

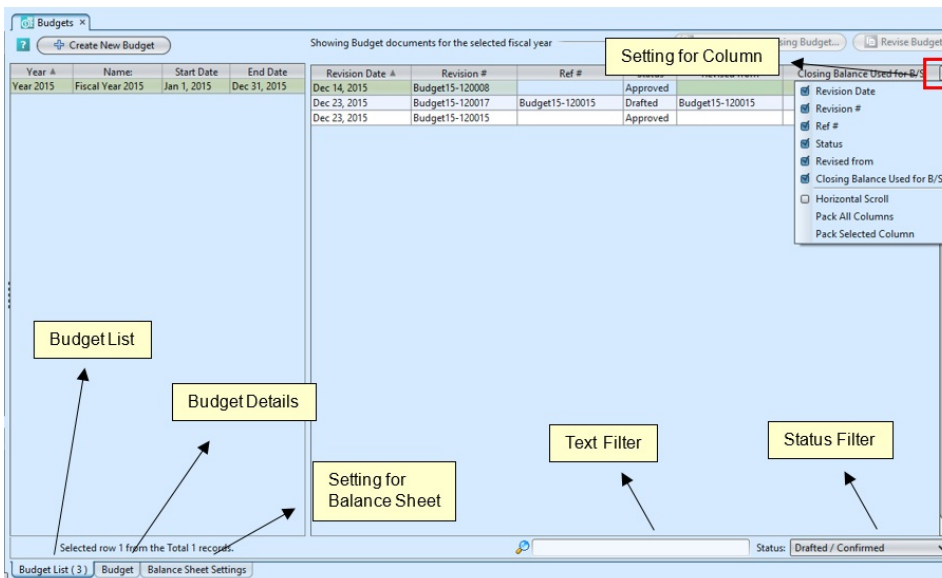
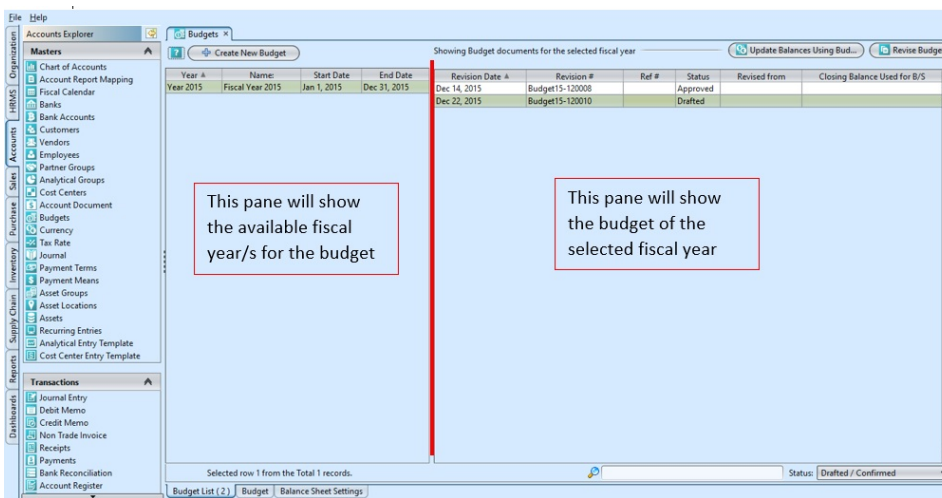


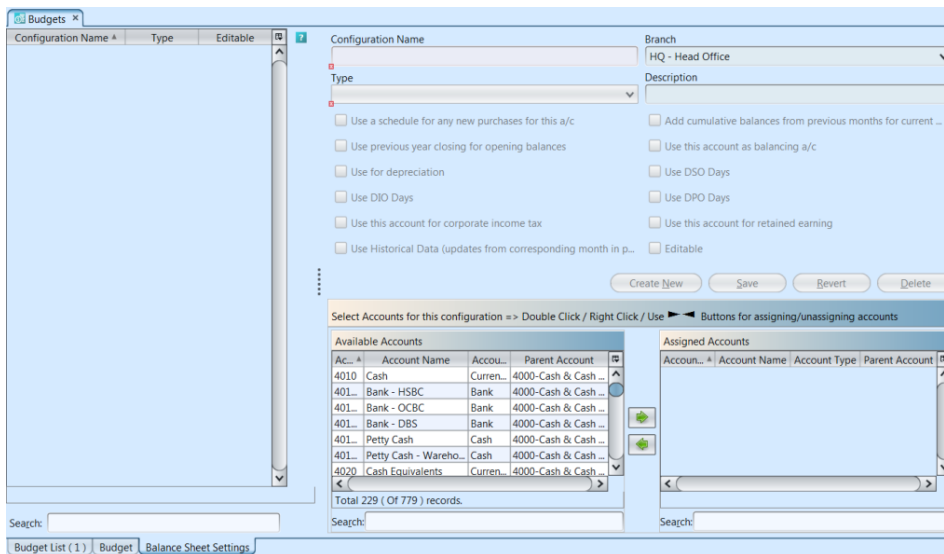
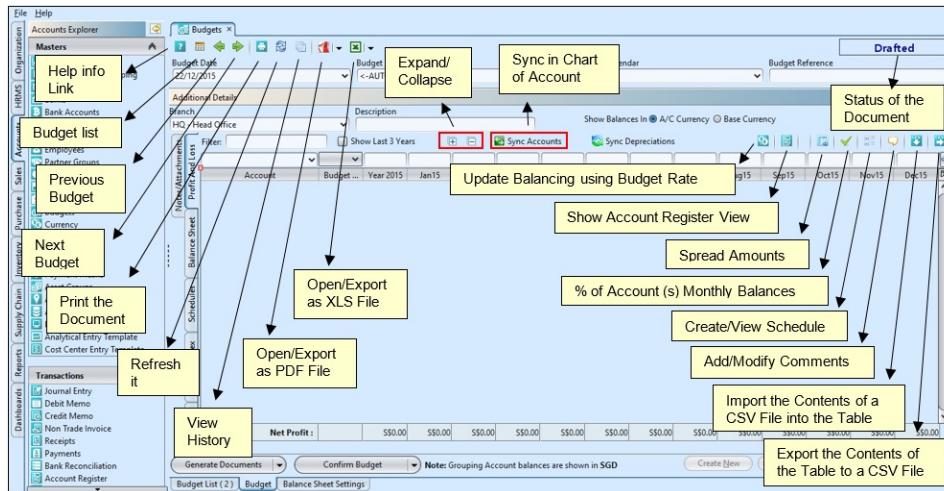
# Budgets

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.



