# Intuit<sup>®</sup> Academy

# **Reporting in QuickBooks 2012**



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# TABLE OF CONTENTS

About the Author	2
Reporting in QuickBooks	3
How to Access Pre-Set Reports and Graphs in QuickBooks	3
Who can Access these Reports?	7
What types of Report Modifications and Customisations Can be Done?	7
Other Ways to Customise a Report	14
Column widths	14
Column order	14
Column name	14
QuickZoom	
Expand and Collapse Reports	
Memorising Reports	
Processing Multiple Reports	23
Memorised report Templates (Exporting and Importing)	25
Exporting Memorised Reports	25
Importing Memorised Reports	27
Reports Saved to the Icon Bar	
Item-based Reports	
Find	
QuickBooks Search	35
Preferences to Make Reporting More Useful	
Preferences Re Refreshing Data	
Prompt to Modify Report Options Before Opening a Report	
Excel Integration	
One-click Refresh/Update of Excel Integration	
QuickBooks Financial Statement Designer	45
Other Financial Statement Designer Features	51

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# **REPORTING IN QUICKBOOKS**

One of the most appealing features of QuickBooks is its reporting function, which is flexible, robust, and easy to use. Many end users are often surprised at how well QuickBooks turns seemingly disjointed and meaningless raw data into meaningful reports and graphs. Many accountants are surprised to learn how much the reports can be customised and automated, and how powerful they are as tools to help small business owners make better business decisions.

# How to Access Pre-Set Reports and Graphs in QuickBooks

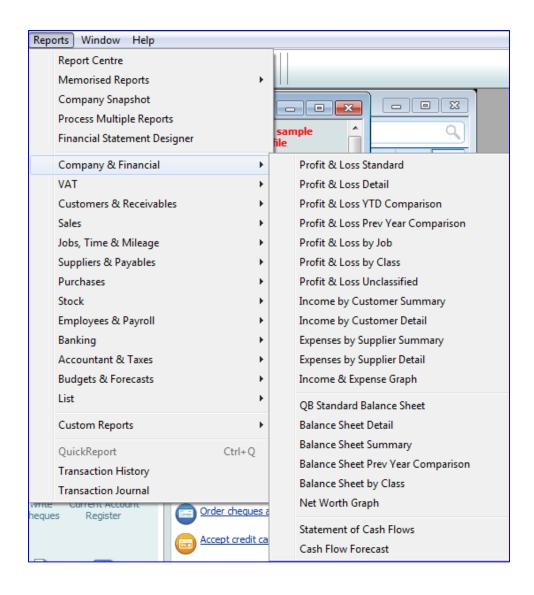
Access pre-set reports by selecting **Reports** from the QuickBooks menu. Once in the Reports menu, different categories of reports appear:

- Company & Financial
- VAT
- Customers & Receivables
- Sales
- Jobs, Time & Mileage
- Suppliers & Payables
- Purchases
- Stock
- Employees & Payroll
- Banking
- Accountant & Taxes
- Budgets & Forecasts
- Lists
- Custom Reports

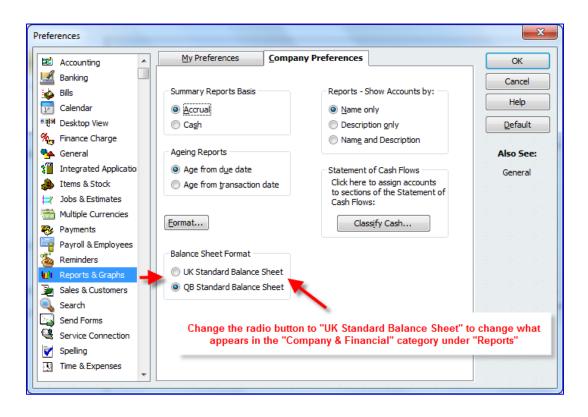
Each category of report has sub-menus for the appropriate reports. For example, the report **Profit & Loss Standard** is accessed by selecting **Reports > Company & Financial > Profit & Loss Standard**.

There are also three separate reports in the Reports menu that are listed underneath those aforementioned categories:

- QuickReport
- Transaction History
- Transaction Journal



Please note that under the report category **Company & Financial**, the report QB Standard Balance Sheet will be replaced by UK Standard Balance Sheet if the preference for Reports & Graphs (accessed by selecting **Edit** > **Preferences** > **Reports & Graphs** > **Company Preferences**) is changed as in the screen capture below.



Alternately, access the Report Centre by selecting **Reports** > **Report Centre**, which offers generic (without company-specific accounts, names or balances) previews of the various pre-set reports that come standard with QuickBooks.

There are tabs in the Report Centre:

- Standard
- Memorised
- Favourites
- Recent

📑 Report Cent - • × Standard Memorised Search Favourites Recent Company & Financial Company & Financial Customers & Receivab... Profit & Loss (income statement) Sales Jobs, Time & Mileage Profit & Loss Standard Profit & Loss Detail Profit & Loss YTD Compariso Suppliers & Payables VAT 40100 · Construct 0.00 39,324.16 65,620.34 54,661.54 50,839.00 59.21% 65,620.34 34,661.34 50,839.00 59.21% Sales Azecipt 01/02 S Sales Azecipt 01/02 0.80 0.80 75.90 \_\_93.80 79.70 \_\_93.80 Tetal Iner Cent of Co Durchase , Ges Cast of Total CDGS Gross Profit Bow 2,043,67 16,677,46 18,721,13 20,603.03 13.751.41 1.500.86 12.140.40 746.575 13.751.41 1.500.50 12.140.40 746.575 51.556.93 23.560.38 13.792.53 26.855 15.00 15.00 \_20.00 104.99 \_55.00 104.99 114.70 204.55 114.70 204.55 Stock 100 250.00 2.265.31 2.515.31 49.335.62 250.50 272.45 1.022.45 32.007.90 0.00 0.0% 1.429.83 185.77% 1.429.83 146.32% 17.301.72 54.0% 175.00 810.00 965.00 Employees & Payroll Tele I 0.32 \_\_\_\_\_\_24.55 \_\_\_\_\_\_205 \_\_\_\_24.55 \_\_\_\_\_\_205 \_\_\_\_24.55 \_\_\_\_\_\_114.75 \_\_\_\_\_178.54 0.2 0.00 146.50 146.50 146.50 120.5% 120.5% 120.5% Banking 43.53 43.53 43.53 Accountant & Taxes Budgets & Forecasts This Month-to-date This Financial Year-to-date Dates: This Month-to-date List 01/12/2014 31/12/2014 01/01/2014 31/12/2014 01/12/2014 31/12/2014 🔾 🔍 🧡 🚱 🔾 🔍 🧡 😮 0 🔍 🧡 🕄

The Standard tab contains all the categories mentioned earlier that exist under the Reports menu.

The Memorised tab contains memorised reports and groups, which will be discussed next.

The **Favourites** tab contains reports that have been marked as a **Fave** in the Report Centre by clicking on the heart below its listing.



To access memorised reports select **Reports > Memorised Reports**. To see a list of memorised reports for editing or reorganising select **Reports > Memorised Reports > Memorised Report List**.

# WHO CAN ACCESS THESE REPORTS?

Any QuickBooks user with sufficient permissions in their user setup may run reports, even if they were created by another user. All report titles are visible to all users, regardless of their permission levels.

If a user does not have sufficient access to various areas of company information in their user setup, they will not be able to produce certain reports. Instead, they will see a message indicating that they do not have sufficient rights to see the information in that report.

# WHAT TYPES OF REPORT MODIFICATIONS AND CUSTOMISATIONS CAN BE DONE?

All reports in QuickBooks can be modified to suit the user's needs and preferences. As shown in the screen capture below, the date range (or the date, if the report is as of a particular "snapshot in time" date) can be modified, as well as the columns, and how the report is sorted. These quick modifications can be achieved by selecting the various drop-down boxes at the top of the report. (Not all these drop-down boxes will be available in all reports. For example, if the report is not transaction-based, such as a list report, certain of these drop-down boxes will not be available.)

Difference Profit & Loss							×
Customise Report Memor	ise Prin <u>t</u> E-mail ▼ E <u>x</u> cel ▼ Hide He <u>a</u> der	Collapse	Refresh				
Dates This Month-to-date	▼ From 01/12/2014 🔳 To 31/12/2014	Colum	ns Total only		<ul> <li>Sort By Default</li> </ul>	•	1
9:22 PM	Roving Auto	Parts Pi	ro				
31/12/14	Profit &	Loss					
Accrual Basis	Decembe	r 2014					
		<u>+</u>	Dec 14	÷			
	Ordinary Income/Expense						
	Income						
	Sales	•	60,738.20	) 4			
	Services Income		4,272.4	<u>i</u>			
	Total Income		65,010.65	5			

Aside from these top-of-report drop-down boxes, there are many more modification options available for reports. Click on the **Customise Report** button to start modifying. Once that is done, the **Modify Report** window opens with four tabs: **Display**, **Filters**, **Header/Footer**, and **Fonts & Numbers**. Due to the variety of reports available in QuickBooks, not every Modify Report window's tabs are exactly as in the screen captures below.

odify Report: Profi	t & Loss		Broth & Long	X
Display	<u>F</u> ilters	Header/Footer	Fonts & Numbers	
- Report Date Rang	e			
Dates This Month	n-to-date	<ul> <li>From the first day</li> </ul>	y of the current month through today	
From 01/12/201	4 🔳 <u>T</u> o 31/12/2014			
Report Basis				
Accrual ()	Cash This se	etting determines how t	this report calculates income and expense	s.
	_	-		
Columns				
Display co <u>l</u> umns b		across the top.	Sort by Default	
	✓ Total only Day			
Add subcolumns f	in the second se		Sort in Oescending order	
	Two week			
Previous Peri	d Four week Half month	Yea <u>r</u> -To-Date	🔲 % of Ro <u>w</u> 📃 % of C <u>o</u> lum	n
\$ Change	Month	📃 % of YTD	🔲 % of Income 📃 % of Expen	se
📃 % Change				100
	Year Customer:Job			_
	Supplier		Ad <u>v</u> anced R <u>e</u> vert	
	Employee	· · · · · · · ·		
	Payroll Item Detail		OK Cancel Help	
	Payee Rep			
	Class			
	Item Type		nt and Rates	1
	Item Detail	-	pairs and Maintenance	
	Inventory Site Shipping Method		lephone	
	Shipping Method	Uti	lities	

The Display tab allows you to change the following:

• Date: the as of date or date range (regardless of whether you have changed the as of date or date range directly on the report using the drop-down boxes at the top of the report). Choose a given date or date range or select from a list of standard date ranges (such as Today, All, Last Financial Quarter, Next Week, etc.)

