



QUICKBOOKS ONLINE CLIENT TRAINING

Course 4

Reporting

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About the Author



Esther Friedberg Karp, MBA

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Training at a Glance

Use this as a guide to select specific activities you want to cover.

TOPIC	CONTENT
THE BENEFITS OF REPORTING	<ul style="list-style-type: none">• Why use reports?
REPORTING CAPABILITIES	<ul style="list-style-type: none">• Compare versions of QuickBooks Online• Common report settings• Browser settings (in Chrome)
REPORTING METHODS	<ul style="list-style-type: none">• Grouped Reports• Business Overview• Manage Accounts Receivable• Review Sales• Manage Accounts Payable• Review Expenses & Purchases• Manage Payroll• Taxes Reports• List Reports• Custom Report Tools• Other Reporting Tools

QUICKBOOKS ONLINE TEST DRIVE

Exercises contained in this handbook can be completed using a QuickBooks Online “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file; just complete the security validation and click **Continue**.

This test drive is designed for you to explore and try out new things without worrying you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company, it is completely refreshed so remember to allow sufficient time to complete each activity. Don’t worry if you have to close the test drive before you are finished, you can always begin again.

Topic 1: The Benefits of Reporting

INTRODUCTION TO REPORTING

Reports are critical for feedback and specialized business activities. Their objective is to provide information about the financial position, and the performance and changes in the financial position of a company. Reports should be understandable, relevant, reliable and comparable. They show assets, liabilities, equity, income and expenses that are directly related to an organization's financial position.

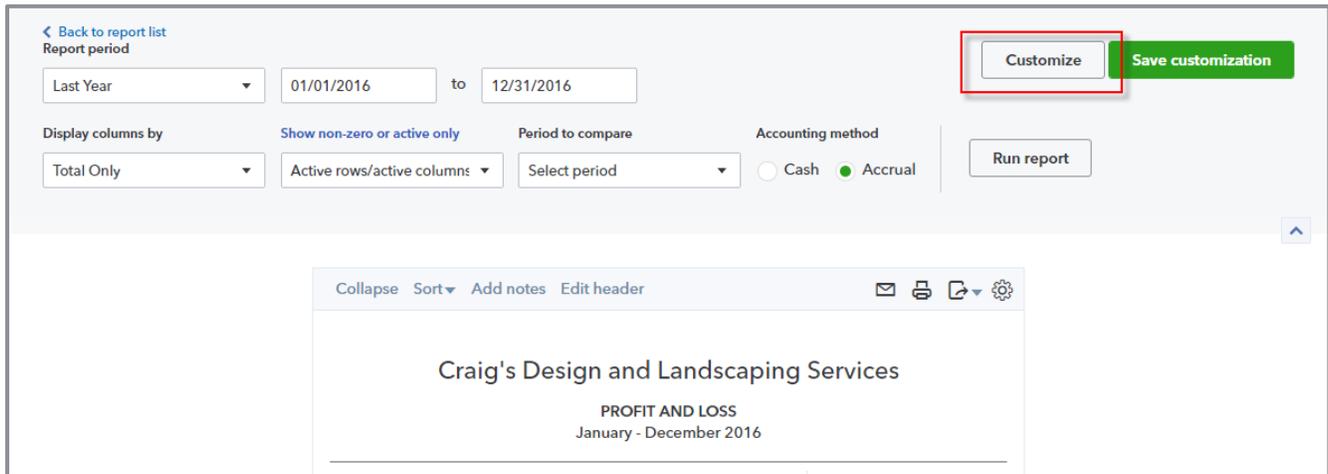
The information provided by reports can impact an owner's important business decisions that affect continued operations. They can provide management with a more detailed understanding of the figures. These reports are also used as part of management's annual report to the stockholders.

When you want to find information, the best place to start is a report. From basic financial reports to reports for specialized business activities, being familiar with what's available allows you to locate the information you are seeking quickly. You can use the link on the left navigation bar to access the Report Center. From here, you can easily access report groups, including your customized reports.

The screenshot displays the QuickBooks Online Reports interface. On the left, a navigation menu includes Home, Customers, Vendors, Employees, Transactions, **Reports** (highlighted with a red box), and Sales Tax. The main content area is titled 'Reports Profit and Loss' and features a summary of key financial metrics: NET INCOME of \$1,280, INCOME of \$9,289, and EXPENSES of \$8,008. A bar chart visualizes data for Oct 11, Nov 2016, Dec 2016, and Jan 1. Below the summary is a 'Recommended Reports' section with a search bar and tabs for Recommended, Frequently Run, My Custom Reports, Management Reports, and All Reports. The Recommended Reports section lists several report types with brief descriptions and 'Run' or 'Customize' buttons:

- Company Snapshot:** Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs. [Run](#)
- Profit and Loss:** Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement. [Run](#) | [Customize](#)
- Balance Sheet:** Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity). [Run](#) | [Customize](#)
- A/R Aging Summary:** Shows unpaid invoices for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding). [Run](#) | [Customize](#)
- Expenses by Vendor Summary:** This report shows your total expenses for each vendor. [Run](#) | [Customize](#)
- A/P Aging Summary:** Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding). [Run](#) | [Customize](#)

It's easy to customize QuickBooks Online reports so you can quickly develop report formats tailored to your unique business. Once you customize a report, you can save the customizations so you can run that customized report any time you wish without reconfiguring it. (This means the settings will be saved; however, the data may be updated when you run a saved report again in the future.) First choose a base report that is most like the report you are trying to create. Use the Customize button to access the changes that can be made.



The QuickZoom® feature in every report shows the detail behind the reports and lets you drill down to the transaction level. Hover your mouse over a figure next to an account on the Profit and Loss report and it turns into a hyperlink you can click. This opens a Transaction Report listing all the transactions that add up to that figure.

Profit and Loss Report Summary:

	TOTAL
INCOME	
Design income	2,250.00
Discounts given	-87.50
Landscaping Services	1,477.50
Job Materials	
Fountains and Garden Lighting	2,246.50

Transaction Report Summary:

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
11/21/2016	Sales Receipt	1008	Kate Whelan	Custom Design	Design inco...	Checking	225.00	225.00
11/21/2016	Invoice	1007	John Melton	Custom Design	Design inco...	Accounts Receivable (...)	750.00	975.00
12/11/2016	Sales Receipt	1003	Dylan Sollfrank	Custom Design	Design inco...	Checking	337.50	1,312.50
12/14/2016	Invoice	1015	Paulsen Medical Sup...	Custom Design	Design inco...	Accounts Receivable (...)	300.00	1,612.50
12/14/2016	Invoice	1010	Weiskopf Consulting	Custom Design	Design inco...	Accounts Receivable (...)	375.00	1,987.50
12/15/2016	Invoice	1033	Geeta Kalapatapu	Custom Design	Design inco...	Accounts Receivable (...)	262.50	2,250.00
Total for Design income							\$2,250.00	
TOTAL							\$2,250.00	

(You can click **Back to Summary Report** in the Transaction Report to return to the earlier report.)

You can display the original transactions and analyze the numbers behind the numbers. Once you are in a detail report, hover over the transaction you would like to open. When the transaction turns blue like a hyperlink, click the transaction.

Back to report summary
Report period: Custom, 01/01/2016 to 12/31/2016. Buttons: Customize, Save customization.

Rows/columns: Group by Account. Accounting method: Cash, Accrual. Button: Run report.

Filters: Distribution Account X

Sort, Add notes, Edit header. Icons: Mail, Print, Share, Settings.

Craig's Design and Landscaping Services

TRANSACTION REPORT
January - December 2016

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
▼ Design income								
11/21/2016	Sales Receipt	1008	Kate Whelan	Custom Design	Design inco...	Checking	225.00	225.00
11/21/2016	Invoice	1007	John Melton	Custom Design	Design inco...	Accounts Receivable (...)	750.00	975.00

This opens the transaction in a new window so you can analyze, modify, delete or notate.

🔄 Sales Receipt #1008
🔍 ✕

Kate Whelan

Send later

Put your billing on cruise control. [Set up recurring sales receipts](#)

\$225.00 AMOUNT

VISA ACH

Billing address
 Kate Whelan
 45 First St.
 Menlo Park, CA 94304 USA

Sales Receipt date

Crew #

Payment method

Reference no.

