# 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**".
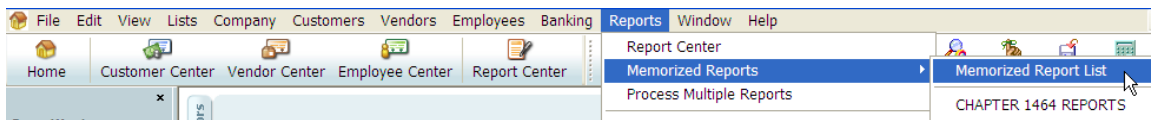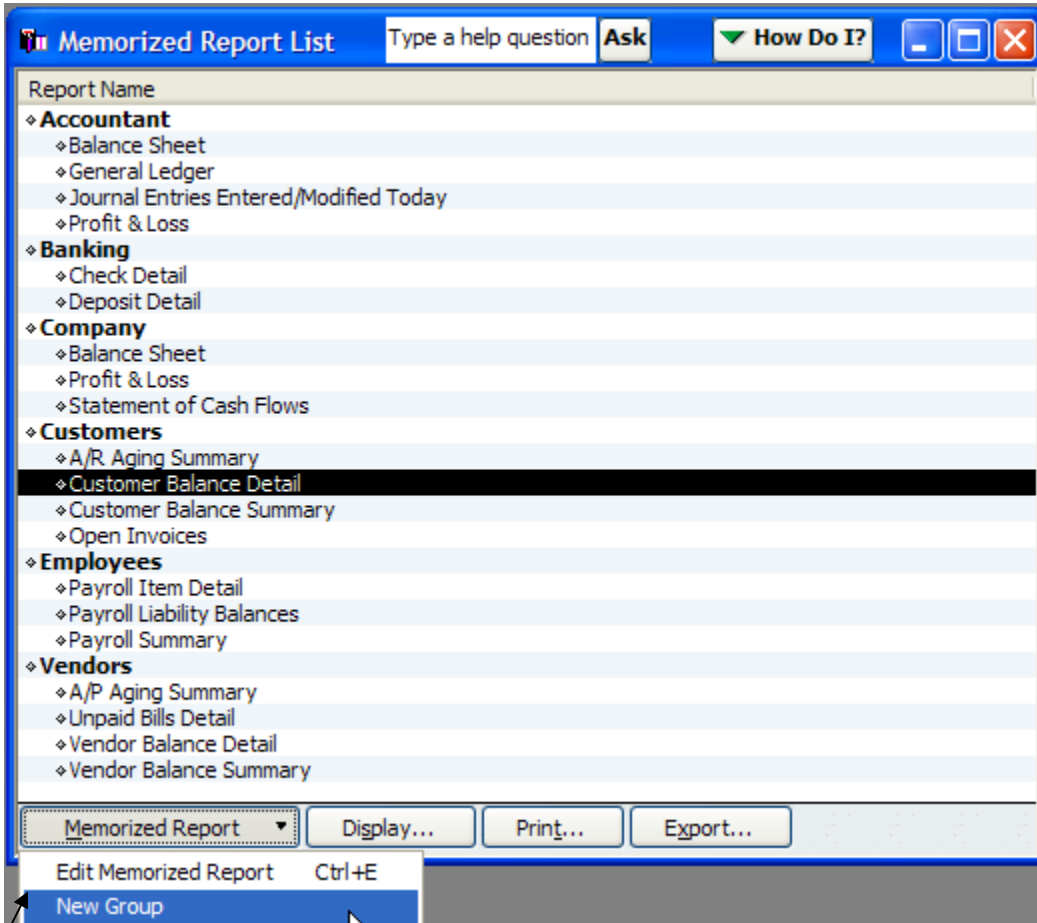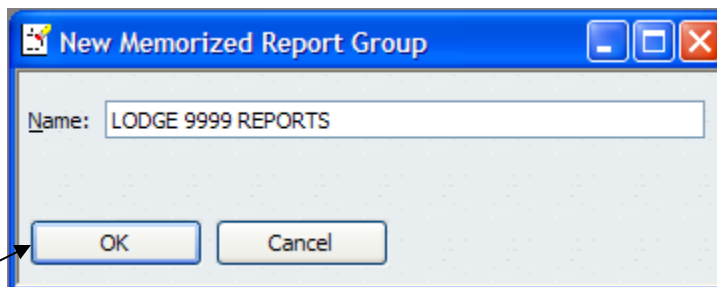


