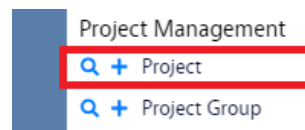
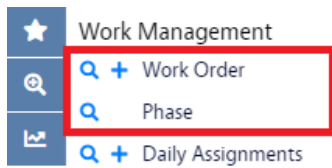

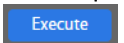


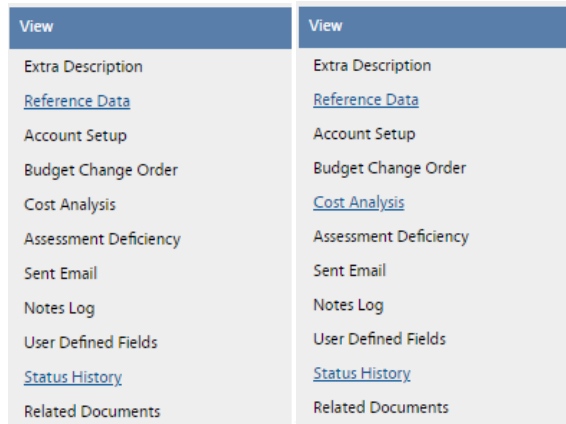
## Finding a Cost Analysis

There are several places where the Cost Analysis shows up and depending on which one you are viewing will determine the costs you will see. The Cost Analysis can be viewed on the Phase, Work Order, Project, and Project Group level. For the Phase, the Cost Analysis includes just the cost for that specific Phase. For all the levels above the Phase, the Cost Analysis is a rollup of all the levels under it. Thus, a Work Order Cost Analysis includes all the costs associated with all the Phases on the Work Order.

1. Determine at what level you need to see the Cost Analysis.
2. You can launch a search from the menu, under **Work Management** for **Work Orders** or **Phase**, and under **Project Management** for a **Project**.



3. Click  to get to the query screen. From there enter the criteria to find the record you are looking for and then click: .
4. Once you have the record pulled up on the screen, you can find the Cost Analysis hyper link on the left side of the screen under the View menu. (This is the View menu from the Work Order screen.)



5. If Cost Analysis is not blue and underlined, the hyperlink will still work, but there have been no charges against that record. If Cost Analysis is blue and underlined, then there has been charges against that record.
6. Clicking on the hyperlink takes you to the Cost Analysis screen.

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Actual	0.00	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>
Encumbered		<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	\$0.00
Billed		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

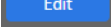
7. The hyperlinks for the Actual and Encumbered rows will take you to a list of transactions.

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Actual	4.00	\$234.00	\$0.00	\$0.00	\$0.00	\$234.00
Encumbered		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Billed		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Labor Costs**

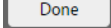
Transaction Date	Description	Transaction	Line	Total Cost
May 18, 2022	TIME CARD APPROVAL	1081	1	\$234.00

8. To Enter Estimates, you need to go to the Phase Cost Estimate.

9. Find the Phase and click 

10. Click the Cost Analysis hyperlink.

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Actual	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Encumbered		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Billed		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

11. You can fill in any of the fields and then click 

12. Click 

13. Like other rows, the estimates will rollup to the levels above the Phase to determine the estimates at those levels.