Chapter 11

Reports in QuickBooks

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Chapter 11

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:

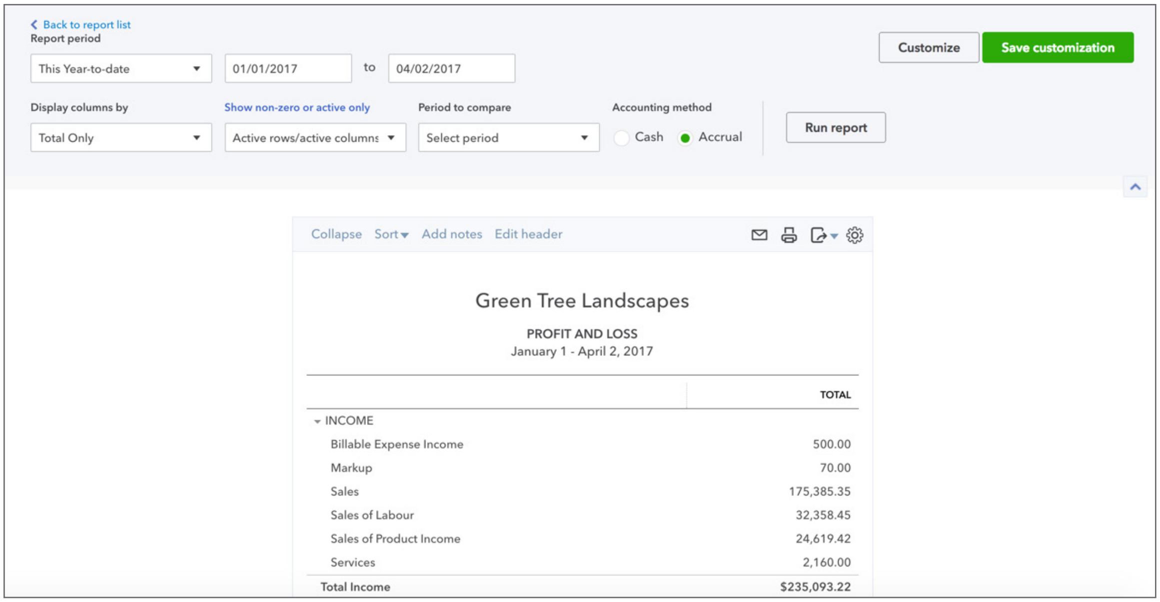
- Transaction reports
- List reports
- Summary reports
- Detail reports

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.



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.

