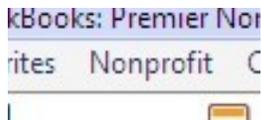


Quickbooks Budgets

This tutorial will show you how to enter a budget into Quickbooks.

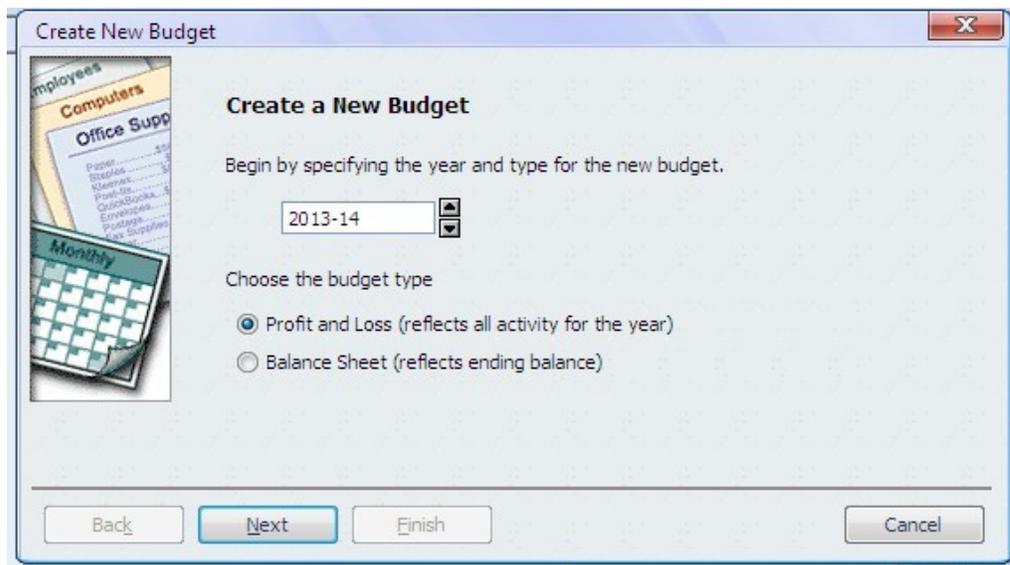
Click on 'Nonprofit' in the top menu.



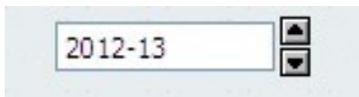
Click on 'Set Up Budgets' in the menu that pops up.



You'll see this box.

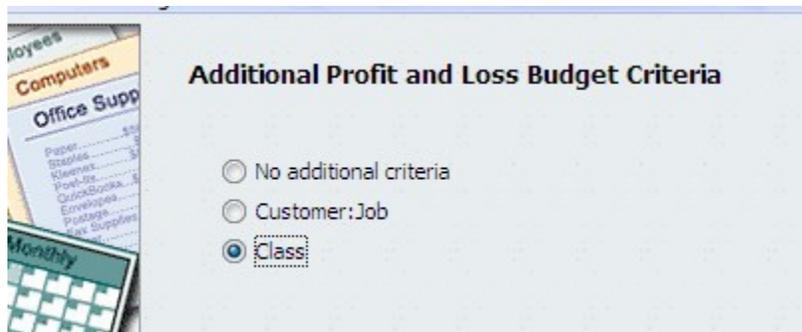


Click on the arrows by the year box to choose the correct year. Right now you will want 2012-2013.



Once you have the year selected click 'Next'.

On the next screen you will want to select 'Class'.



Click 'Next' again.

You will now see this box.

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.

Leave 'Create budget from scratch' selected.

Click 'Finish'.

You will be taken to this screen.

