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# PEOPLEPLUS

## Cost Allocation Manual

# 20

## Section 20: Cost Allocation

### Introduction

Cost allocation is **the distribution of one cost across multiple entities, business units, or cost centres.**

### Purpose

The purpose of this section is to provide a step-by-step guide to allocate the cost to company of an employee to different cost centres.

- Go to employee payroll settings.
- Click on Edit
- Select Cost Allocation

Belinda Young (147): Update

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Default Details Employee Details Medical Pension/Provident Unions **Cost Allocation**

**Employee Details:**

Payroll Settings:

Payroll Company: \* Talenger Monthly (Monthly)

Foreign Income:

**Rates:**

Days Per Month:	<input type="text" value="21.67"/>	Monthly Rate:	R13000
Hours Per Month:	<input type="text"/>	Weekly Rate:	R3000
Hours Per Week:	<input type="text" value="40"/>	Daily Rate:	R599.91
Hours Per Day:	<input type="text" value="8"/>	Hourly Rate:	R74.99
Paid Type: *	<input type="text" value="Set Salary/Wage"/>	Termination/Leave Daily Rate:	R0

- The Cost Allocation will display the Cost Centres that were added on the HR side

Belinda Young (147):

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Default Details Employee Details Medical Pension/Provident Unions **Cost Allocation**

**Employee Details:**

**Cost Centres:**

Call Centre :	<input type="text"/>	%
Construction Site:	<input type="text"/>	%
Human Resources:	<input type="text"/>	%
Information Technology:	<input type="text"/>	%
Sale and Marketing:	<input type="text"/>	%

- You can now split your cost to company to different cost centres by adding the % amounts.
- Click update

**Belinda Young (147):**

Default Details Employee Details Medical Pension/Provident Unions **Cost Allocation**

**Employee Details:**

**Cost Centres:**

Call Centre :	<input type="text"/>	%
Construction Site:	<input type="text"/>	%
Human Resources:	10	%
Information Technology:	40	%
Sale and Marketing:	50	%

- After updated, you can view the amount allocated to different cost centres.

**Belinda Young (147):**

Default Details Employee Details Current Payroll Info Medical Pension/Provident Unions **Cost Allocation**

**Employee Details:**

**Cost Centres:**

Call Centre :		
Construction Site:		
Human Resources:	10 %	= R 1,300.00
Information Technology:	40 %	= R 5,200.00
Sale and Marketing:	50 %	= R 6,500.00

- To generate a report go to reports and select Cost Allocation Report

Company Setup Field Allocation Backups Update/Process **Reports**

**Generate Report:**

Select Report: **Cost Allocation**

Select Pay Period(s):

-----Period Reports-----

- EFT File - ABSA Cash Focus (new)
- EFT File - Nedbank (new)
- EFT File - FNB (new)
- EFT File - Standard Bank (new)
- EFT File - Payaccsys (new)
- EFT File - JP Morgan (new)
- EFT File - HSBC
- EFT File - Mercantile
- ACH File - Citi Bank
- UIF COVID-19 Relief Claims(Comma Deliminated format)
- UIF Submission(Comma Deliminated format)
- IRP5 Submission(Comma Deliminated format)
- UI19 Unemployment Form
- IRP5 IT REG Submission(Comma Deliminated format)
- General Ledger
- Cost Allocation**
- Vacation Accruals
- Bonus Provision

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- You can print your report or save as an PDF Document.

Company Name Talenger Monthly Ltd  
 Requested Date: 17 Aug 2021  
 Requested Period 01 Aug 2021 - 31 Aug 2021  
 Requested By: Debbie Loots

Emp #	Name	Surname	CTC	Cost Centre	Cost %	Amount
147	Belinda	Young	R 13,000.00			
				Human Resources	10 %	R 1,300.00
				Information Technology	40 %	R 5,200.00
				Sale and Marketing	50 %	R 6,500.00
TAL032	Katherine	Millar	R 6,600.00			
				Construction Site	90 %	R 5,940.00
				Human Resources	10 %	R 660.00
TAL037	Mark	van Wijk	R 15,000.00			
				Construction Site	30 %	R 4,500.00
				Information Technology	70 %	R 10,500.00

Cost Centre Totals	
Call Centre	R 0.00
Construction Site	R 10,440.00
Human Resources	R 1,960.00
Information Technology	R 15,700.00
Sale and Marketing	R 6,500.00