

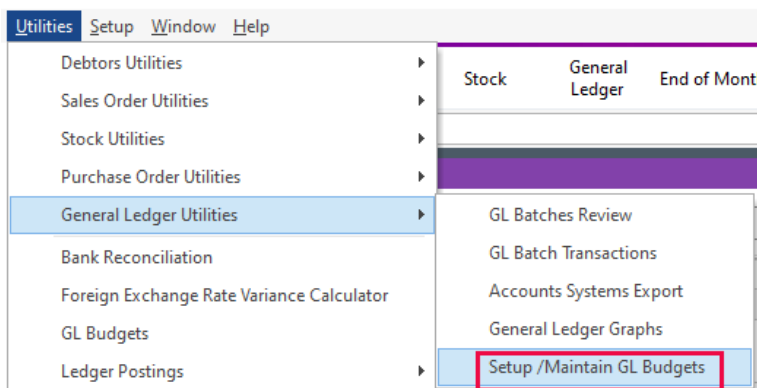
How to Create a Forecast from an Existing GL Budget

Overview

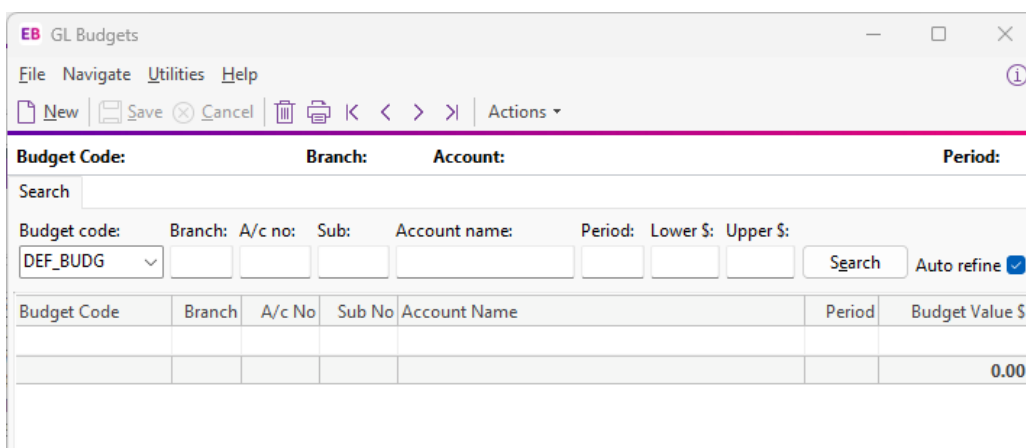
EXO Business budgets and forecasts are very flexible. Here's how you can create a forecast from an existing budget. In the following example we will create a forecast based on our existing budget increased by 20%.

Step 1 – Go to Setup / Maintain GL Budgets

Go to Utilities -> General Ledger Utilities -> Setup / Maintain GL Budgets

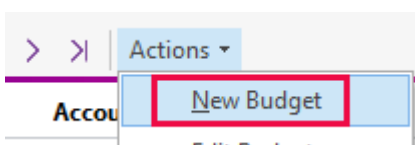


The 'GL Budgets' screen will be displayed.



