



The QuickBooks® Online Newsletter

FROM THE OFFICE OF



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## Better Budgeting Using QuickBooks Online Plus

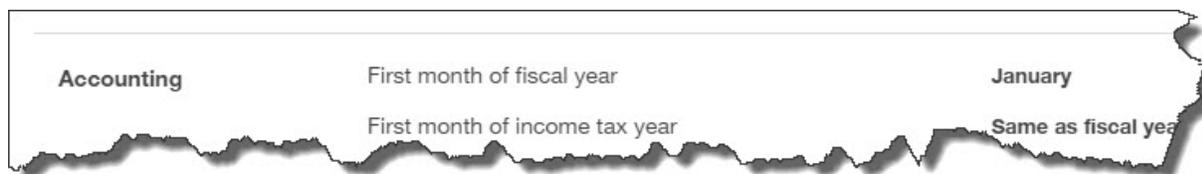
*Everyone groans when budget time rolls around. QuickBooks Online Plus offers tools that simplify the process.*

Budget. The word evokes a sense of dread in most small business managers' minds. Large corporations have entire teams of accountants that work on this critical element of financial planning. You, on the other hand, must go it alone – or with the help of other staff if your company is big enough.

Why is this chore so difficult? Several reasons. The biggest stumbling block is probably the sense of uncertainty. How do you know what your income and expenses will be for the coming year?

QuickBooks Online Plus can't tell you how to plan the next year in terms of numbers, but its tools can make the mechanics of building a budget easier.

### Your Fiscal Year Start



### *Finding the start of your fiscal year in QuickBooks Online Plus*

Do you know exactly when your fiscal year starts? You'll need this information before you can get started on your budget. Click the gear icon in the upper right next to your company name, and then select **Account and Settings | Advanced**. The first entry here tells you what the **First month of fiscal year** is.

### Creating a Framework

To get started building your budget, click the gear icon again and select **Tools | Budgeting**. Click **New Budget** to open the mini-interview wizard (if it didn't open

automatically). QuickBooks Online Plus creates what are called **Profit and Loss Budgets**. This kind of budget tracks the numbers in your income and expense accounts.

There are three ways to create one, as you'll see when you click **Next** on the first page of the interview. You can:

- Work from historical amounts by copying last year's data into the spreadsheet,
- Start from scratch, or
- Copy data from an existing budget.

Do you want to start with any amounts? Page 2 of 4

Start with:  Actual amounts from  
Last Fiscal Year ▼  
Start with data from the last fiscal year. Later, you can change individual amounts.

No amounts. Create budget from scratch.  
You will need to enter amounts for everything you want to budget.

Copy from an existing budget:  
2017 Budget - FY17 P&L ▼  
Start with a copy of the selected budget. Later, you can change individual amounts.

*You can choose from these three options to create your budget in QuickBooks Online Plus.*

Click in the button in front of **No amounts. Create budget from scratch**, and then click **Next**. QuickBooks Online Plus's budgets consist of a table divided into months (columns) and accounts (rows). You can break this down into even greater detail by subdividing your budget and tracking accounts separated by **Territories**, **Classes**, or **Customers** if this kind of information is important to you. For now, click the button in front of **Don't subdivide**.

When you click **Next**, you'll be asked to select the fiscal year for your budget. Click the down arrow to the right of **Select fiscal year** and choose the appropriate year. Type an easy-to-remember name for your budget in the box below and click **Finish**. The mini-interview will close, and your budget spreadsheet will open.

## **Entering the Numbers**

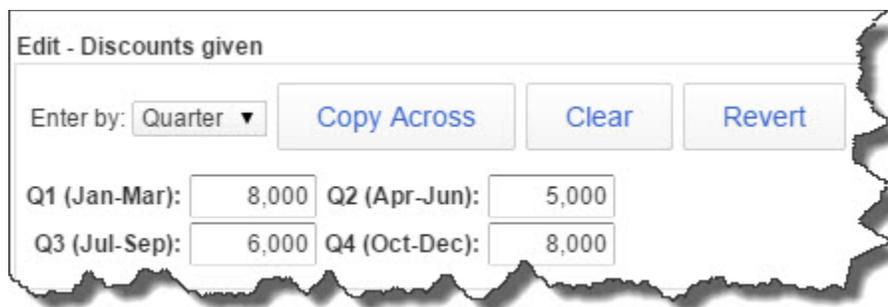
QuickBooks Online Plus defaults to a monthly view when you first open it, but you can change this at any time to **Quarter** or **Year** by clicking the arrow in the field next to **View by** in the upper right corner.

If you had copied income and expense data from the previous year, or from an existing budget, those numbers would appear in the corresponding cells and could be changed to create a new budget. You opted to start from scratch, so the table is empty. You *can* just start entering individual numbers – not within the spreadsheet cells themselves, though.

Look down to the bottom left corner of the screen. If you've highlighted **Discounts given**, for example, by clicking on that label in the spreadsheet column, you'll see a line directly below that last row that reads **Edit – Discounts given**.

*This* area is where you'll do your actual data entry. If the drop-down list to the right of **Enter by** is set to **Month**, you'll see 12 boxes below labeled with the months of the year. If you anticipate that every month will contain a different figure, enter the numbers in the correct boxes and click **Save & Next**. QuickBooks Online Plus will copy your numbers into the actual budget spreadsheet.

If the number will remain the same for each month, you can enter it in the **Jan** box and click **Copy Across**, then **Save & Next** (click this button after every row change). Your cells for that account will be automatically populated.



Edit - Discounts given			
Enter by:	Quarter ▼	Copy Across	Clear
		Revert	
Q1 (Jan-Mar):	8,000	Q2 (Apr-Jun):	5,000
Q3 (Jul-Sep):	6,000	Q4 (Oct-Dec):	8,000

### *Entering quarterly budget data*

If you think more in terms of quarterly income and expenses, you can highlight the correct account and select **Quarter** from the drop-down box next to **Enter by** (see above image). Fill in your quarterly totals, and QuickBooks Online Plus will divide those evenly between each set of three-month periods. The result would look like this:

Select Budget	Sample - FY16 P&L	Rename	Delete		
Sample - Jan 2016 through Dec 2016 Profit and Loss					
<input checked="" type="checkbox"/> Show Blank Rows					
Accounts	Jan	Feb	Mar	Apr	May
<b>Income</b>					
Billable Expense Income					
Discounts					
Discounts given	2,666	2,666	2,668	1,666	1,666
Gr... eipts					

*QuickBooks Online Plus can divide quarterly totals into monthly budget numbers.*

And of course, if you select **Enter by: Year**, you'll only enter one number that QuickBooks Online Plus will divide evenly into 12 months.

When you're done with your budget, click **Finish**.

This is a lot of information to absorb all at once, and we imagine you may have some questions on budget projections and on the actual mechanics of creating a budget using QuickBooks Online Plus. As always, we're happy to hear from you.