

# Quadpro Help Desk

## **Creating a New Sub Budget**

### Adding a New Sub Budget:

To add a new sub budget to a main budget, simply click 'Add' on the Budget Home Screen.

A new form box will open for you to enter the Sub Budget information into.

### Sub Budget for Maintenance Budget Main Budget

Name	Planned Maintenance	Year	2019	1	144	1103
Code	PMBU	Acc Ledger		Cost Centre	Dept	
Notes						
Planned Maintenance Sub Budget		Budget Amount	£30,000.00			
		Expenditure	£0.00			
		Remaining	£30,000.00			
		<input type="checkbox"/> Use as direct labour default				

  

Works Orders					
No.	Date	Description	Iss	FP	Amount

  

◀
▶
Save
Cancel
 Print Options

**Name:**

Enter the name you want to identify this Sub Budget by on your system.

**Code:**

Enter the code you want to identify this Sub Budget by on your system.

Year:

Enter the same year you have used for the Main Budget.

**Notes:**

In this box enter any information that you have which is related to this Sub Budget.

The budget amount section, including expenditure and remaining, works in exactly the same way as it does with the main budget.

### Works Orders:

All works orders related to this sub budget are displayed here. You are also able to view them by double clicking on them.

To confirm the addition of the New Sub Budget, select '**Save**'.