



QUICKBOOKS 2016 STUDENT GUIDE

Lesson 9

Reports in QuickBooks

intuit.

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Lesson Objectives

- Learn about running reports in QuickBooks from the Report Centre
- Learn how to customize reports including filtering, adding columns, and changing the report title
- Learn how to process reports in batches
- Save reports as (PDF) files
- Learn how to export a report to Microsoft Excel
- Practice filtering reports in Microsoft Excel
- Learn about the types of graphs QuickBooks offers
- Learn how to customize graphs

Use the Report Centre

A good way to learn about the reports available in QuickBooks — and how to work with them — is the Report Centre. The Report Centre lists each report in QuickBooks, and gives a short description of what appears on the report. You can access the Report Centre from the Reports menu.

Open the Report Centre:

1. Click the **Reports** menu and select **Report Centre**.
2. Use the blue view icons in the top right corner to customize your view.

Report Centre

Standard Memorized Favourites Recent Search

Company & Financial

Sales Tax
Customers & Receiva...
Sales
Jobs, Time & Mileage
Vendors & Payables
Purchases
Inventory
Employees & Payroll
Banking
Accountant & Taxes
Budgets & Forecasts
List

Profit & Loss Standard

How much money did my company make or lose over a specific period of time?

Profit & Loss Standard		Company & Financial
Ordinary Income/Expense		
Income		
40100 · Construction Income	39,324.16	
40500 · Reimbursement Income	0.00	
Total Income	39,324.16	
Cost of Goods Sold		
50100 · Cost of Goods Sold	2,043.67	
54000 · Job Expenses	16,677.46	
Total COGS	18,721.13	
Gross Profit	20,603.03	
Expense		
64200 · Repairs	175.00	
64800 · Tools and Machinery	810.00	
Total Expense	985.00	
Net Ordinary Income	19,618.03	
Other Income/Expense		
Other Income		
70100 · Other Income	43.53	
Total Other Income	43.53	
Net Other Income	43.53	
Net Income	19,661.56	

Dates: This Month-to-date 8/1/2016 8/31/2016 Run Fave Help

Run a Balance Sheet Report

The Balance Sheet shows where your business stands as of one moment in time. It lists all of your balance sheet accounts in three sections: Assets, Liabilities, and Equity.

Assets are everything that the business owns. This includes fixed assets such as vehicles, as well as inventory and Accounts Receivable.

Liabilities are what the business owes to suppliers or people outside the business. These include sales tax payable, loan payments, and Accounts Payable.

Equity is what the business is worth to the owners. These include owner's contribution accounts, and retained earnings.

Create a balance sheet report:

1. In the **Report Centre**, choose **Company & Financial, Balance Sheet Standard**.
2. Click the **Run Report** icon.

White Ridge Construction Company		Aug 31, 16
Balance Sheet		
As of August 31, 2016		
ASSETS		
Current Assets		
Chequing/Savings		
Chequing		51,837.28
Total Chequing/Savings		51,837.28
Accounts Receivable		
Accounts Receivable		-31,342.50
Total Accounts Receivable		-31,342.50
Other Current Assets		
Inventory Asset		22,167.25
Total Other Current Assets		22,167.25
Total Current Assets		42,662.03
TOTAL ASSETS		42,662.03
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		-6,835.15
Total Accounts Payable		-6,835.15
Credit Cards		
Credit Cards		
MasterCard		701.86
Visa		711.90
Total Credit Cards		1,413.76
Total Credit Cards		1,413.76



