

Accounting How-To Guide



Revised: February 2026

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Balancing Checking Account in QuickBooks

1. Print DIAL and Catholic Foundation Statements for the month you are balancing.
2. Add the interest directly to the DIAL account register thereby allowing you to verify the balance with the statement immediately. Add the earnings to the Foundation account register thereby allowing you to verify the balance with the statement immediately.
3. Review your bank statement. Look at the “other debits” section on the bank statement. Any monthly fees or debits that were charged to the account need to be entered into the check register. Go to the check register and add the fees or debits. Fees and debits to be added include Paylocity Payroll, Bankcard Merch Fees (01-44002), and PAYA online fees (other 01-44000). Also review for any credits and add them to your check register.
4. In QuickBooks Click Reconcile

BANKING



5. The statement date should populate with the correct date.
6. Verify that your beginning balance matches your bank statement beginning balance. If it does not match, you need to resolve why it doesn't match before you begin to reconciliation.
7. Add ending balance from bank statement.
8. Add service charge amount and date from bank statement.
9. If the account earns interest, enter the interest amount and date.
10. Check off all the deposits from the bank statement including journal entries, voids, and any \$0 transactions. Make sure when checking off journal entries made when voiding checks you are doing it both on the deposit and check side.
11. Investigate any deposits that were not checked off in QuickBooks. The only time that you should have outstanding deposits is if the deposit is dated at the end of the month and is truly outstanding. Any other deposits need to be resolved as to why they are outstanding and corrected before you complete your reconciliation.
12. Mark off all debits and checks that have cleared. Once this is done, the difference in the lower right corner should be 0.00 (NOTE: Your numbers will be different than what is in the picture.)

Service Charge	-450.34
Interest Earned	0.00
Ending Balance	65,268.61
Cleared Balance	65,268.61
Difference	0.00

13. If the difference is 0.00, click Reconcile Now.
14. A message will pop up that says “Congratulations your account is in balance”. Select Reconciliation Report, highlight “Both”, and click Display.
15. Print and save both reports once as a PDF and put it in the appropriate folder in ReCur360 and print a hard copy for your records.
16. Next run and print “Last Month’s Checks” and “Last Month’s Deposits” and save as a PDF into the appropriate folder in ReCur360 and print a hard copy for your records.
 - a. Go to Reports → Memorized Reports → Last Month’s Checks or Last Month’s Deposits.

17. Run your Dept 50 Reconciliation Report before the end of the month to verify that everything that was deposited has been remitted to the Diocese. Save the PDF into the appropriate folder in ReCur360 and print a copy.
 - a. Go to Reports → Memorized Reports → Dept 50 Reconciliation → Print → Save as PDF →

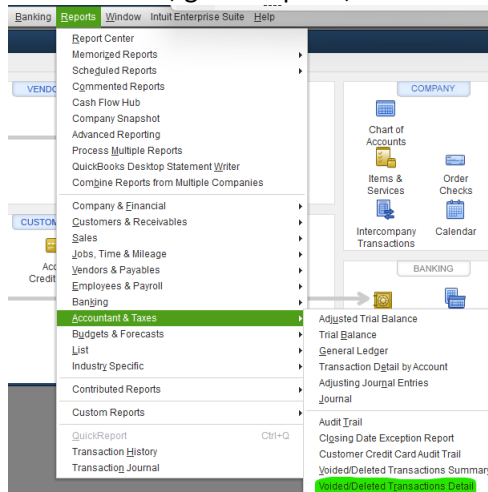
Cash Summary

Completing the Cash Summary

1. The cash summary in Excel can be found on the Documents and Forms section of the Diocesan website under Accounting/Payroll → Accounting Forms – Cash Summary & Journal Entries.
2. Prepare the cash summary report – go to the prior month report tab in ReCur360 and copy and paste your excel cash summary into the next month. Make the ending balance the beginning balance. Change the month to the month and year just balanced. Update total deposits and total checks from the reports printed. The cash balance (end of current month) should equal the register balance on the Reconciliation Summary Report and your register balance in QuickBooks. All three of these balances have to match before submitting your date. If it does not, see if you voided any old checks (dated before the month you are reconciling) and record them on the worksheet if journal entries were not created when the check was voided. (See below if the Cash Summary does not balance.)
3. Once everything is balanced run the Diocesan Transaction Report.
4. Go to Reports → Memorized Reports → Diocesan Transaction Report Make sure the dates are correct (the month just reconciled) → go to print → select file, then **comma delimited file**, print, enter file name (example: 75 Parish Diocesan Transaction Report MM.YYYY).
5. Once all the reports are saved, email CDRaccounting@rockforddiocese.org to let them know that the monthly reports are available in ReCur360. Make sure you state which month – for example...the April data is saved.

If the Cash Summary ending balance does not balance to the QuickBooks check register and Reconciliation report.

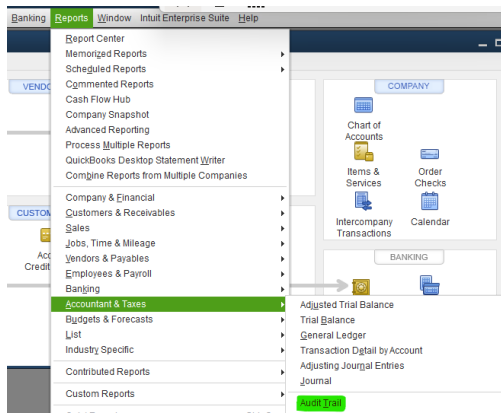
1. There was most likely a check voided. If you know what happened, go ahead and list the check in the “Voided Checks” section.
2. There are some reports you can run to find your discrepancies:
 - a. Voided/Deleted transaction detail
 - i. In QuickBooks, go to Reports, → Accountant & Taxes, → Voided/ Deleted Transaction Detail.



- ii. This report should show you all transactions that have been voided or deleted in the time range you select.

b. Audit Trail

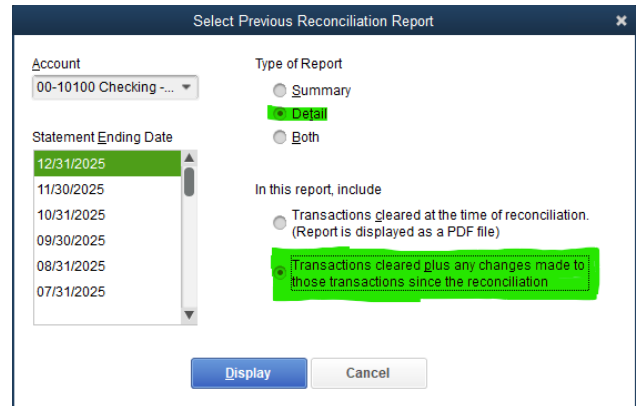
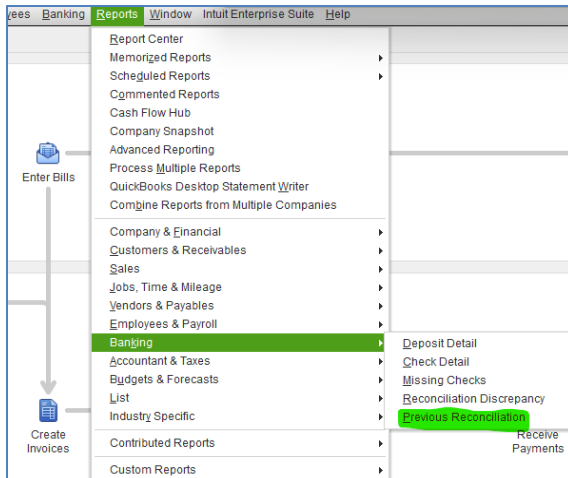
- i. In QuickBooks, go to Reports, → Accountant & Taxes, → Audit Trail.



ii. If you suspect a transaction amount has been changed, and you have an idea of when it was changed, but can't remember which transaction it was, you can run this report for those dates, and it will tell you all that was done.

c. Rerun Prior Months Reconciliation

i. In QuickBooks, go to Reports → Banking → Previous Reconciliation → Click on detail, click on transactions cleared plus any changes made to those transactions since the reconciliation, then click on display.



1.

- ii. Compare this reconciliation to the one you printed at the time you did your original reconciliation and find your differences.
- iii. If you still cannot find the discrepancy, call one of the Accounting staff or email your question to CDRaccounting@rockforddiocese.org for assistance.

Month End Checklist to Accounting

Remember that QuickBooks is date sensitive.

DIAL and Catholic Foundation Entries:

- Enter DIAL interest and Catholic Foundation earnings.
- Do the statement balances match the QuickBooks balances?
- Have you entered release from restriction entries for any Foundation withdrawals?

Reconcile Bank Statement in QuickBooks

- Make sure all entries have been put into QuickBooks before you start the bank reconciliation.

Voiding checks:

- Is the check in the current month? If so, just void the check (no reversing transactions need to be done)
- Is the check in a prior month? If so
 - Verify register balance ties to cash summary and bank rec for month.
 - Void the check in the check register (not on check image) and allow QuickBooks to make the reversing entries. If QuickBooks does not give you the option to create reversing entries, you will have to make them yourself.
 - Check the dates on the reversing entries: there should be 3 transactions per void:
 - The original transaction should be voided and "0"
 - The replacement transaction with the same date as the original transaction but putting the dollar amount back in (to get the register balance back to the correct value)
 - The credit appearing in the month the voids were made. Make sure voids are done in the same month you are reconciling. If not, change the dates on the reversing journal entry to the month end date of the month you are reconciling i.e. voids on 12/4 change to 11/30 if you are reconciling November.
- Does your cash summary match the check register balance in QuickBooks and the register balance on your reconciliation report?

Have you uploaded the following to the ReCur 360 monthly folder (or email):

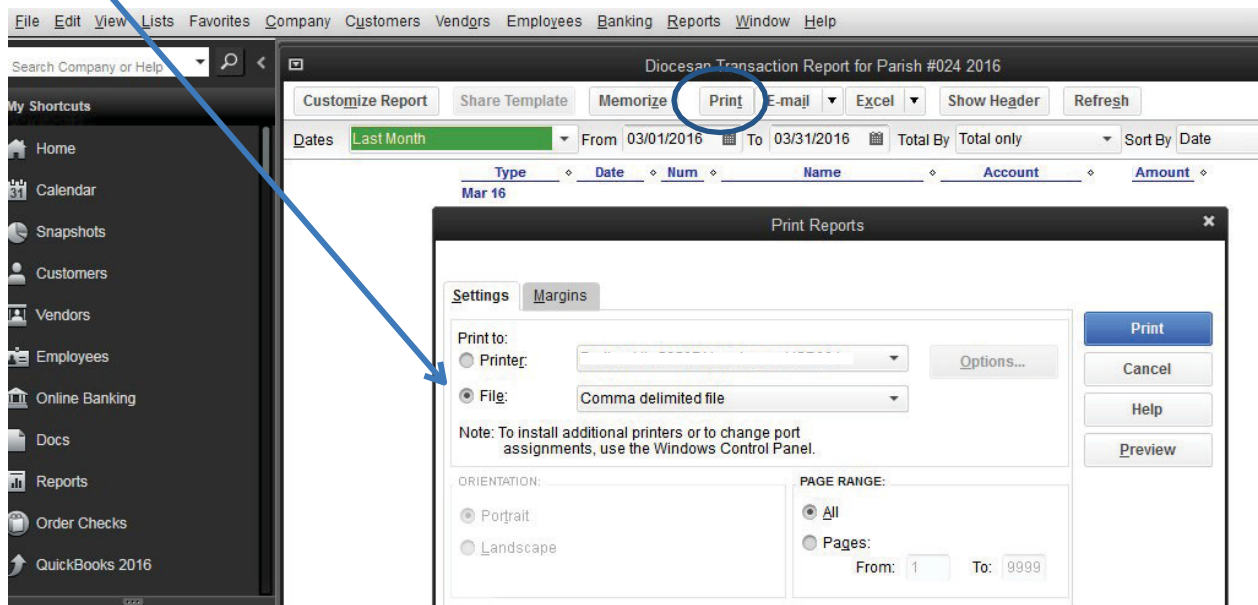
- Cash summary (Excel)
- QuickBooks detail and summary reconciliation report for each checking account (i.e. Operating, School Account etc.) (PDF formats)
- Diocesan Transaction report (CSV format)
- Last month's checks and last month's deposits (PDF formats)
- Parishes: Department 50 report (PDF formats)
- High Schools: Outstanding tuition report (make sure to use end of current month data to be processed)
- Please email CDRaccounting@rockforddiocese.org when everything is in the ReCur360 folder

Sending Monthly Diocesan Report to Accounting/Data Processing:

1. In QuickBooks, under the Report Menu, select Memorized Reports and open your monthly Diocesan Transaction Report:



2. Verify you have the appropriate dates in the report (it should automatically give you last month's data).
3. Under the File Menu, select "Print Report" (Ctrl+P) and the Print Reports screen will appear. You also have the option to click on the Print button on the ribbon above the report (circled below).
4. Select Print to "File" and choose "Comma delimited file"



5. Select the Print button and you will be asked to provide a file name
6. Select Save and save to the monthly folder in ReCur360
7. Send an email to CDRAccounting@rockforddiocese.org to let them know the data is ready to be processed.

