

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.

Budgets

Done

Clone

Main Budgets

Ref	Main Budget	Year ▲	Budget	Committed Cost	Actual (to Date)	Remaining	B1 Ref
H1	Head Budget	2021	10,000.00	3,000.00	0.00	7,000.00	178
Head1	Budget One	2021	10,000.00	0.00	0.00	10,000.00	182
<							>

Displaying 2 records

Totals

20,000.00

3,000.00

0.00

17,000.00

Sub-Budgets

Ref	Main Budget	Year ▲	Budget	Committed Cost	Actual (to Date)	Remaining	B2 Ref
1234	General	2021	5,000.00	3,000.00	0.00	2,000.00	519
<							>

Displaying 1 records

Totals

5,000.00

3,000.00

0.00

2,000.00

Year

2021 ▼


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


[illegible]


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.



Done


Save


First


Previous


Next


Last

Sub-Budget

Code

Name

Year

Budget Amount

Expenditure

Remaining

Parent Budget PJ2020
Projects

Notes

Works Orders

WO No	Date	Description	Issued	Printed	Final ...	Committed Cost	B2 Ref

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

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