

# Chapter 11

# Reports in QuickBooks

In this chapter, you'll learn how QuickBooks helps you find information in your business.

## ▶ Lesson Objectives

In this chapter, you'll learn how to:

- Create basic reports
- Customize reports using filters
- Customize report views including columns
- Save customized reports
- Export reports to .pdf or Excel formats

## ▶ Report Types

There are several different types of reports available for you in QuickBooks Online. The basic reports types are the following:

- Transaction reports
- List reports
- Summary reports
- Detail reports

## ▶ Transaction Reports

Transaction reports make up the largest part of the QuickBooks reports. Transaction reports includes transactions arranged in various formats designed to help you find important information for your business. There are several critical reports that every business uses in their business. These reports include the following:

1. Profit & Loss Report—reports on the financial performance of your business
2. Balance Sheet—reports on the financial position of your business
3. A/R Aging Summary—reports on your outstanding customer accounts
4. A/P Aging Summary—reports on your outstanding supplier accounts
5. General Ledger—reports on your transactions by account

QuickBooks Reports include a consistent display to help you understand how to read the reports and make it easy to find information about your business. See sample report below.

The screenshot shows the QuickBooks interface for a Profit and Loss report. The report title is "Green Tree Landscapes" and the subtitle is "PROFIT AND LOSS January 1 - April 2, 2017". The report is displayed in a table format with a "TOTAL" column on the right. The report is filtered for the period "This Year-to-date" from "01/01/2017" to "04/02/2017". The accounting method is set to "Accrual".

	TOTAL
INCOME	
Billable Expense Income	500.00
Markup	70.00
Sales	175,385.35
Sales of Labour	32,358.45
Sales of Product Income	24,619.42
Services	2,160.00
<b>Total Income</b>	<b>\$235,093.22</b>



**NOTE** QuickBooks contains 60+ reports (QuickBooks Online Plus). If you're use QuickBooks Online Essentials, you will have access to 40+ reports. QuickBooks Online Easy Start includes 20+ reports.

## ▶ List Reports

List reports provide you information about the various lists available in QuickBooks. Examples include the Account Listing (Chart of Accounts), Product and Services list, Customer list, and the Supplier List. To create a list report, go to the **Report Centre**.

## Chart of Accounts

1. In the **Report Centre**, type **Chart of Accounts** in the Search bar.
2. Click the **Run Report** button to create an account listing.



**NOTE** You can also access the report directly from the **Chart of Accounts**.

**Chart of Accounts** [Run Report](#) [New](#)

[All Lists](#) [Export to Excel](#)

\*TIP\* - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now - Click here!

Filter by name

NAME	TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALANCE	ACTION
Shareholder Loan	Other Current Liabilities	CAD		705,595.73	<a href="#">Account history</a>
Buildings	Property, plant and equipment	CAD		600,000.00	<a href="#">Account history</a>
Original cost <i>Sub-account of Buildings</i>	Property, plant and equipment	CAD		600,000.00	<a href="#">Account history</a>
Chequing	Bank	CAD		531,074.00	<a href="#">Account history</a>

**Reports** Profit and Loss

**\$127,938** NET INCOME

**\$257,731** INCOME

**\$129,793** EXPENSES

Account

Account List | Custom Reports | Management Reports | **All Reports**

**Review Sales**

**Sales by Customer Summary**

Shows total sales for each customer so you can see which ones generate the most revenue for you.

[Run](#) | [Customize](#)

**Sales by Customer Detail**

Lists the individual sales transactions for each customer, including dates, types, amounts, and totals.

[Run](#) | [Customize](#)

**Sales by Product/Service Summary**

Summarizes sales for each item on your Product/Service List. Includes quantity, amount, % of sales, and average price.

[Run](#) | [Customize](#)

3. QuickBooks displays the **Account List**.

< Back to report list Customize Save customization

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Sort Add notes Edit header ✉️ 🖨️ 📄 ⚙️

**Green Tree Landscapes**  
ACCOUNT LIST

ACCOUNT	TYPE	DETAIL TYPE	DESCRIPTION	BALANCE	CURRENCY
Chequing	Bank	Chequing		531,074.00	CAD
Chequing USD	Bank	Chequing		0.00	USD
Japanese Yen	Bank	Cash on hand		-146,983.03	JPY
Savings Account	Bank	Chequing		144,750.00	CAD
SBCU Chequing	Bank	Chequing		33,648.74	CAD
USD Chequing	Bank	Chequing		2,484.90	USD
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)		270,179.74	CAD
Accounts Receivable (A/R) - E...	Accounts receivable (A/R)	Accounts Receivable (A/R)		0.00	EUR
Accounts Receivable (A/R) - U...	Accounts receivable (A/R)	Accounts Receivable (A/R)		163.49	USD
Daily Sales Clearing	Current assets	Allowance for bad debts		3,000.00	CAD
Inventory Asset	Current assets	Inventory		70,940.18	CAD
Uncategorized Asset	Current assets	Other current assets		0.00	CAD
Undeposited Funds	Current assets	Undeposited Funds		38,107.06	CAD
Buildings	Property, plant and equip...	Buildings		600,000.00	CAD

**Customer List**

1. In the **Report Centre**, click **All Reports**.
2. Click **Review Sales**.
3. Click **Customer Contact List**.

Sort Add notes Edit header ✉️ 🖨️ 📄 ⚙️

**Green Tree Landscapes**  
CUSTOMER CONTACT LIST

CUSTOMER	PHONE NUMBERS	EMAIL	FULL NAME	BILLING ADDRESS	SHIPPING ADDRESS
ABC Company Ltd		tanis@youngsun.ca			
Abelardo Stiedemann	Phone: 912-737-5239	aurelie.klocko@macgyver.org	Abelardo Stiedemann		
ACME Intl					
Alba Fay	Phone: 302-518-5768 x4...	jeramy@thiel.com	Alba Fay	78453 Wolf Glen Cierrafurt F...	
Alfonso Kirlin	Phone: 508.714.8532 x1...	erin.toy@kshlerindibbert.name	Alfonso Kirlin		
Allied Company					
Amos Hickle	Phone: 445-630-1261	cristian.lang@medhurst.net	Amos Hickle	603 Monahan Ford Rueckerfu...	
Anabelle Gislason	Phone: (618) 405-2795	llewellyn@haag.com	Anabelle Gislason		
Anderson & Associates	Phone: 647-555-9999		Anderson & Associates	1331 Dewy Crest Markham O...	
Angus Funk	Phone: (947) 832-2907	abdullah_moen@sengerhami...	Angus Funk		
Anjali Rutherford	Phone: 616-618-4821 x3...	roy@turner.info	Anjali Rutherford		

## Supplier List

1. In the **Report** centre, click **All Reports**.
2. Click **Review Expenses and Purchases**.
3. Click **Supplier Contact List**.

