### Finance - as of October 2019

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Finance

Merlin Project Express offers you finance options for your project. Every activity, milestone, activity group or assignment can be assigned a budget and base costs.

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

There you will find three more tabs:

- Budget
- Cost
- 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 record base **costs** in your project, use the tab **Finance → Cost**.
Cost

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

**Base Costs** are **fixed costs** that arise during **planning** and **execution** of the project and add up to existing **work costs** or **attachment cost**.

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.

You can select one of the possible accruals:

- Accrue immediately
- Accrue at start
- Accrue prorated
- Accrue at end

**Accrue immediately**

Basic costs with **Accrue immediately** appear immediately and in total in the Actual Base
Costs.

Accrue at start

Basic costs with **Accrue at start** appear in total in the Actual Base Costs but only from the moment on when there is actual progress.

Accrue prorated

Base costs with **Accrue prorated** appear pro rata to the actual progress in the Actual Base Costs.

Accrue at end

Base costs with **Accrue at end** appear in total in the Actual Base Costs but only from the moment there is a 100% completion.
Balance

Under the Finance → Balance tab you will find an overview of expected costs listed by Base Costs, Work Costs, and Attachment Costs.

Select the project in row #0 and go to Finance → Balance in the Inspector. You will see the total Expected Costs of your project.
Work costs

Work costs are costs generated by work from resources allocated to the activity.

A resource can have following cost information:

- Standard Rate
- Overtime Rate
- Base Costs

💡 Enter cost information for your resources in a Resources or Assignments view in the Cost inspector.

Attachment cost

Attachment cost are costs due to base costs on attachments.

💡 Enter the basic costs of your attachments in an Attachments view in the Cost inspector.