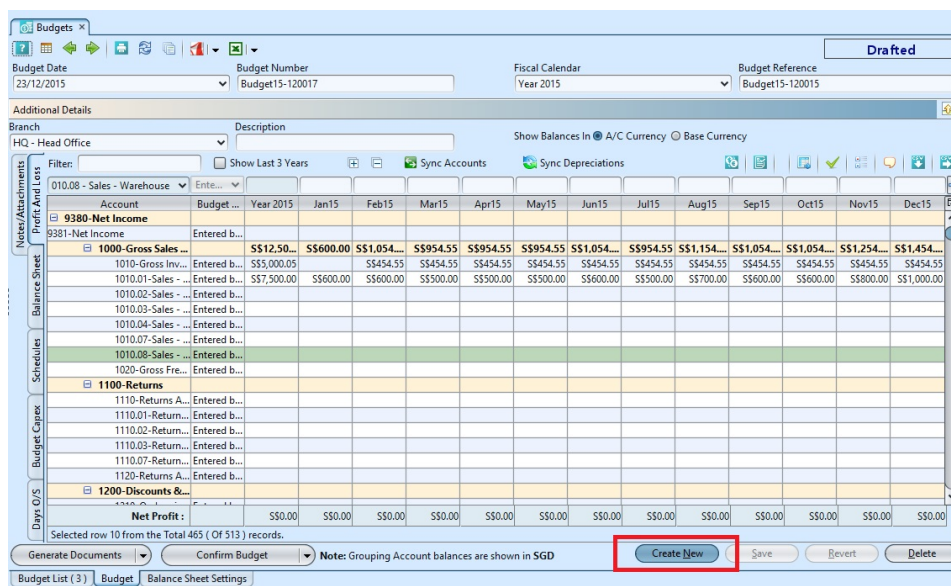
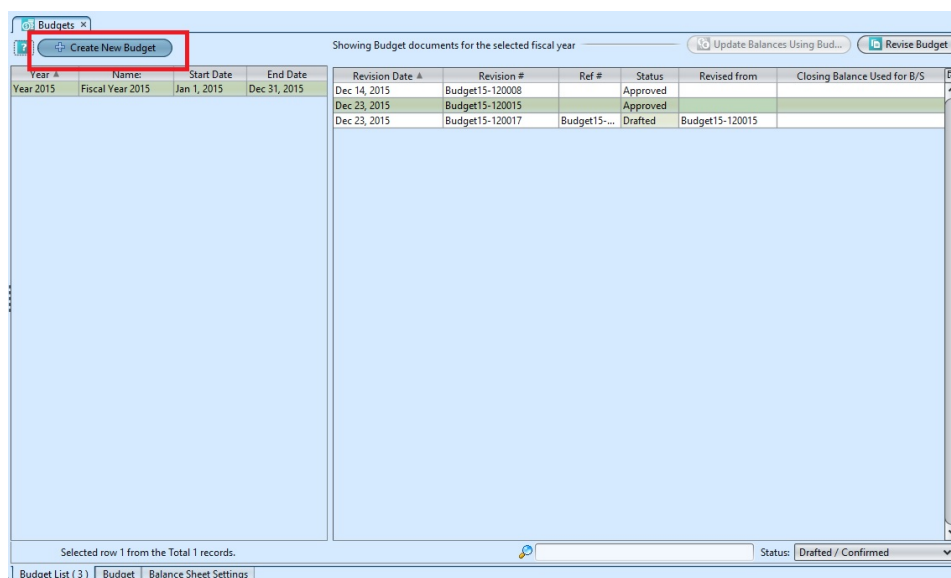


Field Name	Description	Mandatory Information
Budget Date	The budget creation date	Y
Budget Number	Document's number	Y
Fiscal Calendar	A fiscal year is an accounting period of 365(6) days that does not necessarily correspond to the calendar year beginning on January 1st. The fiscal year is the established 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

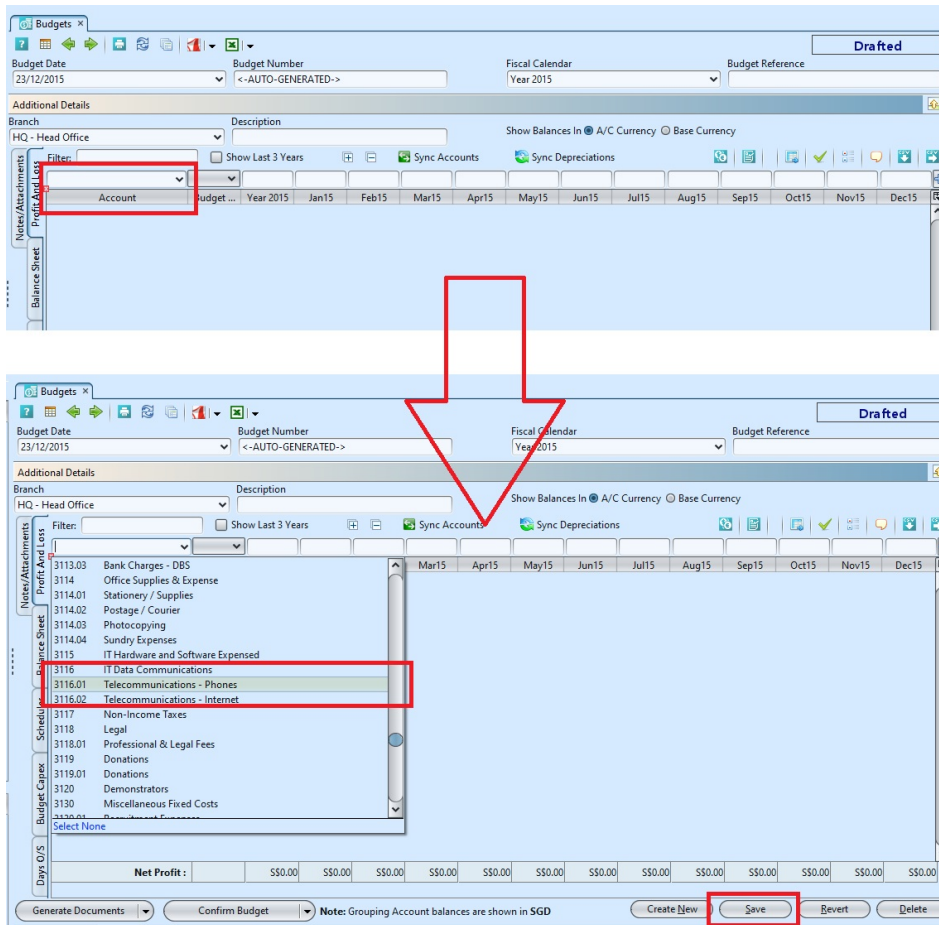
## Create New Budget

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

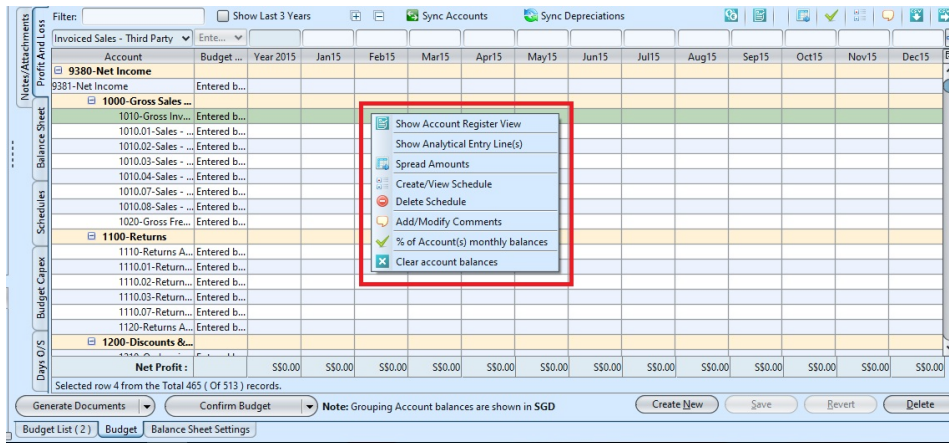
on top of the screen, then click **"Save"** button. It will fill up the account tables in **"Profit And Loss"** and **"Balance Sheet"** tabs



