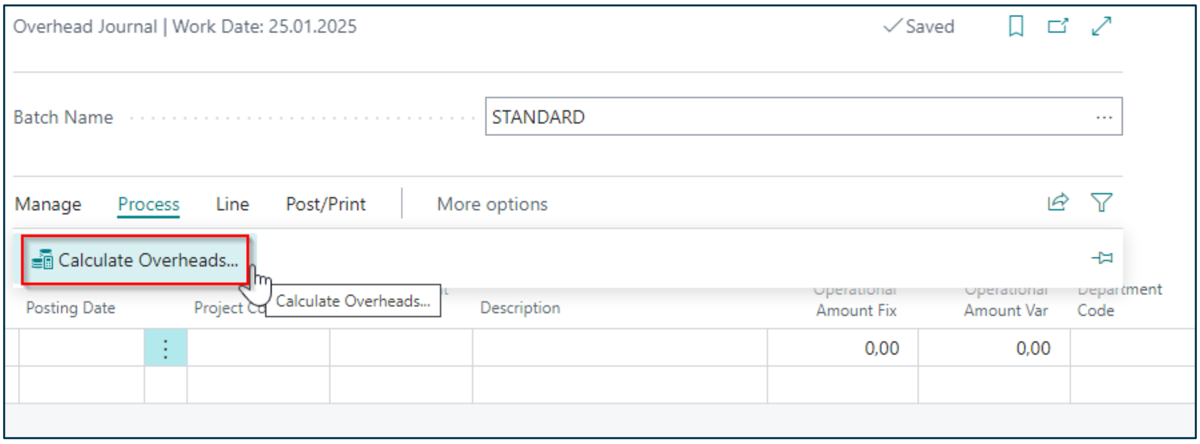
Operational Amount Fix	The fixed operational amount will be calculated and shown in the system when you specify the quantity and cost rate.
Operational Amount Var	The variable operational amount will be calculated and shown in the system you specify the quantity and cost rate.

21.3. Overhead Journals



Field Name	Field Description
Name	This field is used to enter a name for the overhead journal.
Description	This field is used to enter a description for the overhead journal.
Reason Code	Here you can enter a reason code for this overhead journal and specify a characteristic that can be filtered in overhead journals.

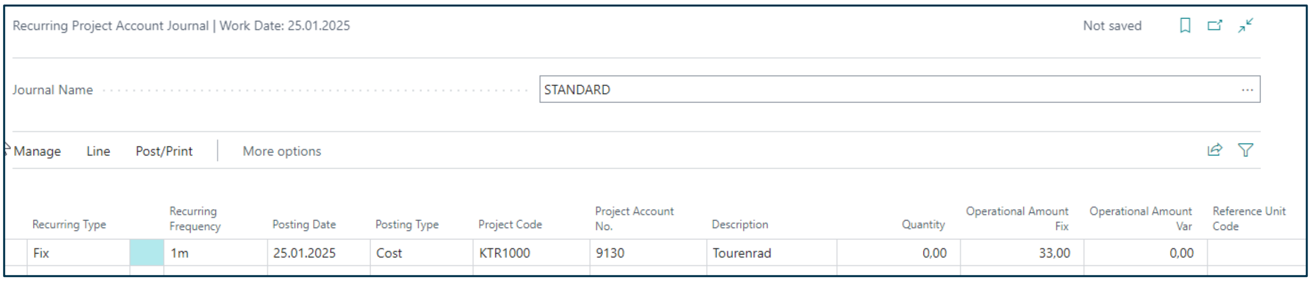
To fill in the overhead journal, select “Process→Edit Journal”.



Field Name	Field Description
Posting	This field is used to enter the posting date.
Cost Object Code	This field is used to enter a project account you want to post.
Cost Object Account No.	This field is used to enter an account you want to post.
Description	This field is used to enter an appropriate description.
Operational Amount Fix	The fixed operational amount will be determined and shown for each project account and for each cost center to be credited by running the “Calculate Overheads” batch job. You can also enter the values manually. To do this, enter the fixed amount in this field.
Operational Amount Var	The variable operational amount will be determined and shown for each project account and for each cost center to be credited by running the

	"Calculate Overheads" batch job. You can also enter the values manually. To do this, enter the variable amount in this field.
Code Department	This field is used to enter a department you want to post.

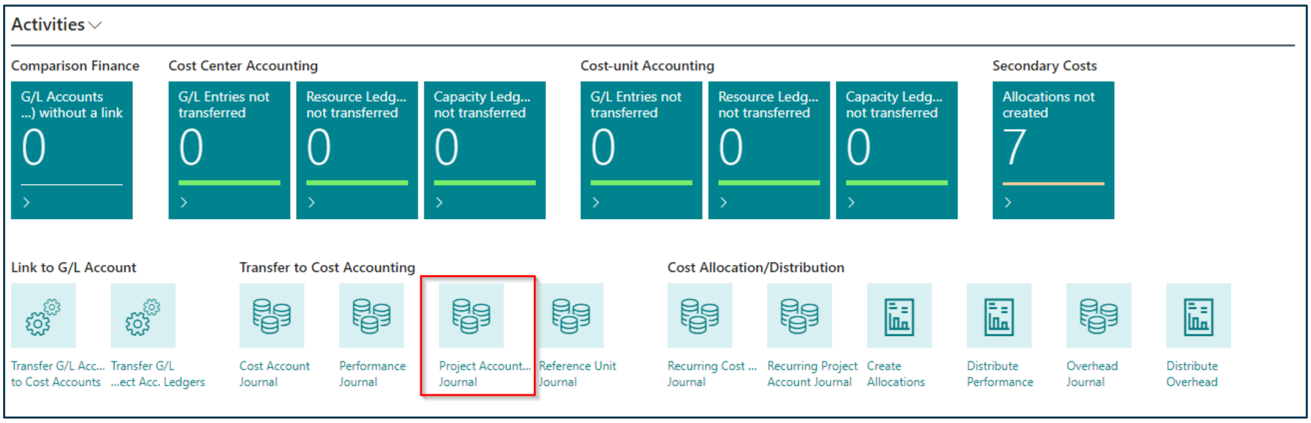
21.4. Recurring Project Account Journals

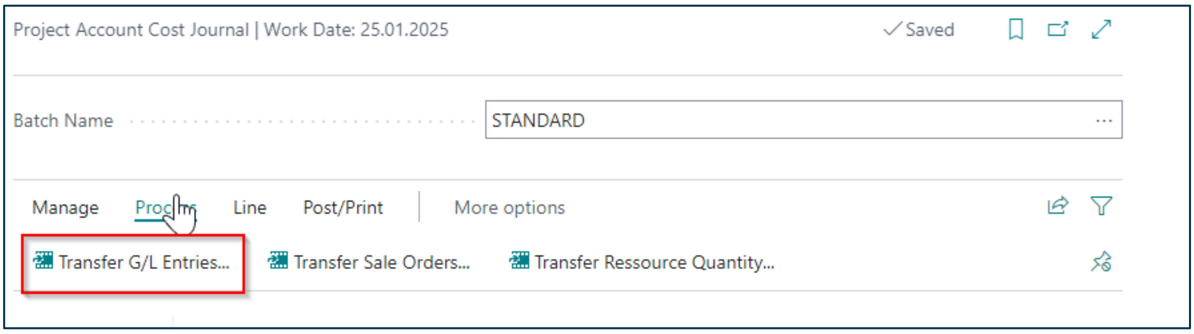


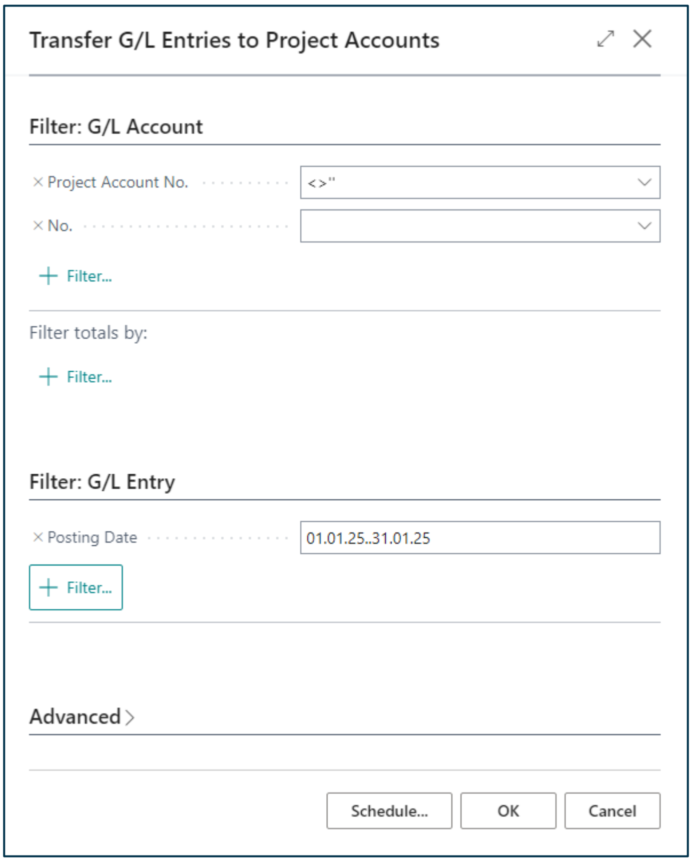
Field Name	Field Description
Recurring Type	This field is used to define how to process the amount specified in the journal line during posting. ○ Fix – The values entered in the amount fields will be posted. ○ Percentage – The amounts to be posted will be calculated as a percentage of a reference cost account. ○ Performance related – The amounts to be posted will be determined based on cost rate of the cost center and its posted performances.
Recurring Rate	Here you can enter a date formula to calculate the period length. For example, entering 1M+LM means that the amounts will always be posted at the end of the month.
Posting	Here you need to enter the first posting date for the transaction.
Posting Type	This field is used to define whether you want to post ○ Costs Select this option if you want to post costs as amounts. ○ Performance Select this option if you want to post quantities as performances.
Project Account Code	This field is used to enter the project account you want to post.
Project Account No.	If you have selected the "Costs" posting type, enter the account you want to post in this field.
Description	Here you can enter text constants which will be automatically updated each time you post. For example, if you enter %5, the month name will be inserted into the description.
Quantity	If you have selected the "Performance" posting type, enter the quantity in this field.
Operational Amount Fix	If you have selected the "Costs" posting type, enter the fix operational amount in this field.
Operational Amount Var	If you have selected the "Costs" posting type, enter the variable operational amount in this field.
Reference Unit Code	If you have selected the "Performance related" recurring type, you need to enter the reference unit quantities for which the costs are calculated based on the cost rate.