Deposit to

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	3	75	225.00	
2						

Subtotal **\$225.00**

Topic 2: **Reporting Capabilities**

The three versions of QuickBooks Online offer different levels of reporting capabilities.

QUICKBOOKS ONLINE SIMPLE START: 20+ REPORTS

Simple Start, the most basic subscription level, allows for basic data entry to track your money in and money out as well as customer tracking and invoicing. The reports follow these same features and include basic financial and customer reports.

For QuickBooks Online Simple Start, here are some of the reports available:

- A/R Aging
- Account Listing
- Balance Sheet
- Check Detail
- Collections Report
- Customer Balance Summary
- Memorized Reports
- Taxable Sales
- Transaction List by Date
- Profit and Loss
- Reconcile Reports
- Sales by Customer
- Sales by Product/Service
- Statement of Cash Flows

QUICKBOOKS ONLINE ESSENTIALS: 40+ REPORTS

In QuickBooks Online Essentials, you can run vendor reports, product reports and have more insight into the company's financial results. The number of reports doubles so you can run all the reports accessible in Simple Start as well as the A/P Aging, the Product/Services List, and the Company Snapshot and Scorecard.

For QuickBooks Online Essentials, you have access to all of the Simple Start reports as well as additional insight through reports such as these:

- A/P Aging
- Bill Payment List
- Company Snapshot
- Company Scorecard
- Customer Balance Detail
- Expenses by Vendor
- Income by Customer Summary
- Exchange Gain & Loss Reports
- Payroll Summary by Employee
- Product / Service List
- Profit and Loss Detail
- Terms Listing
- Unbilled Charges
- Unpaid Bills
- Vendor Balance

QUICKBOOKS ONLINE PLUS: 65+ REPORTS

QuickBooks Online Plus opens all the features of QuickBooks Online and even more comparison reports for company financials, location and class reports, purchasing and inventory, time activities and more. With QuickBooks Online Plus you have access to all of the Simple Start and Essentials reports as well as more comparison and management reports such as:

- Budget Overview
- Budget vs. Actuals
- Class Listing
- Profit and Loss by Class
- Profit and Loss by Location
- Open Purchase Orders
- Purchases by Product / Service
- Purchases by Location or Class
- Sales by Location or Class
- Time Activities by Customer
- Time Activities by Employee
- Transaction Detail by Account

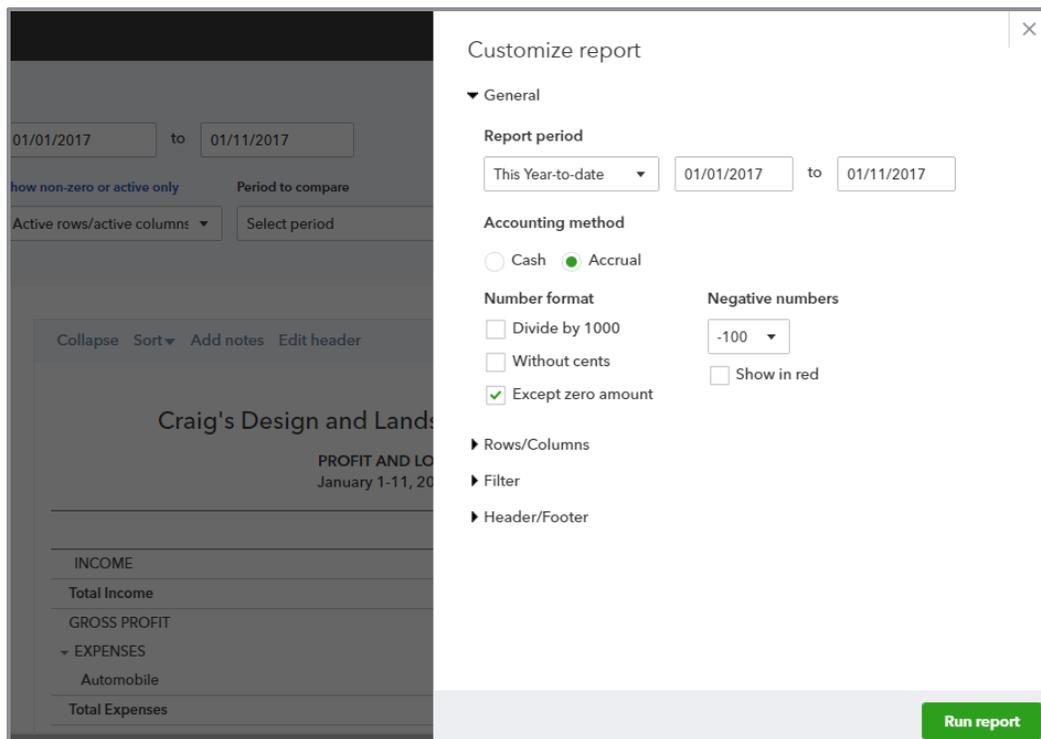
NOTE: *The reports available in your company file depend on the features you are using. For example, if you're using Class Tracking, then in the Report Center you'll see Profit and Loss by Class, Sales by Class Summary, and Sales by Class Detail in the Business Overview and Review Sales report groups. Another example is if you have not turned on multiple currencies, you will not see reports related to currencies such as Unrealized Gains & Losses.*

To compare the different versions of QuickBooks Online, visit www.quickbooks.intuit.com/online/compare. This is a great link to have bookmarked to make quick product selections and offers all the pertinent details to clients when they are deciding on an accounting solution.

COMMON REPORT SETTINGS

To access the report settings and customizations, open a report and click the **Customize** button. The common report settings include but are not limited to the following:

- **Accounting Method** – Cash or accrual; found under General settings
- **Number format** – These settings offer options for displaying negative numbers, large numbers or can exclude zero balances; found under General settings
- **Rows/Columns** – These settings can hide or add columns by clicking the **Rows/Columns** button, if it is visible, depending on the report being customized. This can shorten the width of a report and make printing easier. (Instead of Change Columns, in certain reports such as a Profit and Loss, you will see a Columns drop-down menu that allows you to select one total column or multiple columns by timeframe such as by month or year.)
- **Filter** – These options are more complex; we will look at those more in the next topic
- **Header / Footer** – For text and alignment



There are a few more settings that appear in this window when you are running transaction or detail reports, which we will see more of later in this module, along with saving customizations in reports so you do not have to use this window when you are accessing frequently-run reports.

NOTE: *Accrual basis reporting is recommended so you can see the actual history and performance of the company in the applicable periods. Also look at your Profit and Loss from a cash basis to see how you are doing solely with cash in and out, which is what your tax situation will most likely reflect if you are a cash basis taxpayer.*

BROWSER SETTINGS

Depending on the browser you are using, you may have variations to the settings you can affect. Using Chrome, the following browser settings are available. You should be familiar with the settings in your browser as you prepare and print reports.

Chrome Menu () → Print

- **Layout** – Choose portrait or landscape. QuickBooks Online will send a suggested layout to each report but you can see the preview of how it would look otherwise
- **Margins** – Choose default, none, minimum or custom. This can help fit a report onto one page that is close to fitting but needs smaller margins
- **Options: Headers and Footers** – Print a header (today's date, company file name and version of QuickBooks) and a footer (http address to the report and page x / x)
- **Options: Background graphics** – The QuickBooks Online color scheme can print on reports; uncheck this box and print the basic lines only of the background

PRINT WIDE REPORTS

If some of the columns in your report do not print, try the following:

- Preview the appearance of a printed report
- Turn on text wrapping for reports
- Resize columns in a report
- Remove unneeded columns
- Make the margins smaller
- Change the orientation to landscape
- Print on legal-sized paper
- Scale the page by a percentage (check your printer setup properties to see if your printer driver supports scaling)
- Export the report to Microsoft Excel[®]. In a spreadsheet, you have more control over report formatting and print settings

Topic 3: Reporting Methods

IDENTIFY FUNCTIONALITY OF GROUPED REPORTS

In order to run and read reports effectively, you need an understanding of the fundamentals of reporting. The first thing to know is cash vs. accrual. Cash basis reports display income at the time it was received and expenses at the time they were paid (i.e., when the money changed hands), regardless of the dates on invoices or bills. Accrual basis reports display income at the time it was invoiced and expenses at the time they were incurred, based on the dates on invoices and bills. It is important to understand the differences between these reporting methods and the effect changing the basis can have on your reports. It is good to view accrual-based reports to see income earned and expenses incurred, but it can also be beneficial to view cash-based reports to gain perspective on cash flow.

