

Quarterly Accounting Procedures

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Generate Quarterly Report

At the end of each quarter, enter the numbers from **Reports > Profit and Loss > Last Quarter** from Quickbooks into the [prognosis Google spreadsheet](#).

The screenshot displays the QuickBooks interface for a user named 'punctum books'. The left sidebar shows navigation options, with 'Reports' selected. The main area shows the 'Profit and Loss Report' for the 'Last Quarter' (07/01/2022 to 09/30/2022). The report is set to 'Total Only' columns, 'Active rows/active columns', and 'Accrual' accounting method. The report data is as follows:

punctum books	
Profit and Loss	
July - September, 2022	
	TOTAL
Income	
Book Processing Charges	13,471.00
Donations	8,823.81
Merchandise	32.69
PayPal Sales	588.00
Reimbursement	445.10
Sales	
Book Sales	11,898.63
Total Sales	11,898.63

AZ Unemployment Tax

File AZ unemployment tax

Here: <https://uitws.azdes.gov/>

This is not done automatically via Quickbooks.