

SCHOOL PROFIT & LOSS BUDGET OVERVIEW 2025-2026

QuickBooks Pro Instructions

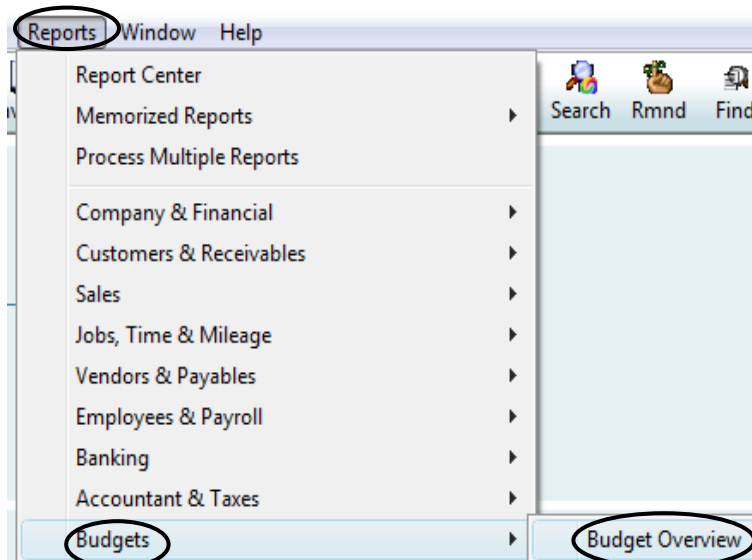
Before you begin to create a School Budget Report using QuickBooks Pro software we will need to have the following two steps completed:

1. Have a budget inputted into QuickBooks Pro for the fiscal year that the report is due. If not, please review the set-up instructions *"How to Create a School Budget in QuickBooks Pro"*.
2. You should make sure your school chart of accounts has all the required accounts from the diocesan chart of accounts. They must be in the proper header accounts and account groupings.

To create a School Budget Report in QuickBooks, follow these steps:

Step 1: From the main menu select Reports, then select Budgets from the drop-down menu and select Budget Overview, shown in Figure 1.

Figure 1: Main menu and Reports drop-down menu.



Step 2: From the Budget Report window select the budget that will be used in the budget report. In figure 2 the example selected is the budget from 2025-26 Profit & Loss by Account and Class if you have a Pre-K, if not, then select 2025-26 Profit & Loss by Account. Select the Next button to continue.

Figure 2: Budget Report window.

The screenshot shows the 'Budget Report' window. On the left is a graphic with 'Employees', 'Computers', 'Office Supp', and 'Monthly' labels. The main text says 'This report summarizes your budgeted account balances.' Below this, it says 'Select the budget to use when generating the budget report:' followed by a dropdown menu showing 'FY2025-26 – Profit & Loss by Account and Class'. At the bottom are buttons for 'Back', 'Next' (circled), 'Finish', and 'Cancel'.

Step 3: The Budget Report window will display the layout option of Account by Month, but if you have a Pre-K, then select the drop-down box and select Account by Class. Select the Next button. After selecting the Next button in Figure 3 you will be prompted to select the Finish button (window not shown) to create the report.

Figure 3: Budget Report window.

The screenshot shows the 'Budget Report' window. On the left is the same graphic as Figure 2. The main text says 'Select a report layout for the budget report:'. Below this is a dropdown menu showing 'Account by Month' with a list of options: 'Account by Month' (checked), 'Account by Class', and 'Class by Month'. Below the dropdown is a preview table showing a sample report layout with columns for months and rows for account types.

