QuickBooks Online Financial Reporting Guide - 2025 Revision

The following will explain the process that you will need to follow to upload your quarterly, yearend and budget data.

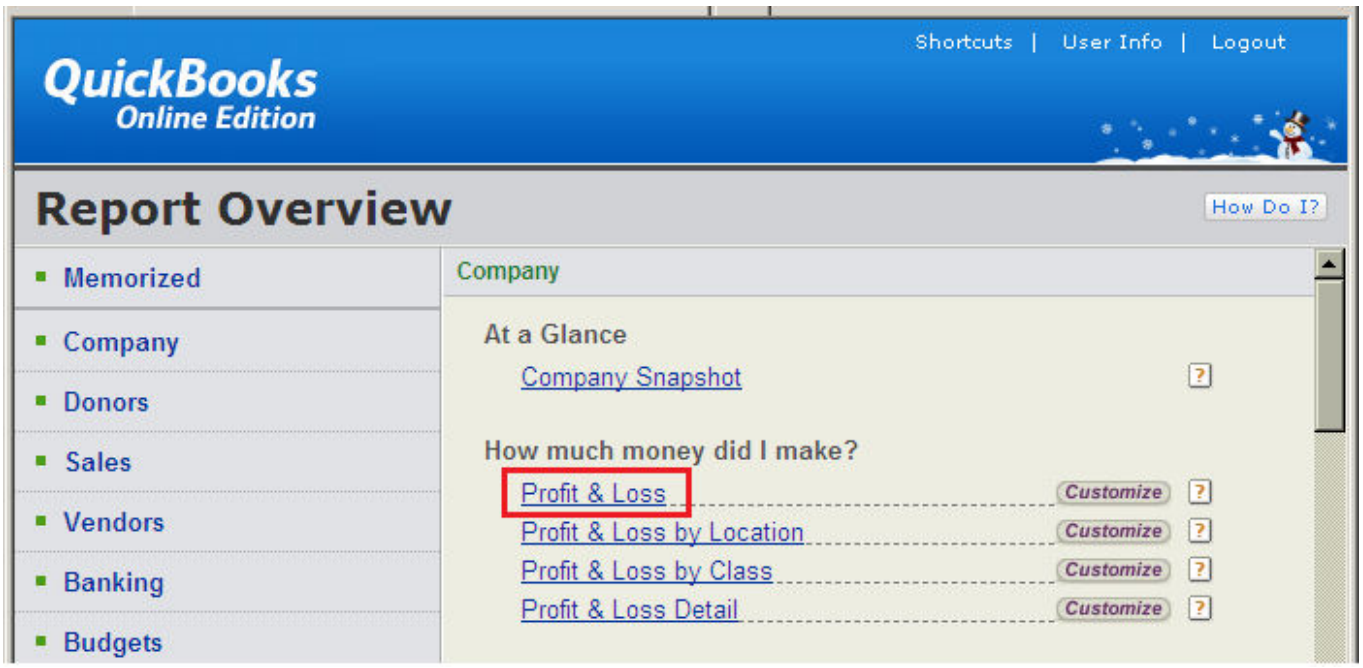
Section 1: Quarterly and Annual Reporting

Step 1:

Log into QuickBooks online

Step 2:

Go to the Report Overview section and select 'Profit & Loss'.



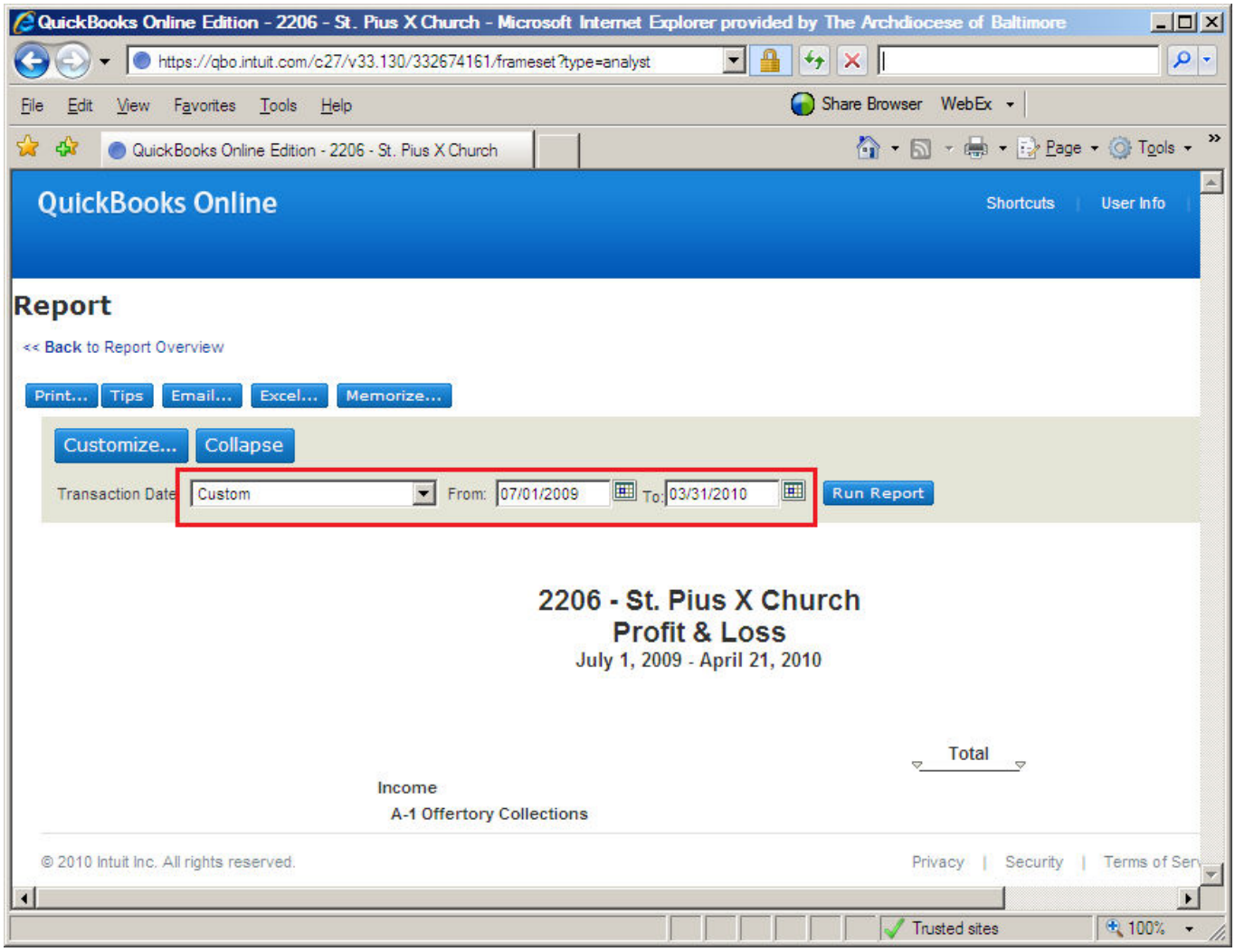
Step 3:

Change the following fields as shown below and then click 'Run Report':

Transaction Date - 'Custom'

From – Start of Fiscal Year (example 07/01/2009)

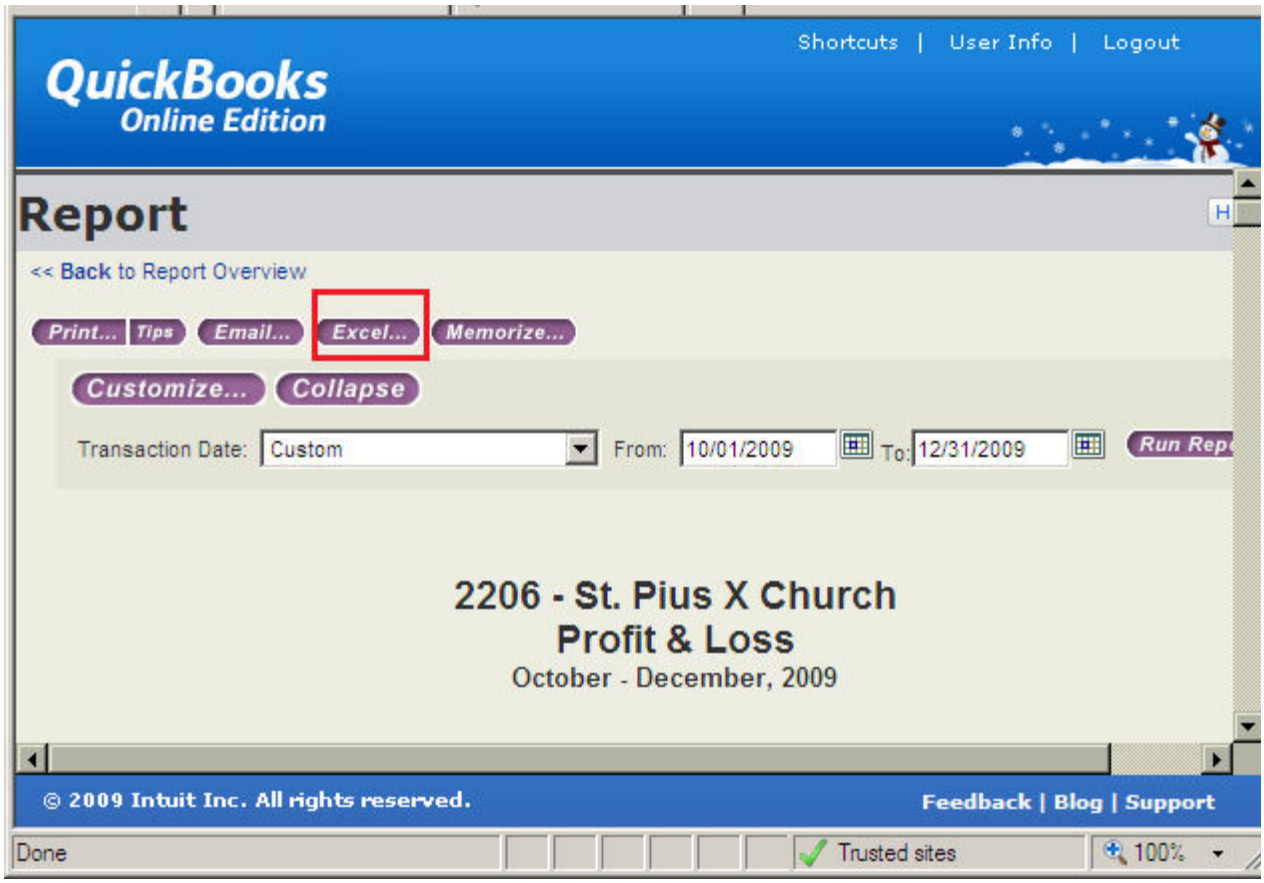
To – 'Quarter or Annual end date' (example 12/31/2009, 03/31/2010, 06/30/2010)