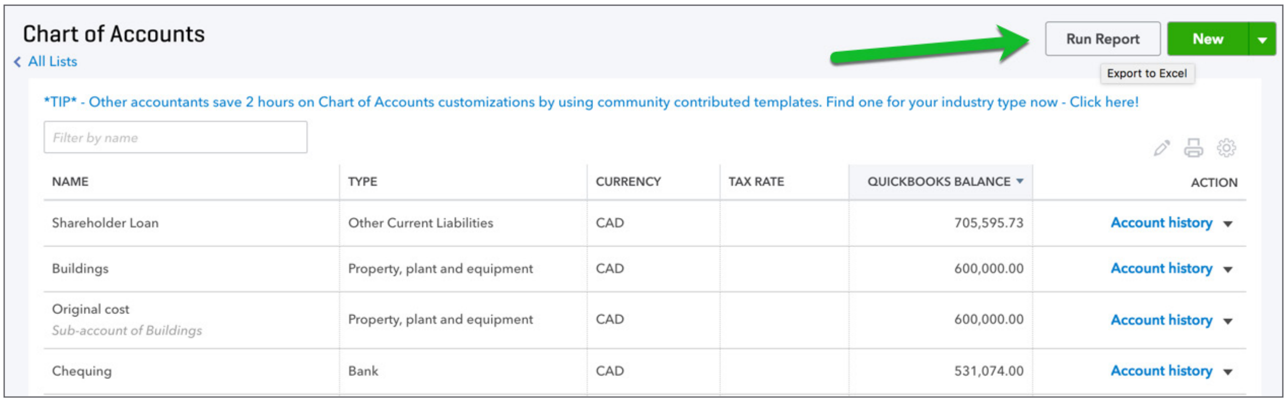
List Reports

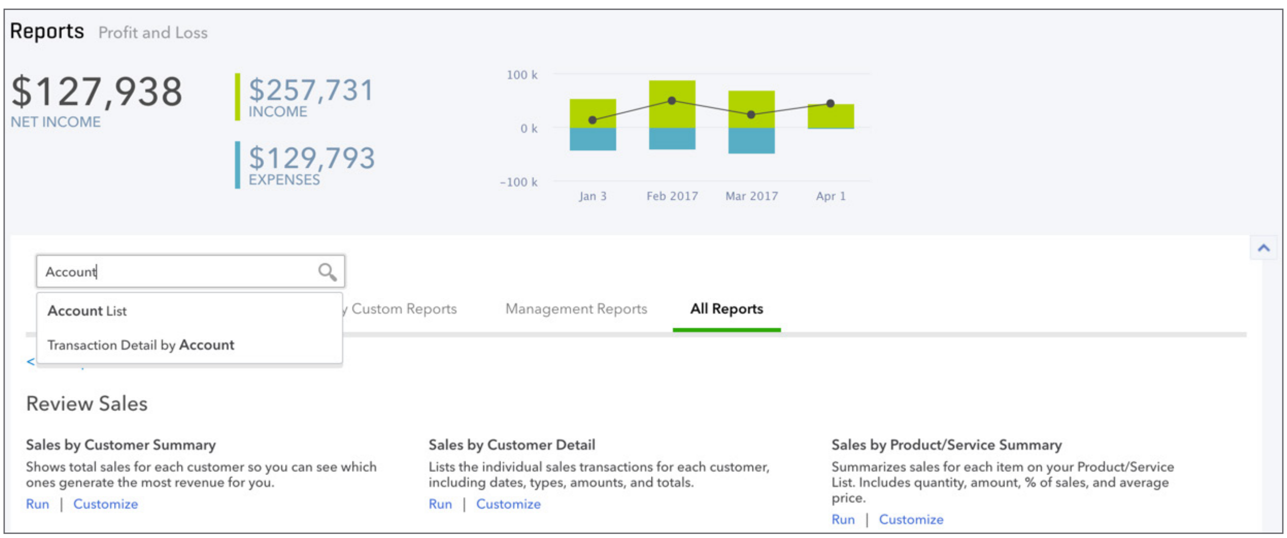
List reports provide you information about the various lists available in QuickBooks. Examples include the Account Listing (Chart of Accounts), Product and Services list, Customer list, and the Supplier List. To create a list report, go to the **Report Centre**.

