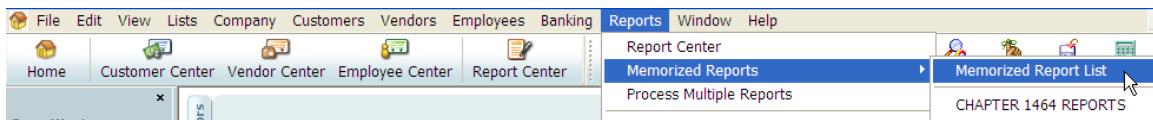


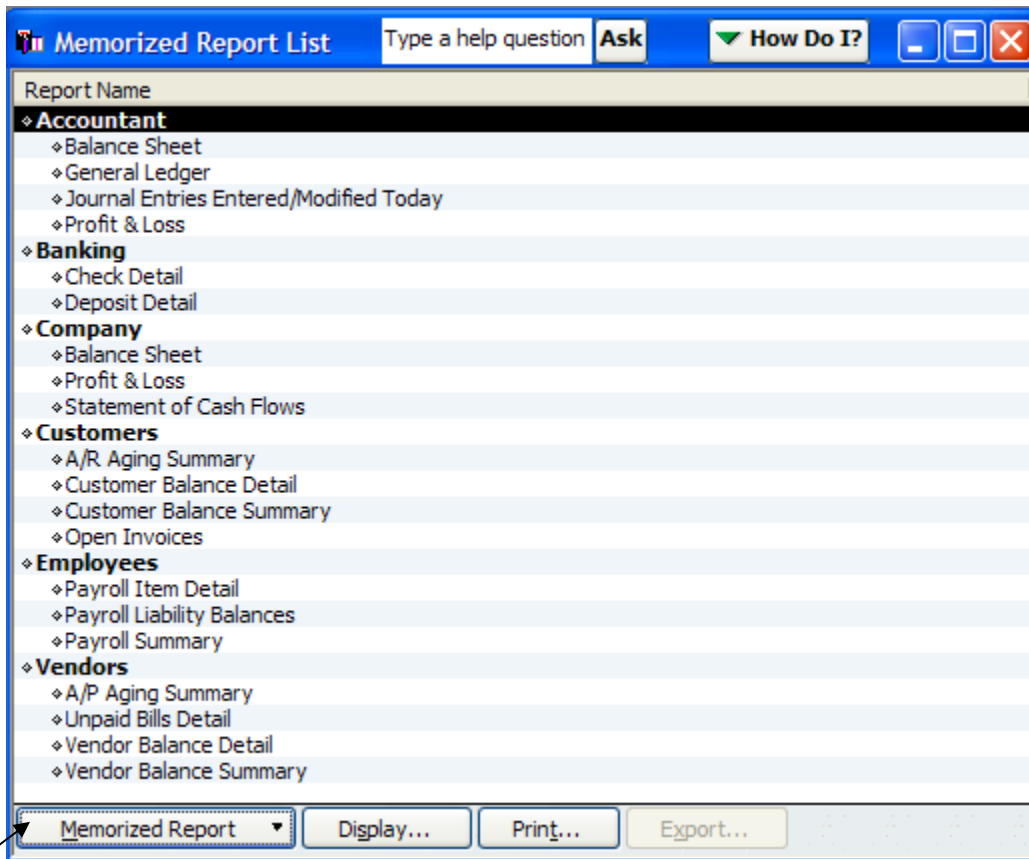
QUICKBOOKS REPORTS

This procedure combines the **Memorized Report Group** procedure and the **Profit and Loss by Class** procedures to show individuals how to use the QBs reports to make changes and then save them for future use. Additional procedures will be provided for use in creating reports for financial reporting at fraternal unit meetings and for auditing of the fraternal unit books.

QuickBooks (QBs) will allow a user to create individualized reports and then save them as Memorized Reports in a Memorized Report Group specifically created for the fraternal unit. To create a Memorized Report Group, select “**Reports**”, “**Memorized Reports**”, “**Memorized Report List**”.

