What has been spent on this grant?

1. Login to the Project Manager Dashboard.
   The ‘Research Projects Summary’ tab is displayed by default.
   
   The Expenses column will display a total of all outgoings this also includes salaries. A red number in brackets in this column indicates a negative expense (ie money coming into the account).
   
   The Commitments column will show any future orders/expenses that have been entered in the system as well as any staff salaries to the end of their contract.

2. Click the ‘Project’ required to obtain further information about expenditure (salary, non-salary) and commitments.