QuickBooks Desktop Custom Reports for Power Users

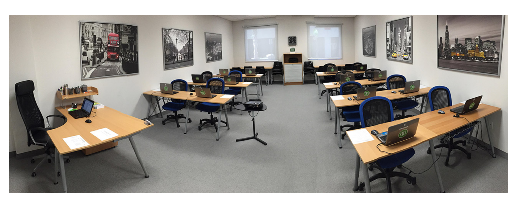
By: Hector Garcia, CPA

Sponsored by:

Avalara

Hector Garcia, CPA

- Work and Live in Miami, FL
- Masters in Finance & Taxation
- 15 years of QuickBooks Experience
- Certified ProAdvisor since 2008
- Top 100 ProAdvisor of 2014, 2015, and 2016
- Top 40 under 40 CPA Practice Advisor 2015 & 2016
- Teach QuickBooks & Excel in Miami Training Center



Learning Objectives

- Understand Source Vs. Destination (targets) Accounts for creating custom reports
- Learn the functions and customization options within the reporting modules in QuickBooks Online and QuickBooks Desktop

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- Understanding data fields: Source vs. Destination, Detail Level Filters, and other available fields
- Types of Reports in QBDT
- Customizing canned reports & building Custom Reports QBDT
- Paid Status filter vs. Cash/Accrual Reports
- About Combining/Consolidating Reports and My Favorite Reporting Apps

Understanding data fields
Source vs. Destination (Target)

- The difference between source/summary and destination/detail data fields
- How QuickBooks "fills in" missing data
- Detail Level Filter: All, All Except Summary, and Summary Only
- Available Data Fields (Columns in Detail reports)

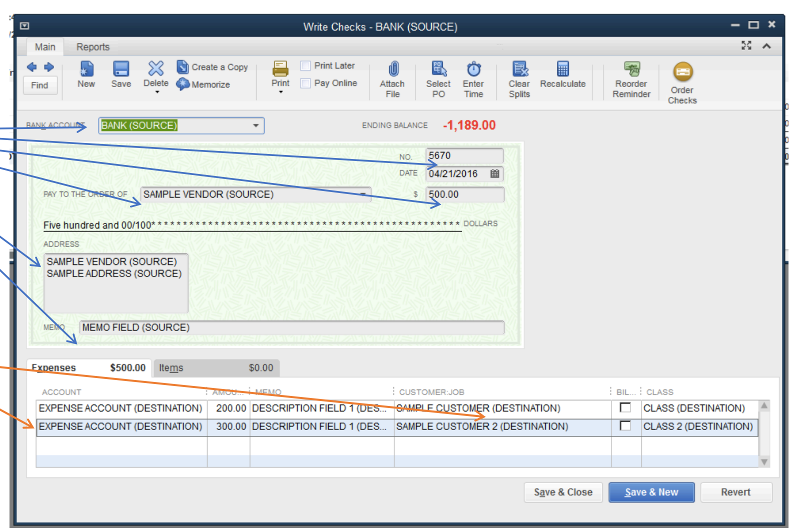
Source Vs. Destination

SOURCE

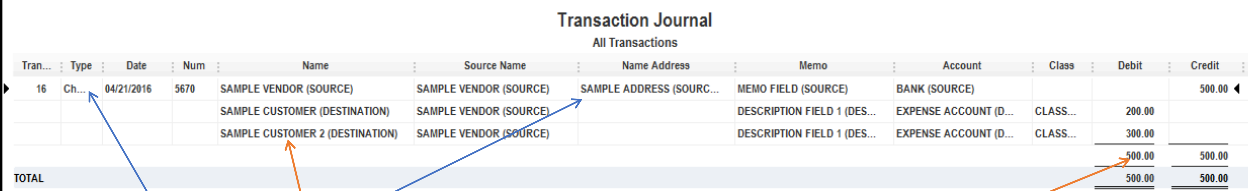
AKA. HEADER OR SUMMARY

DESTINATION

AKA. DETAIL, SPLIT, LINE ITEM, OR DISTRIBUTION



Source Vs. Destination



Transaction Journal

All Transactions

Tran...	Type	Date	Num	Name	Source Name	Name Address	Memo	Account	Class	Debit	Credit
16	Ch...	04/21/2016	5670	SAMPLE VENDOR (SOURCE)	SAMPLE VENDOR (SOURCE)	SAMPLE ADDRESS (SOURC...	MEMO FIELD (SOURCE)	BANK (SOURCE)			500.00
				SAMPLE CUSTOMER (DESTINATION)	SAMPLE VENDOR (SOURCE)		DESCRIPTION FIELD 1 (DES...	EXPENSE ACCOUNT (D...	CLASS...	200.00	
				SAMPLE CUSTOMER 2 (DESTINATION)	SAMPLE VENDOR (SOURCE)		DESCRIPTION FIELD 1 (DES...	EXPENSE ACCOUNT (D...	CLASS...	300.00	
										500.00	500.00
TOTAL										500.00	500.00