3-year Budget Reports – Preparing your Budget

1. Ready to start putting your budget together? Request a 3-year budget worksheet (with previous 3 years of fiscal year end data) from CDRaccounting@rockforddiocese.org.
2. The budget document in Excel will contain worksheets for every department your parish/school/agency has along with an “overview” tab to show you the total net budget of all departments.
3. Looking at St. David department 1 parish example below, you’ll see the following columns:
4. Previous fiscal years (circled in green)
5. Previous 3 yr average
6. Current period actual (in this case, actuals for the month ending 12/31/2025)
7. Estimated 6/30/2026
 - a. This calculates the year-to-date actual column (X) divided by the % of year completed column AD (in this case 50%) to estimate what could be the year end value.
 - b. This only works for those items that have steady income or steady expenses each month. For example, bank interest, DIAL interest, salary and benefits (excluding substitutes or temp positions). Sunday collections will give you a rough estimation, but look at prior year data for monthly trends.
8. For all other accounts, look at prior year trends, specific projects you are planning, etc. to fill out the 6/30/2027 budget number.

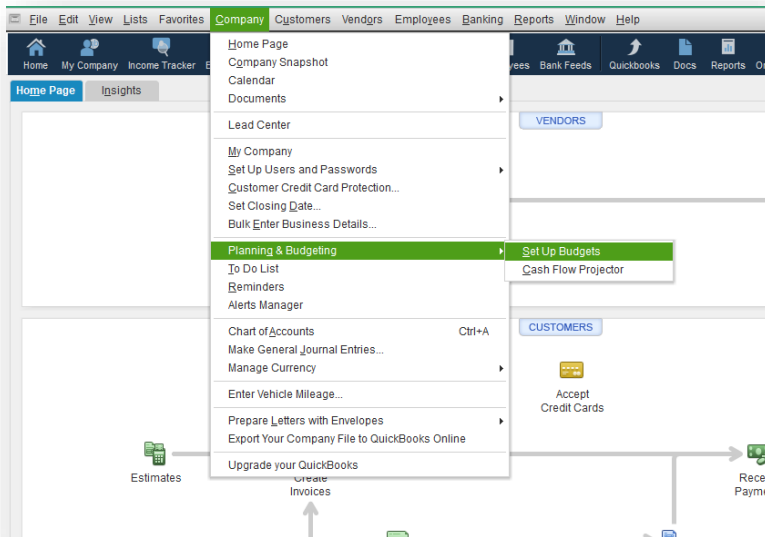
Account No.		Previous Fiscal Years			Previous 3 Yr. Average	Year-to-Date		% of Year Completed	50.00%	
Name		6/30/2023	6/30/2024	6/30/2025		Actual	Est. 6/30/2026	Current Total Budget	6/30/2027 Total Budget	
INCOME										
Collections										
30100	Sunday Envelopes	475,985.88	504,232.93	520,504.35	500,234.38	220,530.88	441,061.33	525,200.00	441,000.00	Use estimated nr
30150	Children's Envelopes	216.53	275.00	381.00	284.18	100.00	200.00	204.00	200.00	Use estimated nr
30200	Sunday Offertory	22,427.13	32,489.46	33,311.90	29,402.83	12,435.90	24,871.81	23,920.00	24,870.00	Use estimated nr
30400	Easter	15,654.44	16,531.25	18,901.75	18,382.48	-	-	25,000.00	-	Apr-26
30500	Christmas	45,847.00	35,390.11	35,903.00	39,048.70	23,000.00	48,000.00	45,000.00	-	December/Jan
30550	Holy Days	2,978.25	4,057.00	6,428.31	4,487.19	2,282.58	4,585.15	5,000.00	-	
30700	Stole Fees	2,300.00	2,055.00	2,955.00	2,438.67	2,748.00	5,492.00	2,500.00	-	
	Total Collections	565,389.21	595,010.75	616,363.31	592,254.42	261,095.14	522,190.29	626,824.00	466,070.00	
Revenues										
31700	Interest & Dividends	99.65	26.96	33.85	53.49	21.08	42.15	24.00	42.00	Use estimated nr
31702	DIAL Interest	515.00	190.35	385.90	363.75	231.54	483.07	380.00	480.00	Use estimated nr
31800	Donations	18,493.81	28,867.87	20,551.13	22,637.47	48,036.81	96,073.22	35,020.00	-	Look at prior year trends
31900	DA Refund	20,522.00	24,157.85	18,835.00	21,104.95	11,464.00	22,928.00	18,000.00	-	Look at prior year trends
32100	Rent Income	300.00	300.00	300.00	300.00	150.00	300.00	300.00	-	Look at prior year trends
32900	Miscellaneous Income	80.00	-	-	26.67	100.00	200.00	-	-	Look at prior year trends
	Total Revenues	40,010.26	53,542.83	39,905.88	44,486.32	60,003.22	120,006.44	53,704.00	502.00	
	Total Income	605,399.47	648,553.58	656,269.19	636,740.75	321,098.37	642,196.73	680,528.00	466,572.00	

9. Once you have filled out all the budget numbers in the last column (6/30/2027 Total budget) and your budget has been reviewed by the pastor / Finance Council or other governing body, you are ready to put your budget into QuickBooks.
10. Please note that July financials cannot be processed until the accounting office has received the new fiscal year budget.

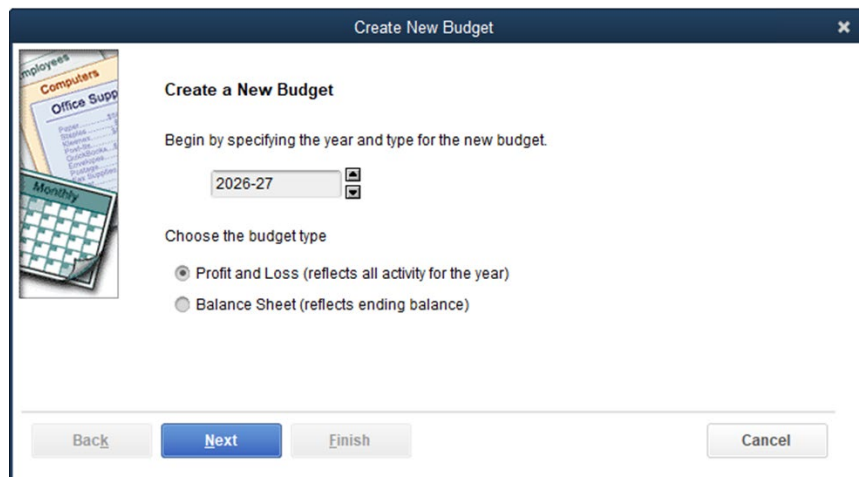
Setting up the Budget Report and Sending to the Accounting Office

Setting up Budget

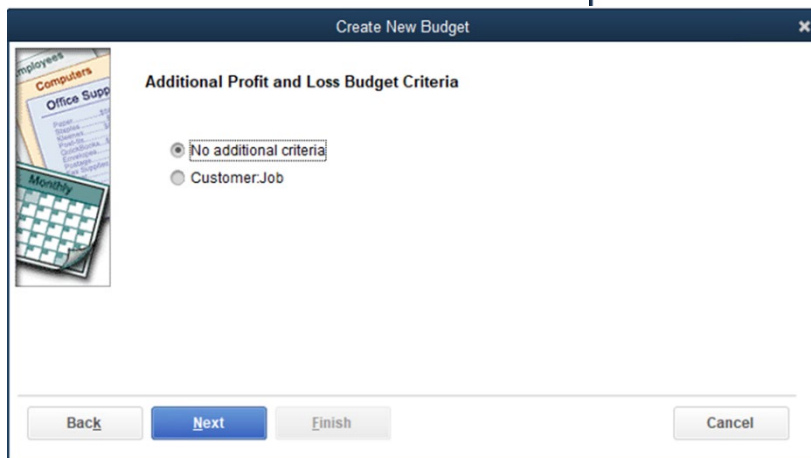
1. Select the menu option Company-->Planning & Budgeting-->Set Up Budgets.



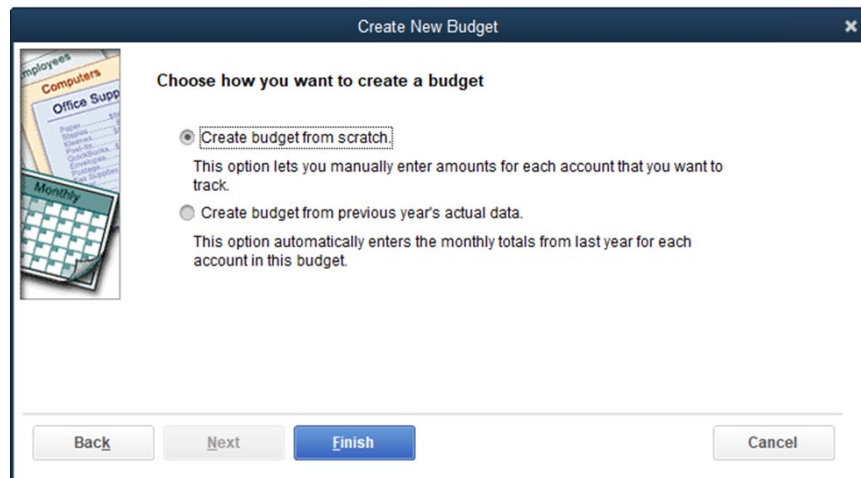
2. Select "Create a New Budget" making sure to select the appropriate fiscal year (i.e. 2026-27). Click Next.



3. No additional criteria:



4. Create a budget from scratch, then click Finish



5. A new spreadsheet appears for you to enter the budget. You'll see you cannot enter anything in the annual total column.

Budget

FY2026-27 - Profit & Loss by Account

ACCOUNT	ANNUAL TOTAL	JUL26	AUG26	SEP26
Dept 01 Income				
01-30100 Sunday Envelopes	0.00	0.00	0.00	0.00
01-30200 Sunday Offertory	0.00	0.00	0.00	0.00
01-30300 Other Services	0.00	0.00	0.00	0.00
01-30400 Easter	0.00	0.00	0.00	0.00
01-30450 Thanksgiving	0.00	0.00	0.00	0.00
01-30500 Christmas	0.00	0.00	0.00	0.00
01-30550 Holy Days	0.00	0.00	0.00	0.00

6. There are a few options to enter data
 - a. For accounts such as salary and benefits, divide the total amount by 12, enter 1/12th in the July column and click on “copy across” in the bottom left corner. If the annual total is off by a few pennies, adjust the July amount up or down so the annual amount is correct. For example, 12,000/12 = 1,000. Enter 1,000 in the July column. Click on “copy across” in the lower left-hand corner of the screen, to get a total of 12,000 for the year.
 - b. For those accounts that are only a few times a year, put the total into the appropriate month (i.e. Christmas Offertory might be November/December/January).

ACCOUNT	ANNUAL TOTAL	JUL25	AUG25	SEP25	OCT25	NOV25	DEC25	JAN26	FEB26
01-30450 Thanksgiving	2,500.00	0.00	0.00	0.00	0.00	2,000.00	500.00	0.00	0.00
01-30500 Christmas	24,955.00	0.00	0.00	0.00	0.00	905.00	23,005.00	1,045.00	0.00

Tip: For accounts that you may record income to each month during the year, but the amount may not be the same each month, the following reports are available:

For Sunday Envelopes or Sunday Offertory, you can look in QuickBooks at the total for each month for the prior year as a basis for the monthly budget number. To obtain the monthly totals, do a quick report in QuickBooks – see below for instructions on how to do a Quick Report.

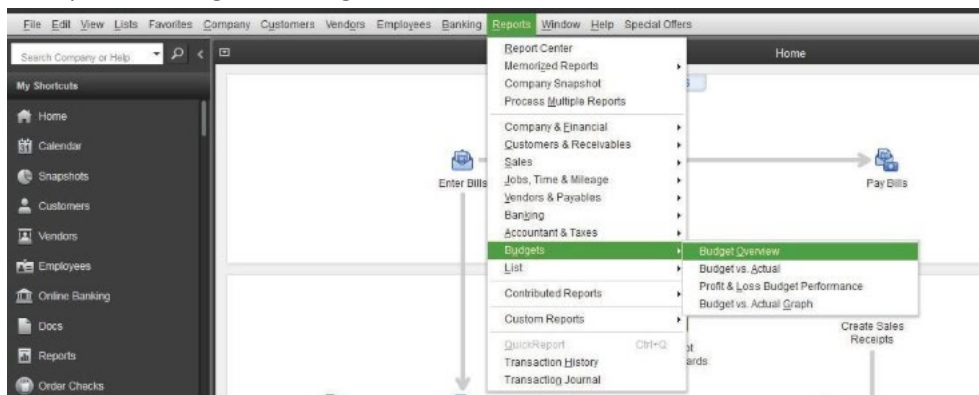
For Schools, the **FACTS Remittance Projection Report** will assist you with the monthly tuition and fee total, based on the tuition contracts.

Save (you can save from time to time to not lose your work). **DO NOT** click on “clear” button as you will lose the entire spreadsheet.

