Annual Parish Financial Report, FY20-21 Directions to Access QuickBooks Reports

Section One: Quickbooks Reports

Generate the following reports:

- 1. The first report is a QuickReport for parish assets in the Deposit & Loan System (DLS).
 - a. Select Chart of Accounts on the Home screen.
 - b. Right click on account #11500 Diocesan Savings.
 - c. Select QuickReport: #11500 Diocesan Savings.

	→ 11500 · Diocesan Savings	Find		Other Current Asset
	♦11520 · Parish Savings	Refresh Account List		Other CurrentAsset
	♦12001 · *Undeposited Funds			Other CurrentAsset
	◆12100 · Inventory Asset	New Edit (securit		Other CurrentAsset
	♦13000 · Deposits with Foundation	Delete Account		Other Current Asset
	🗱 🔹 + 14000 · Undeposited Funds	Make Account Inactive		Other CurrentAsset
	◆15000 · Prepaid Expense			Other CurrentAsset
	◆16000 · Fixed Assets			Fixed Asset
	♦20000 · Accounts Payable	Write Checks		Accounts Payable
	♦20020 · Parish	Make Deposits		Accounts Payable
	♦20040 · School	Transfer Funds		Accounts Payable
	♦20060 · Cemetery	Make General Journal Entries		Accounts Payable
	♦ 20100 · Mixed	Reconcile		Accounts Payable
	◆21000 · Credit Cards	Use Register		Credit Card
	♦21020 · Credit Card 1	Attach	4	Credit Card
	♦21040 · Credit Card 2	QuickReport: 11500 · Diocesan Savings		
	♦21060 · Credit Card 3			Credit Card

d. Change the start date to 07/01/2020 and the end date to 06/30/2021.

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<u>D</u> ates	Custom	- Fro	om 07/01/2020	To 06/30/202	1 Sort By	Default	*	

- e. Print report.
- f. This report helps the Office for Finances verify that your records in Quickbooks matches the records we have at the Diocese.
- 2. The second report is a Balance Sheet Previous Year Comparison as of 6/30/21.
 - a. Go to the toolbar and select "Reports."
 - b. Select "Company & Financial."
 - c. Select "Balance Sheet Prev Year Comparison."



- d. Change the "as of" date to 6/30/21.
 - i. This helps the Office for Finances verify that the previous fiscal year ending balance matches what is on file, as well as that it matches the current fiscal year beginning balance.

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<u>D</u> ates	This Fiscal Yea	r 🤇	As of	06/30/2021				

- 3. The third report is a Profit & Loss Vs. Prior Year
 - a. Tool bar \rightarrow Reports
 - b. Select "Company & Financial"
 - c. Select "Profit & Loss Prev Year Comparison"
 - d. Ensure that the date range is 7/1/2020 6/30/2021

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Eile Edit View Lists Favorites Company Customers Vendors Employees Banking E	eports Window Help Special Offer	s			
Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Emplo Customize Report Comment on Report Share Template Memorize Print Dates This Fiscal Year-to-date From 07/01/2020 To 06/30/2021 Sho Report Basis: @ Acrual @ Cash Show Ellorg	Report Center Memorized Reports Scheduled Reports Commented Reports Crompany Snapshot Process Multiple Reports	cs Reports Order Checks Add Payroll Services Feedback Reconcile Collagse Rows Refresh Sort By Default			
Report Basis, Checkler Cash Silow Files	Company & <u>F</u> inancial	Profit & Loss Standard			
10:34 AM	Customers & Receivables	Profit & Loss Detail			
06/30/21	Sales •	Profit & Loss YTD Comparison parison			
Accrual Basis	Jobs, Time & Mileage	Profit & Loss Prev Year Comparison			
	Vendors & Payables	Profit & Loss by Job n 20 S Chang	e :		
	Employees & Payroll	Profit & Loss by Class			
	Banking	Profit & Loss Unclassified 4.10 1,22	7.45		
	Accountant & Taxes	Income by Customer Summary D.68 -5,34	5.07		
	Liet	Expenses by Vender Summary 0.75 -24	6.66		
	<u>List</u>	Expenses by Vendor Detail 5.53 -4,36	4.28		
	Contributed Reports	Income & Expense Graph 5.53 -4,36	4.28		
	Advanced Reports				
	Custom Reports	Balance Sheet Standard 1.51 19	5.03		
	QuickBeport Ctrl+O	Balance Sheet Detail 4.79 9,08	1.07		
	Transaction History	Balance Sheet Summary 2.27 -1,05	9.92		
	Transaction Journal	Net Worth Granh 3.00 24,82	6.39		
	osouu - kepairs anu n	9.72 2,62	3.69		
	63600 · Equipment an	Statement of Cash Flows 1.69 8,80	6.42		
	63650 · Leasing and F	Cash Flow Forecast 0.76 -10	7.45		
	▶ 63700 · Supplies	20,600.21 14,874.57 5,72	5.64		

