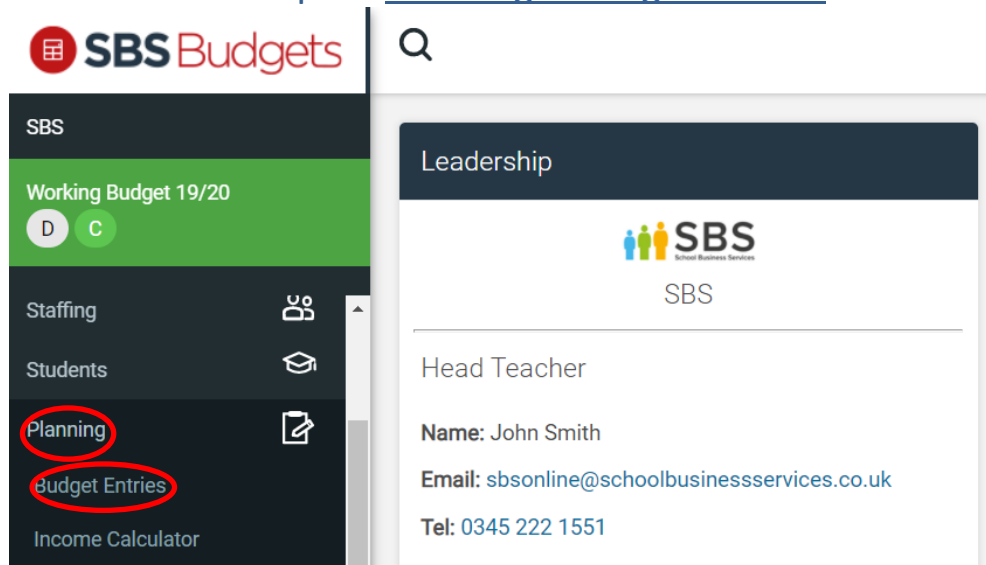






# How to add a new Budget entry

## Creating a new Budget Entry

1. Follow the path [Planning > Budget Entries](#)



2. Select the create sign in the top right (pen with a plus)

Budget Entries ?  

71 items : 1 pages

on	Tags	Fund Codes	2019/20	2020/21	2021/22	2022/23	2023/24	Notes	Actions
F									edit
			2,040.00	2,080.80	2,122.42	2,164.86	2,164.86		edit
ates			70,615.13	74,145.88	74,145.88	74,145.88	74,145.88		edit

### 3. This will give you the option of Brought Forward, Income or Expenditure

Budget Entries ⓘ

Brought Forward  
Income  
Expenditure

Tags	Fund Codes	2019/20	2020/21	2021/22	2022/23	2023/24	Notes	Actions
								<a href="#">edit</a>
		2,040.00	2,080.80	2,122.42	2,164.86	2,164.86		<a href="#">edit</a>
tes		70,615.13	74,145.88	74,145.88	74,145.88	74,145.88		<a href="#">edit</a>

### 4. Give the Budget Entry a name (description)

Create Budget Entry ⓘ

Entry details Profile Notes

Description:

Budget code:

Cost centre:

Tags:

Fund codes:

## 5. Select the relevant Budget Code from the drop down

Create Budget Entry ?

---

try details Profile Notes

Description:

Budget code:

Cost centre:

Tags:

Fund codes:

Only Budget Codes that are relevant to the type of Budget Entry selected will be displayed.

## 6. Select a Cost Centre from the drop-down options, if relevant

Create Budget Entry ?

---

Description:

Budget code:

Cost centre:

Tags:

Fund codes:

## 7. Complete the Analysis Tags/Fund Codes if relevant

Create Budget Entry ?

Description:  ?

Budget code: ACA3125 - Electricity ▼ ?

Cost centre:  ▼

Tags: Add Tags... ▼ ?

Fund codes: Add Fund codes... ▼

## 8. Select the 'Profile' tab

Create Budget Entry ?

Entry details **Profile** Notes

Description:

Budget code: ACA3125 - Electricity

Cost centre:

Tags: Add Tags...

Fund codes: Add Fund codes...

## 9. Enter the value of the Budget Entry

Create Budget Entry ? ✓

---

Entry details | Profile | Notes

Amounts by date Inflation 0% Apply Profile

2019/20: 0.00

2019-09-01

0.00

2020/21: 0.00

## 10. You can then cascade the value to future years

Create Budget Entry ?

