

**WINPACCS® CLOUD**

*Die integrierte Softwarelösung für internationale Hilfsorganisationen*



# Project controlling and billing in WINPACCS Cloud

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Workshop

04

SYMPOSIUM 2019

Block II (13:30-14:15)

# Project controlling and billing in WINPACCS Cloud

Learn about the new Project controlling and billing function in WINPACCS Cloud. Discover how to create and edit even complex analyses quickly and easily on your screen. You'll be impressed by the variety of information and functions available in the new Project controlling and the wide range of analyses they can produce.



Michael Bork

Head of Conceptual Design



# Agenda

1. Project controlling basics
2. Postings section
3. Individual postings
4. Analyses section
5. Logs section

# Project controlling and billing



- The Project controlling feature facilitates project controlling that meets the requirements of development cooperation
- Internal, donor and partner budgets can be set up and plan/actual comparisons performed
- Financial reports can be created to meet the various requirements of donor organisations
- Margin costing can be performed
- Quantity budgets can be drawn up and evaluated
- Diverse options are available for analysing the posting data for project controlling purposes

# Basics

## Data available in Project controlling

- Project costs and income from Project accounting and Company accounting
- Revenue from Company accounting
- Partner costs and income – for information purposes
- Project committed costs (from summer 2020)
- Donor, partner and internal project budgets
- Many other classification information items

## Postings functional group



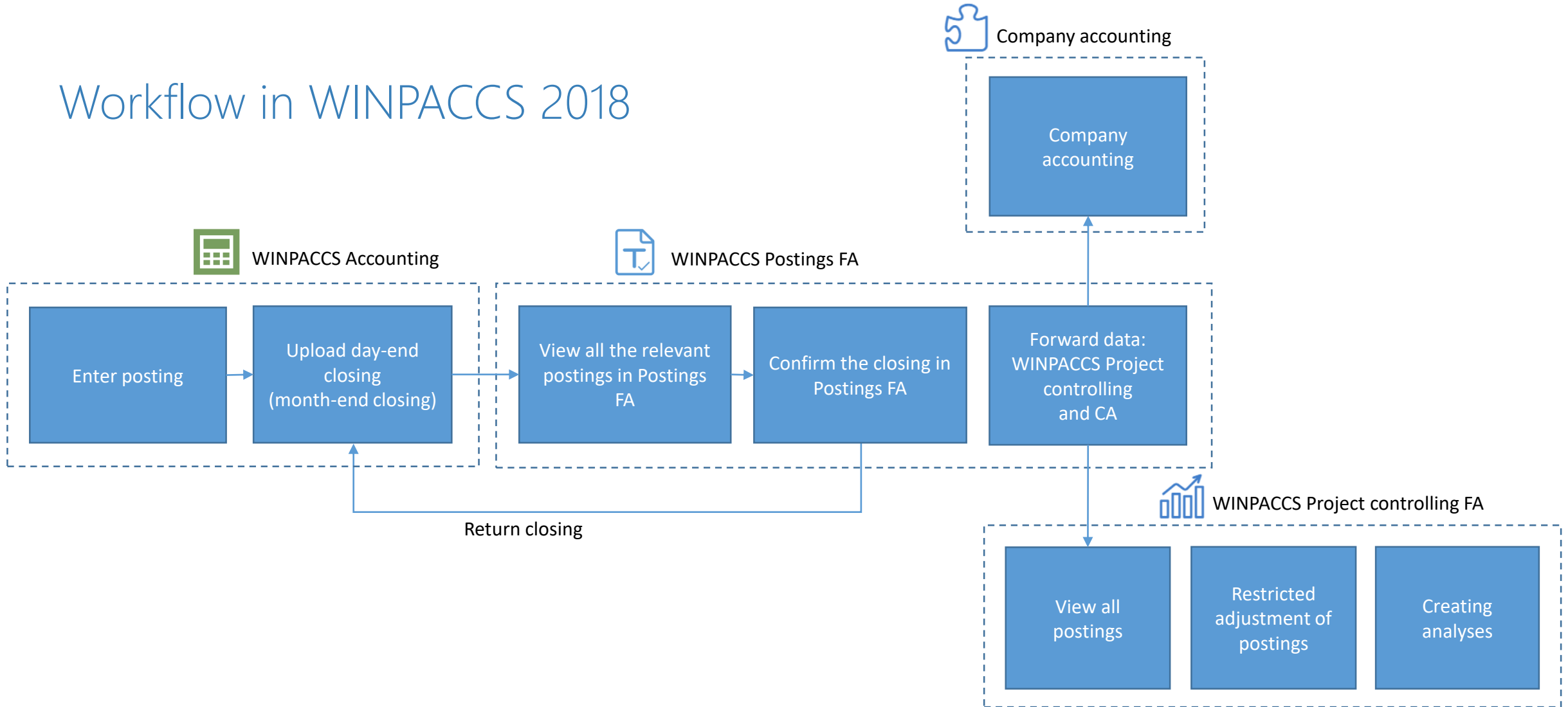
- Contains all the postings of the Project accounting in separate journals
- The data cannot be changed

## Project controlling functional group



- Contains all the costs and income from the Project accounting from own and external journals
- Includes costs and income from the Company accounting
- Contains partner costs and income – for information purposes
- Changing data is permitted in certain areas

# Workflow in WINPACCS 2018





# Project controlling and billing

Live demo

The screenshot shows the 'Review Budget 2019' interface in WINPACCS CLOUD. The left sidebar contains navigation options like Postings, Analyses, and Logs. The main area displays a table with the following data:

