

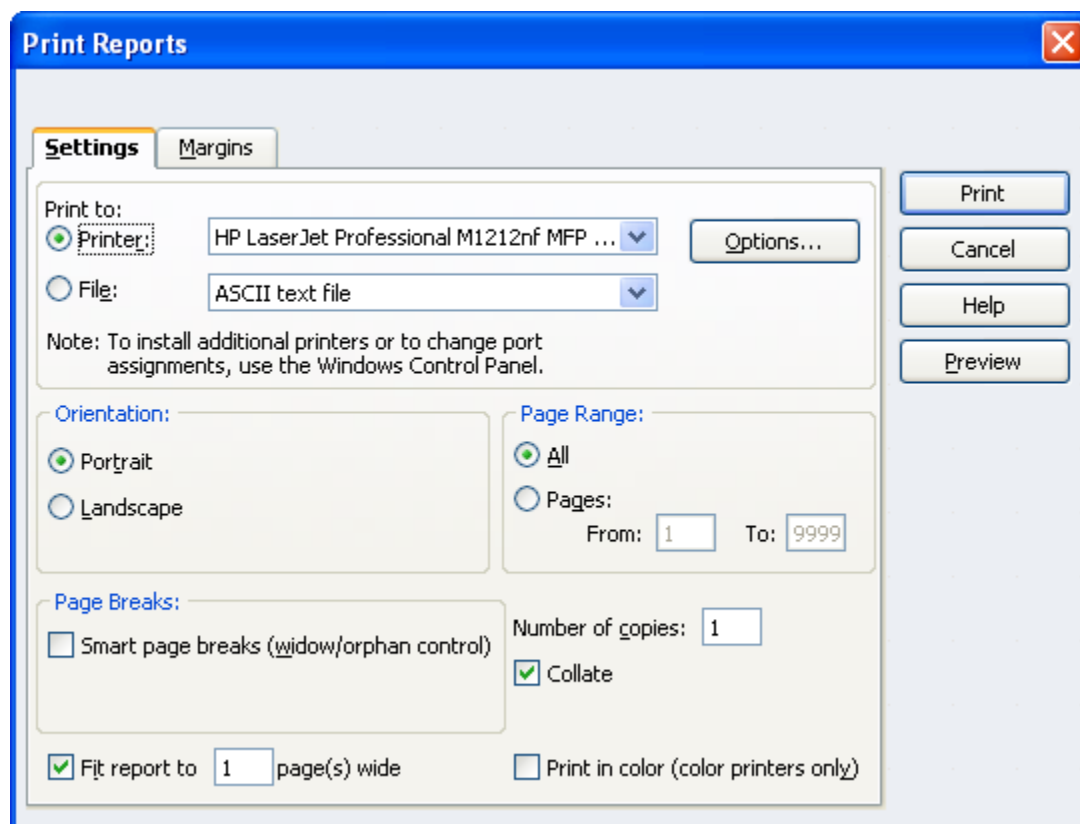
Monthly Reports  
Due on the 15<sup>th</sup> day of the month  
GUIDELINES

- \*PRINT portrait
  - \*FIT to 1 page report (you can find this option on the print screen see attached screen shot.)
  - \*1 sided
  - \*memorized reports on QuickBooks will ease your task. (see attached screen shot.)
  - \*Please send requested reports only, any other information will be requested if needed by Finance.
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1. Bank statement – copy please try to include check /deposit images
2. Reconciliation summary and reconciliation detail – print 2 copies (1 for your records 1 for Finance), dates on reconciliation must match bank statement. Do not enter bank charges/interest on this screen; they must be recorded in a Journal Entry.  
Verify unclear transactions at this time, remember transactions older than 6 months are considered stale and we must generate proper Journal Entries to “clean them” from reconciliation.  
The only unclear transactions showing on reconciliation detail must be most recent posted.
3. Trial Balance- print 2 copies (1 for your records 1 for Finance), must match bank statement and reconciliation dates.

4. Balance Sheet Standard- we have divided accounts into 2 General accounts (BISD and Bona Fide CLUB accounts) because Finance needs to report them separately in the financial statements. If the CLUB has a charter, elected student officers, have meetings, the students make decisions and/or a club officer signs off on all check requests, etc.; then it is considered a club. The schools will not see a difference in the manner in which they spend their funds by dividing accounts. We only need to separate the Bona Fide Clubs from the other organizations for reporting purposes.
5. General Ledger –remember print portrait fit to 1 page.
6. Deposit detail - remember print portrait fit to 1 page.
7. Check detail- remember print portrait fit to 1 page.
8. Journal Entry Report.

### PRINT portrait FIT to 1 page report



# Memorized reports on QuickBooks will ease your task

The screenshot displays the QuickBooks software interface. The top menu bar includes File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Online Services, Window, and Help. The Reports menu is open, showing options like Report Center, Company Snapshot, Memorized Reports, and Process Multiple Reports. A sub-menu for Memorized Reports is also visible, listing various report types such as Custom Transaction Detail Report, Balance Sheet, 1099's, Find Report, Account QuickReport, Custom Transaction Detail Report RCTNUMB, Deposit Detail, General Ledger, Journal Entries, Reconciliation Detail, Reconciliation Summary, Trial Balance, Accountant, Banking, Company, Customers, and Vendors.

In the background, a deposit form is visible. It includes fields for Deposit To (national Bank), Date (09/27/2013), and Memo. Below these fields is a table with columns for Received From, From Account, and Memo. At the bottom of the form, there are fields for Cash back goes to, Cash back memo, and Cash back amount, along with buttons for Save & Close, Save & New, and Clear.

File Edit View Lists Company Customers Vendors Employees Banking Reports Online Services Window Help

Home Customer Center Company Snapshot Customer Center Vendor Center Employee Center Online Banking Report Center Add Payroll Services Live Community Help Feedback

Open Win...

- Home
- Chart of A
- 1099's
- Balance S

### Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: 1000 · International Bank last reconciled on 08/31/2013.

Statement Date: 09/30/2013

Beginning Balance: 34,048.31 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
0.00	09/30/2013	CLUB:2325 · Chess	bank charge
Interest Earned	Date	Account	Class
0.00	09/30/2013	BISD:4000 · Interest	interest for month

**Company**

- Chart of Accounts
- Items & Services
- Intuit.com Services

**Banking**

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks

**Account Balances**

Name	Balance
1000 · Inter...	14,333.63

**Services You Might Need**

**Upgrade to QuickBooks 2014**  
Get better organized with new tools & features when you upgrade.

**Reminders & Alerts**

[Alerts \(1\)](#)