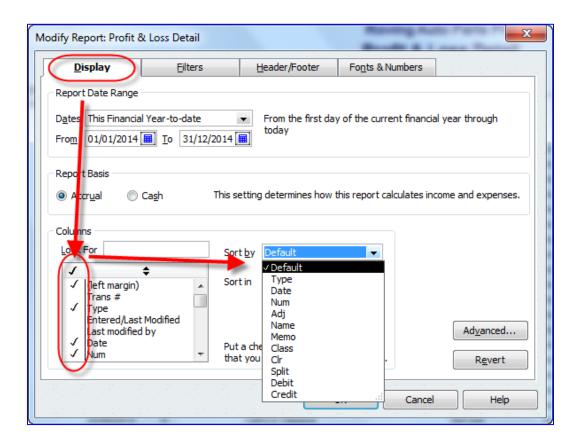
**NOTE**: Memorising a report with a specific "from" date and "to" date (or "as of" date in the case of a Summary Balance Sheet) will mean that running that report in the future will always yield that date or date range. However, if the report is memorised using one of the standard date ranges, running the report in the future will yield that date range in relation to the system date when the report is run. For example, if the date range on a memorised report is "This month to date," then running it on 15 February 2012 will yield a report for 1 February 2012 through 15 February 2012. Running that same report on 30 December 2013 will yield a report for 1 December 2013 through December 30, 2013. However, if the report was memorised with a "from" date of 1 February 2012 and a "to" date of 15 February 2012, the report will always yield results for that date range regardless of when it is run (until someone changes the date range).

- The **Report Basis** by which income and expenses are to be calculated (accrual or cash basis, particularly if different from the default report basis chosen in the Preferences section).
- **Columns** determines how the columns are displayed (regardless of whether you have changed the **Columns** directly on the report using the drop-down boxes at the top of the report). For example, you can choose Total for one column or one column for each month (or year, half month, four week period, quarter, week, or day). There are other ways to choose columns (for example, one column per supplier).

In many reports (such as list reports and detail reports), the Columns tab determines which columns to display (by placing a checkmark next to each desired column in a list) and enables sorting by a chosen column. An example of this functionality can be seen in the screen capture below, in which the **Columns** tab is selected (after selecting **Customise Report**) in a Profit & Loss Detail report.

i 词 Profit & Loss Detail		
Customise Report Memorise Print E-mail  Excel Hide Header Expand Refresh	na sharatar tarihin tarihin tarihin tarihin tarihin	
Dates This Financial Year-to-date  From 01/01/2014 To 31/12/2014 Sort By Default		
7:51 PM Modify Report: Profit & Loss Detail		
31/12/14 Monty report i non de coss becan		
Accrual Basis Display Elters Header/Footer Fonts & Numbers		
	Split o Debit o Credit o	Balance >
VII Report Date Range Ordinary Inco	apint **	Dalarice
Income Dates This Financial Year-to-date  From the first day of the current financial year through		
Sales From 01/01/2014		
Invoice	counts Recei 10,000.00	10,000.00 4
Invoice	counts Recei 6,000.00	16,000.00
Invoice Report Basis	counts Recei 9,112.00	25,112.00
Invoice  A crual Cash This setting determines how this report calculates income and expenses.	counts Recei 10,000.00	35,112.00
Invoice	counts Recei 208.00	35,320.00
Invoice	counts Recei 244.80	35,564.80
Invoice	counts Recei 1,019.95	36,584.75
Invoice Lot For Sort by Default	counts Recei 6,000.00	42,584.75
Invoice 🗸 🗢 💿 Ascending order 💱	counts Recei 10,000.00	52,584.75
Invoice / (left margin) Sort in Descending order	counts Recei 5,000.00	57,584.75
Invoice Trans #	counts Recei 6,750.00	64,334.75
Invoice Entered/Last Modified	counts Recei 30,000.00	94,334.75
Invoice Last modified by Advanced	counts Recei 5,250.00	99,584.75
Invoice J Date Put a check mark next to each column	counts Recei 9,112.00	108,696.75
Invoice data you want to appear in the report. Revert	counts Recei 512.80	109,209.55
Invoice	counts Recei 24,000.00	133,209.55
Invoice OK Cancel Help	counts Recei 6,000.00	139,209.55
	counts Recei 6,300.00	145,509.55
Invoice 25/06/2014 75 Jason Shipp	counts Recei 18,000.00	163,509.55
	Accounts Recei 539.95 Accounts Recei 1 094.95	164,049.50
	Accounts Recei 1,094.95 Accounts Recei 59.95	165,144.45 165.204.40
Invoice 25/06/2014 77 Alex Blakey F/Brake Pad Se Invoice 30/06/2014 18 Milbourn Reborn Service	Accounts Recei 59.95 Accounts Recei 9.750.00	165,204.40
Invoice 30/06/2014 16 Millodum Reborn Service	Accounts Recei 9,750.00 Accounts Recei 5,000.00	174,954.40
Invoice 3u/ub/2014 bo Robert G. Sage Service Invoice 25/07/2014 7 Cathy's Classics Service	Accounts Recei 5,000.00 Accounts Recei 26.000.00	205.954.40
invoice zorurizurte r catny's classics Service	Accounts Recei 20,000.00	200,904.40

• Sort by determines how the rows in the report are ordered, either by a default order or based on another parameter. In the example of the report in which the Columns have been chosen, the available Sort by parameters are those columns that were checked.



- Add subcolumns:
  - o Previous Period
  - o Previous Year
  - Year-to-Date
  - % of Row
  - o % of Columns
  - o % of Income
  - o % of Expense
- Advanced Options:
  - o Display Rows
  - o Display Columns
  - o Reporting Calendar

isplay Rows	Display Columns	Reporting Calendar
Active	Active	Einancial Year
	i 🔘 All	Calendar <u>Y</u> ear
Non-zero	Non-zero	Income <u>Tax Year</u>
		Payroll Year

Display	<u>Filters</u> <u>H</u> eader/Foo	ter Fo <u>n</u> ts 8	& Numbers
Choose Filter		Current Filter	r Choices
Filter	Account	Filter	Set to
Account Amount Date Item Memo Name	All income/expense accounts	<u>Account</u> Date	All income/expense acco This Month-to-date
Number TransactionType		R	emove Selected Filter
the drop-down	es of accounts or a specific account from list. Indicate whether or not you want pear in the report (Balance Sheet <u>T</u> ell me more		Revert

The **Filters** tab allows the user to decide upon which segment(s) of the business to report. Filter the report for a combination of one or more classes, names, accounts, and so forth. Filtering may also be done on custom fields.

<u>D</u> isplay	<u>Filters</u> <u>H</u> eader	r/Footer Fonts & Numbers
Show Header Inform	nation	Page Layout
Company Name	Roving Auto Parts Pro	Alignment
Report <u>T</u> itle	Profit & Loss	Standard 💌
✓ Subtitle	December 2014	Time Company
☑ Date <u>P</u> repared	31/12/01 💌	Date Title Basis Subtitle
✓ Time Prepared		Int/Eng Dreampline Hay, 1995
Report <u>B</u> asis		Gardinaster 8.8 Ganading ha 8.8 Disidrada Amana 8.8
Vint header on p	bages after first page	0 Olive - Distinute Tall - Distinute Draw - PC Selar 1.00 Girls Revent 4.00 International 1.00 Reviewant 1.00
Show Footer Inform	ation	Salara Barat Oliver-Salara Uliver-Salara Talal-Salara S.179.52
Page Number	Page 1 💌	Extra Line Page
🔽 E <u>x</u> tra Footer Line	2	
☑ Print f <u>o</u> oter on fi	rst page	R <u>e</u> vert

The **Header/Footer** tab allows the user to customise and personalise the appearance of the report beyond what QuickBooks has as its report defaults. Change the title, add a subtitle, page numbers, footer information, alignment, report basis, date and time prepared, and so on.

Display	Filters	Header/Footer	Fonts & Numbers	· <u>.</u>
Conts Change Font For Column Labels Row Labels Report Data Report Totals Company Name Report Title Report Subtitle Date Page Number Transactions Time Report Basis		ample ge Fon <u>t</u>	Show Negative Numbers - <ul> <li>Normally</li> <li>In Brackets</li> <li>With a Trailing Minus</li> <li>In Bright Red</li> </ul> Show All Numbers <ul> <li>Divided By 1000</li> <li>Except Zero Amounts</li> <li>Without Pence</li> </ul>	Example -300.00
				R <u>e</u> vert

The **Fonts & Numbers** tab allows you to change how an individual report is displayed compared to the report defaults (as defined in **Edit** > **Preferences** > **Reports & Graphs** > **Company Preferences**).

# **OTHER WAYS TO CUSTOMISE A REPORT**

#### Column widths

Once a report is displayed, the format might have to be altered slightly to be more to your liking. If the columns are too wide or too narrow, drag the diamonds between the column headers to change the column width (or drag the diamonds together to eliminate a column altogether).

Customise Report Memor	rise Prin <u>t</u>	E-mail • E <u>x</u> cel •	Hide Header	Refre <u>s</u> h	1.1	
Dates Today	•	31/12/2014 🔳 Sort	By Default			
3:57 PM			Roving Aut	to Parts Pro		
31/12/14				nvoices cember 2014	-	Use the mouse to drag the diamonds between the column headers sideways to change the column
♦ Type Alex Blakey	♦ Date	_	P. O. #		<ul> <li></li> </ul>	width or eliminate a column altogether
Invoice	25/06/2014	77 233		1% 10 Ne	25/07	12014 139 4/7.40

#### Column order

In many reports, it is possible to change the column order by dragging the column headers to move them. Place the mouse pointer over a column header. If it is a moveable column, the mouse pointer will turn into a hand. Then drag the column header to its new desired location:

ſ	🔟 Open Invoices						
	Customise Report Memor	rise Prin <u>t</u>	E-mail • Excel •	Hide Header	Refresh		the the two the the transfer the transfer the transfer
	Dates Today	•	31/12/2014 🔳 Sort	By Default		1. j.	
	4:01 PM			Roving A	uto Parts Pro		
	31/12/14		d <sup>m</sup> )Date	Open	Invoices	_	Put the mouse over a column header; if that column is moveable, the mouse pointer will turn
				As of 31 D	ecember 2014	_	into a hand. Drag the column header to its
	♦ Type	♦ Date	♦ <u>Num</u> ♦	P. O. #	♦ Terms	_	desired new location.
	Alex Blakey						A

#### Column name

There is no way to rename columns in QuickBooks reports. The report must be exported to Excel (see Excel integration section) and the modifications may be made there.