**When the report first appears it will have the data showing for the first day of the fiscal year to the current day. Once you run the report with the correct information in the Transaction Date, From and To fields the data in the report reflect the quarter you are currently working on.

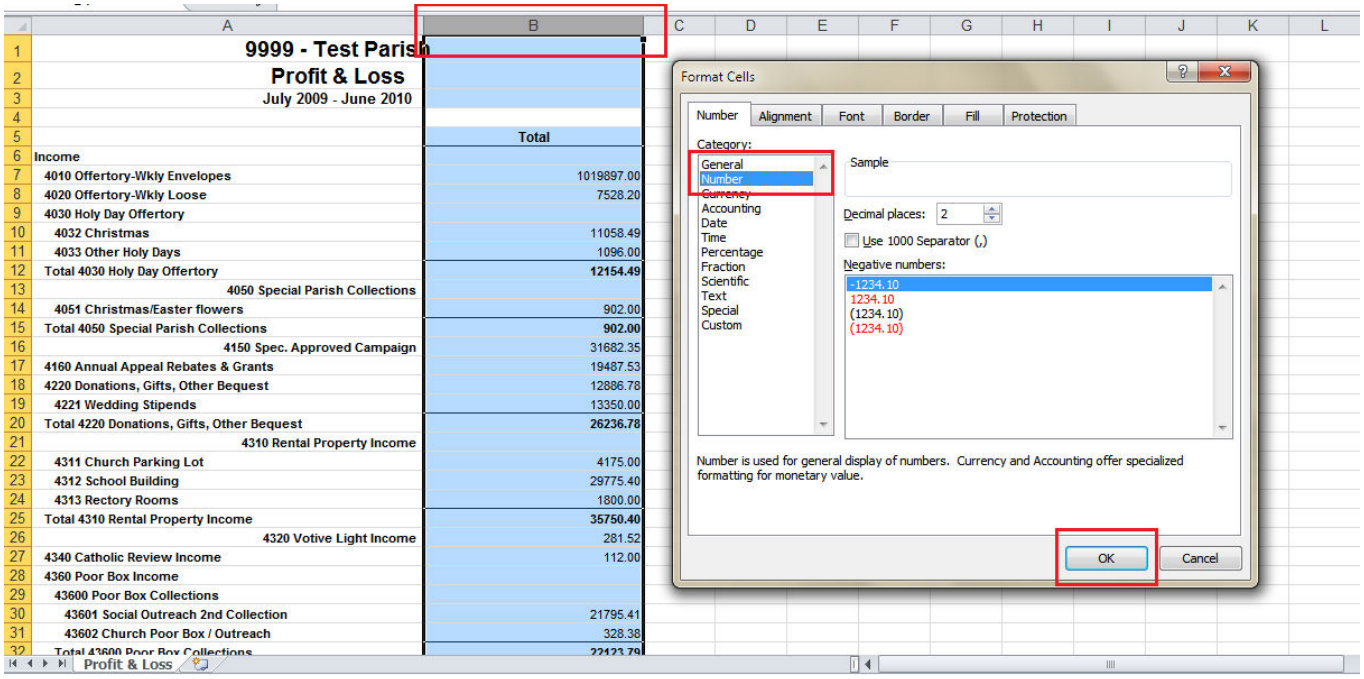
Step 4:

Click on the 'Excel' Button. A Dialog box will appear asking 'Do you want to open or save this file?'. Select 'Save' and another dialog box will appear asking you to select a location to save the file and for you to name the file. Click on My Documents for your file location and name the file **ParishCode_Quickbooks** (example 2206_Quickbooks).

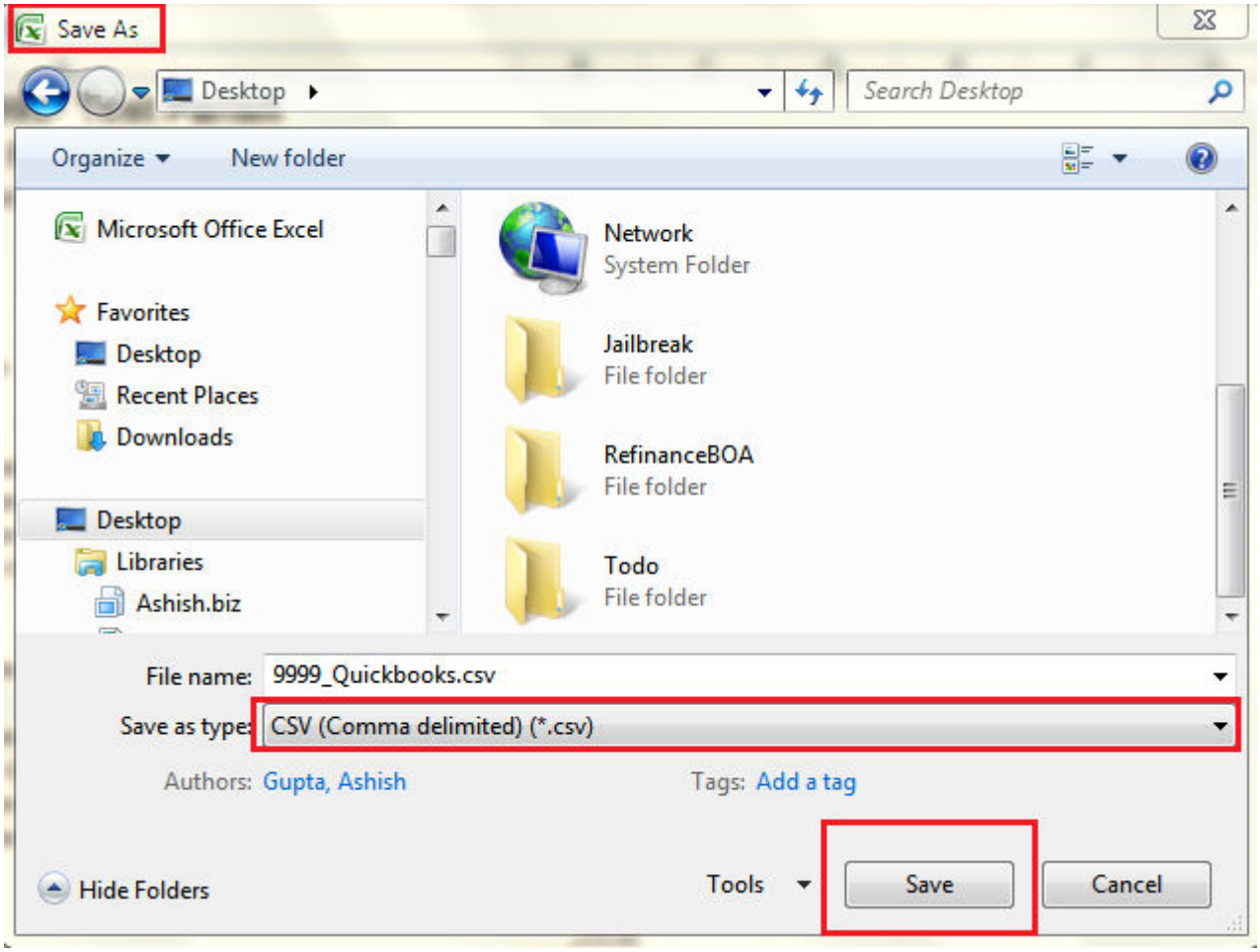


Step 5:

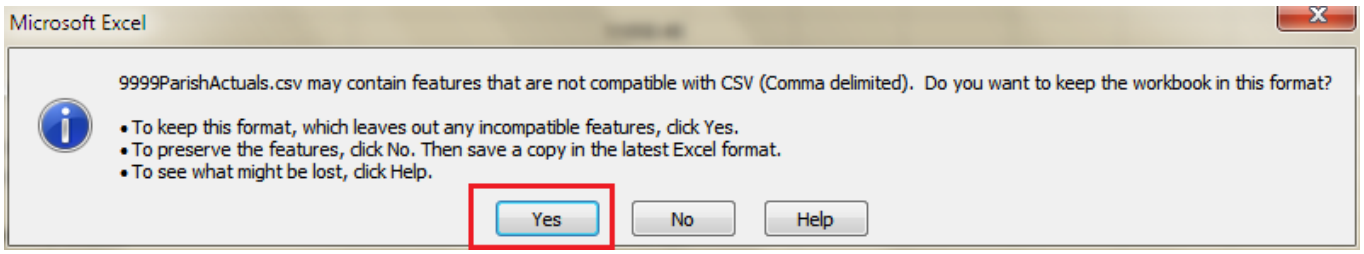
Open the file you downloaded in step 4, click on column B and format the entire column as Number. This will remove all $ signs in that column.



Step 6: Save as "**.csv**" file. Select **CSV (comma delimited)** format from the drop down in "save as" dialogue box.



Step 7: Click yes on warning message.

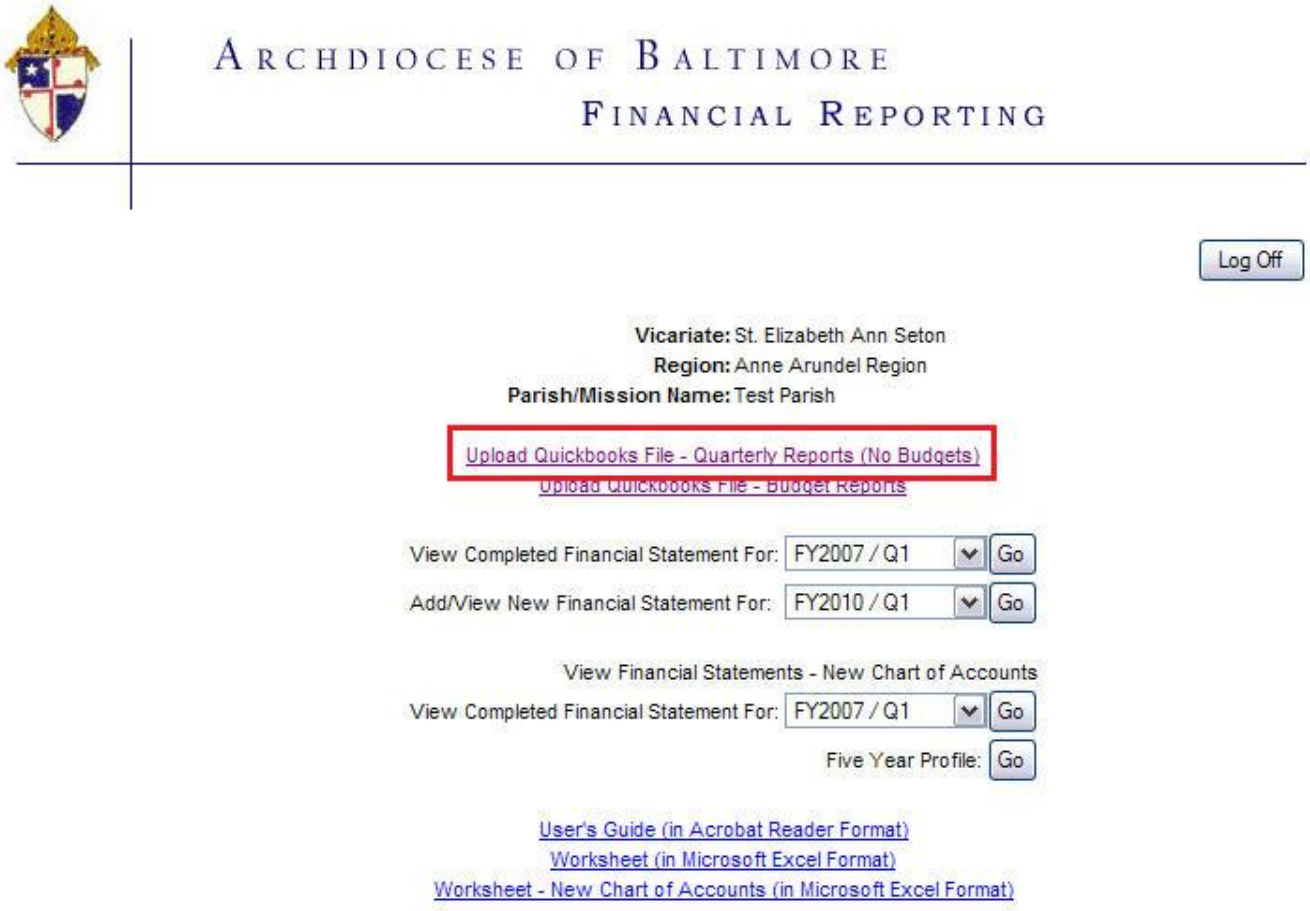


NOTES: **Please make sure that you save the file as **.csv** file and not an. xls /.xlsx file. If you try to upload a file with an .xls /.xlsx extension the file will not upload. If you deviate from the naming convention listed above please be aware that your file will not be imported correctly if you have a space in the file name (ex. Web reports.xls)

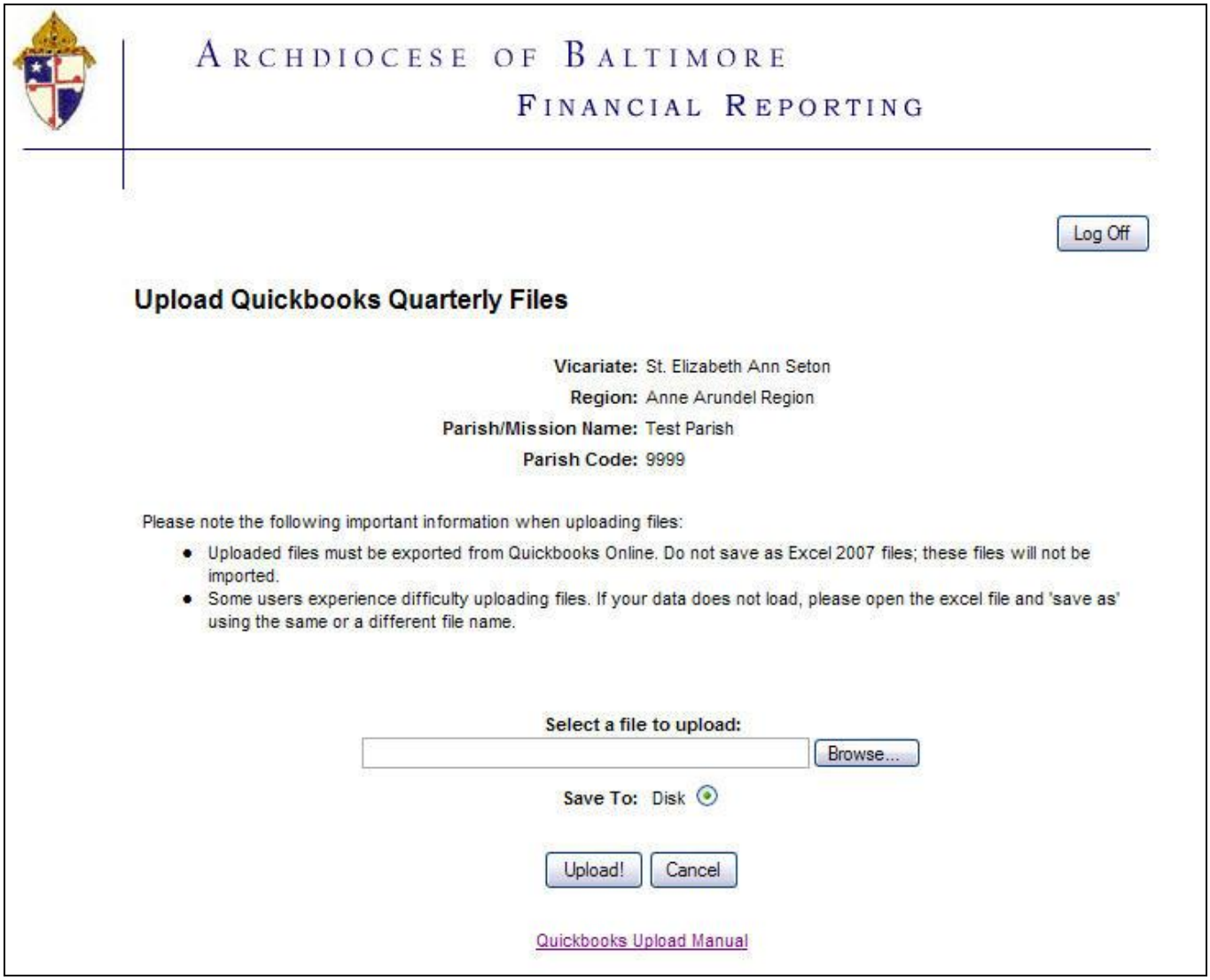
Step 8:

A) Log into the financial web reporting site using your existing username and password.
https://www.archnet.archbalt.org/

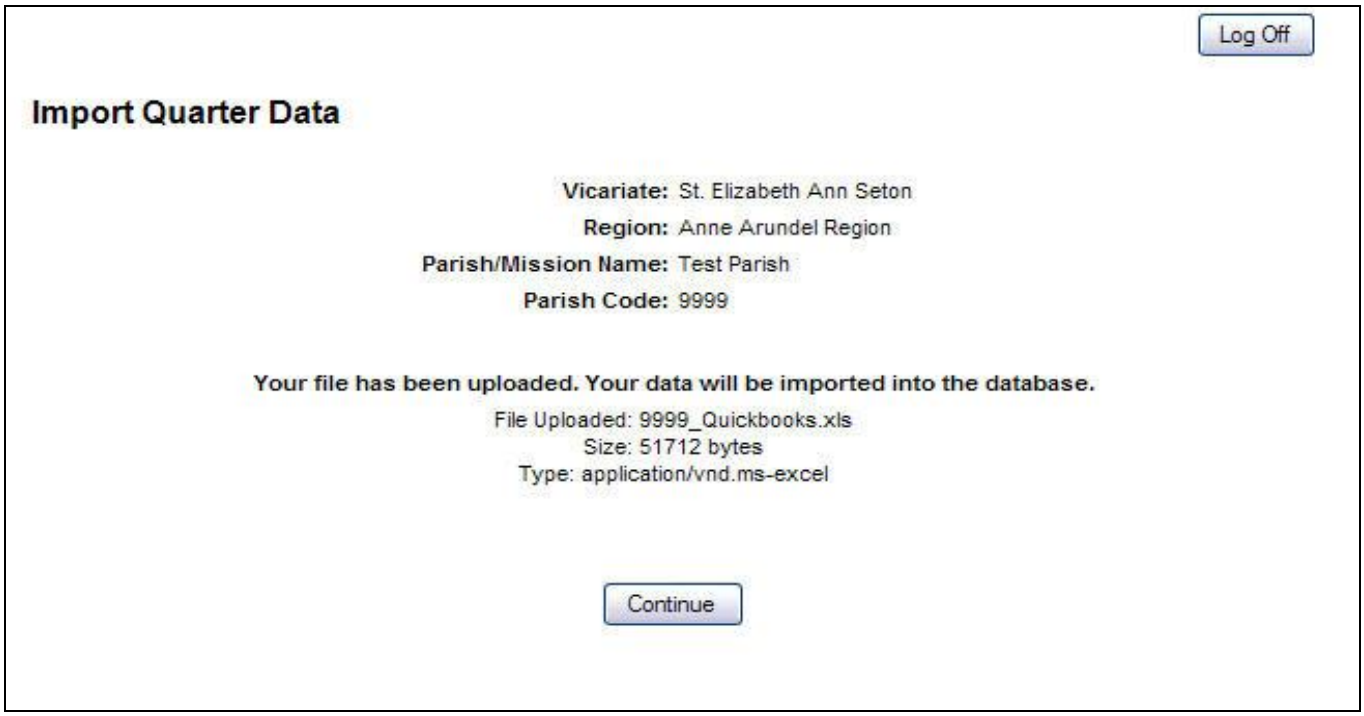
B) Click “Upload Quickbooks File – Quarterly Report (No Budget)”



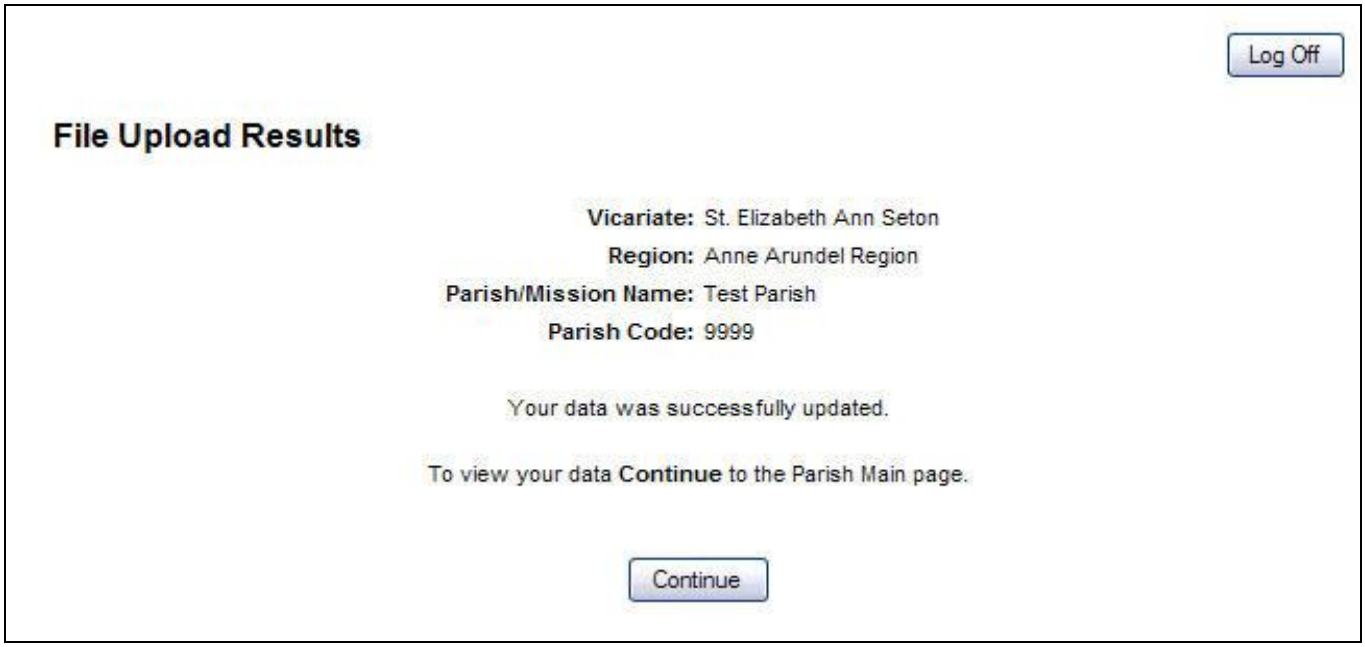
C) Click on Browse to find the QuickBooks file you just saved. Make sure you pick ".csv" file. Then click "Upload".



Once you upload your spreadsheet you will receive a message if the upload was successful, click "Continue". This will start the process that will enter your data into the database.



If your data was successfully imported a message will display. Click "Continue" to return to the Parish financials main menu. If your data was not imported into the database an error message will be displayed. Contact the helpdesk at 410-547-5305 or helpdesk@archbalt.org.



Step 9:

A) Under 'Add/View New Financial Data for' select the Fiscal Year and Quarter you just uploaded data for and click 'Go'

B) You will still need to enter in the contact information for the individual who completed the financials and check if the pastor has given final approval of the data.

C) Review each section of data and verify that the uploaded information is correct. After reviewing each section click 'Next' to save the data on the page. Please keep in mind that if you have an account that is not on the AOB chart of accounts, this account will need to be manually added to an existing AOB account as these accounts will not be imported. If you have created a valid sub account in QuickBooks of an existing AOB account these accounts will roll up to the parent account.

D) If this is the Annual report, enter data in Schedules A – E; enter in the amount of Cathedraticum paid to date; preview the report and commit if all data has been entered correctly.

