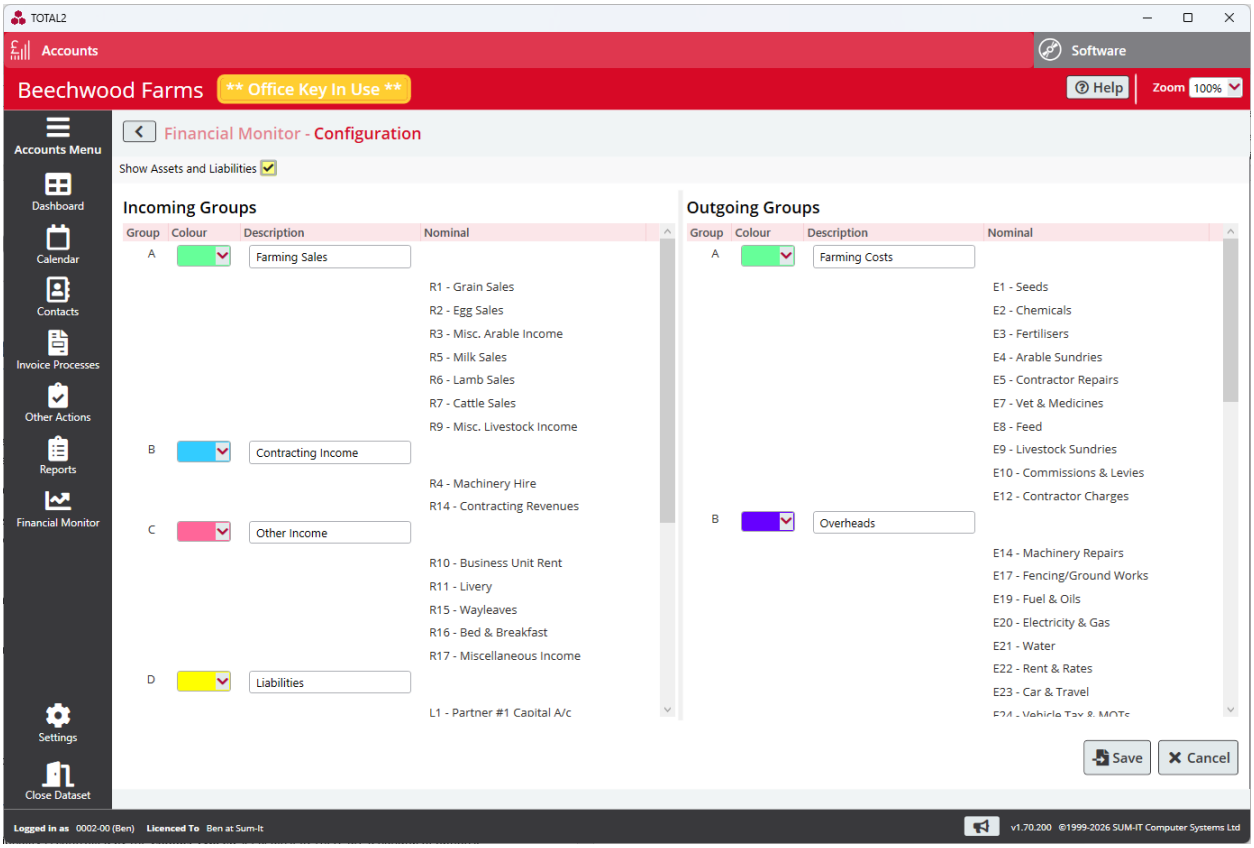
Setting up a Budget in TOTAL2

Stage 1 - Configuration

When first creating a budget it's important to organize your nominal codes under relevant sub-headings, rather that leave them all in one long list of unallocated expense or revenue headings.

Go into **Financial Monitor** and click on **Configuration**.

You can then set up sub-headings for different enterprises and overheads, and once done, you can drag the nominal codes up and into which ever sub-heading they belong.