The following list will appear:
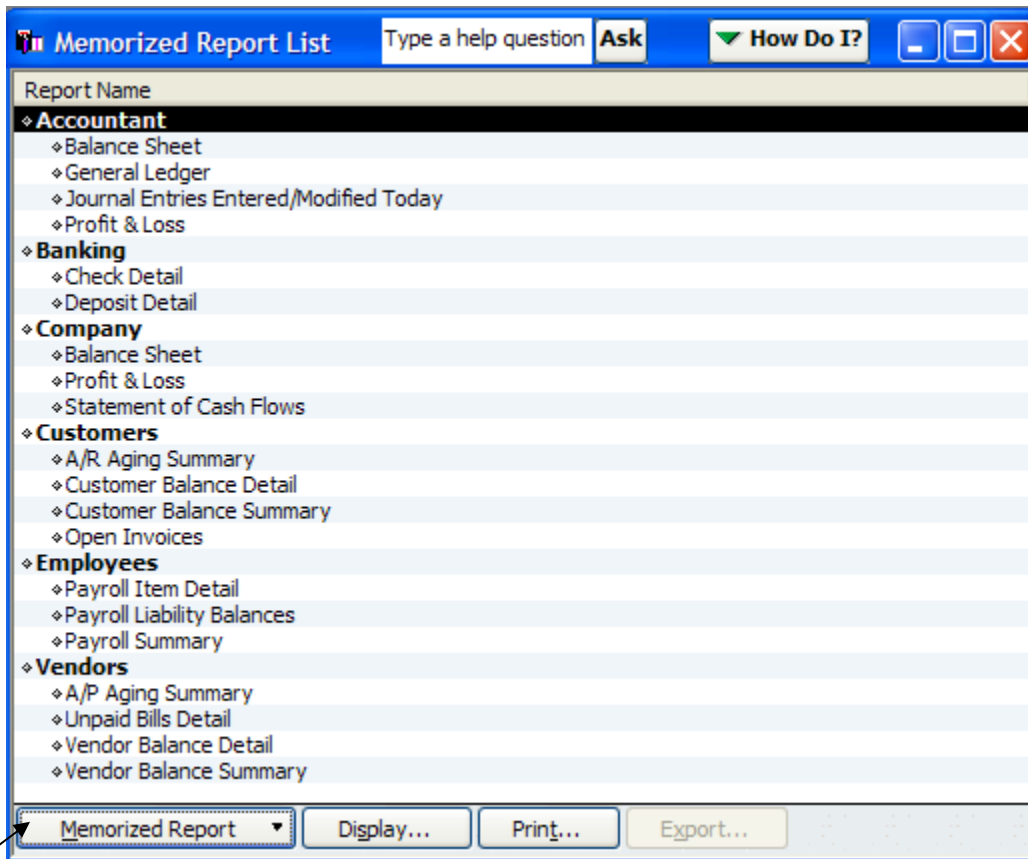


This list is the standardized report list for QBs.

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**.

5-7-2010
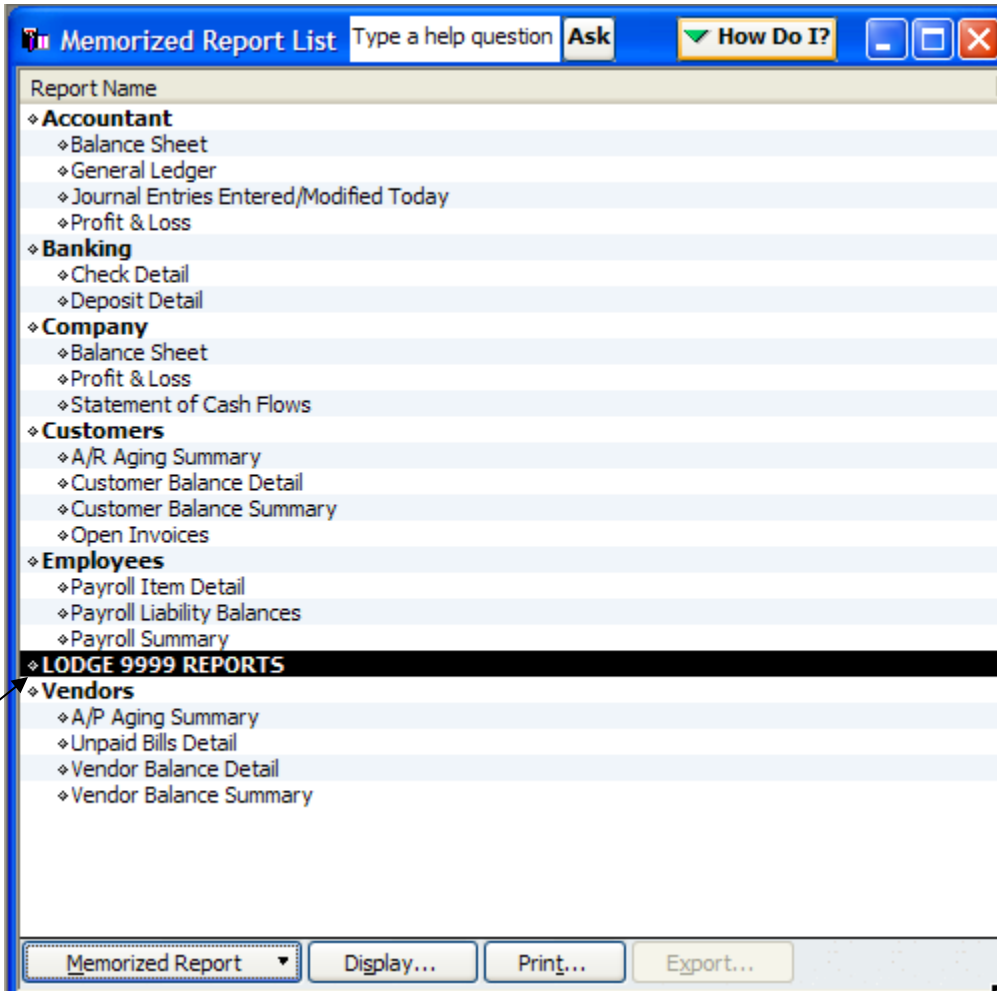
You can now create individualized reports for your fraternal unit and save it into this "**Memorized Report Group**" so you can find your fraternal unit's specific reports.