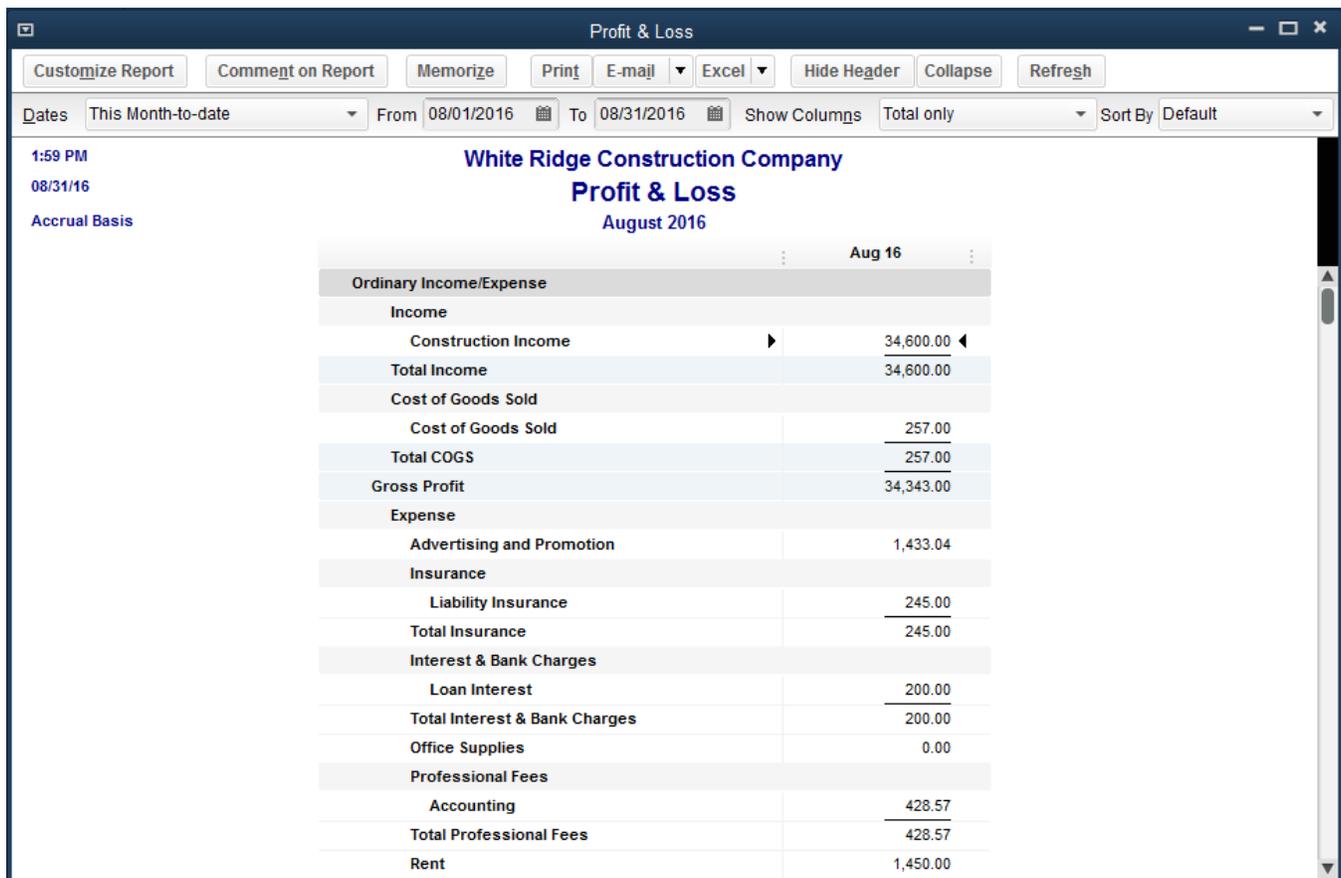
NOTES

Run a Profit and Loss Report

The Profit and Loss report shows how your business performed over a period of time. It shows you all of your income and expense accounts, and shows your net income.

Create a profit and loss report:

- In the **Report Centre**, choose **Company & Financial, Profit and Loss Standard**.
- Click the **Run Report** icon.



Profit & Loss

Customize Report Comment on Report Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates This Month-to-date From 08/01/2016 To 08/31/2016 Show Columns Total only Sort By Default

1:59 PM
08/31/16
Accrual Basis

White Ridge Construction Company
Profit & Loss
August 2016

	Aug 16
Ordinary Income/Expense	
Income	
Construction Income	34,600.00
Total Income	34,600.00
Cost of Goods Sold	
Cost of Goods Sold	257.00
Total COGS	257.00
Gross Profit	34,343.00
Expense	
Advertising and Promotion	1,433.04
Insurance	
Liability Insurance	245.00
Total Insurance	245.00
Interest & Bank Charges	
Loan Interest	200.00
Total Interest & Bank Charges	200.00
Office Supplies	0.00
Professional Fees	
Accounting	428.57
Total Professional Fees	428.57
Rent	1,450.00



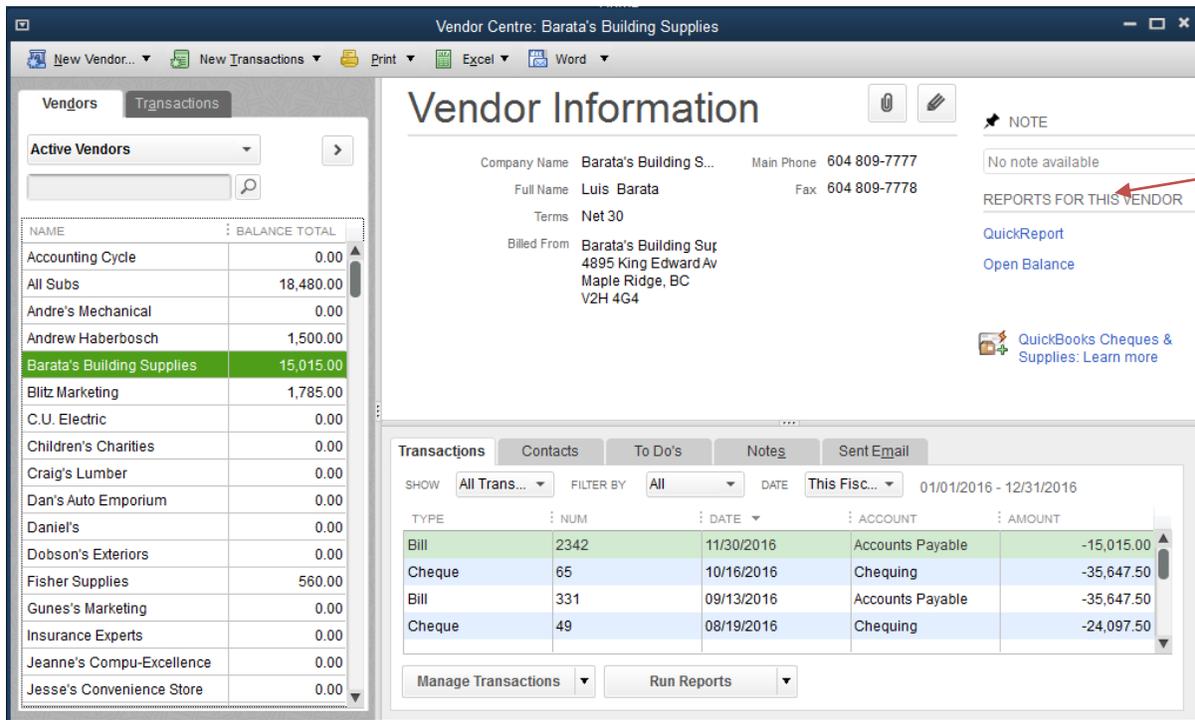
NOTES

Create QuickReports

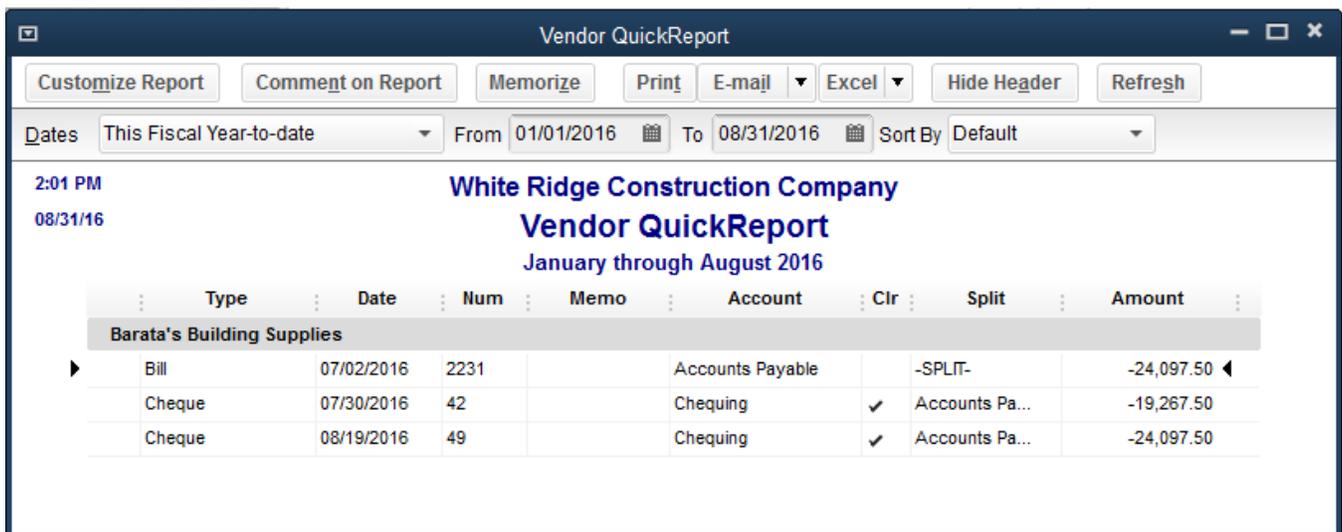
QuickReports give you information about the list name you're currently viewing. Whenever you have a list, a register, or a form displayed, you can click a button to have QuickBooks create a QuickReport.

See what you owe a vendor:

1. Click **Vendors** on the Home page.



2. Right-click on the vendor name you wish to run a report for and select **QuickReport** or click on the **QuickReport** link in the vendor information section.





NOTES

QuickZoom

Use QuickZoom to get more information from reports and graphs. QuickZoom behaves differently depending on the report you use it on. For example, when you QuickZoom on a summary report, QuickBooks will display a transaction detail report. And when you QuickZoom on a transaction detail report, QuickBooks will open a transaction

QuickZoom on a report or graph:

1. From any financial report, hold your cursor over the dollar amount/transaction you wish to view in more detail.
2. When your cursor turns into the QuickZoom icon, double-click your mouse to zoom in.

White Ridge Construction Company
Profit & Loss
August 2016

Aug 16	
Ordinary Income/Expense	
Income	
Construction Income	34,600.00
Total Income	34,600.00
Cost of Goods Sold	
Cost of Goods Sold	257.00
Total COGS	257.00
Gross Profit	34,343.00
Expense	
Advertising and Promotion	1,433.04
Insurance	
Liability Insurance	245.00
Total Insurance	245.00
Interest & Bank Charges	
Loan Interest	200.00
Total Interest & Bank Charges	200.00
Office Supplies	0.00

White Ridge Construction Company
Transaction Detail By Account
August 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Construction Income								
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Cabinetry & ...		Accounts Re...	4,900.00	4,900.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Electrical La...		Accounts Re...	500.00	5,400.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Administratio...		Accounts Re...	1,000.00	6,400.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Paint Labour		Accounts Re...	800.00	7,200.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Design Serv...		Accounts Re...	1,800.00	9,000.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Interior Finis...		Accounts Re...	2,500.00	11,500.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Cabinetry & ...		Accounts Re...	13,000.00	24,500.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Electrical Fix...		Accounts Re...	800.00	25,300.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Paint Materials		Accounts Re...	150.00	25,450.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Interior Finis...		Accounts Re...	9,000.00	34,450.00
Invoice	08/31/2016	17	Allin, Hilda:600 SQ...	Premium Doo...		Accounts Re...	150.00	34,600.00
Total Construction Income							34,600.00	34,600.00
TOTAL							34,600.00	34,600.00



NOTES

Customize Reports

Customize the built-in reports to get the exact information you need for your business. The customization options will vary depending on the report you're customizing.

Add a column to a report:

1. In the **QuickReport** window, click **Customize Report**.

Modify Report: Profit & Loss Detail

Display | Filters | Header/Footer | Fonts & Numbers

REPORT DATE RANGE

Dates: This Fiscal Year-to-date (From the first day of the current fiscal year through today)

From: 01/01/2016 To: 08/31/2016

REPORT BASIS

Accrual Cash This setting determines how this report calculates income and expenses.

COLUMNS

Search Columns: [] Sort by: Default

Sort in: Ascending order Descending order

Columns list: (left margin), Trans #, Type, Entered/Last Modified

Put a check mark next to each column that you want to appear in the report.

Buttons: Advanced..., Revert, OK, Cancel, Help

2. In the **Columns** list, select the additional columns you would like to add to the report.
3. Click **OK**.

Move a report column:

1. Position your mouse pointer over the column you wish to move (the mouse becomes a hand).
2. Hold down the **left mouse button** and drag the column header/name to the position you would prefer. When a red arrow appears, release your mouse button.

Profit & Loss Detail

Customize Report Comment on Report Memorize Print E-mail Excel Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2016 To 08/31/2016 Sort By Default

2:08 PM
08/31/16
Accrual Basis

White Ridge Construction Company
Profit & Loss Detail
January through August 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Construction Income								
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Cabinetry & ...		Accounts Re...	4,900.00	4,900.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Electrical La...		Accounts Re...	500.00	5,400.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Administratio...		Accounts Re...	1,000.00	6,400.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Paint Labour		Accounts Re...	800.00	7,200.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Design Serv...		Accounts Re...	1,800.00	9,000.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Interior Finis...		Accounts Re...	2,500.00	11,500.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Cabinetry & ...		Accounts Re...	13,000.00	24,500.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Electrical Fix...		Accounts Re...	800.00	25,300.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Paint Materials		Accounts Re...	150.00	25,450.00
Invoice	08/15/2016	9	Nielsen, Clinton:Stu...	Interior Finis...		Accounts Re...	9,000.00	34,450.00
Invoice	08/31/2016	17	Allin, Hilda:600 SQ...	Premium Doo...		Accounts Re...	150.00	34,600.00
Total Construction Income							34,600.00	34,600.00
Total Income							34,600.00	34,600.00

Change information in the report heading:

1. In the report window, click **Customize Report** then click the **Header/Footer** tab.

The screenshot shows the 'Modify Report: Profit & Loss Detail' dialog box with the 'Header/Footer' tab selected. The 'SHOW HEADER INFORMATION' section includes checkboxes for 'Company Name', 'Report Title', 'Subtitle', 'Date Prepared', 'Time Prepared', 'Report Basis', and 'Print header on pages after first page'. The 'SHOW FOOTER INFORMATION' section includes checkboxes for 'Page Number', 'Extra Footer Line', and 'Print footer on first page'. The 'PAGE LAYOUT' section includes an 'Alignment' dropdown set to 'Standard' and a preview window showing a sample report with columns for 'Time', 'Date', 'Basis', 'Company', 'Title', and 'Subtitle'. The preview shows a list of expenses and salaries with a total of 5,879.52. Buttons for 'OK', 'Cancel', 'Help', and 'Revert' are visible at the bottom.

On the Header/Footer tab, you can change the company name, report title, subtitle, and date and time prepared. You can also specify whether to print the header on all pages or just the first page. The Header/Footer tab is the same for all QuickBooks reports.

2. Highlight the text in the **Report Title** field and replace it with the title you would like to give your report.
3. Click **OK** to close the Modify Report window.

NOTE: To save this report for future use, click the **Memorize** button on the report tool bar before closing the report. This allows you to save the custom settings and run the report at a later date from the **Reports** drop-down menu.



NOTES

Filter Reports

Report filters let you set custom criteria for the transactions you want included in a report. When you filter a report, QuickBooks includes only those transactions that match the filters you apply.

Filter a report:

1. Click **Customize Report** on the **Report** button bar.
2. Click the **Filters** tab.

The screenshot shows the 'Modify Report: Profit & Loss Detail' dialog box with the 'Filters' tab selected. The dialog has four tabs: 'Display', 'Filters', 'Header/Footer', and 'Fonts & Numbers'. The 'Filters' tab is active, showing a 'CHOOSE FILTER' section on the left and a 'CURRENT FILTER CHOICES' section on the right. The 'CHOOSE FILTER' section includes a 'Search Filters' box, a list of filter types (Account, Aging, Amount, Billing Status, Class), and an 'ACCOUNT FILTER' section with a dropdown menu set to 'All income/expense accounts', radio buttons for 'Include split detail?' (No, Yes, For detail accounts matching), and another dropdown set to 'All accounts'. The 'CURRENT FILTER CHOICES' section shows a table with columns 'FILTER' and 'SET TO', containing 'Account' (All income/expense ac...) and 'Date' (This Fiscal Year-to-date). Below the table is a 'Remove Selected Filter' button. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

FILTER	SET TO
Account	All income/expense ac...
Date	This Fiscal Year-to-date

3. Select the appropriate filters from the **Filter** list.
4. Add additional information for the filter to the right of the **Filter** list.
5. Click **OK**.



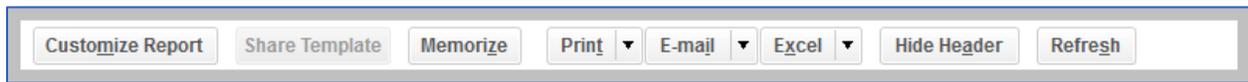
NOTES

Memorize Reports

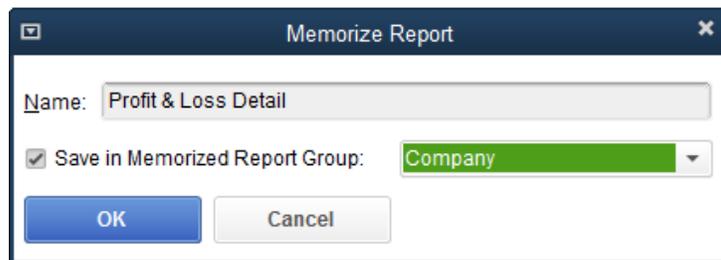
You may want to memorize reports that you run frequently or reports that require you to set up customization and filters. Memorizing reports can save you from spending time customizing the same reports over and over again.

Memorize a report:

1. When you are in a report you would like to memorize, click **Memorize** from the report tool bar.



2. Name the report accordingly.
3. Click the **Save in Memorized Report Group** checkbox if you would like to assign this report to a group, then choose the group from the drop-down menu.



4. Click **OK** to memorize the report.



NOTES

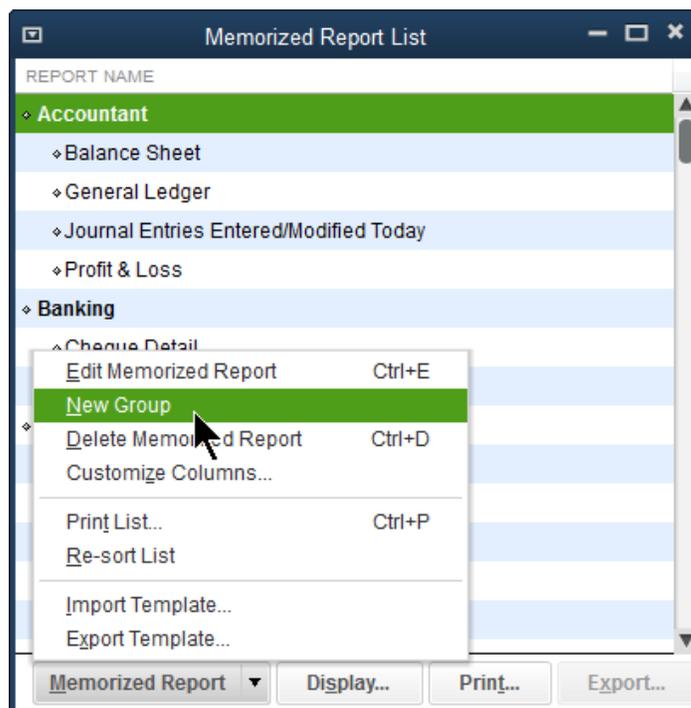
Create Memorized Report Groups

In addition to saving report settings, you can create memorized report groups you can use to organize your memorized reports in a way that makes sense for your business and allows you to process a group of reports all at once.

QuickBooks comes preset with a number of memorized report groups, each containing common reports for each area. You can add your own reports to these groups, modify the groups to meet your needs and even create your own groups.

Create a memorized report group:

1. Click the **Reports** menu and select **Memorized Reports, Memorized Report List**.



2. In the **Memorized Report** list, click the **Memorized Report** menu and select **New Group**.
3. In the **Name** field of the **New Memorized Report Group** window, enter the name for your report group.
4. Click **OK**.



NOTES

Process Reports in Groups

Batch process reports:

1. Click the **Reports** menu and select **Process Multiple Reports**.
2. Click **Display**.

QuickBooks opens the Process Multiple Reports window. You can use this window to display or print the selected reports. You can also change the date range for reports in this window before you display or print them by clicking in the **From** or **To** columns.

REPORT	DATE RANGE	FROM	TO
<input checked="" type="checkbox"/> Balance Sheet	This Fiscal Year-to-date	01/01/2016	08/31/2016
<input checked="" type="checkbox"/> Balance Sheet Year End	Next Fiscal Year	01/01/2017	12/31/2017
<input checked="" type="checkbox"/> Profit & Loss	This Month-to-date	08/01/2016	08/31/2016
<input checked="" type="checkbox"/> Profit & Loss Year End	Next Fiscal Year	01/01/2017	12/31/2017
<input checked="" type="checkbox"/> Statement of Cash Flows	This Fiscal Year-to-date	01/01/2016	08/31/2016

3. Select the reports you wish to print and click **Display** to review the information in the reports or **Print** to print the reports.



NOTES

Print Reports

Print a report:

1. With the report open, click the **Print** button from the tool bar.

Print Reports

Settings Margins

Print to:

Printer: Xerox-WC7225 on USB005 Options...

File: ASCII text file

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

ORIENTATION:

Portrait

Landscape

PAGE RANGE:

All

Pages: From: 1 To: 9999

PAGE BREAKS:

Smart page breaks (widow/orphan control)

Page break after each major grouping

Number of copies: 1

Collate

Fit report to 1 page(s) wide

Fit report to 1 page(s) high

Print in colour (colour printers only)

Print

Cancel

Help

Preview

2. Select the appropriate printer from the drop-down list.
3. Click **Preview** to see how the report will look when you print it.
4. Click **Print**.



NOTES

Save Reports as a PDF

To keep a record of the information in the report as it exists today, you can save the report in portable document format (PDF).

Save a report as a PDF file:

1. With the report open, click the **File** menu and select **Save as PDF**.
2. Navigate to the folder in which you want to store the file and enter a file name.
3. Click **Save**.



NOTES

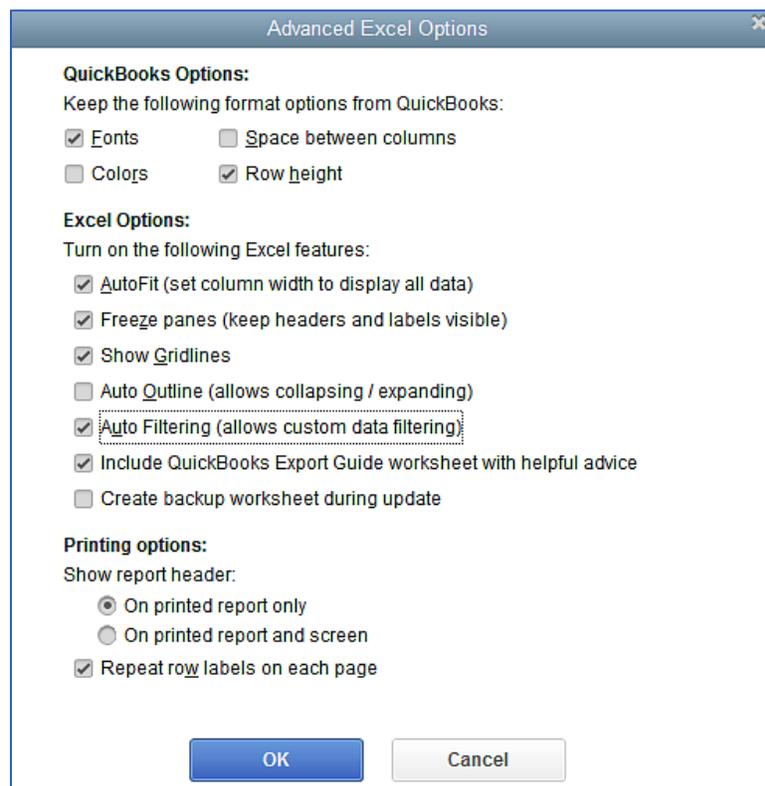
Export a Report to Microsoft Excel®

Occasionally you may want to change a report's appearance or contents in ways that aren't available in QuickBooks, filter report data in ways you can't in QuickBooks or run "what-if" scenarios on your QuickBooks data.

You can send reports from QuickBooks to Microsoft Excel. Since the changes you make in Excel don't affect your QuickBooks data, you're free to customize reports as needed and even change data to run what-if scenarios.

Send a report to Microsoft Excel:

1. From the **Reports** menu, open the report you would like to export to Excel.
2. On the **Report** button bar, click **Excel** and **Create New Worksheet**.
3. Click the **Advanced** tab to add custom export options.



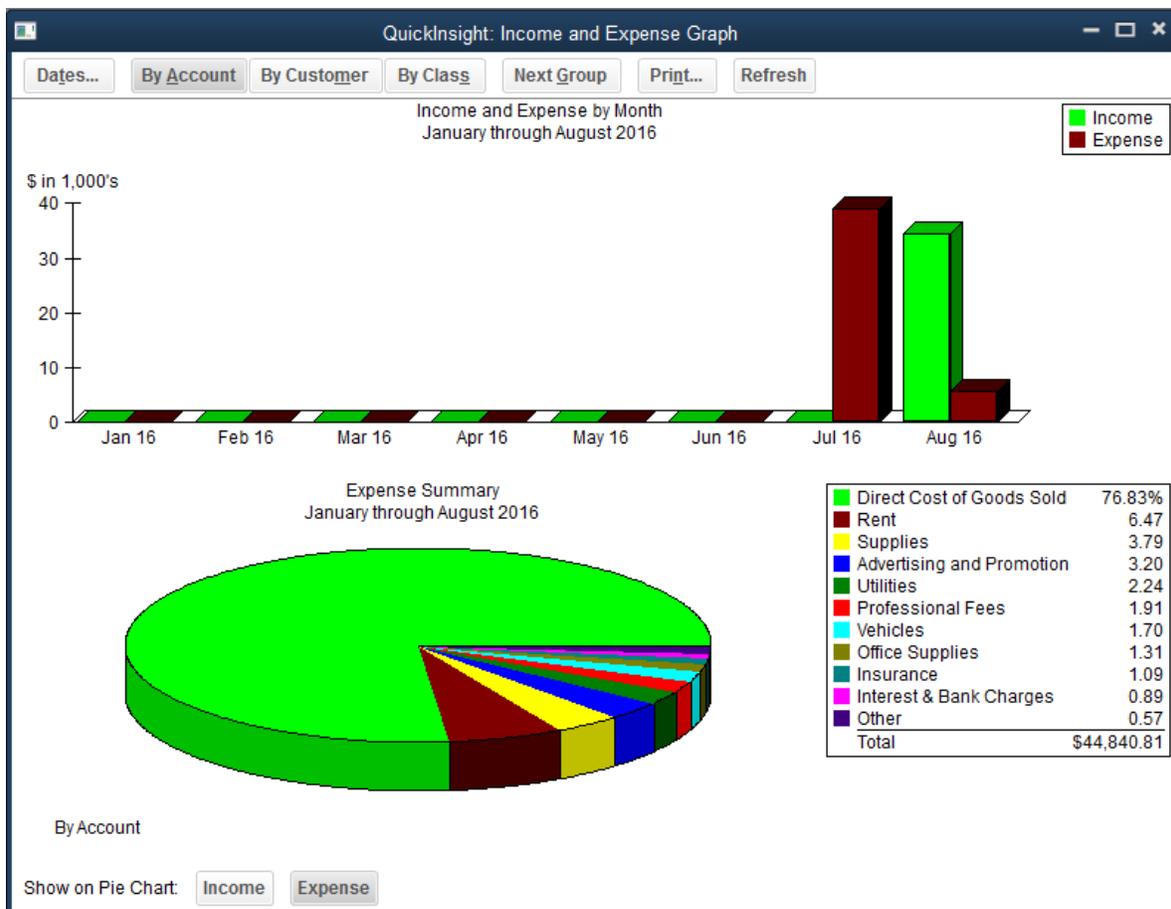
4. Click **OK**, then **Export**.

Create an Income and Expense Graph

If you want your business to be profitable, you need to keep an eye on your expenses. The income and expense graph shows you exactly what you're spending and where.

Create an income and expense graph:

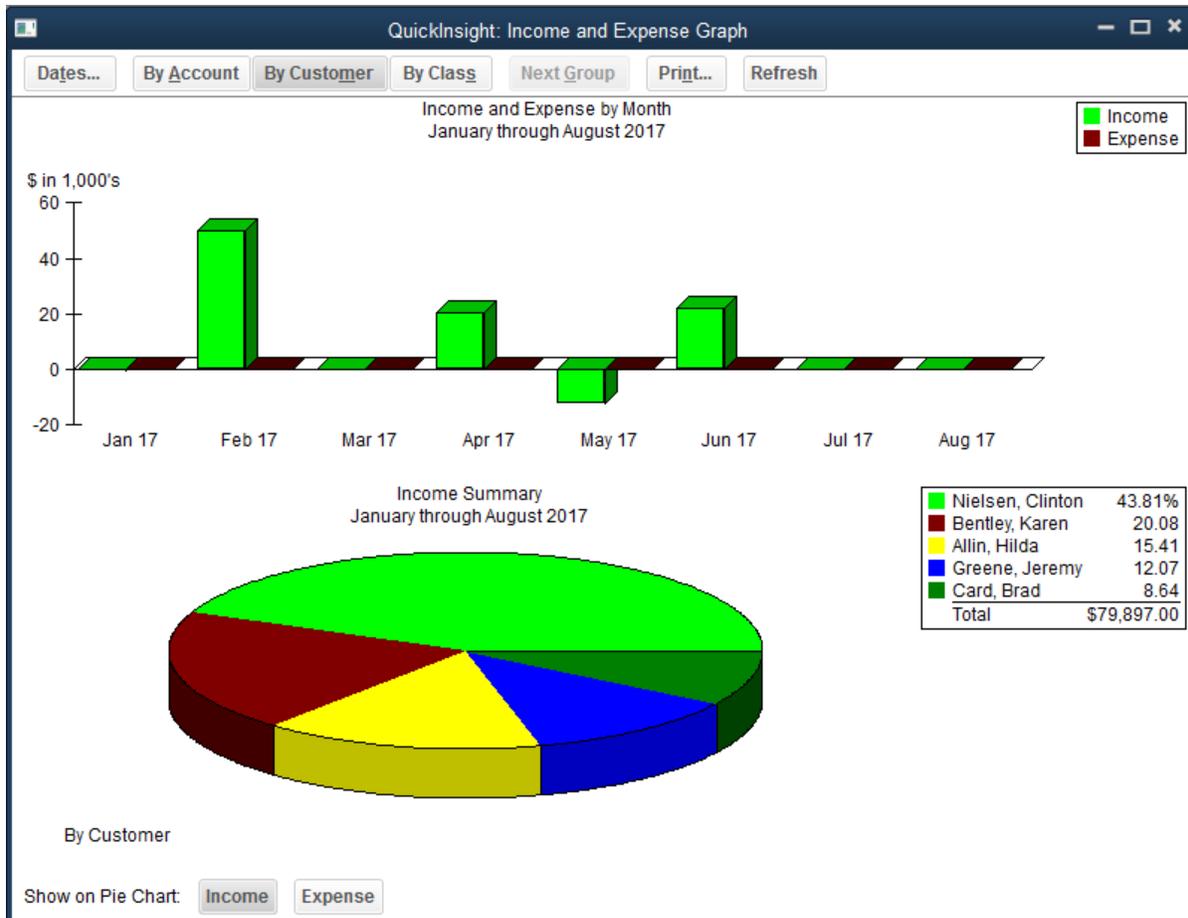
- From the **Reports** menu, choose **Company & Financial, Income & Expense Graph**.



- QuickBooks can display only 10 accounts at a time. To display more accounts, click the **Next Group** button at the top of the graph window.

Display income accounts instead of expense accounts:

1. Click **Income** at the bottom of the graph window.
2. Choose to filter **By Account**, **By Customer**, or **By Class** from the report tool bar.



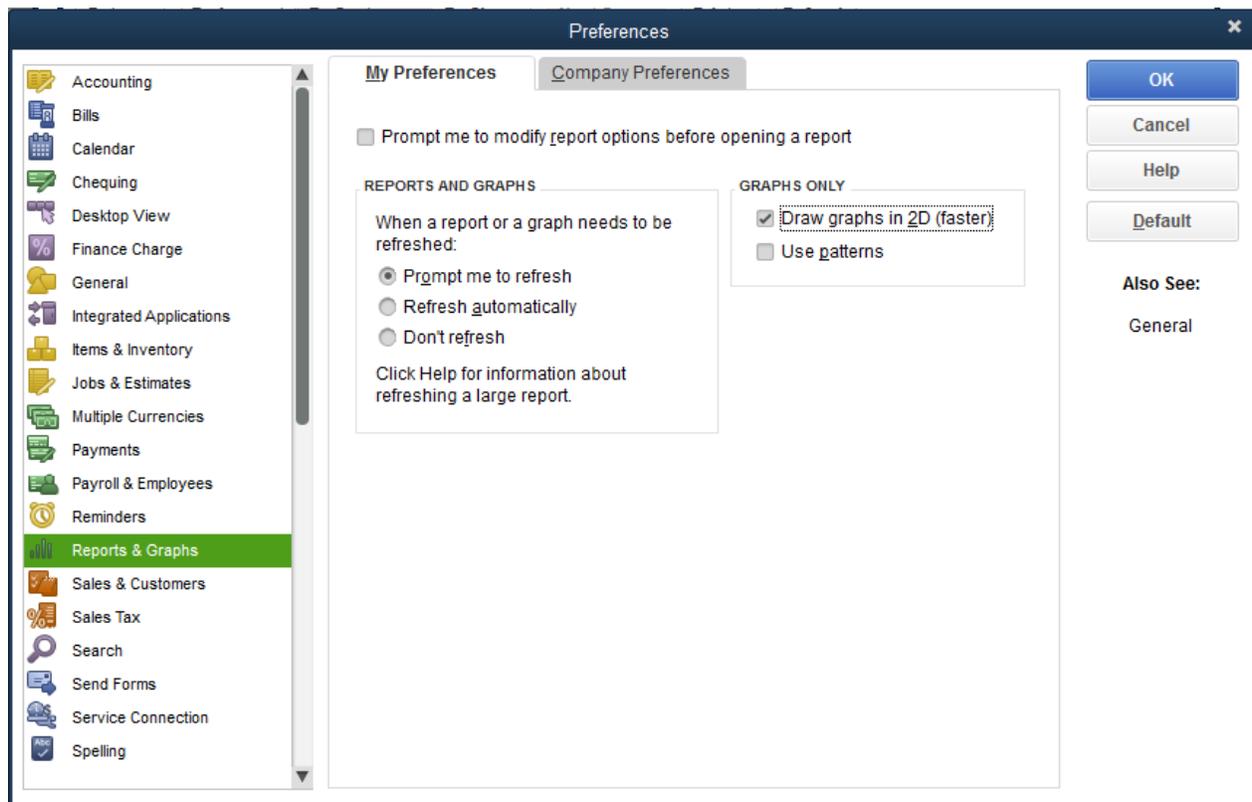
NOTES

Customize How Graphs Display

You can change how graphs are displayed to make them run faster, and make them easier to interpret.

Change from 3D to 2D:

1. From the **Edit** menu, choose **Preferences**.
2. Click **Reports & Graphs** in the list to the left.
3. Click **Draw graphs in 2D (faster)**.



4. Click **OK**.



NOTES

Reporting in QuickBooks — Review Activities

1. _____ is the tool that allows you to drill down on summary reports and graphs in QuickBooks.
2. When can you generate a QuickReport?
 - a. Only when viewing an active customer or account
 - b. Only when viewing a list, register, or form
 - c. Only at the end of the current fiscal period
 - d. Only when viewing balance sheet accounts
3. Report _____ let you set custom criteria for the transactions you want to include in a report.
4. Once you've customized a preset report to meet your needs, how can you save your settings so you don't have to customize the report each time you run it?
 - a. Choose Save Settings from the Report menu
 - b. Choose Save Setting from the File menu
 - c. Click Memorize on the button bar
 - d. Click Modify then choose Memorize
5. True or false: Once you've exported report data to Excel, you can send modified data back to QuickBooks.
 - a. True
 - b. False

Review Activities

1. From the File menu in QuickBooks, choose Open or Restore Company. QuickBooks displays the Open or Restore Company window.
2. Select Restore a backup copy and click Next.
3. Select Local backup and click Next.
4. In the Open Backup Copy window, navigate to the appropriate directory.
5. Select the qblesson.qbb file, and then click Open.
6. In the Open or Restore Company window, click Next.
7. Navigate to your directory.
8. In the File Name field of the Save Company File As window, type Lesson9 and then click Save.
9. Click OK when you see the message that the file has been successfully restored.

Review Activities

1. Run a Profit and Loss Standard report for the year to date. Customize the report to show the data by month, and change the title of the report to Profit and Loss by Month. Memorize the report.
2. Run a Balance Sheet Standard report for the year to date. Change the title of the report to Balance Sheet Year to Date. Memorize the report.
3. Create a new memorized report group called Yearly Financials. Add the two memorized reports you created earlier to the new report group.
4. Run all of the reports in the Yearly Financials report group.
5. Change the view of graphs from 3D to 2D. Run an Income and Expenses graph to see the change.
6. Use the Report Centre to find reports that show the following:
 - Sick and vacation balances for each employee
 - Time spent on each job
 - Inventory stock on hand and reorder point
 - Customers with overdue payments, how much they owe, and their phone numbers
7. Run a Profit and Loss Detail report, and export it to Excel.
8. Run any report, and save the report as a PDF.

Answers to Review Activities

1. *QuickZoom* is the tool that allows you to drill down on summary reports and graphs in QuickBooks.
2. When can you generate a QuickReport?
 - a. Only when viewing an active customer or account
 - b. ✓ Only when viewing a list, register, or form
 - c. Only at the end of the current fiscal period
 - d. Only when viewing balance sheet accounts
3. Report *filters* let you set custom criteria for the transactions you want to include in a report.
4. Once you've customized a preset report to meet your needs, how can you save your settings so you don't have to customize the report each time you run it?
 - a. Choose Save Settings from the Report menu
 - b. Choose Save Setting from the File menu
 - c. ✓ Click Memorize on the button bar
 - d. Click Modify, and then choose Memorize
5. True or false: Once you've exported report data to Excel, you can send modified data back to QuickBooks.
 - a. True
 - b. ✓ False