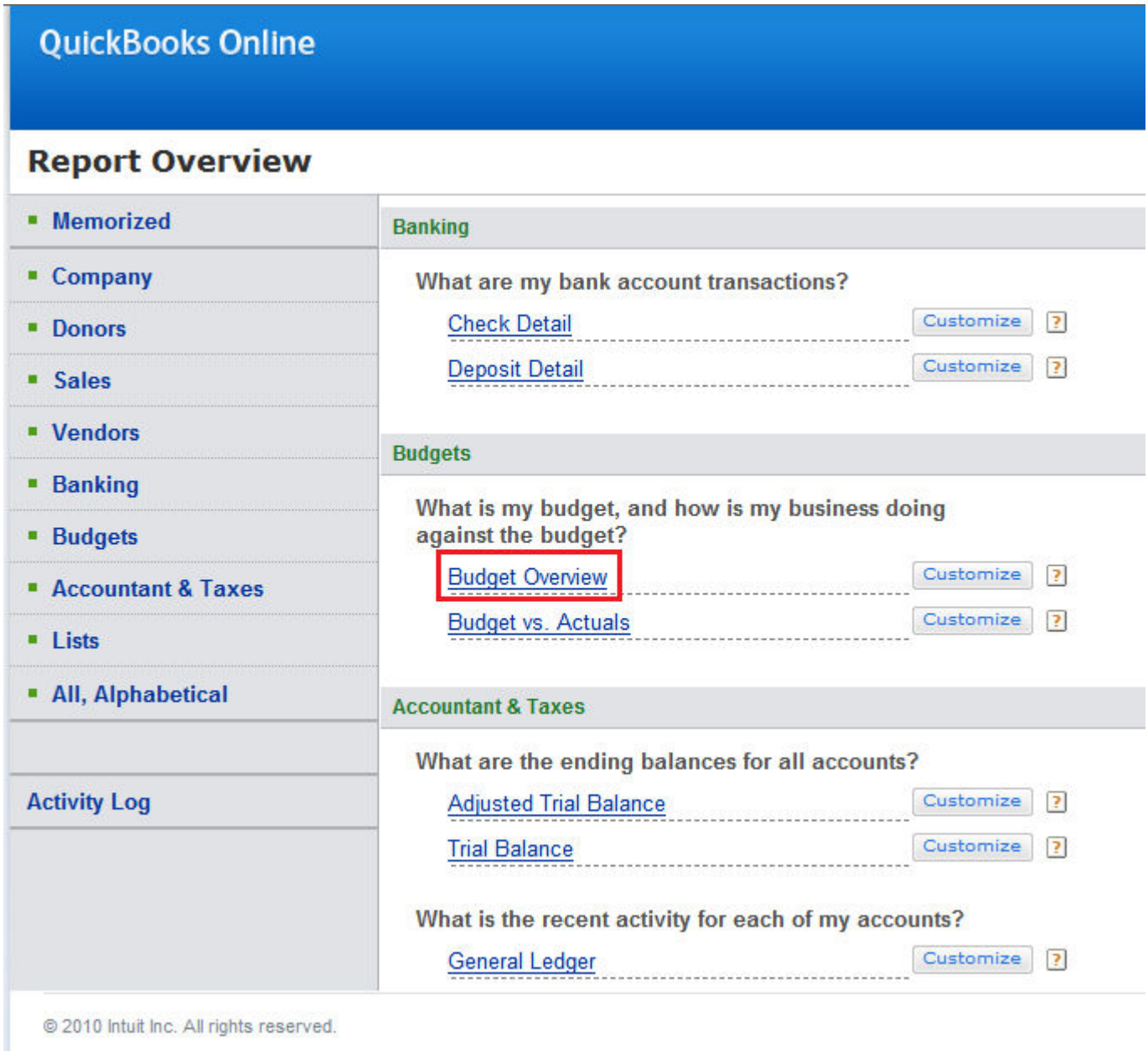
Section 2: Budget Reporting

Step 1:

Log into QuickBooks online

Step 2:

Go to the Budget section and select 'Budget Overview'.



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Step 3:

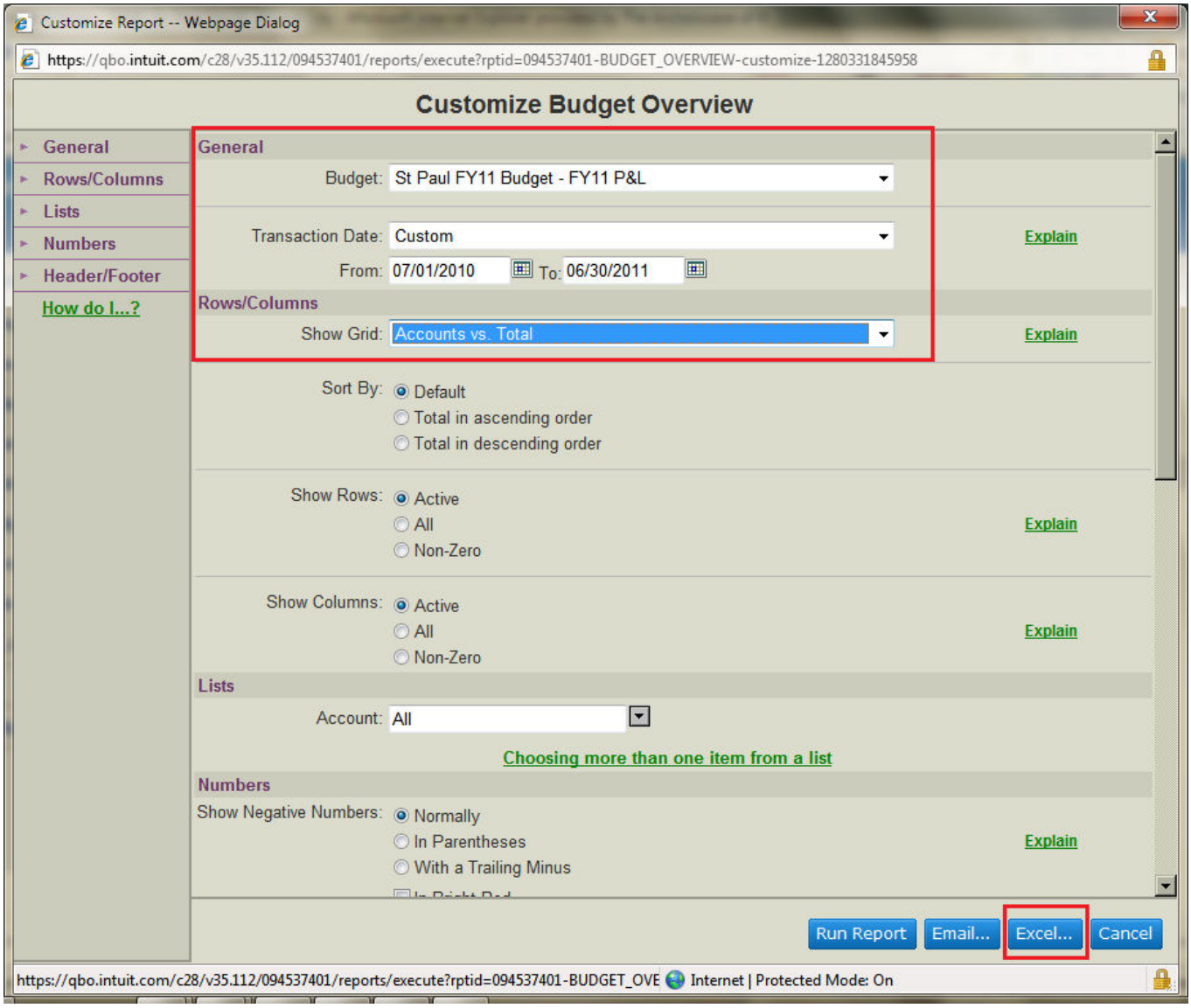
Change the following fields as shown below:

Transaction Date - 'Custom'

From – Start of Fiscal Year (example 07/01/2010)

To – End of Fiscal Year (example 06/30/2011)

Show Grid – Accounts vs. Totals



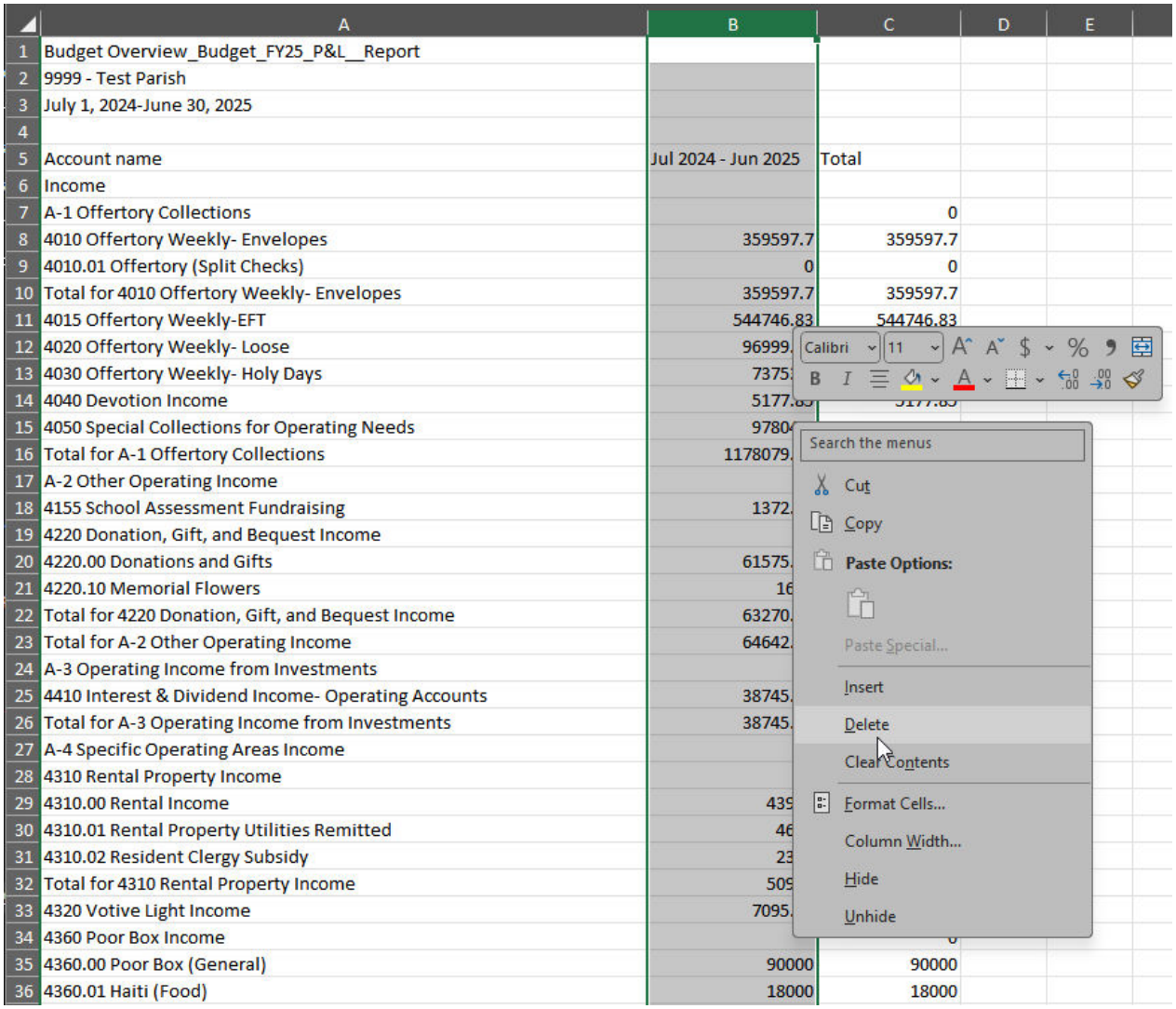
Step 4:

Click on the 'Excel' Button. A Dialog box will appear asking 'Do you want to open or save this file?'. Select 'Save' and another dialog box will appear asking you to select a location to save the file and for you to name the file. Click on My Documents for your file location and name the file ParishCode_Quickbooks_Budget (example 2206_Quickbooks_Budget); be sure your file name does not contain any spaces.

Step 5:

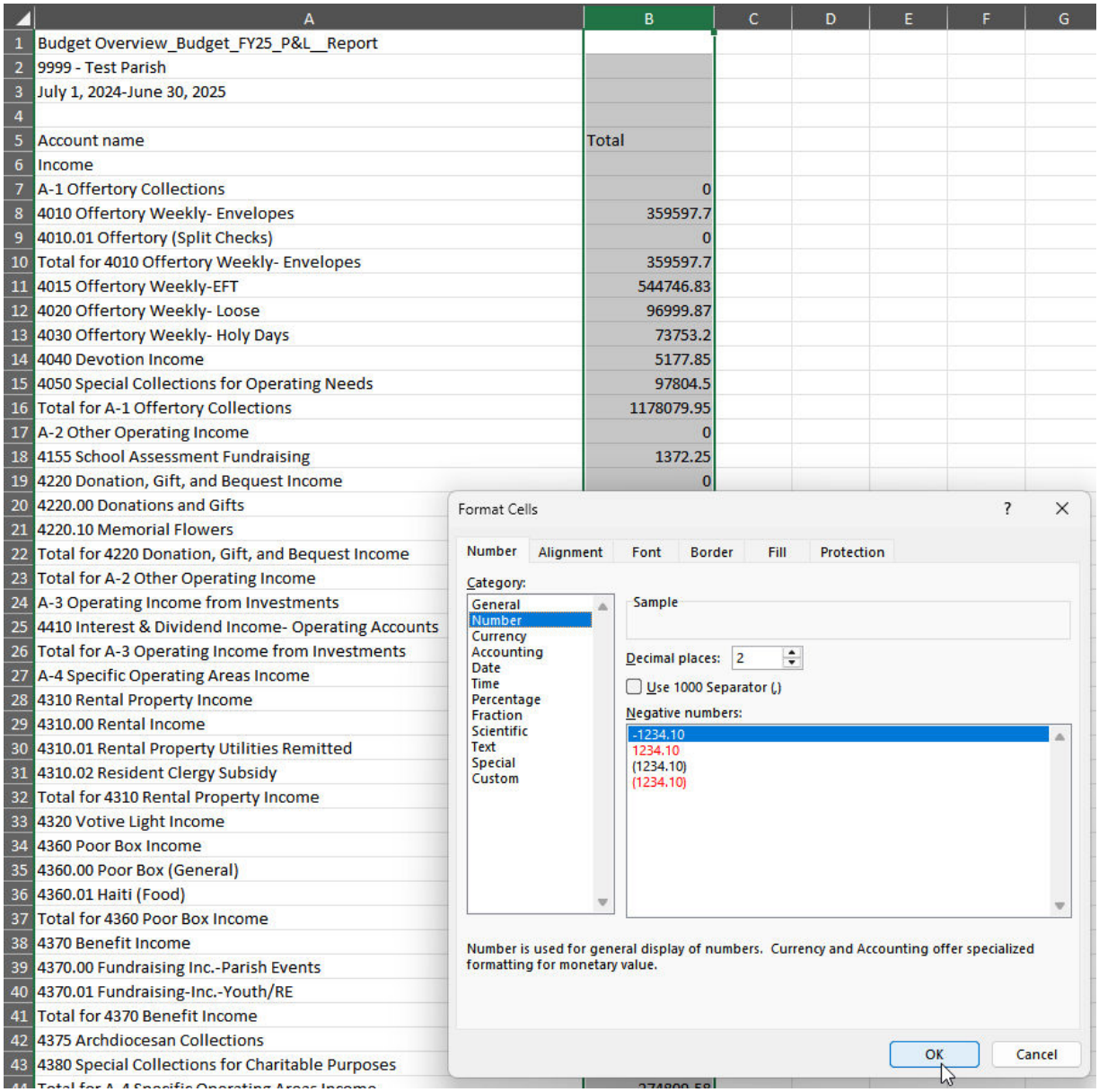
Open the file you downloaded in step 4, and widen the columns so that you can see their contents.

NEW - For "**Modern**" format reports (2025 and later), there may be an extra column prior to the Total column. Please *select that column (column B) and delete it*, so that *only the Account and Total columns remain*.



Step 6:

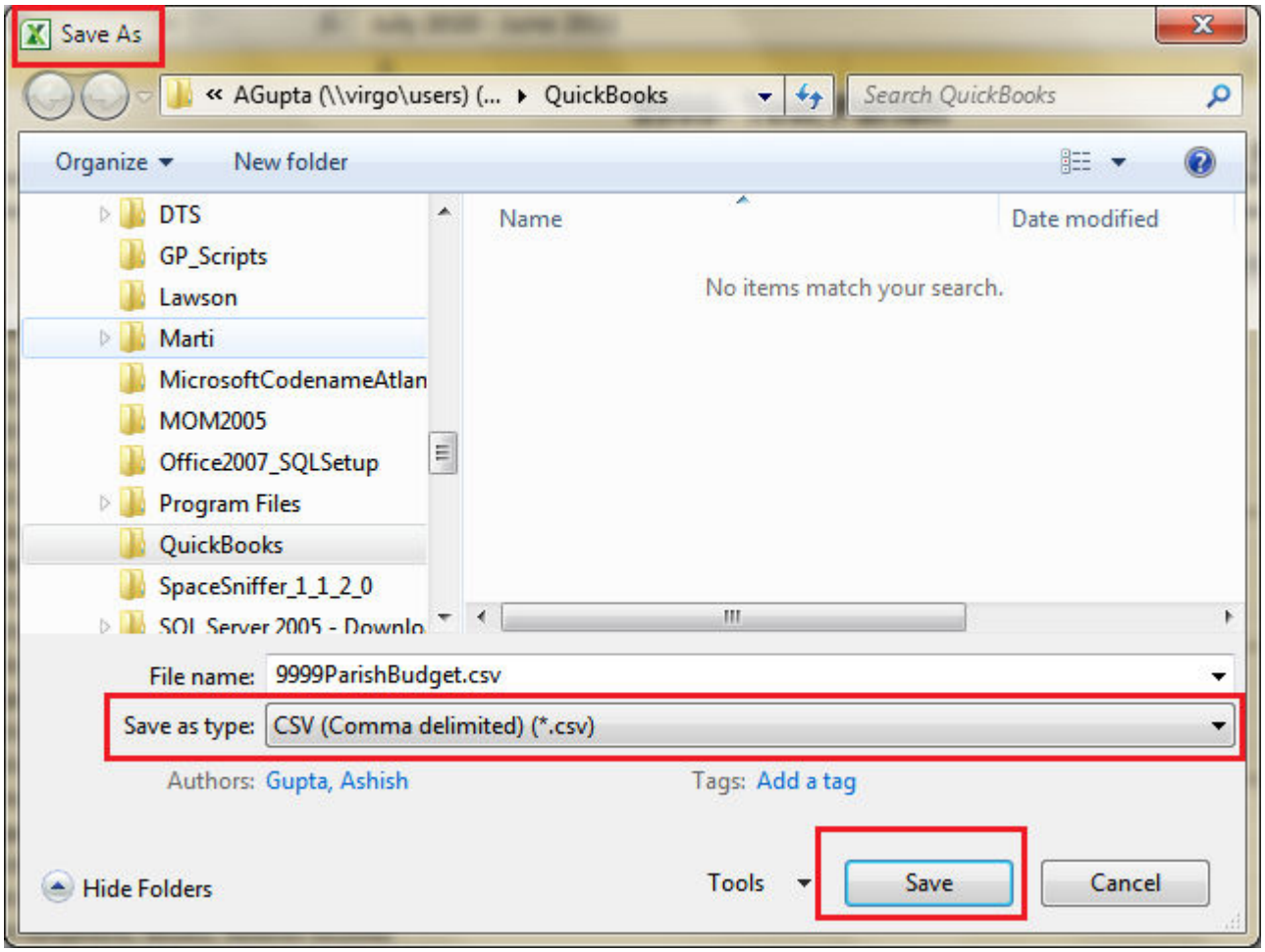
Select column B (Total), right-click, and *format the entire column as Number*: use 2 Decimal places, do NOT check to Use 1000 Separator (,), and choose the first option for Negative numbers (-1234.10). This will remove all $ signs and commas in that column.