22. TRANSFER TO COST UNIT ACCOUNTING

22.1. Transfer G/L Entries







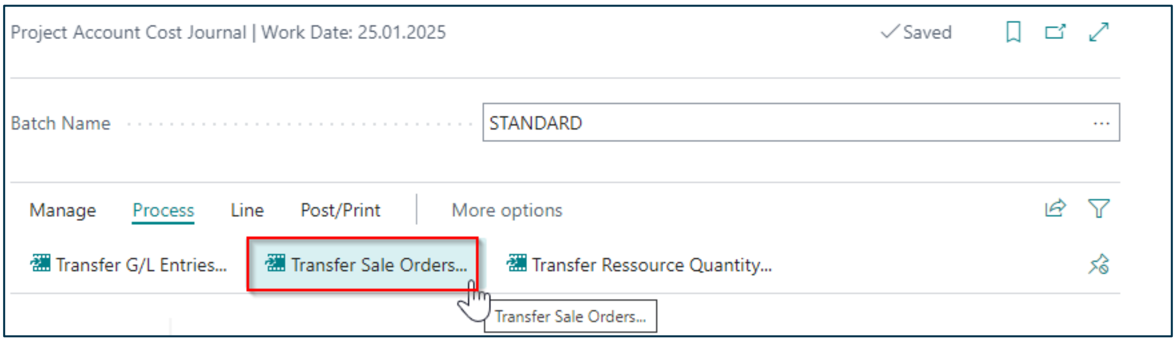
Filter: G/L Account

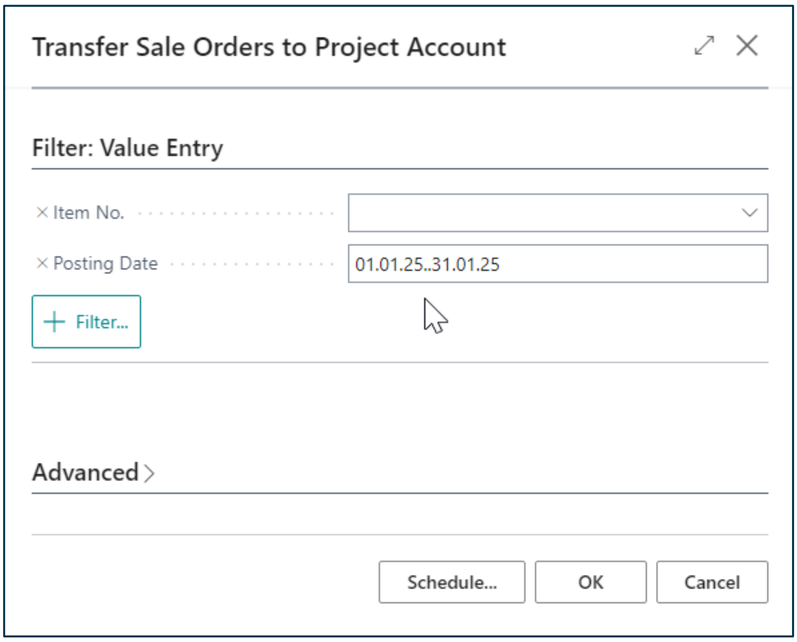
Field Name	Field Description
Project Account No.	Generally, the filter value for the cost account no./project account no. is predefined. The filter is initially set to <>” so that when transferring the G/L entries, only entries with a specified cost account no./project account no. will be considered. This way, you can simplify and accelerate the transfer of G/L entries that have not yet been copied to the cost account/project account journal.
No.	Here you can enter the number of specific accounts if you want to consider specific cost types.
Income Statement/ Balance Sheet	Select the filter “Income Statement” to transfer G/L accounts from the income statement area of the General Ledger.

Filter: G/L Entries

Field Name	Field Description
Posting Date	Here you can enter a date filter, for example 01.01.21..01.31.21, if you want to perform transfers on a monthly basis.

22.2. Transfer Sales Orders

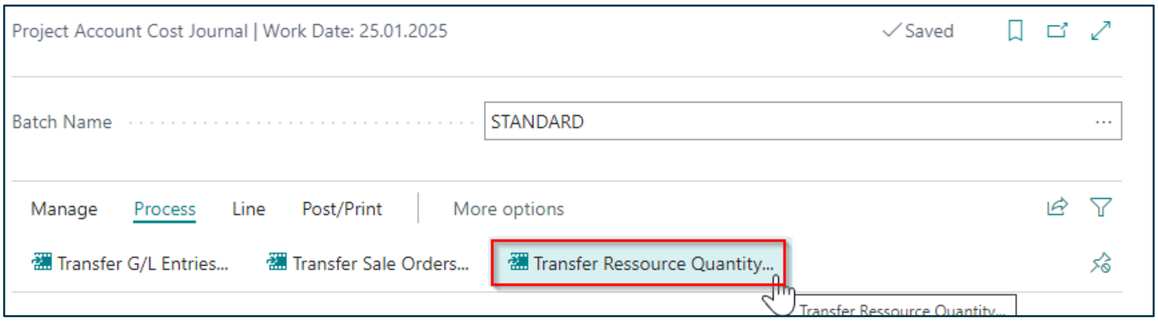


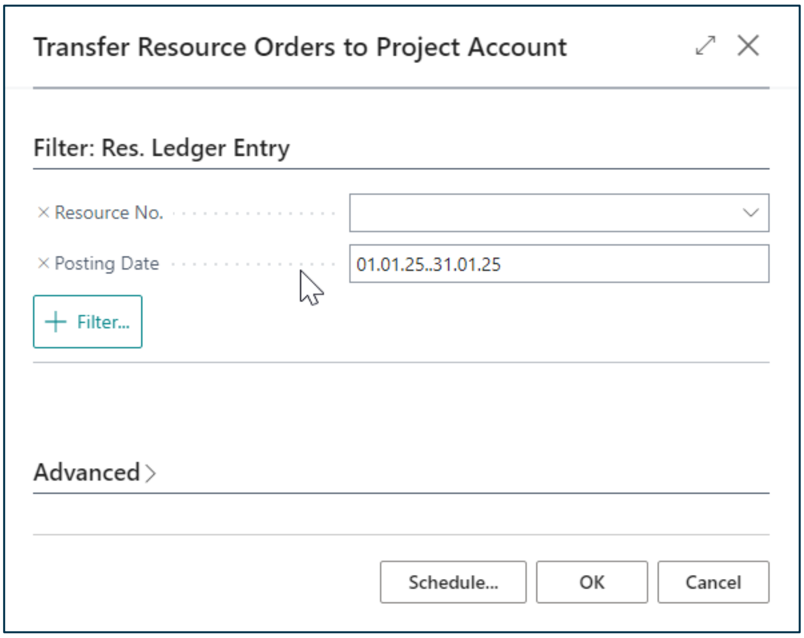


Filter: Value Entries

Field Name	Field Description
Item No.	If you only want to transfer specific items, you can specify a filter here.
Posting Date	Here you can enter a date filter, for example 01.01.21..01.31.21, if you want to perform transfers on a monthly basis.