#### Row order:

The only way to change the order of rows (the rows generally indicate list names, such as Customer names) that appear in a particular QuickBooks report is to change the order in the list in which these names reside. For example, to have "Smith" appear before "Jones" in an Open Invoices report, one would have to open the **Customer Centre** and move "Smith" so that it appears in the Customer Centre before "Jones."

#### QuickZoom

One of the most elegant facets of QuickBooks reporting is the ability to "drill down" from a balance on a report or area on a graph to find details or ultimately the originating transaction. This "drill down" function is accessed by double-clicking on a balance in a report (when placing the mouse pointer over the balance in a report, the pointer turns into a magnifying glass with a **Z** inside it, indicating that QuickZoom is possible) or on an area of a graph.

Roving Auto Profit & Decembe	Loss	0
	۵	Dec 14 🛛 🕹
Ordinary Income/Expense		
Income		-
Sales	•	60,738.
Services Income		4,272.45
Total Income		65,010.65
Cost of Goods Sold		
Parts and Materials		1,322.87
Total COGS		1,322.87

This QuickZoom function may be used sequentially on subsequently more detailed reports until, ultimately, the original transaction (or list entry, in the case of a List Report) is reached, if you wish.

An example of two sequential QuickZooms is shown in the screen capture below.

ort Centre	👜 Profit & Loss
indard Memorised F	Customise Report     Memorise     Print     E-mail     Excel     Hide Hegder     Collapse     Refresh       Dates     This Month-to-date <ul> <li>From</li> <li>01/12/2014</li> <li>To</li> <li>31/12/2014</li> <li>Columns</li> <li>Total only</li> <li>Sort By Default</li> <li>Sort By Default</li></ul>
	7:27 PM Roving Auto Parts Pro
pany & Financial	31/12/14     Profit & Loss       Accrual Basis     December 2014
omers & Receivab P ; , Time & Mileage	Dec 14     Ordinary Income/Expense Income Sales     60,738.20     QuickZoom #1 on this figure
olie 🗐 Transaction Detail By Ac	count
Customise Report Mem	
ha Dates Custom	From 01/12/2014 To 31/12/2014 Total By Account list      Sort By Default
7:30 PM	Roving Auto Parts Pro
<sup>K</sup> 31/12/14	Transaction Detail By Accountyields this Transaction Detail by Account report
loy Accrual Basis	December 2014
tin <u>• Type</u>	<u>_ o _ Date _ o _Num o Adj_ o Name o _ Memo o _ Class o Cir_ o Split o Debit Credit o Balance o</u>
Sales ur Invoice Invoice Invoice Invoice Invoice Total Sales TOTAL	14/12/2014       83       Rudd Fleet:Sudhir Nav       -MULTPLE-       Accounts Recei       244.80       244.80       6,210.40         14/12/2014       84       Tracy's Team.Venu Su       -MULTPLE-       Accounts Recei       and QuickZoom #2 on this       6,210.40         14/12/2014       86       Rudd Fleet.Tabiha Ort       -MULTPLE-       Domestic       Accounts Recei       and QuickZoom #2 on this       6,738.20         25/12/2014       12       Cathy's Classics       Discount amou       Service       Accounts Recei       and QuickZoom #2 on this       6,0738.20         0.00       60,738.20       60,738.20       60,738.20       60,738.20

While there are often several different ways to enter a particular set of debits and credits into QuickBooks, you can advise your clients on the optimal method to use in order to extract the most meaningful, informative reporting for them out of QuickBooks.

# **EXPAND AND COLLAPSE REPORTS**

Many reports can be expanded for more detail or collapsed to be grouped for more summary reporting.

At the top of these reports, there will be a button that says either **Expand** or **Collapse**. (If it says Expand, then clicking it will make the report more detailed and will turn that button into a Collapse button. If it says Collapse, then clicking it will make the report less detailed and will turn that button into an Expand button.)

This report is as detailed as it is going to be; select **Collapse** to take away detail.

"Thet as a second			
Di Profit & Loss			
Customise Report Memorise	Print E-mail  Final Hide	Header Collapse Refresh	
Dates All	🔹 From 🔳 To	Colum <u>n</u> s Total only	<ul> <li>Sort By Def</li> </ul>
4:22 PM	Roving Auto Par	ts Pro	
31/12/14	Profit & Lo	ss	
Accrual Basis	All Transaction	IS	
		∘ 31 Dec 14 ∘	
	Expense		
	Bank Service Charges	312.00	
	Charitable Donations	6,000.00	
	Depreciation Expense	100.00	
	Dues and Subscriptions	4,340.61	
	Insurance Expense	1	
	General Liability Insurance	13,200.00	
	Total Insurance Expense	13,200.00	
	Payroll Expenses	289,331.09	
	Printing and Reproduction	2.655.36	
	Professional Fees		
	Accounting	9,999.00	
	Bookkeeping	7,200.00	
	Legal	15,000.00	
	Total Professional Fees	32,199.00	
	Rent and Rates	81,600.00	
	Repairs and Maintenance	18,800.00	
	Telephone	6,960.00	
	Utilities	14,297.76	
	Total Expense	469,795.82	
Ne	et Ordinary Income	146,100.37	
Of	ther Income/Expense		
	Other Income		
	Finance Charge Income	956.57	-

Profit & Loss	Memorise Print E-mail  Excel Hide Header	×
Customise Report		
Dates All	▼ From ■ To ■ Columns Total only	
4:21 PM	Roving Auto Parts Pro	
31/12/14	Profit & Loss	
Accrual Basis	All Transactions	
	Expense	1
	Bank Service Charges 312.00	
	Charitable Donations 6,000.00	
	Depreciation Expense 100.00	
	Dues and Subscriptions 4,340.61	
	Insurance Expense 13,200.00	
	Payroll Expenses 289,331.09	
	Printing and Reproduction 2,655.36	
	Professional Fees 32,199.00	
	Rent and Rates 81,600.00	
	Repairs and Maintenance 18,800.00	
	Telephone 6,960.00	
	Utilities 14,297.76	
	Total Expense469,795.82	
	Net Ordinary Income 146,100.37	
	Other Income/Expense	
	Other Income	
	Finance Charge Income 956.57	
	Total Other Income 956.57	
	Net Other Income 956.57	
	Profit for the Year	
		ſ

This report is as summarised as it is going to be; select **Expand** to add detail.

## **MEMORISING REPORTS**

There are over 135 pre-set or "canned" reports that come with QuickBooks Premier (over 100 in QuickBooks Pro), and they can be run as-is or modified to suit each user's individual preferences and requirements. Modifications might be as simple as changing the date range, or they might be much more elaborate. Once the modifications have been made, the report template can be memorised so that each time it is run, it is refreshed with up-to-date data. That way, there is no need to make the same report modifications over and over every time new data has been entered into the QuickBooks company data file. In addition, memorised report groups can be created so that multiple reports may be produced at the press of a button.

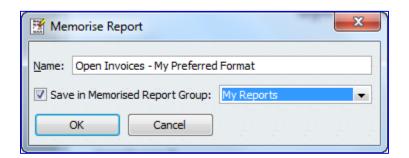
Once a report has been modified to your liking, with the report open, memorise it by selecting the **Memorise** button at the top of the report. Alternately, select **Edit** > **Memorise** or **Control+M**.

🔟 Open Invoices	
Customise Report	rt Memorise Print E-mail • Excel • Hide Header Refresh
Dates Today	▼ 31/12/2014 I Sort By Default ▼
4:11 PM	Roving Auto Parts Pro
31/12/14	Open Invoices - My Preferred Format
	As of 31 December 2014
♦ <u> </u>	Type <u>◇ Date ◇ P. O. # ◇ Num ◇ Terms ◇ Due Date ◇ Class</u> ◇ Ageing ◇ Open Balance ◇

The Memorise Report window will open, and there you can choose the default name for the report to be memorised or change the name.

Memorise Report	x
News Open Invites My Defended	Frank
Name: Open Invoices - My Preferred	Format
Save in Memorised Report Group:	Accountant
OK Cancel	✓ Accountant Banking
	Company Customers

Also, if desired, checkmark **Save in Memorised Report Group** and choose a group in which to save the new memorised report.



If the list of report groups is not sufficient for you and your organisation (perhaps different users want their own lists of memorised reports), open the list of Memorised Reports by selecting **Reports > Memorised Reports > Memorised Report List**.

Report Centre       Memorised Reports         Memorised Reports       Accountant         Process Multiple Reports       Banking         Financial Statement Designer       Company         Company & Financial       Customers         VAT       Employees         Customers & Receivables       My Reports         Sales       Suppliers         Jobs, Time & Mileage       Suppliers         Stock       Purchases         Purchases       Stock         Employees & Payroll       Banking         Accountant & Taxes       Budgets & Forecasts         List       List         Custom Reports       N	orts Window Help				
Company SnapshotAccountantProcess Multiple ReportsBankingFinancial Statement DesignerCompanyCompany & FinancialCustomersVATEmployeesCustomers & ReceivablesMy ReportsSalesSuppliersJobs, Time & MileageSuppliersPurchasesPurchasesStockEmployees & PayrollBankingAccountant & TaxesBudgets & ForecastsList			6	Memorised Report List	
	Company Snapshot Process Multiple Reports Financial Statement Designer Company & Financial VAT Customers & Receivables Sales Jobs, Time & Mileage Suppliers & Payables Purchases Stock Employees & Payroll Banking Accountant & Taxes Budgets & Forecasts List	+ + + + + + + + + + + + + + +		Accountant Banking Company Customers Employees My Reports	
QuickReport Ctrl+Q		Ctrl+Q			
	Transaction Journal				

The Memorised Report list opens, with the existing group names and individual report names within each group. Select the **Memorised Report** button and choose **New Group**.

-	orised Report List				
Report N					
Accourt					
	ted Trial Balance				
	ting Journal Entries				
	ce Sheet ral Ledger				
	rai Leoger ial Entries Entered/Modifie	d Taday			
	a Entres Entereu/Mourie	u rouay			
	alance Sheet - Standard				
*Bankin					
	ue Detail				
	sit Detail				
Compa					
	ce Sheet				
	& Loss				
<ul> <li>State</li> </ul>	ment of Cash Flows				
♦ UK Bi	alance Sheet - Standard				
Custon					
	lgeing Summary				
	Customer Balance Detail				
	Customer Balance Summary				
	Invoices				
Employ	ees Il Item Detail				
	ll Liability Balances				
	ll Summary				
	-				
Ed	t Memorised Report	Ctrl+E			
Ne	w Group				
	woroup				
De	ete Memorised Report	Ctrl+D			
Cu	stomise Columns				
	nt List	Ctrl+P			
Dri	It Lister	Cutte			
Pri	sort List				
Re	port Template				
Re	port Template				
Re Im Exp	ort Template	play	rin <u>t</u>		

Give the new group a name and select **OK**.