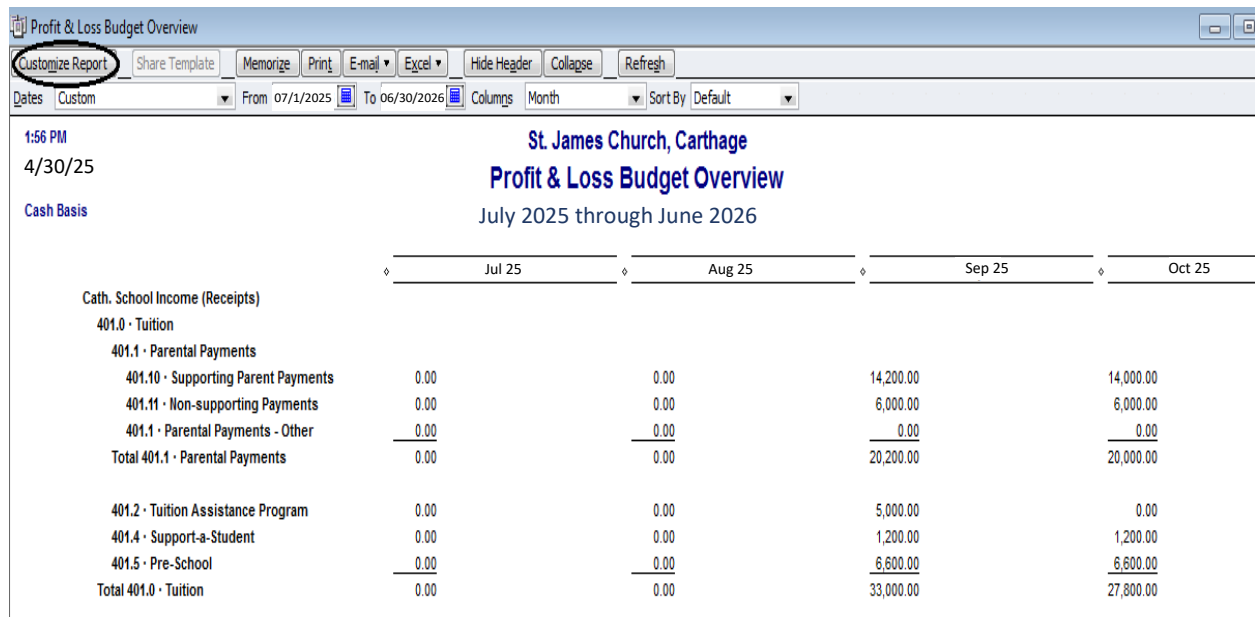
	Jan	Feb	Mar	Apr
Sales Income	000.00	000.00	000.00	000.00
Misc Income	000.00	000.00	000.00	000.00
Rent Expense	000.00	000.00	000.00	000.00

At the bottom are buttons for 'Back', 'Next' (circled), 'Finish', and 'Cancel'.

Step 4: QuickBooks now displays the Profit & Loss Budget Overview, which you will customize by selecting the Customize Report button, shown in figure 4. Figure 5 is an example of a Pre-K school by class Profit & Loss Budget Overview.

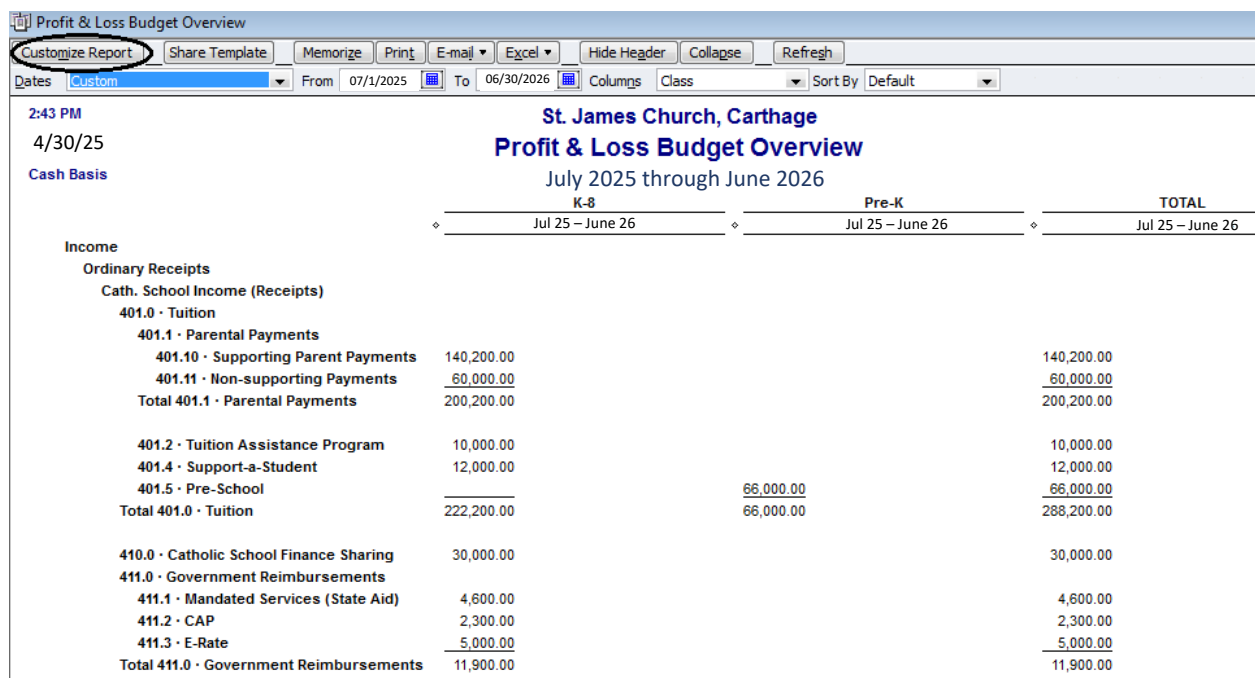
Observe: In figure 4 this particular budget report by month account number 401.10 “Supporting Parent Payments” has no figures for the months of July and August, since the budgeted amounts started in the month of September. QuickBooks added scroll bars, both vertical and horizontal, so you can scroll through the window of this report. For example, you can use the vertical scroll bar to move to the right in order to view the month of September.

