

Cost Cards

i Cost Management is your go to location for anything related to cost cards. The powerful search engine quickly finds exactly the cards you are looking for. Once you have found cards, you can review individual card details, approve, reject, adjust, transfer, and much more. Similar cards can be grouped together for ease of batch administration. Because this one screen offers so much functionality, we've broken this help section up into three subpages. Please see the section below that interests you.

- [Find Cost](#)
- [Cost Approvals](#)
- [Cost Adjustments](#)
- [Financial Details Solve Order Configuration](#)

To access cost management, point your browser to <http://app.projectorpsa.com/Management//Expense/Costcards>

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Manage Expenses (Cost Cards)

Search Name: **New Search** [save...](#)

Find Cost Cards Where:

Incurred Date: Last 2 years (01 Jan 2013 - 31 Dec 2014)

Approval Workflow Status: Submitted

10 records

Incurred Date	Resource	Project Code	Expense Type	Disbursed (Disbursed Currency)	Description	Approval Status	Payment Status	Invoicing Status
05 Aug 2013	Tom Sherman	P001023-001	Travel	150.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
25 Aug 2013	Tom Sherman	P001023-001	Printing and Copying	50.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
25 Aug 2013	Tom Sherman	P001010-001	Travel	43.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
26 Aug 2013	Tom Sherman	P001010-001	Travel	15.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
26 Aug 2013	Tom Sherman	P001010-001	Travel	16.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
26 Aug 2013	Tom Sherman	P001010-001	Travel	17.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
26 Aug 2013	Tom Sherman	P001023-001	Printing and Copying	3.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
27 Aug 2013	Tom Sherman	P001010-001	Meals and Entertainment	10.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
27 Aug 2013	Tom Sherman	P001010-001	Personal Auto Mileage	12.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved
27 Aug 2013	Tom Sherman	P001023-001	Telecom	3.00	Business Trip to Florence	Approved	Not Approved to Pay	Not Approved

Permissions and Settings

Anyone can search for their own cost cards. The following permissions give administrators and project managers expanded access.

- A user with the [cost center permission](#) to **Browse Resource/Disbursed Expenses**
- A user with the [cost center permission](#) to **Browse Project Expenses**
- **Be a cost approver** in some way. For example, you are a PM on a project set to PM approval.
- When viewing a resource's profile, user chosen for **Approve Expenses**

To share searches with others and to modify shared searches, you must have the [global permission](#) **Maintain Public Reports and Saved Searches**.

More granular permissions apply to actions within Manage Cost Cards. Please see the child help pages below for those details.

- [Find Cost](#)
- [Cost Approvals](#)
- [Cost Adjustments](#)
- [Financial Details Solve Order Configuration](#)

Cost Card Details

You can view cost card details by clicking the  icon for any cost card.

Cost Card Details

Date *
28 Apr 2010

Project *
General and Administrative
P001021-001 | Revolutionary Solutions Corporation

Expense type *
Personal Auto Mileage

Description *
Personal auto mileage

Status
Approved

Resource
Debby Hill

Paid By *
Paid by me

Location
Not Specified

Incurred Currency *
Canadian Dollars (CAD)

Financial Details:

km(s)	x	Cost per km	=	Incurred Base Amount	+	Incurred VAT Amount	=	Incurred Total Amount
100.0000		0.8100 0.0000		81.00 CAD		0.00 (0.000%) 0.000%		81.00 CAD

Related Documents

Expense Document: ER00011
Payment Voucher:
Invoice:

Financial Summary

Financial Summary	Disbursed (CAD)	Engagement (USD)
Total Amount	81.00	
VAT (0.000%)	0.00	
Base Amount	81.00	83.51
Write-up/down (-100.00%)		-83.51
Client Amount		0.00
Cost Revenue Amount		0.00
Expense Amount		83.51

Metadata

Projector provides the following metadata about the cost card.

