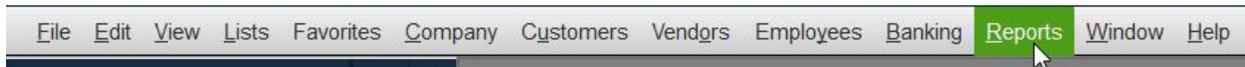


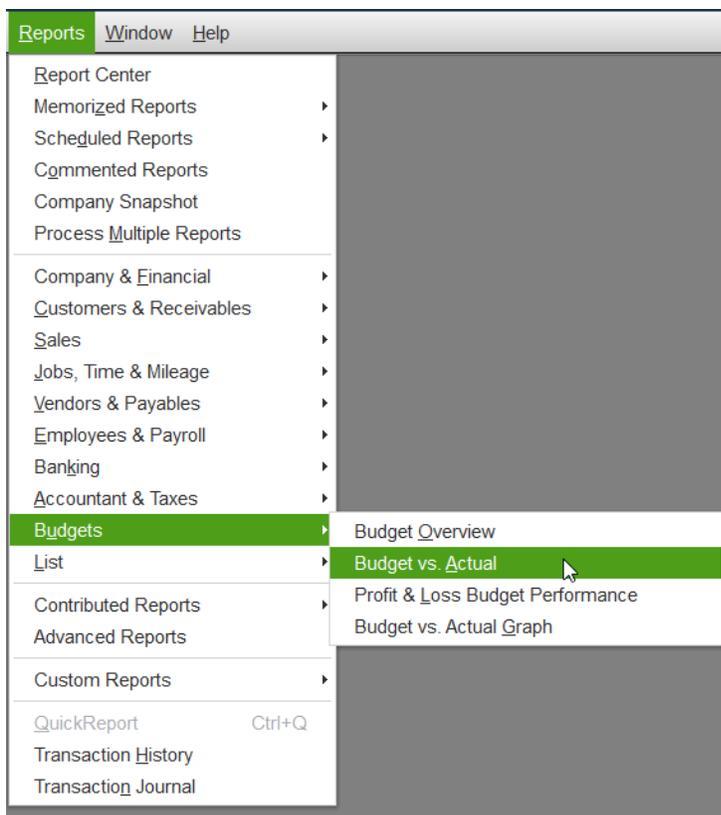
# STEPS TO CREATE BUDGET VS. ACTUAL REPORT IN QUICKBOOKS FOR MARKETING METHOD PIE CHART REPORTING

## OPEN QUICKBOOKS

### Click 'Reports'



### Highlight 'Budgets' click on 'Budget vs. Actual'



The **'Budget Report'** window appears

Choose the Fiscal Year budget

Click **'Next'**

Budget Report

This report shows how well you are meeting your budget. For each type of account, the report compares your budgeted amounts to your actual amounts.

Select the budget to use when generating the budget report:

FY2017-18 - Profit & Loss by Account

Back Next Finish Cancel

The **'Select a report layout for the budget report'** window appears

**'Account by Month'** is the only option available

Click **'Next'**

Budget Report

Select a report layout for the budget report:

Account by Month

Example:

	Jan	Feb	Mar	Apr
Sales Income	000.00	000.00	000.00	000.00
Misc Income	000.00	000.00	000.00	000.00
Rent Expense	000.00	000.00	000.00	000.00

