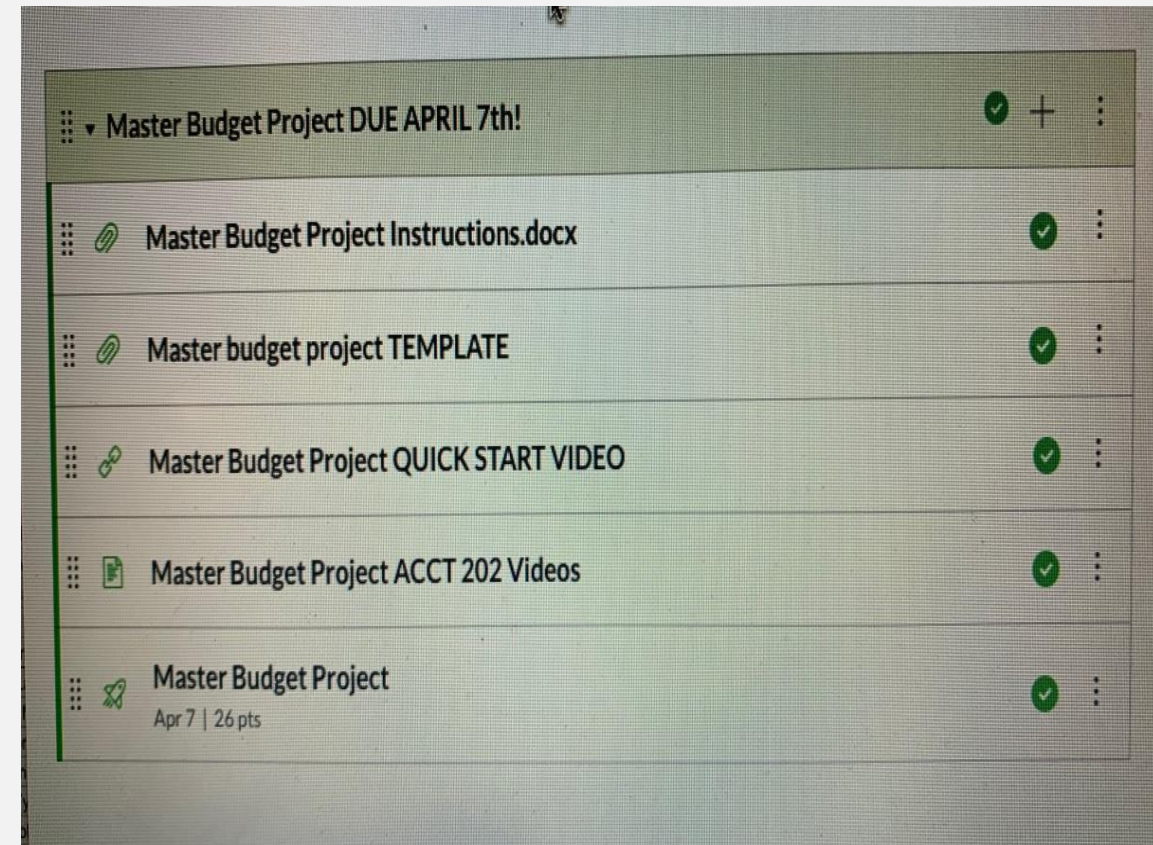


EXCEL COMPREHENSIVE MASTER BUDGET PROJECT - EASILY GRADED!

