



## Work Instruction

### Viewing Budgets

Users can view Budgets for each type of job and for each month of the year. Budgets are available for Preventative Maintenance and Property Services and can also display aggregate budgets by discipline.

To view budgets by month or year, complete the following steps:

1. Select the Asset from the Asset List pane.
2. Select the Budget tab from the Works Tabs pane.
3. Select the budget period from the Financial Year pick list.
4. Select the view option (e.g. **Monthly** or **Yearly**).

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Tot
PREVENTATIVE MAINTENANCE	37416	24430	26178	27497	22568	26787	49636	25967	22079	28737	37061	17519	345875
CLEANING	163400	163400	183895	163400	163400	183895	163400	163400	183895	163400	163400	183895	2042780
GROUNDS MAINTENANCE	6139	6139	6139	6139	6139	6139	6139	6139	6139	6139	6139	6139	73668
SECURITY	27070	27070	27070	27070	27070	27070	27070	27070	27070	27070	27070	27070	324840

## Viewing Budgets

- Select a program from the Description column in the display window. (**Note:** Results will be displayed in the bottom display window).

The screenshot shows a software interface with a navigation bar at the top containing tabs: Welcome, Budget, Schedules, Work Request, Agreement, Job Tracking, Approvals, Job History, Job Billing, Invoicing, and Asset List. Below the navigation bar, there are filters for 'Monthly' and 'Yearly' views, and a dropdown menu for 'Financial Year 2007/2008'. The main content area contains two data tables.

**Table 1 (Top):**

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Tot
PREVENTATIVE MAINTENANCE	116	24430	26178	27497	22568	26787	49636	25967	22079	28737	37061	17519	345875
CLEANING	163400	163400	183895	163400	163400	183895	163400	163400	183895	163400	163400	183895	2042780
GROUNDS MAINTENANCE	6139	6139	6139	6139	6139	6139	6139	6139	6139	6139	6139	6139	73668
SECURITY	27070	27070	27070	27070	27070	27070	27070	27070	27070	27070	27070	27070	324840

**Table 2 (Bottom):**

Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Tot
MECHANICAL	16679	19772	22263	14937	18087	13189	23036	18531	17523	16843	31837	13189	225886
FIRE	7920	2682	2682	6016	2682	2809	6394	2682	2682	4908	2682	2682	46821
BUILDING	1412	757	757	757	757	757	757	757	757	757	757	757	9739
PLUMBING	1617	209	209	1479	0	70	2288	3015	797	1758	800	626	12868
ELECTRICAL	116	95	116	95	116	118	8180	95	116	95	116	95	9353
LIFTS	809	915	151	820	926	170	763	887	151	763	869	170	7394
HOSPITALITY	1389	0	0	346	0	9500	1461	0	0	346	0	0	13042
SITEWORKS	0	0	0	0	0	174	0	0	53	0	0	0	227
EQUIPMENT	7474	0	0	3047	0	0	6757	0	0	3267	0	0	20545