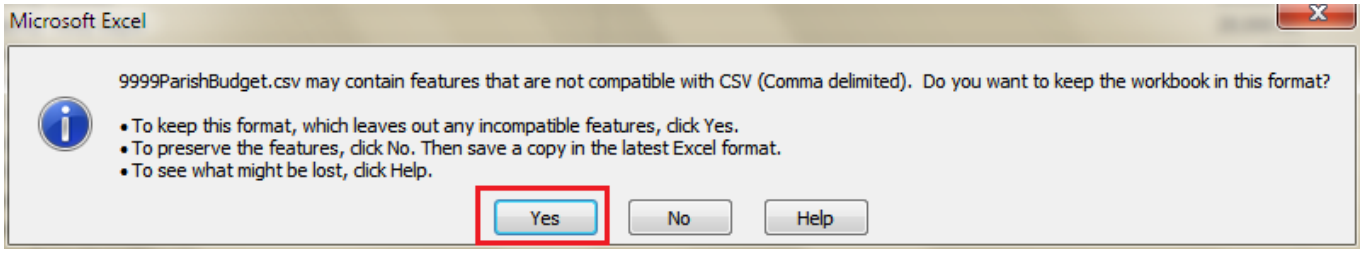
	A	B
1	Budget Overview_Budget_FY25_P&L__Report	
2	9999 - Test Parish	
3	July 1, 2024-June 30, 2025	
4		
5	Account name	Total
6	Income	
7	A-1 Offertory Collections	0
8	4010 Offertory Weekly- Envelopes	359597.7
9	4010.01 Offertory (Split Checks)	0
10	Total for 4010 Offertory Weekly- Envelopes	359597.7
11	4015 Offertory Weekly-EFT	544746.83
12	4020 Offertory Weekly- Loose	96999.87
13	4030 Offertory Weekly- Holy Days	73753.2
14	4040 Devotion Income	5177.85
15	4050 Special Collections for Operating Needs	97804.5
16	Total for A-1 Offertory Collections	1178079.95
17	A-2 Other Operating Income	0
18	4155 School Assessment Fundraising	1372.25
19	4220 Donation, Gift, and Bequest Income	0
20	4220.00 Donations and Gifts	
21	4220.10 Memorial Flowers	
22	Total for 4220 Donation, Gift, and Bequest Income	
23	Total for A-2 Other Operating Income	
24	A-3 Operating Income from Investments	
25	4410 Interest & Dividend Income- Operating Accounts	
26	Total for A-3 Operating Income from Investments	
27	A-4 Specific Operating Areas Income	
28	4310 Rental Property Income	
29	4310.00 Rental Income	
30	4310.01 Rental Property Utilities Remitted	
31	4310.02 Resident Clergy Subsidy	
32	Total for 4310 Rental Property Income	
33	4320 Votive Light Income	
34	4360 Poor Box Income	
35	4360.00 Poor Box (General)	
36	4360.01 Haiti (Food)	
37	Total for 4360 Poor Box Income	
38	4370 Benefit Income	
39	4370.00 Fundraising Inc.-Parish Events	
40	4370.01 Fundraising-Inc.-Youth/RE	
41	Total for 4370 Benefit Income	
42	4375 Archdiocesan Collections	
43	4380 Special Collections for Charitable Purposes	

Step 7:

Save as "**.csv**" file. Select **CSV (comma delimited)** format from the drop down in "save as" dialogue box.



Step 8: Click yes on warning message.

