

## Enabling Actuals

**Castaway** calculates cashflow movements from your Actuals, which can be used for variance analysis in **Variance Reports**.

Once you have **Enabled Actuals** in a file, **Castaway** locks your underlying budget data to ensure that that your file does not become **Out of Balance**.

After Actuals has been enabled, you cannot:

- 🔒 Change certain element settings (e.g. change a general reporting debtor to report separately)
- 🔒 Delete existing elements
- 🔒 Reset to no Actuals
- 🔒 Manually enter data for closing retained earnings: this is automatically updated to ensure data integrity

1. While in the **Forecast Workspace**, Click the **Opening & Actuals** Tab in the taskbar

2. Click the **Enable Actuals** button

The first month in your forecast will appear in your **Opening & Actuals Data workspace** ready for you to enter your first month's Actuals data into.

**Tip!** You cannot undo **Enabling Actuals**. So save a backup of your **Castaway** file before you decide to **Enable Actuals** to have a file version that you can still make changes to. To save a backup of your original file, go to **File > Save As** and enter in a new File Name.

**CASTAWAY Samplers Wine Company**

File Setup **Forecast** Reporting Window

Chart of Accounts

- Imported Wine Sales
  - Red Wine Sales - Imported
  - White Wine Sales - Imported
  - Sparkling Sales - Imported
  - Sales Section + Costs Section
- Imported Wine Costs
  - Red Wine - Imported
  - White Wine - Imported
  - Sparkling - Imported
  - International Freight
  - Sales Section + Costs Section
- Expenses
  - Accounting & Legal Fees
  - Office Supplies
  - Telephone & Internet
  - Repairs & Maintenance
  - Insurance
  - Utilities
  - Advertising & Marketing
  - Wages & Salaries
  - Overheads Section
- Overheads 1
  - Costs 1
  - Costs 2
  - Costs 3

Opening & Actuals Data

Enable Actuals Create Revised Budget Update Original Budget

Balance Sheet Data Profit & Loss Data Drivers Data

	Opening	Actuals
<b>CURRENT ASSETS</b>		
<b>Bank Accounts</b>		
Cheque Account	-320,000	
Payroll Account	100,000	
USD Account	186,916	
<b>Total Bank Accounts</b>	<b>-33,084</b>	
<b>Receivables</b>		
General Trade Debtors	500,000	
<b>Total Receivables</b>	<b>500,000</b>	
<b>Inventory</b>		
Red Wine - Local	40,000	
White Wine - Local	12,000	
Sparkling - Local	15,000	
Red Wine - Imported	10,000	
White Wine - Imported	15,000	
Sparkling - Imported	30,000	
<b>Total Inventory</b>	<b>122,000</b>	
<b>Prepayments</b>		
Prepaid Costs		
Insurance	6,000	

## How to Set Actuals Month for the future

Roll the Actuals month forward by setting Actuals for future months in the forecast. **Castaway** will not allow you to roll the Actuals month forward until the **Actuals Balance Sheet data** has been balanced.

### Data Types

There are 3 sets of data available within an Actuals file. It is important to understand these to gain a better understanding of the process of Enabling Actuals and locking in revised figures.

- **Original Budget:** This is based on the data that had been entered into the file at the time that Actuals are enabled. The data is fixed for the entire length of the forecast unless you choose to update it.
- **Revised Budget:** You can decide to create or update a Revised Budget with revised figures as you roll the forecast forward.
- **Projected data:** This includes Actuals data that has been entered and the current Projected data stored in the elements. This data becomes a rolling set of forecast data.

**Tip!** You can compare your Projected data with the Original Budget or Revised Budget figures by reviewing the **Variance Reports** in the **Reporting Workspace**.

**Opening & Actuals Data**

Enable Actuals    Set Actuals Month **Jul 2015**    Create Revised Budget

Balance Sheet Da...    Profit & Loss Data    Drivers Data

	Opening	Jul 15
<b>CURRENT ASSETS</b>		
<b>Bank Accounts</b>		
Cheque Account	-320,000	0
Payroll Account	100,000	0
USD Account	186,916	0
<b>Total Bank Accounts</b>	<b>-33,084</b>	<b>0</b>
<b>Receivables</b>		
General Trade Debtors	500,000	0
<b>Total Receivables</b>	<b>500,000</b>	<b>0</b>
<b>Inventory</b>		
Red Wine - Local	40,000	0
White Wine - Local	12,000	0
Sparkling - Local	15,000	0
Red Wine - Imported	10,000	0
White Wine - Imported	15,000	0
Sparkling - Imported	30,000	0
<b>Total Inventory</b>	<b>122,000</b>	

**Click to set future Actuals months**

**You might also be interested in: Adding data to your Forecast**