

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

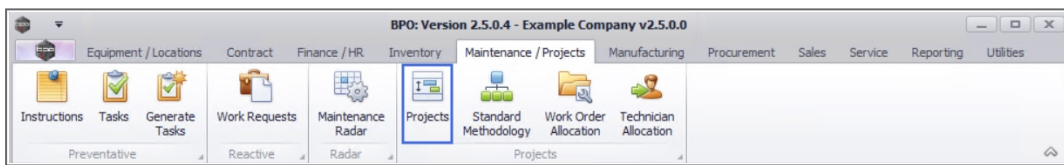
PROJECTS

PROJECTS – EXPENSES

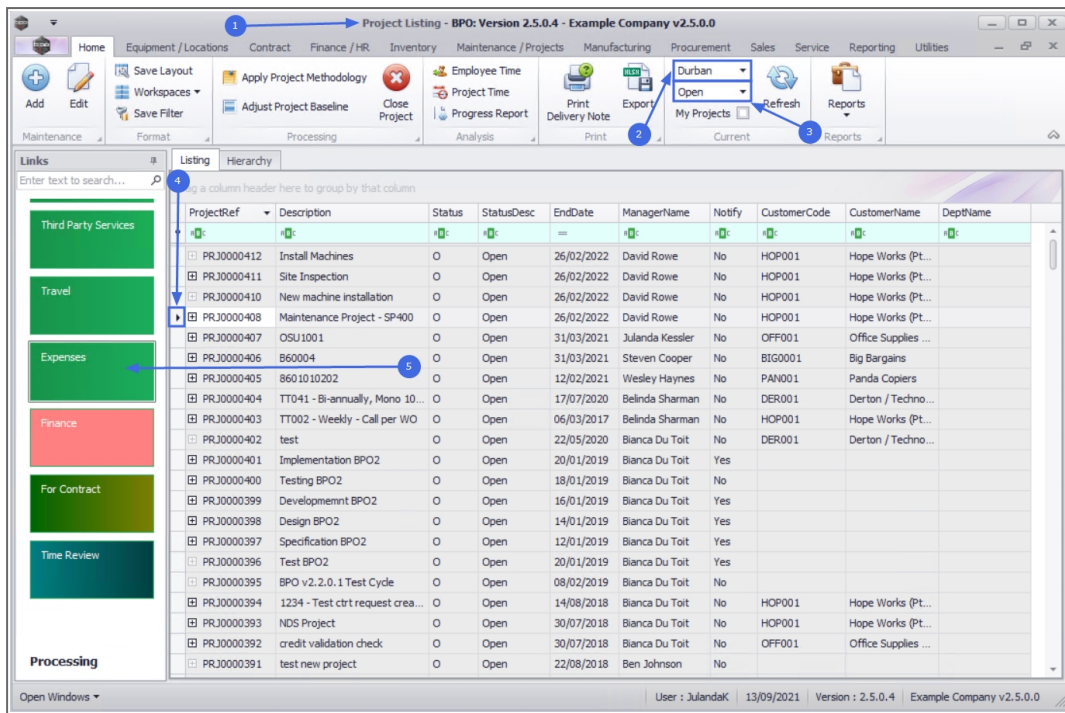
From the Expenses tile for a selected project, you to view a list of all the expenses incurred.

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.



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.

Expenses for Project : PRJ0000408 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

ProjectRef	ProjectDesc	WOCode	WODescription	ExpenseType	ExpenseTypeDesc	Description	SourceDocAvailable	SourceDocRef	Amount	ExpenseDate
PRJ0000408	Maintenance P...	WO0006130	Site Inspection fo...	TOLL	Toll	Toll Fees for travelling to cu...	No	Toll Receipt	25.00	13/09/202

MNU.058.064

