

Q: How do I report cost adjustments to previous periods?

When reporting direct costs at “Implementation > Reporting > Costs”, you can optionally flag the direct cost entry with *Adjusted to Previous Periods (Ad)* as cost adjustments to the previous period. Those costs marked as *Adjusted to Previous Periods (Ad)* will be accounted in a separate sheet in the Financial Statement export and in a separate table in the Periodic Report export.

To report Adjustments in Indirect Costs, select the correct reporting period, scroll down to the panel “Indirect costs (Adjustments)”, enter a description (optional) and the amount(s) per Activity Area.

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