

Sales Budget – Building Checklist

Ok	Sales Budget Building Tasks	Assigned To	Due Date
<input type="checkbox"/>	<p>1. Create standardized sales revenue accounts for each company division</p> <ul style="list-style-type: none"> ▪ The sales revenue accounts used in your budget should match your accounting system 		
<input type="checkbox"/>	<p>2. Forecast sales revenue for each division</p> <ul style="list-style-type: none"> ▪ Use Profit + Loss Statement for historical information ▪ Remember to consider market factors and your business plan 		
<input type="checkbox"/>	<p>3. From your sales revenue, subtract:</p> <ul style="list-style-type: none"> ▪ Customer discounts ▪ Commissions/referral fees paid <p>Note: <i>If your historical sales information has already subtracted these numbers, do not subtract them twice.</i></p>		