

# AGRIMASTER® HELP NOTE



## Setting up your Full Budget

Prior to setting up your full budget you will need to set-up all the worksheets you need.

For instructions on how to set up worksheets refer to the help notes on setting up various worksheets.

### Setting up your Budgets

1. Click on **Home** 

2. Click on **Budgets** 

3. Click on **Full Budget** 

4. Click on **New Budget** 

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5. Complete the Set up screen

The screenshot shows the 'Setup or Alter a Budget' interface. At the top, the title 'Setup or Alter a Budget' is centered. Below it, the current budget name 'Full Budget' and period 'Mar 09 - Feb 10' are displayed. A callout points to the 'First Month' dropdown, which is set to 'March 2009', with the instruction 'Select first month here'. Another callout points to the 'Period' dropdown, set to '1 Year', with the instruction 'Type in a title here'. A third callout points to the 'Period' dropdown with the instruction 'Select the number of years here'. Below these, there are two list boxes: 'Bank(s)' and 'Worksheet(s)'. A callout points to the 'Bank(s)' list with the instruction 'Select the bank accounts here by clicking on them'. Another callout points to the 'Worksheet(s)' list with the instruction 'Select the worksheets here by clicking on them'. The 'Budget format when using Grain Loans' section has two radio buttons: 'With correct loan and income details' and 'Showing cash flows only'. A callout points to the 'Showing cash flows only' option with the instruction 'Choose the budget format here'. Below this, there are dropdown menus for 'Code' and 'Bank'. A callout points to this section with the instruction 'Complete this section if showing cash flows only'. The 'Include Grain Income Calculator sets that are...' section has two radio buttons: '...attached to the selected worksheet groups' and '...manually selected below'. A callout points to the 'manually selected below' option with the instruction 'Choose one of these options to include Grain Income'. The 'manually selected below' list includes 'BARLEY', 'CANOLA -', 'CASH - OA', 'DISTRIBUTION NO LOAN', and 'WHEAT - HARVEST LOAN'. On the right side of the screen, there are three buttons: a green checkmark, a red 'X', and a question mark.

6. Once you have completed the set-up click the green tick

7. You will now be on the Full budget screen

The screenshot shows the Agrimaster software interface for setting up a full budget. The main window displays a 'Suspense Receipts' table with columns for months from August 2009 to February 2010. A toolbar at the top contains various icons for editing and calculation. A sidebar on the left lists receipt categories like 'Wheat Net Cash Flows' and 'SHEEP INCOME'. A summary panel at the bottom left shows financial totals for 'Inc. GST' and 'Exc. GST'. A 'Note' field is present at the bottom center, and a 'TAX' button is on the right. Five callout boxes provide instructions: 'Click here when you have finished' (top right), 'Click here to view the budget codes and totals' (top right), 'Set Opening Balances Here' (right side), 'You will need to turn tax on' (bottom right), and 'You will need setup and turn interest on' (center).

**1: March 2009 to February 2010**

Current Budget

Code

Suspense Receipts

RECEIPTS

- Suspense Receipts
- Wheat Net Cash Flows
- CROPPING INCOME
- Wheat Pool
- Canola
- Lupins
- Barley
- Private Grain Sales
- Contract Grain Sales
- SHEEP INCOME
- Wool Sales
- Sheep Sales
- Skins
- Ram Sales
- CATTLE INCOME

W/Sheets	Home Loan	200
Ma		
Ap		
Ma		
Jun		
Jul		
Aug 2009		
Sep 2009		
Oct 2009		
Nov 2009		
Dec 2009		
Jan 2010		
Feb 2010		

Total (Inc.GST)

Receipts	1918752
Payments	802089
Surplus	1116663

Total (Exc.GST)

Receipts	1918752
Payments	802089
Surplus	1116663

Note - Suspense Receipts

TAX

More

Callouts:

- Click here when you have finished
- Click here to view the budget codes and totals
- Set Opening Balances Here
- You will need to turn tax on
- You will need setup and turn interest on