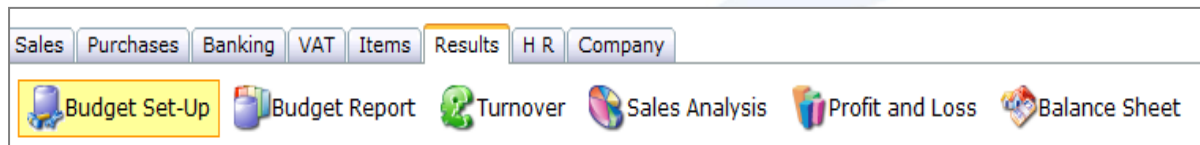


Budgeting

You can set up a budget for each nominal code. You can then examine the budgets for each nominal and relate it to the current expenditure. You must set up a budget in the [Budget set-up](#) section to begin with.

Budget set up

Press the [Results](#) tab then the [Budget set-up](#) button.



Select the [Year](#).

Year	Department	Group												
31/12/2010		General Overheads	Submit											

Code	Description	Type	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10
0	Suspense Account													
ACC01	Accountancy Fees													
AD01	Advertising													
AUD01	Audit													

Choose the [Group](#) that you want to select the budget for and press [Submit](#). This will bring up a list of the nominal codes in that particular group, including any customised ones. This example is using the General Overheads group.

Year	Department	Group												
31/12/2010		General Overheads	Submit											

Code	Description	Type	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10
0	Suspense Account	Overheads										
ACC01	Accountancy Fees	Fixed Assets										
AD01	Advertising	Current Assets										
AUD01	Audit	Current Liabilities										
BC01	Bank Charges	Shareholders Funds										
BD01	Bad Debt Write Off											
B101	Bank Interest Paid											
CA01	Carriage											
DA01	Discounts Allowed											
DEP01	Depreciation											
DI01	Discounts Account											
DR01	Directors Rem/Management Charges											
DT01	Discounts Taken											
EH01	Equipment Hire											
ELE01	Electricity											
ENT01	U.K. Entertainment											
ENT02	Overseas Entertainment											
EXP01	Expenses											
FIN01	Finance/Bank Charges Etc											
GAS01	Gas											

Each row is for a different nominal code. Each column is set for a different monthly date. Simply put in the monthly budget for each nominal code you wish to use.

Code	Description	Type	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10
0	Suspense Account													
ACC01	Accountancy Fees													
AD01	Advertising		100	150	100	100	0	0	200	200	100	100	200	150
AUD01	Audit													
BC01	Bank Charges													
BD01	Bad Debt Write Off													

Press **Update** at the bottom of the list to save your changes.

RI01	Rent Income													
RR01	Repairs And Renewals													
SAL01	Salaries And Wages													
SAL02	Employers N.I.													
SAL03	Employers Pensions													
SU01	Sundry Expenses													
TEL01	Telephone													
TR01	Travelling													

Update

Budget Report

To get to **Budget Report**, press the **Results** tab then the **Budget Report** button.

Sales	Purchases	Banking	VAT	Items	Results	H R	Company
Budget Set-Up	Budget Report	Turnover	Sales Analysis	Profit and Loss	Balance Sheet		

Select the **Year ended**, then the **Periods from** and **To** of the budget you want to examine.

LDF Catering Supplies Limited

Budget report - year ended period from to Costing

This will bring up the budget report. Only the nominal codes with a budget assigned to them will be displayed.

The **Net Loss**= total **Sales** – total **Cost of Sales** – total **General Overheads**.

A negative figure indicates a profit; a positive figure a loss.

Budget report - year ended period from to Costing

Group	Code	Description	Curr actual	Curr budget	Curr variance	To date actual	To date budget	To date variance
1	BANK03	expenses bank		50.00	-50.00	29.79	150.00	-120.21
1	MUSH01	mushy peas		400.00	-400.00		800.00	-800.00
1	SA01	Sales	-865.42	2,000.00	-2,865.42	-4,148.02	4,000.00	-8,148.02
1	SA02	sales of pies	-10.00	200.00	-210.00	-40.00	400.00	-440.00
		Sales	-875.42	2,650.00	-3,525.42	-4,158.23	5,350.00	-9,508.23
2	PUR01	Purchases	120.00	3,000.00	-2,880.00	629.70	5,500.00	-4,870.30
		Cost Of Sales	120.00	3,000.00	-2,880.00	629.70	5,500.00	-4,870.30
		Gross profit	755.42	-5,650.00	6,405.42	3,528.53	-10,850.00	14,378.53
		Percentage	86.29	213.21	181.69	84.86	202.80	151.22
3	ACC01	Accountancy Fees		200.00	-200.00		400.00	-400.00
3	ADD1	Advertising		100.00	-100.00		200.00	-200.00
3	BC01	Bank Charges			0.00	85.11		85.11
3	BI01	Bank Interest Paid			0.00	-42.55		-42.55
3	EH01	Equipment Hire	6,780.00	700.00	6,080.00	6,780.00	1,400.00	5,380.00
3	EXP01	Expenses		150.00	-150.00		200.00	-200.00
3	INS01	Insurance	1,400.00	270.00	1,130.00	1,400.00	540.00	860.00
3	LEG01	Legal Fees	2,000.00		2,000.00	2,000.00		2,000.00
3	MR06	Motor Leasing		250.00	-250.00		500.00	-500.00
3	PS01	Postage And Stationary		25.00	-25.00		50.00	-50.00
3	SAL01	Salaries And Wages	1,000.00		1,000.00	2,000.00		2,000.00
		General Overheads	11,180.00	1,695.00	9,485.00	12,222.56	3,290.00	8,932.56
		NET LOSS	10,424.58	7,345.00	3,079.58	8,694.03	14,140.00	-5,445.97

Notes:

Group- This is the group that the nominal codes belong to. For example, 1 is for Sales.

Code- This is the nominal code.

Description- This is the description of the nominal code.

Current actual- This is the amount spent or received for the period selected in the **To** box.

Current Budget- This is the set budget for the selected period in the **To** box

Current Variance- This is the difference between the set budget and the amount spent or received for the chosen period in the **To** box.

To date Actual- This is the total amount spent or received for the periods selected in the **Period from** and **To** boxes.

To date budget- This is the total amount budgeted for in the periods selected in the **Period from** and **To** boxes.

To date Variance- This is the total difference between the set budget and the amount spent or received in the chosen periods.