Field	Description
Date	Incurred date of cost card
Project	Project code and name
Expense type	Use Expense Type Editor to define your expense types. Use Expense Type Configurations Editor to define which types are allowed on a project.
Description	Description, typically entered by a resource
Status	Draft, Submitted, Rejected, Approved,
Resource	For expense reports and subcontractor invoices, resource is required. For vendor invoices and soft cost documents it is optional.
Paid by	Resources can always specify themselves as the person who paid. They can optionally specify a company credit card or another vendor .
Location	Locations can be required . Available locations come from the Location and Holiday Editor .
Incurred currency	Resources choose their incurred currency from a dropdown list. Available currencies/

Related Documents

Contains links to the [expense document](#), [payment voucher](#), and [invoice](#) associated with this cost card.

Financial Summary

Projector displays the following information:

Field	Description
Total Amount	Base amount + VAT
VAT and VAT %	See Value Added Tax (VAT) for information about using VAT in Projector
Base Amount	Disbursed amount less VAT

Write-up/down	The difference between base amount and what you intend to charge the client
Client Amount	Amount you intend to charge the client
Cost revenue amount	Amount born by client
Expense amount	Amount born by your organization

Actions Menu

Under the actions menu on cost card details you'll find the following options.

Managed Attached Receipts

From here you can view, add, and remove receipts. Whether or not add/remove is allowed is determined by the [receipt locking settings](#) enabled in your installation.

View History

View the complete history of this cost card.

Cost Card History

Adjusted by/on	Adjustment & Explanation	Disbursed Total Amount	Client Amount
Debby Hill 28 Apr 2010, 2:55:05 pm	Submit P001021-001	81.00 CAD	0.00 USD
Steve Chong 28 Apr 2010, 2:58:22 pm	Approve		
Steve Chong 28 Apr 2010, 2:58:22 pm	Include on Payment Voucher PVER00011-X		
28 Apr 2010, 2:58:23 pm	Approve to Pay PVER00011-X		
Steve Chong 27 Apr 2011, 2:29:22 pm	Unapprove to Invoice		
PPSA Support User 27 Apr 2011, 2:29:59 pm	Approve to Invoice		
27 Apr 2011, 2:30:14 pm	Unapprove to Pay		
PPSA Support User 27 Apr 2011, 2:30:14 pm	Exclude from Payment Voucher PVER00011-X		
PPSA Support User 27 Apr 2011, 2:30:14 pm	Unapprove to Invoice		
PPSA Support User 27 Apr 2011, 2:30:14 pm	Unapprove		
PPSA Support User 27 Apr 2011, 2:30:14 pm	Unsubmit		
Tom Sherman 08 Oct 2017, 8:27:01 am	Submit P001021-001		0.00 USD
Tom Sherman 08 Oct 2017, 8:27:01 am	Approve		

 Client amount changes are not shown for draft cost cards

Close

Projector tracks the following entities:

- Metadata
 - Change Description
 - Change Location
 - Change Expense Type
- Status changes
 - Draft
 - Submit
 - Approve
 - Approve to Pay
 - Include on Payment Voucher
 - Exclude from Payment Voucher
 - Approve to Invoice
 - Include on Invoice
 - Exclude from Invoice
 - Issue Invoice
- Revenue adjustments
 - Write-up/down

View Approvers

A list of everyone that can approve this cost card.

Cost Card Approvers

- Charles Flood ✉
- Cindy Flynn ✉
- Greg Smith ✉
- Guest User ✉
- Harve Solomon ✉
- Harvey Sanchez ✉
- Joe Collins ✉
- Larry Krakauer ✉
- Luke Wright ✉
- Mike Millet ✉
- Min Zeng ✉
- Pasquale ✉
- Ron Glass ✉
- Ronni Skinner ✉
- Scott Raymond ✉
- Steve Chong ✉
- Tom Projector ✉
- Tom Sherman ✉

Close