Figure 4: Profit & Loss Budget Overview.



	Jul 25	Aug 25	Sep 25	Oct 25
Cath. School Income (Receipts)				
401.0 • Tuition				
401.1 • Parental Payments				
401.10 • Supporting Parent Payments	0.00	0.00	14,200.00	14,000.00
401.11 • Non-supporting Payments	0.00	0.00	6,000.00	6,000.00
401.1 • Parental Payments - Other	0.00	0.00	0.00	0.00
Total 401.1 • Parental Payments	0.00	0.00	20,200.00	20,000.00
401.2 • Tuition Assistance Program	0.00	0.00	5,000.00	0.00
401.4 • Support-a-Student	0.00	0.00	1,200.00	1,200.00
401.5 • Pre-School	0.00	0.00	6,600.00	6,600.00
Total 401.0 • Tuition	0.00	0.00	33,000.00	27,800.00

Figure 5: Profit & Loss Budget Overview by class.



	K-8 Jul 25 – June 26	Pre-K Jul 25 – June 26	TOTAL Jul 25 – June 26
Income			
Ordinary Receipts			
Cath. School Income (Receipts)			
401.0 • Tuition			
401.1 • Parental Payments			
401.10 • Supporting Parent Payments	140,200.00		140,200.00
401.11 • Non-supporting Payments	60,000.00		60,000.00
Total 401.1 • Parental Payments	200,200.00		200,200.00
401.2 • Tuition Assistance Program	10,000.00		10,000.00
401.4 • Support-a-Student	12,000.00		12,000.00
401.5 • Pre-School		66,000.00	66,000.00
Total 401.0 • Tuition	222,200.00	66,000.00	288,200.00
410.0 • Catholic School Finance Sharing	30,000.00		30,000.00
411.0 • Government Reimbursements			
411.1 • Mandated Services (State Aid)	4,600.00		4,600.00
411.2 • CAP	2,300.00		2,300.00
411.3 • E-Rate	5,000.00		5,000.00
Total 411.0 • Government Reimbursements	11,900.00		11,900.00

Step 5: QuickBooks displays the Modify Report window with the Display tab, shown in figure 6. First confirm that the Report Basis is “Cash”. Next you will need to select “Total only” in the “Display columns by” field if you don’t have a Pre-K (School Budgets by class will have “Class” in the “Display columns by” and will not need to be changed. Next select the tab “Filters” as indicated by the arrow in figure 6.

Figure 6: Modify Report window, Display tab.

Modify Report: Profit & Loss Budget Overview

Display Filters Header/Footer Fonts

Report Date Range

Dates Custom The date range you specify

From 07/01/2025 To 06/30/2026

Report Basis

☐ Accrual ☒ Cash This setting determines how this report is generated.

Columns and Rows

Display columns by Total only across the top.

Add subcolumns for

☐ Show Actuals ☐ \$ Difference ☐ % of Budget

Sort by Default

Sort in ☒ Ascending order ☐ Descending order

Step 6: QuickBooks displays the Modify Report window with the Filters tab, shown in figure 7. Select the drop-down box next to “All income/expense accounts”, then scroll up and select “Multiple accounts” (circled below).

Figure 7: Modify Report window, Filters tab.

Modify Report: Profit & Loss Budget Overview

Display **Filters** Header/Footer

Choose Filter

Filter Account

Account

All income/expense accounts

All accounts

Multiple accounts...