Back Next Finish Cancel

Click **'Finish'**

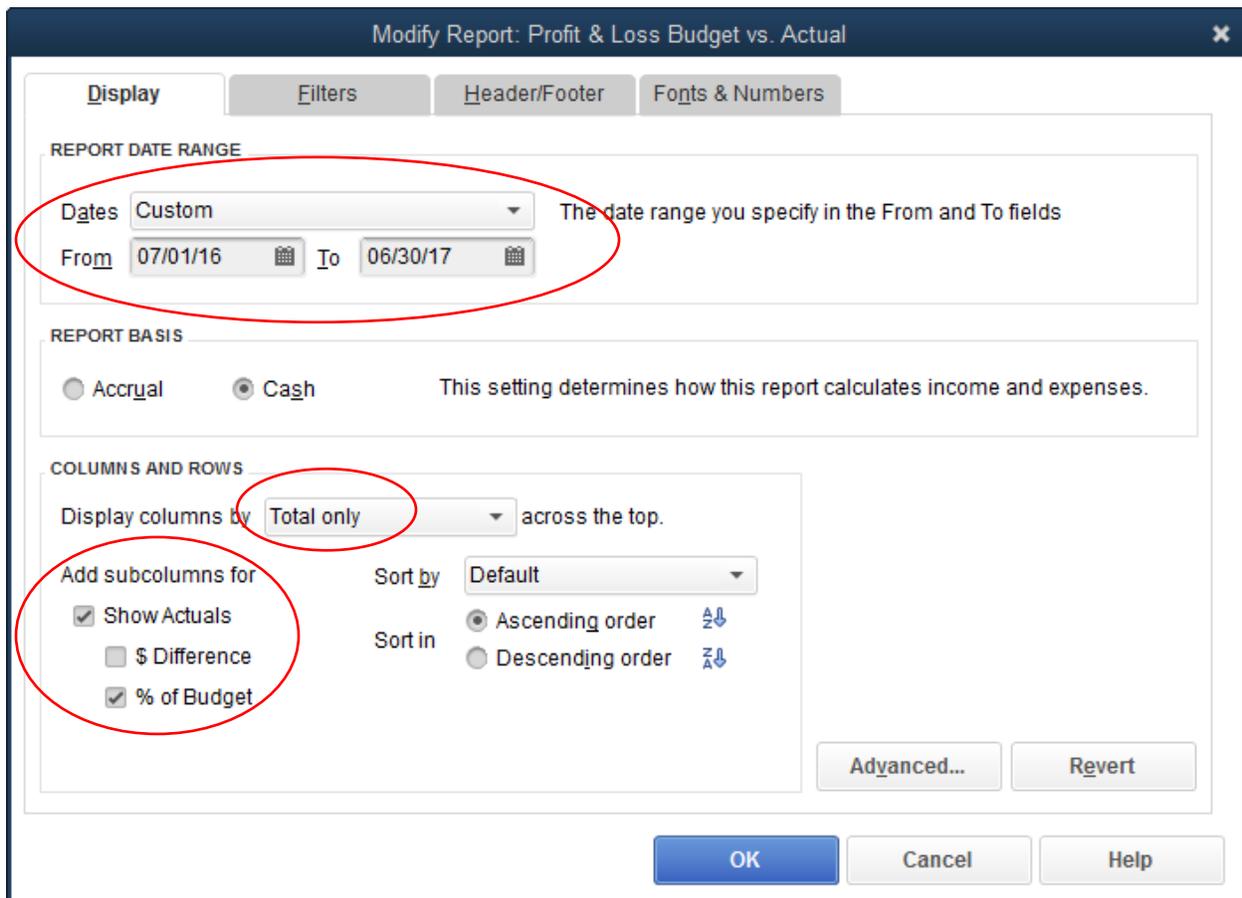
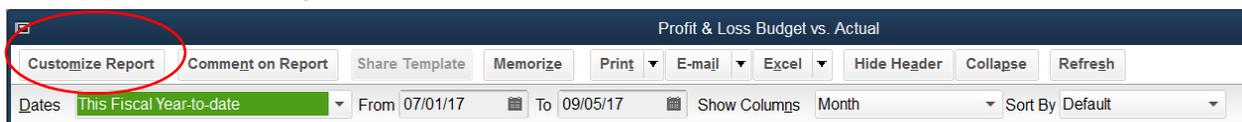
Budget Report

Click FINISH to create the report.

Back Next Finish Cancel

Once the report is Created in QB it needs to be customized to meet evaluation reporting requirements.