EuropeAid	Budget (EUR)	Costs (EUR)	Residual budget (...)	Budget remaining ...	Status of residual
1 Human Resources	135,610.00	14,429.72	121,180.28	89.36 %	
.1 Salaries national staff	55,300.00	10,929.72	44,370.28	80.24 %	
▶ .1 Technical	41,100.00	8,327.20	32,772.80	79.74 %	
▶ .2 Administrative / support staff	14,200.00	2,602.52	11,597.48	81.67 %	
.2 Salaries international staff	75,750.00	3,500.00	72,250.00	95.38 %	
▶ .1 Project coordination and management	34,950.00	3,500.00	31,450.00	89.99 %	
▶ .2 Experts / consultants	40,800.00	0.00	40,800.00	100.00 %	
▶ .3 Per diems for missions/travel	4,560.00	0.00	4,560.00	100.00 %	
▶ .1 Abroad (staff assigned to the action)	3,600.00	0.00	3,600.00	100.00 %	
▶ .2 Local (staff assigned to the action)	960.00	0.00	960.00	100.00 %	
▶ .3 Seminar/conference participations	0.00	0.00	0.00		
2 Travel	9,000.00	1,379.00	7,621.00	84.68 %	
.1 International Travel	6,000.00	1,379.00	4,621.00	77.02 %	
▶ .1 International Flights	6,000.00	1,379.00	4,621.00	77.02 %	
▶ .2 Other international travel	0.00	0.00	0.00		
.2 Local transportation	3,000.00	0.00	3,000.00	100.00 %	

# Starting Project controlling

The screenshot displays the WINPACCS CLOUD interface for a project titled "17.001 Community Health & Rural Developme...". The breadcrumb navigation shows "Projects > 17.001 Community Health & Rural Development Nepal". The main content area features a grid of 18 icons representing various project management functions. The "Project controlling" icon, which depicts a bar chart with an upward arrow, is highlighted with a red rounded rectangle. Other icons include Project master data, Project funding, Journals, Bank details, Cashbooks, Project chart of accounts, Budget structures, Cost category groups, Budgets, Data packets, Assigned users and persons, Partner, Project data overview, Downloads, Project log, Postings (WINPACCS Accounting 4), and Project planning and monitoring.

Icon	Label
	Project master data
	Project funding
	Journals
	Bank details
	Cashbooks
	Project chart of accounts
	Budget structures
	Cost category groups
	Budgets
	Data packets
	Assigned users and persons
	Partner
	Project data overview
	Downloads
	Project log
	Postings (WINPACCS Accounting 4)
	Project controlling
	Project planning and monitoring

# Postings section

# Posting overview

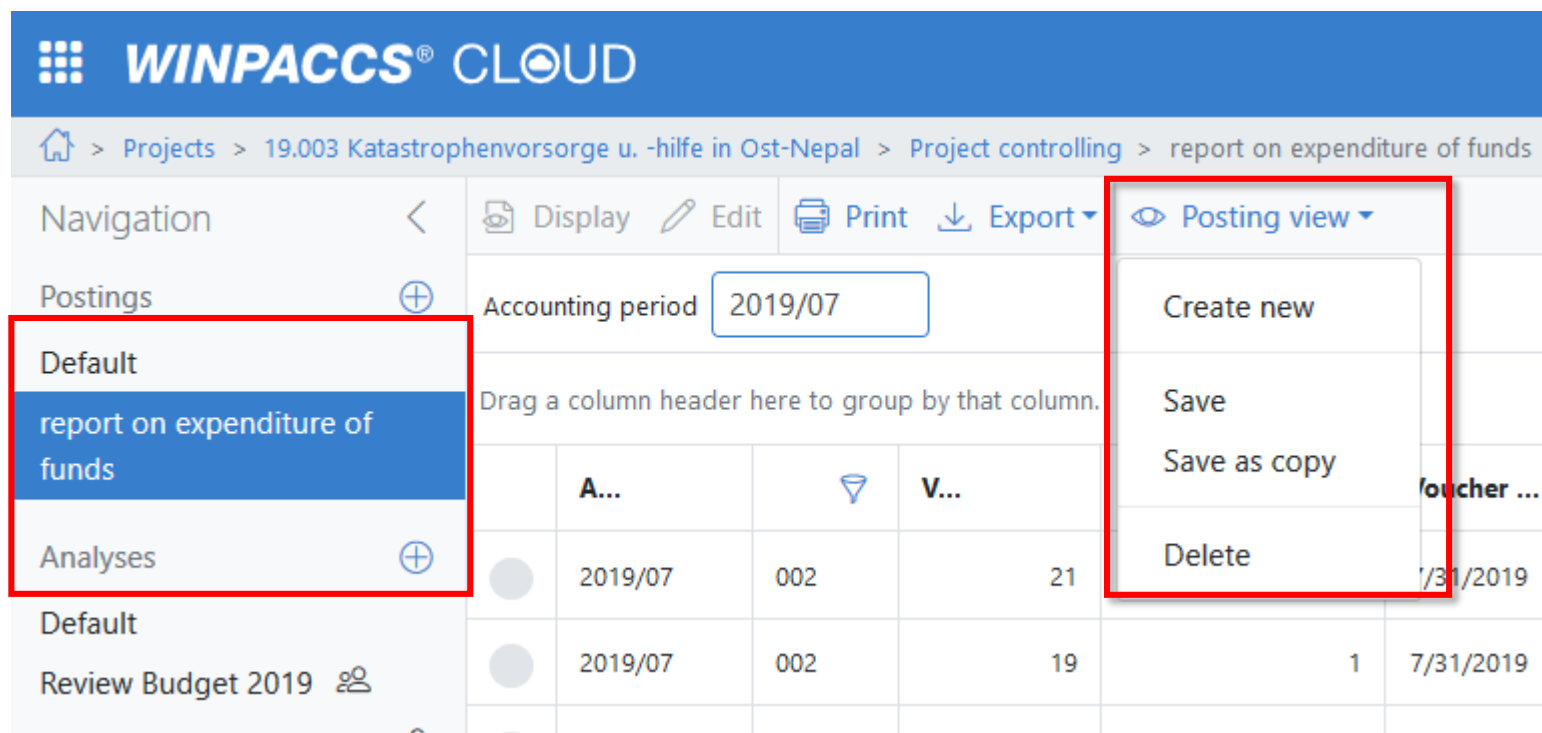
All cost and income postings posted in this project are displayed in a table. Numerous functions for customising the table are available.

