

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 buttons for '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 division within the plan, please click on "**Add Division**".

1. Division Set up

Divisions Name

Description

Operational

Non Operational

Opened In Month

Starts trading in Month

Is This Division Overseas?

ADD DIVISION CANCEL

An unlimited number of divisions can be added and they can contain an unlimited amount of operational cost or non operational cost departments. They can be created after the division has been setup.

- 1) Enter the name for the division that you are creating.
- 2) The **"Description"** field is optional but if you would like to enter a description for the division then please place it in that entry.
- 3) Select whether this division is **"Operational"** or **"Non Operational"**.
- 4) Select from the drop down list of which month in the forecast that the division opens in. If this is already an existing division within the company then set the opening date as the start date of the forecast.
- 5) Select from the drop down list of which month in the forecast that the division started trading in.
- 6) Select from the drop down list either **"Yes"** or **"No"**, If the division is overseas then this removes the departmental calculation from the VAT calculations.
- 7) To save the division, click on **"Add Division"**.

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

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 division that you have created.

Demonstration Forecast #1 TAX TABLE WHAT IF CALCULATE

- ▶ Opening Balance
- ▶ Revenue Models
- ▶ Core Plan Setup
- Payroll Terms
- Central Overheads
- Central Salaries
- Board Salaries
- Central Sales Overheads
- Central Sales Salaries
- ▶ Central Departments
- Divisions
 - ◀ North East
 - Account Heading
 - Payroll
 - Direct Costs

ACCOUNT HEADING
MISCELLANEOUS GENERAL TERMS

Account Headings ADD ENTRY

	Account Heading	Calculation Type	Base Cost	Inflation Adjust	Prepay Accrue	Account Payable	VAT/Sales Tax
<input type="checkbox"/>	Insurance - Bad Debts	% of Sales	2.00 %	No Inflation	No	One Month	Reduced rate
<input type="checkbox"/>	Advertising - Digital 2	Annual Amortised	£ 1,500.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/>	Contract Services	Annual Amortised	£ 1,000.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/>	Miscellaneous	Annual Amortised	£ 5,200.00	No Inflation	No	One Month	Standard Rated

You can create salaries for different divisions 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 shows the 'Salaries' management interface. On the left is a sidebar menu with categories like 'Opening Balance', 'Revenue Models', 'Core Plan Setup', 'Payroll Terms', 'Central Overheads', 'Central Salaries', 'Board Salaries', 'Central Sales Overheads', 'Central Sales Salaries', 'Central Departments', 'Divisions', 'North East', 'Account Heading', 'Payroll', and 'Direct Costs'. The top navigation bar contains buttons for 'STAFF', 'SALARY CHANGES', 'EMPLOYMENT CHANGES', 'MOTOR EXPENSES', 'CAPITAL EXPENDITURE PER EMPLOYEE', 'MISCELLANEOUS GENERAL TERMS', 'AUTOMATIC EMPLOYMENT CHANGES', and 'BONUS PARTICIPATION'. The main area is titled 'Salaries' and includes an 'ADD ENTRY' button. Below this is a table with the following data:

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"/> Sales Manager	January 2018	1	£35,000.000	5	£180.000	Yes		
<input type="checkbox"/> Sales Executive	January 2018	2	£28,500.000	0	£0.000	Yes		

“Direct Costs” can be added for the division once it is created, you can create an unlimited amount of direct costs for the division.

- ▶ Opening Balance
- ▶ Revenue Models
- ▶ Core Plan Setup
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- Central Salaries
- Board Salaries
- Central Sales Overheads
- Central Sales Salaries
- ▶ Central Departments
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DIRECT COSTS

Account Headings
ADD ENTRY

	Account Heading	Calculation Type	Base Cost	Inflation Adjust	Prepay Accrue	Account Payable	VAT/Sales Tax
<input type="checkbox"/>	Commissions	One Off	£ 433.00	No Inflation	No	One Month	Standard Rated
<input type="checkbox"/>	Packing	Cost Per Employee	£ 2,000.00	No Inflation	No	One Month	Standard Rated