All balance sheet accounts

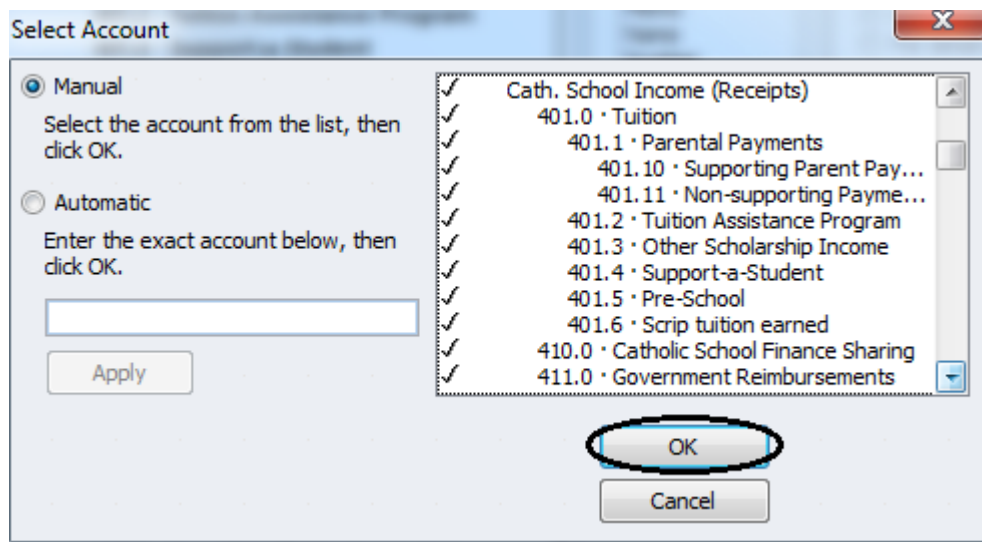
All assets

All current assets

All bank accounts

Step 7: QuickBooks displays the Select Account window, shown in figure 8. Next scroll down the list of accounts and start selecting accounts starting with Catholic School Income (Receipts) to account number 480.9 “Advancement Fundraising (net)” and include any subaccounts of 480.9, if necessary. For parishes with a school do not select any of the Parish Income accounts, Charitable Collection, Mass Accounts, and Cemetery income account numbers. With regards to the expenditures start by selecting account Catholic School Expenses to account number 589.0 “Other Advancement expenses” and include any subaccounts of 589.0, if any. Note: do not include expense account number 570 “School Support/Subsidy Exp.” and any subaccounts of 570, if necessary. Also, the parishes with a school do not select any of the Parish Expenses, Charitable Collection, Mass Accounts, and Cemetery expense account numbers. Once you have selected all of the school’s accounts select the Okay button.

Figure 8: Select Account window.



Step 8: Select the Header/Footer tab as shown in figure 9 below. Change the Report Title by inserting your cursor before the words Profit & Loss Budget Overview and type in the word School, which will change the Report Title to read as “School Profit & Loss Budget Overview”. Select the OK button at the bottom of this window to view the newly created report.

Observe: In figure 9, the Company name is listed as St. James Church, but the name should be changed to reflect the school name and a comma should be added then the city name, for example: “Augustinian Academy, Carthage”. This will allow anyone reviewing the report to easily identify your school report correctly.

Figure 9: Modify Report window, Header/Footer tab.

Modify Report: Profit & Loss Budget Overview

Display Filters **Header/Footer** Fonts & Numbers

Show Header Information

☒ Company Name: Augustinian Academy, Cart...

☒ Report Title: School Profit & Loss Budget Overview

☒ Subtitle: July 2025 through June 2026

☒ Date Prepared: 4/2025

☒ Time Prepared

☒ Report Basis

☒ Print header on pages after first page

Show Footer Information

☒ Page Number: Page 1

☒ Extra Footer Line

☒ Print footer on first page

Page Layout

Alignment: Standard

Time: Company
Date: Title
Basis: Subtitle

Item/Exp Description	May, 2025
Ordinary Income	
Car Allowance	0.00
Counseling Fee	0.00
Disburse	
Buses	0.00
Other - Disburse	0.00
Total - Disburse	0.00
Draw - P.C. Salary	0.00
Gifts Received	0.00
Interest Earned	0.00
Rent Income	0.00
Salary	
Buses	0.00
Profit Sharing	0.00
Other - Salary	5,875.52
Total - Salary	5,875.52

Extra Line: Page

Revert

OK Cancel Help

Step 9: QuickBooks displays the newly created School Profit & Loss Budget Overview report, shown in figure 10 below. After reviewing this report and if everything is in order select the Memorize button (circled in figure 10). Figure 11 is the School Profit & Loss Budget Overview by class report.

Figure 10: School Profit & Loss Budget Overview report.