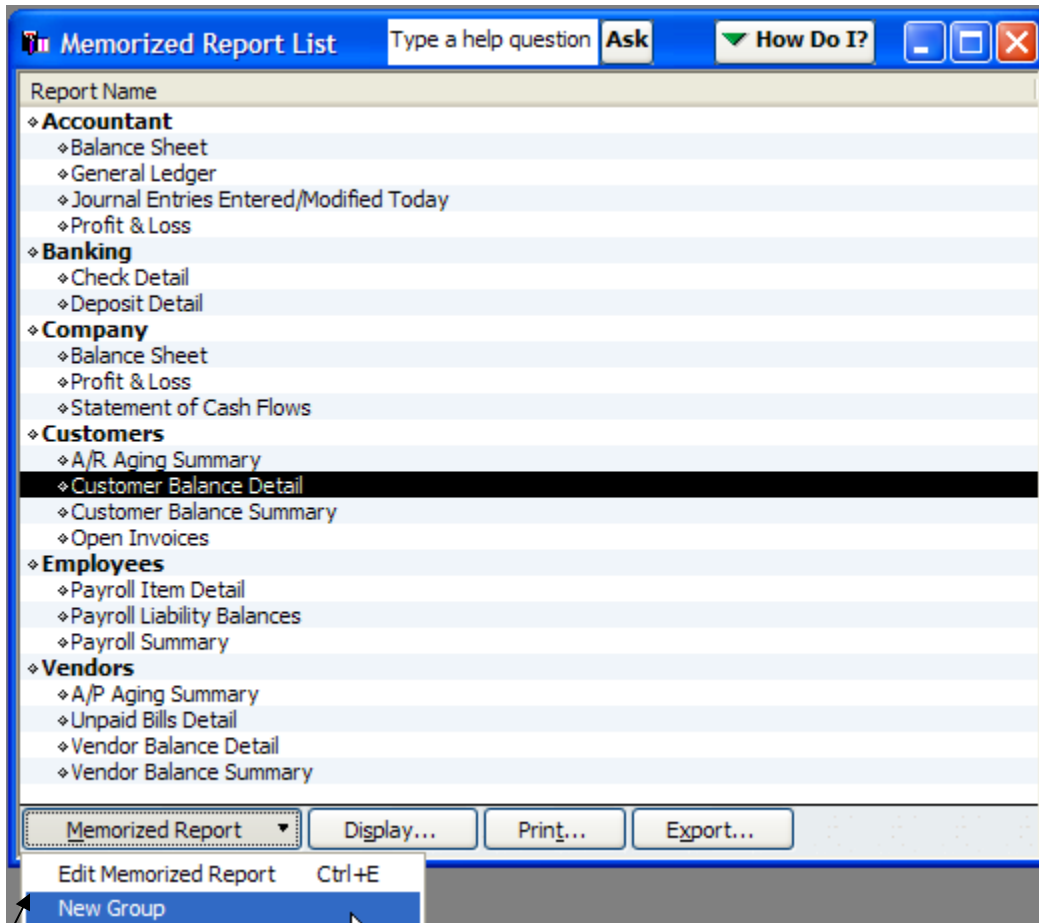


The following list will appear:

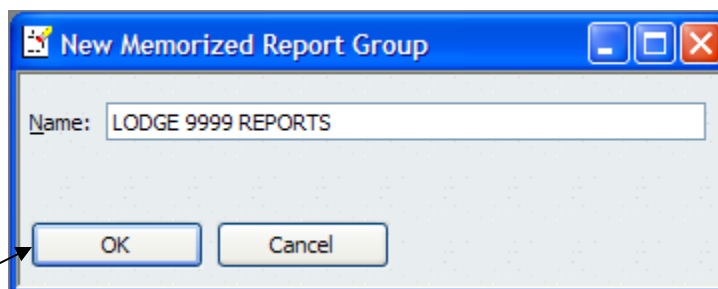


This list is the standardized report list for QBs.

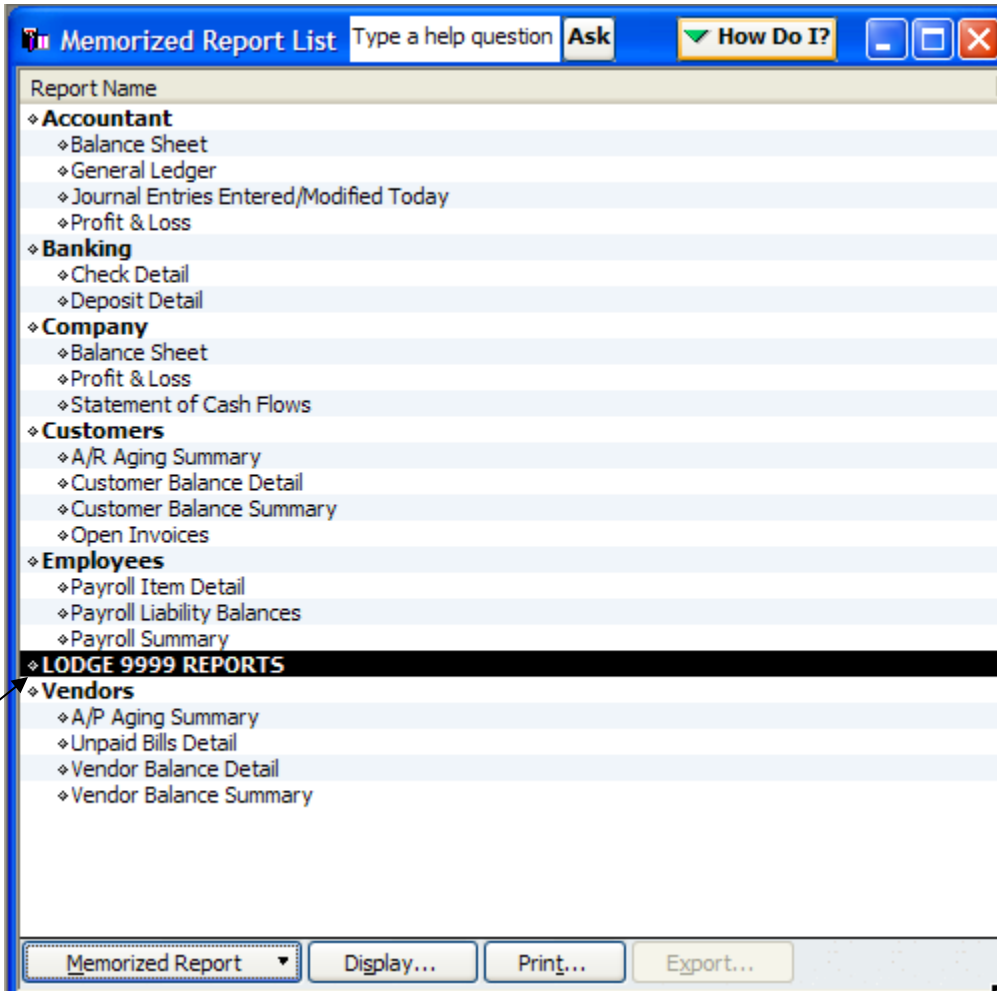
To create a specific group for the fraternal unit, select “**Memorized Report**” from the bottom left hand corner of the screen and select “**New Group**”.



The following pop-up box will appear asking you to enter the “**New Memorized Report Group**” name. Enter the desired name in the “**Name:**” field.



Click “**OK**” to save the new group. Notice the new group is now displayed in the **Memorized Report List**.

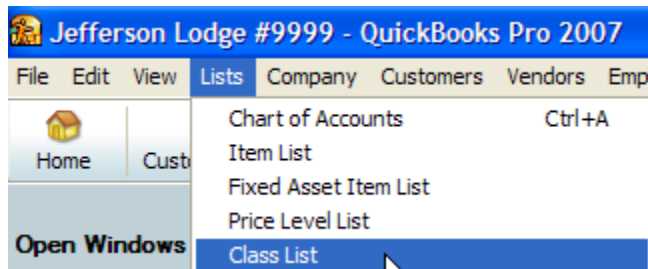


You can now create individualized reports for your fraternal unit and save it into this “**Memorized Report Group**” so you can find your fraternal unit’s specific reports.