We are now ready to explore the reports in QuickBooks Online. First we will introduce the Report Center, then discuss the Report Groupings. Finally we'll dive into each group to get to know some of the reports themselves. The Report Center, or Report Dashboard, is where you find the report categories. Inside each of the categories are groupings of reports by topic.

From the left-hand navigation menu, click **Reports**. This brings you to the Report Dashboard where you can access multiple types of reports.

The screenshot displays the QuickBooks Online Reports dashboard. The top section shows a summary for Profit and Loss with three key figures: \$1,280 NET INCOME, \$9,289 INCOME, and \$8,008 EXPENSES. A bar chart below these figures shows data for Oct 11, Nov 2016, Dec 2016, and Jan 1. The main area is titled 'Recommended Reports' and contains a search bar and five report categories: Company Snapshot, Profit and Loss, Balance Sheet, A/R Aging Summary, Expenses by Vendor Summary, and A/P Aging Summary. Each report category includes a brief description and links to 'Run' and 'Customize'.

THE REPORT DASHBOARD

The Report Dashboard first shows a graphical summary of the Profit and Loss, comprised of income and expenses. There is a box to search reports instead of clicking through the report groups. Then it breaks the reports into four tabs:

- **Recommended** – The most common reports business owners use are here in the Recommended Reports section. They include: Profit and Loss, Balance Sheet, Company Snapshot, A/R Aging Summary, Expenses by Vendor Summary, A/P Aging Summary. Each of these reports is in their respective report groups as well, but it is faster to access them from here.
- **Frequently Run** – This section starts out with no reports in it. It will recall those reports you run most often. It will allow you to access regular reports quickly and will change over time, depending on what you have run in the recent past.
- **My Custom Reports** – This is the list of reports for which you have asked QuickBooks to save your customizations. You can run the reports, distribute them or edit their settings in this section.
- **Management Reports** – This feature lets you easily customize a professional-looking package of reports, complete with cover page, table of contents, preliminary pages, reports, end notes and other custom content. Management reports are perfect for sharing a financial summary of your company with business partners. Three management report templates are ready to use: Sales Performance, Expenses Performance and Company Overview.
- **All Reports** – This is where you can access every preset report. The reports are grouped into main categories based on the purpose of the report.

As we dive into the different reports available in QuickBooks Online Plus, we will explore ways to customize reports to give more specific data.

BUSINESS OVERVIEW

Business Overview reports offer various perspectives of how your business is doing. Included in this group are your major financial reports: Balance Sheet Detail, Profit and Loss, and Statement of Cash Flows, with supporting reports Balance Sheet Summary and Profit and Loss Detail. Also in this group is your Company Snapshot, which provides graphical representations of your performance. You'll also find the Profit and Loss by Month, Profit and Loss Comparison, Profit and Loss by Customer, Statement of Cash Flows and other reports. If multicurrency has been turned on, you will see Realized Exchange Gains & Losses and Unrealized Exchange Gains & Losses. Finally, you can access the Audit Log to see all that has happened in your company file.

First let's look more in-depth at the financial reports. Simply put, they are reports indicating a company's health. Reading a report is fairly easy. If you can read what ingredients are in a package of soup or baseball stats from the morning paper, you can learn to read basic financial reports.

Remember Cuba Gooding Jr.'s memorable line from the movie *Jerry Maguire*: "Show me the money!" Reports show you the money. They show you where a company's money came from, where it went and where it is now.

There are three main financial statements:

- **Balance Sheet** – Shows what a company owns and what it owes at a fixed point in time
- **Profit and Loss** – Shows how much money a company made and spent over a period of time
- **Statement of Cash Flows** – Shows the exchange of money between a company and the outside world over a period of time

Balance Sheet

What is my business worth?

This report provides a financial snapshot of your company. It lists the balances for each asset, liability and equity account as of a specific date. It also calculates what your business is worth (the equity) by subtracting what your company owes (liabilities) from everything it owns (assets).

- **Assets** are things a company owns that have value. This typically means they can be sold or used by the company to make products or provide services that can be sold. Assets include physical property such as plants, trucks, equipment and inventory. It also includes things that can't be touched but have value, such as trademarks and patents. And cash itself is an asset, as are the investments a company makes.
- **Liabilities** are amounts of money a company owes to others. This can include all kinds of obligations like money borrowed from a bank to launch a new product, rent owed to the landlord for use of a building, money owed to suppliers for materials, payroll a company owes to its employees, environmental cleanup costs or taxes owed to the government. Liabilities also include obligations to provide goods or services to customers in the future.
- **Equity** is the summary of the net worth of the business (assets minus liabilities) as well as the company's interaction with the owners. Are the owners putting money into the business or taking it out, or did a new owner invest into the company? These transactions would be summarized in the Equity section.



Step by Step: The Balance Sheet

1. **Reports → Recommended Reports → Balance Sheet.**

Notice the list of assets and, below them, the list of liabilities.

2. Click **Customize → Rows/Columns → Period Comparison → Previous Period (PP).**
3. Click **Run report.**

Profit and Loss

How much money did I make and spend?

A Profit and Loss report is also called an income statement or a P&L. It gives a synopsis of the story. It summarizes your income and expenses for each income or expense account on your Chart of Accounts so you can tell if you're operating at a profit or loss. The important thing to remember about an income statement is it represents a period of time. This contrasts with the balance sheet, which represents a single moment in time.

To understand how Profit and Loss reports are set up, think of them as a set of stairs. You start at the top with the total amount of sales and income made during the accounting period. Then you go down one step at a time. At each step you make a deduction for certain costs or other operating expenses associated with earning the revenue. At the bottom of the stairs, after deducting all of the expenses, you learn how much the company actually earned or lost during the accounting period. This is called the bottom line.

Imagine a business owner who has designed a new product. He needs to set a few milestones and here are his goals:

- **Goal #1: Make sales** – The product he designed should be something that will be of value to someone else so he can receive income. That is the first section of the Profit and Loss – the Income/Revenues.
- **Goal #2: Sell the product at a price that will pay for the cost to produce it** – If it costs him \$5 to create the product each time, then hopefully he is selling it for more than that. This is the next section of the Profit and Loss – the Cost of Goods Sold. This brings us to a gross profit amount, which is derived by subtracting the cost of goods sold from the total income.
- **Goal #3: Sell enough of the product to cover the costs of running a business (overhead)** – It costs money to have a business. The expenses he will have to pay for, regardless of selling one or 1,000 units of his products or services, are considered overhead. Overhead could be professional fees, payroll, office rent, bank service charges and many more. Net Operating Income shows whether or not this goal has been accomplished.
- **Goal #4: Earn a profit so you can take some money home** – Other things can happen like a theft or interest income that are not part of the company's operations. The overall net income of the business shows whether this business owner has made any money. Then the owner decides whether to take some home or reinvest it in the company's future.



Step by Step: Profit and Loss

1. **Reports** → **All Reports** → **Business Overview** → **Profit and Loss** (also available via **Reports** → **Recommended Reports** → **Profit and Loss**).

Notice the listed income and, below that, the list of expenses.

2. Click **Customize**. Change the Report Period to Last Quarter.
3. Change **Accounting Method** to **Cash Basis**.
4. Click **Run report**.

Company Snapshot

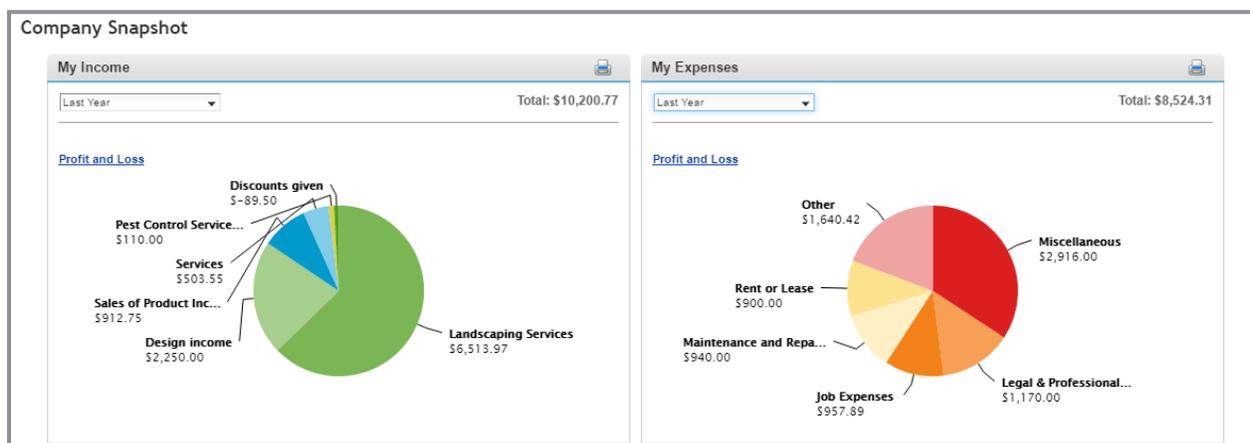
The Company Snapshot report provides an overview of the money coming in and going out of your business, along with the ability to compare your business to others in your industry.

To access the report go to **Reports** → **All Reports** → **Business Overview** → **Company Snapshot**.

If prompted, install the Adobe® Flash® Player plug-in (this will require you to close all browser windows) then try to access the report again.

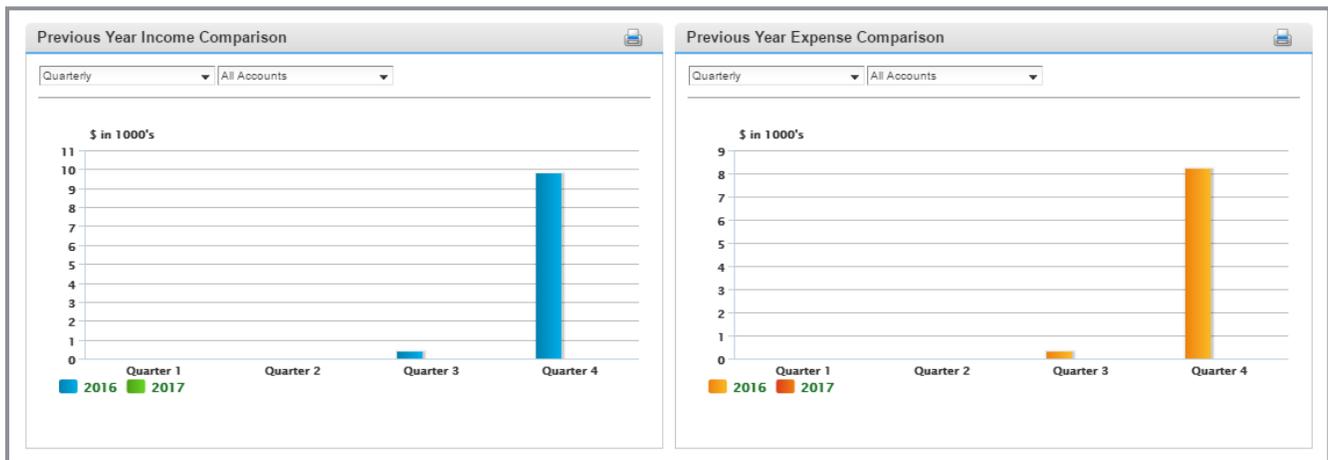
When the report opens you will see the following:

- **My Income** – In the top left box you will see a graphical representation of the five income accounts with the most income for the selected period. All other accounts are lumped into a category called Other.
- **My Expenses** – The top right box will show a pie graph of the five expense accounts with the greatest expenses for the selected period. All other expenses are listed under Other.



NOTE: Click on the **Income and Expense** pie charts to drill down to more detailed reports.

- **Previous Year Income and Expense Comparison charts** – These charts allow you to compare income and/or expenses from year to year. You can scroll your mouse over the bars in this chart to see a pop-up window showing the period and dollar amount. Click on a bar to see detailed data (in the form of a Transaction Report) used to make up the chart you see in this section.



- **Who Owes Me** – The bottom left box lists all the customers who owe you money and their current open balance amount

Who Owes Me		Total: \$5,281.52
Customer	(\$)Amount Due	
Paulsen Medical Supplies	954.75	
Geeta Kalapatapu	629.10	
Freeman Sporting Goods	562.50	
Freeman Sporting Goods:0969 Ocean View Road	477.50	
John Melton	450.00	
Travis Waldron	414.72	
Weiskopf Consulting	375.00	
Sonnenschein Family Store	362.07	
Mark Cho	314.28	
Shara Barnett	274.50	
Shara Barnett: Barnett Design	274.50	
Amy's Bird Sanctuary	239.00	
Red Rock Diner	226.00	

Whom I owe		Total: \$1,602.67
Vendor	(\$)Amount Due	
Diego's Road Warrior Bodyshop	755.00	
Robertson & Associates	315.00	
Brosnahan Insurance Agency	241.23	
Norton Lumber and Building Materials	205.00	
PG&E	86.44	

- **Whom I Owe** – The bottom right box shows all the vendors you owe money to and your current open balance with them



Step by Step: Company Snapshot

1. **Reports → All Reports → Business Overview → Company Snapshot.**
2. **Previous Year Expense Comparison → Change the Quarterly to Monthly.**
3. Change **All Accounts** to **Utilities**.

See a monthly comparison of the Utilities account last year versus this year.

4. Scroll over one month to see the exact dollar amount total.

Because of the unique nature of these charts, you will notice the following limitations:

- No filters other than the drop-down options in the top left of each graph
- No ability to export to Excel, PowerPoint, or to copy and paste into other applications
- Print one chart at a time by clicking the **Print** icon in the top right of each graph

MANAGE ACCOUNTS RECEIVABLE

Manage Accounts Receivable reports allow you to see who owes you money and how much they owe. The reports include: Customer Balance Summary and Detail, A/R Aging Summary and Detail, Collections Report, Invoice List and Statement List. As a business owner, collecting money that customers owe is one of the least favorite tasks. Use these reports to see what is happening and have direction on which receivables to pursue.

Customer Balance Detail

What's the detail behind what customers owe?

The Customer Balance Detail report lists the customers who owe your company money and how long ago since their invoice for payment. This report shows the unpaid customer balances grouped by customer and job. It can be very important information for you as a business owner, but it is useful to others as well. For example, your company's bank may want to review your customer balance report if you are looking for a loan.



Step by Step: Customer Balance Detail

1. **Reports → All Reports → Manage Accounts Receivable → Customer Balance Detail Report.**

Notice the columns showing customers, dates, amounts and balances.

Craig's Design and Landscaping Services						
CUSTOMER BALANCE DETAIL						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ Amy's Bird Sanctuary						
11/24/2016	Invoice	1021	12/24/2016	459.00	239.00	239.00
Total for Amy's Bird Sanctuary				\$459.00	\$239.00	
▼ Bill's Windsurf Shop						
10/29/2016	Invoice	1027	11/28/2016	85.00	85.00	85.00
Total for Bill's Windsurf Shop				\$85.00	\$85.00	
▼ Freeman Sporting Goods						
▼ 0969 Ocean View Road						
12/16/2...	Invoice	1036	01/15/2017	477.50	477.50	477.50
Total for 0969 Ocean View Road				\$477.50	\$477.50	
▼ 55 Twin Lane						
10/29/2...	Invoice	1028	11/28/2016	81.00	81.00	81.00
12/07/2...	Invoice	1005	01/06/2017	54.00	4.00	85.00
Total for 55 Twin Lane				\$135.00	\$85.00	
Total for Freeman Sporting Goods				\$612.50	\$562.50	
▼ Geeta Kalapatapu						
12/15/2016	Invoice	1033	01/14/2017	629.10	629.10	629.10
Total for Geeta Kalapatapu				\$629.10	\$629.10	

Collections Report

How do I collect overdue payments?

This report lists overdue invoices and unapplied credit memos grouped by customer. It includes when the invoice was due, the number of days past due and the customer's phone number. This report is set up almost identically to the Customer Balance Detail report because of the usability. If you are questioning the balance, you have all the details you need and can quickly click into the specific transaction if you need line item detail.



