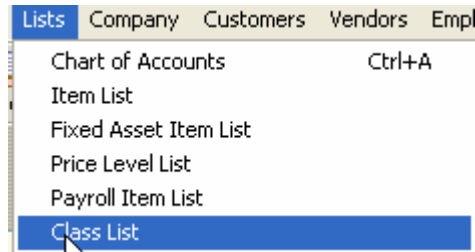
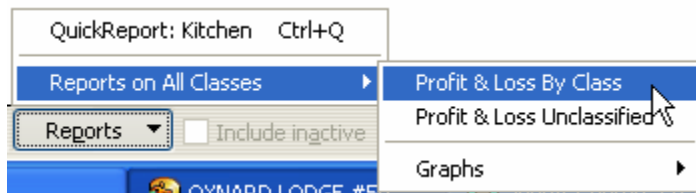


CREATING A PROFIT AND LOSS REPORT BY CLASS

Go to the **Class List** by going to the top of the QuickBooks (QBs) screen and clicking on **Lists, Class List**. (If you wish to use your Icon Bar you can use the “**Add/Delete to the Icon Bar**” procedure that is on the CNMA website to add the Class List to the Icon Bar. If you have it on the Icon Bar you can just click the icon and it would take you to the Class List).

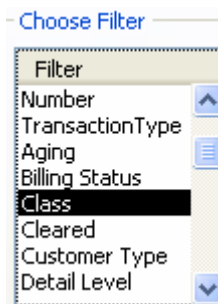


Next highlight the class that you would like to create a Profit and Loss report for. Go to the bottom of the screen and select **Reports, Reports on All Classes, Profit & Loss by Class**.

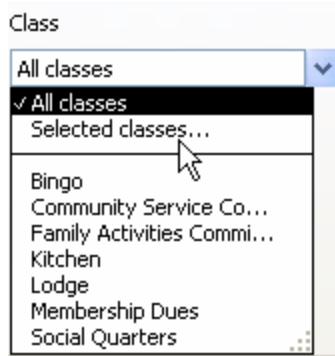


This will create a report for all classes you have listed in your **Class List**. This report can be “**filtered**” to only one class if desired.

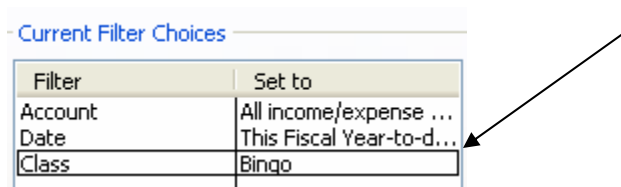
To modify the report for a specific class go to **Modify Report...** that is in the upper right hand corner of the Report by Class screen. Click on the **Filters** tab so that you can select a filter. Go to the **Choose Filter** section of the screen and select **Class**.



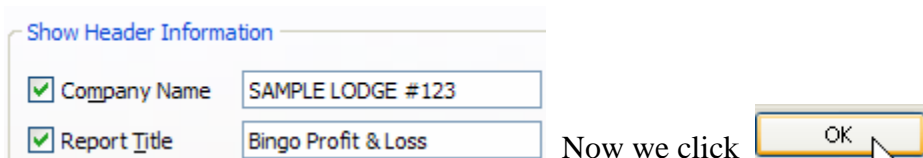
Now go to the Class section and click the drop down arrow to display the list of possible classes.



Select the desired class. Notice that it puts the desired class into the **Current Filter Choices** field.

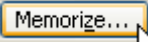


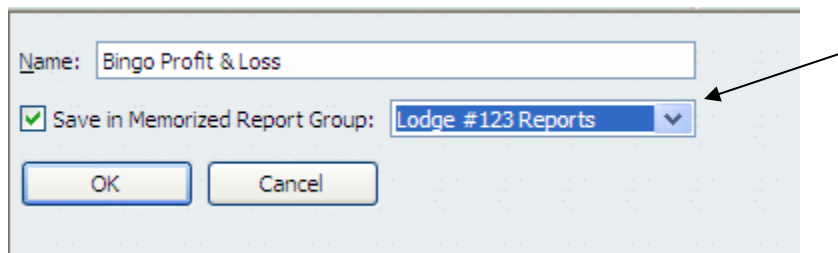
Now we can click on the Header/Footer tab  to change the name in the Report Header.



Now we have a profit and loss for a specific class. In this example the class is **Bingo**.

