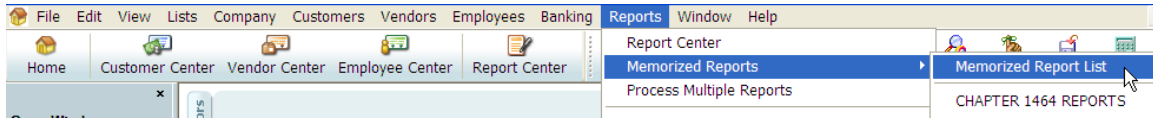
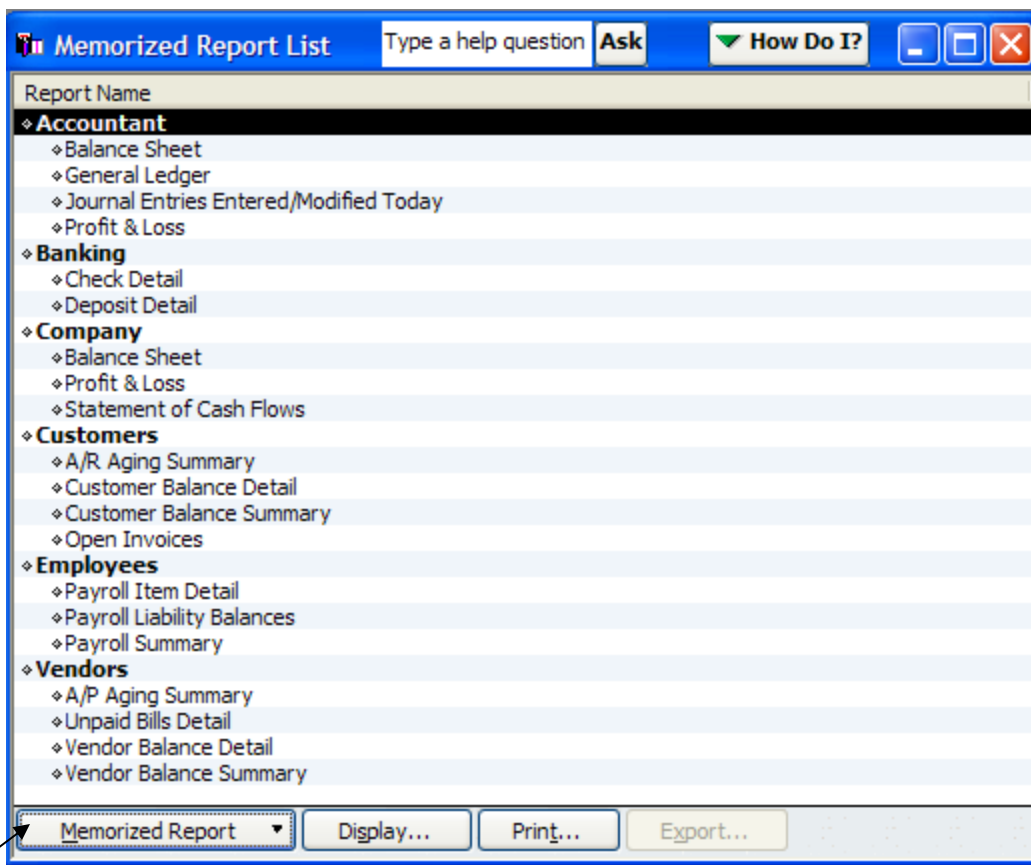


MEMORIZED REPORT GROUP

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**”.

