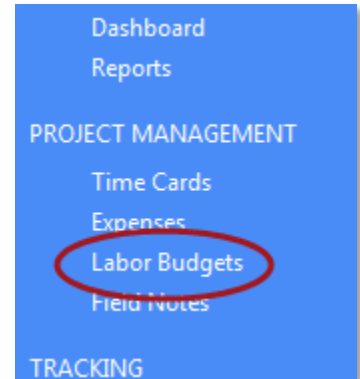
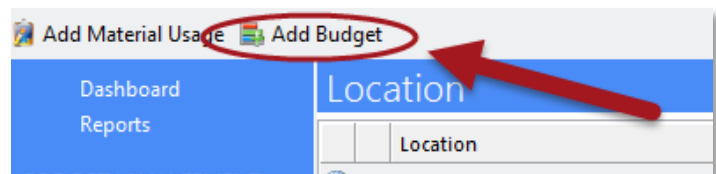


Labor budgets allow you to compare expected and actual hours for a location and review material usage for a location.

To access your labor budgets in TimeSummit Enterprise, go to the Labor Budgets screen by selecting **Labor Budgets** in your Navigation side bar.



To add a new budget, click on the Job you want to attach the labor budget to and then click **Add Budget**.

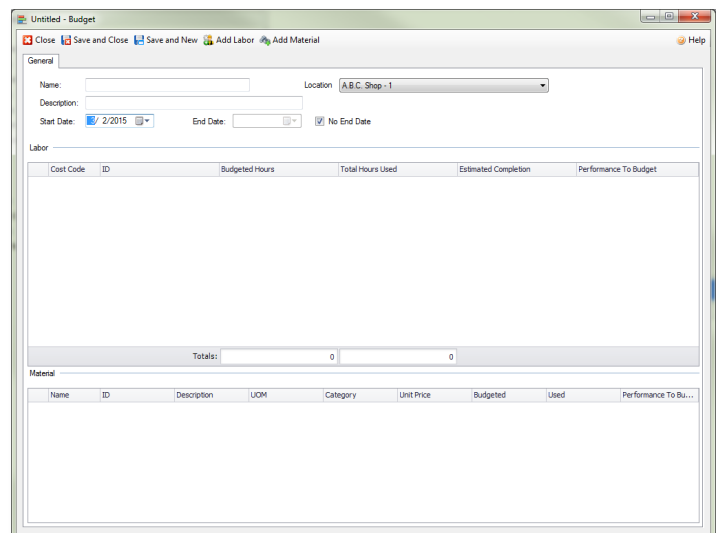


You will then be able to add in the information you want to add for the Labor Budget.

A Name is required, as is a Location and Start Date.

If the Labor Budget is continuous, you can keep the "No End Date" box checked.

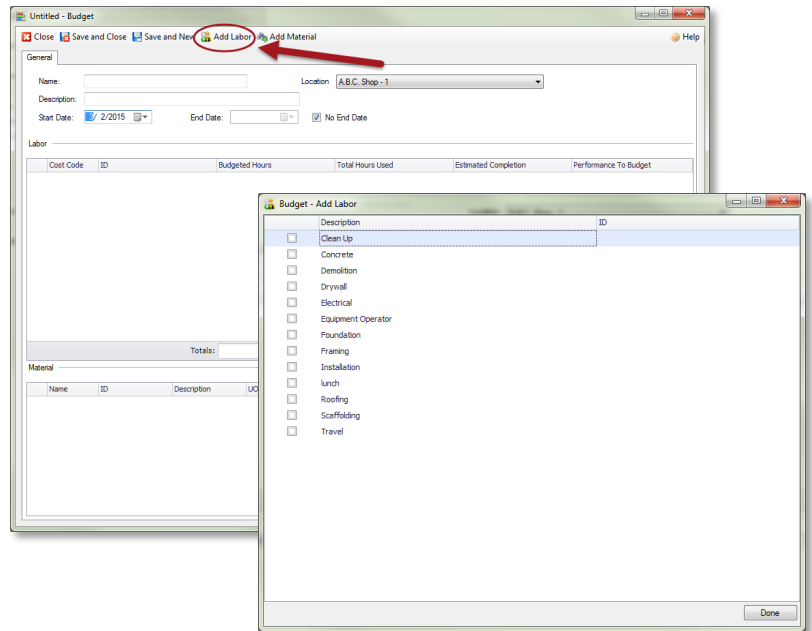
If it does have an end date, uncheck that box to supply an End Date.



