



# BUDGET MANAGEMENT SYSTEM

Presented By

**VIRTUAL  
MALL**

# ANNUAL BUDGETING



**BUDGET**

## What is an 'Annual Budget'?

A simple annual budget lays out projected income and expenses for a 12-month period, but in many instances, particularly for non-individuals, it is expanded to include a balance sheet and cash flow statement. Annual budgets are used by individuals, corporations, governments, and other types of organizations that need to keep track of financial activity.

**BREAKING DOWN 'Annual Budget'** helps individuals to better manage their money. For corporations, governments, and other organizations, annual budgets are critical and often mandated for planning purposes with respect to sources of income and necessary expenses; assets, liabilities, and equity required to support operations over the one-year period; and cash flows used for re-investments, debt

## BREAKING DOWN 'Annual Budget'

Annual budgets can apply to either a fiscal or calendar year. These budgets help their creators to plan for the upcoming year and make the necessary adjustments to meet their financial goals. Annual budgets help individuals to better manage their money. For corporations, governments, and other organizations, annual budgets are critical and often man

**Another prime role of an annual budget**, typically broken down into monthly periods, is the enabling of budget versus "actual" performance comparisons. For example, if an individual has to dip into a savings reserve at the end of a month to pay a credit card bill, he or she can look at the annual budget items to find out where an actual expense exceeded a budgeted expense and make appropriate adjustments. For a sole proprietor .





# PURCHASE FORECASTING

## Purchasing & Forecasting

Maintain sales forecasts by product at both business level and customer level for major customers and multiples.

Monitor actual sales performance against forecast and adjust forecasts as required. Monitor your delivery performance against customer expectations.

Powerful system for “holding stock” for major customers without distorting order intake, automatic updating of holding stock when actual orders are received. Protect stock commitments to customers and eliminate the risk of failure to deliver.

## Improved Supplier Communication

Purchase orders emailed with attached expanded product data in Excel including comprehensive specifications, label requirements, compliance requirements, packaging instructions, sample requests etc ensure that suppliers have all information required to supply on time and on spec.

Changes in delivery dates communicated are reflected automatically with a single update process across all affected purchase orders and lines, stock availability and estimated delivery dates on all affected sales orders and lines with communication options for both suppliers and customers.

## Shipping Consignment Management

This powerful feature provides complete control and visibility





# SALE FORECASTING

## FORECAST AND PLAN YOUR SALES

Accurately forecasting your sales and building a sales plan can help you to avoid unforeseen cash flow problems and manage your production, staff and financing needs more effectively.

A sales forecast is an essential tool for managing a business of any size. It is a month-by-month forecast of the level of sales you expect to achieve. Most businesses draw up a sales forecast once a year.

Armed with this information you can rapidly identify problems and opportunities - and do something about them.

While it's always wise to expect the unexpected, a well-constructed sales plan, combined with accurate sales forecasting, can allow you to spend more time developing your business rather than responding to day-to-day developments in sales and marketing.

## A BASIS FOR SALES FORECASTS

Sales forecasts enable you to manage your business more effectively. Before you begin, there are a few questions that may help clarify your position:

- How many new customers do you gain each year?
- How many customers do you lose each year?
- What is the average level of sales you make to each customer?
- Are there particular months where you acquire or lose more customers than usual?
- Existing businesses

The starting point for your sales forecast is last year's sales

Before you factor in a new product launch, or an economic trend, look at the level of sales for each customer last year. Do you know of any customers who are going to buy more or less - from you next year?

