

Click on **“Central Overheads”**, this page allows you to enter expenses and also create changes to them by using the micro what if tool.

To view overheads that you have already added or if you would like to add an overhead, then please click **“Annual Costs”**.

**“Central Overheads”** also includes two seasonality profiles, when selecting one of the seasonality options for the expense as a calculation type then that will correspond to profile that you selected.

Demonstration Forecast #1 TAX TABLE WHAT IF CALCULATE

ANNUAL COSTS
SEASONALLY AMORTISED PROFILE 1
SEASONALLY AMORTISED PROFILE 2

Account Headings ADD ENTRY

Account Heading	Calculation Type	Base Cost	Inflation Adjust	Prepay Accrue	Account Payable	VAT/Sales Tax
<input type="checkbox"/> Payroll Services	Annual Amortised	£ 0.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Bad Debts - Provision	Annual Amortised	£ 7,901.20	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Insurance General	Annual Amortised	£ 1,888.00	Inflation Rate Two	No	One Month	Standard Rated
<input type="checkbox"/> Marketing - Promotions	Annual Amortised	£ 505.37	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Server Hire	Annual Amortised	£ 7,860.00	Inflation Rate One	No	One Month	Standard Rated
<input type="checkbox"/> QC - Testing	Annual Amortised	£ 1,200.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> QC - Trade Accreditation	Annual Amortised	£ 605.75	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Gifts Toys	Annual Amortised	£ 15.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> It Support	Annual Amortised	£ 600.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Advertising Social Media	Annual Amortised	£ 5,000.00	Inflation Rate One	Acc Twelve	Two Months	Higher rate
<input type="checkbox"/> Licences & Permits	Annual Amortised	£ 0.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Motor - Fuel and Oil	Annual Amortised	£ 0.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Consultancy	Annual Amortised	£ 0.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Office Rent	Annual Amortised	£ 6,600.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Office Costs	Annual Amortised	£ 2,100.00	Inflation Rate One	No	One Month	Standard Rated
<input type="checkbox"/> Bank Charges	Annual Amortised	£ 1,717.86	No Inflation	No	One Month	Standard Rated

**ADD ENTRY**

ACCOUNT HEADINGS

Telephone Costs x

Calculation Type

Cost Per Employee v

Base Cost

£50 ▲ ▼

Inflation Adjust

No Inflation v

Prepay Accrue

No v

Accounts Payable

One Month v

VAT/Sales Tax

Standard Rated v

SAVE
CANCEL

To add an overhead, click on the "Add Entry" button.

Once you have clicked on the "Add Entry" button, it will prompt a table where you can then enter the details of the overhead.

- 1) Select the account headings drop down and choose or create your own headings.
- 2) ProForecast offer various calculation types with annual amortised being the default option. For example "Telephone Costs" could have the calculation type as "Cost Per Employee".
- 3) Base cost is the initial cost for each account heading and always runs from month one of the forecast. If that is not applicable, leave the base cost blank then bring it into play by entering the appropriate month number using the step change function.
- 4) Expenses can be subjected to one of three inflation values, which are created in the "Core Plan Setup", "Commercial Terms & Creditors".
- 5) Select the accrual or prepayment type :- "No", "Accrued 3 months", "Accrued 12 months", "Prepaid 1 month", "Prepaid 3 months", "Prepaid 12 months", "Prepaid 12 months pay over 10 months".
- 6) If you selected line by line profile for accounts payable in the setup then this section will appear. Select the "Accounts Payable" status of this cost, by default the value is set to 30 days.
- 7) Use the drop down list to set the VAT/Sales tax status.
- 8) "Save" the entry to the table.