EAGLS Cost Allocation

Cost Allocation in EAGLS

One of the main features in EAGLS is the ability to do cost allocation (adjustments) to centrally billed credit card transactions. This function was one of the main reasons the Department and the majority of the Bureaus chose Bank of America and their EAGLS program.

One of the major advantages to EAGLS is that it allows a range of transactions (which the user selects) to be displayed on the screen. For those users who usually create only one adjustment line for a transaction, you will (depending on your access and the time of day) find processing cost allocation in EAGLS to be easier and faster than the FFS CARD Table.

EAGLS also incorporates a pop down window called Favorites which, if used properly, can be a valuable time saver.

Basically, transactions post to EAGLS before hitting the CARD Table. Transactions and adjustments are moved from EAGLS to CARD. The adjustments in CARD look exactly the same when you do them in EAGLS as if you had entered them directly to CARD, with one exception:

- When you do the adjustment in EAGLS, the USERID that posts to CARD is CNVUSER
- When you do the adjustment in CARD, your USERID is displayed in CARD

Credit Card Adjustments should be posted daily in EAGLS.

Useful Information

- Cost Allocation may only be done once in EAGLS.

- Cost Allocation must be done within 90 days in EAGLS.

- Currently, cost allocations done in EAGLS are posted to the FFS CARD Table and look exactly the same as if the adjustment was made in CARD. Currently, CARD may be used to adjust the adjustments either made originally in CARD or that have posted from EAGLS.

- EAGLS frequently times the user out. **Recommendation**: Before logging onto EAGLS, have either:

  - ✓ a credit card log listing the correct cost structure of each transaction
  - ✓ the invoice having the cost structure written on the top-a suggestion would be to have the invoices in alphabetical order to make it easier to match the screen to the invoices
  - ✓ a credit card statement showing the cost structure beside each transaction available

- If you do not adjust EAGLS (or CARD) before the monthly reports are run, only the charges to the default cost structure show up on the reports. The adjustments would not show up until the next month.

- After you've completed your cost allocation, you can return to the "Search Screen" and get a list of your adjusted transactions. Just click on "Allocated" instead of "Not Allocated" and put in your date range and the appropriate account number (refer to p. 9).

Terms

Accounting Cost Structure in EAGLS, including the Favorite List, is as follows:

- ✓ Four digit Budget Fiscal Year followed by a - (dash)
- ✓ Job Number followed by the
- ✓ Budget Organization followed by the
- ✓ Budget Object Class

> **NOTE**: The project number and the budget object class are **both case sensitive.** An error message is displayed if an invalid cost structure is keyed.

Cost Allocation - moving costs from the default cost structure to the correct accounting cost structure

Favorite List - valuable tool that will save the cardholder/administrative person having to key in common cost structures -each cardholder can create up to 30 "favorites" or 30 commonly used accounting cost structures to be used as a pop down window

Quick Cost Allocation Method - used when only **one** cost structure adjustment line is needed

Detailed Allocation Method – required when more than one cost structure adjustment line is needed, when referencing an undelivered order, and when only adjusting part of the transaction.

TIP: There are 2 methods of doing cost allocation. The quick method is recommended when only 1 cost structure adjustment line is needed. The detailed method is required when more than 1 adjustment line is needed, when only adjusting part of the transaction, and when doing referencing payments. If you are doing a combination of the Quick Cost Allocation Method and the Detailed Allocation method – **BE CAREFUL**. If you do a few quick allocations and then leave the screen to do a detailed allocation without SUBMITTING the quick allocations, your data will be lost and you will need to begin again.

Creating Favorite Lists

The Favorite Lists is an optional tool that can be a tremendous time saver. After creating a Favorites List, you can copy a cost structure instead of having to type it in every time. It may be used with both of the allocation methods. The Favorite Lists, created by the USER, need only be created once, prior to beginning cost allocation. The Favorite Lists may be modified or deleted as cost structures change and you can have up to 30 of them defined in EAGLS for your use.

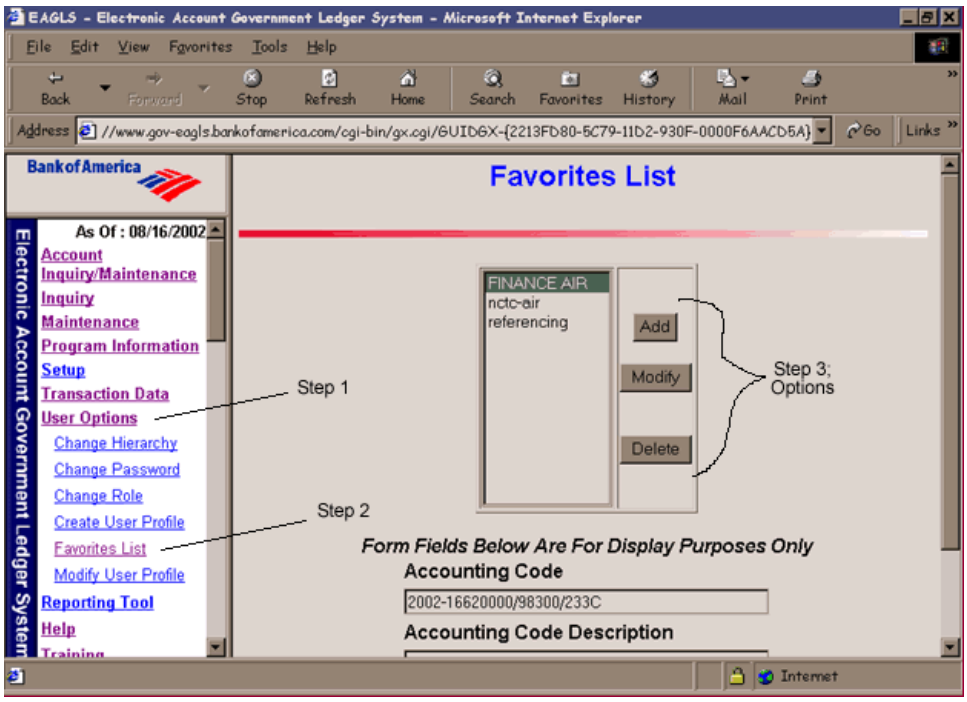
This example will show you how to create a cost structure for airfare that a station other then the default station is going to pay.