22.3. Transfer Resource Quantity

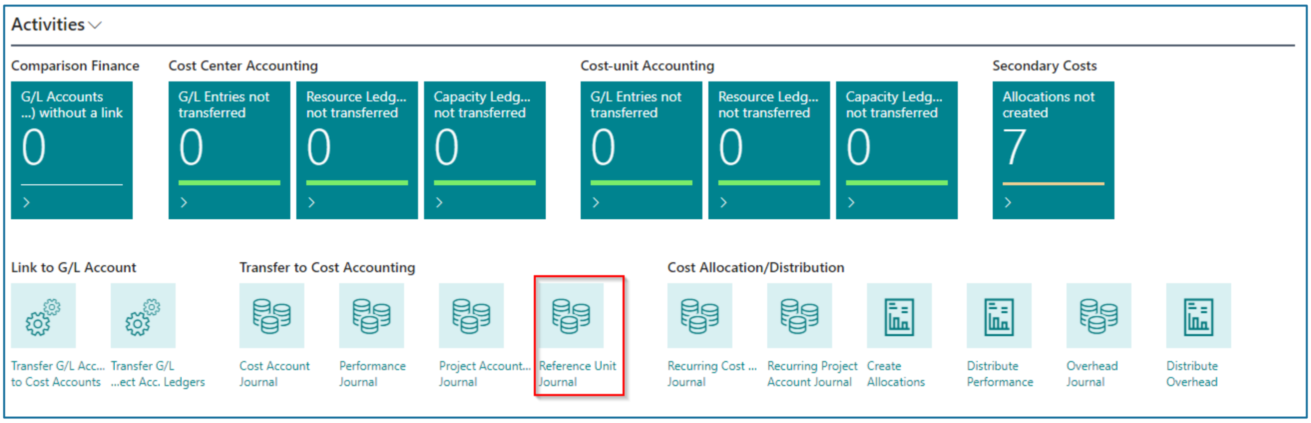


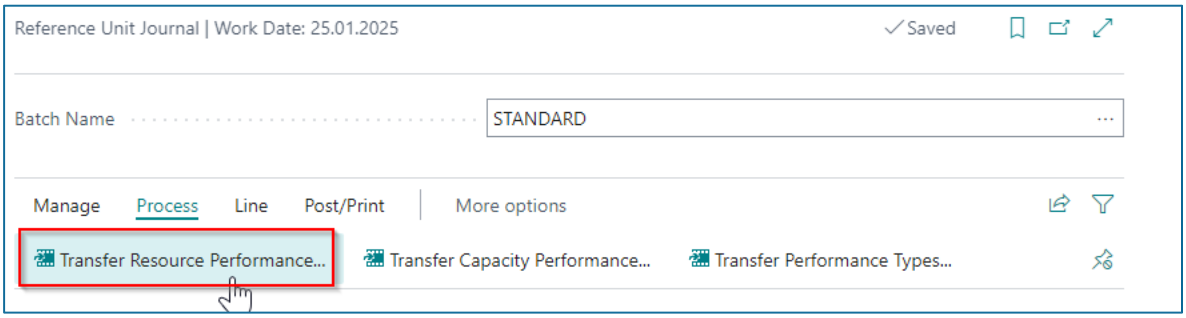


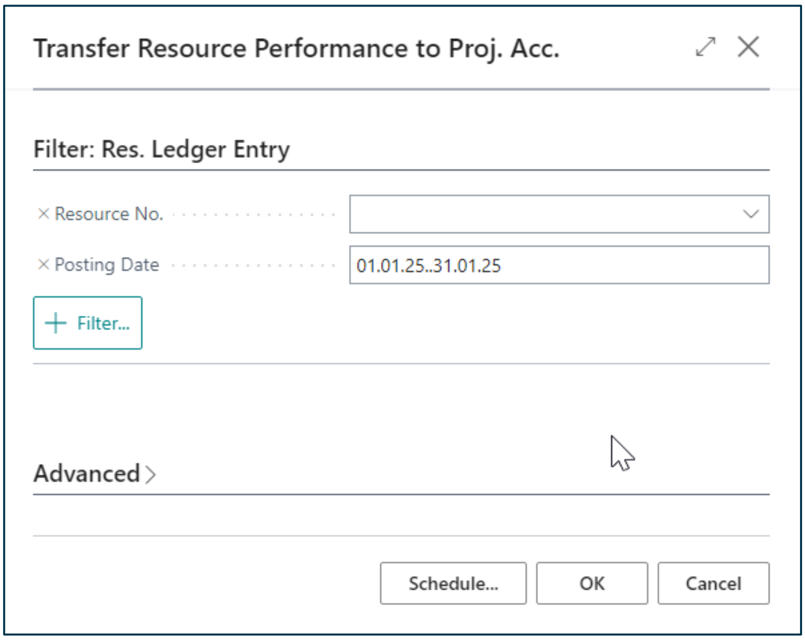
Filter: Resource Items

Field Name	Field Description
Resource No.	If you only want to transfer specific resources, you can specify a filter here.
Posting Date	Here you can enter a date filter, for example 01.01.21..01.31.21, if you want to perform transfers on a monthly basis.

22.4. Transfer Resource Performance



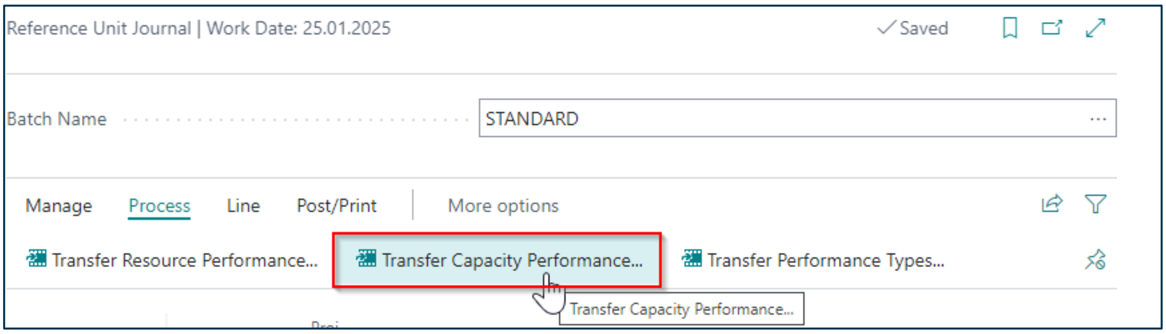


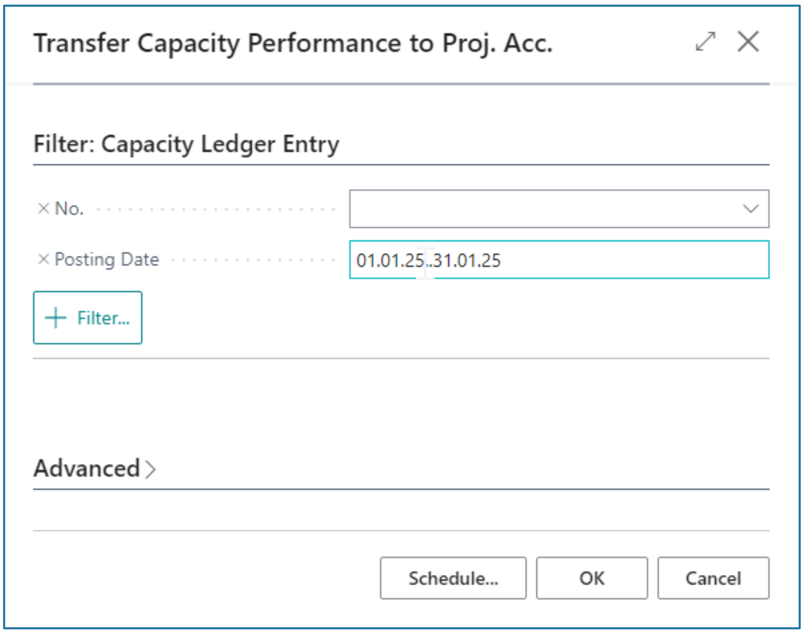


Filter: Resource Ledger Entries

Field Name	Field Description
Resource No.	If you only want to transfer specific resources, you can specify a filter here.
Posting Date	Here you can enter a date filter, for example 01.01.21..01.31.21, if you want to perform transfers on a monthly basis.

22.5. Transfer Capacity Performance

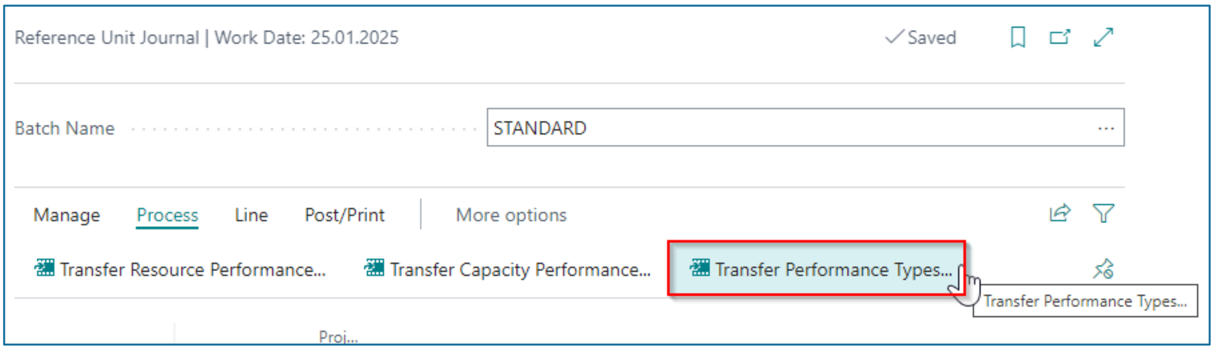


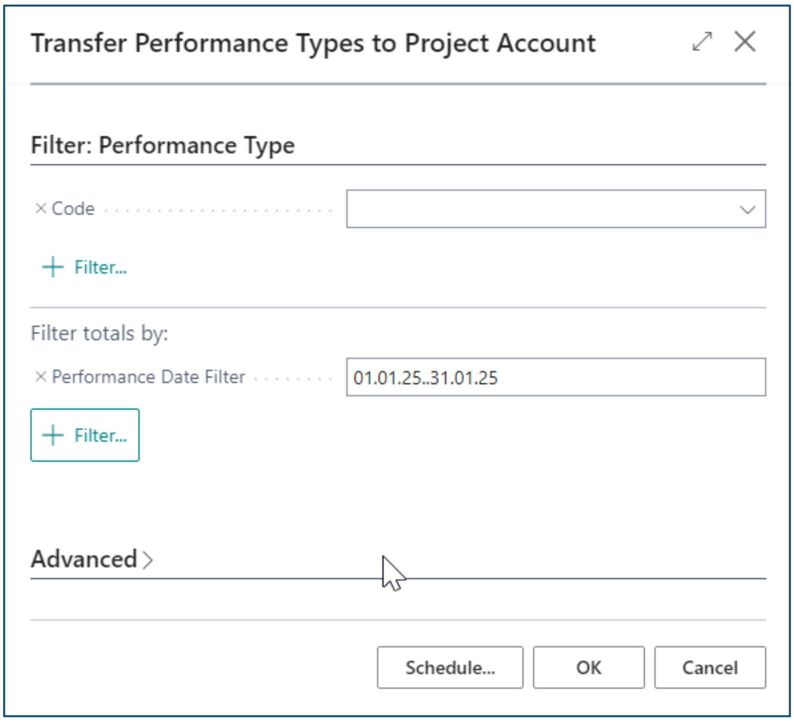


Filter: Capacity Ledger Entries

Field Name	Field Description
No.	If you only want to consider specific work centers, you can specify a filter here.
Posting Date	Here you can enter a date filter, for example 01.01.21..01.31.21, if you want to perform transfers on a monthly basis.