SOURCE

AKA. HEADER OR SUMMARY

DESTINATION

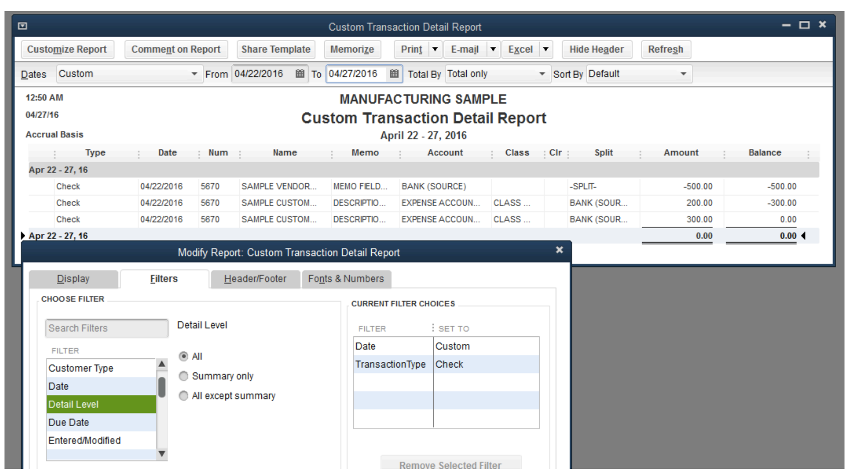
AKA. DETAIL, SPLIT, LINE ITEM, DISTRIBUTION

Source Vs. Destination

Detail Level Filter:

ALL

All debits and credits



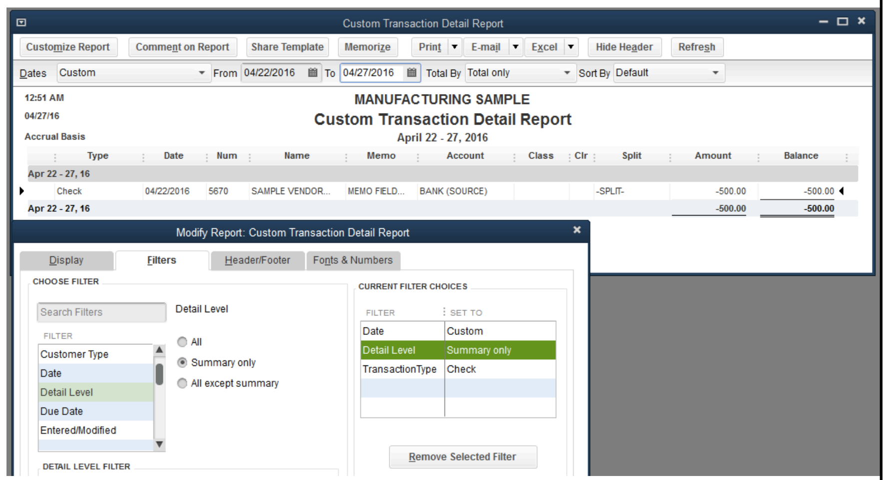
Source Vs. Destination

Detail Level Filter:

Summary only

Will show the source header data only, Transaction Total, no details

Split: -*SPLIT*- when multiple line items are present

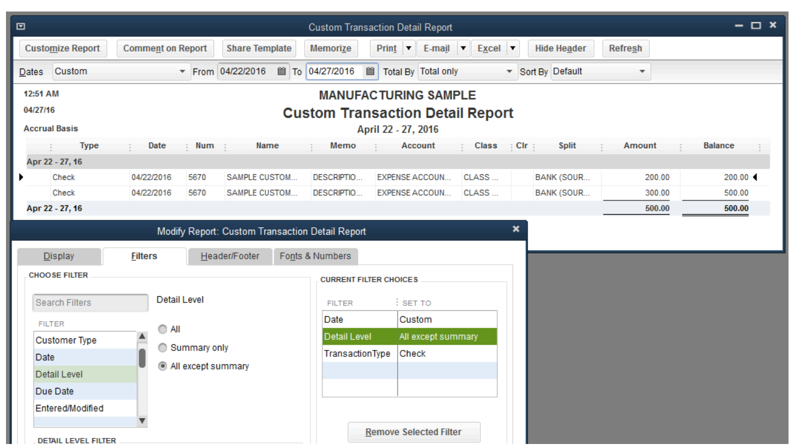


Source Vs. Destination

Detail Level Filter:

All except summary

Will show the destination, detail, line items of the transaction

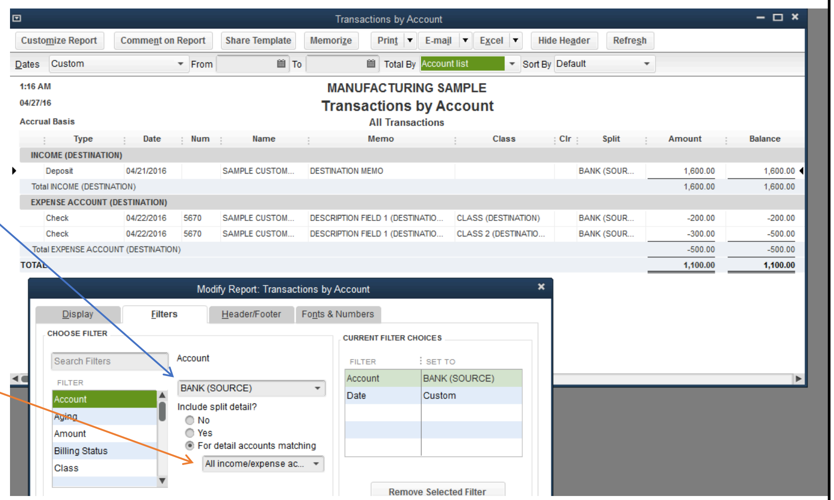


Source Vs. Destination

Account Filter

Used to filter SOURCE Account

Option to include Splits (Destination)