SUPPLIER	PHONE NUMBERS	EMAIL	FULL NAME	ADDRESS	ACCOUNT #
ADP					
Allen Landscape Design	Phone: 647-555-9...		Mark Allen	477 Heron Bill Court Mississau...	
Amazon					
Canada Small Engine Repair	Phone: 647-555-4...		Chris Smith	78 Winding Way Toronto ON. ...	
City of Toronto					
Edmonton Credit Union					
Fuel Stop				499 Cornerstreet Cambridge ...	
Garden Supply Unlimited					
Great Britain Gnome Comp...				300 Southport Liverpool	
Green Jeans Lawn Machines	Phone: 647-555-2...		Wendy Holmgr...	76 York St. Georgetown ON. L...	
Hank's Courier	Phone: 647-555-2...		Jane Mortensen	67 Lafontaine Toronto ON. L4...	



**NOTE** Use the **Search** field in the Report Centre to access other lists. You can search for Classes, Recurring Templates, etc.

## ▶ Summary Reports vs. Detail Reports

There are two main types of reports in QuickBooks—Summary reports and Detail Reports. Summary reports are designed to provide you summary information about customers, sales, expenses and more. An example is the A/R Aging Summary report. This report displays

information on aging customer accounts. The report displays “summary” information. The information is displayed in a summary format. See the sample below.

[Back to report list](#)  
 Report period: Today as of 04/02/2017 Customize Save customization

Show non-zero or active only: Active rows/active columns  
 Aging method:  Current  Report date  
 Days per aging period: 30 Number of periods: 4 Run report

Green Tree Landscapes

**A/R AGING SUMMARY**  
As of April 2, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
ABC Company Ltd	1,105.14					\$1,105.14
Alba Fay	197.75	15,029.00	565.00			\$15,791.75
Alfonso Kirilin	1,040.50		-1,130.00	288.04		\$198.54
Amos Hickle	19,673.30			175.15		\$19,848.45
Anderson & Associates			44.95			\$44.95
Angus Funk			5,650.00	145.95		\$5,795.95
Antionietta Ward	174.58					\$174.58
▼ BigTime Construction		395.50				\$395.50
5469				20,707.25		\$20,707.25
7874	12,246.38	24,492.76				\$36,739.14
7990		18,722.97				\$18,722.97

Detail reports are designed to provide you detailed information about customers, suppliers, expenses, and more. The **A/R Aging Detail** report displays detailed information on aging customer accounts. The report displays “detail” information. Instead of balances and summary information, the detail report includes individual transactions. See report sample below.

[Back to report list](#)  
 Report period: Today as of 04/02/2017 Customize Save customization

Aging method:  Current  Report date  
 Days per aging period: 30 Number of periods: 4 Min. Days Past Due:  Run report

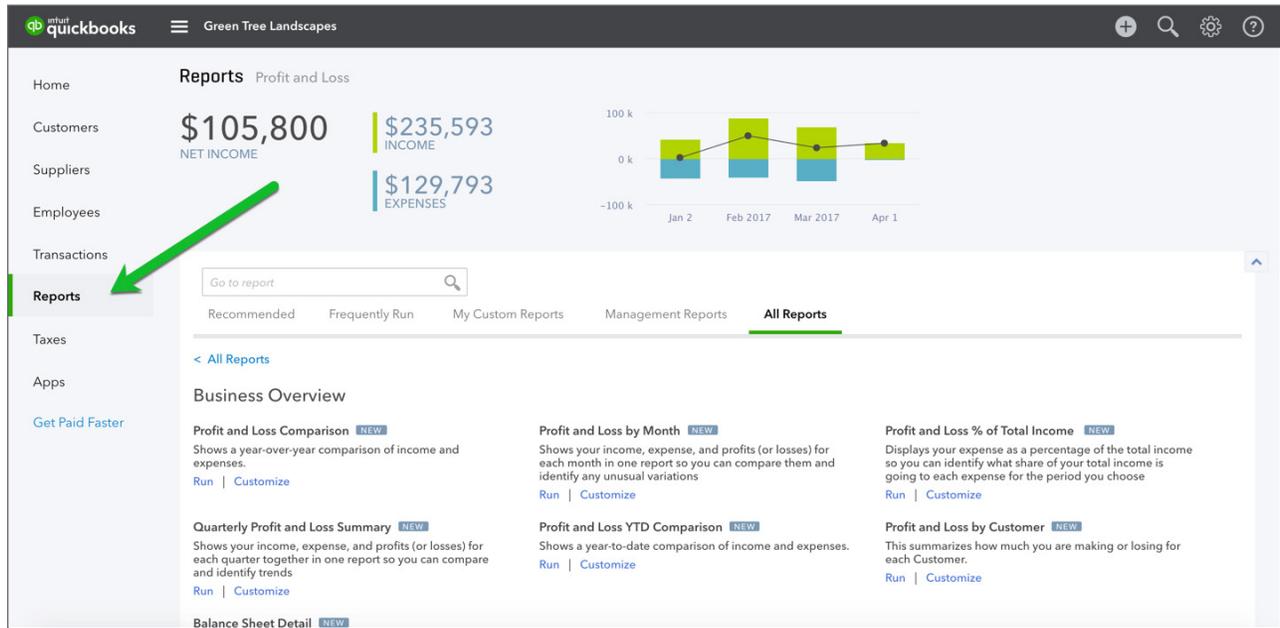
Green Tree Landscapes

**A/R AGING DETAIL**  
As of April 2, 2017

DATE	TRANSACTION TYPE	#	CUSTOMER	DUE DATE	AMOUNT	OPEN BALANCE
▼ 91 or more days past due						
09/14/2016	Invoice	1008	Main Steet Shopping Plaza	10/14/20...	904.00	904.00
09/22/2016	Invoice	1009	Sheraton Cavalier Markham	10/22/20...	1,130.00	1,130.00
10/25/2016	Payment		Community Church	10/25/20...	-778.57	-778.57
09/30/2016	Invoice	1002	Elizabeth Barker	10/30/20...	124.30	124.30
09/30/2016	Invoice	1001	Community Church	10/30/20...	158.20	158.20
09/30/2016	Invoice	1004	Hewitt & Packer Office Complex	10/30/20...	678.00	678.00
10/17/2016	Invoice	1011	Community Church	11/16/20...	197.75	197.75
10/25/2016	Invoice	5	Dennis Bergen	11/24/20...	1,977.50	1,977.50
11/30/2016	Journal Entry		Donald Trump	11/30/20...	-1.51	-2.02
11/15/2016	Invoice	1013	Dennis Bergen	12/15/20...	85.00	85.00