22.6. Transfer Performance Types



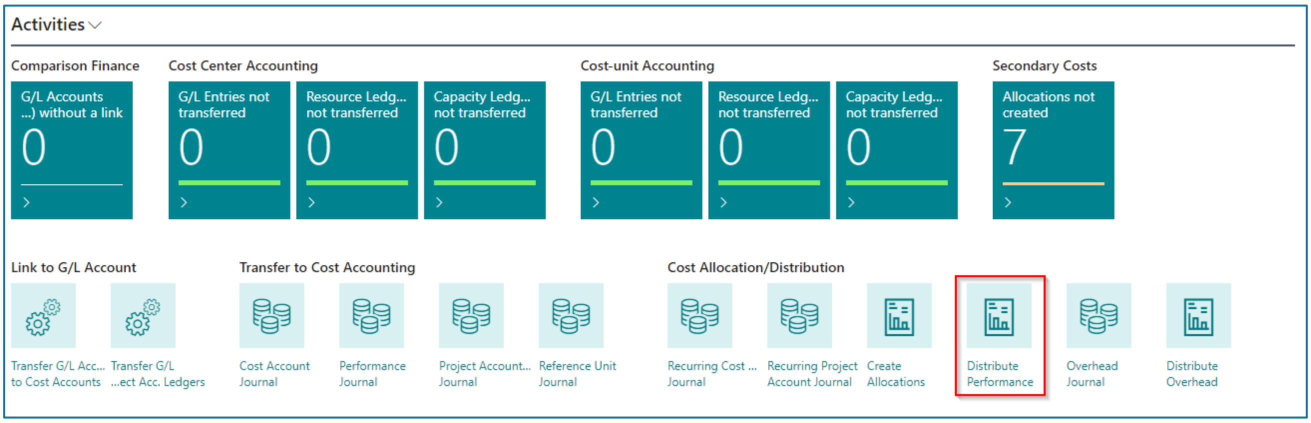


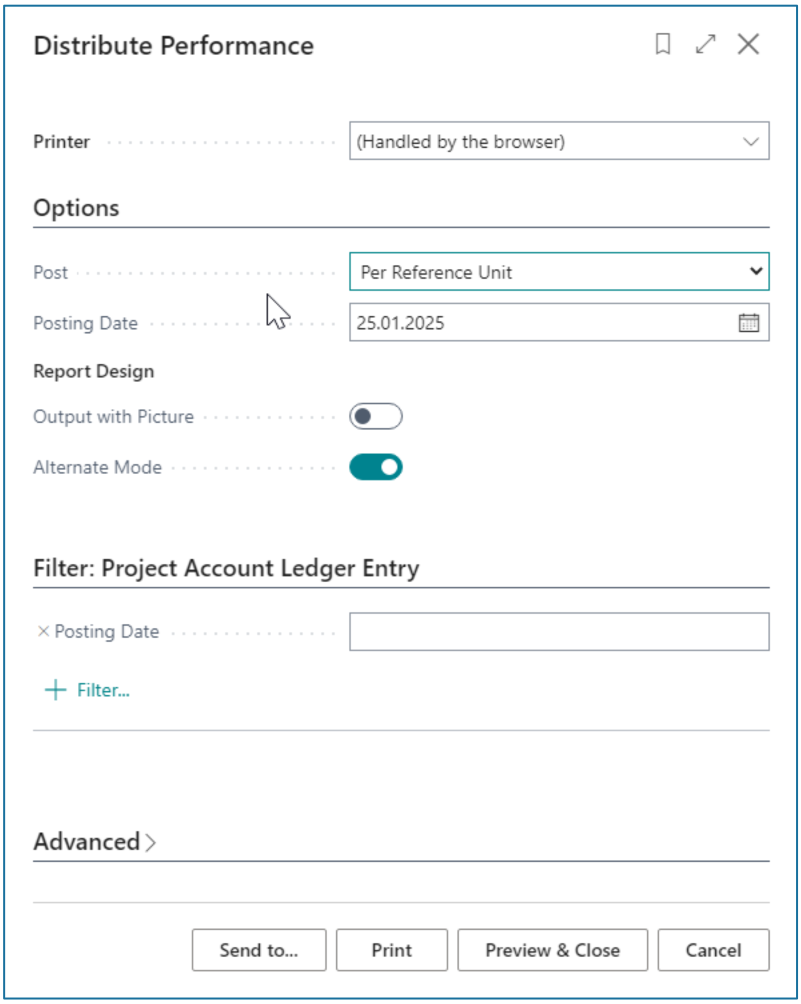
Filter: Performance Type

Field Name	Field Description
Code	If you only want to consider specific work centers, you can specify a filter here.
Performance Date Filter	Here you can enter a date filter, for example 01.01.21..01.31.21, if you want to perform transfers on a monthly basis.

23. DISTRIBUTION IN COST UNIT ACCOUNTING

23.1. Distribute Performance





Options

Field Name	Field Description
Post	Activate this field if you want to post the credit memos to the cost centers across modules.
Posting Date	Here you can enter the date you want to use for posting.