Source Vs. Destination

Transaction Type	Source Account	Detail (Destination Account)
Check	Bank	Expense (or any account used)
Deposit	Bank	Undeposited Funds (or any account used)
Credit Card Charge	Credit Card	Expense (or any account used)
Invoice / Credit Memo	Accounts Receivable	Sales Account from Items
Payment	Undeposited Funds (Or Bank)	Accounts Receivable
Bill / Bill Credit	Accounts Payable	Purchase Account from Items (or any account used)
Bill Payment-Check	Bank	Accounts Payable
Bill Payment-CC	Credit Card	Accounts Payable
Journal	Account used on First Line	Accounts used on all other lines

More on Source Vs. Destination

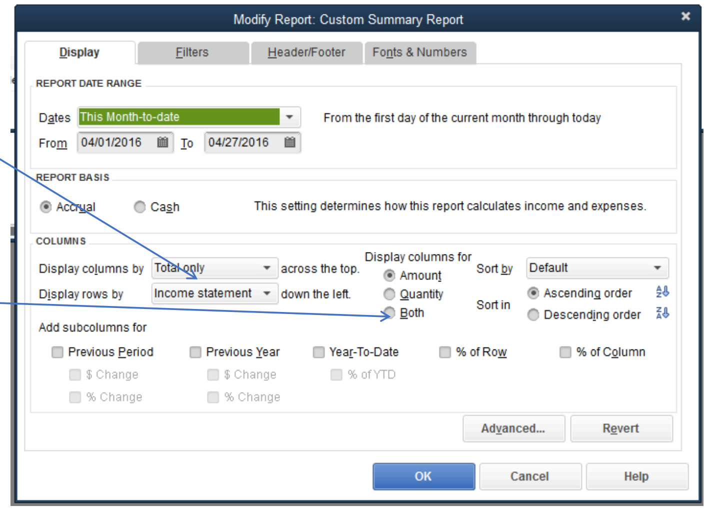
https://community.intuit.com/articles/1020413-source-and-targets-use-in-reports

Types of Reports in QuickBooks Desktop

- Custom Summary
- Custom Detail
- Specialty / Canned Reports
- List (Names, Items, Accounts, Classes, and Other Lists)

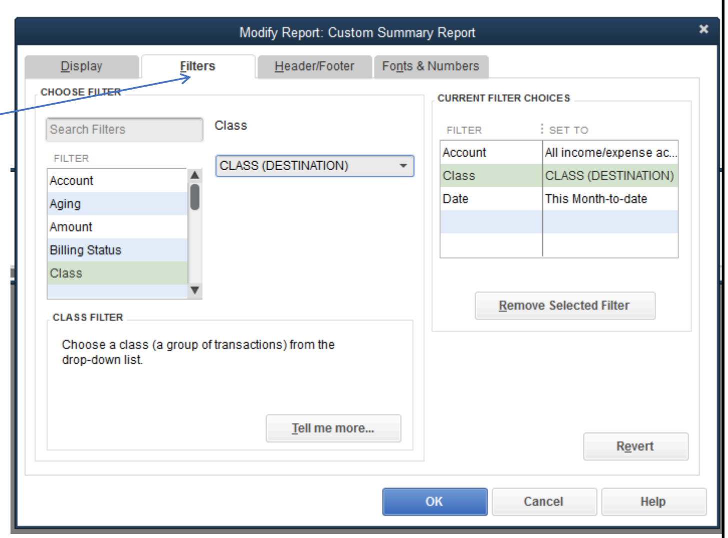
Custom Summary Reports

- Columns and Rows are used to create dimensions
  Only one dimension can be used per row or column
- Amount and/or Qty can be shown!