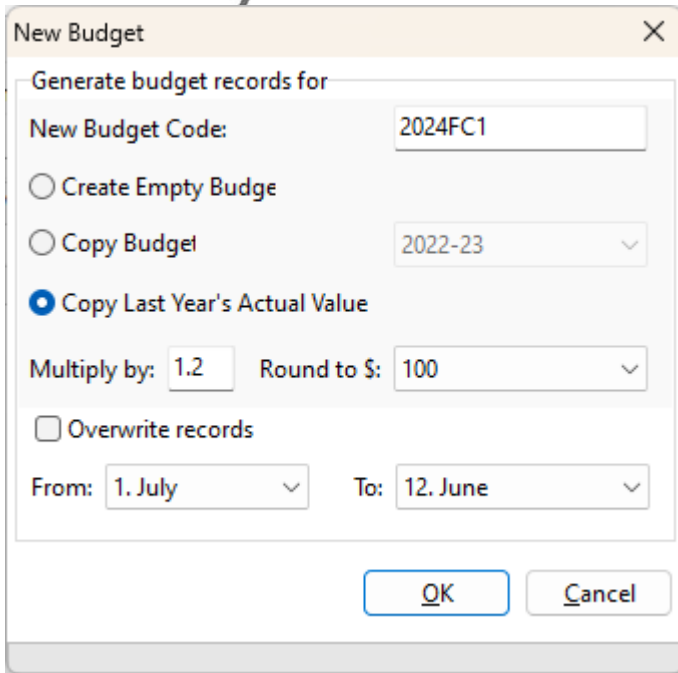
Step 2 – Create a New GL Budget

Click on the Actions drop down and select New Budget. The 'New Budget' screen will be displayed.



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New Budget

Generate budget records for

New Budget Code: 2024FC1

Create Empty Budget

Copy Budget 2022-23

Copy Last Year's Actual Value

Multiply by: 1.2 Round to \$: 100

Overwrite records

From: 1. July To: 12. June

OK Cancel

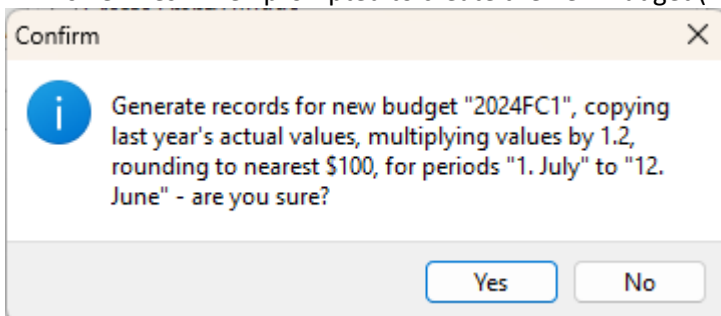
Enter a New Budget Code – this will be the code for your forecast (e.g. 2013FC1).

Select your existing budget from the 'Copy Budget' drop-down list

Select 'Multiply by' 1.2 and Round to \$100 – this make the forecast 20% more than your existing budget, rounded to the nearest \$100

Click OK

Answer 'Yes' when prompted to create the new Budget (Forecast)

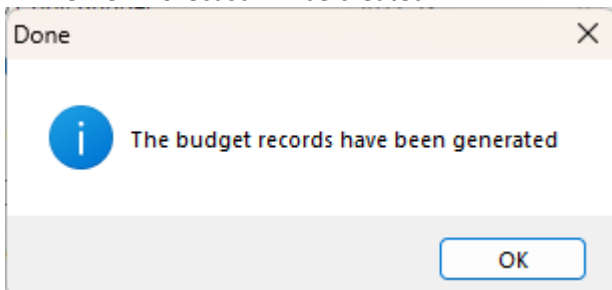


Confirm

Generate records for new budget "2024FC1", copying last year's actual values, multiplying values by 1.2, rounding to nearest \$100, for periods "1. July" to "12. June" - are you sure?

Yes No

The New Forecast will be created



Done

The budget records have been generated

OK

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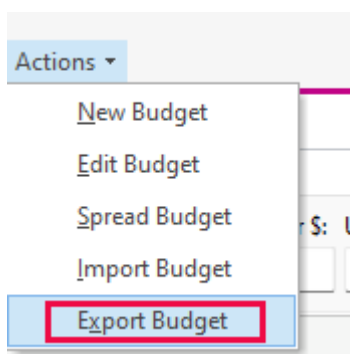
Step 3 – Maintain / Update your Forecast

The Forecast has been created using the formula we defined (e.g. all values increased by 20%). That may be a good start, but not realistic for all accounts.