<u>N</u> ame: John	's Reports	
ОК	Cancel	

Then it is possible to go back to the already-open report you wish to memorise and assign it to the new report group. Alternately, if the report has already been saved as a lone report or as part of another group, right-click on that report in the Memorised Report list and choose **Edit Memorised Report**.

Report Name				
Report Name				
<ul> <li>Customer Balance Detail</li> <li>Customer Balance Summary</li> </ul>	A			
Open Invoices				
* Employees				
A Payroll Summary				
*John's Reports				
*My Reports				
<ul> <li>All activity by customer</li> </ul>				
All transactions by supplier				
♦ Audit Trail				
Balance Sheet Standard				
Cheques You've Written				
Credit Card Transactions You've	Entered			
<ul> <li>Customer balances</li> </ul>				
Customer Contact List				
<ul> <li>Customer Payments and Authorizations</li> </ul>				
Opposits You've Made     Activates You've Created				
♦Estimates You've Created				
♦General Ledger				
<ul> <li>Invoices that haven't been paid</li> <li>Invoices You've Created</li> </ul>				
Sournal				
<ul> <li>Open Invoices - My Preferred Eq</li> </ul>	area at			
Open Invoices - My Pretension     Other Names Contact List	Find			
Approximate Contact List     Approximate Contact List	ring			
*Profit & Loss Standard	Refresh			
<ul> <li>Refunds You've Issued</li> </ul>				
Sales Receipts You've Crea	Edit Memorised Report			
Supplier Contact List				
Total expenses by payee	Delete Memorised Report			
Total sales by customer	Customise Columns			
♦ Total sales by item	Customise Columns			
♦ Trial Balance				
Suppliers	Generate Report: Open Invoices - My Pre			
♦A/P Ageing Summary	Print Report			
<ul> <li>Supplier Balance Detail</li> </ul>	Phile Report			
<ul> <li>Supplier Balance Summary</li> </ul>	Export Report			
♦Unpaid Bills Detail				
	Import Template			
Memorised Report 🔹				

Then, you may edit the report name and also change the group of which it is to be a part as in the screen capture below. Make the changes and select **OK**.

Memorised Report List				
Report Name				
Customer Balance Detail				
Open Invoices				
<pre> Employees </pre>				
Edit Memorised Report				
Name: Open Invoices - My Preferred Format				
Save in Memorised Report Group: John's Reports				
Accountant				
OK Cancel Banking				
Company				
Customer balances				
Customer Contact List     Employees				
Customer Payments and Authoriza John's Reports				
A Deposits You've Made     My Reports				
♦Estimates You've Created Suppliers				
General Ledger				
Invoices that haven't been paid				
Invoices and invoices and invoices and invoices You've Created				
♦ Journal				
♦ Open Invoices - My Preferred Format				
♦ Other Names Contact List				
Payments You've Received				
♦Profit & Loss Standard				
♦Refunds You've Issued				
♦Sales Receipts You've Created				
Supplier Contact List				
Total expenses by payee				
Total sales by customer				
♦ Total sales by item				
♦Trial Balance				
Suppliers				
♦ A/P Ageing Summary ♦ Supplier Balance Detail				
Memorised Report  Display Print Export				

Memorised report templates in QuickBooks Premier may be exported out of QuickBooks. These exported files have filenames like \*.QBR. These \*.QBR files may be imported into other data files open in QuickBooks Pro or Premier. This enables you to create reports customised just the way you want in one data file without having to repeat the work in other similar company files. One caveat is that any \*.QBR files from memorised reports that have custom filters (based on specific list names or custom fields) will not be able to be exported (and hence, not available for import).

Any report produced in QuickBooks may be saved as a PDF or as an Excel spreadsheet, and can be emailed as either a PDF or spreadsheet attachment in one click as well.

**NOTE**: there is no way to make memorised changes to any of the pre-set or "canned" reports that come with QuickBooks. Any changes to be preserved should be saved as a memorised report.

# **PROCESSING MULTIPLE REPORTS**

It is very simple to run several reports from the Memorised Report List concurrently.

To process multiple reports select **Reports > Process Multiple Reports**.

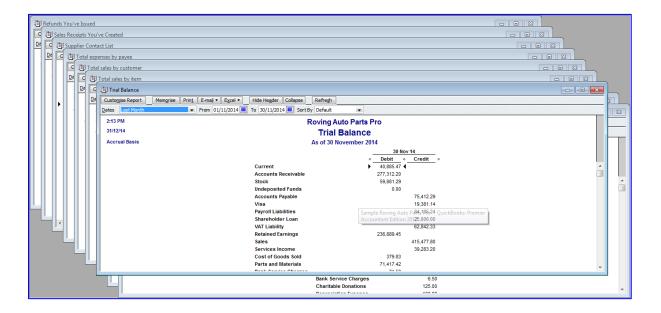
Rep	orts Window Help	
	Report Centre	
	Memorised Reports	•
_	Company Snapshot	
C	Process Multiple Reports	$\sim$
	Financial Statement Designer	
	Company & Financial	×
	VAT	+
	Customers & Receivables	+
	Sales	+
	Jobs, Time & Mileage	•
	Suppliers & Payables	
	Purchases	
	Stock	
	Employees & Payroll	•
	Banking	+
	Accountant & Taxes	+
	Budgets & Forecasts	+
	List	•
	Custom Reports	•
	QuickReport	Ctrl+Q
	Transaction History	
	Transaction Journal	

In the window that appears next, select all the reports you wish to run at the same time, by selecting and checking the reports from **All reports**, **Ungrouped reports** or one particular report group.

elect Memorised Reports From		•	1.11			
hoose the reports to process,	<all reports=""> <ungrouped i<br="">Accountant</ungrouped></all>					
A Report	Banking			From	То	
Accountant:Adjusted Tri	Company			01/12/2014	31/12/2014	*
Accountant:Adjusting Jo	Customers			01/12/2014	31/12/2014	
Accountant:Balance She	Employees John's Report		late	01/01/2014	31/12/2014	
Accountant:General Led	My Reports	3		01/12/2014	31/12/2014	
Accountant: Journal Entri	· · · · · · · · · · · · · · · · · · ·		::			
Accountant:Profit & Loss	1	This Month-to-date		01/12/2014	31/12/2014	
Accountant:UK Balance S	Sheet - Stand	This Financial Year-to	-date	01/01/2014	31/12/2014	
Banking:Cheque Detail		This Month-to-date		01/12/2014	31/12/2014	
Banking:Deposit Detail		This Month-to-date		01/12/2014	31/12/2014	
						Ŧ

Make changes to the date ranges on the checked reports as needed and then select **Display** or **Print**.

Selecting **Display** will result in all the reports showing in a cascading pattern in QuickBooks. Selecting **Print** will result in all the reports printing to the chosen printer.



## **MEMORISED REPORT TEMPLATES (EXPORTING AND IMPORTING)**

Once a report resides on the Memorised Report list, its template may be exported from QuickBooks Premier and saved as a \*.QBR file (and possibly e-mailed) to be used on other data files, by importing that \*.QBR file into the other QuickBooks company files in either Pro or Premier.

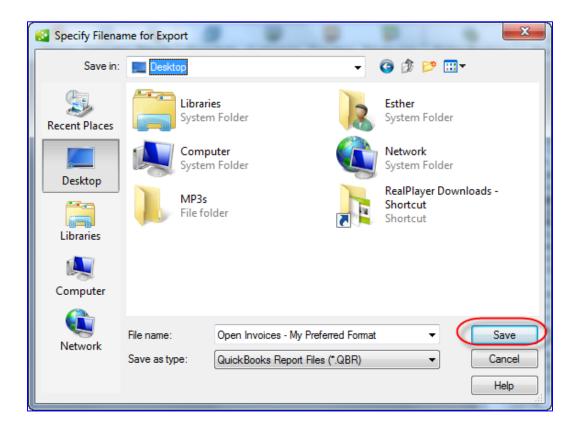
**NOTE**: Memorised reports which use company-specific filters (such as certain customer names or accounts) cannot be exported. Therefore, if there is a report that you wish to export, make a note of the company-specific filters (by looking at the Filters tab), remove them, and memorise this unfiltered report with a different report name. Then export that unfiltered report, and after importing it into another company file, introduce filters for that company and re-memorised that report to overwrite the initial imported unfiltered report template.

## **EXPORTING MEMORISED REPORTS**

Once a report resides on the Memorised Report List (in QuickBooks Premier only), highlight the report on the list by clicking on it. Then click on the **Memorised Report** button at the bottom of the list and choose **Export Template**.

🕅 Memorised Report List	
Report Name	
	A
♦ Open Invoices - My Preferred Format	
My Reports	
<ul> <li>All activity by customer</li> <li>All transactions by supplier</li> </ul>	
All dansactions by supplier     Addit Trail	
♦ Credit Card Transactions You've Entered	
♦ Customer balances	
♦ Customer Contact List	
Customer Payments and Authorizations	
♦Deposits You've Made	
Estimates You've Created	
♦ General Ledger	
<ul> <li>Invoices that haven't been paid</li> <li>Invoices You've Created</li> </ul>	
Invoices rou ve created     Alournal	
	-
Edit Memorised Report Ctrl+E	
New Coour	
New Group	
Delete Memorised Report Ctrl+D	
Customise Columns	
Print List Ctrl+P	
Cuttr	
Re-sort List	
Import Template	
Export Template	-
Memorised Report Display	Prin <u>t</u> Export

Then browse to the location where the file should be saved (most likely a convenient location such as the desktop for easy e-mailing) and make any changes desired to the name of the \*.QBR file.

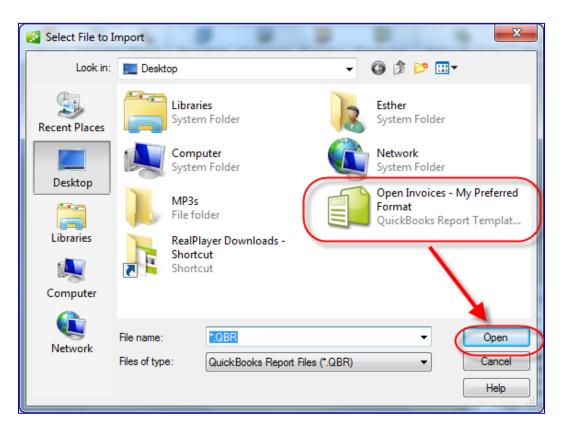


# **IMPORTING MEMORISED REPORTS**

To import a memorised report (in the \*.QBR format, exported from a Premier company file) into a second Pro or Premier company file, follow the following steps in that second file:

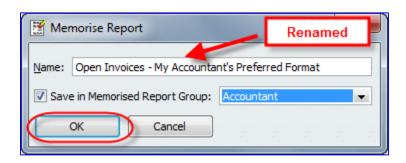
- 1. Open the Memorised Report List by selecting Reports > Memorised Reports > Memorised Report List.
- 2. Click on the **Memorised Report** button at the bottom of the list and choose **Import Template**.