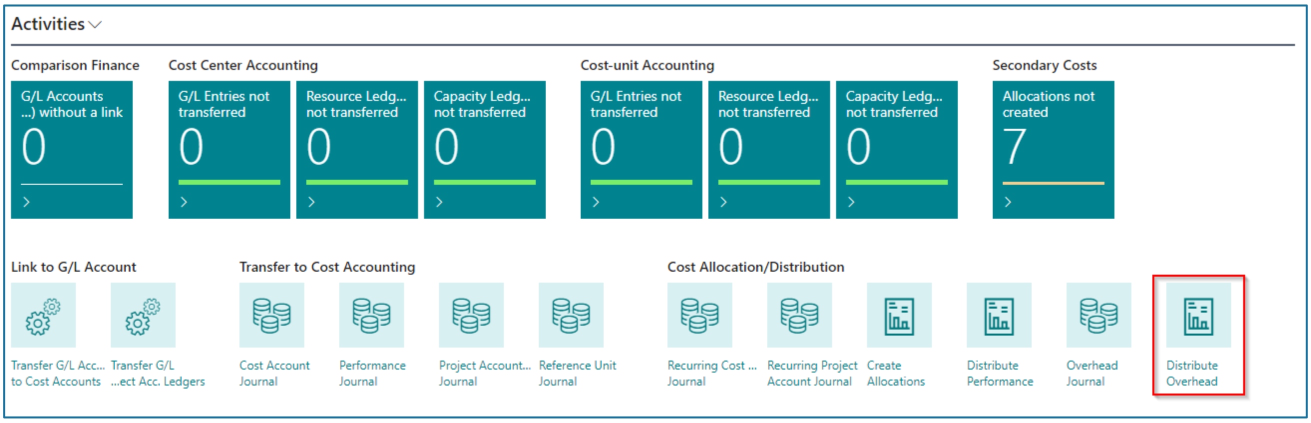
Report Design

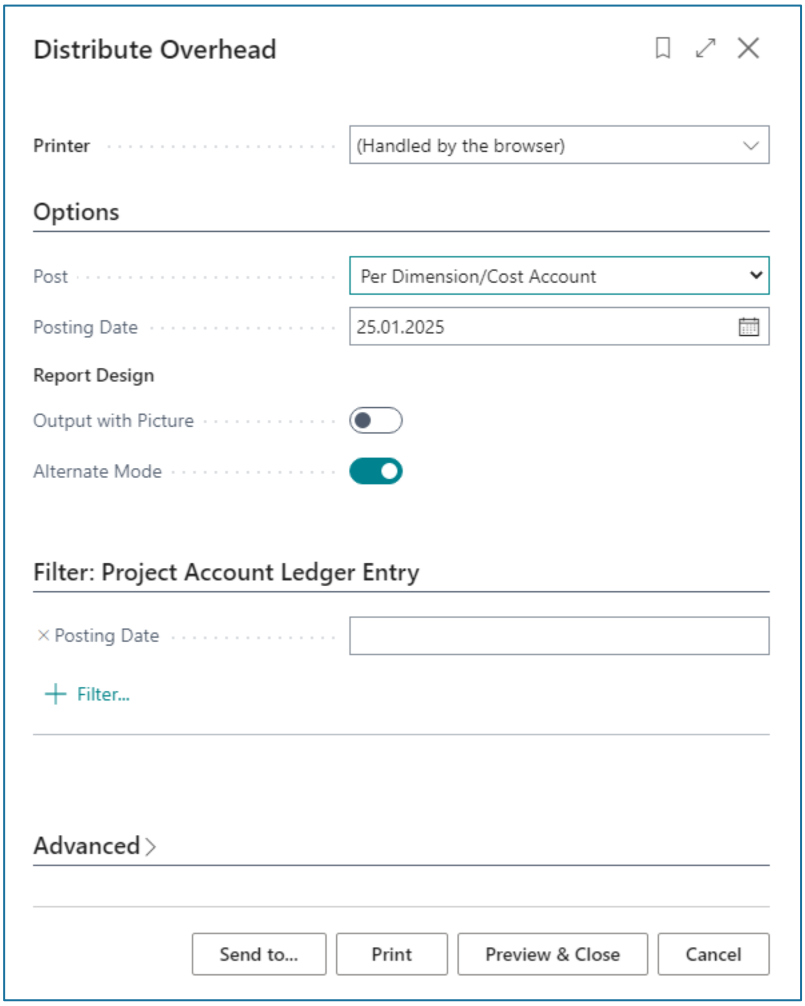
Field Name	Field Description
Output with Picture	Activate this field if you want the report to include your company logo.
Alternate Mode	This field is activated by default and represents section lining within the report.

Filter: Project Account Ledger Entries

Field Name	Field Description
Posting Date	Here you can enter a date filter if you want to consider project accounts for performance distribution for a specific period.

23.2. Distribute Overhead





Options

Field Name	Field Description
Post	Activate this field if you want to post the credit memos to the cost centers across modules.
Posting Date	Here you can enter the date you want to use for posting.

Report Design

Field Name	Field Description
Output with Picture	Activate this field if you want the report to include your company logo.
Alternate Mode	This field is activated by default and represents section lining within the report.

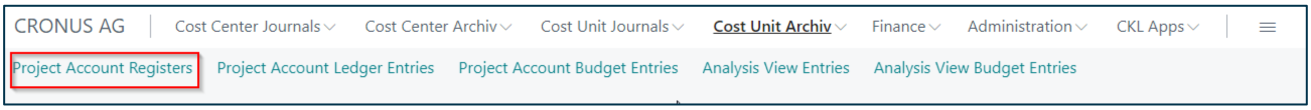
Filter: Project Account Ledger Entries

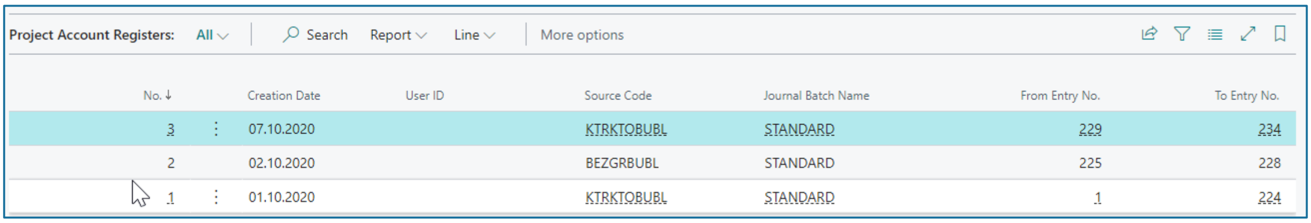
Field Name	Field Description
Posting Date	Here you can enter a date filter if you want to consider project accounts for overhead distribution for a specific period.

24. COST UNIT ARCHIVE

In the Project Accounting archive, you can find all posted transactions and track each posting in the registers.

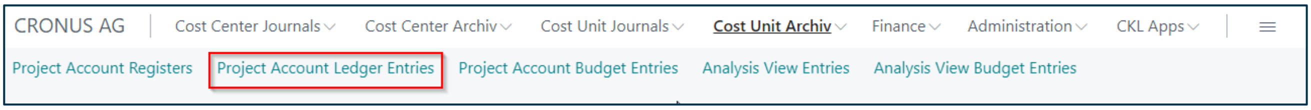
24.1. Project Account Registers

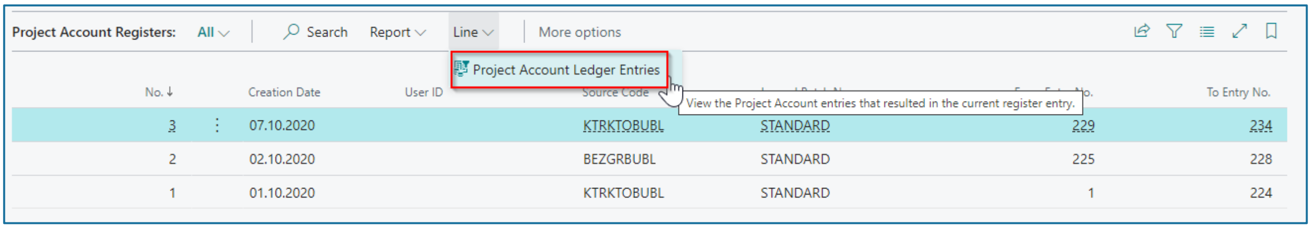


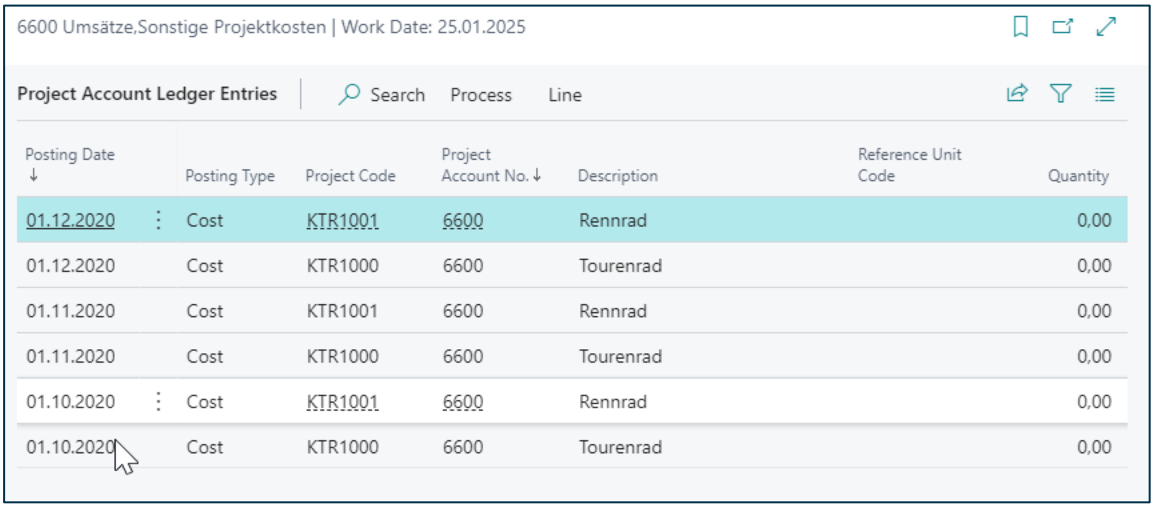


Field Name	Field Description
No.	This field shows the number of the register.
Creation Date	This field shows the actual creation date of the register.
User ID	This field shows the user ID who has generated the register.
Source Code	This field shows the register's source code, for example, whether the data result from the transfer of G/L Entries of the General Ledger.
Journal Name	This field shows the number of the register.
From Entry No.	This field shows the first "sequential number" of the generated entries.
To Entry No.	This field shows the last "sequential number" of the generated entries.

24.2. Project Account Ledger Entries





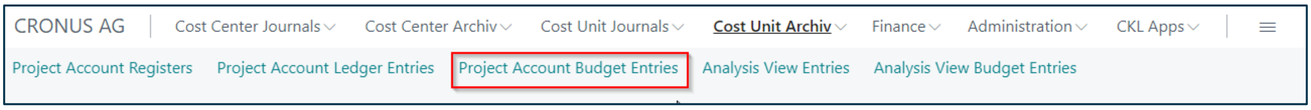

6600 Umsätze,Sonstige Projektkosten | Work Date: 25.01.2025

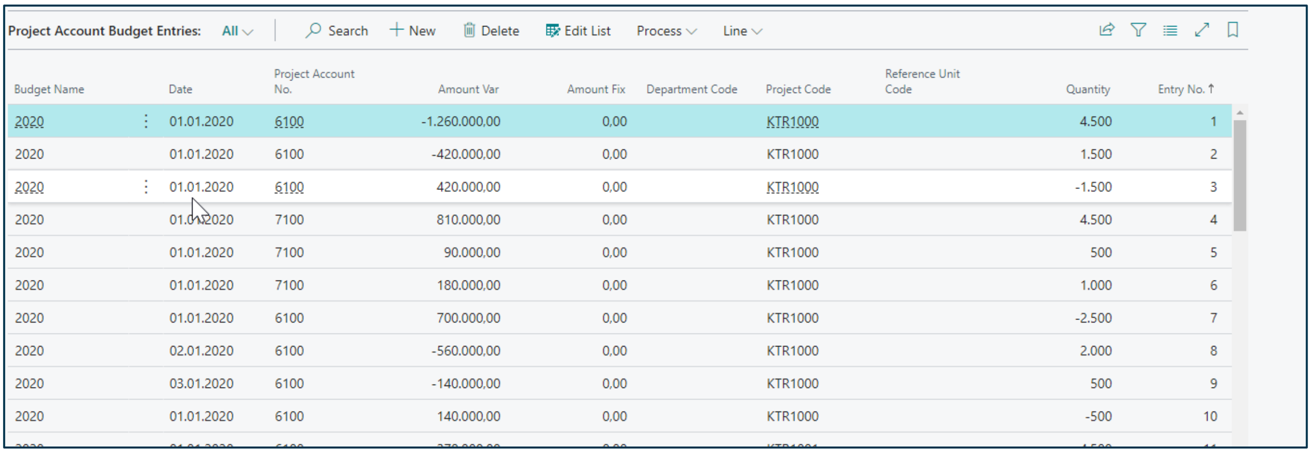
Project Account Ledger Entries | Search | Process | Line

