Location Intelligence
Infrastructure Asset Management

Confirm®

Finance and Budgets

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October 02, 2026

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Finance and Budgets

The Finance and Budgets Folder

The Finance and Budgets folder contains the forms, utilities and reports necessary to set up Financial Periods within Confirm, and to monitor the commitments and expenditure against User defined budgets.

Financial Periods are set up to reflect the actual dates involved, and these are linked to work periods to provide a means of costing Routine Work within the Financial Period in which it will take place.

Budgets can then be calculated, or profiled against Cost Codes, or Budget Codes. Commitments and payments are recorded and deducted from the appropriate codes for the appropriate Financial Periods.

Reports are available to analyse the Budget, and to provide information on the money committed within the system.

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Cost Code

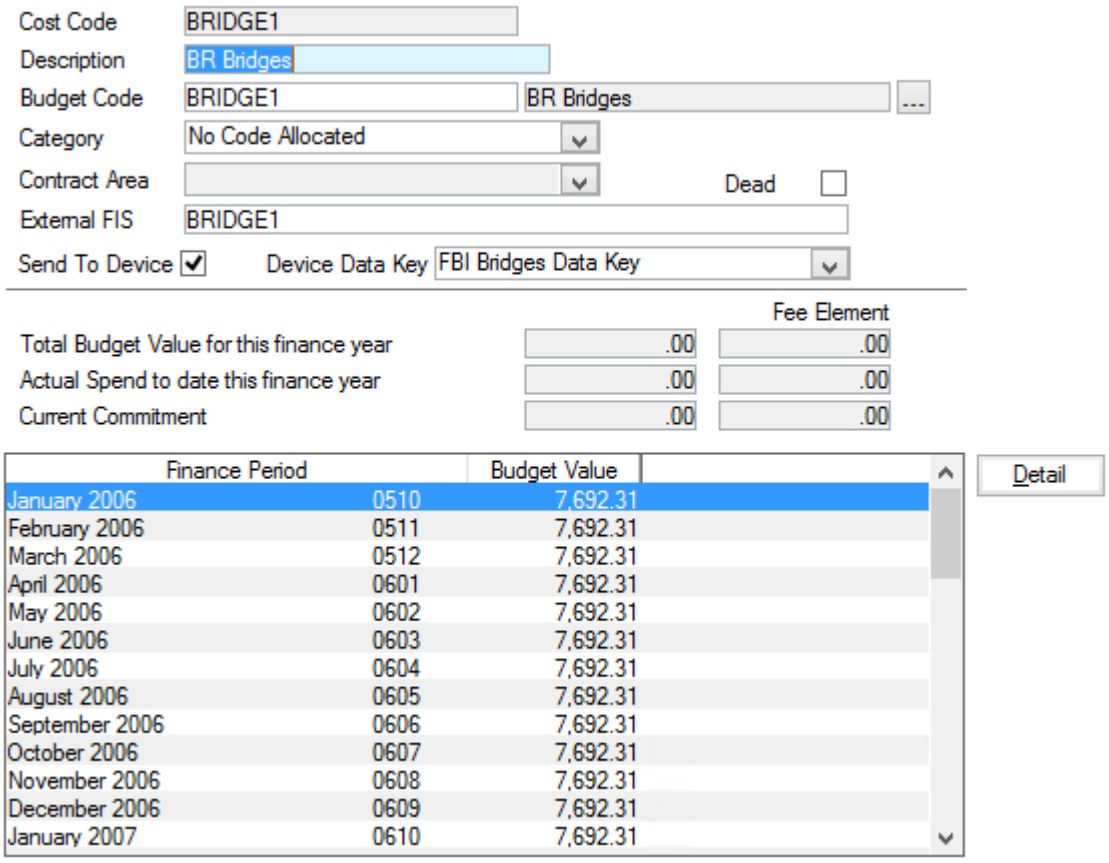
The Cost Code library accesses the same list of Cost Codes as the Cost Code Lookup in the Site Lookups.

Cost Codes are displayed in this library with Budget Codes and details of the applicable fees (Administration Fee recovery module) and the amounts of money allocated, committed, and spent within the Budget.

Cost Codes and Budget codes are, by default, the same thing - that is: for every Cost Code, the system enters a matching Budget Code.