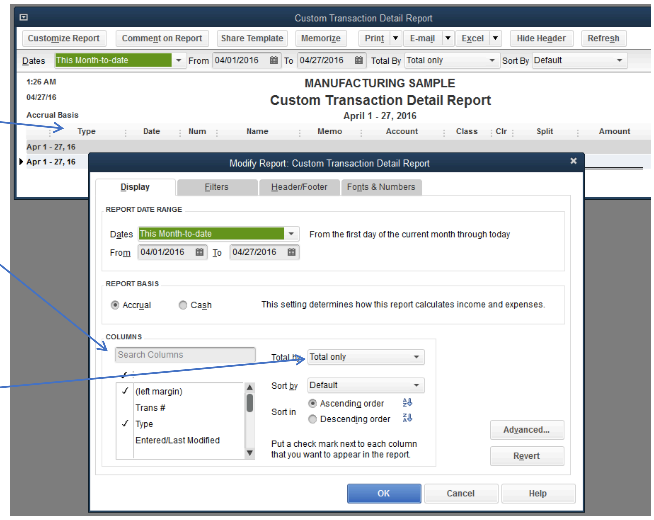
Custom Summary Reports

- Totals are "summarized" into rows and columns but limited by Filters



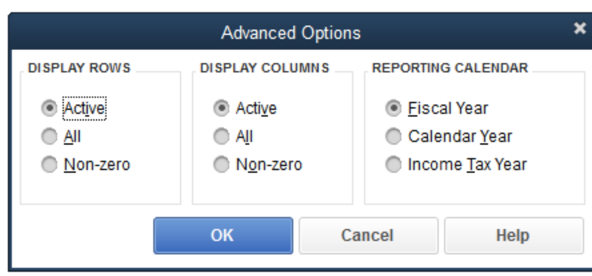
Custom Transaction Detail Reports

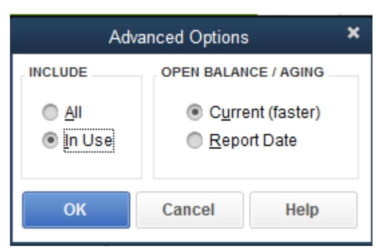
- Columns are the data fields that can be found on each transaction
- Total by is to “group” the transactions based on a specific dimension. Limited to just one Subtotal dimension and just one of the available fields to Sort by



Advanced Options

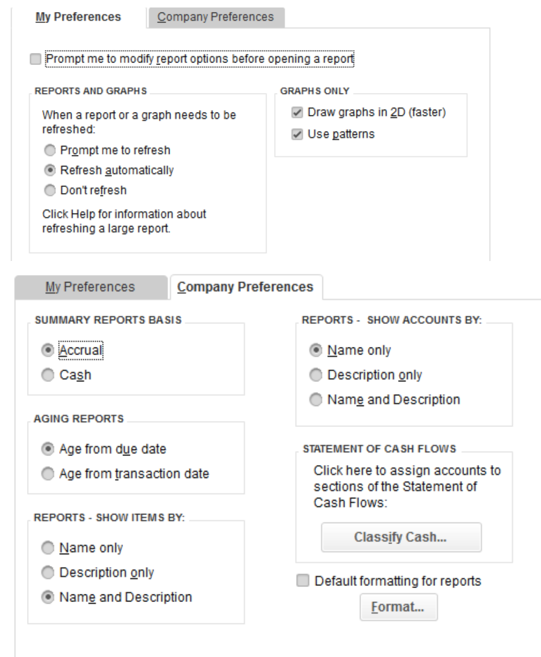
- In Summary Reports, Advanced Options allow you to Show/Hide rows/columns with unused or zero value
- In Detail Reports, you can choose how the Open Balance (and Paid flag) is being calculated (Accrual reports only)





Reports Preferences

- Prompt me to modify Report options is a great tool to avoid slow downs due to large data files
- Aging based on DUE date or invoice/bill date
- Show/Hide Descriptions on Accounts or Items



Best Filters/Dimensions for Tracking Sales data

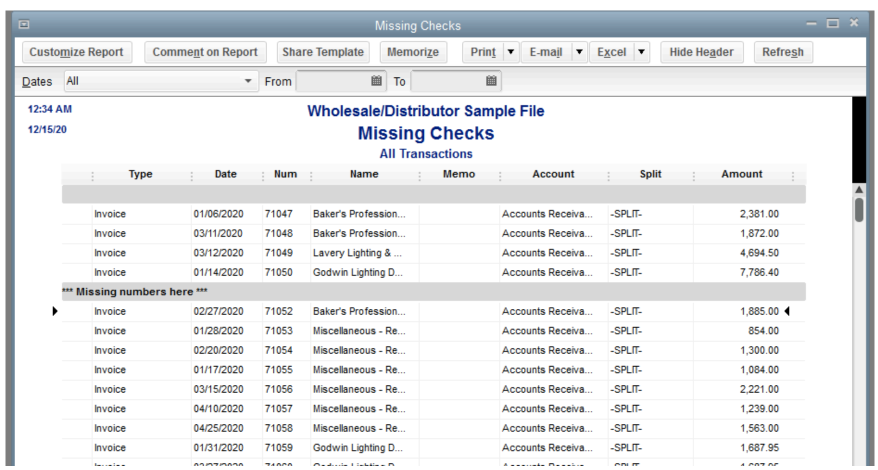
- **Customer:Job**
- **Class**
- **Customer Type**
- Job Type
- Ship Via
- Terms
- Custom Header Fields
- Invoice Template

Customizing other canned reports & building Custom Reports QBDT

- Customizing a Missing Checks Report
- Add Ship Date to Open Sales Order Reports
- Create Unclassified (CLASS) Transaction Detail Report
- Export Complete Customer Data
- Undeposited Funds Report
- Create A/P (or A/R) Aging Reports by Vendor type (or Customer Type)
- How is aging calculated in AP and AR aging Reports

