

# PROJECT COSTING AUDIT REPORT

Provides guidance on how to run Project Costing Audit Report

## DIRECTIONS:

1 From the **Facilities Connect Home Screen**:

1 Click on **Project Costing Audit Report**

The screenshot shows the 'Home' dashboard of the Northwestern Facilities Connect system. On the left is a navigation menu with categories like 'Facilities', 'Alarm Response', 'Bike', etc. The main area contains several sections: 'Request Central', 'Reminders - Request Central', 'My Active Requests', 'My Completed Requests', and 'My Request History'. On the right, there is a 'Job Cost Facilities' section with a list of reports. The 'Project Costing Audit Report' link is highlighted with a red box and a red circle containing the number 1.

2 Upon clicking, the Project Costing Audit Report for Capital Projects will open. This report allows you to review:

Crosswalk NUFin Chartstring -> FC ID

Budget Information

The screenshot shows the 'Project Costing Audit Report' page. It features a table with the following columns: ID, Project Reporting Name, Parent Property, Parent Building, Project Type, and Project Manager. The table contains 10 rows of project data. At the bottom, there is a pagination control showing 'Items per page: 50' and '1 - 50 of 436 items'.

ID	Project Reporting Name	Parent Property	Parent Building	Project Type	Project Manager
1001082	Lakeside Field Improvements	Evanston Campus		Athletics/Recreation	Burton,Kory A
1001180	Cresap 318 Gratton Lab Remodel	Evanston Campus	Cresap Lab.	Lab/Research	Raheem,Muqeeth
1001181	Rubloff Thorne Auditorium Mas...	Chicago Campus	Rubloff Building	Academic	Beall,Michelle Lag
1001187	Cook Hall 2014-MOCVD	Evanston Campus	Cook Hall (Mlsb)	Lab/Research	Weiss,Jonathan C
1001192	Tech E662 Richards Lab Renov...	Evanston Campus	Technological Instit	Lab/Research	Weiss,Jonathan C
1001194	Pancoe 1211 Yang Lab	Evanston Campus	Pancoe NSUHS Life Science	Lab/Research	Weiss,Jonathan C
1001197	Compass Food Contract FM C...	Chicago Campus	345 East Superior	Administrative	Stone,David B
1001203	1801 Maple Level 4 Aptinyx Ph...	Evanston Campus	1801 Maple	Lab/Research	McGonigle,Andrev
1001204	FY2018 R&R EV Capital (Conve...	Evanston Campus		Repair/Restoration	Wojtowicz,Gary R

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## DIRECTIONS:

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To pull up **Project information**,

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Enter the Project ID in the **Project ID Contains** text box and press **Enter**.

The screenshot shows the 'Project Costing Audit Report' interface. A search filter 'Contains' is applied to the 'ID' column. The table displays a list of projects with columns for ID, Project Reporting Name, Parent Property, Parent Building, Project Type, and Project Manager. The 'ID' column is highlighted with a red box and a '3' in a red circle, indicating the search filter is active.

ID	Project Reporting Name	Parent Property	Parent Building	Project Type	Project Manager
1001082	Lakeside Field Improvements	Evanston Campus		Athletics/Recreation	Burton,Kory A
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1001204	FY2018 R&R EV Capital (Conve...	Evanston Campus		Repair/Restoration	Wojtowicz,Gary R

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To **Export** report to Excel,

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Click on **Export** icon

The screenshot shows the 'Project Costing Audit Report' interface. The 'Export' icon (a download arrow) is highlighted with a red box and a '4' in a red circle, indicating the next step in the process.

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1001082	Lakeside Field Improvements	Evanston Campus		Athletics/Recreation	Burton,Kory A
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