



BCE Financial Budgets - User Notes

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Introduction

This document explains the BCE Financial Budgets feature that includes the following functions:

Importing Budgets

Exporting Budgets

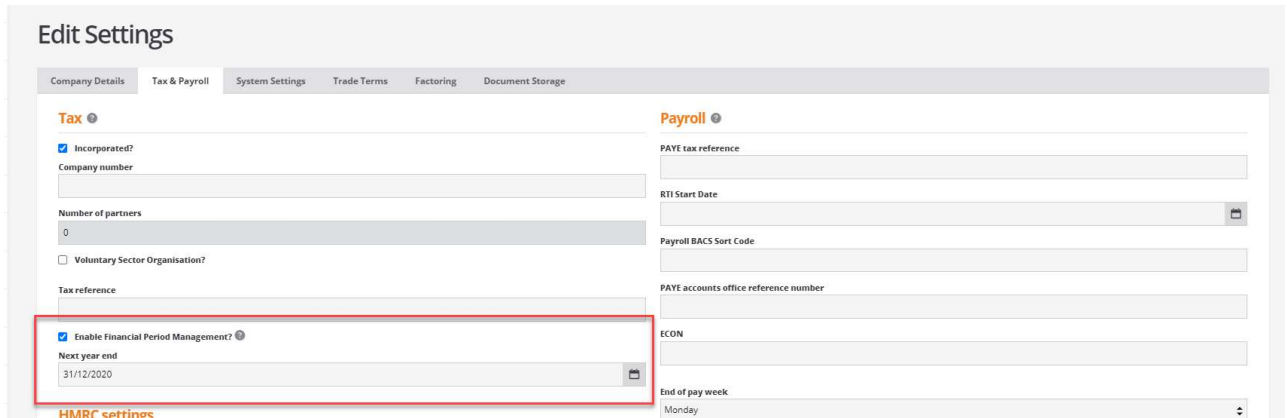
Reporting on Budgets

Using Budgets

Company Settings

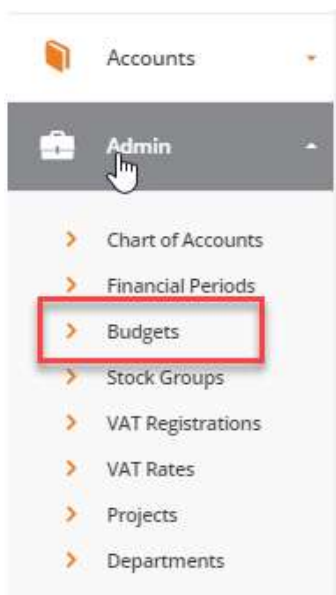
To record and analyse financial budgets in order to report on actual, budget and the variance values, financial periods must be enabled.

From 'Company Settings', in the 'Tax & Payroll' tab tick 'Enable Financial Period Management?':



The screenshot shows the 'Edit Settings' interface with the 'Tax & Payroll' tab selected. Under the 'Tax' section, the checkbox 'Enable Financial Period Management?' is checked and highlighted with a red rectangle. Below it, the 'Next year end' date is set to 31/12/2020. The 'Payroll' section on the right contains fields for PAYE tax reference, RTI Start Date, Payroll BACS Sort Code, PAYE accounts office reference number, ECON, and End of pay week.

This enables the budgets functionality from the 'Admin' menu:



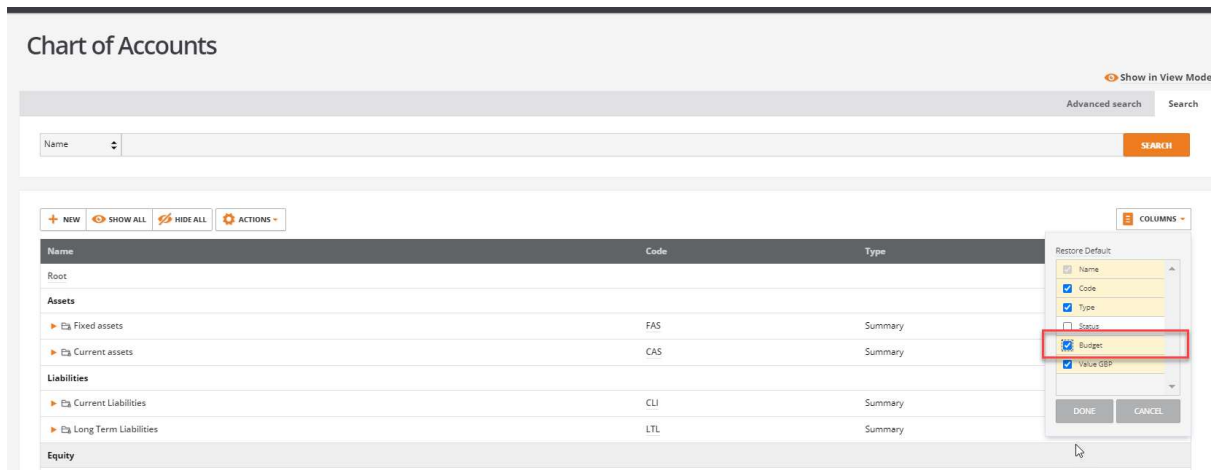
Note: If 'Enable Financial Period Management?' is not ticked the 'Budgets' option will not show under the 'Admin' list:

Chart of Accounts

Budget Column in Chart of Accounts screen

There is a 'Budget' column option in the 'Chart of Accounts' screen that allows the user to see the accounts that have been flagged as Budget accounts.

Under the Columns option select the 'Budgets' column:



The screenshot shows the 'Chart of Accounts' interface. At the top, there's a search bar and a 'Show in View Mode' button. Below the search bar, there are buttons for 'NEW', 'SHOW ALL', 'HIDE ALL', and 'ACTIONS'. The main table lists accounts with columns for Name, Code, and Type. On the right, a 'COLUMNS' dropdown menu is open, showing options to toggle columns: Name, Code, Type, Status, Budget, and Value GBP. The 'Budget' option is checked and highlighted with a red box. Below the menu are 'DONE' and 'CANCEL' buttons.

Click on 'DONE' to select the new column.

This shows whether the 'Budget' option has been ticked on the account code.

Accounts that have been flagged as budget accounts will show with a 'Y':

Profit & Loss					
▼ Current Year Profit and Loss	PNL	Summary	NA	341,739.46	⚙
▼ Sales Revenue	PNLREV	Summary	NA	-126,924.25	⚙
▼ UK Sales	SALESUK	Summary	NA	-126,924.25	⚙
↳ Default Sales Account	DEFSAL	Revenue	Y	-1.80	⚙
↳ UK Sales - North	UKN001	Revenue	Y	-44,250.12	⚙
↳ UK Sales South	UKS001	Revenue	Y	-26,750.00	⚙
↳ UK Sales East	UKSE001	Revenue	Y	-6,997.33	⚙
↳ UK Sales West	UKSW001	Revenue	Y	-48,925.00	⚙
↳ UK Sales South West	UKSSW01	Revenue	Y	0.00	⚙
↳ UK Sales North West	UKSNW01	Revenue	Y	0.00	⚙
▼ Other Income	SALESOTH	Summary	NA	0.00	⚙

Accounts that have not been flagged as a budget account will show as 'N':

↳ Travel-Taxi	TTR001	Expense	Y	2,375.92	⚙
▼ Entertaining	OHDETER	Summary	NA	1,803.60	⚙
↳ UK Entertaining	ENTERUK	Expense	N	180.00	⚙
↳ Entertaining Customers	ECC001	Expense	Y	1,623.60	⚙
↳ Marketing Expenses	CUIMARK	Expense	Y	6,544.00	⚙

Accounts that cannot be flagged as a budget account (such as Summary accounts) will be flagged as 'N/A':

Profit & Loss					
▼ Current Year Profit and Loss	PNL	Summary	NA	341,739.46	
▼ Sales Revenue	PNLREV	Summary	NA	-126,924.25	
▼ UK Sales	SALESUK	Summary	NA	-126,924.25	
▶ Default Sales Account	DEFSAL	Revenue	Y	-1.80	
▶ UK Sales - North	UKN001	Revenue	Y	-44,250.12	

Advanced Search

There is an additional search facility available in the 'Chart of Accounts' screen in the 'Advanced Search' at the top of the screen that allows budget accounts to be searched for. This defaults to 'All':

Chart of Accounts

Show in View Mode

Advanced search Search

Name Code Account Type Account Status

Zero Value Accounts

Show

Budget Account

All

SEARCH CLEAR SEARCH

The drop down allows the budget options to be selected by type 'Y', 'N' and 'N/A' and will filter the information:

Chart of Accounts

Show in View Mode

Advanced search Search

Name Code Account Type Account Status

Zero Value Accounts

Show

Budget Account

All

Y

N

NA

NEW SHOW ALL HIDE ALL ACTIONS

COLUMNS

Chart of Accounts

Show in Edit Mode

Advanced search Search

Name Code Account Type Account Status

Zero Value Accounts

Show

Budget Account

Y

SEARCH CLEAR SEARCH

SHOW ALL HIDE ALL

COLUMNS

Name	Code	Type	Status	Budget	Value GBP	Actions
Root					0.00	
Profit & Loss						
Default Sales Account	DEFSAL	Revenue	Active	Y	-1.80	
UK Sales - North	UKN001	Revenue	Active	Y	-44,250.12	
UK Sales South	UKS001	Revenue	Active	Y	-26,750.00	
UK Sales East	UKSE001	Revenue	Active	Y	-6,997.33	
UK Sales West	UKSW001	Revenue	Active	Y	-48,925.00	
UK Sales South West	UKSSW01	Revenue	Inactive	Y	0.00	
UK Culture Rewards Mirror	UKCENR001	Revenue	Inactive	Y	0.00	

Mark as Budget Account

Once budgets are enabled the accounts in the 'Chart of Accounts' will display the 'Mark as Budget Account' option.