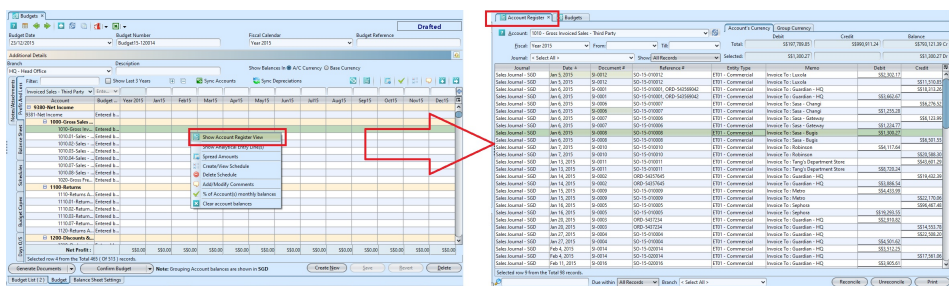
3. Fill up budget's information on the different tabs where applicable: **"Profit And Loss"**, **"Balance Sheet"**, **"Schedules"**, **"Budget Capex"**, **"Days O/S"**, and **"Notes/Attachments"**

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

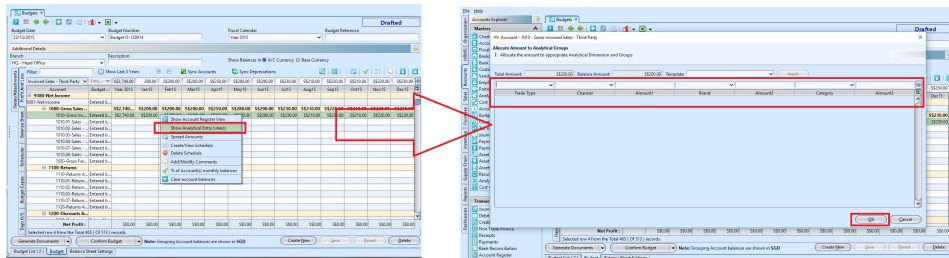




### 3.1 Show Account Register View

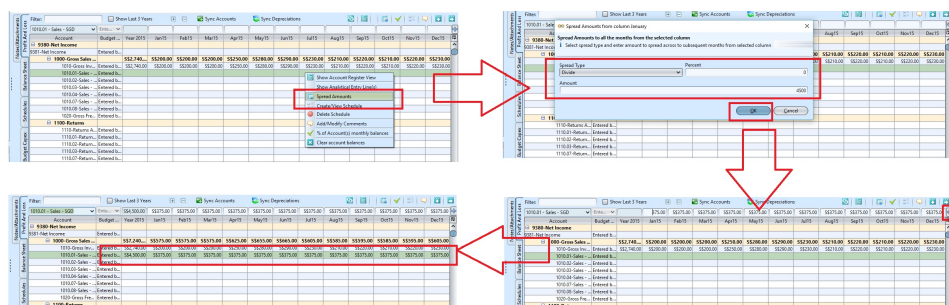


### 3.2 Show Analytical Entry Line(s)



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

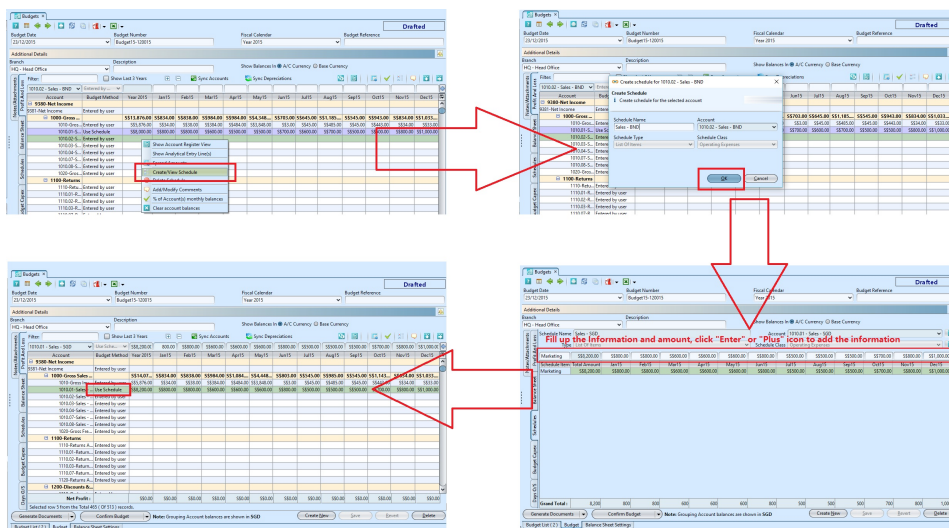
### 3.3 Spread Amounts



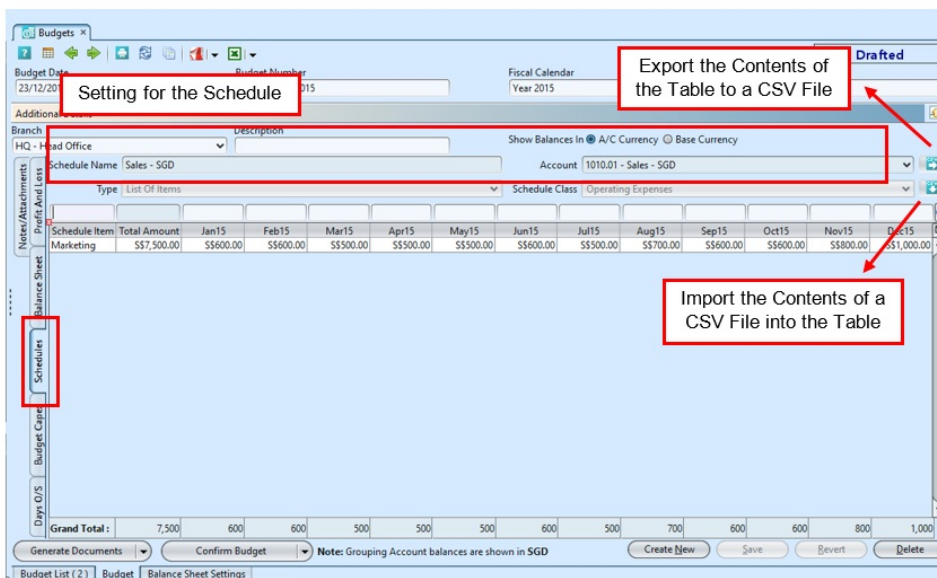
### 3.4 Create / View Schedule

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

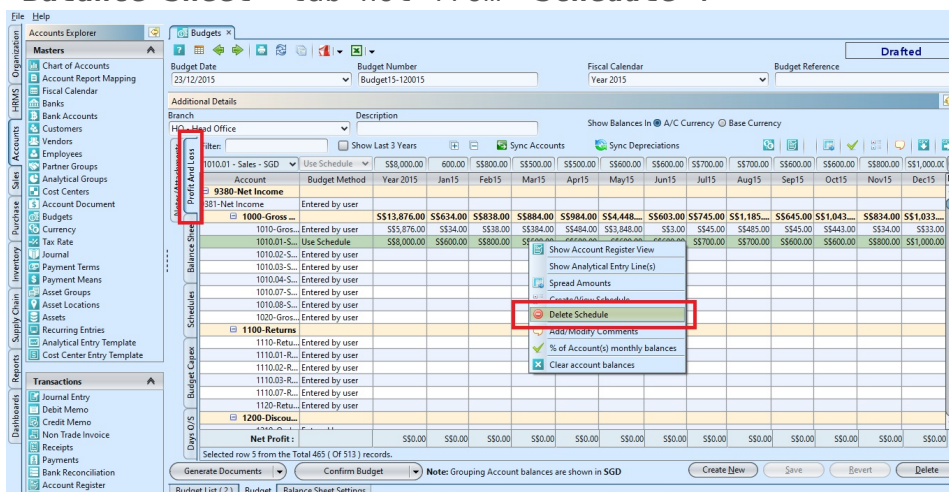


\*Additional information for the **"Schedule"** tab



### 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”**

Budgets

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

1010.01 - Sales - SGD	Entered b...																	
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 Fre...	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				

Selected row 5 from the Total 465 ( Of 513 ) records.

Generate Documents

Confirm Budget

Note: Grouping Account balances are shown in SGD

Create New

Save

Revert

Delete

Budget List ( 2 )

Budget

Balance Sheet Settings

3.6 Add / Modify Comments



Budgets

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	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
1010.01-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
1010.02-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 :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Selected row 4 from the Total 465 ( Of 513 ) records.

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

Budget List ( 2 ) Budget Balance Sheet Settings

Budgets

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	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
1010.01-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
1010.02-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 :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Selected row 4 from the Total 465 ( Of 513 ) records.

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

Budget List ( 2 ) Budget Balance Sheet Settings

Budgets

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	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
1010.01-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
1010.02-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 :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Selected row 4 from the Total 465 ( Of 513 ) records.

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

Budget List ( 2 ) Budget Balance Sheet Settings

\*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**

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>	Entered by user													
1000-Gross Sales - Third Party	Entered by user	\$513,376.00	\$5634.00	\$5638.00	\$5884.00	\$5984.00	\$54,348.00	\$5603.00	\$5545.00	\$51,185.00	\$5645.00	\$51,043.00	\$5834.00	\$51,033.00
1010-Gross Invoiced Sales - Third Party	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
1010.01-Sales - SGD	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
1010.02-Sales - USD	Entered by user													
