

EXPENSES & AVAILABLE FUNDS

Module: Accounting

➤ Expense tracking – ongoing budget control

- ✓ Select module: **Accounting > Expense tracking**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export grants to Excel or PDF

➤ Available funds – planning of project costs

- ✓ Select module: **Accounting > Available funds**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **View options** tab at the top to add or remove specific expense types and click **Save**)
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export payroll budgets to Excel or PDF

➤ Employee accounting specified per month

- ✓ Select module: **Accounting > Payroll budgets**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export payroll budgets to Excel or PDF