BCE Financial Budgets - User Notes

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Contents

Introduction **5**
Using Budgets **6**
Company Settings 6
Chart Of Accounts **7**
New column in Chart of Accounts screen 7
Advanced Search 9
Mark as Budget Account 10
Budgets **11**
Budget Search 14
Add a new Budget Model 12
Edit a Budget Model 14
Delete a Budget Model 19
Set as Live Budget 20
Unset as Live Budget 21
Import Budget 22
Export Budget 26
Financial Reports **27**
Profit & Loss 27
Trial Balance 31
Out of Scope **34**
Accounts 34
Import of Chart of Accounts with 'Mark as Budget Account' 34

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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

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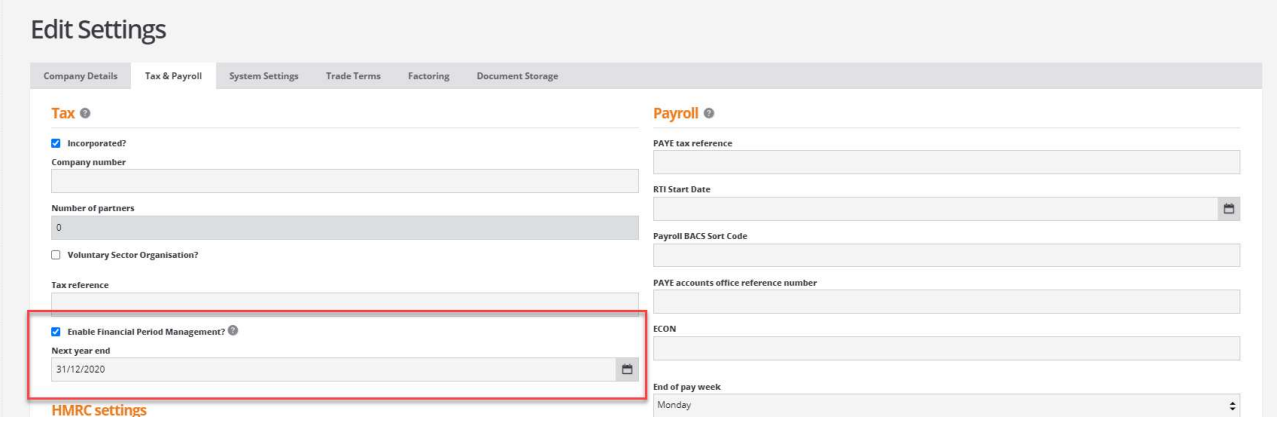
Using Budgets

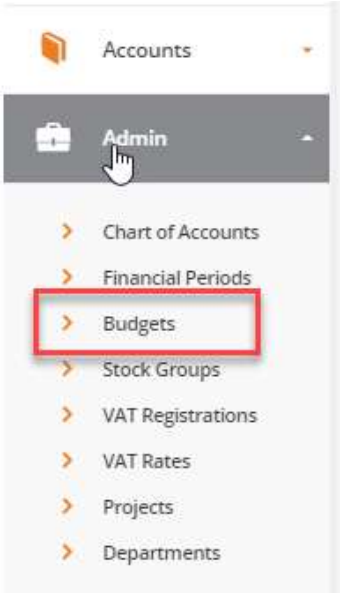
Company Settings

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?’:



This enables the budgets functionality from the ‘Admin’ menu:



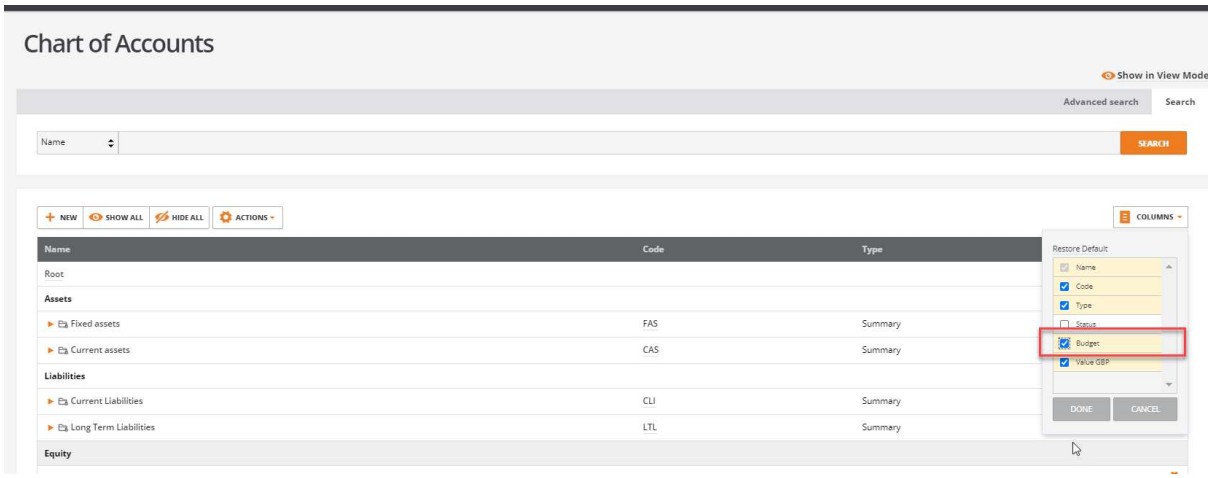
Note: If ‘Enable Financial Period Management?’ is not ticked the ‘Budgets’ option will not show under the ‘Admin’ list:

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.

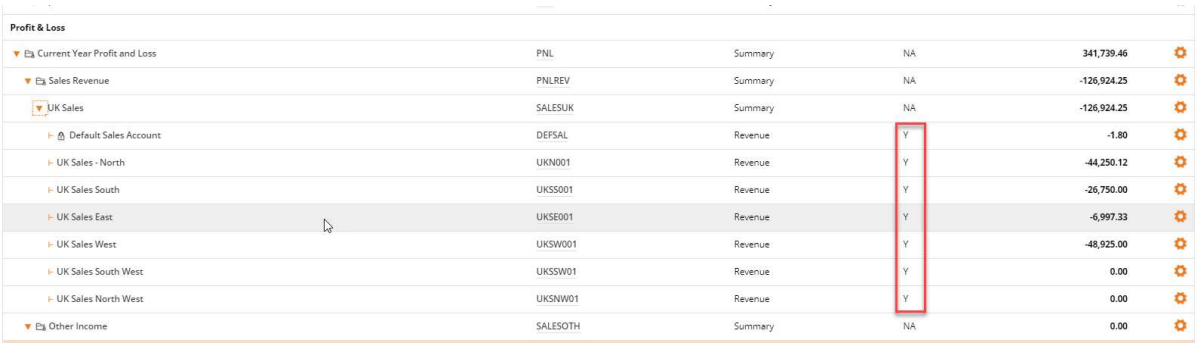
Under the Columns option select the ‘Budgets’ column:



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’:



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

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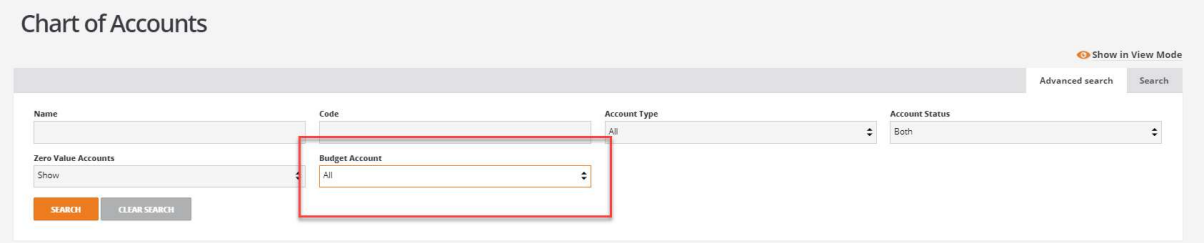
Accounts that cannot be flagged as a budget account (such as Summary accounts) will be flagged as ‘N/A’:

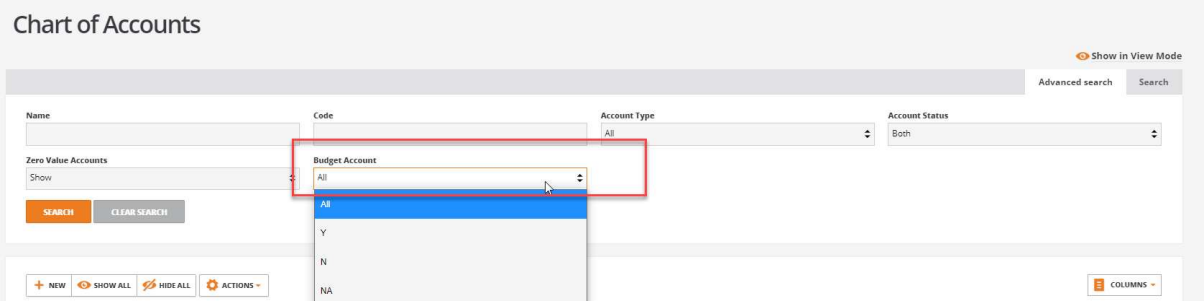
Profit & Loss				
Current Year Profit and Loss	PNL	Summary	NA	341,739.46
Sales Revenue	PNLREV	Summary	NA	-126,924.25
UK Sales	SALESUK	Summary	NA	-126,924.25
Default Sales Account	DEFSAL	Revenue	Y	-1.80
UK Sales - North	UKN001	Revenue	Y	-44,250.12

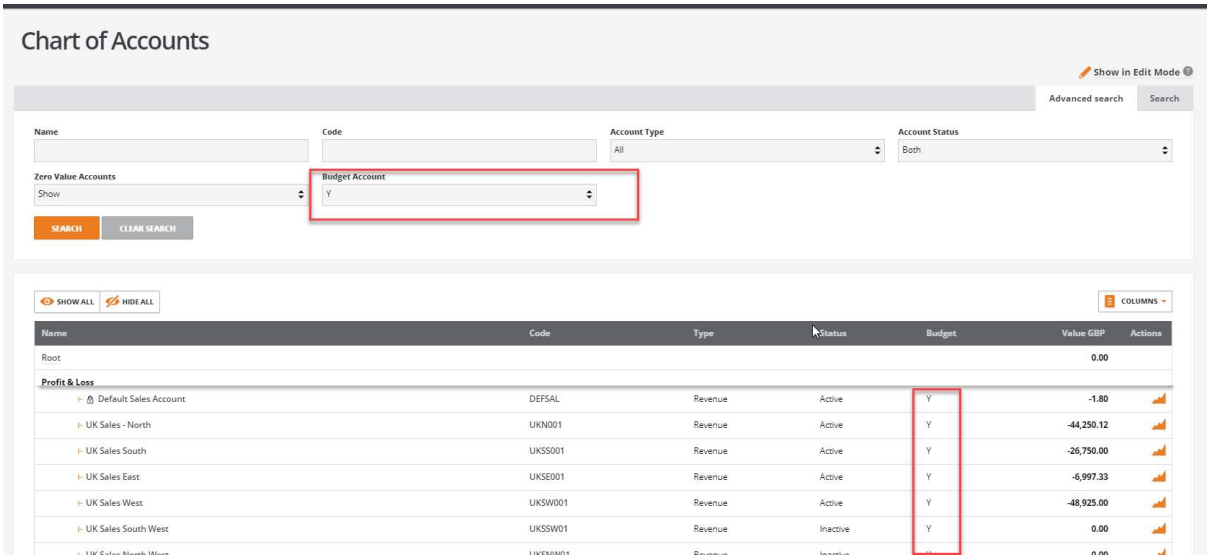
Advanced Search

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’:



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

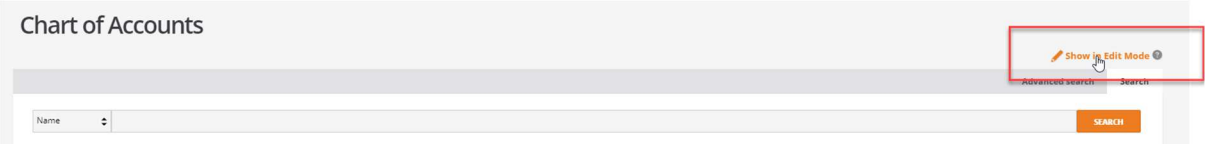




Mark as Budget Account

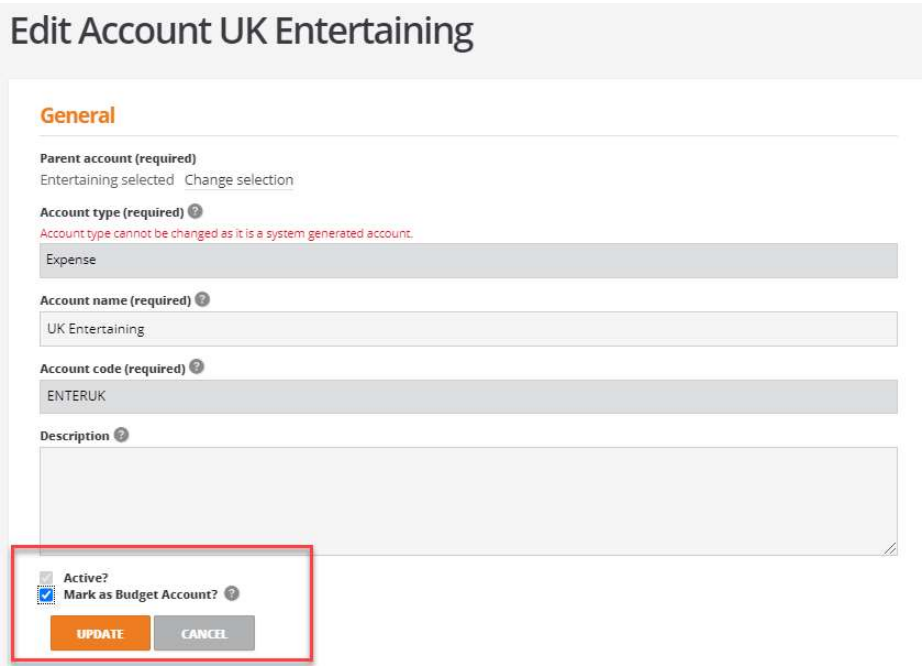
Once budgets are enabled the accounts in the 'Chart of Accounts' will display the 'Mark as Budget Account' option.

