



## DATA SHEET

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### Cost Management

A state-of-the-art project management tool can process all cost data associated with the project in a clear and businesslike fashion. This includes planned and actual cost data from a single cost record up to summary reports and analysis. The benefit of a software tool is its ability to intelligently link the available data in order to obtain and display important aids for the user:

- Project managers require cost trend analysis charts for the project
- Project offices expect overviews of which projects are exceeding budgets
- Accounting departments expect project cost data to be correctly assigned and synchronized with an ERP system at the end of each month

KLUSA covers these requirements completely. We placed great value on implementing a suitable operating concept for each user group and thus generating an information surplus.

## Cost management in an individual project

### Creating the cost plan

The first step in project cost management is to create a cost plan. In KLUSA, this plan consists of material costs and the costs for planned resources. The costs for the planned project resources are calculated by KLUSA automatically from the resource plan using attributes as cost center, cost type and cost rate, each allocated to the individual resources.

Planning material cost is also very easy. The project manager selects material from a predefined list and enters the quantity for a time period. These material lists can account for varying unit prices over time, so it is always ensured that the correct prices are assigned to a given period.

Every project plan is subject to change, and hence should be adapted up to the moment of project completion. In order to have a reference against which to measure project progress and plan deviations, the project base plan is saved as a copy of the current plan when the project is approved. Later changes can be adopted as a new reference through change request approvals. Three plans are therefore available for calculations and analyses: the current plan, the base plan, and the last approved plan.

#	Work package/Account Group/Account Type/Cost Center/Cal...	Baseplan [EUR]	Approved [EUR]	Plan [EUR]	Actual [EUR]
1	▲ Total [EUR]	300,000.00	423,000.00	300,000.00	423,000.00
1.1	▲ [1] not assigned to WP	300,000.00	423,000.00	300,000.00	423,000.00
1.1.1	▷ Capital Costs	100,000.00	100,000.00	100,000.00	100,000.00
1.1.2	▷ CSC Personalkosten	0.00	100,000.00	0.00	100,000.00
1.1.3	▷ Personnel Costs	100,000.00	123,000.00	100,000.00	123,000.00
1.1.4	▲ Service Costs	100,000.00	100,000.00	100,000.00	100,000.00
1.1.4.1	▲ Consulting	100,000.00	100,000.00	100,000.00	100,000.00
1.1.4.1.1	▲ ASO-1000	100,000.00	100,000.00	100,000.00	100,000.00
1.1.4.1.1...	Jan FY2021	8,333.00	8,333.00	0.00	8,333.00
1.1.4.1.1...	Feb FY2021	8,333.00	8,333.00	0.00	8,333.00

Cost plan, displayed by month and work package

### KLUSA cost monitoring in individual projects

The costs accrued during the project duration are allocated to the project as actual costs according to the relevant time period and the cost type. The costs can be entered manually. However, this task typically is automated (see below), or cost data is imported from ERP systems. The allocation takes place using the project ID and the work package's WBS code. Attributes like account type, account group etc. are synchronized as well.

### Generation of actual costs in KLUSA

Actual personnel costs can be generated in KLUSA automatically by allocating the employees to their assigned work packages. Employees account the time spent on a work package in KLUSA, and KLUSA calculates the cost.

### Cost forecast

In order to quickly and easily rate a project in terms of plan deviations, there are various tools for project managers and management.

The cost forecast is calculated from the actual cost up to the end of last month (accounting period) and the cost plan from the current month up to project end date. The cost forecast compared to the cost plan or the cost base plan (reference plan) allows deviations to be noted quickly and is therefore a useful tool for evaluating project progress.