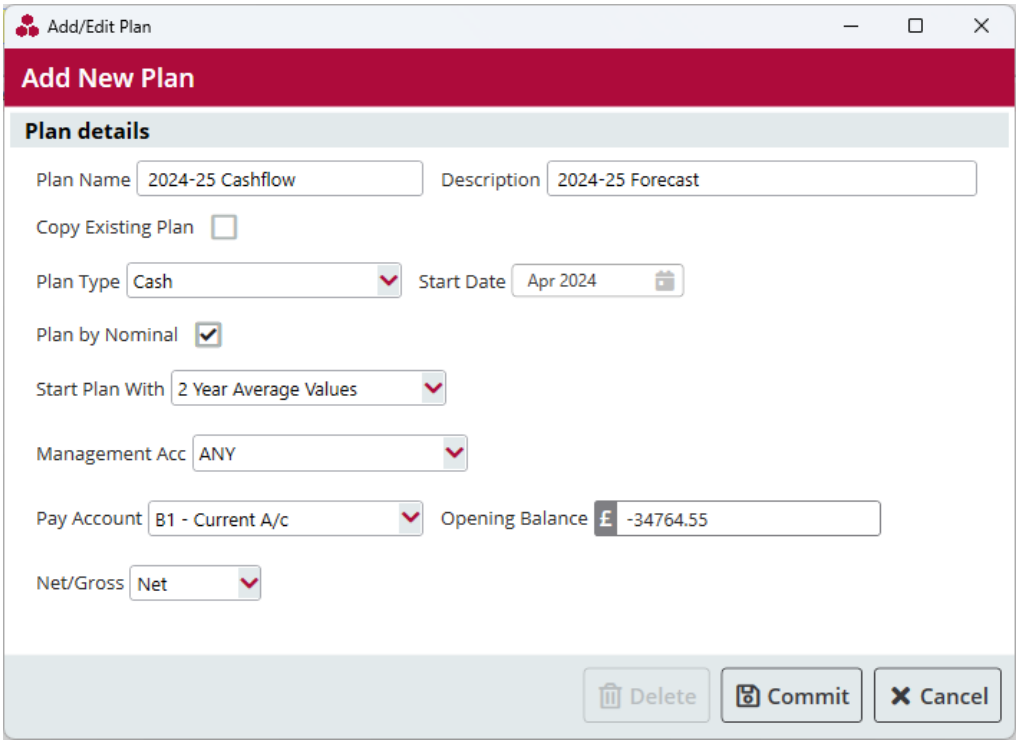
Make sure you click on **Save** as you go along as should you leave this page it won't save automatically.

Stage 2 - Planner

The Planner is where you either create a new budget or amend an existing one.

On coming into this page, either click on the **+** icon to add a new budget or select a previously entered one and then click on the **/** (pen) icon to amend it.

When clicking on the + icon, a window is presented:



Fill in the Plan name and description.

You can base the plan on an existing one.

Select whether you wish to plan on an Invoice basis (months the invoices were raised) or a Cash basis (months the invoices were actually paid or monies received) then specify when you wish the plan to start from.

Plan by Nominal – select this to enter amounts for each individual nominal code or leave it unticked to just plan by summary heading.

Start Plan With – you can opt to base your initial plan on a range of options:

Just Zeroes (ie. Blank)
Last 12 months live data
2 Previous Years Average Values
5 Previous Years Average Values