Customize Report		Share Template	Memorize	Print	E-mail	Excel	Hide Header	Collapse	Refresh
Dates	Custom	From	07/01/2025	To	06/30/2026	Columns	Total only	Sort By	Default
2:20 PM		Augustinian Academy, Carthage							
4/30/25		School Profit & Loss Budget Overview							
Cash Basis		July 2025 through June 2026							
		◇ Jul 25– Jun 26 ◇							
Income									
Ordinary Receipts									
Cath. School Income (Receipts)									
401.0 · Tuition									
401.1 · Parental Payments									
401.10 · Supporting Parent Payments							140,200.00		
401.11 · Non-supporting Payments							60,000.00		
401.1 · Parental Payments - Other							0.00		
Total 401.1 · Parental Payments							200,200.00		
401.2 · Tuition Assistance Program							10,000.00		
401.4 · Support-a-Student							12,000.00		
401.5 · Pre-School							66,000.00		
Total 401.0 · Tuition							288,200.00		
410.0 · Catholic School Finance Sharing							30,000.00		
411.0 · Government Reimbursements									
411.1 · Mandated Services (State Aid)							4,600.00		
411.2 · CAP							2,300.00		
411.3 · E-Rate							5,000.00		
411.0 · Government Reimbursements - Other							0.00		
Total 411.0 · Government Reimbursements							11,900.00		
413.0 · Fee							7,000.00		
419.0 · Interest							18,000.00		

Figure 11: School Profit & Loss Budget Overview report by class.

Profit & Loss Budget Overview

Customize Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Collapse

Refresh

Dates

Custom

From 07/01/2025

To 06/30/2026

Columns

Class

Sort By Default

2:50 PM

Augustinian Academy, Carthage

4/30/25

School Profit & Loss Budget Overview

Cash Basis

July 2025 through June 2026

	K-8	Pre-K	TOTAL
	Jul 25 – Jun 26	Jul 25 – Jun 26	Jul 25 – Jun 26
Income			
Ordinary Receipts			
Cath. School Income (Receipts)			
401.0 • Tuition			
401.1 • Parental Payments			
401.10 • Supporting Parent Payments	140,200.00		140,200.00
401.11 • Non-supporting Payments	60,000.00		60,000.00
Total 401.1 • Parental Payments	200,200.00		200,200.00
401.2 • Tuition Assistance Program	10,000.00		10,000.00
401.4 • Support-a-Student	12,000.00		12,000.00
401.5 • Pre-School		66,000.00	66,000.00
Total 401.0 • Tuition	222,200.00	66,000.00	288,200.00
410.0 • Catholic School Finance Sharing	30,000.00		30,000.00
411.0 • Government Reimbursements			
411.1 • Mandated Services (State Aid)	4,600.00		4,600.00
411.2 • CAP	2,300.00		2,300.00
411.3 • E-Rate	5,000.00		5,000.00
Total 411.0 • Government Reimbursements	11,900.00		11,900.00

Observe: In figure 11, the columns can be resized by left-button-click and hold on the diamond to the right of the first column (Pre-K) and drag it to the left and note the dotted line that will appear as shown in figure 12. Figure 13 School Profit & Loss Budget Overview with columns resized.

Figure 12: School Profit & Loss Budget Overview report by class resizing.

Profit & Loss Budget Overview				
<div> Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh </div>				
<div> Dates Custom From 07/01/2025 To 06/30/2026 Columns Class Sort By Default </div>				
<div> 2:50 PM <div> Augustinian Academy, Carthage School Profit & Loss Budget Overview </div> </div>				
<div> 4/30/25 <div> July 2025 through June 2026 </div> </div>				
<div> Cash Basis </div>				
		K-8	Pre-K	TOTAL
		Jul 25 – Jun 26	Jul 25 – Jun 26	Jul 25 – Jun 26
Income				
Ordinary Receipts				
Cath. School Income (Receipts)				
401.0 • Tuition				
401.1 • Parental Payments				
401.10 • Supporting Parent Payments	140,200.00			140,200.00
401.11 • Non-supporting Payments	<u>60,000.00</u>			<u>60,000.00</u>
Total 401.1 • Parental Payments	200,200.00			200,200.00
401.2 • Tuition Assistance Program				
401.4 • Support-a-Student	12,000.00			12,000.00
401.5 • Pre-School		<u>66,000.00</u>		<u>66,000.00</u>
Total 401.0 • Tuition	222,200.00	66,000.00		288,200.00
410.0 • Catholic School Finance Sharing				
411.0 • Government Reimbursements	30,000.00			30,000.00
411.1 • Mandated Services (State Aid)				
411.2 • CAP	4,600.00			4,600.00
411.3 • E-Rate	<u>2,300.00</u>			<u>2,300.00</u>
Total 411.0 • Government Reimbursements	11,900.00			11,900.00

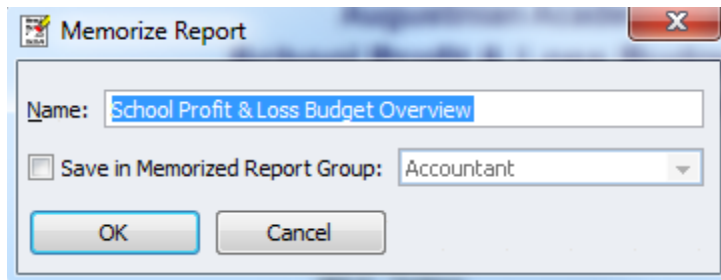
Figure 13: School Profit & Loss Budget Overview report by class resizing completed.