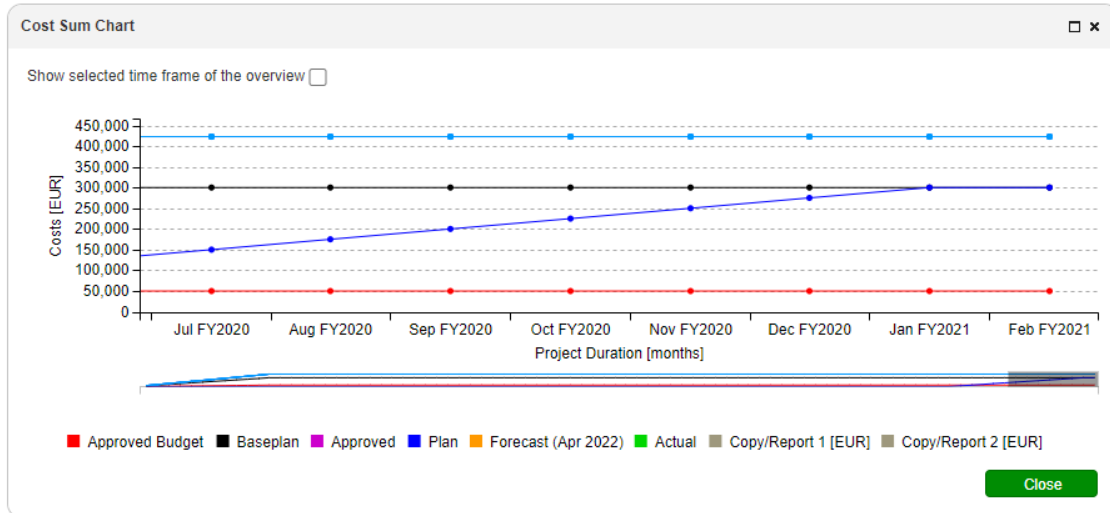
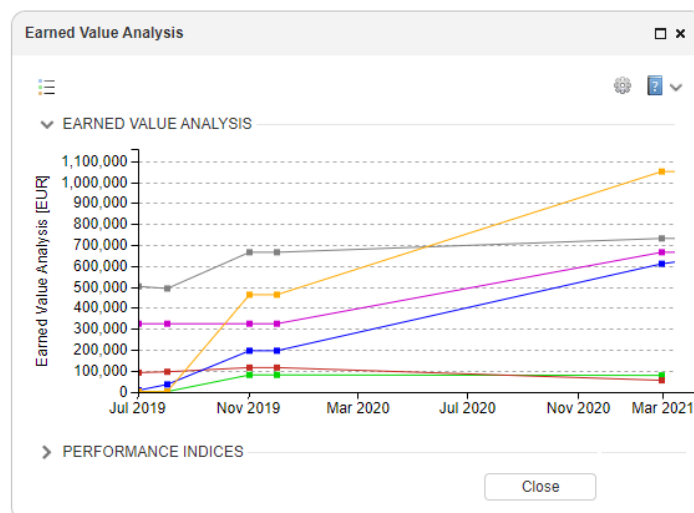


Illustration of cost progress and forecast

### KLUSA earned value analysis

Another way to see the project's progress in relation to the target is the Earned Value Analysis. Here, the proportionate planned costs up to the current time period are compared with the actual costs. This ratio is a reliable indicator of actual project progress compared to the expected one. KLUSA provides all parameters necessary for this calculation. In the **Dashboard**, the *Earned Value Analysis* tile shows the development of planned, actual, last approved costs, and the expected planned costs over the course of the project.