Step by Step: Collections Report

1. **Reports → All Reports → Manage Accounts Receivable → Collections Report.**

Notice the columns showing customers, dates, past due amounts and balances.

Craig's Design and Landscaping Services						
COLLECTIONS REPORT						
As of January 11, 2017						
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
▼ Amy's Bird Sanctuary (650) 555-3311						
11/24/2016	Invoice	1021	12/24/2016	18	459.00	239.00
Total for Amy's Bird Sanctuary					\$459.00	\$239.00
▼ Bill's Windsurf Shop (415) 444-6538						
10/29/2016	Invoice	1027	11/28/2016	44	85.00	85.00
Total for Bill's Windsurf Shop					\$85.00	\$85.00
▼ Freeman Sporting Goods:55 Twin Lane (650) 555-0987						
10/29/2016	Invoice	1028	11/28/2016	44	81.00	81.00
12/07/2016	Invoice	1005	01/06/2017	5	54.00	4.00
Total for Freeman Sporting Goods:55 Twin Lane					\$135.00	\$85.00
▼ Jeff's Jalopies (650) 555-8989						
11/24/2016	Invoice	1022	12/24/2016	18	81.00	81.00
Total for Jeff's Jalopies					\$81.00	\$81.00
▼ John Melton (650) 555-5879						

NOTE: Set up an automatic distribution for this report to be emailed once a week to the individual in charge of collections so they get the most recent list before beginning phone calls. Choose Excel and they can color code the results of those phone calls.

A/R Aging Summary

How long have I been working on collecting money from each customer?

The A/R Aging Summary lists each customer with an open balance and lists the open invoices in different columns based on whether they are current or how long they have been overdue (30, 60 and 90+ days).



Step by Step: A/R Aging Summary

1. **Reports → All Reports → Manage Accounts Receivable → A/R Aging Summary.**

Notice the columns showing the customers' timeliness and overall balances.

Collapse Sort Add notes Edit header							✉	🖨	🔗	⚙	
Craig's Design and Landscaping Services											
A/R AGING SUMMARY											
As of January 11, 2017											
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL					
Amy's Bird Sanctuary		239.00				\$239.00					
Bill's Windsurf Shop			85.00			\$85.00					
▼ Freeman Sporting Goods						\$0.00					
0969 Ocean View Road	477.50					\$477.50					
55 Twin Lane		4.00	81.00			\$85.00					
Total Freeman Sporting ...	477.50	4.00	81.00			\$562.50					
Geeta Kalapatapu	629.10					\$629.10					
Jeff's Jalopies		81.00				\$81.00					
John Melton		450.00				\$450.00					
Kookies by Kathy			75.00			\$75.00					

REVIEW SALES

Review Sales reports allow you to see how you're doing by analyzing your sales and where you make your money. The reports include: Sales by Customer Summary and Detail, Sales by Product/Service Summary and Detail, Product/Service List, Income by Customer Summary, Customer Contact List, Payment Method List, Terms List, Transaction List by Customer, Time Activities by Customer Detail, Estimates by Customer, Unbilled Time, Unbilled Charges and Deposit Detail. Business owners need to have visibility into the best (and worst) products so they know what to sell more of. They also need visibility into the customer by customer activity so they can market and/or reward the most valuable customers.

Sales by Customer Summary

How much has each customer purchased from me?

The Sales by Customer Summary report can be very valuable as you see those customers who contribute the most to the success of your company. It looks at the sales transactions for each customer for the period of time specified.



Step by Step: Sales by Customer Summary

1. **Reports** → **All Reports** → **Review Sales** → **Sales by Customer Summary**.
2. **Customize** → **Date: All Dates**
3. Click **Run report**.

4. At the top of the report (above the report header), click on **Sort** → **Total in descending order**.

Notice the top customers who have purchased products and/or services over time.

	TOTAL
Cool Cars	2,194.00
▼ Freeman Sporting Goods	
0969 Ocean View Road	1,058.75
55 Twin Lane	205.00
Total Freeman Sporting Goods	1,263.75
Paulsen Medical Supplies	954.75
John Melton	750.00
Amy's Bird Sanctuary	630.00
Geeta Kalapatapu	582.50
Travis Waldron	562.55
Dukes Basketball Camp	422.00
Weiskopf Consulting	375.00
Dylan Sollfrank	337.50
Sonnenschein Family Store	335.25

NOTE: When you click back to the **Reports** on the left navigation bar, it takes you to your last location while looking at reports. For instance, if you are in **All Reports – Review Sales**, you can click **All Reports** to go back to the report groupings.

Go to report

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

< All Reports

Review Sales

<p>Sales by Customer Summary Shows total sales for each customer so you can see which ones generate the most revenue for you. Run Customize</p>	<p>Sales by Customer Detail Lists the individual sales transactions for each customer, including dates, types, amounts, and totals. Run Customize</p>	<p>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</p>
<p>Sales by Product/Service Detail Lists sales for each item on your Product/Service List. Includes the date, transaction type, quantity, rate, amount, and total. Run Customize</p>	<p>Product/Service List Lists the products and services you sell along with detailed information about each: sales price, name, description, and (optionally) purchase cost and quantity on hand.</p>	<p>Income by Customer Summary Shows your income minus expenses (net income) for each customer. Run Customize</p>

Sales by Customer Detail

What are the detailed sales by customer?

This report is a more detailed version of Sales by Customer Summary. In addition to revenue from each customer, this report lists the transactions that contributed to each total. Set the dates on this report to give you a complete history of what transpired with your customers over that timeframe.



Step by Step: Sales by Customer Detail

1. **Reports** → **All Reports** → **Review Sales** → **Sales by Customer Detail**.
2. **Date range** (at the top, as an alternative to changing it in the Customize screen): enter your own from and to dates, indicating from several months ago on the first of the month to the last date of the current month.
3. Click **Run report**.

Notice the columns showing Date, Product/Service, QTY, rate and Balance.

Craig's Design and Landscaping Services								
SALES BY CUSTOMER DETAIL								
June 2016 - January 2017								
DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Amy's Bird Sanctuary								
10/29/2016	Invoice	1025	Pest Control:Pest Control	Pest Control Services	1.00	35.00	35.00	35.00
10/29/2016	Invoice	1025	Landscaping:Gardening	Weekly Gardening Service	4.00	30.00	120.00	155.00
10/29/2016	Invoice	1025	Landscaping:Maintenance & ...	Maintenance & Repair	1.00	50.00	50.00	205.00
11/24/2016	Invoice	1021	Landscaping:Soil	2 cubic ft. bag	15.00	10.00	150.00	355.00
11/24/2016	Invoice	1021	Design:Fountains:Rock Fount...	Rock Fountain	1.00	275.00	275.00	630.00
11/29/2016	Credit Memo	1026	Pest Control:Pest Control	Pest Control Services	-1.00	100.00	-100.00	530.00
12/13/2016	Invoice	1001	Landscaping:Gardening	Weekly Gardening Service	4.00	25.00	100.00	630.00
Total for Amy's Bird Sanctuary							\$630.00	

NOTE: The date ranges specified in the Activities can be adjusted until you find data. It is recommended that you expand your date range to be this year or last year or last quarter until you find some data. The sample file may have continuous data being added automatically, but be aware that it might not.

Sales by Product/Service Detail

What are the detailed sales by product or service?

This report is a more detailed version of Sales by Product/Service Summary. In addition to the unit and dollar sales for each product or service, this report lists the transactions that contributed to each total. See which products/services were the most popular or made the most sales during the timeframe you specify.



Step by Step: Sales by Product/Service Detail

1. **Reports** → **All Reports** → **Review Sales** → **Sales by Product/Service Detail**.
2. **Date: Last Quarter**.
3. Click **Run report**.

Notice the columns showing dates, products/services, customers, QTY, rates and balances.