Click on 'Show in Edit Mode':



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

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:



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.

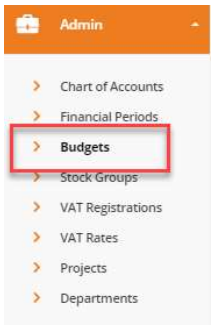
Budgets

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.

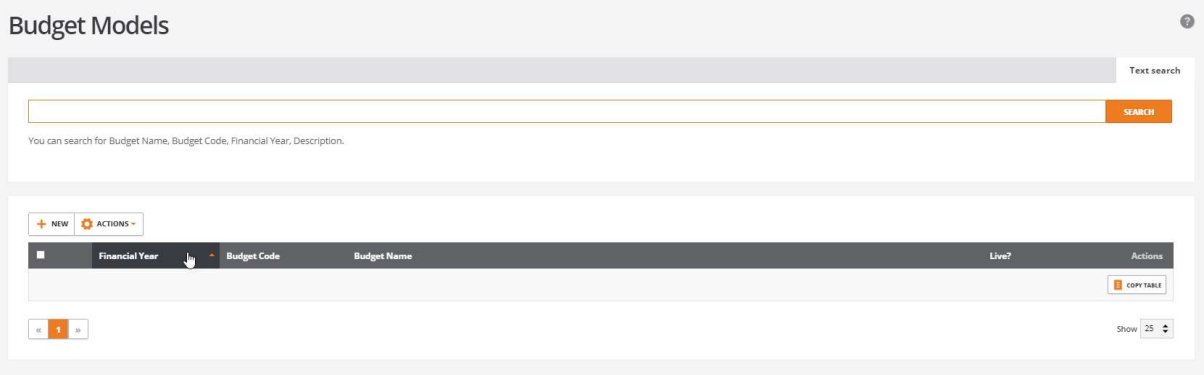
The ‘Live’ budget is the default budget selected for the financial year when running the ‘Profit & Loss Report’ and the ‘Trial Balance Report’.

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

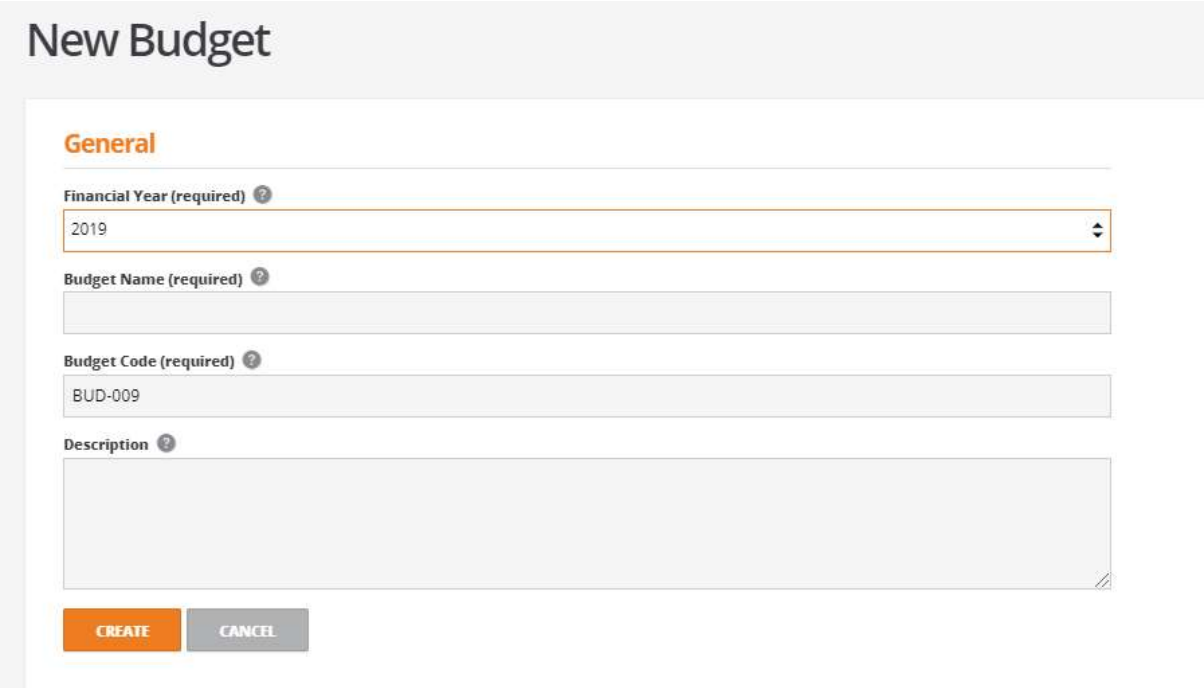


Add a new Budget Model

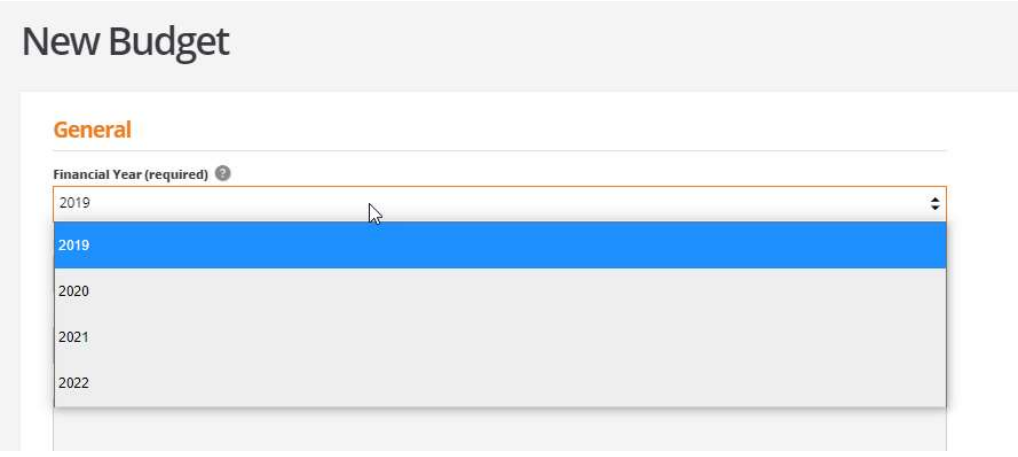
To add a new budget model click on the ‘NEW’ button:



Fill in the information required:



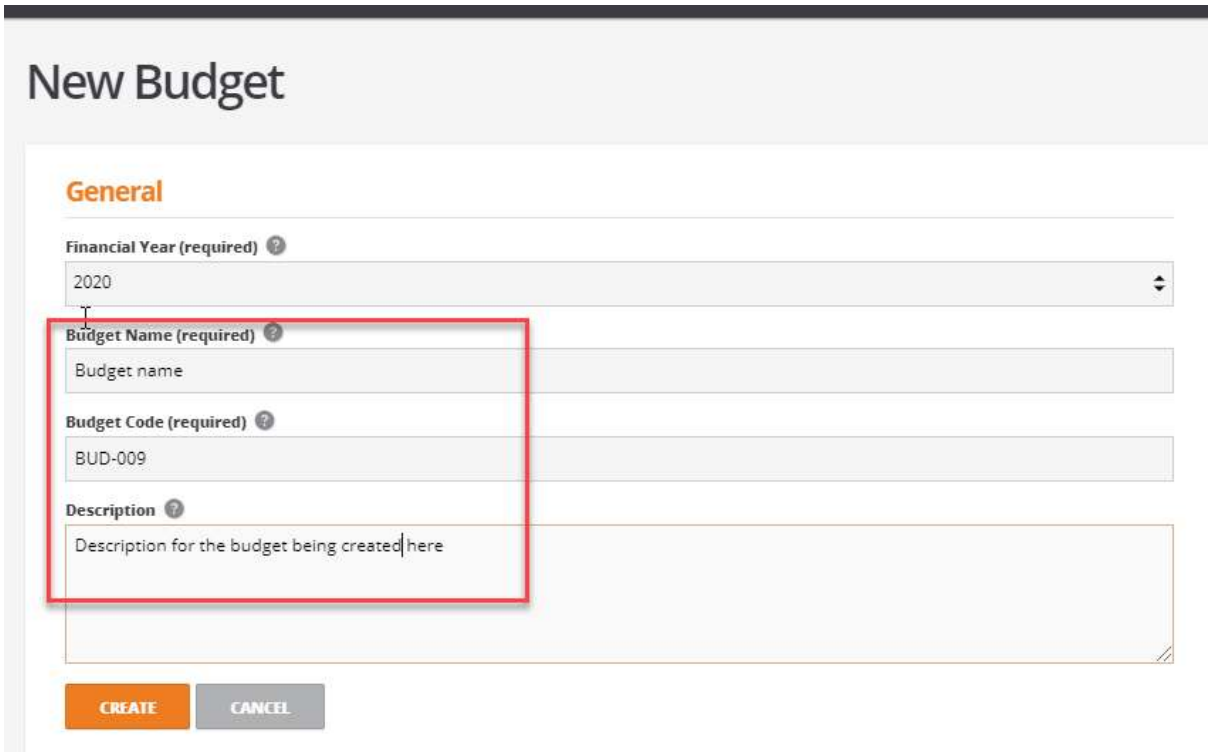
Add a ‘Financial Year’ using the drop down:



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.

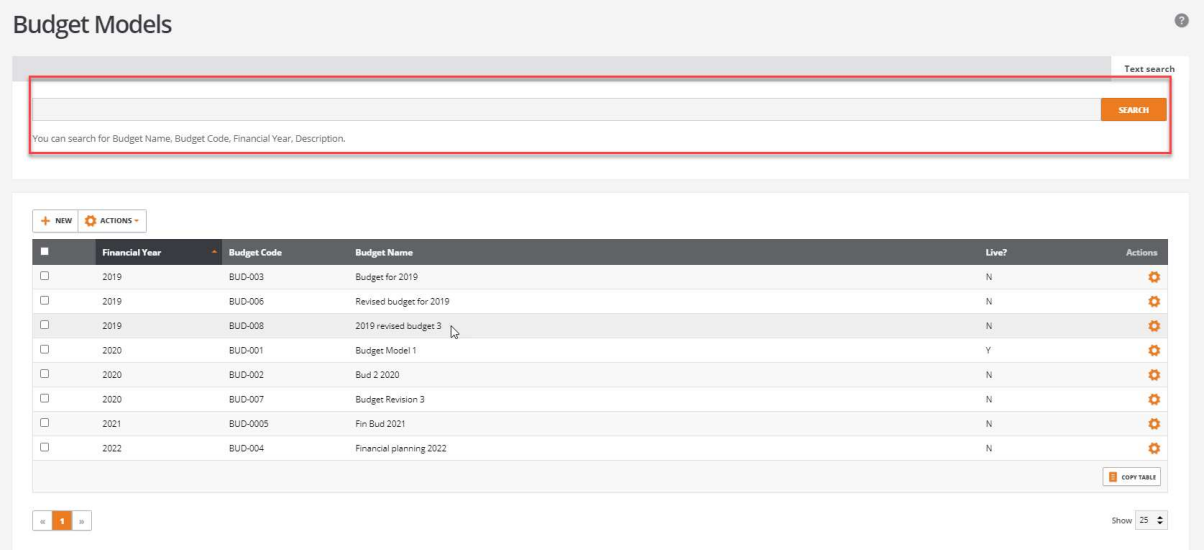
A ‘Description’ box is available to add additional information:



Once the information has been completed click on ‘CREATE’.

