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1 ANNUAL COSTS SEASONALLY AMORTISED PROFILE 1 SEASONALLY AMORTISED PROFILE 2

Account Headings ADD ENTRY 2

Account Heading	Calculation Type
<input type="checkbox"/> Audit And Accountancy	Annual Amortised
<input type="checkbox"/> Building Insurance	Annual Amortised
<input type="checkbox"/> Travel Costs	Annual Amortised
<input type="checkbox"/> Computer Cost/Software	Annual Amortised

ACCOUNT HEADINGS

3

Calculation Type

Annual Amortised 4

Base Cost

5

Inflation Adjust

No Inflation 6

Prepay Accrue

No 7

Accounts Payable

One Month 8

VAT/Sales Tax

Standard Rated 9

10 SAVE CANCEL

If the line by line VAT or Accounts Payable profiles have been selected in the setup, appropriate data entry selections will appear. 8 Select the Accounts Payable status of this cost, by default the value is set to 30 days. 9 Use the drop down list to select the VAT or Sales tax status, the default value is standard rate, then 10 "Save" retains and populates the data table.

- On the G & A expenses menu select 1 "Annual Costs", 2 Select the "Add Entry" icon to retrieve the data entry table.
- 3 Select the account headings drop down and choose or create your own headings.
- 4 ProForecast have various calculation types with annual amortised being the default option. For example telephone costs could have the calculation type as cost per employee or a one off calculation type for an event or exhibition.
- 5 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.
- 6 Expenses can be subjected to one of three inflation values, which are created in "Core Plan Setup", "Commercial Terms & Creditors".
- 7 Select the accrual or prepayment type:- None, Accrued 3 months or 12 months, Prepaid 1 month, 3 months or 12 months, or Prepaid 12 months but paid over 10 months.

<input type="checkbox"/>			£ 520.00	No Inflation	No	Current Month	Not Applicable
<input type="checkbox"/>			£ 120.00	No Inflation	No	--	--
<input type="checkbox"/>	Fundraising Fee	One Off	£ 0	No Inflation	No	--	--
<input type="checkbox"/>	Cleaning	Annual Amortised	£ 144.00	Inflation Rate One	No	--	--
<input type="checkbox"/>	Osmo Data Connectors	Annual Amortised	£ 0.00	No Inflation	No	--	--
<input type="checkbox"/>	Office Rent	Annual Amortised	£ 8,800.00	No Inflation	No	--	--
<input type="checkbox"/>	Office Costs	Annual Amortised	£ 2,100.00	Inflation Rate One	No	--	--