1. Click on User Options (menu on left side of screen).

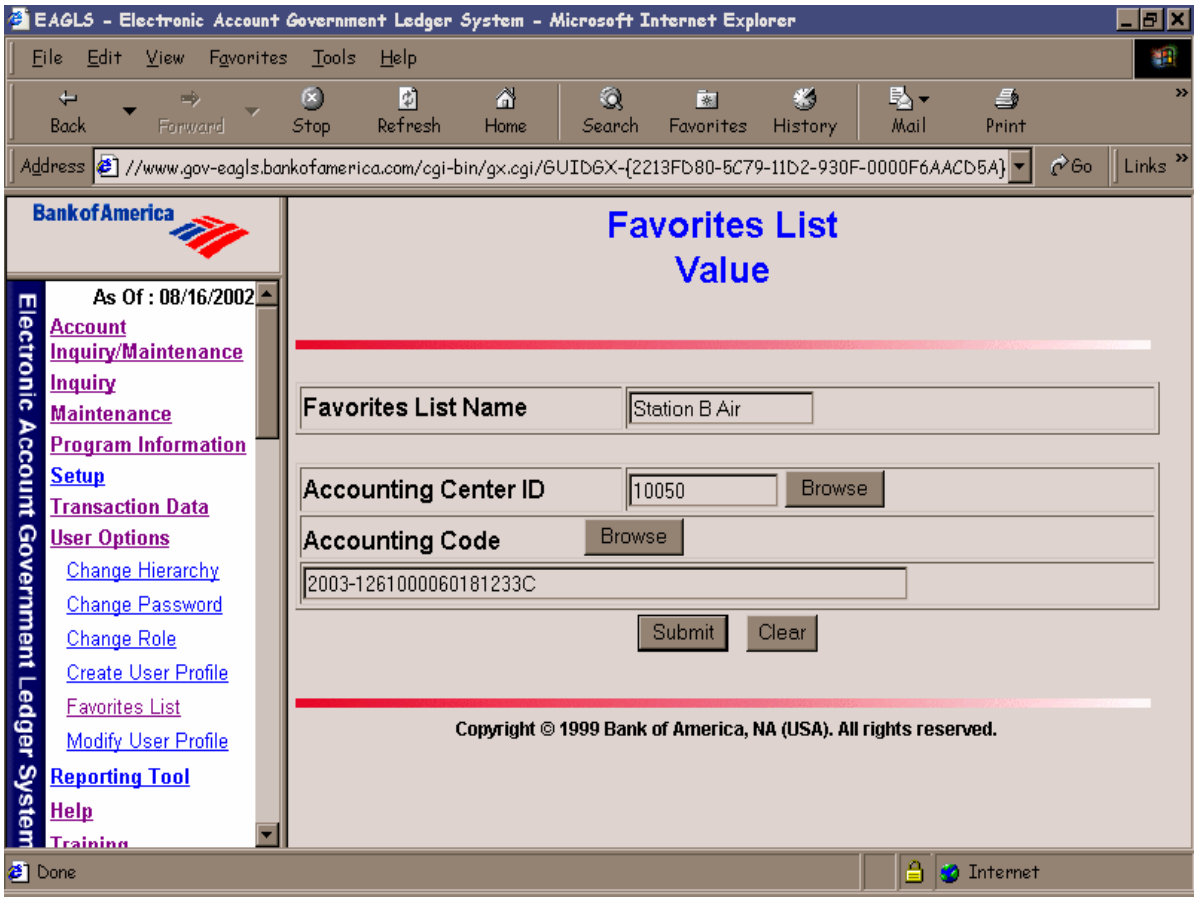
2. Click on Favorites List to display menu.

3. You have 3 choices from here:

   Add – Click to add a favorite.
   Modify – Click to modify a favorite.
   Delete – Click to delete a favorite.



4. To add a favorite, click on “Add” to display the Favorites List Value Table.

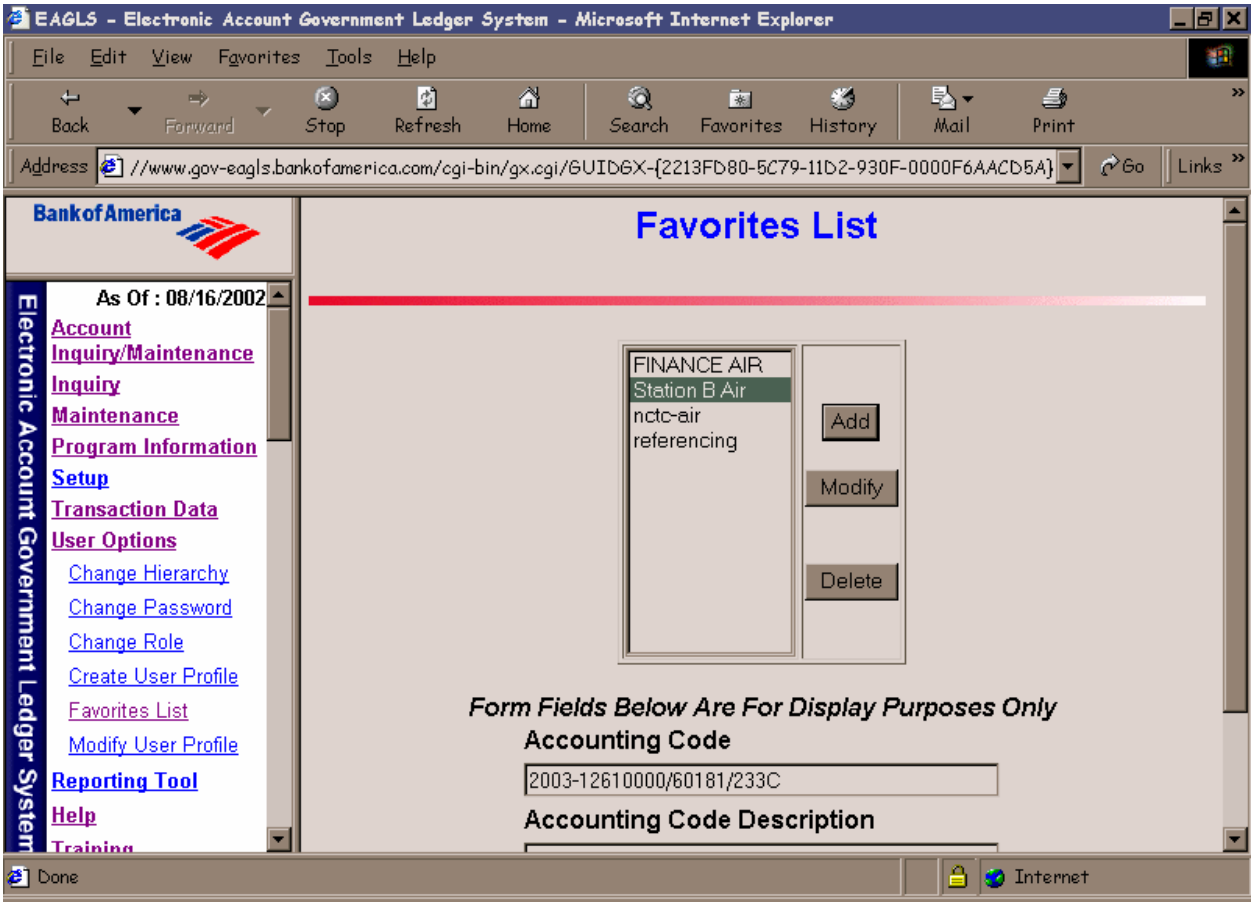


5. Complete the following fields. Below is an example:

Favorites List Name:	**Station B Air** (16 characters max)
Accounting Center ID	**Always 10050** (numeric)
Accounting Code: Example is:	**2003-1261000060181211C** (the accounting code will reject if it is not valid – it must always follow the structure displayed above)

6. Click on Submit.

7. You can now see your new favorite in your “Favorites List”.



Other possible uses could be creating favorites for different sub-activities that you charge to. If you always use the same budget organization and job number, you may want to create favorites with commonly used budget object classes. The possibilities are endless.