Click on 'Show in Edit Mode':



Select the account that is required to have budget figures against it and click on 'Edit':

Travel and Subsistence	OHDTRAVL	Summary	NA	35,439.19	
Entertaining	OHDENTER	Summary	NA	1,803.60	
UK Entertaining	ENTERUK	Expense	N	180.00	
Entertaining Customers	ECC001	Expense	Y	1,623.60	Edit
Motorring Expenses	OHDMOTOR	Summary	NA	620.92	Activity

The account will have a 'Mark as Budget Account?' tick box. This can be selected to indicate that a budget value can be held for this account code:

Edit Account UK Entertaining

General

Parent account (required)
Entertaining selected [Change selection](#)

Account type (required) ?
Account type cannot be changed as it is a system generated account.
Expense

Account name (required) ?
UK Entertaining

Account code (required) ?
ENTERUK

Description ?

☒ Active?
☒ Mark as Budget Account? ?

[UPDATE](#) [CANCEL](#)

Note: Accounts that are marked as 'Inactive' can remain marked as a budget account to allow existing budgets to be reported and to enable future budgets to be added to them.

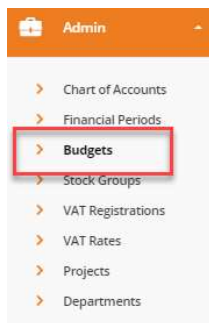
Budgets

The system allows for a maximum of six budgets to be held for each financial year.

Only one 'Live' budget may be held for a financial year at any one time and five additional budget models can be created.

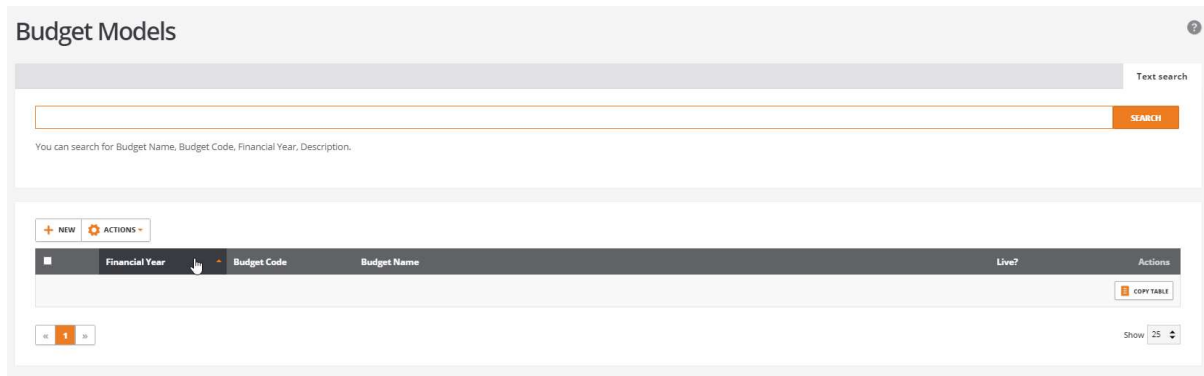
The 'Live' budget is the default budget selected for the financial year when running the 'Profit & Loss Report' and the 'Trial Balance Report'.

To add a new budget, from 'Admin' click on 'Budgets':



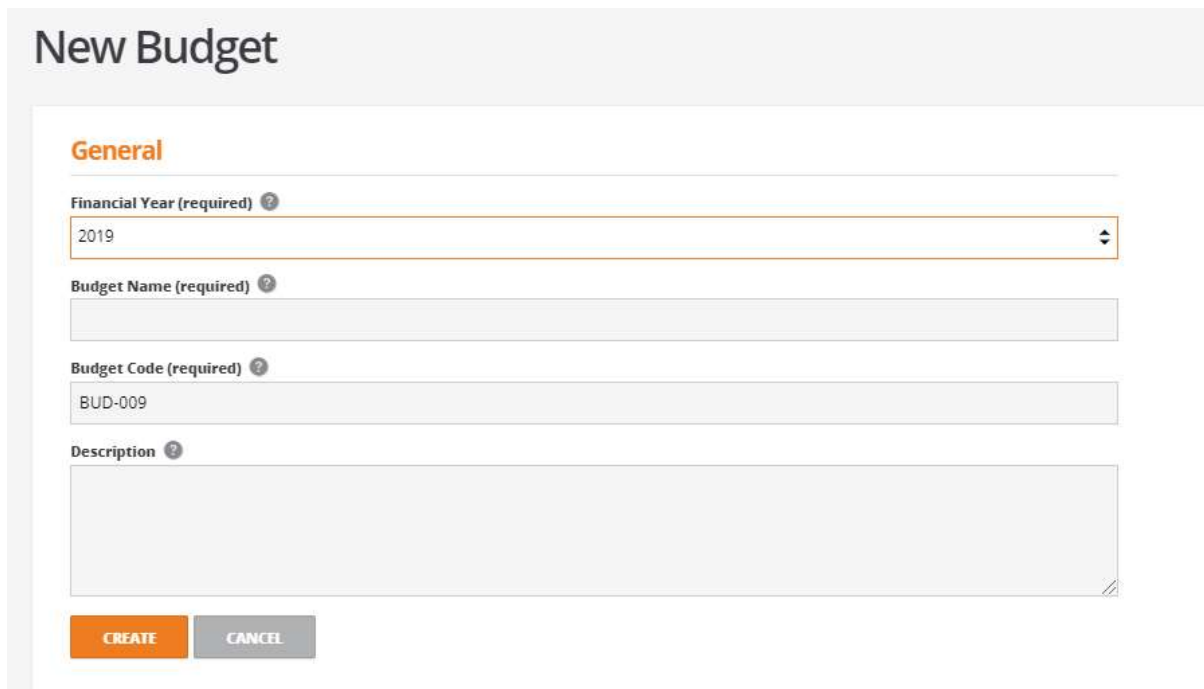
Add a new Budget Model

To add a new budget model click on the 'NEW' button:



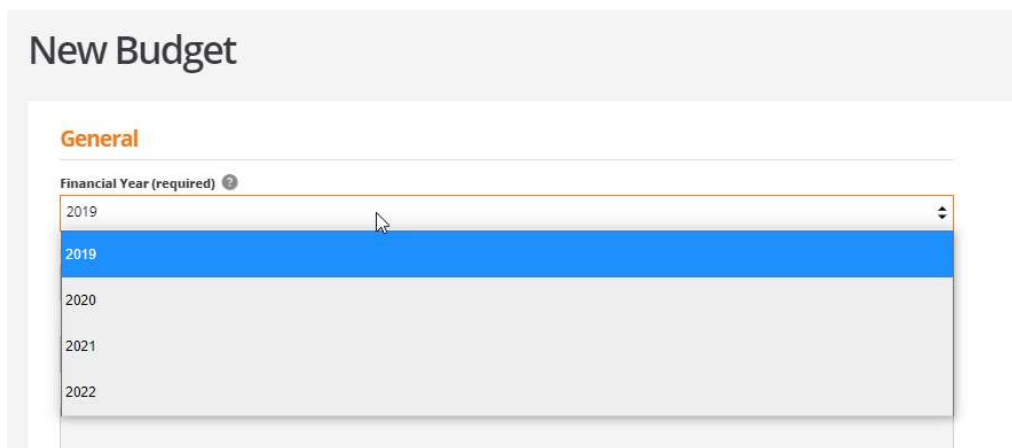
The screenshot shows the 'Budget Models' page. At the top, there is a search bar with a 'Text search' label and a 'SEARCH' button. Below the search bar, a message states: 'You can search for Budget Name, Budget Code, Financial Year, Description.' Underneath is a table with columns: 'Financial Year', 'Budget Code', 'Budget Name', 'Live?', and 'Actions'. The 'Financial Year' column is highlighted with a mouse cursor. To the left of the table are buttons for '+ NEW' and 'ACTIONS'. To the right of the table is a 'COPY TABLE' button. At the bottom left of the table is a pagination control showing '1' of '1' pages. At the bottom right is a 'Show 25' dropdown menu.

Fill in the information required:



The screenshot shows the 'New Budget' form. The title 'New Budget' is at the top. Below it is the 'General' section. The form contains the following fields: 'Financial Year (required)' with a dropdown menu showing '2019'; 'Budget Name (required)' with a text input field; 'Budget Code (required)' with a text input field containing 'BUD-009'; and 'Description' with a large text area. At the bottom of the form are two buttons: 'CREATE' (orange) and 'CANCEL' (grey).

