

SAGE BUSINESS CLOUD ACCOUNTING

BUDGET - USER MANUAL

www.pwholdings.lk

+94 777 885 883

info@pwholdings.lk

Table of Contents

Budgets.....	3
Create your budget based on historical data	4
Create your budget manually	5
The Budget Report.....	7

Budgets

Accounting allows you to create your financial budgets.

Follow these steps to create a budget for your company:

Click on the Company...Budgets...Add a budget option.

The following screen will be displayed:

Create a Budget

Create a company budget to track your performance

1 Create your Budget **2** Quick Budget Setup

Budget Details and Options

Enter the name of your budget:

Is your budget for this year or next year?

Create your budget based on historical data
Create your budget using historical data from Sage One.

Create Your Budget Manually
Manually enter budget amounts for each account that you want to track.

Next

Enter the name of your budget in the available field.

Select whether your budget will be for the current year or for the next year.

You have the option to create your budget using historical data from Accounting or you can enter your budget amounts for each account manually.

Click on the Next button.

Create your budget based on historical data

Create a Budget

Create a company budget to track your performance

1 Create your Budget
2 Quick Budget Setup

Select Historical Data and Adjust Values

Choose the historical data to use:

Base Cost of Sales on:

Cost of Sales can either be calculated based on Sales or Purchases. When creating your budget, Accounting will create the Cost of Sales budget value based on this selection.

Use your This Year actuals and adjust and round the values: by % and round to the nearest

Use your This Year actuals and round the values to the nearest:

Choose the historical data to use current year or the previous year data.

Select the historical data Cost of Sales to be based on Purchases or Sales.

You can use your previous year actuals and adjust and round the values to increase or decrease and you can set it by percentage and round it to the nearest value or you can use your previous year actuals and round the values to the nearest value.

Click on the Create Budget button.

Budget

Select Budget: [Rename this budget](#)

Budget For: March 2016 to February 2017

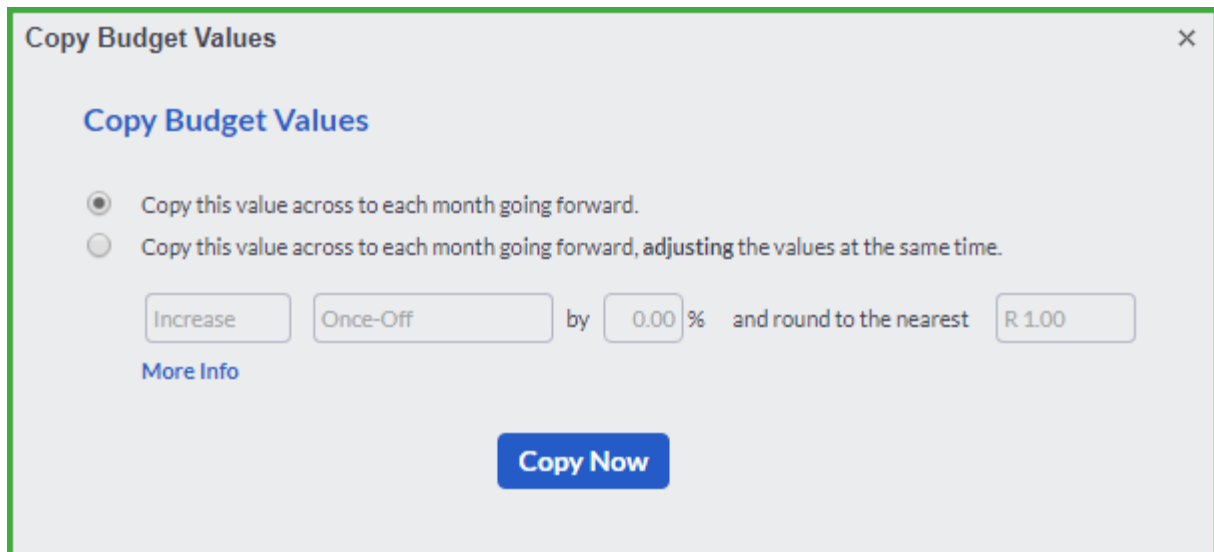
	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	Total
Sales													
Sales	132,200	1,462,966	1,284,653	188,130	486,656	431,083	681,700	1,143,992	1,184,086	215,146	1,186,850	539,850	8937312
Consulting Revenue													
Sales Account	472,500	518,625	1,104,000	1,154,000	470,850	955,550	893,250	859,500	729,000	504,000	759,000	541,500	8961775
Total Sales	604700	1981591	2388653	1342130	957506	1386633	1574950	2003492	1913086	719146	1945850	1081350	17899087
Cost of Sales													
<small>Cost of Sales can either be calculated based on Sales or Purchases on your Profit and Loss Report. When creating your budget, only input budget values based on how you calculate your cost of sales, otherwise your budget Gross Profit and Net Profit will be incorrect.</small>													
<small>Enter your budget value for Cost of Sales/Purchases if you run your Profit and Loss Report with Cost of Sales based on Sales</small>													

Create your budget manually

Enter all the amounts of all the system accounts.

If not all the system accounts are available that you need to enter amounts for, you need to create new accounts.

