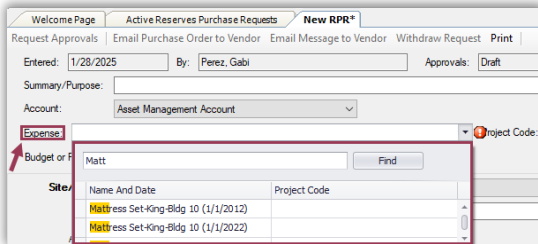
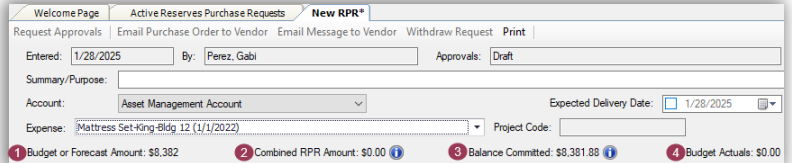
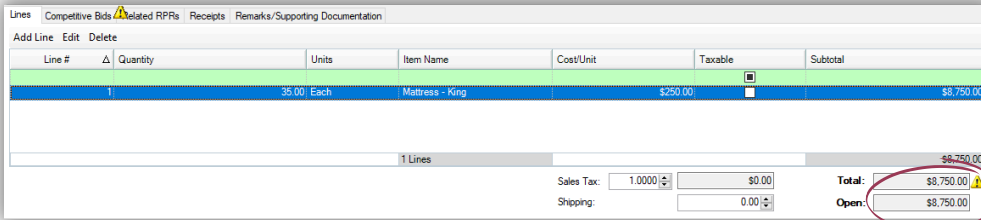


Asgard has a set of built-in controls to keep you from requesting RPRs that exceed the budgeted amount for a project. If you have any questions on how to manage overbudget RPRs, please contact us at [support@asgardsoftware.com](mailto:support@asgardsoftware.com).

Using the drop downs select the correct **Account** and appropriate **Expense**. The additional budget fields will automatically populate.

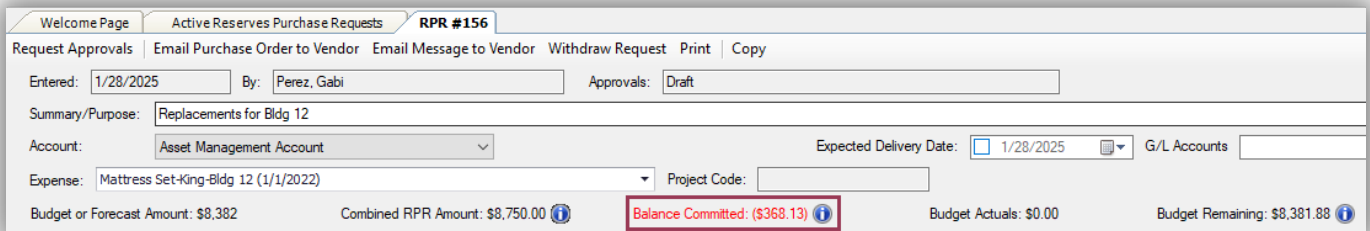



1. The amount originally approved for this project or the updated forecast amount
2. Includes all RPRs for this expense that are either in draft, in approval, or approved - including this RPR
3. Equal to the budgeted amount minus the combined RPR amount
4. Imported from finance on a monthly basis and will reflect the actual money spent against this project




Indicates RPR is over budget

Once saved, if the RPR is still overbudget, the **Balance Committed** will turn red.



If you proceed with **Request Approvals** and the RPR is still overbudget, you will receive an over budget correction notice.