The Budget will then show in the budget screen.

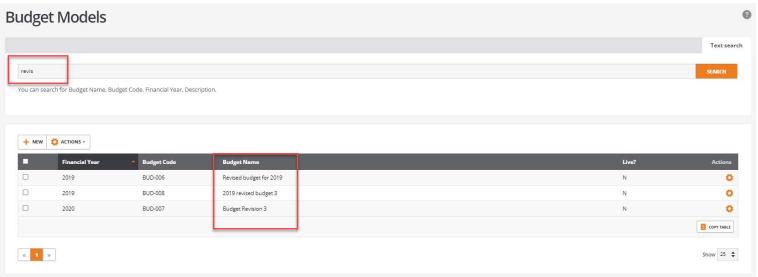
Budget Search



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

Example:

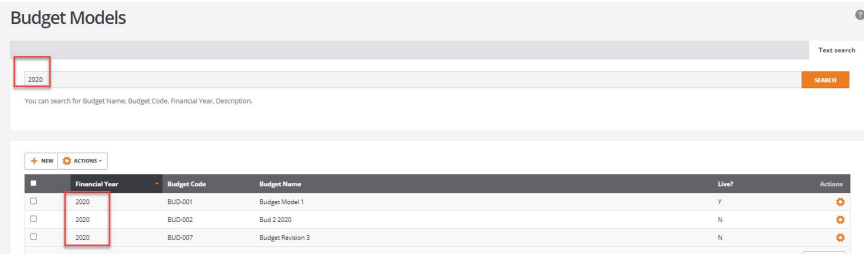
Typing in the start of the word ’revised’ has searched for anywhere this word has been used on the screen and filtered the selection:



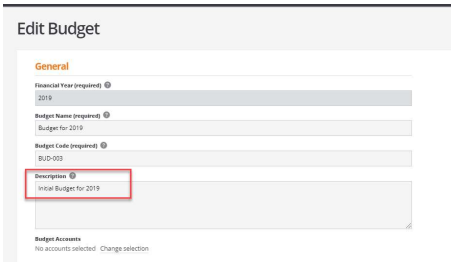
The same would be true for any of the other options:

Search on Budget Code:

Search on Financial Year:



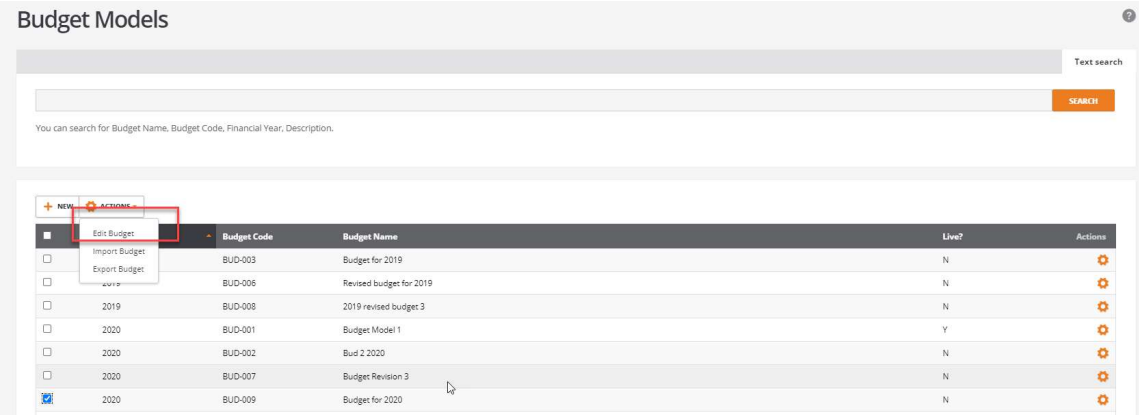
Search on Description (held on Budget creation page):



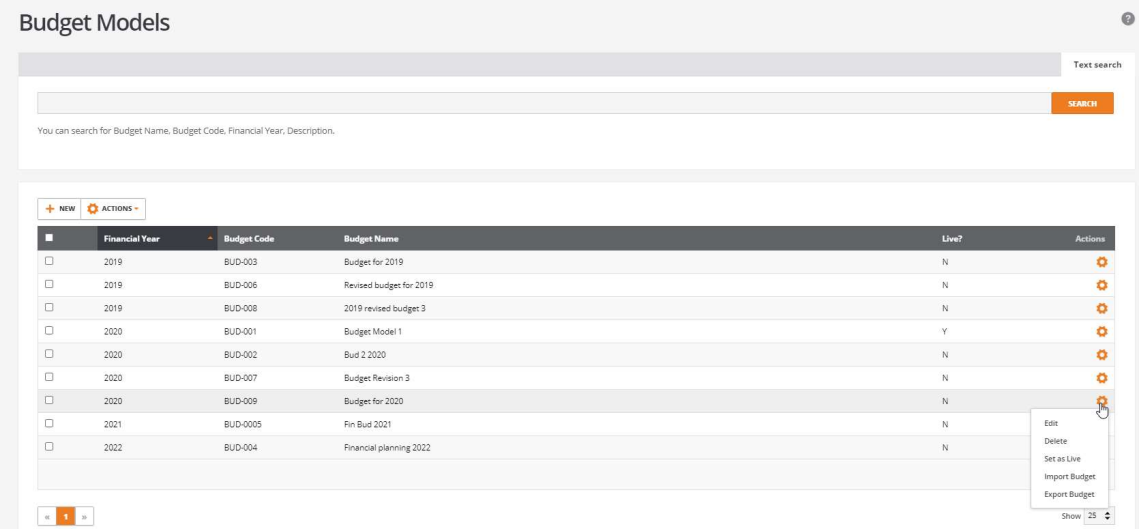
Edit a Budget Model

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

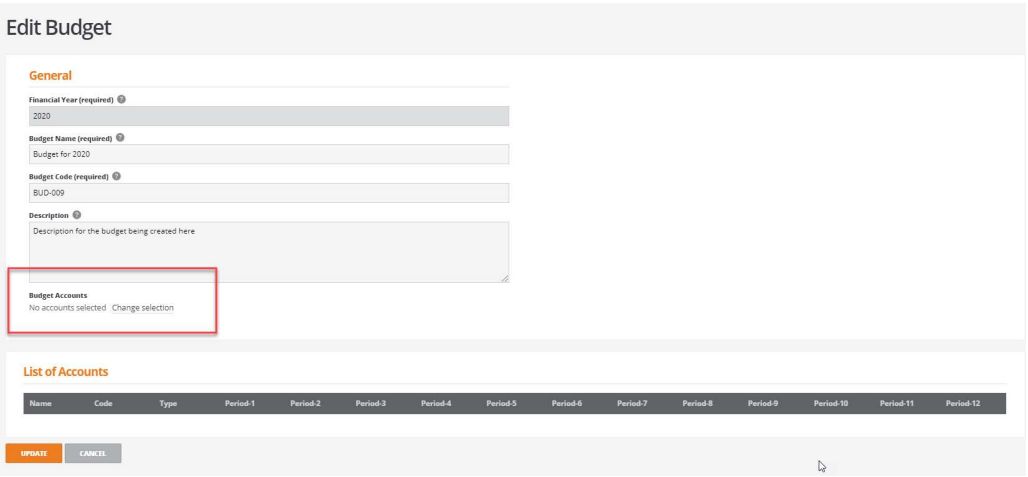
Select a budget model and from the ‘ACTIONS’ button click on ‘Edit Budget’:



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

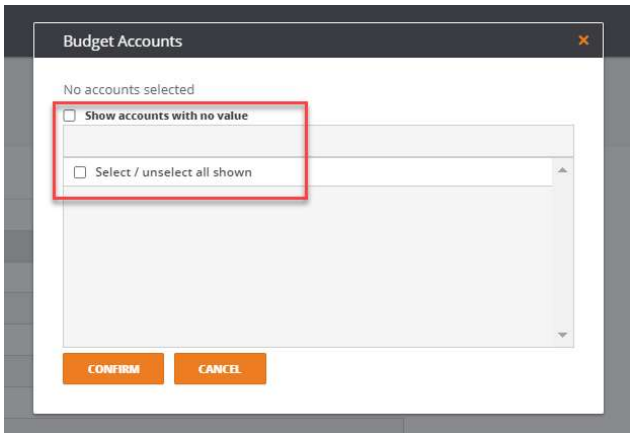


The ‘Budget Models’ screen will show without any account codes on the screen:

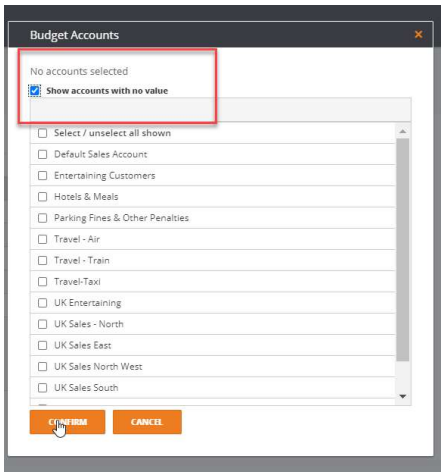


Click on ‘Change selection’.

Two options become available:

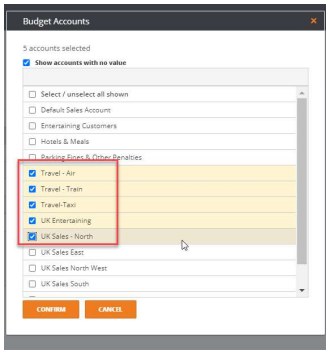


‘Show accounts with no value’ will only show accounts that have been flagged as a budget account and have not had a budget added to them yet for this budget model, for example, newly created account codes through the financial year:

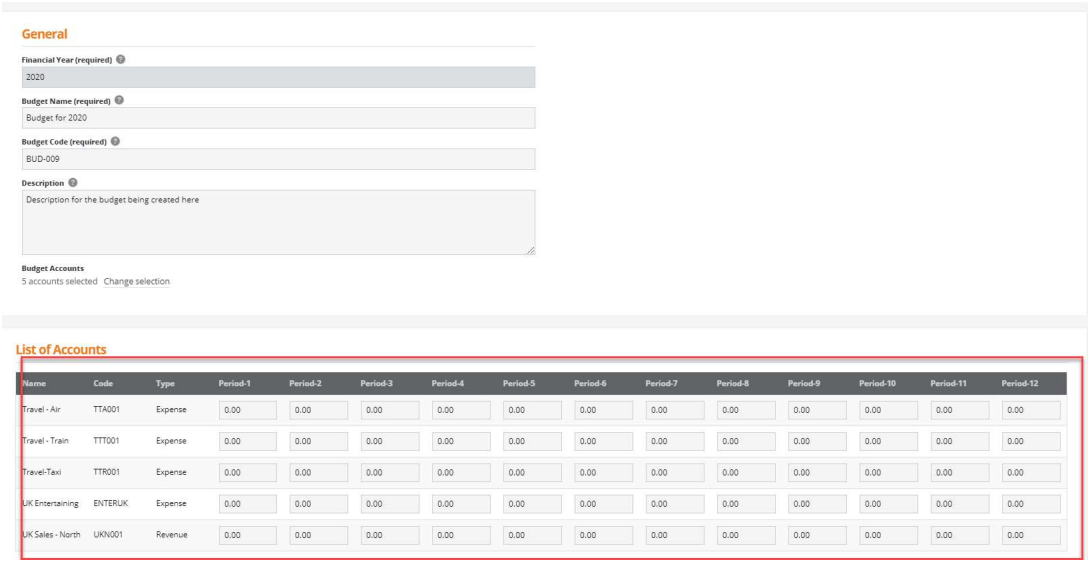


The option to ‘Select/unselect all shown’ allows accounts to be selected that are required to have a budget against them.

