



CashPeek

Contents

Index	1
Forgot Password.....	3
Home Page Screen.....	4
Changing Password.....	4
Setup your CashPeek Account (Profile).....	5
Create New Business (1).....	5
Connecting to Xero	6
Create New Business (2).....	7
Actuals Setup.....	9
Special Codes	9
Code Matching.....	9
Navigation.....	11
Chart of Accounts (display options).....	11
Discrepancy Line.....	11
Budget Setup.....	12
Budget Navigation.....	14
View Budget.....	14
Chart of Accounts (display options).....	14
Display all Budgets for Selection	14
Copying a Budget	15
Export a copy of the Budget (to Excel)	15
Deleting a Budget	15
Data into the Budget.....	16
Manual Entry	16
Fill from Actuals	16
Navigating cells.....	16
Budget Actions	16
Fill Right	16
Adding Notes	16
Worktables.....	17
Crop Receipts Worktable.....	17
Livestock Receipts Worktable.....	18
Wool Receipts Worktable.....	18
View Notes.....	19
Opening Balances.....	19
Transfer Between Accounts.....	19
Interest calculation.....	20
Report Output.....	20

Print your report.....	20
Download your Report	21
Budget to Actuals Comparison	22

Forgot Password

The features of **Change Password** and **Forgot Password** are different.

You can reset your forgotten password at the Log In Page.

Step 1

This screenshot shows the CashPeek login page. At the top left is the CashPeek logo with a 'beta' badge. At the top right is a 'Login / Register' link. The main area has a light blue header bar with the text 'Login to your Aglytca Account.' Below this are two input fields: 'Email' containing 'eileen@farmanco.com.au' and 'Password' containing several dots. To the right of the password field is a 'Sign In' button and a 'Forgot your password?' link. Below these is another light blue bar with the text 'If you have yet to create an account, you can Register here.' At the bottom is a teal 'Sign In with Xero' button featuring the Xero logo.

Step 2

This screenshot is identical to Step 1, showing the CashPeek login page. A blue arrow points from the text instructions at the bottom of the page up towards the 'Forgot your password?' link, highlighting it.

Step 3

This screenshot shows the CashPeek login page after the password has been reset. The 'Forgot your password?' link has been replaced by a green 'Reset your password' button. The rest of the page layout remains the same as in the previous steps.

Home Page Screen

Changing Password

1. Select your email address on the top right corner. Drop-down menu shows option **Change Password**.



2. Enter *current password* and then *new password*, click **Change Password**.

Please enter your existing password and choose a new password for your Aglytica Account.

Password
Enter password

New Password
Enter new password

Change Password **Cancel**

The **Home Page** also displays all connected Xero Accounts Businesses (down the left hand side).

Businesses

Demo Farm 2022 Budget with Client Codes (Jan 22) Actuals

Logout

The **Logout** button is located on right hand side, under email sign in.

Logout

Setup your CashPeek Account (Profile)

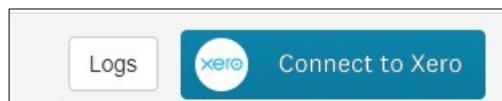
Create New Business (1)

Note: For each separate business entity you need to Create a New Business. For example, an Accountant with a number of business to add, this is where you'll set them up.

1. Click on **Create New Business**
2. In the Name section, enter a **Business Name** and its **ABN**.
3. **Add a Collaborator** enter their email address.
If you intend to share this file with other users.
You can add or revoke collaborators at any time.
4. Saves automatically.
5. Click on CashPeek (top left hand corner) to return to Home Screen.

