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• phone 920-759-1660 • fax 920-462-4521

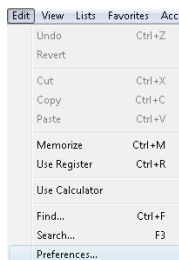
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Reports

Procedures for Working with Reports

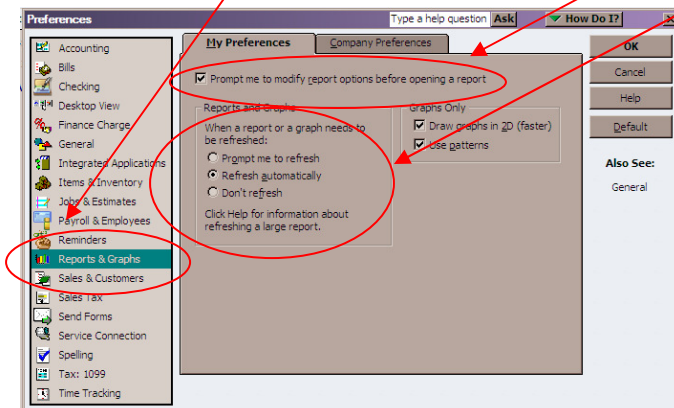
Before we start with the Reports menu we need to review the option to elect to modify any report before you open it. These features can save a lot of time and make running reports easier.

To make these changes go to the Edit menu, then click on Preferences (the last line of the drop-down options)



With preferences open, click on Reports & Graphs from the list on the left side of the screen. Under the My Preferences tab, the first option is “Prompt me to modify report options before opening a report”. Selecting this option allows you to modify any report before it is opened. I recommend that you select this option.

The other option that I recommend selecting is Refresh Automatically. Selecting this option will alleviate the need to click on the Refresh button every time you make a change on a report.





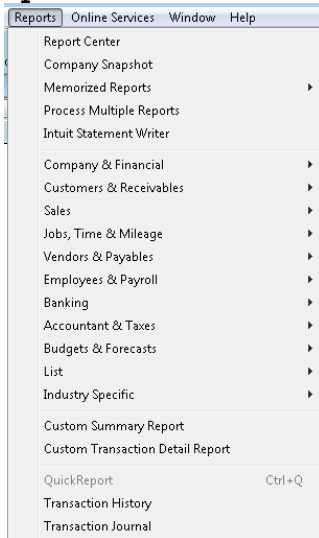
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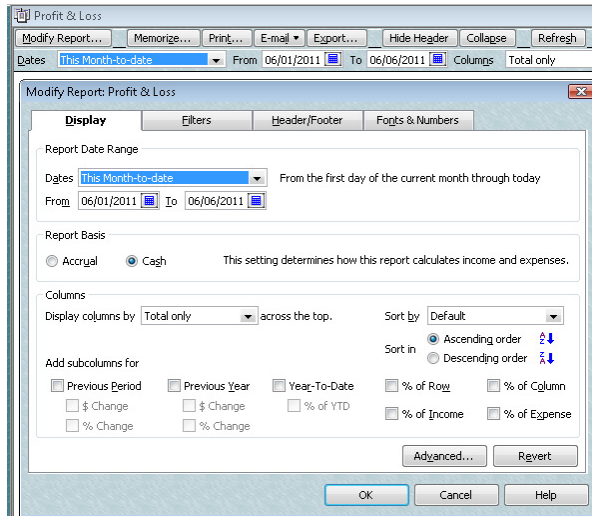
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Reports

Back to working with reports: On the menu bar in QuickBooks®, select the Reports menu. This list shows many options for reports. Click to open the report you want to view or print.



The screen below shows some of the options you can choose when you select the Modify Report button.





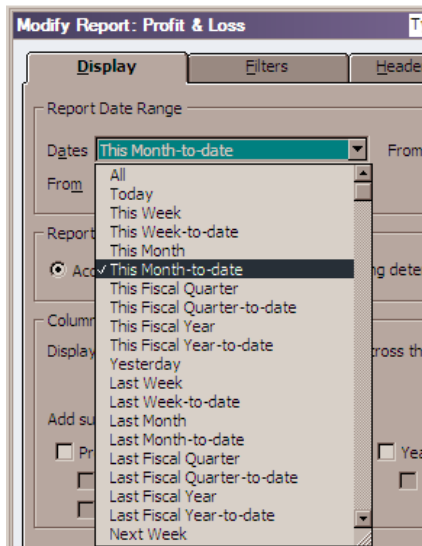
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Reports

The next image is the option for dates to select



Instead of using your mouse you can type the first letter. Typing an “A” will give you a report with “All” the information stored in this QuickBooks® file.