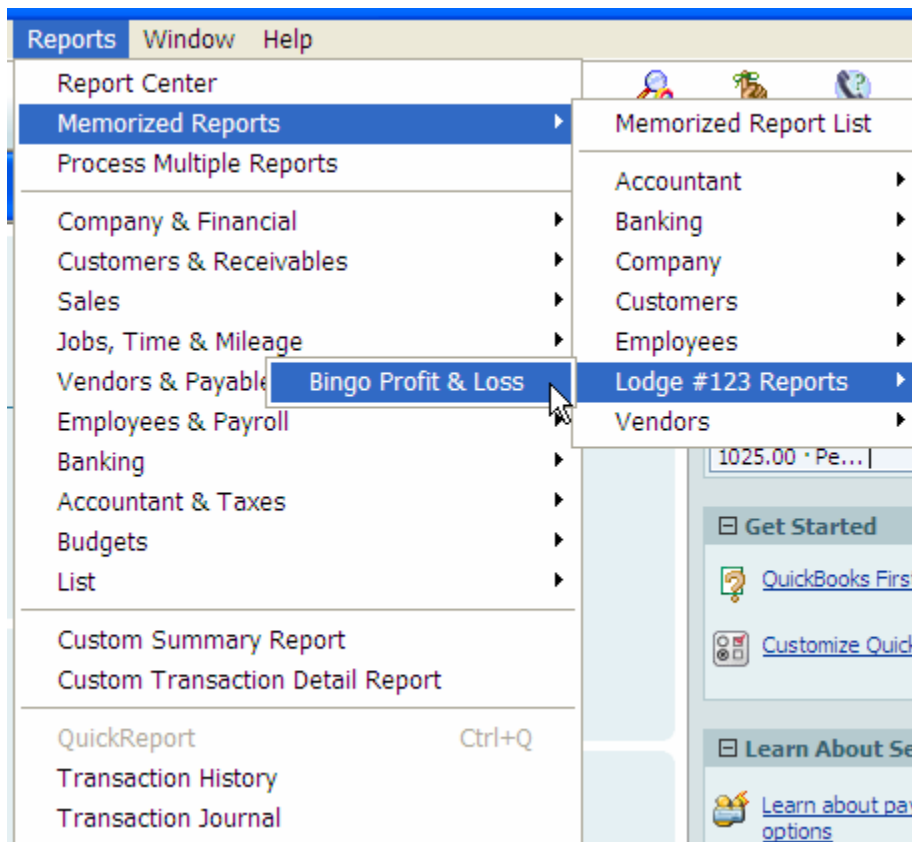
| | Bingo | TOTAL |
|--------------------------------------|------------------|------------------|
| Income | | |
| 4500.00 · Bingo Income | | |
| 4505.00 · Admission and Card Sales | 13,149.15 | 13,149.15 |
| Total 4500.00 · Bingo Income | 13,149.15 | 13,149.15 |
| Total Income | 13,149.15 | 13,149.15 |
| Gross Profit | | |
| | 13,149.15 | 13,149.15 |
| Expense | | |
| 5300.00 · Donation Expense | 50.00 | 50.00 |
| 5500.00 · Bingo Expense | | |
| 5520.00 · BINGO DONATIONS | 623.00 | 623.00 |
| 5505.00 · BINGO UTILITIES | 7,200.00 | 7,200.00 |
| 5510.00 · BINGO MISC EXPENSE | 761.18 | 761.18 |
| Total 5500.00 · Bingo Expense | 8,584.18 | 8,584.18 |
| Total Expense | 8,634.18 | 8,634.18 |
| Net Income | 4,514.97 | 4,514.97 |

We can now click the Memorize button  and save our new report by changing the name and clicking on the Save in Memorized Report Group to save it to a desired location.




NOTE: You can create a unique name for where you would like to memorize any reports that you create for your fraternal unit. In the example above I have established a Memorized Report Group entitled “**Lodge #123 Reports**”. For more information on setting up a Memorized Report Group go to the **Memorized Report Group** procedure on the CNMA website.

Next time we want to retrieve the report we can go to the Reports at the top of the QBs screen, select Memorized Reports, select the location you saved it to and click on the report to bring it into the screen.



You can then change the date fields to retrieve the report for any period you choose.

It is important to remember to click the Refresh  button to refresh the data in the report whenever you make changes to the dates.