Next we will create some individualized reports to save into our “**Memorized Report Group**”.

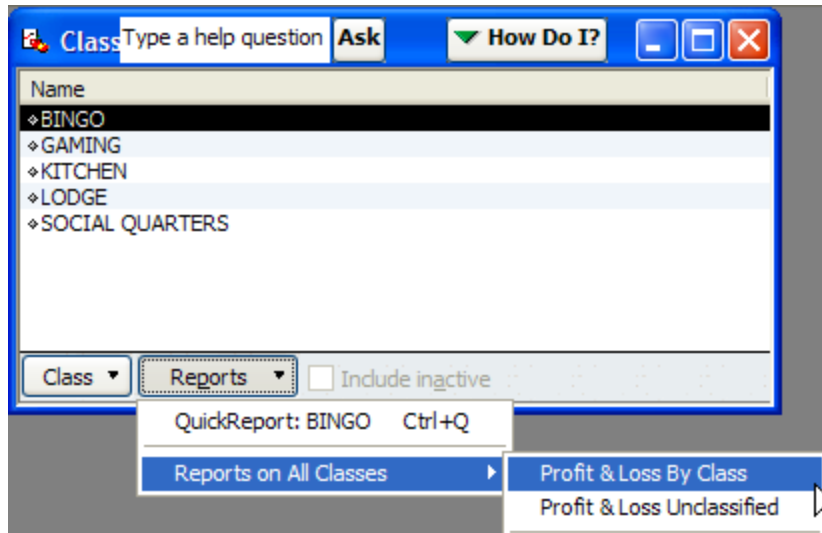
The first example will be a Profit and Loss for a specific class (i.e., Social Quarters, Membership Dues, Committee, etc.)

Select “**Lists**” from the top of the QBs screen and then “**Class List**”.



This will cause the Class List to be displayed.

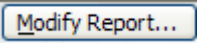
Next select “**Reports**”, “**Reports on All Classes**”, “**Profit & Loss By Class**”.



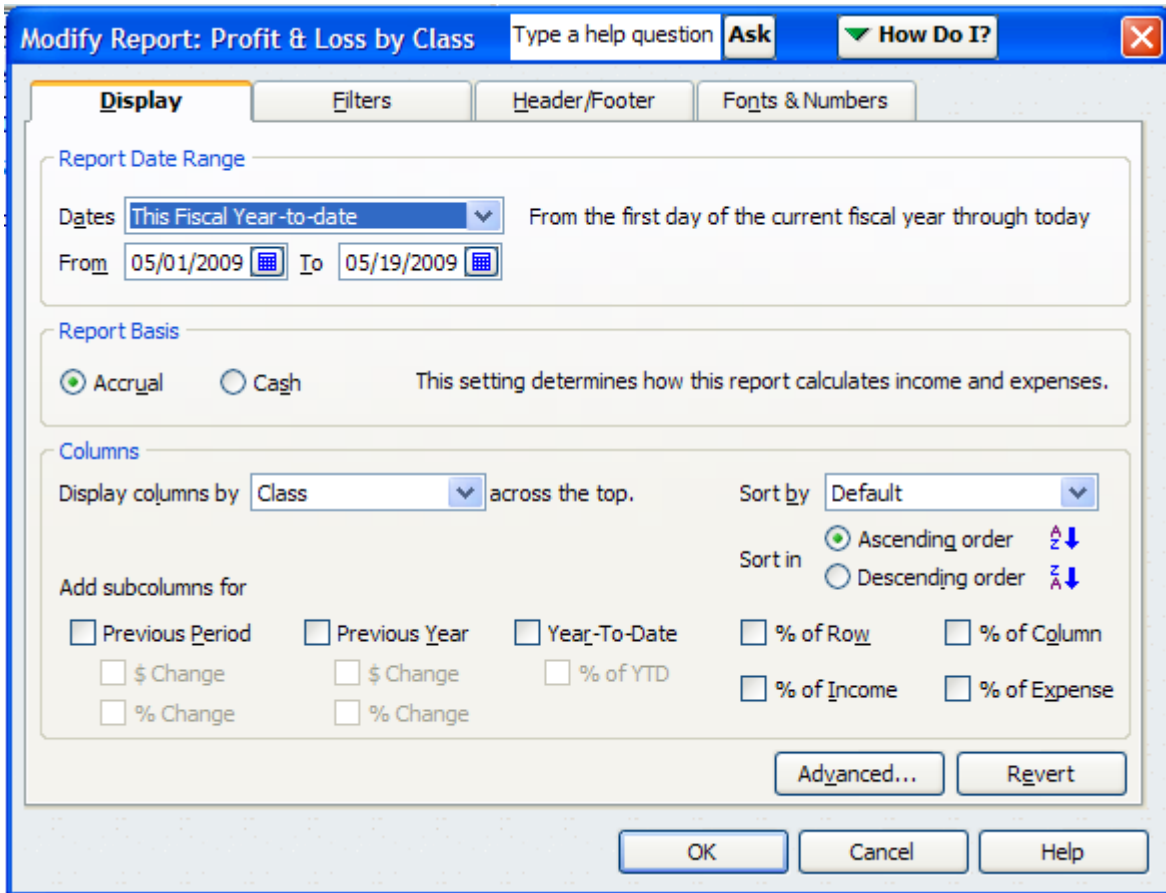
This will cause the “**Profit & Loss by Class**” report to be displayed for all classes in the fraternal unit’s “**Class List**”.