However, you may wish to set up a Budget Code to contain several Cost Codes. This will give the additional facility to report on the commitment and expenditure at Budget level as well as Cost Code level. Budget Codes are entered into the Cost Code library (either in this form, or in the Cost Code Lookups in the Site Lookups) and then entered in the Budget code field of all the Cost Codes that belong in the Budget Code. Budget analysis reports can then be drawn off which will show the financial position for the Budget, and optionally for the individual Cost Codes within the Budget.

Cost Code Form



Cost Code: Up to 15 alphanumeric characters.

Enter a new code to set up a new Cost (or Budget) Code. Enter an existing code to recall an existing Cost Code.

Description:	Up to 30 characters.
Budget Code:	The Cost Code from the Cost Code field will be copied into this field by default. To enter a Budget Code, type in an existing code or select from the Pick list. The pick list references the Cost Code library.
Category:	Entered automatically from the Site Cost Code lookup if an existing Cost Code is selected, Categories group Cost Codes together for filtering and reporting To select or change a Category, select from the drop down list. The drop down list references the Cost Code Category Lookup **Site Register\Site Lookups\Operational Lookups**
Contract Area:	Applicable when 'Enable Cost Code Segregation' has been checked in the Site Systems Defaults. **Site Register\Site Lookups\General Site Lookups** Select a Contract Area from the Drop down to limit the Cost Code to those Work Groups with rights to view this Contract Area. The drop down list references the Contract Area Lookup **Site Register\Site Lookups\Operational Lookups**
Send to Device:	Check to include this Cost Code in a download of lookups to a mobile device.
Device Data Key:	Optionally specify a Data Key to restrict which Users will have this lookup available on their mobile device.
External FIS:	Completed by default with the Cost Code. This may be overwritten with an external Financial Code which links with this Cost Code. Displayed only in this form.
Total Budget:	The total of the transactions for the current Financial Year, with appropriate Fee Element where Administration Fee Recovery module is active. This field is not editable.
Actual Spend:	The total paid (defined within Confirm as work on committed Payment Batches) in this Cost Code, in the current Financial Year, with appropriate Fee Element where Administration Fee Recovery module is active. This field is not editable.
Current Commitment:	The amount of money currently committed in the system, for this Cost Code, with appropriate Fee Element where Administration Fee Recovery module is active. This field is not editable.

Cost Code Additional

Click on the 'More' button to display the Cost Code Additional form.

Cost Codes may be additionally assigned a Customer, and/or a Site. Select from the drop down list of Customers, which references the Customer Lookups library, or the pick list of Sites, which references the Site Register.

A 'More' button is found on Cost Code filters, and allows the user to narrow the choice of Cost Codes by Customer and/or Site.

Period Budget form

The lower portion of the Cost Code form displays each Finance Period with the total Budget allocated to each Period for this Cost Code. To view this information, click on the 'Detail' button. The Period Budget form is displayed:

Note: The Period Budget form is also displayed by clicking on the 'Detail' button in the Finance Period form

The Period Budget form displays the budget information for each Period that has had budget allocated to it. The fields are not editable.

To view the individual Budget Transactions, click on the 'Detail' button

Budget Transaction form

Note: the Budget Transaction form is accessed from the Finance Period form, or the Cost Code form, by clicking on the ‘Detail’ button to display the Period Budget form, then on the ‘Detail button again to display the Budget Transaction form. In both cases the form is the same.

The Budget transaction form displays each transaction, or addition, to the budget. This may have happened in one three ways:

1. Created from Routine Maintenance - indicates that the transaction was entered as a result of the ‘Calculate Routine Budget’ utility.
2. Created from Budget Profile - indicates that the transaction was entered as a result of the ‘Profile Budgets’ utility.
3. User entered transactions - the User may create transaction by clicking on the ‘New’ button in the Budget Transaction form, and entering a Budget Narrative and Transaction Value. See “Finance Period”.

Finance Period

Finance Period is a specific calendar period within a specific year, to which a budget is allocated. Finance Periods are used when raising Routine Work, when Varying Routine Work, and when creating Payment Batches. In this way the system can track moneys being committed and paid for each Period.

The Finance Period form is used to create Finance Periods in the system, and later, to view each Finance Period, with the budgets for the Finance Period displayed, by Cost Code, in the lower portion of the form.