Profit & Loss Budget Overview				
<div> Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh </div>				
<div> Dates Custom From 07/01/2025 To 06/30/2026 Columns Class Sort By Default </div>				
<div> 2:50 PM <div> Augustinian Academy, Carthage School Profit & Loss Budget Overview </div> </div>				
<div> 4/30/25 <div> July 2025 through June 2026 </div> </div>				
<div> Cash Basis </div>				
		K-8	Pre-K	TOTAL
		Jul 25 – Jun 26	Jul 25 – Jun 26	Jul 25 – Jun 26
Income				
Ordinary Receipts				
Cath. School Income (Receipts)				
401.0 • Tuition				
401.1 • Parental Payments				
401.10 • Supporting Parent Payments	140,200.00			140,200.00
401.11 • Non-supporting Payments	<u>60,000.00</u>			<u>60,000.00</u>
Total 401.1 • Parental Payments	200,200.00			200,200.00
401.2 • Tuition Assistance Program				
401.4 • Support-a-Student	12,000.00			12,000.00
401.5 • Pre-School		<u>66,000.00</u>		<u>66,000.00</u>
Total 401.0 • Tuition	222,200.00	66,000.00		288,200.00
410.0 • Catholic School Finance Sharing				
411.0 • Government Reimbursements	30,000.00			30,000.00
411.1 • Mandated Services (State Aid)				
411.2 • CAP	4,600.00			4,600.00
411.3 • E-Rate	<u>2,300.00</u>			<u>2,300.00</u>
Total 411.0 • Government Reimbursements	11,900.00			11,900.00

Step 10: QuickBooks displays the Memorize Report window, shown in figure 14. This window lets you permanently save this newly created report, so you won't have to go through all the steps to modify the report in the future. If the report title appearing under "Name" is the same as you entered in step 8 above, then select the OK button.

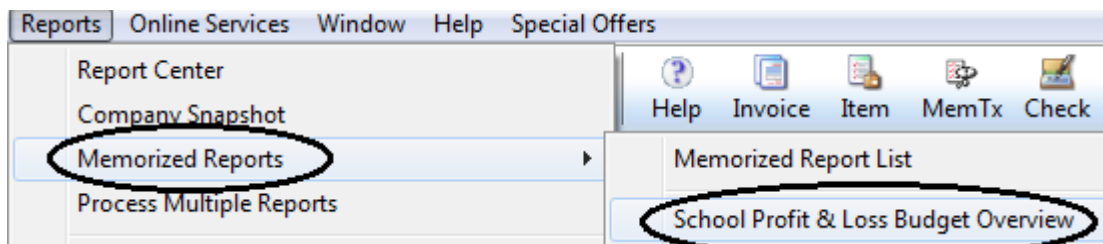
Observe: In figure 14, you can also save reports in a memorized report group. To do this, select the box for Save in Memorized Report Group, then use the drop-down list to select the report group in which the memorized report should be saved.

Figure 14: Memorize Report window.



