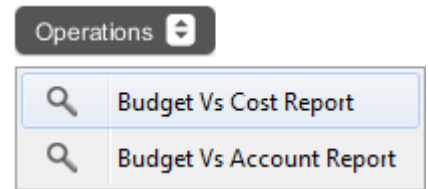


The Budget Vs. Cost Report in the AwareManager is designed to be as flexible as possible. This report is meant to be used as a management and measuring tool, to show the budgeted amount against amounts that have been allocated through purchase records and costs incurred through closed work records. Monthly, detail and summary reports for budget amounts are compared to cost recorded in purchase and work records.



To access this report, open your Budget List and go to **Operations**→**Budget Vs. Cost Report**. Alternately, you can access the report by going to **Administration**→**Reports** from the main Console, and navigating to the list of Budget reports.

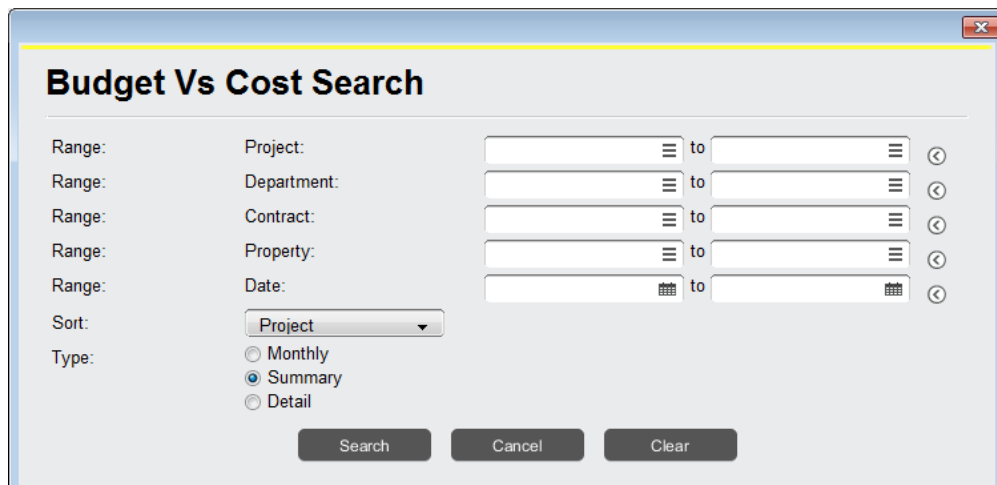
The following records are included in this report:

- Budget: all records with Start Date falling within the date range(s).
- Purchases: all records with Date Ordered falling within the date range(s).
- Work: all records with Date Closed falling within the date range(s); only shows Costs.

The Work orders and Purchase Orders are linked to the budget using the sort value specified (Project, Property, Department, Contract, Account), i.e. if they're all linked to the same value, it assumes that those costs are coming out of the budget for the given time period.

The exception to this is if sorting by Account – then only those Work/Purchase costs specifically linked to the given Account are included.

Search window:



This report allows you to sort by: Project, Department, Contract or Property.

You can also select which type of the Budget Vs. Cost Report you would like to see:

- **Monthly:** displays the report with the month and year of the Date Closed for work records and Date Ordered for purchase orders. These dates must fall in between or on the date ranges entered in the search criteria (if any are entered).
- **Summary:** displays summary information pertaining to each Budget.
- **Detail:** displays the Budget summary information with the description for each related Work or Purchase record.

Example of the Budget Vs Cost Report:

Project		Budget	Purchase	Purchase	Work Cost	Cost
Date	Amount	Amount	%			%
CONF ROOM1 - Conference Room 1 Buildout.100BE						
Dec 2009	5,000.00	3,050.00	61.00%	150.00		3.00%
Jan 2010	5,000.00	1,575.00	31.50%	737.50		14.75%
Feb 2010	3,000.00	2,968.00	98.93%	90.60		3.02%
Mar 2010	1,500.00		0.00%	210.00		14.00%
Totals For CONF ROOM1:	<u>14,500.00</u>	<u>7,593.00</u>	<u>52.37%</u>	<u>1,188.10</u>		<u>8.19%</u>
RR-2010 - 2010 Restroom Floor Replacement.100BE						
Feb 2010	11,000.00	4,528.13	41.16%			0.00%
Mar 2010	5,000.00	1,540.88	30.82%	1,394.14		27.88%
Apr 2010	6,500.00	8,793.75	135.29%	1,102.50		16.96%
Totals For RR-2010:	<u>22,500.00</u>	<u>14,862.76</u>	<u>66.06%</u>	<u>2,496.64</u>		<u>11.10%</u>
Report Totals:	<u>37,000.00</u>	<u>22,455.76</u>	<u>60.69%</u>	<u>3,684.74</u>		<u>9.96%</u>

Records printed: 7