Code:	Up to 4 alphanumeric characters. Enter a new code to set up a new Finance Period Code. Enter an existing code to recall an existing Cost Code.
Name:	Up to 30 characters
Finance Year:	Select the appropriate Finance Year from the drop down list. The drop down list references the Finance Year library.
Period Number:	Enter, or select from the drop down the list, the Work Period to which this Finance Period relates. The drop list references the Period Lookup **Asset Maintenance\Maintenance Lookups**
Start:	Enter the date on which the Finance Period starts. This Date must not be amended once Routine Works Orders have been committed. Any uncommitted Routine Works Orders will need to be recalculated.
End:	Enter the date on which the Finance Period ends. This Date must not be amended once Routine Works Orders have been committed. Any uncommitted Routine Works Orders will need to be recalculated.

Note: Finance Period dates are inclusive.

Period Details Frozen:	Check this box to 'Freeze' the budget details for this period. Freezing a Period prevents any changes to the budget amounts that are not documented with a **Budget Transaction form** on page 8. Periods will usually be frozen when all the Budgets have been set up for the Finance Period in question.
Dead:	Once checked, Confirm will prevent Payments from being Committed against this Finance Period.

The lower portion of the form displays each Cost Code with the total Budget allocated to each Cost Code for this Period. To view this information, click on the 'Detail' button. The Period Budget form is displayed.

Note: The Period Budget form is also displayed by clicking on the 'Detail' button in the Cost Code form

Period Budget form

The lower portion of the Cost Code form displays each Finance Period with the total Budget allocated to each Period for this Cost Code. To view this information, click on the 'Detail' button. The Period Budget form is displayed:

Note: The Period Budget form is also displayed by clicking on the 'Detail' button in the Finance Period form

The Period Budget form displays the budget information for each Period that has had budget allocated to it. The fields are not editable.

To view the individual Budget Transactions, click on the 'Detail' button

Budget Transaction form

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1. Created from Routine Maintenance - indicates that the transaction was entered as a result of the ‘Calculate Routine Budget’ utility.
2. Created from Budget Profile - indicates that the transaction was entered as a result of the ‘Profile Budgets’ utility.
3. User entered transactions - the User may create transaction by clicking on the ‘New’ button in the Budget Transaction form, and entering a Budget Narrative and Transaction Value. See “Finance Period”.

Calculate Routine Budget

The Calculate Routine Budget utility will generate details of how much money is required, in each Cost Code in each Period, to carry out the work currently programmed into Confirm as Routine Maintenance Regimes allocated to Features.

Note: Cyclic Maintenance and Repeating Jobs Regimes will not be included in the calculation. See "**Asset Maintenance\Maintenance Regimes**" for more information on 'Routine', 'Cyclic' and 'Repeating Jobs' Maintenance Regimes.

In order the make this calculation you will need:

- Routine Maintenance Regimes, allocated to Features. See "**Asset Maintenance\Maintenance Regimes**" for information on creating and allocating Regimes.
- The SORs in the Maintenance Regimes priced under a Contract. See "**Contract Preparation**" for information on how Contracts are prepared and SORs priced under the Contract.

The Calculate Routine Budgets filter simply requires a range of Finance Periods to be entered. Click on OK to carry out the calculation in each of the Finance Periods included in the range. Save the Preview report to allocate those amounts to each of the Cost Codes in each of the Finance Periods.

The Calculate Routine Budget utility can be re-run for the same period again, to take account of changes in Routine Maintenance which may have taken place since the first calculation was run.

Profile Budgets

The Profile Budgets utility allows the allocation of money to budgets in Periods for Non-Routine work. Since this cannot be generated from information in the system, it requires the user to enter amounts of money, and to distribute the amount entered in each Cost Code over the periods selected.

Cost Code From/To:	Enter a cost Code, or range of Cost Code to profile budgets for. The pick list references the Cost Code library.
Budget:	Enter the amount of money that will be assigned to each Cost Code selected above. **Note:** This total amount will be assigned to each Cost Code - it is not an amount to be distributed amongst them.
Fee:	(Administration Fee Recovery) You may optionally enter an amount to be held in the Budgets for Administration fees.
Finance Period From/To:	Enter a range of Finance Periods over which you wish to profile budgets.
Budget Narrative:	'Created from Budget Profile' is entered by default. You may overwrite this. Text entered in this field will be entered in every Budget Transaction that is created as a result of running and saving this profile.
Periodic Profiles:	There are thirteen fields, to represent each of the possible thirteen Finance Periods. A number of fields, equal to the number of Finance Periods selected in the range above, will be available. Surplus fields will be greyed out. The available fields will have '1.00' entered by default, indicating that one equal portion of the money entered in the 'Budget' field will be assigned to each Finance Period in each Cost Code. You may amend any of the available fields profile greater and lesser amounts into each period.