Add a 'Financial Year' using the drop down:

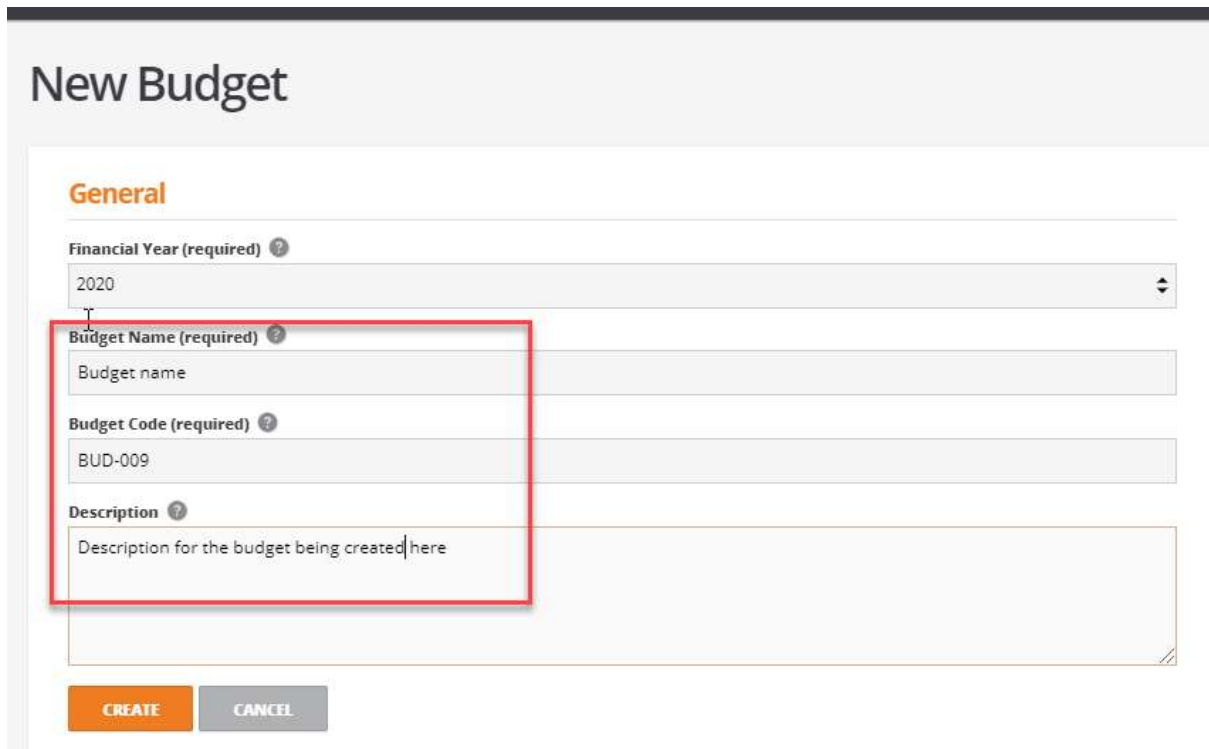


This screenshot shows the 'New Budget' form with the 'Financial Year (required)' dropdown menu open. The dropdown list displays the years 2019, 2020, 2021, and 2022. The year 2019 is currently selected and highlighted in blue. The rest of the form, including the 'Budget Name', 'Budget Code', and 'Description' fields, remains the same as in the previous screenshot.

Add a 'Budget Name', this is a mandatory field.

The 'Budget Code' will automatically appear, but can be over written to a maximum of 9 characters and must be a minimum of 3 characters, this is also a mandatory field.

A 'Description' box is available to add additional information:

A screenshot of a web form titled 'New Budget'. The form has a light gray header with the title. Below the header, there's a section titled 'General' in orange. The form contains four input fields: 'Financial Year (required)' with a dropdown menu showing '2020'; 'Budget Name (required)' with a text input field containing 'Budget name'; 'Budget Code (required)' with a text input field containing 'BUD-009'; and 'Description' with a larger text area containing 'Description for the budget being created here'. A red rectangular box highlights the 'Budget Name', 'Budget Code', and 'Description' fields. At the bottom of the form, there are two buttons: 'CREATE' in orange and 'CANCEL' in gray.

Once the information has been completed click on 'CREATE'.

The Budget will then show in the budget screen.

Budget Search

Budget Models

Text search

You can search for Budget Name, Budget Code, Financial Year, Description.

SEARCH

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2021	BUD-0005	Fin Bud 2021	N	
<input type="checkbox"/>	2022	BUD-004	Financial planning 2022	N	

COPY TABLE

Show 25

The 'Budget Screen' has a search facility with the ability to search on 'Budget Name', 'Budget Code', 'Financial Year' and 'Description'.

Example:

Typing in the start of the word 'revised' has searched for anywhere this word has been used on the screen and filtered the selection:

Budget Models

Text search

revised

You can search for Budget Name, Budget Code, Financial Year, Description.

SEARCH

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	

COPY TABLE

Show 25

The same would be true for any of the other options:

Search on Budget Code:

Budget Models

Text search

006

You can search for Budget Name, Budget Code, Financial Year, Description.

SEARCH

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	

Search on Financial Year:

Budget Models

Text search

2020

You can search for Budget Name, Budget Code, Financial Year, Description.

SEARCH

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	

Search on Description (held on Budget creation page):

Budget Models

Text search

initial

You can search for Budget Name, Budget Code, Financial Year, Description.

SEARCH

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	

Edit Budget

General

Financial Year (required) ⓘ

2019

Budget Name (required) ⓘ

Budget for 2019

Budget Code (required) ⓘ

BUD-003

Description ⓘ

Initial Budget for 2019

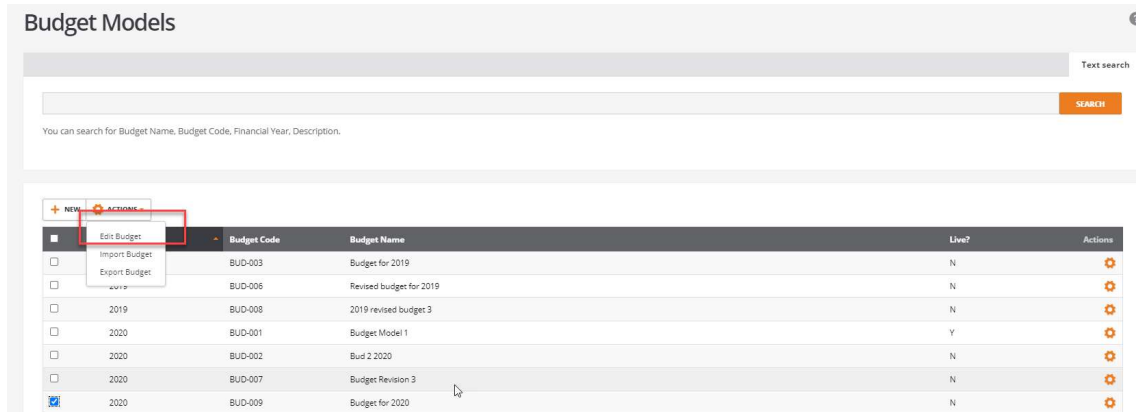
Budget Accounts

No accounts selected Change selection

Edit a Budget Model

The option exists to add values to a budget model manually.

Select a budget model and from the 'ACTIONS' button click on 'Edit Budget':



Budget Models

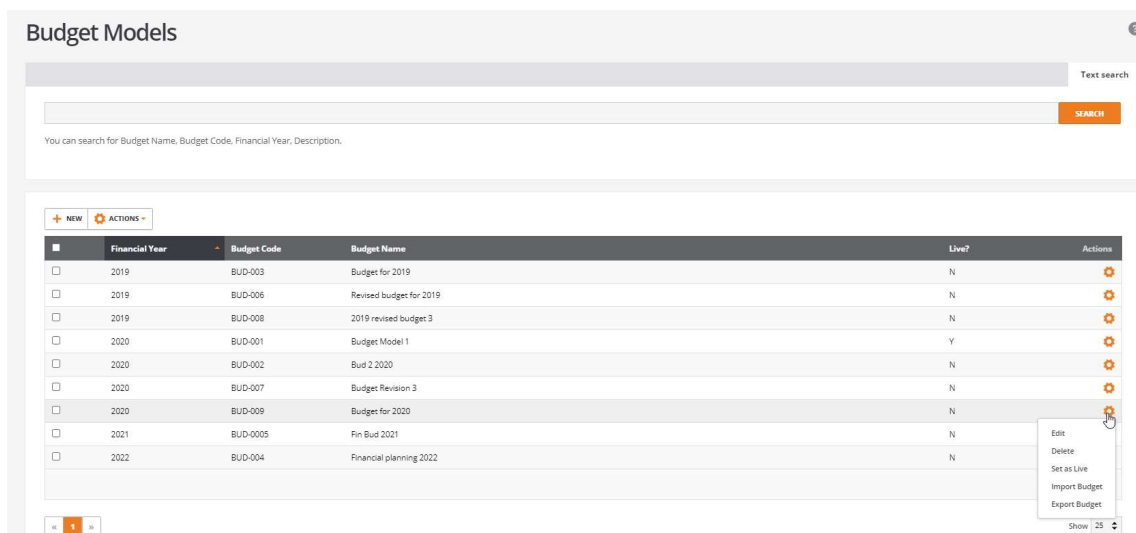
Text search

You can search for Budget Name, Budget Code, Financial Year, Description.

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2020	BUD-009	Budget for 2020	N	

Note: The same option can be achieved from the 'Actions' cog:



Budget Models

Text search

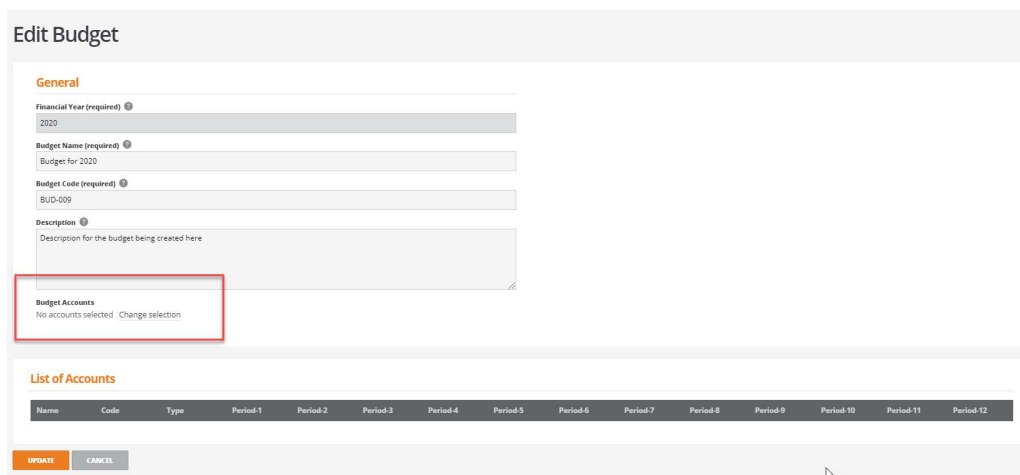
You can search for Budget Name, Budget Code, Financial Year, Description.