The screenshot shows a window titled "Set Up Budgets". At the top, there is a "Budget" dropdown menu set to "FY2012-13 - Profit & Loss by Account and Class" and a "Create New Budget" button. Below that is a "Current Class" dropdown menu set to "Flower fund" and a "Show Next 6 Months >>" button. The main area is a table with the following columns: Account, Annual Total, Jul12, Aug12, Sep12, Oct12, Nov12, and Dec12. The table lists various accounts under the "Flower fund" class, including "Direct Public Support (Hi-Rise)", "Corporate Contributions", "Gifts in Kind - Goods", "Individual Contributions", "Fundraising Income (Hi-Rise)", "Coffee/Snacks", "Grant Income", "Flower Grant Income", "PHA Grant Income", "Picnic Grant Income", "RPC Grant Income", "Other Types of Income (Hi-Ri...", "Interest Income", "Miscellaneous Income", "Recycling Income", and "Vending Income".

Look at the box that says 'Current Class' to see what fund you are in.

Current Class
Flower fund

You can now start entering budget items for that fund.

The top of the box shows the income categories.

| Account | Annual Total | JUL12 | AUG12 | SEP12 | OCT12 | NOV12 | DEC12 |
|------------------------------|--------------|-------|-------|-------|-------|-------|-------|
| Individual Contributions | | | | | | | |
| Fundraising Income (Hi-Rise) | | | | | | | |
| Coffee/Snacks | | | | | | | |
| Grant Income | | | | | | | |
| Flower Grant Income | | | | | | | |
| PHA Grant Income | | | | | | | |
| Picnic Grant Income | | | | | | | |

You will also notice that it is broken down by months.

If you know what month you will be receiving certain income or making an expenditure you can put it in for that month.

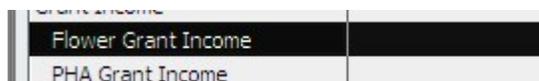
If not, you can just put it under July.

Things that are monthly expenditures can be entered a little differently.

Using Internet as an example, if you have \$564 budget for that expense you would divide by 12 since that is paid every month and put \$47 in the box for each month.

Going back to our example, we're in the Flower fund. We get \$100 income for that fund.

Click on 'Flower Grant Income' in the category list.



Type \$100 in the box for July.

Click the 'Save' box at the bottom of the screen.



Now scroll down to the expenses.

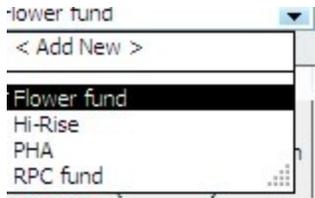
For this fund you will want 'Flowers and Supplies'.



If you have any flower or hi-rise beautification items on the budget you made up you would now enter that amount.

Click 'Save' after you have done so.

If you have nothing else to enter for that fund click the dropdown menu under 'Current Class' to change to a different fund.



Repeat the above steps for entering income and expenses.

If you need to enter the same amount in every month enter the amount in July and then click 'Copy Across'.



This will automatically fill in the amount for every month.

| | | | | | | | |
|--|--------|-------|-------|-------|-------|-------|-------|
| | 564.00 | 47.00 | 47.00 | 47.00 | 47.00 | 47.00 | 47.00 |
|--|--------|-------|-------|-------|-------|-------|-------|

Click 'Save' when you are finished entering amounts.

Notes:

These are the income categories for the Hi-Rise fund.

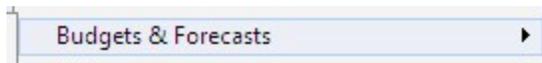
| | | |
|---------------------------------|----------|----------|
| Other Types of Income (Hi-Rise) | 2,000.00 | 2,000.00 |
| Interest Income | | |
| Miscellaneous Income | | |
| Recycling Income | 200.00 | 200.00 |
| Vending Income | 600.00 | 600.00 |

Click 'OK' at the bottom of the screen when you are finished entering all budget items.

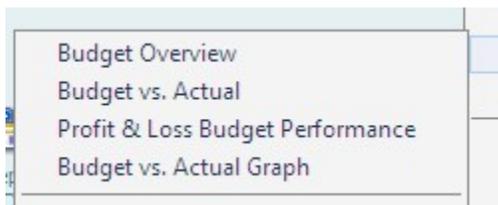
If you want to view the budget you were working on, click on 'Nonprofit' in the top menu and then 'Set Up Budgets'.

Your budget will open up.

Various budget reports can be found in the reports menu under 'Budgets and Forecasts'.



Here is the list of options.



You will probably want the first two most often.