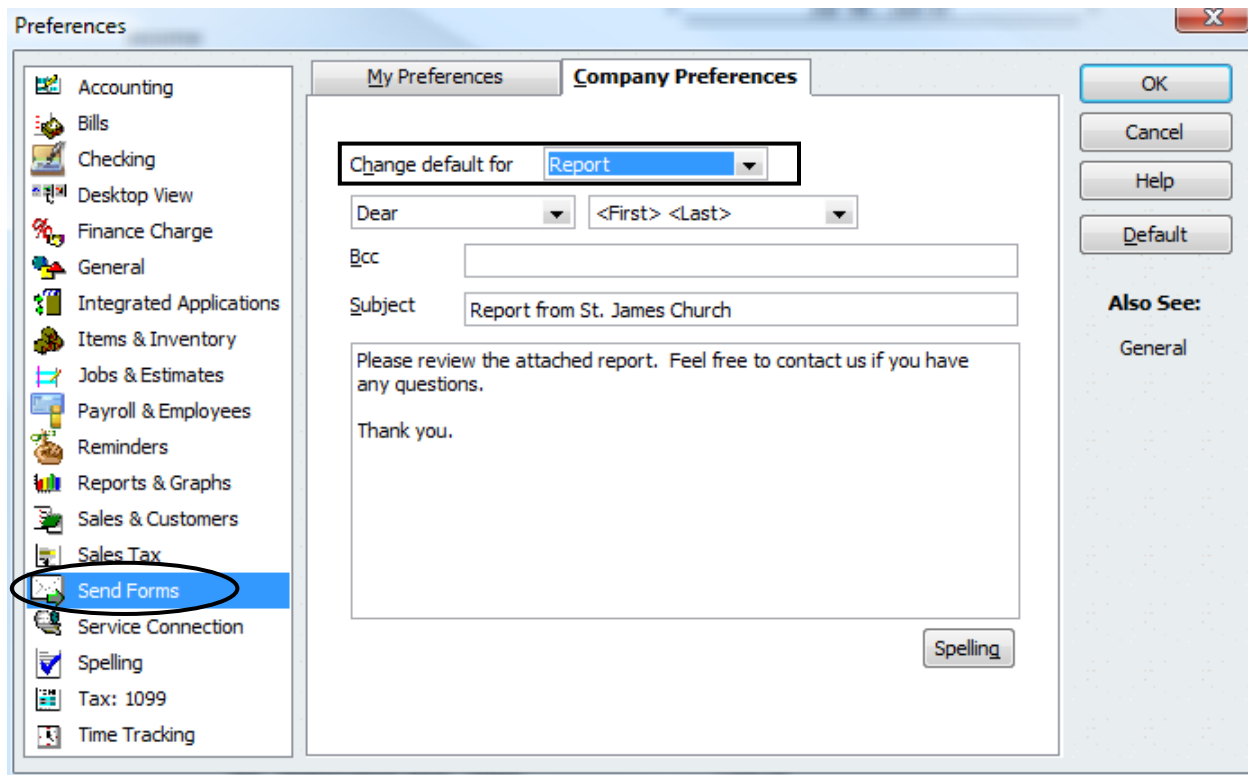
Step 11: After you memorize these settings in step 10, you can later produce the exact same report by choosing the memorized report from Reports, Memorized Reports, and then School Profit & Loss Budget Overview as shown in figure 15.

Figure 15:



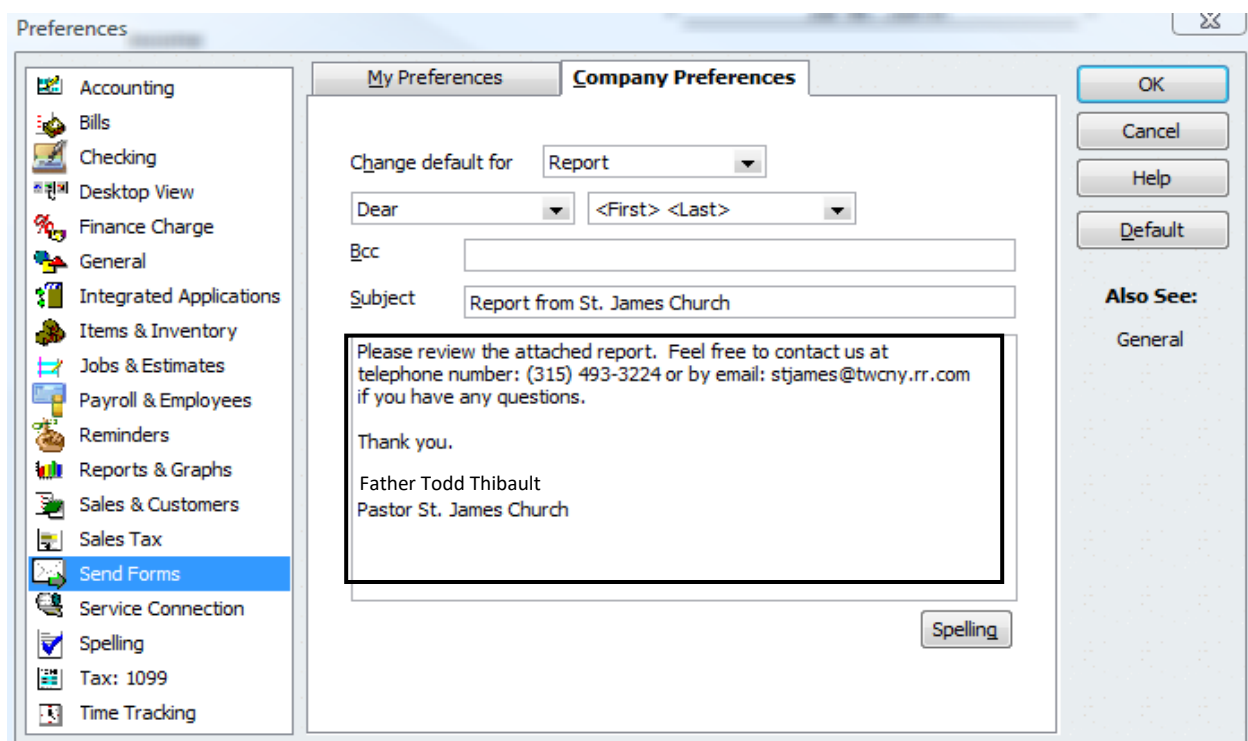
Step 12: Before E-mailing the School Profit & Loss Budget Overview to the diocese you may want to edit the default E-mailing text used for reports by selecting Edit from the main menu, then select from the drop-down list Preferences. From the list of icons on the left select "Send Forms" (circled below as shown in figure 16). Next select "Reports" under "Change default for" (rectangle box) to bring up the standard text used when E-mailing QuickBooks reports. Now you can change the body of the letter to include contact phone numbers/E-mail address. Also, add the principal's name and title, shown in figure 17.

