

Lesson 12-3: Entering Budget Amounts

Figure 12-3

Entering budget data into the Set Up Budgets window.

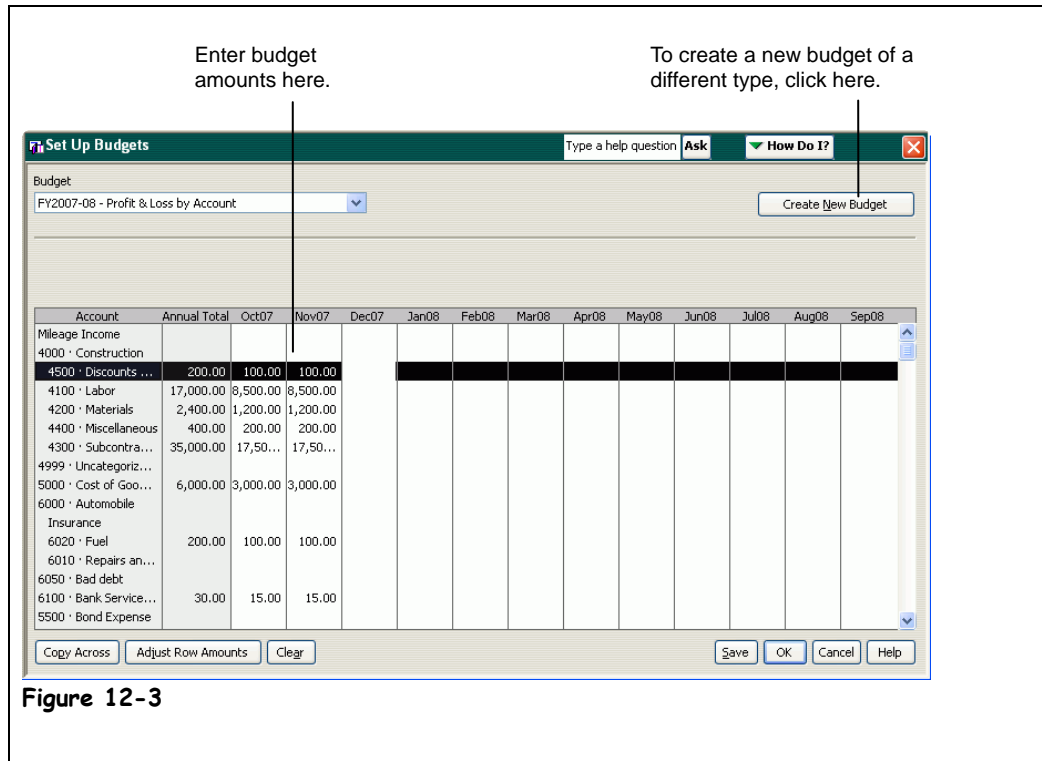


Figure 12-3

Once you've determined the type of budget you want to create and you've selected the options you want in the Budget wizard, you're ready to actually enter your budget data.

If your screen resolution is less than 1024x768, you will only be able to see six months at a time in the Set Up Budgets window. To see the other six months, click the Show Next 6 Months button.

1. If necessary, select **Company** → **Planning & Budgeting** → **Set Up Budgets** from the menu to display the Set Up Budgets window.

If you continued from the last lesson, the Set Up Budgets window, as shown in Figure 12-3, is already displayed.

2. Click the first row in the first month column and type the budgeted amount for that account for that month. Press **<Tab>** to advance to the next month column, and type an amount.

As you enter monthly budget amounts, the Annual Total column amount increases.

Even after you've entered only a couple amounts, you'll notice that entering a budget can be quite tedious. QuickBooks has a couple features to help you with that. One is the Copy Across button. If you've entered an amount for the first month of the year, and you want that same amount to appear every month, you can copy it across.

3. Click the first row in the first month column, then click the **Copy Across** button.

The amount is copied to every month column in the row. You can also use this feature starting partway down a row. Whichever column you're in when you click the button, QuickBooks will copy the amount in that column to all the columns to the right in that row.

4. Fill out the remaining budget cells manually or by using the Copy Across feature.

Since you're creating a Profit and Loss budget for all income and expense accounts, you probably want budgeted amounts for every account. However, if you were creating a budget for a customer, job, or class, you may want to enter budget data for only a few accounts that relate to that particular customer, job, or class.

Once you've entered amounts, you can choose to increase or decrease the amounts in a row by an amount or percentage. For example, if you plan to hire extra sales people halfway through the year, you can increase sales for those months by a specific percentage.

5. Select a cell, then click the **Adjust Row Amounts button.**

The Adjust Row Amounts dialog box appears. The "Start at" list arrow displays "Currently selected month." This means that the adjustment will affect the current cell and all months to the right of it. You can also select "1st month" from the list, in which case the changes will affect all the cells in the row, no matter which cell you have currently selected.

6. Select an adjustment option, then type a percentage or dollar amount in the box and click **OK.**

The amounts are adjusted by the amount or percentage you entered.

NOTE: If the "Start at" list arrow displays "Currently selected month," the "Enable compounding" check box is also available. If you check this box, as you move down the row the amount or percentage increase or decrease you entered is added to the previous month's value, starting with the next month. For example, if March is the currently selected month with a budgeted amount of \$500 and you entered an increase of \$5, April would change to \$505, May would become \$510, and each following month would increase by an additional \$5.

Quick Reference

To Enter Budget Amounts:

1. If necessary, select **Company** → **Planning & Budgeting** → **Set Up Budgets** from the menu to display the Set Up Budgets window.
2. Click the first row in the first month column and type the budgeted amount for that account for that month.
3. Press **<Tab>** to advance to the next month column and type an amount.

To Copy Amounts Across:

- Type an amount in a cell, then click the **Copy Across** button to copy the amount to all columns in the row to the right.

To Adjust Row Amounts by a Dollar or Percentage Amount:

1. Select a cell, then click the **Adjust Row Amounts** button.
2. Select an adjustment option, then type a percentage or dollar amount in the box.
3. Click **OK**.