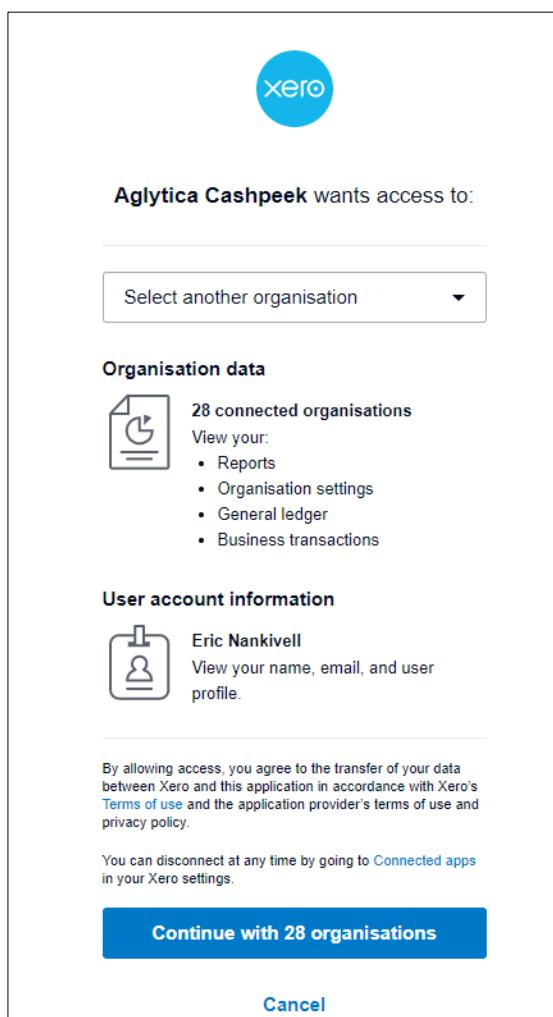
Connecting to Xero

1. Select **Connect to Xero**.



2. Follow the **Xero Login Process**.
3. This will take you to **Xero Account Aglytica CashPeek Access** screen.

- a. You will need **Advisor** access from the **owner of the Xero file** before this step.
- b. The access screen shows any already connected organisations.
- c. Select the new business (organisation) – dropdown box.
- d. CashPeek is connecting to Xero.



Create New Business (2)

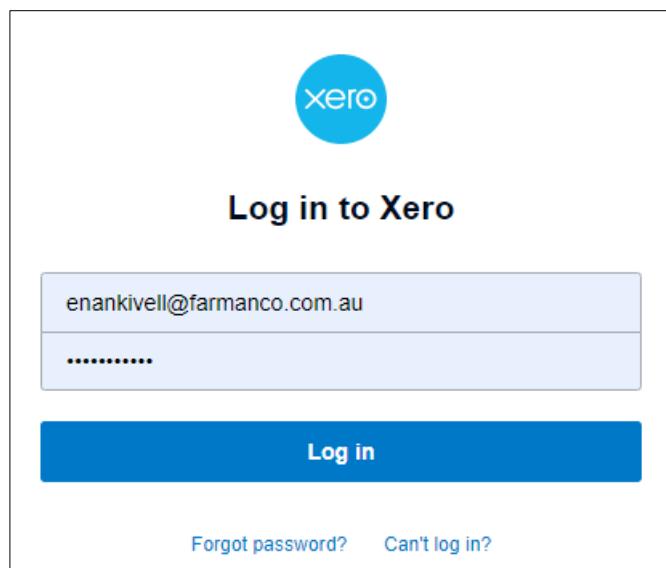
Note: You've already set up at least 1 business. This step is for adding additional businesses.

1. Click on **Create New Business**.
2. In the Name section, enter a **Business Name** and its **ABN**.
3. **Add a Collaborator** enter their email address.
If you intend to share this file with other users.
You can add or revoke collaborators at any time.
4. **SAVE**.

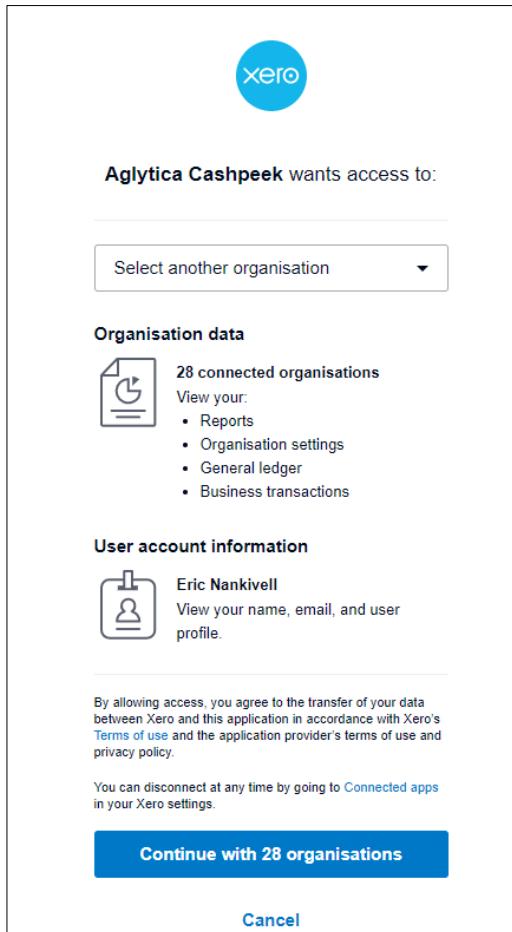
Save 1 Change

5. As shown below, click on **Connect to a Xero Account** to link to new business (organisation).

The screenshot shows the CashPeek software interface. At the top, it says "CashPeek RD Eisenhauer". On the right, there are "Consultant" and "enankivell@farmanco.com.au" fields. Below this is a "Business Setup" button. The main area has a "Budgets" section with a "+ Create New Budget" button. To the right is a "Actuals from Your Accounting Software" section containing a list of Xero accounts, each with a checkbox. The accounts listed include: GJ Doherty Birds PTY LTD, MC AGRS, DG & L Reid, Baker, GJU Farming Trust & Litiput Partners D/T (Litiput Ag), Actuals from James W Hemmison, P & JC TREVELYAN, TA & SJ Jones, Laver Pty Ltd, Five Wide Farming, George Taylor Family Trust, JS & LM Bennett, Moll Family Trust T/A Quellara Pty Ltd, D & B Kemp Family Trust, Annesley Pastoral Co, Bidgemia Cattle Company Pty Ltd, Glenvale Farms, Amery Family Trust, Bartlett Farms Partnership, Lohmann Family Trust, Doherty Farms Pty Ltd, Richard Koschikake Family Trust, Stilton Pty Ltd, Glenvale Downs Pty Ltd, wplanning co., Schokz Farming Company, Nymans Strathaven, Bartlett Agquip Pty Ltd, S & J Pitson. At the bottom are "Demo Actuals" and "+ Connect to a Xero Account" buttons.