1010.03-Sales - Management Fees	Entered by user													
1010.04-Sales - Co Packaging Income	Entered by user													
1010.07-Sales - Warehouse	Entered by user													
1020-Gross Free Goods - Third Party	Entered by user													
1100>Returns	Entered by user													
1110>Returns Actual	Entered by user													
1110.01-Return Inwards - SGD	Entered by user													
1110.02-Return Inwards - BND	Entered by user													
1110.03-Return Inwards - USD	Entered by user													
1110.07-Return Inwards (Suspense) - SGD	Entered by user													
1120>Returns Accrual	Entered by user													
1200-Discou...	Entered by user													
<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	\$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

**Budgets**

Percentage of account balances for 1010.02-Sales - BND

Allocate percentage of account balances

Allocate percentage of selected account balances

**Budget** | 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													
1010-Gross Invoiced Sales - Third Party													
1010.01-Sales - SGD		484	3,848	3	4	485	45	443	34	33			
1010.02-Sales - BND		500	500	600	50	700	600	600	800	1,000			

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

OK | Cancel

**Budgets**

Percentage of account balances for 1010.02-Sales - BND

Allocate percentage of account balances

Allocate percentage of selected account balances

**Budget** | 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													
1010-Gross Invoiced Sales - Third Party		34	38	384	484	3,848	3	45	485	45	443	34	33
1010.01-Sales - SGD		600	600	500	500	500	600	500	700	600	600	800	1,000
1010.02-Sales - BND													
1010.03-Sales - USD													
1010.04-Sales - Co Packaging Income													
1010.07-Sales - Management Fees													
1020-Gross Free Goods - Third Party													
1100>Returns													
1110>Returns Actual													
1110.01-Return Inwards - SGD													
1110.02-Return Inwards - BND													
1110.03-Return Inwards - USD													
1110.07-Return Inwards (Suspense) - SGD													
1120>Returns Accrual													

Select Account 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

OK | Cancel

### 3.8 Clear Account Balance



Budgets

Budget Date: 23/12/2015 | Budget Number: Budget15-120015 | Fiscal Calendar: Year 2015 | Budget Reference: | Status: 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
9380-Net Income	Entered b...													
1000-Gross Sales	Entered b...	\$57,500.00	\$5600.00	\$5600.00	\$5500.00	\$5500.00	\$5500.00	\$5600.00	\$5500.00	\$5700.00	\$5600.00	\$5800.00	\$51,000.00	
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 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	

Selected row 5 from the Total 465 (Of 513) records.

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

Budget List (2) | Budget | Balance Sheet Settings

Budgets

Budget Date: 23/12/2015 | Budget Number: Budget15-120015 | Fiscal Calendar: Year 2015 | Budget Reference: | Status: 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
9380-Net Income	Entered b...													
1000-Gross Sales	Entered b...													
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 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	

Total 465 (Of 513) records.