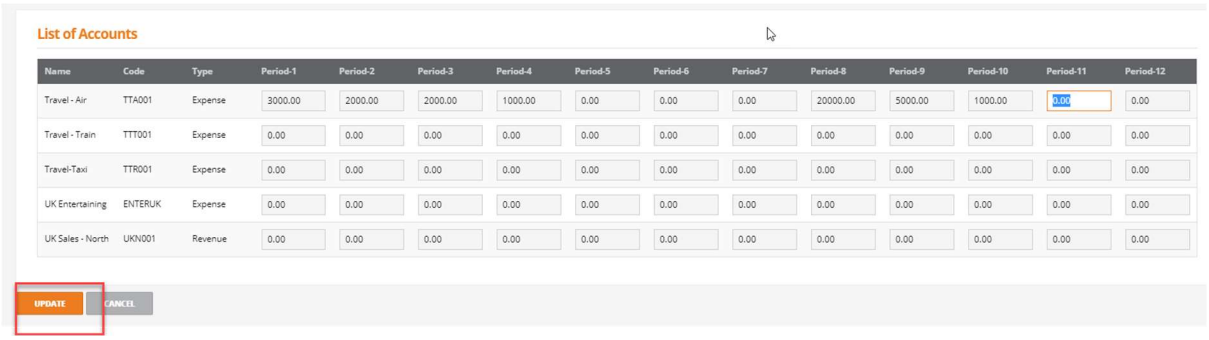
To select individual accounts click on the required accounts:



Click on ‘CONFIRM’ to add the accounts to the budget model:



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

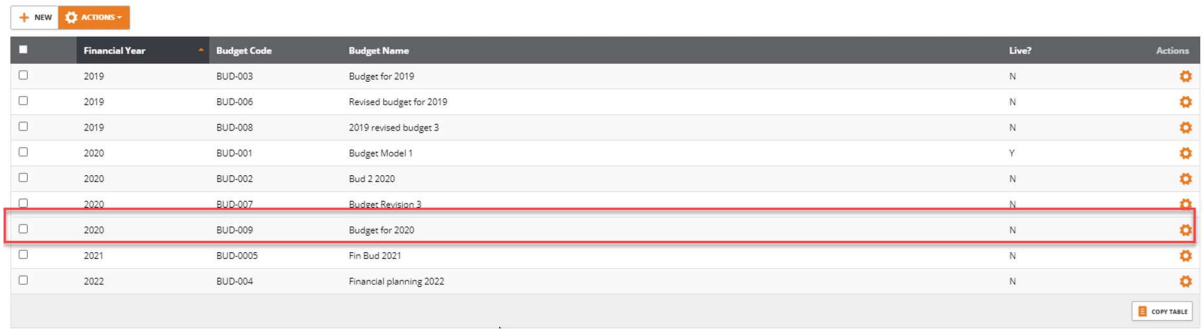


Click on ‘UPDATE’ when all values have been added.

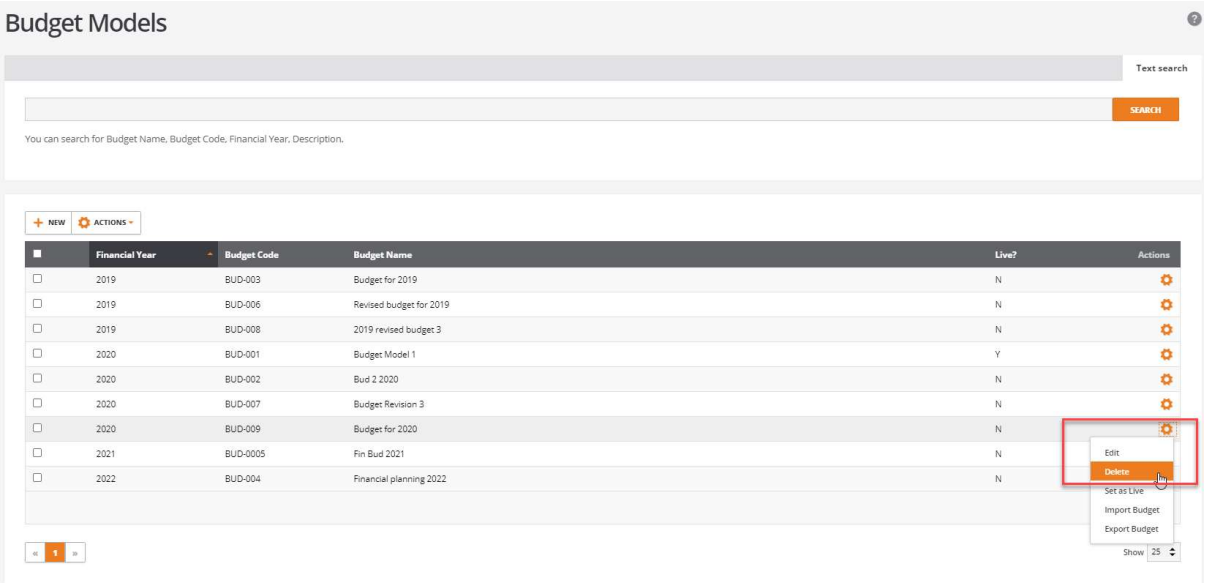
Delete a Budget Model

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

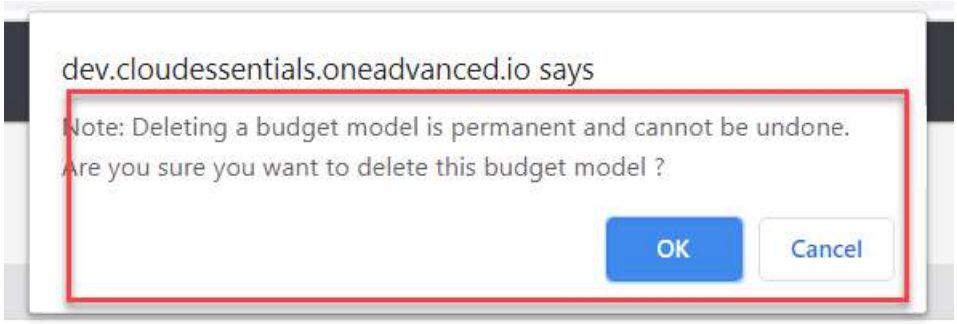
To delete a budget model make sure the budget is flagged as ‘N’:



Click on the Actions cog and select ‘Delete’:



The following message is displayed:



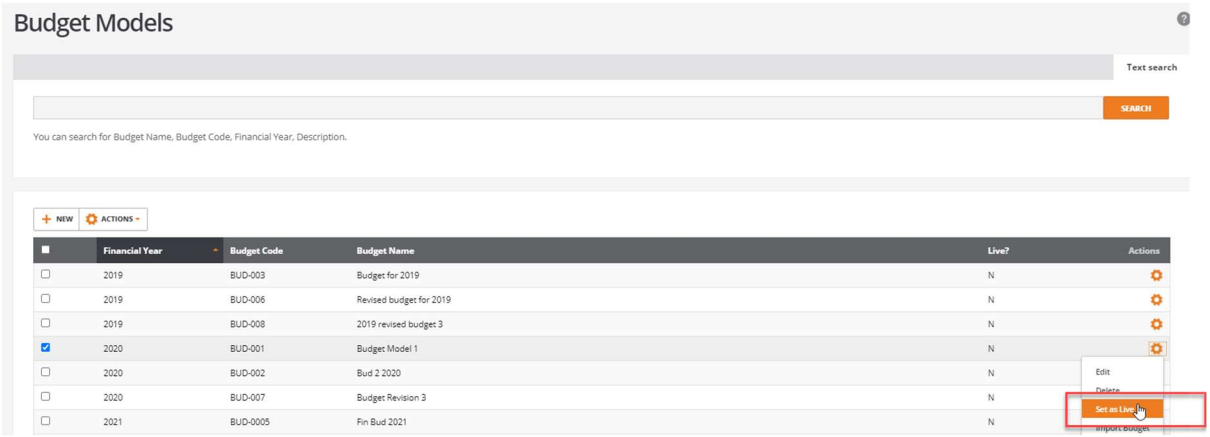
Click ‘OK ‘and the budget model is deleted from the list.

Set as Live Budget

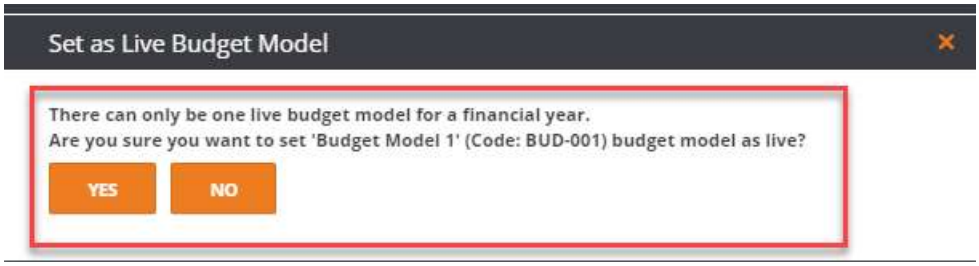
For each financial year there can only be one ‘Live’ budget at a time (and up to five more budget models).

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

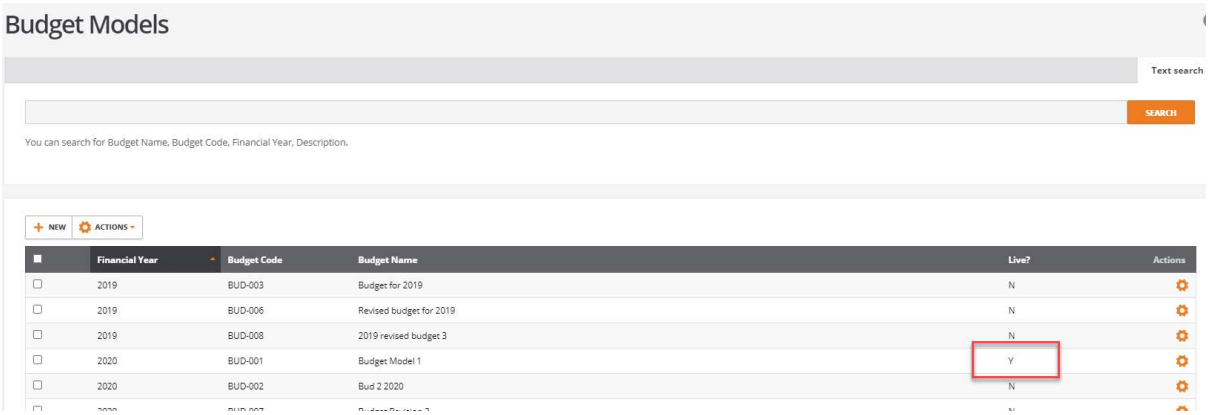
To set a budget as ‘Live’, from the ‘Actions’ cog, select the budget that is to become the ‘Live’ budget and click on ‘Set as Live’:



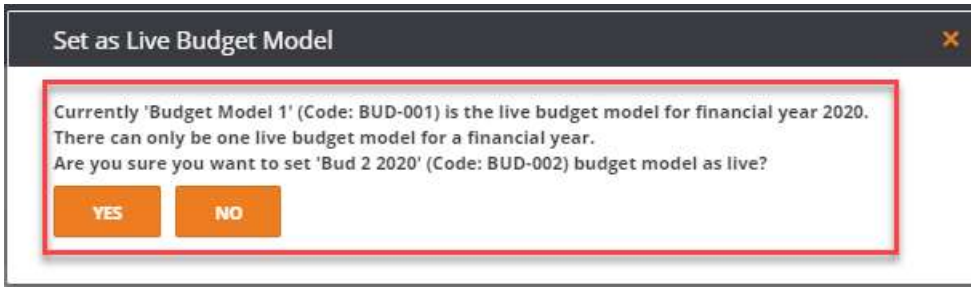
A message will be shown asking if this budget is to be ‘Set as Live’ budget model:



The budget will then be flagged as Live? ‘Y’:



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:

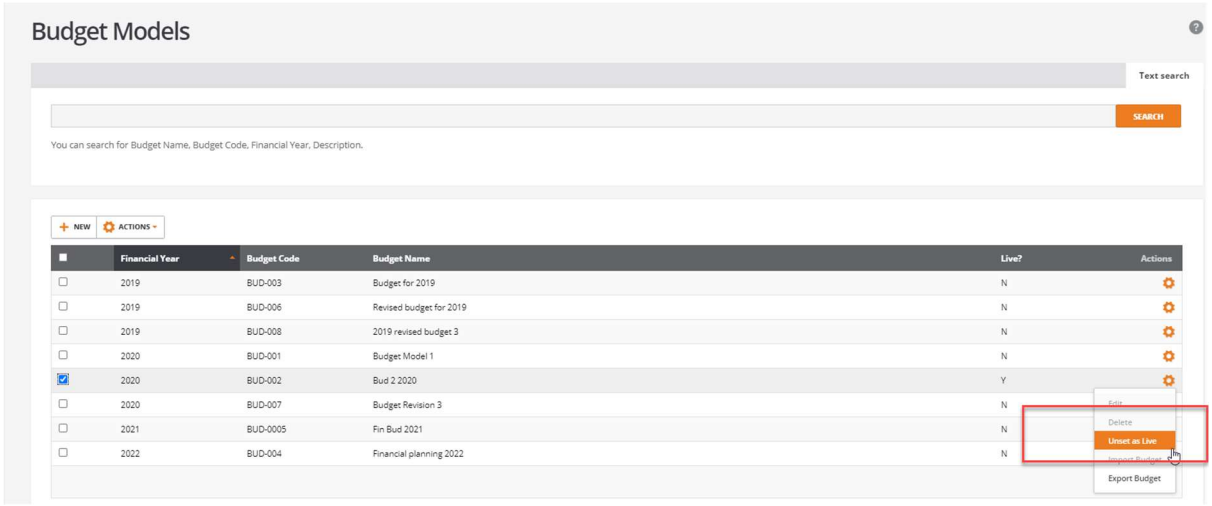


If 'YES' is selected then the original live budget will be set to 'N' and the newly selected budget will become the 'Live' budget for the financial year.