Customizing Canned Reports

- Missing Checks Report can be modified to show missing invoices



Wholesale/Distributor Sample File

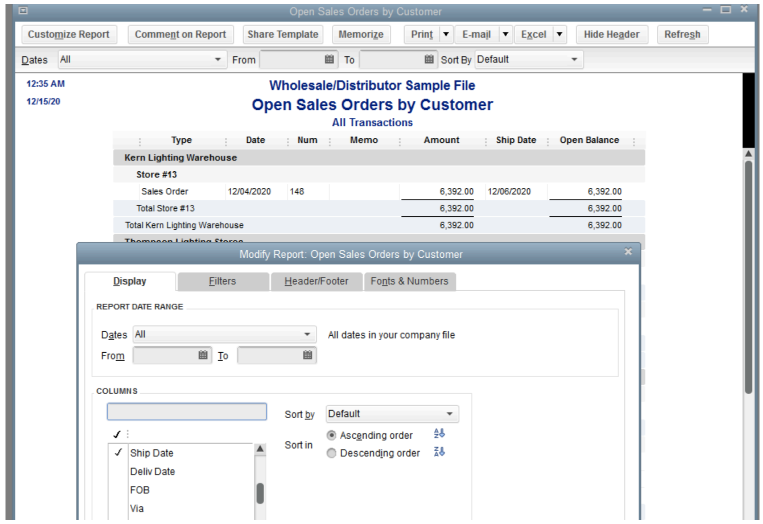
Missing Checks

All Transactions

Type	Date	Num	Name	Memo	Account	Split	Amount
Invoice	01/06/2020	71047	Baker's Profession...		Accounts Receiva...	-SPLIT-	2,381.00
Invoice	03/11/2020	71048	Baker's Profession...		Accounts Receiva...	-SPLIT-	1,872.00
Invoice	03/12/2020	71049	Lavery Lighting & ...		Accounts Receiva...	-SPLIT-	4,694.50
Invoice	01/14/2020	71050	Godwin Lighting D...		Accounts Receiva...	-SPLIT-	7,786.40
*** Missing numbers here ***							
Invoice	02/27/2020	71052	Baker's Profession...		Accounts Receiva...	-SPLIT-	1,885.00
Invoice	01/28/2020	71053	Miscellaneous - Re...		Accounts Receiva...	-SPLIT-	854.00
Invoice	02/20/2020	71054	Miscellaneous - Re...		Accounts Receiva...	-SPLIT-	1,300.00
Invoice	01/17/2020	71055	Miscellaneous - Re...		Accounts Receiva...	-SPLIT-	1,084.00
Invoice	03/15/2020	71056	Miscellaneous - Re...		Accounts Receiva...	-SPLIT-	2,221.00
Invoice	04/10/2020	71057	Miscellaneous - Re...		Accounts Receiva...	-SPLIT-	1,239.00
Invoice	04/25/2020	71058	Miscellaneous - Re...		Accounts Receiva...	-SPLIT-	1,563.00
Invoice	01/31/2020	71059	Godwin Lighting D...		Accounts Receiva...	-SPLIT-	1,687.95

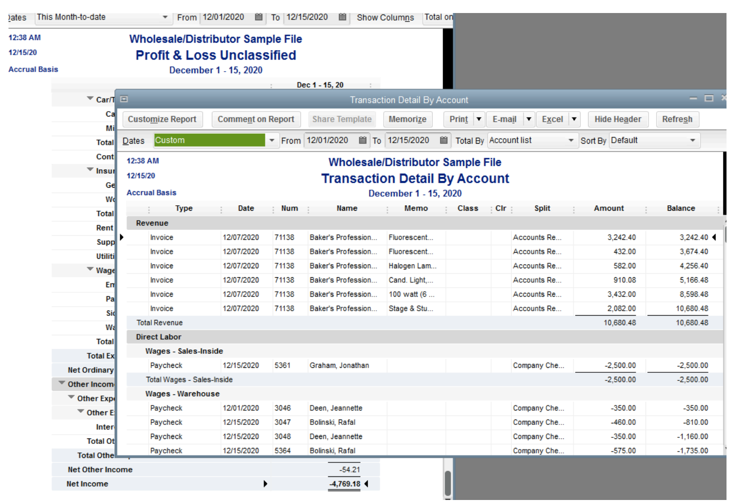
Customizing Canned Reports

- Add Ship Date to Open Sales Orders by Customer to know when the client is expecting shipment



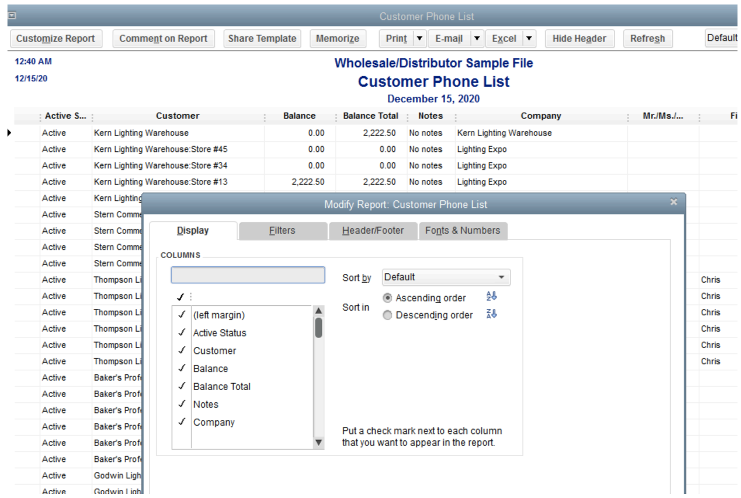
Customizing Canned Reports

- Double-click on Net Income in a Profit & Loss Unclassified Report to get a Custom Detail Report for all transactions missing CLASS