🕅 Memorised Report List	]
Report Name	
♦ Customer Payments and Authorizations	
♦Deposits You've Made	
♦Estimates You've Created	
♦ General Ledger     ♦ Invoices that haven't been paid	
Invoices that haven t been paid     Anvoices You've Created	
Journal	
Edit Memorised Report Ctrl+E	
Edit Memorised Report Ctrl+E	
New Group	
Delete Memorised Report Ctrl+D	
Customise Columns	
Print List Ctrl+P	
Re-sort List	
Import Template	
Export Template	J
The second secon	
Memorised Report  Display Print Export	



3. Then browse to the location of the saved \*.QBR file and select it for importing and choose Open.

4. Then accept the offered name of the report or change its name, and if desired, save it in a Memorised Report Group as in the screen capture below.



# **REPORTS SAVED TO THE ICON BAR**

If there is a report that a particular QuickBooks user runs several times a day, it may be worthwhile to put that report on the icon bar. This is easy to do. First, run the report (either from the Memorised Reports or from the Reports menu, and make whatever settings or cosmetic changes you require. Then, when the report is displayed exactly the way you want it, whether it's been memorised or not, select **Add** (*report name in quotes*) to Icon Bar.

File Edit	View	Lists Favourites Accountant Compan	y VAT	Customers	Suppliers	Employees	Banking	Reports	Window	Help	
1		Open Window List			2	23	<mark>6</mark> 6	-	45	2	Ś
Home Ca	✓	Icon Bar			Banking	Feedback	Live Com	munity	Services	Payroll	Credit C
🔟 Open Ir		Customise Icon Bar									×
Customise	C	Add "Open Invoices - My Preferred Format" to	o Icon Bar		2 <u>s</u> h						1
Dates To	~	Favourites Menu									
2:28 PM 31/12/14		Refresh Report		F5	Pro rred Fo	ormat					
		One Window			14	onnat					
*	۲	Multiple Windows			> Due Date	e o Clas	ss × Ag	eing «	Open Balan	ce ∘	
Alex Bl	lakey										*
Invo	oice	25/06/2014 233	77	1% 10 Ne	25/07/2014			159	4	77.40 <	
Invo	oice	10/10/2014	87	1% 10 Ne	09/11/2014			52	1,1	55.54	

Then in the **Add Window to Icon Bar** screen, edit the label for the report as it would appear under an icon in the icon bar, as well as the description that would appear when the mouse rolls over that icon. Choose the icon as well.

Add Windov	v to Icon Bar	Label ir	n icon bar
	Label	My Open Invoices	ОК
	Description	Open Invoices	Cancel
		1	Help
		<b>//</b>	
	On	mouseover	
- 2			

Be very aware of the number of icons that appear in each user's icon bar. This method of adding a report to a particular user's icon bar should be saved for only important, often-used reports.

Later on, one can customise the icon bar by right-clicking on it and moving around, changing, and deleting icons.

# **ITEM-BASED REPORTS**

While QuickBooks does a wonderful job of reporting on financials (using accounts from the Chart of Accounts), reporting based on items in the Item List can provide much more detailed and granular information.

Using items enables the QuickBooks user to employ a relatively short Chart of Accounts, while still yielding detailed reports. Many items, for example, can be linked to one or two income accounts.

In the screen capture below, the total income figure of 65, 010.65 is an aggregate without any detail (beyond a division between Sales and Services Income).

🗐 Profit & Loss			
Customise Report Memo	orise Print E-mail • Excel • Hide Header Collaps	e Refre <u>s</u> h	
Dates This Month-to-date	From 01/12/2014 To 31/12/2014 Co	lum <u>n</u> s Total only	✓ Sort By Default
6:24 PM	Roving Auto Parts	Pro	
31/12/14	Profit & Los		
Accrual Basis	December 2014		
	Ordinary Income/Expense	> Dec 14 >	This sales figure shows totals but no detail
	Income Sales Services Income Total Income	60,738.20 4,272.45 65,010.65	
	Cost of Goods Sold Parts and Materials Total COGS	<u>1,322.87</u> <u>1,322.87</u>	
	Gross Profit	63,687.78	
	Expense		
	Bank Service Charges Charitable Donations	6.50 125.00	
	Depreciation Expense	125.00	
	Dues and Subscriptions	85.11	
	Insurance Expense		
	General Liability Insurance	275.00	
J	Total Insurance Expense	275.00	<b>•</b>

QuickZooming on that figure produces the Transaction Detail by Account, but does not give sufficient detail as to what was sold.

istomise Report Mei res Custom		-mail • E <u>x</u> ce	el • Hide Header Expand		Sort By De	ault 👻			
	From	01/12/2014	10 31/12/2014 📕 TOTALBY						
:26 PM				Roving Auto					
1/12/14			Tra	insaction De	tail By	Account			
ccrual Basis				Decemb	er 2014				
♦ Type		• <u>Num</u>	◇ Adj ◇ Name	♦ Memo	Class	_ ◇ <u>Clr</u> ◇ ◇ ◇	Debit +	Credit •	Balance +
Sales Receipt	21/12/2014	1450	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,054.00
Sales Receipt	21/12/2014	2910	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,082.95
Sales Receipt	22/12/2014	1451	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,162.95
Sales Receipt	22/12/2014	2911	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,191.90
Sales Receipt	23/12/2014	1452	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,271.90
Sales Receipt	23/12/2014	2912	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,300.85
Sales Receipt	24/12/2014	1453	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,380.85
Sales Receipt	24/12/2014	2913	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,409.80
Sales Receipt	25/12/2014	1454	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,489.80
Sales Receipt	25/12/2014	2914	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,518.75
Invoice	25/12/2014	12	Cathy's Classics	Repair Service		Accounts Recei		100.00	3,618.75
Sales Receipt	26/12/2014	1455	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,698.75
Sales Receipt	26/12/2014	2915	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,727.70
Sales Receipt	27/12/2014	1456	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,807.70
Sales Receipt	27/12/2014	2916	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,836.65
Sales Receipt	28/12/2014	1457	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,916.65
Sales Receipt	28/12/2014	2917	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,945.60
Sales Receipt	29/12/2014	1458	Cash Sale	Change engine	Import	Undeposited Fun		80.00	4,025.60
Sales Receipt	29/12/2014	2918	Cash Sale	Change engine	Import	Undeposited Fun		28.95	4,054.55
Sales Receipt	30/12/2014	1459	Cash Sale	Change engine	Import	Undeposited Fun		80.00	4,134.55
Sales Receipt	30/12/2014	2919	Cash Sale	Change engine	Import	Undeposited Fun		28.95	4,163.50
Sales Receipt	31/12/2014	1460	Cash Sale	Change engine	Import	Undeposited Fun		80.00	4,243.50
Sales Receipt	31/12/2014	2920	Cash Sale	Change engine	Import	Undeposited Fun		28.95	4,272.45
Total Services Income						_	0.00	4,272.45	4,272.45
OTAL							0.00	65,010.65	65,010.65

Selecting **Expand** at the top of the Transaction Detail by Account produces more detail, but there is still no information regarding what was sold. It would be possible to customise this expanded report and add a column for the Item, but we would still have to do further customisation to get definitive information on what was sold.

tomise Report Mem		mail   Excel	Hide Header Collapse	Refresh	Sort By Default					_
s Custom	rom [	1/12/2014 [] 10	31/12/2014 📕 Total By A							
26 PM				Roving Auto	o Parts Pro					
/12/14			Tran	saction De	tail By Acco	unt				
crual Basis				Decemb	er 2014					
♦ Type	♦ Date	◊ Num ◊ Adj	<ul> <li>Name</li> </ul>	<ul> <li>Memo</li> </ul>	◊ Class ◊ Clr	∘ Split ∘	Debit +	Credit +	Balance +	
Sales Receipt	21/12/2014	1450	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,054.00	
Sales Receipt	21/12/2014	2910	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,082.95	
Sales Receipt	22/12/2014	1451	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,162.95	
Sales Receipt	22/12/2014	2911	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,191.90	
Sales Receipt	23/12/2014	1452	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,271.90	
Sales Receipt	23/12/2014	2912	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,300.85	
Sales Receipt	24/12/2014	1453	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,380.85	
Sales Receipt	24/12/2014	2913	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,409.80	
Sales Receipt	25/12/2014	1454	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,489.80	
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Sales Receipt	26/12/2014	2915	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,727.70	
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Sales Receipt	27/12/2014	2916	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,836.65	
Sales Receipt	28/12/2014	1457	Cash Sale	Change engine	Import	Undeposited Fun		80.00	3,916.65	
Sales Receipt	28/12/2014	2917	Cash Sale	Change engine	Import	Undeposited Fun		28.95	3,945.60	
Sales Receipt	29/12/2014	1458	Cash Sale	Change engine	Import	Undeposited Fun		80.00	4,025.60	
Sales Receipt	29/12/2014	2918	Cash Sale	Change engine	Import	Undeposited Fun		28.95	4,054.55	
Sales Receipt	30/12/2014	1459	Cash Sale	Change engine	Import	Undeposited Fun		80.00	4,134.55	
Sales Receipt	30/12/2014	2919	Cash Sale	Change engine	Import	Undeposited Fun		28.95	4,163.50	
Sales Receipt	31/12/2014	1460	Cash Sale	Change engine	Import	Undeposited Fun		80.00	4,243.50	
Sales Receipt	31/12/2014	2920	Cash Sale	Change engine	Import	Undeposited Fun		28.95	4,272.45	
Total Services Income						-	0.00	4,272.45	4,272.45	
DTAL						_	0.00	65,010.65	65,010.65	

An item-based report, however, would give us the sales information we need. For example, if we select **Reports** > **Sales** > **Sales** by **Item Summary** for the same date range, we see exactly how much of each item was sold, to add up to that same sales figure. We see quantities as well as amounts (along with other columns which provide valuable information such as Gross Margin).