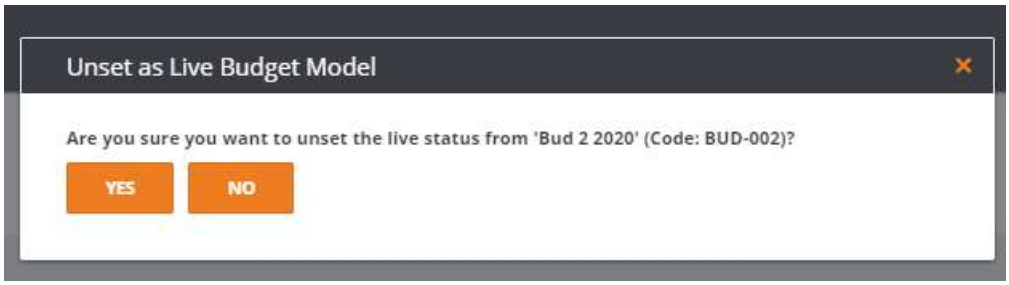
Unset as Live Budget

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:



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

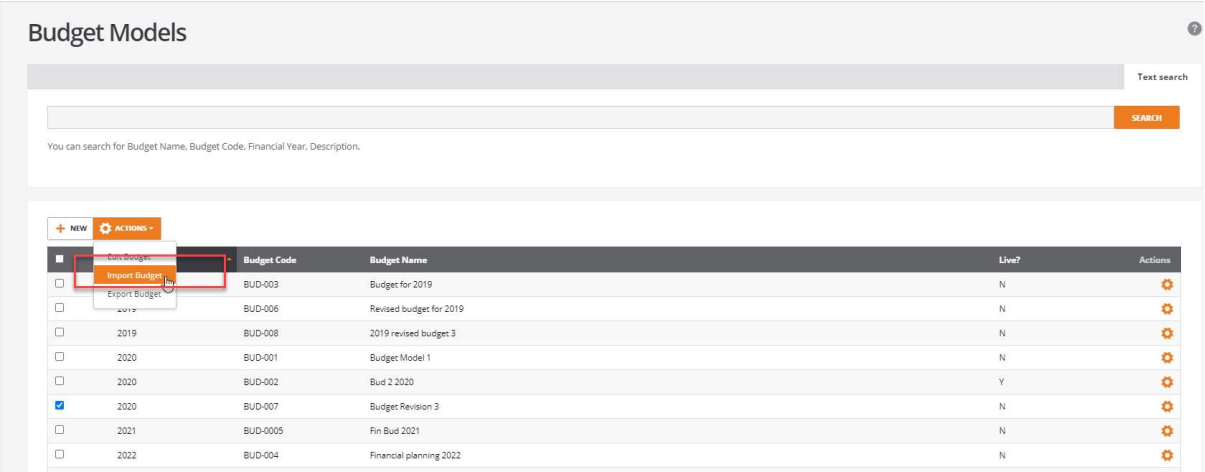


Selecting 'YES' will put the budget model back to a status of 'N'.

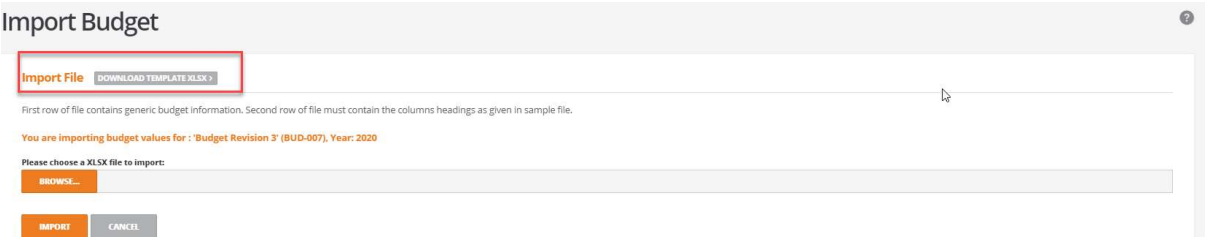
Import Budget

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

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



Select ‘DOWNLOAD TEMPLATE XLSX’:



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.

Fill in the required values for the budget accounts.

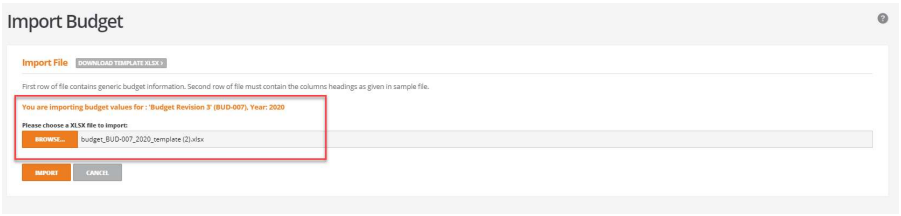
Notes: Period budgets can be a zero value if required.

Revenue is required to be entered as a positive value for reporting.

Inactive accounts can have a budget if required:

Budget Name: Budget Revision 3	Budget Code: BUD-007	Year: 2020														
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**
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
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
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
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	TTA001	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	2000.00	1500.00	1500.00	2000.00	2000.00	2000.00	2000.00	2000.00
Default Sales Account	DEFSAL	Y	Revenue	Active												
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
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	15000.00	20000.00	20000.00	25000.00	20000.00	20000.00	20000.00	20000.00	30000.00	30000.00	30000.00

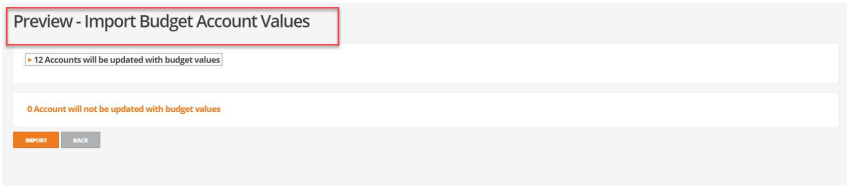
Once all of the values have been filled in import the spreadsheet back into BCE:



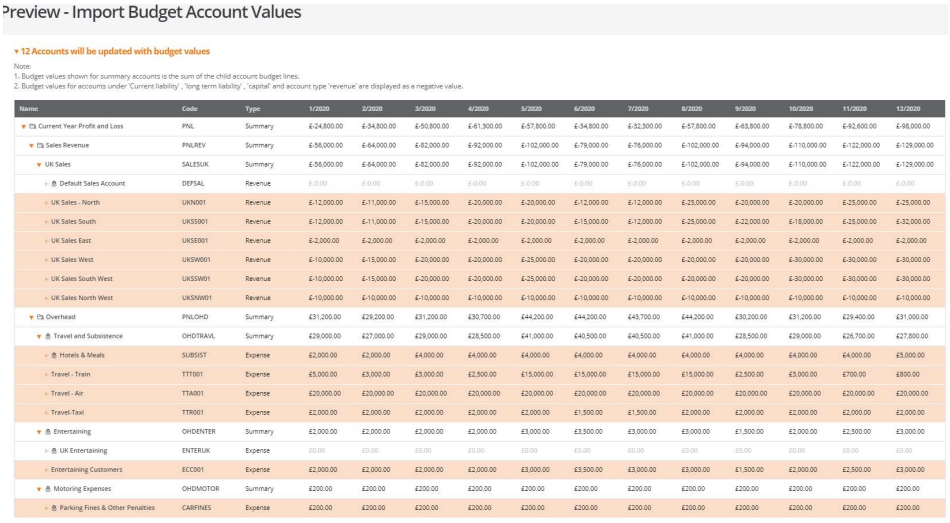
The import will show the budget model that the values will be imported into.

Click on ‘IMPORT’.

The system will show a preview of the accounts to be updated before the import is completed:



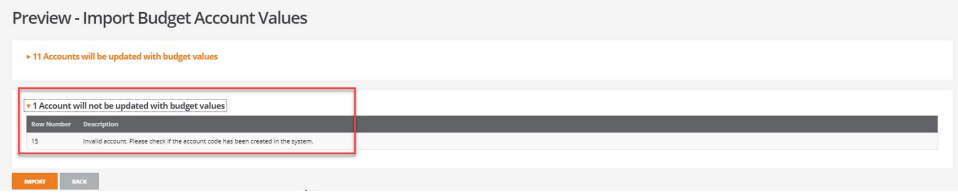
Use the dropdown to show the accounts:



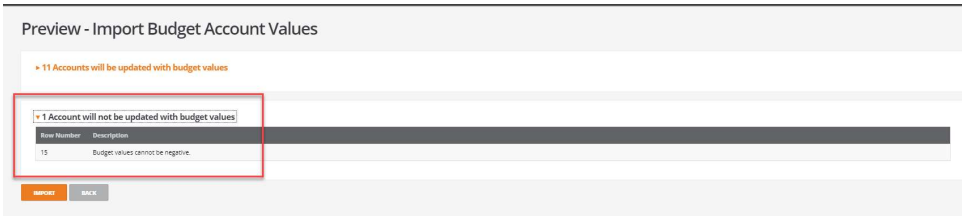
If there are any issues with the import then the preview screen will show the errors to be corrected before the import can be completed:

Examples:

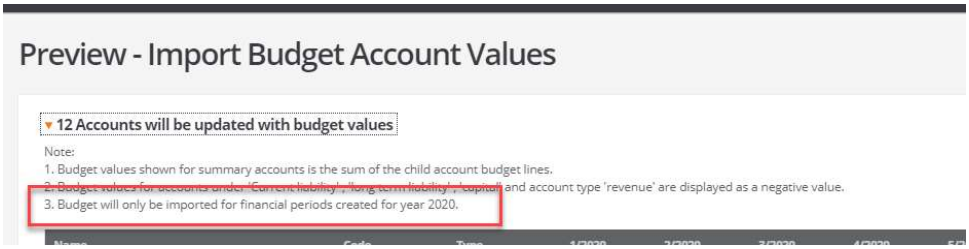
Invalid account code:



Negative values:



Import of invalid periods:

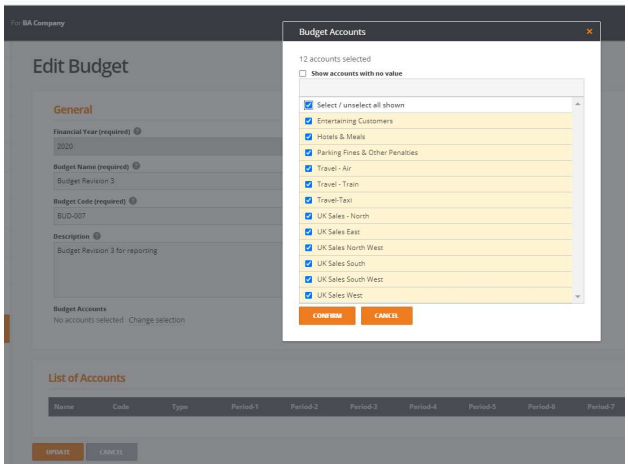


Once happy with the values click on 'IMPORT' from the preview screen and the values will be imported into the budget model:

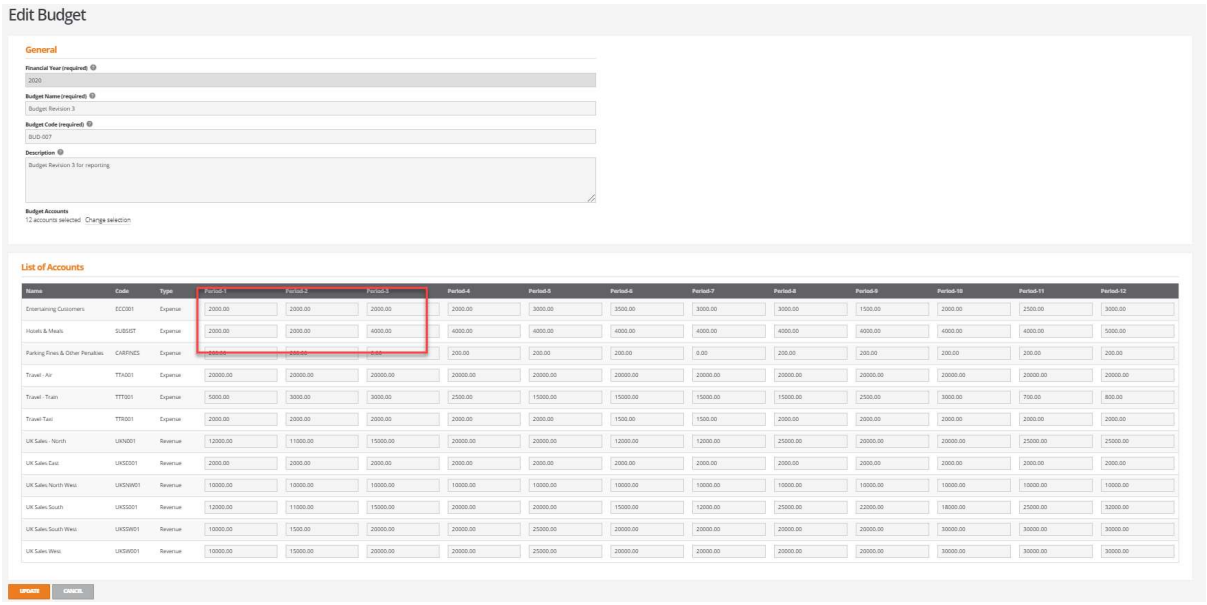
Note: The file type must be .XLXS or a validation error will show.

Edit the budget model to see the imported values.

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

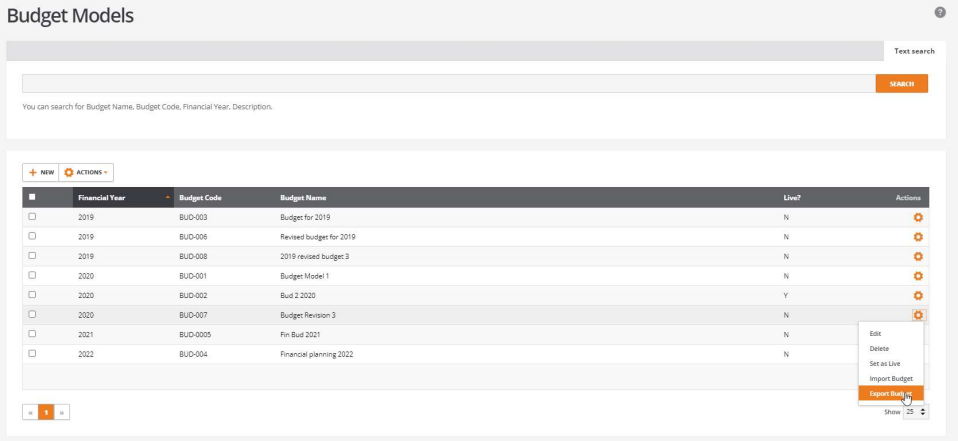


The values will be visible:



Export Budget

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



Two options are available when clicking on ‘Export Budget’:

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
1	Budget Name: Budget Revision 3	Budget Code: BUD-007	Year: 2020																	
2	**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**	
3	Current Year Profit and Loss		PNL				0.00													
4	Sales Revenue > UK Sales		SALESUK				1094500.00													
5		Default Sales Account	DEFSAL	Y	Revenue	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	
6		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	
7		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	
8		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	
9		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	
10		UK Sales South West	UKSSW001	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	
11		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	
12	Overhead > Travel and Subsistence		OHDTRAVL				388500.00													
13		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	
14		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	
15		Travel - Air	TTA001	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	
16		Travel-Taxi	TTR001	N	Expense	Active		2000.00	2000.00	2000.00	2000.00	2000.00	1500.00	1500.00	2000.00	2000.00	2000.00	2000.00	2000.00	
17	Overhead > Entertaining		OHDENTER				29500.00													
18		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	
19		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	
20	Overhead > Motoring Expenses		OHDMOTOR				2000.00													
21		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	
22																				
23																				
24																				
25																				
26																				
27																				

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

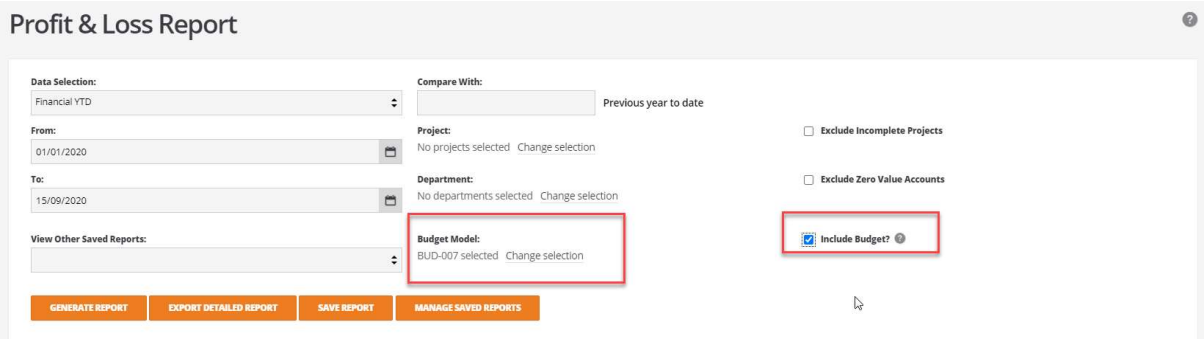
	Budget Name: Budget Revision 3	Budget Code: BUD-007	Year: 2020																		
	Summary Account	**Account Name**	**Account Code**	**Locked?**	**Type**	**Status**	**Summary Total**			**Period-1**			**Period-2**			**Period-3**			**Period-4**		
							Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
	Current Year Profit and Loss		PNL				-89335.54	0.00	-89335.54												
	Overhead > Travel and Subsistence		OHDTRAVL				35439.19	388500.00	-353060.81												
		Hotels & Meals	SUBSIST	Y	Expense	Active				0.00	4000.00	-4000.00	0.00	4000.00	-4000.00	2575.37	4000.00	-1424.63	0.00	4000.00	-4000.00
		Travel - Train	TTT001	N	Expense	Active				27.26	15000.00	-14972.74	100.00	15000.00	-14900.00	12062.31	15000.00	-2937.69	0.00	2500.00	-2500.00
		Travel - Air	TTA001	N	Expense	Active				2500.00	20000.00	-17500.00	289.00	20000.00	-19711.00	15509.33	20000.00	-4490.67	0.00	20000.00	-20000.00
		Travel-Taxi	TTR001	N	Expense	Active				0.00	1500.00	-1500.00	275.00	1500.00	-1225.00	2100.92	2000.00	100.92	0.00	2000.00	-2000.00
)	Overhead > Entertaining		OHDENTER				1803.60	29500.00	-27696.40												
1		UK Entertaining	ENTERUK	Y	Expense	Active				0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00	180.00	0.00	0.00	0.00
2		Entertaining Customers	ECC001	N	Expense	Active				0.00	3500.00	-3500.00	700.00	3000.00	-2300.00	923.60	3000.00	-2076.40	0.00	2000.00	-2000.00
3	Overhead > Motoring Expenses		OHDMOTOR				620.92	2000.00	-1379.08												
4		Parking Fines & Other Penalties	CARFINES	Y	Expense	Active				0.00	200.00	-200.00	0.00	0.00	0.00	620.92	200.00	420.92	0.00	200.00	-200.00
5																					
6																					
7																					
8																					

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:

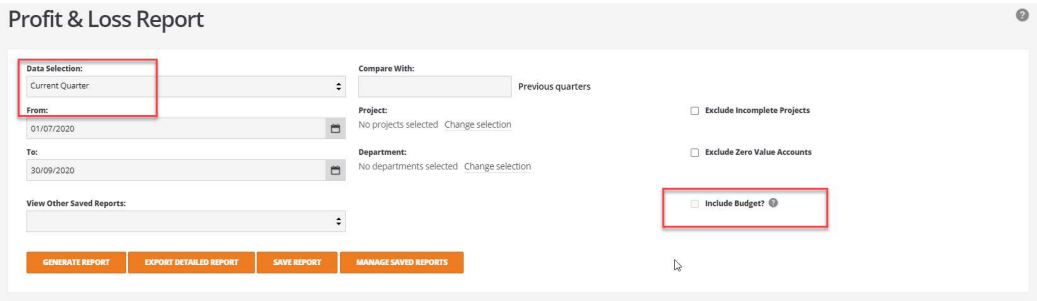


Note: If the ‘Include Budget’ box is ticked and a budget for the current financial year has been marked as ‘Live’ it will automatically be selected to be included in the report.

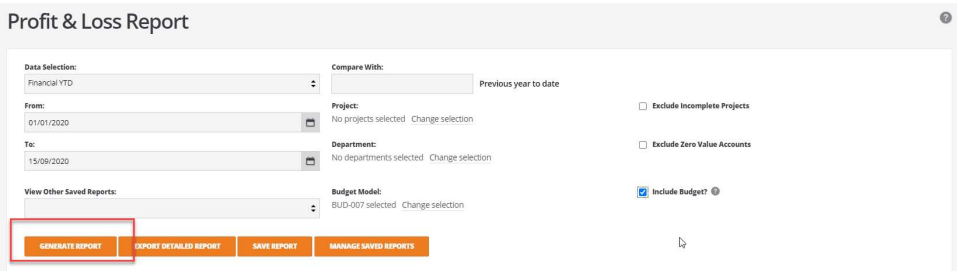
The ‘Include Budget’ checkbox is available for the following data selections only:

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

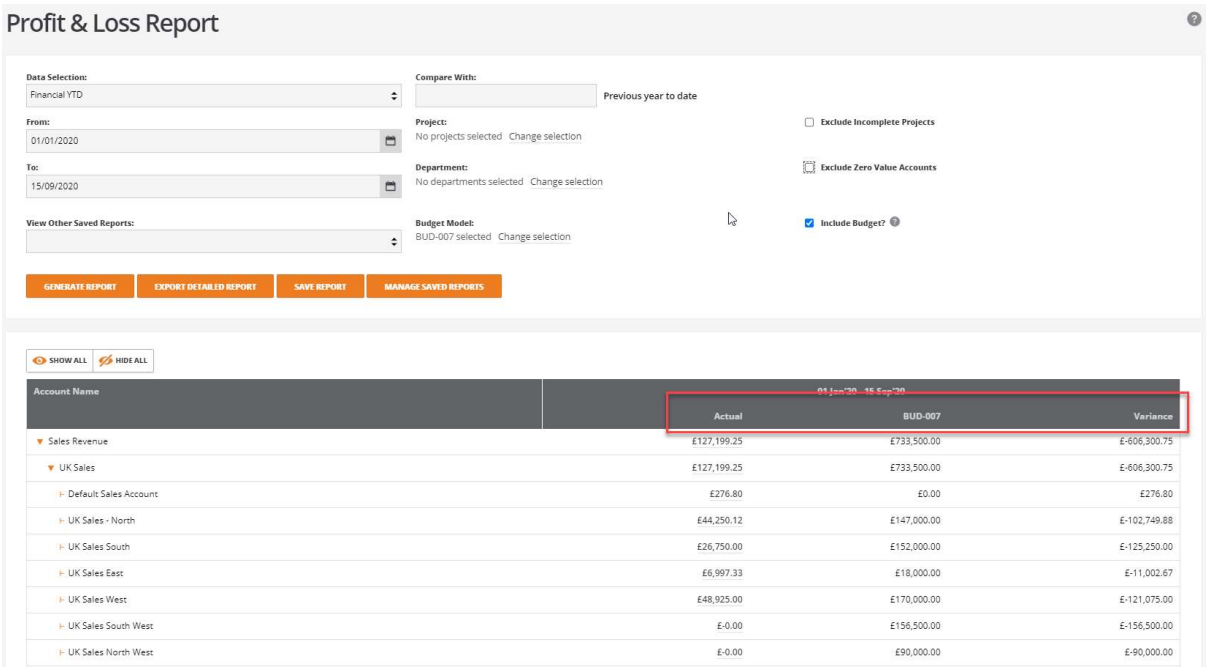
Selecting any other data selection than these will result in the ‘Include Budget’ option being disabled:



