

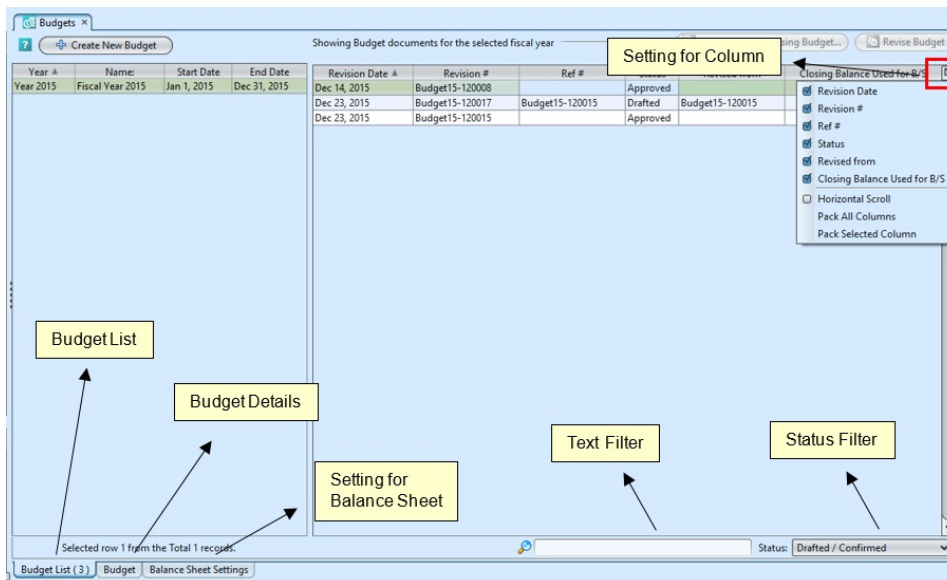
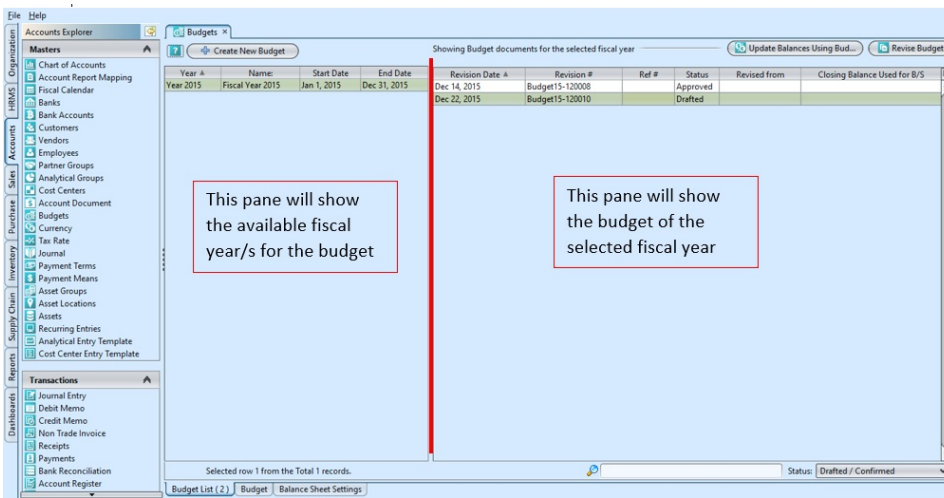


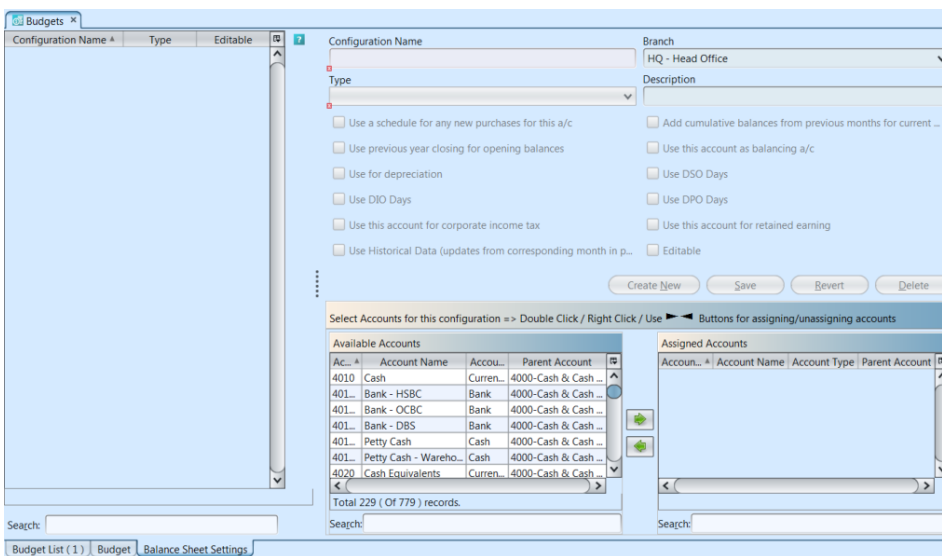
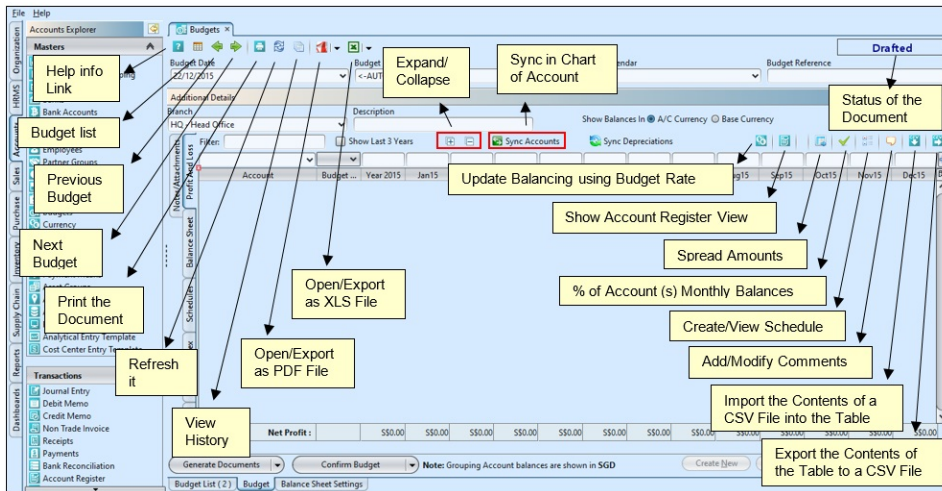
# Budgets

The company Budgets both for the fiscal year and for the open to buy can be set up and monitored using the budget application. Below actions are available under **"Budgets"**:

 Create new budget, revise, update, delete, view and search for details.

 Balance Sheet Settings: Create settings for accounts' balance sheet and assign accounts, update, delete.



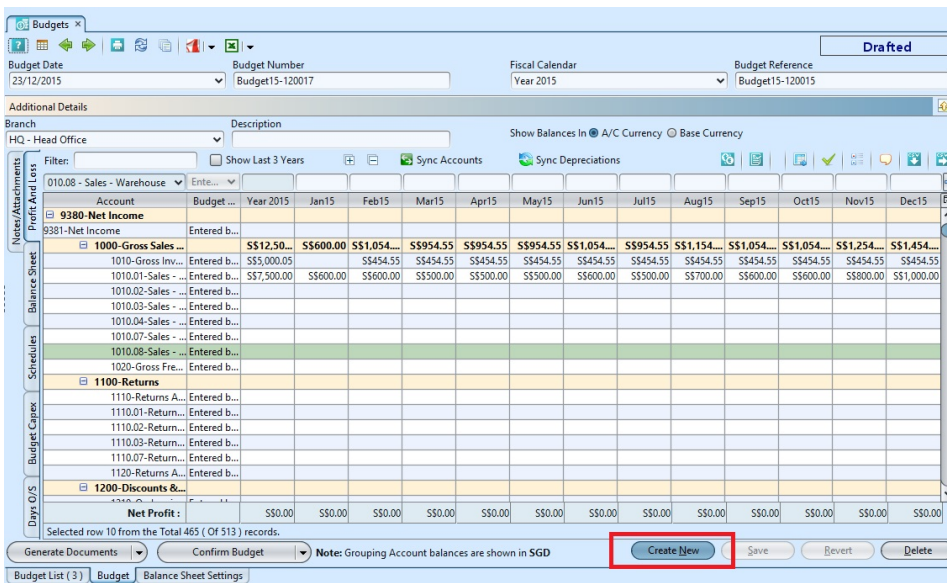
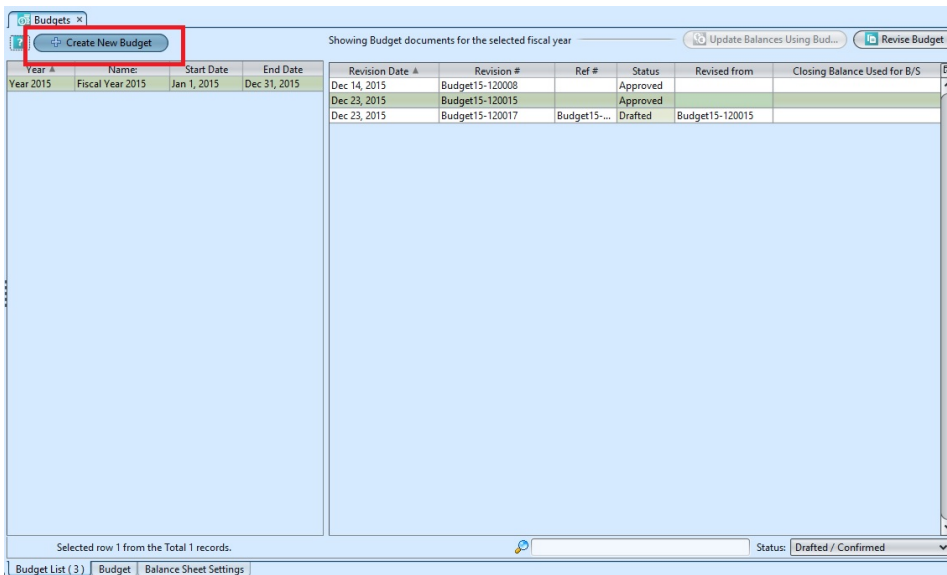


Field Name	Description	Mandatory Information
Budget Date	The budget creation date	Y
Budget Number	Document's number	Y
Fiscal Calendar	A fiscal year is an accounting period of 365(6) days that does not necessarily correspond to the calendar year beginning on January 1st. The fiscal year is the established period of time when an organization's annual financial records commence and conclude.	Y
Budget Reference		N
Branch	Select the company's branch	N
Description	Description	N
Filter		N
Account	Account code and name	Y

Balance Sheet Setting – Configuration Name	Configuration name of the budget's balance sheet settings	Y
Balance Sheet Setting – Branch	Which branch use this configuration settings	Y
Balance Sheet Setting – Type	Type of the configuration settings	Y
Balance Sheet Setting –Description	Self-explanatory	N