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2020	BUD-009	Budget for 2020	N	
<input type="checkbox"/>	2021	BUD-005	Fin Bud 2021	N	
<input type="checkbox"/>	2022	BUD-004	Financial planning 2022	N	

Edit
Delete
Set as Live
Import Budget
Export Budget
Show 25

The 'Budget Models' screen will show without any account codes on the screen:



Edit Budget

General

Financial Year (required) 2020

Budget Name (required) Budget for 2020

Budget Code (required) BUD-009

Description
Description for the budget being created here

Budget Accounts
No accounts selected Change selection

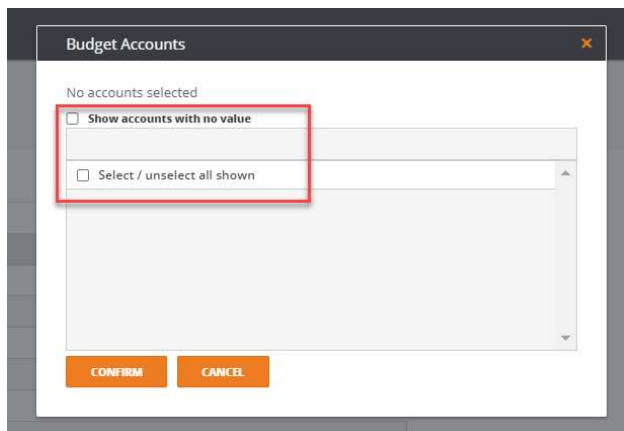
List of Accounts

Name	Code	Type	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12

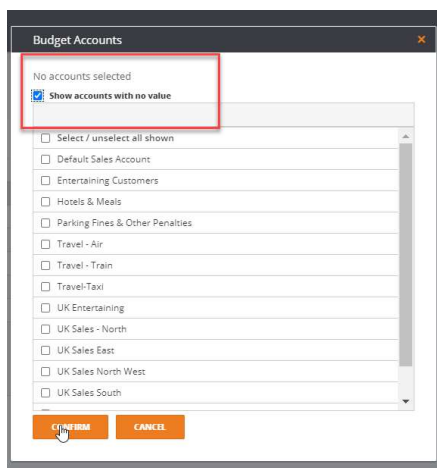
UPDATE CANCEL

Click on 'Change selection'.

Two options become available:

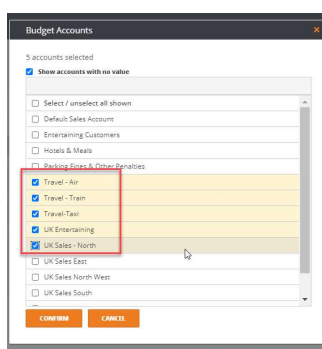


'Show accounts with no value' will only show accounts that have been flagged as a budget account and have not had a budget added to them yet for this budget model, for example, newly created account codes through the financial year:



The option to 'Select/unselect all shown' allows accounts to be selected that are required to have a budget against them.

To select individual accounts click on the required accounts:



Click on 'CONFIRM' to add the accounts to the budget model:

General

Financial Year (required)
2020

Budget Name (required)
Budget for 2020

Budget Code (required)
BUD-009

Description
Description for the budget being created here

Budget Accounts
5 accounts selected [Change selection](#)

List of Accounts

Name	Code	Type	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12
Travel - Air	TTA001	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel - Train	TTT001	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Taxi	TTR001	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UK Entertaining	ENTERUK	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UK Sales - North	UKN001	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The accounts will then be available to have a budget value added for the period by manually typing into the box:

List of Accounts

Name	Code	Type	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12
Travel - Air	TTA001	Expense	3000.00	2000.00	2000.00	1000.00	0.00	0.00	0.00	20000.00	5000.00	1000.00	0.00	0.00
Travel - Train	TTT001	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Taxi	TTR001	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UK Entertaining	ENTERUK	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UK Sales - North	UKN001	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click on 'UPDATE' when all values have been added.

Delete a Budget Model

A budget model can be deleted as long as it has not been made 'Live' (see 'Set as Live' help)

To delete a budget model make sure the budget is flagged as 'N':

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2020	BUD-009	Budget for 2020	N	
<input type="checkbox"/>	2021	BUD-0005	Fin Bud 2021	N	
<input type="checkbox"/>	2022	BUD-004	Financial planning 2022	N	

Click on the Actions cog and select 'Delete':

Budget Models

Text search

SEARCH

You can search for Budget Name, Budget Code, Financial Year, Description.

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2020	BUD-009	Budget for 2020	N	
<input type="checkbox"/>	2021	BUD-0005	Fin Bud 2021	N	
<input type="checkbox"/>	2022	BUD-004	Financial planning 2022	N	

Edit

Delete

Set as Live

Import Budget

Export Budget

Show 25

The following message is displayed:

dev.cloudessentials.oneadvanced.io says

Note: Deleting a budget model is permanent and cannot be undone.
Are you sure you want to delete this budget model ?

OK

Cancel

Click 'OK' and the budget model is deleted from the list.

Set as Live Budget

For each financial year there can only be one 'Live' budget at a time (and up to five more budget models).

Once a budget has been made 'Live' then no changes can be made to it.

To set a budget as 'Live', from the 'Actions' cog, select the budget that is to become the 'Live' budget and click on 'Set as Live':

Budget Models

Text search

You can search for Budget Name, Budget Code, Financial Year, Description.

ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input checked="" type="checkbox"/>	2020	BUD-001	Budget Model 1	N	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2021	BUD-005	Fin Bud 2021	N	

Set as Live

A message will be shown asking if this budget is to be 'Set as Live' budget model:

Set as Live Budget Model

There can only be one live budget model for a financial year.
Are you sure you want to set 'Budget Model 1' (Code: BUD-001) budget model as live?

YES **NO**

The budget will then be flagged as Live? 'Y':

Budget Models

Text search

You can search for Budget Name, Budget Code, Financial Year, Description.

ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	Y	
<input type="checkbox"/>	2020	BUD-002	Bud 2 2020	N	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	

Note: If a 'Live' budget already exists for the financial year and another model is selected to become 'Live' then a message will be shown:

Set as Live Budget Model

Currently 'Budget Model 1' (Code: BUD-001) is the live budget model for financial year 2020. There can only be one live budget model for a financial year.

Are you sure you want to set 'Bud 2 2020' (Code: BUD-002) budget model as live?

YES

NO

If 'YES' is selected then the original live budget will be set to 'N' and the newly selected budget will become the 'Live' budget for the financial year.

Unset as Live Budget

Once a budget has been made 'Live' then no changes can be made to it.

If there is a need to unset a budget as 'Live' (to allow changes to be made for example) then the option to 'Unset as live' exists:

Budget Models

Text search

SEARCH

You can search for Budget Name, Budget Code, Financial Year, Description.

NEW ACTIONS

	Financial Year	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	2019	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	2019	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	2019	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	2020	BUD-001	Budget Model 1	N	
<input checked="" type="checkbox"/>	2020	BUD-002	Bud 2 2020	Y	
<input type="checkbox"/>	2020	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	2021	BUD-0005	Fin Bud 2021	N	
<input type="checkbox"/>	2022	BUD-004	Financial planning 2022	N	

Edit

Delete

Unset as Live

Export Budget

Select 'Unset as Live' and a message will appear to confirm the changes:

Unset as Live Budget Model

Are you sure you want to unset the live status from 'Bud 2 2020' (Code: BUD-002)?

YES

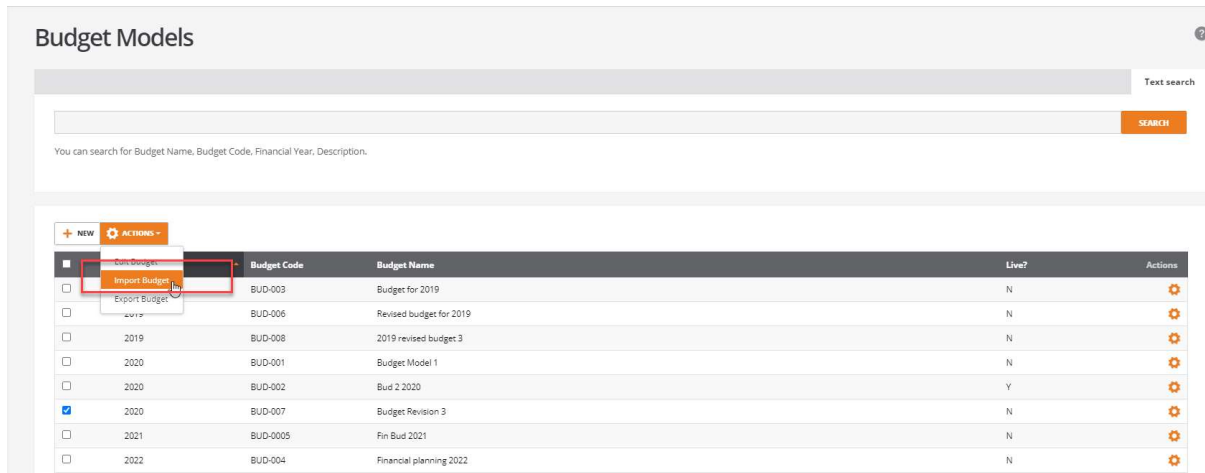
NO

Selecting 'YES' will put the budget model back to a status of 'N'.

