Viewing the Budget to Actuals report in the PPM module

Navigation:

From Main screen, navigate to the “Project” folder and click on the “Project Financial Management” tile.

Type project number and press search. Click on the project name/number. Alternatively, type 1% or 8% and press search to view all projects assigned to your user.

Click on the underlined project name, then select “Project Overview” in the pop-up box.
Go to the “Budget to Actuals” tab to view report.

The Budget to Actuals report will be on top followed by the Expense Line Detail at the bottom. Use the scrollbar at the right side and/or bottom to view parts of the report outside of your screenview. Press “Done” to return to the previous menu.