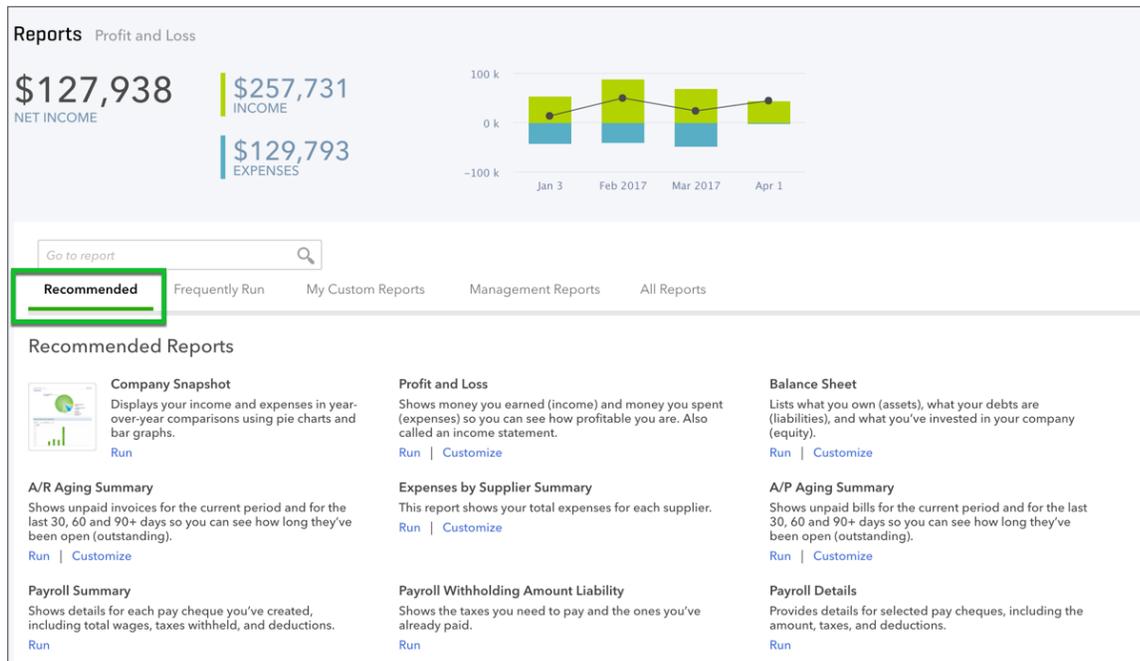
## ▶ Report Centre

All reports in QuickBooks can be found in the **Reports** centre in the left-hand navigation bar.



The **Report** centre includes several key categories of reports. The categories of reports include the following:

- **Recommended**—QuickBooks recommends several reports that apply to most businesses.



- **Frequently Run**—reports you use most often in QuickBooks

**Reports** Profit and Loss

**\$127,938**  
NET INCOME

**\$257,731**  
INCOME

**\$129,793**  
EXPENSES

Go to report

Recommended **Frequently Run** My Custom Reports Management Reports All Reports

**Frequently Run Reports**

**Open Purchase Order List**

Lists your open purchase orders, grouped by supplier. Includes the original amount of each P.O.

[Run](#)

**Transaction List by Date**

This report lists all the transactions that occurred within a period of time. The report is useful if you need a straight chronological listing of all the transactions your company made.

[Run](#)

**Inventory Valuation Summary**

Summarizes key information, such as quantity on hand, value, and average cost, for each inventory item.

[Run](#)

**Inventory Valuation Detail**

Lists the transactions that each inventory item is linked to and shows how the transactions affected quantity on hand, value, and cost.

[Run](#)

**Physical Inventory Worksheet**

Lists your inventory items with space to enter your physical count to compare to the quantity on hand in QuickBooks.

[Run](#)

**Estimates by Customer**

Lists your estimates by customer, and indicates whether estimates were accepted and invoiced.

[Run](#)

- **My Custom Reports**—reports that you have customized and saved

**Reports** Profit and Loss

**\$127,938**  
NET INCOME

**\$257,731**  
INCOME

**\$129,793**  
EXPENSES

Go to report

Recommended Frequently Run **My Custom Reports** Management Reports All Reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
A/R Aging Summary	Tanis Young	Today	Unscheduled	<a href="#">Edit</a> ▼
Transaction List by Date	Matthew Peterson	This Month-to-date	Unscheduled	<a href="#">Edit</a> ▼
Weekly Reports			Unscheduled	<a href="#">Edit</a> ▼

- **Management Reports**—A set of key reports customized with your company logo. Formatted with a more professional looking display than standard QuickBooks reports.

**Reports** Profit and Loss

**\$127,938**  
NET INCOME

**\$257,731**  
INCOME

**\$129,793**  
EXPENSES



Go to report

Recommended Frequently Run My Custom Reports **Management Reports** All Reports

NAME	CREATED BY	LAST MODIFIED	REPORT PERIOD	ACTION
Sales Performance	QuickBooks		This Year	<a href="#">View</a>
Expenses Performance	QuickBooks		This Year	<a href="#">View</a>
Company Overview	Qu			

**Print preview**

To print, right-click the preview and select Print. Or, click the Print icon if you see one below.




**NOTE** Use the Search bar to easily find reports in QuickBooks Online.

Go to report



## ▶ Key Reports for Your Business

The two most important reports for most businesses are the Profit & Loss report and Balance Sheet Report.

### Profit & Loss Report

The profit and loss report provides you with your business' performance in any specific period of time. This report is also known as an income statement. It summarizes your income and expenses for the month or year (or any period), so you can tell whether you're operating at a profit or a loss. The report shows subtotals for each income or expense account in your chart of accounts. The last line shows your net income (or loss) for the month.

Create the **Profit & Loss** report by clicking on the report name in the Business Overview section.

**Business Overview**

<p><b>Profit and Loss Comparison</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>Shows a year-over-year comparison of income and expenses.</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Profit and Loss by Month</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>Shows your income, expense, and profits (or losses) for each month in one report so you can compare them and identify any unusual variations</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Profit and Loss % of Total Income</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>Displays your expense as a percentage of the total income so you can identify what share of your total income is going to each expense for the period you choose</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>
<p><b>Quarterly Profit and Loss Summary</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>Shows your income, expense, and profits (or losses) for each quarter together in one report so you can compare and identify trends</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Profit and Loss YTD Comparison</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>Shows a year-to-date comparison of income and expenses.</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Profit and Loss by Customer</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>This summarizes how much you are making or losing for each Customer.</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>
<p><b>Balance Sheet Detail</b> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-size: 0.8em;">NEW</span></p> <p>Shows a more detailed version of the standard balance sheet report</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>		

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 <p><b>Company Snapshot</b></p> <p>Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.</p> <p><a href="#">Run</a></p>	<p><b>Profit and Loss</b></p> <p>Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Balance Sheet</b></p> <p>Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity).</p> <p><a href="#">Run</a>   <a href="#">Customize</a></p>
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## Balance Sheet Report

This report provides a financial snapshot of your company as of a specific date. The report calculates how much your business is worth (your business's equity) by subtracting all the money your company owes (liabilities) from everything it owns (assets).