Import Budget

Budget values can be imported into a budget model from a spreadsheet.

From either the 'ACTIONS' button or the 'Actions' cog select 'Import Budget':



Budget Models

Text search

You can search for Budget Name, Budget Code, Financial Year, Description.

	Budget Code	Budget Name	Live?	Actions
<input type="checkbox"/>	BUD-003	Budget for 2019	N	
<input type="checkbox"/>	BUD-006	Revised budget for 2019	N	
<input type="checkbox"/>	BUD-008	2019 revised budget 3	N	
<input type="checkbox"/>	BUD-001	Budget Model 1	N	
<input type="checkbox"/>	BUD-002	Bud 2 2020	Y	
<input checked="" type="checkbox"/>	BUD-007	Budget Revision 3	N	
<input type="checkbox"/>	BUD-0005	Fin Bud 2021	N	
<input type="checkbox"/>	BUD-004	Financial planning 2022	N	

Select 'DOWNLOAD TEMPLATE XLSX':



Import Budget

Import File **DOWNLOAD TEMPLATE XLSX**

First row of file contains generic budget information. Second row of file must contain the columns headings as given in sample file.

You are importing budget values for: 'Budget Revision 3' (BUD-007), Year: 2020

Please choose a XLSX file to import:

BROWSE...

IMPORT CANCEL

This will download a spreadsheet in XLSX format that will show the budget name, budget code and financial year for the selected model:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Budget Name: Budget Revision 3		Budget Code: BUD-007		Year: 2020												
2	Account Name	Account Code	Locked?	Type	Status	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12
3	Hotels & Meals	SUBSIST	Y	Expense	Active												
4	UK Entertaining	ENTERUK	Y	Expense	Active												
5	Parking Fines & Other Penalties	CARFINES	Y	Expense	Active												
6	Entertaining Customers	ECC001	N	Expense	Active												
7	Travel - Train	TTT001	N	Expense	Active												
8	Travel - Air	TTA001	N	Expense	Active												
9	Travel-Taxi	TTR001	N	Expense	Active												
10	Default Sales Account	DEFSAL	Y	Revenue	Active												
11	UK Sales - North West	UKSNW01	N	Revenue	Inactive												
12	UK Sales - North	UKN001	N	Revenue	Active												
13	UK Sales South	UKSS001	N	Revenue	Active												
14	UK Sales East	UKSE001	N	Revenue	Active												
15	UK Sales West	UKSW001	N	Revenue	Active												
16	UK Sales South West	UKSSW01	N	Revenue	Inactive												

It will show the account name, account code, locked status, type of account, status of the account and the financial year periods that have been set in the system.

If there are any issues with the import then the preview screen will show the errors to be corrected before the import can be completed:

Examples:

Invalid account code:

Preview - Import Budget Account Values

+ 11 Accounts will be updated with budget values

+ 1 Account will not be updated with budget values

Row Number	Description
15	Invalid account. Please check if the account code has been created in the system.

IMPORT BACK

Negative values:

Preview - Import Budget Account Values

+ 11 Accounts will be updated with budget values

+ 1 Account will not be updated with budget values

Row Number	Description
15	Budget values cannot be negative.

IMPORT BACK

Import of invalid periods:

Preview - Import Budget Account Values

▼ 12 Accounts will be updated with budget values

Note:

- Budget values shown for summary accounts is the sum of the child account budget lines.
- Budget values for accounts under 'Current liability', 'Long-term liability', 'Capital' and account type 'revenue' are displayed as a negative value.
- Budget will only be imported for financial periods created for year 2020.

Name	Code	Type	1/2020	2/2020	3/2020	4/2020	5/2020
------	------	------	--------	--------	--------	--------	--------

Once happy with the values click on 'IMPORT' from the preview screen and the values will be imported into the budget model:

Preview - Import Budget Account Values

+ 12 Accounts will be updated with budget values

0 Account will not be updated with budget values

IMPORT BACK

Note: The file type must be .XLXS or a validation error will show.

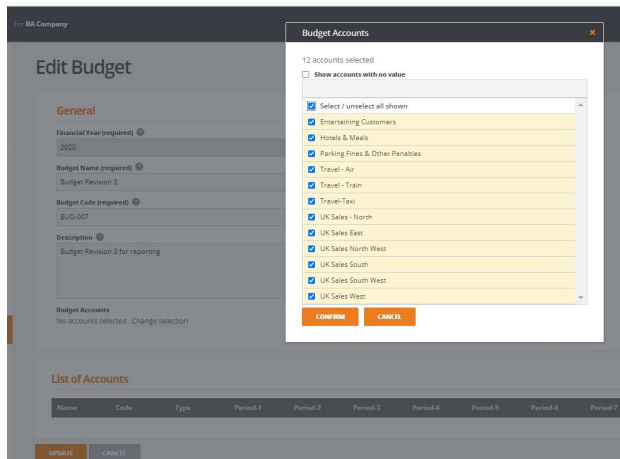
Import Results

Invalid file - no data imported. Please select a valid file (.XLXS).

BACK

Edit the budget model to see the imported values.

Click on 'Change selection' to select the account codes to be viewed:



Edit Budget

General

Financial Year (required): 2020

Budget Name (required): Budget Revision 3

Budget Code (required): BUD-007

Description: Budget Revision 3 for reporting

Budget Accounts: No accounts selected [Change selection](#)

Budget Accounts

12 accounts selected

☐ Show accounts with no value

☒ Select / unselect all shown

- ☒ Entertaining Customers
- ☒ Hotels & Meals
- ☒ Parking Fines & Other Penalties
- ☒ Travel - Air
- ☒ Travel - Train
- ☒ Travel - Taxi
- ☒ UK Sales - North
- ☒ UK Sales - East
- ☒ UK Sales - North West
- ☒ UK Sales - South West
- ☒ UK Sales - South
- ☒ UK Sales - West

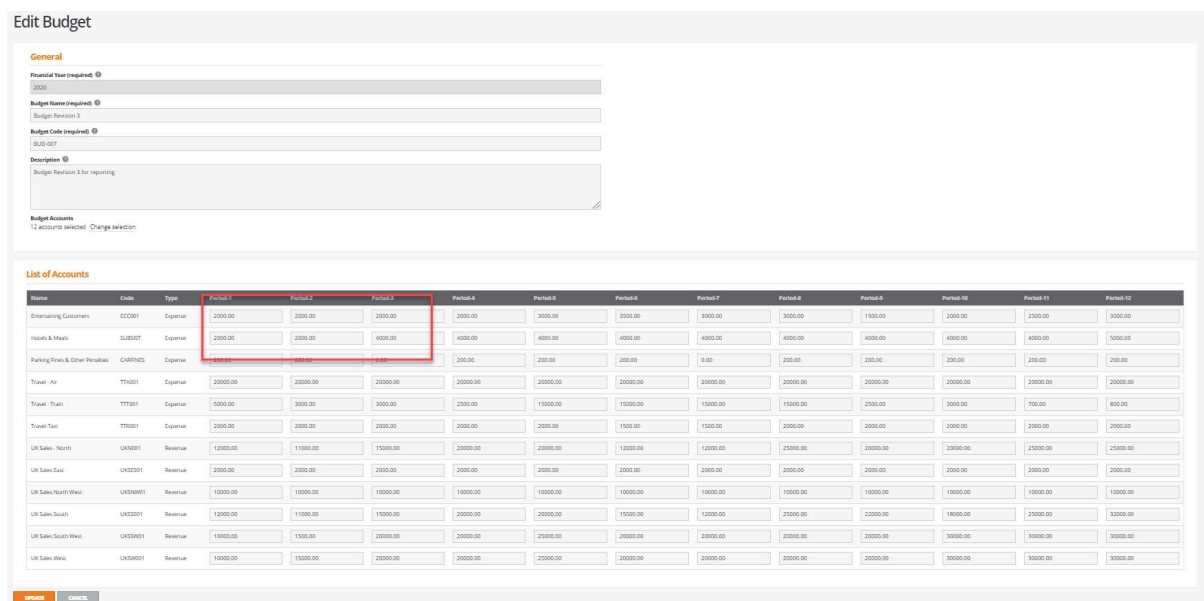
[CONFIRM](#) [CANCEL](#)

List of Accounts

Name	Code	Type	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12
Entertaining Customers	ECC001	Expense	2000.00	2000.00	2000.00	2000.00	3000.00	3500.00	3000.00	3000.00	1500.00	2000.00	2500.00	3000.00
Hotels & Meals	SLM007	Expense	2000.00	2000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	5000.00	5000.00
Parking Fines & Other Penalties	CAS7025	Expense	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
Travel - Air	TTA001	Expense	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00
Travel - Train	TTT001	Expense	5000.00	5000.00	5000.00	5000.00	15000.00	15000.00	15000.00	15000.00	2500.00	3000.00	7000.00	8000.00
Travel - Taxi	TTX001	Expense	2000.00	2000.00	2000.00	2000.00	2000.00	1500.00	1500.00	2000.00	2000.00	2000.00	2000.00	2000.00
UK Sales - North	UN001	Revenue	12000.00	11000.00	15000.00	20000.00	20000.00	12000.00	12000.00	25000.00	20000.00	20000.00	25000.00	25000.00
UK Sales - East	UES001	Revenue	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
UK Sales - North West	UNW001	Revenue	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00
UK Sales - South	US001	Revenue	12000.00	11000.00	15000.00	20000.00	20000.00	15000.00	12000.00	25000.00	20000.00	18000.00	25000.00	32000.00
UK Sales - South West	USW001	Revenue	10000.00	15000.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00
UK Sales - West	UW001	Revenue	10000.00	15000.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00