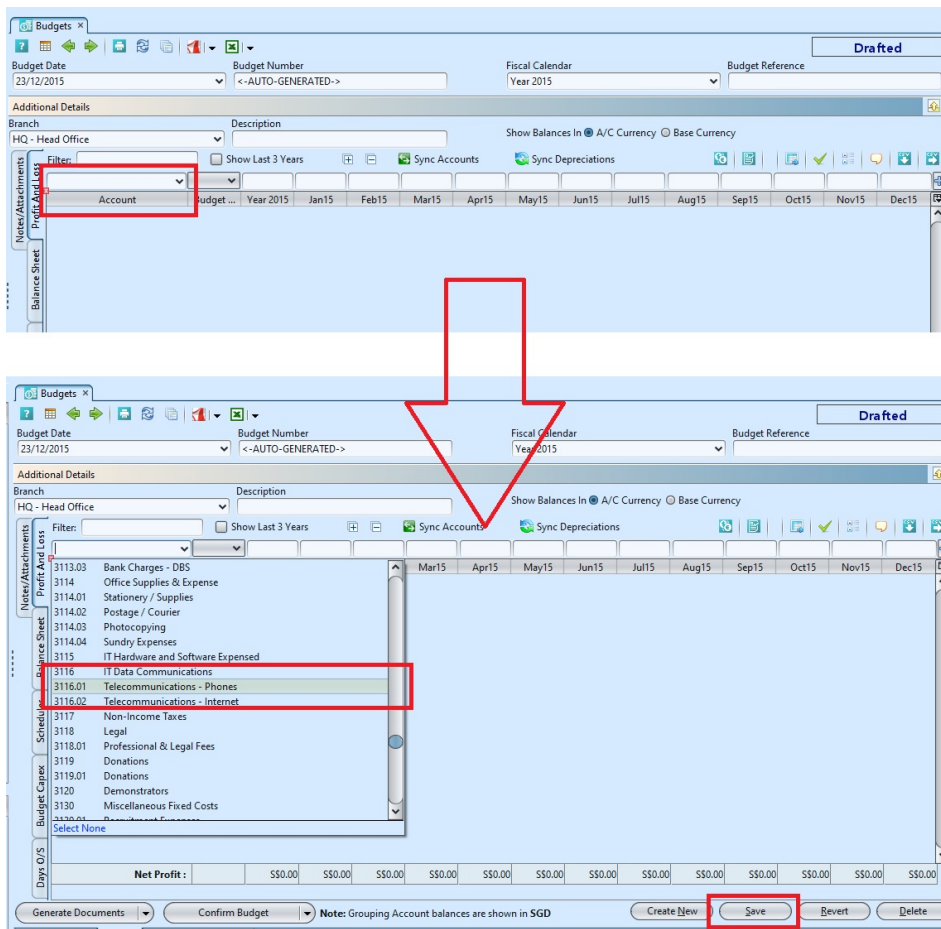
## Create New Budget

1. Click **“Create New Budget”** button at the top left side of screen of **“Budget List”** tab, or Click **“Create New”** button at the bottom of screen of **“Budget”** tab



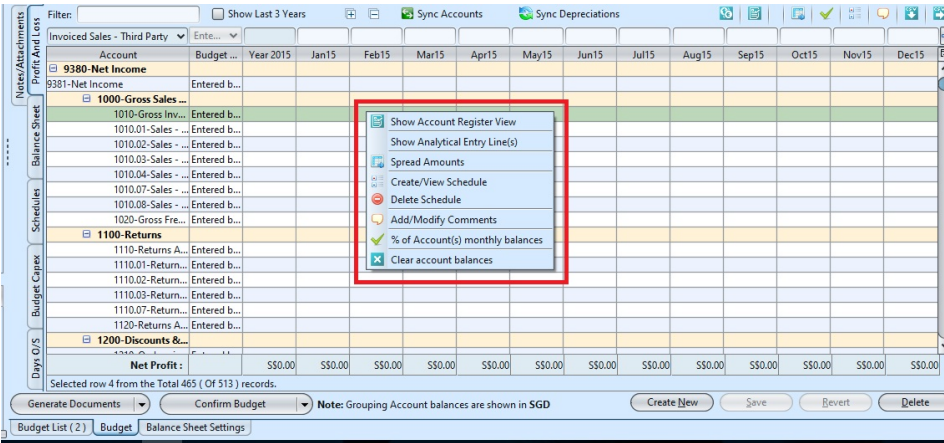
2. Select a fiscal calendar from the drop-down list

on top of the screen, then click **“Save”** button. It will fill up the account tables in **“Profit And Loss”** and **“Balance Sheet”** tabs

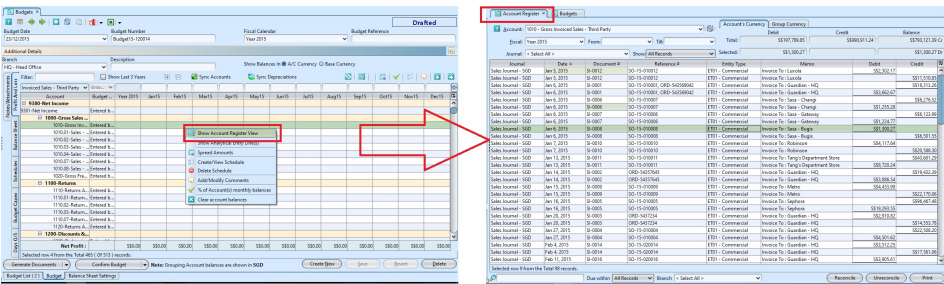


3. Fill up budget's information on the different tabs where applicable: **“Profit And Loss”**, **“Balance Sheet”**, **“Schedules”**, **“Budget Capex”**, **“Days O/S”**, and **“Notes/Attachments”**

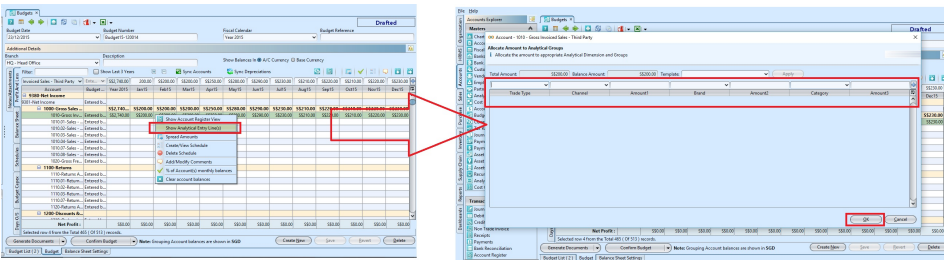
\*User may select the features by right click or click the icons on the selected account at **“Profit and Loss”** and **“Balance Sheet”** tab



### 3.1 Show Account Register View

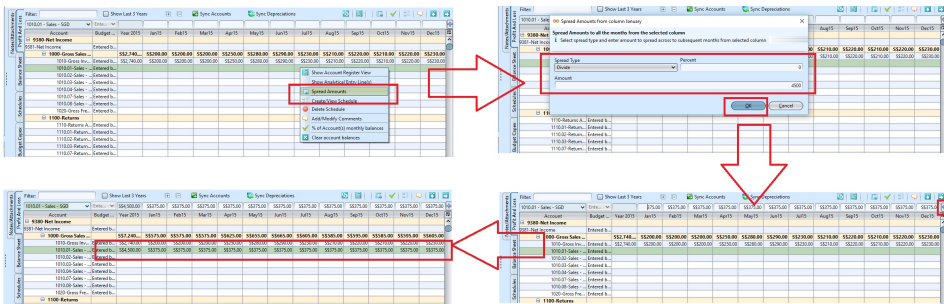


### 3.2 Show Analytical Entry Line(s)



\* The amount need to enter before allocate amount to Analytical Groups.

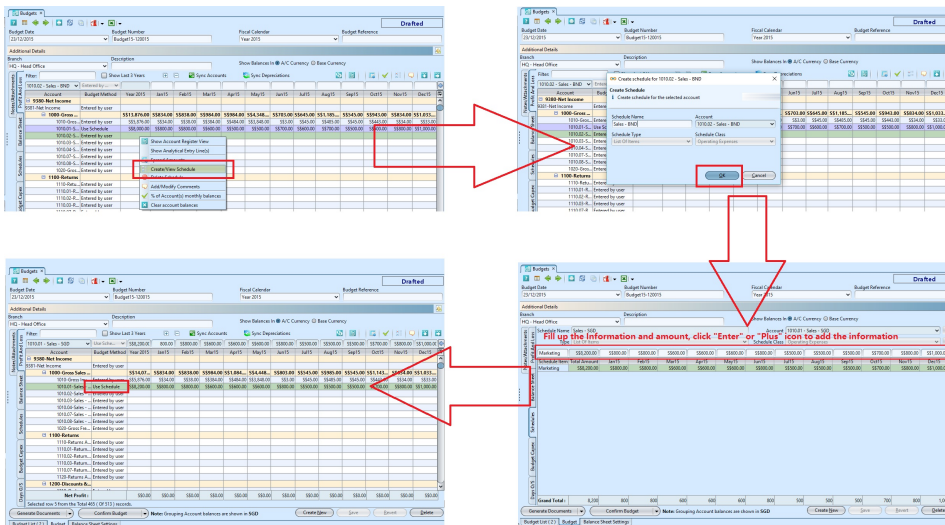
### 3.3 Spread Amounts



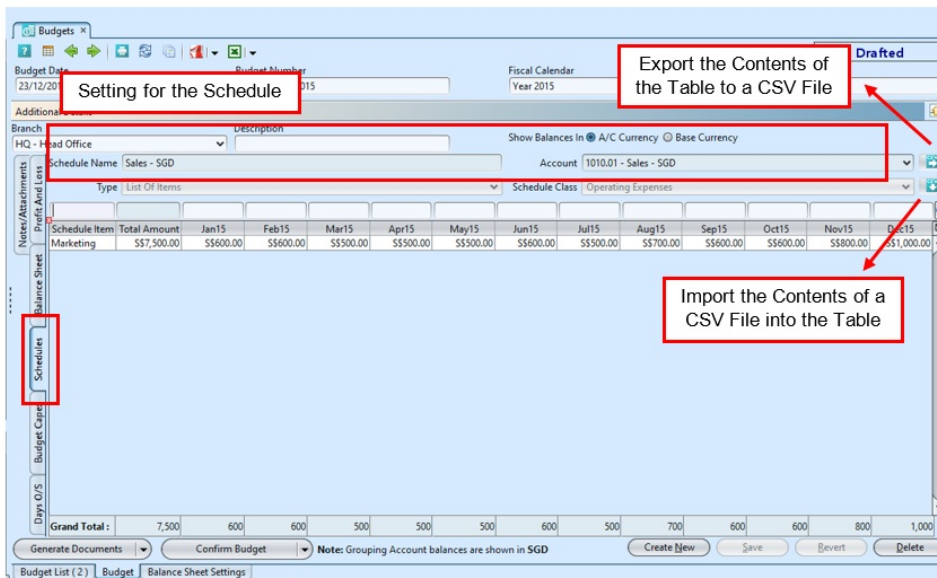
### 3.4 Create / View Schedule

Schedules can be used to further classify account allocation to multiple sub items. These may be any miscellaneous items which are not in

the chart of accounts. Example: Rental break down, Fees, Promotion, Other expenses etc