The screenshot shows the 'Posting overview' in the WINPACCS CLOUD interface. The top navigation bar includes the logo, 'Default' status, and user information. The breadcrumb trail is: Home > Projects > 19.003 Katastrophenvorsorge u. -hilfe in Ost-Nepal > Project controlling > Default. The interface includes a navigation pane on the left with options like 'Default', 'test', 'Analyses', 'Review Budget 2019', etc. The main area features a table with columns: Accounting pe..., Journ..., Vou..., Vou..., Voucher..., Account..., Posting text, and VC amount. The table is grouped by 'EuropeAid - Code' with expandable sections. Each section shows a summary of postings (Number of postings, Amount in CC, Amount in VC) followed by a list of individual postings with their respective dates and amounts. A 'Total' row is provided for each group.

	Accounting pe...	Journ...	Vou...	Vou...	Voucher ...	Account ...	Posting text	VC amount
<b>▼ EuropeAid - Code: 1.1.1</b> (Number of postings: 4) (Amount in CC: 7,995.21 EUR) (Amount in VC: 1,051,000.00 NPR)								
	2019/07	002	19	1	7/31/2019	4660	Seminar, accomodation	2
	2019/07	002	18	1	7/31/2019	4121	Salaries 07/2019	74
	2019/07	002	13	1	7/25/2019	4121	Salaries July 2019	585
	2019/07	002	13	2	7/25/2019	4121	Salaries July 2019	390
<b>Total:</b>								1,051
<b>▼ EuropeAid - Code: 1.1.2</b> (Number of postings: 2) (Amount in CC: 2,488.63 EUR) (Amount in VC: 327,140.00 NPR)								
	2019/07	002	19	1	7/31/2019	4660	Seminar, accomodation	2
	2019/07	002	13	3	7/25/2019	4121	Salaries July 2019	325
<b>Total:</b>								327
<b>▼ EuropeAid - Code: 1.2.1</b> (Number of postings: 1) (Amount in CC: 3,500.00 EUR) (Amount in VC: 3,500.00 EUR)								

## Selecting views

You can create your own views in the navigation area and share them with other users.



The screenshot shows the WINPACCS Cloud interface. The navigation area on the left is highlighted with a red box, showing the following views:

- Default
- report on expenditure of funds (selected)
- Analyses
- Default
- Review Budget 2019

The main area displays a table with the following data:

A...	V...	Voucher ...
2019/07	002	21
2019/07	002	19
		1
		7/31/2019



The 'Save view' dialog box contains the following text:

Save view

Please enter a name for the view.

report on expenditure of funds

View for my user account

Public view

Save Cancel

## Selecting columns

There are various table columns available to configure your own view.

The screenshot displays the column selection interface in WINPACCS Cloud. On the left, a 'Filter' dialog box is open, listing various columns with checkboxes. The 'Default' section is active, and the following columns are checked: 'Account number', 'Accounting period', and 'CC amount'. On the right, a table view is shown with a 'VC amount' column. The table has a header row and several data rows. The 'VC amount' column is highlighted in blue, and the table is also highlighted in blue.

	VC amount
	100.00
	1,000.00
	-50.00
	5.00
	100.00
	400.00
	100.00
	50.00
	50.00
	250.00
	100.00

# Columns available in Posting overview

- Project number
- Project
- Journal number
- Journal
- Voucher number
- Voucher position
- Posting number
- Accounting period
- Voucher date
- Transaction category
- Transaction type
- Recipient / Depositor
- Partner number
- Partners
- Posting text
- Debit account
- Debit sub-account
- Credit account
- Credit sub-account
- Account
- Amount D/C
- VC amount
- VC
- CC amount
- CC
- Entry number
- Comment on the posting text
- Posting date
- Internal voucher
- Funding
- External project number
- External project
- External funding
- Cost centre number
- Cost centre
- {Budget structures 1 - 6}
- Quantity
- Unit of quantity
- External budget line
- Average rate posting
- Average rate posting position
- Cheque number
- Order number
- Personnel number
- Contract number
- External invoice number
- Internal invoice number
- Reference number
- Entered by
- Accountant
- Voucher scan
- Posting status
- Computer-generated posting
- Reversed posting
- Reposted
- Country
- Entry system
- Billed
- Voucher type
- Voucher category
- {Cost category groups}
- Reporting currency scheme
- Reporting period
- RC
- Amount RC
- Exchange rate RC
- Posting cost centre
- External period
- External voucher number
- External voucher position


# Configuration of the posting overview

Individual settings, such as adding quick filters or highlighting postings, can be made in the configuration area.

