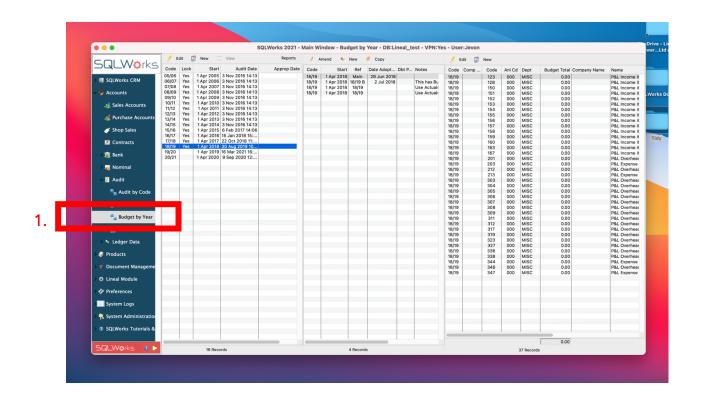
## Introduction to Nominal Budgets



SQLWorks allows accounts administrators to set nominal-specific financial budgets by month and financial year, against which to compare a company's performance.

Nominal Budgets can be accessed from the Navigation Bar via Accounts > Audit > Budgets By Year. (1)

SQLWorks supports the creation of multiple budgets per financial year, against which to measure your financial performance – for example offering the option to create 'Best', 'Average' and 'Worst case' scenarios. The Budget by Year window displays three columns – from left to right, Financial Years, Budgets Created, and Nominal Codes:

| -1                          |      |                             |               | n Wi | indow - Bud          | iget by | Year - DB:Li | neal_t | est - VPN:Ye | es - Usei    | r:Jevon |      |        |      |                           |               |
|-----------------------------|------|-----------------------------|---------------|------|----------------------|---------|--------------|--------|--------------|--------------|---------|------|--------|------|---------------------------|---------------|
| 🥖 Edit 📝 New 🗌 View Reports |      |                             |               |      | 🤊 Amend 🍬 New 🔔 Copy |         |              |        |              | 🕖 Edit 🧊 New |         |      |        |      |                           |               |
| Code                        | Lock | Start Audit Date            | Approp Date . | ode  | Start                | Ref     | Date Adopt   | Dbt P  | Notes        | Code         | Comp    | Code | Anl Cd | Dept | Budget Total Company Name | e Name        |
| 05/06                       | Yes  | 1 Apr 2005 3 Nov 2016 14:13 |               | /19  | 1 Apr 2018           | Main    | 29 Jun 2018  |        |              | 18/19        |         | 123  | 000    | MISC | 0.00                      | P&L Income it |
| 06/07                       | Yes  | 1 Apr 2006 3 Nov 2016 14:13 |               | /19  | 1 Apr 2018           | 18/19 B | 2 Jul 2018   |        | This has Bu  | 18/19        |         | 128  | 000    | MISC | 0.00                      | P&L Income it |
| 07/08                       | Yes  | 1 Apr 2007 3 Nov 2016 14:13 |               | /19  | 1 Apr 2018           | 18/19   |              |        | Use Actual:  | 18/19        |         | 150  | 000    | MISC | 0.00                      | P&L Income it |
| 08/09                       | Yes  | 1 Apr 2008 3 Nov 2016 14:13 |               | /19  | 1 Apr 2018           | 18/19   |              |        | Use Actual:  | 18/19        |         | 151  | 000    | MISC | 0.00                      | P&L Income it |
| 09/10                       | Yes  | 1 Apr 2009 3 Nov 2016 14:13 |               |      |                      |         |              |        |              | 18/19        |         | 152  | 000    | MISC | 0.00                      | P&L Income it |
| 10/11                       | Yes  | 1 Apr 2010 3 Nov 2016 14:13 |               |      |                      |         |              |        |              | 18/19        |         | 153  | 000    | MISC | 0.00                      | P&L Income it |
| 11/12                       | Yes  | 1 Apr 2011 3 Nov 2016 14:13 | 2             |      |                      |         |              |        |              | 18/19        |         | 154  | 000    | MISC | 0.00                      | P&L Income it |
| 12/13                       | Yes  | 1 Apr 2012 3 Nov 2016 14:13 | Ζ.            |      |                      |         |              |        |              | 18/19        |         | 155  | 000    | MISC | 0.00                      | P&I Income it |

To create a new budget, select the financial year in the left hand column and click 'New'. (2)

Budgets must be imported in a tab-delimited text file. If this is the first time you have set budgets, it is worth running the Audit of the financial year process, to ensure the Nominal Ledger structure is up to date (this ensures all possible combinations of cross-referenced Nominal Code/Analysis Code/Department exist for a budget to be set.)

Rather than setting exact figures, you may also use a previous financial year's figures ('actuals') to create a new budget. SQLWorks will prompt you for an 'Uplift Value', expressed as a percentage, to set values for a financial year based on a multiplier.

