

The "**Company Structure**" section enables the user to build departments and divisions. If you add a division then this will create a divisional sales department. This can be useful even if the business does not operate a divisional structure as it can be used for project accounting. This will enable the costs and revenues to be kept separate. All sales departments will appear as "**Operating Cost Departments**" within the Income Statement report.

The screenshot displays the 'Company Structure' setup interface. At the top, a navigation bar contains several menu items: 'BASIC SETUP', 'PLAN SETUP', 'REVENUE MODELS', 'MARKETING SPLIT', 'COMPANY STRUCTURE' (which is highlighted in green), 'VAT, GST & CORP TAX SETUP', 'IMPORT', 'USER ACCESS', 'EDIT RIGHTS', and 'COPY PLAN'. Below this bar is a red 'DELETE PLAN' button. The main content area is titled 'Company Structure' and is divided into two sections: 'Central Departments' and 'Divisions'. Under 'Central Departments', there is a blue 'ADD DEPARTMENT' button and a text input field containing 'HR'. Under 'Divisions', there is a blue 'ADD DIVISION' button and a text input field containing 'North East'.

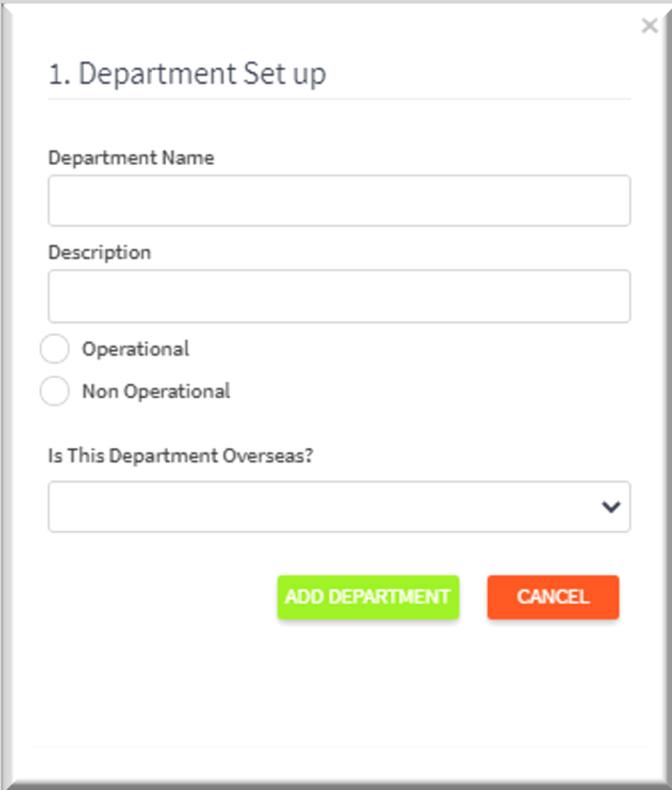
You can add an unlimited amount of central departments and divisional departments within this section.

To add a central department within the plan, please click on "**Add Department**".

Within the company structure it works so that you can mirror the actual company structure.

- 1) Enter a name for the department that you are creating.
- 2) The **"Description"** field is optional but if you would like to enter a description for the department then please place it in that entry.
- 3) Select either **"Operational"** or **"Non Operational"**. This will determine whether the department appears as an operational or non operational expense in the Income Statement.
- 4) Select from the drop down list either **"Yes"** or **"No"**, If the department is overseas then this removes the departmental calculation from the VAT calculations.
- 5) To save the department, click on **"Add Department"**.

Any additional departments within this central department can be created after this entry is saved.



1. Department Set up

Department Name

Description

Operational

Non Operational

Is This Department Overseas?

ADD DEPARTMENT CANCEL

Once you have created the **"Central Department"** within the company structure, you can now start entering data on a more granular level such as adding expenses and salaries.

To find more information on creating expenses, find the **"Adding Expenses"** PDF which will be found in the **"Tutorials"** section on the website: <https://proforecast.com/tutorials/> .

These expenses will only be for the department that you have created.

Account Heading	Calculation Type	Base Cost	Inflation Adjust	Prepay Accrue	Account Payable	VAT/Sales Tax
<input type="checkbox"/> Contract Services	Annual Amortised	£ 1,000.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Recruitment	Annual Amortised	£ 1,500.00	No Inflation	No	Current Month	Standard Rated
<input type="checkbox"/> Commissions	Annual Amortised	£ 3,400.00	No Inflation	No	Current Month	Standard Rated
<input type="checkbox"/> Telephone	Cost Per Employee	£ 120.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Training	Annual Amortised	£ 1,570.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Database Demo	Annual Amortised	£ 1,500.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Printing And Stationery	Cost Per Employee	£ 50.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/> Rent	Annual Amortised	£ 4,500.00	No Inflation	No	One Month	Standard Rated

You can create salaries for different departments you have created.

To find out more information on creating salaries, find the **"Adding Salaries"** PDF which will be found in the **"Tutorials"** section on the website: <https://proforecast.com/tutorials/> .

The screenshot displays the 'Salaries' management interface. At the top, there is a navigation bar with several buttons: EMPLOYEES, SALARY CHANGES, EMPLOYMENT CHANGES, MOTOR EXPENSES, CAPITAL EXPENDITURE PER EMPLOYEE, BONUS PARTICIPATION, and AUTOMATIC EMPLOYMENT CHANGES. Below this, the 'Salaries' section is active, featuring an 'ADD ENTRY' button. The main area contains a table with the following columns: Job Title, Start Month, Employees Number, Annual Salary, Monthly Business Trips, Average Trip Cost, Pension Scheme Member, Hourly Pay, and Hours Worked per Month. A single entry is listed: HR Executive, starting in January 2019, with 1 employee, an annual salary of £29,000,000, 0 monthly business trips, an average trip cost of £0,000, and is a pension scheme member. The left sidebar shows a navigation menu with categories like Opening Balance, Revenue Models, Core Plan Setup, and HR, with 'Salaries' selected under the HR category.

Job Title	Start Month	Employees Number	Annual Salary	Monthly Business Trips	Average Trip Cost	Pension Scheme Member	Hourly Pay	Hours Worked per Month
<input type="checkbox"/> HR Executive	January 2019	1	£29,000,000	0	£0,000	Yes		