6. Select another organisation (see below).



7. Click **Allow Access**.



8. The **Xero Business** chosen will add to your list of **Organisations** (CashPeek – home page).
9. On the Home Page, click on the new **Business** (left hand column).
10. Link to the correct **Xero Actuals** under column called **Actuals from your Accounting Software**.

11. Click on **Actuals Setup**



12. (imports the **Chart of Accounts**).
13. This should no more than 15 to 20 minutes.
 - a. Call Help Desk if taking too long. **PHONE NUMBER**

Actuals Setup

You've set up a profile and connected to Xero and can now setup **Actuals** by linking **Xero codes** to **CashPeek codes**.

- ❖ CashPeek operates on a standardised set of account codes optimised for Australian farmers. Please allocate each of your Cash Codes to the most appropriate CashPeek code using the dropdowns below.
- ❖ Multiple Codes can be allocated to the same CashPeek code - the values will be added together. Use the 'x' to clear a dropdown and leave it blank for Non-cash Codes.
- ❖ **Actuals** data displays in **Green Shadowed Columns and Rows**, and **Budget** data displays in **Blue Shadowed Columns and Rows**.
- ❖ Actuals and Budgets are all shown net of GST (ex GST).
- ❖ **GST** is shown after the **Cash Surplus/Deficit** line.

Special Codes

1. Setup **Special Codes** first.

Special Codes		
AWL Hillside Pty Ltd	x v	Working Account
GST	x v	GST
Accounts Payable	x v	Accounts Payable
Accounts Receivable	x v	Accounts Receivable

2. **Accounts Payable** – in the pull down list, the alternative is Trade Debtors.
3. **Accounts Receivable** - in the pull down list, the alternative is Trade Creditors.

Code Matching

1. The automatic code function will attempt to match similar codes.

2. Setup Income, Expense and Asset / Liability Code sections.

NOTE: All Non-cash Codes need to be mapped either as a legitimate code OR as an Unmatched Code.
 An Unmatched code applies to any code that are non-cash or journal entry codes that do not have a Cashflow (cash in bank account) effect.

- **Unmatched Codes under Income Codes** will appear at the end of the income section, under the heading **Unmatched Income Codes**.
- **Unmatched Codes under Expense Codes** will appear at the end of the expense section, under the heading **Unmatched Expense Codes**.
- **Unmatched Codes under Asset/Liability Codes** will appear as the very last section in the **Payments Category** under the heading **Unmatched Asset/Liability Codes**.

3. Unmapped CashPeek codes present as **Non-cash Code**.

Income Codes	
101. Wheat Sales	Wheat
102. Lupin Sales	Non-cash Code 

4. Use either the down arrow to open a list of all appropriate codes for this field **or** begin to type within the text box and a dynamic search will narrow options for selection.

Income Codes	
101. Wheat Sales	Wheat
102. Lupin Sales	Non-cash Code
103. Barley Sales	CROP RECEIPTS
104. Oat Sales	Wheat
105. Straw Sales	Malt Barley
106. Hay Sales	Feed Barley
107. Field Peas Sales	Oat
	Triticale

5. Once all mapping is complete, click on **View Actuals**.

CashPeek AWL Hillside Actuals Consultant enankivell@farmanco.com.au

Setup Actuals: Lehmann Family Trust

CashPeek operates on a standardised set of account codes optimised for Australian farmers. Please allocate each of your Cash Codes to the most appropriate CashPeek code using the dropdowns below.

- Multiple Codes can be allocated to the same CashPeek code - the values will be added together.
- Use the 'X' to clear a dropdown and leave it blank for Non-cash Codes.

Special Codes		Bank Accounts	
AWL Hillside Pty Ltd	X v	Working Account	JBWere Cash Account A.J.L
GST	X v	GST	ANZ AU CC 407220XXXXXX2835
Accounts Payable	X v	Accounts Payable	AWL Hillside Pty Ltd
Accounts Receivable	X v	Accounts Receivable	JBWere Cash Account AWL Super

Income Codes		Expense Codes		Asset / Liability Codes	
Sheep Sales	Sheep	Opening livestock - sheep	Sheep Purchases	Opening Balances - Alison Lehmann	Land in Superannuation Sales

View Actuals

Navigation

- You cannot edit the Actuals data, which is a direct representation of your Xero Cashbook.
- You can edit the start month and year, in the navigation area.