BY JINA MORRIS

NEEDED ITEMS

- 1) **INSTRUCTIONS** FOR EACH OF THE BUDGETS
- 2) **EXCEL TEMPLATE**
- 3) **VIDEOS**
- 4) **CANVAS QUIZ**

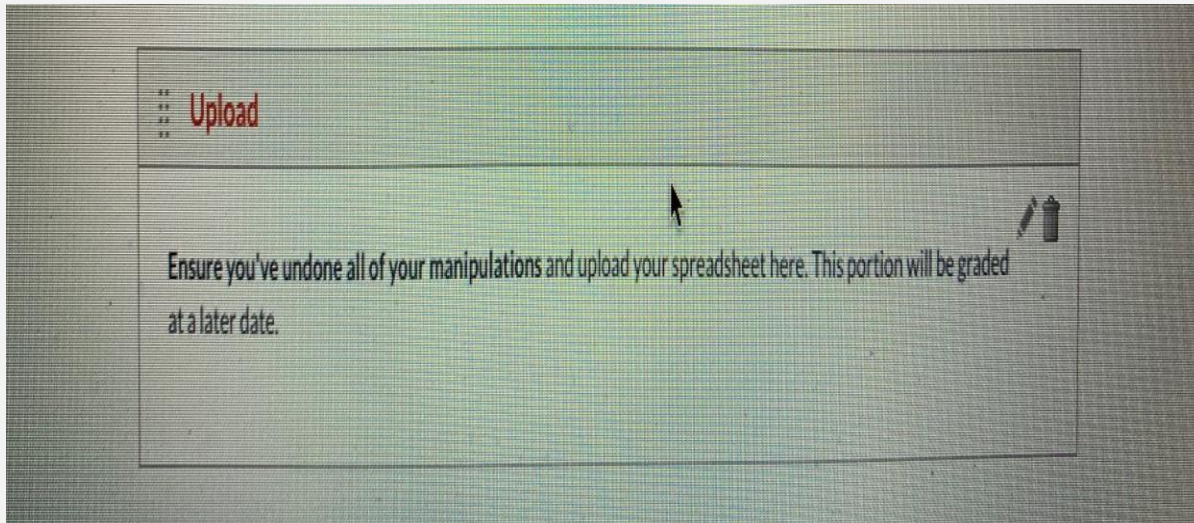


INSTRUCTIONS

- For a **Comprehensive Master Budget Project** have instructions that allow the students to prepare the following budgets:
 - 1. Sales budget (example, provide unit sales and selling price)
 - 2. Cash Collections of Sales
 - 3. Production budget
 - 4. Direct materials purchases budget
 - 5. Cash Payments of Direct materials
 - 6. Direct labor budget
 - 7. Overhead budget
 - 8. Operating expenses budget
 - 9. Cash budget

EXCEL TEMPLATE

- BY PROVIDING AT AN EXCEL TEMPLATE YOU CAN DIRECT THE STUDENTS WHERE FORMULAS ARE NEEDED
- HAVE THEM UPLOAD THEIR SPREADSHEET AS THE LAST STEP IN THE CANVAS QUIZ



The screenshot shows an Excel spreadsheet template for a master budget project. The title bar indicates the file name is 'Master budget project TEMPLATE-1 (28)'. The ribbon includes 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The 'Home' ribbon is active, showing options for font (Verdana, size 11), bold, italic, underline, and text color. The spreadsheet is divided into sections for 'Requirement #1' and 'Requirement #2'. 'Requirement #1' includes a 'Sales Budget' table with columns for Quarter 1, Quarter 2, Quarter 3, Quarter 4, Total, Qtr 1 2018, and Qtr 2 2018. The rows include Unit sales, X Selling Price, and Total Sales Revenue. 'Requirement #2' includes a 'Type of Sale' table with columns for Quarter 1, Quarter 2, Quarter 3, Quarter 4, and Total. The rows include Cash sales, Credit Sales, and Total Sales Revenue. Below this is a 'Cash Collections from Sales to be used in the Cash Budget' table with columns for Quarter 1, Quarter 2, Quarter 3, Quarter 4, and Total. The row includes Cash Collections from Cash Sales.