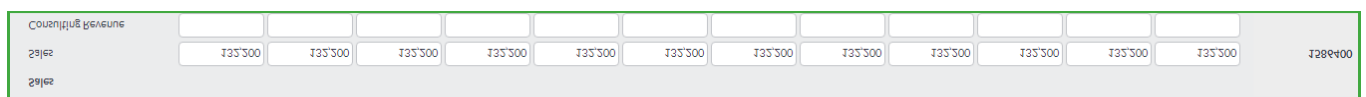
Click on the Copy button (📄) – This button copies the budget values for this account).
The following screen will be displayed:



You have the option to copy the same values in the upcoming months, or you can copy this value across to each month going forward, adjusting the values at the same time.

Click on the Copy Now button.

The following screen will be displayed:



Consulting revenue													
Sales	735'500	735'500	735'500	735'500	735'500	735'500	735'500	735'500	735'500	735'500	735'500	735'500	7289'400
Sales													

If you click on the blue Copy button (📄) – This button copies the budget values for all accounts), the following screen will be displayed:

Copy Budget Values For All Accounts ×

Copy Budget Values For All Accounts

Copy this value across to each month going forward.

Copy this value across to each month going forward, adjusting the values at the same time.

by % and round to the nearest

[More Info](#)

Copy Now

You have the option to copy the value entered to each month going forward, or you can copy this value across to each month going forward, adjusting the values at the same time.

Click on the Copy Now button.

Once you completed entering the budget amounts, you can save the budget by clicking on the Save button.

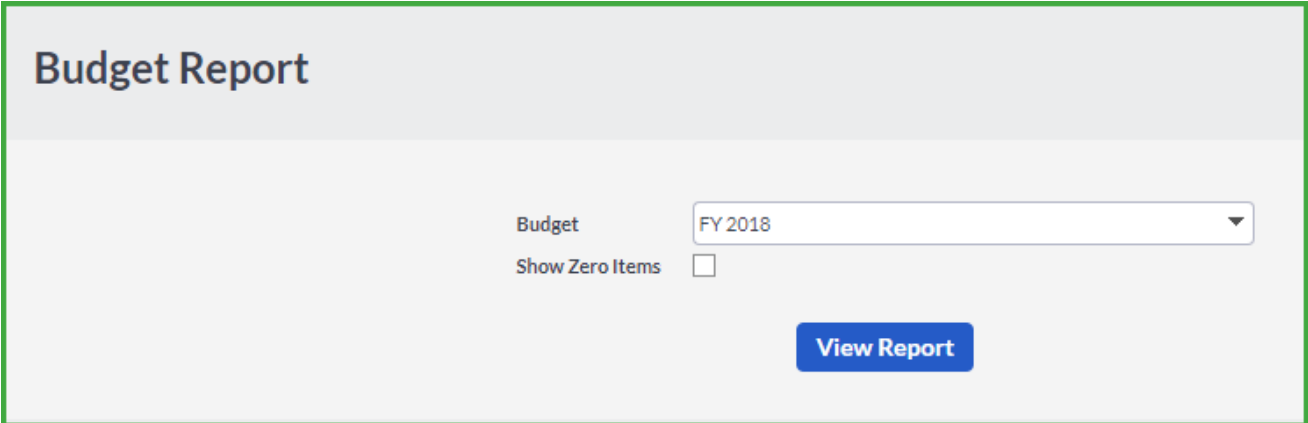
The Budget Report

Once you have created and saved your budget, you can print or export your report to submit it to the banks or financial institutions.

Follow these steps to view your budget report:

Click on the Company...Budgets...Budget Report option.

The following screen will be displayed:

A screenshot of a web application interface titled "Budget Report". The interface has a light gray background. At the top left, the title "Budget Report" is displayed in a bold, dark font. Below the title, there are two input fields. The first is a dropdown menu labeled "Budget" with "FY 2018" selected. The second is a checkbox labeled "Show Zero Items" which is currently unchecked. Below these fields is a blue button with the text "View Report" in white.

Select your budget from the Budget drop down menu.

Check the Show Zero Items check box if you want to see zero values.

Click on the View Report button.

The following screen will be displayed:

Budget Report

SuperCycle Wholesales

Budget For: FY 2018 from March 2016 to February 2017

Show Report Options



	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
Sales													
Sales	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	13,390,000	160,680,000
Sales Account	472,500	472,500	472,500	472,500	472,500	472,500	472,500	472,500	472,500	472,500	472,500	472,500	5,670,000
Total for Sales	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	13,862,500	166,350,000
Cost Of Sales													
Purchases	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	8,609,150	103,309,800
Purchases Account	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	38,520,000
Total for Cost Of Sales	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	11,819,150	141,829,800
Gross Profit	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	24,520,200
Other Income													
Total for Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Expenses													
Total for Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Profit/Loss Before Tax	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	24,520,200
Income Tax Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Profit/Loss After Tax	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	2,043,350	24,520,200

[Export to Excel](#) | [Export to PDF](#) | [Print This Page](#) | [Export to CSV](#) | [Email This Page](#)

You can either export this report to Excel or you can print the report.