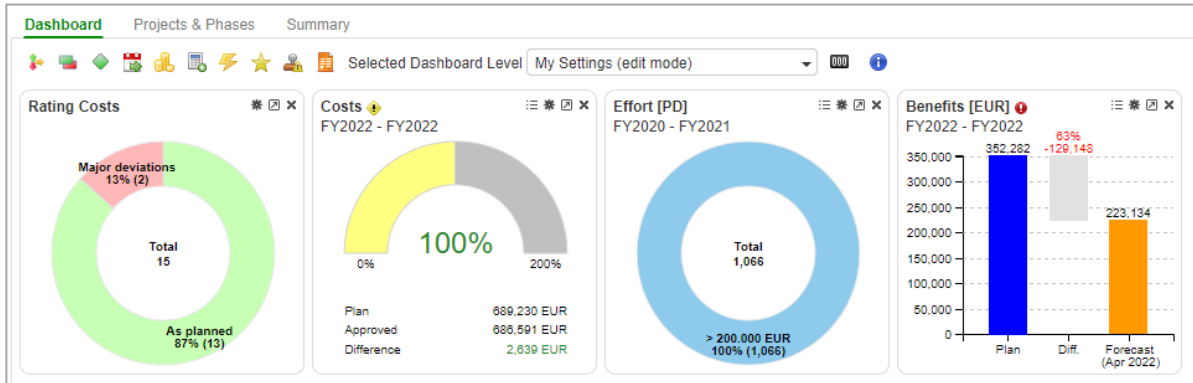
KLUSA Earned Value Analysis

### Cost management on a multi project level

KLUSA includes the MANAGEMENT module. In this module, various graphical and tabular evaluations are available to the project management office / management team:

## Management dashboard

Projects, which deviations exceed a specified limit of variance between planned and actual values, are listed here.



Quick identification of major plan deviations

## Allocation of costs to projects

Often, details of where the money has really gone are missing.

- Which cost centers caused which costs?
- How are the costs allocated to customer projects?
- How many small, medium and large projects are running, and what plan costs are estimated for this?

KLUSA provides an overview to answer these questions on a mouse click. In all views, tables and charts a drill-down function is available. Clicking on an area of a pie chart brings up a list of the relevant projects. A further click takes the user to the cost overview of the individual project.