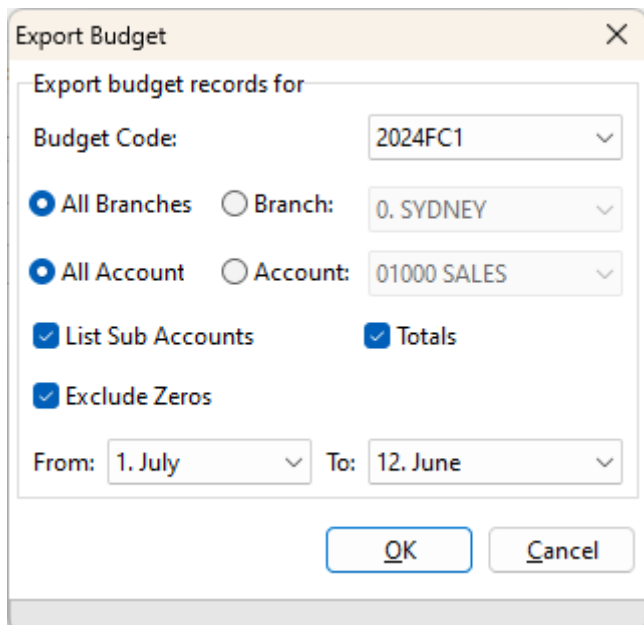
You can now maintain your Forecast to your requirements. The easiest way is to export to excel, update, then import back into EXO.

Step 4 – Export your Forecast (Budget)

Click on the Actions drop down and select 'Export Budget' from the list



The 'Export Budget' screen will be displayed.

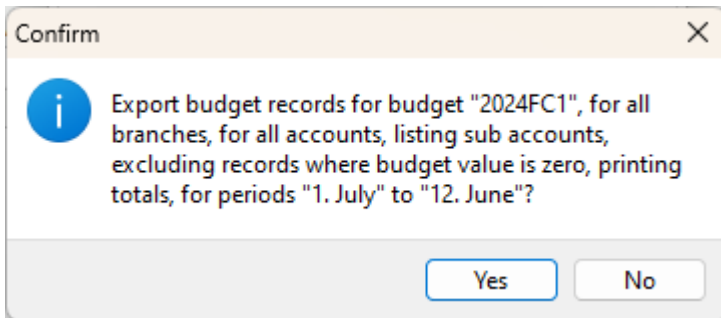


Select your Forecast, and we suggest having the other options selected as per the above screen shot.

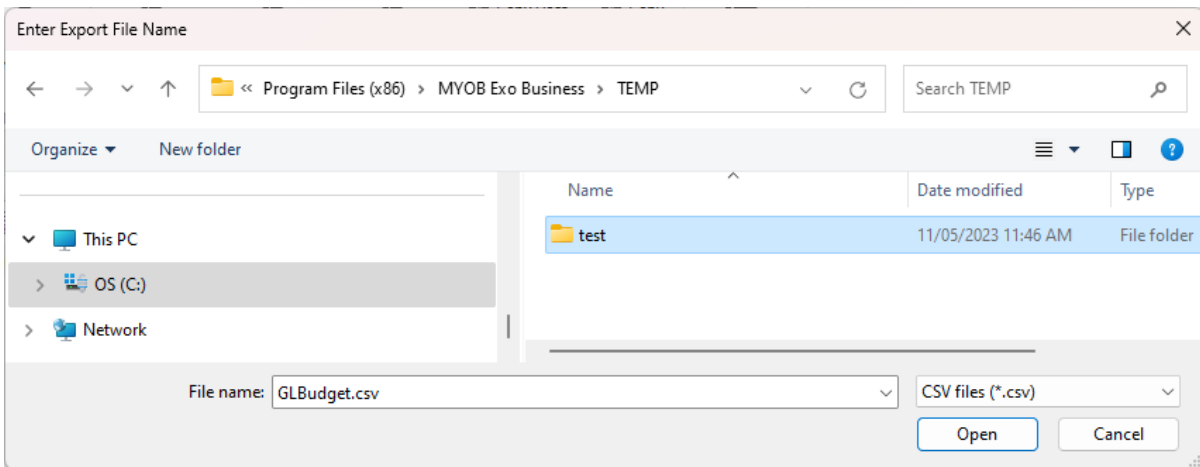
Click 'Yes' when asked to confirm the export