You can also use the favorites list and then just change one element of the cost structure such as the budget object class. You will need to experiment and can customize this feature to your personal use.

> NOTE: You may also modify or delete Favorite Lists. In step 4, you would either click on modify or delete instead of add.

Hot Tip:

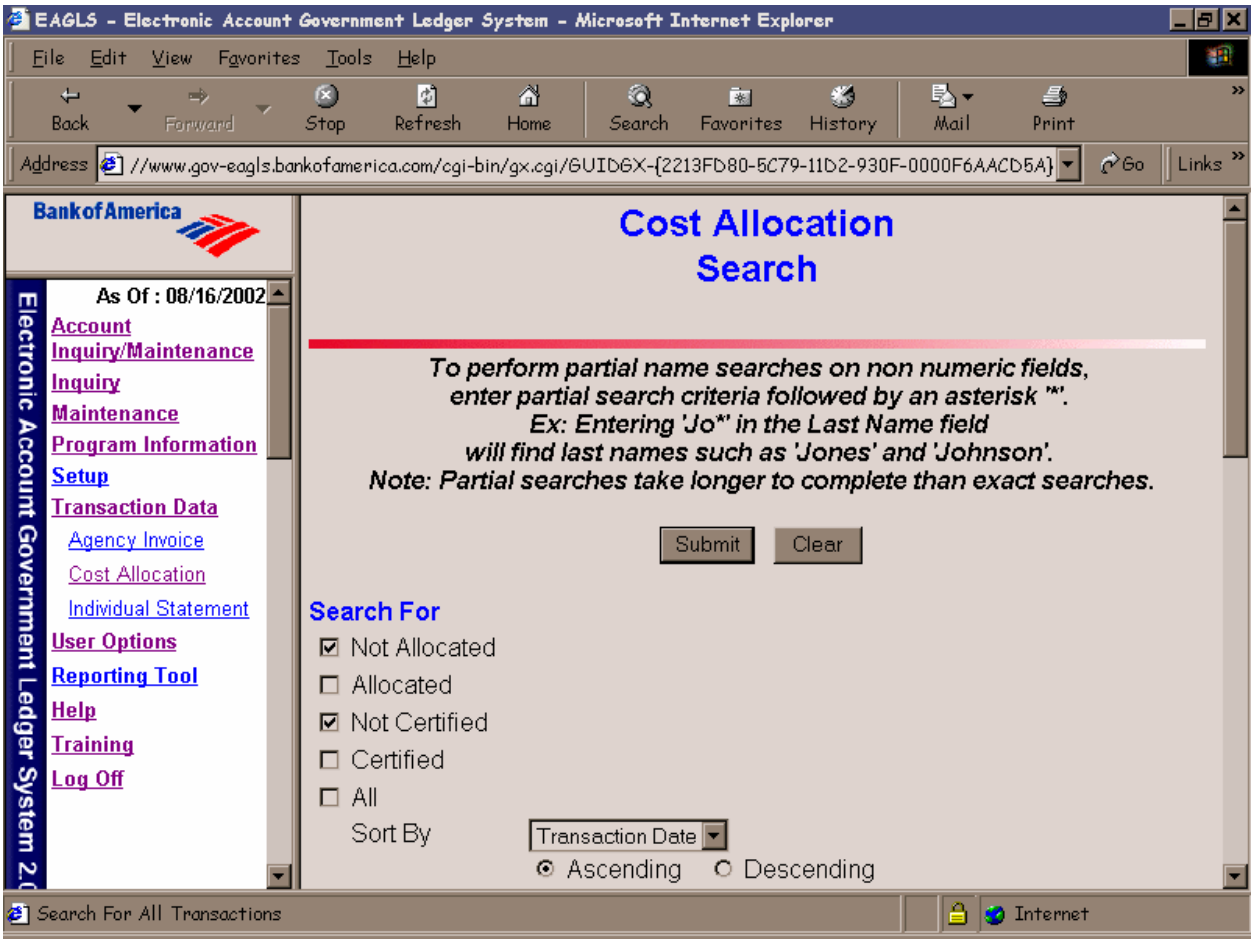
At the beginning of the fiscal year, you need to make sure you modify all of your favorites to reflect the new budget fiscal year in the accounting code.