Configuration ×

General

Name of posting view  
EU Verwendungsnachweis

Quick filter 

- Accounting period

Filter

EuropeAid - Code  
<>Leer

Display

Highlighted postings  
Split posting positions ▼

Display of revenue  
Revenue will not be shown ▼



# Grouping with totals

For groupings, the totals for each group are displayed in all currencies.

	Accounti...	Journal n...	Voucher n...	Vouche...	Accou...	EuropeAi...	Posting text
▼ EuropeAid - Code: 1.1.1 (Number of postings: 2) (Amount in CC: 5,325.84 EUR)							
	2017/07	EXP	9	7/7/2017	4121	1.1.1	Costs
	2019/08	JUB	2	8/28/2019	3000	1.1.1	Kostenbuchung
▼ EuropeAid - Code: 1.1.2 (Number of postings: 4) (Amount in CC: 4,445.34 EUR)							
	2017/07	002	1	7/31/2017	4121	1.1.2	Gehälter Oktober
	2017/07	002	5	7/31/2017	4120	1.1.2	Umb. 1/1: Gehälter Oktober
	2017/07	002	5	7/31/2017	4121	1.1.2	Umb. 1/1: Gehälter Oktober

# Multiple selection

Multiple selection allows several posting positions to be edited simultaneously.

The screenshot displays the 'Change posting positions' dialog box in the WINPACCS Cloud interface. The dialog is overlaid on a table of accounting data. The dialog contains the following fields for multiple change:

- Funding: <no change>
- Reporting period: <no change>
- Billed: Yes
- EuropeAid: <no change>
- Districts of Nepal: <no change>
- Activities: <no change>

Below these fields is a table of 'Selected posting positions' with the following columns: Voucher..., Voucher..., Posting t..., Funding, Sub-acc..., Reportin..., EuropeAid, Districts..., and Activities. The table contains 10 rows of data, with the first row highlighted. The 'Edit' and 'Cancel' buttons are visible at the bottom right of the dialog.

Vouche...	Voucher...	Posting t...	Funding	Sub-acc...	Reportin...	EuropeAid	Districts...	Activities
43	1	Kostenbuchu...	17.001 EC	00 Public Rel...	2019/08	<No selection>	<No selection>	<No selectio...
44	1	Kostenbuchu...	17.001 EC	00 Public Rel...	2019/08	<No selection>	<No selection>	<No selectio...
45	1	Kostenbuchu...	17.001 EC	00 Audit	2019/08	<No selection>	<No selection>	<No selectio...
46	1	Kostenbuchu...	17.001 EC	00 Audit	2019/08	<No selection>	<No selection>	<No selectio...
47	1	Kostenbuchu...	17.001 EC	00 Audit	2019/08	<No selection>	<No selection>	<No selectio...
48	1	Kostenbuchu...	17.001 EC	00 Audit	2019/08	<No selection>	<No selection>	<No selectio...

# Individual postings

# Posting position view

A posting position is displayed clearly.

The screenshot displays the 'Posting position 14/1' view in the WINPACCS CLOUD application. The interface is structured as follows:

- Header:** WINPACCS® CLOUD logo on the left, 'Voucher position 14/1' in the center, and user information 'pidsupport@mbi.de Partner in Development' on the right.
- Breadcrumb:** Projects > 17.001 Community Health & Rural Development Nepal > Project controlling > EU Verwendungsnachweis > Voucher position 14/1
- Actions:** Edit, Print, Posting in project accounting, Digital vouchers, History, Notes.
- Navigation:** Back button and a set of four arrow buttons.
- Posting Section:**

Voucher number / position	Voucher date	Accounting period	Recipient/depositor/partner
14/1	8/17/2017	2017/08	stc gas station

Posting text: 50 l diesel

VC amount	CC amount	Average rate of posting position
68.00 USD	63.25 EUR	0.9301929

Account	Sub-account
4530 Running Costs Vehicles	00 Running Costs Vehicles
- Billing and reporting Section:**

Billed	Funding	Reporting currency scheme
No	17.001 EC	European Commission InforEuro

Amount RC	RC rate	Reporting period	EuropeAid
57.98 EUR	0.8525876	2017/08	4.1.1 Fuel

Quantity	Districts of Nepal	Activities
	MU Mugu	<No selection>
- Additional information:** A link to view more details.
- Journal information:** A link to view journal entries.

# Documenting changes

All changes to a posting position are logged in detail in the history.

The screenshot shows a 'History' window with a close button (X) in the top right corner. Below the title bar, there is a summary box stating 'Number of changes: 1'. The main content area is titled 'Change 8' and contains the following details:

- Run on: 2/20/2019
- Run by: Bork (Support), Michael
- Reason: Budget structure was chosen wrongly

Below this, there is an 'Event' section with the following information:

- Event: 'Billed' field changed
- Reporting position: -
- Before changes: No
- After changes: Yes

# Posting position with a digital voucher

If a digital voucher exists for the posting position, it can be displayed.

The screenshot displays the WINPACCS CLOUD interface for a digital voucher. The breadcrumb trail is: Projects > 17.001 Community Health & Rural Development Nepal > Project controlling > EU Verwendungsnachweis > Voucher position 3/1. The page title is "Voucher position 3/1".