Posting Date ↓	Posting Type	Project Code	Project Account No. ↓	Description	Reference Unit Code	Quantity
01.12.2020	Cost	KTR1001	6600	Rennrad		0,00
01.12.2020	Cost	KTR1000	6600	Tourenrad		0,00
01.11.2020	Cost	KTR1001	6600	Rennrad		0,00
01.11.2020	Cost	KTR1000	6600	Tourenrad		0,00
01.10.2020	Cost	KTR1001	6600	Rennrad		0,00
01.10.2020	Cost	KTR1000	6600	Tourenrad		0,00

Field Name	Field Description
Posting Date	This field shows the posting date of the entries.
Posting Type	This field shows indicates whether the entries are cost or performance postings.
Project Account Code	This field shows the posted project account.
Project Account No.	This field shows the posted account.
Description	This field shows the description of the posting.
Reference Unit Code	This field shows the posted reference unit.
Quantity	This field shows the posted quantities.
Cost Rate Fix	This field shows the posted fixed cost rate.
Cost Rate Var	This field shows the posted variable cost rate.
Operational Amount	This field shows the posted amount.
Operational Amount Fix	This field shows the posted fixed amount.
Operational Amount Var	This field shows the posted variable amount.
Document Date	This field shows the posted document date.
Department Code	This field shows the posted department.
Entry No.	This field shows the "sequential number" of the entry.

24.3. Project Account Budget Entries

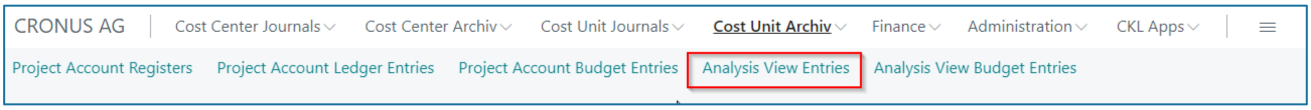




Budget Name	Date	Project Account No.	Amount Var	Amount Fix	Department Code	Project Code	Reference Unit Code	Quantity	Entry No.
2020	01.01.2020	6100	-1.260.000,00	0,00		KTR1000		4.500	1
2020	01.01.2020	6100	-420.000,00	0,00		KTR1000		1.500	2
2020	01.01.2020	6100	420.000,00	0,00		KTR1000		-1.500	3
2020	01.01.2020	7100	810.000,00	0,00		KTR1000		4.500	4
2020	01.01.2020	7100	90.000,00	0,00		KTR1000		500	5
2020	01.01.2020	7100	180.000,00	0,00		KTR1000		1.000	6
2020	01.01.2020	6100	700.000,00	0,00		KTR1000		-2.500	7
2020	02.01.2020	6100	-560.000,00	0,00		KTR1000		2.000	8
2020	03.01.2020	6100	-140.000,00	0,00		KTR1000		500	9
2020	01.01.2020	6100	140.000,00	0,00		KTR1000		-500	10

Field Name	Field Description
Budget Name	This field shows the budget.
Date	This field shows the date of the budget entries.
Project Account No.	This field shows the account that has been budgeted.
Amount Var	This field shows the budgeted variable amount of the cost center.
Amount Fix	This field shows the budgeted fixed amount of the cost center.
Department Code	This field shows the department that has been budgeted.
Project Account Code	This field shows the budgeted project account.
Reference Unit Code	This field shows the budgeted reference unit.
Quantity	This field shows the budgeted quantity.

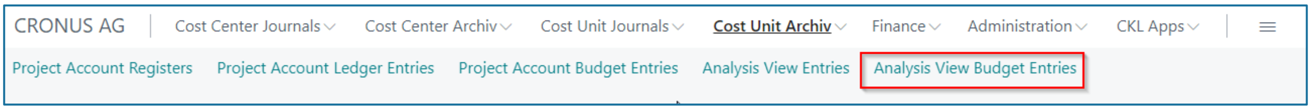
24.4. Analysis View Entries



Field Name	Field Description
Analysis View Code	This field shows the analysis view.
Project Account No.	This field shows the analyzed account of the entries.
Reference Unit Code	This field shows the analyzed reference unit of the entries.
Business Unit Code	This field shows the analyzed business unit of the entries.
Dimension Code 1	This field shows the first analyzed dimension of the entries.
Dimension Code 2	This field shows the second analyzed dimension of the entries.
Dimension Code 3	This field shows the third analyzed dimension of the entries.
Dimension Code 4	This field shows the fourth analyzed dimension of the entries.
Posting Date	This field shows the posting date of the entries.
Operational Amount	This field shows the analyzed operational amount of the entries.

Operational Amount Fix	This field shows the analyzed fixed operational amount of the entries.
Operational Amount Var	This field shows the analyzed variable operational amount of the entries.
Tax Amount	This field shows the analyzed tax amount of the entries.
Tax Amount Fix	This field shows the analyzed fixed tax amount of the entries.
Tax Amount Var	This field shows the analyzed variable tax amount of the entries.
Quantity	This field shows the analyzed quantity of the entries.
Entry No.	This field shows the "sequential number" of the entries.

24.5. Analysis View Budget Entries



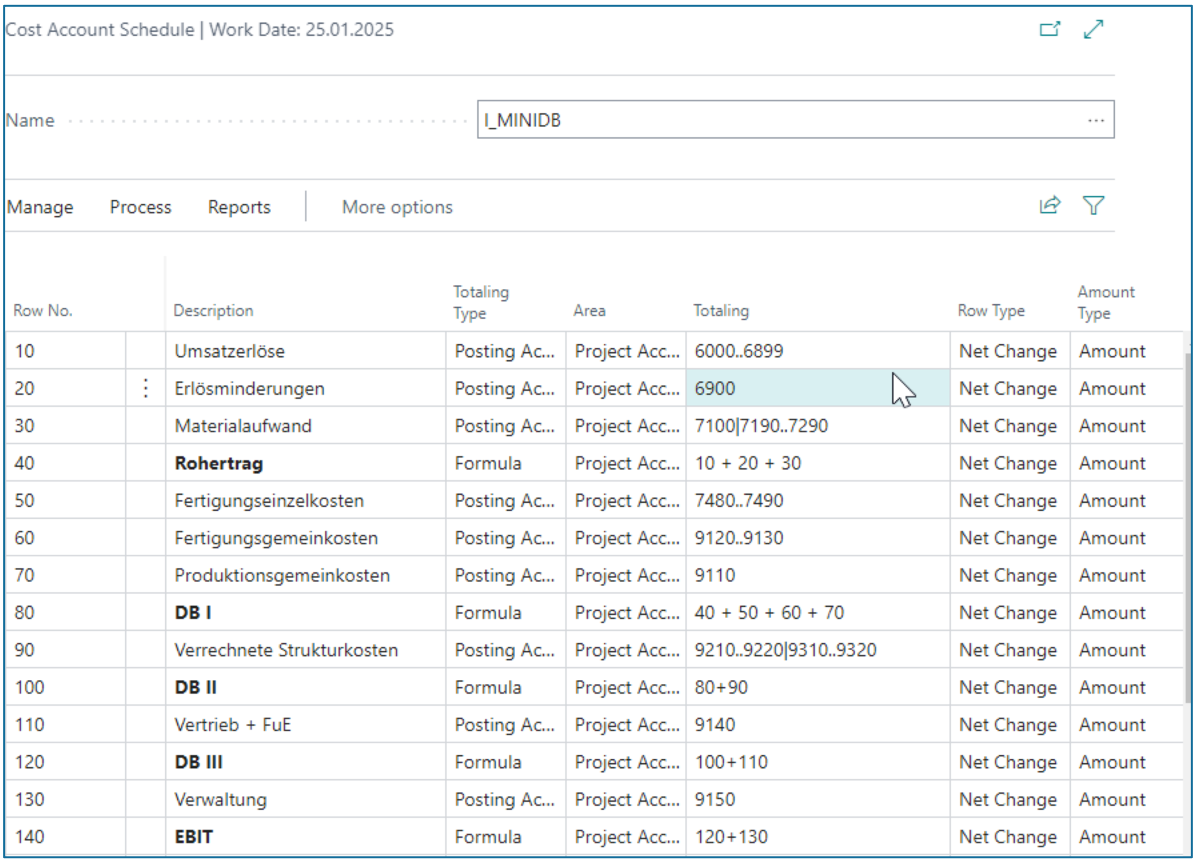
Field Name	Field Description
Posting Date	This field shows the posting date of the entries.
Project Account No.	This field shows the analyzed account of the entries.
Reference Unit Code	This field shows the analyzed reference unit of the entries.
Analysis View Code	This field shows the analysis view.
Budget Name	This field shows the budget name that was used.
Business Unit Code	This field shows the analyzed business unit of the entries.
Dimension Code 1	This field shows the first analyzed dimension of the entries.
Dimension Code 2	This field shows the second analyzed dimension of the entries.
Dimension Code 3	This field shows the third analyzed dimension of the entries.
Dimension Code 4	This field shows the fourth analyzed dimension of the entries.
Operational Amount Fix	This field shows the analyzed fixed operational amount of the entries.
Operational Amount Var	This field shows the analyzed variable operational amount of the entries.
Amount	This field shows the analyzed amount of the entries.
Quantity	This field shows the analyzed quantity of the entries.
Entry No.	This field shows the "sequential number" of the entries.

