Please follow the steps below to review work order cost information, including consumption of a work order.

1. Log on to PeopleSoft
2. Click **Main Menu**
3. Click **Services Procurement**
4. Click **View Services Work Orders**
How to view the cost tab on work orders

5. Clear all search criteria and set the work order status to *Released*

6. Click *Search*

7. Select the work order to be viewed by clicking the appropriate *Work Order ID*. 
The Cost tab is now available for viewing:

- The first section of this screen contains the Work Order ID and the status of the work order.
- The Cost Details section identifies the hourly rate and expense rate (if applicable).
- The Amount Details section reflects the labor amount, expense amount (if applicable) and the total dollar amount of the work order.
- The Time Reporting Information section will not identify overtime for the resource.

8. Click on View Consumption Details for additional information.
How to view the cost tab on work orders
How to view the cost tab on work orders

9. After clicking on View Consumption Details, a list of recorded timesheets and expense reports (if applicable) for that work order is shown.

10. To view a timesheet detail, click on the appropriate Time Report ID link.
How to view the cost tab on work orders

11. This view reflects time reported by day.

12. To exit this screen, click on Return to Work Order Consumption.