**Posting Information:**

Voucher number / position	Voucher date	Accounting period	Recipient/depositor/partner
3/1	7/12/2017	2017/07	NEPAID

**Posting Text:** kostenabrechnung

**Financial Details:**

VC amount	CC amount	Average rate of posting position
4,000.00 USD	3,560.00 EUR	0.0000000

**Accounting Details:**

Account	Sub-account
4122 Consultants, Expertise	00 Consultants, Expertise

**Billing and Reporting Information:**

Billed	Funding	Reporting currency scheme
No	17.001 EC	European Commission InforEuro

**Additional Billing Data:**

Amount RC	RC rate	Reporting period	EuropeAid
3,504.78 EUR	0.8761938	2017/07	1.2.2 Experts / consultants

**Quantity and Districts:**

Quantity	Districts of Nepal	Activities
10 days	<No selection>	<No selection>

**Digital Voucher Preview:**

The digital voucher preview shows a document with the following text:

OTHER INFORMATION

- Total payment due in 30 days
- Please include the invoice number on your check

**TOTAL Due:**

Subtotal  
Taxable  
Tax rate  
Tax due  
Other  
TOTAL Due

If you have any questions about this invoice, please contact [Name, Phone #, E-mail]

Thank You For Your Business!

Buttons: Edit, Print, Posting in project accounting, Digital vouchers, History, Note.

# Posting position with comments

Comments can be entered for each posting position.

The screenshot displays the WINPACCS CLOUD interface for a voucher position. The main content area is divided into two sections: "Posting" and "Billing and reporting".

**Posting section:**

Voucher number / position	Voucher date	Accounting period	Recipient/depositor/partner
3/1	7/12/2017	2017/07	NEPAID
Posting text kostenabrechnung			
VC amount	CC amount	Average rate of posting position	
4,000.00 USD	3,560.00 EUR	0.0000000	
Account	Sub-account		
4122 Consultants, Expertise	00 Consultants, Expertise		

**Billing and reporting section:**

Billed	Funding	Reporting currency scheme	
No	17.001 EC	European Commission InforEuro	
Amount RC	RC rate	Reporting period	EuropeAid
3,504.78 EUR	0.8761938	2017/07	1.2.2 Experts / consultants
Quantity	Districts of Nepal	Activities	
10 days	<No selection>	<No selection>	

The "Notes" window is open on the right side, containing the text "Query quantity information".

# Splitting a posting

A posting position can be split, for example, between several budget lines.

City Health & Rural Development Nepal > Project controlling > EU Verwendungsnachweis > Voucher position 48/1

Save Cancel Reporting position Split total amount Reset posting position Digital vouchers History Not

Account: 4660 Travel Costs Sub-account: 00 Travel Costs

**Billing and reporting**

Reporting position: 1 Billed: No Funding: 17.001 EC Reporting currency scheme: European Commission InforEuro

Amount RC: <without assignment> RC rate: 0.0079070 Reporting period: 2019/07 EuropeAid: 2.1.2 Other international travel

Quantity: Districts of Nepal: KA Kathmandu Activities: <No selection>

**Journal information**

Reporting posit...	VC amount	CC amount	Percentage of tota...	Posting text	Sub-account	Funding	EuropeAid	Districts of Nepal	Activities
1	0.00 NPR	0.00 EUR	0.00 %	Flight Frankfurt - Katma...	00 Travel Costs	17.001 EC	2.1.2 Other international...	KA Kathmandu	<No selection>
2	0.00 NPR	0.00 EUR	0.00 %	Flight Frankfurt - Katma...	00 Travel Costs	17.001 EC	2.1.2 Other international...	KA Kathmandu	<No selection>
3	0.00 NPR	0.00 EUR	0.00 %	Flight Frankfurt - Katma...	00 Travel Costs	17.001 EC	2.1.2 Other international...	KA Kathmandu	<No selection>