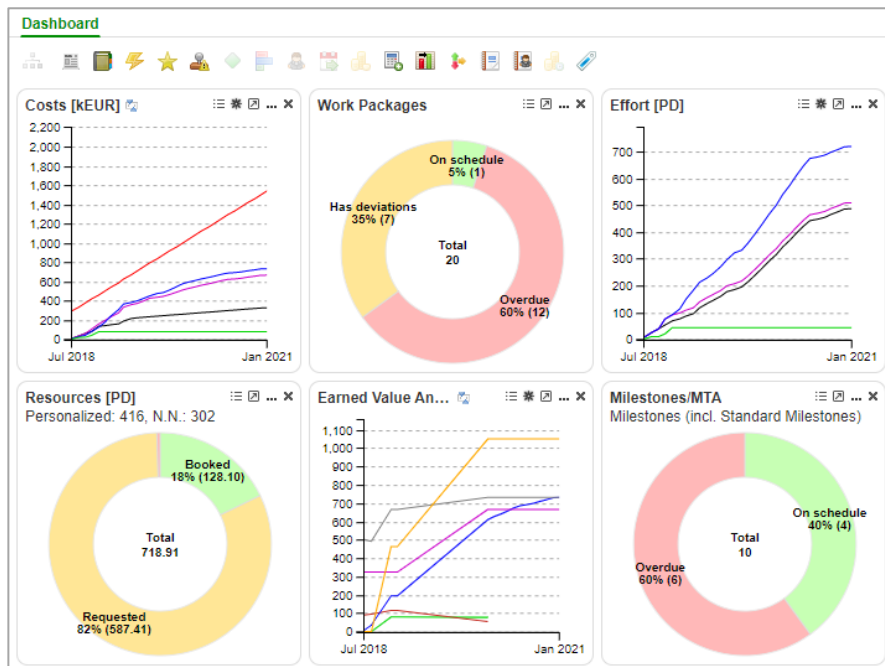


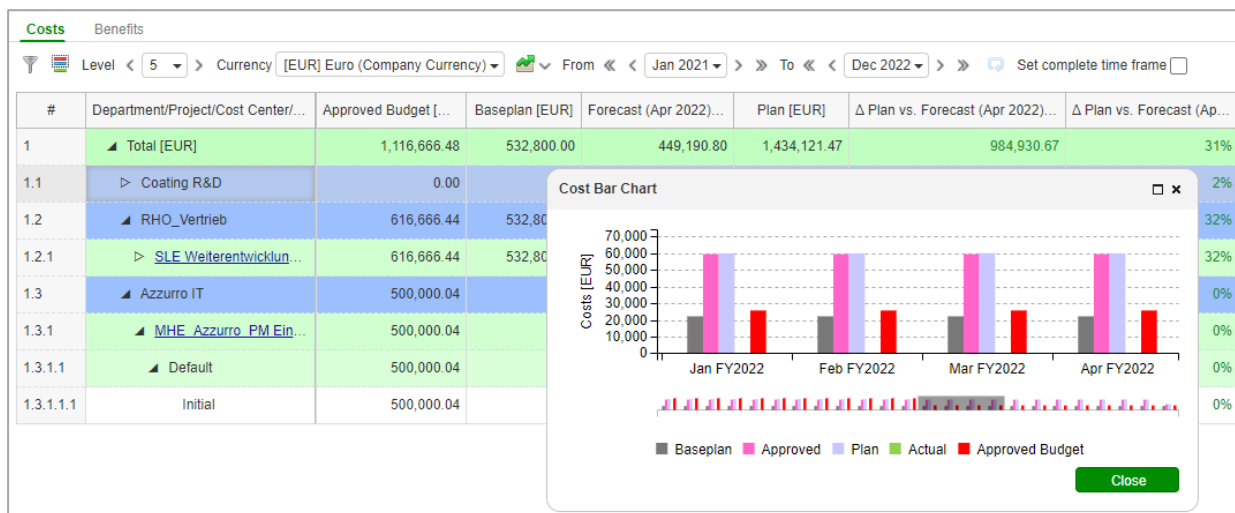
Illustration of cost distribution by various criteria

## Cost overview of a group of projects

Cost center responsables, the project management office or executive management in the company often require an overview of

- what share of the budget has been consumed,
- what actual costs have been accrued so far in a cost center,
- and other similar questions.

KLUSA also formats this data in a clear manner. These overviews are available by limiting the projects to be viewed according to definable criteria. The evaluations can span entire project durations or be restricted to chronological periods (quarters, business years).



Project overview with aggregation of cost data

## KLUSA connectors, reports and data exports

KLUSA can be easily integrated with standard tools in most customer systems and process landscapes.

### KLUSA ERP SyncManager

KLUSA offers both offline and online connectors to ERP systems, namely SAP. This allows cost and other data to be synchronized. A typical scenario is the creation of planned costs in KLUSA and generation of actual data in SAP. KLUSA can import the costs from SAP and allocate them to projects. In this way, all data is available in KLUSA for plan vs. actual cost comparisons and other analyses.

### KLUSA reports

In addition to real-time generated online reports on single project and multi project level, you can of course also export the cost data of these reports to various output formats. You can freely put together the contents and design of the reports. With appropriate templates, management reports or status presentations are no longer time-consuming activities. The templates filled with the exported data can, of course, be edited afterwards.

### KLUSA exports

KLUSA provides all cost data for further processing in other systems. For example, Excel raw data exports are available. KLUSA supports HTML, PDF and the Microsoft Office formats Word, PowerPoint, und Excel. Another possibility is to make cost data available through KLUSA web services. With its web services, KLUSA provides cost data for further processing in other systems. Web services thereby offer standardized, controlled and secured data copies e.g. for downstream reporting systems.

## Summary

The goals in developing KLUSA Cost Management are simplicity and clarity. KLUSA provides simple operability, functionality and information for every user depending on their specific role and area of responsibility. KLUSA's ease of operation increases acceptance among users.

For the project manager, cost management is transformed from a disliked obligation into a clear and powerful control tool for their project.

The project office can detect deviations early and react immediately. Reports can be quickly generated for management with the aid of tools. The data is compiled online and in real-time – without long delays.

In accounting and controlling, data from KLUSA can be directly integrated into the processes used. The monthly closing or financial year closing for project costs can be significantly sped up and the frequency of errors drastically reduced using the available KLUSA methods and synchronization tools.

Cost management is a core component of KLUSA. This considers the importance of projects especially in companies where successful project management is a critical business factor.



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