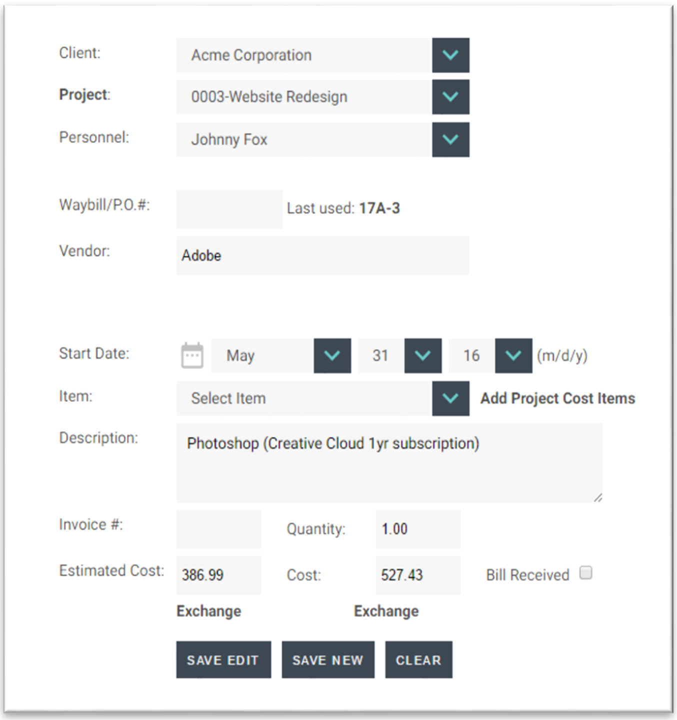
Welcome to FunctionFox! If you are looking for help with setting up your account, including adding Clients, Projects and Tasks, please refer to the FunctionFox Quick Start PDF guide, or contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

Project Costs

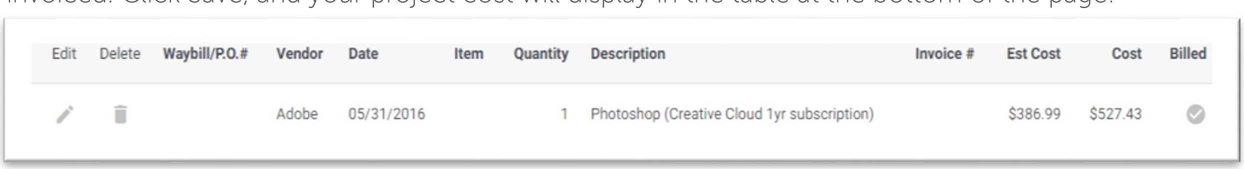
The Project Costs page allows you to keep track of all fixed costs incurred during the life of a project (e.g.. travel costs, courier services, color proofs, mailing, etc.). Click on Projects > Project Costs in the left menu. Most fields on this page are optional, you can enter as much or as little information as you have.

Choose the client and project that you wish to input the cost for. You have the option of associating the cost with a specific FunctionFox user, or you can choose N/A from the Personnel drop-down.



Enter a Waybill/P.O# if you have one. Typically, the Vendor is the name of business you purchased from. For Start Date, enter the date that the purchase was made on. If there are items that are purchased often (stock photography, etc.), you can add them to the Item list by clicking the Add Project Cost Items link next to the Item drop-down. This way, you can select these items quickly without having to enter them each time. If you choose not to use the Item drop-down, you can describe your purchase in the Description field.

If you only want to record the total cost of an item, input that amount into the Cost field. You may also use the Estimated Cost field to build estimated hard costs into your total project estimates. Use the Exchange link below each Cost field to covert these amounts into different currencies. The Bill Received box can be checked off to indicate that you have been reimbursed for this cost or that the cost has been invoiced. Click Save, and your project cost will display in the table at the bottom of the page:



Edit	Delete	Waybill/P.O.#	Vendor	Date	Item	Quantity	Description	Invoice #	Est Cost	Cost	Billed
			Adobe	05/31/2016		1	Photoshop (Creative Cloud 1yr subscription)		$386.99	$527.43	

Your project costs will also display on the Estimates page as part of your overall project summary.

On the Upper right-hand side of the Project Costs page is a Tips/Links box – click to open. Here you will find a link to the Expense Report, which allows you to pull a record of project costs in report format. There is also an Add Vendor link which takes you to the Contacts page where you can add in vendor contact details and other information.