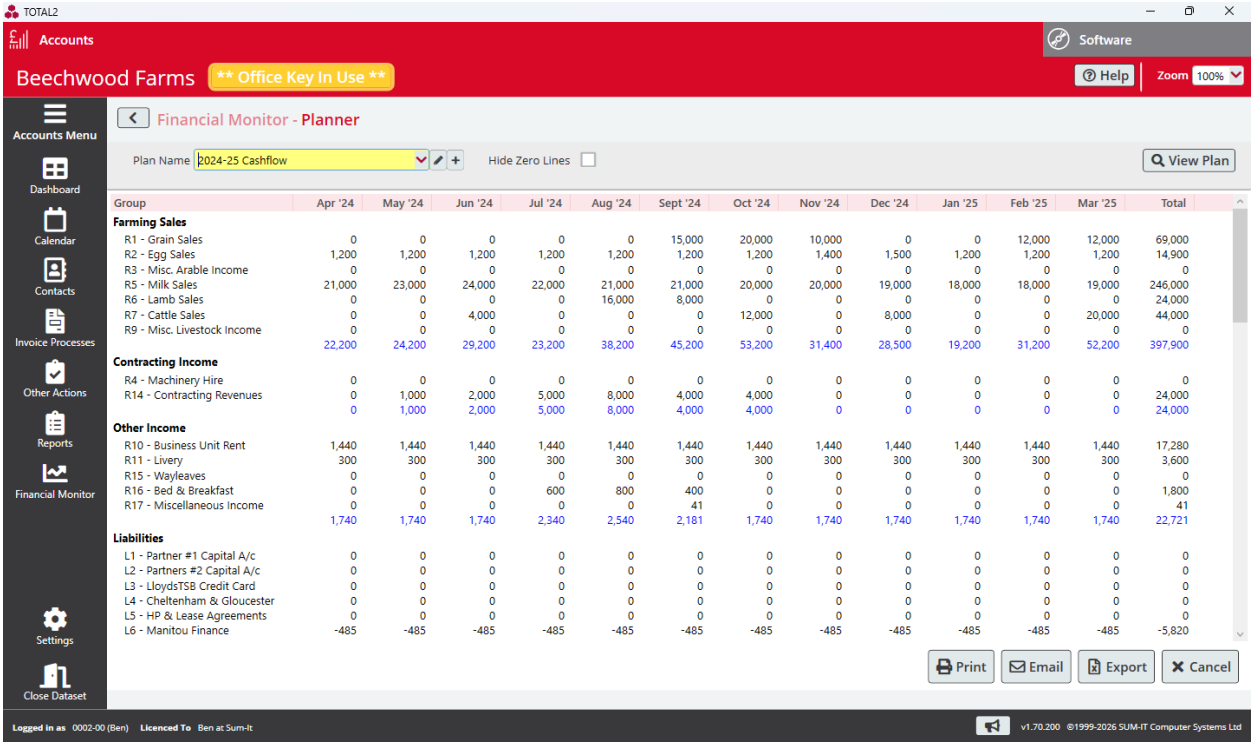
Management Acc – You can just make a plan for a single enterprise and monitor it through the year.

Pay Acc – If you are making a Cash Planner wish to limit the plan to only one Bank Account then select it

Opening Balance – Enter here the relevant opening bank balance

Net/Gross – choose whether you prefer to see the figures including VAT Gross or excluding VAT (Net)