# Analyses section

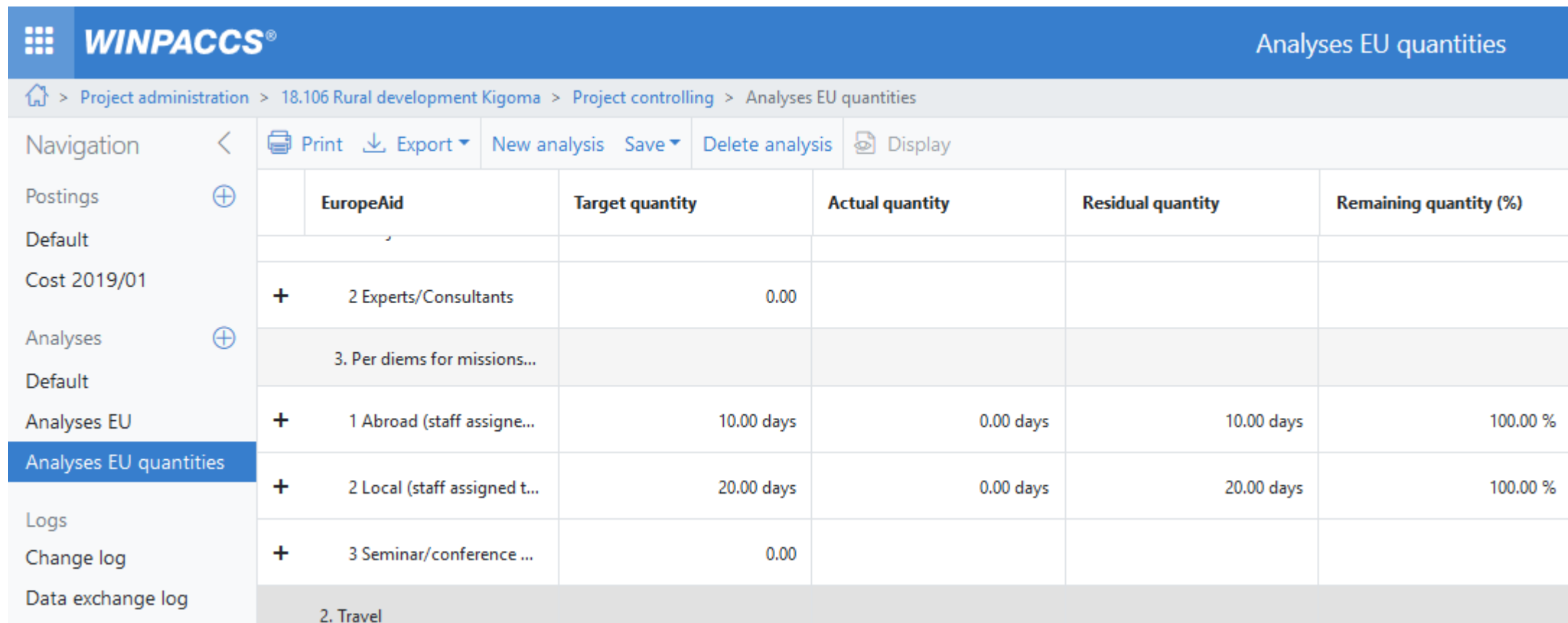
## Various analyses

You can create analyses using cost categories, budget structures, or cost category groups.

WINPACCS® CLOUD		Review Budget total EUR					michael.bork@partindev.org Partner in Development	
<a href="#">Home</a> > <a href="#">Projects</a> > <a href="#">19.003 Katastrophenvorsorge u. -hilfe in Ost-Nepal</a> > <a href="#">Project controlling</a> > <a href="#">Review Budget total EUR</a>		<a href="#">Display</a> <a href="#">Print</a> <a href="#">Export</a> <a href="#">Analysis</a>		<a href="#">Configuration</a> <a href="#">Display</a> <a href="#">Notes</a>				
Navigation	EuropeAid	Budget (EUR)	Costs (EUR)	Residual budget (EUR)	Budget remaining (%)	Status of residual budget		
Postings Default report on expenditure of funds	1 Human Resources	531,160.00	13,983.84	517,176.16	97.37 %	●	^	
Analyses Default Review Budget 2019 <b>Review Budget total EUR</b> Review Budget total XEU Review districts Review quantities	.1 Salaries national staff	276,660.00	10,483.84	266,176.16	96.21 %	●		
	▶ .1 Technical	205,630.00	7,995.21	197,634.79	96.11 %	●		
	▶ .2 Administrative / support staff	71,030.00	2,488.63	68,541.37	96.50 %	●		
	.2 Salaries international staff	222,500.00	3,500.00	219,000.00	98.43 %	●		
	▶ .1 Project coordination and management	174,900.00	3,500.00	171,400.00	98.00 %	●		
	▶ .2 Experts / consultants	47,600.00	0.00	47,600.00	100.00 %	●		

# Budget lines with quantities

Analyses can be created with quantity columns.



The screenshot displays the WINPACCS Cloud interface for 'Analyses EU quantities'. The breadcrumb navigation path is: Project administration > 18.106 Rural development Kigoma > Project controlling > Analyses EU quantities. The interface includes a navigation sidebar on the left and a main table area. The table has columns for 'EuropeAid', 'Target quantity', 'Actual quantity', 'Residual quantity', and 'Remaining quantity (%)'. The table content is as follows:

	EuropeAid	Target quantity	Actual quantity	Residual quantity	Remaining quantity (%)
+	2 Experts/Consultants	0.00			
	3. Per diems for missions...				
+	1 Abroad (staff assigne...	10.00 days	0.00 days	10.00 days	100.00 %
+	2 Local (staff assigned t...	20.00 days	0.00 days	20.00 days	100.00 %
+	3 Seminar/conference ...	0.00			
2. Travel					

## Breakdown of table columns

Table columns can be broken down according to different criteria, e.g. by quarter.

