

Historical Costs - Financial Reports

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QapMap allows you to capture expense you have previously recorded in earlier reporting period in order to ensure full reconciliation of your future reports generated via QapMap.

In this section you can review and update the year-to-date expense booked for relevant awards as at the specified reporting date.

To update historical cost for specific records:

1. Select the **Interval**, which represents your preferred reporting period length. It may be Yearly, Quarterly, or Monthly.
2. Select the **Reporting Period** date for which you wish to review and update your historical cost.
3. Click **View and Update Historical Cost**.

Financial Reports

Option Awards

Expense Reports

Compensation Cost Settings

Historical Costs

Fair Value

Historical Cost

You can update the cost that has been booked for prior years from the earliest date of grant so that the current cost can be compared with the prior year costs

* Interval







Yearly

Quarterly

Monthly

View and Update the Historical costs based on:

* Select Reporting Period

Report Period Upto 31 Dec 2019	  
Report Period Upto 31 Dec 2020	  

3. In the displayed list, type the amount in the **Historical cost** column.
4. Click **Update Historical cost**.