c. Miscellaneous

1. Cost Centers – This lists all cost centers associated with the project. See section II.C.4. for details on how to setup cost centers.

   A Cost Center is a group of projects. They can be helpful for organizing information and for providing greater detail in reports.

2. Spending Authorizations – This section lists persons authorized to spend on the project and any limitations.

   Click on the name of the person you wish to view spending authorizations for (the row will be highlighted in black). Double click on the highlighted name and this will open a separate screen listing authorization details of this individual. Note: This screen is for display purposes only and no changes are allowed. See section II.C.5. for details on how to setup PIs.

   The only action that can be taken from this window is [Delete Authorization]. If you wish to delete one or more authorizations, highlight the name so that the row is black and then click on the [Delete Authorization] button. When asked, “Are you sure you want to delete this authorization?” click [OK]. If you clicked on this button in error, click [Cancel] and no change will take effect.

d. Addtl Notes

   1. Additional Notes: Add any additional notes desired.
   2. Personal Notes: Add any personal notes desired.

e. Logs - This screen retains a history of the data and provides an audit trail by tracking changes to this project, by whom and when.

Proceed to Section II.C.4. Project – Cost Centers