Click on OK to preview the budget profile. Save the Budget Profile preview to assign the amounts displayed to the Finance Periods and Cost Codes shown.

This profile may now be viewed as Budget Transactions in the Period Budget form.

If the Budget Profile is re-run, for the same Cost Code in the same Period(s), another Budget Transaction will be created and the new profiled amount will be added to the budget.

Finance Year

The Finance Year library stores Finance Years with start and end dates (dates are inclusive). These are used when creating Finance Periods to place the Period within a particular year. Budgets can be reported on by the year as defined in the Finance Year library and by the Periods that are included in it.Finance Years are also needed when creating Annual Samples for Street Works Inspections.

Code:	Up to four alphanumeric characters
Name:	Up to thirty characters
Start:	The date on which the Year commences. No Finance Period that is included in this year may have a start date earlier that the one entered here.
End:	The date on which the year ends. When Finance Periods are assigned to the year, this field will default to the end date of the latest period included in the Year.

Customer Account

(Customer Accounts module)

The Customer Account library provides a list of Customers for whom you may wish to raise a Customer Statement for in the **Payment Processing** folder.

Note: These Customers are not related in any way, in the system, to the Customers held in the Customer Lookup in the Site Register.

Account Code:	Up to 30 alphanumeric characters. **Note:** The account code may be changed for this record.
Account Name:	Up to 30 alphanumeric characters.
Contact Name:	Enter the name of the Contact, or select from the pick list. The pick list references the Contact Lookup. **Asset Maintenance\Maintenance Lookups** **Note:** The Contact does not have to be present in the Contact Lookup in order to be entered in this field. However, if they are in the Contact Lookup, all the other fields will be populated from the information held in the Contact Lookup. Contacts added here will be automatically added to the Contact list, making them available as Contacts for Customer Services from the Contact Lookup. If the Contact Lookup Adaptor module is active Confirm can link to an external Contact/Customer database when searching for a Contact. The external Contact database will merge with the results of the Confirm Contact Lookup, updating any details where the Contacts are the same as each other (identified by having the same Contact Reference). Once a Contact has been selected in the form and saved, the selected Contact will be updated within Confirm with the details from the external database if it already exists, if not then a new Contact will be created.
Phone, Fax & Email:	May be automatically entered if the Contact is already in the Contact list with this information entered in the Contact list. Details entered here will be stored in the Contact Lookup.
Address:	May be automatically entered from Contact details already held in the Contact Lookup. Clicking in this field will display the Address form. This may be used to derive the address from the Postcode, if the Address/Property Link module is active, and the Central Property register is populated. See "**Site Register\Sites - Other button**" for information on the Central Property register.
Type:	Enter, or select from the drop down list, the type of Contact. The drop down list references the Customer Type Lookup. **Customer Services\Customer Lookups.**

The lower portion of the form stores Cost Code associated with this Customer Account. These Cost Codes provide the means of reporting on the Customer Account in the Customer Statement. See "**Payment Processing\Customer Statement**" for more information on Customer Statements.

Customer Account Cost Code

To enter a Cost Code, click on the ‘Detail’ button to display the Customer Account Cost Code form. Enter, or select from the pick list, the appropriate Cost Code. You may not select a Cost Code that is already in use on another Customer Account, therefore the pick list will not display these Codes. The pick list references the Cost Code library.

Current Commitment Reports

The Current Commitment Reports provide information on all (Routine and Non-Routine) work currently committed in the system. These reports may be produced by Cost Code, by Schedule, by Work Type, by Customer, by Site, by Priority or by Officer.

The reports may be 'top level' within these parameters, in other words, for a Cost Code report, display a simple total for each Cost Code.

The report level may be selected to display more detail within each of the top-level parameter. So a detailed Cost Code report might list all the SORs within each Cost Code.

The report filter is similar for all the reports and provides a wide range of filter criteria.

The detail of the report is determined by selecting from the 'Report Level' drop down list at the bottom of the filter.

Where the Administration Fee Recovery module is active, you may also select whether to display the Value only, the Fee and the Value, or the Fee only, by making a selection from the 'Show' drop down list.

Administration Fee Recovery

(Administration Fee Recovery module)

The administration Fee Recovery module provides the means of adding a percentage to work committed and paid in the system. This addition is recorded in Budgets, but is not held directly in those Budgets. This means that where reports give no option to display or hide Fees, amounts are shown net of Fees.