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

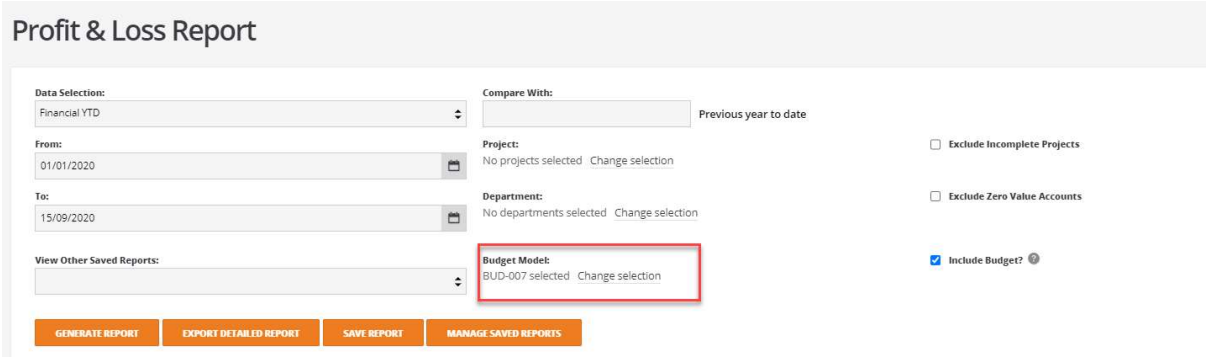


The report will show the actuals, budget and variance values for the selected data:



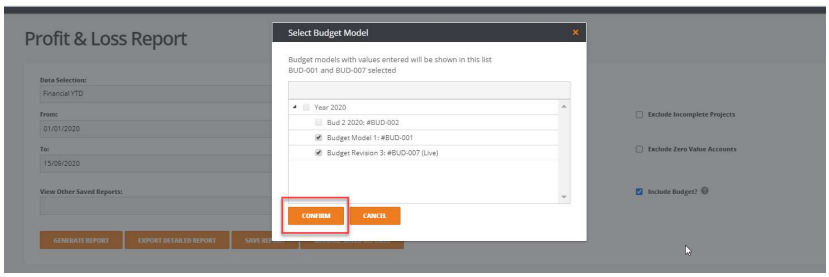
Note: There does not have to be a 'Live 'Budget to be able to report actual, budget and variance.

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



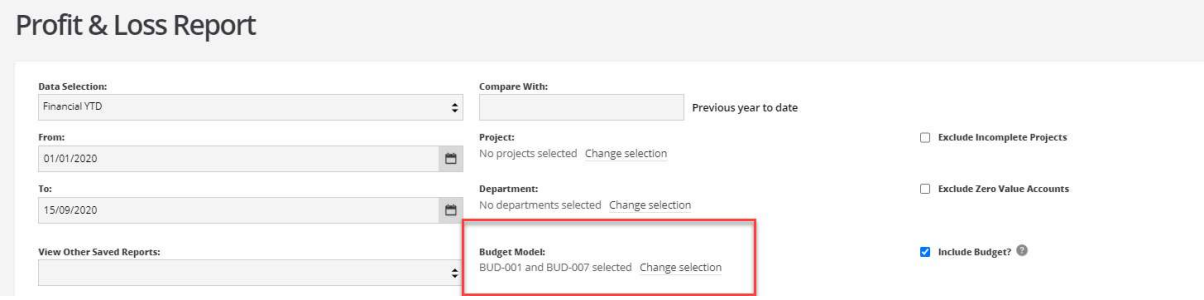
This will then show any budget models that have been created for the selected financial year.

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



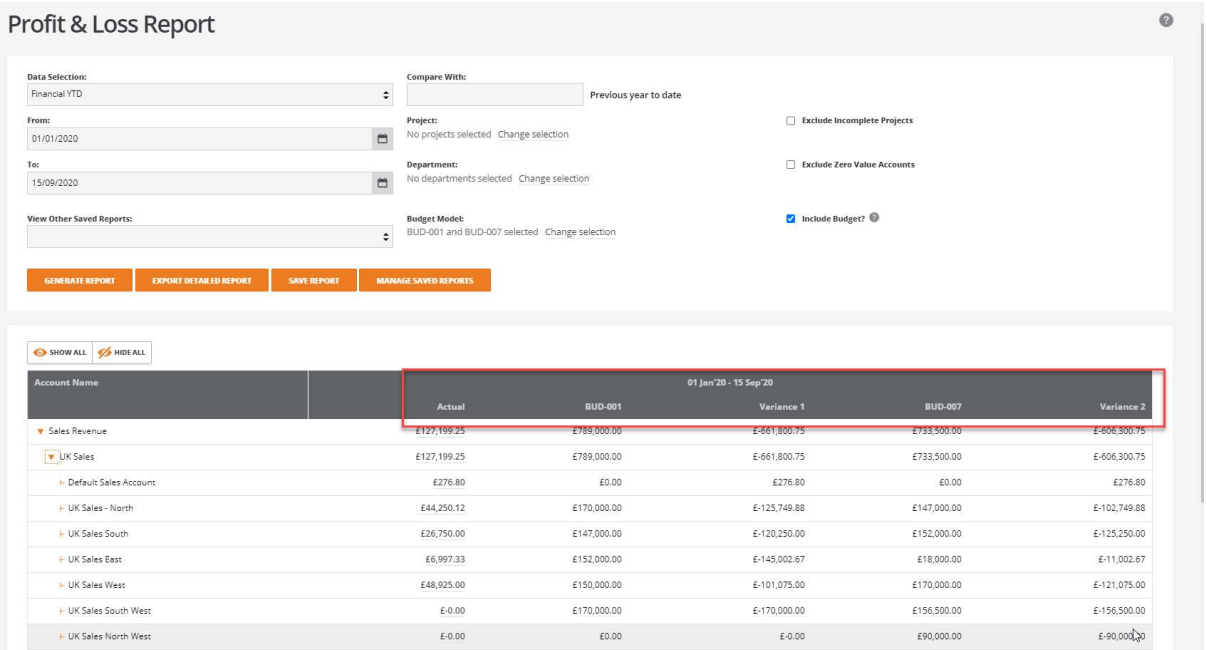
Note: The 'Live' budget will show with (Live) after the budget code.

The report selection screen will show the budgets selected:

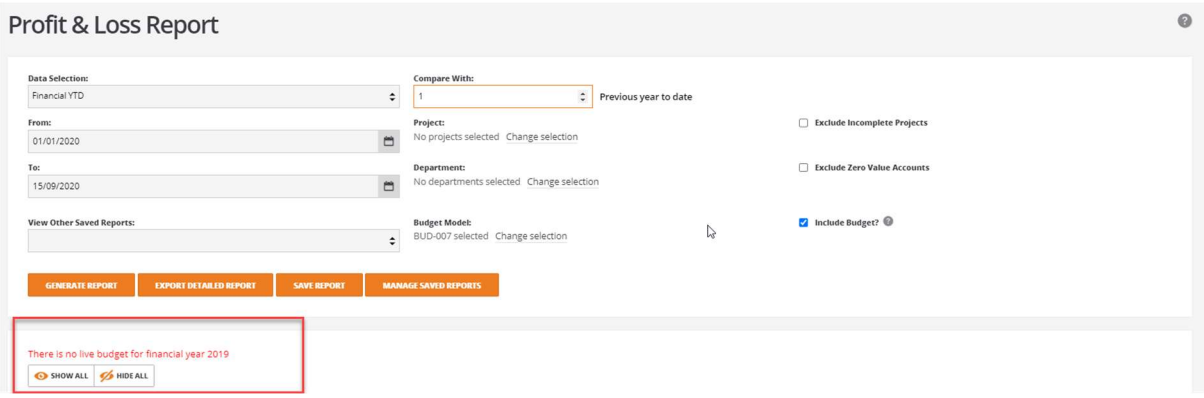


Click on ‘GENERATE REPORT’

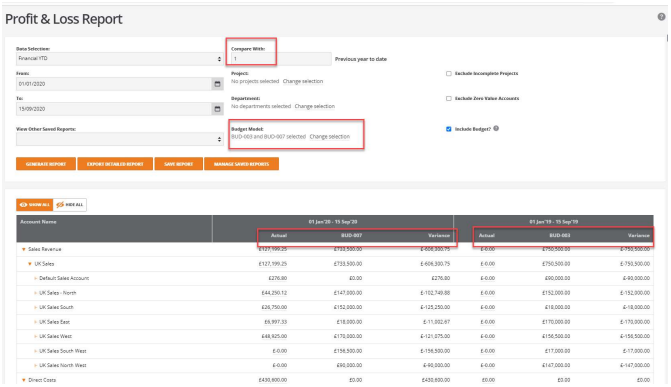
The report will show the selected budgets along with the actuals and the variances:



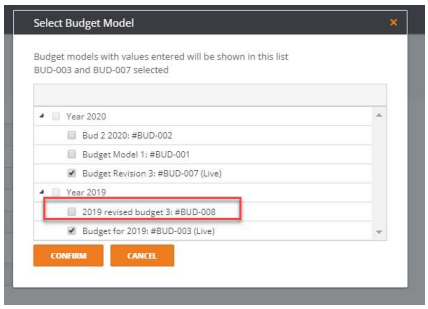
If comparing financial years and there is no ‘Live’ Budget to report against a message will show:



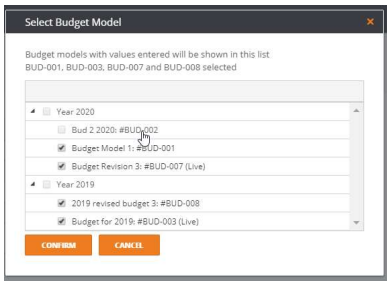
If ‘Compare With’ is selected then previous years/periods can be selected to compare to the current year/period:



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:

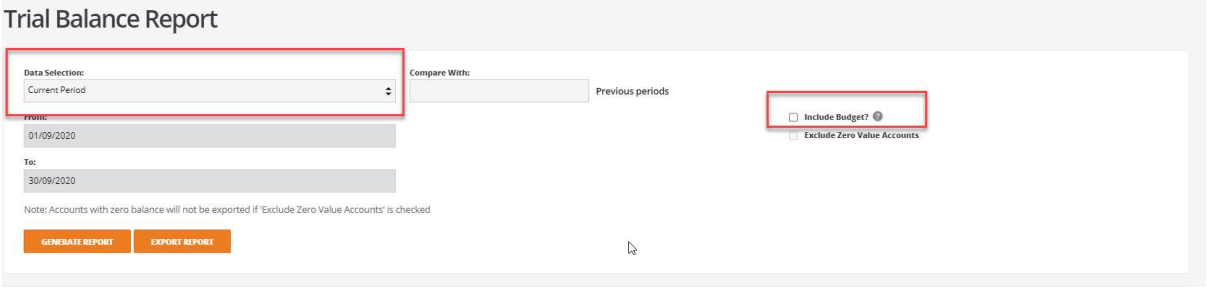


The report can be exported by selecting the ‘EXPORT DETAILED REPORT’ button on the screen:

Summary Account	Account Name	Account Code	Summary Total		01 Jan'20 - 15 Sep'20			01 Jan'19 - 15 Sep'19	
				Actual	BUD-007	Variance	Actual	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	UKSS001		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	MSTKADJ		0	0	0	0	0	0

