

Budgeting Menu

- [GL Budgeting](#)

GL Budgeting

Set up Budgets for each month for your income and expense accounts.

General Ledger>Activity>Budgeting

This will help you track progress throughout the year.

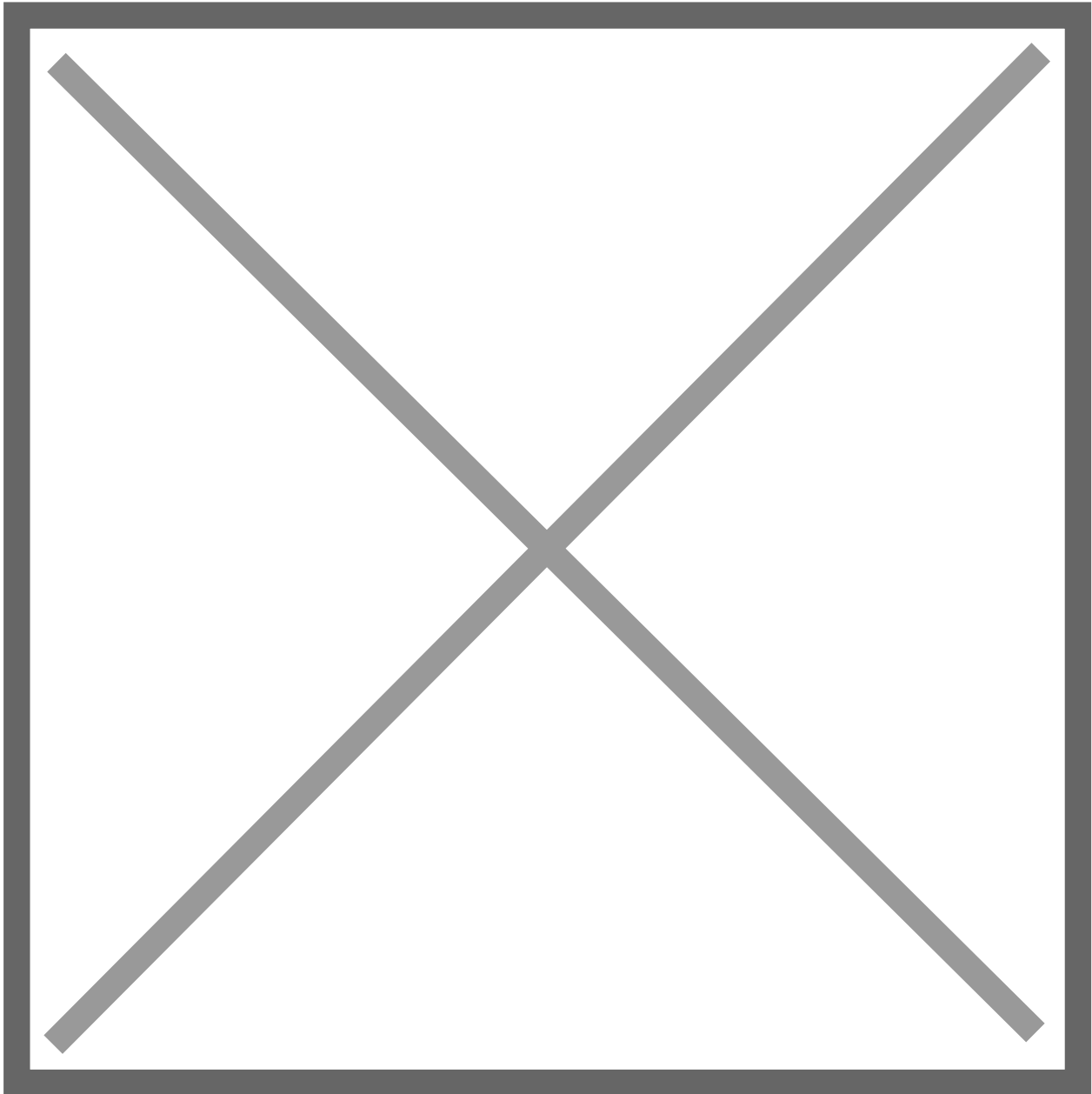
The budgeted amount is highlighted in blue under the budgeted column.

Manually insert this month by month or insert the total amount and allocate, this amount will be allocated equally throughout the months.

For your convenience this can also be imported.

Includes

1.	Budget replacement for months that don't have actuals
2.	Budget per month
3.	Budget compare from previous year
4.	Budget variance percentage
5.	Operational and non-operational Income statement / Profit and loss
6.	Budget template import for budget and revised budget



A budget is a financial document used to project future income and expenses.

