

New Norms for submission of annual parish financial reports to the Diocese of Madison:

1. Provide a 5-year comparative profit and loss (expanded, showing all accounts) in Excel.
2. Submit a copy of your annual report to the parish at the time it's issued (later date than the diocesan required financials).

QB Desktop Instructions for 5-year comparative Statement of Activity

Go to “Reports” tab and scroll down to “Company & Financial.”

Choose “Profit and Loss Standard.”

Once in the report enter the appropriate dates: 07/01/2020-06/30/2025.

Click “Customize Report.”

In the “Show Columns” drop-down menu next to the dates, choose “Year.”

The report should now display five fiscal years’ worth of data in columns.

Please be sure the report is “expanded” (all accounts are shown); if not, click “Expand Rows” at the top.

Export the report by clicking “Excel” at the top and select “Create New Worksheet.” Save the Excel file.

QB Online Instructions for 5-year comparative Statement of Activity

Go to the “Reports” menu and click “Standard Reports.”

Select “Statement of Activity.”

Enter the appropriate dates: 07/01/2020-06/30/2025.

In the “Display Columns by” dropdown box (left hand side of page), select “Fiscal Years,” then click “Run Report.”

The report should now display five fiscal years’ worth of data.

Please be sure the report is “expanded” (all accounts are shown); if not, click “Expand” at the upper left.

Export the report by clicking the Export button at the upper right (to the right of the print button) and select “Export to Excel.” Save the Excel file.