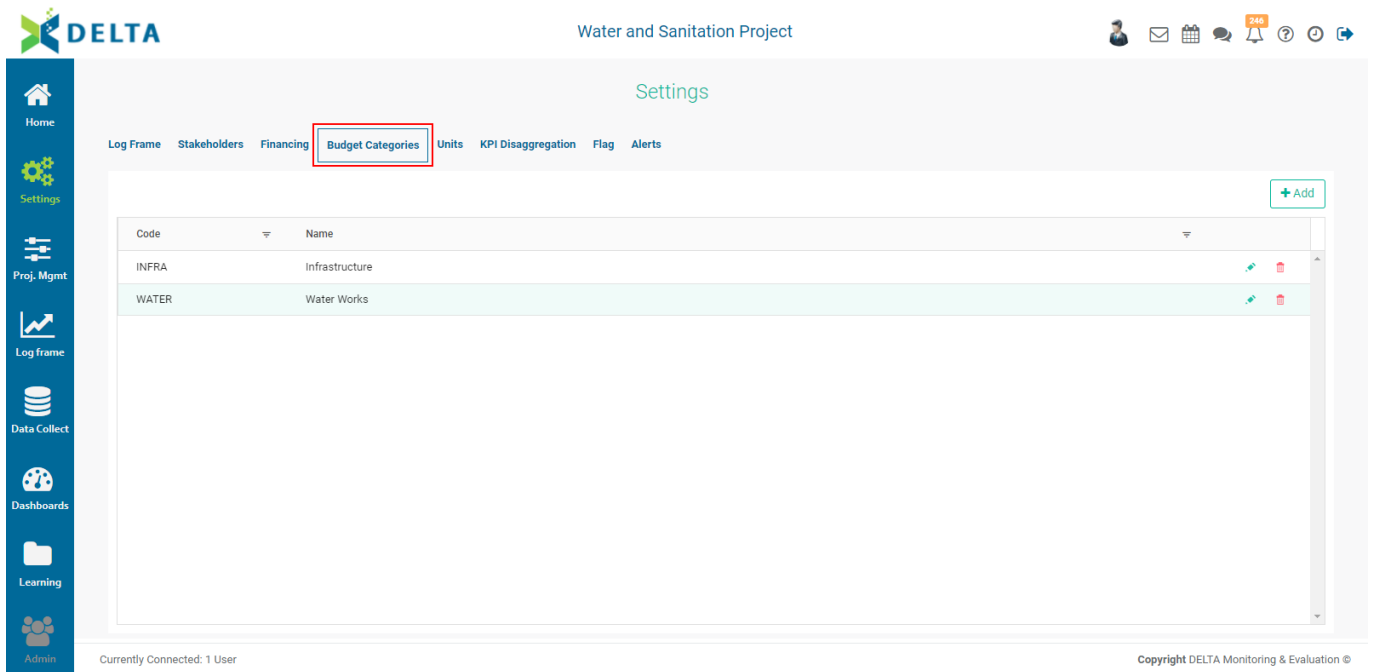


Project Settings

Project Settings: Budget Categories

Budget Categories allow you to further refine the financial information of a project by sorting its expenses by category. If you use costs and budgets for your activities, you'll be able to enter that information at the Activity level.



The screenshot shows the DELTA project settings interface. The top navigation bar includes the DELTA logo, the project name "Water and Sanitation Project", and user icons. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area is titled "Settings" and contains a sub-navigation bar with links: Log Frame, Stakeholders, Financing, Budget Categories (highlighted with a red box), Units, KPI Disaggregation, Flag, and Alerts. Below this is a table with two columns: Code and Name. The table contains two rows: "INFRA" with "Infrastructure" and "WATER" with "Water Works". Each row has edit and delete icons. A "+ Add" button is in the top right corner of the table. At the bottom, it says "Currently Connected: 1 User" and "Copyright DELTA Monitoring & Evaluation ©".

To **add a budget category**, click +Add at top left of the list grid and enter a code and a name for the category. Click the checkmark in the popup window title bar when you're done to save your work and return to the Budget Categories screen. The new budget category will appear in the list. **NOTE:** you cannot edit the code once you've saved the budget category.

Budget categories

Code*

Name*

To **edit a budget category**, click its Edit icon. To **delete a budget category**, click its Delete icon and confirm the deletion.

To quickly find a category in long lists, use the **Filter** to narrow down the displayed list.

Project Settings

Log Frame

Stakeholders

Financing

Budget Categories

+ Add

Code		Name
INFRA		Infrastructure

Enter a selection criterion for the filter, and enter the value you're looking for.

Name

Starts With

Starts With

Ends With

Contains

Equal

Not Equal

Name

Not Equal

WATER

FILTER

CLEAR

Project Settings

Click Filter to enable your selected parameters. The list will be filtered according to your settings.

NOTE: the Filter icon will change from black to red when a filter is applied.

To go back to the full list, click the Filter icon again and select Clear.

Previous: [Project Settings: Financing](#) | Next: [Project Settings: Units](#)

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