Repo	orts Window Help			
	Report Centre			
	Memorised Reports	+		
	Company Snapshot			
	Process Multiple Reports			
	Financial Statement Designer			
	Company & Financial	×		
	VAT	+		
	Customers & Receivables	×	-	
C	Sales	×	$\sum$	Daily Sales Summary
	Jobs, Time & Mileage	•		Daily Sales Detail
	Suppliers & Payables	+		Sales by Customer Summary
	Purchases	+		Sales by Customer Detail
	Stock	+	C	Sales by Item Summary
	Employees & Payroll	+		Sales by Item Detail
	Banking	•		Sales by Rep Summary
	Accountant & Taxes	+		Sales by Rep Detail
	Budgets & Forecasts	+		Sales by Ship To Address
	List	+		Sales Graph
	Custom Reports	+		Pending Sales
				Open Sales Orders by Customer
	QuickReport	Ctrl+Q		Open Sales Orders by Item

ustomise Report Memorise	Prin <u>t</u> E-m	ail 🔻 🛛 E <u>x</u> cel 🖲	Hide Header	Collapse	Refresh		1997	1.1.1.1.1.1.1	a tea tea	a teach teac	1.000		ser deserve	A second second	1.1
tes This Month-to-date	<ul> <li>From</li> </ul>	01/12/2014	To 31/12/2014	Colum <u>n</u> s	Total only	/ 🔻 S	ort By Def	ault	<b>.</b>						÷.,
:28 PM				F	Roving A	uto Parts Pr	o								
1/12/14				Sal	es by li	tem Sumn	nary								
Accrual Basis						mber 2014	1								
						C	ec 14								
	<ul> <li>Qty</li> </ul>	<u>v                                    </u>		> % of Sa	les •	Avg Price		COGS	♦ Avg C	• 00GS		Margin 🛛 🕅		largin %_ ♦	
212Db	3		149.85	0.2%		49.95	107.0		35.68		42.81		28.6%		
54Da	6	-	179.70	0.3%	-	29.95					51.36		28.6%		
Total Brakes		12.00	509.40		0.8%	42.4	5	363.8	4	30.32		145.56		28.6%	
Electrical															
1459Y	1		77.85	0.1%		77.85	55.6	51	55.61		22.24		28.6%		
1512Y	1		114.95	0.2%		114.95	82.	11	82.11		32.84		28.6%		
21Y	1		195.00	0.3%		195.00	139.2		139.29		55.71		28.6%		
25D	1	-	125.00	0.2%	-	125.00	89.2		89.29		35.71		28.6%		
Total Electrical		4.00	512.80	-	0.8%	128.2	<u>o</u>	366.3	0	91.58		146.50		28.6%	
Total Stock		18.00	1,230.20		1.9%	68.3	4	878.7	1	48.82		351.49		28.6%	
Parts															
Special Order Part		1	5,208.00	_	8%	5,208.0	0								
Total Parts		1	5,208.00		8%	5,208.0	0								
Service															
Do it yourself Oil Change		62	3,377.45		5.2%	54.4	8								
Parts Sourcing		4	300.00		0.5%	75.0									
Service		16	895.00		1.4%	55.9									
Vintage Restoration		27	54,000.00	-	83.1%	2,000.0									
Total Service		109	58,572.45	-	90.1%	537.3	6								
OTAL		128	65,010.65		100.0%	507.9	•			6.86					

A similar report on purchases (**Reports** > **Purchases** > **Purchases** by Item Summary) shows the quantity and value of each item purchased.

Using items on both sales and purchase transactions can provide valuable reports, and in the case of stock items, stock reports can be produced as well. These stock reports provide much more information than the Stock value on the balance sheet.

## FIND

One quick way of finding transactions for which you know very little detail is to use the Find function and enter just the field(s) for which you do have information.

Access this feature by selecting **Edit** > **Find** or **Control+F**.

Edit	View Lists	Favourites Ac
	Undo	Ctrl+Z
	Revert	
	Cut	Ctrl+X
	Сору	Ctrl+C
	Paste	Ctrl+V
	Use Register	Ctrl+R
	Use Calculator	
C	East	Ctrl+F
	Find	Curve
	Search	F3

Choose either the **Simple** tab and select a Transaction Type and any combination of details you have for Customer:Job, date range, document number, and amount, then select **Find**.

와 Find						- • •
Simple	Advanced					
<u>Transaction</u> T Invoice	Гуре ▼					Find
Customer:Jo	b					Reset
Date			•			Close
	Т	0				Help
Invoice #						
Amount						
						1
Date	Туре	Num	Name	Memo	Amount	<u>G</u> o To
						Report
						Export
1 11 11						

Or use the **Advanced** tab and highlight one or more fields for which you have information (sometimes just an amount will do; in this case we could have chosen "less than or equal to" or "more than or equal to" if we didn't know the exact amount) and select **Find.** 

A Find							
Simple	Advanced	$\mathbf{D}$					
Choose Filter				Cu	rrent Choices		
Filter	Ar	nount					Find
Account				F	ilter	Set to	
Amount		Any		Ar	nount	100.00	Reset
Date		) = (0) <=	= >= 100.00	Po	sting Status	Either	
Item			100100				Close
Memo							
Number							Help
TransactionT	vpe _						пер
	7F- +						
Date	Туре	Num	Name	Account	Memo	Amount	<u>G</u> o To
31/12/2014		GJ 2		Depreciat	depreciati.		
31/12/2014	GENJRNL INV	GJ 2		Fixed Asse	depreciatio		Report
25/12/2014 04/12/2014		195	Cathy's Cla Jane Hort	Current	Repair Ser	-100.00 -100.00	
06/11/2014		194	Jane Hort			-100.00	Export
09/10/2014		193	Jane Hort			-100.00	
11/09/2014		192	Jane Hort			-100.00	
14/08/2014		191	Jane Hort			-100.00	
17/07/2014		190	Jane Hort			-100.00	
19/06/2014 22/05/2014		189 188	Jane Hort Jane Hort			-100.00	
24/04/2014		187	Jane Hort			-100.00	
27/03/2014		186	Jane Hort			-100.00	Number of matches: 56
		185	Jane Hort	Current		-100.00	matches: 56
28/02/2014	CHQ	103	Jane Hort				

In either case, the list of transactions that match the Find criteria are listed in the lower part of the Find screen. At that point, select **Go To** to open the selected transaction (or double-click on that transaction in the list), or **Report** to see a report of these matching transactions (from which you may QuickZoom to individual transactions) or **Export** to export the list to Excel (see more on Excel reporting below).

## QUICKBOOKS SEARCH

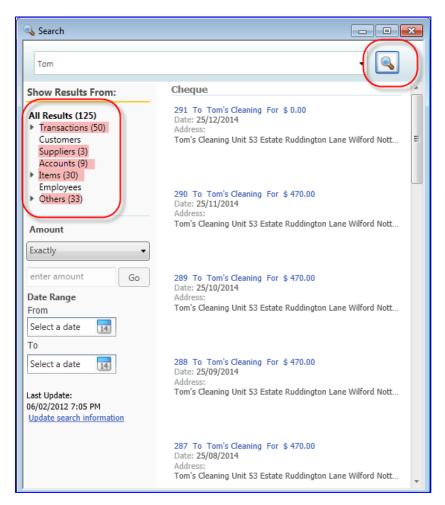
There are times when an accounting professional is not familiar with the transactions or names in a client's QuickBooks company file. The QuickBooks Search function will help locate any transaction or list name that matches the amount or text you enter.

Access QuickBooks Search by selecting **Edit** > **Search** or by selecting **F3**:

Edit	View Lists	Favourites Ac
	Undo	Ctrl+Z
	Revert	
	Cut	Ctrl+X
	Сору	Ctrl+C
	Paste	Ctrl+V
	Use Register	Ctrl+R
	Use Calculator	
	Find	Ctrl+F
0	Search	F3
	Preferences	

In the screen capture below, the accounting professional was looking for the name *Tom*. She entered the name in the text field at the top and clicked the magnifying glass icon. Had she known an amount, she could have entered it in the amount field (and chosen **Exactly** or **Greater than** or **Less than**) and/or a date range in the date fields.

The results are grouped by transactions and the various lists. Double-click on the Suppliers listing, which indicates three matches...



...and the three suppliers appear in the right-hand pane.

💊 Search	
Tom	•
Show Results From:	Supplier
All Results (125) Transactions (50) Customers Suppliers (3) Accounts (9)	Tom's Cleaning From Tom's Cleaning Shone: 0112 440 4254 Address: Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford I
<ul> <li>Items (30)</li> <li>Payroll Items (29)</li> <li>Employees</li> <li>Others (33)</li> </ul>	HMRC VAT Phone: Address:
Amount	<b>X</b>
Exactly	HM Revenue & Customs Phone: Address: HM Revenue & Customs
enter amount Go	Address: HM Revenue & Customs
Date Range From	
Select a date 14	
То	
Select a date 14	
Last Update: 06/02/2012 7:05 PM <u>Update search information</u>	

Hovering the mouse over the first name in the list makes some "clickable" icons appear, enabling the user to open or edit the name on the list (in this case, a supplier) or enter a transactions (in this case, a bill). The icons that appear vary by the type of result that is showing in the right-hand pane.

🔍 Search	
Tom	•
Show Results From:	Supplier
All Results (125) Transactions (50) Customers Suppliers (3) Accounts (9) Items (30) Payroll Items (29) Employees Others (33)	Tom's Cleaning From Tom's Cleaning Phone: 0112 440 423 Address: Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford Open & Edit Cleaning Enter Bills HMRC VAT Phone: Address:
Amount Exactly • enter amount Go	HM Revenue & Customs Phone: Address: HM Revenue & Customs
Date Range From	
Select a date 14	
То	
Select a date 14	
Last Update: 06/02/2012 7:05 PM <u>Update search information</u>	

The Search function does not yield a report, but it does produce a wide array of results. This is quite useful if the "searcher" does not have that much information on which to base a search.

# **PREFERENCES TO MAKE REPORTING MORE USEFUL**

#### **PREFERENCES RE REFRESHING DATA**

When a report or graph has been built and is open in QuickBooks while new transactions are being entered, the information in that report may change, depending on what those new transactions are.

If the new transactions would change the information in a report that is currently open, each user should determine whether the report should refresh with the new data. If open reports are set to refresh themselves always with new data, QuickBooks could slow down.

Therefore, each user should control whether they want QuickBooks to prompt them to refresh report or graphs with new data, refresh automatically (which takes up the most resources), or not refresh at all.

To change the settings for refreshing reports and graphs, select **Edit** > **Preferences** > **Reports & Graphs** > **My Preferences** and select the radio button next to one of the following:

- Prompt me to refresh
- Refresh automatically
- Don't refresh

And then select OK.