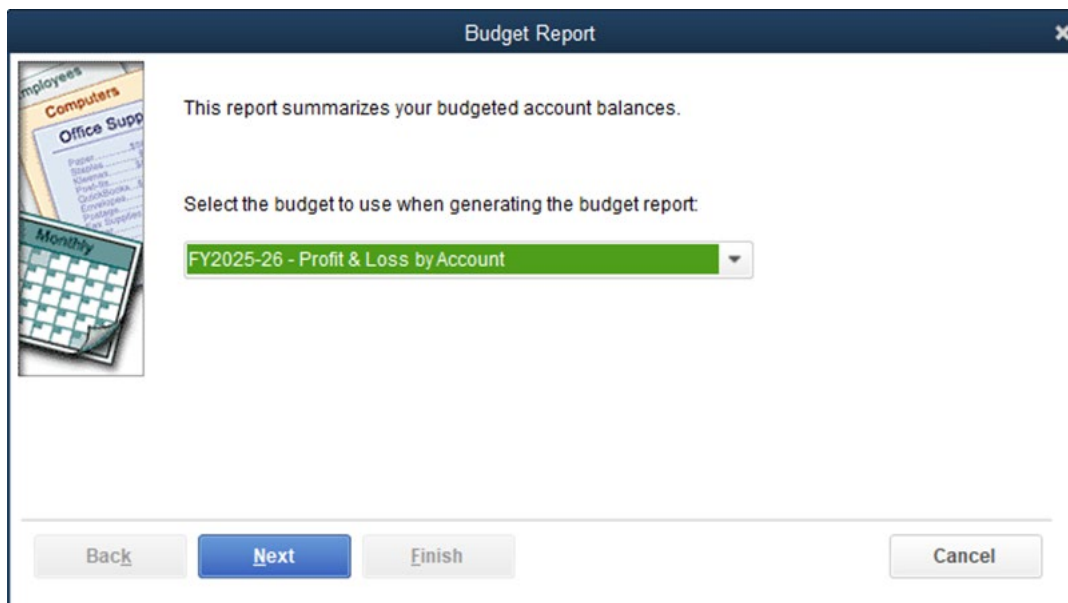
7. Proof your work. Review bottom line to make sure your approved budget total matches your QuickBooks budget overview report. If you need to make changes, go back into the same budget spreadsheet, make your corrections, save and run budget overview report again to verify everything matches.

Tip: If you would like to set up a budget report by department, see “Creating a Dept 50 Report” in this guide to create a report for each department at your parish.

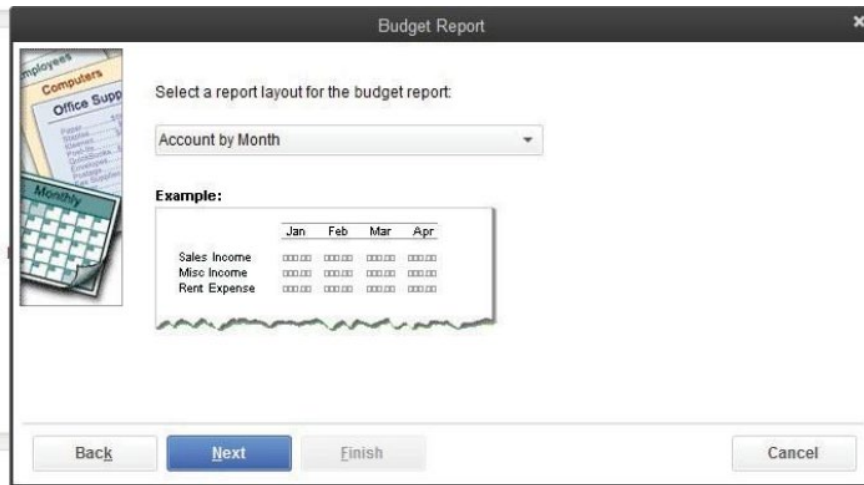
8. The next step is Creating the QuickBooks budget summary report to confirm your net gain/loss for the year: Click on Reports-->Budgets-->Budget Overview.



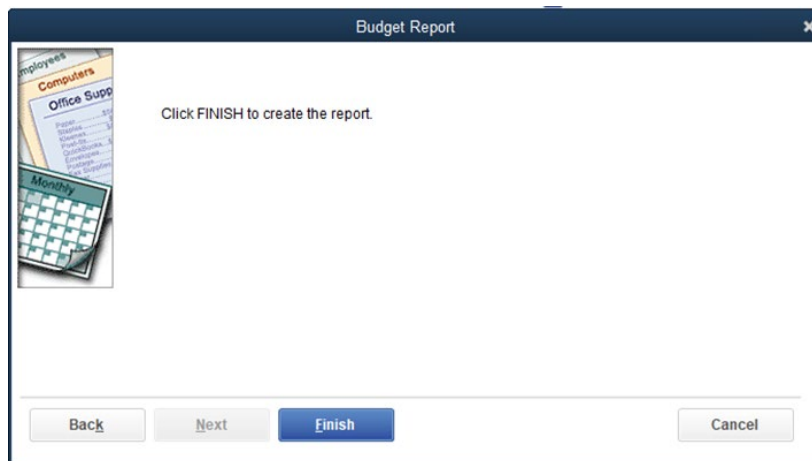
9. Select the proper year -Profit & Loss by Account-->Next



10. Account by Month-->Next--> Finish (you'll be able to change to total only when viewing the budget)



11. Select Finish to view the report.



12. To proof the total net income/loss, select the “Show Columns section and change from “Month” to “Total Only” and make sure dates are the next fiscal year.

The screenshot shows the 'Profit & Loss Budget Overview' for St. David, July 2025 through June 2026. The top view shows monthly data for July 25, August 25, September 25, and October 25. The bottom view shows the 'Total only' for the fiscal year 'Jul '25 - Jun 26'. The 'Show Columns' dropdown is circled in both views, indicating the change from 'Month' to 'Total only'.

Income	Jul 25	Aug 25	Sep 25	Oct 25
Dept 01 Income				
01-30100 Sunday Envelopes	55,500.00	55,500.00	57,500.00	57,500.00
01-30200 Sunday Offertory	2,916.63	2,916.67	2,916.67	2,916.67
01-30300 Other Services	0.00	0.00	0.00	0.00

Income	Jul '25 - Jun 26
Dept 01 Income	
01-30100 Sunday Envelopes	690,000.00
01-30200 Sunday Offertory	35,000.00
01-30300 Other Services	2,000.00
01-30400 Easter	16,000.00
01-30450 Thanksgiving	2,500.00
01-30500 Christmas	24,955.00
01-30550 Holy Days	7,000.00
01-30700 Stole Fees	8,000.00
01-31701 Bank Interest	1,200.00
01-31702 DIAL Interest	
01-31702 DIAL bldg	0.00
01-31702 DIAL Savings	4,000.00
Total 01-31702 DIAL Interest	4,000.00
01-31800 Donations	2,000.00

Tip: To exclude zero balance accounts select Customize Report-->Fonts & Numbers-->Except zero amounts.

13. Print the Profit & Loss Budget Overview by selecting Print-->Report-->select printer-->Print

The screenshot shows the 'Profit & Loss Budget Overview' for St. David, July 2025 through June 2026. The 'Print' dropdown menu is open, showing options: 'Report', 'Report with grid lines', and 'Save As PDF'. The report shows data for 'Total Dept 22 Expense' and 'Dept 25 Expense'.

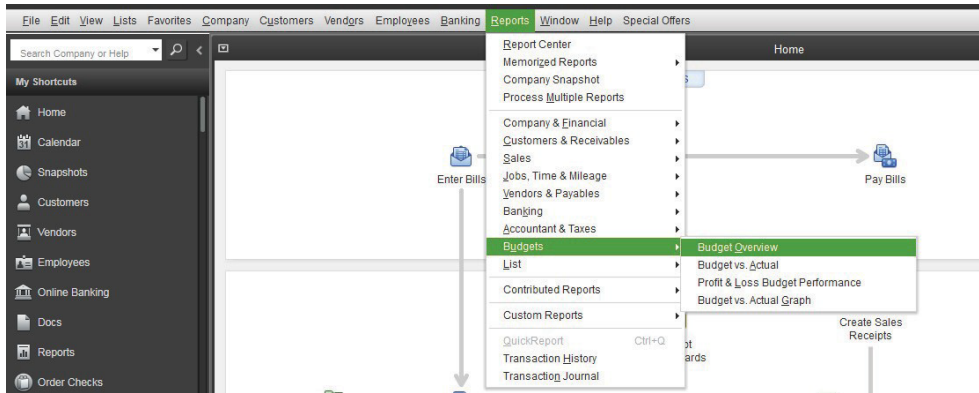
	Jul '25 - Jun 26
Total Dept 22 Expense	39,225.12
Dept 25 Expense	
25-32025 Special Programs - Exp	

14. If you still need to make changes, edit the budget, save, and view the Profit & Loss Budget Overview again until you are finished.

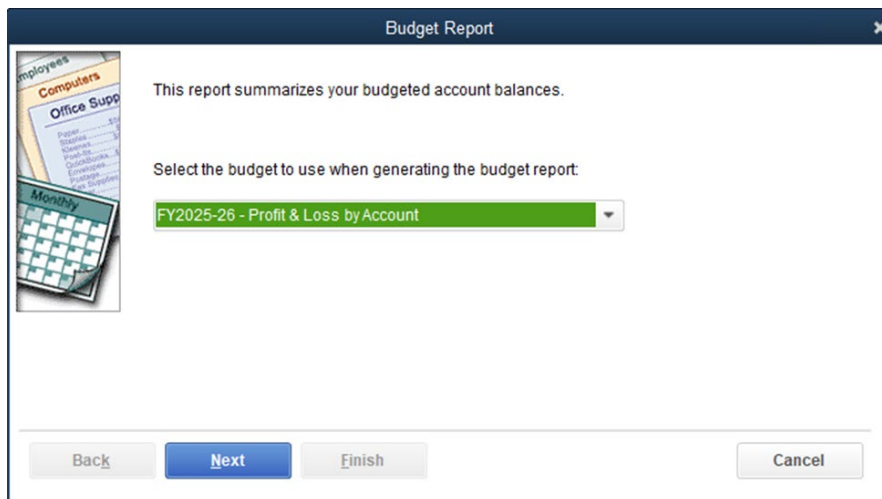
Sending Budget to the Accounting Office

1. When you have successfully completed entering your budget in QuickBooks, the next step is to run a summary report to confirm your net gain/loss for the year.

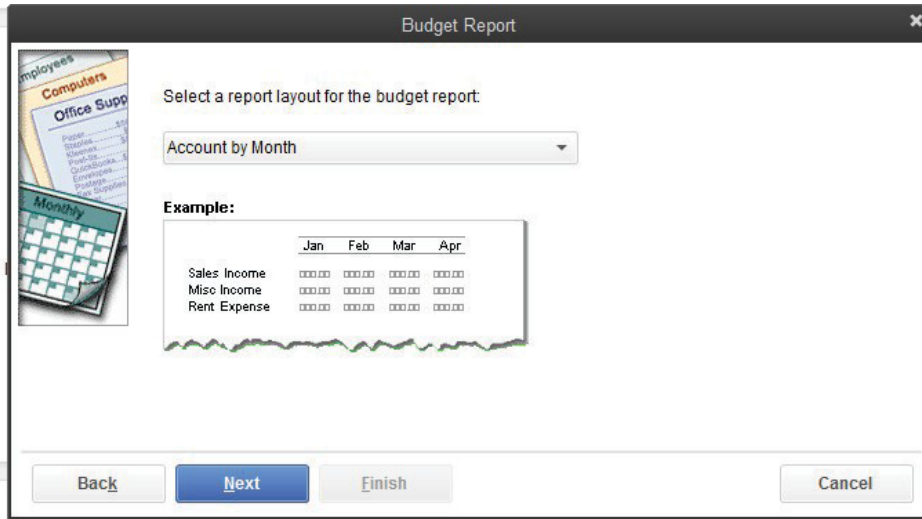
In QuickBooks, go to Reports → Budgets → Budget Overview



