



The
Benevolent and Protective
Order of Elks *of the United States of America*



CHEA Accounting/Bookkeeping

Budgets in QuickBooks
for this presentation
version 2015 was used

Go to the “REPORTS” choose Company & Financial, and then click Profit & Loss Standard. After report is generated change the dates for the last 12 months prior (if you are doing February then put the dates Feb 1, 2015 to Jan 31 2016)

The screenshot displays the QuickBooks interface for a Profit & Loss report. The report title is "CHEA ELKS LODGE SAMPLE Profit & Loss February 2015 through January 2016". The report is based on the Cash Basis. The data is as follows:

Feb '15 - Jan 16	
Ordinary Income/Expense	
Income	
30000 · LODGE INCOME ACCOUNTS	
30101 · DUES, MEMBERSHIP	28,890.00
301.02 · DUES, LIFE MEMBERSHIP	2,430.00
301.03 · DUES, ASSOCIATE MEMBERSHIP	25.00
305.03 · RENTS FROM PROPERTY	6,050.00
307.01 · INTEREST, BANKS	53.08
309.00 · MISC. CONTRIBUTIONS	997.00
311.02 · BULLETIN ADS	330.00
311.03 · REIMBURSEMENT, BINGO	6,000.00
312.00 · OTHER INCOME	1,001.06
312.01 · ATM COMMISSION	72.50
312.06 · GRAY COAT	5.00
312.08 · MISC. REFUNDS	39.95
LODGE ACTIVITIES	
315.07 · CENTENNIAL INCOME	25.00
315.08 · INSTALLATION INCOME	735.00
315.25 · PER MEETING INCOME	597.41
315.98 · TEXAS HOLD 'EM INCOME	72.00
Total LODGE ACTIVITIES	1,429.41
Total 30000 · LODGE INCOME ACCOUNTS	47,323.00
LODGE DINNING INCOME-TAXABLE	

CHEA ELKS LODGE SAMPLE - QuickBooks Premier Edition

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Profit & Loss

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

Dates Custom From 02/01/2015 To 01/31/2016 Show Columns Total only

9:17 PM
02/15/16
Cash Basis

CHEA ELKS LODGE SAMPLE
Profit & Loss
February 2015 through January 2016

Feb '15 - Jan 16

Ordinary Income/Expense		
Income		
LODGE INCOME ACCOUNTS		
30101 - DUES, MEMBERSHIP		37,179.00
30102 - DUES, LIFE MEMBERSHIP		2,430.00
30103 - DUES, ASSOCIATE MEMBERSHIP		104.00
30201 - FEE, INITIATION		450.00
30202 - FEE, REINSTATEMENT		20.00
30503 - RENTS FROM PROPERTY		20,050.00
30700 - INTEREST BANKS		66.67

- At top of report click on “EXCEL”
- Drop down click on
- “CREATE NEW
- WORKSHEET”
- Click on “EXPORT”

Send Report to Excel

WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

Create new worksheet

- in new workbook
- in existing workbook

Update an existing worksheet [How it works](#)

Replace an existing worksheet

Create a comma separated values (.csv) file

Advanced...

Export Cancel Help

Now you are in EXCEL

- Copy Column “H” to Column “I”. This will copy all formulas so you don’t have to figures this out. Rename Column “I” as NEW BUDGET.
- All figures should be entered as whole dollars.

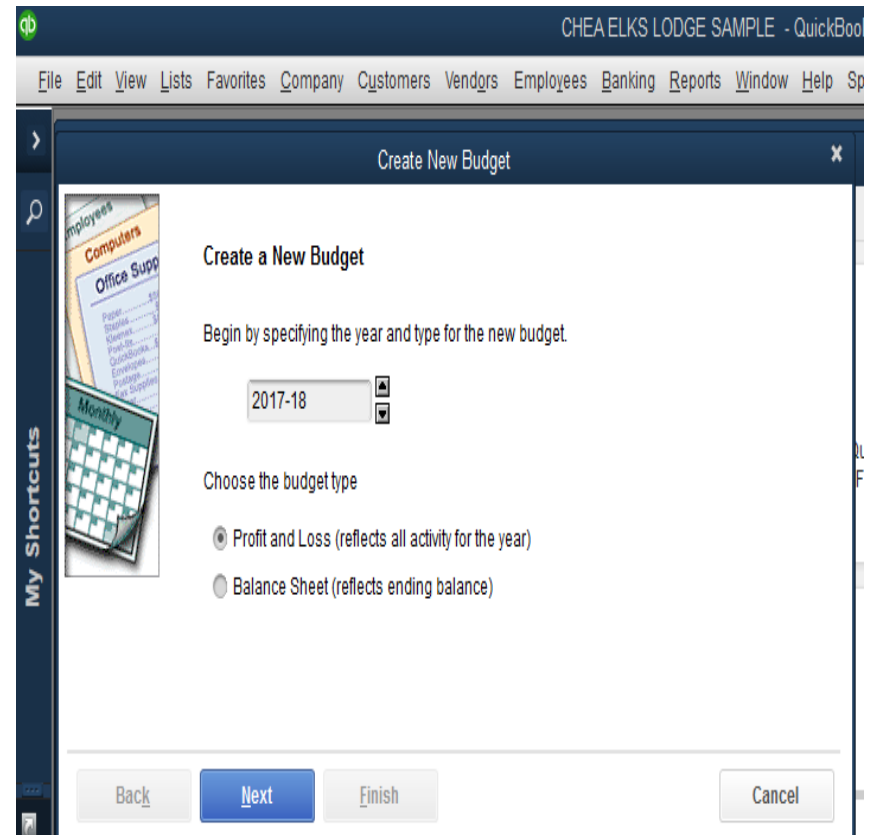
	A	B	C	D	E	F	G	H	I	J	
1								Feb '15 - Jan 16	NEW BUDGET		
2		Ordinary Income/Expense									
3		Income									
4		LODGE INCOME ACCOUNTS									
5						30101 - DUES, MEMBERSHIP		37,179.00	37,179.00		
6						30102 - DUES, LIFE MEMBERSHIP		2,430.00	2,430.00		
7						30103 - DUES, ASSOCIATE MEMBERSHIP		104.00	104.00		
8						30201 - FEE, INITIATION		450.00	450.00		
9						30202 - FEE, REINSTATEMENT		20.00	20.00		
10						30503 - RENTS FROM PROPERTY		20,050.00	20,050.00		
11						30700 - INTEREST, BANKS		66.62	70.00		
12						30900 - MISC. CONTRIBUTIONS		12,165.69	5,000.00		
13						31102 - BULLETIN ADS		1,410.00	1,410.00		