Next we will create some individualized reports to save into our "**Memorized Report Group**".
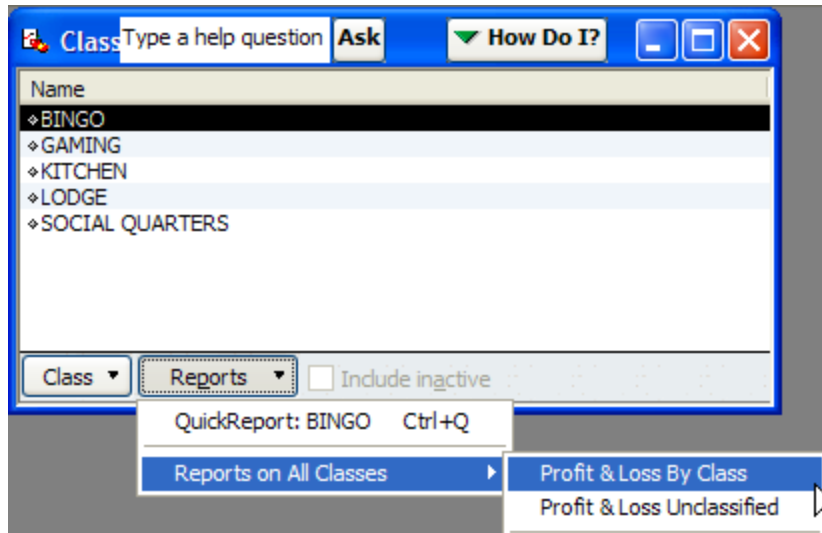
The first example will be a Profit and Loss for a specific class (i.e., Social Quarters, Membership Dues, Committee, etc.)

Select "**Lists**" from the top of the QBs screen and then "**Class List**".
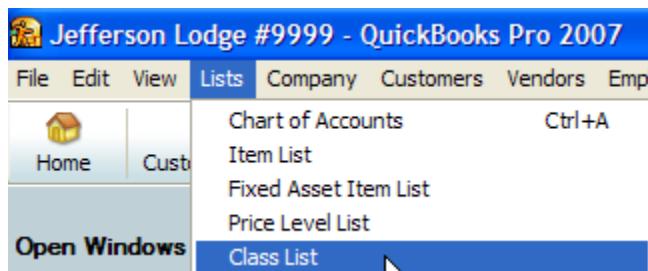
This will cause the Class List to be displayed.

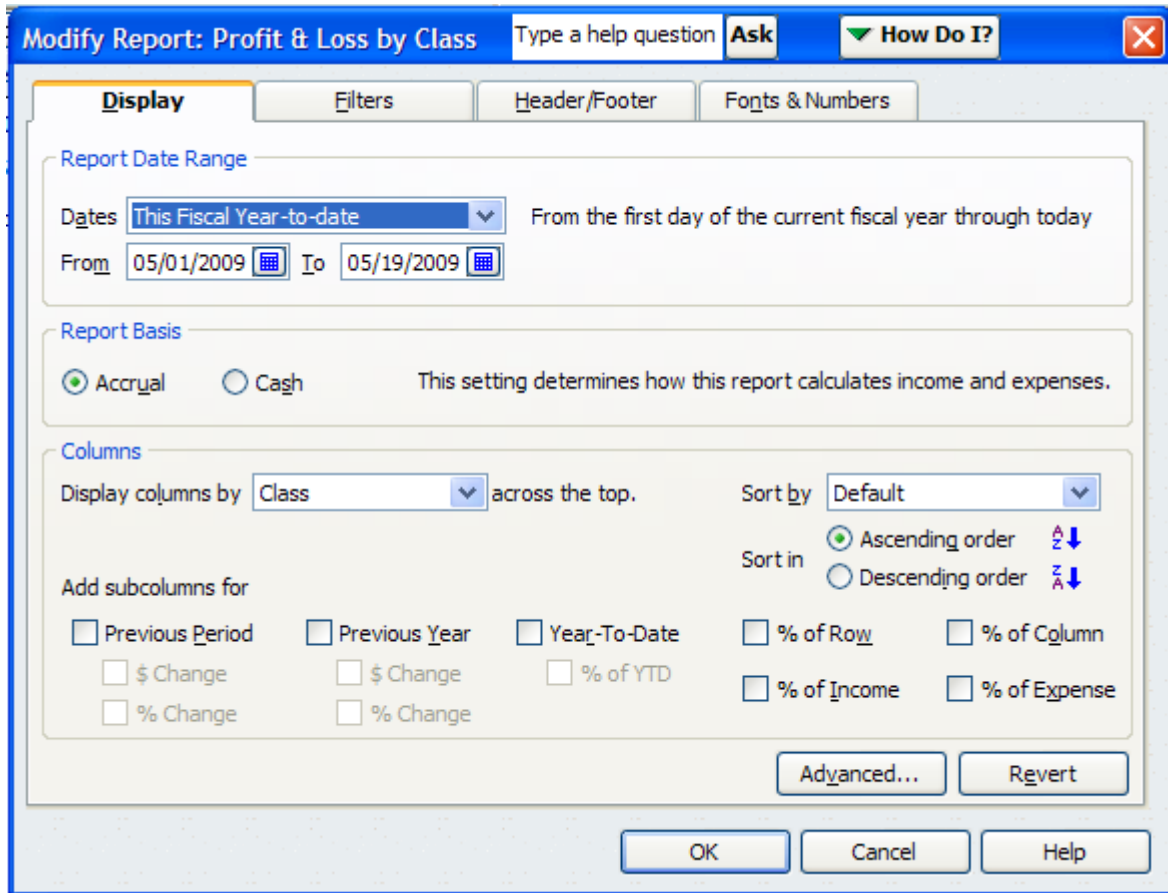Next select "**Reports**", "**Reports on All Classes**", "**Profit & Loss By Class**".



