



# Budgeting for financial success - quick reference guide

## Module 1 - Introduction

Learn how to use Xero's Budget Manager tool to help you plan and promote the financial success of your clients. Many small businesses fail due to a failure to be able to accurately plan and monitor their business' financial health - Xero's Budget Manager makes doing this a simple real time affair.

The process of creating a budget is complex but made easier with Xero's Budget Manager. You can create and update multiple budgets real time, export data into a csv file, make changes and then import back into Xero, and when you want to see how this year compares to last, it's a mere matter of clicking.

## Module 2: Creating an overall budget

Learn to use the template to quickly create an overall budget and how to make adjustments with the handy formula tool in the Budget Manager.

### Setting up a budget

Navigate to the Budget Manager to set up an overall budget.

[Create budgets](#) (Help Center)

[Create budgets using Budget Manager in Xero](#) (Xero TV)

### Populating a budget > Import

Use the Import button to import a budget using Xero's template.

### Populating a budget > Manually

Populate fields in the budget directly in the Budget Manager using the columns and clicking into the desired field. Make adjustments using the green arrows next to a field or month column.

## Module 3: Adding a new budget

Learn how using filters and tracking categories increases visibility of an aspect of a business' financial performance.

### Using filters for a new budget

Adding a new budget is easily done using filters and the tracking categories you set up. Click the down arrow and click the Select Budget field then Add a new budget. Name it, then select the tracking category.

[Set up a budget with or without tracking](#) (Help Center)

### Deleting and copying budgets

Delete any outdated budgets by clicking the Delete button. Overall Budgets can never be deleted. To copy a budget, click the Edit link, change the name of the budget, then click the arrow in the Save button and select Save as Copy.

## Module 4: Pulling reports to analyze budgets

Learn how to evaluate the budget with the Budget Variance report.

### Budget Variance report

Prepare a report for clients showing the actual figures compared to the budgeted amounts for a monthly review.

[Budget Variance report](#) (Help Center)

### Budget Summary

[Budget Summary report](#) (Help Center)



# Budgeting for financial success - my notes

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Learn how to use Xero's Budget Manager tool to help you plan and promote the financial success of your clients.

## Module 2: Creating an overall budget

Use the template to quickly create an overall budget and make adjustments with the handy formula tool in the Budget Manager.

### Setting up a budget

### Populating a budget > Import

### Populating a budget > Manually

## Module 3: Adding a new budget

Use filters and tracking categories to increase visibility of an aspect of a business' financial performance.

### Using filters for a new budget

### Deleting and copying budgets

## Module 4: Pulling reports to analyze budgets

Evaluate your budget using the Budget Variance report.

### Budget Variance report

### Budget Summary



# Budgeting for financial success - expert tips

## Module 2: Creating an overall budget

### Tip 1: Clear a row quickly

Need to clear out a row? Click the green arrow for the first month in the budget, input 0 for the apply fixed amount to each month and select Apply. Values are removed from that row and you can start fresh.

### Tip 2: Consistency between budgets

Want to quickly make sure your inputted budget is consistent with the prior results? Change actuals to the time period you want to look back on for a quick way of checking your budget consistency and as a way to look back on prior activity if you want to make changes to your budget.

## Module 3: Adding a new budget

### Tip 1: Keep budgets up to date

Budgets should not be a “set it and forget it” exercise. Budgets can and should be updated for material changes in the business or based on new information.

### Tip 2: Copy feature

Use the copy feature to create separate budgets for different scenarios that you want to model for the business.

### Tip 3: Tracking categories and budgets

Tracking categories and budgets and the relationship between the two are possibly the biggest drivers to helping you make the transition for your business from what people perceive we are supposed to be to what we actually can do for them - help them build their business and exceed their financial expectations. In terms of really understanding a business, these two features in Xero will drive more value for a company than almost anything else. Tracking categories give us a level of visibility to really see what's going on, how a business is performing, and allows us to evaluate and forecast better.

## Module 3: Pulling reports to analyze budgets

### Tip 1: Budget presentation

You can use the budget summary to summarise your budget into quarters to give a different way of presenting the budget.

### Tip 2: Budget to actual comparison

I often look at a budget to actual comparison as part of my profit & loss review because it identifies instances where something was coded incorrectly, or coded differently from how it was coded in the budget.