

Project Actual vs. Baseline Cost

Appia® administrators and project managers can import their construction cost estimate as a baseline for a month-to-month comparison of the actual cost for the life of the project. The baseline can be imported in any new or under construction project at any time.

The actual cost is generated through daily reports in any status (draft through paid) and project overruns.

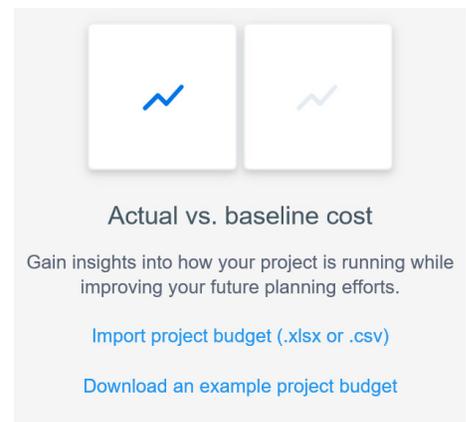
Before you begin

- The Appia service provides a sample project budget to use if needed.
- You can import .xlsx or .csv files into the Appia service.
- In the file, the months for the budget must be in one column and the corresponding amounts in another.

Import or update the baseline

Import the budget or budget updates from the Overview page of any Appia project. You can import it at any time.

1. Scroll to the end of the Overview page in your Appia project. If this is the first time uploading a budget, click **Import project budget (.xlsx or .csv)**. If you are updating your budget, click **Import**.
2. Navigate to and select your budget file, then click **Open**.
3. Use the drop down lists above each column to assign the date and the amount.
4. Use the Select number of rows to skip field to not import any row headers or rows that do not contain budget information.
5. If you are importing a completely new or updated budget, leave the Clear project budget check box selected.





6. If you are importing only updates to the current budget, clear the Clear project budget check box to avoid overriding your current budget.

7. Click **Import**.

The Appia service imports your budget and displays the baseline in the Project Cost section. The purple line represents the cumulative budget from the start of the project to the end.

If the project has daily reports that include placed items with a quantity, you'll also see the actual project cost.

What does it mean?

When you put your cursor on a date point, the Appia service displays the estimated total and the current total for that date.

The graph on the bottom displays current, cumulative, and total project costs.

	Current Month	Project Cumulative	Project
Baseline	Expected total for the month	Expected total for all months to date	Total expected project cost
Actual	Actual total for the month	Actual total for all months to date	Total project cost to date
Variance \$	Dollar difference between the actual cost and the baseline cost for the current month	Dollar difference between the actual total cost and the baseline total cost to date	Dollar difference between the actual project cost to date and the baseline total project cost
Variance %	Percentage difference between the actual total and the baseline total for the current month	Percentage difference between the actual total and the baseline total to date	Percentage difference between the actual project cost to date and the baseline total project cost