

**TECHNOLOGY
IN A BOX**


SOLUTIONS POWERED BY QUICKBOOKS®

**Budgeting and Forecasting
Using QuickBooks**

Presented by:
AMY E. VETTER, CPA.CITP
Advanced Seminars for QuickBooks Users
August 5-6, 2009
Golden, Colorado

**Using QuickBooks to
Create a Budget**


Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



Understanding Budgets

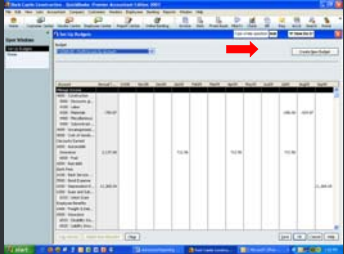
- Verify the fiscal year
- Verify the chart of accounts
- Identify who will use the budget and how it will be used
- Review the file for Clean-up Opportunities
- Run the Financial Statements to ensure they are generating properly

Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net




Creating Budgets

➤ Click Create New Budget



Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



Creating Budgets

➤ On the wizard:

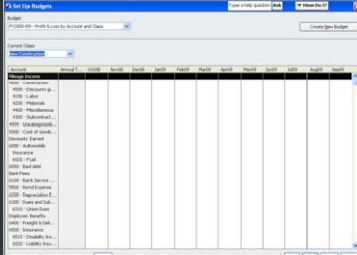
- ✓ Select the year and type
- ✓ Select the level of filtering
- ✓ Select how the budget will be entered
- ✓ Click Finish

Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net




Creating Budgets

➤ Enter the budget amount by month or year

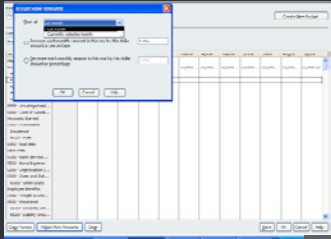


Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net




Adjusting Amounts

➤ You can adjust amounts for each month by clicking Adjust Row Amounts

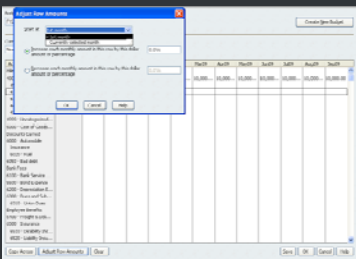


Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net




Viewing Budget Reports

➤ Select Reports > Budget & Forecasts



Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



Viewing Budget Reports

➤ On the wizard:


- ✓ Select the Reporting period
- ✓ Select the desired format, such as Account by Month
- ✓ Click Finish

Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



Profiting From QuickBooks Data Analysis Tools

Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net




Profiting From QuickBooks

Data Analysis Tools

- Cash Flow Projector
 - ✓ Predicts future cash flow
 - ✓ More flexible than the Cash Flow Forecast Report
 - ✓ More precise forecast of future cash flows
- QuickBooks Business Planner
 - ✓ A step-by-step approach to creating a business plan


Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



Cash Flow Projector

- Cash Flow Projector Vs. Cash Flow Forecast
- Click Company, Planning & Budgeting, Cash Flow Projector from the menu
- Select
 - ✓ Bank accounts for projection made
 - ✓ Cash receipts forecast methodology
 - ✓ Business expenses paid during forecast period
 - ✓ Accounts Payable paid during forecast period
- Result is a Refined Cash Flow Projection

Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net




Cash Flow Projector

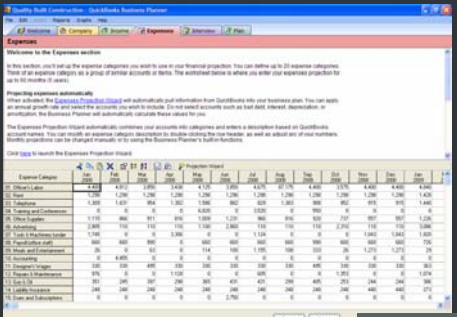
Projecting Cash Receipts

- Project all cash receipts manually
- Use same amount of receipts as was received for prior six weeks
- Use an average of the last six weeks
- Use a weighted average of the last six weeks
- Use same amount of receipts as was received for same period during prior year
- Use average of same six week period during prior year


Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



QuickBooks Business Planner




Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



QuickBooks Business Planner

- Creates Detailed Business Plan and obtains financing
- Can generate reports: Income Projection, Expense Projection, Beginning Balance Sheet, Profit & Loss, Balance Sheet, Cash Plan, Business Plan


Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net



QuickBooks Business Planner

- Completed Business Plan Contains:
 - ✓ Non-Disclosure Agreement
 - ✓ Title Page
 - ✓ Table of Contents
 - ✓ Executive Summary
 - ✓ Company Background
 - ✓ Products
 - ✓ Services
 - ✓ The Industry, Competition, and Market
 - ✓ Marketing Plan
 - ✓ Operating Plan
 - ✓ Management, Organization, and Ownership
 - ✓ Goals and Strategies
 - ✓ Financial Assumptions
 - ✓ Appendix

Transforming Today's Businesses with Tomorrow's Ideas
www.technologyinabox.net





SOLUTIONS POWERED BY QUICKBOOKS®

www.TechnologyInABox.net
(877) TCH-NABX (824-6229)

DETROIT MILWAUKEE CHICAGO MINNEAPOLIS FT. LAUDERDALE