2. Select the FY2026-27-Profit & Loss by Account → Next

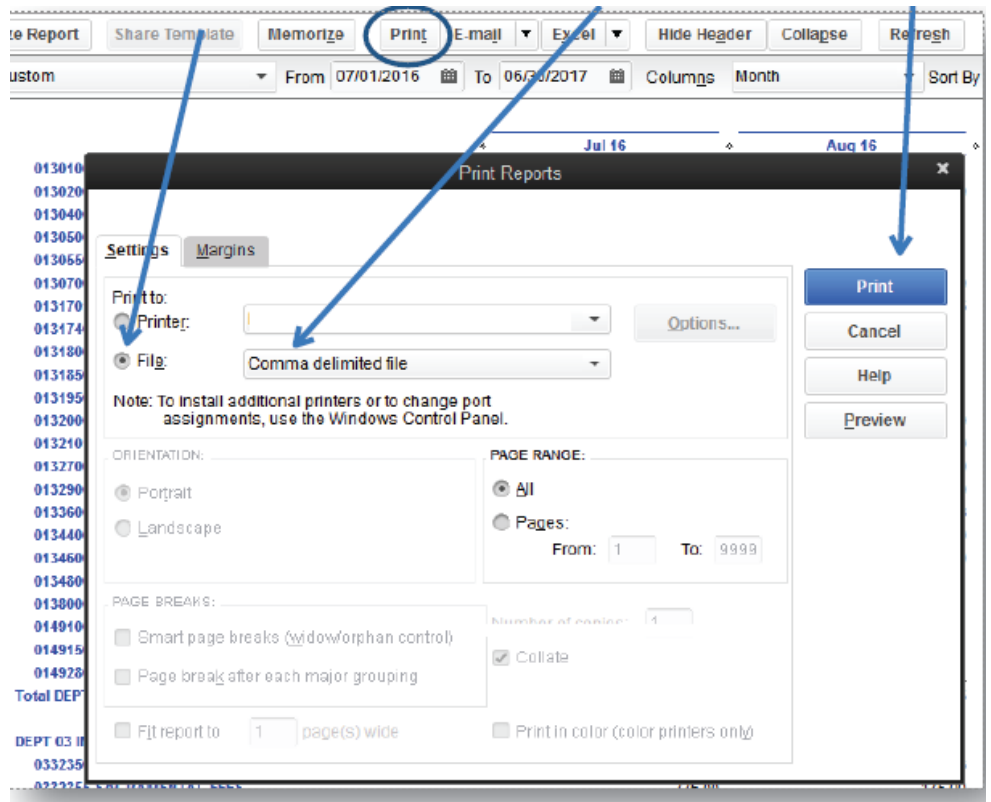


3. Account by Month → Next → Finish

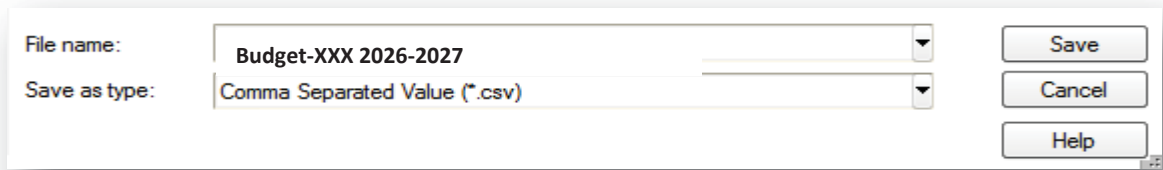


First save as a csv file:

1. You will still be in the Budget Overview report screen in QuickBooks. Make sure that the dates are for the entire fiscal year. Go to the File Menu, select "Print Report" (Ctrl+P) and the Print Reports screen will appear. You also have the option to click on the Print button on the ribbon above the report (circled). Once the Print Report box appears click on File and change to Comma Delimited File like you do when you save your Monthly Diocesan Transaction Report



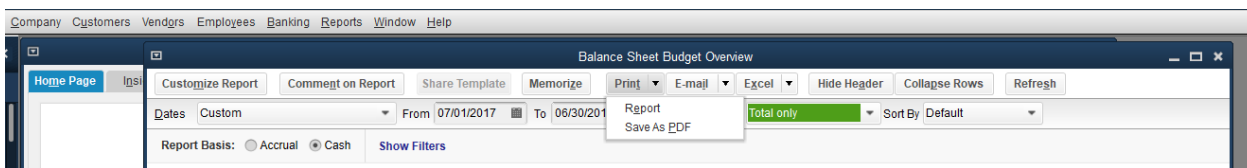
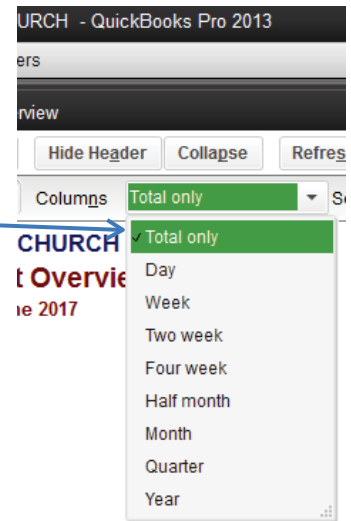
- b. Another window will open and you will be asked to provide a file name. Type in budget and your location number i.e. Budget-XXX 2026-2027. Make sure you remember the file location. The file type will be *.csv



- c. Select the Save button. Make sure you are saving it in the July folder in ReCur360.

Next save the report in a printable format:

- 2. With the Budget Overview report open on the screen in QuickBooks, change the Columns option from Month to "Total Only":
- 3. Select "Print" and select "Save as PDF". Name the file Budget Overview-XXX 2026-2027 (the XXX = Parish, School or Entity number). Save the file in the July folder in ReCur360.



Send an email to CDRaccounting@rockforddiocese.org letting the Accounting Office know that your budget has been saved in your July folder in ReCur360.

Payroll

New Employee Submission

Please double-check all new employee paperwork, making sure all information, especially the social security number, is legible, complete, and accurate. If you want a Supervisor assigned to the new employee fill in that section on the form. Encourage direct deposit. All live checks will be mailed directly from Paylocity to the employee's home. Make sure you have obtained the appropriate approval from the Chancery Office before the new employee starts their first day. No one should be working prior to that approval being received from the Chancery per the email sent by Ryan Blackney on 2/3/2026.

Check your payroll

Before sending your payroll for submission, please double-check your payroll to make sure the checks are correct. Verify the payroll periods. Make sure you have created the appropriate batches.

Batches

+ Create Batch

Manage

Totals

EMPLOYEES
2

CHECKS
2

Merge Selected

Delete Selected

<input type="checkbox"/>	Batch Name ↑	Checks	Type	Begin Date	End Date	Status	Actions
<input type="checkbox"/>	SMH 2.13		SM Hourly	01/23/2026	02/07/2026	Open	...
<input type="checkbox"/>	SMS 2.13	2	SM Salary	02/01/2026	02/15/2026	Open	...

1 - 2 of 2 items

Run and review your Pre-Process Payroll Register

Refresh ↻ Reports ▾

Last calculated 2/8/2026 11:23 AM

Checks

9 Employees | 9 Checks | 9 Direct deposit | 0 Paper Checks

Reports

Select Report

Pre-process Payroll Register

Time-off Requests Report

Selected Batch

All Batches ▾

Run Report Cancel

Show Memo Codes

Compare it to your timesheets or the Master Timecard Summary Report in Time and Labor. **Make sure the hours are correct and have not been doubled or tripled.** Verify all salaried employees appear. Make sure all deductions are being taken especially dependent insurance if someone has just added it.

Timecard Summary - No Salary Work

As of: 2/8/2026 11:13:19 AM

Sort By: 1 - Last Name

Company: 305768

Grand Totals	Reg	OT1	OT2	Ttl Paid	Ttl Unpd
	108.00	0.00	0.00	108.00	10.50

Totals by Pay Type	Reg	OT1	OT2	Ttl Paid	Ttl Unpd
Work	100.00	0.00	0.00	100.00	0.00
Unit-Musician-80	8.00	0.00	0.00	8.00	0.00
Lunch	0.00	0.00	0.00	0.00	10.50

Pre-Process Payroll Register sample.

Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular	
REG	Reg	86.6700	29.70	2,574.21	FITW	Federal Income	S-0	2,574.21	277.24	4ROTH	Roth 403b	102.97	Tax Freq	(S) Semi-Monthly	
403ER	403B			15.45	MED	Medicare		2,574.21	37.33	STEW	Steward	20.90	Chk Date	2/13/2026	
ERMED	ER Medical			505.00	SS	OASDI		2,574.21	159.60				Net	1,848.75	
FEES				4.00	IL	Illinois SITW		2,574.21	127.42				Dir Dep	1,848.75	
PEN6	LayPension		6.00	154.45									Chk	0.00	
UC2			2.00	51.48											
Totals		86.6700		2,574.21	Totals			601.59	Totals				123.87		
Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular	
REG	Reg	30.0000	23.00	690.00	FITW	Federal Income	M-0.00	690.00	50.00				Tax Freq	(S) Semi-Monthly	
FEES				4.00	MED	Medicare		690.00	10.01				Chk Date	2/13/2026	
PEN3	LayPension		3.00	20.70	SS	OASDI		690.00	42.78				Net	528.05	
UC2			2.00	13.80	IL	Illinois SITW	M-0	690.00	59.16				Dir Dep	528.05	
Totals		30.0000		690.00	Totals			161.95	Totals				0.00		
Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular	
REG	Reg	86.6700	26.03	2,255.89	FITW	Federal Income	M-0.00	2,255.89	141.42	4ROTH	Roth 403b	135.35	Tax Freq	(S) Semi-Monthly	
403ER	403B			20.30	MED	Medicare		2,255.89	32.71				Chk Date	2/13/2026	
ERMED	ER Medical			505.00	SS	OASDI		2,255.89	139.87				Net	1,694.87	
FEES				4.00	IL	Illinois SITW		2,255.89	111.67				Dir Dep	1,694.87	
PEN5	LayPension		5.00	112.79									Chk	0.00	
UC2			2.00	45.12											
Totals		86.6700		2,255.89	Totals			425.67	Totals				135.35		
Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular	
REG	Reg	12.0000	15.50	186.00	FITW	Federal Income	S-0.00	186.00					Tax Freq	(S) Semi-Monthly	
FEES				4.00	MED	Medicare		186.00	2.70				Chk Date	2/13/2026	
UC2			2.00	3.72	SS	OASDI		186.00	11.53				Net	162.56	
					IL	Illinois SITW		186.00	9.21				Dir Dep	162.56	
Totals		12.0000		186.00	Totals			23.44	Totals				0.00		
Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular	
FEES				4.00	FITW	Federal Income	M-0.00	320.00	32.00				Tax Freq	(S) Semi-Monthly	
MU80	MU80	4.0000	80.00	320.00	MED	Medicare		320.00	4.64				Chk Date	2/13/2026	
UC2			2.00	6.40	SS	OASDI		320.00	19.84				Net	247.68	
					IL	Illinois SITW		320.00	15.84				Dir Dep	247.68	
Totals		4.0000		320.00	Totals			72.32	Totals				0.00		

If an error is found, please correct it and run a new Pre-Process Payroll Register to review and save before sending your email to CDRpayroll@rockforddiocese.org to let us know payroll is ready to be processed. Please note anything extraordinary that affects the payroll in your email to assist the reviewer.

If an error is found after submission, please notify us **immediately** so we can get it corrected. We have a very limited window of opportunity to correct a payroll once it has been submitted to Paylocity.

Once payroll is submitted to Paylocity by the Accounting Office you will need to run a few reports to use to record the payroll in QuickBooks and for the Pastor or Parochial Administrator to sign off on. **The Pastor or Parochial Administrator should sign both the Check Register and the Payroll Summary** which you will find instructions on running below.

Following are the reports you need to run to enter payroll in QuickBooks:

00 GL Report

In HR & Payroll click on Reports & Analytics → Reports → GL Report. This is the journal entry you will use to enter your payroll in QuickBooks. Pick which payroll you want to run the report for under the Process Date Range. Click on Export and then Run.

< 00 GL Report

Filters Sample

Description
GL Custom Report

Payroll Filters

Timeframe (required)

- Most Recent Pay Period
- Current Month
- Prior Month
- Current Year to Date
- Prior Year to Date

- Current Quarter
- Prior Quarter
- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

Process Date Range

From

01/30/2026 - 2026013001

To

01/30/2026 - 2026013001

Once the report is ready, Download it.

GL Account Number	GL Account Description	PCTY CC1 Department Description	Debit	Credit
000-10100	Checking - Operating			\$5,730.64
000-10100	Checking - Operating			\$765.41
000-10100	Checking - Operating			\$2,128.96
001-40800	Secretary & Bookkeeper	Parish	\$676.77	
001-40900	Adminstration	Parish	\$2,574.21	
001-41400	Salaries	Parish	\$186.26	
001-41550	FICA Tax Expense	Parish	\$262.95	
001-41650	Unemployment Compensation	Parish	\$68.75	
001-41900	Diocesan Pension Trust	Parish	\$188.29	
001-41905	Employer Match - 403(b)	Parish	\$21.54	
001-42101	Diocesan Accounting & Data Processing	Parish	\$9.20	
003-40900	Adminstration	Religious Education	\$1,287.00	
003-41550	FICA Tax Expense	Religious Education	\$98.45	
003-41650	Unemployment Compensation	Religious Education	\$25.74	
003-42101	Diocesan Accounting & Data Processing	Religious Education	\$4.00	
013-40500	Pastoral Team Ministry	Adult Education	\$1,579.12	
013-41550	FICA Tax Expense	Adult Education	\$120.81	
013-41650	Unemployment Compensation	Adult Education	\$31.58	
013-41900	Diocesan Pension Trust	Adult Education	\$78.95	
013-41905	Employer Match - 403(b)	Adult Education	\$14.21	
013-42101	Diocesan Accounting & Data Processing	Adult Education	\$2.80	
022-40500	Pastoral Team Ministry	Music	\$678.50	
022-40600	Organist & Choir	Music	\$560.00	
022-41550	FICA Tax Expense	Music	\$94.75	
022-41650	Unemployment Compensation	Music	\$24.77	
022-41900	022-41900	Music	\$20.36	
022-42101	Diocesan Accounting & Data Processing	Music	\$16.00	
			\$8,625.01	\$8,625.01

This is the entry to record your payroll in QuickBooks. You can record it on a check using EFT for the check number. Create a Vendor "Diocese of Rockford Payroll" to use for the lay employee payrolls and a Vendor "Diocese of Rockford Priest Payroll" to use for the priest payrolls. Doing it this way all the accounts you need should be recalled on the new check image and you can simply update the dollar amounts.