Preferences		X
Accounting         Banking         Banking         Banking         Banking         Banking         Banking         Banking         Calendar         Posktop View         Finance Charge         General         Integrated Applicatio         Items & Stock         Jobs & Estimates         Multiple Currencies         Payments         Payroll & Employees         Reminders         Reports & Graphs         Seach         Search         Send Forms         Service Connection         Papeling         Time & Expenses	My Preferences       Company Preferences <ul> <li>Prompt me to modify report options before opening a report</li> <li>Reports and Graphs</li> <li>When a report or a graph needs to berefreshed:</li> <li>Prompt me to refresh</li> <li>Refresh automatically</li> <li>Don't refresh</li> <li>Click Help for information about refreshing a large report.</li> <li>Graphs Only</li> <li>Use gatterns</li> <li>Graphs Only</li> <li>Draw graphs in 2D (faster)</li> <li>Use gatterns</li> <li>Use gatterns</li> <li>State of the state of the sta</li></ul>	OK Cancel Help Default Also See: General

## **PROMPT TO MODIFY REPORT OPTIONS BEFORE OPENING A REPORT**

In certain company data files, running reports which require calculations by sifting through a lot of data can take some time, and so calling up a time-consuming report you intend to modify and refresh ultimately anyway can be quite frustrating.

However, there is a preference which can be set so that any time a report is run, it first presents the user with a modification screen so that no time is wasted running the report with the wrong settings when it first appears.

This is a user-by-user preference, as different users may wish to handle the initial appearance of reports differently.

Access this preference by selecting **Edit** > **Preferences** > **Reports & Graphs** > **My Preferences** and check the box next to **Prompt me to modify report options before opening a report**.

Prefe	rences		x
	Banking Bills Calendar Desktop View Finance Charge General Integrated Applicatio Items & Stock Jobs & Estimates Multiple Currencies Payments Payroll & Employees Reminders Reports & Graphs Sales & Customers Search Send Forms Service Connection Spelling	Image: Prompt me to modify report options before opening a report         Reports and Graphs         When a report or a graph needs to be refreshed:         Prompt me to refresh         Refresh automatically         Don't refresh         Click Help for information about refreshing a large report.	OK Cancel Help Default Also See: General

## **EXCEL INTEGRATION**

Any report in QuickBooks may be exported to Excel, and this can be very useful for performing extra formatting and calculations that cannot be done within QuickBooks.

Access this feature with the desired report open by selecting the **Excel** button at the top of the report. Then choose whether to **Create New Worksheet** or **Update Existing Worksheet**.

🗊 Adjusted Trial Balance								
Customise Report Memorise	Print E-mail • Excel • Hide Header Collapse Refre	sh	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	* * *				
Dates Last Month	From 01/ Create New Worksheet fau	ilt 💌						
2:30 PM	Update Existing Worksheet	Roving Aut	o Parte Pr	~				
31/12/14		-						
	AC	ljusted Tr		nce				
Accrual Basis		Novemb						
		Unadjusted		Adjustr		Adjusted		
		00010		• Debit •	Credit		Credit o	
	Current	40,885.47				40,885.47		
	Accounts Receivable	277,312.20				277,312.20		
	Stock	59,881.29 0.00				59,881.29 0.00		
	Undeposited Funds Accounts Payable	0.00	75,412,29			0.00	75.412.29	
	Visa		19,381,14				19,381.14	
	Payroll Liabilities		84,135.24				84,135.24	
	Shareholder Loan		25.000.00				25,000.00	
	VAT Liability		62.842.33				62.842.33	
	Retained Earnings	236.889.45	02,012.00			236,889,45	02,012.00	
	Sales		415,477.80				415,477.80	
	Services Income		39,283.20				39,283.20	
	Cost of Goods Sold	379.83				379.83		
	Parts and Materials	71,417.42				71,417.42		
	Bank Service Charges	71.50				71.50		
	Charitable Donations	1,375.00				1,375.00		
	Dues and Subscriptions	1,021.32				1,021.32		
	Insurance Expense:General Liability Insurance	3,025.00				3,025.00		
	Printing and Reproduction	608.52				608.52		
	Professional Fees	1,650.00				1,650.00		
	Rent and Rates	18,700.00				18,700.00		
	Repairs and Maintenance	4,400.00				4,400.00		
	Telephone	1,595.00				1,595.00		
	Utilities	3,276.57				3,276.57		
	Finance Charge Income	700 400 57	956.57		0.00	700 400 57	956.57	
	TOTAL	722,488.57	722,488.57	0.00	0.00	722,488.57	722,488.57	

Send Report to Excel	x
What would you like to do with this report?	
Create new worksheet	
in new workbook	
<ul> <li>In existing workbook</li> <li>Update an existing worksheet</li> </ul>	
<ul> <li>Update an existing worksheet</li> <li>How it works</li> <li>A comma separated values (.csv) file</li> </ul>	
Advanced	>
Export Cancel Help	

As with saving a report to PDF, the advantage of doing this (as opposed to printing or using the e-mail function previously mentioned) is that the report may be saved anywhere on the computer or network that you choose and you may name the report something unique and meaningful (e.g. "AdjTrialBalNov2014SavedDec122014.xlsx").

There are several options when hitting the Excel button at the top of a report:

- Create a new worksheet in a new workbook
- Create a new worksheet in an existing workbook
- Update an existing worksheet (one-click refresh see next section for details)
- Save as a \*.csv file (in case Excel is not installed on the system)
- Advanced options (by selecting the **Advanced** button) that include:
  - o Auto Outline (allows for collapsing or expanding) extremely useful
  - o Auto Filtering (allows for custom data filtering) extremely useful
  - o Report header to show on the screen or just on the printed report
  - o Repeat row labels on each page

Advanced Excel Options
QuickBooks Options: Keep the following format options from QuickBooks:
Eonts Colours Row height
Excel Options:
Turn on the following Excel features:
AutoFit (set column width to display all data)
Freeze panes (keep headers and labels visible)
Show Gridlines
Auto Qutline (allows collapsing / expanding)
Auto Filtering (allows custom data filtering)
✓ Include Quickbook Export Guide worksheet with helpful advice
Printing options:
Show report header:
<ul> <li>On printed report only</li> <li>On printed report and screen</li> </ul>
Repeat row labels on each page
OK Cancel

## **ONE-CLICK REFRESH/UPDATE OF EXCEL INTEGRATION**

As mentioned above in the section on Excel Integration, any QuickBooks report may be exported to Excel. Many users make a series of specific formatting changes once the Excel export has taken place, such as changing column and row sizes, renaming report headers and column and row headers, and inserting rows and formulas. All these desired formatting changes would have to be repeated any time the same report in QuickBooks was exported to Excel with refreshed data.

With the one-click refresh feature, however, the tedious task of repeating the formatting changes every time the same report is exported to Excel is unnecessary.

When a new, refreshed version of a report (that was already exported, formatted and saved in Excel) is run in QuickBooks, access this feature by selecting the **Excel** button at the top of the desired report *in QuickBooks*, and then choose **Update Existing Worksheet**.

👜 Adjusted Trial Balanc	
Customise Report	Memorise Print E-mail • Excel • Hide Header Collapse Refregh
Dates Last Month	From 01/ Create New Worksheet fault
2:30 PM	Update Existing Worksheet Roving Auto Parts Pro
31/12/14	Adjusted Trial Balance
Accrual Basis	November 2014
	<u>Unadjusted Balance</u> <u>Adjustments</u> <u>Adjusted Balance</u> ◇ Debit ◇ Credit ◇ Debit ◇ Credit ◇ Debit ◇ Credit ◇

*Alternately*, there is another way to update an existing worksheet with refreshed QuickBooks data, but this time *from Excel* as opposed to from QuickBooks. In Excel, click the **QuickBooks** tab and select **Update Report**.

🗶 🛃 🤊	- [" -	Ŧ	-	-		Booki	L - Microso	ft Excel							х
File	Home	Insert	Page Layout	Formulas	Data	Review	View A	dd-Ins	QuickBooks				\$	🕜 🗆 (	<del>ت</del> 33
Update															
Report															
QuickBooks															
-	1	- (	$f_{x}$												1
A		В	C D	E	F	G	Н	1	J	К	L	М	N	0	
1															
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3															
4															
5															
6															
7															
। सं ∢ ≽ भ	Sheet1	/ Sheet2	2 / Sheet3 / 1	2/											▶ [
Ready												100%	Θ	□	÷,

**NOTE**: The first time you update a report from Excel, QuickBooks must be open. This is important because QuickBooks automatically updates your integrated applications preference. Basically, it tells QuickBooks that Excel has permission to access your data. After that, you can update reports from Excel even if QuickBooks is closed.

**NOTE**: If you select **How it works** in the **Send Report to Excel** window, there is a description of which formatting changes are preserved when updating a QuickBooks report in Excel. For more information, there is a **Watch a Video** link in this How it works window.

How It Works	×
How it Works	😫 Watch a Video
If you've already changed a QuickBooks report in Excel such as adding for formatting, QuickBooks can update that report and keep most of your cha	
- Formatted fonts (in row and column headers only) - New formulas	
- Renamed column and row headers	
- Renamed report titles - Resized columns	
- Inserted columns and rows - Inserted text (when entered as a formula)	
How to update from within Excel	ОК

## **QUICKBOOKS FINANCIAL STATEMENT DESIGNER**

Accounting professionals wishing to produce professionally formatted financial statements and supporting documents will want to make use of the Financial Statement Designer, available for free and only in QuickBooks Premier.

With this tool, you can create professional-looking financial statements in accordance with Generally Accepted Accounting Principles for those clients who use QuickBooks. It includes a selection of preformatted Balance Sheets, Income Statements, Statements of Cash Flows, and Statements of Retained Earnings. It also comes with some preformatted title pages, and accountants' reports, auditors' reports, review reports and audit reports.

Access this feature by selecting **Accountant > Financial Statement Designer**.



There are over 35 pre-set templates for financial statements and supporting documents, but the accounting professional may create their own templates.