Step by Step Instructions – Cost Allocation

1. Log into EAGLS if not already logged on.

2. Click on “Transaction Data” (menu on left side of screen).

3. Click on “Cost Allocation” to display the Cost Allocation Search Screen.

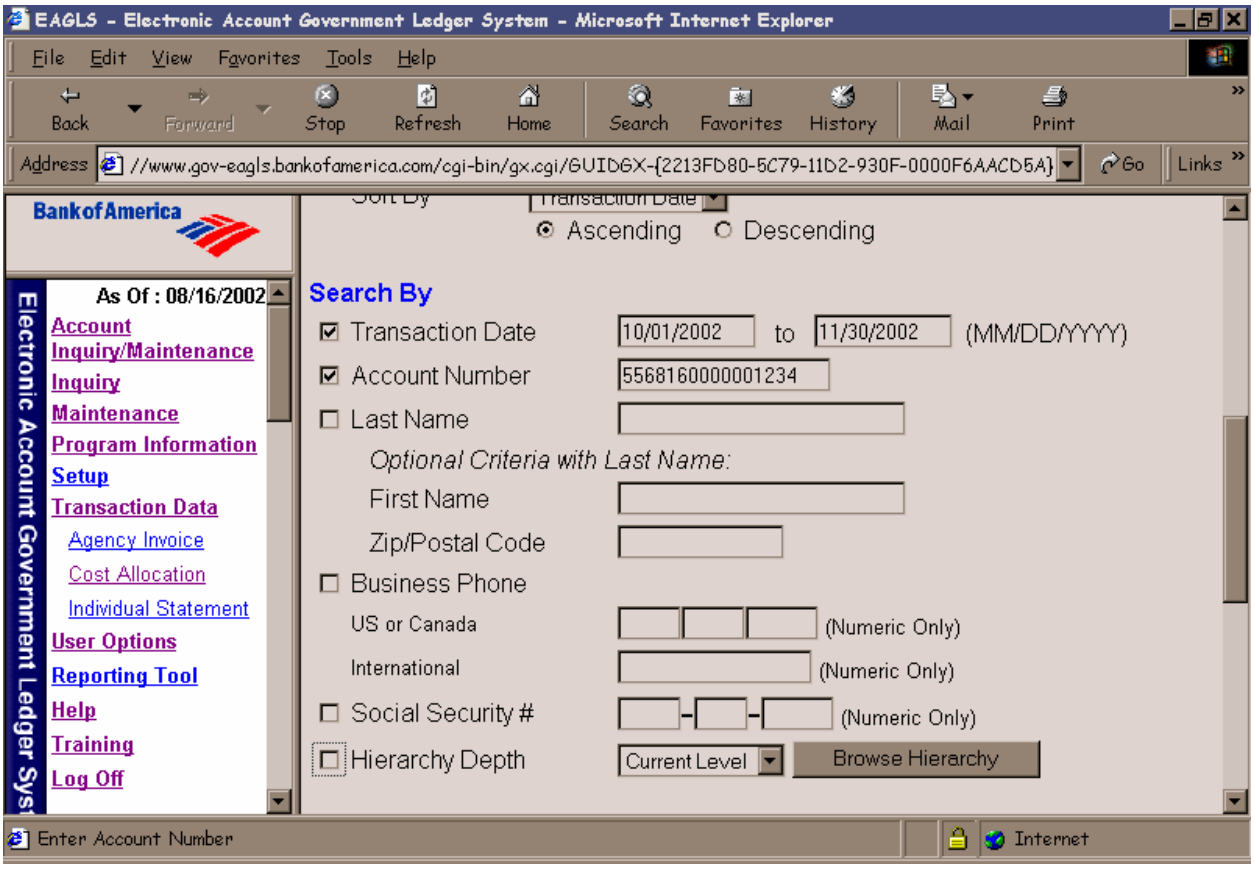


This is the Cost Allocation Search Screen. On this screen you specify the information you want to find.

Listed below are descriptions of the different fields you will enter information into.

"Search For" identifies the type of transactions you want to search for.

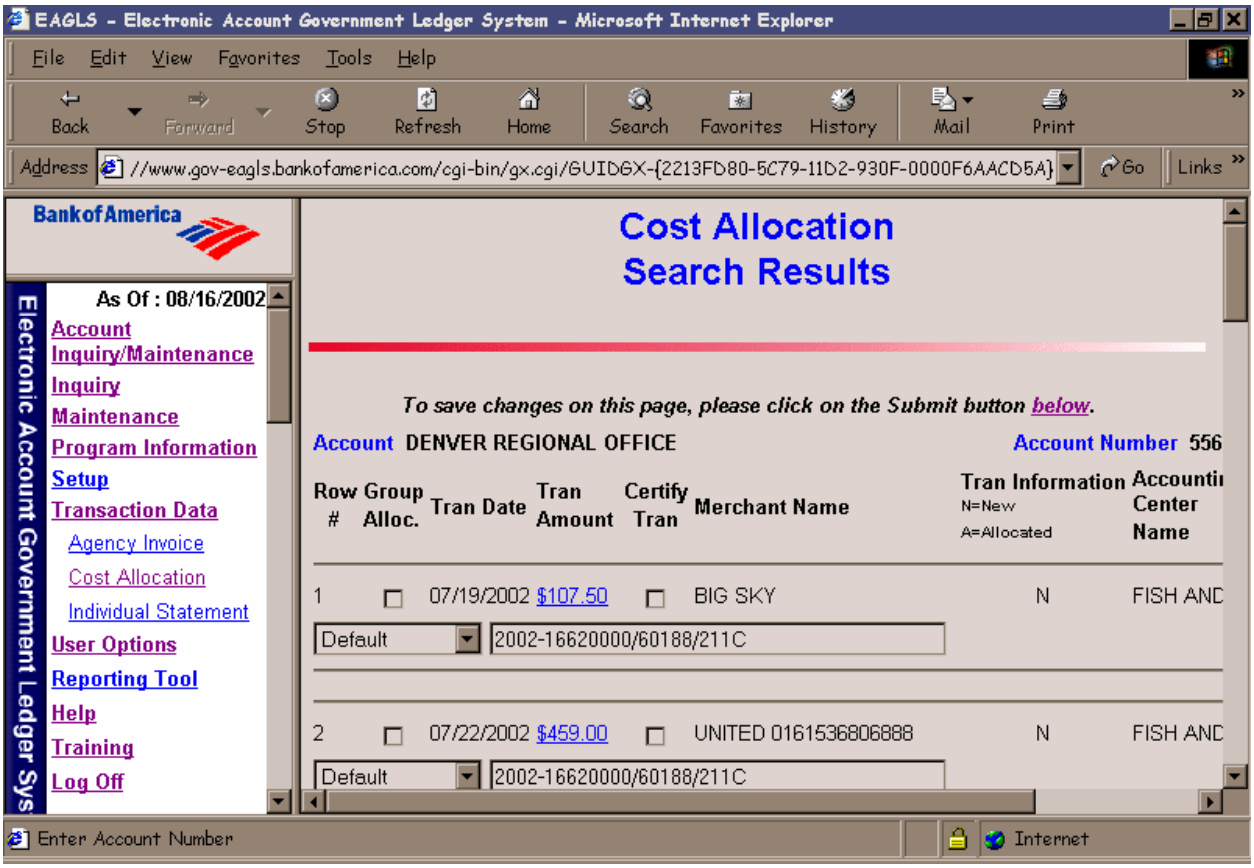
- ✓ Not Allocated – see a listing of transactions that have not been adjusted in EAGLS.
- ✓ Allocated – see a listing of transactions that have been adjusted in EAGLS.
- ✓ Not Certified – see a listing of transactions that were not certified
- ✓ Certified – see a listing of transactions that were certified
- ✓ All – see all transactions



"Search By" identifies the data you want to find.

- ✓ Transaction Date – the range of dates that will appear on your search. These dates must be within 90 days of the date FWS was billed. Date format must be mm/dd/yyyy and you must enter the slashes.
- ✓ Account Number – the 16 digit card number **OR**
- ✓ Cardholder Name – typically just the last name is entered

4. Click Submit at either the top of the screen or the bottom of the screen (your preference) to display Cost Allocation Search Results.