The screenshot shows a financial report titled "Jefferson Lodge #9999 Profit & Loss by Class" for the period "May 1 - 19, 2009". The report is displayed on a screen with a toolbar at the top containing buttons like "Modify Report...", "Memorize...", "Print...", "E-mail", "Export...", "Hide Header", "Collapse", and "Refresh". The report data is as follows:

	KITCHEN	LODGE	SOCIAL QUARTERS	Unclassified	TOTAL
Income					
4000.00 · Dues and Fees Income					
4005.00 · Membership Dues	0.00	288.00	0.00	0.00	288.00
4020.00 · Acceptance Fee	0.00	50.00	0.00	0.00	50.00
4025.00 · Transfer Fees	0.00	5.00	0.00	0.00	5.00
Total 4000.00 · Dues and Fees Income	0.00	343.00	0.00	0.00	343.00
4200.00 · Sales Income					
4205.00 · Resale Merchandise	0.00	93.46	0.00	0.00	93.46
Total 4200.00 · Sales Income	0.00	93.46	0.00	0.00	93.46

The report must now be modified to filter out the specific class that is needed for the report. This is accomplished by selecting the “**Modify Report**”  button at the top of the displayed report.

This will cause the “**Modify Report: Profit & Loss by Class**” screen to appear.



The report can be modified numerous ways by selecting the individual tabs within this screen (i.e., Filters, Header/Footer, Fonts & Numbers). The first change to make is to the class that will be selected to individualize this report to only one particular class versus all the classes in the standardized report.

Select “**Filters**”, then in the “**Choose Filter**” field scroll down and select “**Class**”.

Notice under “**Class**” there is a drop down where you can filter the report to a single class vice the default of “**All classes**”. For this example choose “**Social Quarters**”.

When the “OK” button is clicked, the report displays with the new filter of “**Social Quarters**” and the new title of “**Social Quarters Profit & Loss**”.

	◊ SOCIAL QUARTERS ◊	TOTAL ◊
Income		
4225.00 · Social Quarters Sales		
4230.00 · Beer Sales	▶ 3,316.76	◀ 3,316.76
4235.00 · Liquor Sales	2,672.90	2,672.90
4240.00 · Wine Sales	38.38	38.38
4245.00 · Miscellaneous Merchandise Sales	509.35	509.35
Total 4225.00 · Social Quarters Sales	6,537.39	6,537.39
4600.00 · Other Income		
4605.00 · Vending	444.16	444.16
4630.00 · REGISTER OVERAGES	4.25	4.25
Total 4600.00 · Other Income	448.41	448.41
Total Income	6,985.80	6,985.80

Notice that there are two columns of data, one entitled “**SOCIAL QUARTERS**” and one entitled “**TOTAL**”. Since both columns of data are identical and only one column of data is needed for the report, one column can be eliminated by selecting “**Columns**” from the top of the report and clicking on “**Total only**”.

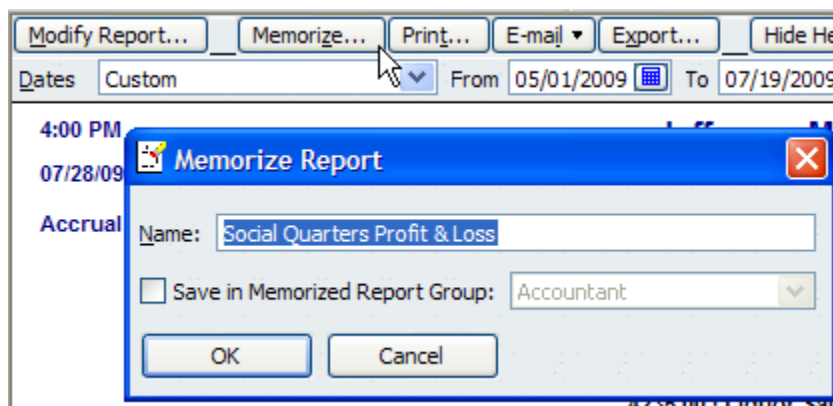
Notice that we now have a report with all the data needed as a *Profit & Loss for the Social Quarters*.

Jefferson Lodge #9999	
Social Quarters Profit & Loss	
May 1 - 19, 2009	
◇ May 1 - 19, 09 ◇	
Income	
4225.00 · Social Quarters Sales	
4230.00 · Beer Sales	3,316.76
4235.00 · Liquor Sales	2,672.90
4240.00 · Wine Sales	38.38
4245.00 · Miscellaneous Merchandise Sales	509.35
Total 4225.00 · Social Quarters Sales	6,537.39
4600.00 · Other Income	
4605.00 · Vending	444.16
4630.00 · REGISTER OVERAGES	4.25
Total 4600.00 · Other Income	448.41
Total Income	6,985.80

To change the date range on any QBs report you select the “**Dates**” drop down or select “**From**” and “**To**” to change them to a specific period of time.

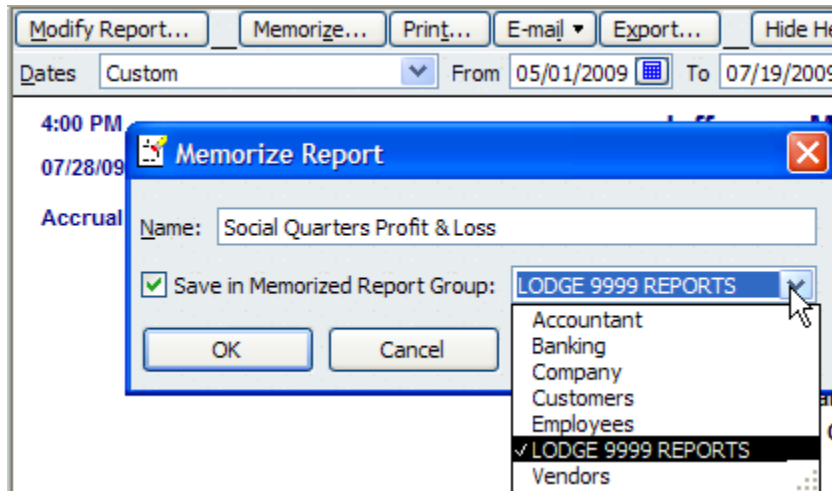
The possibilities in the “**Dates**” field are numerous so select them individually to see what particular range you are looking for or use the “**From**” and “**To**” fields to designate the specific period of time you are looking for.

