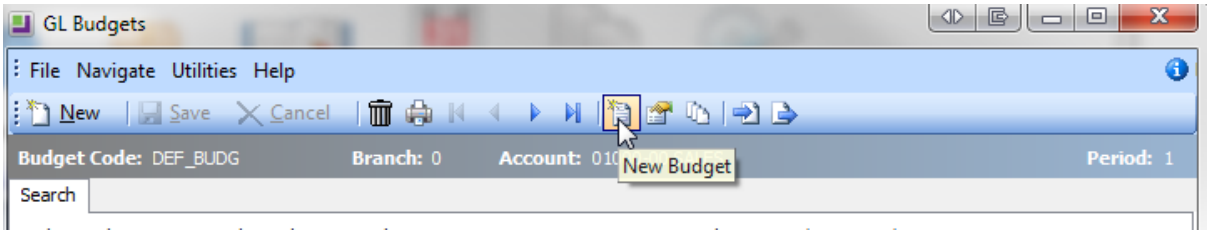
leave it to us

MYOB EXO tip of the week

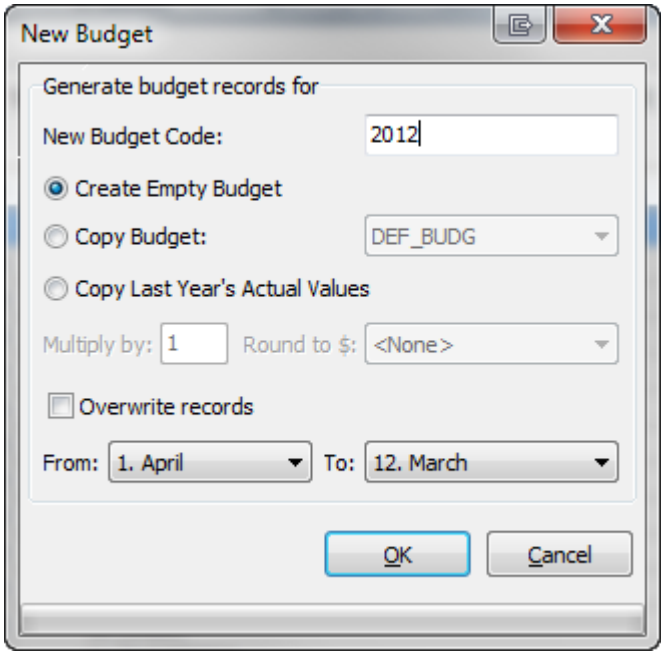
Creating a new General Ledger Budget

Have you wanted to keep track of when sales have reached a goal amount or costs has reached a limit? Using a budget to keep track of your key performance indicators gives you a great bench mark to measure against.

Within the GL Bugets table click "New Budget"



Enter a code for the new budget:



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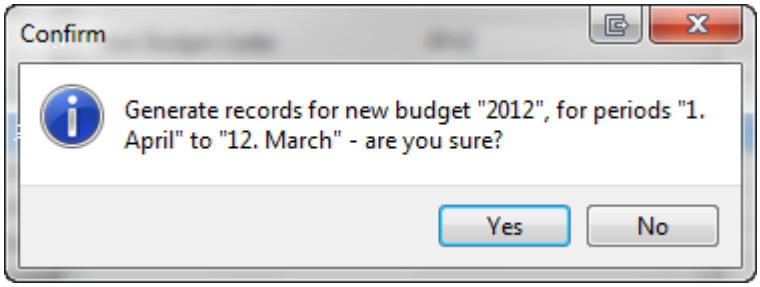
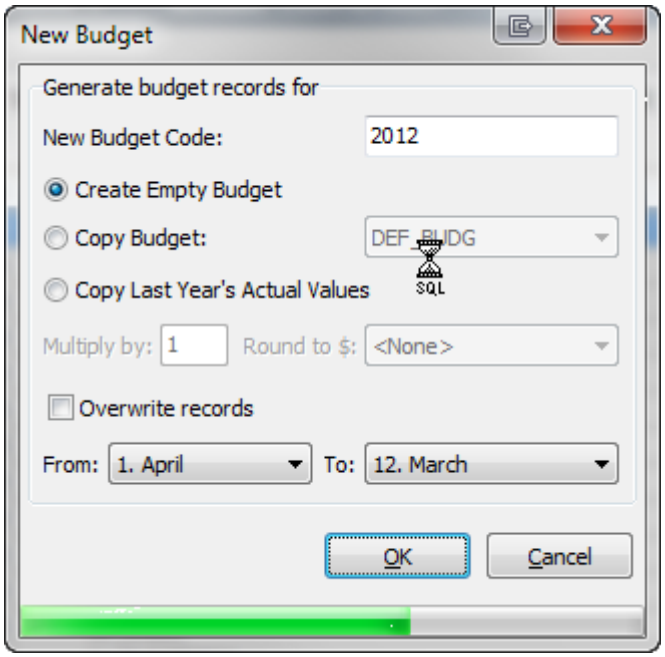
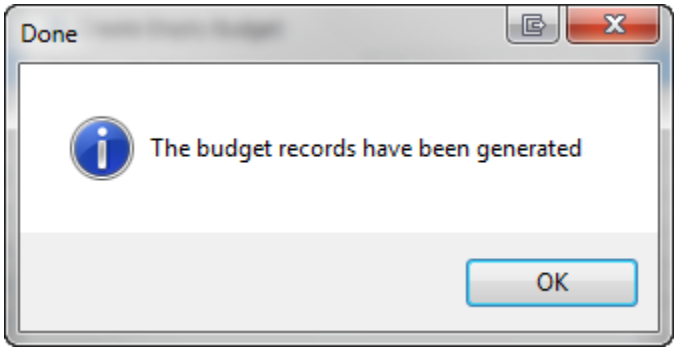
Select “Create Empty Budget” and click “OK”.
The following dialogue box will appear:



Click “Yes”.
You will now see a progress bar along the bottom of the window, as the budget records are generated:



When Exo has finished creating the new budget, you’ll see the following message:



OK the message.
The easiest way to then enter your budget figures is to then export the new budget to a spread sheet, enter the figures via excel, and reimport them again. This is covered in our tip of the week “Importing and Exporting GL Budgets” which you can find here.

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