Chart of Accounts (display options)

- Automatically shown as **Xero** code names.
- Choose AgCodes to display Actuals as CashPeek codes, if required.
- Export codes are for external use.
- Code Mapping** is helpful. It shows both Xero and associated CashPeek codes, which assists with tracking and correcting mapping.
- Return to **Actuals Setup** at any time to amend a code.

CashPeek AWL Hillside Actuals Consultant enankivell@farmanco.com.au

AWL Hillside Actuals

CHART OF ACCOUNTS

NAVIGATION: < 2020 2021 Oct 2022 > Xero AgCodes Export Code Mapping Cash Basis, Figures Net of GST

EXPORT TABLE Print... Copy Download

Account Code	Total	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22
Wheat	701,051										626,854		74,197
Barley	149,439										132,703		16,736
Vetch	19,360										9,930		9,450
Crop Receipts	869,870										769,487		26,186
													74,197

Discrepancy Line

- As a final check this red highlighted row can be found towards the bottom of the Actuals.
- The only reason for a discrepancy will be a reconciliation error in XERO, i.e., missing, or extra transactions (unlikely if using bank feeds) but could occur when manually entering cash transactions.

Discrepancy (check code mapping or Mock reconciliation)	(47,937)	(7,434)	(0)
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Budget Setup

1. On the Home Page, click on the business you want to create a Budget for.

2. Click on **Create New Budget**.

 Create New Budget

3. This will lead you to the **Create a Budget** setup page.

4. The first step is to choose whether you want the Budget to display in:

- a. Standard Aglytica Codes (CashPeek) or
- b. Codes from the Xero file.

5. Enter **Budget Name**.

- a. This needs to allow for differentiation between Years or Versions of Budget.
- b. Some naming examples are **Budget 2023**, **Budget 2023 (1)**, **Budget 2023 (Expansion)** **Budget 2023 (updated May)**.

Budget Name

6. Select **Budget Period** – Year and Month.

From Year / Month

 - July

7. **GST Account**.

GST Account

Settlement frequency

<input type="radio"/> monthly	<input type="radio"/> quarterly
-------------------------------	---------------------------------

8. Need to enter a number in the two following boxes **Late Refund Payment** and **Accrued in Current Period**.

9. If you're not sure, enter a 0 (zero) and confirm the number at a later date.

10. **Late Refund Payment** is an amount of GST owing at the start of the Budget period. For example, an amount from the December quarter for a Budget with a start date of January.

Late Refund/(Payment) Owing

\$

11. **Accrued in Current Period** is an amount of GST that (for example) was incurred in January for a Budget with a start date of February.

Accrued in Current Period

\$

12. Establish Bank Accounts

- a. You can establish as many bank accounts as you need.
 - b. It would be important to decide whether ALL loan accounts should be shown as one Bank Account, or whether loan accounts are shown separately from the Overdraft account.
 - c. Separate accounts here do not connect to the Xero file specifically. The additional accounts are only available for use with opening balances and transfers between accounts.
 - d. You can also setup Supplier Account (Nutrien, CBH and other financiers) as a bank account.

13. Enter bank account name and complete appropriate details as per schedule below and **Save New Budget**.

Bank Accounts	Interest Schedule		Interest Paid
Name	First Payment	Repeating	into/from account
Overdraft Account	January	Monthly	(this is the Working Account)
<input style="width: 100%;" type="button" value="+"/>			
Position at Budget Start: Jan 23		Opening Balance	
Overdraft Account		\$	

14. Need to have a number at **Opening Balance**. If you are not sure what this balance needs to be, then use 0 (Zero) and note to come back and correct later.

Interest Rate	
on Credit	on Debit
<input type="text"/>	% p/a
<input type="text"/>	% p/a
<input type="button" value="X"/> <input type="button" value="≡"/>	
Accrued Interest Receivable/(Payable)	
(settled Jan 22) \$	0
<input type="button" value="Save New Budget"/>	

15. Every box in this section requires an entry. Choose an **Expected Interest Rate for Credit and Debit** interest if you don't know the actual Interest Rate.

16. If the **Accrued Interest Receivable/Payable** box is not greyed out, you will need to estimate the amount of Accrued Interest to be added to the Cashflow when interest is calculated. If unsure, use a 0 (Zero) and come back to correct later.

17. Save any changes (if no changes the button will show SAVED). Go to **View Budget**.

[View Budget](#) [Delete...](#) [Save 1 Change](#)

Budget Navigation

[View Budget](#)

- ❖ **Budget** data displays in **Blue Shadowed Columns and Rows** while **Actuals** data displays in **Green Shadowed Columns and Rows**.
- ❖ Actuals and Budgets are all shown net of GST (ex GST).
- ❖ **GST** is shown after the **Cash Surplus/Deficit** line.

