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Finance

Merlin Project provides options for the finances in the project. Each transaction, milestone, resource, appendix or allocation can be assigned a budget and costs.

The easiest way is to use the Finance register in the Inspector.

There you will find three more registers:

- Budget
- Costs
- Balance

Budget

Budget means money available for the project.

Select a transaction, milestone or assignment and then click on the Finance → Budget tab in the Inspector. Here you can enter all budget information in the available fields.
If you have no budget and want to see the costs for the project, use the tab Finance → Costs

Costs

In the tab Finance → Costs you can enter base costs for the selection.

**basic costs** are all costs that arise during **planning** and **execution** of the project.
If you have several cost positions, create new entries one after the other with a mouse click on the +. Merlin Project adds the individual cost positions automatically. In the field **Base Costs** all cost items are listed as **Total**.

**Balance**

In the tab **Finance → Balance** you will find the overview of the individual cost values broken down by expected, planned and actual.
Select the project in the line #0 and switch to finances → balance in the inspector. You receive the complete list of all cost items contained in the project.

**Cost views**

These functions can only be found in Merlin Project.

In the views of Merlin Project you will find a preselection of different cost views:

- **Budgeting**
• Expected costs
• Cost planning
• Target/actual comparison (costs)

These views contain columns that give you an overview of the costs for each group, transactions, milestones and assignments.

Switch to one of the many cost views to quickly access budget information in the project.