

Cost Adjustments



Here you will learn about all the adjustments that can be made to cost cards as an administrator or project manager. These changes can be simple, like changing the description on a card, to complex, like splitting a card in two and transferring half to another project. If you have ever needed to make corrections to cards, and don't want to go through the hassle of rejecting it back to the original submitter, then the adjustments area is for you.

Before you can adjust cards, you first need to find them. If you haven't already learned how to do that, please see [Find Cost](#).

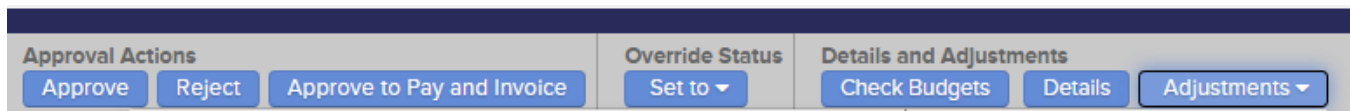


Additional Resources

[Projector Fundamentals: Time and Cost Management](#) webinar (got to 37:04) is a great resource to learn about Cost Transfers and Adjustments in Projector.

Permissions and Settings

All the adjustments on this page are accessible through the control bar. The control bar is only visible after you have run a search.



You cannot approve or approve to pay your own cost cards. Approve to invoice is okay.

The **Make Pre-Invoicing Adjustments** permission allows a user to:

- Write Up/Down
- Transfer to Project
- Change Expense Type - administrators are allowed to change to any type, even types disallowed by the project
- Change Units
- Revalue
- Split Cost Card
- Adjust Disbursed Amount
- Change Paid By
- Change Description
- Change Location

The [stage based permission Project Managers can Adjust Time and Cost](#) allows project managers to:

- Write Up/Down
- Transfer to Project
- Change Expense Type - project managers are allowed to change to any type, even types disallowed by the project
- Change Units
- Revalue
- Split Cost Card
- Adjust Disbursed Amount
- Change Paid By
- Change Description
- Change Location

The [stage based permission Project Managers can Transfer Cost Among Projects](#) allows a project manager to:

- Transfer to Project
- Split Cost Card

Users with the following [cost center permissions](#) can override a cost card's status.

- **Administer Expense Document Approval Workflow**
- **Administer Expense Document Invoicing Workflow**
- **Administer Expense Document Payment Workflow**

Override Cost Card Status

You can force a cost card into a different status from the **Set to** dropdown. Once a cost card is Approved to Pay or on an invoice, it cannot be moved back to Submitted, Draft, or Rejected. You'll need to first unapprove to pay or pull the card off of an invoice.

Approval Actions		Override Status	Details and Adjustments		
Approve Reject Approve to Pay and Invoice		Set to ▾	Check Budgets	Details	Adjustments ▾
Resource	Set Approval Workflow Status to ...	Set Payment Workflow Status to...	Set Invoice Workflow Status to...		
Tom Sherma	<ul style="list-style-type: none"> ● Rejected 	Not approved to pay	Not approved to invoice		0.00
Tom Sherma	Draft	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Approved to pay 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Approved to invoice 		0.00
Tom Sherma	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Submitted 	Transmitted			2.00
Tom Sherma	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Approved 	Paid			5.00
Tom Sherma		Received			5.00
Tom Sherma					7.00
Tom Sherma					8.00

Adjust Cost Cards

This section details all the adjustments possible to cost cards. Adjustments are only available to **Approved costs** that are **not on an invoice**.

Approval Actions		Override Status	Details and Adjustments		
Approve Reject Approve to Pay and Invoice		Set to ▾	Check Budgets	Details	Adjustments ▾
Resource	Financial		Non-Financial		
Tom S	Write Up/Down...	Revalue...	Change Description...		0.00
Tom S	Transfer to Project...	Split Cost Card...	Change Location...		0.00
Tom S	Change Expense Type...	Adjust Disbursed Amount...			0.00
Tom S	Change Units...	Change Paid By...			0.00

Financial Adjustments

These adjustments may affect the financial values of your cost cards.

Write Up/Down

Write up or down cards to change the amount that the client will be charged. If you have selected a group of cards, the change amount is prorated across all of them. You can adjust by:

- By a fixed percentage
- By a fixed amount
- By the final client amount

Changing one field automatically recalculates the others.