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

Budget List (2) | Budget | Balance Sheet Settings

\*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

The screenshot shows the 'Budgets' screen in a software application. At the top right, the status is 'Drafted' in a red box. The 'Budget Date' is 23/12/2015 and the 'Budget Number' is Budget15-120015. The 'Fiscal Calendar' is Year 2015. The 'Budget Reference' is empty. Below this, there are tabs for 'Budget List (2)', 'Budget', and 'Balance Sheet Settings'. The 'Budget' tab is active, showing a table with columns for 'Account', 'Budget', 'Year 2015', and months from Jan15 to Dec15. The table contains various accounts like '9380-Net Income', '1000-Gross Sales', '1010-Gross Inv.', '1010.01-Sales', '1010.02-Sales', '1010.03-Sales', '1010.04-Sales', '1010.07-Sales', '1010.08-Sales', '1020-Gross Fre.', '1100>Returns', '1110>Returns', '1110.01-Return', '1110.02-Return', '1110.03-Return', '1110.07-Return', '1120>Returns', and '1200-Discounts &'. A dialog box titled 'Confirm Document?' is open in the center, asking 'Do you really wish to Confirm the selected Budget(s)?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. At the bottom, there are buttons for 'Generate Documents', 'Confirm Budget', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Confirm Budget' button is highlighted with a red box.

\*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

The screenshot shows the 'Budgets' screen in a software application. At the top right, the status is 'Confirmed' in a red box. The 'Budget Date' is 23/12/2015 and the 'Budget Number' is Budget15-120015. The 'Fiscal Calendar' is Year 2015. The 'Budget Reference' is empty. Below this, there are tabs for 'Budget List (2)', 'Budget', and 'Balance Sheet Settings'. The 'Budget' tab is active, showing a table with columns for 'Account', 'Budget', 'Year 2015', and months from Jan15 to Dec15. The table contains various accounts like '9380-Net Income', '1000-Gross Sales', '1010-Gross Inv.', '1010.01-Sales', '1010.02-Sales', '1010.03-Sales', '1010.04-Sales', '1010.07-Sales', '1010.08-Sales', '1020-Gross Fre.', '1100>Returns', '1110>Returns', '1110.01-Return', '1110.02-Return', '1110.03-Return', '1110.07-Return', '1120>Returns', and '1200-Discounts &'. A dialog box titled 'Approve Document?' is open in the center, asking 'Please note that the approved document can not be re opened!' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. At the bottom, there are buttons for 'Generate Documents', 'Approve Budget', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Approve Budget' button is highlighted with a red box.

## 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

Budgets

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

Additional Details

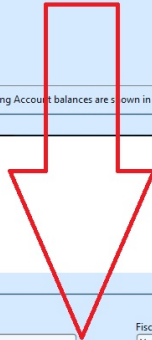
Branch: HQ - Head Office Description: Show Balances In ☒ A/C Currency ☐ Base Currency

Filter:  Confirm And Update

Asset Name	Asset Acquisition Date	Asset Cost	Residual Cost	Asset Group	Depreciation Method	Life Span In Months	Monthly Depreciation Amount
		\$51.00				0	

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



Budgets

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:  Confirm And Update

Asset Name	Asset Acquisition Date	Asset Cost	Residual Cost	Asset Group	Depreciation Method	Life Span In Months	Monthly Depreciation Amount
Round Table	28/01/2016	\$5700.00	\$51.00	9-01 - Furniture & Fittings	Straight Line	36	

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

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

Budgets

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: Confirm And Update

Round Table	28/01/2016	\$5700.00	\$51.00	0-01 - Furniture & Fittings	Straight Line	36	
Asset Name	Asset Acquisition Date	Asset Cost	Residual Cost	Asset Group	Depreciation Method	Life Span In Months	Monthly Depreciation Amount
Round Table	Jan 28, 2016	\$5700.00	\$51.00	03-01-Furniture	STRAIGHT_LINE	36	

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

Budgets

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: Confirm And Update

Round Table	28/01/2016	\$5700.00	\$51.00	0-01 - Furniture & Fittings	Straight Line	36	
Asset Name	Asset Acquisition Date	Asset Cost	Residual Cost	Asset Group	Depreciation Method	Life Span In Months	Monthly Depreciation Amount
Round Table	Jan 28, 2016	\$5700.00	\$51.00	03-01-Furniture & Fittings	STRAIGHT_LINE	36	

Deleting record? Do you really wish to delete this record?

Yes No

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

\*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.

The screenshot displays the 'Budgets' application interface. At the top, there is a navigation bar with a 'Budgets' button and a 'Drafted' button. Below this, a 'Budget List (1/4)' tab is active, showing a table of budget data. The table has columns for 'Budget Number', 'Fiscal Calendar', 'Budget Reference', and 'Days Outstanding Type'. The 'Days Outstanding Type' column is highlighted in blue. Below the table, there is a 'Balance Sheet' tab, which is also visible. The 'Balance Sheet' tab shows a table of balance sheet data. The interface includes a top navigation bar with 'Budgets' and 'Drafted' buttons, and a bottom navigation bar with 'Generate Documents', 'Confirm Budget', and 'Create New' buttons.

**Budget List (1/4)**


Budget Number	Fiscal Calendar	Budget Reference	Days Outstanding Type	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16
Budget16-010018	Year 2016		DIO	30	30	30	30	30	30	30	30	30	30	30	30
			DPO	45	45	45	45	45	45	45	45	45	45	45	45
			DSO	60	60	60	60	60	60	60	60	60	60	60	60

**Balance Sheet**

Days Outstanding Type	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16
DIO	30	30	30	30	30	30	30	30	30	30	30	30
DPO	45	45	45	45	45	45	45	45	45	45	45	45
DSO	60	60	60	60	60	60	60	60	60	60	60	60

**Bottom Navigation Bar:**

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



**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

**Update Balance Sheet Accounts**

DSO	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60
Days outstanding type	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16				
DIO	30	30	30	30	30	30	30	30	30	30	30	30				
DPO	45	45	45	45	45	45	45	45	45	45	45	45				
DSO	60	60	60	60	60	60	60	60	60	60	60	60				

Notes/Attachments

Profit

Balance Sheet

Modules

2. User is able to add or view comment in the selected month and selected type of Days Outstanding.

The screenshot shows the 'Budgets' application interface. At the top, there is a navigation bar with a 'Budgets' tab and a 'Drafted' button. Below this, there are fields for 'Budget Date' (04/01/2016), 'Budget Number' (Budget16-010018), 'Fiscal Calendar' (Year 2016), and 'Budget Reference'. A section titled 'Additional Details' contains a 'Branch' dropdown (HQ - Head Office) and a 'Description' field. To the right of these fields are radio buttons for 'Show Balances In' with options 'A/C Currency' (selected) and 'Base Currency'.

The main area of the window is titled 'Update Balance Sheet Accounts'. It features a table with columns for months from Jan16 to Dec16. The rows represent different account types: DPO, DIO, DPO, and DSO. The DPO row is highlighted in green. A red box highlights the 'Add/Modify Comments' button in the DPO row for May16. Below the table, there is a red box.

On the left side of the window, there is a sidebar with three tabs: 'Notes/Attachments', 'Profit And Loss', and 'Balance Sheet'. The 'Balance Sheet' tab is currently selected.