Create the **Balance Sheet** report by clicking on the report name in the Business Overview section.

The screenshot shows a web interface for generating a Balance Sheet report. At the top, there is a navigation link 'Back to report list' and a 'Report period' dropdown menu set to 'All Dates'. To the right are 'Customize' and 'Save customization' buttons. Below these are several filter options: 'Display columns by' (set to 'Total Only'), 'Show non-zero or active only' (set to 'Active rows/active columns'), 'Period to compare' (set to 'Select period'), and 'Accounting method' (with 'Cash' and 'Accrual' radio buttons, 'Accrual' is selected). A 'Run report' button is also present.

The main content area displays a report for 'Green Tree Landscapes' titled 'BALANCE SHEET As of April 2, 2017'. The report is presented in a table format with a 'TOTAL' column on the right. The data is as follows:

	TOTAL
ASSETS	
Current Assets	
Daily Sales Clearing	3,000.00
Inventory Asset	70,940.18
Undeposited Funds	37,607.06
Cash and cash equivalents	
Chequing	531,074.00
Japanese Yen	-1,680.31
Savings Account	144,750.00
SBCU Chequing	33,648.74
USD Chequing	3,262.05

## A/R Aging Summary Report

This report summarizes the status of unpaid invoices in accounts receivable. For each customer who owes money, the report shows:

- What the customer owes for the current billing period
- What the customer hasn't paid from previous billing periods
- Subtotal balances for each job (if the customer has multiple jobs or projects (sub-customers) with your company).

Run the A/R Aging Summary report by click the report name in the **Manage Accounts Receivable** section in **All Reports** on the **Reports Centre**. To see a list of the transactions that make up a balance, click the balance in the report.

Green Tree Landscapes						
A/R AGING SUMMARY						
As of April 3, 2017						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
ABC Company Ltd	1,105.14					\$1,105.14
Alba Fay	197.75	15,029.00	565.00			\$15,791.75
Alfonso Kirlin	1,040.50		-1,130.00	288.04		\$198.54
Amos Hickie	19,673.30			175.15		\$19,848.45
Anderson & Associates			44.95			\$44.95
Angus Funk			5,650.00	145.95		\$5,795.95
Antionietta Ward	174.58					\$174.58
▼ BigTime Construction		395.50				\$395.50
5469				20,707.25		\$20,707.25
7874	24,492.76	24,492.76				\$48,985.52
7990		18,722.97				\$18,722.97

### A/P Aging Summary Report

It summarizes the status of unpaid bills in accounts payable, showing what you owe, who you owe it to, and how much is overdue.

For each supplier to whom your company owes money, the report shows how much your company owes for the current and previous billing periods, and it shows the total amount. The report also shows the total amount owed to all suppliers.

Run the **A/P Aging Summary** report by clicking the report name in the **Manage Accounts Payable** section in **All Reports** on the Reports Centre.

Green Tree Landscapes						
A/P AGING SUMMARY						
As of April 3, 2017						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Canada Small Engine Re...				904.00		\$904.00
City of Toronto				96.05		\$96.05
Green Jeans Lawn Machi...		564.85		773.71		\$1,338.56
Hank's Courier					316.40	\$316.40
Home Depot CDN			866.71	40.68		\$907.39
Home Depot USD					150.74	\$150.74
Insurance Experts					750.00	\$750.00
Johnson Supply Company	22,882.50	67,585.53	6,380.77	9,499.56		\$106,348.36
Powerhouse Staffing	7,910.00		1,130.00	10,300.00		\$19,340.00
Rogers			133.28			\$133.28
Seasonal Contracting Inc.	-12,430.00					\$ -12,430.00

## Accounting Reports

There are several important accounting reports available to you in QuickBooks Online. From the All Reports page, click **Accountant Reports**. Important reports for you and your accountant can be found on this page. Key reports include:

- **Journal**—This reports lists every transaction in a period and displays the debits and credits and displays them in date order.
- **General Ledger**—This reports displays all the activity (transactions) that occurred in an account over a period. It includes the beginning balance for each account.
- **Transaction List by Date**—This report lists all the transactions that occurred within a period of time. The report is helpful if you need to review all your transactions in date order.

**Reports** Profit and Loss

**\$127,938**  
NET INCOME

**\$257,731**  
INCOME

**\$129,793**  
EXPENSES

100 k  
0 k  
-100 k

Jan 3 Feb 2017 Mar 2017 Apr 1

Go to report

Recommended Frequently Run My Custom Reports Management Reports **All Reports**

< All Reports

**Accountant Reports**

**Profit and Loss Comparison** NEW  
Shows a year-over-year comparison of income and expenses.  
[Run](#) | [Customize](#)

<p><b>Account List</b> Provides the name, type, and balance for each account listed in your Chart of Accounts. <a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Reconciliation Reports</b> Lists all reconciliations you've completed and provides links to the individual reconciliation reports. <a href="#">Run</a></p>	<p><b>Trial Balance</b> This report summarizes the debit and credit balances of each account on your chart of accounts during a period of time. <a href="#">Run</a>   <a href="#">Customize</a></p>
<p><b>Journal</b> This report breaks down every transaction during a period of time into debits and credits and displays them chronologically. Transaction List by Date also lists transactions chronologically, but not as debits and credits. <a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Profit and Loss</b> Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement. <a href="#">Run</a>   <a href="#">Customize</a></p>	<p><b>Balance Sheet</b> Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity). <a href="#">Run</a>   <a href="#">Customize</a></p>

## ▶ Reports Display

Every report in QuickBooks displays common features and options on the report itself. Let's look at these features. To review the features, you see a Transaction List by Date report.