Chart of Accounts

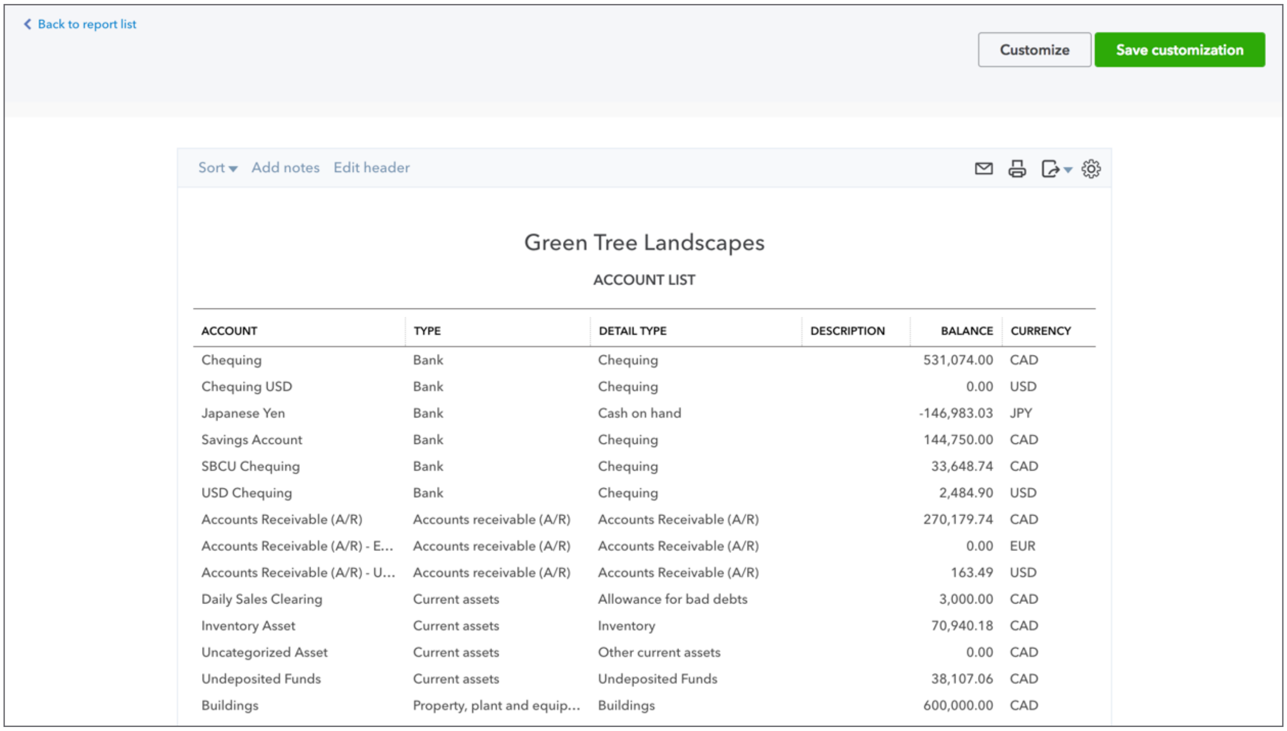
1. In the **Report Centre**, type **Chart of Accounts** in the Search bar.
2. Click the **Run Report** button to create an account listing.

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





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



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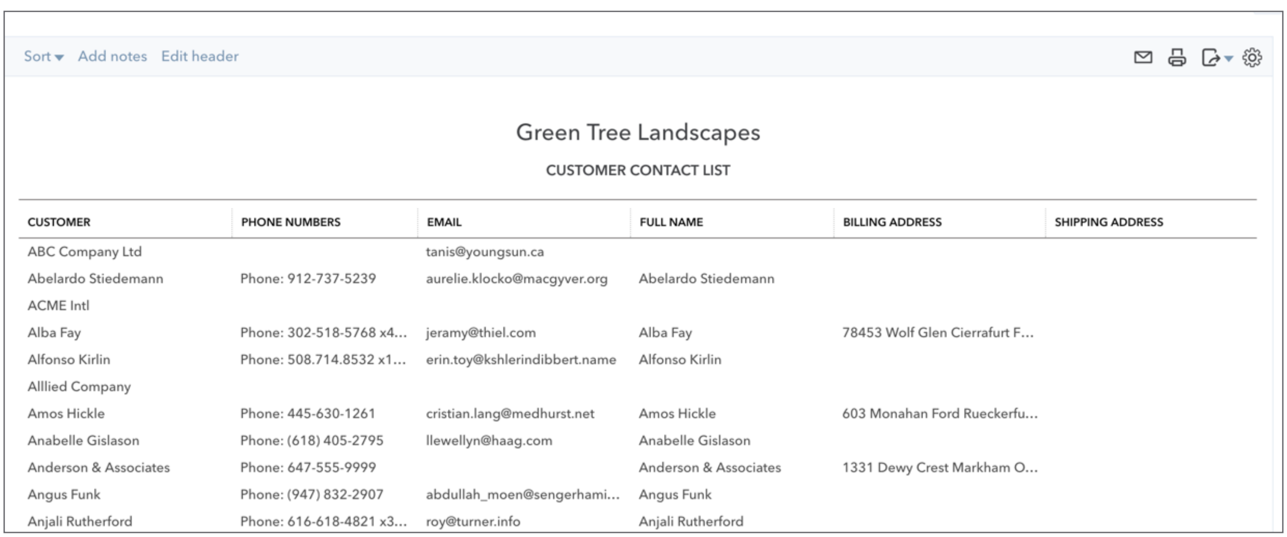
ACCOUNT LIST