Once you have defined the specific information that you would like for the report you can “**Memorize**” it so that you can retrieve it anytime you desire to run the report. To “**Memorize**” the report select the “**Memorize...**” button at the top of the report.

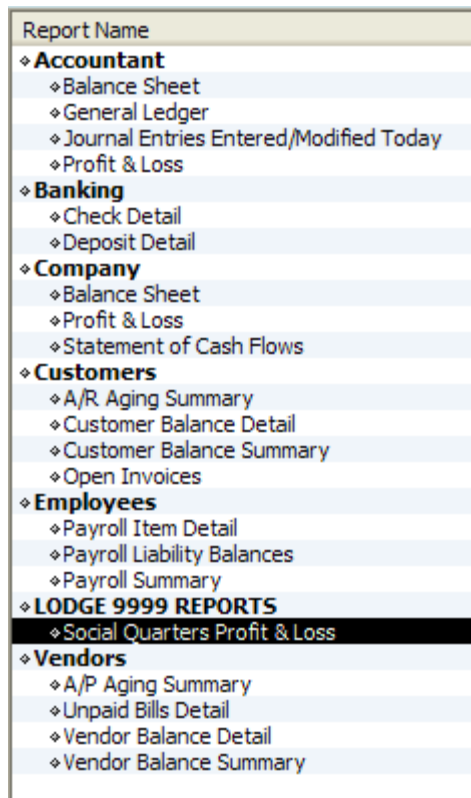


Notice that a “**Memorize Report**” pop-up screen appears asking you to give the new report a name, notice that it defaults to the *Report Title* that you used for the report.

When the box next to “**Save in Memorized Report Group**” is clicked this area becomes available for selecting which group you want to save the specialized report into. For this example select the new Group we created at the beginning of this procedure so that this specialized report will appear in the “**Memorized Report Group**” and not in the standard Reports grouping established by QBs.



Next time we want to run this report all we have to do is select “**Reports**”, “**Memorized Reports**”, “**LODGE 9999 REPORTS**” and click on the “**Social Quarters Profit and Loss**”.



The “**Social Quarters Profit & Loss**” will be displayed for us to select. As soon as we select it, it automatically creates the “**Profit & Loss for the Social Quarters**”.

Modify Report... Memorize... Print... E-mail ▼ Export... Hide Header Collapse Refresh	
Dates	Custom ▼ From 05/01/2009 [calendar] To 07/19/2009 [calendar] Columns Total only ▼
4:03 PM	Jefferson Moose Lodge #9999
07/28/09	Social Quarters Profit & Loss
Accrual Basis	May 1 through July 19, 2009
	◇ May 1 - Jul 19, 09 ◇
	Income
	4225.00 · Social Quarters Sales
	4230.00 · Beer Sales Income ▶ 3,316.76 ◀
	4235.00 · Liquor Sales Income 2,672.90
	Total 4225.00 · Social Quarters Sales <u>5,989.66</u>
	Total Income 5,989.66
	Cost of Goods Sold
	5025.00 · Social Quarters COGS
	5030.00 · COGS - Beer <u>863.90</u>
	Total 5025.00 · Social Quarters COGS <u>863.90</u>
	Total COGS <u>863.90</u>
	Gross Profit 5,125.76
	Expense <u>0.00</u>
	Net Income <u><u>5,125.76</u></u>

All we have to do is change the dates to the specific date range we wish to run the report for.

In the next example we will create a specialized report for a Chapter of a specific committee so that it can be used to fill out the Form 166 for that committee.

First go to the “Class List”, select “Reports”, “Reports on All Classes”, “Profit & Loss By Class”.

This will cause the “Profit & Loss by Class” report to be displayed for all classes in the fraternal unit’s “Class List”.

2:57 PM
05/07/10
Accrual Basis

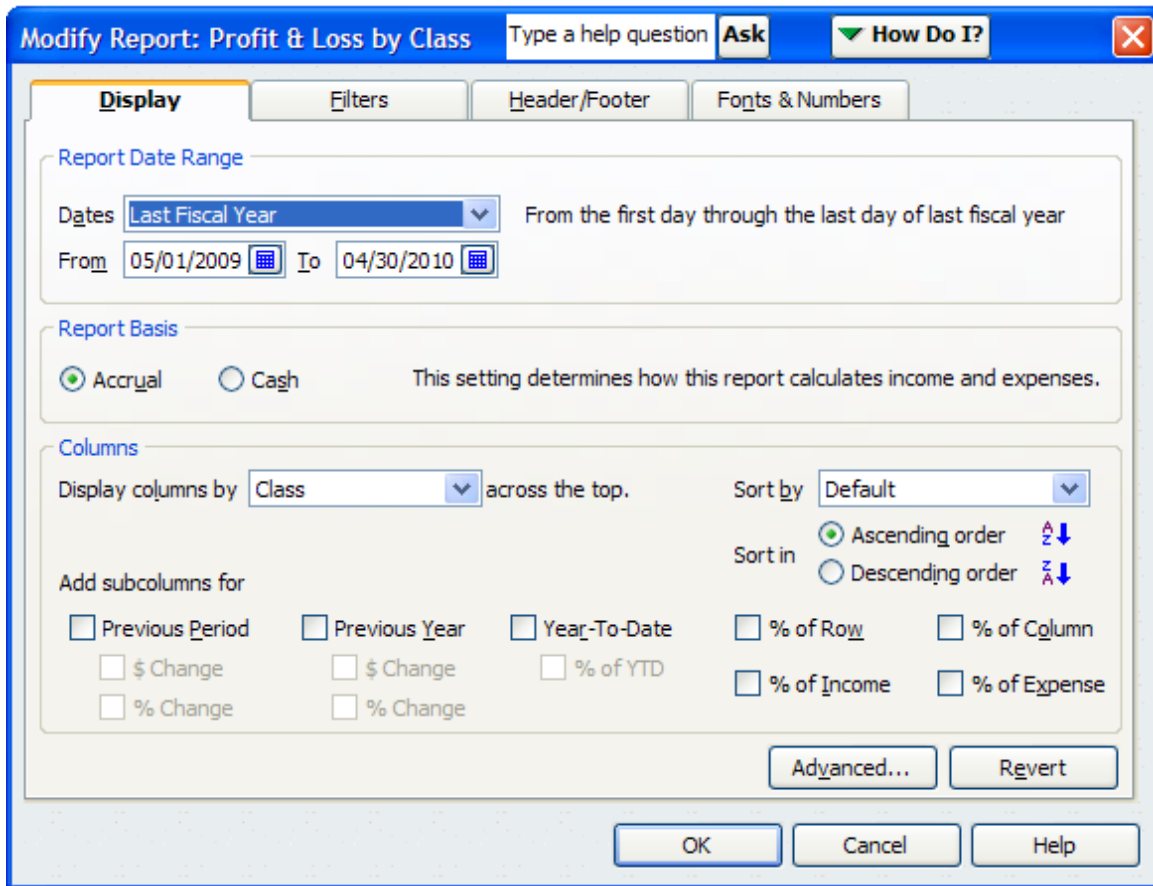
ANY CHAPTER #1234
Profit & Loss by Class
May 2009 through April 2010