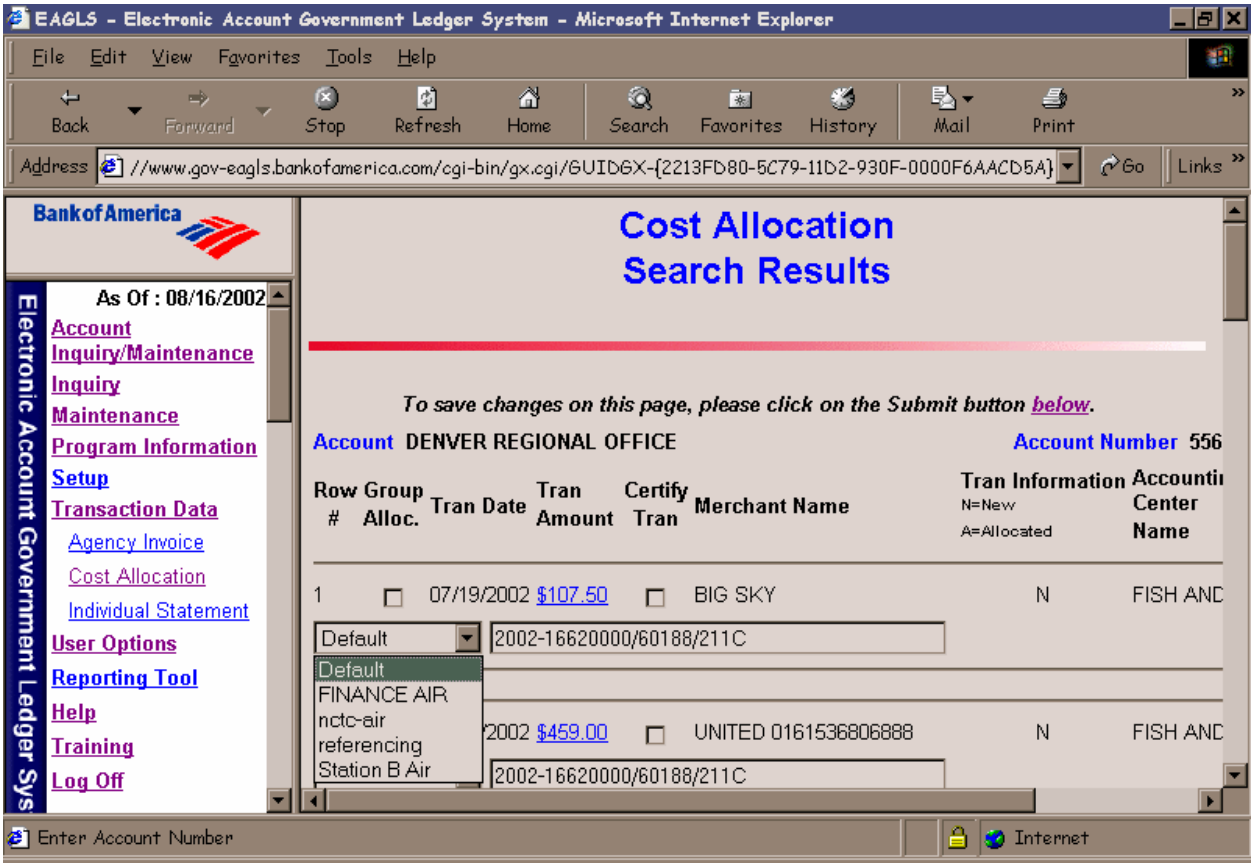
5. Skip any transaction that is to be disputed or any transaction where the goods/services have not been received and there is not a proper invoice.

6. You have a choice in submitting your credit card adjustments. You can submit each transaction separately or elect to submit all of the quick allocation transactions as a group. The Quick Allocation method is described first. Then the Detailed Cost Allocation method is described.

NOTE: Unless doing a partial adjustment amount, you cannot use the default cost structure as your adjustment line. It will pass in EAGLS, but not post to CARD/FFS.

Quick Allocation

The “Certify Tran” field was originally intended so you could certify the transaction is for official government use. This field can be used when the transaction is valid and you are not changing the structure. If you click on this field, the next time you do a search within the same time frame, the transaction will not appear.



To do the actual quick allocation:

1. Go to the Default Cost Structure that is displayed.

2. Choose one of the three methods described below:

   ✓ <u>Use the Favorites List</u> by clicking on the down arrow next to “default” which opens your favorites list. Click on the one you want and it becomes the new cost structure.

- ✓ Hand key or type over any portion of the cost structure that is incorrect (PROJ and BOC fields are case sensitive).

- ✓ Use a combination of the Favorites List and the type over. For instance, if you have a favorite and everything but the BOC is correct, you can click on the favorite and then go to the new cost structure and type over the object class with the correct one.

3. Scroll down and click on submit to process the one transaction **OR,** a suggested method is to do all the quick allocations and then submit once for the entire group.

There is no right or wrong way to make adjustments (using Favorites, typing over, or using a combination). **Do whatever is easiest for you!!**

Hints:

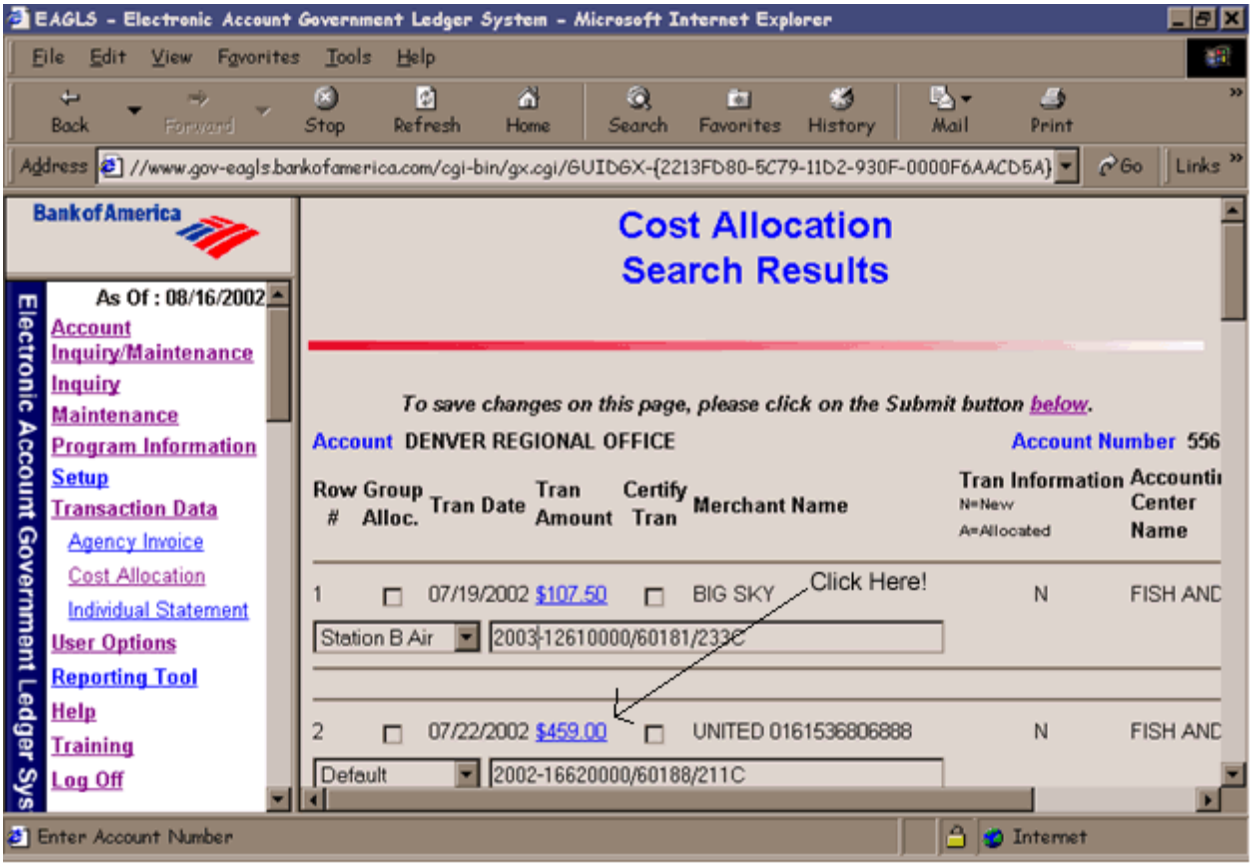
- If EAGLS is really slow, you may want to do a few quick allocations and then submit them to avoid being timed out.