The Administration Fee is displayed on Jobs, in Current Commitment and Payment Analysis reports, and on the Payment Certificate.

The Fee Work Type, which is linked to the Work Type, determines the percentage that is to be charged, and the Fee Work Category, which is linked to SOR schedules. A percentage is set, for each Customer, in each Fee Work Type and Category, in the Fee Rates library.

Fee Income Analysis Report

The Fee Income Analysis Report displays the value of the fees charged on Payments committed in the system.

The Report, at Summary level, will display the Fees by 'Fee Earner'*. The Report can be made to show more detail by selecting from the 'Report Level' drop down list in the bottom of the report filter.

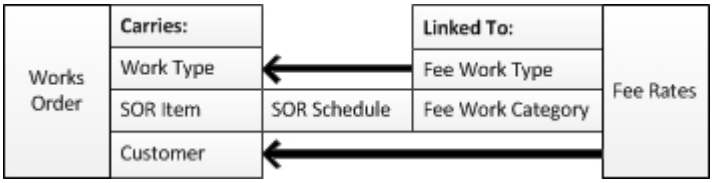
*Fee Earner - the Cost Code set in the Fee Rates library for each combination of Fee Work Type, Fee Work Category and Customer.

Fee Rates

The Fee Rates form lists every combination of Fee Work Type, Fee Work Category, and Customer (as held in the Customer Lookup)

Site Register\Site Lookups\Operational Lookups

A percentage and Cost Code are assigned to each combination. These values will be used to generate fees in the following way:



Entering a Work Type on an Order Header, deriving a Customer from the Feature, and using an SOR to generate the work; will link to the Administration Fee Recovery libraries to generate the correct Fee percentage.

To enter Percentage, Minimum Value and Income Code (Fee Earner):

The system will automatically generate every possible combination of Customer, Fee Work Category and Fee Work Type; and set these out in rows. Rows may not be deleted.

Select a row, and use the fields in the bottom of the Fee Rate form to enter a Percentage, Minimum Value and Income Code appropriate to this combination.

Percentage:	This percentage will be applied to the value of any work that carries the combination shown in this row. See table above for information on how the Fee Rate is applied.
Minimum Value:	Overrides the Percentage where the percentage generated for a Job is less than the amount shown.
Income Code:	The Cost Code to which the Fee will be assigned.

Click on 'Update' to apply these entries.

Fee Work Type

The Fee Work Type is applied to Work Types.

Maintenance Management\Contract Management Lookups

The System uses Fee Work Type as part of the matrix set up in Fee Rates, and is used to apply the appropriate Fee Values through the Work Type applied to the Works Order.

A default Fee Work Type, for Work Type, is set up in Contract Management Systems Settings.

Maintenance Management\Contract Management Lookups

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

Fee Work Category

The Fee Work Category is applied to SOR Schedules.

Asset Maintenance\SOR Lookups

The System uses Fee Work Category as part of the matrix set up in Fee Rates, and is used to apply the appropriate Fee values through the first SOR applied to an Order Job.

A default Fee Work Category, for SOR Schedule, is set up in Contract Management Systems Settings

Maintenance Management\Contract Management Lookups

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

Administration System Settings

Show Administration Fees..:	Select from: Value: only the value of the work is shown. Value + Fees: Value will includes fees. Fees only: Only the Fees will be shown.
Default Fee Work Category:	Select from the Drop down list. The drop down list references the Fee Work Category library The Fee Work Category selected here will be entered by default in the Schedule form when new Schedules are created.

Asset Maintenance\SOR Item Lookups

Default Fee Work Type:	Select from the Drop down list. The drop down list references the Fee Work Type library The Fee Work Type select here will be entered by default in the Work Type form when a new Work Type is created. **Maintenance Management\Contract Management Lookups**