◇ Academy of Friendship Committee ◇ Board of Officers ◇

Income			
4000.00 · Dues and Fees Income			
4005.00 · Membership Dues	▶ 0.00	◀ 0.00	
4025.00 · Transfer Fees	<u>0.00</u>	<u>0.00</u>	
Total 4000.00 · Dues and Fees Income		0.00	0.00
4300.00 · Donations Received		0.00	0.00
4400.00 · Interest Investment Income		0.00	0.00
4600.00 · Other Income			
4615.00 · MISC INCOME	<u>0.00</u>	<u>0.00</u>	
Total 4600.00 · Other Income		0.00	0.00
4700.00 · Special Proj & Committee Income		<u>470.25</u>	<u>3,507.55</u>
Total Income		<u>470.25</u>	<u>3,507.55</u>
Gross Profit			
		470.25	3,507.55
Expense			
5300.00 · Donation Expense			
5306.00 · SUNSHINE CHILD/GRANDPARENT	0.00	0.00	
5305.00 · Lodge	0.00	0.00	
5304.00 · Moose Charities	0.00	0.00	
5303.00 · Community Service	0.00	0.00	
5302.00 · Mooseheart/Moosehaven Spec Proj	50.00	0.00	

The report must now be modified to filter out the specific class that is needed for the report. This is accomplished by selecting the “Modify Report” Modify Report... button at the top of the displayed report.

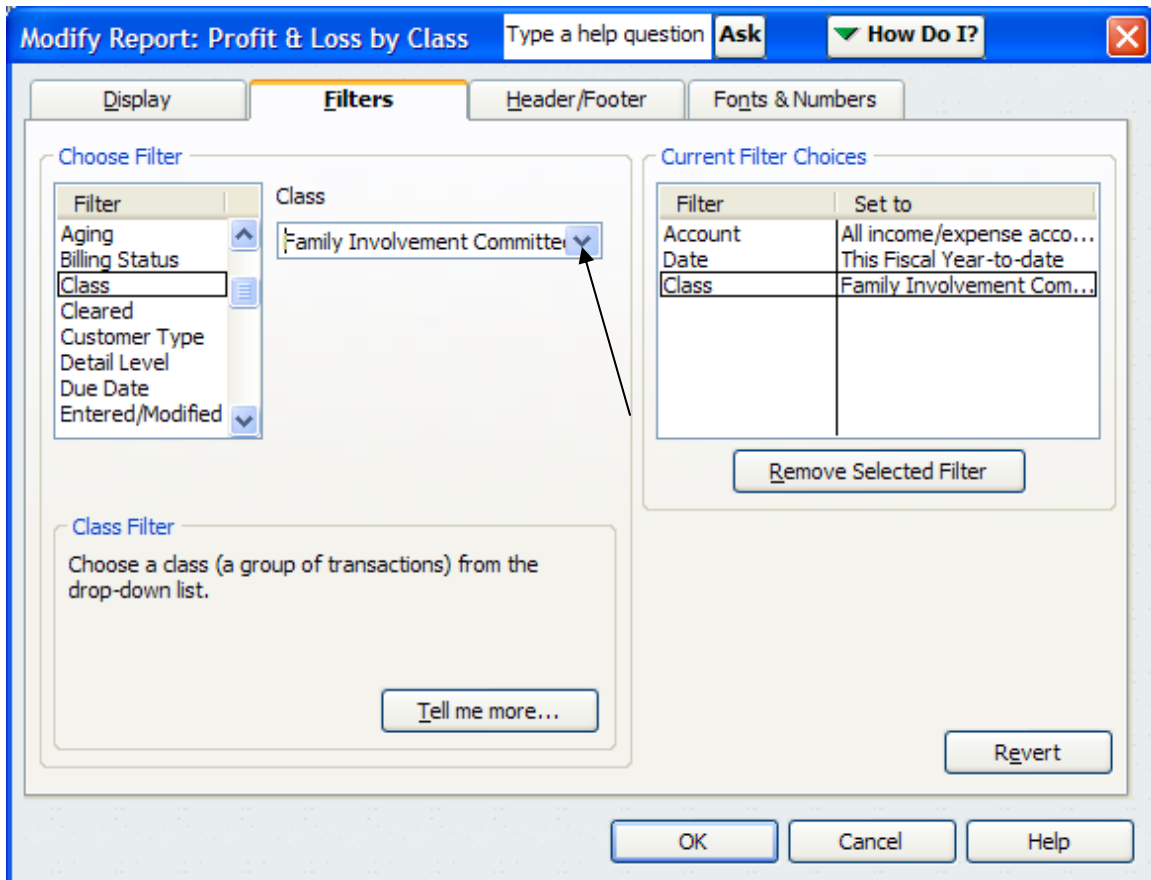
This will cause the “Modify Report: Profit & Loss by Class” screen to appear.