DATE	TRANSACTION TYPE	#	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT
02/28/20...	Bill		Yes	Amazon	Hubdoc - 10638499	Accounts Payable (A/P)	Office expenses
02/28/20...	Bill		Yes	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	Sales
02/28/20...	Bill		Yes	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	Cost of Goods Sold:Other C
02/28/20...	Bill		Yes	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	Cost of Goods Sold:Other C
05/23/20...	Bill		Yes	Rogers	Hubdoc - 10459617	Accounts Payable (A/P)	Utilities
05/23/20...	Bill	678	Yes	Rogers	Hubdoc - 10459617 - INV678	Accounts Payable (A/P)	Utilities

### Header Options

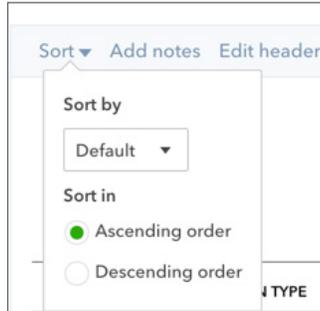
In the top-left corner of the report, QuickBooks lets you choose the date range for the report. You can also choose how to group the data on the report. Click **Group by** to display the option. For example, if you wanted to group the report data by **Transaction type** you would choose that option.

Clicking **Run Report** runs the refreshes the report.

To customize a report further click **Customize**. QuickBooks displays the customization options for you.

Click **Save Customization** to save the work you've done and save the settings and option for the report.

Click **Sort by** on the report to sort the data on the report.

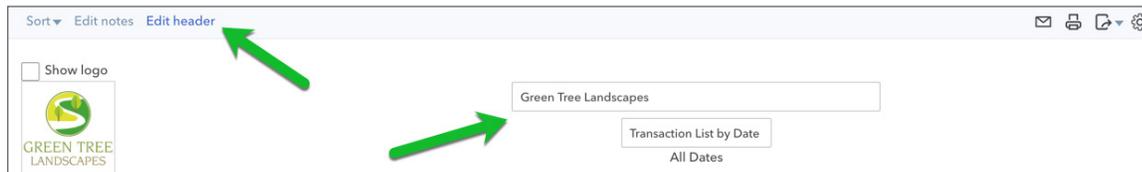


Click **Add notes** to add text notes to the footer section of the report.

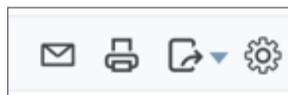
A screenshot of the 'Add notes' field in QuickBooks. The field is a large text area with a placeholder text: 'Add notes or include additional info with your report'. Below the text area, it says '4000 characters max'.

**NOTE** QuickBooks allows up to 4000 characters in the notes field.

Click **Edit Header** to **Show logo**, edit the report title and edit the company information.



Click the export and save options on the right-side of the header on any report to send the report to another format or to email the report.



Clicking the envelope icon lets you email the report. QuickBooks previews the report and lets you make any changes to the email. Click **Email** to preview and send the report.

### Email Report ✕

**To**

**CC**

**Subject**

**Body**

Hello

Attached is the Transaction List by Date report for Green Tree Landscapes.

Regards  
Matthew Peterson

**Report**

.pdf
 

Cancel
Send

Click the **Print** button to print the report.

### Print, email, or save as PDF ✕

To print, adjust the print settings and click **Print** below.

**Report print settings**

Orientation: Portrait

PDF 1 / 8

**Green Tree Landscapes**

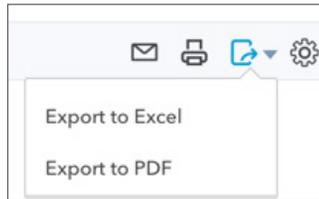
TRANSACTION LIST BY DATE

All Dates

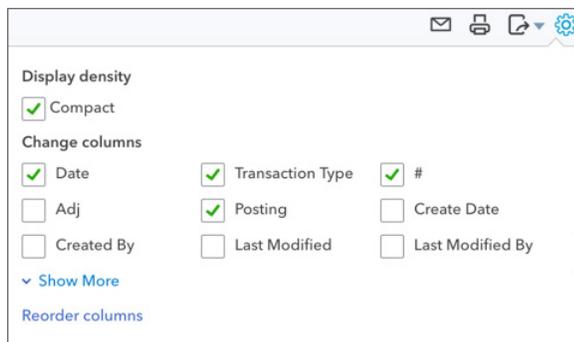
DATE	TRANSACTION TYPE	#	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
02/28/2016	Bill		Yes	Amazon	Hubdoc - 10638499	Accounts Payable (A/P)	Office expenses	11.99
02/28/2016	Bill		Yes	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	Sales	11.99
02/28/2016	Bill		Yes	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	Cost of Goods Sold/Other Charges	11.99
02/28/2016	Bill		Yes	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	Cost of Goods Sold/Other Charges	11.99
05/23/2016	Bill		Yes	Rogers	Hubdoc - 10429617	Accounts Payable (A/P)	Utilities	133.28
05/23/2016	Bill		Yes	Rogers	Hubdoc - 10429617 - INV178	Accounts Payable (A/P)	Utilities	133.28
09/01/2016	Deposit	678	Yes		Shareholder loan deposit for company startup	SBCU Chequing	Shareholder Loan	500,000.00
09/01/2016	Expense		Yes	Insurance Experts		SBCU Chequing	Insurance/Insurance - Liability	00.00
09/01/2016	Cheque Expense	100	Yes	Woodcroft Law Group	Voided	SBCU Chequing	Legal and professional fees	0.00
09/02/2016	Expense		Yes	Fuel Stop		SBCU Chequing	Fuel	-138.99
09/02/2016	Expense		Yes	Moore Details Bookkeeping		SBCU Chequing	Accounting Fees	-157.07
09/03/2016	Expense		Yes	Johnson Supply Company		SBCU Chequing	Supplies	57.07
09/07/2016	Invoice	1010	Yes	Anderson & Associates		Accounts Receivable (A/R)	Sales	24.00
09/14/2016	Invoice	1008	Yes	Main Street Shopping Plaza		Accounts Receivable (A/R)	Sales	904.00
09/14/2016	Expense		Yes	Fuel Stop		SBCU Chequing	Fuel	113.00
09/15/2016	Expense		Yes	Fuel Stop		SBCU Chequing	Fuel	13.00
09/15/2016	Expense		Yes	Small Business Credit Union		SBCU Chequing	Bank charges	-15.00
09/22/2016	Invoice	1009	Yes	Sheraton Cavalier Markham		Accounts Receivable (A/R)	Sales	1,130.00
09/27/2016	Expense		Yes	Canada Small Engine Repair		SBCU Chequing	Repair and maintenance	-287.25
09/27/2016	Expense		Yes	Office Supplies Depot		SBCU Chequing	Office expenses	-51.28

Close
Print
Email
Save as PDF

Click the Export icon to **Export to Excel** or **Export to PDF**. Clicking both options lets you save the file in that format.



Click the **Gear** icon on the report to edit the columns on the report. This same option is available when you click **Customize**.

