PROFORECAST

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.

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"**.

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.

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

Demonstration Forecast #1

TAX TABLE | WHAT IF | CALCULATE

ACCOUNT HEADING | MISCELLANEOUS GENERAL TERMS

Account Headings | ADD ENTRY

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

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/ .

	Job Title	Start Month	Employees Number	Annual Salary	Monthly Business Trips	Average Trip Cost	Pension Scheme Member	Hourly Pay	Hours Worked per Month
☐	Sales Manager	January 2018	1	£35,000.000	5	£180.000	Yes		
☐	Sales Executive	January 2018	2	£28,500.000	0	£0.000	Yes		

PROFORECAST

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