Budget 2023 (Jan 23)														
CHART OF ACCOUNTS		Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
Account Code														
Canola		0												
Crop Receipts	+	0												
Sheep Sales		394,034			122,086	146,015					78,540	47,393		
Sales - Wool		210,440		376	79,731	2,297						122,803	5,233	
Livestock Receipts	+	604,474		376	201,817	148,312					78,540	170,196	5,233	

Chart of Accounts (display options)

1. Same as in the Actuals, the Budget automatically shows **Xero** code names.
2. Choose AgCodes to display **Budget** as CashPeek codes, if required.
3. Export codes are for external use.
4. **Code Mapping** is helpful. It shows both Xero and associated CashPeek codes, which assists with tracking and correcting mapping.
5. Return to **Budget Setup** at any time to amend a code.

Display all Budgets for Selection

1. Navigate to your business **Home Page** to display all **Budgets** that have been created or make changes to a selected Budget.
2. Select the business name link on the horizontal menu bar at the top of the session.

The screenshot shows the CashPeek Home Page. At the top, there is a navigation bar with 'CashPeek beta', 'Demo Farm', '2022 Budget with Client Codes (Jan 22)', 'Actuals', and a search bar. Below this, the 'Demo Farm' section is highlighted with a blue arrow pointing to it. A message says 'Select a budget to work with.' Under the heading 'Budgets', there is a list of budgets with their names, creation dates, and actions: '2022 Budget with Client Codes (Jan 22)' (Setup, Create Copy), '2022 Budget using Aglytica Codes (Jan 22)' (Setup, Create Copy), 'Tax Estimate (Jul 21)' (Setup, Create Copy), and 'Test Create Budget from Actuals (Jan 22)' (Setup, Create Copy). A green button '+ Create New Budget' is also visible.

3. On this page you can **flag a favourite Budget**, by clicking on the flag to the left of your preferred Budget.
4. This displays your current working Budget in the top bar **for easier navigation** between Budget and Actuals.

Copying a Budget

1. There are two ways to copy a **Budget** within CashPeek.
 - a. From the **Home Page** (shown above) click the **Create Copy** button.
 - b. From **within the Budget** (shown below) select **Create a Copy**.



Budget 2023 (Jan 23)											
CHART OF ACCOUNTS		Figures Net of GST									
Xero	AgCodes	Export	All Codes	Code Mapping	EXPORT TABLE						
Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23
Wheat	0										Nov 23
Canola	0										Dec 23
Crop Receipts	+	0									

2. Each of these options takes you to the **Budget Setup** screen, where you can rename a 2nd or 3rd Budget, as required. All other setup assumptions are carried from the original Budget, which you can edit as required.
3. See Budget Setup section for detailed instructions.

Export a copy of the Budget (to Excel)

1. You can export a copy of the Budget to Excel.
This is an extra option. There is some form of formatting or graphics that you want to include that are not in CashPeek.
2. Again, completed from within the Budget.
3. Use the Copy button, under Export Table.



Budget 2023 (Jan 23)											
CHART OF ACCOUNTS		Figures Net of GST									
Xero	AgCodes	Export	All Codes	Code Mapping	EXPORT TABLE						
Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23
Wheat	0										Nov 23
Canola	0										Dec 23
Crop Receipts	+	0									

4. Paste into an open Excel workbook from the clipboard.

Deleting a Budget

1. Open the Budget you want deleted.
2. Go to the Budget Setup tab (top right).
3. Bottom right is an option to **Delete Budget**. Click and confirm.



4. **Note** that you cannot recover a deleted Budget.

Data into the Budget

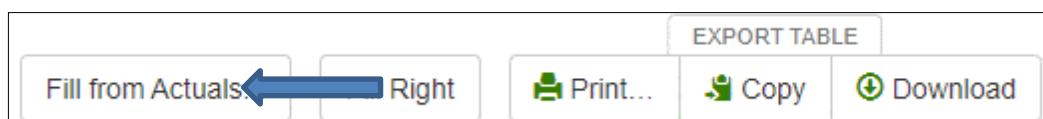
Data for the created budget can be entered for manipulation in the table.

Manual Entry

1. Simply enter the estimated values for the budget in each cell presented in the template against the month that the revenue/cost will occur.

Fill from Actuals

1. Note that if you have existing **CashPeek Budgets** the **Fill from Actuals** function will overwrite existing data. It is good practice to copy an existing Budget before using Fill from Actuals. See the **Copying a Budget** section above.
2. Actuals from Xero only come in from **reconciled and closed** months. Even though you may have reconciled most items in a month, any unclosed months will not be shown.
3. Select **Fill from Actuals** to populate with data from the corresponding 12 months actuals, directly out of Xero.



4. This copies the previous **Actuals** into a format that can be overwritten with anticipated values for the Budget year (**new Budget**).

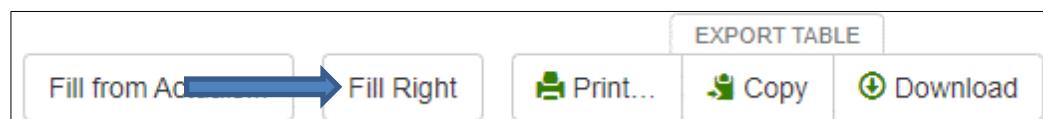
Navigating cells

1. **Click** into a cell to enter data.
2. Use the **Tab** button between adjoining cells or use the **Mouse** to click into another cell.

