

## **HOW TO CREATE A BUDGET IN QUICKBOOKS**

1. Go to Company/Planning & Budgeting
2. Set-Up Budgets
3. Select the proper year
4. Leave button checked for Profit and Loss/hit Next
5. No additional criteria/Next
6. Create budget from scratch if this is your first use of the budget and you don't use historical data. (If you have historical data entered in QB, you can create from the current year for next year based on this history and then modify.)
7. Click Finish
8. QB will bring up a budget worksheet with the chart of accounts for all of the revenue (income) and expenditure (expense) accounts. You can drop an amount in the first column, Jan, then hit Copy Across, and it will make it the same every month.
9. You can also put amounts in specific months, if you know it is a quarterly or annual occurrence.
10. Once you copy across, you can go back and customize months individually if they are basically the same with slight changes.
11. The budget is quite easy to manipulate and adjust.
12. Hit Save each time you work on the budget and leave it so your changes are maintained.
13. To see what you have created, go to Reports/Budgets & Forecasts/Budget Overview
14. It will have the budget options available if you have more than one year in QB.
15. Account by Month is the only option but this can be changed once it shows on the screen if you want.
16. There is a button in the top left corner, Modify Report, that allows you to change parameters of the report you see and the way it is presented. You can make the display be by Total Year, Quarters, etc by changing the Display Columns by tab.
17. You will probably want to print this in landscape format.
18. It is possible to export to excel and do even more customizing of the presentation if so desired. Use the Export button at the top of the report.