The report can be modified numerous ways by selecting the individual tabs within this screen (i.e., Filters, Header/Footer, Fonts & Numbers). The first change to make is to the class that will be selected to individualize this report to only one particular class versus all the classes in the standardized report.

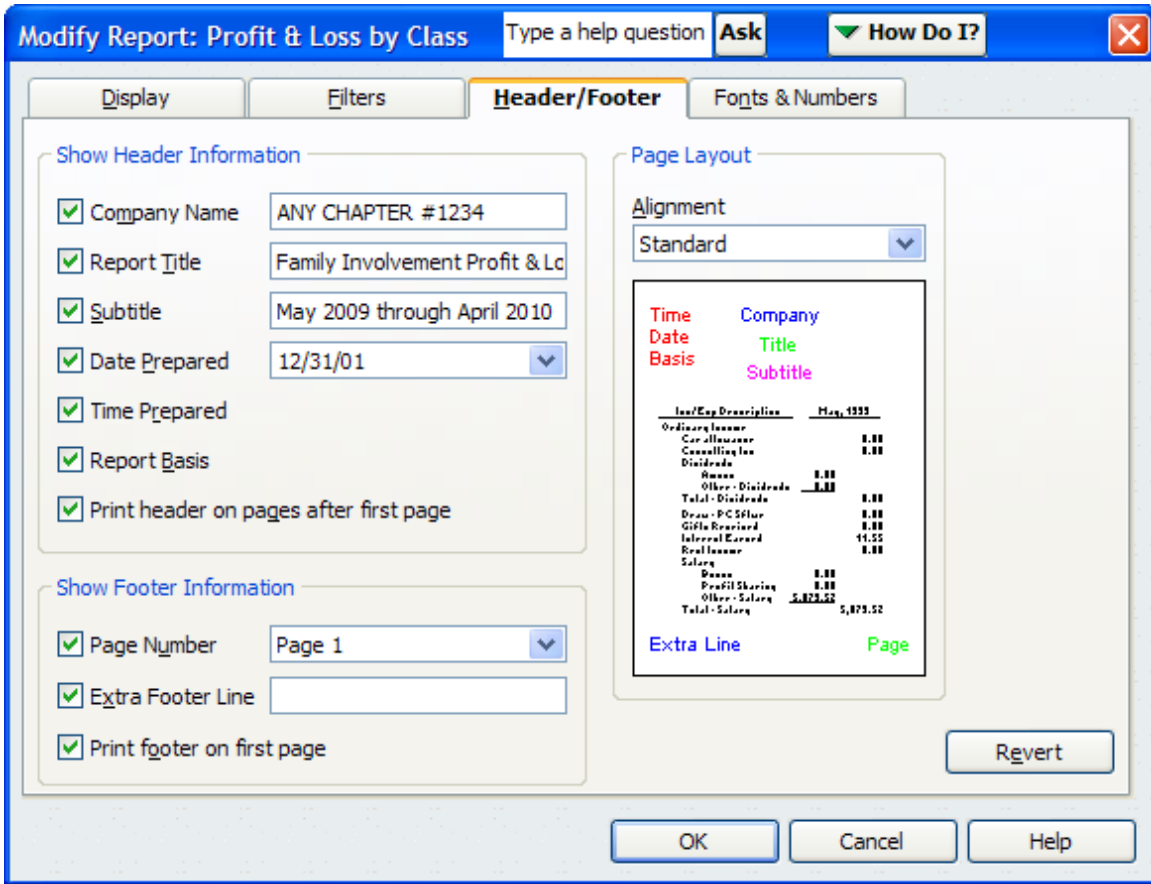
Select “**Filters**”, then in the “**Choose Filter**” field scroll down and select “**Class**”.

Notice under “**Class**” there is a drop down where you can filter the report to a single class vice the default of “**All classes**”. For this example choose “**Family Involvement Committee**”.



Next choose the **“Header/Footer”** tab to change the name on the top of the report to reflect what the report is for.

In the **“Report Title”** field change it to **“Family Involvement Profit & Loss”**. Notice that there are other items that can be altered based on how you would like the report to look.



