

## Cost Allocation Schedule Report

### How to print a Cost Allocation Schedule report

**Incident:**

You require a report displaying all transactions allocated to a specific cost or job code in a period range. The system will display totals per employee per cost allocation.

**Solution:**

Cost Allocation Schedule Report:

1. Click on View...Payroll Reports... Cost Allocation Schedule
2. On the filter screen, ensure that all employees reflect in the “Employees to Process” column.
3. On the next screen select the following:
  - a. Where to print the report
  - b. The period range to print the report
  - c. The transaction type for the report
  - d. Sequence for the report
  - e. Cost Allocation for the report
  - f. Select the applicable information you would like to see
  - g. Select the run transactions for the report
4. Click on OK to view the report.