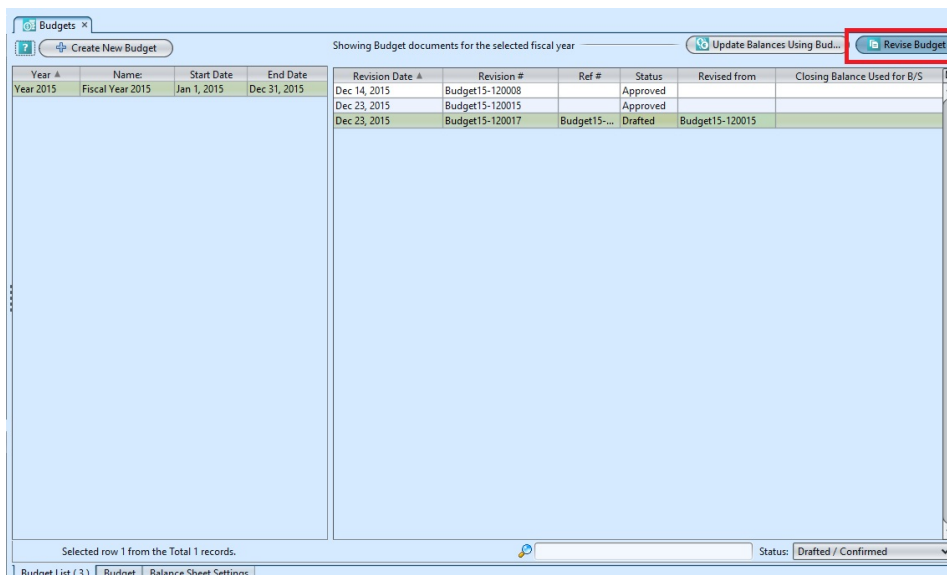
[illegible]

# 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

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>	Entered b...													
9381-Net Income	Entered b...													
<b>1000-Gross Sales</b>	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...
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
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
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>	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...													
<b>1200-Discounts &amp;</b>	Entered 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

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: 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
<b>2060.03-Back Office Charges</b>	Entered...													
2060.03-Back Office Charges	Entered...													
<b>2070&gt;Returns COGS</b>	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...
2070.99-Cost Of Goods Sold	Entered...													
2071.99-Cost Of Goods Sold - Returns	Entered...													
<b>2072-Warranty Costs</b>	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
<b>2074-Obsolescence Expense</b>	Entered...													
2074-Obsolescence Expense	Entered...													
<b>2080-Direct Variances</b>	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...													
<b>2100-COGS - I/Co</b>	Entered...													
<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

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	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
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...	\$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	\$800.00
2075-Obsolescence Expense	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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

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

Budget List ( 3 ) | Budget | Balance Sheet Settings

## 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

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

Budgets

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

9380-Net Income Entered b... \$512.15

9381-Net Income Entered b... \$57,150.0

1000-Gross Sales ... \$512.15

1010-Gross Inv... Entered b... \$55,000.0

1010.01-Sales ... Entered b... \$57,150.0

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 ...

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...

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 \$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

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
9381	Net Income																
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
1010.01	Sales - SGD				7,150.00												
1010.02	Sales - BND						650	650	650	650	650	650	650	650	650	650	650
1010.03	Sales - USD																
1010.04	Sales - Co Packaging Income																
1010.07	Sales - Management Fees																
1010.08	Sales - Warehouse																
1020	Gross Free Goods - Third Party																
1110	Returns Actual																
1110.01	Return Inwards - SGD																
1110.02	Return Inwards - BND																
1110.03	Return Inwards - USD																
1110.07	Return Inwards (Suspense) - SGD																
1120	Returns Accrual																
1210	On Invoice - Rebates																
1211	On Invoice - Cash Early Payment																
1220	Off Invoice - Bonus & Rebates																
1220.01	Range Discount / Sales Rebates / Cost Compensation																
1220.02	Flat / Fixed / Guarantee Rebates																
1220.03	Incentive / Target / Condition Rebates																
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

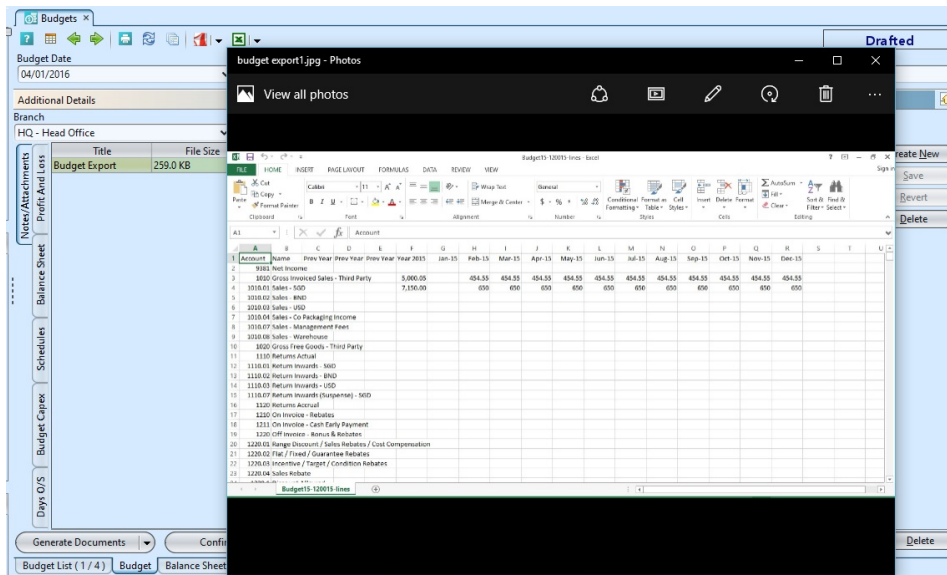
The first screenshot shows the 'Budgets' window with the 'Notes/Attachments' tab selected on the left sidebar. The main area is empty, with fields for Title, Description, and File Name.

The second screenshot shows the same window after clicking 'Save'. The 'Title' field contains 'Budget Export', the 'Description' contains 'Export Details', and the 'File Name' is 'budget export1.jpg' with a size of 265,818 bytes (259.0 KB). The 'Save' button is highlighted with a red box.