[OPEN](#) [CANCEL](#)

The values will be visible:



Edit Budget

General

Financial Year (required): 2020

Budget Name (required): Budget Revision 3

Budget Code (required): BUD-007

Description: Budget Revision 3 for reporting

Budget Accounts: 12 accounts selected [Change selection](#)

List of Accounts

Name	Code	Type	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12
Entertaining Customers	ECC001	Expense	2000.00	2000.00	2000.00	2000.00	3000.00	3500.00	3000.00	3000.00	1500.00	2000.00	2500.00	3000.00
Hotels & Meals	SLM007	Expense	2000.00	2000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	5000.00	5000.00
Parking Fines & Other Penalties	CAS7025	Expense	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
Travel - Air	TTA001	Expense	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00
Travel - Train	TTT001	Expense	5000.00	5000.00	5000.00	5000.00	15000.00	15000.00	15000.00	15000.00	2500.00	3000.00	7000.00	8000.00
Travel - Taxi	TTX001	Expense	2000.00	2000.00	2000.00	2000.00	2000.00	1500.00	1500.00	2000.00	2000.00	2000.00	2000.00	2000.00
UK Sales - North	UN001	Revenue	12000.00	11000.00	15000.00	20000.00	20000.00	12000.00	12000.00	25000.00	20000.00	20000.00	25000.00	25000.00
UK Sales - East	UES001	Revenue	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
UK Sales - North West	UNW001	Revenue	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00
UK Sales - South	US001	Revenue	12000.00	11000.00	15000.00	20000.00	20000.00	15000.00	12000.00	25000.00	20000.00	18000.00	25000.00	32000.00
UK Sales - South West	USW001	Revenue	10000.00	15000.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00
UK Sales - West	UW001	Revenue	10000.00	15000.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00

[OPEN](#) [CANCEL](#)

Export Budget

The ability to export a budget into a spreadsheet is available:

Budget Models

Text search

You can search for Budget Name, Budget Code, Financial Year, Description.

NEW ACTIONS

Financial Year	Budget Code	Budget Name	Live?	Actions
2019	BUD-003	Budget for 2019	N	
2019	BUD-006	Revised budget for 2019	N	
2019	BUD-008	2019 revised budget 3	N	
2020	BUD-001	Budget Model 1	N	
2020	BUD-002	Bud 2 2020	Y	
2020	BUD-007	Budget Revision 3	N	
2021	BUD-0005	Fin Bud 2021	N	
2022	BUD-004	Financial planning 2022	N	

Export Budget

Two options are available when clicking on 'Export Budget':

Export Budget Model

☐ Export actuals and variance

EXPORT CANCEL

The budget values can be exported by clicking on 'EXPORT':

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Budget Name: Budget Revision 3	Budget Code: BUD-007	Year: 2020																	
Summary Account	Account Name	Account Code	Locked?	Type	Status	Summary Total	Period-1	Period-2	Period-3	Period-4	Period-5	Period-6	Period-7	Period-8	Period-9	Period-10	Period-11	Period-12	
Current Year Profit and Loss		PHL				1094500.00													
Sales Revenue > UK Sales		SALESUK																	
	Default Sales Account	DEFSAK	Y	Revenue	Active														
	UK Sales - North	UKN001	N	Revenue	Active		12000.00	11000.00	15000.00	20000.00	20000.00	12000.00	12000.00	25000.00	20000.00	20000.00	25000.00	25000.00	
	UK Sales South	UKSS001	N	Revenue	Active		12000.00	11000.00	15000.00	20000.00	20000.00	15000.00	12000.00	25000.00	22000.00	18000.00	25000.00	32000.00	
	UK Sales East	UKSE001	N	Revenue	Active		2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	
	UK Sales West	UKSW001	N	Revenue	Active		10000.00	15000.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00	
	UK Sales South West	UKSSW01	N	Revenue	Inactive		10000.00	1500.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00	
	UK Sales North West	UKSNW01	N	Revenue	Inactive		10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	
Overhead > Travel and Subsistence		OHOTRAVL				388500.00													
	Hotels & Meals	SUBSIST	Y	Expense	Active		2000.00	2000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	5000.00	
	Travel - Train	TTT001	N	Expense	Active		5000.00	3000.00	3000.00	2500.00	15000.00	15000.00	15000.00	15000.00	2500.00	3000.00	700.00	800.00	
	Travel - Air	TTR001	N	Expense	Active		20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	
	Travel-Taxi	TTR001	N	Expense	Active		2000.00	2000.00	2000.00	2000.00	1500.00	1500.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	
Overhead > Entertaining		OHENTER				29500.00													
	UK Entertaining	ENTERUK	Y	Expense	Active		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Entertaining Customers	ECC001	N	Expense	Active		2000.00	2000.00	2000.00	2000.00	3000.00	3500.00	3000.00	3000.00	1500.00	2000.00	2500.00	3000.00	
Overhead > Motoring Expenses		OHDMOTOR				2000.00													
	Parking Fines & Other Penalties	CARFINES	Y	Expense	Active		200.00	200.00	0.00	200.00	200.00	200.00	0.00	200.00	200.00	200.00	200.00	200.00	

Alternatively, the actuals budget and variance values can be exported by ticking the 'Export actuals and variance' box:

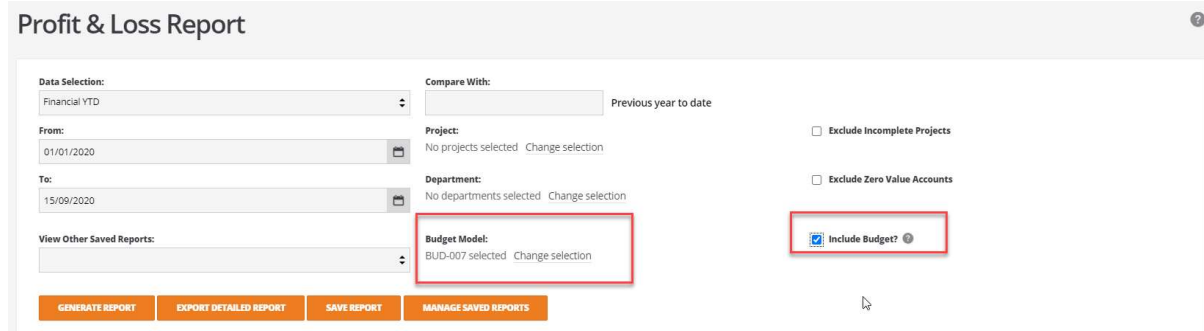
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Budget Name: Budget Revision 3	Budget Code: BUD-007	Year: 2020																	
Summary Account	Account Name	Account Code	Locked?	Type	Status	Summary Total	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
Current Year Profit and Loss		PHL				-89335.54	-89335.54												
Overhead > Travel and Subsistence		OHOTRAVL				35439.19	35439.19	388500.00	-353060.81										
	Hotels & Meals	SUBSIST	Y	Expense	Active					0.00	4000.00	-4000.00				2575.37	4000.00	-1424.63	
	Travel - Train	TTT001	N	Expense	Active					27.26	15000.00	-14972.74	100.00	15000.00	-14900.00	12062.31	15000.00	-2937.69	
	Travel - Air	TTR001	N	Expense	Active					2500.00	20000.00	-17500.00	289.00	20000.00	-19711.00	15509.33	20000.00	-4490.67	
	Travel-Taxi	TTR001	N	Expense	Active					0.00	1500.00	-1500.00	275.00	1500.00	-1225.00	2100.92	2000.00	100.92	
Overhead > Entertaining		OHENTER				1803.60	29500.00	-27696.40								180.00	0.00	180.00	
	UK Entertaining	ENTERUK	Y	Expense	Active					0.00	0.00	0.00	0.00	0.00	0.00	923.60	3000.00	-2076.40	
	Entertaining Customers	ECC001	N	Expense	Active					0.00	3500.00	-3500.00	700.00	3000.00	-2300.00				
Overhead > Motoring Expenses		OHDMOTOR				620.92	2000.00	-1379.08								620.92	200.00	-420.92	
	Parking Fines & Other Penalties	CARFINES	Y	Expense	Active					0.00	200.00	-200.00	0.00	0.00	0.00				

Financial Reports

The 'Profit & Loss' and 'Trial Balance' reports have been updated to reflect the new budget functionality.

Profit & Loss

An 'Include Budgets' tick box has been added to allow budgets to be reported against actuals in the 'Profit and & Loss' report:



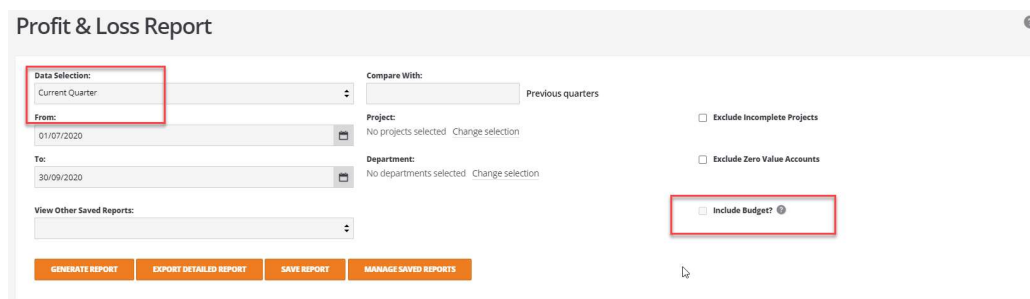
The screenshot shows the 'Profit & Loss Report' form. The 'Data Selection' dropdown is set to 'Financial YTD'. The 'From' date is '01/01/2020' and the 'To' date is '15/09/2020'. The 'Compare With' dropdown is set to 'Previous year to date'. The 'Project' and 'Department' dropdowns are both set to 'No projects selected' and 'No departments selected' respectively. The 'Budget Model' dropdown is set to 'BUD-007 selected'. The 'Include Budget?' checkbox is checked. The 'Exclude Incomplete Projects' and 'Exclude Zero Value Accounts' checkboxes are unchecked. The 'Generate Report' button is highlighted.