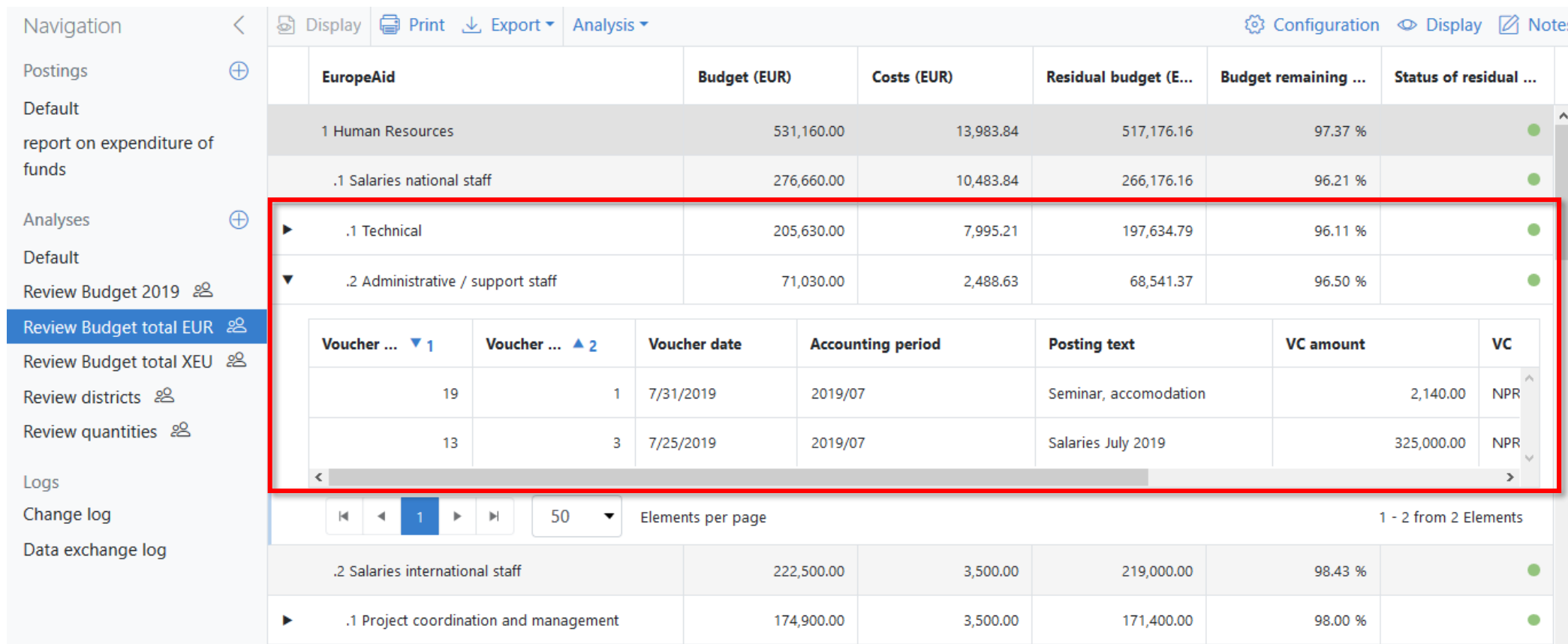
Project administration > 17.001 Community Health & Rural Development Nepal > Project controlling > EU Gesamtbudget									
Navigation <  Display  Print  Export ▾ Analysis ▾									
Postings Default	⊕	EuropeAid	Costs (EUR)						
			2018 Q4	2018 Q3	2018 Q2	2018 Q1	2017 Q4	2017 Q3	2017 Q2
Analyses Default	⊕	1 Human Resources	0.00	0.00	0.00	0.00	0.00	-25,381.37	0.00
EU Gesamtbudget		.1 Salaries national staff	0.00	0.00	0.00	0.00	0.00	1,344.68	0.00
Logs Change log Data exchange log	+	.1 Technical	0.00	0.00	0.00	0.00	0.00	433.34	0.00
	+	.2 Administrative / support staff	0.00	0.00	0.00	0.00	0.00	911.34	0.00
		.2 Salaries international staff	0.00	0.00	0.00	0.00	0.00	-26,726.05	0.00
	+	.1 Project coordination and management	0.00	0.00	0.00	0.00	0.00	-27,271.48	0.00

## Fields available for breakdown by

- Year,
- Quarter,
- Accounting periods,
- Journal classes (e.g. Project accounting, Partner accounting and Company accounting).

# Assigned posting positions

The posting positions assigned to a budget line can be displayed by a mouse click.



The screenshot displays the 'Assigned posting positions' interface. The main table shows budget data for 'EuropeAid' with columns: Budget (EUR), Costs (EUR), Residual budget (EUR), Budget remaining (%), and Status of residual (%). The '.2 Administrative / support staff' budget line is expanded, showing a detailed table of voucher postings.

EuropeAid		Budget (EUR)	Costs (EUR)	Residual budget (EUR)	Budget remaining ...	Status of residual ...
1 Human Resources		531,160.00	13,983.84	517,176.16	97.37 %	●
.1 Salaries national staff		276,660.00	10,483.84	266,176.16	96.21 %	●
▶ .1 Technical		205,630.00	7,995.21	197,634.79	96.11 %	●
▼ .2 Administrative / support staff		71,030.00	2,488.63	68,541.37	96.50 %	●

Voucher ... ▼ 1	Voucher ... ▲ 2	Voucher date	Accounting period	Posting text	VC amount	VC
19	1	7/31/2019	2019/07	Seminar, accomodation	2,140.00	NPR
13	3	7/25/2019	2019/07	Salaries July 2019	325,000.00	NPR

Navigation: Display, Print, Export, Analysis, Configuration, Display, Notes

Left sidebar: Postings, Default, report on expenditure of funds, Analyses, Default, Review Budget 2019, Review Budget total EUR, Review Budget total XEU, Review districts, Review quantities, Logs, Change log, Data exchange log

Footer: 1, 50 Elements per page, 1 - 2 from 2 Elements

# Margin costing

If revenue is imported from Company accounting, the *Contribution margin* analysis is also available.