File Edit Help	
🗋 New 🕶 🚰 Open Selected 🛛 🏐 Print 🔀 Delete 🦳 Folders 🗸	
Statement Date         Basis           Selected Periog:         Custom         From Date:         1/1/2014         To Date:         12/31/2014         Accrual         Accrual	
Financial Statement and Supporting Document List	Details
Saved Financial Statements and Supporting Documents	C:\Users\Public\Documents\Intuit\QuickBoo
🖃 💼 Financial Statement and Supporting Document Templates	
🖃 😋 Balance Sheet	
Current/Prior Year with %	Sample Balance Sheet
Current/Prior Year with Variance and %	Sample Balance Sheet
Current/Prior Year	Sample Balance Sheet
🗔 Current Year Two Column	Sample Balance Sheet
🖵 Current Year	Sample Balance Sheet
Current/Prior Year with Variance	Sample Balance Sheet
🖵 Current Year with %	Sample Balance Sheet
🖃 😋 Income Statement	
Current/Prior Period with %	Sample Income Statement
Current/Prior Period	Sample Income Statement
Most Recent 12 Months	Sample Income Statement
Current Period/Year with %	Sample Income Statement
Current/Prior Period and Current/Prior Year	Sample Income Statement
Current/Prior Period with Variance and %	Sample Income Statement
4 Quarters of Fiscal Year	Sample Income Statement
Most Recent 4 Quarters	Sample Income Statement
12 Months of Fiscal Year	Sample Income Statement
Current Period/Year	Sample Income Statement
Current/Prior Period and Current/Prior Year with %	Sample Income Statement
Current Period with %	Sample Income Statement
Current Period	Sample Income Statement
🖃 😋 Cash Flow Statement	
Current/Prior Period	Sample Cash Flow Statement

File Edit Help			
Dew -			
Statement Date     Basis       Selected Period:     Custom     ▼       From Date:     1/1/2014     ▼       To Date:     12/31/2014     ▲			
Financial Statement and Supporting Document List	Details		
Current/Prior Period and Current/Prior Year with %	Sample Income Statement		
Current Period with %	Sample Income Statement		
Current Period	Sample Income Statement		
🖃 😋 Cash Flow Statement			
Current/Prior Period	Sample Cash Flow Statement		
Current Period/Year	Sample Cash Flow Statement		
Current Period	Sample Cash Flow Statement		
🖃 🚖 Other			
🖵 Current Period Retained Earnings - Simplified	Sample Retained Earnings Statement		
Current Period Retained Earnings - Detailed	Sample Retained Earnings Statement		
Current Year Ratios	Sample Financial Ratios Statement		
🖃 😋 Documents			
Auditors' Report	Sample Document		
Accountants' Report	Sample Document		
Directors' Report	Sample Document		
Statement of Directors' Resp	Sample Document		
Notes to the Accounts	Sample Document		
Title Page	Sample Document		
Contents	Sample Document		
Company Information	Sample Document		

After choosing or creating and editing a template, an Excel-like window opens with the data populated for the chosen template from the QuickBooks company file.

ile Edit View Insert Format Tools	Help						
🗋 New 🚔 Open 🔚 Save 🛛 🚳 Print 🕻	<b>\</b> % @	S S S					
🛓 Column Header 🛛 🔻 Arial		•8 • B I U ≡ ≡ ≡ ⊞ ∰	\$ \$ % , 2	Σ Sum	•		
A1 ▼ =							
×	State	ment Date			Basis		
Column Properties *	Select	ed Perio <u>d</u> : Custom 💌 F <u>r</u> om Date: 1/	1/2014 💌 To D	<u>a</u> te: 12/31/2014 💌		Recalculate	
Current Column: A							
		Description	1/1/2014 - 12/31/2014	1/1/2013 - 12/31/2013	1/1/2014 - 12/31/2014	1/1/2013 - 12/31/2013	
Column Type: Description		Α	В	С	D	E	
Accounts ×	1		12 Months Ended	12 Months Ended	12 Months Ended	12 Months Ended	
Accounts ¥	2		Dec. 31, 2014	Dec. 31, 2013	Dec. 31, 2014	Dec. 31, 2013	
Cell Properties ¥	3						
Ň	4	Revenue					
Sow Properties	5	Sales	£ 476,216.00	£ 115,898.00	£ 476,216.00	£ 115,898.00	
Current Row: 1	6	Sales Discounts	0.00	0.00	0.00	0.00	
Row Type: General 💌	7	Services Income	43,555.65	39,766.75	43,555.65	39,766.75	
Repeat on every page (column header)	8						
	9	Total Revenue	£ 519,771.65	£ 155,664.75	£ 519,771.65	£ 155,664.75	
Statement Properties ×	10						
	11	Cost of Goods Sold					
	12	Cost of Goods Sold	£ 379.83	£ 0.00	£ 379.83	£ 0.00	
	13	Equipment Rental for Jobs	0.00	0.00	0.00	0.00	
	14	Merchant Account Fees	0.00	0.00	0.00	0.00	
Current/Prior Period and Curre							

The accounting professional may insert rows (for subtotals, grouped accounts, and blank rows for spacing), columns (to show prior year balances, and to calculate variances, ratios and percentages), combine fields, rename accounts, make formatting changes, determine rounding, and much more.

This can all be done in a familiar Excel-like interface.

These edits can be changed and applied to refreshed data.

File Edit View Insert Format Tools He         New 20 Open         Account Label         Account Label         A25         Bank Service Charges         Column Properties	X Image     Image			<u>B</u> asis	enalmitate						
New 😂 Open 🔄 Save 🕸 Print 🛕 Account Label Action Acti	X Image     Image			<u>B</u> asis	ecalculate						
A Account Label Arial	▼ 8     ▼ 8     I <td< td=""><td></td><td></td><td><u>B</u>asis</td><td>enalculate</td><td></td></td<>			<u>B</u> asis	enalculate						
A25  = Bank Service Charges	Statement Date Selected Period: Custom From Date: 1/1/			<u>B</u> asis	ecalculate						
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	Description 1	1/1/2014 - 12/31/2014	1/1/2013 - 12/31/2013	1/1/2014 - 12/31/2014	1/1/2013 - 12/31/2013						
Column Type:	Cut Ctrl+X	В	С	D	E						
	Copy Ctrl+C £	0.00	£ 0.00	£ 0.00	£ 0.00						
	2 Paste Ctrl+V	78.00	78.00	78.00	78.00						
Cell Properties 🛛 🕹 🔤	Insert Rows	0.00	0.00	0.00	0.00						
	Delete Ctrl+D	0.00	0.00	0.00	0.00						
Row Properties 🖈 😑	2	1,500.00	1,500.00	1,500.00	1,500.00						
Current Row: Multiple Selected	2 Format	0.00	0.00	0.00	0.00						
Row Type: Account	Row Properties	100.00	0.00	100.00	0.00						
Account Description:	Row Height	1,106.43	1,106.43	1,106.43	1,106.43						
	Combine Account Rows	3,300.00	3,300.00	3,300.00	3,300.00						
Assigned Account(s):		0.00	0.00	0.00	0.00						
Bank Service Charges	34 Meals and Entertainment	0.00	0.00	0.00	0.00						
Interest Expense	35 Office Expense	0.00	0.00	0.00	0.00						
	36 Payroll Expenses	0.00	0.00	0.00	0.00						
	37 Postage and Delivery	0.00	0.00	0.00	0.00						
	38 Printing and Reproduction	663.84	663.84	663.84	663.84						
Add Remove	39 Professional Fees	1,800.00	1,800.00	1,800.00	1,800.00						
	40 Rent and Rates	20,400.00	20,400.00	20,400.00	20,400.00	+					
Current/Prior Period and Current/Prior Year											

VuickBooks Financial Statement Edito	or - C	urrent/F	Prior	Period and Current/Prior Year	area April (18	ALL DO			X
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Account Label									
AZ5 = Bank Service Charges									
Statement Date     Date       Selected Periog     Custom       From Date:     1/1/2014       To Date:     1/1/2014									
Current Column: A	1			Description	1/1/2014 - 12/31/2014	1/1/2013 - 12/31/2013	1/1/2014 - 12/31/2014	1/1/2013 - 12/31/2013	
Column Type: Description				A	В	С	D	E	
		24		Advertising and Promotion	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
Accounts ¥		25	B	Bank Service Charges	78.00	78.00	78.00	78.00	
Cell Properties ¥		26		Business Licenses and Permits				0.00	
		27		Car Expenses	Com	bined two account	s in this row - may w as well	rename 0.00	
Sow Properties *	Ξ	28		Charitable Donations	1,50	unsito	w as well	500.00	
Current Row: 25		29		Computer and Internet Expenses	0.00	0.00	0.00	0.00	
Row Type: Account		30		Depreciation Expense	100.00	0.00	100.00	0.00	
Account Description:		31		Dues and Subscriptions	1,106.43	1,106.43	1,106.43	1,106.43	
Bank Service Charges		32	6	Insurance Expense	3,300.00	3,300.00	3,300.00	3,300.00	
Assigned Account(s):		33		Meals and Entertainment	0.00	0.00	0.00	0.00	
Bank Service Charges		34		Office Expense	0.00	0.00	0.00	0.00	
Interest Expense		35		Payroll Expenses	0.00	0.00	0.00	0.00	
		36		Postage and Delivery	0.00	0.00	0.00	0.00	
		37		Printing and Reproduction	663.84	663.84	663.84	663.84	
		38		Professional Fees	1,800.00	1,800.00	1,800.00	1,800.00	
Add Remove		39		Rent and Rates	20,400.00	20,400.00	20,400.00	20,400.00	
	-	40		Repairs and Maintenance	4,400.00	4,800.00	4,400.00	4,800.00	-
Modified Current/Prior Period and Current/Prior Year									

The accountant's information and company information can be inserted, along with footers, page numbers and other edits well beyond the capabilities of QuickBooks reporting.

💱 QuickBooks Financial Statement Editor - C	urrent/P				
File Edit View Insert Format Tools H	lelp				
🗋 New 🚔 Ope 🛛 Rows	•				
A Section Header	- <b>- -</b>				
A1 $\mathbf{v} = \mathbf{A}$ Sum					
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Current Column: A									
		Description	12/31/2014	12/31/2013	A				
Column Type: Description		Α	В	С					
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V NOCOUNTS V	2								
Cell Properties ¥	3		2014	2013					
Row Properties	4								
· ·	5	CURRENT ASSETS							
Current Row: 1	6	Current	£ 85,055.44	£ -119,101.05					
Row Type: General	7	Accounts Receivable	0.00	0.00 83,402.25					
Repeat on every page (column header)	9	Accounts Receivable Stock	294,980.48	0.00					
Statement Properties ¥	10	Undeposited Funds	626.22	-37,600.00					
	11		020.22	-57,600.00					
	12	Total Current Assets	£ 439,664.72	£ -73,298.80					
	13		× 400,004.12						
	14	PROPERTY AND EQUIPMENT							
	15	Fixed Assets	£ -100.00	£ 0.00					
	16								
	17	Total Property and Equipment	£ -100.00	£ 0.00	-				
Current/Prior Year									

The Financial Statement Designer can produce balance sheets in UK format.

## **OTHER FINANCIAL STATEMENT DESIGNER FEATURES**

- Reuse your customised financial statements with the same or multiple different clients
- Supporting Document Editor allows you to prepare custom title pages, accountant reports and notes
- Zoom in from financial statements to view detail, make changes and quickly return the financials
- Print a complete set of financial statements including title pages, accountants reports and notes
- Export to Excel or save as a PDF for printing or emailing