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



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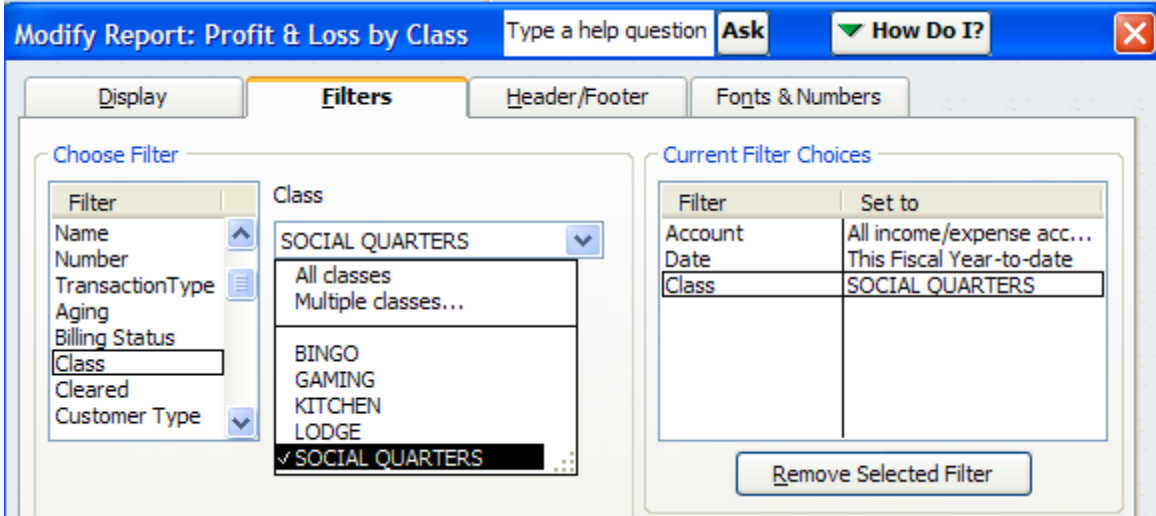
Next choose the "**Header/Footer**" tab to change the name on the top of the report to reflect what the report is for.