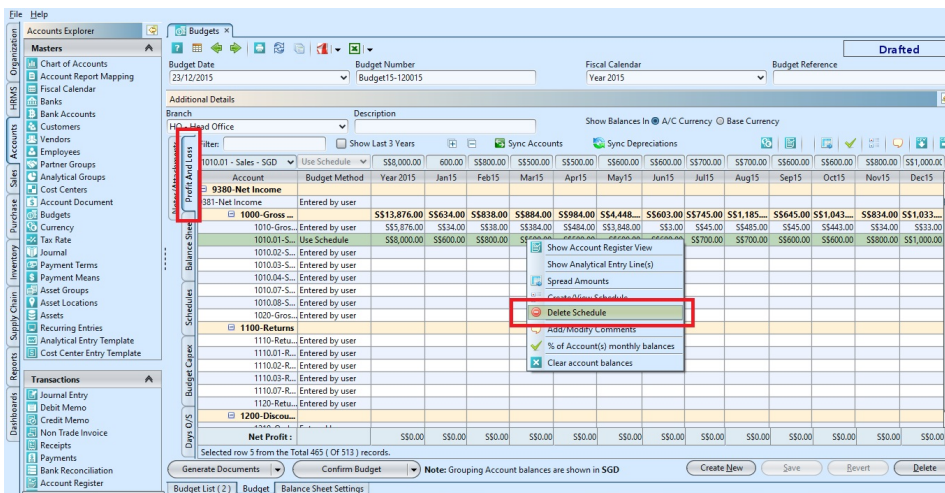


\*Additional information for the "Schedule" tab



### 3.5 Delete Schedule

1. The schedule is deleted from "Profit and Loss" or "Balance Sheet" tab not from "Schedule".



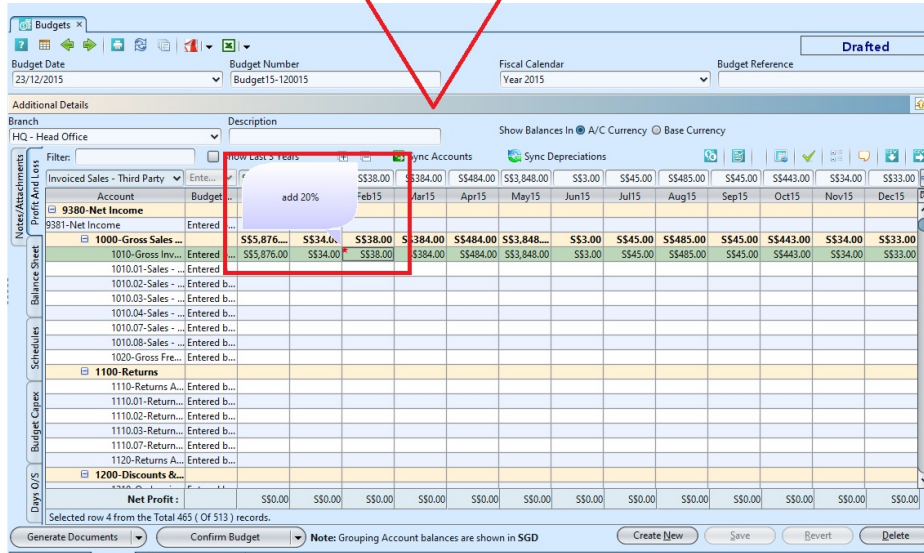
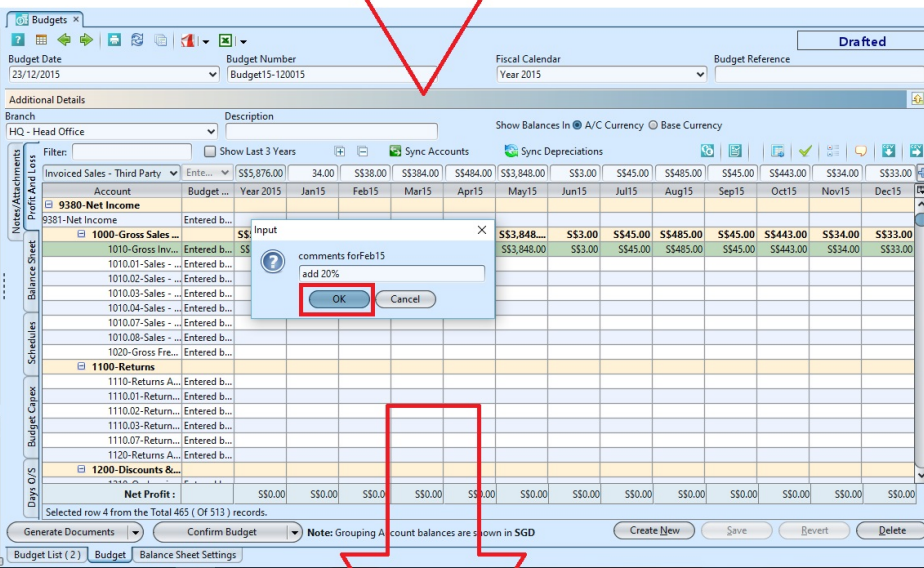
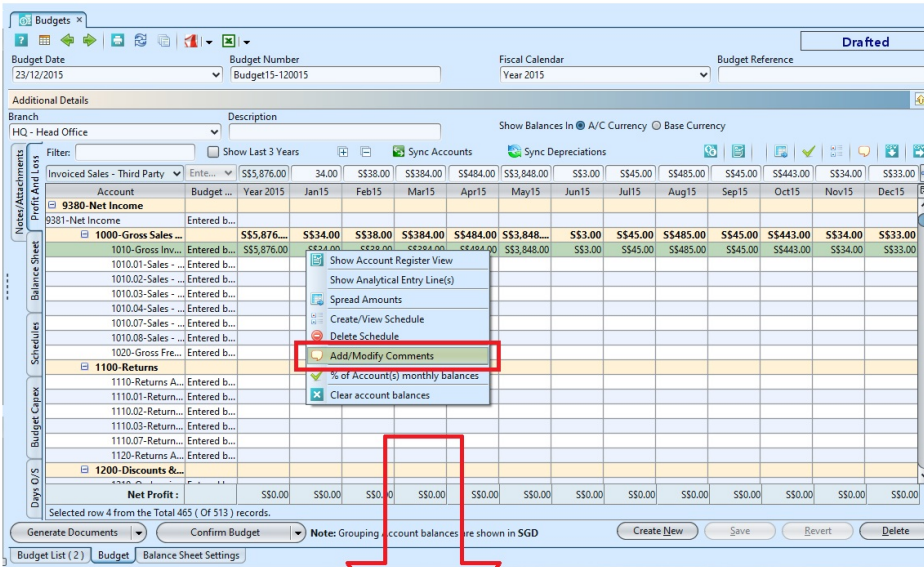
2. After delete the schedule, the budget method will

change back to **“Enter by user”** instead of **“Use Schedule”**

The screenshot shows a budgeting application window titled 'Budgets'. The interface includes a top navigation bar with a 'Drafted' status, a 'Budget Date' of 23/12/2015, a 'Budget Number' of Budget15-120015, and a 'Fiscal Calendar' of Year 2015. Below this is an 'Additional Details' section with a 'Branch' dropdown set to 'HQ - Head Office'. The main area is a grid with columns for months from Jan15 to Dec15 and rows for various accounts. A red box highlights the row for '1010.01-Sales' and the 'Entered b...' column header. A red arrow points to the 'Entered b...' header. The 'Net Profit' row at the bottom shows zero values for all months.

Account	Budget ...	Year 2015	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
9380-Net Income	Entered b...													
9381-Net Income	Entered b...													
1000-Gross Sales	Entered b...	\$55,876.00	\$534.00	\$538.00	\$5384.00	\$5484.00	\$53,848.00	\$53.00	\$545.00	\$5485.00	\$545.00	\$5443.00	\$534.00	\$533.00
1010-Gross Inv...	Entered b...													
1010.01-Sales	Entered b...													
1010.02-Sales	Entered b...													
1010.03-Sales	Entered b...													
1010.04-Sales	Entered b...													
1010.07-Sales	Entered b...													
1010.08-Sales	Entered b...													
1020-Gross Pre...	Entered b...													
1100>Returns														
1110>Returns A...	Entered b...													
1110.01-Return...	Entered b...													
1110.02-Return...	Entered b...													
1110.03-Return...	Entered b...													
1110.07-Return...	Entered b...													
1120>Returns A...	Entered b...													
1200-Discounts &...														
Net Profit :		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

### 3.6 Add / Modify Comments



\*If comments are entered, the columns will be rendered with a " **Star** " and upon clicking the cell, a pop with the comment is shown.

### 3.7 Percentage(%) of Account(s) Monthly Balances

This feature allows to derive balances for an



account using a percentage of selected account balances

(a) From existing budget or previous budgets

(b) From Actual data for selected fiscal calendar

Budgets x

Budget Date: 23/12/2015 | Budget Number: Budget15-120015 | Fiscal Calendar: Year 2015 | Budget Reference: Drafted

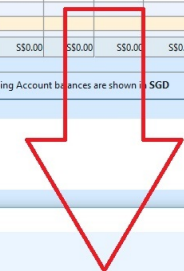
Additional Details: Branch: HQ - Head Office | Description: | Show Balances In: A/C Currency | Base Currency

Filter: Show Last 3 Years | Sync Accounts | Sync Depreciations

Account	Budget Method	Year 2015	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
<b>9380-Net Income</b>														
9381-Net Income	Entered by user													
1000-Gross...	Entered by user	\$513,376.00	\$5634.00	\$5638.00	\$5884.00	\$5984.00	\$54,348...	\$5603.00	\$5545.00	\$51,185...	\$5645.00	\$51,043...	\$5834.00	\$51,033...
1010-Gross...	Entered by user	\$55,876.00	\$534.00	\$538.00	\$5384.00	\$5484.00	\$53,848.00	\$53.00	\$545.00	\$5485.00	\$545.00	\$5443.00	\$534.00	\$533.00
1010.02-S...	Entered by user	\$57,500.00	\$5600.00	\$5600.00	\$5500.00	\$5500.00	\$5500.00	\$5600.00	\$5500.00	\$5700.00	\$5600.00	\$5600.00	\$5800.00	\$51,000.00
1010.01-S...	Entered by user													
1010.03-S...	Entered by user													
1010.04-S...	Entered by user													
1010.07-S...	Entered by user													
1010.08-S...	Entered by user													
1020-Gros...	Entered by user													
<b>1100&gt;Returns</b>														
1110-Retu...	Entered by user													
1110.02-R...	Entered by user													
1110.03-R...	Entered by user													
1110.07-R...	Entered by user													
1120-Retu...	Entered by user													
<b>1200-Discou...</b>														
Net Profit :		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Selected row 6 from the Total 465 (Of 513) records.