Trial Balance

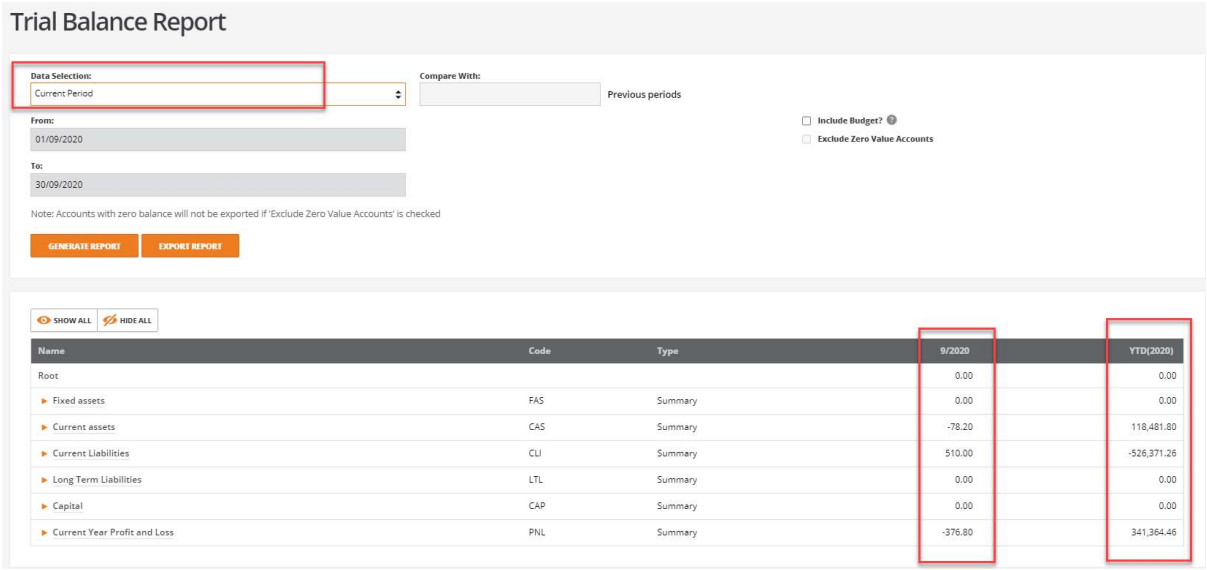
The ‘Trial Balance’ report has been changed to allow for budgets to be reported:



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

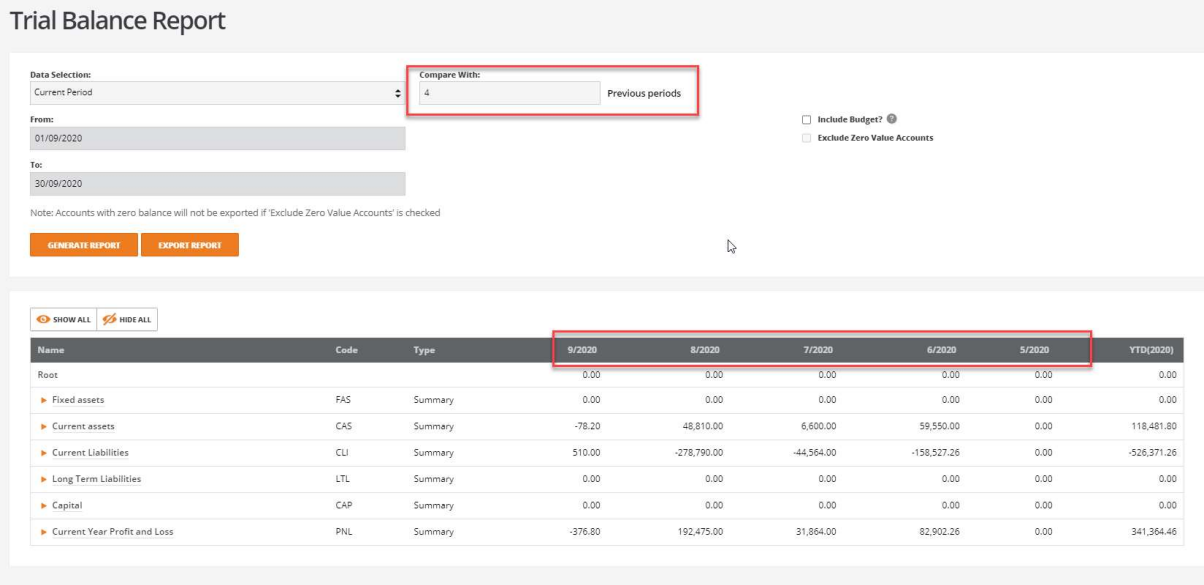
Note: Select ‘Specific date’ and the report will run as the original Trial Balance.

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



Name	Code	Type	9/2020	YTD(2020)
Root			0.00	0.00
▸ Fixed assets	FAS	Summary	0.00	0.00
▸ Current assets	CAS	Summary	-78.20	118,481.80
▸ Current Liabilities	CLI	Summary	510.00	-526,371.26
▸ Long Term Liabilities	LTL	Summary	0.00	0.00
▸ Capital	CAP	Summary	0.00	0.00
▸ Current Year Profit and Loss	PNL	Summary	-376.80	341,364.46

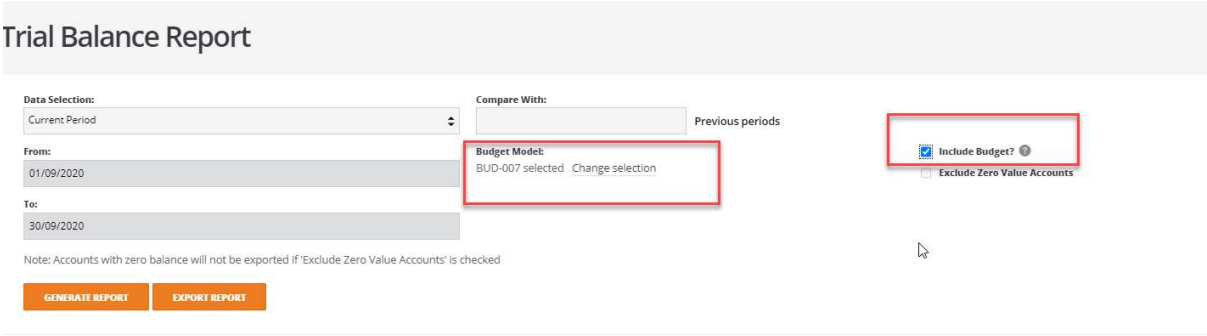
There is an option to compare with previous periods (as per the Profit & Loss report):



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

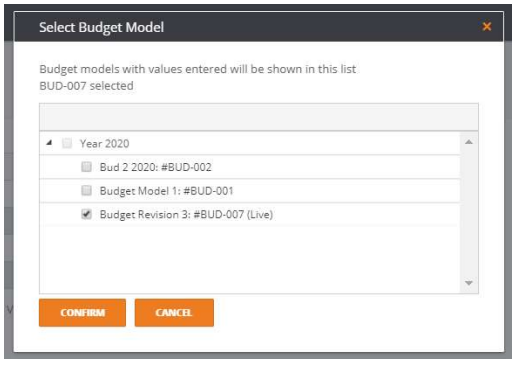
Note: A maximum up to 99 periods can be compared.

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



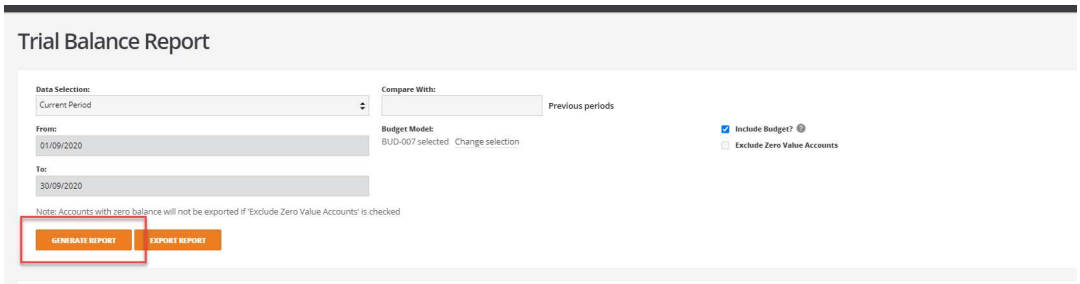
Note: This is only enabled for 'Current Period' and 'Specific Period'.

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

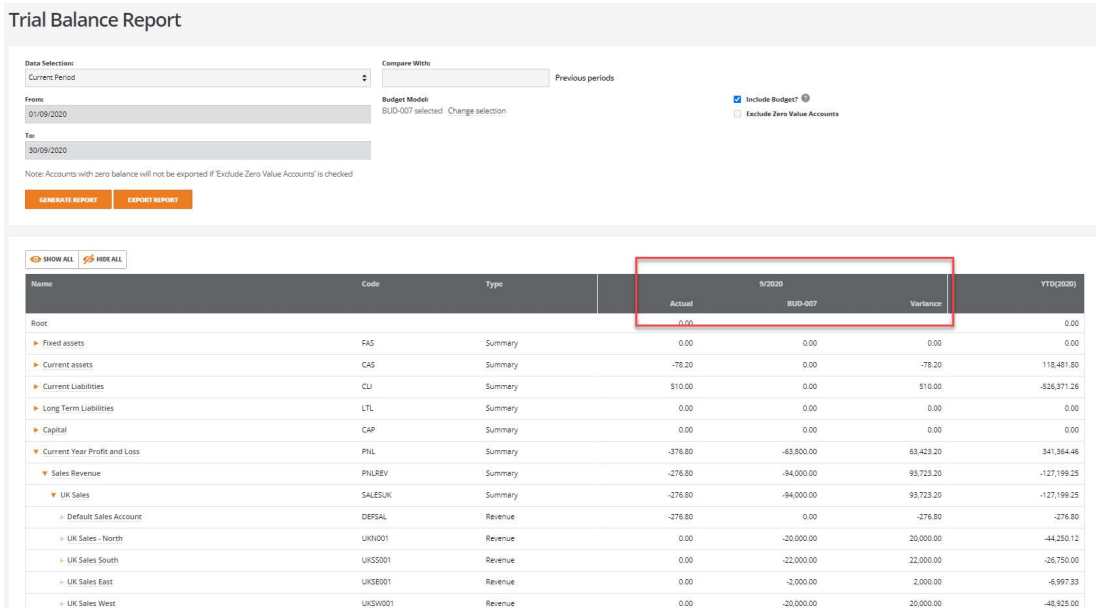


Click on ‘CONFIRM’ to select the required budget.

Click on ‘GENERATE REPORT’ to create the report with the budget:

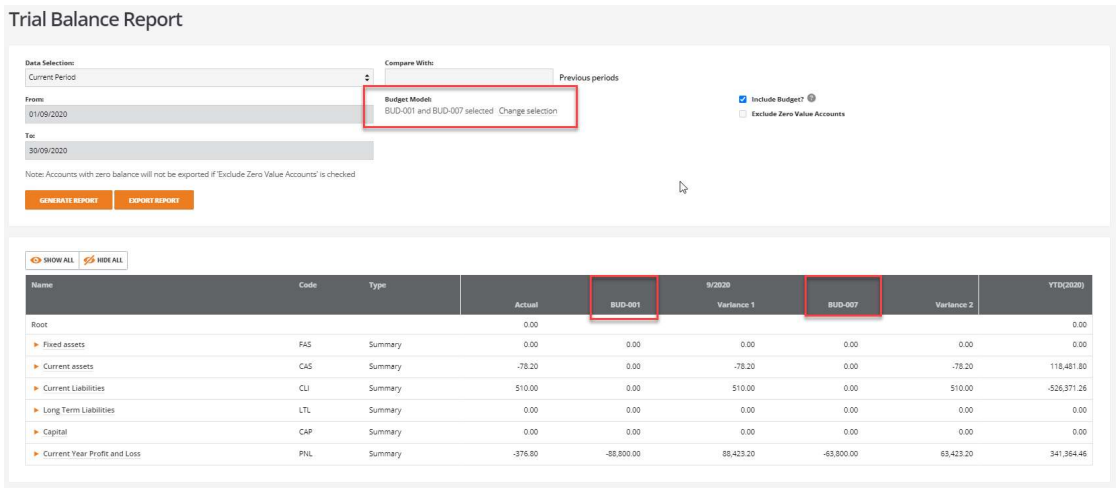


The report will then show the information based on the parameters provided:



Name	Code	Type	9/2020 Actual	9/2020 BUD-007	9/2020 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	CLI	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	PNLREV	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:



Name	Code	Type	9/2020 Actual	9/2020 BUD-001	9/2020 Variance 1	9/2020 BUD-007	9/2020 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	CLI	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
    - Brought Forward P&L
    - Tax Loss C/fwd.
    - Tax Loss Offset
    - Opening Balance
    - Bank Suspense
    - Overhead Suspense
    - Contra Suspense
    - Multi Line Journal Suspense
    - Labour Recharged Out
    - Labour Recharged In
    - OHDIN -Overhead Allocated In
    - 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'.