Extension Council Funds are divided into funding sources. In QuickBooks, funding sources are identified as Classes or subclasses. A sample list of Classes…..

When establishing a new Class, consider if the new class should be a subclass under an exiting generic class code. When a subclass is grouped with other similar funding sources under the same generic class, QuickBooks can consolidate all financial data for grouped subclasses on specific reports.

- Under Lists, Class List screen, click on the Class button at lower left of screen. (or, right click anywhere within the Class List screen, then left click on new).
- Click New
- Under Class Name, type the class number, followed by a hyphen, and then a Class Name. No space before or after the hyphen. (to be consistent with other existing classes). For example, 2100-Postage Fund
- Determine if this new class should be a subclass under an existing generic class code.
- Click OK.