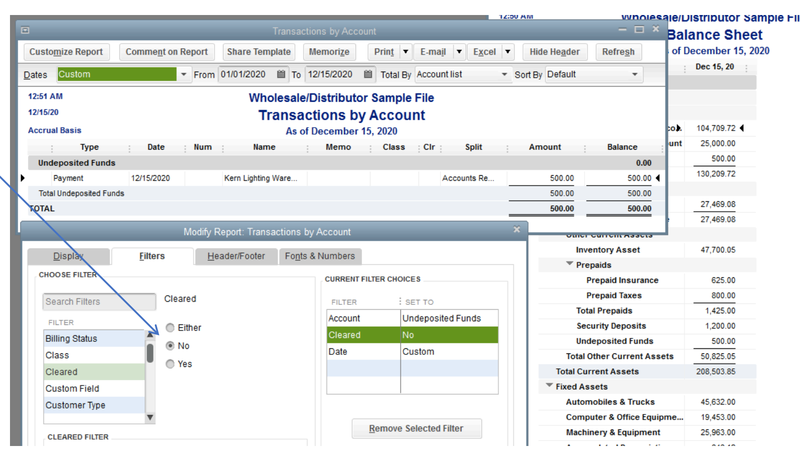
Customizing Canned Reports

- Enable all columns in a Customer Phone List or Customer Contact List Report to export all your customer data, including custom fields



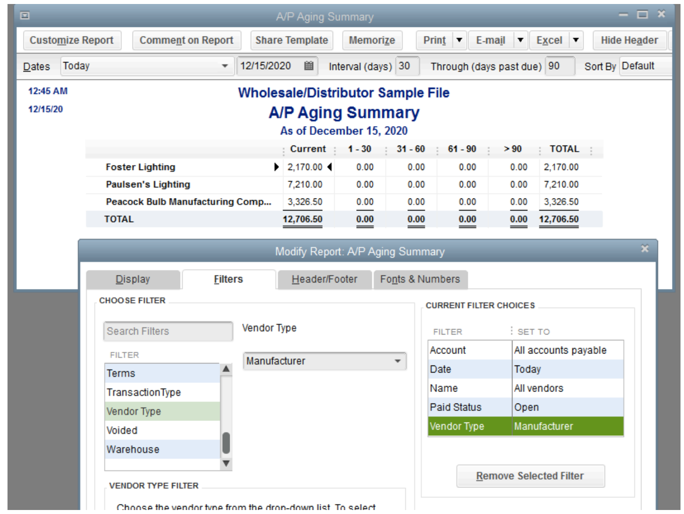
Customizing Canned Reports

- Undeposited Funds Report



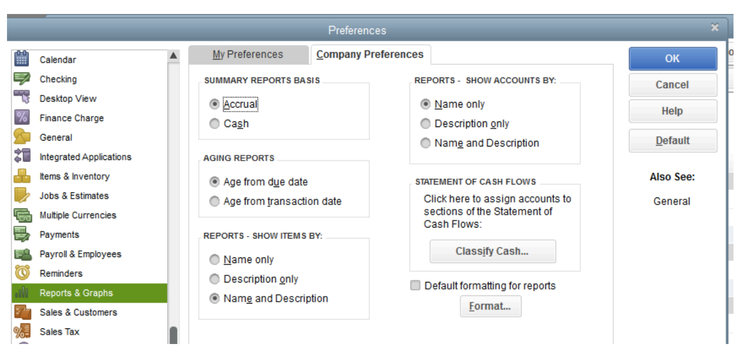
Customizing Canned Reports

- Create A/P Aging Report for only certain Vendor Types



A/R and A/P Aging

- Days are calculated based on Due Date by default
- Can be switched to Transaction date in the preferences

