

FP2 - TIP 'O THE WEEK ADDING ACCOUNT TO A BUDGET



Adding accounts to a budget

FirePro2 has a simple, but comprehensive system for budgeting allowing you to save time by eliminating repetitive data entry, and enabling easy comparison between budgeted and actual figures from year to year.

Often, you will just use the same accounts year after year, but occasionally you may need to add an account to your budget.

To add an account, go to:
Maintenance → Edit Pop Up Lists → Account Names

Account Names

Account Number: 123789

Identification: Equipment

Expense Maintenance

Revenue New Inventory

Other

Hide on List

Find Next Previous Print Accounts List

Add Edit Delete Multiple Add Cancel OK

Click the "Add" button and enter your account information and click "OK".

Once you have entered your new account(s), you are ready to add them to your budget!

From the account window, go to:
Action → Add Account to Budget

Action	
<u>A</u> dd	Ctrl+A
<u>E</u> dit	Ctrl+E
A <u>dd M</u> any	Ctrl+M
<hr/>	
<u>F</u> ind	Ctrl+F
<u>N</u> ext	Ctrl+N
<u>P</u> revious	Ctrl+R
<hr/>	
<u>D</u> elete	Ctrl+D
<hr/>	
Add account to budget	

This will open the following window where you can select which budget to add the account. Select the appropriate budget and click "OK". If the account needs to be in more than one budget, you will need to repeat this step to add it to each budget.

Choose the budget year you want to add this account to

Department Budget

Year: 2007

Cancel

OK

That's it!



Quote of the week:

"Utility is when you have one telephone, luxury is when you have two, opulence is when you have three - and paradise is when you have none." *Doug Larson*