Also run under Reports & Analytics → Payroll Process → Payroll Summary. You will also run the Check Register and these are the two reports you need to have the Pastor or Parochial Administrator sign.

Payroll Process

1 - 10 of 10 items

Reports Pickup

Process ID	<input type="text" value="02/02/2026 - 2026020201"/>	Report Class	<input type="text" value="-- All --"/>
Report Name	<input type="text"/>	Output Type	<input type="text" value="-- All --"/>
Report Group	<input type="text" value="Standard Reports For Payrun"/>	User	<input type="text" value="-- All --"/>
Generated Date	<input type="text" value="-- All --"/>		

Name	Status	Generated Date	Process ID	Class	Output Type	Pages	File Size	User
Check Register	Complete	1/30/2026 9:09:07 AM	2026020201	PAYROLL	PDF	1	0.1MB	System
Invoice Co	Complete	1/30/2026 9:09:07 AM	2026020201	INVOICE_PAYROLL	PDF	1	0.1MB	System
Payroll Register with YTD	Complete	1/30/2026 9:09:07 AM	2026020201	PAYROLL	PDF	2	0.1MB	System
Payroll Summary	Complete	1/30/2026 9:09:07 AM	2026020201	INVOICE_PAYROLL	PDF	1	0.1MB	System
401(k) Report	Complete	1/30/2026 9:09:07 AM	2026020201	PAYROLL	Excel 2007+ (.xlsx)		0.1MB	System
Agency Check Summary Report	Complete	1/30/2026 9:09:07 AM	2026020201	PAYROLL	PDF	6	0.1MB	System
Employee Setup - Invalid SSN	Complete	1/30/2026 9:09:07 AM	2026020201	HR	PDF	1	0.1MB	System
FICA Variance	Complete	1/30/2026 9:09:07 AM	2026020201	PAYROLL	PDF	1	0.1MB	System
Labor Distribution	Complete	1/30/2026 9:09:07 AM	2026020201	PAYROLL	PDF	2	0.1MB	System

Payroll Summary

Check Date: 01/30/2026

Page 1 of 2

Process: 2026013001

Pay Period: 01/08/2026 to 01/22/2026

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	8	0.00	5,730.64	5,730.64	
Totals		8	0.00	5,730.64	5,730.64	→ 5,730.64

Payroll Checks	Check Type	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Agency	Regular	5	0.00	765.41	765.41	
Totals			5	0.00	765.41	765.41	→ 765.41

Total Net Payroll Liability			0.00	6,496.05	6,496.05	→ 6,496.05
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Tax Liability

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Federal Income Tax	80-0297147		Semi-Weekly	7,541.86	7,541.86	582.74		
Medicare	80-0297147		Semi-Weekly	7,541.86	7,541.86	109.36		
Medicare - Employer	80-0297147		Semi-Weekly	7,541.86	7,541.86		109.36	
OASDI	80-0297147		Semi-Weekly	7,541.86	7,541.86	467.60		
OASDI - Employer	80-0297147		Semi-Weekly	7,541.86	7,541.86		467.60	
Totals						1,159.70	576.96	→ 1,736.66

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SITW	36-0879840		Semi-Weekly	7,541.86	7,541.86	392.30		
Totals						392.30	0.00	→ 392.30

Total Tax Liability						1,552.00	576.96	→ 2,128.96
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Total Payroll Liability → **8,625.01**

Transfers

Type	Date	Source Account	Amount	
Dir Dep	1/29/2026	0080948405*	5,730.64	
Tax	1/29/2026	0080948405*	2,128.96	
Trust Agency	1/29/2026	0080948405*	765.41	
Totals Transfers			8,625.01	→ 8,625.01

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount

The total Transfers should match the total on the 00 GL Report. In this example the amount is \$8,625.00

DIAL Deposits / Withdrawals / Interest

To record deposit to DIAL in QuickBooks:

Jour. Srce.	Dept. No.	Account No.	Description	DEBIT	CREDIT
CK	000	115XX	DIAL	100.00	
CK	000	10100	CHECKING - OPERATING		100.00

When writing a check from the church checking account to make a deposit to a DIAL account, code the check to the DIAL account number (for example: 000-11501) you are depositing to.

To record a deposit to DIAL sent directly to the Diocese:

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
GJ	000	115XX	DIAL	100.00	
GJ	XXX	31800	DONATION INCOME		100.00

If the parish receives a stock donation, the donation will be deposited into the parish DIAL account directly. The parish will need to make a journal entry in QuickBooks to record the donation.

To record a withdrawal from DIAL in QuickBooks:

Jour. Srce.	Dept. No.	Account No.	Description	DEBIT	CREDIT
CR	000	10100	CHECKING - OPERATING	100.00	
CR	000	115XX	DIAL		100.00

When withdrawing from a DIAL account and depositing to the church checking, code the deposit in the church checking account to the DIAL account number (for example: 000-11501) where you withdrew the money from.

To record DIAL interest for the month in QuickBooks make a journal entry:

Jour. Srce.	Dept. No.	Account No.	Description	DEBIT	CREDIT
UPD	000	115XX	DIAL	100.00	
UPD	XXX	31702	DIAL INTEREST		100.00

XXX = department to record the interest

Cemetery interest must be recorded in department 4.

Make sure your DIAL interest entry is dated the date that the interest was received. For example, August DIAL interest should be recorded with a journal entry dated 8/31.

Catholic Foundation Deposits / Withdrawals / Earnings

To record deposit to the Catholic Foundation in QuickBooks:

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
CK	000	12310	FOUNDATION	100.00	
CK	000	10100	CHECKING-OPERATING		100.00

When writing a check from the church checking to make a deposit to a Foundation account, code the check to the Foundation account number 000-12310.

To Record a donation to the Catholic Foundation sent directly to the Diocese:

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
GJ	000	12310	FOUNDATION	100.00	
GJ	999	31800 OR 31801	DONATION OR BEQUEST INCOME		100.00

If the parish receives a donation that was sent directly to the Diocese and the donation did not get deposited into parish checking then a journal entry should be made in QuickBooks to record the deposit to the Foundation. The donation should be recorded in department 999.

To record withdrawal from the Catholic Foundation in QuickBooks:

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
CR	000	10100	CHECKING-OPERATING	100.00	
CR	000	12310	FOUNDATION		100.00

When withdrawing from the Foundation and depositing to the church checking, code the deposit in the church checking account to the account number 000-12310. In addition, the following entry needs to be made to account number 49319 for release from restriction.

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
GJ	999	49319	RELEASE FROM RESTRICTION	100.00	
GJ	XXX	49319	RELEASE FROM RESTRICTION		100.00

XXX = department to record the income from the Foundation withdrawal

To record monthly earnings from the Catholic Foundation in QuickBooks:

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
--------------	-----------	-------------	-------------	-------	--------

GJ	000	12310	FOUNDATION	100.00	
GJ	999	31703	FOUNDATION EARNINGS		100.00

If the monthly earnings from the Catholic Foundation are a loss, the following journal entry should be made in QuickBooks:

Jour. Source	Dept. No.	Account No.	Description	DEBIT	CREDIT
--------------	-----------	-------------	-------------	-------	--------

GJ	999	31703	FOUNDATION EARNINGS	100.00	
GJ	000	12310	FOUNDATION		100.00

Make sure your Foundation earnings entry is dated the month that the earnings were received. For example, August Foundation earnings should be recorded with a journal entry dated 8/31.

Societies

Should be on the Balance Sheet	Do not have to be on the Balance Sheet	Do not put on the Balance Sheet
Use Parish FEIN	Use Parish FEIN	Use Group's FEIN
10210 – Athletics 10220 – Cafeteria 10240 – Milk 10250 – Principal's Account 10260 – School Activity	10700 – Society <i>(examples: Bingo, Booster Club)</i> 10450 – Mass Stipends 10270 – Scrip	Knights of Columbus St. Vincent de Paul

If a Parish chooses to have the non-required cash accounts on their balance sheet, they will be updated to the liability account 000-20XXX and NOT income or expense. When the parish receives money from the society, the deposit is recorded as xxx- 31300 parish organization income.

Office
Number: _____

Date: 7/1/2025

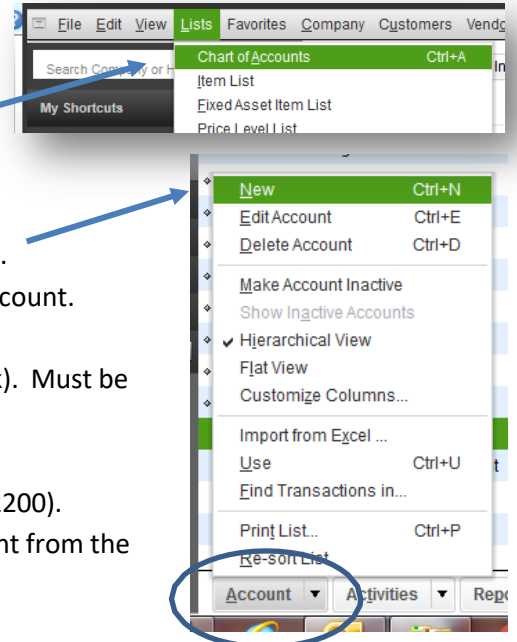
Jour. Srce.	Dept. No.	Account No.	Account Description	DEBIT	CREDIT
-------------	-----------	-------------	---------------------	-------	--------

GJ	000	I0XXX	Checking - XXXXXXXXX	1,000.00	
GJ	000	20XXX	XXXXXXXXXX		1,000.00
To record deposit to Non-required cash account					
GJ	000	20XXX	XXXXXXXXXX	500.00	
GJ	000	I0XXX	Checking - XXXXXXXXX		500.00
To record check written from Non-required cash account					

Setting up Subaccounts in QuickBooks

Our reporting system does not recognize subaccounts, it groups all transactions with the account number together in one account. Because of this, when you set up a subaccount, the account name MUST have the account number before the name. See below for a visual.

1. Select the menu option Lists→Chart of Accounts or (Ctrl+A)
2. You should see a listing of your accounts. To make a new account, click on the downwards arrow next to Account at the bottom left corner of the screen, then select New Account or (Ctrl+N).
Make sure your main account is set up before you create a new subaccount.
3. You will be asked to fill out the following:
 - a. Select Account Type (Income, Expense, Liability, Asset or Bank). Must be the same as main account.
 - b. Add Account name (must contain the same “department -account number” as the main account i.e. 02-32200).
 - c. Check the box next to “Subaccount of” and select main account from the drop down menu.
 - d. Add optional information if you wish.
 - e. Select “Save & Close” when finished.



Sample:

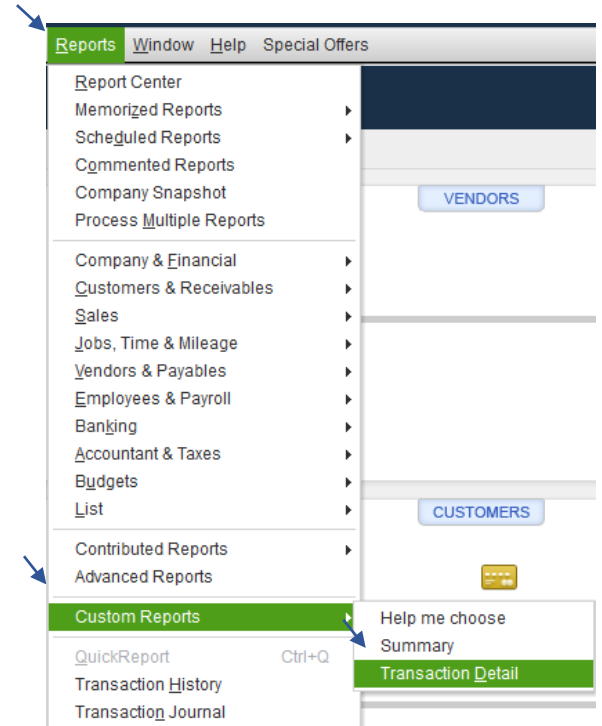
A screenshot of the 'New Account' form in QuickBooks. The 'Account Type' is set to 'Income'. The 'Account Name' field contains '02-32200 Non-Parish 1st Student'. The 'Subaccount of' dropdown menu is set to '02-32200 Tuition'. Below the 'Account Name' field, there is an 'OPTIONAL' section with a 'Description' field (containing '(Optional)'), a 'Note' field, and a 'Tag-Line Mapping' dropdown set to '<Unassigned>'. At the bottom left, there is an unchecked checkbox for 'Account is inactive'. At the bottom right, there are 'Save & Close' and 'Cancel' buttons.

Helpful Tips:

- You can use up to 31 characters in the account name.
- Make sure you use the same department number and account number in the subaccount.
- Do not add any dashes or special characters after the department and account number
- Make sure there is only one space between the number and name of account.

