

# Quadpro Help Desk

## **How to Clone a Budget**

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Budgets can be cloned from the current year, as displayed in the Budget Year drop down menu to the next. This saves having to re-enter all the budgets at the end of the financial year, when the new budgets are set up.

From the Budget List Screen select the **Option > Clone Budgets** menu choice.

The following screen is displayed.

Budget	Select	Current £	Proposed £
<b>2018 - 19 Budget</b>	<input type="checkbox"/>	<b>£40,000.00</b>	£0.00
Costs For Trips	<input type="checkbox"/>	£0.00	£0.00
Day To Day Maintenance	<input type="checkbox"/>	£30,000.00	£0.00
<b>E100 Routine Maintenance</b>	<input type="checkbox"/>	<b>£231,000.00</b>	£0.00
E100 Building Material	<input type="checkbox"/>	£108,000.00	£0.00
E100 Contractors	<input type="checkbox"/>	£123,000.00	£0.00
<b>E101 Staff Property</b>	<input type="checkbox"/>	<b>£40,000.00</b>	£0.00
E101 Building Maintenance	<input type="checkbox"/>	£24,000.00	£0.00
E101 General Contractors	<input type="checkbox"/>	£16,000.00	£0.00
<b>E110 Laxton Junior</b>	<input type="checkbox"/>	<b>£25,000.00</b>	£0.00
E110 Laxton Junior Maintenance	<input type="checkbox"/>	£25,000.00	£0.00

Select All ☐ Clear All ☒ Clear Proposed

Accept Cancel

To clone selected budgets and sub budgets, simply check the boxes as needed.

To clone all of your budgets, check 'Select All'

Once you have confirmed the budgets you would like to clone, click 'Accept' to then clone any selected budgets to the new financial year.

The cloned budget will be blank in the new financial year. You will need to enter the allocated funds to these budgets.