



Costs

Guides for Merlin Project Express

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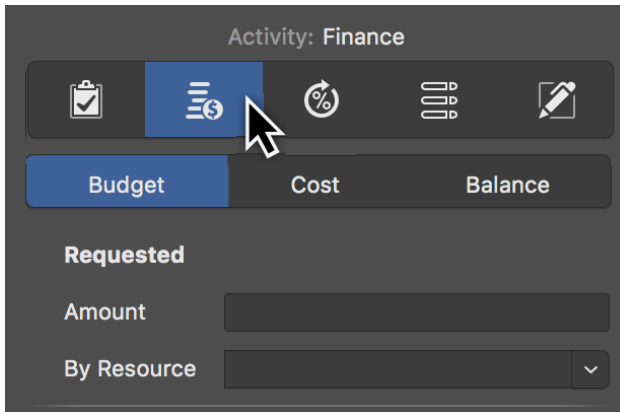
Costs - as of December 2018

Finance	1
Budget	1
Cost	3
Balance	3

Finance

Merlin Project Express offers you project **finance** options. Every **activity, milestone, resource, attachment, or assignment** can be assigned a **budget** and **costs**.

The easiest way to do this is to use the **Finance** tab in the Inspector.



There you will find three more tabs:

- **Budget**
- **Costs**
- **Balance**






Budget



Budget means **money** that is **available** for the **project**.

Select an **activity, milestone, or assignment** and then click the **Finance** → **Budget** tab in the Inspector. Here you can enter all budget information in the fields provided.

Activity: Finance

Budget
Cost
Balance

Requested

Amount

By Resource ▾

Approved

Amount

By Resource ▾

▶ **Status** ▾

Results

Approved	0,00 €
Distributed	0,00 €
Undistributed	0,00 €

Notes



If you do not have a budget and would like to keep track of project **costs**, use the tab **Finance** → **Cost**.

Cost

In the tab **Finance** > **Cost** you can enter base costs for the selection.



Base Costs are **all costs** that arise during **planning** and **execution** of the project.

Activity: Finance

Budget Cost Balance

▼ Base Costs 0,00 €

Intended Purpose

Accrual Accrue prorated

Title	Planned Amount	Actual Amount
New Cost		

+ -

Billable

Type

Account

Status

Added by

If you have several **cost items**, first click the triangle next to Base Costs and create new entries one after the other by clicking the **+** icon. Merlin Project Express will then add up the individual cost items automatically. The **Base Costs** field lists the **total** of all cost items.

Balance

Under the **Finance** → **Balance** tab you will find an **overview** of individual **cost values** listed by **Expected**, **Planned**, and **Actual**.

Activity: Finance

Clipboard | Finance | Refresh | List | Edit

Budget | Cost | **Balance**

▼ Expected Costs	
Budget	0,00 €
- Base Costs	0,00 €
- Work Costs	0,00 €
- Attachment Cost	0,00 €
= Balance	0,00 €
▼ Planned Costs	
Budget	0,00 €
- Base Costs	0,00 €
- Work Costs	0,00 €
- Attachment Cost	0,00 €
= Balance	0,00 €
▼ Actual Costs	
Budget	0,00 €
- Base Costs	0,00 €
- Work Costs	0,00 €
- Attachment Cost	0,00 €
= Balance	0,00 €



Select the **project** in **row #0** and go to **Finance** → **Balance** in the Inspector. You will see an **overall list** of all **cost items** contained in the project.