Budget Actions

Fill Right

1. With a cost or revenue that repeats at the same value for any part of a year, enter the value in the cell you'd like to start from and select **Fill Right**.
2. Cells to the **right** will be populated for the remainder of the year.



Adding Notes

A note of explanation can be added to any cell.

1. Right click the cell with your mouse to open the note dialog box.
2. The notation cell border will be highlighted **GREEN**.
3. Enter text.

- Click another cell to exit the note.

Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23
Canola	0						
Crop Receipts	+ 0						
Sheep Sales	394,034			122,086	146,015		
Sales - Wool	210,440	376		79,731	2,297		
Livestock Receipts	+ 604,474	376		201,817	148,312		
Contract Receipts	39,435		15,000	Note			
Fuel Tax Credit	18,141						
Farm Management Deposits - Anthony Lehmann	100,000						
Farm Management Deposits - Vicki Lehmann.	100,000						
Interest Received	1,014						

- A cell with an assigned **Note** will have a **GREEN** tag applied to the top right-hand corner of that cell.

Contract Receipts	39,435	15,000
Fuel Tax Credit	18,141	

- To review the **Note** right click the cell with your mouse to display.

- To **Delete a Note**, right click on the Note and delete contents. This will remove the Green tag on that cell

Worktables

With the **Note** function, there is also a **Worktable** function. Worktables are used to itemise / breakdown a total cost. Worktables are available for every code (receipts and payments).

Table types differ related to type of enterprise. Some examples are shown below.

Crop Receipts Worktable

As an example, for **crop income** you could show how you've arrived at a \$ outcome, based on hectares, yield/ha, and \$/tonne.

- Stand on cell you want to enter a table.
- Right click on the cell to add **Note or Worktable**.

Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23
Wheat	1,972,000	1,972,000			
Canola	0				
Crop Receipts	+ 1,972,000	1,972,000			
Sheep Sales	394,034				
Sales - Wool	210,440	376			
Livestock Receipts	+ 604,474	376			
Contract Receipts	24,435				
Fuel Tax Credit	18,141				
Farm Management Deposits - Anthony Lehmann	100,000				
Farm Management Deposits - Vicki Lehmann.	100,000				
Interest Received	1,014				
Interest Received - Calculated	12,746	3,010			

Note

Work Table

Name	Hectares	Yield/Ha	\$/Tonne	Total	
Scepter	1,000.00	×	2.80	340.00	952,000
Suntop	1,000.00	×	3.00	340.00	1,020,...
	0.00	×	0.00	1.00	0
	0.00	×	0.00	1.00	0

- You could enter a descriptive **Note** to complement the **Worktable**.

4. Tick the box for Worktable.

Work Table <input checked="" type="checkbox"/>					
Name	Hectares	Yield/Ha	\$/Tonne	Total	
	0.00	×	0.00	1.00	0
	0.00	×	0.00	1.00	0
	0.00	×	0.00	1.00	0
	0.00	×	0.00	1.00	0

5. Enter forecast data as required.
6. As forecast hectares, yield and \$/tonne are entered into Table, budgeted total income will be calculated and fill the cell.

Livestock Receipts Worktable

The worktable structure is slightly different and is similar to the standard for most other cost codes.
Remember to tick for Work Table.

Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23
Sheep Sales	594,034	200,000			
Sales - Wool	210,440	376			
Livestock Receipts	+ 804,474	200,376			
Contract Receipts	24,435				
Fuel Tax Credit	18,141				
Farm Management Deposits - Anthony Lehmann	100,000				
Farm Management Deposits - Vicki Lehmann.	100,000				
Interest Received	1,014				
Interest Received - Calculated	0				
Received Interest	2,441				
Rebates Received	27,287				
Other Farm Receipts	+ 273,318				

Work Table

Name	Head	\$/Head	Total	
Ewes	1,000.00	×	100.00	100,000
Lambs	1,000.00	×	100.00	100,000
	0.00	×	0.00	0
	0.00	×	0.00	0

Wool Receipts Worktable

Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23
Sheep Sales	394,034			122,086	146,015	
Sales - Wool	375,165	376	164,725			
Livestock Receipts	+ 769,199	376	164,725			
Contract Receipts	24,435					
Fuel Tax Credit	18,141					
Farm Management Deposits - Anthony Lehmann	100,000					
Farm Management Deposits - Vicki Lehmann.	100,000					
Interest Received	1,014					
Interest Received - Calculated	0					
Received Interest	2,441					
Rebates Received	27,287		12,752			
Other Farm Receipts	+ 273,318		12,752			
Non Farm Receipts	+ 0					

Work Table

Name	Head	Kg/Head	\$/Kg	Total	
Ewes Prem	1,000.00	×	4.00	10.00	40,000
Ewes full	1,500.00	×	6.50	10.00	97,500
Lambs	1,650.00	×	1.50	11.00	27,225
	0.00	×	0.00	1.00	0

View Notes

1. From within the Budget, select **View Notes** to see all notes.



The screenshot shows the 'Budget 2023 (Jan 23)' interface. At the top right, there is a toolbar with various buttons like 'View Notes (4)', 'Compare to Actuals', 'Create a Copy', 'Budget Setup', 'Fill from Actuals...', 'Fill Right', 'Print...', 'Copy', and 'Download'. A large blue arrow points upwards towards the 'View Notes' button.