Write 3 cost cards up or down

Writing cost cards up or down changes the amount to be charged to the client

Write up/down 3 cost cards

	MARKUP %	AMOUNT USD
Disbursed amount (net of VAT)		156.00
Write-up or write-down	<input type="text" value="25.00%"/>	<input type="text" value="39.00"/>
Client amount		<input type="text" value="195.00"/> USD

DISBURSED AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 156.00	- 156.00	= 0.00

CLIENT AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 195.00	- 78.00	= 117.00

Reason for adjustment

3 cost cards will be adjusted |

Cancel

Adjust

Transfer to Project

Move cost cards from one project to another. Transfers are very useful when someone has entered something incorrectly and they need to be moved to the correct area. Pick the destination project, enter a reason for the move, and click **Adjust**.

You can only transfer cost cards if both the source and destination projects are open for [cost transfers](#).

Transfer 3 cost cards to another project

Transferring cost cards to another project may change the amount charged to the client

Transfer expenses to 
Acme Rockets

DISBURSED AMOUNT	AFTER	BEFORE	DIFFERENCE
(USD)	156.00	- 156.00	= 0.00

CLIENT AMOUNT	AFTER	BEFORE	DIFFERENCE
(USD)	78.00	- 78.00	= 0.00

Reason for adjustment

3 cost cards will be transferred |

Cancel


Adjust

Change Expense Type

As the name says, change the [expense type](#). Pick the new type from the dropdown list.

Change expense type on 1 cost cards

Changing the expense type will not change any of the financials or units on the cost cards

Change expense type to 
Out of Pocket Expense

DISBURSED AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 150.00	- 150.00	= 0.00

CLIENT AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 100.00	- 75.00	= 25.00

Reason for adjustment

1 cost card will be changed |

Change Units

Update things like miles traveled or units sold. Really only makes sense for unit-driven expense types, but can also be performed on non-unit driven expenses.

Change units on 1 cost cards

Changing units may change the amount to be charged to the client, and may also change the disbursed amount.

DATE	UNITS	UNIT COST	DISBURSED AMOUNT	VAT AMOUNT	VAT %	DISBURSED with VAT	UNIT PRICE	CLIENT AMOUNT
05 Aug 2013 Business Trip t...	<input type="text" value="3.00"/>	<input type="text" value="50.00"/>	150.00 USD	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	150.00	<input type="text" value="25.00"/>	75.00 USD

i Some financials for cost cards on payment vouchers and/or invoices cannot be changed.

units to on each card

DISBURSED AMOUNT AFTER	BEFORE	DIFFERENCE	CLIENT AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 150.00	150.00	= 0.00	(USD) 75.00	75.00	= 0.00

Reason for adjustment

Per Diem

This adjustment has not been documented yet. Please contact support for assistance.

Revalue

For [subcontractor invoice](#) cost cards, you can execute a revalue. These cost cards are associated with time cards worked by a subcontractor. If that subcontractor's reimbursement rates have changed, and their repayment cost cards need to be updated, this is where you do it.

Revalue 1 cost card

Revaluing cost cards reverses any prior adjustments and recalculates the disbursed amount based on current rates

DISBURSED AMOUNT AFTER	BEFORE	DIFFERENCE	CLIENT AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 968.00	968.00	= 0.00	(USD) 0.00	0.00	= 0.00

Reason for adjustment

Split Cost Card

A split adjustment divides a cost card into two separate cards. All financial values are proportionately spread across the cards. A split isn't that interesting in and of itself. So it is often used in combination with other adjustments. For example, you might split part of an expense onto a different project. Or perhaps split a combined hotel and hotel restaurant bill into separate cost cards.

You can split by percentage, disbursed amount, or client amount. The other values will be automatically calculated for you.

Split 2 cost cards

Splitting cost cards allows the resulting halves to be treated separately such as transferring one half to another project.

