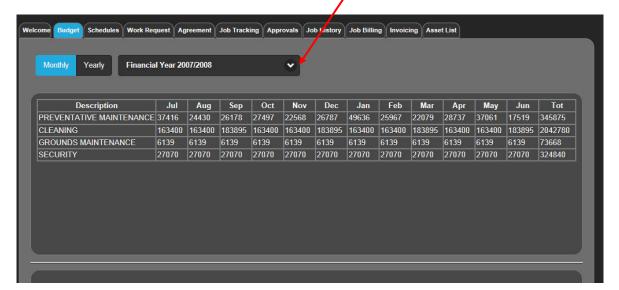
## **Work Instruction**

## **Viewing Budgets**

Users can view <u>Budgets</u> 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).



5. Select a program from the <u>Description</u> column in the display window. (**Note**: Results will be displayed in the bottom display window).

