Project Costing Audit Report

**PURPOSE:** Use this job aid to learn how to run Project Costing Audit Report

1. From the Facilities Connect Home Screen, click on:
   - **Project Costing Audit Report**

2. The Project Costing Audit Report for Capital Projects displays.

   **To Review:**
   1. Crosswalk NUFin Chartstring -> FC ID
   2. Budget Information

For more information, visit the Facilities Connect website at [www.northwestern.edu/fm/connect](http://www.northwestern.edu/fm/connect)
Enter the Project ID in the Project ID Contains text box and press Enter to pull up Project’s information.

To Export report to Excel, click on “Export”.

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect