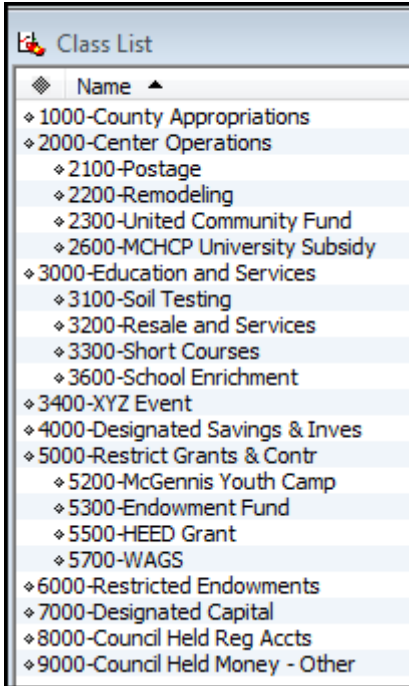


Create a New Class

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**.