Generate Documents | Confirm Budget | Note: Grouping Account balances are shown in SGD | Create New | Save | Revert | Delete



Allocate percentage of account balances

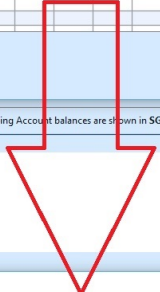
Allocate percentage of selected account balances

Budget: Budget15-120015 | Budget Type: Profit And Loss

Account	% Of	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
9380-Net Income													
9381-Net Income													
1000-Gross Sales - Third Party		34	38	384	484	3,848	3	45	485	45	443	34	33
1010-Gross Invoiced Sales - Third Party		600	600	500	500	500	600	500	700	600	600	800	1,000

**Select Budget or Current Year Actuals to Allocate the Percentage of Account Balances**

Generate Documents | Confirm Budget | Note: Grouping Account balances are shown in SGD | Create New | Save | Revert | Delete



Allocate percentage of account balances

Allocate percentage of selected account balances

Budget: Budget15-120015 | Budget Type: Profit And Loss

Account	% Of	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
9380-Net Income													
9381-Net Income													
1000-Gross Sales - Third Party		34	38	384	484	3,848	3	45	485	45	443	34	33
1010-Gross Invoiced Sales - Third Party		600	600	500	500	500	600	500	700	600	600	800	1,000

**Select Account to enter the %**

**Editable columns to enter the %**

**The account which was selected in budget entry will not be editable in this dialog**

**The columns from Jan to Dec are editable, if user is allow to change the numbers if require to recompute using different amounts. The changed of values ar used for computing only and doesn't affect the original record.**

Click Ok after changes

Generate Documents | Confirm Budget | Note: Grouping Account balances are shown in SGD | Create New | Save | Revert | Delete

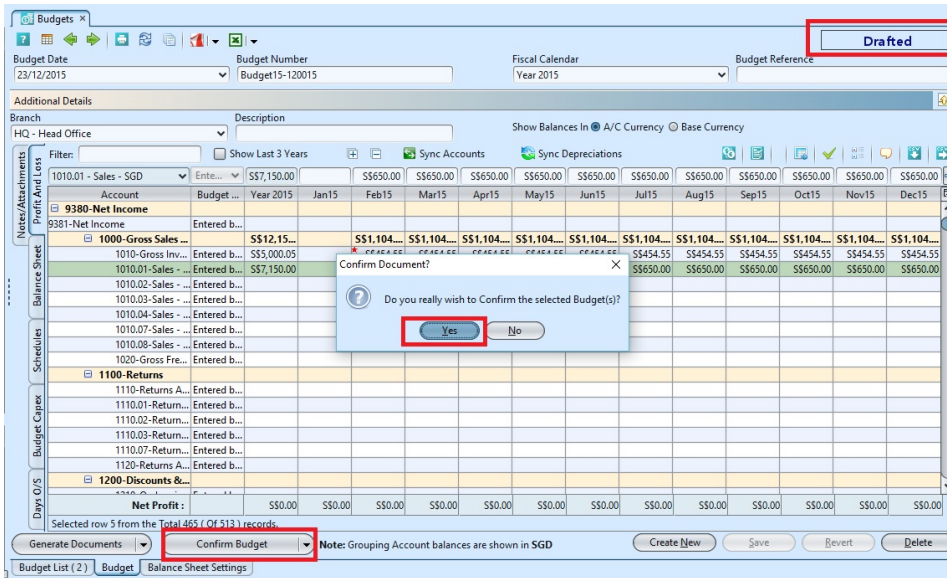
### 3.8 Clear Account Balance

The screenshot shows the 'Budgets' application interface. At the top, there are fields for Budget Date (23/12/2015), Budget Number (Budget15-120015), Fiscal Calendar (Year 2015), and Budget Reference. Below this is the 'Additional Details' section, including Branch (HQ - Head Office) and Description. The main area is a grid with columns for Budget, Year 2015, and months from Jan15 to Dec15. A context menu is open over the grid, listing options like 'Show Account Register View', 'Show Analytical Entry Line(s)', 'Spread Amounts', 'Create/View Schedule', 'Delete Schedule', 'Add/Modify Comments', and 'Clear account balances'. The 'Clear account balances' option is highlighted with a red box. A red arrow points from this option down to the second screenshot.

The screenshot shows the 'Budgets' application interface after the context menu has been closed. The 'Confirm Budget' button is highlighted in the bottom navigation bar. The grid below shows the same data as the first screenshot, but with the 'Clear account balances' option no longer visible. The 'Confirm Budget' button is located at the bottom of the 'Budget' tab screen.

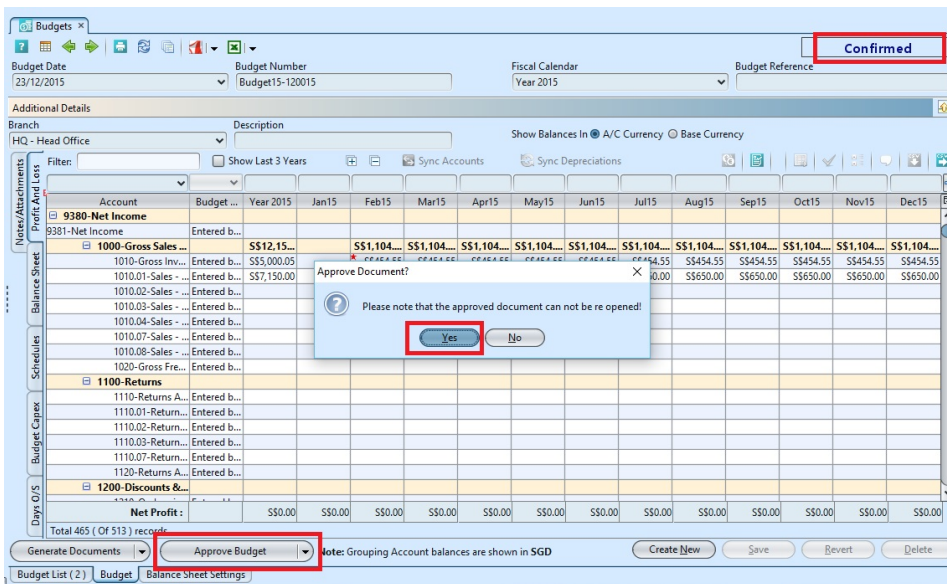
\*The delete account balance features do not have the **"Confirmation Delete"** pop up notification, please check properly before click **"Clear"**

4. Click **"Confirm Budget"** button at the bottom of **"Budget"** tab screen and click **"Yes"** to confirm



\*Budget is required to be in **"Drafted"** status to confirm the budget.

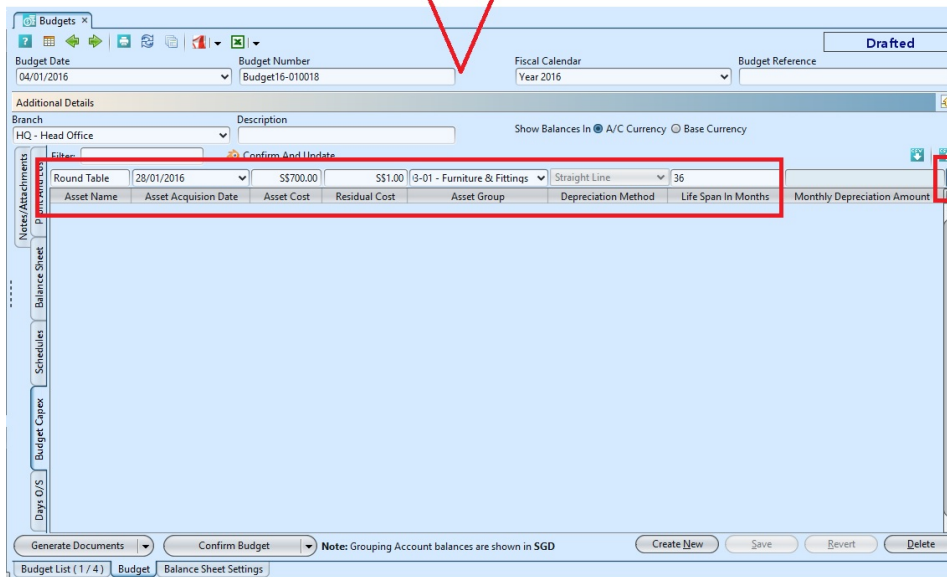
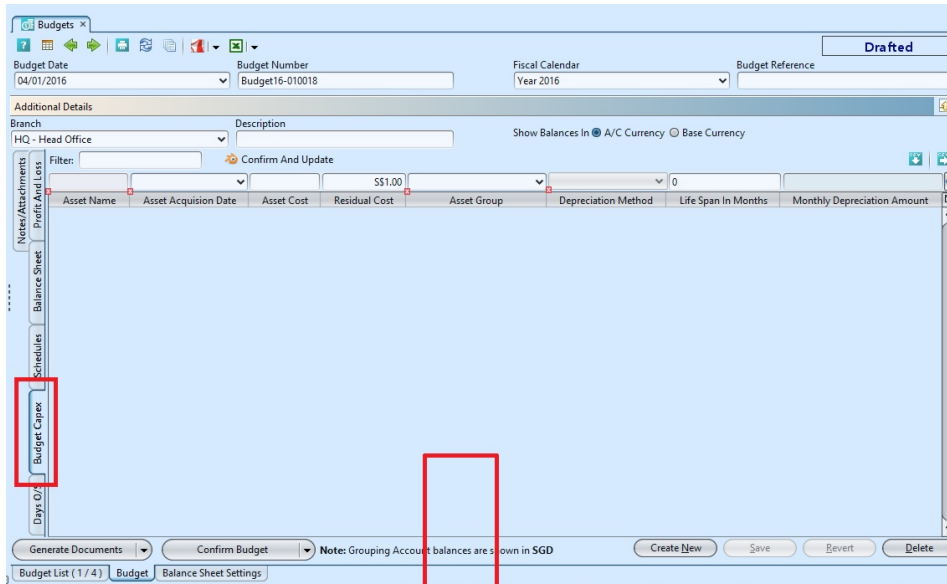
5. The document can be approved once the status of the document is **"Confirmed"**. Click **"Approve Budget"** button at the bottom of **"Budget"** tab screen and click **"Yes"** to approve