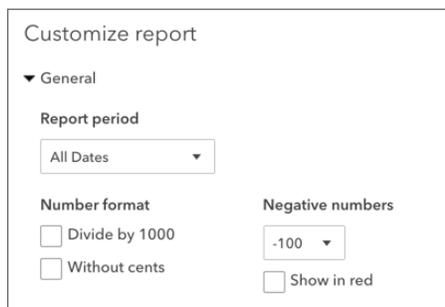


Use the header options on any report to customize the display of your report. To take your customization options further, click the Customize button.

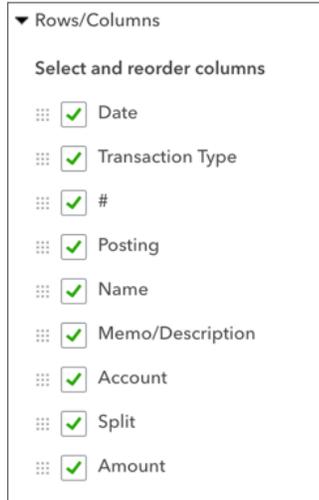
## Customize Reports

In addition to the Header options on every report, QuickBooks lets you customize reports using the Customize button on any report. Customizing reports lets you customize the following:

**General**—Customize the **Report period**, and **Number format** on the report.



**Rows/Columns**—Add, remove and reorder columns to display on the report.



▼ Rows/Columns

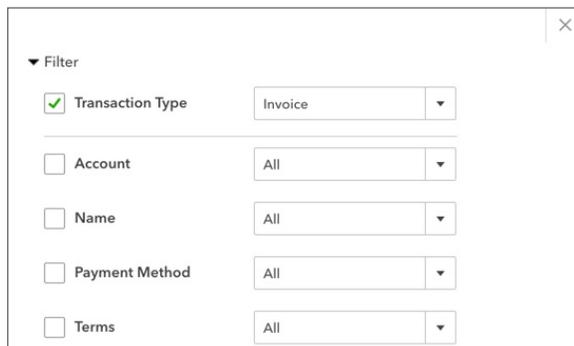
Select and reorder columns

- Date
- Transaction Type
- #
- Posting
- Name
- Memo/Description
- Account
- Split
- Amount

**Filters**—When you create a report, it may show more information than you need. For example, a **Sales by Customer** report initially shows your sales to all customers for the current month. This would be too much information if all you wanted was to see this month’s sales to one of your customers.

Filters let you change the scope of a report. When you apply a filter to a report, you choose how you want QuickBooks to restrict the report; for example, to certain customers. QuickBooks then excludes from the report any transactions that don’t meet your criteria.

You can apply filters either one at a time or in combination with each other. Each additional filter you apply further restricts the content of the report.



▼ Filter

- Transaction Type: Invoice
- Account: All
- Name: All
- Payment Method: All
- Terms: All

**Header/Footer**—Like the options available on the report itself, you can edit the header and footer from the **Customize** window.

The screenshot shows the 'Customize' window with the following settings:

- Header:**
  - Show logo
  - Company name: Green Tree Landscapes
  - Report title: Transaction List by Date
  - Report period
- Footer:**
  - Date prepared
  - Time prepared
- Alignment:**
  - Header: Centre
  - Footer: Centre



**NOTE** If you'd like to customize a report with a lot of detail, it is recommended to start with a detail report. Detail reports can be customized to a more granular level of detail than summary reports.

### Customize Report Details

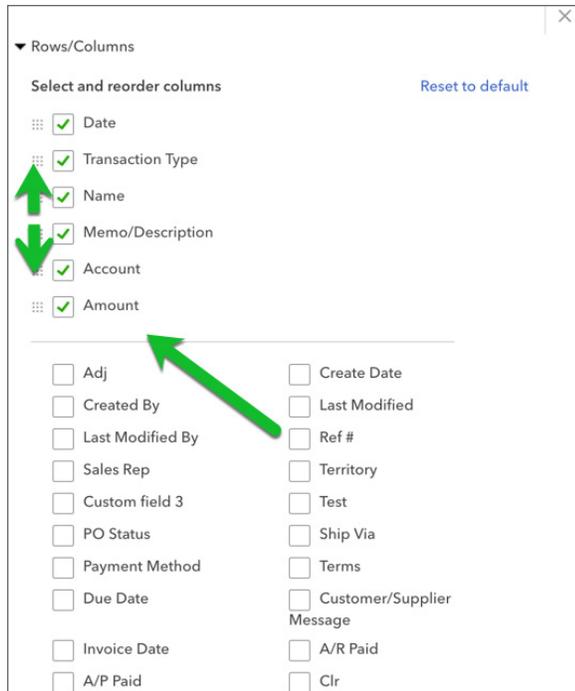
To start customizing a report, open the report that you'd like to customize.

1. With the report open, click **Customize**.
2. Edit the General information including the Report Period. Choosing a Number format will apply to the report information. Choose an option to display **Negative numbers**.

The screenshot shows the 'General' section of the 'Customize' window with the following settings:

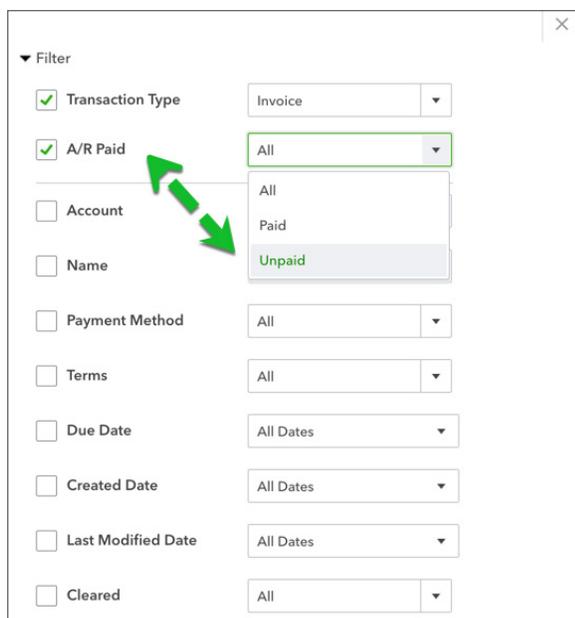
- Report period:** All Dates
- Number format:**
  - Divide by 1000
  - Without cents
  - Negative numbers: -100
  - Show in red

3. Click **Rows/Columns** to expand the options for the report display. Select the columns you want to display on the report. Selecting a column checkbox moves the selection above the line separating the columns to display and the unselected columns. Reorder the columns by dragging and dropping the icon to the left of the column heading to a location of your choice.