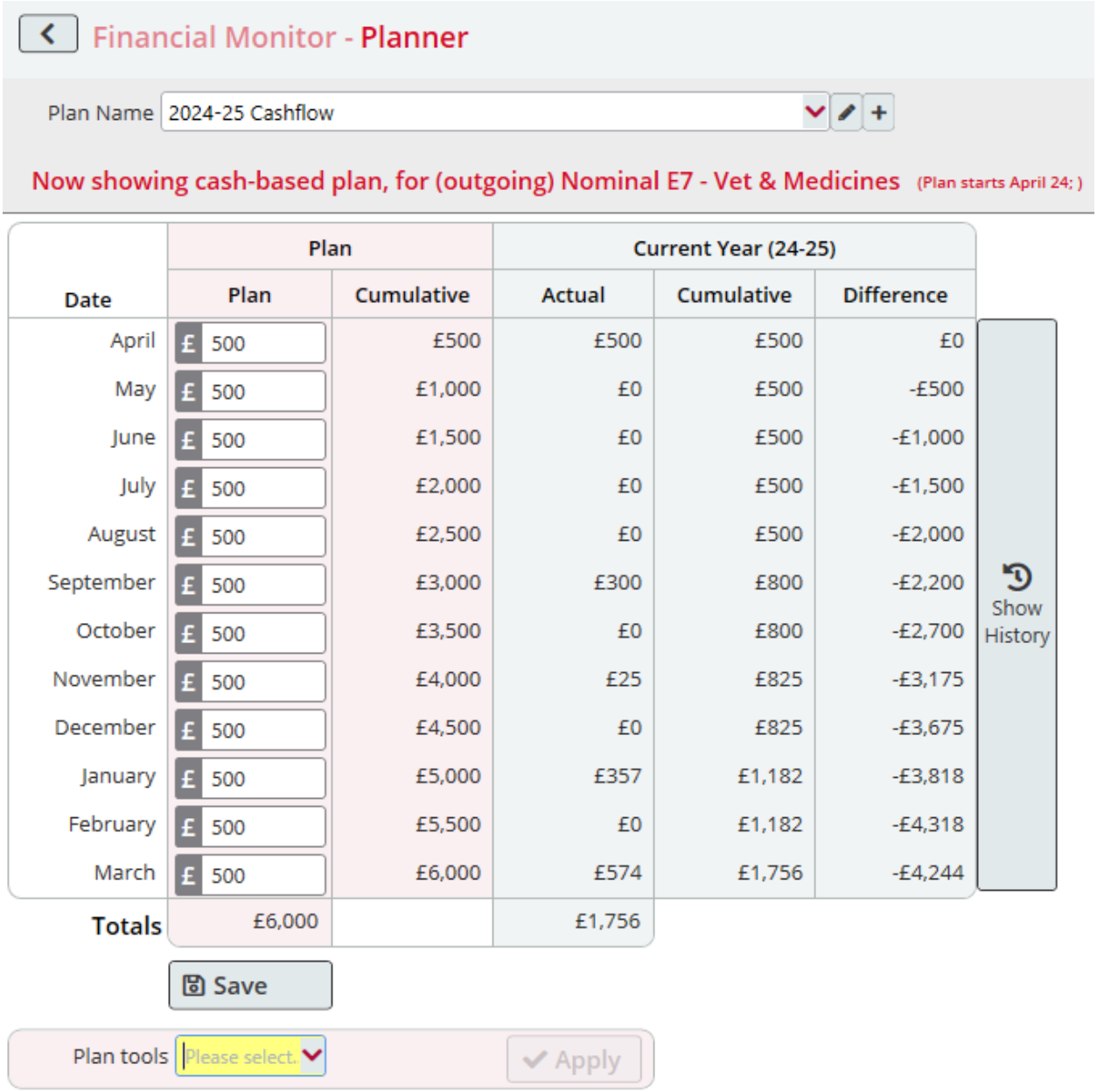
Finally, click on the **Commit** button to generate the plan.