Craig's Design and Landscaping Services								
SALES BY PRODUCT/SERVICE DETAIL								
October - December, 2016								
DATE	TRANSACTION TYPE	NUM	CUSTOMER	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Design								
▼ Design								
11/21/2016	Invoice	1007	John Melton	Custom Design	10.00	75.00	750.00	750.00
11/21/2016	Sales Receipt	1008	Kate Whelan	Custom Design	3.00	75.00	225.00	975.00
12/11/2016	Sales Receipt	1003	Dylan Sollfrank	Custom Design	4.50	75.00	337.50	1,312.50
12/14/2016	Invoice	1015	Paulsen Medical Supplies	Custom Design	4.00	75.00	300.00	1,612.50
12/14/2016	Invoice	1010	Weiskopf Consulting	Custom Design	5.00	75.00	375.00	1,987.50
12/15/2016	Invoice	1033	Geeta Kalapatapu	Custom Design	3.50	75.00	262.50	2,250.00
Total for Design					30.00		\$2,250.00	
▼ Fountains								
▼ Concrete								
10/29/20...	Invoice	1029	Dukes Basketball Camp	Concrete for fountain installa...	5.00	15.00	75.00	75.00
12/16/20...	Invoice	1037	Sonnenschein Family Store	Concrete for fountain installa...	5.00	9.50	47.50	122.50
Total for Concrete					10.00		\$122.50	
▼ Pump								
12/15/20...	Invoice	1033	Geeta Kalapatapu	Fountain Pump	2.00	22.50	45.00	45.00
12/16/20...	Invoice	1037	Sonnenschein Family Store	Fountain Pump	1.00	12.75	12.75	57.75
12/16/20	Invoice	1036	Freeman Sporting Goods:09	Fountain Pump	1.00	15.00	15.00	72.75

Unbilled Charges Report

For which charges do I need to create invoices?

This report lists transactions that were marked billable to a customer when the expense was entered, but they have not yet appeared on an invoice. For example, an IT company was helping a client with a new network setup. They needed to purchase a server on behalf of the client in order to continue with the job. The client now owes them reimbursement for that server. If they mark Billable on the credit card charge they used when they bought the server, and enter the client in the Customer field, then the server will show up on the Unbilled Charges report until the invoice is created.



Step by Step: Unbilled Charges

1. Select **Quick Create** → **Delayed Charge** (you may need to click **Show More**).
2. From the Customer drop-down, select **Amy's Bird Sanctuary**.
3. From the Product/Service drop-down, select **Design**. The description, quantity, rate and amount will pre-fill.
4. Click **Save and Close**.
5. **Reports** → **All Reports** → **Review Sales** → **Unbilled Charges**.

Notice your unbilled charge for Amy's Bird Sanctuary.

Craig's Design and Landscaping Services						
UNBILLED CHARGES						
All Dates						
DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	AMOUNT	BALANCE
▼ Amy's Bird Sanctuary						
12/13/2016	Time Charge		No	Custom Design	375.00	375.00
01/11/2017	Charge	1	No	Custom Design	75.00	450.00
Total for Amy's Bird Sanctuary					\$450.00	
▼ Video Games by Dan						
12/13/2016	Charge	1	No	Installation of landscape ...	300.00	300.00
12/13/2016	Charge	1	No	Weekly Gardening Service	75.00	375.00
Total for Video Games by Dan					\$375.00	
TOTAL					\$825.00	

Deposit Detail

What individual customer payments make up each deposit?

The Deposit Detail report can help you identify missing or incorrect info related to bank deposits. When looking at this report, compare each line item to the deposit slip itself and make sure any customer payments received are booked as such instead of as additional income.

MANAGE ACCOUNTS PAYABLE

Manage Accounts Payable reports show what you owe your vendors and when the payments are due, so you can take advantage of the time you have to pay bills but still make payments on time. The reports include: A/P Aging Summary and Detail, Vendor Balance Summary and Detail, Bill Payment List and Unpaid Bills. As a business owner, managing cash going out of the business is crucial. Weighing whether to pay something early, on time or late can only be considered if you know what is coming by running these reports.

A/P Aging Summary

How much do I owe to each vendor, and how much is overdue?

This report summarizes the status of unpaid bills and unapplied vendor credits. This report serves as a quick glance to see which vendors have bills that are the most overdue. When cash comes in, use this report to pay vendors strategically instead of just paying the first ones on a list of payables. If you owe a vendor who charges finance charges, then you don't want to pay a different vendor's bill that is still current (unless other factors influence that decision) when you could pay down the bill for which you'd be charged interest. For each vendor who is owed money, the report shows:

- Total bills that have been entered but unpaid in the current period (based on the due date of each bill)
- Overdue totals owed to the vendors from previous periods (again, based on the due date of each bill)



Step by Step: A/P Aging Summary

1. **Reports → All Reports → Manage Accounts Payable → A/P Aging Summary.**

Notice the columns showing vendors, current, past due by days late and totals.

Craig's Design and Landscaping Services						
A/P AGING SUMMARY						
As of January 11, 2017						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Brosnahan Insurance Agency		241.23				\$241.23
Diego's Road Warrior Bodyshop	755.00					\$755.00
Norton Lumber and Building ...		205.00				\$205.00
PG&E			86.44			\$86.44
Robertson & Associates		315.00				\$315.00
TOTAL	\$755.00	\$761.23	\$86.44	\$0.00	\$0.00	\$1,602.67

Vendor Balance Detail

What's the detail behind what I owe to vendors?

The vendor balance report lists the vendors to whom you owe money plus each bill's due date and outstanding balance. This report shows the unpaid vendor balances. It can be very important information for a business owner, but it is useful to others as well. For example, your company's bank may want to review your vendor balance report if you are looking for a loan. If a vendor appears on this report, that indicates there are open payables that need to be paid. This report gives you each instance where that is the case. Click through to see the detail behind the transaction.



Step-by-Step: Vendor Balance Detail

1. **Reports** → **All Reports** → **Manage Accounts Payable** → **Vendor Balance Detail**.

Notice the columns showing vendors, dates, amounts and balances.

Craig's Design and Landscaping Services						
VENDOR BALANCE DETAIL						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ Brosnahan Insurance Agency						
12/09/2016	Bill		12/19/2016	241.23	241.23	241.23
Total for Brosnahan Insurance Agency				\$241.23	\$241.23	
▼ Diego's Road Warrior Bodyshop						
12/14/2016	Bill		01/13/2017	755.00	755.00	755.00
Total for Diego's Road Warrior Bodyshop				\$755.00	\$755.00	
▼ Norton Lumber and Building Materials						
12/16/2016	Bill		12/16/2016	205.00	205.00	205.00
Total for Norton Lumber and Building Materials				\$205.00	\$205.00	
▼ PG&E						
11/01/2016	Bill		12/01/2016	86.44	86.44	86.44
Total for PG&E				\$86.44	\$86.44	
▼ Robertson & Associates						
12/16/2016	Bill		12/16/2016	315.00	315.00	315.00
Total for Robertson & Associates				\$315.00	\$315.00	
TOTAL				\$1,602.67	\$1,602.67	

REVIEW EXPENSES AND PURCHASES

Review Expenses and Purchases reports allow you to see where you're spending your money. The reports include: Expenses by Vendor Summary, Transaction List by Vendor, Vendor Contact List, Open Purchase Order List, Purchases by Vendor Detail, Purchases by Product/Service Detail and Check Detail. Business owners focus a lot of time and energy to evaluate how they can control and cut down on costs. Use these reports to facilitate better flow of information for more effective decision making.

Transaction List by Vendor

What have my interactions been with each of my vendors?

The Transaction List by Vendor report lists all interactions with each vendor during the date range specified. Transactions can include cash expenses, credit card expenses, bills, bill payments, checks and purchase orders. This report could be compared against a monthly transaction statement provided by the vendor to ensure all entries on both sets of books match up exactly. Any discrepancies can be identified and addressed with the vendor.



Step-by-Step: Transaction List by Vendor

1. **Reports** → **All Reports** → **Review Expenses and Purchases** → **Transaction List by Vendor**.
2. Select **All Dates**.
3. Click **Run report**.

Notice the easy-to-follow layout, transaction type, memos and amounts.