### Click 'Customize Report'



On the '**Display**' tab set the following parameters

- a) **Dates** – customize the date range for the fiscal year being reported (For example: July 1, 2016 – June 30, 2017)
- b) **Report Basis** – Accrual or Cash (whichever the organization currently uses)
- c) **Display columns by Total across the top**
- d) **Add subcolumns for** –  
 Checkmark **Show Actuals** and **% of Budget**  
Un-check **\$ Difference**

Click '**OK**'

## Click Excel

Profit & Loss Budget vs. Actual

Customize Report Comment on Report Share Template Memorize Print E-mail **Excel** Hide Header Collapse Refresh

Dates Custom From 07/01/17 To 06/30/18 Show Columns Total only Sort By Default

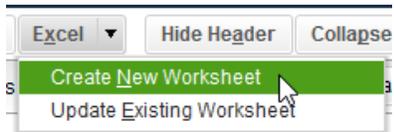
Show Applied Filters

4:12 PM  
12/11/18  
Accrual Basis

**MOTBD**  
**Profit & Loss Budget vs. Actual**  
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	% of Budget
<b>Income</b>			
Bed Tax Deposit	12,000.00	24,000.00	50.0%
<b>Total Income</b>	<b>12,000.00</b>	<b>24,000.00</b>	<b>50.0%</b>
<b>Expense</b>			
Ad Agency Services	1,100.00		
Administration	2,131.00	4,800.00	44.4%
Electronic Adv - Newsletter...	555.00	1,200.00	46.3%
Joint Ventures	130.00	2,635.00	4.9%
Online/Digital Advertising	835.00	3,500.00	23.9%
Opportunity Marketing	0.00	1,000.00	0.0%
Photo/Video Library	360.00	500.00	72.0%
Print Advertising	279.00	3,200.00	8.7%
Printed Material	450.00	1,200.00	37.5%
Radio & Television Advertis...	280.00	280.00	100.0%
TAC/Gov Conf Meetings	346.00	800.00	43.3%
Telemarketing/Fulfillment	310.00	500.00	62.0%
Website Development/Upda...	1,370.00	4,385.00	31.2%
<b>Total Expense</b>	<b>8,146.00</b>	<b>24,000.00</b>	<b>33.9%</b>
<b>Net Income</b>	<b>3,854.00</b>	<b>0.00</b>	<b>100.0%</b>

## Click Create New Worksheet



## Click Export

Send Report to Excel

WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

Create new worksheet

- in new workbook
- in existing workbook

Update an existing worksheet [How it works](#)

Replace an existing worksheet

Create a comma separated values (.csv) file

Advanced...

Export Cancel Help

Report is converted to Excel for use developing end of fiscal year pie charts.

	A	B	C	D	E	F	G	H
1								
2				<b>Jul '17 - Jun 18</b>		<b>Budget</b>		<b>% of Budget</b>
3			<b>Income</b>					
4			Bed Tax Deposit	12,000.00		24,000.00		50.0%
5			<b>Total Income</b>	12,000.00		24,000.00		50.0%
6			<b>Expense</b>					
7			Ad Agency Services	1,100.00				
8			Administration	2,131.00		4,800.00		44.4%
9			Electronic Adv - Newsletter, E-	555.00		1,200.00		46.25%
10			Joint Ventures	130.00		2,635.00		4.93%
11			Online/Digital Advertising	835.00		3,500.00		23.86%
12			Opportunity Marketing	0.00		1,000.00		0.0%
13			Photo/Video Library	360.00		500.00		72.0%
14			Print Advertising	279.00		3,200.00		8.72%
15			Printed Material	450.00		1,200.00		37.5%
16			Radio & Television Advertising	280.00		280.00		100.0%
17			TAC/Gov Conf Meetings	346.00		800.00		43.25%
18			Telemarketing/Fulfillment	310.00		500.00		62.0%
19			Website Development/Updates	1,370.00		4,385.00		31.24%
20			<b>Total Expense</b>	8,146.00		24,000.00		33.94%
21			<b>Net Income</b>	<b>3,854.00</b>		<b>0.00</b>		<b>100.0%</b>