View Project Costs
Project Portfolio Management

Manage Project Costs
2. Click the Company Single Sign-On button
3. When Single Sign-On displays, enter Active Directory User Name and Password, click Login
4. Select Projects>Costs

5. Open the Task Panel, in Review and Adjust, select Manage Project Costs
6. In **Manage Project Costs**, in **Search>Project Number**, enter 2000010 or any other Project Number
7. If needed, click **Advanced** to further refine search criteria
8. Click **Search**

9. **Search Results** will display
10. To add or remove displayed column headers, click the triangle next to **View**, click **Columns**, then check or uncheck desired column headers

11. Move scroll bar to the right to see more columns in **Search Results**
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View Cost Details

1. To see expenditure details, click the **Transaction Number** for the desired row

   ![Transaction Number Example]

2. View and validate expenditures
3. Click the **General**, **Billing**, **Intercompany Billing**, and **Adjustment History** tabs for more details

   ![Expenditure Details]

4. Click **Done** to return to **Search Results**