- If you leave the page without submitting your changes, they will be lost.

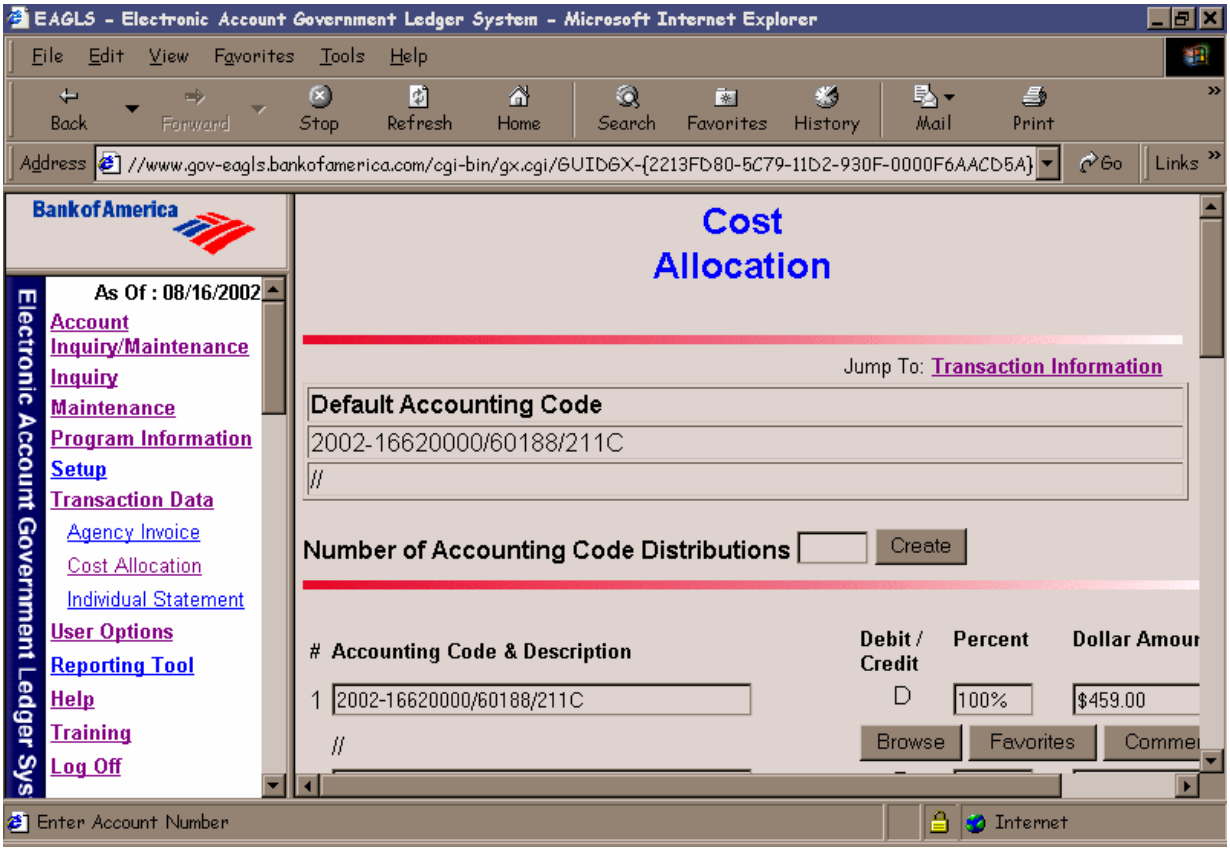
When the EAGLS file posts to FFS, the adjustments you just made in EAGLS will display in CARD. The USERID will show as CNVUSER. FFS posts cost allocations around the 15th of the month and the day before FWS closes the month.

Detailed Cost Allocation

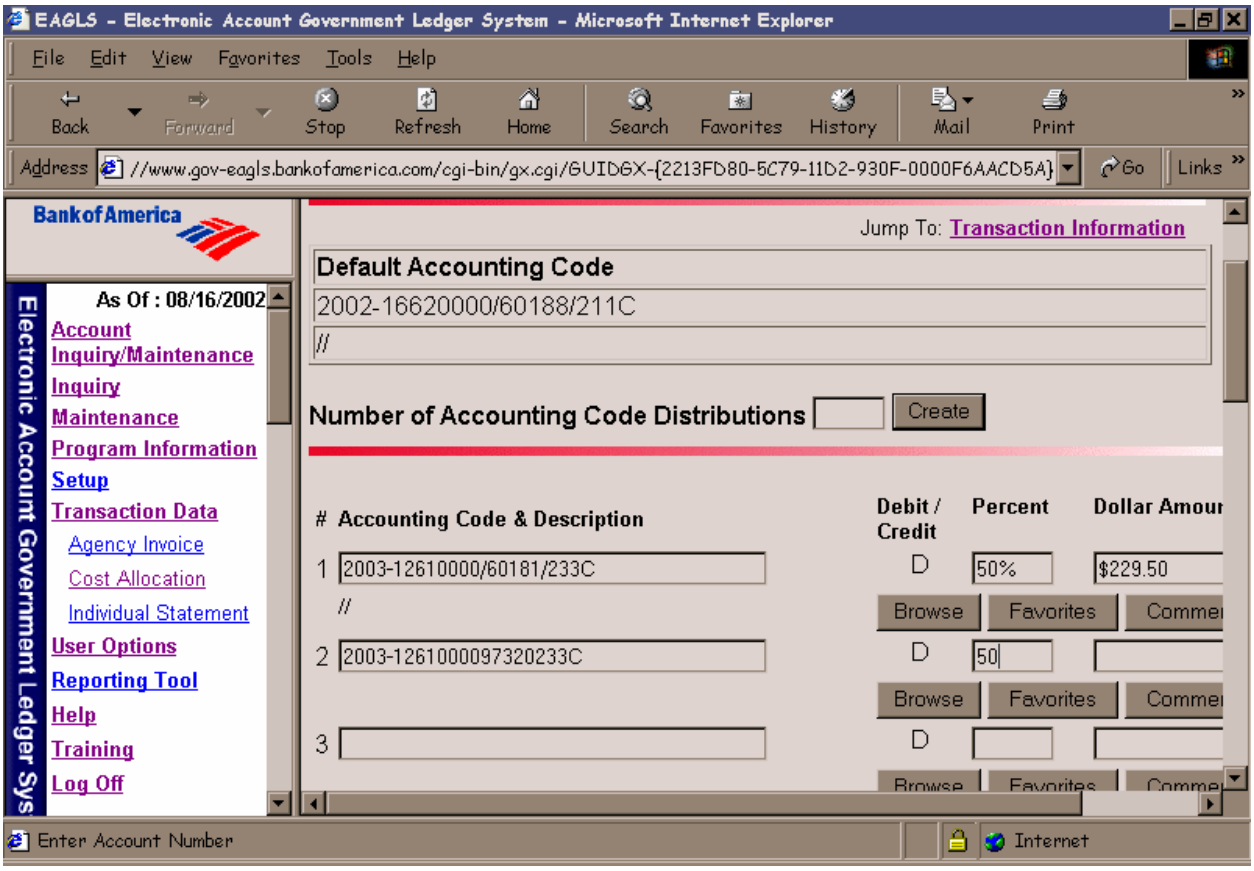
1. Click on amount to go to the Cost Allocation Screen.