****Please note – if you are doing your first budget (no prior year to copy), then untick the 'Exclude Zeros' when exporting as all will be zero.**

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Choose a location and file name for the budget to be exported. By default EXO will use the designated 'Temp' folder.



The Budget will be exported and will open in MS Excel

The screenshot shows an Excel spreadsheet titled "GLBudget.csv". The data is organized as follows:

- Row 1: Motopartz.com.au
- Row 2: GL Budget Export
- Row 3: Budget Code: 2024FC1
- Row 4: Exported 17.05.2023 16:37
- Row 5: (Empty)
- Row 6: Headers for columns: Br, A/c, Sub, Name, 1. Jul, 2. Aug, 3. Sep, 4. Oct, 5. Nov, 6. Dec, 7. Jan, 8. Feb, 9. Mar, 10. Apr, 11. May, 12. Jun, Total
- Row 7: 0 1000 0 SALES 0 0 0 0 0 0 0 0 0 58800 -15600 -4200 0 39000
- Row 8: 0 1000 1 ELECTRICA -5300 -5500 -1000 -6500 -1300 -4200 0 0 0 -1300 0 -700 -1300 -27100
- Row 9: 0 1000 2 ENGINE -300 -1900 -500 -300 -300 -600 0 0 0 -7300 0 0 -900 -12100
- Row 10: 0 1000 3 OTHER ME -15500 -8200 -17900 -11100 -17100 -4100 0 0 0 -20000 0 -7100 -8700 -109700
- Row 11: 0 1000 4 ACCESSOF -1100 -900 -1300 -700 -800 -2200 0 0 0 -8200 0 -700 -600 -16500
- Row 12: 0 1000 5 SERVICE 0 0 0 0 0 0 0 0 0 0 -800 0 0 -100 -900
- Row 13: 0 2050 0 COST OF C 0 0 0 0 0 0 0 0 0 0 12100 13900 -27400 100 -1300
- Row 14: 0 2050 1 ELECTRICA 3800 4000 700 4500 900 3200 0 0 0 0 0 1700 1100 19900
- Row 15: 0 2050 2 ENGINE 300 1400 400 200 400 500 0 0 0 0 0 6000 1000 10200
- Row 16: 0 2050 3 OTHER ME 12000 5400 13900 8600 12600 3100 0 0 0 0 0 22800 6700 85100
- Row 17: 0 2050 4 ACCESSOF 600 700 800 400 600 1400 0 0 0 0 0 7300 400 12200
- Row 18: 0 2050 5 SERVICE 0 0 0 0 0 0 0 0 0 0 0 600 0 600
- Row 19: 0 2100 0 STOCK AD 0 0 0 0 0 -100 0 0 0 0 29300 0 0 29200
- Row 20: 0 3100 0 ADVERTIS 2400 1800 2400 1800 2400 2400 0 0 0 0 3000 0 2400 18600
- Row 21: 0 3250 0 CLEANING 300 0 300 300 300 300 0 0 0 0 300 0 300 2100
- Row 22: 0 3350 0 FOREIGN I 55600 0 0 0 0 31100 0 0 0 0 23400 0 38700 26000 174800
- Row 23: 0 3500 0 DOWNER 1000 1000 1000 1000 1000 1000 0 0 0 0 1000 0 1000 8300

Each Branch, Account and Sub-Account has a row. Each Month is a column.

