Routing to a Cost Center Project Statement

From the ecrt homepage, hover over “Manage” on the menu bar, and select “Look Up”.

From the look up page, start entering the cost center number in the search criteria.

Typing in the first three numbers will populate a list under “Active Award/Account” and you can select the account from this box (indicated by the green arrow above). If the account number is unique, ecrt will open a new window and route you to the Account Summary page.
Select any statement by clicking on the Quarter under “Period” or selecting the status icon for the associated statement. This will route you to the project statement page.

From here, you can review the employees paid from the cost center and look at additional payroll information using the Payroll Report and the 100% Payroll in the Payroll Info column on the right side of the project statement.
**Payroll Report by Account**

To run the payroll report, go to the menu bar, and select “Reports”. Under Category, select Payroll/Cost share, and under Reports select Payroll Report.

To view payroll for an account, enter the account number in the Account field.

Account number refers to cost centers and WBS elements.
The report will show the list of employees paid from the account during the date range selected. The report also shows the total payroll dollar amount paid from the account for the date range selected.

The Active radio button should be used for project's that have not ended. The Inactive radio button should be used for projects with end dates past the current date.