2. 5 adjustment lines are displayed. If you need more than 5, **key the number you need** in the "Number of Accounting Code Distributions" and click on Create.



3. Go to the “Accounting Code & Description” section.



4. Key line 1 **choosing either** percentage or dollar amount. You will need to scroll right to see all of the fields. (We’re demonstrating the percentage method here.)

   Percentage Method (total adjustments must equal 100%)

   - ✓ Key the first adjustment by using the Favorites List to select the account desired, typing over the old cost structure, or using a combination of the Favorites list and type over.

   - ✓ If you use the Favorites List, you <u>may</u> come to a security screen. Click yes. Click on the favorite you want and then click on Select.

- ✓ Scroll over to the Percentage Field. Change the 100% to the % you desire.

- ✓ Key the next adjustment line following the same procedures you used for line 1. Be careful. Each separate accounting line has the same field titles and you need to key the fields associated with that individual line.

Dollar Method (all adjustments must equal the original amount of the transaction)

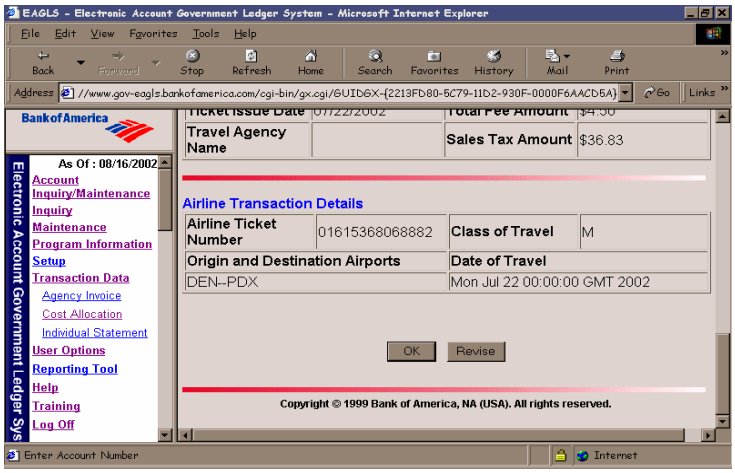
The dollar method is almost identical to the percentage method with the only difference being, you enter a dollar amount into the "Amount Field" instead of changing the percentage.

> **TIP:** Sometimes, you may get an error and need to adjust one of the amounts by a penny to get it to balance.

5. After completing all adjustment lines:

   - Scroll down and click on "Submit"

   - Click "OK" in the Verification Screen if everything is correct. If you need to make changes, click on "Revise" to start over. It is important not to skip these two steps. If either one is missed, the adjustment will not take effect.



Adjusting Part of the Transaction

If you want to adjust only part of a transaction:

1. Leave the original transaction in the first adjustment line.
2. Change either the percentage or the dollar amount.
3. Key the remaining adjustments using either the percentage or the dollar method (must be the same method as line 001).

Referencing Adjustments

In EAGLS, you can make referencing payments, just as you can in FFS. The types of documents that can be referenced are:

- OF
- MO
- YR

1. **Click** on amount to go to the Cost Allocation Screen.

2. 5 adjustment lines are displayed. If you need more than 5, **key** the number you need in the "Number of Accounting Code Distributions" and **click on Create**.

3. **Go** to Accounting Code & Description.

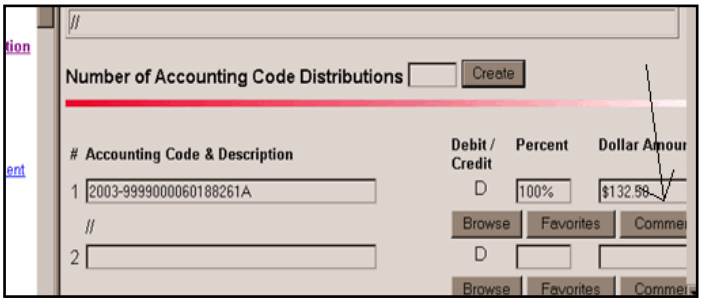
4. **Key** cost structure "2003-99990000XXXXX261A" (the XXXXX is your budget organization) on every referencing line

Hints:

- Create a favorite with this cost structure and call it "Referencing". Next time you have to do this, it will be a snap.

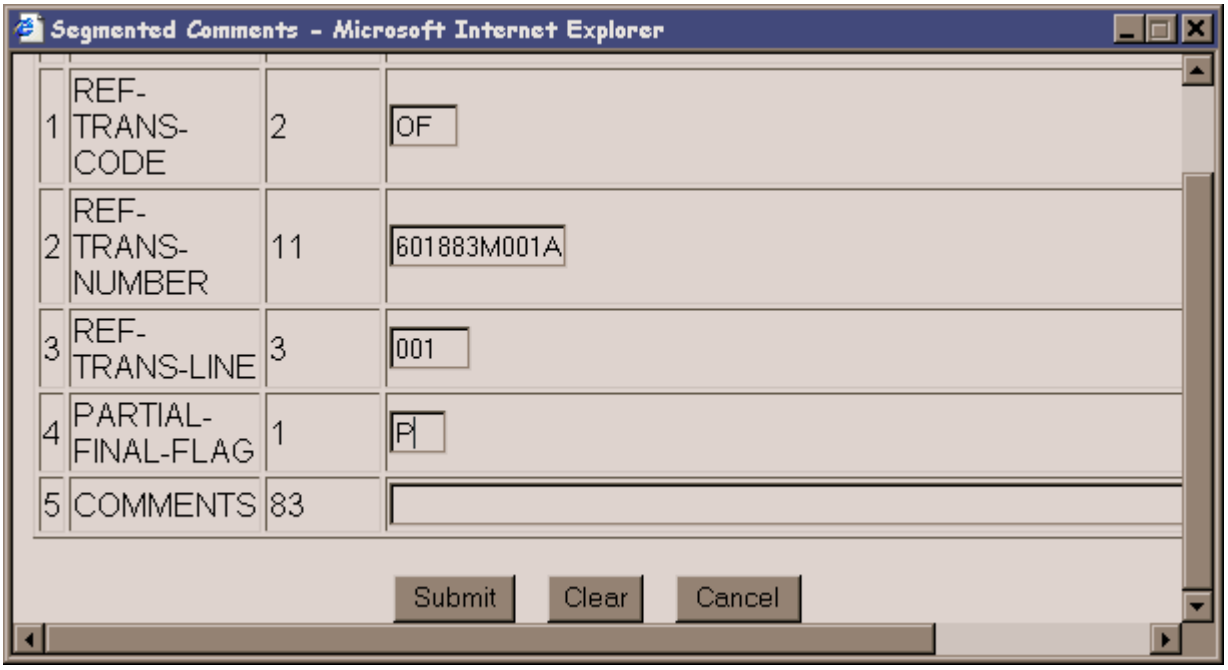
- EAGLS requires a valid cost structure in order for the adjustment to clear EAGLS. **You cannot use the default cost structure** identified with this transaction code or the entry will NOT post to CARD or FFS. It will appear as though it has cleared EAGLS, but it will not post to CARD and will end up in NEVER NEVER LAND.

5. **Click** on the "Comments" button and make sure you are on the proper line. It is easy to be misled.



6. **Key** the following fields:

- Ref Trans Code - key the OF, MO, or YR
- Ref Trans Number - document control number in OBLL or RCLA (if YR)
- Ref Trans Line-matches the line on the OBLL or RCLA (if YR)
- Partial/Final Flag



7. **Click** on “Submit” to return to the Cost Allocation Screen.

If only doing **one adjustment line**, **scroll** down and **click** on submit.

8. If you are referencing multiple lines, you will need to adjust one line at a time in the following order:

- **Key** the “Referencing” favorite or type in 2003-99990000XXXXX261A.
- **Click** on “Comments”. Fill out the Comments Section.
- **Click** on “Submit”.
- **Adjust** either the percentage or the dollar fields.
- **Go** to the next adjustment line.

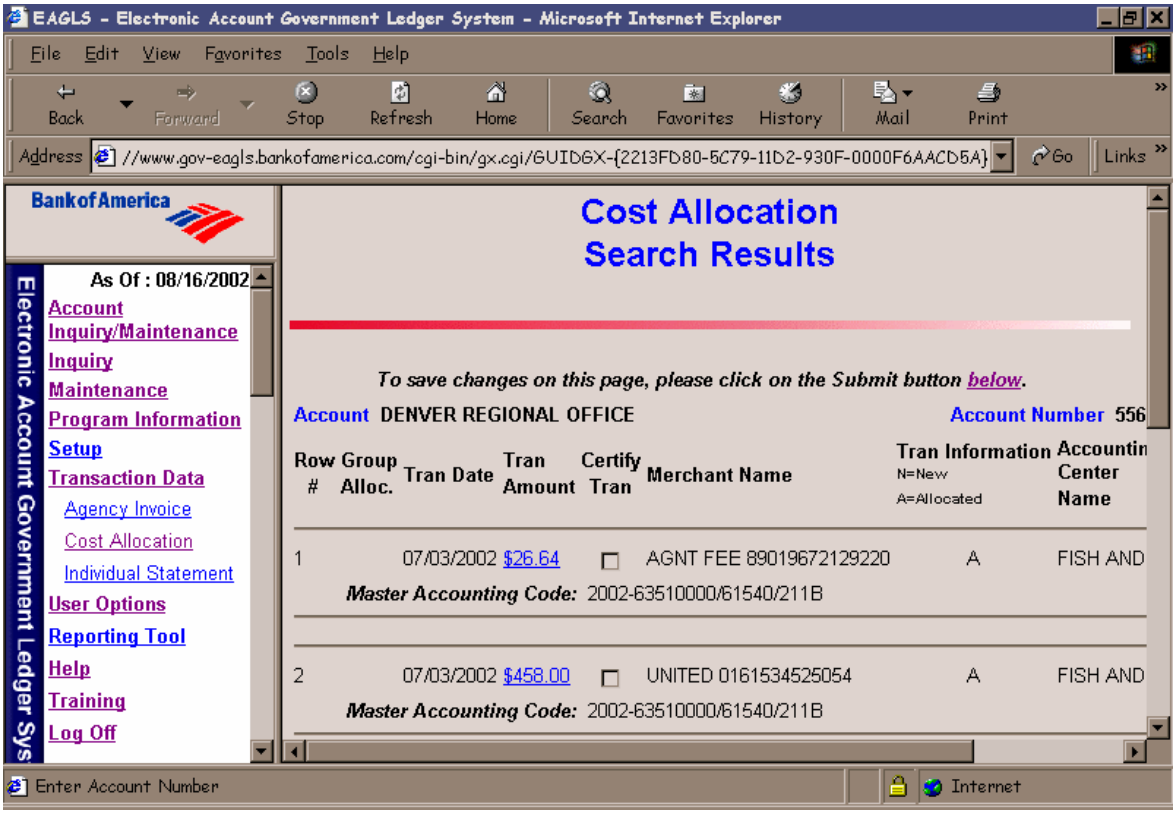
> **NOTE**: If you do not follow this order and try to do all of the cost structures and then the dollar/percentage fields, it doesn't seem to recognize the comments field when you get your verification screen (important if the referencing function is to work correctly). Sometimes, it puts you in a strange loop.

9. After completing all adjustment lines:

- **Scroll** down and click on submit.
- **Click** "OK" in the Verification Screen if everything is correct. If you need to make changes, click on "Revise" to start over. This is important or the adjustment will not take effect.

Verifying Your Work

As a transaction (or a group of quick allocation transactions) is/are submitted, the transactions should “disappear” from the Search Screen. If you go back in and search for the Allocated Transactions, the “N” in the Tran Information field is changed to an “A” for allocated. These screens can be printed.



When finished allocating, log out of EAGLS.

Allocation Procedure Checklist

This is a quick overview of the allocation procedures and offers one suggestion on how to do the Cost Allocation. Refer back to the detailed instructions if you need help.

Your Favorites List should already be created before doing your cost allocation.

- ❑ Log into EAGLS
- ❑ Click on “Transaction Data”
- ❑ Click on “Cost Allocation”
- ❑ Click on “Not Allocated” and “Not Certified” (these are the default fields)
- ❑ Enter the date range that will display all transactions that have NOT been adjusted (can’t be older than 90 days from purchase date).
- ❑ Enter the last name of the cardholder
- ❑ Scroll down and click on “Submit”
- ❑ Skip any transaction that is to be disputed or any transaction where the goods/services have not been received and there is not a proper invoice.
- ❑ Do **all** of the quick allocations first:
    - Use the Favorites List, type over any field you wish to change, or use a combination of the Favorites List and the type over feature to create a new cost structure
    - Click on “Submit” when all of the quick allocations have been completed

NOTE: If EAGLS is very slow that day and not very responsive, it is recommended you do a few quick allocations, submit them, do a few more etc. If the system times out and you have not submitted any transaction, **ALL WILL BE LOST** and you will have to start over.

- ❑ Do each detailed allocation one by one by clicking on the amount of the transaction. Don't forget to submit each transaction and click on "OK" to verify each transaction.

- ❑ If desired, do a print screen of your reallocated transactions and log out of EAGLS.