Historical Costs - Financial Reports

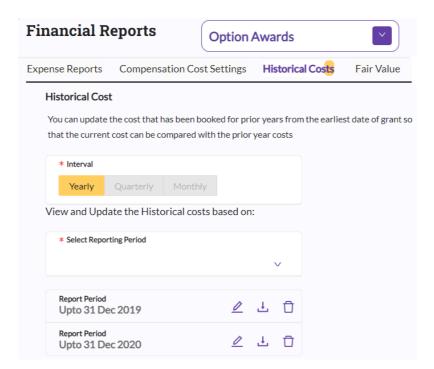
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QapMap allows you to capture expense you have previously recorded in earlier reporting period in order to ensure full reconciliation of your future reports generated via QapMap.

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.



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