In the "**Report Title**" field change it to "**Social Quarters Profit & Loss**". Notice that there are other items that can be altered based on how you would like the report to look.
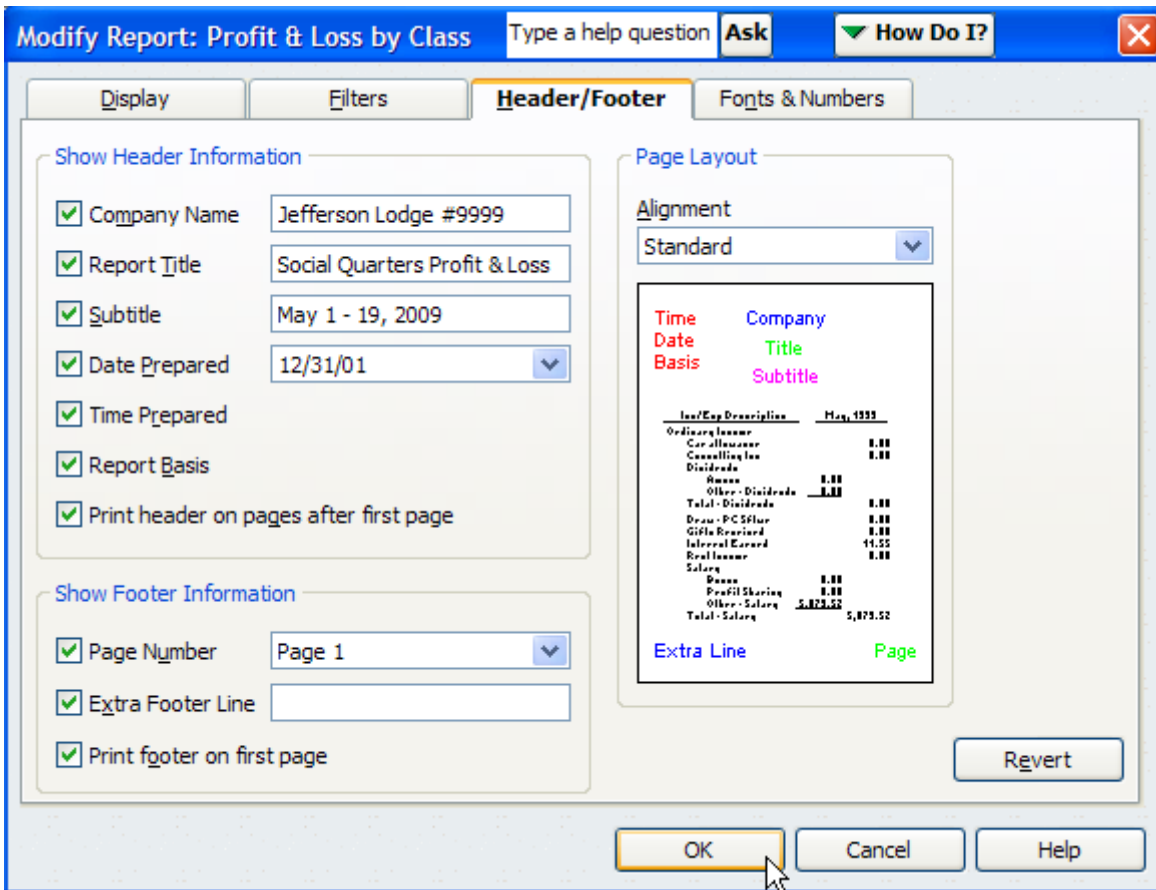
When the "**OK**" button is clicked, the report displays with the new filter of "**Social Quarters**" and the new title of "**Social Quarters Profit & Loss**".



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**".
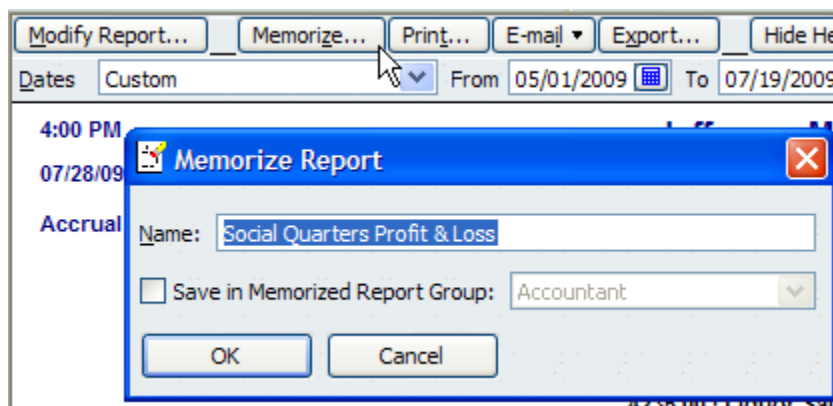


Notice that we now have a report with all the data needed as a *Profit & Loss for the Social Quarters*.

2:12 PM
05/19/09
Accrual Basis

**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 |

Cost of Goods Sold

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.

Modify Report... | Memorize... | Print... | E-mail ▾ | Export... | Hide He
Dates  Custom  ▾  From 05/01/2009 📅  To 07/19/2009

4:00 PM
07/28/09
Accrual

**Memorize Report**  ✕

Name: Social Quarters Profit & Loss

☐ Save in Memorized Report Group: Accountant ▾

OK   Cancel

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.
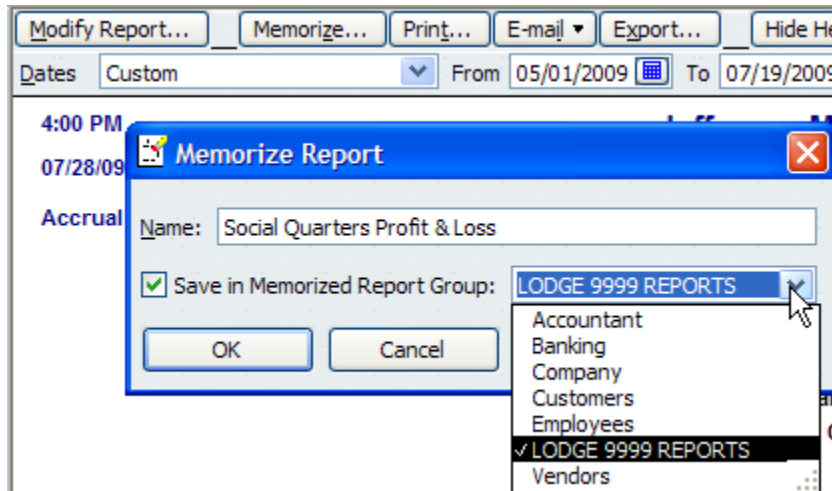