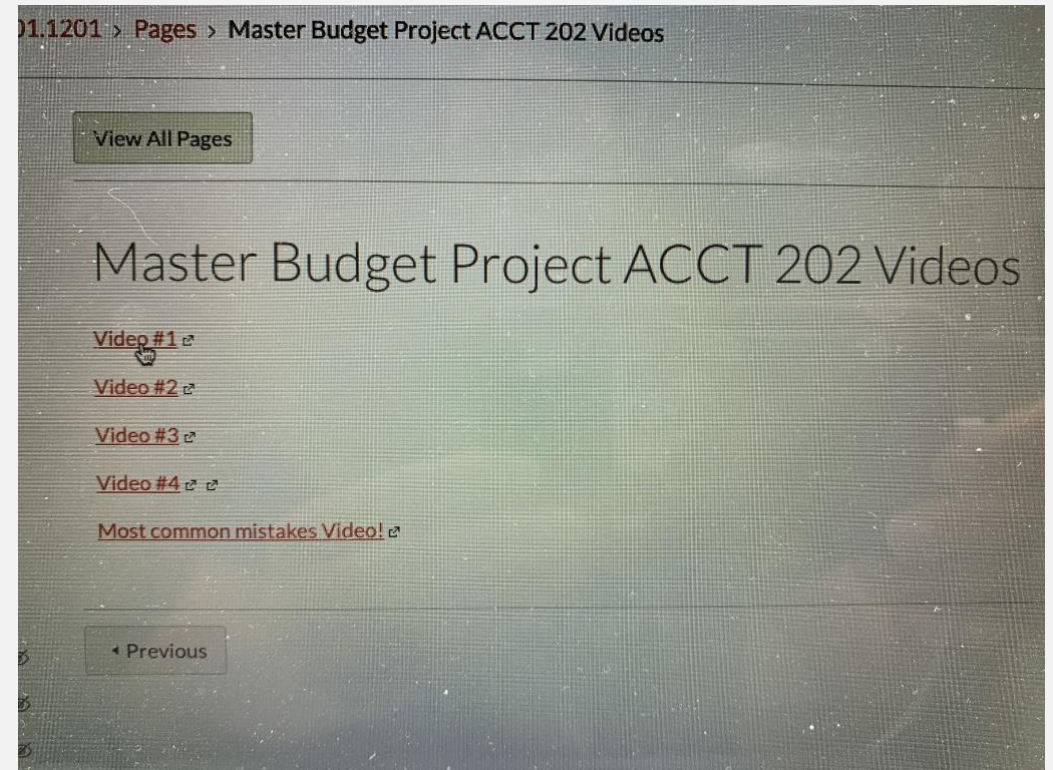
Requirement #1						
Sales Budget						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Unit sales						
X Selling Price						
Total Sales Revenue						

Type of Sale					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Cash sales					
Credit Sales					
Total Sales Revenue					

Requirement #2					
Cash Collections from Sales to be used in the Cash Budget					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Cash Collections from Cash Sales					

