

Cloning Budgets to the Next Financial Year

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 for the next one.



From the Budget List Screen select the  menu choice.

The following screen is displayed:

The 'Clone Budget' dialog box contains a table with the following data:

Budget	Select	Current €	Proposed €
Maintenance Budget	<input type="checkbox"/>	€300,000.00	€0.00
Site 1	<input type="checkbox"/>	€10,000.00	€0.00
Site 3	<input type="checkbox"/>	€50,000.00	€0.00
Site 2	<input type="checkbox"/>	€15,000.00	€0.00
Site Four	<input type="checkbox"/>	€40,000.00	€0.00
Planned Maintenance	<input type="checkbox"/>	€500,000.00	€0.00
Site One PM	<input type="checkbox"/>	€20,000.00	€0.00
Site Two PM	<input type="checkbox"/>	€35,000.00	€0.00
Site Three PM	<input type="checkbox"/>	€45,000.00	€0.00
Projects	<input type="checkbox"/>	€1,000,000.00	€0.00
Internal Projects	<input type="checkbox"/>	€75,000.00	€0.00
External Projects	<input type="checkbox"/>	€150,000.00	€0.00

At the bottom of the dialog box, there are radio buttons for 'Select All' and 'Clear All', with 'Clear All' selected. There is also a 'Clear Proposed' button. At the very bottom are 'Accept' and 'Cancel' buttons.

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 selected the budgets you require you can now enter the amount you would like to allocate each budget. In the right hand column, enter the funds for each budget. These will then be populated into the newly cloned budgets for next budget year.