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**.



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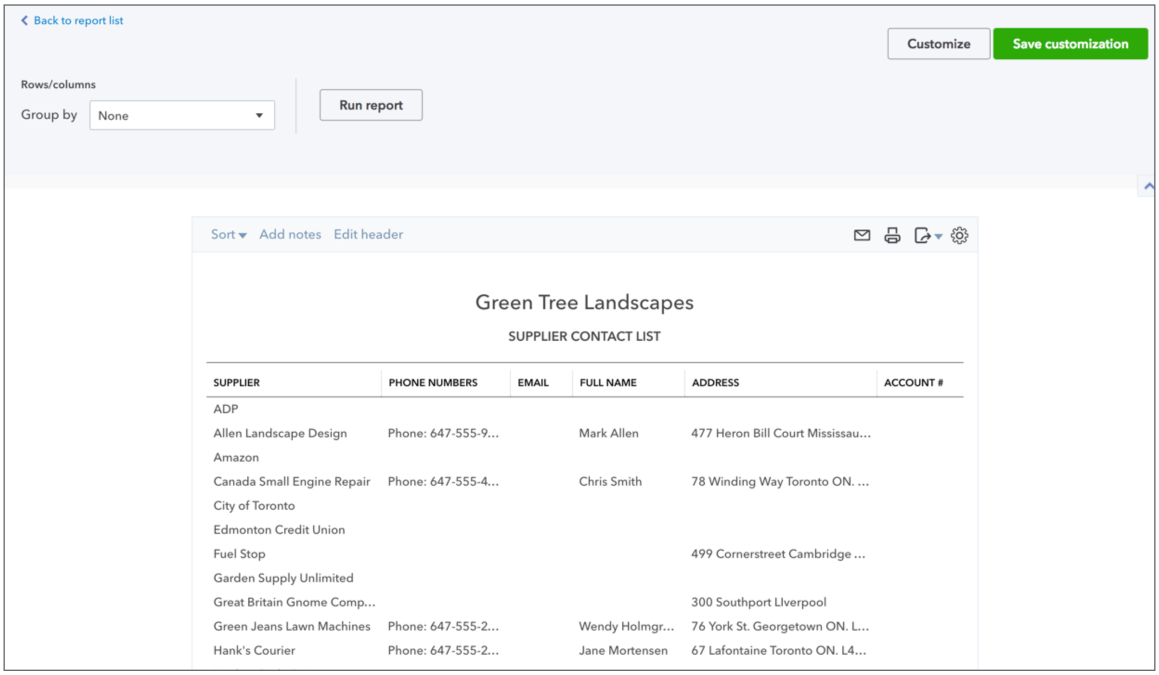
CUSTOMER CONTACT LIST

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		
Alllied 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