4. *****Note:** If your parish has a **cemetery** and your cemetery financials are **NOT** included in Quickbooks, you must fill out the attached Cemetery Report and send that in with the financial reports. If your cemetery data is included in Quickbooks, this report does not need filled out and sent in.

Example report #1 Quickbooks – Diocesan Savings Quickreport

Account QuickReport

As of June 30, 2021

	Туре		Date	1	Num	1	Name	1	Memo	1	Split	1	Amount	:	Balance	÷
	11500 · Diocesan S	avings													20,274.19	
	11520 · Parish S	avings													20,274.19	
۲	Total 11520 · Pari	sh Savin	gs												20,274.19	
	Total 11500 · Dioces	an Savin	gs												20,274.19	
	TOTAL														20,274.19	

Example report #2 Quickbooks – Balance Sheet Prev Year Comparison

Balance Sheet Prev Year Comparison

As of June 30, 2021

	A3 01 0411C 30, 2021							
	Jun 30, 21	Jun 30, 20	\$ Change	% Change				
ASSETS								
Current Assets								
Checking/Savings								
10000 · First Federal and State B	43,247.22	17,882.21	25,365.01	141.8%				
Total Checking/Savings	43,247.22	17,882.21	25,365.01	141.8%				
Other Current Assets	20,274.19	20,274.19	0.00	0.0%				
Total Current Assets	63,521.41	38,156.40	25,365.01	66.5%				
TOTAL ASSETS	63,521.41	38,156.40	25,365.01	66.5%				
LIABILITIES & EQUITY								
Liabilities								
Current Liabilities	44,153.42	12,340.42	31,813.00	257.8%				
Long Term Liabilities	8,120.74 <	8,120.74	0.00	0.0%				
Total Liabilities	52,274.16	20,461.16	31,813.00	155.5%				
Equity	11,247.25	17,695.24	-6,447.99	-36.4%				
TOTAL LIABILITIES & EQUITY	63,521.41	38,156.40	25,365.01	66.5%				

Example Report #3 Quickbooks – Profit & Loss Prev Year Comparison

July 2020 through June 2021									
	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change	% Change					
[™] Income									
41000 · Regular Church Support	173,261.55	172,034.10	1,227.45	0.7%					
42000 · Other Sources of Parish Sup	36,675.61	42,020.68	-5,345.07	-12.7%					
43000 · Investment Income	24.09	270.75	-246.66	-91.1%					
Total Income	209,961.25	214,325.53	-4,364.28	-2.0%					
Gross Profit	209,961.25	214,325.53	-4,364.28	-2.0%					
Texpense Texpense									
60000 · Payroll Expenses	71,706.54	71,511.51	195.03	0.3%					
63000 · Contractual Services	20,915.86	11,834.79	9,081.07	76.7%					
63100 · Utilities	20,592.35	21,652.27	-1,059.92	-4.9%					

Profit & Loss Prev Year Comparison