Budget 2023 (Jan 23)													
Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
Received Interest	2,441							956	1,035				
Rebates Received	27,287		12,752		11,895		1,983		480	144			64
Other Farm Receipts	+ 288,724	3,365	15,821	2,748	14,128	37,278	6,335	201,836	2,300	273	51	4,531	64

2. These will be printed at the bottom of the **Budget**.
3. An example of Budget notes is shown below using a combination of written Notes and Worktables.

Fertiliser & Spreading		Feb 23	Units	\$/Unit	Total	Apr 23	Units	\$/Unit	Total
		MAP	75.00	850.00	63,750	Urea	100.00	600.00	60,000
<hr/>									
Sales - Wool		Feb 23	Units	\$/Unit	Total				
		Ewes	1,000.00	6.50	65,000				
		Lambs	1,150.00	1.50	18,975				
<hr/>									
Sheep Sales		Jan 23	Units	\$/Unit	Total				
		Ewes	650.00	250.00	162,500				
<hr/>									
Wheat		Jan 23	Units	\$/Unit	Total				
		Scepter	1,000.00	2.80	952,000				
		Suntop	1,000.00	3.00	960,000				
<hr/>									

4. To leave the **View Notes** section, use the ESC button or click back into the **Budget**.

Opening Balances

While the opening balances are entered into the Budget Setup page, you can edit the opening balances at the bottom of the budget, in the white cells.

Transfer Between Accounts

1. In the Budget Setup you nominate whether you want Interest to be raised to the Overdraft account or another transfer account (such as Redraw as shown below).
2. The example below shows a drawdown from the Redraw account and associated automatic transfer into the Overdraft account.
3. The following month shows a repayment of the Redraw account and associated automatic transfer out of the Overdraft account.

4. In this example, the interest on the Redraw account is being redirected to the Overdraft account. If this was not the case, then the Redraw account would show the interest raising as a remaining balance.

Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23
Non Farm Payments	62,345	4,875	3,065	2,482	4,853	2,535	2,124
Total Payments	3,413,703	335,371	211,175	384,751	231,108	159,643	866,292
Cash Surplus / (Deficit) Ex. GST	(2,535,910)	(334,995)	(198,423)	(182,934)	(70,931)	(124,413)	(860,494)
GST							
Opening Balance	0	0	29,104	36,067	52,276	2,854	12,714
GST on Sales	65,620	38	1,275	20,182	16,018	2,444	198
GST on Expenses	257,100	29,141	8,239	36,390	18,872	12,304	54,452
Refunded / (Remitted)	157,932			52,276			
Closing Balance	33,549	29,104	36,067	52,276	2,854	12,714	66,967
Cash Surplus / (Deficit)	(2,569,459)	(364,098)	(205,387)	(199,143)	(21,509)	(134,273)	(914,748)
Working Account (Overdraft)							
Opening Balance	100,000	100,000	(264,098)	(69,485)	(668,628)	(690,137)	(824,410)
Net Cash Movement	(2,501,263)	(363,003)	(205,098)	(196,368)	(18,646)	(130,852)	(907,531)
Transfers	0		400,000	(400,000)			
Interest @ 2% / (5%)	(68,196)	(1,096)	(288)	(2,774)	(2,864)	(3,421)	(7,216)
Closing Balance	(2,469,459)	(264,098)	(69,485)	(668,628)	(690,137)	(824,410)	(1,739,157)
Redraw Facility							
Opening Balance	0	0	0	(400,000)	0	0	0
Transfers	0		(400,000)	400,000			
Interest @ 2% / (5%)	(1,667)		(1,667)				
DR/CR to Working A/C							
Closing Balance	0	0	(400,000)	0	0	0	0

Interest calculation

1. Interest rates are entered into the Budget Setup section.
2. Regardless of the number of accounts, all interest will be raised to the Interest Paid - Calculated row shown below.

Account Code	Total	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23
Capital Payments	710,493	37,988	123,766	15,596	34,674	30,652	312,436
Interest Paid - Calculated	69,863	1,096	1,955	2,774	2,864	3,421	7,216
Bank Charges	19,474		786	10,498	768		2,962
Interest - Bank	206,620			155,656			13,451
Interest - Loans & Mortgages	161						
Finance, Lease & S.Farm	296,118	1,882	1,955	168,928	3,632	3,421	23,629

3. Note that there is a risk of doubling up on Interest if there is Interest carried through from the **Fill from Actuals** button. Be sure to check that Interest has not been overstated. To be safe it is best to remove numbers from the **Interest - Bank** code, unless there is interest from an account not shown at the bottom of the **Budget**.
4. Be sure to enter any **Accrued Interest** into the **Budget Setup** page.

