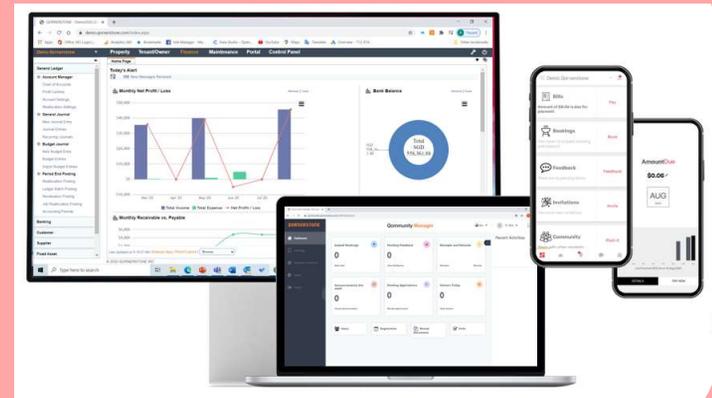




QORNERSTONE

Supported by:



Qornerstone Estate Platform

Creation of A Facilities Management Budget

Version 1.0



Agenda

The guide is for creation a Facilities Management (FM) budget in Qornerstone Estate (QE) Maintenance Module. The purpose of is to maintain financial discipline and track the actual cost . The Guide will contain

1. Creation of Budget Codes – Setup a set of Budget Codes
2. New Budget Entry – Creating a New Budget
3. Import Budget Entries – Import a New Budget
4. Budget Entries – View of Existing and Historical Budget
5. Reports

Workflow 1. Budget Codes

Creation of Budget Codes

There are 2 options to create budget codes.

1) Go to Maintenance Module -> Maintenance Finance -> Budget Manager -> Budget Codes as per A

2) Go to Control Panel -> Maintenance -> Import Budget Codes as per B.

- This guide will focus on option 1 and will briefly explain on option 2

- The Budget Set-up is only for the MCST.

Budget Code

View In : All Budget Codes

Budget Code	Name	Active
FM001	LIFT	Yes
FM001A	M&E_LIFT	Yes
FM002	Cleaning	Yes
FM003	Building	Yes
FM004	Aircon	Yes
GARY TEST	OTHERS	Yes

Record Found: 6

New Budget Code... Close

Data Import for Budget Codes

Please paste the data to the worksheet OR click **Load Data File** to get data from a CSV file.

SN	Budget Code [20]*	Name [300]*	Parent Budget Code [20]	Active (Y/N) [1]*	Type Of Service [300]	Account Code [20]
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

[300] Maximum Chars * Required Field Allow Update Existing Budget Code

Submit Reset Close

Workflow 1. (cont'd) Budget Codes

Option 1.

- Go to Maintenance Module -> Maintenance Finance -> Budget Manager -> Budget Codes. Click on Budget Code and Select New Budget Code (A).

- A new Page will appear (B). User will need to

- Create a New Budget Code
- Name the Budget Code
- Parent Code (optional) - This function is to create a master budget code with subsidiary codes associated with the maintenance tagged to it.
- Finance Account Setting - Map the Correct Account Code to the Budget Code
- Assigned Type of Service to the Budget Code. The Budget Code will appear in work costing if the Work Order is tagged to the assigned to problems codes. (tag to the Type of Services)

The image displays two screenshots of a software application interface for managing budget codes. The top screenshot shows the 'Budget Codes' list with a 'New Budget Code' button highlighted. The bottom screenshot shows the 'New Budget Code' form with fields for Budget Code, Name, Parent Budget Code, Finance Account Setting, and Type of Service, along with a table for Work Type and Type of Service.

Top Screenshot: Budget Codes List

Budget Code	Name	Active
FM001	LIFT	Yes
FM001A	M&E_LIFT	Yes
FM002	Cleaning	Yes
FM003	Building	Yes
FM004	Aircon	Yes
GARY TEST	OTHERS	Yes

Bottom Screenshot: New Budget Code Form

Budget Code: FM1888
Name: Swimming Pool Maintenance
Parent Budget Code: [Dropdown]
Finance Account Setting: Account Code: 6500-1034 SWIMMING POOL MAINTENANCE
Type of Service: [Dropdown]

SN	Work Type	Type Of Service
1	Facilities	Swimming Pool/Water Features

Workflow 3. Import Budget Entries

Creating a New Budget via Import Function

- Go to Maintenance Module -> Maintenance
Finance -Budget Manager -> Import New
Budget Entries (A)

-Instead of workflow 2, User can import the
new budget via the CSV (B)

- a) Download the Template
- b) Fill in the details
- c) Load the Data File