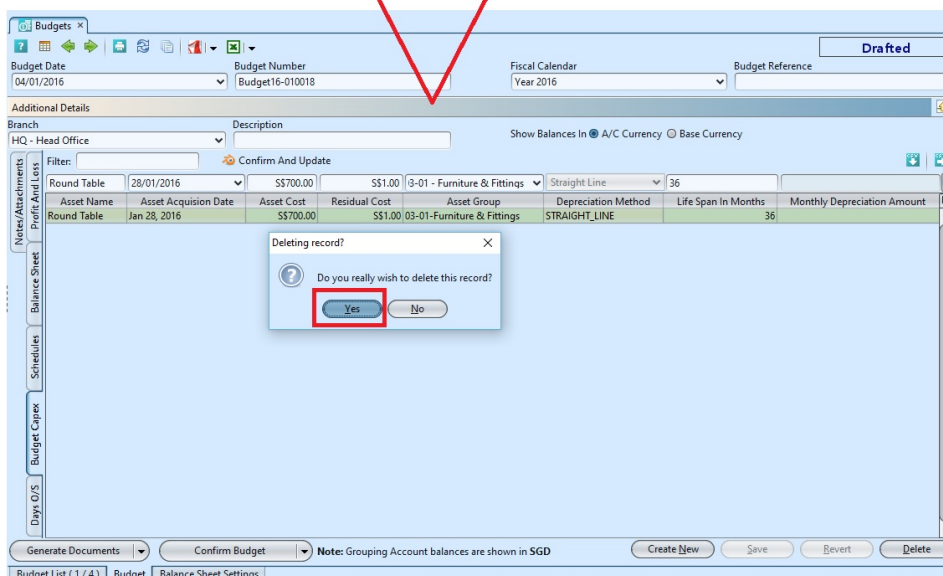
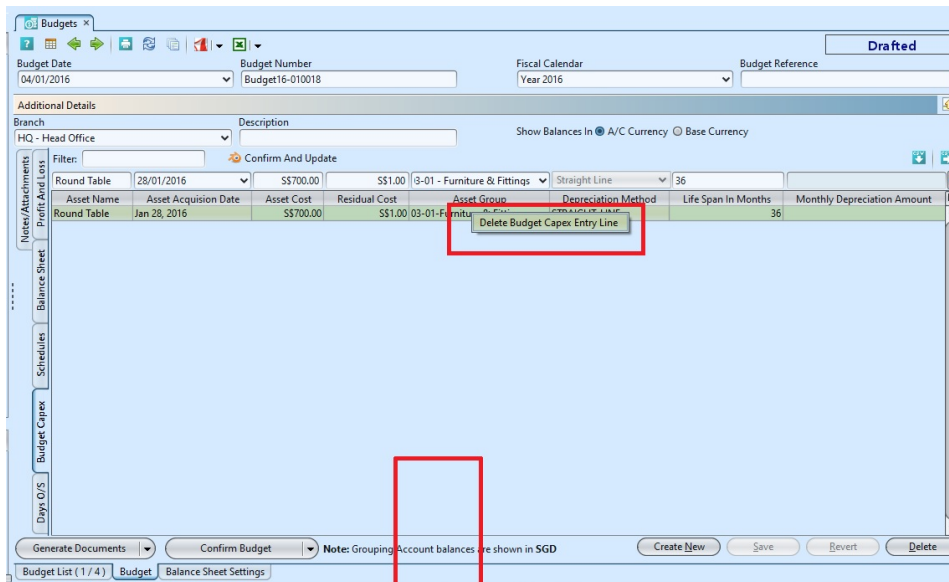
## Budget Capex

User is allow to create budget for asset while creating budget for the year.

1. Click on the **"Budget Capex"** tab, fill up the Information required and click the **"Plus"** icon or **"Enter"** to add in the line



2. Budget Capex is able to delete by using right click on the selected entry line.



\*The info is not able to retrieved after deleted.

## Days 0/S

The feature is used to do the setting for the days understanding for DIO (Days Inventory Outstanding), DPO (Days Purchase Outstanding) and DSO (Days Sales Outstanding).

1. Click on the **"Days 0/S"** tab, select the Days Outstanding Type, fill up the information and click **"Plus"** icon or **"Enter"** to add the info into entry line.

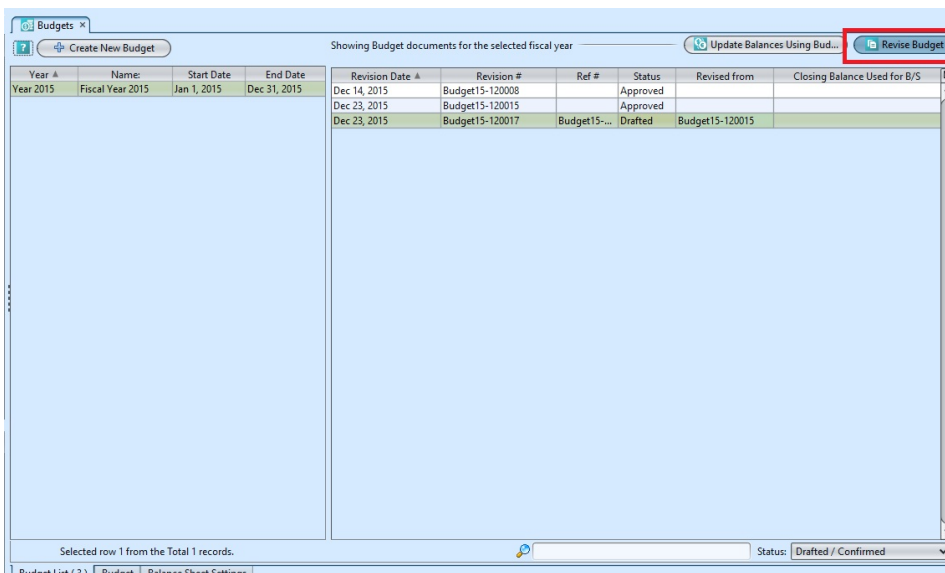


# Revise Approved Budget

User is allow to create budget revision after budget is approved using the list view or document view. Budget revision creates a copy of the selected approved budget and transforms to a new budget for the selected document date. The newly created budget from the budget revision will maintain the same balances and retain the following from the revised budget:

- Schedules
- Budget capex information
- Days outstanding DPO, DSO, DIO

(a) Create Budget Revision from Budget List view.



(b) Creating Budget Revision from Budget Document View



Budgets

Budget Date: 23/12/2015 | Budget Number: Budget15-120015 | Fiscal Calendar: Year 2015 | Budget Reference: Approved

Additional Details: Branch: HQ - Head Office | Description: | Show Balances In:  A/C Currency  Base Currency

Account	Budget...	Year 2015	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
9380-Net Income	Entered b...													
9381-Net Income	Entered b...													
1000-Gross Sales	Entered b...	\$S12.15...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...	\$S1.104...
1010-Gross Inv...	Entered b...	\$S5,000.05	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55	\$S454.55
1010.01-Sales	Entered b...	\$S7,150.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00	\$S650.00
1010.02-Sales	Entered b...													
1010.03-Sales	Entered b...													
1010.04-Sales	Entered b...													
1010.07-Sales	Entered b...													
1010.08-Sales	Entered b...													
1020-Gross Fre...	Entered b...													
1100>Returns	Entered b...													
1110>Returns A...	Entered b...													
1110.01-Return...	Entered b...													
1110.02-Return...	Entered b...													
1110.03-Return...	Entered b...													
1120>Returns A...	Entered b...													
1200-Discounts &	Entered b...													
Net Profit:		\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00

Generate Documents | Generate Report | Note: Grouping Account balances are shown in SGD | Create New | Save | Revert | Delete

Revise Budget | Balance Sheet Settings

# Viewing foreign currency amounts in base currency

1. Foreign currency amounts are always shown in account currency, unless if it is a grouping account

Budgets

Budget Date: 23/12/2015 | Budget Number: Budget15-120017 | Fiscal Calendar: Year 2015 | Budget Reference: Budget15-120015 | Drafted

Additional Details: Branch: HQ - Head Office | Description: | Show Balances In:  A/C Currency  Base Currency

Account	Budget...	Year 20...	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
2060.03 - Back Office Charges	Entered...													
2060.03-Back Office Charges	Entered...													
2060.99-Cost Of Goods Sold	Entered...													
2070>Returns COGS	Entered...	\$S12.8...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...	\$S1.06...
2071.99-Cost Of Goods Sold - Returns	Entered...													
2072-Training Costs	Entered...													
2072.01-Service Purchase - USD	Entered...	\$9,600.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
2074-Obsolescence Expense	Entered...													
2075-Obsolescence Expense	Entered...													
2080-Direct Variances	Entered...													
2081-Direct Labor	Entered...													
2082-Purchase Price	Entered...													
2083-Other Material	Entered...													
2083.01-Printing - Label / Sticker	Entered...													
2083.02-Gain on Cost Variance	Entered...													
2083.03-Standard Cost Variance	Entered...													
2090-Free Goods COGS	Entered...													
2095-Other COGS - Variable	Entered...													
2100-COGS - I/Co	Entered...													
Net Profit:		\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00

Amount show in Base Currency

Amount Show in Account Currency

Generate Documents | Confirm Budget | Note: Grouping Account balances are shown in SGD | Create New | Save | Revert | Delete

Budget List (3) | Budget | Balance Sheet Settings

2. To view the balances in base currency, Click on Show Balances in Base Currency

Budgets

Budget Date: 23/12/2015 | Budget Number: Budget15-120017 | Fiscal Calendar: Year 2015 | Budget Reference: Budget15-120015 | **Drafted**

Additional Details

Branch: HQ - Head Office | Description: | Show Balances In: A/C Currency | Base Currency

Filter: | Show Last 3 Years | Sync Accounts | Sync Depreciations

Account	Budget...	Year 20...	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
2072.01 - Service Purchase - USD	Entere...	\$9,600.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0	\$800.0
2060.03-Back Office Charges	Entere...													
2060.99-Cost Of Goods Sold	Entere...													
2070-Returns COGS	Entere...	\$512.8...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	\$51.06...	
2071-Inventory Value	Entere...													
2071.99-Cost Of Goods Sold - Returns	Entere...													
2072-Handling Costs	Entere...													
2072.01-Service Purchase - USD	Entere...	\$9,600.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	
2074-Obsolescence Expense	Entere...													
2075-Obsolescence Expens...	Entere...													
2080-Direct Variances	Entere...													
2081-Direct Labor	Entere...													
2082-Purchase Price	Entere...													
2083-Other Material	Entere...													
2083.01-Printing - Label / Sticker	Entere...													
2083.02-Gain on Cost Variance	Entere...													
2083.03-Standard Cost Variance	Entere...													
2090-Free Goods COGS	Entere...													
2095-Other COGS - Variable	Entere...													
2100-COGS - I/Co	Entere...													
<b>Net Profit :</b>		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	

Selected row 103 from the Total 465 ( Of 513 ) records.

Generate Documents | Confirm Budget | Note: Grouping Account balances are shown in SGD | Create | Save | Revert | Delete

Budget List (3) | Budget | Balance Sheet Settings

Currency: USD

## Export Budget

1. Click on a fiscal calendar, it will bring up the budget document on the right side of the screen. Double click on the selected document, it will bring up the selected budget details on the **"Budget"** tab. Click on the **"Export"** icon and save the file as **"CSV"** format

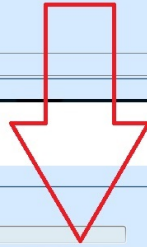
Budgets x

Create New Budget Showing Budget documents for the selected fiscal year Update Balances Using Budget... Revise Budget

Year	Name	Start Date	End Date	Revision Date	Revision #	Ref #	Status	Revised from	Closing Balance Used for B/S
Year 2015	Fiscal Year 2015	Jan 1, 2015	Dec 31, 2015	Dec 14, 2015	Budget15-120008		Approved		
				Dec 23, 2015	Budget15-120017	Budget15-120015	Drafted	Budget15-120015	
				Dec 23, 2015	Budget15-120015		Approved		

Selected row 1 from the Total 1 records.