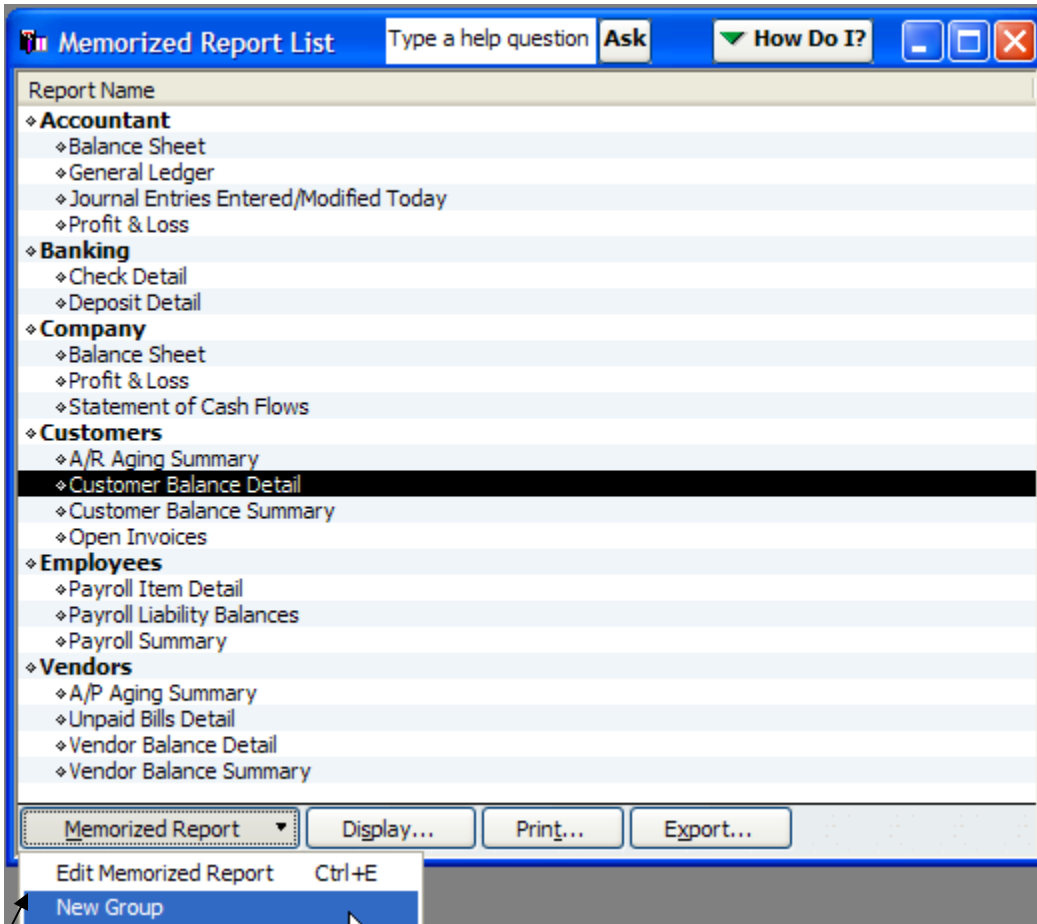


The following list will appear:

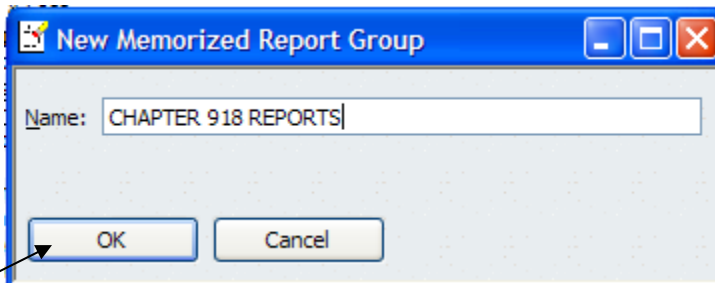


This list is the standardized report list for QBs.

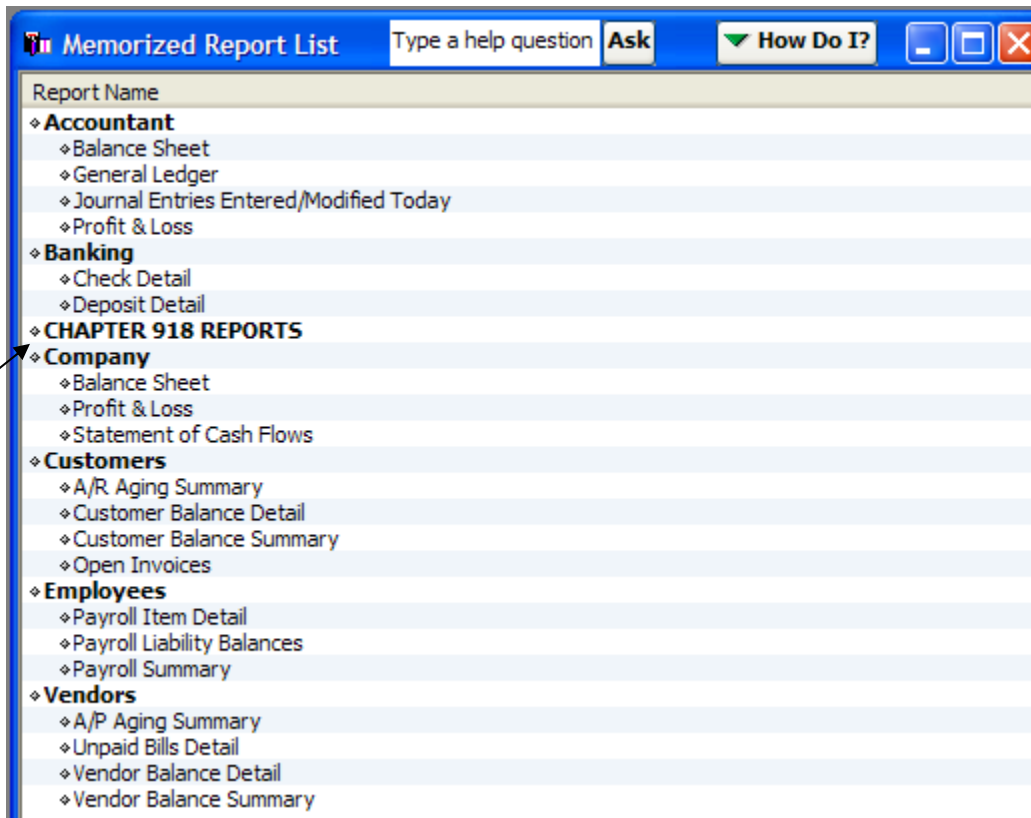
To create a specific group for the fraternal unit select “**Memorized Report**” from the bottom left hand corner of the screen and select “**New Group**”.



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 specific reports.

See the “**QuickBooks Reports**” procedure on the California Nevada Moose website for further details on creating individualized reports.