Basic Search Tab

Financial Year	to search by selecting the financial year from the drop-down arrow and entering the total year amount
Account	to search by selecting the account from the drop down arrow
Allocate button	to apportion funds for a specific purpose for a selected financial year

Reports

Run your Profit and Loss report by period to establish a clear baseline for your budget.

General Ledger > Reports > Report List

- Select the **General Ledger** category to refine the list
- Then click the **Profit and Loss by Period** report

General Ledger Mo...

Report List

Search Open Printing Status Permissions Manage Reports

Category: General Ledger Description:

Note:

Page 1 of 1

#	Category	Description	Note
1	General Ledger	Account List	Report on all general ledger accounts and the structure path which have being added to the general ledger
2	General Ledger	Balance Enquiry	Balances by period for year Financial Year
3	General Ledger	BankIt Report	BankIt Report
4	General Ledger	Cash Book Report	Cash Book Report printed from the Cash Book not from the Transaction table.
5	General Ledger	Cash Flow Report	Cash Flow Report
6	General Ledger	Debtors Link Profit & loss	Debtors Link Profit & loss report monthly
7	General Ledger	Export Bank Manager Data	Export Bank Manager Data
8	General Ledger	GL Cashbook Recon Report	This report looks at unposted cashbooks, journals and documents which affect the bank and put onto a
9	General Ledger	GL Cashbook Report	Lists all transactions by a specific bank account and also shows whether the transaction has been reconciled
10	General Ledger	GL Journal Report	This report is a combination of multiple journals that have being posted put into one report with debits and credits
11	General Ledger	GL Transaction Report	Full transactional history of all postings in all ledger accounts with the opening and closing balance per ledger
12	General Ledger	GL Transaction Report (No1)	Full transactional history of all postings in all ledger accounts with the opening and closing balance per ledger
13	General Ledger	GL Transaction with Balances (No2)	This report is similar to the GL Transaction Report (No1) except that the profit & loss values show the opening and closing balances
14	General Ledger	GL Tree Report	Gives a report using the tree structure of the general ledger setup to find the values of all children accounts
15	General Ledger	General Ledger Budget Summary	This report shows what the budget figure is, per ledger account, per financial period, setup under the GL
16	General Ledger	Ledger Graph	Displays a line or bar graph of all values of debits less credits depending on the specific general ledger account
17	General Ledger	Post Dated Cheques	This report shows all post dated cheques that were selected by a tick to show up in this report.
18	General Ledger	Profit & loss Summary Report	Gives a monthly to yearly summary per financial period of Turnover less Cost of sales giving Gross Profit
19	General Ledger	Profit & loss by Cost Centre	GL282Note
20	General Ledger	Profit & loss by Period	View a year of Profit & loss per period in one report, one can also drill down on the values to the detail
21	General Ledger	Profit & loss with Cost Centres	Profit & loss with Cost Centres
22	General Ledger	Project Group Profit and Loss Report	Gives a profit & loss report based on the project group selected. Project groups can have many project lines
23	General Ledger	Project Line Profit and Loss Report	Shows a profit & loss report based on the project line selected. Project lines are singular projects setup under the GL
24	General Ledger	Report displaying all unprocessed documents	Report displaying all unprocessed documents
25	General Ledger	Sales Profit Analysis	Sales Profit Analysis
26	General Ledger	Statistics Report	This report shows statistics for a certain period on basic information
27	General Ledger	Trial Balance By Period	View a year of Trial Balances per period in one report, one can also drill down on the values to the detail
28	General Ledger	View the transaction lines for a specific document	View the transaction lines for a specific document type and date range.

- Select the "**Year From**" and "**Year To**" for your report
- Click "**Generate**" to run the report

×

Profit & loss By Period

Budget Type:

Budget

▼

Cost Centre:

▼

Division:

All

▼

Region:

All

▼

Year From:

Year 8

▼

Year To:

Year 8

▼

Period From:

April 2025

▼

Period To:

January 2026

▼

Period Replace:

☐

Period From:

▼

Period To:

▼

Account Level:

Level - 6

▼

Sort By:

Code

▼

Period Name:

None

▼

Branch:

All

▼

Show Prior Year:

☐

Show Zero:

☐

Operational View:

☐

Show Budget:

☐

Month Budget:

☐

Show Variance:

☐

Show Category:

☐

Show Financial Position:

☐

BS Show Zero:

☐

Show Debtor Link:

☐

▶

Generate

×

Close

📄

Export

With this report, you'll be able to see your monthly expenses by cost centre for the previous financial year.