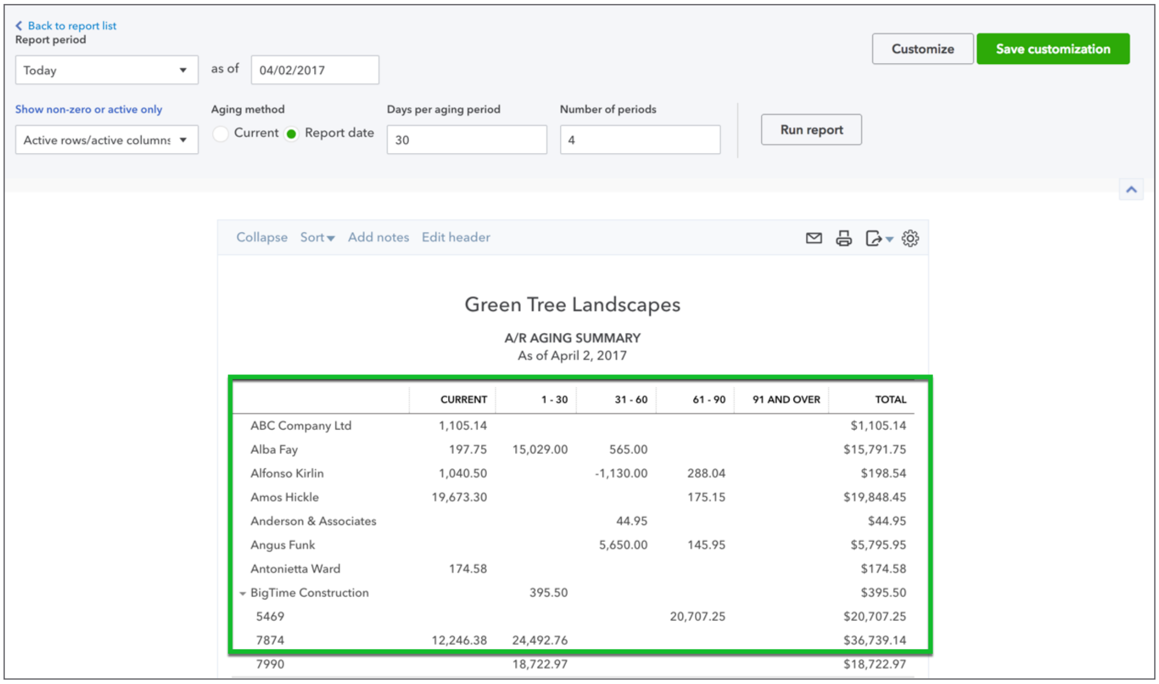
1. In the **Report** centre, click **All Reports**.
2. Click **Review Expenses and Purchases**.
3. Click **Supplier Contact List**.