Budget List (3) Budget Balance Sheet Settings Status: Drafted / Confirmed



Budgets x

Budget Date: 23/12/2015 Budget Number: Budget15-120015 Fiscal Calendar: Year 2015 Budget Reference: Approved

Additional Details

Branch: HQ - Head Office Show Balances In: A/C Currency Base Currency

Filter: Show Last 3 Years Sync Accounts Sync Depreciations

Notes/Attachments

Account Budget ... Year 2015

Account	Description	Year 2015	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
9380-Net Income	Entered b...													
9381-Net Income	Entered b...	\$512.15												
1000-Gross Sales	Entered b...	\$5,000.00												
1010.01-Sales	Entered b...	\$7,150.00												
1010.02-Sales	Entered b...													
1010.03-Sales	Entered b...													
1010.04-Sales	Entered b...													
1010.07-Sales	Entered b...													
1010.08-Sales	Entered b...													
1020-Gross Fre...	Entered b...													
1100>Returns	Entered b...													
1110>Returns A...	Entered b...													
1110.01-Return...	Entered b...													
1110.02-Return...	Entered b...													
1110.03-Return...	Entered b...													
1110.07-Return...	Entered b...													
1120>Returns A...	Entered b...													
1200-Discounts &	Entered b...													
Net Profit:		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Total 465 (Of 513) records.

Generate Documents Generate Report Note: Grouping Account balances are shown in SGD Create New Save Revert Delete

Budget List (3) Budget Balance Sheet Settings

Budget15-120015-lines - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Editing

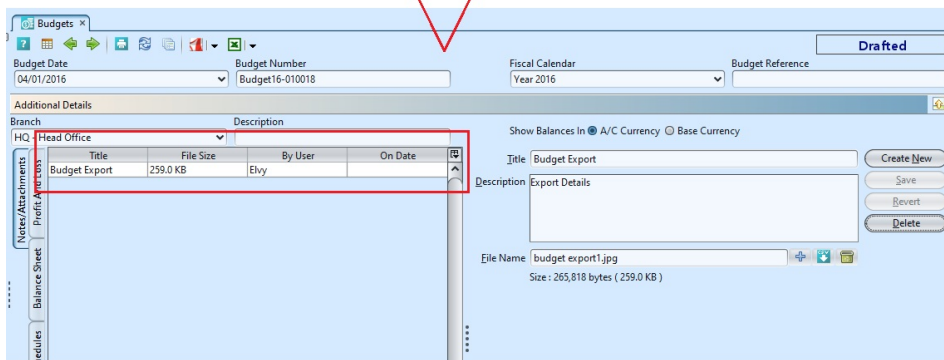
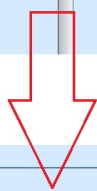
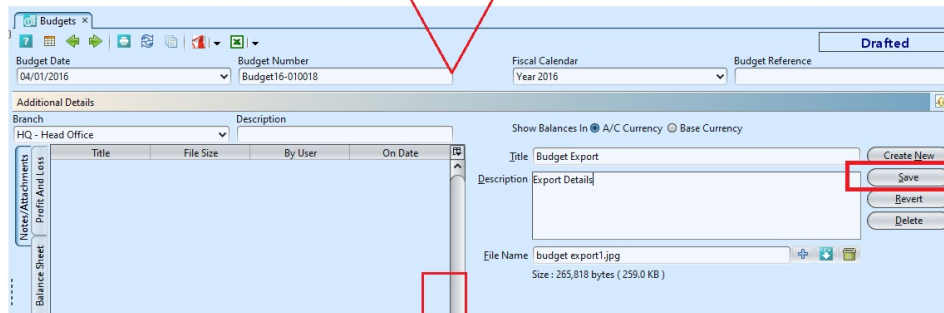
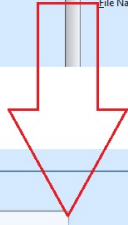
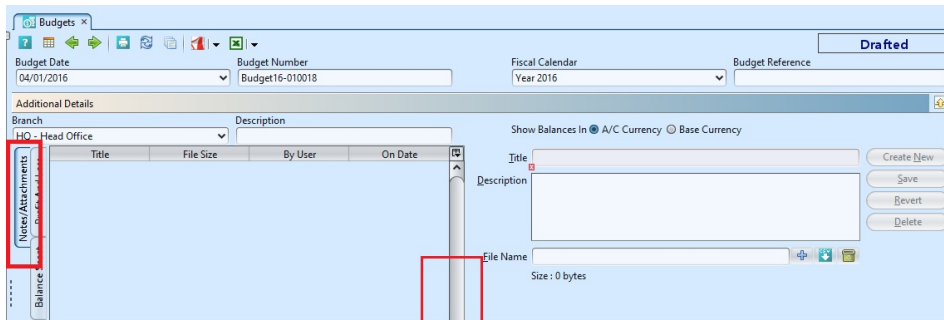
Account	Name	Prev Year	Prev Year	Prev Year	Year 2015	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
1	9381 Net Income																
2	1010 Gross Invoiced Sales - Third Party		5,000.05				454.55	454.55	454.55	454.55	454.55	454.55	454.55	454.55	454.55	454.55	454.55
3	1010.01 Sales - SGD			7,150.00			650	650	650	650	650	650	650	650	650	650	650
4	1010.02 Sales - BND																
5	1010.03 Sales - USD																
6	1010.04 Sales - Co Packaging Income																
7	1010.07 Sales - Management Fees																
8	1010.08 Sales - Warehouse																
9	1020 Gross Free Goods - Third Party																
10	1110 Returns Actual																
11	1110.01 Return Inwards - SGD																
12	1110.02 Return Inwards - BND																
13	1110.03 Return Inwards - USD																
14	1110.07 Return Inwards (Suspense) - SGD																
15	1120 Returns Actual																
16	1210 On Invoice - Rebates																
17	1211 On Invoice - Cash Early Payment																
18	1220 Off Invoice - Bonus & Rebates																
19	1220.01 Range Discount / Sales Rebates / Cost Compensation																
20	1220.02 Flat / Fixed / Guarantee Rebates																
21	1220.03 Incentive / Target / Condition Rebates																
22	1220.04 Sales Rebate																

Budget15-120015-lines

## Notes & Attachments

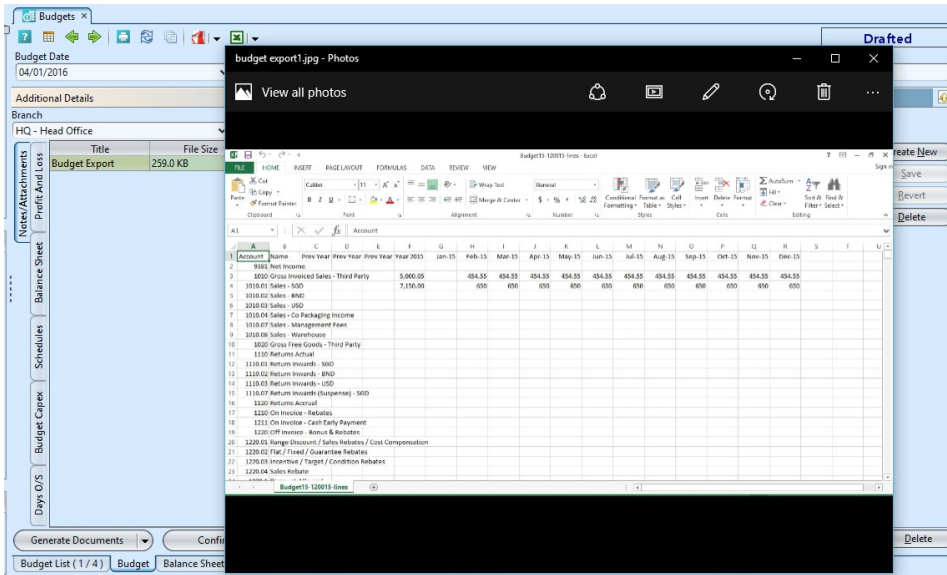
1. Additional notes and attachments can be added at document level. Click on the **“Notes/Attachments”** tab,

fill up the information and click on "Save" button

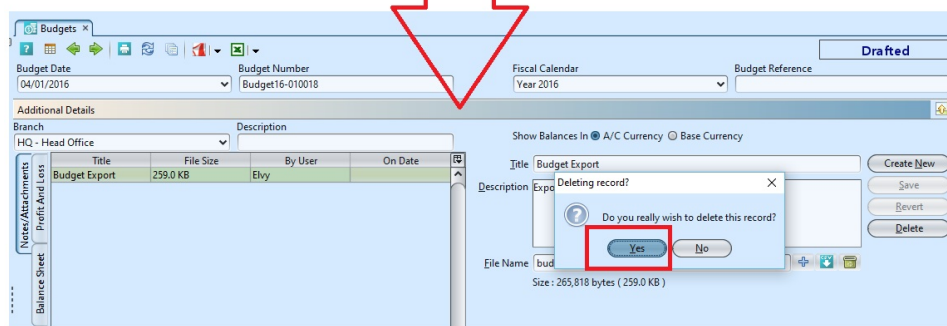
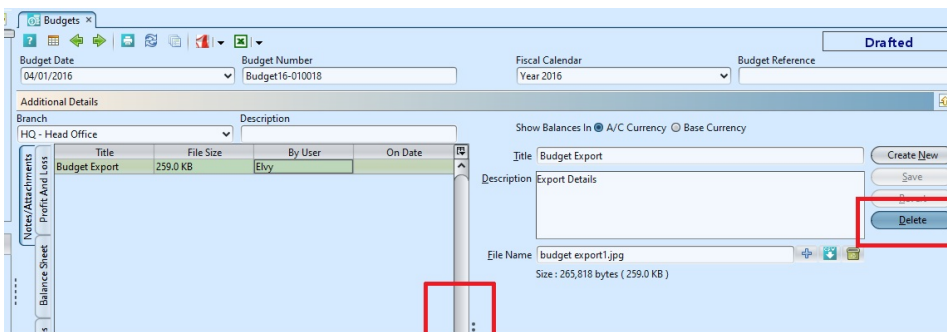


\*The attachments/notes list will show at left side after save the notes/attachment

2. Double click on the selected attached document, the attachment will pop out



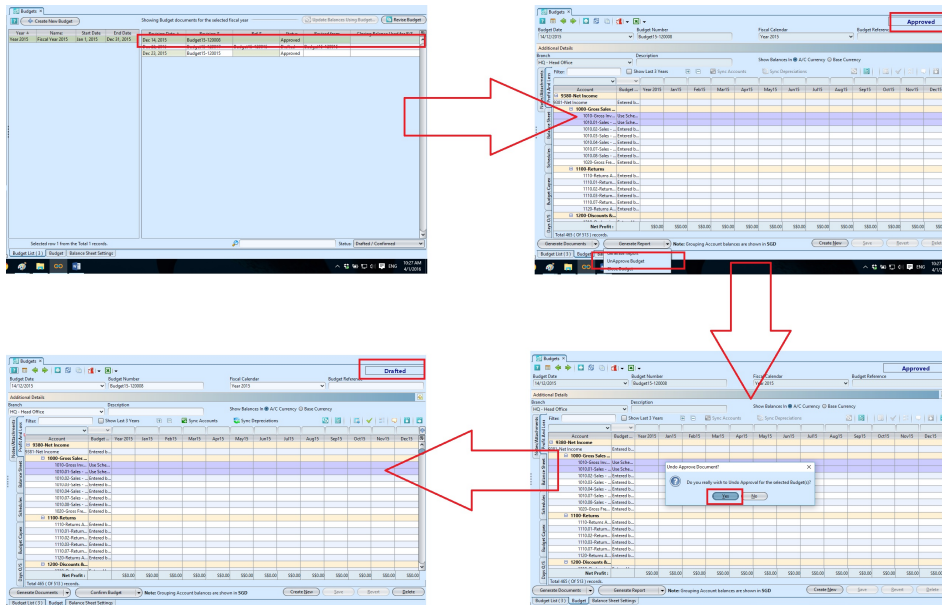
3. The notes/attachments are able to delete by clicking the **“Delete”** button. Click on **“Yes”** if confirm to delete it.