Group	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Total
Farming Sales													
R1 - Grain Sales	0	0	0	0	0	15,000	20,000	10,000	0	0	12,000	12,000	69,000
R2 - Egg Sales	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,400	1,500	1,200	1,200	1,200	14,900
R3 - Misc. Arable Income	0	0	0	0	0	0	0	0	0	0	0	0	0
R5 - Milk Sales	21,000	23,000	24,000	22,000	21,000	21,000	20,000	20,000	19,000	18,000	18,000	19,000	246,000
R6 - Lamb Sales	0	0	0	0	16,000	8,000	0	0	0	0	0	0	24,000
R7 - Cattle Sales	0	0	4,000	0	0	0	12,000	0	8,000	0	0	20,000	44,000
R9 - Misc. Livestock Income	0	0	0	0	0	0	0	0	0	0	0	0	0
	22,200	24,200	29,200	23,200	38,200	45,200	53,200	31,400	28,500	19,200	31,200	52,200	397,900
Contracting Income													
R4 - Machinery Hire	0	0	0	0	0	0	0	0	0	0	0	0	0
R14 - Contracting Revenues	0	1,000	2,000	5,000	8,000	4,000	4,000	0	0	0	0	0	24,000
	0	1,000	2,000	5,000	8,000	4,000	4,000	0	0	0	0	0	24,000
Other Income													
R10 - Business Unit Rent	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	17,280
R11 - Livery	300	300	300	300	300	300	300	300	300	300	300	300	3,600
R15 - Wayleaves	0	0	0	0	0	0	0	0	0	0	0	0	0
R16 - Bed & Breakfast	0	0	0	600	800	400	0	0	0	0	0	0	1,800
R17 - Miscellaneous Income	0	0	0	0	0	41	0	0	0	0	0	0	41
	1,740	1,740	1,740	2,340	2,540	2,181	1,740	1,740	1,740	1,740	1,740	1,740	22,721
Liabilities													
L1 - Partner #1 Capital A/c	0	0	0	0	0	0	0	0	0	0	0	0	0
L2 - Partners #2 Capital A/c	0	0	0	0	0	0	0	0	0	0	0	0	0
L3 - LloydsTSB Credit Card	0	0	0	0	0	0	0	0	0	0	0	0	0
L4 - Cheltenham & Gloucester	0	0	0	0	0	0	0	0	0	0	0	0	0
L5 - HP & Lease Agreements	0	0	0	0	0	0	0	0	0	0	0	0	0
L6 - Manitou Finance	-485	-485	-485	-485	-485	-485	-485	-485	-485	-485	-485	-485	-5,820

You can then edit any nominal heading's values by double-clicking on the relevant nominal code line.

This will then present the following window:



Date	Plan		Current Year (24-25)		
	Plan	Cumulative	Actual	Cumulative	Difference
April	£ 500	£500	£500	£500	£0
May	£ 500	£1,000	£0	£500	-£500
June	£ 500	£1,500	£0	£500	-£1,000
July	£ 500	£2,000	£0	£500	-£1,500
August	£ 500	£2,500	£0	£500	-£2,000
September	£ 500	£3,000	£300	£800	-£2,200
October	£ 500	£3,500	£0	£800	-£2,700
November	£ 500	£4,000	£25	£825	-£3,175
December	£ 500	£4,500	£0	£825	-£3,675
January	£ 500	£5,000	£357	£1,182	-£3,818
February	£ 500	£5,500	£0	£1,182	-£4,318
March	£ 500	£6,000	£574	£1,756	-£4,244
Totals	£6,000		£1,756		

You can then edit the budget figures or click on the Plan Tools drop-down arrow to alter the figures in multiple ways: +/- % or £, Last Year, 2 Year Average, 5 Year Average or Fixed Amount each month.

Click on the **SAVE** button to save your changes.

Click on the **CANCEL** button to return to the planner to select another nominal code.

Stage 3 - Reports

A. Actual vs Budget

Select the budget file, specific month to view and whether to hide any nominal codes with no data against them. Then click on the **SEARCH** button to show the report:

Financial Monitor - Report: Actual vs Budget

Financial Plan 2024-25 Cashflow Month Jun 2024 Hide Zero Lines ☑

	Current Month - Jun 24			Cumulative 01 Apr 24 to 30 Jun 24		
Nominal Account	Actual	Budget	Variance	Actual	Budget	Variance
Farming Sales						
R1 - Grain Sales	48,000	0	48,000	186,310	0	186,310
R2 - Egg Sales	0	1,200	-1,200	0	3,600	-3,600
R3 - Misc. Arable Income	27,120	0	27,120	27,260	0	27,260
R5 - Milk Sales	1,642	24,000	-22,358	4,954	68,000	-63,046
R6 - Lamb Sales	0	0	0	4,307	0	4,307
R7 - Cattle Sales	466	4,000	-3,534	2,468	4,000	-1,532
	77,228	29,200	48,028	225,299	75,600	149,699
Contracting Income						
R14 - Contracting Revenues	0	2,000	-2,000	3,521	3,000	521
	0	2,000	-2,000	3,521	3,000	521
Other Income						
R10 - Business Unit Rent	0	1,440	-1,440	0	4,320	-4,320
R11 - Livery	0	275	-275	0	825	-825
R17 - Miscellaneous Income	0	0	0	1,000	0	1,000
	0	1,715	-1,715	1,000	5,145	-4,145
Liabilities						
L6 - Manitou Finance	0	-485	485	0	-1,455	1,455
	0	-485	485	0	-1,455	1,455
Unallocated						
V2 - VAT Refunds	480	0	480	8,129	0	8,129
	480	0	480	8,745	0	8,745
Total Incoming						
	77,708	32,430	45,278	238,565	82,290	156,275
Farming Costs						
E2 - Chemicals	0	0	0	0	5,900	5,900
E4 - Arable Sundries	150	0	-150	150	0	-150
E5 - Contractor Repairs	0	0	0	46	0	-46
E7 - Vet & Medicines	0	200	200	500	600	100
E8 - Feed	0	0	0	1,290	0	-1,290
E9 - Livestock Sundries	6	100	94	17	300	283
E10 - Commissions & Levies	12	150	138	19	450	431
	168	450	282	2,022	7,250	5,228

B. Monthly Flow – Actual

Based on the criteria you select, this will present your live figures in a full 12 month format, either by Invoice Date (Invoice) or Payment Date (Cash).

Financial Monitor - Actual Monthly Flow

Date Range: Current Acc Year (Ends 31/03/2025) 01/04/2024 To 31/03/2025 | Sub Total To: Select a date | Financial basis type: Invoice | Search | Reset

Management Acc: ANY | Hide Zero Lines ☑

Nominal Code	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Total
Farming Sales													
R1 - Grain Sales	14810	122500	48000	151400	9400	6300	0	0	0	0	0	34294	386704
R2 - Egg Sales	0	0	0	0	0	0	0	0	0	0	0	36	36
R3 - Misc. Arable Income	70	70	27120	70	140	70	0	0	0	0	1380	0	28920
R5 - Milk Sales	1655	1658	1642	1659	1698	1687	0	0	0	0	0	0	9998
R6 - Lamb Sales	1149	4167	0	0	0	193	0	0	0	0	2400	0	7909
R7 - Cattle Sales	0	0	466	472	458	0	0	0	0	15050	2400	37910	56756
R9 - Misc. Livestock Income	0	0	0	0	2437	123	0	0	0	0	0	0	2560
	17684	128395	77228	153601	14133	8373	0	0	0	15050	6180	72240	492882
Contracting Income													
R4 - Machinery Hire	0	0	0	0	420	0	0	0	0	0	367	0	787
R14 - Contracting Revenues	3521	0	0	5000	0	0	0	0	0	0	6281	2646	17448
	3521	0	0	5000	420	0	0	0	0	0	6647	2646	18234
Other Income													
R15 - Wayleaves	0	0	0	0	0	0	0	0	0	0	0	176	176
R16 - Bed & Breakfast	0	0	0	140	0	0	0	0	0	0	0	0	140
R17 - Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	1000	1000	2000
	0	0	0	140	0	0	0	0	0	0	1000	1176	2316
Liabilities													
L1 - Partner #1 Capital A/c	0	0	0	400	0	0	0	0	0	0	0	0	400
L2 - Partners #2 Capital A/c	174	1116	0	-100	0	0	0	0	0	0	0	0	1190
L3 - LloydsTSB Credit Card	0	0	0	261	0	416	0	0	0	0	0	0	678
L4 - Cheltenham & Gloucester	150000	0	0	50000	0	0	0	0	0	0	0	0	200000
L6 - Manitou Finance	0	-1423	0	0	0	0	0	0	0	0	0	0	-1423
	150174	-307	0	50561	0	416	0	0	0	0	0	0	200845

Print | Email | Export | Cancel

C. Actual vs Budget – Forecast

This report lets you see if your budget, with the live actuals to-date, will still achieve the required end result.