Next time we want to run this report all we have to do is select "**Reports**", "**Memorized Reports**", "**LODGE 9999 REPORTS**" and click on the "**Social Quarters Profit and Loss**".
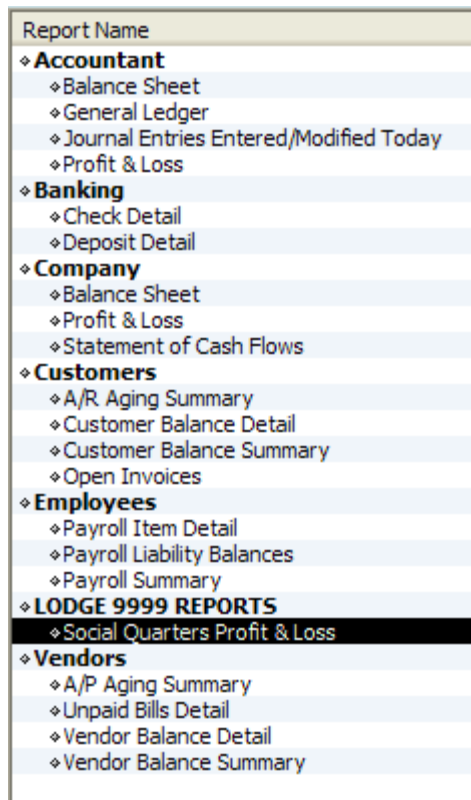
The "**Social Quarters Profit & Loss**" will be displayed for us to select. As soon as we select it, it automatically creates the "**Profit & Loss for the Social Quarters**".

| Modify Report... | Memorize... | Print... | E-mail ▾ | Export... | Hide Header | Collapse | Refresh |
|---|---|---|---|---|---|---|---|

Dates | Custom ▾ | From 05/01/2009 📅 | To 07/19/2009 📅 | Columns | Total only ▾

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07/28/09
Accrual Basis

### Jefferson Moose Lodge #9999
### Social Quarters Profit & Loss
#### 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 | 5,989.66 |
| | |
| **Total Income** | 5,989.66 |
| | |
| **Cost of Goods Sold** | |
| 5025.00 · Social Quarters COGS | |
| 5030.00 · COGS - Beer | 863.90 |
| Total 5025.00 · Social Quarters COGS | 863.90 |
| | |
| **Total COGS** | 863.90 |
| | |
| **Gross Profit** | 5,125.76 |
| | |
| **Expense** | 0.00 |
| **Net Income** | 5,125.76 |

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 used to fill out the Form 166 for that committee.

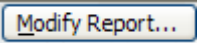First go to the "**Class List**", select "**Reports**", "**Reports on All Classes**", "**Profit & Loss By Class**".

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

| Modify Report... | Memorize... | Print... | E-mail ▼ | Export... | Hide Header | Collapse | Refresh | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

Dates: Last Fiscal Year  From 05/01/2009  To 04/30/2010  Columns: Class  Sort By: Default
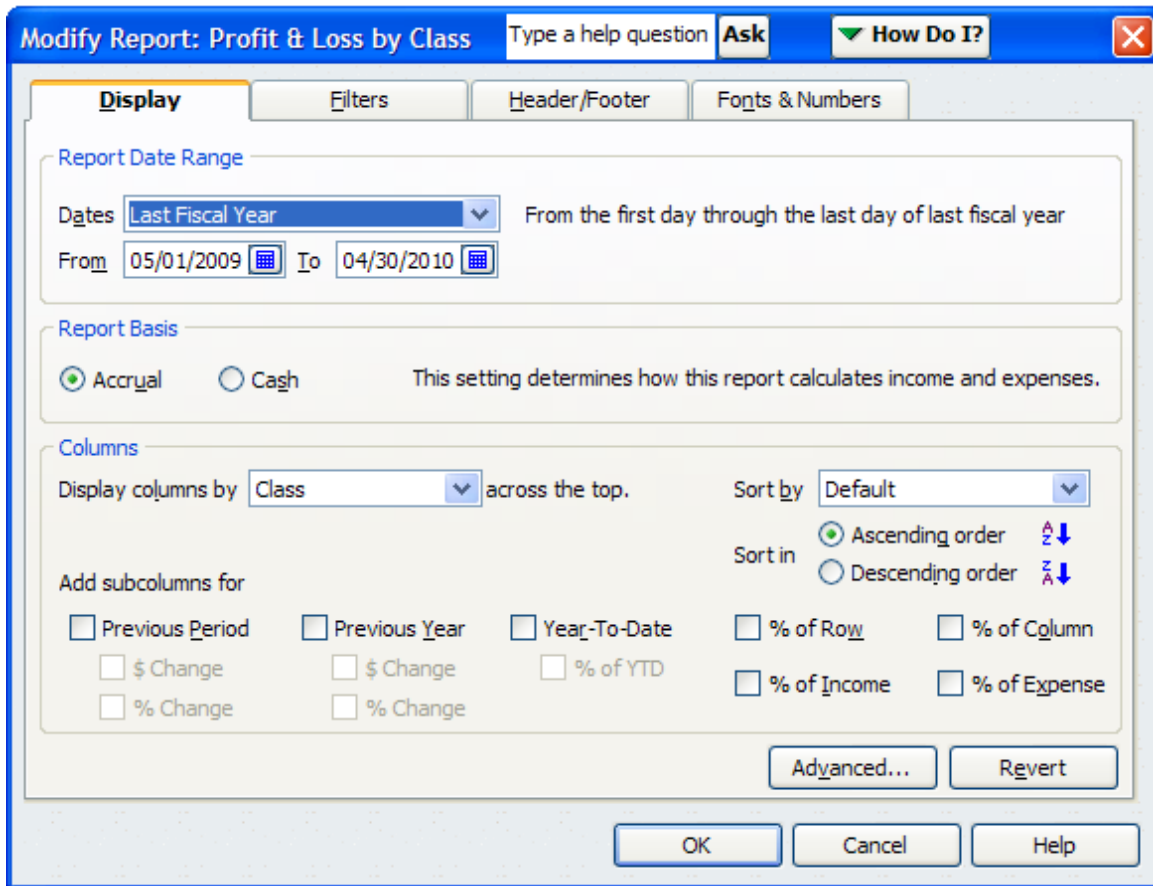
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Accrual Basis