PrintEmailExportCopy

Statement of Financial Performance By PeriodHuge ERP DEMO

Close

Report Date: 2026-02-05 13:00:58

Branch: All

Date From: 2025-04-01

Date To: 2026-01-31

Click on value to drill down for more information

	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	Actual YTD
Turnover	45.50	10 687.79		820.06	50.00	16 163.07	1 190.03	2 276.82	526.00	3 150.05	34 909.32
1000/1001 Sales - General	45.50	333.00		300.00	50.00	14 603.00	150.00	1 366.75	526.00	2 110.00	19 484.25
1000/1016 Sales - Hardware		10 354.79		520.06		1 560.07	1 040.03	910.07		1 040.05	15 425.07
Cost of Sales	1 060.00	230.25		520.04	(1 410.17)	(10 928.93)	870.25	(1 361.99)	(2 901.95)	1 902.88	(12 019.63)
2000/1001 Cost of Sales/Purchases - General	35.00	130.00		120.00	590.00	45 520.00	70.23	281.96	313.48	396.86	47 457.53
2000/1015 Hardware COS		3 800.30		400.04		1 200.06	800.02	800.08		800.04	7 800.54
2000/4000 Cost of Sales Stock Adjustment	1 025.00	(3 723.38)			(2 000.17)	(57 523.99)		(2 444.03)	(2 815.43)		(67 482.02)
2000/4005 Cos of Sales Stock Loss		23.33				(125.00)					(101.66)
2000/4010 Cost of Sales Carton Creation									(400.00)	705.98	305.98
Gross Profit	(1 014.50)	10 457.53		300.02	1 460.17	27 092.00	319.78	3 638.81	3 427.95	1 247.16	46 928.95
Income											
Expenses							120.00				120.00
4015/00001 Advertising							120.00				120.00
Net Profit	(1 014.50)	10 457.53		300.02	1 460.17	27 092.00	199.78	3 638.81	3 427.95	1 247.16	46 808.95
Taxation											
Dividends											
Retained Income	(1 014.50)	10 457.53		300.02	1 460.17	27 092.00	199.78	3 638.81	3 427.95	1 247.16	46 808.95

Import / Export Template

General Ledger > Activity > Budgeting

“Here you can generate an export of the selected accounts for the previous financial year.

- Click on the "Budget Import Export"

General Ledger Mo...  

Configuration +

Activity -

- Journals
- Expenses
- Bankit Feed
- Cash Book
- Bank Recon
- Budgeting**
- Template List

Budgeting

Search Save Delete Budget Refresh Actual

Year Selection: Year 8 (Year ID - 18) Budget Type: Budget

Region: All Division: All

Account Type: Financial Performance Accounts (IS)

Account: **All Accounts**

Hide Zero Budget: ☐

Page 1 of 1 Remove Paging: ☐ Export Import **Budget Import / Export**

#	Account Code	Account Name	GL Category	Total	April 2025	May 2025	June 2025
1	1000/1001	Sales - General	01_REV	120 000.00	10 000.00	10 000.00	10 000.00
2	1000/1016	Sales - Hardware	01_REV	--	--	--	--
3	2000/1001	Cost of Sales/P...		180 000.00	15 000.00	15 000.00	15 000.00
4	2000/1020	Labour COS		420 000.00	35 000.00	35 000.00	35 000.00
5	2000/4000	Cost of Sales St...	02_COS	144 000.00	12 000.00	12 000.00	12 000.00
6	2000/4010	Cost of Sales C...		264 000.00	22 000.00	22 000.00	22 000.00
7	3075/0000	Consulting Fees...		36 000.00	3 000.00	3 000.00	3 000.00
8	3225/0000	Management Fe...		18 000.00	1 500.00	1 500.00	1 500.00
9	4005/0000	Accounting & S...		7 200.00	600.00	600.00	600.00
10	4010/0000	Administrative F...		8 400.00	700.00	700.00	700.00

- Click "**Export**"

Budget Import / Export

Import / Export

Export Data:  **Export**

Import Using ID: ☐

Select & Upload File:

Verify Data File: ☒ Verify

Import Data File:

Drag & Drop

Drop files here to upload

Close

- Select the accounts you want to export a template for
- Click "**Continue**"

✕

Export GL Budgets

?

Only Income Statement Acc:

☐

Include Zero Budget Accounts:

☐

Include Account Without Budgets:

☐

All Budgets:

☐

Continue

Cancel

Only Income Statement Acc	This will only export the accounts from your Income Statement
Include Zero Budget Accounts Tick	By ticking this box, accounts with a budget but no spending for the financial year will also be included in your export with a zero value.
Include Accounts Without Budgets Tick	By ticking this box, accounts that had <i>no budget created in the past</i> will also be included in your export and shown with a zero value.
All Budgets	This will include all Cost Centre Accounts

This will generate an export of the selected accounts for the previous financial year.