Never Budget for a loss.

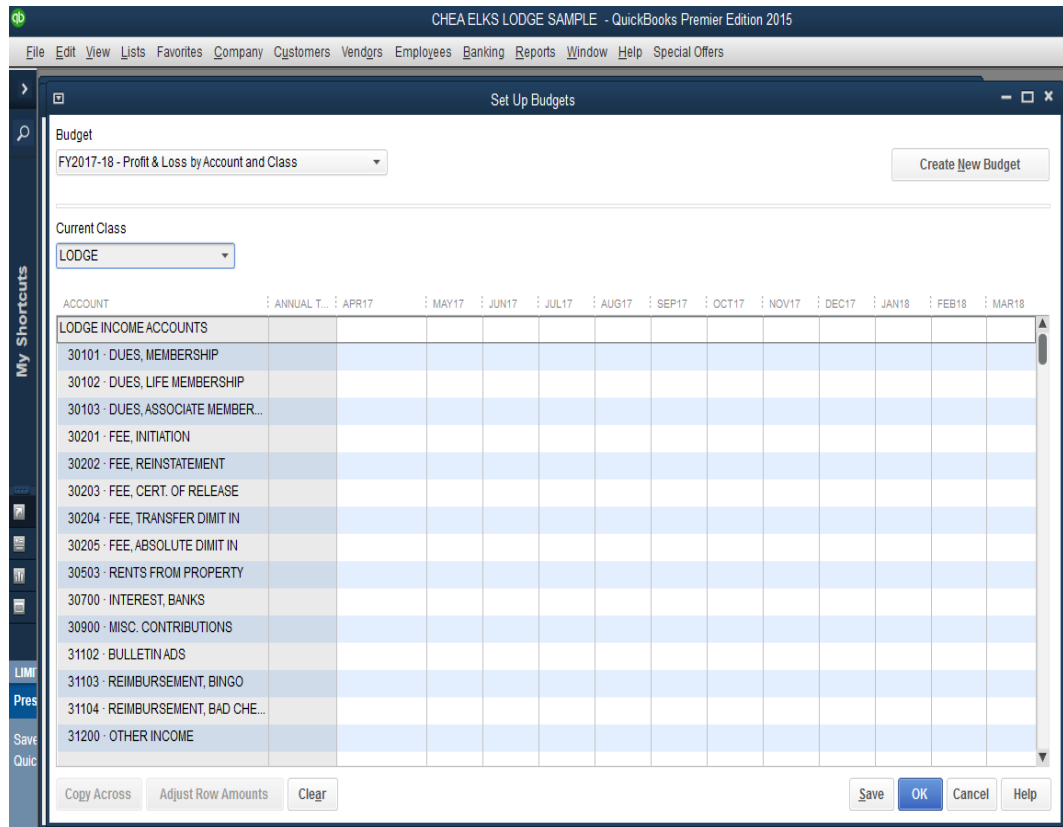
Now you are ready to print
worksheet. (Print using Gridlines)

Now you are ready to change QuickBooks BUDGET

- Go to the Company menu, choose Planning & Budgeting, and then click Set Up Budgets.
- **Note:** If a budget currently exists, the most recent budget will be displayed in the Set Up Budgets window.
- Click Create New Budget.
- Choose the fiscal year for the new budget, and choose Profit and Loss (income and expense) accounts.
- If you choose Profit and Loss, you can specify additional criteria of either Customer: Job or Class, if class tracking has been turned on. We recommend using Class for the different Department.
- Choose whether you want to create the budget from scratch or from the previous year's actual data.



The screenshot shows the 'Create New Budget' dialog box in QuickBooks. The window title is 'CHEA ELKS LODGE SAMPLE - QuickBoo'. The menu bar includes 'File', 'Edit', 'View', 'Lists', 'Favorites', 'Company', 'Customers', 'Vendgrs', 'Employees', 'Banking', 'Reports', 'Window', and 'Help Sp'. The dialog box has a search icon and a 'My Shortcuts' sidebar with icons for 'employees', 'Computers', 'Office Supp', and 'Monthly'. The main content area is titled 'Create a New Budget' and contains the following text: 'Begin by specifying the year and type for the new budget.' Below this is a dropdown menu showing '2017-18'. The next section is 'Choose the budget type' with two radio button options: 'Profit and Loss (reflects all activity for the year)' (which is selected) and 'Balance Sheet (reflects ending balance)'. At the bottom of the dialog box are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.



- Key in the total of the Annual Budget in the Annual column
- After you have entered your budget Click Finish to create the new budget.

These instructions are a work in process and we strive to improve them so your input would be appreciated.

Should you have any questions or not sure how to change something in QuickBooks please email your question

DEBRALMELLO@YAHOO.COM

or

call me on my cell phone (530-219-0030)