Financial Monitor - Report: Actual vs Budget - Forecast

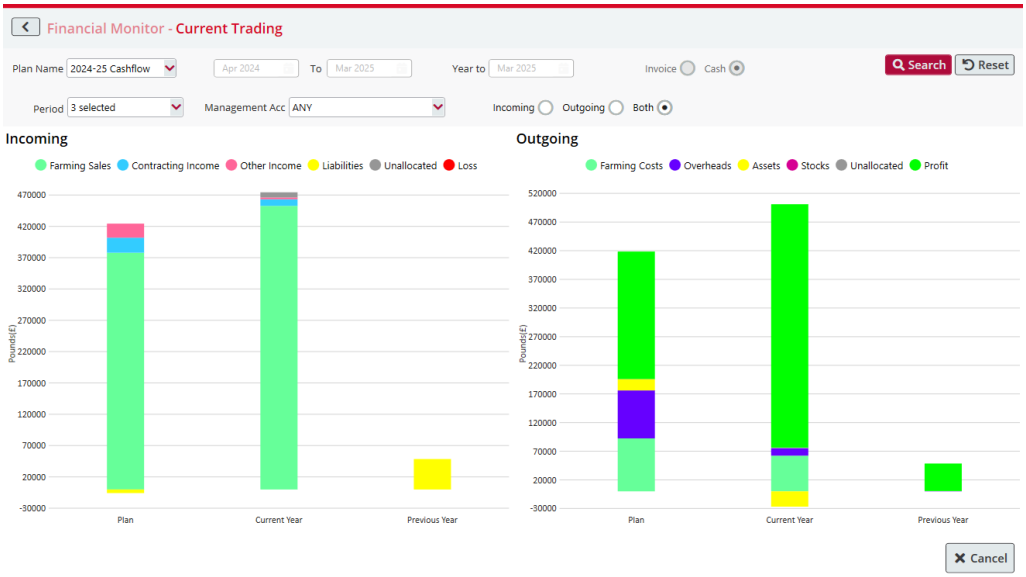
Financial Plan: 2024-25 Cashflow | Actuals To: Jun 2024 01/04/2024 To 31/03/2025 | Management Acc: ANY | Payment Acc: ANY