Setting Up Department 50 Reconciliation

1. In QuickBooks, under the Report Menu, select Custom Reports and Transaction Details.
2. When the report comes up the “Modify Report” box appears (if this box does not come up, click on Customize Report in the upper left-hand corner of the report). Change the “Dates” box to read “This Fiscal Year” and uncheck Memo, Class, Clr, Split, and Balance in the “Columns” box in the lower left-hand corner.



3. Next click on the “Filters” tab at the top. Change the box in the middle from “All Accounts” to “Multiple Accounts” by clicking on the down arrow at the end of the box. Another box will appear that displays “Select Account”. Scroll down and put a check mark in front of all the Department 50 accounts, both income and expense (you will need to scroll down further to find the expense accounts), except account 48680 The Observer – Receipt. Once all accounts are checked, click OK.

- Then click on the "Header/Footer" tab at the top and change the "Report Title" line to read Department 50 Reconciliation. Click OK.
- Once the report is on your screen click on the down arrow on the "Total By" box and change it to "Account List". You can also modify the dates to whatever time period you want by changing the "From" and "To" date boxes.
- Review the report to make sure that the total at the bottom is zero. If there is a balance, review the income and disbursement accounts for each collection to see which one is not zero. Once you identify which collection is off look at the details to find the discrepancy and do what is needed to rectify the problem.

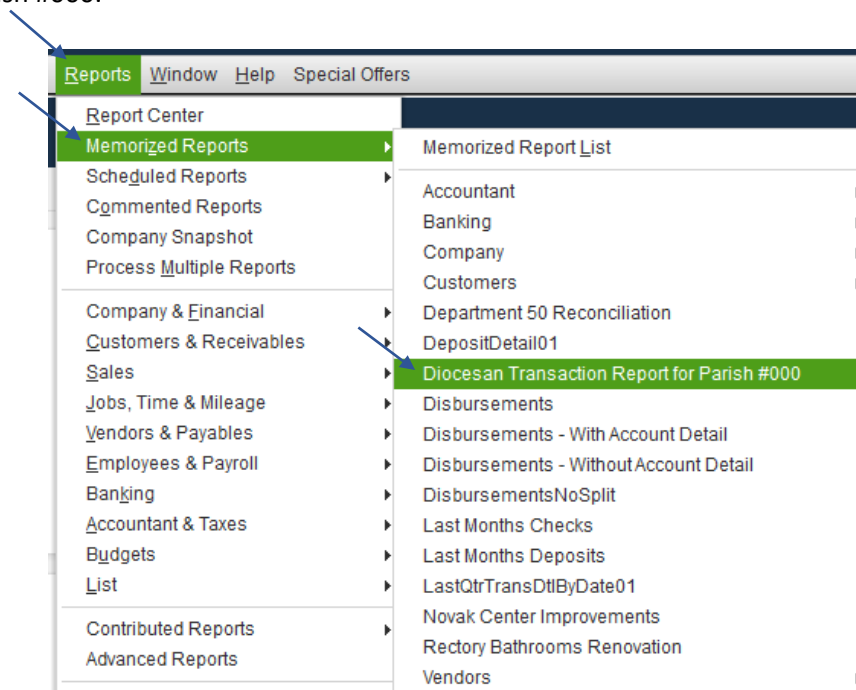
- This should be done monthly, at the end of the month, so if there are any balances that need to be remitted, they can be remitted before the end of the month.
- If you need to add an account to the report, such as for the You Will be My Witness Campaign, see step #3 above after you have added the accounts "50-48980 – YWBMW – Receipt" and "50-48985 – YWBMW – Disbursement". Any time a new account is added to the department, you will need to add them to the custom report.

**St. Mary Church
Department 50 Reconciliation
July 2018 through June 2019**

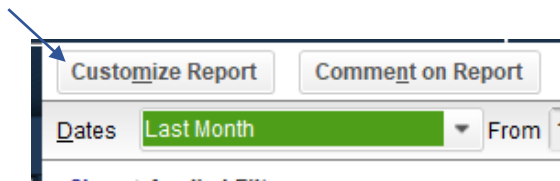
Type	Date	Num	Name	Account	Amount
50-48000 International Appl Inc					
Deposit	03/03/2019		International Appeal	50-48000 Internati...	895.00
Deposit	03/10/2019		International Appeal	50-48000 Internati...	8,198.00
Deposit	04/09/2019		International Appeal	50-48000 Internati...	300.00
Deposit	04/14/2019		International Appeal	50-48000 Internati...	100.00
Total 50-48000 International Appl Inc					9,493.00
50-48100 Mission Appeal Income					
Deposit	10/21/2018		Dioc - Mission App...	50-48100 Mission ...	8,783.00
Deposit	10/23/2018		Dioc - Mission App...	50-48100 Mission ...	2,305.00
Deposit	10/28/2018		Dioc - Mission App...	50-48100 Mission ...	3,036.00
Deposit	11/06/2018		Dioc - Mission App...	50-48100 Mission ...	1,655.00
Deposit	11/18/2018		Dioc - Mission App...	50-48100 Mission ...	960.00
Total 50-48100 Mission Appeal Income					16,739.00
50-48200 Stewardship Appeal Inc					
Deposit	05/14/2019		Dioc - DS	50-48200 Steward...	29,476.00
Deposit	05/15/2019		Dioc - DS	50-48200 Steward...	15,485.00
Deposit	06/05/2019		Dioc - DS	50-48200 Steward...	5,600.00
Deposit	06/26/2019		Dioc - DS	50-48200 Steward...	1,055.00
Deposit	06/30/2019		Dioc - DS	50-48200 Steward...	200.00
Total 50-48200 Stewardship Appeal Inc					51,816.00
50-48050 International App Disb					
Check	03/13/2019	20581	Dioc - Int'l Appeal	50-48050 Internati...	-9,093.00
Check	04/16/2019	20703	Dioc - Int'l Appeal	50-48050 Internati...	-400.00
Total 50-48050 International App Disb					-9,493.00
50-48150 Mission Appeal Disb					
Check	11/07/2018	20213	Dioc - Mission App...	50-48150 Mission ...	-15,779.00
Check	12/05/2018	20290	Dioc - Mission App...	50-48150 Mission ...	-960.00
Total 50-48150 Mission Appeal Disb					-16,739.00
50-48250 Stewardship Appl Disb					
Check	05/14/2019	20764	Dioc - DS	50-48250 Steward...	-29,476.00
Check	05/15/2019	20780	Dioc - DS	50-48250 Steward...	-15,485.00
Check	06/05/2019	20845	Dioc - DS	50-48250 Steward...	-5,600.00
Check	06/26/2019	20908	Dioc - DS	50-48250 Steward...	-1,055.00
Total 50-48250 Stewardship Appl Disb					-51,616.00
TOTAL					200.00

Update Diocesan Transaction Report to Include Memo Field

1. Memos appear only in your CSV transaction file you send us; they do not transfer over to the monthly financial reports.
 - Memos can be beneficial to help us to better understand the transaction we may be questioning. If you receive a reimbursement or a refund, it can be beneficial to note “refund for overpayment” in the memo field.
 - If you do not currently have memos set up in your memorized monthly csv transaction report, please refer to the following instructions. If you have any questions or need assistance in implementing, please contact CDRaccounting@rockforddiocese.org.
2. In QuickBooks, under the Report Menu, select Memorized Reports and the Diocesan Transaction Report for Parish #000.



3. Click on Customize Report in the upper left-hand corner of the report. When the “Modify Reports” box appears put a check mark in front of Memo in the “Columns” box in the lower left-hand corner. Leave all the other check marks the way they were.



Modify Report: Diocesan Transaction Report for Parish #000

Display Filters Header/Footer Foots & Numbers

REPORT DATE RANGE

Dates: Last Month From the first day through the last day of last month

From: 10/01/2019 To: 10/31/2019

REPORT BASIS

Accrual Cash This setting determines how this report calculates income and expenses.

COLUMNS

Search Columns

Total by: Total only

Sort by: Default

Sort in: Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

Advanced... Revert

OK Cancel Help

4. When the report is on your screen and includes the “Memo” column click on “Memorize”.

Memorize Print E-mail Excel Hide Header Refresh

10/31/2019 Total By Total only Sort By Default

St. Mary Church
Diocesan Transaction Report for Parish #062
October 2019

Type	Date	Num	Name	Memo	Account	Class	Amount
Oct 19							
▶ Oct 19							

5. You will get a box that has the choices of Replace, New, or Cancel. Click on Replace.

Memorize Report

The report you are memorizing is a memorized report. Would you like to replace the original memorized report or create a new one?

Replace New Cancel

6. When you run your Diocesan Transaction Report for your parish at month-end it will now include the memo column. The memo is not going to appear on your financial reports. We are going to refer to your memos to get clarification on transactions that we may be questioning if they are in the right accounts or not. Hopefully this will reduce the number of questions we have to ask you when we call or email you.

Adding Descriptions

- Descriptions can be added for each transaction on the monthly financial statement. This will help anyone reviewing your monthly financials to have a better understanding of each transaction.
- For checks, the description is the vendor name written in the “Pay to the order of” section of the check you write.
- For deposits, the description is the detail you provide in the “Received From” section on the Make Deposit screen. These names should be added as Other Names.
 - For larger deposits (over \$25,000 put the name of the Donor in the Received From section for future reference. For deposits over \$25,000, make sure to fill out the Statement of Waiver of Conditions-Charitable Gift (\$25,000 and Over) form and email the signed and dated form to Lori Graber at lgrab@rockforddiocese.org. This form is located at <https://www.rockforddiocese.org/documents/> under Chancery. Include note “waiver sent and date” in memo for Accounting.
- For General Journal Entries, the description is the detail you provide in the “Name” section. For example, if you are moving an expense from one department to another or between accounts you could put “Reclass Expense” in the Name section.

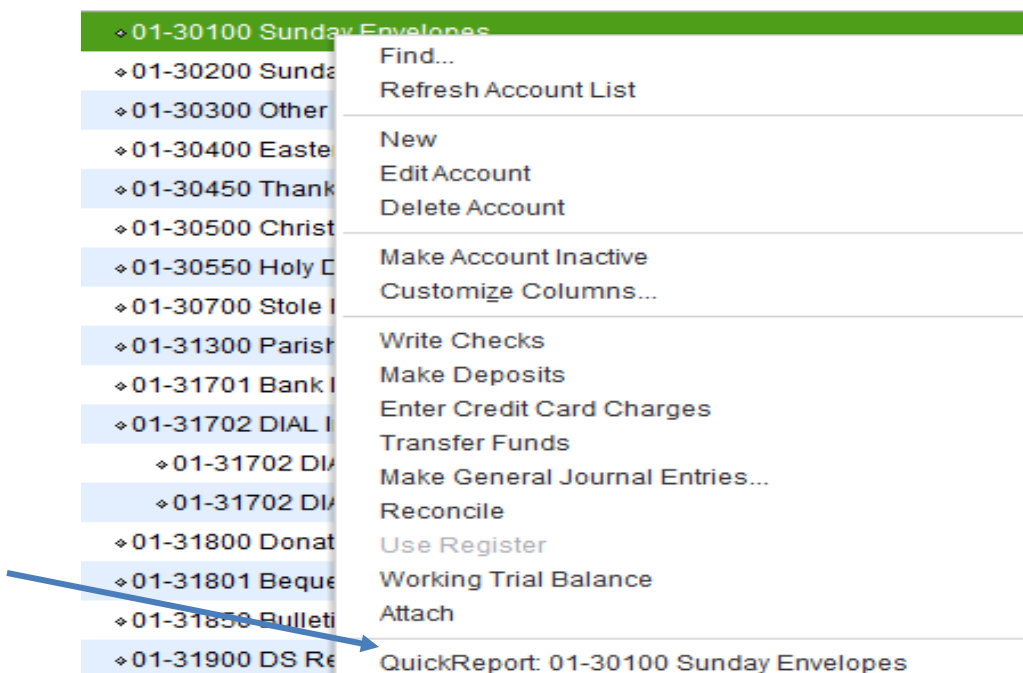
Quick Books Tips and Tricks

How to move a file from the ReCur360 Desktop to the parish computer

Save the file in the Monthly Folder in ReCur360. Open the Monthly Folder → right click and “Copy” the file you want to move to your desktop. Go to your desktop and paste it where you want it.

