




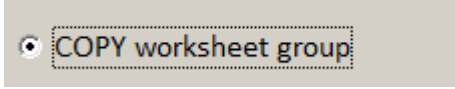


AGRIMASTER® HELP NOTE



Copy Full Budget Worksheets

To make a copy of an individual worksheet you will need to:

1. Start at the **HOME PAGE** 
2. Click on **BUDGET** 
3. Click on **FULL BUDGET** 
4. Click on **WORKSHEET** 
5. Click on **COPY RENAME** 
6. Put a dot in the **COPY worksheet group** circle 
7. Select the worksheet that you want to copy
8. Enter a new name for the copied worksheet so you can distinguish between the old and the new worksheets.

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Copy or Rename a Worksheet Enterprise

COPY worksheet group

RENAME worksheet group

Select worksheet group to copy

Cattle Mar 07 - Feb 08	  
Cattle Mar 08 - Feb 09	
Cropping Mar 07 - Feb 08	
Cropping Mar 08 - Feb 09	
Fixed Costs Mar 07- Feb 08	
Fixed Costs Mar 08- Feb 09	
Sheep Mar 07 - Feb 08	
Sheep Mar 08 - Feb 09	

Enter name for worksheet group copy

Shift Dates Forward 1 Year

9. Click on the **GREEN TICK**



10. Repeat for each worksheet that you want to copy




11. Click the option “Shift dates forward one year” if you would like to make a copy of last years worksheet and create a template for next years budget

Copy or Rename a Worksheet Enterprise

COPY worksheet group

RENAME worksheet group

Select worksheet group to copy

Cattle Mar 07 - Feb 08	  
Cattle Mar 08 - Feb 09	
Cropping Mar 07 - Feb 08	
Cropping Mar 08 - Feb 09	
Fixed Costs Mar 07- Feb 08	
Fixed Costs Mar 08- Feb 09	
Sheep Mar 07 - Feb 08	
Sheep Mar 08 - Feb 09	

Enter name for worksheet group copy

Shift Dates Forward 1 Year