Craig's Design and Landscaping Services						
TRANSACTION LIST BY VENDOR						
All Dates						
DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
▼ Bob's Burger Joint						
12/07/2016	Cash Expense		Yes		Checking	-5.66
12/12/2016	Cash Expense		Yes		Checking	-3.86
12/21/2016	Credit Card Expense		Yes	Bought lunch for crew 102	Mastercard	18.97
▼ Books by Bessie						
11/05/2016	Check	12	Yes		Checking	-55.00
12/02/2016	Bill		Yes		Accounts Payable (...)	75.00
12/14/2016	Bill Payment (Check)	3	Yes		Checking	-75.00
▼ Brosnahan Insurance Agency						
12/09/2016	Bill		Yes	Opening Balance	Accounts Payable (...)	2,000.00
12/09/2016	Bill		Yes		Accounts Payable (...)	241.23
12/13/2016	Bill Payment (Check)	1	Yes		Checking	-2,000.00
▼ Cal Telephone						
10/31/2016	Bill		Yes		Accounts Payable (...)	56.50
11/30/2016	Bill		Yes		Accounts Payable (...)	74.36

Vendor Contact List

How can I print a list of my vendors and their contact information?

The Vendor Contact List shows a list of vendors along with any contact info you have for each of those vendors. If you have additional info to add or if something needs changed, then you can click on the vendor's name and the Vendor Setup screen opens for you to edit the info. Upon saving, you'll need to refresh the browser so the report is updated.

NOTE: *Customize the columns to display the info you would most like to see.*

MANAGE PAYROLL

Manage Employees reports show employee activities and payroll. Whether you have payroll turned on or not, the reports include: Time Activities by Employee Detail, Recent/Edited Time Activities and Employee Contact List. See Course 5 for training on using the Payroll reports available when using QuickBooks Online Payroll. Business owners use the time reports to monitor employee activity and ensure timely entry of data. This report group is renamed Manage Payroll if you have the payroll module turned on in QuickBooks Online. When payroll is turned on, several additional reports appear in this group: Payroll Summary, Payroll Tax Liability, Payroll Tax Payments, Payroll Billing Summary, Payroll Details, Employee Details, Payroll Tax and Wage Summary, Workers' Compensation, Total Payroll Cost, Payroll Deductions/Contributions, Paycheck List, Total Pay, Vacation and Sick Leave, Retirement Plans, Multiple Worksites and Employee Directory.

MANAGE SALES TAX

Manage Sales Tax reports allow you to manage the sales taxes you have collected then report and remit those taxes to the appropriate tax agencies. The reports include: Taxable Sales Summary and Detail, and Sales Tax Liability Report. All business owners must be aware of the potential for sales tax collection and payment in their place of business and as they deal with other locations. Based on the details entered in QuickBooks, Sales Tax reports help prepare monthly, quarterly or annual sales tax returns.

Sales Tax Liability Report

What did I collect in sales tax last quarter?

The Sales Tax Liability report lists each government entity and sales tax rate you have charged to your customers for the time period specified. Print this report to help with sales tax filings. For more information, click the **Sales Tax** center and see gross sales versus taxable sales to find out the amount of exempt (non-taxable) sales, which often need to be reported alongside the sales tax that was collected.

MANAGE PRODUCTS AND INVENTORY

Manage Products and Inventory reports help you understand how much inventory you have and how much you are paying for and profiting on each of your inventory items. The reports include: Inventory Valuation Summary and Detail, Product/Service List, Purchases by Product/Service Detail, Sales by Product/Services Summary and Detail, and the Physical Inventory Worksheet. Business owners are required to maintain accurate on-hand inventory records. For basic inventory tracking, QuickBooks Online provides the reports needed to track the inventory and have insight into the purchases and sales of those products.

Inventory Valuation Summary

How much inventory do I have on hand?

The Inventory Valuation Summary shows you how much quantity of each product you have as well as how much you've paid in total for those quantities, resulting in an average cost per product. The total asset value should match the balance sheet inventory balance as of the same date.

Craig's Design and Landscaping Services				
INVENTORY VALUATION SUMMARY				
As of January 11, 2017				
	SKU	QTY	ASSET VALUE	AVG COST
▼ Design				
▼ Fountains				
Pump	P461-17	25.00	250.00	10.00
Rock Fountain	R154-88	2.00	250.00	125.00
Total Fountains			500.00	
Total Design			500.00	
▼ Landscaping				
▼ Sprinklers				
Sprinkler Heads	S867-56	25.00	18.75	0.75
Sprinkler Pipes	S867-62	31.00	77.50	2.50
Total Sprinklers			96.25	
Total Landscaping			96.25	
TOTAL			\$596.25	

ACCOUNTANT

Accountant reports include many reports that are in other groups, but also include reports of particular interest to accounting professionals and accounting-savvy business owners. The available reports in this group are Account List, Reconciliation Reports, Trial Balance, Journal, Profit and Loss, Balance Sheet, Balance Sheet Comparison, Transaction Detail by Account, General Ledger, Recent Automatic Transactions, Transaction List with Splits, Statement of Cash Flows, Transaction List by Date, Recent Transactions and Recurring Template List.

Trial Balance

What are the debit and credit balances in all my accounts?

As of the specified date, the Trial Balance lists all accounts in the Chart of Accounts with their associated debit or credit balance on that date. Total debits will always equal total credits.

Recent Automatic Transactions

What transactions were automatically added from my recurring transaction list?

Often recurring transactions are set up to be entered automatically on a certain date. This report shows which ones were automatically entered within the last four days. For instance, if you set 10 recurring transactions to automatically enter on the first of each month, this report should be run on the second or third of each month to capture those automatic transactions.

NOTE: *Set this report as an automatic distribution on the second of the month to yourself and others who may need to see the automatic transactions, then there is no need to make sure you log in on the correct dates to run this report.*

Journal

What actually happened behind the scenes with debits and credits this month?

The Journal report shows each transaction's debits and credits during the specified date range and displays them chronologically. It is a great backup support when documenting the detail of the month or quarter for a tax return, audit or other financial statement.

LIST REPORTS

There are a few different ways to pull a list report in QuickBooks Online.

Click on the **gear** icon. Under the List column you can see a shortcut for All Lists, the Products and Services list, the Recurring Transactions list and Attachments. Click **All Lists** to see the option to access many different lists.

The screenshot shows the 'Lists' menu in QuickBooks Online. On the left is a navigation sidebar with options: Home, Customers, Vendors, Employees, Transactions, Reports, and Sales Tax. The main content area is titled 'Lists' and contains several links with descriptions:

- Chart of Accounts**: Displays your accounts. Balance sheet accounts track your assets and liabilities, and income and expense accounts categorize your transactions. From here, you can add or edit accounts.
- Payment Methods**: Displays Cash, Check, and any other ways you categorize payments you receive from customers. That way, you can print deposit slips when you deposit the payments you have received.
- Recurring Transactions**: Displays a list of transactions that have been saved for reuse. From here, you can schedule transactions to occur either automatically or with reminders. You can also save unscheduled transactions to use at any time.
- Terms**: Displays the list of terms that determine the due dates for payments from customers, or payments to vendors. Terms can also specify discounts for early payment. From here, you can add or edit terms.
- Products and Services**: Displays the products and services you sell. From here, you can edit information about a product or service, such as its description, or the rate you charge.
- Attachments**: Displays the list of all attachments uploaded. From here you can add, edit, download, and export your attachments. You can also see all transactions linked to a particular attachment.
- Product Categories**: A means of classifying items that you sell to customers. Provide a way for you to quickly organize what you sell, and save you time when completing sales transaction forms.
- Custom Form Styles**: Customize your sales form designs, set defaults, and manage multiple templates.

If you need to run a Vendor or Customer list, start with All Reports from the Report Center.



Step by Step: Run a Customer List

1. Open the **Report Dashboard/Center**.
2. Click the **All Reports** grouping.
3. Click **Review Sales**.
4. Click **Customer Contact List**.



Step by Step: Run a Vendor List

1. Open **Report Dashboard/Center**.
2. Click the **All Reports** grouping.
3. Click **Review Expenses and Purchases**.
4. Click **Vendor Contact List**.

MY CUSTOM REPORTS

After you have performed all the customizing and filtering required to create a more useful report, saving those customizations saves time in the future when you must run the same report. You can decide whether you want to be the only one to see the report or if you want all users to be able to see the report (subject to the user permissions they have set up).



Step-by-Step: Custom Reports

1. Find and display the report you want to customize. To change what's in the report without displaying it first, click **Customize**.



2. Under Period Comparison, mark the box to add a subcolumn for **Year-To-Date**. Click **Run report**.
3. Once the report is customized the way you like it, click **Save Customization**.
4. Enter a descriptive name for the report in the Name of custom report field.