Report Output

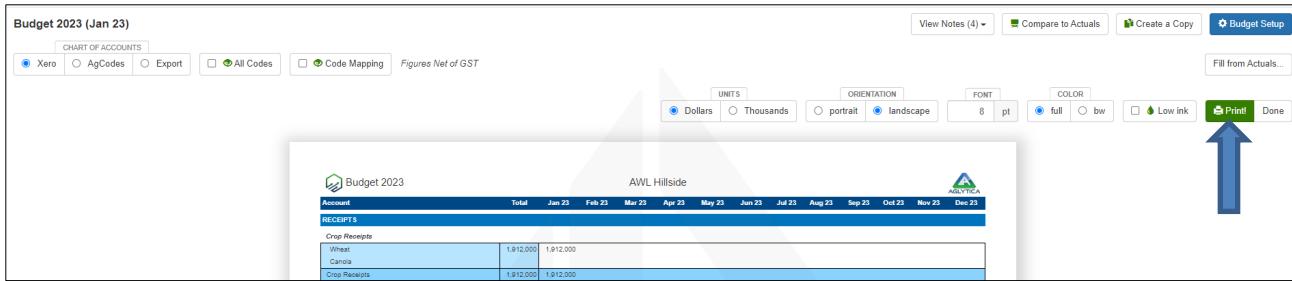
[Print your report](#)

Actuals or Budget Reports are printed by choosing **Print** at the top right of screen.



The following screen appears once **Print** button is selected.

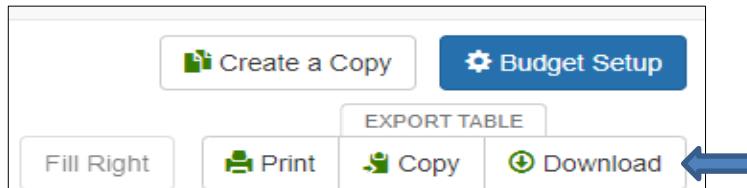
Note that on some computers, this screen does not appear, and you'll go straight to your default Printer.



1. **Print** will take you to your default Printer – to either **Print** or **Save to PDF**.
Note that choosing the Adobe PDF often doesn't work properly, so choose Save to PDF.
2. To activate **background graphics**, you need to access **Print Preview** (your printer options). Scroll to options or more settings (depends on your printer) to tick or untick **Background graphics**.

Download your Report

Select **Download** (as shown below) and CashPeek will automatically download a CSV file.



Budget to Actuals Comparison

It can be useful to track budgeted performance against actuals to date, from your Xero file.

1. Generated from within a **Budget**.
2. Actuals from Xero only come in from **reconciled and closed** months. Even though you may have reconciled most items in a month, any unclosed months will not be included in the comparison
3. Choose the **Compare to Actuals** button.

The screenshot shows the 'Budget 2023 (Jan 23)' screen. At the top right, there is a 'Compare to Actuals' button with a blue arrow pointing to it. Below the button are several other options: 'View Notes (2)', 'Create a Copy', 'Budget Setup', 'Fill from Actuals', 'Fill Right', 'Print...', 'Copy', and 'Download'. The main area displays a table with account codes like 'Wheat' and 'Canola', and a total row for 'Crop Receipts'.

4. A new window will open showing the **Budget to Actual** comparison.

The screenshot shows the 'Budget to Actuals Report' window. At the top, there are filter options: 'CODE MODE' (radio button selected), 'BUDGET STARTING' (set to 'Feb 22'), 'COMPARE TO DATE' (set to 'Sep 22'), and checkboxes for 'Show last month comparison' (checked) and 'Show end of year projection comparison' (checked). Below the filters is a table titled 'Budget to Actuals Report' comparing 'Budget Year To Date' (Feb 22 to Sep 22), 'Last Month' (Sep 22), and 'Remaining' (Oct 22 to Jan 23) against the 'Full Budget Year' (Feb 22 to Jan 23). The table includes columns for 'Code Name', 'Budget', 'Actual', '%', '+/-', '\$budget', 'Projected', and '%'. Specific rows shown include Wheat Sales, Wheat Sales Kaituna, Canola Sales, Canola Sales Kaituna, Chickpea Sales Kaituna, Straw Sales, and Crop Receipts.

5. By default, this should display a budget **Compare to Date** to the end of the previous month. You can amend this **Compare to Date** period to suit your requirements.
6. You can simplify the layout by unticking Show last month comparison and Show end of year projection comparison.
7. **Note** is unticked by default. It can be switched on to note why there's a budget to actual difference for a particular code line. This could be useful to communicate with other partners, financier, or accountant.
8. To return to the Budget, use the Back Arrow key in your browser (top left hand corner).