**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 | 0.00 | 0.00 |
| 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 | 0.00 | 0.00 |
| Total 4600.00 · Other Income | 0.00 | 0.00 |
| | | |
| 4700.00 · Special Proj & Committee Income | 470.25 | 3,507.55 |
| Total Income | 470.25 | 3,507.55 |
| | | |
| 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**".
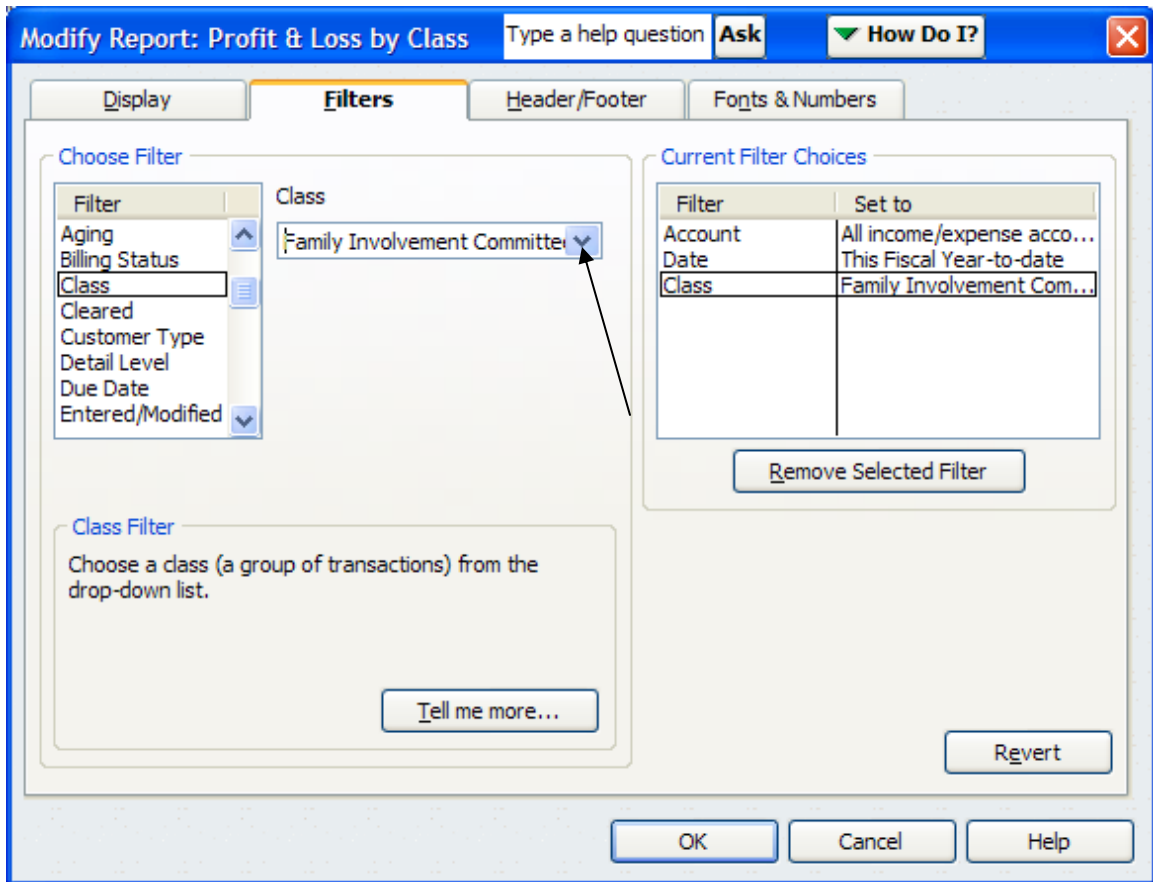
Next choose the "**Header/Footer**" tab to change the name on the top of the report to reflect what the report is for.