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Entry details | Profile | Notes

Amounts by date

2019/20:

2019-09-01

Cascade Change

1000

2020/21:

2020-09-01

## 11. You can also apply inflation to future years

Create Budget Entry ? ✓ ✓+ ✕

Inflation

1

Apply

Profile

1,000.00

## 12. There is also the ability to Profile Budget Entries

Create Budget Entry ? ✓ ✓+ ✕

Inflation

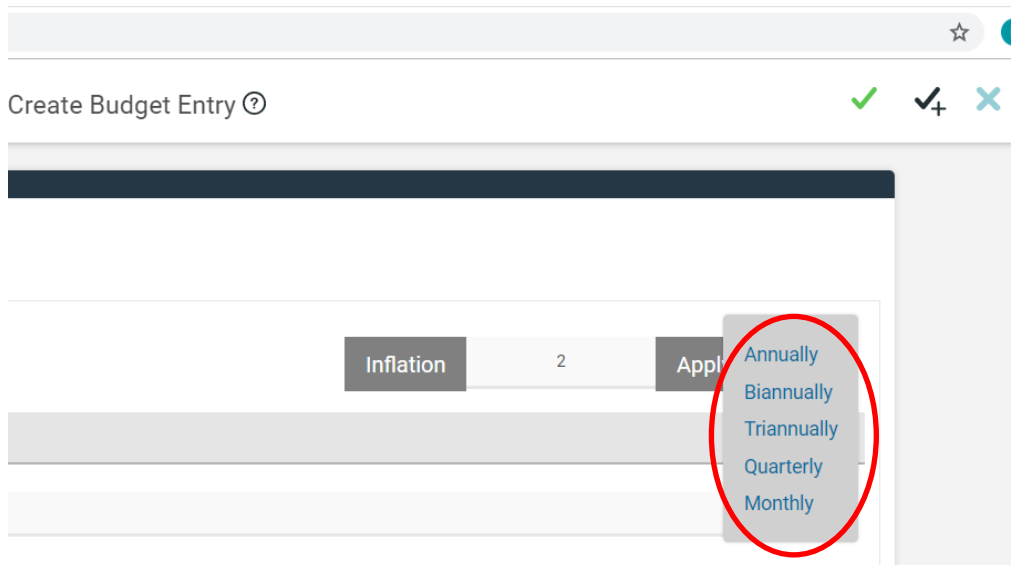
1

Apply

Profile

1,000.00

### 13. Select how you would like the entry to be profiled

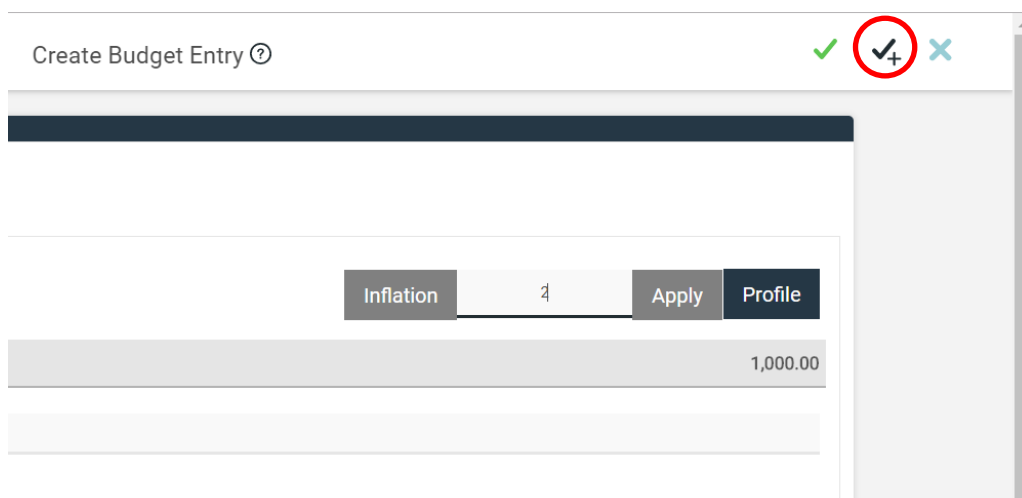


Create Budget Entry ?

Inflation 2 Apply

- Annually
- Biannually
- Triannually
- Quarterly
- Monthly

### 14. Once all the data is in the entry, select the save and new icon if you have more of the same type of Budget Entries to create



Create Budget Entry ?




Inflation 2 Apply Profile

1,000.00



15. If this is the last Entry to be created, select the save icon (the green tick)

Create Budget Entry ?

Inflation
4
Apply
Profile

1,000.00