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Step 5 – Update your Budget (Forecast) in Excel

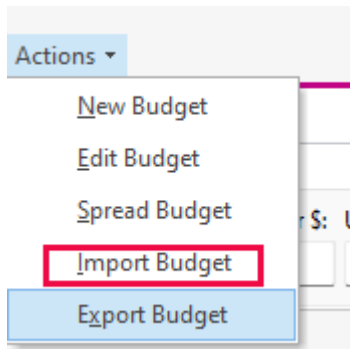
Make changes to any value in the spreadsheet. You can use any excel formula you like and the cells will be imported as values.

Br	A/c	Sub	Name	1. Jul	2. Aug	3. Sep	4. Oct	5. Nov	6. Dec	7. Jan	8. Feb	9. Mar	10. Apr	11. May	12. Jun	Total
7	0	1000	1 ELECTRICA	3000	3300	3630	3993	4392	4831	5314	5845	6430	7073	7780	8558	36000
8	0	1000	2 ENGINE	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
9	0	1000	3 OTHER ME	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
10	0	1000	4 ACCESSOF	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
11	0	1000	5 SERVICE	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	14400
12	0	2050	1 ELECTRICA	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	17280
13	0	2050	2 ENGINE	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	17280
14	0	2050	3 OTHER ME	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	17280
15	0	2050	4 ACCESSOF	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	17280
16	0	2050	5 SERVICE	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	1440	17280

After updating save and close the GL Budget spreadsheet. It will save as a .CSV file

Step 6 – Import your updated GL Budget Spreadsheet to update your Forecast

From the Actions drop down, select Import Budget



The 'Import Budget' screen will be displayed

EB Import Budget

New Budget Code:

Import Budget File: C:\Program Files (x86)\M

Overwrite records **Select** Load

Import Columns

Branch: A/c No: Sub No: A/c Name: From Period: Period Range:

Name: Br A/c Sub Name 1. Jul From: 1. Jul

No: 1 2 3 4 5 To: 12. Jun

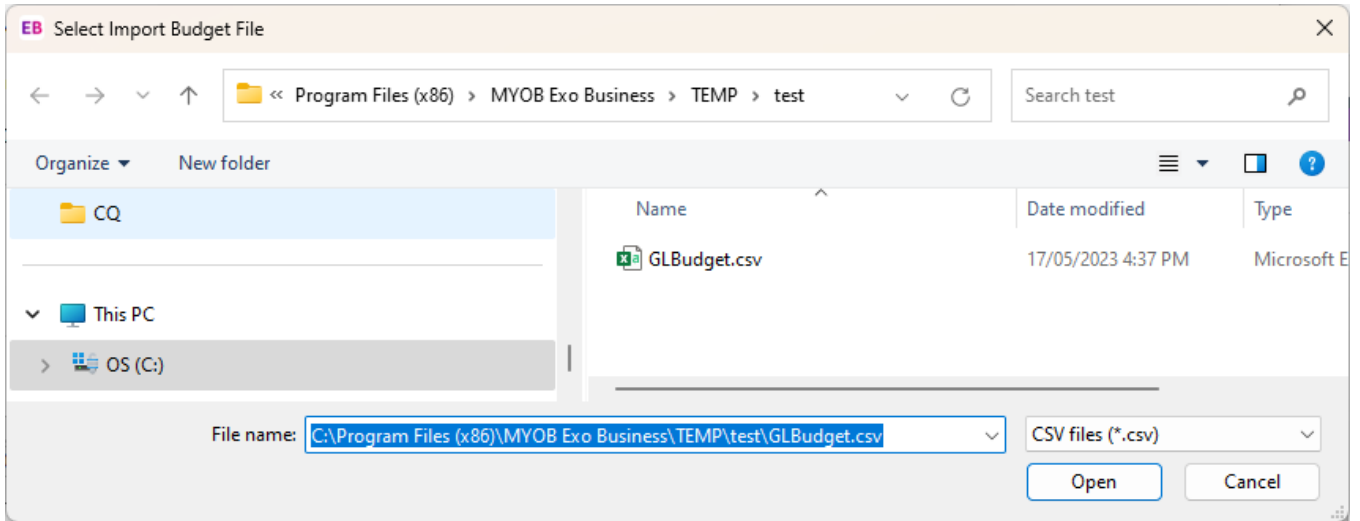
Import Values

OK Cancel

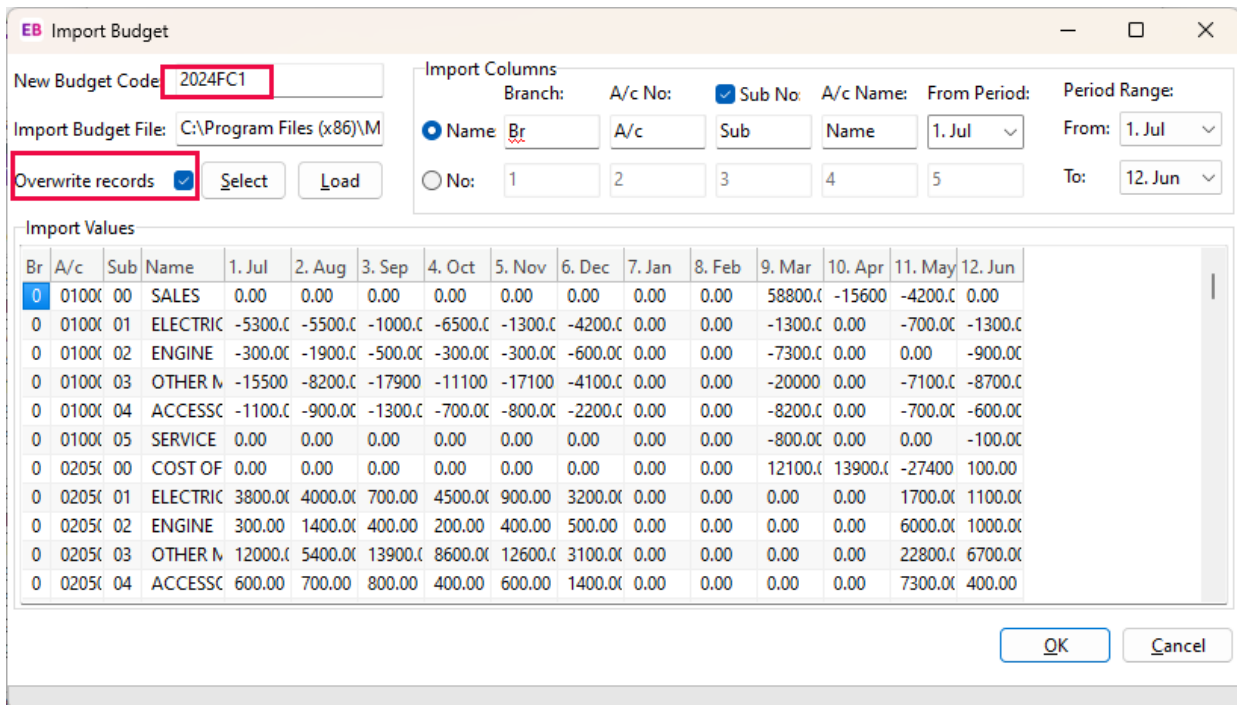
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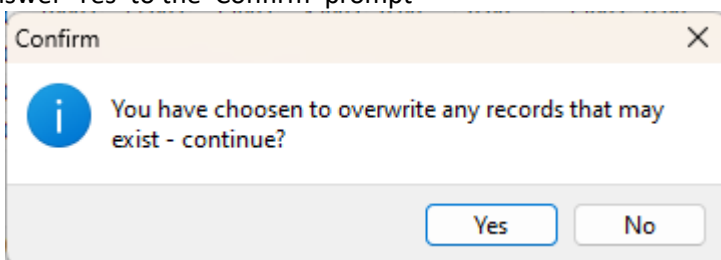
Click the 'Select' button, then find your GL Budget spreadsheet and select it