25. ANALYSES

25.1. Cost Account Schedule

Account schedules can be used, e. g. to create expense distribution sheets and direct costing. Based on the cost accounting data, you can show values and quantities as well as amounts of your General Ledger.

For example, a column layout shows the defined data as actual, budget and deviation values.



Cost Account Schedule | Work Date: 25.01.2025

Name: I_MINIDB

Manage Process Reports More options

Row No.	Description	Totaling Type	Area	Totaling	Row Type	Amount Type
10	Umsatzerlöse	Posting Ac...	Project Acc...	6000..6899	Net Change	Amount
20	Erlösminderungen	Posting Ac...	Project Acc...	6900	Net Change	Amount
30	Materialaufwand	Posting Ac...	Project Acc...	7100|7190..7290	Net Change	Amount
40	**Rohertrag**	Formula	Project Acc...	10 + 20 + 30	Net Change	Amount
50	Fertigungseinzelkosten	Posting Ac...	Project Acc...	7480..7490	Net Change	Amount
60	Fertigungsgemeinkosten	Posting Ac...	Project Acc...	9120..9130	Net Change	Amount
70	Produktionsgemeinkosten	Posting Ac...	Project Acc...	9110	Net Change	Amount
80	**DB I**	Formula	Project Acc...	40 + 50 + 60 + 70	Net Change	Amount
90	Verrechnete Strukturkosten	Posting Ac...	Project Acc...	9210..9220|9310..9320	Net Change	Amount
100	**DB II**	Formula	Project Acc...	80+90	Net Change	Amount
110	Vertrieb + FuE	Posting Ac...	Project Acc...	9140	Net Change	Amount
120	**DB III**	Formula	Project Acc...	100+110	Net Change	Amount
130	Verwaltung	Posting Ac...	Project Acc...	9150	Net Change	Amount
140	**EBIT**	Formula	Project Acc...	120+130	Net Change	Amount

You can define a name and description for a cost account schedule.

Field Name	Field Description
Name	This field is used to specify the name of the cost account schedule.
Description	This field is used to specify the description of the cost account schedule.
Default Column Layout	This field is used to specify a column layout you can use as a default for this account schedule.
Analysis Source	This field is used to specify the source of the analysis view you want to base the account schedule on.
Analysis View Name	This field is used to specify the name of the analysis view you want to base the account schedule on.

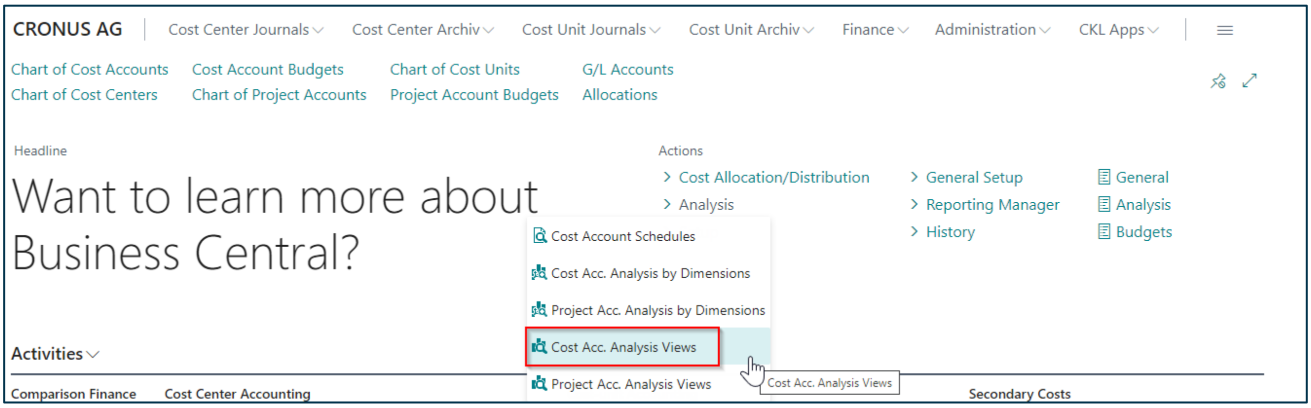
After having created the cost account schedule, you can specify the rows and columns.

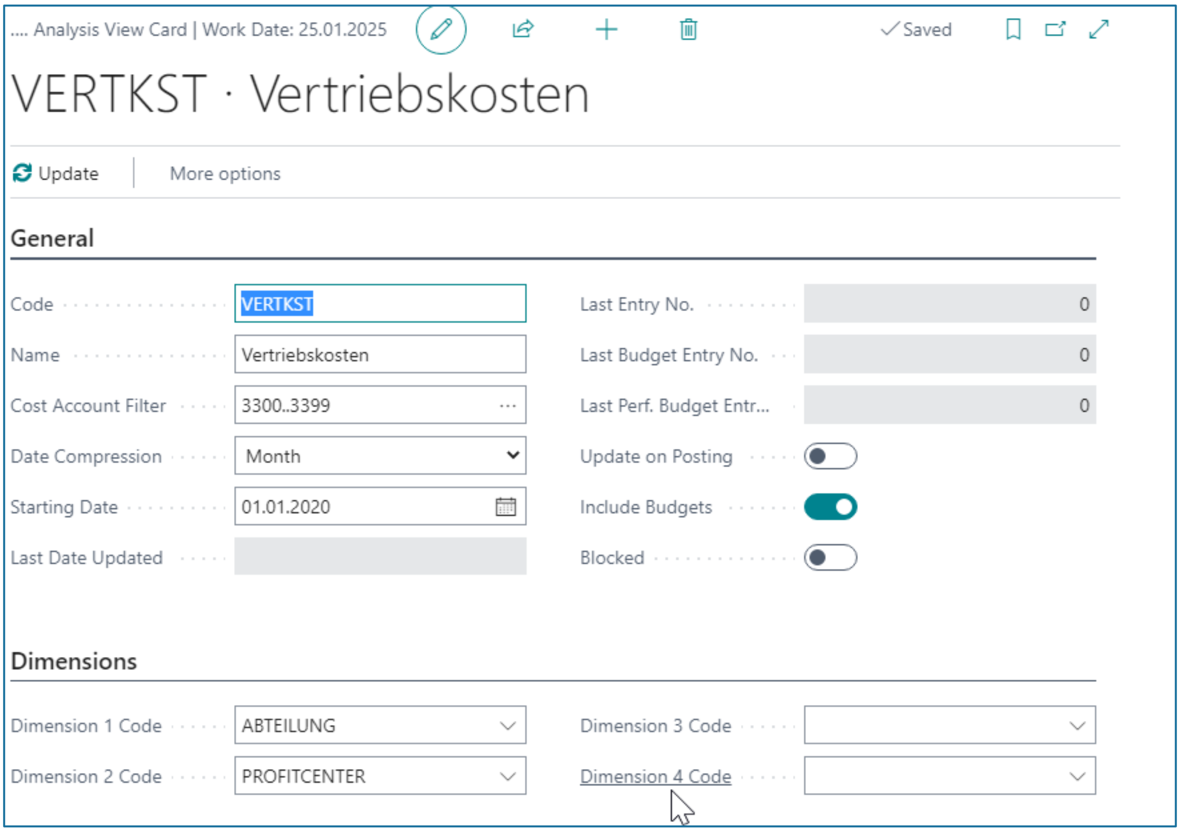
Field Name	Field Description
Row Number	This field is used to specify a number that identifies the row.
Description	This field shows the text that appears in the account schedule line.
Totaling Type	This field is used to specify the totaling type for the cost account schedule line. The type determines which accounts are totaled within the totaling interval that you specify in the Totaling field. The following 4 options are available: ○ Posting Accounts With this option, you can show one or more accounts in the line. ○ Total Accounts With this option, you can show one or several total accounts in the line. ○ Formula With this option, you can use a formula in the line that can add, subtract, multiply, or divide the line numbers of the lines. ○ Set Base for Percent With this option, you can use a formula in the line that serves as calculation basis to show costs as a percentage in a column layout.
Area	This field is used to specify the range from which to use the entries or values for the account schema line. The following 4 options are available: ○ Cost Account Here you can specify the cost accounts you want to show in the line. ○ Project Account Here you can specify the project accounts you want to show in the line. ○ Reference Unit Here you can specify the reference unit you want to show in the line. For example, you can show the square meters used by your company. ○ Project Account Reference Unit Here you can specify the project account reference unit you want to show in the line. For example, you can show the production hours of your products. ○ G/L Account Here you can specify the G/L accounts of your General Ledger you want to show in the line. With this option, you can reconcile G/L accounts with accounts of your Cost Accounting.
Totaling	This field is used to specify an account interval or a list of account numbers. The entries in the account are totaled to form a total balance. The totaling entries depends on the value of the Totaling Type field.
Row Type	This field is used to specify the row type for the account schedule line. ○ Net Change Select this option if you want to show the net change of costs or revenues in the line. ○ Balance Select this option if you want to show the cumulative balance of costs or revenues in the line.