Once you've named your Labor Budget and set your dates, you'll want to add in what Cost Codes apply to this new budget and possibly any Materials that apply.

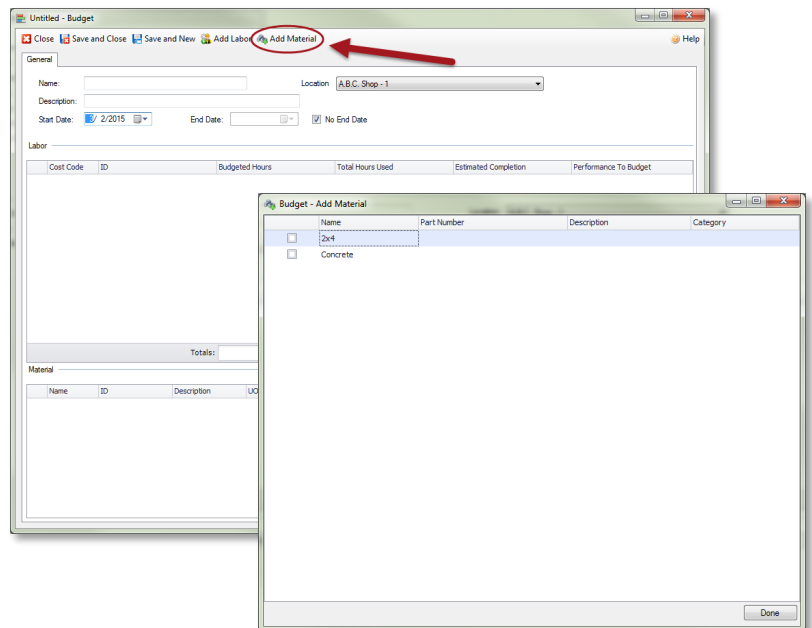
To add in what Cost Codes to track for the budget, click **Add Labor** and select the appropriate Cost Codes from the list.

Click **Done** when finished.

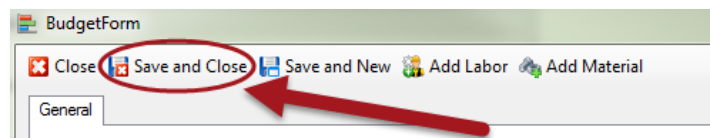


To add in the Materials you want to put into your budget, click **Add Materials** and select the appropriate Materials from the list.

Click **Done** when finished.



When you've added all the information to your budget, click on **Save and Close** at the top of the screen to save it.



A budget with labor hours and materials attached to it will resemble the image below:

The screenshot shows a software window titled "BudgetForm" with a menu bar containing "Close", "Save and Close", "Save and New", "Add Labor", and "Add Material". The "General" tab is active, showing fields for Name ("New Job"), Location ("A.B.C. Shop - 1"), Description ("First Week"), Start Date ("3/ 2/2015"), End Date, and a checked "No End Date" option.

The "Labor" section contains a table with the following data:

Cost Code	ID	Budgeted Hours	Total Hours Used	Estimated Completion	Performance To Budget
Concrete		100.00			
Installation		50.00			
Drywall		25.00			
Totals:		175.00	0		

The "Material" section contains a table with the following data:

Name	ID	Description	UOM	Category	Unit Price	Budgeted	Used	Performance To Bu...
Concrete			SQ YD		5.00	500.00		
2x4			EA		2.50	250.00		