The 'Import Budget' screen will now display the values from the GL Budget spreadsheet. Enter the code for your existing forecast (e.g. 2013FC1) in the 'New Budget Code' field. Ensure 'Overwrite records' is ticked. Click OK



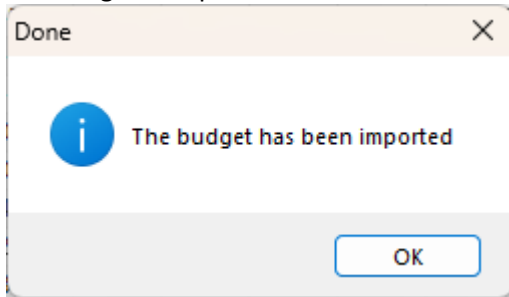
Answer 'Yes' to the 'Confirm' prompt



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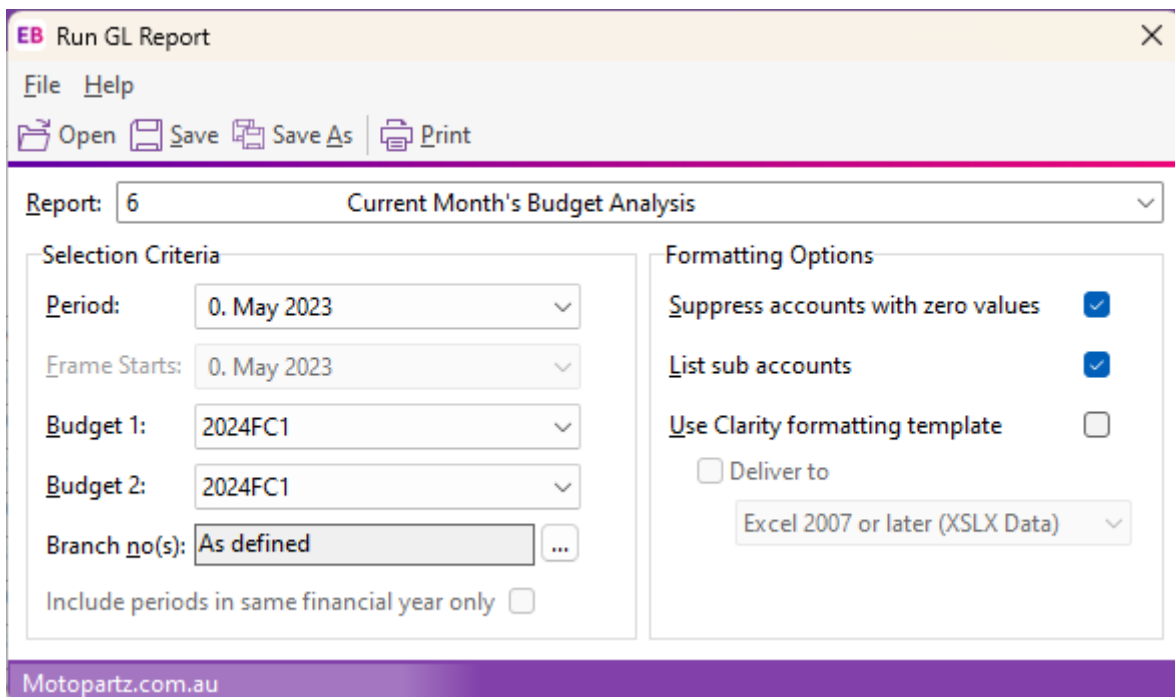
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The Budget is imported



Step 7 – You can now report Actuals against Budget and Forecast

Run your GL Reports for Budget Comparison and select the applicable Budget and/or Forecast.



Note: Your Reports may need to be configured to report both a budget and forecast. Contact our Support Team if you require Assistance.