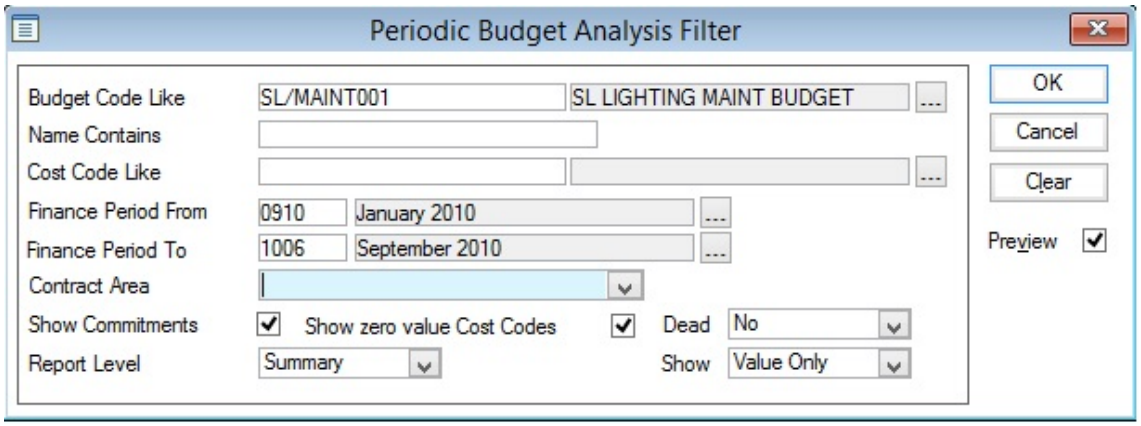
Administration Fee Recovery - step-by-step

1. Create Fee Work Types and Fee Work Categories. **Fee Work Type** on page 18
2. Assign values to the Fee Work Type, Fee Work Category, Customer, combinations in the Fee Rates library. **Fee Rates** on page 17
3. Set the Fee Work Category for SOR Schedules. **Asset Maintenance\SOR Item Lookups**
4. Ensure that all SORs that should attract a Fee have the 'Administration Fee' check box ticked (the default is for this to be ticked). **Asset Maintenance\SOR Item**
5. Set the Fee Work Type for Work Types. **Maintenance Management\Contract Management Lookups**

Financial Reports

Financial reports provide information on money held in the Budgets, amounts committed and paid, and the balance remaining.

The filters for each report are similar; one providing an option to choose a Financial Year, and the other to select a range of Finance Periods.



Filter options include:

Show Commitments:	Checked by default. Uncheck to display the report without Current Commitments.
Show zero value Cost Codes:	Checked by default. Uncheck to display the report without Cost Codes that have no values set against them.
Report Level:	Summary: - displays Budget Codes only, giving the totals of the Cost Codes included in the Budget Code(s). Detail: - displays Budget Codes, with all their associated Cost Codes, giving figures for the Cost Codes and totals for the Budget Code.
Show:	Defaults to the option set in the Contract Management Systems Settings. **Maintenance Management\Contract Management Lookups** Select from the drop down to display Values only, Value and Fees, or Fees only.

Annual Budget Analysis

This report displays each Budget Code showing:

Budget:	The total of the Budget transactions for each Code for the Year(s) selected.
Committed:	This displays the amount for each Cost Code that has been placed on a Committed Works Order. **Note:** Regardless of the year chosen to report on, the Commitment figure will always reflect the Commitments currently in the system.
Actual:	This displays the amount that has been Committed on Payment Batches i.e. it has been paid for under each Cost Code.

Remaining:	The Budget - less what has been Committed and Actual.

Note: Where Value + Fees has been selected in the filter options, the figures shown will be inclusive of Fees.

Report Level:	Select from the following Report Levels: 'Summary' - To display a Summary value for each Budget Code selected. 'Detailed' - To display as above with the addition of Cost Code. 'Job' - To display the values as above at Job level.

Period Budget Analysis

The report will display each Budget Code (and Cost Code if a Detailed report has been selected) showing:

Committed:	The amount Committed in the system for each Cost Code. **Note:** Regardless of the Periods chosen to report on, the Commitment figure will always reflect the Commitments currently in the system.
Budget:	The total of the Budget transactions for each Code for each of the selected Financial Periods
Actual:	The total amount that is on committed Payment Batches in each Code, for each Period.
Variance:	The Budget - less Actual.
Percentage:	The Variance expressed as a percentage of the Budget.

Note: Where Value + Fees has been selected in the filter options, the figures shown will be inclusive of Fees.

Expenditure Analysis by Commitment Date

The report will display the selected Budget Code(s) (and Cost Code(s) if a Detailed report has been selected) showing:

Budget:	The total of the Budget transactions for each Code for the selected Financial Year.
Committed:	The amount Committed in the system for each Cost Code, for the selected Financial Year.
Paid to date:	The total amount that was committed on a Payment Batch, in each Code, in the selected Financial Year.
Remaining:	The Budget - less what has been Committed and paid to date, at the end of the selected Financial Year.

Note: Where Value + Fees has been selected in the filter options, the figures shown will be inclusive of Fees.