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**".

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*.
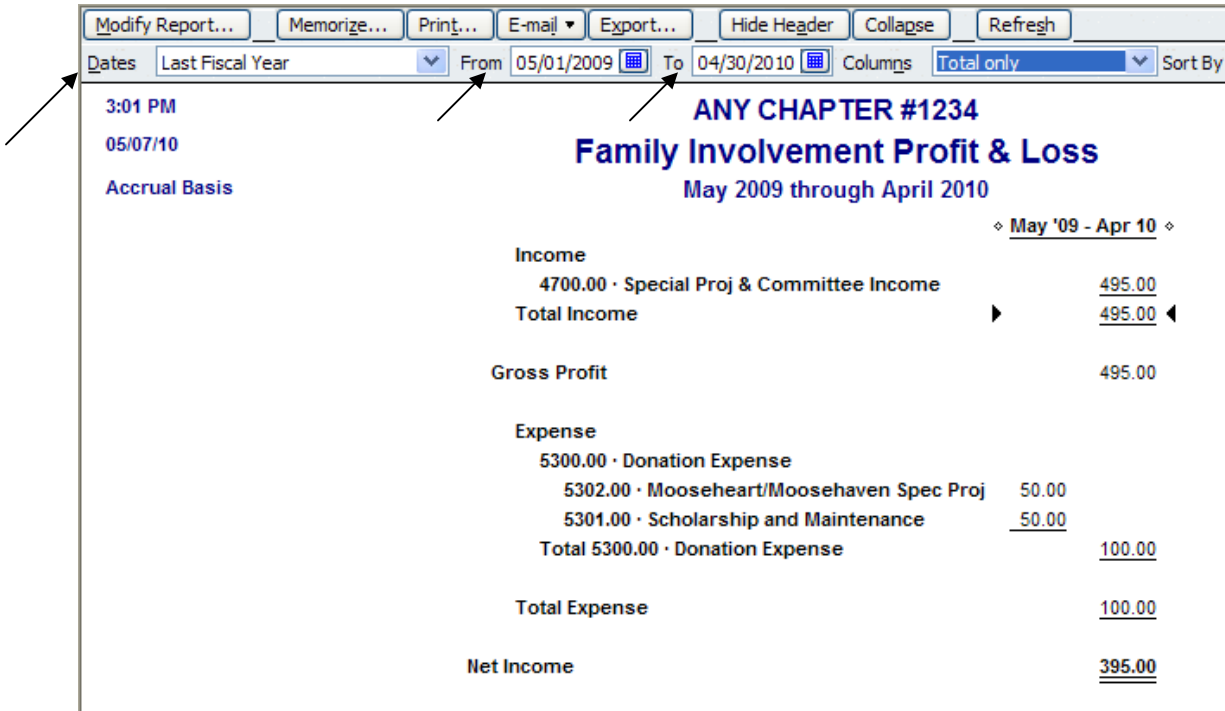


To change the date range on any QBs report you select the "**Dates**" drop down or select "**From**" and "**To**" to change them to a specific period of time.

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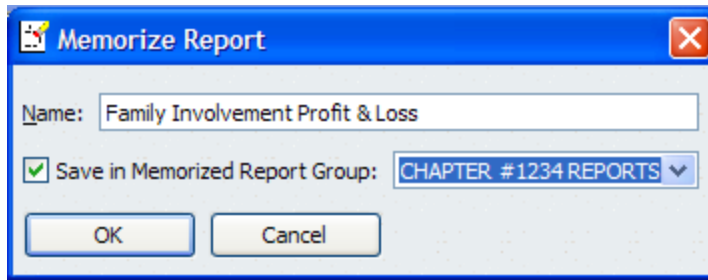
Notice that a "**Memorize Report**" pop-up screen appears asking you to give the new report a name, notice that it defaults to the *Report Title* that you used for the report.

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.
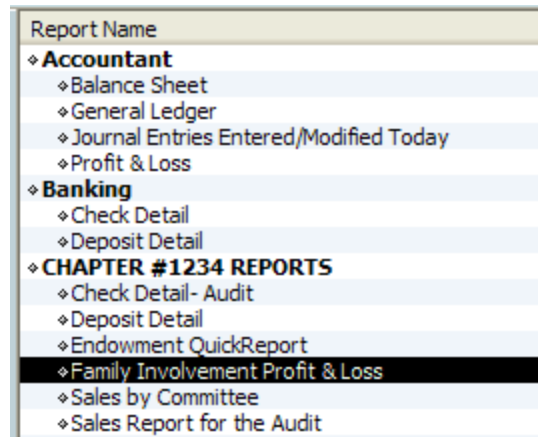


Next time we want to run this report all we have to do is select "**Reports**", "**Memorized Reports**", "**CHAPTER #1234 REPORTS**", and the "**Family Involvement Profit & Loss**" will be displayed for us to select. As soon as we select it, it automatically creates the "**Family Involvement Profit &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