	○ Balance at Date Select this option if you want to show the balance of costs or revenues in the line, filtered on a specific date.
Amount Type	This field is used to specify the type of entries you want to include in the amounts of the account schedule line. ○ Amount Select this option if you want to show the total amount of fixed and variable amounts. ○ Amount Fix Select this option if you want to show the fixed amount. ○ Amount Var Select this option if you want to show the variable amount.
Overhead	This field is used to specify if the account schedule line contains an overhead.
Show Opposite Sign	This field is used to specify if target amounts are displayed in reports as negative amounts with minus signs and credit amounts as positive amounts.
Show as	This field is used to specify if the account schedule line is printed in the report.
Bold	This field is used to specify if the amounts of this line are bold.
Italic	This field is used to specify if the amounts of this line are italicized.
Underline	This field is used to specify if the amounts of this line are underlined.
New Page	This field is used to specify whether to insert a page break after the current account when printing the account schedule.
Show Detailed Line	A check mark in this field indicates that the accounting schedule will only be executed for the cost account schedule lines with an activated “Show Detailed Line” field.

25.2. Cost Account Analysis Views

If you want to evaluate shortcut dimensions in addition to the global dimensions, you can use the cost account analysis views. You can include up to 4 dimensions with different layout variants by using the Show as Lines/Columns views and export the data to Excel.





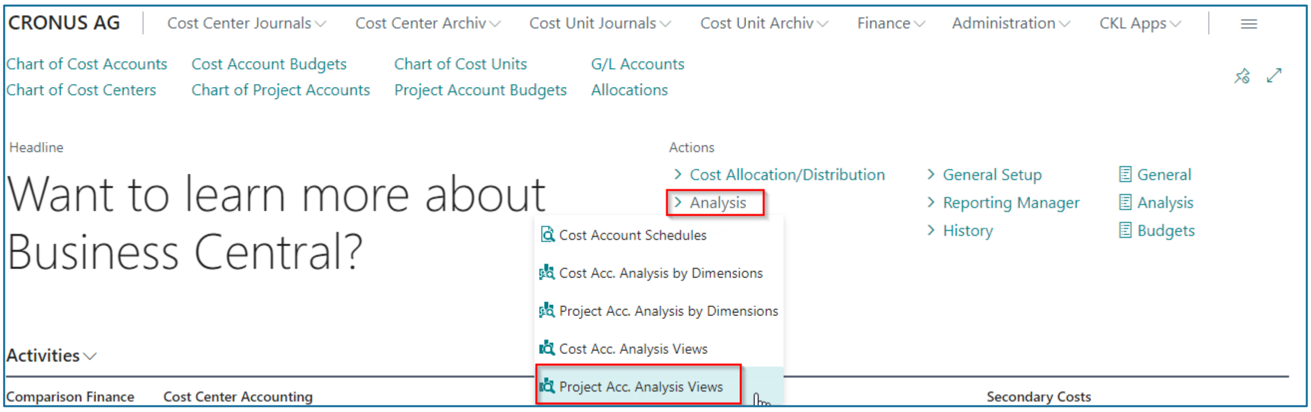
General tab

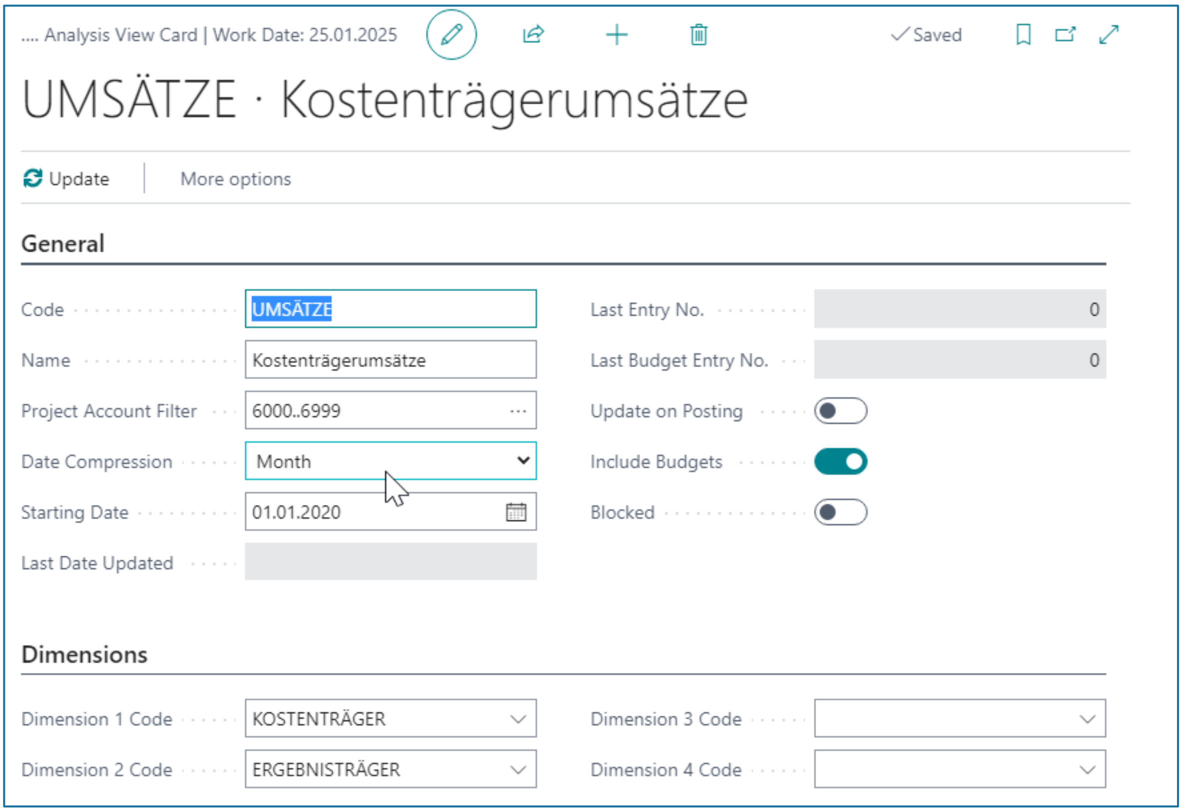
Field Name	Field Description
Code	This field is used to specify the code for the analysis view.
Name	This field is used to specify the name of the analysis view.
Cost Account Filter	This field is used to specify which accounts to consider in the analysis view.
Date Compression	This field is used to specify the period for entries to be combined to obtain a single entry for that period.
Starting Date	This field is used to specify the starting date of the analysis view.
Last Date Updated	This field is used to specify the date on which the analysis view has been updated the last time.
Last Entry No.	This field is used to specify the number of the last cost account entry that was posted before the analysis view was updated.
Last Budget Entry No.	This field is used to specify the number of the last cost account budget entry that was entered before the analysis view was updated.
Last Performance Budget Entry No.	This field is used to specify the number of the last performance budget entry entered before the analysis view was updated.
Update on Posting	This field is used to specify whether to update the analysis view each time you post a cost account entry.
Include Budget	This field is used to specify whether to update the analysis view budget entries each time you update an analysis view.
Blocked	This field indicates whether the analysis view is blocked and therefore cannot be posted.

Dimensions tab

Field Name	Field Description
Dimension Code 1	This field is used to define the first dimension you want to evaluate using the analysis, such as the cost center to represent its costs.
Dimension Code 2	This field is used to define the second dimension you want to evaluate using the analysis, such as a product group.
Dimension Code 3	This field is used to define the third dimension you want to evaluate using the analysis, such as a purchaser code.
Dimension Code 4	This field is used to define the fourth dimension you want to evaluate using the analysis, such as a region.

25.3. Project Account Analysis Views





General tab

Field Name	Field Description
Code	This field is used to specify the code for the analysis view.
Name	This field is used to specify the name of the analysis view.
Cost Account Filter	This field is used to specify which accounts to consider in the analysis view.
Date Compression	This field is used to specify the period for entries to be combined to obtain a single entry for that period.
Starting Date	This field is used to specify the starting date of the analysis view.
Last Date Updated	This field is used to specify the date on which the analysis view has been updated the last time.
Last Entry No.	This field is used to specify the number of the last cost account entry that was posted before the analysis view was updated.
Last Budget Entry No.	This field is used to specify the number of the last cost account budget entry that was entered before the analysis view was updated.
Last Performance Budget Entry No.	This field is used to specify the number of the last performance budget entry entered before the analysis view was updated.
Update on Posting	This field is used to specify whether to update the analysis view each time you post a cost account entry.
Include Budget	This field is used to specify whether to update the analysis view budget entries each time you update an analysis view.
Blocked	This field indicates whether the analysis view is blocked and therefore cannot be posted.

Dimensions tab

Field Name	Field Description
Dimension Code 1	This field is used to define the first dimension you want to evaluate using the analysis, such as the project account to represent its costs.
Dimension Code 2	This field is used to define the second dimension you want to evaluate using the analysis, such as a product group.
Dimension Code 3	This field is used to define the third dimension you want to evaluate using the analysis, such as a salesperson code.
Dimension Code 4	This field is used to define the fourth dimension you want to evaluate using the analysis, such as a region.