Adding Budgets to Quadpro

Adding budgets to your Quadpro system is quick and simple. These budgets are used in Works Orders

Head to the **Budgets** tab on the home screen menu.

You will be greeted with a list of the **current** years Budgets and Sub Budgets.

Click **Add** to set up a new Main Budget.

Input a **Code** you wish to associate with the budget.

Then input the chosen Budget name along with the allocated amount against it. Use the notes field for any useful information to go with this budget.

To create a Sub Budget, you will need to first click on a Main Budget and then click on the **Add** button opposite the **Sub Budgets** table.

Enter all sub budget information here – just like with the main budget. To ensure that you have the correct budget selected you ca check this with the **Parent Budget** indicator.

Once you have entered all information, press **save** and repeat as necessary for other budgets.