## Update Budget Details

1. Click on a fiscal calendar, it will bring up the budget document on the right side of the screen. Double click on budget document to be updated, it will bring up the selected budget details on the **“Budget”** tab. User has to **“UnApprove Budget”** before edit the document by clicking the **“Generate Report”** tab, the status will change from **“Approved”** to

## "Drafted"



\*The revised budget is not able to Reopen.

2. Click **"Save"** button at the bottom of the screen when done with the updates

## Delete Budget

1. Click on a fiscal calendar, it will bring up the budget document on the right side of the screen. Double click on budget document to be deleted, it will bring up the selected budget details on the **"Budget"** tab. User has to **"UnApprove Budget"** before delete the document by clicking the **"Generate Report"** tab, the status will change from **"Approved"** to **"Drafted"**

2. Click on **"Delete"** button at the bottom right side of screen

3. Click on **"Yes"** button on the pop-up window to confirm budget document deletion

Budgets

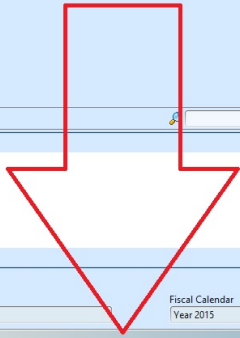
Showing Budget documents for the selected fiscal year

Update Balances Using Budget... Revise Budget

Year	Name	Start Date	End Date	Revision Date	Revision #	Ref #	Status	Revised from	Closing Balance Used for B/S
Year 2015	Fiscal Year 2015	Jan 1, 2015	Dec 31, 2015	Dec 14, 2015	Budget15-120008		Approved		
				Dec 23, 2015	Budget15-120017	Budget15-120017	Drafted	Budget15-120017	
				Dec 23, 2015	Budget15-120015		Approved		

Selected row 1 from the Total 1 records.

Budget List (3) Budget Balance Sheet Settings Status: Drafted / Confirmed



Budgets

Budget Date: 14/12/2015 Budget Number: Budget15-120008 Fiscal Calendar: Year 2015 Budget Reference: **Approved**

Additional Details

Branch: HQ - Head Office Description: Show Balances In A/C Currency Base Currency

Filter: Show Last 3 Years Sync Accounts Sync Depreciations

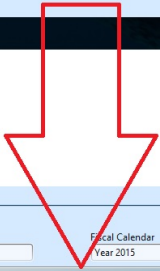
Account	Budget	Year 2015	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
<b>9380-Net Income</b>														
9381-Net Income	Entered b...													
<b>1000-Gross Sales</b>														
1010-Gross Inv...	Use Sche...													
1010.01-Sales	Use Sche...													
1010.02-Sales	Entered b...													
1010.03-Sales	Entered b...													
1010.04-Sales	Entered b...													
1010.07-Sales	Entered b...													
1010.08-Sales	Entered b...													
1020-Gross Fre...	Entered b...													
<b>1100&gt;Returns</b>														
1110>Returns A...	Entered b...													
1110.01-Return...	Entered b...													
1110.02-Return...	Entered b...													
1110.03-Return...	Entered b...													
1110.07-Return...	Entered b...													
1120>Returns A...	Entered b...													
<b>1200-Discounts &amp;</b>														
<b>Net Profit :</b>		\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00

Total 465 ( Of 513 ) records.

Generate Documents Generate Report Note: Grouping Account balances are shown in SGD Create New Save Revert Delete

Budget List (3) Budget UnApprove Budget Cross Budget

10:46 AM 4/1/2016



Budgets

Budget Date: 14/12/2015 Budget Number: Budget15-120008 Fiscal Calendar: Year 2015 Budget Reference: **Drafted**

Additional Details

Branch: HQ - Head Office Description: Show Balances In A/C Currency Base Currency

Filter: Show Last 3 Years Sync Accounts Sync Depreciations

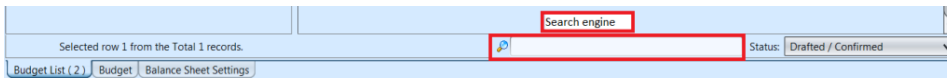
Account	Budget	Year 2015	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
<b>9380-Net Income</b>														
9381-Net Income	Entered b...													
<b>1000-Gross Sales</b>														
1010-Gross Inv...	Use Sche...													
1010.01-Sales	Use Sche...													
1010.02-Sales	Entered b...													
1010.03-Sales	Entered b...													
1010.04-Sales	Entered b...													
1010.07-Sales	Entered b...													
1010.08-Sales	Entered b...													
1020-Gross Fre...	Entered b...													
<b>1100&gt;Returns</b>														
1110>Returns A...	Entered b...													
1110.01-Return...	Entered b...													
1110.02-Return...	Entered b...													
1110.03-Return...	Entered b...													
1110.07-Return...	Entered b...													
1120>Returns A...	Entered b...													
<b>1200-Discounts &amp;</b>														
<b>Net Profit :</b>		\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00	\$S0.00

Deleting record?

Do you really wish to delete this record?

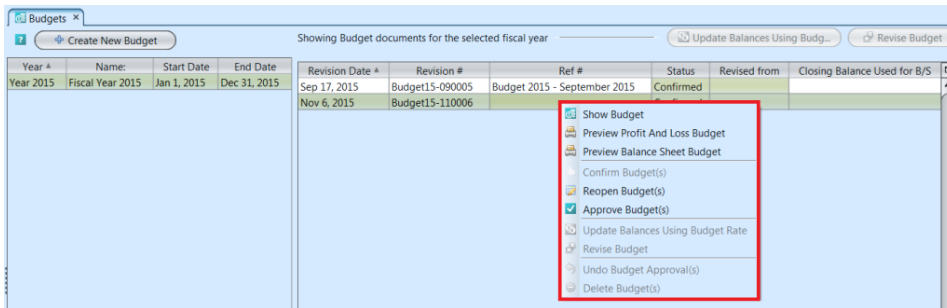
# View and Search for Budget Details

1. Enter search parameter to filter the result, i.e. type in the budget name in the search textfield box at the bottom left of the screen.



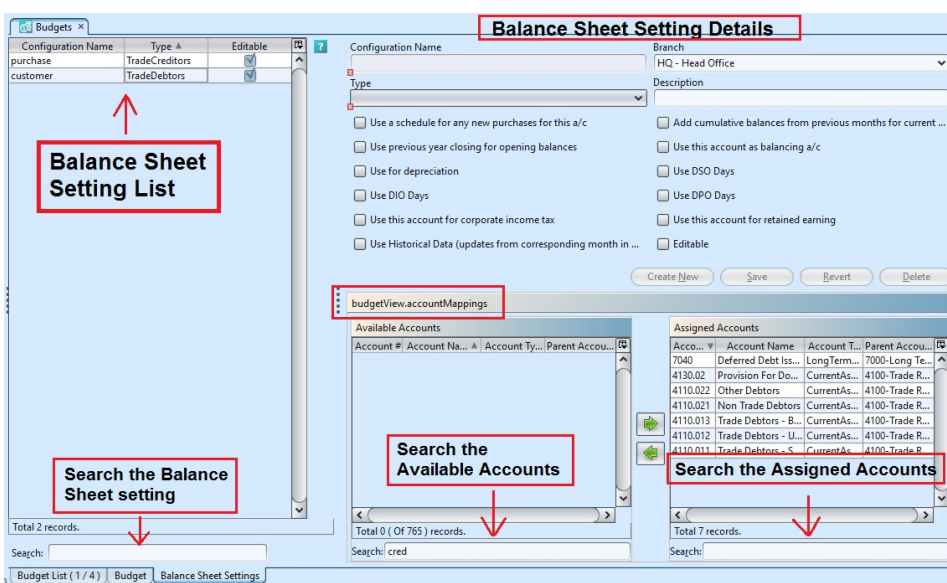
2. Click on fiscal calendar to view, it will bring up the selected fiscal budget on the right side of the screen

3. Right click on budget document, it will show options related to the budget document



4. Double click on budget document to view, it will bring up the selected budget details on "Budget" tab

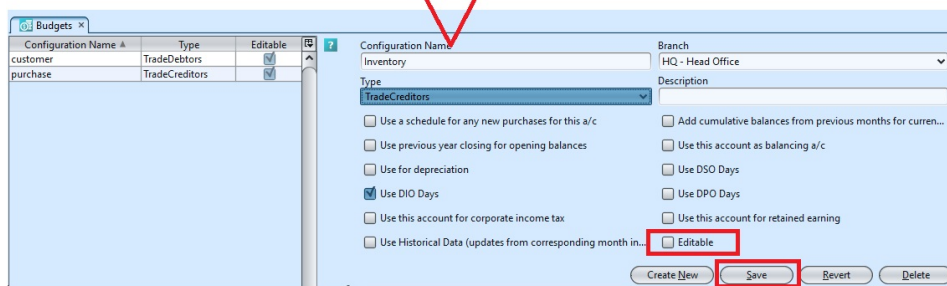
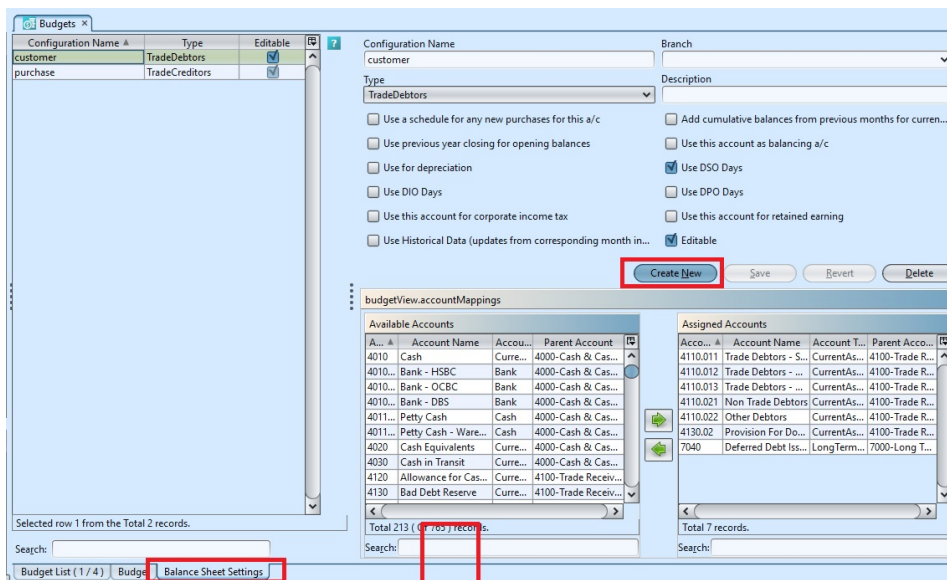
# Balance Sheet Settings