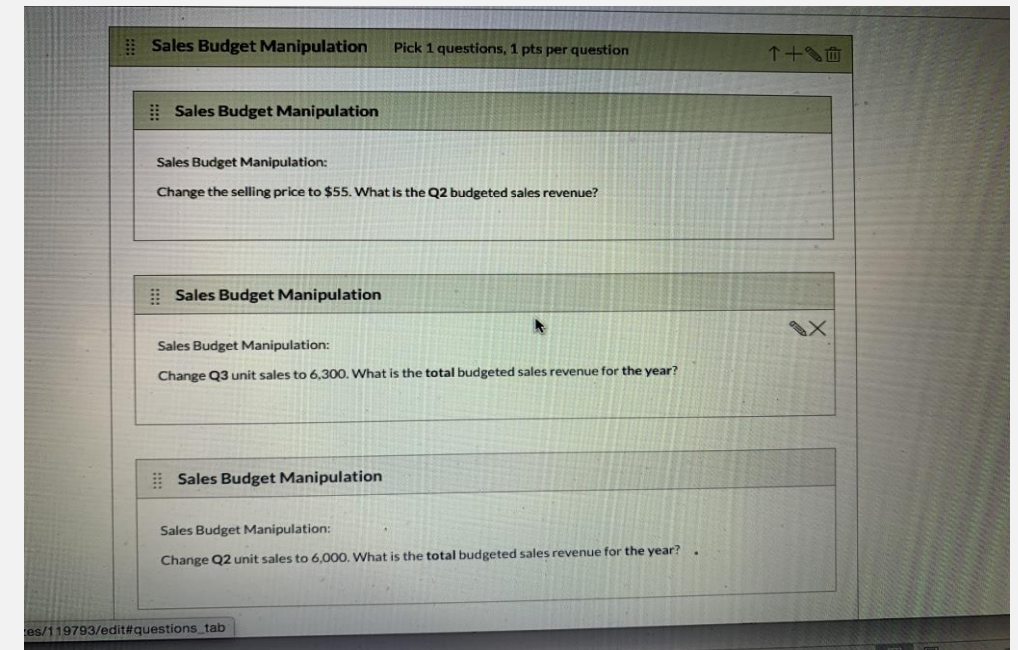
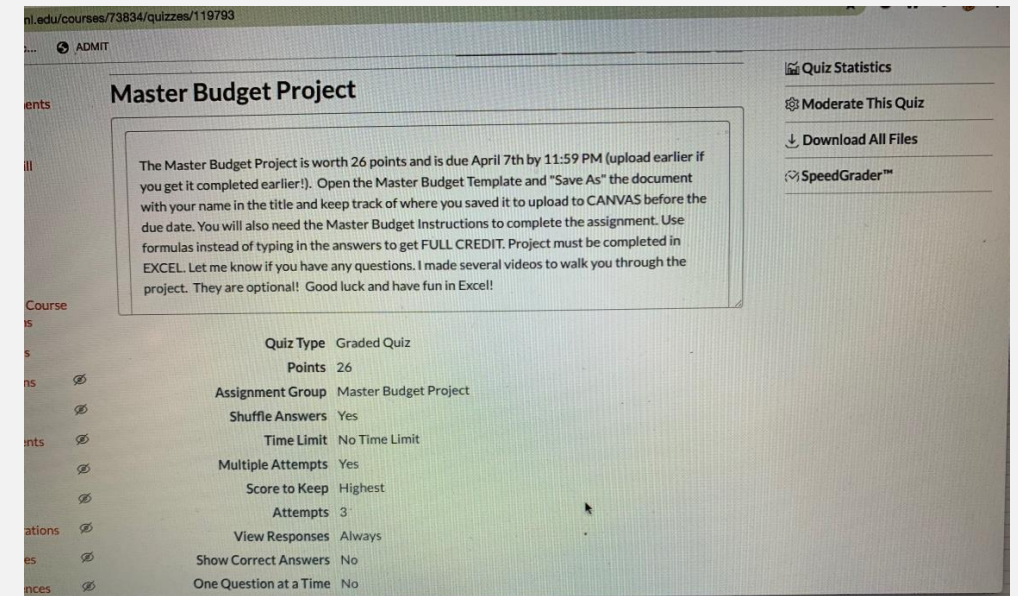
VIDEOS

- QUICK VIDEOS SEEM TO HELP THE STUDENTS ENGAGE IN THE PROJECT
- CREATE SEVERAL TYPES:
 - QUICK START VIDEO – SUMMARY OF PROJECT
 - STEP BY STEP VIDEOS – PROVIDES FORMULA HELP & EXCEL SHORTCUTS
 - COMMON MISTAKE VIDEO – TO HELP PREVENT SIMPLE EXCEL & BUDGET ERRORS



CANVAS QUIZ

- THE QUIZ CONSISTS OF POOLS OF QUESTIONS THAT MAKES THEM MANIPULATE EACH OF THEIR BUDGETS IN THEIR EXCEL SPREADSHEET TO ANSWER THE QUIZ QUESTIONS.
- THIS IS AN EASY WAY TO GRADE THE PROJECT AND ENSURES THE FORMULAS ARE ENTERED CORRECTLY.
- ALL BUDGETS MUST BE LINKED TOGETHER WITH CORRECT FORMULAS SO A CHANGE IN SALES UNITS FLOWS TO THE FINAL COMBINED CASH BUDGET.



QUESTIONS?
E-MAIL JMORRIS7@UNL.EDU