Costs - as of December 2018

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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.

![Finance tab in Inspector](image)

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.
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.

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.
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.