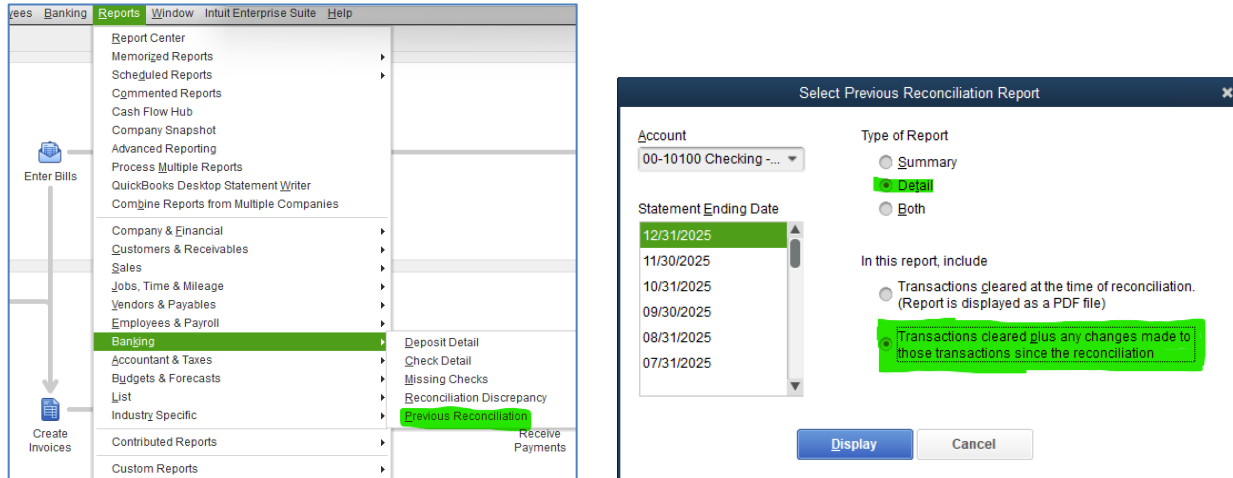
How to print a Quick Report

In QuickBooks open your Chart of Accounts. Right click on the account that you want to run the report for and then click on QuickReport. Another way to run the report is to highlight the account number and then click on Reports at the bottom and then QuickReport.



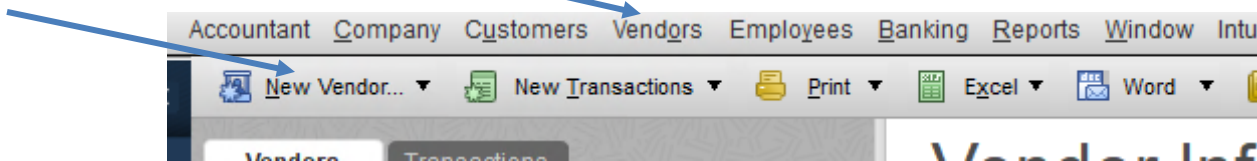
Reprinting bank reconciliation report

- In QuickBooks, go to Reports → Banking → Previous Reconciliation → Click on detail, click on transactions cleared plus any changes made to those transactions since the reconciliation if you are trying to locate discrepancies, then click on display. If you just need to rerun the reconciliation report because you forgot to save it to your Monthly folder in ReCur360 just Display it with the default settings.



Setting up a new vendor in Quick Books

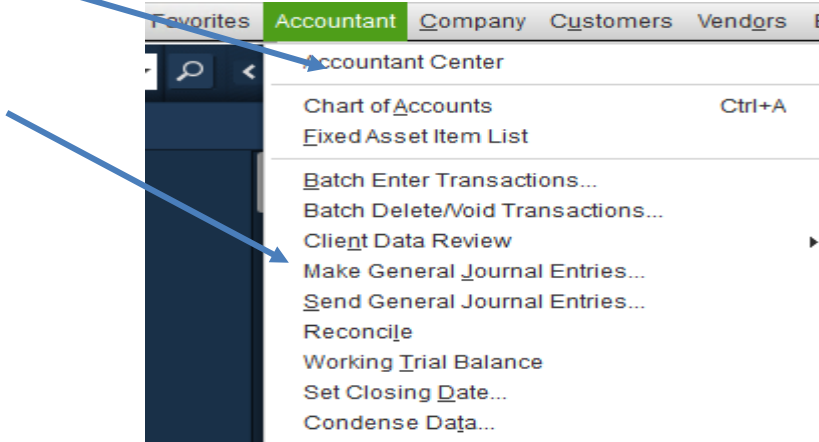
In QuickBooks → click on Vendor → Vender Center → New Vendor



Make sure to enter all vendor information including W-9 information if applicable.

How to make a journal entry

In QuickBooks → click on Accountant → Make General Journal Entries



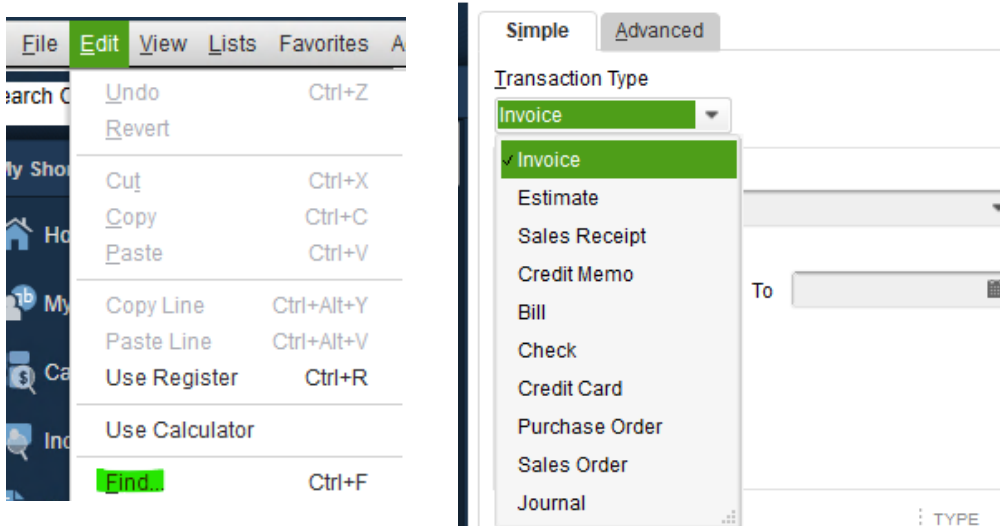
The following window will appear

ACCOUNT	DEBIT	CREDIT	MEMO

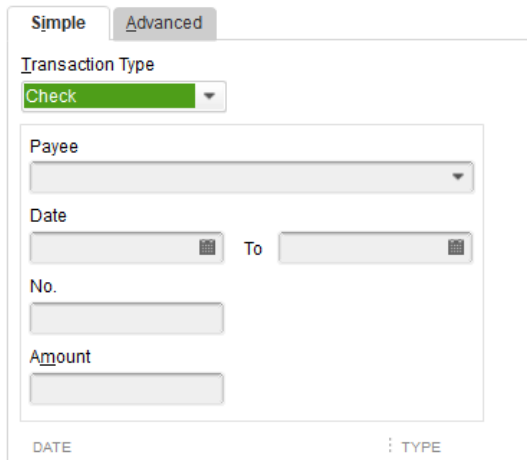
Fill in the account to be debited and credited. Make sure you fill in the memo field with the details of why you made the journal entry.

Using the “find” feature in Quick Books

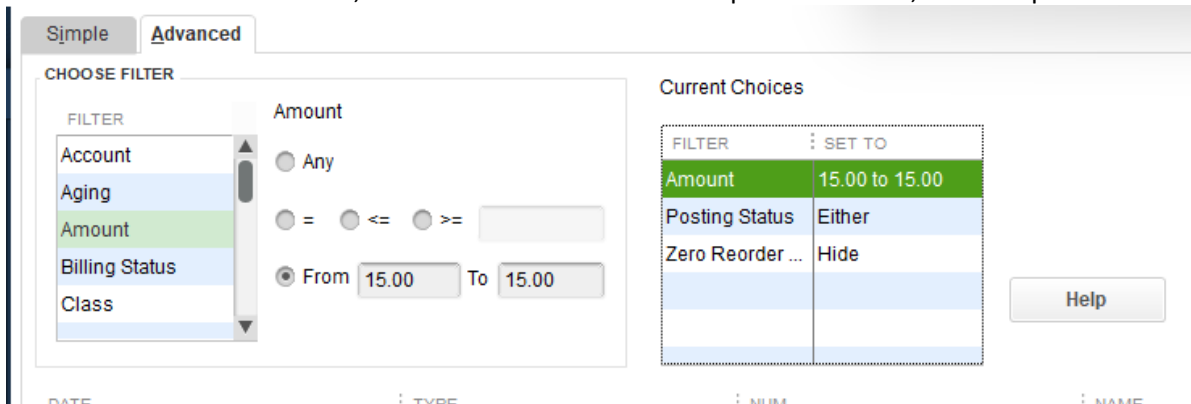
1. Click Edit → Find, then transaction type (on right) i.e. Invoice



2. Then type in any information you are searching for (i.e. Payee, date range, check amount, etc.)

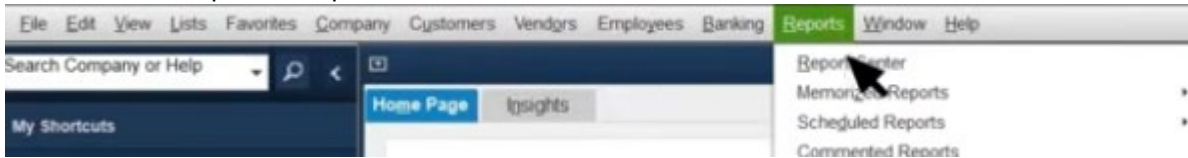


3. For advance search functions, click on “Advanced” tab for deposits searches, for example:

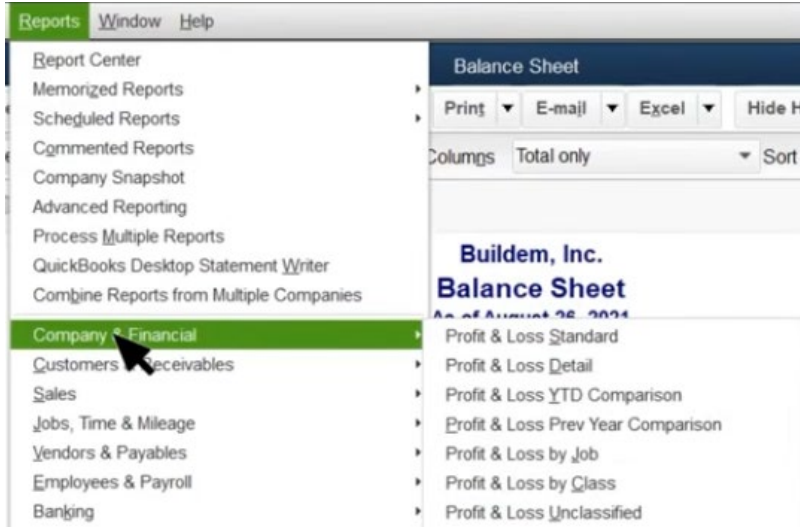


Customizing a Report in QuickBooks

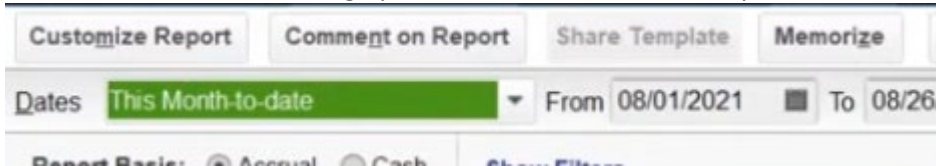
1. Select Reports – Report Center



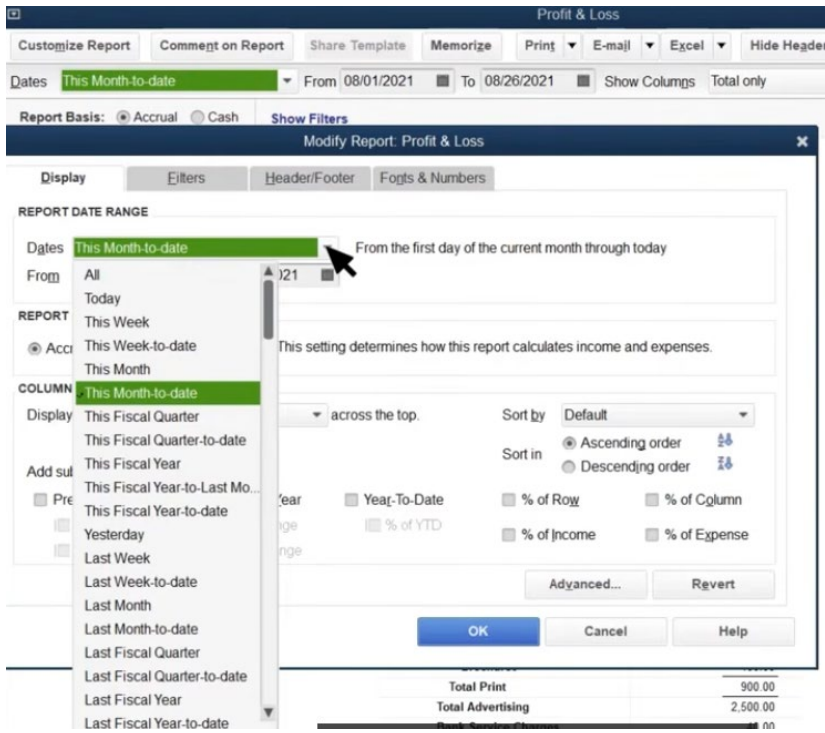
To run a Profit & Loss, select Reports – Company & Financial – Profit & Loss Standard



2. Choose the date range you need, select Customize Report



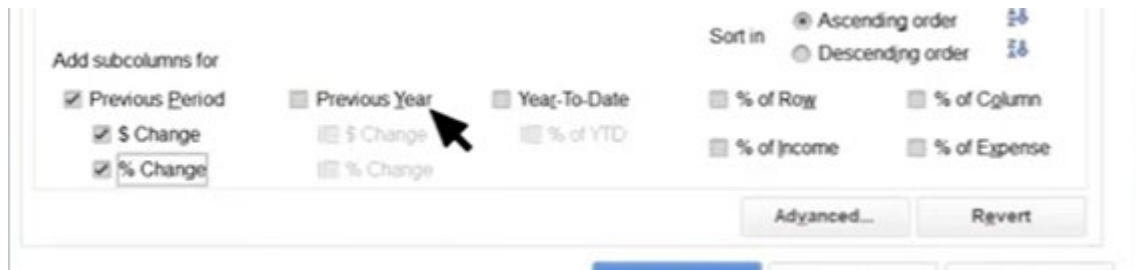
3. Then either type in the date range, or use the drop-down menu for a list of pre-set dates ie -“This Fiscal Year-to-Date”



- If you wish to see each month, in the column section, choose to display the columns by month.