Note: If the 'Include Budget' box is ticked and a budget for the current financial year has been marked as 'Live' it will automatically be selected to be included in the report.

The 'Include Budget' checkbox is available for the following data selections only:

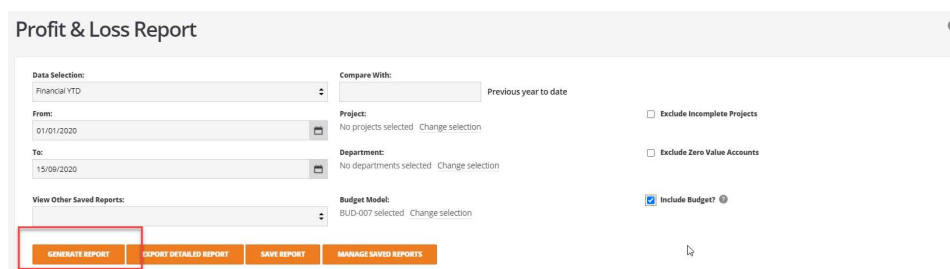
- Financial YTD
- Current Year
- Specific Period
- Current Period

Selecting any other data selection than these will result in the 'Include Budget' option being disabled:



The screenshot shows the 'Profit & Loss Report' form. The 'Data Selection' dropdown is set to 'Current Quarter'. The 'From' date is '01/07/2020' and the 'To' date is '30/09/2020'. The 'Compare With' dropdown is set to 'Previous quarters'. The 'Project' and 'Department' dropdowns are both set to 'No projects selected' and 'No departments selected' respectively. The 'Include Budget?' checkbox is disabled (greyed out). The 'Generate Report' button is highlighted.

Select the data selection to be reported on against the 'Live' Budget and click on 'GENERATE REPORT':



The screenshot shows the 'Profit & Loss Report' form. The 'Data Selection' dropdown is set to 'Financial YTD'. The 'From' date is '01/01/2020' and the 'To' date is '15/09/2020'. The 'Compare With' dropdown is set to 'Previous year to date'. The 'Project' and 'Department' dropdowns are both set to 'No projects selected' and 'No departments selected' respectively. The 'Budget Model' dropdown is set to 'BUD-007 selected'. The 'Include Budget?' checkbox is checked. The 'Generate Report' button is highlighted.

The report will show the actuals, budget and variance values for the selected data:

Profit & Loss Report

Data Selection: Financial YTD

Compare With: Previous year to date

From: 01/01/2020

To: 15/09/2020

Project: No projects selected Change selection

Department: No departments selected Change selection

Budget Model: BUD-007 selected Change selection

☐ Exclude Incomplete Projects

☐ Exclude Zero Value Accounts

☒ Include Budget?

Buttons: GENERATE REPORT, EXPORT DETAILED REPORT, SAVE REPORT, MANAGE SAVED REPORTS

Table:

Account Name	Actual	BUD-007	Variance
Sales Revenue	£127,199.25	£733,500.00	£-606,300.75
UK Sales	£127,199.25	£733,500.00	£-606,300.75
Default Sales Account	£276.80	£0.00	£276.80
UK Sales - North	£44,250.12	£147,000.00	£-102,749.88
UK Sales South	£26,750.00	£152,000.00	£-125,250.00
UK Sales East	£6,997.33	£18,000.00	£-11,002.67
UK Sales West	£48,925.00	£170,000.00	£-121,075.00
UK Sales South West	£-0.00	£156,500.00	£-156,500.00
UK Sales North West	£-0.00	£90,000.00	£-90,000.00

Note: There does not have to be a 'Live' Budget to be able to report actual, budget and variance.

Use the 'Change Selection' option to select budgets other than the 'Live' Budget to report against:

Profit & Loss Report

Data Selection: Financial YTD

Compare With: Previous year to date

From: 01/01/2020

To: 15/09/2020

Project: No projects selected Change selection

Department: No departments selected Change selection

Budget Model: BUD-007 selected Change selection

☐ Exclude Incomplete Projects

☐ Exclude Zero Value Accounts

☒ Include Budget?

Buttons: GENERATE REPORT, EXPORT DETAILED REPORT, SAVE REPORT, MANAGE SAVED REPORTS

This will then show any budget models that have been created for the selected financial year.

Select the required budget models and click on 'CONFIRM':

Profit & Loss Report

Data Selection: Financial YTD

From: 01/01/2020

To: 15/09/2020

Budget Model: BUD-007 selected Change selection

☐ Exclude Incomplete Projects

☐ Exclude Zero Value Accounts

☒ Include Budget?

Buttons: GENERATE REPORT, EXPORT DETAILED REPORT, SAVE REPORT, MANAGE SAVED REPORTS

Select Budget Model Dialog:

Budget models with values entered will be shown in this list

BUD-001 and BUD-007 selected

- Year 2020
 - Bud 2 2020: #BUD-002
 - ☒ Budget Model 1: #BUD-001
 - ☒ Budget Revision 2: #BUD-007 (Live)

Buttons: CONFIRM, CANCEL

Note: The 'Live' budget will show with (Live) after the budget code.

The report selection screen will show the budgets selected:

Profit & Loss Report

Data Selection:
Financial YTD

Compare With:
Previous year to date

From:
01/01/2020

To:
15/09/2020

Project:
No projects selected Change selection

Department:
No departments selected Change selection

Budget Model:
BUD-001 and BUD-007 selected Change selection

☐ Exclude Incomplete Projects
☐ Exclude Zero Value Accounts
☒ Include Budget?

Click on 'GENERATE REPORT'

The report will show the selected budgets along with the actuals and the variances:

Profit & Loss Report

Data Selection: Financial YTD
Compare With: Previous year to date
From: 01/01/2020
To: 15/09/2020
Project: No projects selected
Department: No departments selected
Budget Model: BUD-001 and BUD-007 selected
☒ Include Budget?

GENERATE REPORT **EXPORT DETAILED REPORT** **SAVE REPORT** **MANAGE SAVED REPORTS**

SHOW ALL **HIDE ALL**

Account Name	Actual	BUD-001	Variance 1	BUD-007	Variance 2
Sales Revenue	£127,199.25	£789,000.00	£-661,800.75	£733,500.00	£-606,300.75
UK Sales	£127,199.25	£789,000.00	£-661,800.75	£733,500.00	£-606,300.75
Default Sales Account	£276.80	£0.00	£276.80	£0.00	£276.80
UK Sales - North	£44,250.12	£170,000.00	£-125,749.88	£147,000.00	£-102,749.88
UK Sales South	£26,750.00	£147,000.00	£-120,250.00	£152,000.00	£-125,250.00
UK Sales East	£6,997.33	£152,000.00	£-145,002.67	£18,000.00	£-11,002.67
UK Sales West	£48,925.00	£150,000.00	£-101,075.00	£170,000.00	£-121,075.00
UK Sales South West	£-0.00	£170,000.00	£-170,000.00	£156,500.00	£-156,500.00
UK Sales North West	£-0.00	£0.00	£-0.00	£90,000.00	£-90,000.00

If comparing financial years and there is no 'Live' Budget to report against a message will show:

Profit & Loss Report

Data Selection: Financial YTD
Compare With: 1 Previous year to date
From: 01/01/2020
To: 15/09/2020
Project: No projects selected
Department: No departments selected
Budget Model: BUD-007 selected

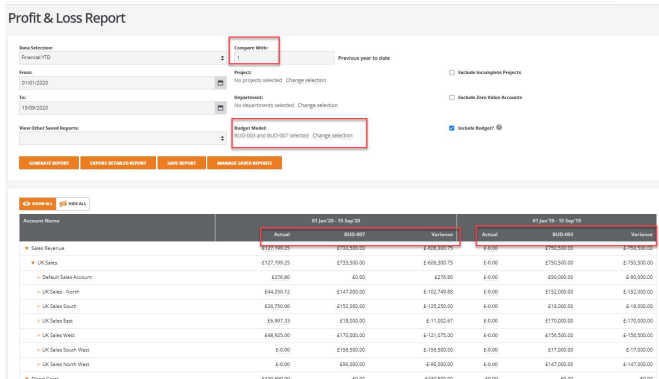
☐ Exclude Incomplete Projects
☐ Exclude Zero Value Accounts
☒ Include Budget?