Figure 16: Edit/Preferences, Send Forms/Company Preferences window.



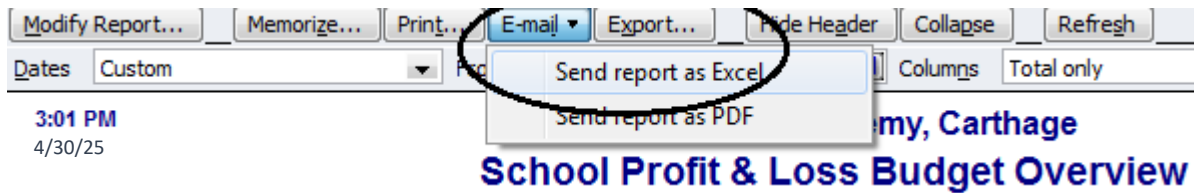
Observe: the change in text (in rectangle highlighted box) in figure 17 shown below as compared to figure 16 above. This change in text will now appear in the body of all E-mails with regards to E-mailing reports.

Figure 17: Edit/Preferences, Send Forms/Company Preferences window with edited text.



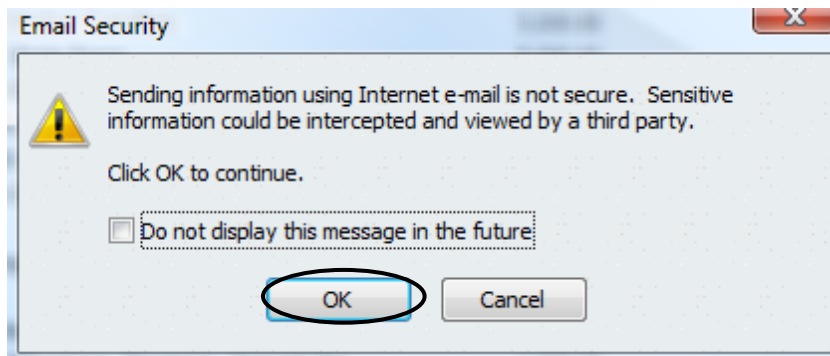
Step 13: The following steps are for E-mailing the QuickBooks School Profit & Loss Budget Overview to the diocese. Select on the E-mail button (circled below as shown in figure 18) “Send report as Excel”.

Figure 18: School Profit & Loss Budget Overview report.



Step 14: If the E-mail Security window appears, shown in Figure 19. Select the OK button.

Figure 19: E-mail Security window.



Step 15: In figure 20 you will need to add text in the subject line (see circled text in figure 20 below) that identifies the type of report that is being sent to the diocese. Also, you will need to type your school's Email address in the "From" field. In the "To" field you will need to type vlalonde@rcdony.org as shown. Once all text is added select the "Send Now" button shown in the highlighted rectangle below.

Figure 20: Edit E-mail Information window.

Edit E-mail Information

July 2005 through June 2007

Edit the e-mail information as necessary, and then send your form.

To: vlalonde@rcdony.org

Cc:

Bcc:

From:

Subject: Report from St. James Church Budget 2025-26

E-mail Text

Please review the attached report. Feel free to contact us at telephone number: (315) 493-3224 or by email: stjames@twcny.rr.com if you have any questions.

Thank you.

Father Todd Thibault
Pastor St. James Church

[Your Report will be attached to the message as an Excel file]

Send Now Cancel Help

Step 16: A “Launch Web Browser?” window may appear, if so, select the OK button to continue.

Step 17: Next a “QuickBooks E-Mailing” window may appear and select the option “Automatically connect without asking for a password”, then select the “Next” button.

Step 18: A “Confirm E-mail Address” window will appear next and please make sure your E-mail address is typed correctly, then select the OK button. QuickBooks should go online and send the report for you.