# Create New Balance Sheet Settings

1. Click **"Balance Sheet Settings"** tab at the bottom of screen
2. Click **"Create New"** button at the middle right side of screen
3. Fill up settings' information.
4. Tick on the appropriate checkboxes
5. Click **"Save"** button at the middle right side of screen when done



\*The balance sheet amount is able to edit on the **"Balance Sheet"** tab after Derived Balance Sheet.

## Update Balance Sheet Settings Details

1. Click **"Balance Sheet Settings"** tab at the bottom of screen. Double click on a balance sheet setting to

be updated, it will bring up the configuration on the right side of the screen.

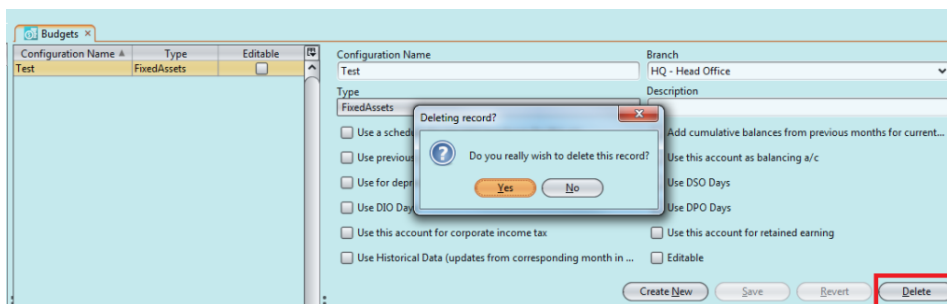
2. Click **“Save”** button at the bottom of the screen when done with the updates

## Delete Balance Sheet Settings

1. Click **“Balance Sheet Settings”** tab at the bottom of screen. Double click on a balance sheet setting to be deleted, it will bring up the configuration on the right side of the screen.


2. Click on **“Delete”** button at the bottom right side of screen


3. Click on **“Yes”** button on the pop-up window to confirm balance sheet setting deletion.

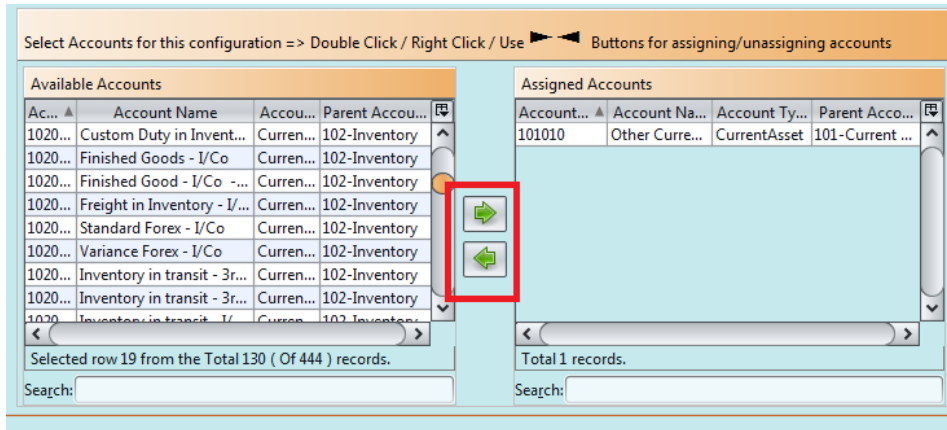


## Assign & Un-assign Account to / from Balance Sheet Settings

1. Click **“Balance Sheet Settings”** tab at the bottom of screen. Click on configuration settings to modify, it will bring up the selected configuration on the right side of screen

2. Click an un-assigned / available account from bottom left table, then click  button at the bottom middle of the screen to assign it to the configuration settings

3. Click an assigned account from bottom right table, then click  button at the bottom middle of the screen to un-assign it from the configuration settings.



## Derived Balance Sheet

1. Click on the selected budget from the list.
2. Click on the ***“Balance Sheet”*** tab, and click ***“Derive Balance Sheet”***.

Budgets x

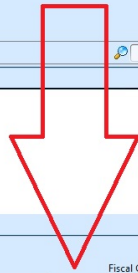
Showing Budget documents for the selected fiscal year

Update Balances Using Budget... Revise Budget

Year	Name	Start Date	End Date	Budget Method	Status	Created By	Created Date	Last Modified By	Last Modified Date
Year 2015	Fiscal Year 2015	Jan 1, 2015	Dec 31, 2015						
Year 2016	Fiscal Year 2016	Jan 1, 2016	Dec 31, 2016	Jan 4, 2016	Budget16-010018	Drafted		Dec-15	

Selected row 2 from the Total 2 records.

Budget List (1 / 4) Budget Balance Sheet Settings Status: Drafted / Confirmed



Budgets x

Budget Date: 04/01/2016 Budget Number: Budget16-010018 Fiscal Calendar: Year 2016 Budget Reference: Drafted

Additional Details

Branch: HQ - Head Office Description: Show Balances In: A/C Currency Base Currency

Filter: Show Last 3 Years Sync Accounts Derive Balance Sheet

Account	Budget Method	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16
5000-Investments... Entered b...													
5100-Property Plan...		\$5550.00	\$5605.00	\$5665.50	\$5732.05	\$5805.26	\$5885.78	\$5974.36	\$6071.79	\$6178.97	\$6296.87	\$6426.56	\$6569.21
5110-Land & Buil... Entered b...		\$5550.00	\$5605.00	\$5665.50	\$5732.05	\$5805.26	\$5885.78	\$5974.36	\$6071.79	\$6178.97	\$6296.87	\$6426.56	\$6569.21
5110.10-Property... Entered b...													
5110.11-Accum... Entered b...													
5110.20-Renovati... Entered b...													
5110.21-Accum... Entered b...													
5120-Plant, Equip... Entered b...													
5120.10-Furniture... Entered b...													
5120.11-Accum... Entered b...													
5120.30-Office Eq... Entered b...													
5120.31-Accum... Entered b...													
5120.50-Warehou... Entered b...													
5120.51-Accum... Entered b...													
5120.60-Air-Cond... Entered b...													
5120.61-Accum... Entered b...													
5120.70-Motor Ve... Entered b...													
5120.71-Accum... Entered b...													
5130-Computer... Entered b...													
5130.10-IT Equip... Entered b...													
5130.11-Accum... Entered b...													

Total 277 (Of 742) records.

Generate Documents Confirm Budget Note: Grouping Account balances are shown in SGD Create New Save Revert Delete

Budget List (1 / 4) Budget Balance Sheet Settings

\*Please ensure the Balance Sheet Setting is done.

3. The data will be fill up automatically and the **"Derive Balance"** will show in **"Budget Method"**.

**Budgets** Drafted

Budget Date: 04/01/2016 | Budget Number: Budget16-010018 | Fiscal Calendar: Year 2016 | Budget Reference:

---

**Additional Details**

Branch: HQ - Head Office | Description: | Show Balances In:  A/C Currency  Base Currency

Filter: |  Show Last 3 Years |  Sync Accounts |  Derive Balance Sheet

Account	Budget Method	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16
5120.10 - Furniture & Fittings	Entered by user												
4000-Cash & Cash E...	Entered by user												
4010-Cash	Entered by user												
4020-Cash Equiva...	Entered by user												
4030-Cash in Tran...	Entered by user												
4100-Trade Receive...		\$536,90...	\$538,80...	\$538,65...	\$539,48...	\$539,78...	\$540,26...	\$540,502...	\$540,754...	\$541,181...	\$541,473...	\$541,927...	\$542,285...
4110-Trade													
4110.011 - Trade ...	Derived Balance	\$55,824.05	\$56,124.18	\$56,099.94	\$56,230.37	\$56,277.72	\$56,354.73	\$56,391.53	\$56,431.28	\$56,498.62	\$56,544.77	\$56,616.35	\$56,672.91
4110.012 - Trade ...	Derived Balance	\$5,824.05	\$6,124.18	\$6,099.94	\$6,230.37	\$6,277.72	\$6,354.73	\$6,391.53	\$6,431.28	\$6,498.62	\$6,544.77	\$6,616.35	\$6,672.91
4110.013 - Trade ...	Derived Balance	\$55,824.05	\$56,124.18	\$56,099.94	\$56,230.37	\$56,277.72	\$56,354.73	\$56,391.53	\$56,431.28	\$56,498.62	\$56,544.77	\$56,616.35	\$56,672.91
4110.021 - Non T...	Derived Balance	\$55,824.05	\$56,124.18	\$56,099.94	\$56,230.37	\$56,277.72	\$56,354.73	\$56,391.53	\$56,431.28	\$56,498.62	\$56,544.77	\$56,616.35	\$56,672.91
4110.022 - Other D...	Derived Balance	\$55,824.05	\$56,124.18	\$56,099.94	\$56,230.37	\$56,277.72	\$56,354.73	\$56,391.53	\$56,431.28	\$56,498.62	\$56,544.77	\$56,616.35	\$56,672.91
4120-Allowance f...	Entered by user												
4130-Bad Debt Re...	Entered by user												
4130.01-Provision...	Entered by user												
4130.02-Provision...	Derived Balance	\$55,824.05	\$56,124.18	\$56,099.94	\$56,230.37	\$56,277.72	\$56,354.73	\$56,391.53	\$56,431.28	\$56,498.62	\$56,544.77	\$56,616.35	\$56,672.91
4130.03-Recovery	Entered by user												
4200-Inventory													
4200.01-St...	Entered by user												
4200.02-St...	Entered by user												
4210-Raw &...													
4210.001-...	Entered by user												

Selected row 9 from the Total 277 (Of 742) records.

Generate Documents | Confirm Budget | Note: Grouping Account balances are shown in SGD | Create New | Save | Revert | Delete

Budget List (1/4) | Budget | Balance Sheet Settings