

Revenue Budgets

Revenue Budgets are used to monitor the expenditure of non-capitalised Work Orders. To set a Revenue Budget, follow these steps:

1. Click the "Revenue Budgets" button and select a Client. For information on how to select a Client, see the [Client Selection](#) page.
 2. Select a Finance Period from the drop down menu and click "OK" to display the Revenue Budgets screen. Here, Users can view and review Budgets against Work Order Types and Sub Work Order Types against the Buildings they have access to. By selecting a Building from the Building drop down, the table underneath will be populated with of the Work Order Types, Sub Work Order Types and Equipment Types with the current values that have been applied to them. To change the Budget, click the value to be changed and enter the desired value.
- What is displayed in the table can be controlled by selecting the View Mode from the View Mode drop down menu. Using this drop down, it's possible to organize what is shown by the below modes:
- All = changes the view to show all Budgets down to Equipment Type level
 - Sub WO Type = changes the view to show all Budgets at to Sub Work Order Type level
 - WO Type = changes the view to show all Budgets at to Work Order Type level

Revenue Budgets for period 30/01/2012 - 29/01/2013

Building

View Mode

All

Copy Budget

WO Type	Sub WO Type	Eq Type	Total
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Close

Note: Finance Periods MUST exist before Revenue Budgets can be entered.

3. To reduce the amount of administration time taken to input multiple Budgets, a function has been include called "Copy Budget". This provides the ability to copy Budgets created for one Building across to one or more Buildings so that each Budget doesn't have to be entered manually. Clicking the "Copy Budget" button brings up a table of Buildings and by selecting these Buildings, the Budget from previously selected Building will be applied to all the Buildings selected in this table. Click "Copy" to perform the Budget copy.

4. Once all information has been entered, click "Save".

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