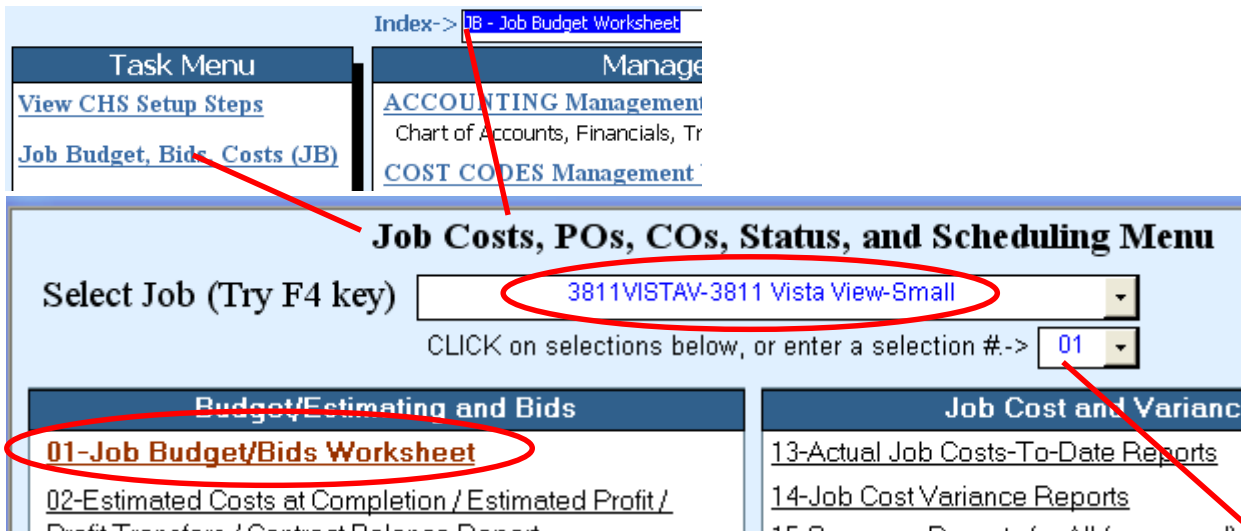


Activate a New Job Budget

Activating a Job Budget - The first step in beginning a Job Budget is to activate the job budget. In order to activate the budget, the job must already be set up on the “Setup or Edit Jobs” window (see Help document about setting up jobs). After the job has been set up, follow the steps below to activate its budget worksheet.

On the Navigation/Home window click “Job Budget/Bids/Costs (JB)” under the ‘Task Menu’. OR, just type JB into the Index field on the Navigation window.



On the window shown above, select the job. Then click ‘01-Job Budget/Bids Worksheet’, OR select 01 from the drop down list of selections.

If the program does not find a job budget for the job selected, the window shown below will pop up. As you can see, there are 3 Options for activating a new job budget. If you use Option 1-“Sub Codes Master and Pricing Defaults”, all default pricing information from the “Cost Codes Master” will be brought into the new budget. (See Help Document about setting up Cost Codes and Master Pricing.) The default pricing can be overwritten when working on the budget. Option 2 to copy a budget from another job becomes very handy, especially if you set up “What If” jobs to use for budgets templates as described in the Job Setup help documents.

Click the appropriate button, and the program will open the Budget/Bids worksheet for the job. See Help documents about the Job Budget/Bids Worksheet.