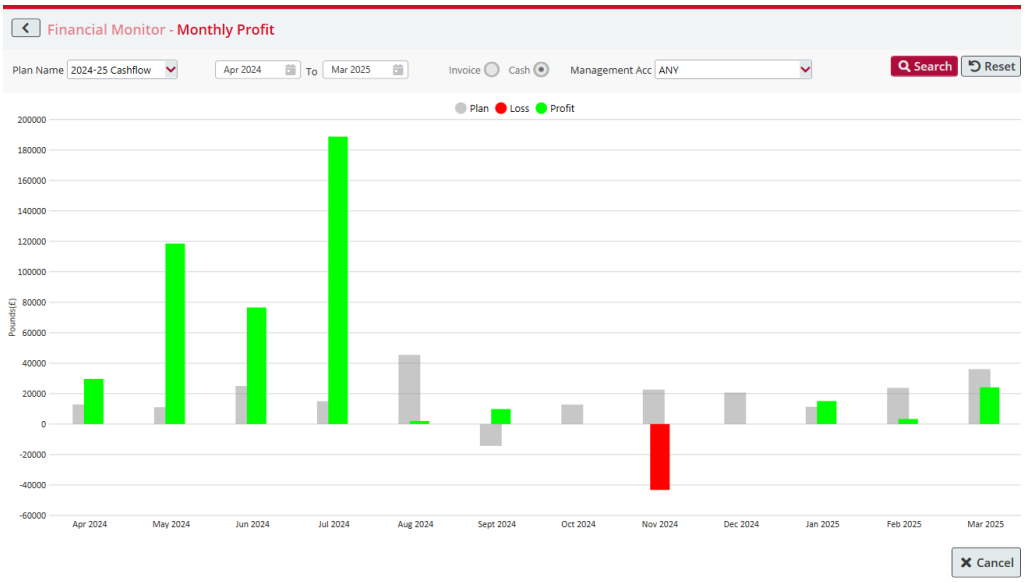
Net or Gross: Gross | Hide Zero Lines ☑

	Actuals				Budget								Forecast	
Nominal Code	Apr '24	May '24	Jun '24	Yr To Date	Jul '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Total
Farming Sales														
R1 - Grain Sales	15810	122500	48000	186310	0	0	15000	20000	10000	0	0	12000	12000	255310
R2 - Egg Sales	0	0	0	0	1200	1200	1200	1200	1400	1500	1200	1200	1200	11300
R3 - Misc. Arable Income	70	70	27120	27260	0	0	0	0	0	0	0	0	0	27260
R5 - Milk Sales	1655	1658	1642	4954	22000	21000	21000	20000	20000	19000	18000	18000	19000	182954
R6 - Lamb Sales	1493	2814	0	4307	0	16000	8000	0	0	0	0	0	0	28307
R7 - Cattle Sales	2002	0	466	2468	0	0	0	12000	0	8000	0	0	20000	42468
	21029	127041	77228	225299	23200	38200	45200	53200	31400	28500	19200	31200	52200	547599
Contracting Income														
R14 - Contracting Revenues	4137	0	0	4137	5000	8000	4000	4000	0	0	0	0	0	25137
	4137	0	0	4137	5000	8000	4000	4000	0	0	0	0	0	25137
Other Income														
R10 - Business Unit Rent	0	0	0	0	1440	1440	1440	1440	1440	1440	1440	1440	1440	12960
R11 - Livery	0	0	0	0	275	275	275	275	275	275	275	275	275	2475
R16 - Bed & Breakfast	0	0	0	0	600	800	400	0	0	0	0	0	0	1800
R17 - Miscellaneous Income	0	1000	0	1000	0	0	41	0	0	0	0	0	0	1041
	0	1000	0	1000	2315	2515	2156	1715	1715	1715	1715	1715	1715	18276
Liabilities														
L6 - Manitou Finance	0	0	0	0	-485	-485	-485	-485	-485	-485	-485	-485	-485	-4365
	0	0	0	0	-485	-485	-485	-485	-485	-485	-485	-485	-485	-4365
Unallocated														
V2 - VAT Refunds	6674	975	480	8129	0	0	0	0	0	0	0	0	0	8129
	6674	975	480	8129	0	0	0	0	0	0	0	0	0	8129
Farming Costs														
E1 - Seeds	0	0	0	0	0	0	3400	2100	0	0	0	0	0	5500
E2 - Chemicals	0	0	0	0	0	4600	2800	1700	0	0	0	0	0	9100
E3 - Fertilisers	0	0	0	0	0	0	12500	10000	0	0	0	0	10000	32500
E4 - Arable Sundries	0	0	176	176	0	0	0	0	0	0	0	0	0	176
E5 - Contractor Repairs	0	54	0	54	2000	2000	0	0	0	0	0	0	0	4054

D. Graph: Current Trading by 'Group'

This stacked bar chart graph lets you view multiple years and budgets to see how they compare.



E. Graph: Monthly Profit

This stacked bar chart graph displays the profit made per month against budgeted profit.