Home > Projects > 17.001 Community Health & Rural Development Nepal > Project controlling > Contribution margin

Navigation < Display Print Export Analysis Configuration Display Notes

EuropeAid	Revenue	Costs (EUR)	Contribution margin	Contribution margin (%)
1 Human Resources	66,170.90	5,911.80	60,259.10	91.07 %
.1 Salaries national staff	8,426.50	9,771.18	-1,344.68	-15.96 %
▶ .1 Technical	4,892.50	5,325.84	-433.34	-8.86 %
▶ .2 Administrative / support staff	3,534.00	4,445.34	-911.34	-25.79 %
.2 Salaries international staff	48,841.00	-4,726.05	53,567.05	109.68 %
▶ .1 Project coordination and manag...	6,841.00	-27,271.48	34,112.48	498.65 %
▶ .2 Experts / consultants	42,000.00	22,545.43	19,454.57	46.32 %

Navigation: Postings, Default, EU Verwendungsnachweis, Analyses, Default, Contribution margin (selected), Total residual budget: status, Logs, Change log, Data exchange log

# *Logs* section

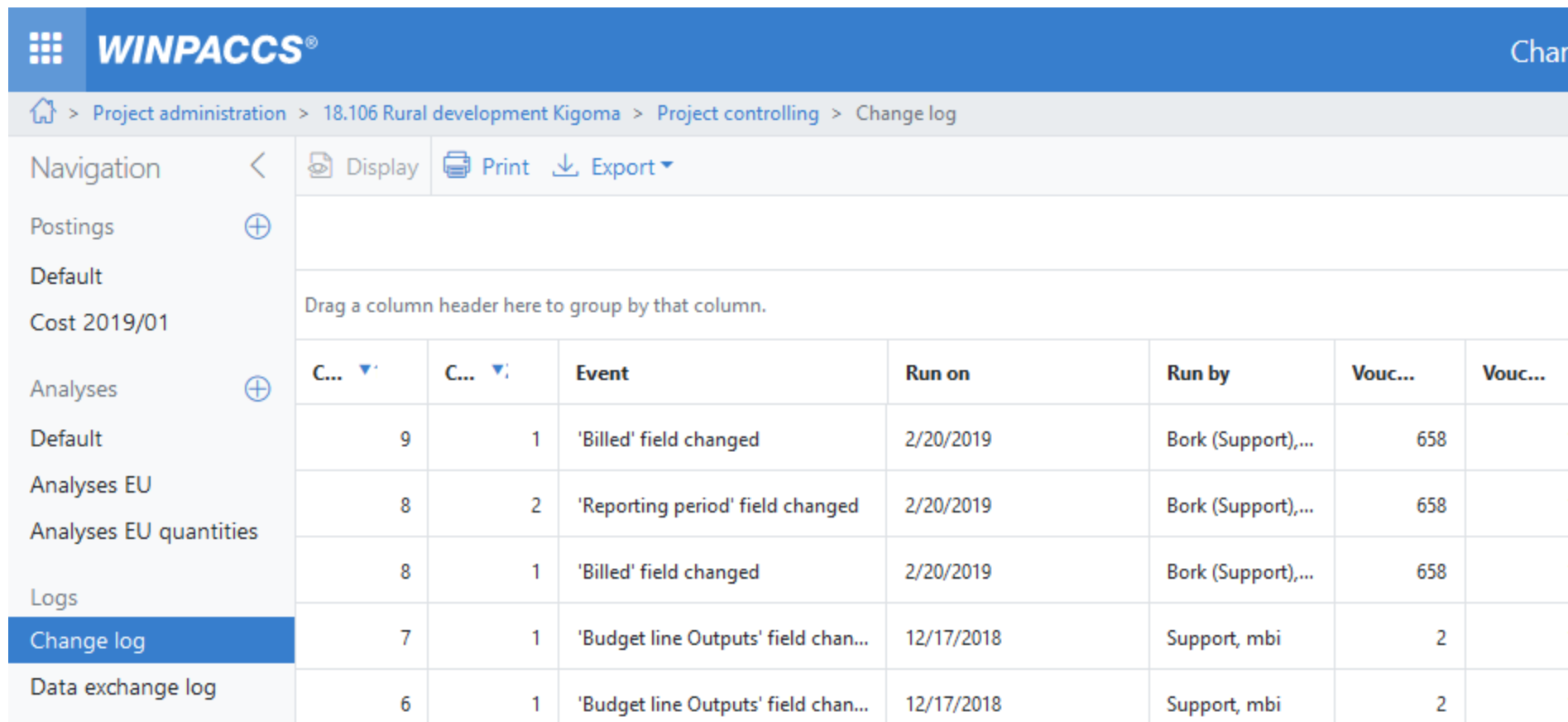


## Change log

All changes to the posting positions are logged in one place.

- Which field was changed?
- Who changed this posting position?
- When was it changed?
- Why was it changed (optional)?
- Options for filtering and sorting

# Overview of Change log



WINPACCS®

Char

Project administration > 18.106 Rural development Kigoma > Project controlling > Change log

Navigation < Display Print Export

Postings ⊕

Default

Cost 2019/01

Analyses ⊕

Default

Analyses EU

Analyses EU quantities

Logs

Change log

Data exchange log

Drag a column header here to group by that column.

C... ▼	C... ▼	Event	Run on	Run by	Vouc...	Vouc...
9	1	'Billed' field changed	2/20/2019	Bork (Support),...	658	
8	2	'Reporting period' field changed	2/20/2019	Bork (Support),...	658	
8	1	'Billed' field changed	2/20/2019	Bork (Support),...	658	
7	1	'Budget line Outputs' field chan...	12/17/2018	Support, mbi	2	
6	1	'Budget line Outputs' field chan...	12/17/2018	Support, mbi	2	

Any questions?