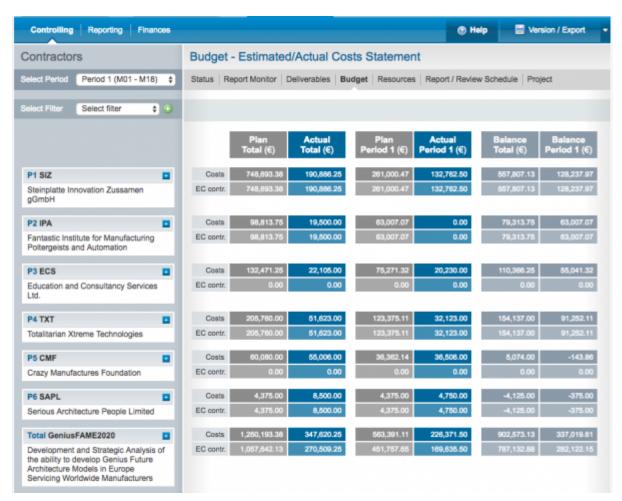
## Support and Help Site - EMDESK

## **Budget vs. Actual Costs Controlling**

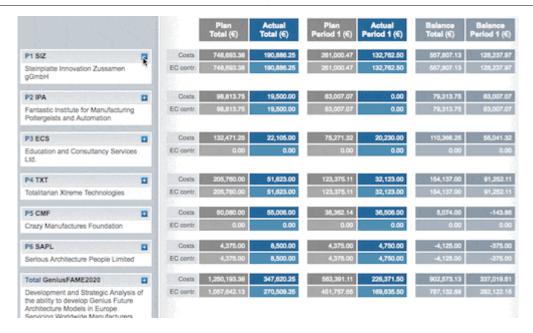
At *Implementation > Controlling > Budget*, you can access the Budget Controller - an instrument to analyse the Budget vs. the Actual Costs.

You can see and analyse the financial data (*Budget* and *Actual Costs*, *Funding*) for the project or each partner, also per activity area, cost category and sub-cost category, and for the periodic reporting periods or WPs.



To see the financial data at the level of activity types, cost categories or sub-cost category, use the 

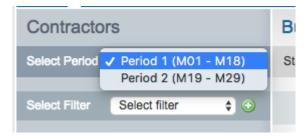
icons at a contractor or project total line to open the break down.



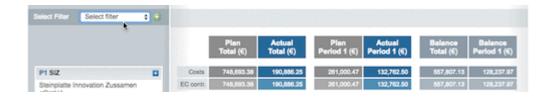
For planned personal costs, you can click the i icon to open a tooltip with further details.



To see the financial data for a selected periodic reporting period, focus on the columns "Plan Period X" and "Actual Period X" and use the dropdown *Select Period* at the top left to select a specific period.



To filter the financial data by work packages, select the WP from the drop down *Select Filter* at the top left and click ③. You can combine multiple work packages to work as filter.

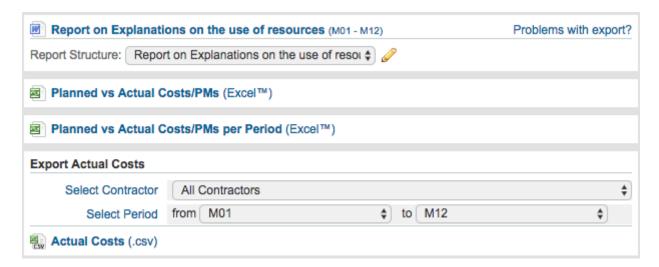


Only financial data directly linked to WP can be processed.

## **Export Financial Data (Excel/CSV)**

You can export the financial data to Excel/CSV at Implementation > Version / Export. Here select a period from the left, then choose the preferred export.

- Planned vs Actual Costs/PMs: Detailed overview of budget vs. actual costs/PMs for total/WP
- Planned vs Actual Costs/PMs per Period: Detailed overview of budget vs. actual costs/PMs for total/WP per period
- "Actual Costs": Comma-separated export of costs recorded at Implementation > Reporting > Costs



For more information on how to make changes to the budget, please see our post or FAQ.

Users with *Coordinator Rights* can access financial data of each Contractor. Users with *Contractor Rights* can access their Contractor's financial data only.

This entry was posted on Saturday, October 13th, 2012 at 1:12 am and is filed under Budget Considerations, Controlling

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