AutoSave OnBudget_05 Feb 2026 13, 16 • Saved

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

PasteCutCopyFormat PainterClipboard

Calibri11A⁺A⁻B I U Font Color Background Color

Align Left Center Right Justify Merge & Center

GeneralNumberCurrencyPercentageDecrease Increase

Conditional FormattingFormat as TableCell StylesInsertDeleteFormat

AutoSumFillClearEditingSort & FilterFind & SelectSensitivityAdd-insCopilotCreate a PDF

G13

ABCD EFGHIJ KLMNOP

1YearIDYearNameAccountCodeAccountNameRegionCodeRegionNameDivisionCodeDivisionNameGLCategoryBudget - April 2025Budget - May 2025Budget - June 2025Budget - July 2025Budget - August 2025Budget - September 2025Budget - October 2025

218Year 8 (Year ID - 18)1000/1001Sales - General1000010000100001000010000100001000010000

318Year 8 (Year ID - 18)2000/1001Cost of Sales/Purchases - General15000150001500015000150001500015000

418Year 8 (Year ID - 18)2000/1020Labour COS35000350003500035000350003500035000

518Year 8 (Year ID - 18)2000/4000Cost of Sales Stock Adjustment12000120001200012000120001200012000

618Year 8 (Year ID - 18)2000/4010Cost of Sales Carton Creation22000220002200022000220002200022000

718Year 8 (Year ID - 18)3075/0000Consulting Fees Received3000300030003000300030003000

818Year 8 (Year ID - 18)3225/0000Management Fees Received1500150015001500150015001500

918Year 8 (Year ID - 18)4005/0000Accounting & Secretarial Fees600600600600600600600

1018Year 8 (Year ID - 18)4010/0000Administrative Fees700700700700700700700

1118Year 8 (Year ID - 18)4015/0000Advertising1500150015001500150015001500

1218Year 8 (Year ID - 18)4085/1000Card Charges300300300300300300300

1318Year 8 (Year ID - 18)4085/3000General Bank Charges200200200200200200200

1418Year 8 (Year ID - 18)4125/0000Canteen Expenses150150150150150150150

1518Year 8 (Year ID - 18)4140/0000Cleaning Expenses300300300300300300300

1618Year 8 (Year ID - 18)4150/0000Computer Expenses1000100010001000100010001000

1718Year 8 (Year ID - 18)4155/0000Consulting Fees1000100010001000100010001000

1818Year 8 (Year ID - 18)4385/0000Electricity and Water250250250250250250250

1918Year 8 (Year ID - 18)4390/0000Entertainment250250250250250250250

2018Year 8 (Year ID - 18)4505/0000General Expenses400400400400400400400

Import

Once you've updated your budget and are satisfied with the results, you can import the Excel file back into the system.

General Ledger > Activity > Budgeting

- Click on the "**Budget Import Export**"

Budgeting

Search Save Delete Budget Refresh Actual

Year Selection: Year 8 (Year ID - 18) Budget Type: Budget

Region: All Division: All

Account Type: Financial Performance Accounts (IS)

Account All Accounts

Hide Zero Budget: ☐

Page 1 of 1 Remove Paging: ☐ Export Import Budget Import / Export

#	Account Code	Account Name	GL Category	Total	April 2025	May 2025	June 2025
1	1000/1001	Sales - General	01_REV	120 000.00	10 000.00	10 000.00	10 000.00
2	1000/1016	Sales - Hardware	01_REV	--	--	--	--
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8	3225/0000	Management Fe...		18 000.00	1 500.00	1 500.00	1 500.00
9	4005/0000	Accounting & S...		7 200.00	600.00	600.00	600.00
10	4010/0000	Administrative F...		8 400.00	700.00	700.00	700.00

- Click **Select File** and choose the file to import
- When it shows **Success**, click **Verify**
- After verification is successful, click **Import**.
- Click "**Close**"

Budget Import / Export

Import / Export

Export Data: Export

Import Using ID: ☐

Select & Upload File: A Select File... Success
C:\fakepath\Budget_05 Feb 2026 12_19.xls

Verify Data File: B Verify Success
Report

Import Data File: C Import Success
Report

Drag & Drop
Drop files here to upload

Close

You have now imported your new budget for the next financial year

Video manual 2021 - [Click Here](#)