Customize Save customization

Custom report name
Profit and Loss with YTD

Add this report to a group
None

Add new group

Share with
None

Save

5. Check the drop-down under **Share with** to elect to share it with all company users. If you do not select it, this custom report is available only to your user. Others with the user permissions to see this information can create this (or a similar) report for themselves.
6. Click **Save**.

NOTE: Adding reports to a group allows you to set a common email schedule for all the reports in the group. The reports appear under the group name on your list of custom reports. If you add a report with an email schedule to a group that also has an email schedule, the newly added report will follow the group's email schedule.

Once you click **Save customization** of a report or group of reports, select **Reports** → **My Custom Reports** to then run, export to Excel, edit or delete them from this list. You'll see a list of all custom reports or groups of custom reports. Select the report or group of reports you want and click on the function in the top right.

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Collections Report	Craig Carlson	Today	Unscheduled	Edit ▾
▾ Esther's Weekly Reports			Unscheduled	Edit ▾
Profit and Loss Comparison	Craig Carlson	This Year-to-date		Edit ▾
Sales by Customer Detail	Craig Carlson	This Quarter		Edit ▾

You can also set a schedule for automatically sending the report (by itself or with a group of other reports) by email in HTML format (it looks like the website in the email) or Excel format. You can have standard reports sent to you that will help monitor information, even if you haven't logged in to QuickBooks Online.

If you have a standard set of reports that need to be sent, there may be zero customization required on some of them, but running the standard reports once and memorizing them into a group to be sent together will provide useful automation.

NOTE: If you change the settings on a custom report, you need to click **Save Customizations** again to save the changes.



Step-by-Step: Automatic Distribution

1. **Reports → My Custom Reports.**
2. Find the report or report group you desire. Under the Action column, click **Edit** in that report or group's row.
3. Flip the switch under *Set the email schedule* to **ON**. More options will appear.

Custom Report

Repeats: Every: week(s)

Next Date: 01/15/2017 On:

End Date: - End:

EMAIL INFORMATION

To: Cc

Cc:

Hello,
Attached is the set of financial reports for Craig's Design and Landscaping Services.
Regards,
Craig Carlson

Attach the report as an Excel file

4. Edit the schedule to set the desired timeframes (weekly and the day of the week you prefer to have it sent), and when, if ever, the schedule should stop.
5. Enter the email information, separate multiple email addresses with a comma or semicolon.
6. Enter a subject line and standard email message to be attached.
7. Check the box next to Attach the report as an Excel file (the default, if this box isn't checked, is HTML in the body of the email). Click **Save and close**.

NOTE: One helpful use of the automatic distribution report is to select problem accounts about which you often receive phone calls. Customize a report and set the automatic distribution to email you the detail of this account on a weekly or monthly basis so you know when something needs your attention. This allows you to be proactive when you notice a build-up of issues that should be addressed.

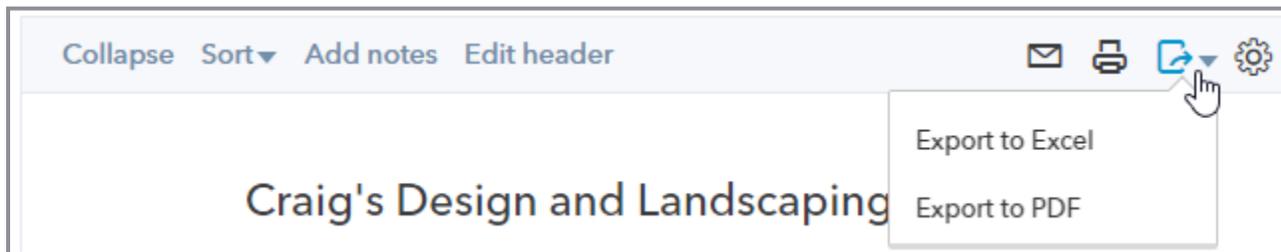
EXPORT REPORTS

You can export reports in QuickBooks Online by downloading the report in Excel format. This can be helpful for sending, modifying, printing and analyzing data.



Step-by-Step: Export to Excel

1. Open the report you would like to export.
2. Click the blue **Export** button (it looks like a document with a curved arrow coming out of it) from the top toolbar in the report and select **Export to Excel**.



The report will download as an Excel file to your default downloads folder. You could also choose to export the report to PDF.

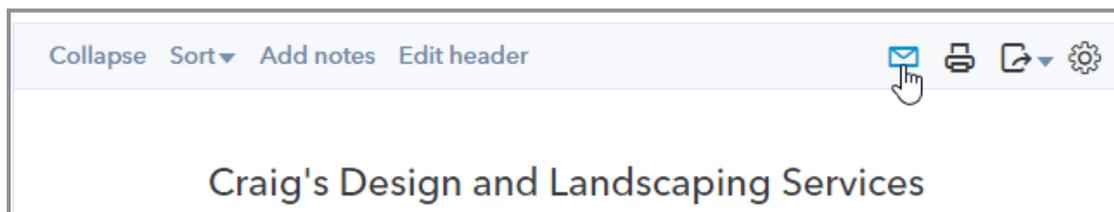
SEND REPORTS

Sending reports from QuickBooks Online is a quick and easy way to share financial information. The default format for sending reports is as in-line HTML. You can send reports to multiple recipients and even include a note in your email.

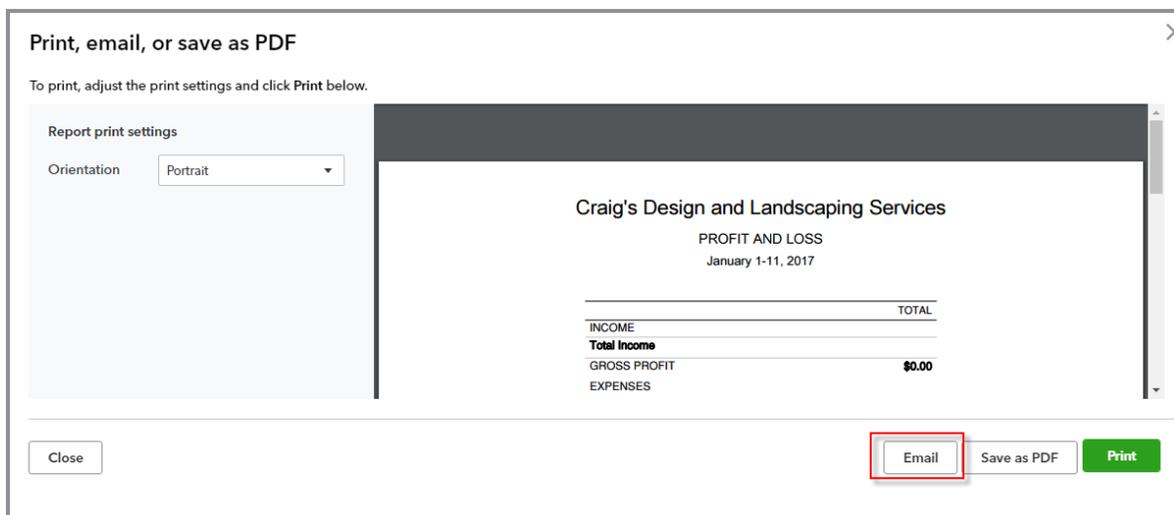


Step-by-Step: Send Report

1. Open the report you would like to send.
2. Click the blue **Email** button (it looks like an envelope) from the top toolbar in the report.



3. The Print, email or save as PDF screen opens.
4. Choose your print orientation (portrait or landscape).
5. Select **Email**.



6. Enter the email address(es), separated by a comma or semicolon, to which you would like to send the report.

- 7. Add a note if you wish.
- 8. Press **Send**.

Email Report [X]

To
esther@e-compubooks.com,info@e-compubooks.com

CC
[Empty]

Subject
MyProfit and Loss Report

Body
I'm emailing this one report to myself

Cancel [Send]

Course Conclusion

You have just covered *Course 4 – Reporting*. This course has been developed to help you train your clients how to use QuickBooks Online successfully.

By completing this module, your client should understand:

- The Benefits of Reporting
- Reporting Capabilities
- Reporting Methods