We are currently updating our site; thank you for your patience.

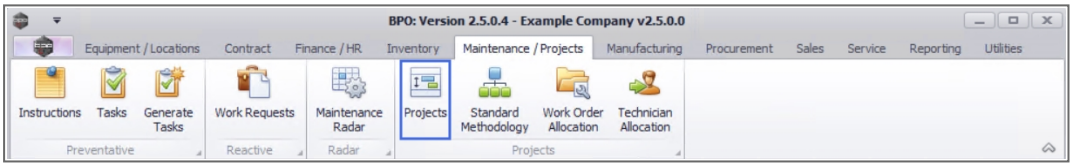
PROJECTS

PROJECTS – EXPENSES

From the Expenses tile for a selected project, you to view a list of all the expenses incurred.

This information is view only and no changes can be made on this screen.

Ribbon Access: Maintenance / Projects > Projects



1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
    - The example has **Durban** selected.
3. Select the **Status** of the project.
    - The example has **Open** selected.
4. Click on the **row**of the **project** you wish to view the **expense** for.
5. Click on the **Expense** tile.

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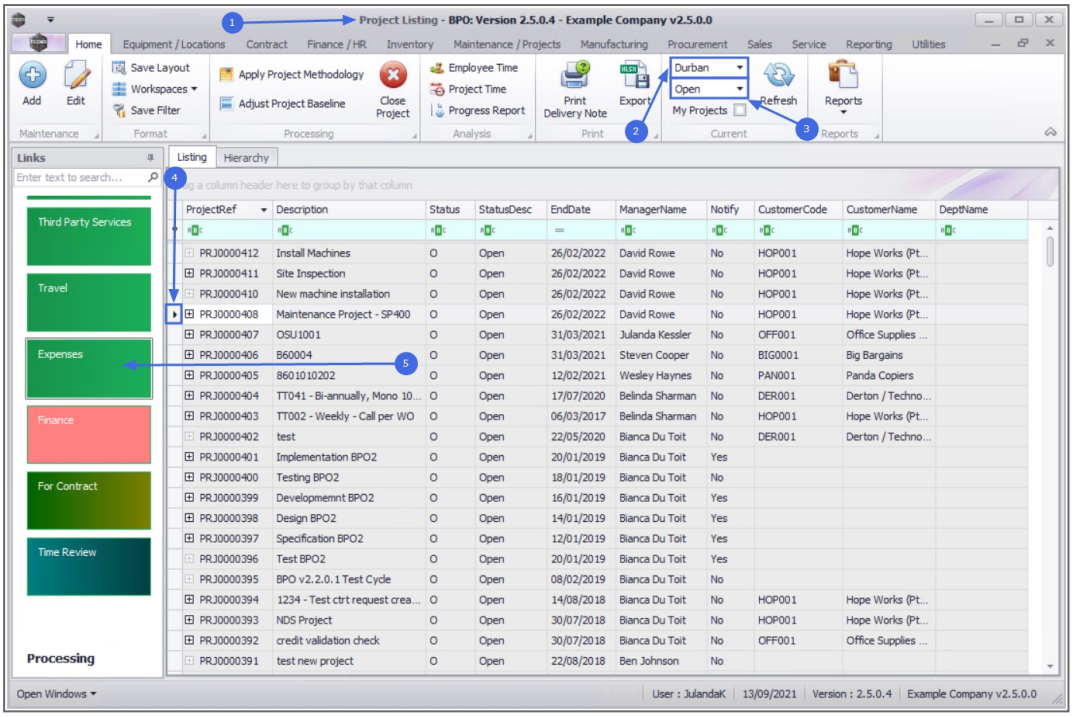

6. The **Expenses for Project : [**project ref number**]** screen will be displayed.
7. From this screen you can view a list of the expenses incurred for the project, by the Technicians linked to it.
8. The scroll bar at the bottom of the screen indicate that there are further information available. Scroll to view the columns on the right hand side of the screen.
9. Click on **Back** to return to the Project Listing screen.

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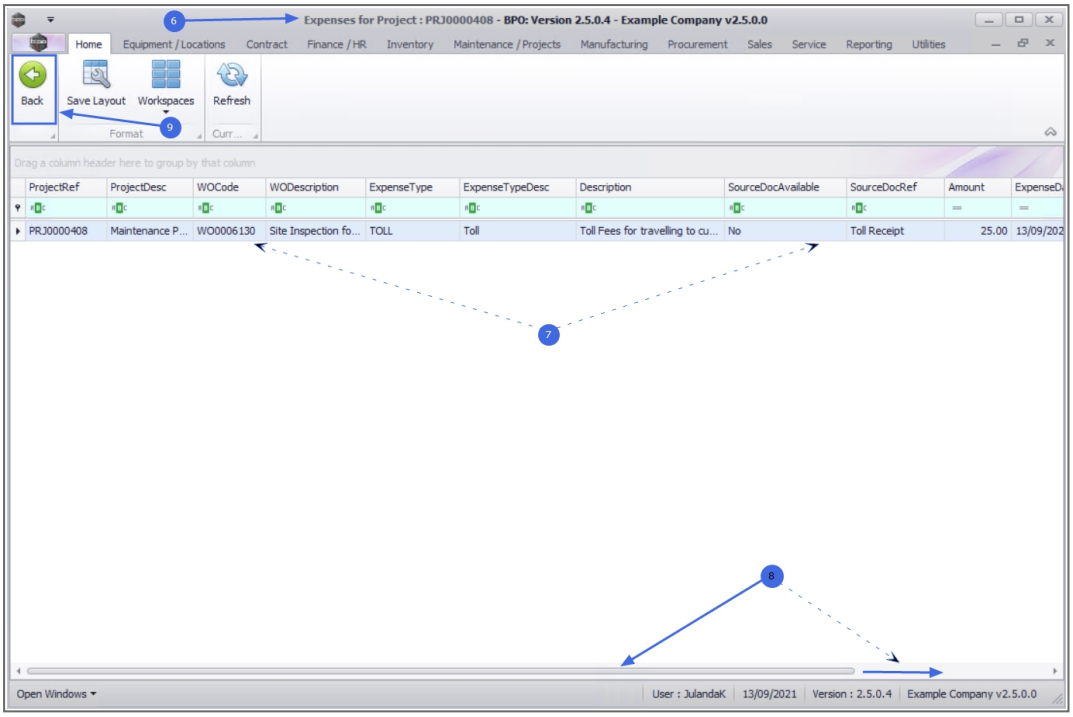

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