GENERATE REPORT **EXPORT DETAILED REPORT** **SAVE REPORT** **MANAGE SAVED REPORTS**

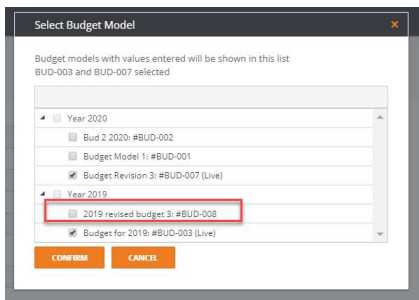
SHOW ALL **HIDE ALL**

There is no live budget for financial year 2019

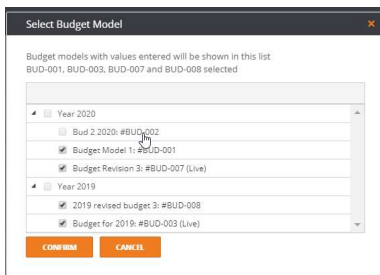
If 'Compare With' is selected then previous years/periods can be selected to compare to the current year/period:



The 'Live' budget (if there is one for the selected year) will automatically be selected. An option exists to select other budget models for the financial year by clicking on the 'Change Selection' option:



Note: A maximum of two budget models can be selected per year/period to be reported against if multiple years/periods are selected in the 'Compare With' selection criteria:



The report can be exported by selecting the 'EXPORT DETAILED REPORT' button on the screen:

Summary Account	Account Name	Account Code	Summary Total	Actual	01 Jan'20 - 15 Sep'20 BUD-007	Variance	Actual	01 Jan'19 - 15 Sep'19 BUD-003	Variance
Sales Revenue		PNLREV	127,199.25	127,199.25	733,500.00	-606,300.75	0	750,500.00	-750,500.00
Sales Revenue > UK Sales		SALESUK	127,199.25	127,199.25	733,500.00	-606,300.75	0	750,500.00	-750,500.00
	Default Sales Account	DEFSAL		276.8	0	276.8	0	90,000.00	-90,000.00
	UK Sales - North	UKN001		44,250.12	147,000.00	-102,749.88	0	152,000.00	-152,000.00
	UK Sales South	UKS001		26,750.00	152,000.00	-125,250.00	0	18,000.00	-18,000.00
	UK Sales East	UKSE001		6,997.33	18,000.00	-11,002.67	0	170,000.00	-170,000.00
	UK Sales West	UKSW001		48,925.00	170,000.00	-121,075.00	0	156,500.00	-156,500.00
	UK Sales South West	UKSSW01		0	156,500.00	-156,500.00	0	17,000.00	-17,000.00
	UK Sales North West	UKSNW01		0	90,000.00	-90,000.00	0	147,000.00	-147,000.00
Direct Costs		PNLDIR	430,600.00	430,600.00	0	430,600.00	0	0	0
Direct Costs > Direct Materials		DIRMATL	431,600.00	431,600.00	0	431,600.00	0	0	0
	Purchase Price Variance	PPVAR		431,700.00	0	431,700.00	0	0	0
Direct Costs > Direct Materials > Material Cost of Sales		MATLCOS	0	0	0	0	0	0	0
	Cost of Stock Issued to Production	MSTKISS		0	0	0	0	0	0
	Stock Adjustments	MSTKADI		0	0	0	0	0	0

Trial Balance

The 'Trial Balance' report has been changed to allow for budgets to be reported:

Trial Balance Report

Data Selection:
Current Period

Compare With:
Previous periods

☐ Include Budget?
☐ Exclude Zero Value Accounts

From:
01/09/2020

To:
30/09/2020

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT EXPORT REPORT

The new data selections available to be reported on are 'Current Period', 'Specific Period' and 'Specific Date':

Data Selection:
Current Period
Current Period
Specific Period
Specific Date

Compare With:
Previous periods

☐ Include Budget?
☐ Exclude Zero Value Accounts

Note: Select 'Specific date' and the report will run as the original Trial Balance.

The 'Trial Balance' report will show the selected data selection and the year to date figure as standard:

Trial Balance Report

Data Selection:
Current Period

Compare With:
Previous periods

☐ Include Budget?
☐ Exclude Zero Value Accounts

From:
01/09/2020

To:
30/09/2020

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT EXPORT REPORT

SHOW ALL HIDE ALL

There is an option to compare with previous periods (as per the Profit & Loss report):

Trial Balance Report

Data Selection:
Current Period

Compare With:
4 Previous periods

From:
01/09/2020

To:
30/09/2020

☐ Include Budget?
☐ Exclude Zero Value Accounts

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT **EXPORT REPORT**

SHOW ALL HIDE ALL

Name	Code	Type	9/2020	8/2020	7/2020	6/2020	5/2020	YTD(2020)
Root			0.00	0.00	0.00	0.00	0.00	0.00
▶ Fixed assets	FAS	Summary	0.00	0.00	0.00	0.00	0.00	0.00
▶ Current assets	CAS	Summary	-78.20	48,810.00	6,600.00	59,550.00	0.00	118,481.80
▶ Current Liabilities	CLI	Summary	510.00	-278,790.00	-44,564.00	-158,527.26	0.00	-526,371.26
▶ Long Term Liabilities	LTL	Summary	0.00	0.00	0.00	0.00	0.00	0.00
▶ Capital	CAP	Summary	0.00	0.00	0.00	0.00	0.00	0.00
▶ Current Year Profit and Loss	PNL	Summary	-376.80	192,475.00	31,864.00	82,902.26	0.00	341,364.46

Note: A maximum up to 99 periods can be compared.

To select a budget to report against tick the 'Include Budget?' checkbox:

Trial Balance Report

Data Selection:
Current Period

Compare With:
Previous periods

From:
01/09/2020

To:
30/09/2020

Budget Model:
BUD-007 selected Change selection

☒ Include Budget?
☐ Exclude Zero Value Accounts

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT **EXPORT REPORT**

Note: This is only enabled for 'Current Period' and 'Specific Period'.

The 'Live' budget will be selected as a default, but the budget can be changed by selecting the 'Change selection' option:

Select Budget Model

Budget models with values entered will be shown in this list
BUD-007 selected

- Year 2020
 - Bud 2 2020: #BUD-002
 - Budget Model 1: #BUD-001
 - ☒ Budget Revision 3: #BUD-007 (Live)

CONFIRM **CANCEL**

Click on 'CONFIRM' to select the required budget.

Click on 'GENERATE REPORT' to create the report with the budget:

Trial Balance Report

Data Selection: Current Period

Compare With: Previous periods

From: 01/09/2020

To: 30/09/2020

Budget Model: BUD-007 selected Change selection

☒ Include Budget?
 ☐ Exclude Zero Value Accounts

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT **EXPORT REPORT**

The report will then show the information based on the parameters provided:

Trial Balance Report

Data Selection: Current Period

Compare With: Previous periods

From: 01/09/2020

To: 30/09/2020

Budget Model: BUD-007 selected Change selection

☒ Include Budget?
 ☐ Exclude Zero Value Accounts

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT **EXPORT REPORT**

SHOW ALL **HIDE ALL**

Name	Code	Type	Actual	9/2020 BUD-007	Variance	YTD(2020)
Root			0.00			0.00
Fixed assets	FAS	Summary	0.00	0.00	0.00	0.00
Current assets	CAS	Summary	-78.20	0.00	-78.20	118,481.80
Current Liabilities	CL	Summary	510.00	0.00	510.00	-526,371.26
Long Term Liabilities	LTL	Summary	0.00	0.00	0.00	0.00
Capital	CAP	Summary	0.00	0.00	0.00	0.00
Current Year Profit and Loss	PNL	Summary	-376.80	-63,800.00	63,423.20	341,364.46
Sales Revenue	PHLREV	Summary	-276.80	-94,000.00	93,723.20	-127,199.25
UK Sales	SALESUK	Summary	-276.80	-94,000.00	93,723.20	-127,199.25
Default Sales Account	DEFSAL	Revenue	-276.80	0.00	-276.80	-276.80
UK Sales - North	UKN001	Revenue	0.00	-20,000.00	20,000.00	-44,250.12
UK Sales South	UKS001	Revenue	0.00	-22,000.00	22,000.00	-26,750.00
UK Sales East	UKSE001	Revenue	0.00	-2,000.00	2,000.00	-6,997.33
UK Sales West	UKSW001	Revenue	0.00	-20,000.00	20,000.00	-48,925.00

Up to two budgets can be selected for reporting:

Trial Balance Report

Data Selection: Current Period

Compare With: Previous periods

From: 01/09/2020

To: 30/09/2020

Budget Model: BUD-001 and BUD-007 selected Change selection

☒ Include Budget?
 ☐ Exclude Zero Value Accounts

Note: Accounts with zero balance will not be exported if 'Exclude Zero Value Accounts' is checked

GENERATE REPORT **EXPORT REPORT**

SHOW ALL **HIDE ALL**

Name	Code	Type	Actual	BUD-001	9/2020 Variance 1	BUD-007	Variance 2	YTD(2020)
Root			0.00					0.00
Fixed assets	FAS	Summary	0.00	0.00	0.00	0.00	0.00	0.00
Current assets	CAS	Summary	-78.20	0.00	-78.20	0.00	-78.20	118,481.80
Current Liabilities	CL	Summary	510.00	0.00	510.00	0.00	510.00	-526,371.26
Long Term Liabilities	LTL	Summary	0.00	0.00	0.00	0.00	0.00	0.00
Capital	CAP	Summary	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Profit and Loss	PNL	Summary	-376.80	-88,800.00	88,423.20	-63,800.00	63,423.20	341,364.46

Note: Only current year budgets can be selected.

Out of Scope

Accounts

Note: The following type of accounts cannot be marked as budget accounts.

- Summary
- Asset
- Bank accounts i.e. Current account, credit card account, Petty cash account, Finance, Director's loan account
- Commission
- Locked accounts used for process purpose
 - o Brought Forward P&L
 - o Tax Loss C/fwd.
 - o Tax Loss Offset
 - o Opening Balance
 - o Bank Suspense
 - o Overhead Suspense
 - o Contra Suspense
 - o Multi Line Journal Suspense
 - o Labour Recharged Out
 - o Labour Recharged In
 - o OHDIN -Overhead Allocated In
 - o OHDOUT -Overhead Allocated Out

Import of Chart of Accounts with 'Mark as Budget Account'

The chart of accounts has a simple import and does not allow import and update of existing accounts.

Imports of new accounts can be updated with the tag of 'Budget account'.