To make an existing budget the current budget in the Nominal Ledger, right click on the budget and choose 'Adopt Budget'.

This updates the budget figures used for budget tracking in the Nominal Ledger to your budget of choice.

When selecting a code in the Nominal Ledger, the 'Budgt/Forcast' column (3) now displays your adopted budget figures for that code. The 'Variation' column (4) now displays what value above or below budget the postings to this

| 00            | Duplicate Budget           |           |
|---------------|----------------------------|-----------|
| Use           | Actuals for Budget Pattern |           |
| Uplift value  | 1.0000                     |           |
| Income Items  | <ul><li>✓</li></ul>        |           |
| Expense Items | <ul> <li>✓</li> </ul>      |           |
| Select Year   | 2020                       | 0         |
|               |                            | Cancel OK |

| 1    | Amend 🌜 New 🍠 Copy                                   |
|------|--|
| Code | Start Adopted Notes                                  |
| 2019 | 1 Jan 2019 Use Actuals from 2020 to                  |
| 2019 | Change Batch Size<br>Revert List to Default Settings |
|      | <ul> <li>Toggle Active</li> <li>Get Info</li> </ul>  |
|      | Copy To Clipboard                                    |
|      | <pre>/ Amend</pre>                                   |
|      | Delete Whole Budget                                  |
|      | Adopt Budget   |
|      | Recover  |
|      | 🛃 Import Audit Data                                  |

code are for each month in the financial year, and will display green or red for positive or negative values. Please note this conditional formatting are reversed for income/spending respectively.

| Nominal Code         | Nom                                  | 312    | ᅌ Ana    | alysis All | \$              | Dept All | 🗘 Yea       | 2019            | 0         |          |                 |                 |
|----------------------|--------------------------------------|--------|----------|------------|-----------------|----------|-------------|-----------------|-----------|----------|-----------------|-----------------|
| 312 Brea             | akages                               |        |          |            |                 | Info     | Actual      | Budget/Forecast | Variation | Notes    |                 |                 |
| Add VAT 🗹 Inc        | Dashboard 📄 Compress 🗹               |        |          | Actual     | Closing Balance |          | dgt/Forcast | Variation       |           |          |                 | 🏚 🐲 😜           |
| Report Subheading    | 3                                    |        |          |            |                 |          |             |                 |           |          |                 | u 🖗 🗕           |
| Selling and Disc     | Jan 19                               |        | 622.86   | 622.86     |                 | 1,850    | -1,227      | 2000            |           |          | Open Balance    |                 |
| Profit & Loss Report | Feb 19                               |        | 760.63   | 1,383.49   |                 | 1,850    | -1,089      |                 |           |          | 0.00            |                 |
| Direct Costs         |                                      | Mar 19 |          | 1,026.73   | 2,410.22        |          | 1,850       | -824            |           |          |                 |                 |
| Balance Sheet Rep    | Apr 19                               |        | 1,342.97 | 3,753.19   |                 | 1,850    | -506        | 1500            |           |          | Year To Date    |                 |
|                      | May 19                               | >      | 613.05   | 4,366.24   |                 | 1,850    | -1,237      |                 |           |          | 9,900.04        |                 |
| Analysis Group       | Jun 19                               | >      | 282.14   | 4,648.38   |                 | 1,850    | -1,569      | 1000            |           |          | Retained Profit |                 |
| Sys A/C              | Restrict Use Typ RecoN All Ldgrs Non | Jul 19 | >        | 1,060.46   | 5,708.84        |          | 1,850       | -789            |           |          |                 | 0.00            |
| P&L Item             | Dbt (PL) Zero                        | Aug 19 | >        | 337.15     | 6,045.99        |          | 1,850       | -1,513          |           |          |                 |                 |
| Bal Sheet            | O Crd (SL) Oper                      | Sep 19 | >        | 798.72     | 6,844.71        |          | 1,850       | -1,052          | 500       |          |                 | Closing Balance |
| 0                    |                                      | Oct 19 | >        | 1,058.29   | 7,903.00        |          | 1,850       | -792            |           |          |                 | 9,900.04        |
| Search Data          |                                      | Nov 19 | >        | 1,268.99   | 9,171.99        |          | 1,850       | -580            | لېلل و    |          |                 | Last Audit Date |
| From 1 Jan           | Dec 19                               | >      | 728.05   | 9,900.04   |                 | 1,850    | -1,122      | J               | FMAI      | MJJASOND | 13 Jan 2020     |                 |
| Up to 31 Dec         | Totals                               | >      | 9,900.04 | 9,900.04   |                 | 22,200   | -12,300     | Actual          |           | Budget   | 10:55           |                 |
|                      |                                      |        |          |            |                 |          |             |                 |           |          |                 |                 |
|                      |                                      |        |          |            |                 |          |             |                 |           |          |                 |                 |
|                      |                                      |        |          |            |                 |          | 2           |                 | ٨         |          |                 |                 |
|                      |                                      |        |          |            |                 |          | 3.          |                 | 4.        |          |                 |                 |