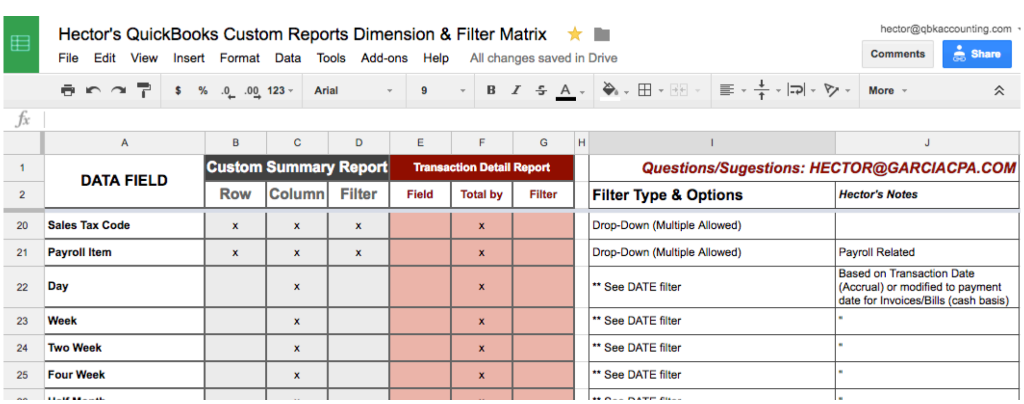


Open Balance vs. Paid/Unpaid Filter

- Open Balance column works when only Details OR Summary are chosen as a filter
- Detail Level Filter: Summary Only only works in Accrual Reports
- Cash Basis Reports will have Original Balance, Open Balance, and Paid Amount columns
- Open Balance does not work too well on Cash Basis Reports
- Paid Filter can be based on Current Status (default) or as of Report Date (Advanced Setting)

Ultimate Custom Reporting "Cheat Sheet"

http://bit.ly/QBCUSTOMREPORTS



More on Customizing Reports

https://community.intuit.com/articles/1020949-create-customized-reports-in-quickbooks-desktop

Other Custom Reporting Videos by Hector:

- https://www.youtube.com/watch?v=XW7ZTmY5hXU
- https://www.youtube.com/watch?v=VIwgQnVnDq8
- https://www.youtube.com/watch?v=ab_L8z0bI2o
- https://www.youtube.com/watch?v=Gh8vNeaDSSs

Item Level vs. Name Level Custom Fields in QBDT Reports

- Building a report with custom item-level data from invoices, sales receipts, sales orders, estimates, and purchase orders
- Building a report with custom name-level data from invoices, sales receipts, sales orders, estimates, and purchase orders

Combining Reports from Multiple Companies

- Manual Process with Excel
  https://youtu.be/1QVhsflmWvI
- Semi-Automated Process with QuickBooks Enterprise
  https://youtu.be/IR4qCLCCAaI
- Automated: *needs apps like Spotlight, Qvinci, Phathom, QQUBE, etc…*
  https://youtu.be/U3E_D6Zgk1g
  https://youtu.be/bQZgu2OKAqc

My Favorite Reporting Apps

- Qvinci – Great for Report Consolidations / Combinations
- Finagraph – Great for Financial Ratios (5 year analytics)
- FathomHQ – Great for visualizing KPI's (Financial Rations) and setting hot/cold goals
- Spotlight Reporting – great for combining QuickBooks and non-QuickBooks Data
- QQUBE – Very advanced PivotTable analytics in Excel. Can also combine data from multiple companies
- QuickBooks Advanced Reporting (QBAR) – Most advanced custom reporting tool in the market for QuickBooks Enterprise

	Custom Summary Report			Transaction Detail Report			Questions/Sugestions: HECTOR@GARCIACPA.COM	
DATA FIELD	Row	Column	Filter	Field	Total by	Filter	Filter Type & Options	*Hector's Notes*
Customer:Job	x	x			x		** See NAME Filter	
Customer Type	x	x	x		x	x	Drop-Down (Multiple Allowed)	
Vendor	x	x			x		** See NAME Filter	
Vendor Type	x	x	x		x	x	Drop-Down (Multiple Allowed)	
Payee (or Source Name)	x	x		x	x		** See NAME Filter	
Name			x			x	Drop-Down: Customers, Vendors, Employees, Other (Multiple Allowed)	
Employee	x	x			x		** See NAME Filter	
Other Name							** See NAME Filter	
Item (or Item Detail)	x	x	x	x	x	x	Drop-Down: Service, Inventory, parts, assembly, payments, sales tax, and individual (Multiple	
Item Type	x	x			x			
Inventory Site	x	x	x	x		x	Drop-Down (Multiple Allowed)	QBES Platinum Only
Account	x	x	x	x	x	x	Drop-Down (Multiple Allowed)	
Rep	x	x		x	x	x	Drop-Down (Multiple Allowed)	
Class	x	x	x	x	x	x	Drop-Down (Multiple Allowed)	
Ship Via (or Via)	x	x		x	x	x	Drop-Down (Multiple Allowed)	
Terms	x	x		x	x	x	Drop-Down (Multiple Allowed)	
Payment Method	x	x	x	x	x	x	Drop-Down (Multiple Allowed)	
Sales Tax Code	x	x	x	x	x	x	Drop-Down (Multiple Allowed)	
Payroll Item	x	x	x	x	x	x	Drop-Down (Multiple Allowed)	Payroll Related
Day		x			x		** See DATE filter	Based on Transaction Date (Accrual) or modified to payment date for Invoices/Bills (cash basis)
Week		x			x		** See DATE filter	"
Two Week		x			x		** See DATE filter	"
Four Week		x			x		** See DATE filter	"
Half Month		x			x		** See DATE filter	"
Month		x			x		** See DATE filter	"
Quarter		x			x		** See DATE filter	"
Year		x			x		** See DATE filter	"
Balance Sheet	x	x			x			
Summary Balance	x	x			x			
Income Statement	x	x			x			
Tax Line	x			x	x			
Aging (Number of Days)			x	x		x	Amount: Any, Equals, More Than, Less Than	Affected by ADVANCED FILTER
Amount (line/transaction)			x	x		x	Amount: Any, Equals, More Than, Less Than. In Between	
Billing Status			x	x		x	Choose: Any, Not Billable, Unbillable, Billed	
Cleared (Clr)			x			x	Choose: Any, Cleared (Reconciled), Not Cleared	
Date			x	x		x	Drop-Down Calendar	
Detail Level			x			x	Choice: All, Summary Only, All except Summary	
Due Date			x	x		x	Drop-Down Calendar	
Entered/Last Modified Date			x	x		x	Drop-Down Calendar	
Estimate Active			x	x		x	Choose: Either, No, Yes	
FOB			x	x		x	Free Text	
Is Adjustment (Adj)			x	x		x	Choose: Either, No, Yes	
Job Status			x			x	Choice: All, None, Pending, Awarded, In Progress, Closed, Not Awarded	
Job Type			x			x	Drop Down	
Memo			x			x	Free Text	
Name Note & Acct. Number			x	x		x	Free Text	
Name Address			x	x		x	Free Text	
Name City			x	x		x	Free Text	
Name E-mail			x	x		x	Free Text	
Name Fax Number			x	x		x	Free Text	
Name Phone Number			x	x		x	Free Text	
Name State			x	x		x	Free Text	
Name Street1			x	x		x	Free Text	
Name Street2			x	x		x	Free Text	
Name Zip			x	x		x	Free Text	
Name Contact				x				
Number			x	x		x	Number or Range	
Online Status			x			x	Choice: All, Online to send, Online Sent, Any Online Not Online	Bank Feeds Direct Connect only
Other 1			x	x		x	Free Text	Estimates, Sales Orders, Invoices, Sales Receipts, and Purchase Orders
Other 2			x	x		x	Free Text	Estimates, Sales Orders, Invoices, Sales Receipts, and Purchase Orders