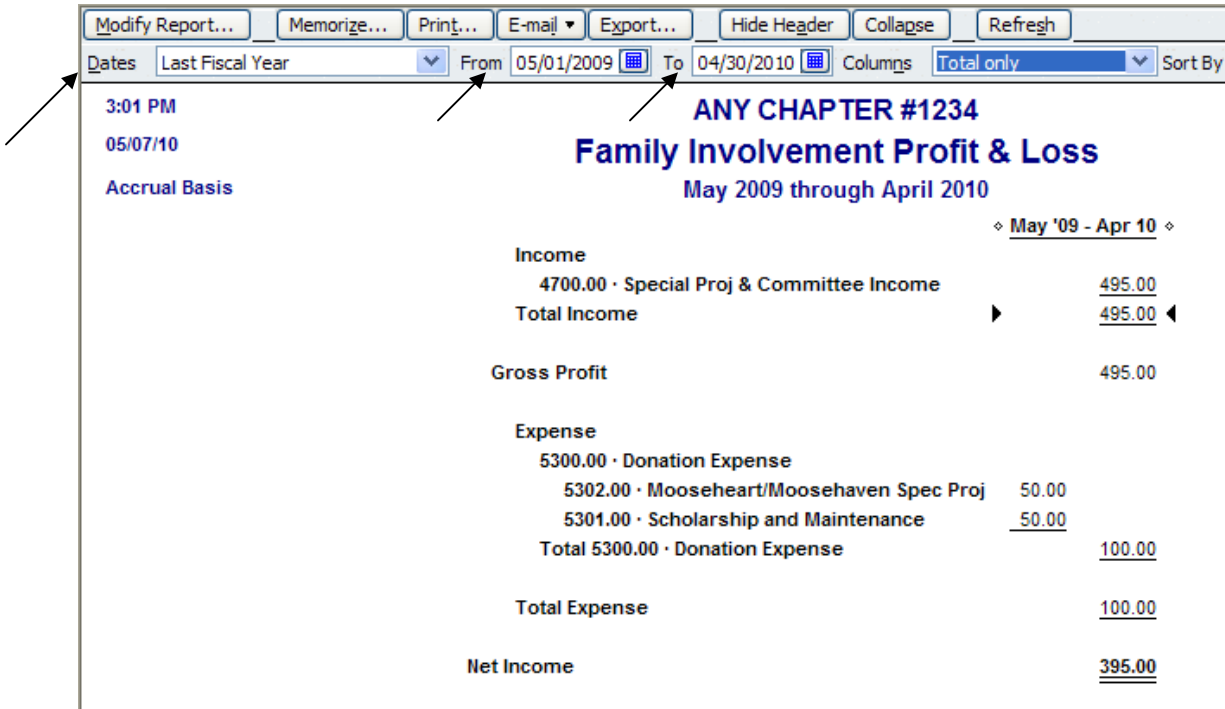
When the “OK” button is clicked, the report displays with the new filter of “**Family Involvement Committee**” and the new title of “**Family Involvement Profit & Loss**”.

Modify Report... Memorize... Print... E-mail Export... Hide Header Collapse Refresh					
Dates		From		To	
Last Fiscal Year		05/01/2009		04/30/2010	
Columns		Class		Sort By	
		Class		Default	
3:00 PM ANY CHAPTER #1234					
05/07/10 Family Involvement Profit & Loss					
Accrual Basis May 2009 through April 2010					
				◊ Family Involvement Committee ◊	
				TOTAL ◊	
Income					
4700.00 · Special Proj & Committee Income		495.00		495.00	
Total Income		495.00		495.00	
Gross Profit					
		495.00		495.00	
Expense					
5300.00 · Donation Expense					
5302.00 · Mooseheart/Moosehaven Spec Proj		50.00		50.00	
5301.00 · Scholarship and Maintenance		50.00		50.00	
Total 5300.00 · Donation Expense		100.00		100.00	
Total Expense		100.00		100.00	
Net Income		395.00		395.00	

Notice that there are two columns of data, one entitled “**Family Involvement Committee**” and one entitled “**TOTAL**”. Since both columns of data are identical and only one column of data is needed for the report, one column can be eliminated by selecting “**Columns**” from the top of the report and clicking on “**Total only**”.



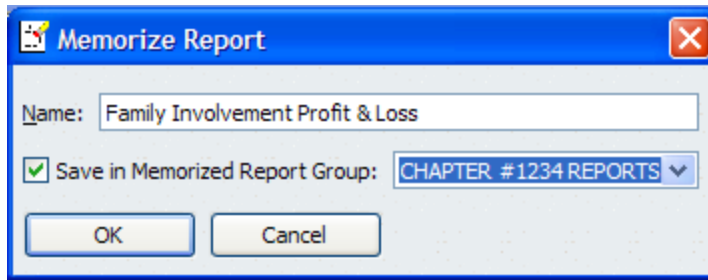
Notice that we now have a report with all the data needed as a *Profit & Loss for the Family Involvement Committee*.



To change the date range on any QBs report you select the “**Dates**” drop down or select “**From**” and “**To**” to change them to a specific period of time.

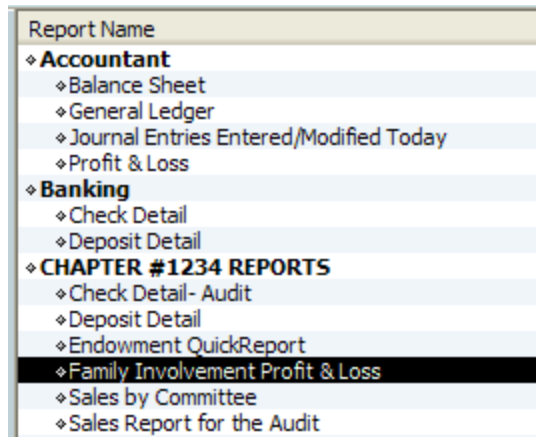
The possibilities in the “**Dates**” field are numerous so select them individually to see what particular range you are looking for or use the “**From**” and “**To**” fields to designate the specific period of time needed for the report.

Once you have defined the specific information that you would like for the report you can “**Memorize**” it so that you can retrieve it anytime you desire to run the report. To “**Memorize**” the report select the “**Memorize...**” button at the top of the report.



Notice that a “**Memorize Report**” pop-up screen appears asking you to give the new report a name, notice that it defaults to the *Report Title* that you used for the report.

When the box next to “**Save in Memorized Report Group**” is clicked this area becomes available for selecting which group you want to save the specialized report into. For this example select the Group entitled **CHAPTER #1234 REPORTS** so that this specialized report will appear in the “**Memorized Report Group**” we established for our specific fraternal unit and not in the standard Reports grouping established by QBs.



Next time we want to run this report all we have to do is select “**Reports**”, “**Memorized Reports**”, “**CHAPTER #1234 REPORTS**”, and the “**Family Involvement Profit & Loss**” will be displayed for us to select. As soon as we select it, it automatically creates the “**Family Involvement Profit & Loss**”.

All we have to do is change the dates to the date we wish to run for the report for.

This committee Profit and Loss is what is needed to prepare the Form 166 for each committee of a Chapter. A memorized report for each committee can be created using these instructions and then memorized so that it can be produced whenever needed (i.e., reporting to the committee chairman, preparation of the Form 166, etc.).