

Apportionment

Introduction

The objectives of this document are to:

- ▶ Understand how activity apportionment is implemented in TS2000 Activity Analysis
- ▶ Appreciate how to set up and use apportionment in TS2000 Activity Analysis

Apportionment in TS2000 Activity Analysis

TS2000 Activity Analysis version 3.2 introduces a major new feature – apportionment.

Apportionment attempts to mirror the real-world use of apportionment where time and costs incurred against certain activities are split across a range of activities according to an agreed formula.

In a manual system, applying apportionment is relatively straightforward. The costs to be apportioned are simply divided by a specified value or percentage.

In TS2000 Activity Analysis, the requirement to maintain full audit and evidence trails force a more sophisticated approach. The rules that calculate apportionment always enable traceability **and** recovery back to the original timesheet.

Detailed business rules built into the apportionment algorithm ensure that either applying apportionment rules or removing them always results in the same total hours. The accuracy setting ensures apportioned timesheets contain only meaningful units of time, e.g. 15 minutes, but not 8.2666 minutes. The ‘left over’ time is apportioned according to a set of user determined priorities.

To use apportionment in TS2000 Activity Analysis:

1. Set up apportionment rules
 - Select a base activity – the activity to be apportioned
 - Decide on how much of the base activity is to be apportioned – 100% is the norm
 - Select the child activities – the ‘receiving’ activities
 - Choose either a flat or percentage apportionment scheme – set the percentages and priorities
 - Enable and save the rule
2. Apply the apportionment rules to personnel
3. When the commit is run, enabled apportionment rules are applied automatically

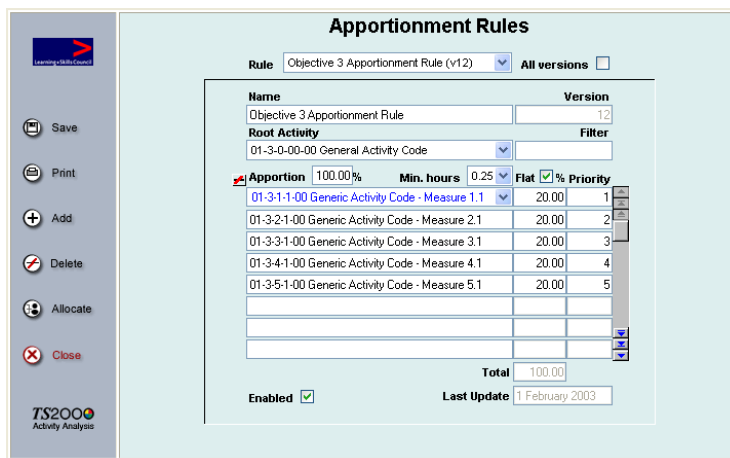
Setting up Apportionment

Before apportionment can be used the Local Administrator creates, enables and applies apportionment rules to personnel.

Apportionment Rules

Apportionment Rules maintain the root activity – child activities hierarchy and rule details.

Form Access: *Local Administrator Menu > Activities > Apportionment Rules*



Each time a rule is saved the version number of the rule is increased. This is to provide an audit trail of apportionment rules.

A root activity is selected to be apportioned against one or more child activities.

There are two ways that apportionment rules should be used:

1. A high-level broad activity, for example, generic capture at objective level is to be apportioned across a number of measures
2. A specific activity is to be reclaimed from multiple funding streams and is to be apportioned across two or more activity types

The screenshots and narrative in this document cover the first approach.

A root activity can be fully or partially apportioned. If the root activity is set to 100% apportionment it will be fully apportioned. All hours recorded by personnel allocated to the rule will be apportioned against the rule’s child activities. The hours in the root activity will ‘disappear’ and the sum of all hours in the child activities will equal the original values in the root activity.

If the rule is only partially apportioned, for example 60%, the root activity will retain 40% of the captured hours and the balance of hours will be apportioned between the rule's child activities.

The minimum hours setting determines the smallest unit of time that the apportionment algorithm can work with. By default, this is the same value as set in the Timesheet Settings form. This setting ensures that apportioned timesheets always have a meaningful value, e.g. 4 hours and 15 minutes, rather than a fully accurate, but unhelpful value such as 4 hours 9 minutes, 23 seconds.

Ticking the Flat apportionment check box spreads the root activity apportionment equally amongst child activities. The split of child activities is expressed as a percentage. The sum of each value must always add up to 100%. The system may round values slightly to ensure that a total of 100% is calculated, for example a three-child rule calculates values of 33.33%, 33.33% and 33.34%.

If the Flat apportionment check box is cleared, the percentage values can be entered manually. For example, values of 30%, 40%, 30% can be entered against three child activities. The values must always add up to 100%.

The priority setting determines the order in which the apportionment algorithm is applied. The apportionment algorithm attempts to apportion the specified percentage of time to each child activity in priority order. Where a child's activity hours fall below the minimum accuracy setting the percentage allocated to the next lower priority child activity is donated to the higher priority activity.

