



**Georgia
Tech**

CREATING THE NEXT



Adding an Expense to a Project

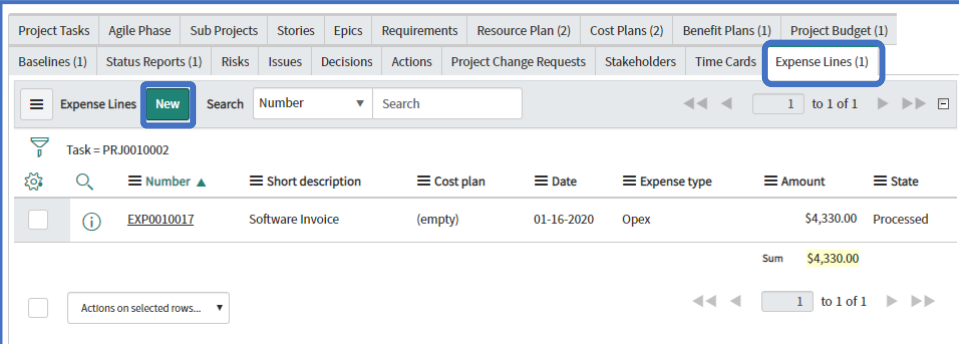
Quick Reference Guide



Adding an Expense to a Project

Actual project costs come after you create expense lines for cost plans or after timecards are processed and the expense lines are created. Expense plans roll up to the Actual cost on the project and associated program and portfolio. These amounts will also roll up to the Investment Portal and various reports througho

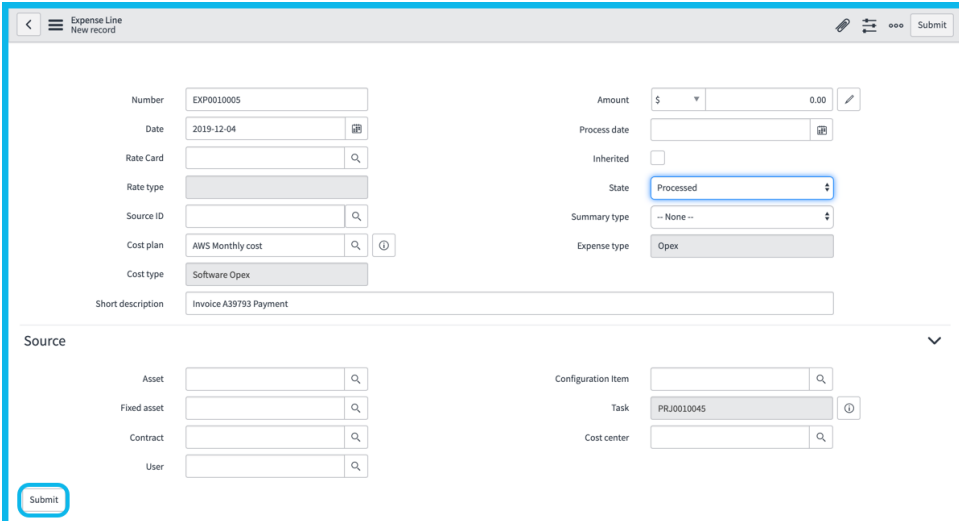
1. Open the project, scroll to the bottom and select the **Expense Lines** related list. Click the **New** button.



The screenshot shows a navigation menu at the top with tabs for Project Tasks, Agile Phase, Sub Projects, Stories, Epics, Requirements, Resource Plan (2), Cost Plans (2), Benefit Plans (1), and Project Budget (1). Below this is another set of tabs including Baselines (1), Status Reports (1), Risks, Issues, Decisions, Actions, Project Change Requests, Stakeholders, Time Cards, and Expense Lines (1). The 'Expense Lines (1)' tab is selected and highlighted with a blue box. Below the tabs is a search bar with a 'New' button and a search field. A table below shows a single expense line with the following details:

Number	Short description	Cost plan	Date	Expense type	Amount	State
EXP0010017	Software Invoice	(empty)	01-16-2020	Opex	\$4,330.00	Processed
					Sum	\$4,330.00

2. The form does not have any required fields although best practice is to enter a **Short Description** and **Cost plan**. When the **State** is *Processed* the expense line will roll up to the Actual costs. Click **Submit** when all fields are complete.



The screenshot shows the 'Expense Line New record' form. The form contains the following fields:

- Number: EXP0010005
- Date: 2019-12-04
- Rate Card: (empty)
- Rate type: (empty)
- Source ID: (empty)
- Cost plan: AWS Monthly cost
- Cost type: Software Opex
- Short description: Invoice A39793 Payment
- Amount: \$ 0.00
- Process date: (empty)
- Inherited: (checkbox)
- State: Processed
- Summary type: -- None --
- Expense type: Opex
- Asset: (empty)
- Fixed asset: (empty)
- Contract: (empty)
- User: (empty)
- Configuration Item: (empty)
- Task: PRJ0010045
- Cost center: (empty)

A 'Submit' button is located at the bottom left of the form.

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3. The associated **Cost Plan** is updated with the **Actual Cost**.

The screenshot shows a form for 'Server Costs' with the following fields and values:

- Name: Server Costs
- Project/Demand: PRJ0010002
- Start fiscal period: FY19: M10-Oct
- End fiscal period: FY20: M04-Apr
- Entered currency: USD
- Unit cost: 3,000
- Product model: (empty)
- Quantity: 4
- Recurring:
- Cost type: Hardware Capex
- Investment: Project: New CIO Dashboard
- Source type: (empty)
- Total planned cost: 12,000
- Functional currency: USD
- Cost in functional currency: 12,000
- Total actual cost: 2,500** (highlighted)
- Estimate at completion: 0
- Estimate to completion: 0
- Source: (empty)

4. The **Financials Summary** will also be updated with the actuals.

The screenshot shows a 'Financials Summary' dashboard with the following cards:

- Total Planned Cost: \$574.40 K
- Budget Cost: \$330.00 K
- Actual Cost: \$8.83 K** (highlighted)
- Plan: \$-5-

Below the cards, there are tabs for 'Cost Plans', 'Benefit Plans', and 'Funds'. A table below shows the breakdown of costs by group and fiscal year.

Group	Name	Total planned...	FY20: M01-Jan	FY20: M02-Feb	FY20: M03-Mar	FY20: M04-Apr
Capex (2)		652,800.00	36,800.00	32,000.00	35,200.00	58,8
Labor Capex (2)		652,800.00	36,800.00	32,000.00	35,200.00	58,8
	RPLN0001002 - Analysts	417,600.00	36,800.00	32,000.00	35,200.00	33,6
	RPLN0001026 - Financial Aud	235,200.00				25,2

Note: You can update expenses on the Funds tab of the Financial Summary if funds were allocated to the project.