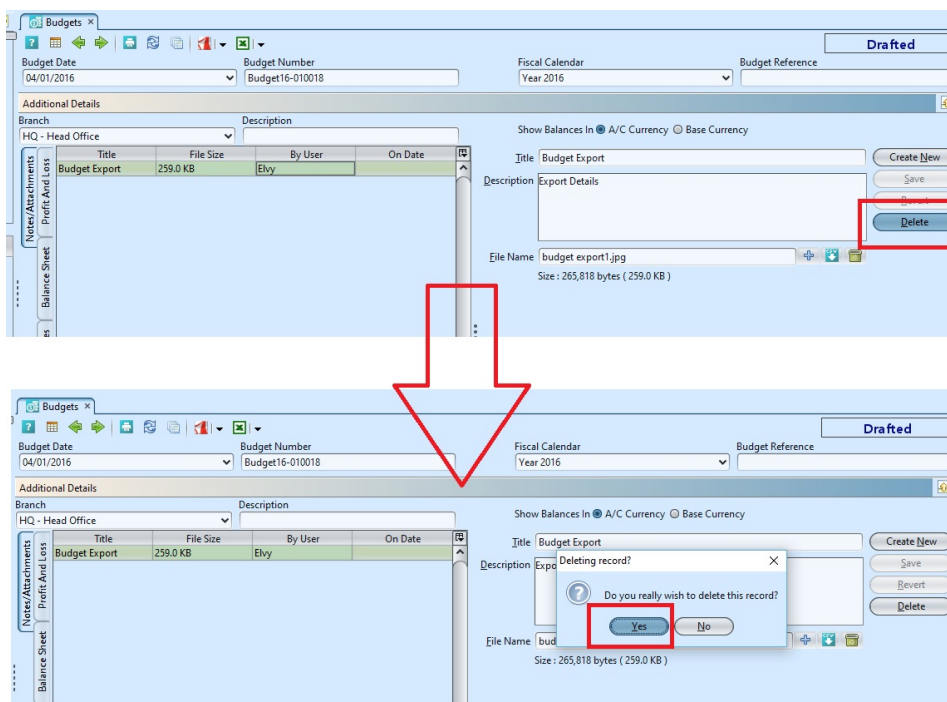
The third screenshot shows the 'Notes/Attachments' list on the left sidebar. The list contains one entry: 'Budget Export' with a file size of 259.0 KB. The 'Save' button is still highlighted with a red box.

\*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.

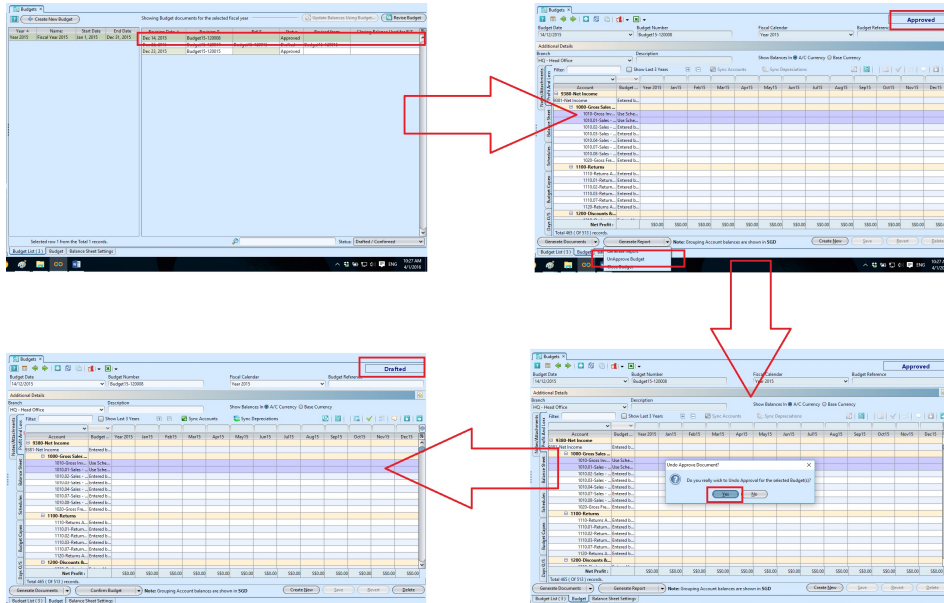


## Update Budget Details

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

Create New Budget 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

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
9380-Net Income	Entered b...													
9381-Net Income	Entered b...													
1000-Gross Sales	Entered b...													
1010-Gross Inv...	Use Sche...													
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 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 :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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 Approve 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

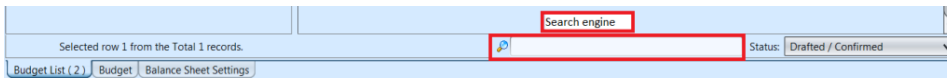
Filter: Show Last 3 Years Sync Accounts Sync Depreciations

Account	Budget	Year 2015	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15
9380-Net Income	Entered b...													
9381-Net Income	Entered b...													
1000-Gross Sales	Entered b...													
1010-Gross Inv...	Use Sche...													
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 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 :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Deleting record? Do you really wish to delete this record? Yes No

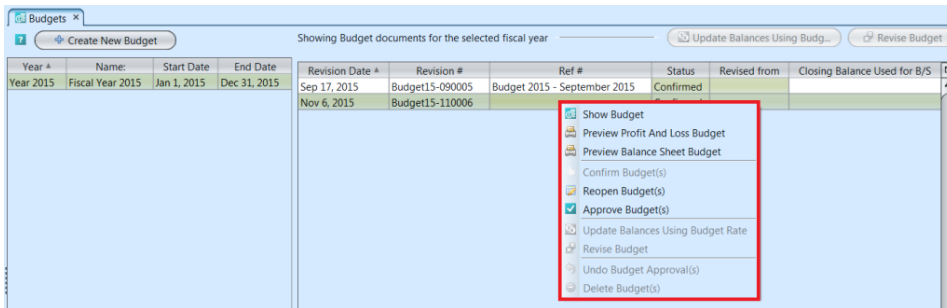
# View and Search for Budget Details

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.



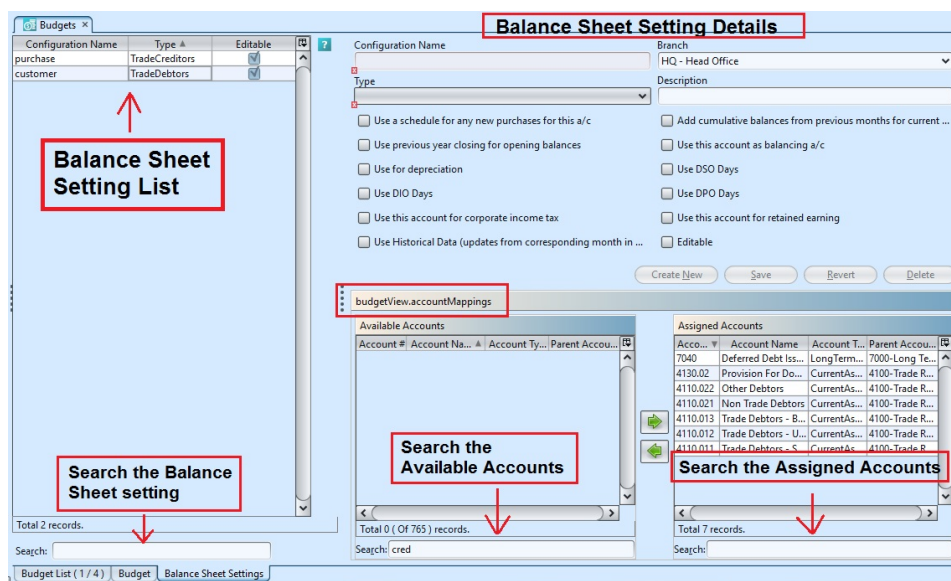
2. Click on fiscal calendar to view, it will bring up the selected fiscal budget on the right side of the screen