This process continues down the priority chain until the higher priority's activity hours equal or exceed the minimum allowed apportionment value. At the end of the apportionment process any net gains or losses of hours (arising from rounding errors or 'left-over' sub-minimum values) are adjusted in the hours allocated to the highest priority (the first) child activity.

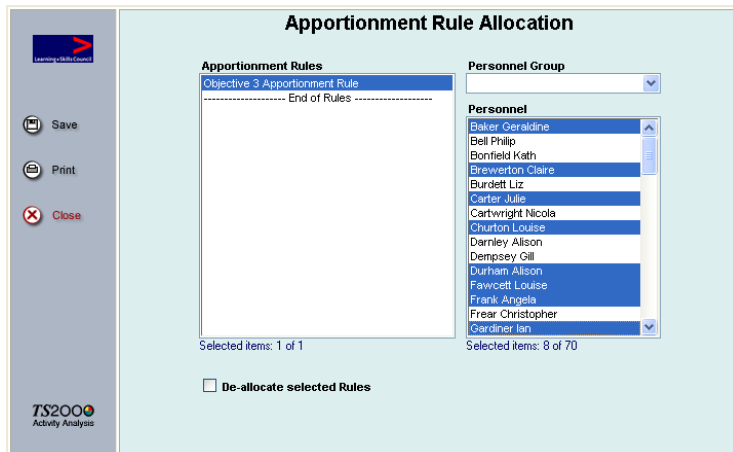
Apportionment Rules can be enabled or disabled. An enabled rule is applied when the commit is run. A disabled rule is ignored by the commit process. If an apportionment rule is applied that is 'not quite right', disabling it and re-running the commit returns the system to a committed but un-apportioned state.

When an apportionment rule is updated a new version of the rule is created. The new version automatically replaces its predecessor. For audit purposes the previous (i.e. replaced) versions of rules remain available in read-only form. This feature is intended to permit historical apportioned timesheet hours to be traced back through the specific version of the apportionment rule that created them.

Apportionment Rule Allocation

Apportionment Rule Allocation is used to allocate Apportionment Rules to personnel or personnel groups.

Form Access: *Local Administrator Menu > Activities > Apportionment Rule Allocation*



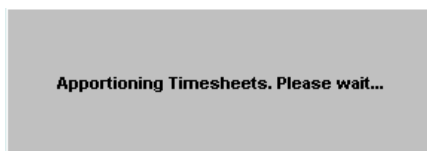
The de-allocate selected Rules check box is used to remove apportionment rules from personnel or personnel groups.

Two printed report styles are available from this form. Selecting one or more apportionment rules from the left hand multi-select list will produce a print-out of all the personnel that have the selected rules allocated to them. Conversely selecting one or more personnel from the right-hand multi-select list will produce a print-out of all the rules that have been allocated to the selected personnel.

Commit

If an apportionment rule is enabled and applied to one or more personnel, it will be detected and applied automatically by the commit process. No intervention is required beyond the correct setting up of apportionment rules.

Shortly after the commit process begins, the following message prompt is displayed on the Commit form:



The algorithm used to apply apportionment rules is processing and database input/output intensive. When apportionment rules are used, the period-based commit process will take considerably longer to run than without.

Impact on Timesheets

When apportionment is used timesheet users record their time to the root activity. The example below shows a single activity for clarity. A mix and match of apportioned and non-apportioned activities is supported.

Activity Code	Dossier No.	Wk1 1/1	Wk2 6/1	Wk3 13/1	Wk4 20/1	Wk5 27/1	Period Total
European Project Activities							
General Activity Code	01-3-0-00-00	22.00	37.00	41.00	37.00	37.00	174.00
Week Total		22.00	37.00	41.00	37.00	37.00	174.00

Once the timesheet has been submitted, the commit run and the current period has been moved on, the archive button shows the effect of apportionment:

Activity Code	Dossier No.	Wk1 1/1	Wk2 6/1	Wk3 13/1	Wk4 20/1	Wk5 27/1	Period Total
European Project Activities							
Generic Activity Code - Measure 1.1	01-3-1-1-00	35.00					35.00
Generic Activity Code - Measure 2.1	01-3-2-1-00	34.75					34.75
Generic Activity Code - Measure 3.1	01-3-3-1-00	34.75					34.75
Generic Activity Code - Measure 4.1	01-3-4-1-00	34.75					34.75
Generic Activity Code - Measure 5.1	01-3-5-1-00	34.75					34.75
Week Total		174.00					174.00

Apportioned hours only appear in an archived timesheet and are read-only. They cannot be edited by the timesheet user.

However, the root activity time can be edited under the same conditions as normal activities, i.e. current, previous or additional period and status of pending.

If a timesheet user is given an override for a period already apportioned, the root activity appears in the timesheet rather than apportioned hours.

Questions, Problems and Discussion

If you have any questions or there are issues outstanding around apportionment, please have your say on the Forum at www.chl.co.uk/TS2000/forum/



To access your support page from within the product, click the TS2000 Activity Analysis logo on any form



Comment on setting up of apportionment online at www.chl.co.uk/TS2000/forum/ in the *Setting Up TS2000 Activity Analysis locally* forum.

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