 **NOTE** Click **Reset** to default to display the original column selections on the report.

4. Click **Filter** to expand the options for filtering. Select the filters you want QuickBooks to apply to the data. Remember that each filter added with filter more data out of the report. Just like selecting columns, selecting filters moves them up to the top of the window.



Repeat the process for each filter you want to apply to the report.

5. Click **Header/Footer**. Select the information to display on the report Header and Footer. Choose the alignment if necessary.

▼ Header/Footer

**Header**

Show logo

Company name

Report title

Report period

**Footer**

Date prepared

Time prepared

**Alignment**

Header

Footer

[Run report](#)

6. Click **Run Report**. QuickBooks displays the report including the columns/rows, filters, header, and footer information you selected. You can see the Filters displayed on the report window in the header just above the report.

[← Back to report list](#)

Report period

Custom  to  [Customize](#) [Save customization](#)

Rows/columns

Group by  [Run report](#)

Filters: Transaction Type X A/R Paid X

Sort ▼ Add notes Edit header ✉ 🖨 📄 ⚙

Show logo



Green Tree Landscapes

Outstanding Invoice Ref

January - December 2016

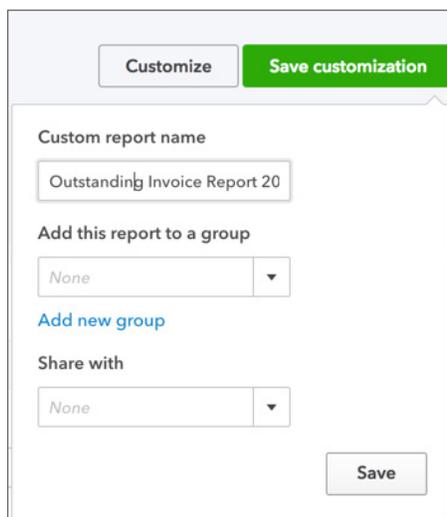
DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	CREDIT
09/07/2016	Invoice	Anderson & Associates		Accounts Receivable (A/R)	904.00	
09/14/2016	Invoice	Main Steet Shopping Plaza		Accounts Receivable (A/R)	904.00	
09/22/2016	Invoice	Sheraton Cavalier Markham		Accounts Receivable (A/R)	1,130.00	
09/30/2016	Invoice	Community Church		Accounts Receivable (A/R)	158.20	
09/30/2016	Invoice	Elizabeth Barker		Accounts Receivable (A/R)	124.30	
09/30/2016	Invoice	Daniel Jackson		Accounts Receivable (A/R)	158.20	
09/30/2016	Invoice	Hewitt & Packer Office Com...		Accounts Receivable (A/R)	678.00	
09/30/2016	Invoice	Kelly Buss		Accounts Receivable (A/R)	113.00	
09/30/2016	Invoice	The Wedding Centre Toronto		Accounts Receivable (A/R)	113.00	

## ▶ Save Custom Reports

After you've customized a report in QuickBooks you can save the information to make it easy to recreate the report later. Whenever you change the settings for a report (customize it), you can save the report with the new settings and save it in the **My Custom Reports** List. Then, when you want to create a similar report, you go to the **My Custom Reports** List to find it.

To save a customized report:

1. After completing the setup of the report, click **Save Customization**.
2. Enter the **Custom Report Name**.
3. Click **Save**.



The screenshot shows a dialog box with two buttons at the top: 'Customize' and 'Save customization'. The 'Save customization' button is highlighted in green. Below the buttons, there are three sections: 'Custom report name' with a text input field containing 'Outstanding Invoice Report 20'; 'Add this report to a group' with a dropdown menu set to 'None' and a link 'Add new group'; and 'Share with' with a dropdown menu set to 'None'. A 'Save' button is located at the bottom right of the dialog box.



**NOTE** QuickBooks saves the report settings, not the data in the report. When you display a memorized report, it applies the settings you memorized, but displays the latest data. For example, if the report date is set for the period Last Month and you memorize the report in September but recall it in December, the recalled report will have data for November, not August.

QuickBooks now displays the report in the **My Custom Reports** on the Reports page. To access the report, click **My Custom Reports** and then click the report.

The screenshot shows the QuickBooks Reports page for Profit and Loss. It displays a summary of financial data: Net Income of \$127,938, Income of \$257,731, and Expenses of \$129,793. A bar chart shows a trend from Jan 3 to Apr 1. Below the summary is a search bar and navigation tabs: Recommended, Frequently Run, **My Custom Reports**, Management Reports, and All Reports. The **My Custom Reports** tab is active, showing a table of reports.

NAME	CREATED	DATE RANGE	EMAIL	ACTION
A/R Aging Summary	Tanis Young	Today	Unscheduled	<a href="#">Edit</a> ▼
Outstanding Invoice Report 2016	Matthew Peterson	01/01/2016-12/31/2016	Unscheduled	<a href="#">Edit</a> ▼
Transaction List by Date	Matthew Peterson	This Month-to-date	Unscheduled	<a href="#">Edit</a> ▼
▼ Weekly Reports			Unscheduled	<a href="#">Edit</a> ▼

## Report Groups

You can customize the My Custom Reports List by creating your own groupings, adding new reports, and moving reports around to suit your business needs. For example, if you have a regular set of reports that you run every month, you might group them under the heading “Monthly Reports.” Each month, you can print the entire group with just a couple of clicks.

To create a new group:

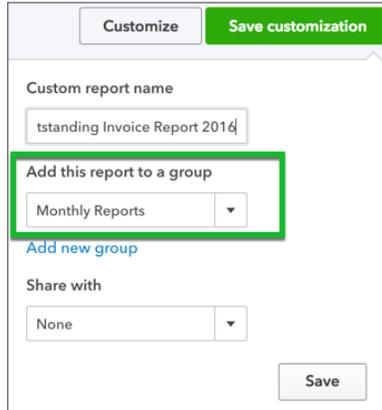
1. Click **Save Customization** on a saved report.
2. Click **Add New Group**.
3. Enter the **New group name**.
4. Click **Add**.

The screenshot shows the 'Save customization' dialog box. It has two buttons at the top: 'Customize' and 'Save customization'. The 'Save customization' button is highlighted in green. Below the buttons are several input fields and a dropdown menu:

- Custom report name:** A text input field containing 'Outstanding Invoice Report 20'.
- Add this report to a group:** A dropdown menu with 'None' selected.
- New group name:** A text input field containing 'Monthly Reports' and an 'Add' button next to it.
- Share with:** A dropdown menu with 'None' selected.
- Save:** A button at the bottom right.

Two green arrows point to the 'Add this report to a group' dropdown and the 'Add' button next to the 'New group name' field.

