

INDIRECT COSTS

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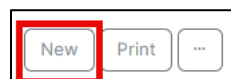
[Creating a New Indirect Cost Record](#)

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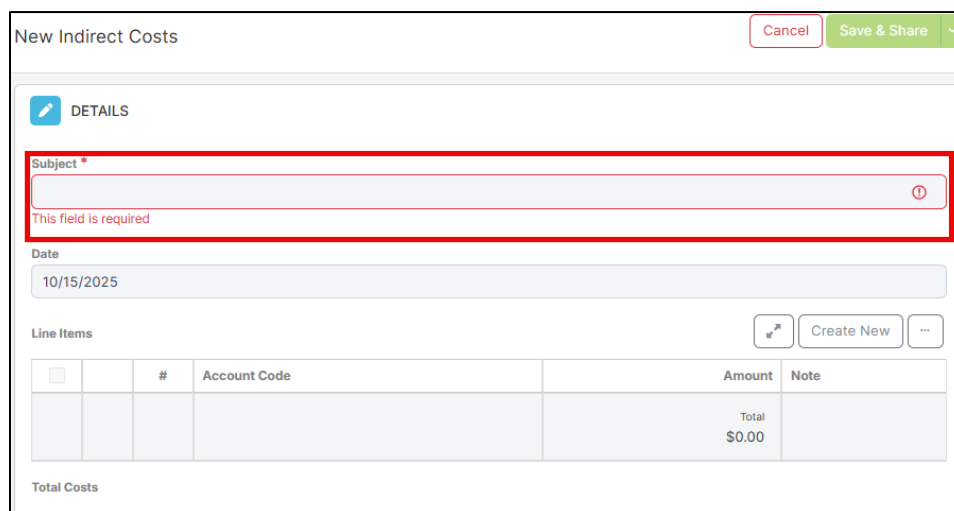
[Related Resources](#)

CREATING A NEW INDIRECT COST RECORD

- 1) Indirect Cost log view will open. Click the **New** button in the top right corner of the screen.



- 2) Enter the **Subject**.
Note: This is a required field, and information must be entered to save the record.



New Indirect Costs Cancel Save & Share

DETAILS

Subject *

This field is required

Date

10/15/2025

Line Items Create New

#	Account Code	Amount	Note
		Total	
		\$0.00	

Total Costs

- 3) Click inside the **Date** field to open the calendar tool and select the appropriate date.
- 4) You can click **Create New** to add one **Line Item** at a time or you can **Import** a full list.
 - a. To import multiple rows at once, use the Import Rows rows feature that is available under the 3-dot ellipses.

DETAILS

Subject *
August 2025

Date
10/15/2025

Line Items

	#	Account Code	Amount	Note
			Total	
			\$0.00	

Total Costs

Create New Import Rows

- 5) The **Import Line Items** wizard will open.

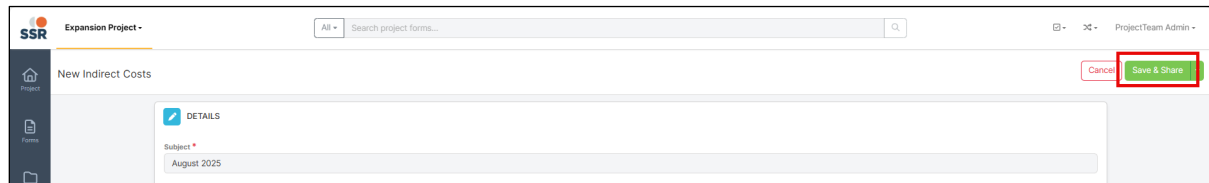
Import Line Items

- 1 Download template**
Download the template CSV file we've built which is ready for you to fill in.
[Download](#)
- 2 Prepare your data**
Use the template to fill in all the rows of the collection.
- 3 Import rows**
Upload the CSV file into ProjectTeam.com.
[Upload](#)

[Cancel](#)

- 6) Click **Download** to download the csv template file.
- Open the csv file in Microsoft Excel and enter the data to be imported. *Do not change or rearrange the headers in the template.*
 - Account Code:** Enter the code only, the Description will populate in the form. **Example:** 1110-GP
 - Amount:** this is a numeric field
 - Notes:** is an *optional* field
- 7) **Save** the CSV file to your local drive.
- 8) From the Import wizard, click **Upload** and select your file.
- 9) Close the modal.

- 10) Click the **Save & Share** button located in the top right corner.



- 11) Select the appropriate **share group(s)**.
- 12) You can check **Force Notify** to send an email notification of this new Indirect Cost record.

EDIT AN INDIRECT COST RECORD

- 1) From the Indirect Cost log view, click the **Edit** button on the line item.

☐	Subject ↑↓	Date ↑↓	Total Costs ↑↓	Created On ↓↑	Related	Shared	
☐	October 2025	10/15/25		10/15/25 1:00 PM	0	0	1
							Edit

- 2) Make your change and **Save**.

RELATED RESOURCES

Help Pages:

[Batch Import Records](#)

Related QRGs:

Basic Navigation

