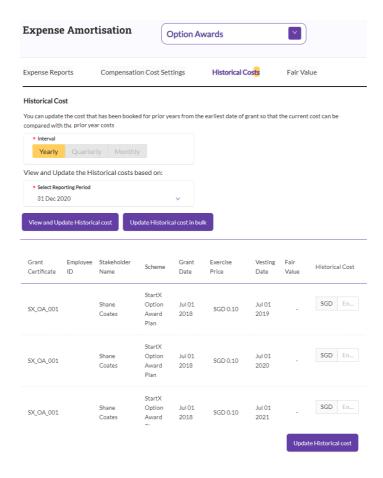
Bulk Update - Historical Cost

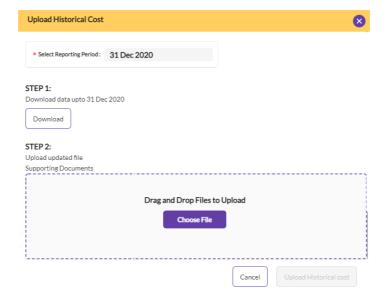
Modified on: Fri, 3 Jun, 2022 at 5:01 PM

If you have a large number of awards that you need update, you can utilise out Bulk Upload tool.

- 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 Update Historical Cost in Bulk.



10/02/2024, 11:25

- 4. In the displayed **Update Historical cost** dialog box:
 - a. Select the Reporting Period.
 - b. Either follow the prompt on the screen to capture life-to-date expense booked as at the specified reporting end date for the relevant awards and click **Update Historical cost**, or
 - c. Click on Update Historical cost in bulk to export the data, update the spreadsheet and upload the values in an Excel format.