	Jan 21	Feb 21	Mar 21	Apr 21	May 21
Ordinary Income/Expense					
Income					
Sales of Product	0.00	5,879.00	0.00	0.00	5,761.84
Design Income	0.00	0.00	32,857.86	0.00	4,201.03
Construction Income	4,578.00	12,597.45	0.00	4,578.00	5,424.95
Freight Income	2,053.32	0.00	0.00	2,053.32	2,459.14
Parts Sales	2,370.00	0.00	0.00	2,370.00	6,137.48
Sales Discount	0.00	(5,879.00)	0.00	0.00	0.00
Service Income	66,339.31	25,971.36	0.00	66,339.31	32,334.16
Total Income	75,340.63	38,568.81	32,857.86	75,340.63	56,318.60
Cost of Goods Sold					
Construction Labor	6,532.72	0.00	0.00	6,532.72	6,532.72
Cost of Sales	4,591.41	1,450.00	21,579.31	4,591.41	4,591.41
Materials	1,221.06	98.22	98.22	1,221.06	1,221.06
Total COGS	12,345.19	1,548.22	21,677.53	12,345.19	12,345.19
Gross Profit	62,995.44	37,020.59	11,180.33	62,995.44	43,973.41
Expense					
Advertising					
Web					
Banner Ads	850.00	50.00	50.00	850.00	850.00
Social Media	750.00	50.00	50.00	750.00	750.00
Total Web	1,600.00	100.00	100.00	1,600.00	1,600.00
Print					
Newspapers & Magazines	500.00	65.00	65.00	500.00	500.00
Brochures					400.00
Total Print	500.00	65.00	65.00	500.00	900.00
Total Advertising	2,100.00	165.00	165.00	2,100.00	2,500.00
Bank Service Charges				40.00	40.00
Cleaning				260.00	260.00

- If you want to see fewer details for a specific section, you can click on the arrows to the left of the account name to collapse the detail into one line. To expand, simply click the arrow again.
- If you wish to show the change in \$ amount of % amount from one period of time to another, click on Previous Period, \$ Change and % Change:



Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Rows Refresh

Dates: **This Month** From 08/01/2021 To 08/31/2021 Show Columns: Total only Sort By: Default

Report Basis: Accrual Cash Show Filters

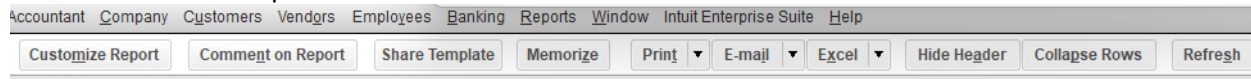
08/26/21 **Buildem, Inc.**
Profit & Loss
August 2021

	Aug 21	Jul 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Construction Income	108,656.00	4,578.00	104,078.00	2,273.4%
Freight Income	2,053.32	2,053.32	0.00	0.0%
Parts Sales	78,656.32	2,370.00	76,286.32	3,218.8%
Service Income	15,632.32	66,339.31	(50,706.99)	(76.4%)

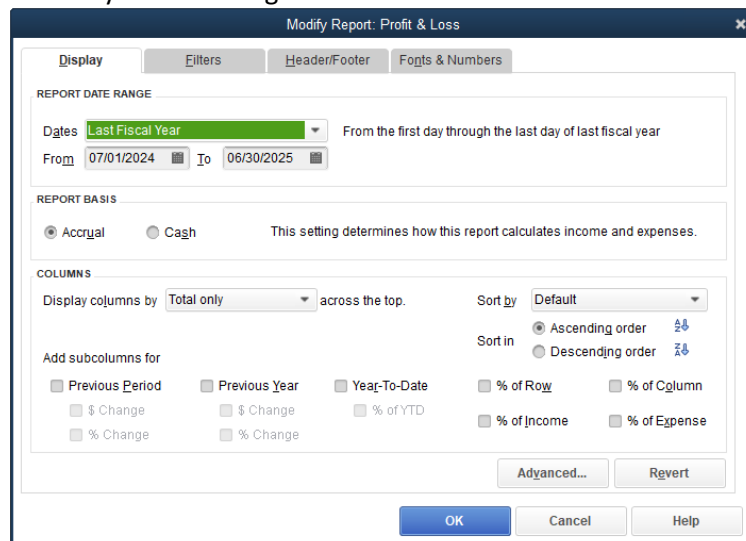
- When you have created your report and wish to save it, you can click Memorize across the top. Each time you open this report, you will be able to change the date range as needed.

To run a report with only accounts for a certain department

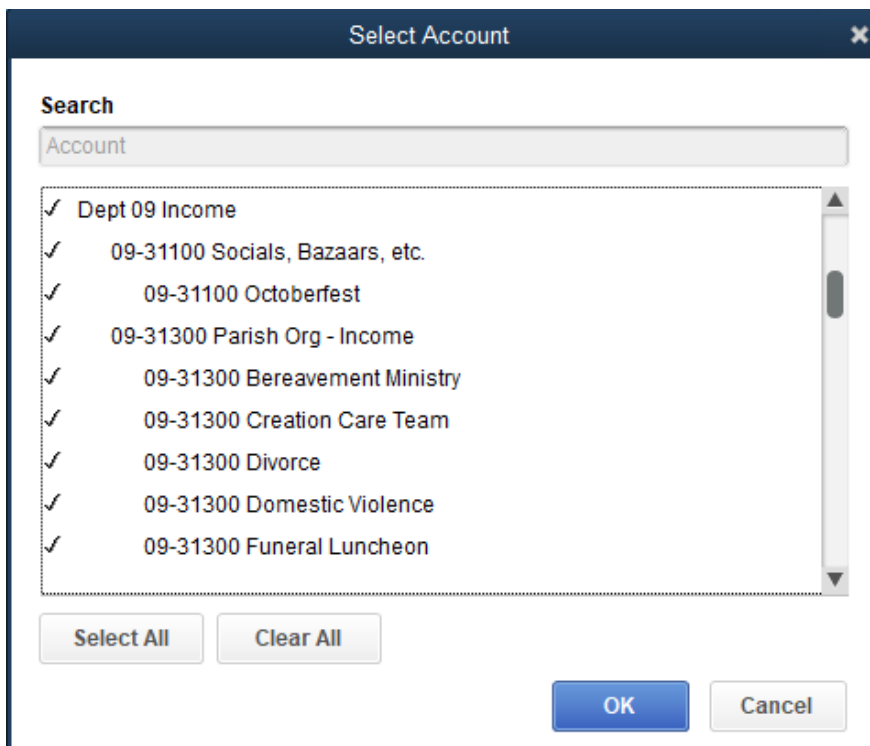
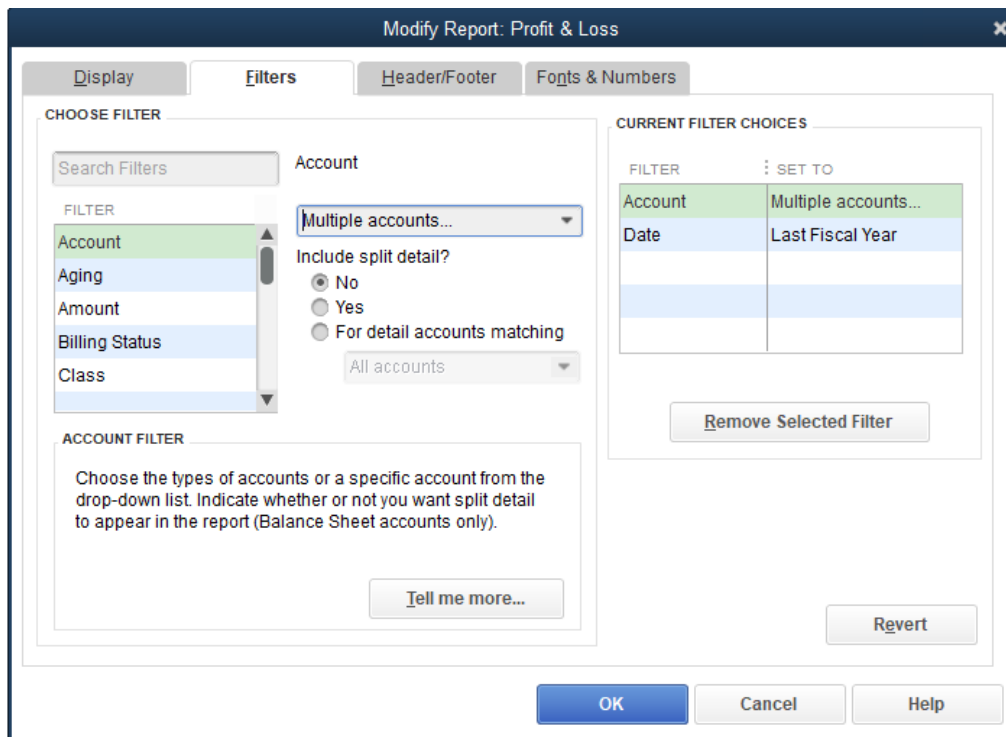
Click on Customize Report on the bottom ribbon.



- Choose your date range.



- Under Filters, highlight the Account Filter on left, select Multiple Accounts in drop down in the middle and a list of account numbers will pop up. Click all of the account numbers you want to show on your report. Click ok. Then click ok again.



- When you have selected all the accounts you wish to have in the report, select "OK." Now you have a report with only the accounts you want (useful for all accounts in one department i.e. Home & School, Cemetery, Athletics, etc.). Here is a sample of Department 9:

St. David
Profit & Loss
 July 2024 through June 2025

Jul '24 - Jun 25	
Income	
Dept 09 Income	
09-31300 Parish Org - Income	
09-31300 Funeral Luncheon	400.00
09-31300 Respect Life	1,513.34
09-31300 Social Events	2,690.00
Total 09-31300 Parish Org - Income	4,603.34
09-31800 Donations	0.00
09-32020 Special Programs-Inc	
09-32020 Hessed House	413.00
Total 09-32020 Special Programs-Inc	413.00
Total Dept 09 Income	5,016.34
Total Income	5,016.34
Gross Profit	5,016.34
Expense	0.00
Net Income	5,016.34

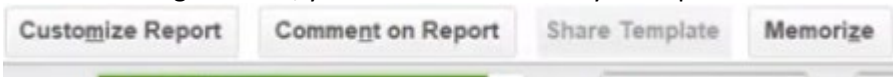
4. To change the name of the report, click Customize and click on Header/Footer and re-name the report.

5. Click Ok.

St. David
Profit & Loss Dept #9
 July 2024 through June 2025

Jul '24 - Jun 25	
Income	
Dept 09 Income	
09-31300 Parish Org - Income	
09-31300 Funeral Luncheon	400.00
09-31300 Respect Life	1,513.34
09-31300 Social Events	2,690.00
Total 09-31300 Parish Org - Income	4,603.34
09-31800 Donations	0.00
09-32020 Special Programs-Inc	
09-32020 Hessed House	413.00
Total 09-32020 Special Programs-Inc	413.00
Total Dept 09 Income	5,016.34
Total Income	5,016.34
Gross Profit	5,016.34
Expense	0.00
Net Income	5,016.34

6. After reviewing the data, you can now memorize your report.



Miscellaneous

Recording Cemetery Income

Every parish with a cemetery should record Grave Sales to the following accounts:

004-36100 (Sale of Graves) – 80% of the sale is to be recorded to this account

004-36400 (Income Care Receipts) – 20% of the sale or a minimum of \$200 is to be recorded to this account.

For example:

If a single grave sells for \$1,000 then \$800 would be coded to 004-36100 and \$200 would be coded to 004-36400. If a single grave sells for \$800 then \$600 would be coded to 004-36100 and \$200 would be coded to 004-36400.

If a single grave sells for \$1,200 then \$1,000 would be coded to 004-36100 and \$200 would be coded to 004-36400.

The Income Care Receipts should be remitted to your DIAL Income Care account each month. To determine if you have anything to remit each month you can run a quick report on 004-36100 to see what the amount is to remit. The check written to DIAL will be coded to 000-11551.