- QuickBooks adds the new Group and enters it in the **Add this report to a group** field.



Customize Save customization

Custom report name  
standing Invoice Report 2016

**Add this report to a group**  
Monthly Reports

[Add new group](#)

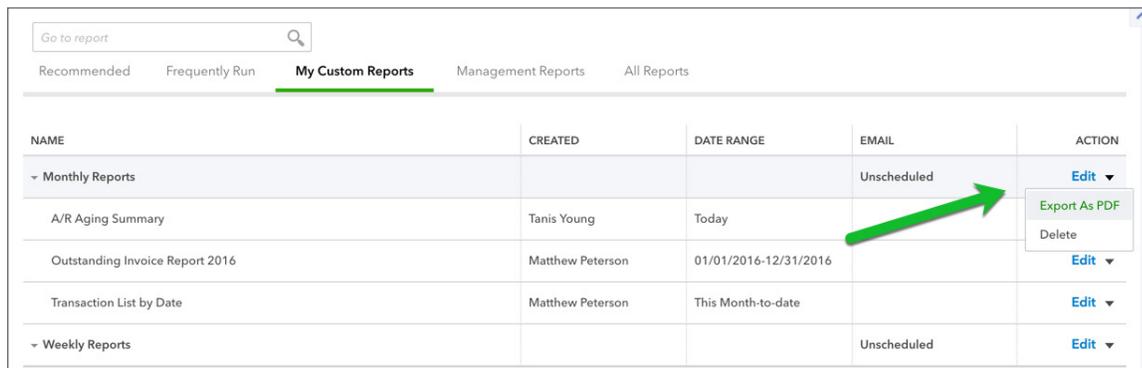
Share with  
None

Save

### Exporting Groups of Reports

After saving the reports in a group you can export all the reports at one time.

- Click My **Custom Reports**.
- Click the drop down arrow next to the **Report Group**.
- Click **Export as PDF**.

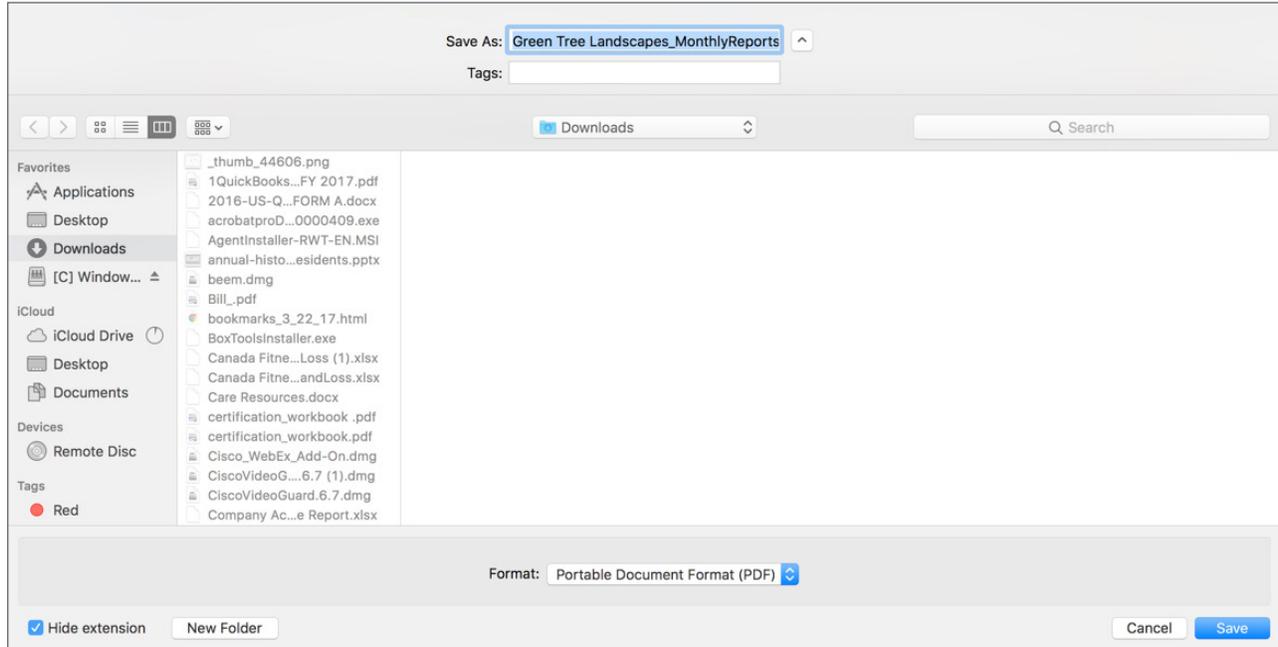


Go to report

Recommended Frequently Run **My Custom Reports** Management Reports All Reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Monthly Reports			Unscheduled	Edit
A/R Aging Summary	Tanis Young	Today		Export As PDF Delete
Outstanding Invoice Report 2016	Matthew Peterson	01/01/2016-12/31/2016		Edit
Transaction List by Date	Matthew Peterson	This Month-to-date		Edit
Weekly Reports			Unscheduled	Edit

#### 4. Save the reports to a location of your choice.



### Email Reports Groups

You can set up QuickBooks on a schedule to automatically email groups of reports.

#### 1. On the **My Custom Reports** window click **Edit** next to a report group.

Go to report <input type="text"/>				
Recommended   Frequently Run <b>My Custom Reports</b> Management Reports   All Reports				
NAME	CREATED	DATE RANGE	EMAIL	ACTION
▼ Monthly Reports			Unscheduled	<a href="#">Edit</a> ▼
A/R Aging Summary	Tanis Young	Today		<a href="#">Edit</a> ▼

#### 2. Toggle **Set email schedule** to **ON**.

#### 3. Schedule the email. Choose the frequency under **Set Recurrence**. Choose when you want the emails to end.

4. Edit the **Email Information** including the email address, subject and body of the email.

**Custom Report** ✕

**Group Name**

**Set email schedule**  
 ON

SET RECURRENCE

Repeats: Weekly Every: 1 week(s)  
 Next Date: 04/09/2017 On: Monday  
 End Date: - End: None

**EMAIL INFORMATION**

To:  Cc

Hello,  
 Attached is the set of financial reports for Green Tree Landscapes.  
 Regards,  
 Matthew Peterson

5. Click **Save** to confirm the email schedule.



**NOTE** Select the checkbox labeled **Attach the report as an Excel file** if you want to attach the file in MS Excel format.

Attach the report as an Excel file



**NOTE** You can add the customized report to other users in your QuickBooks company when you choose another user from the Share with drop down menu. This automatically adds the report to their **My Custom Reports** list.

Share with

None

Save