



TIP OF THE MONTH AUGUST 2019

Creating a Budget in QuickBooks

To Start, go to the top ribbon and select Company > Planning & Budgeting > Set Up Budgets.

Step 1: Budget Year

Use the arrows to select the year for which you want to create this budget.

Create a New Budget

Begin by specifying the year and type for the new budget.

2020

Choose the budget type

- Profit and Loss (reflects all activity for the year)
- Balance Sheet (reflects ending balance)

Back Next Finish Cancel

Step 2: Budget Type

Choose the budget type. You can create a Profit and Loss budget or a Balance Sheet budget.

The Profit and Loss budget will show the complete view of your yearly activity, and the Balance Sheet budget deals predominantly with your ending balances. RC Activities uses the P&L option.



Choose the budget type

- Profit and Loss (reflects all activity for the year)
- Balance Sheet (reflects ending balance)

Back

Next

Finish

Cancel

Once you select Profit and Loss, click the blue “Next” button at the bottom of the screen. If you select Balance Sheet, click the blue “Finish” button and proceed to step 5.

Step 3: Add Additional Criteria (Classes)

If you want, you can create budgets for specific Classes jobs by clicking the “Class” option which will be on the list on the server. Or, you can click “No additional criteria” to make a general yearly budget.

Create New Budget

Additional Profit and Loss Budget Criteria

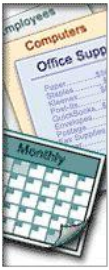
- No additional criteria
- Customer:Job
- Class

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Once you’ve decided, click the blue “Next” button at the bottom of the screen.

Step 4: Budget Entry Preferences

Choose between “create budget from scratch” or “create budget from previous year’s data.” It is always a great practice to run a historical P&L by year to see where your expenses fall and what activities you have done. This observation will give you a good estimate as to income and expenses, what accounts and when those activities occurred.



Choose how you want to create a budget

Create budget from scratch.

This option lets you manually enter amounts for each account that you want to track.

Create budget from previous year's actual data.

This option automatically enters the monthly totals from last year for each account in this budget.

Back

Next

Finish

Cancel

Step 5: Enter Your Budget

Now enter your budget goals for each month and each account. This is where the template attached will come into play. You should have one template by class if you wish to run Budget vs Actual reports by individual classes. You can enter numbers manually or if it is the same amount you can simply enter the amount in the first column and click Copy Across.

RC Activities, Inc. - TEST - Intuit QuickBooks Enterprise Solutions - Nonprofit 18.0(multi-user)(Admin) - [Set Up Budgets]

Budget
FY2020 - Profit & Loss by Account

Create New Budget

ACCOUNT	ANNUAL TOTAL	JAN20	FEB20	MAR20	APR20	MAY20	JUN20	JUL20	AUG20	SEP20	OCT20	NOV20	DEC20
411009 - OTHER OPERATIONAL INCOME													
4110140 - Supplementary Revenues	500.00	50.00	200.00	100.00	0.00	0.00	50.00	25.00	75.00	0.00	0.00	0.00	0.00
411011 - OTHER INCOME													
4220010 - Other Revenues													
420001 - OPERATIONAL DONATIONS													
4130000 - Donations Receipt Affiliates													
4130010 - Donations Received	2,400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
4130011 - Gift In Kind Donations													
50000 - Cost of Goods Sold													
610500 - Payroll Expenses													
6105010 - Indirect Salaries & Wages													
610503 - INDIRECT EMPLOYEES BENEFITS													
6105040 - Indirect Health care benefits													
6105100 - Indirect 401K match													
6105110 - Indirect FICA taxes													
6105140 - Other Payroll Taxes													
611500 - UTILITIES													
6115010 - Electricity													
6115020 - Water													
6115030 - Gas & Fuel													
611700 - COMMUNICATIONS													
6117010 - Phone													
6117020 - Communications Links													
6117030 - Mail & Courier (Postage)													
612008 - PROFESSIONAL FEES													
6120081 - Professional fees													
612501 - INDIRECT TRAINING													
6137011 - Training													
612502 - INDIRECT TRAVEL EXPENSES													
6125020 - Air Travel													

Copy Across Adjust Row Amounts Clear

Save OK Cancel Help

Step 6: Save

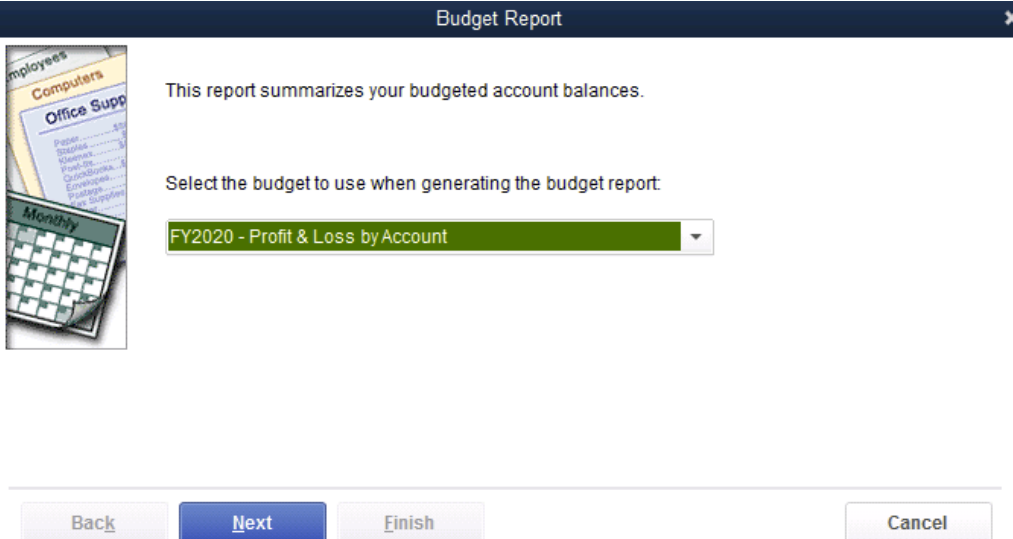
Once your budget is all filled in either by a general budget or by class make sure you hit SAVE so you don't lose any of your work. This is located at the bottom right hand corner. If you hit OK it will close the screen and nothing will be saved. Once you are done saving click OK.

To save your budget, click "Save."

At any time, you can run reports to view the status of your budget. QuickBooks offers the following budget reports:

- Budget Overview
- Budget vs. Actual
- Profit & Loss Budget Performance
- Budget vs. Actual Graph

I recommend once you are finished to go back and run a budget overview report. For this go to the Reports on the Top ribbon. Go down to Budgets and Forecasts> Budget Overview. This will bring up this window.



Budget Report

This report summarizes your budgeted account balances.

Select the budget to use when generating the budget report:

FY2020 - Profit & Loss by Account

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Click next for the year, then next for Account by Month and then Finish.

Your report will look like this. You can customize this by the top to show totals only or if you want to use this as a projection sheet for the year leave as monthly. You can also export to Excel.