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

Budgets

Configuration Name	Type	Editable
customer	TradeDebtors	<input checked="" type="checkbox"/>
purchase	TradeCreditors	<input checked="" type="checkbox"/>

Configuration Name: customer Branch: [dropdown]  
Type: TradeDebtors Description: [text]  
☐ Use a schedule for any new purchases for this a/c  
☐ Use previous year closing for opening balances  
☐ Use for depreciation  
☐ Use DIO Days  
☐ Use this account for corporate income tax  
☐ Use Historical Data (updates from corresponding month in...)  
☐ Add cumulative balances from previous months for current...  
☐ Use this account as balancing a/c  
☒ Use DSO Days  
☐ Use DPO Days  
☐ Use this account for retained earning  
☒ Editable  
**Create New** Save Revert Delete

budgetView.accountMappings

Available Accounts	Assigned Accounts
4010 Cash	4110.011 Trade Debtors - S...
4010... Bank - HSBC	4110.012 Trade Debtors - ...
4010... Bank - OCBC	4110.013 Trade Debtors - ...
4010... Bank - DBS	4110.021 Non Trade Debtors
4011... Petty Cash	4110.022 Other Debtors
4020 Cash Equivalents	4130.02 Provision For Do...
4030 Cash in Transit	7040 Deferred Debt Iss...
4120 Allowance for Cas...	
4130 Bad Debt Reserve	

Selected row 1 from the Total 2 records.  
Search: [text]  
Budget List (1 / 4) Budget **Balance Sheet Settings**

Budgets

Configuration Name	Type	Editable
customer	TradeDebtors	<input checked="" type="checkbox"/>
purchase	TradeCreditors	<input checked="" type="checkbox"/>

Configuration Name: Inventory Branch: HQ - Head Office  
Type: TradeCreditors Description: [text]  
☐ Use a schedule for any new purchases for this a/c  
☐ Use previous year closing for opening balances  
☐ Use for depreciation  
☒ Use DIO Days  
☐ Use this account for corporate income tax  
☐ Use Historical Data (updates from corresponding month in...)  
☐ Add cumulative balances from previous months for current...  
☐ Use this account as balancing a/c  
☐ Use DSO Days  
☐ Use DPO Days  
☐ Use this account for retained earning  
☐ Editable  
**Create New** **Save** Revert Delete

\*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.

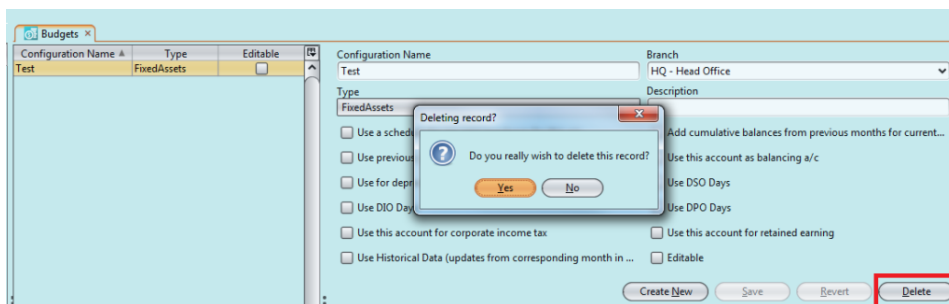
2. Click **"Save"** button at the bottom of the screen when done with the updates

## 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.

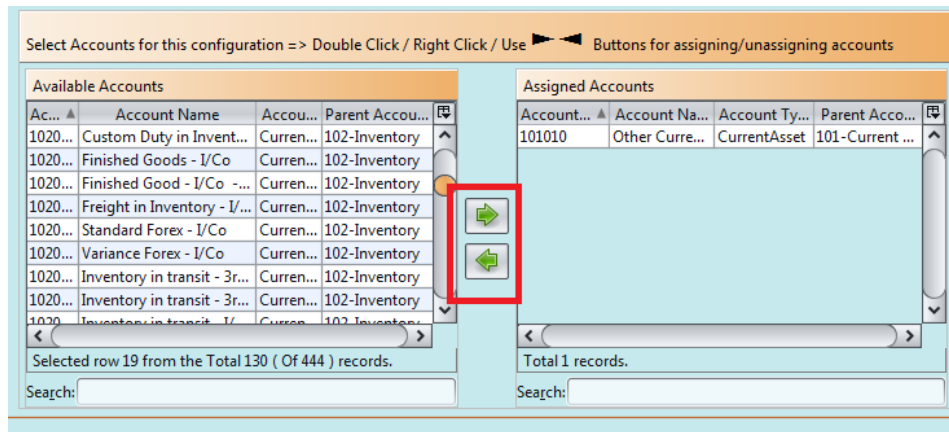


## Assign & Un-assign Account to / from Balance Sheet Settings

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

Create New Budget

Showing Budget documents for the selected fiscal year

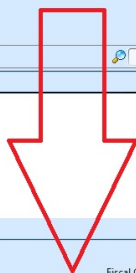
Update Balances Using Budget... Revise Budget

Year	Name	Start Date	End Date	Budget	Status	Revised From	Revised To
Year 2015	Fiscal Year 2015	Jan 1, 2015	Dec 31, 2015	Jan 4, 2016	Budget16-010018	Drafted	Dec-15
Year 2016	Fiscal Year 2016	Jan 1, 2016	Dec 31, 2016				

Selected row 2 from the Total 2 records.

Budget List (1 / 4) Budget Balance Sheet Settings

Status: Drafted / Confirmed



Budgets

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 M...	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16
5100-Property, Plan...	Entered b...	\$5550.00	\$5605.00	\$5665.50	\$5732.05	\$5805.26	\$5885.78	\$5974.36	\$51,071.79	\$51,178.97	\$51,296.87	\$51,426.56	\$51,569.21
5110-Land & Buil...	Entered b...	\$5550.00	\$5605.00	\$5665.50	\$5732.05	\$5805.26	\$5885.78	\$5974.36	\$51,071.79	\$51,178.97	\$51,296.87	\$51,426.56	\$51,569.21
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 Bevert 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 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

5120.10 - Furniture & Fixtures	Budget Method	Jan16	Feb16	Mar16	Apr16	May16	Jun16	Jul16	Aug16	Sep16	Oct16	Nov16	Dec16
Account													
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 Receiv...		\$536,90...	\$538,80...	\$538,65...	\$539,48...	\$539,78...	\$540,26...	\$540,502...	\$540,754...	\$541,181...	\$541,473...	\$541,927...	\$542,285...
4110.011-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	\$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
4110.013-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												

Generate Documents

Confirm Budget

Note: Grouping Account balances are shown in SGD

Create New

Save

Revert

Delete

Budget Sheet (1 / 4)

Budget

Balance Sheet Settings