Another option is to enter a “C” (for Custom) when the date field is highlighted. This allows you to enter whatever From: and To: date fields that you want to see.

Once the report is open you can change and preview many options such as:

- Choose dates from the drop down menu
- Change the sorting on most reports by selecting one of the options in the drop down box located next to Sort By.
- Clicking the Modify Report button will allow you to do the following from the Display tab:
 - Add or delete columns pertinent to the information sought.
 - Change the Report Basis between Accrual or Cash
 - Change the Sort by default
 - There is an advanced button where you can select to use All or In Use date and selecting either Current or Report Date for Open Balance/Aging reports
 - The Revert tab will delete all the changes you have selected and go back to the default options.
 - The Filter tab is used in the same way as the Find command (Located in the Edit menu) to filter to specific information.
 - The Header/Footer tab is used to customize the appearance of a printed report.



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Reports

- The Fonts tab is used to change the fonts for each sections of the report and allows you to change the way numbers appear on a report.
- Clicking the Memorize button will let you save the changes you have made to a report by memorizing those changes.
 - Name the Report
 - √ to save the report in a memorized report group – your choices are:
 - Accountant
 - Banking
 - Company
 - Customers
 - Employers
 - Vendors
 - Depending on the version of your software there may be additional choices.
 - The next time you want to view or print the report, select the report menu, select memorized reports, the heading you assigned to the report and then the report. You can change the date for the report without having to make all the modifications again.
- Clicking the Print Reports button will give you printing options
- Clicking the E-mail button will guide you through emailing the report through the internet.
- Clicking the Export button will guide you through the process to export to Excel.
 - You can export to a new Excel workbook or an existing Excel workbook. If you select to export to Excel remember that QB will overwrite whatever is on the sheet (Tab) that you are exporting to.
 - If you choose to open an existing workbook, browse and select the document you want to export to. Then select which tab you want the data to copy in to.
- The Hide Header button will remove the header from the report on the screen. Once you click on this button the words Show Header will replace Hide Header
- The next button is either Expand or Collapse depending what report and what modifications you have made to the report. In most reports you can expand or collapse total columns.
- Clicking the Refresh button will have QB update any changes made to the report since it was open. This button is usually not necessary if the Preferences talked about above have been turned on.



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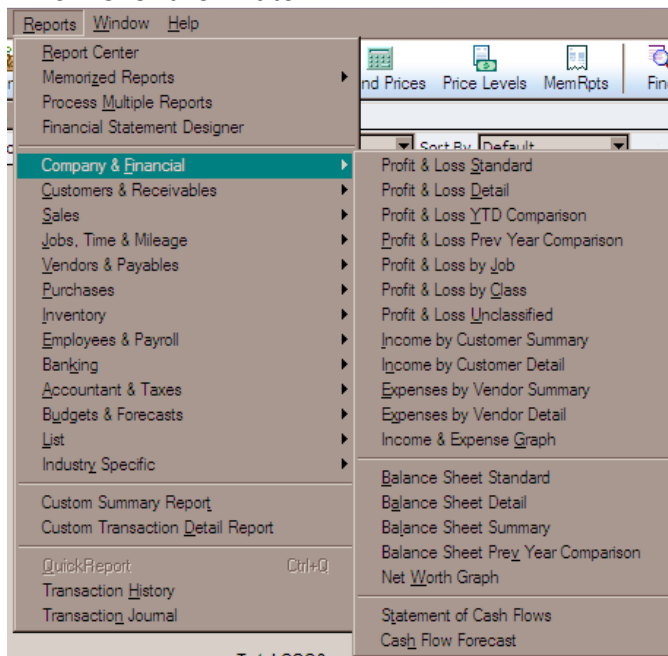
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Reports

The reports most commonly viewed and printed are in the **Company & Financial** section on the menu called **Profit & Loss (P&L)** and **Balance Sheet Standard**.

- **P & L** reports include income, cost of goods and expenses. This report can be run in a number of different formats. Below is the screen showing the different formats.



- **Balance Sheet** reports include assets, liabilities and equity. On the balance sheet report, you will see bank accounts and receivables. The formats for the balance sheet are also shown in the above screen.

Note: on the YTD P&L report, the net income (bottom line) should match the net income in the equity section of the balance sheet.