

**Miscellaneous Costs**

Roles: Financial Manager, Financial Manager Assistant

Project Status: All

<b>Step</b>	<b>Task</b>
<b>Enter Miscellaneous Cost</b>	
1.	Click the drop-down next to <i>Go To...</i> and select <b>Project Misc Costs</b> .
2.	Click the <b>Enter Miscellaneous Costs</b> command button.
3.	Click the drop-down next to the <i>Cost Type</i> and select the appropriate type.
4.	Enter information in all fields to complete the miscellaneous costs entry: <ul style="list-style-type: none"> <li>• Amount</li> <li>• Description</li> <li>• Comments</li> </ul>
5.	Click the <b>Submit</b> command button.
6.	Click the <b>Confirm</b> command button.
<b>Edit Miscellaneous Cost</b>	
1.	Click the drop-down next to <i>Go To...</i> and select the <b>Project Misc Costs</b> .
2.	Identify the Miscellaneous Cost to edit.
3.	Select the <b>Edit</b> link.
4.	Edit the miscellaneous costs.
5.	Click the <b>Submit</b> command button.
6.	Click the <b>Confirm</b> command button.