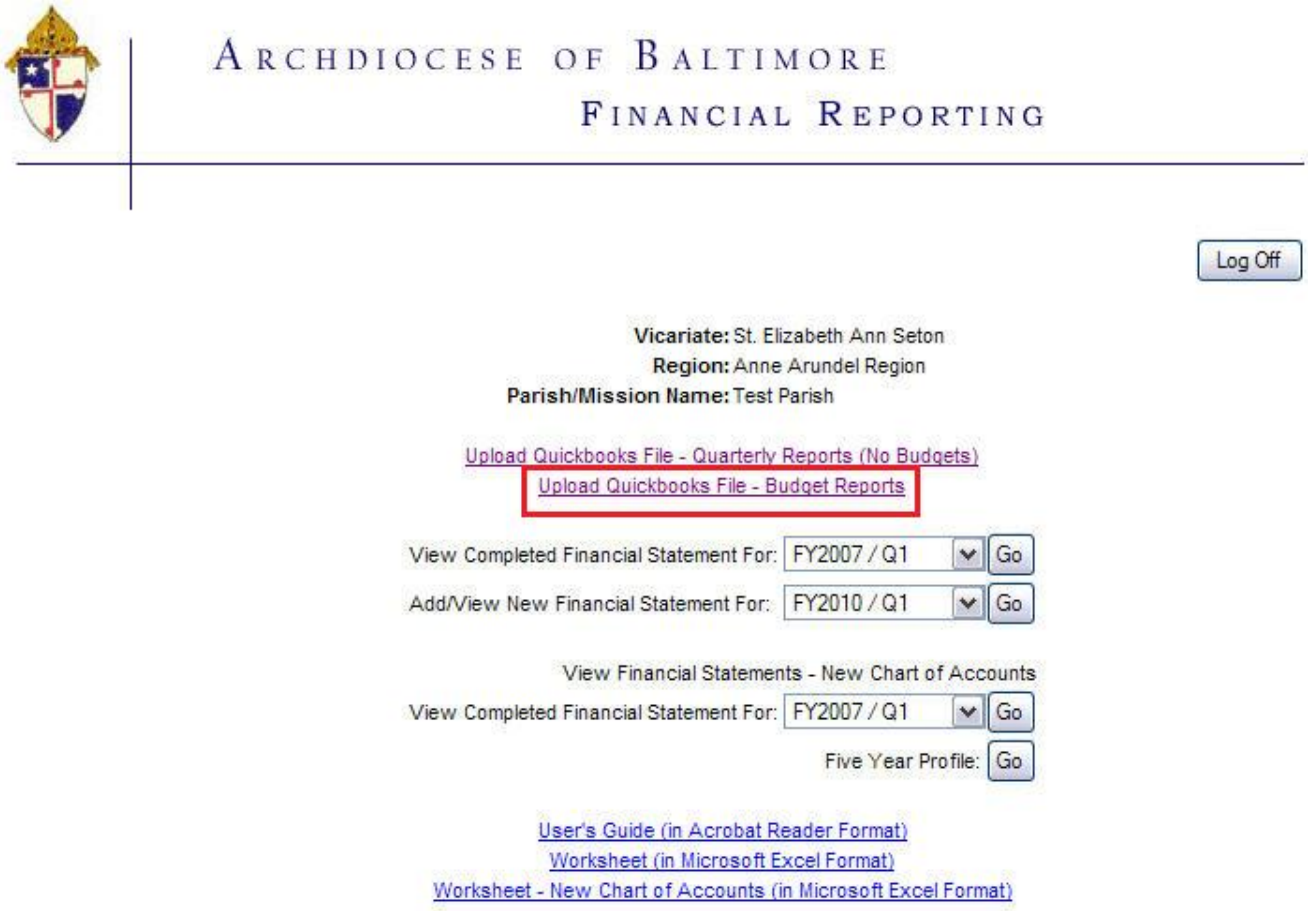


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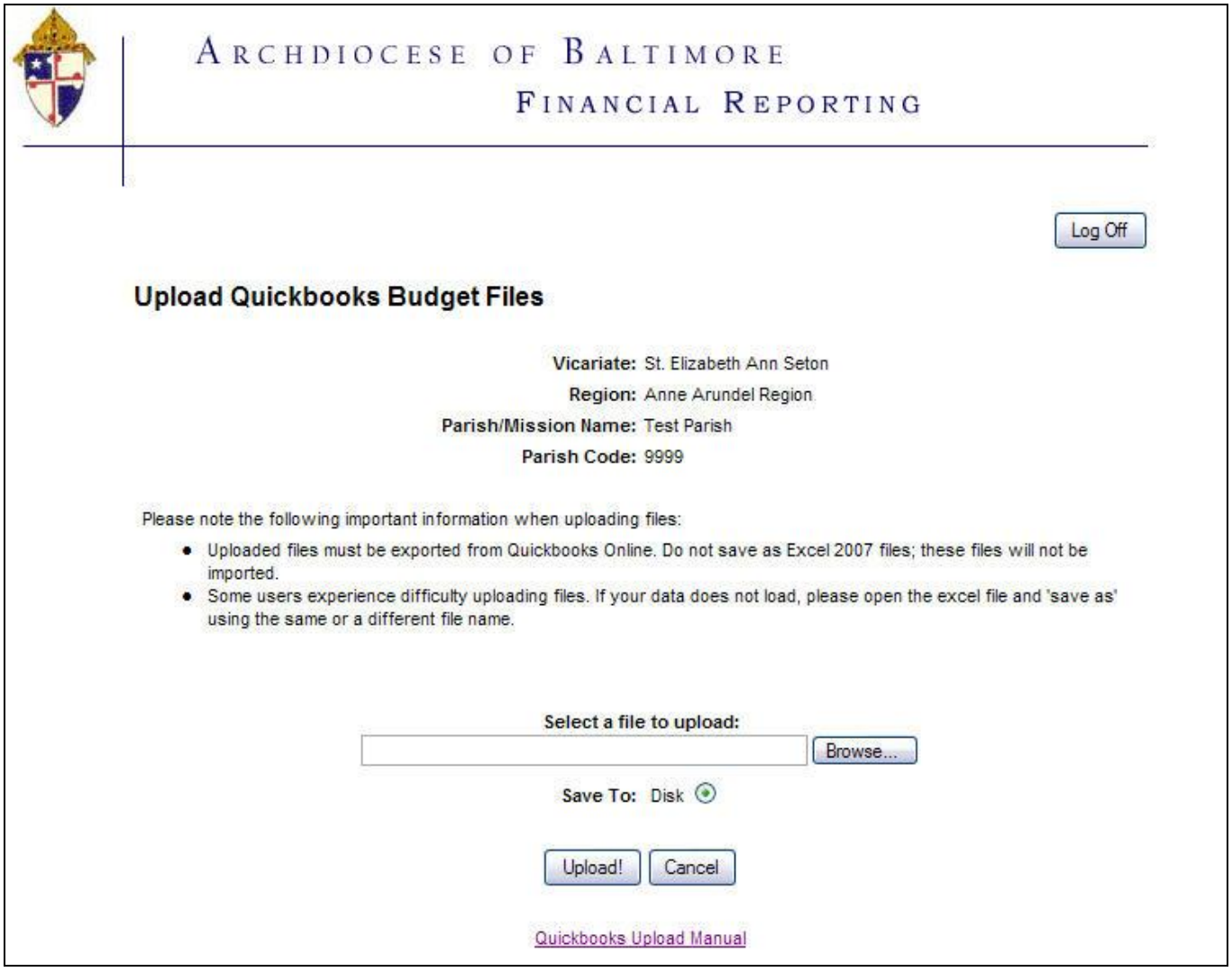
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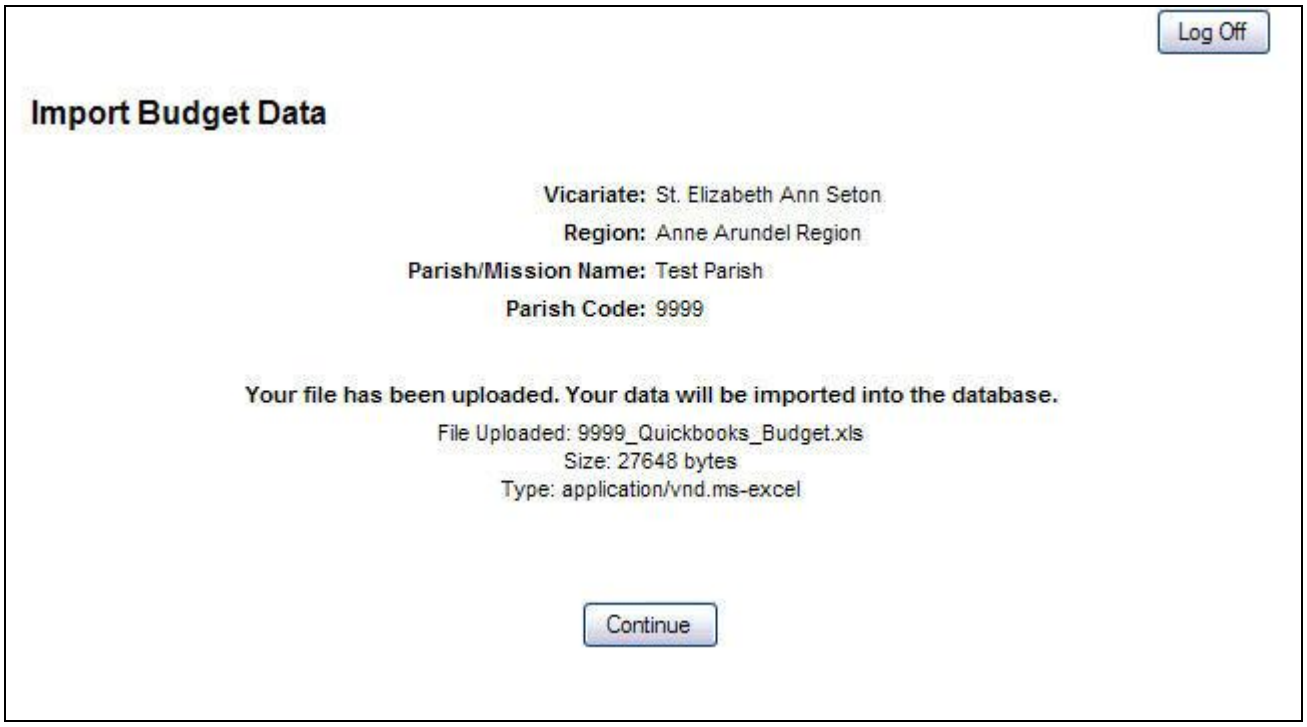
B) Click “Upload Quickbooks File – Budget Reports”



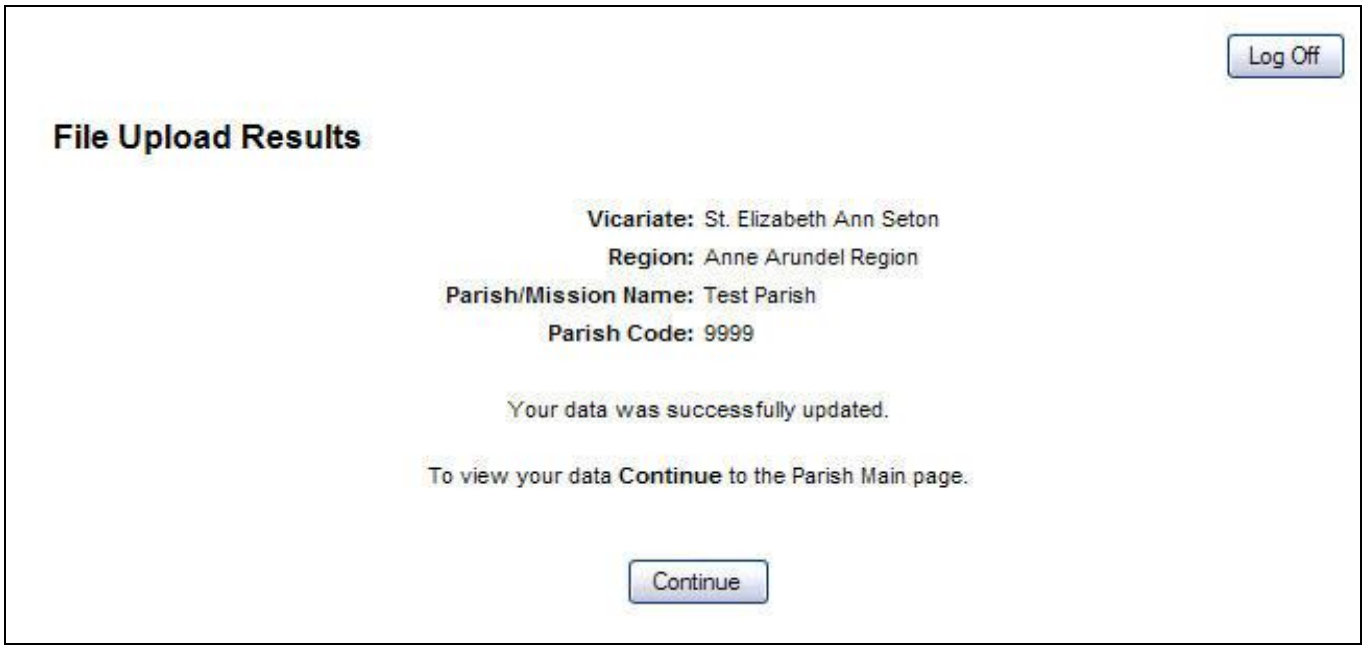
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D) Enter Schedules A through E; enter in the amount of Cathedraticum paid to date; preview the report and commit if all data has been entered correctly.