Choose a cost card	23 Jun 2014 Telecom 7	Acme - Inventory Tracking System Beta Release P001023-001 Acme Manufacturing																
6.00 USD (23 Jun 2014 Telecom)																		
8.00 USD (24 Jun 2014 Telecom)																		
	SPLIT 1	SPLIT 2 TOTAL																
Split %	<input style="width: 80px;" type="text" value="100.00%"/>	0.00% 100%																
Disbursed Amount	<input style="width: 80px;" type="text" value="6.00"/>	0.00 6.00 USD																
Client Amount	<input style="width: 80px;" type="text" value="0.00"/>	0.00 0.00 USD																
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">DISBURSED AMOUNT</td> <td style="text-align: right; font-size: small;">AFTER</td> <td style="text-align: right; font-size: small;">BEFORE</td> <td style="text-align: right; font-size: small;">DIFFERENCE</td> </tr> <tr> <td style="text-align: right; font-size: x-small;">(USD)</td> <td style="text-align: right; font-size: x-small;">6.00</td> <td style="text-align: right; font-size: x-small;">- 6.00</td> <td style="text-align: right; font-size: x-small;">= 0.00</td> </tr> </table>	DISBURSED AMOUNT	AFTER	BEFORE	DIFFERENCE	(USD)	6.00	- 6.00	= 0.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">CLIENT AMOUNT</td> <td style="text-align: right; font-size: small;">AFTER</td> <td style="text-align: right; font-size: small;">BEFORE</td> <td style="text-align: right; font-size: small;">DIFFERENCE</td> </tr> <tr> <td style="text-align: right; font-size: x-small;">(USD)</td> <td style="text-align: right; font-size: x-small;">0.00</td> <td style="text-align: right; font-size: x-small;">- 0.00</td> <td style="text-align: right; font-size: x-small;">= 0.00</td> </tr> </table>	CLIENT AMOUNT	AFTER	BEFORE	DIFFERENCE	(USD)	0.00	- 0.00	= 0.00
DISBURSED AMOUNT	AFTER	BEFORE	DIFFERENCE															
(USD)	6.00	- 6.00	= 0.00															
CLIENT AMOUNT	AFTER	BEFORE	DIFFERENCE															
(USD)	0.00	- 0.00	= 0.00															
Reason for adjustment																		
<input type="button" value="Cancel"/> <input type="button" value="Adjust"/>																		

Adjust Disbursed Amount

Disbursed amount is the total outlay of an expense including taxes. Change the components that contribute to the total disbursed amount. For example, change currency, incurred amount, and VAT.

Adjust disbursed amounts on 2 cost cards

Adjusting the disbursed amounts changes the amounts to be paid to the vendor.

DATE	Expense Type Location	Incurr Currency	Incur Amount Less VAT	VAT Amount	VAT %	Incurr with VAT	FX Rate	Total Disb Amount
23 Jun 2014 Expense report c...	Telecom	USD	6.00	0.00	0.000	6.00	1.00	6.00 USD
24 Jun 2014 Expense report c...	Telecom	USD	8.00	0.00	0.000	8.00	1.00	8.00 USD

Set VAT % to on each card VAT % to defaults

Set The sum of total disbursed amount w/VAT across the 2 cards displayed to USD

DISBURSED AMOUNT	AFTER	BEFORE	DIFFERENCE	CLIENT AMOUNT	AFTER	BEFORE	DIFFERENCE
(USD)	14.00	- 14.00	= 0.00	(USD)	0.00	- 0.00	= 0.00

Reason for adjustment

Change Paid By

Expenses can be paid by resources themselves, or often with company credit cards. You can switch who paid the expense with this adjustment. Additional payees are set up in the [Vendor Editor](#).

Change paid by / vendor on 1 cost cards

Changing the vendor changes the payee on cost cards. This adjustment is only for cost cards on expense reports.

Change the vendor on 1 cost card to:

American Express Card Services

DISBURSED AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 3.00	- 3.00	= 0.00

CLIENT AMOUNT AFTER	BEFORE	DIFFERENCE
(USD) 4.50	- 4.50	= 0.00

Reason for adjustment

1 cost card will be changed |

Cancel

Adjust

Non-Financial Adjustments

These adjustments change non-financial data on a cost card.

Change Description

Change the description on a group of time cards all at once.

Change description
Change the description on each cost card

Change the description on 3 cost cards to:

Is it bad that I ate all three of my meals at In-and-Out Burger today?

Reason for adjustment

3 cost cards will be changed |

Change Location

Change the location on a group of time cards all at once.

Change location
Change the location on each cost card

Change the location on 3 cost cards to:

Boston, MA

Reason for adjustment

3 cost cards will be relocated |