	Custom Summary Report			Transaction Detail Report			*Questions/Sugestions: HECTOR@GARCIACPA.COM*	
DATA FIELD	Row	Column	Filter	Field	Total by	Filter	**Filter Type & Options**	***Hector's Notes***
P.O. Number			x			x	Free Text	Estimates, Sales Orders, Invoices, and Sales Receipts only
Paid Status			x	x		x	Choice: Either, Closed, Open	Accrual Reports Only
Paid Through			x	x		x	Drop-Down Calendar	Payroll Related
Pay Period Begin Date			x	x		x	Drop-Down Calendar	Payroll Related
Pay Period End Date			x	x		x	Drop-Down Calendar	Payroll Related
Payroll ytd detail	x	x			x			
Posting Status			x			x	Choice: Either Posting, Non-posting	
Preferred Delivery Method			x	x		x	Choice: All, E-mail, None, Mail	
Preferred Vendor			x			x	Drop-Down (Multiple Allowed)	Only for item-based transactions
Printed Status			x	x		x	Choice: Either, Printed, To be Printed	
Received			x			x	Choice: Either, Yes, No	Purchase Orders Only
Serial Number			x	x		x	Choice: Any, No Blanks, Blanks Only, Contains	QBES Platinum Only
Ship Date			x	x		x	Drop-Down Calendar	Sales forms only
Template			x			x	Drop-Down (Multiple Allowed)	
Transaction Type			x	x		x	Drop-Down (Multiple Allowed)	
Voided			x			x	Choice: Either, No, Yes	
Worker's Comp Code			x		x	x	Drop-Down (Multiple Allowed)	Payroll Related
Zero QOH			x			x	Checkmark: Hide zero qty on hand?	
Zero Reorder Qty			x			x	Checkmark: Hide zero reorder qty?	
Downloaded Payments					x			
Trans #				x				
Deliv Date				x				
Billed Date				x				
SSN/Tax ID				x				Vendors
Item Description				x				
Income Subject to Tax				x				Payroll Related
Wage Base				x				Payroll Related
Wage Base (tips)				x				Payroll Related
Split				x				
Open Balance				x				Affected by ADVANCED FILTER
Qty				x				
U/M				x				Unit of Measure
Sales price				x				
Debit				x				
Credit				x				
Balance				x				
Tax Table Version				x				Payroll Related
User Edit?				x				
Calculated Amount				x				Payroll Related
Amount Difference				x				Payroll Related
S.O. #				x				Invoices Only
Account Type				x				
WC Rate				x				Payroll Related
Exp. Mod				x				Payroll Related
WC Code				x				Payroll Related
State				x				?
Action				x				?
Backordered				x				Related to Sales Orders
Avg. Days to Pay				x				Related to Aging
Paid Date				x				?
Ship to City				x				Sales Forms Only
Ship to Address 1				x				Sales Forms Only
Ship to Address 2				x				Sales Forms Only
Ship to State				x				Sales Forms Only
Ship Zip				x				Sales Forms Only
Check #				x				?