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

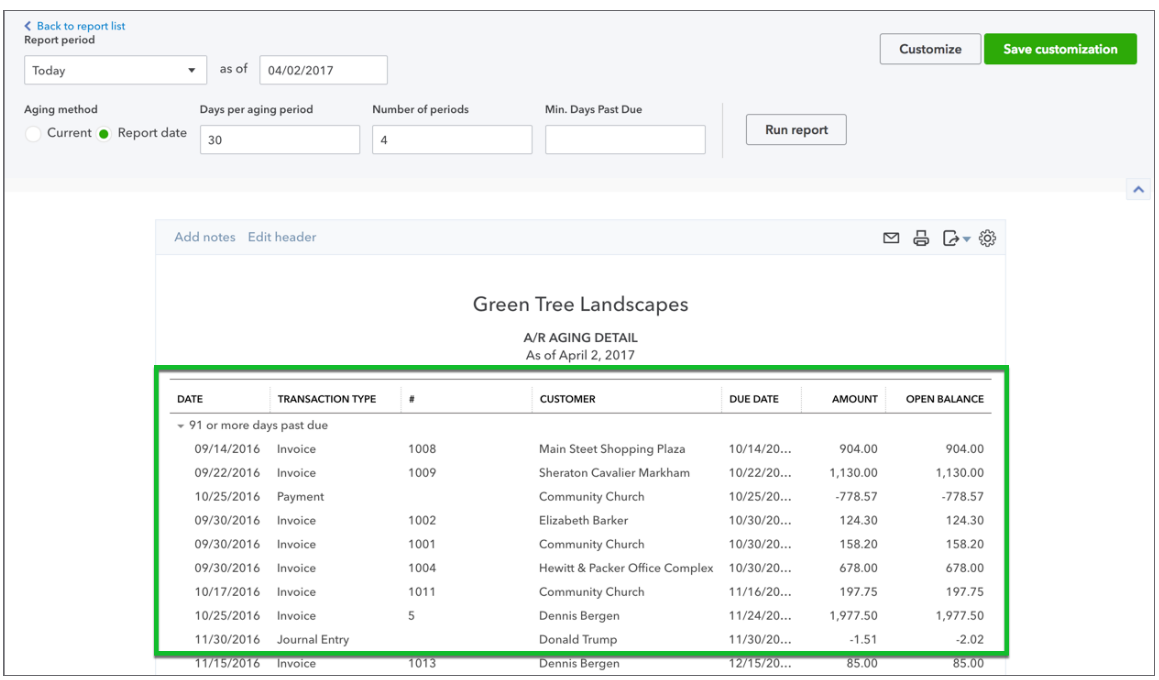
Summary Reports vs. Detail Reports

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.



	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 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
Antonietta 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

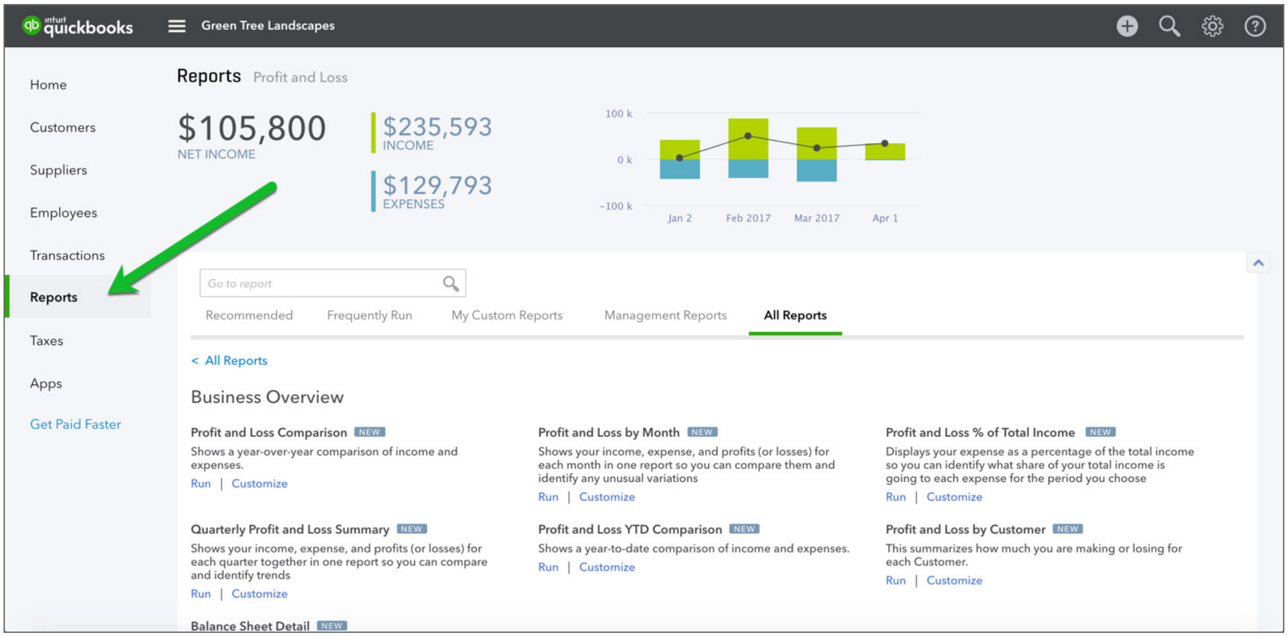
Detail reports are designed to provide you detailed information about customers, suppliers, expenses, and more. The **A/R Aging Detail** report displays detailed information on aging customer accounts. The report displays “detail” information. Instead of balances and summary information, the detail report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



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

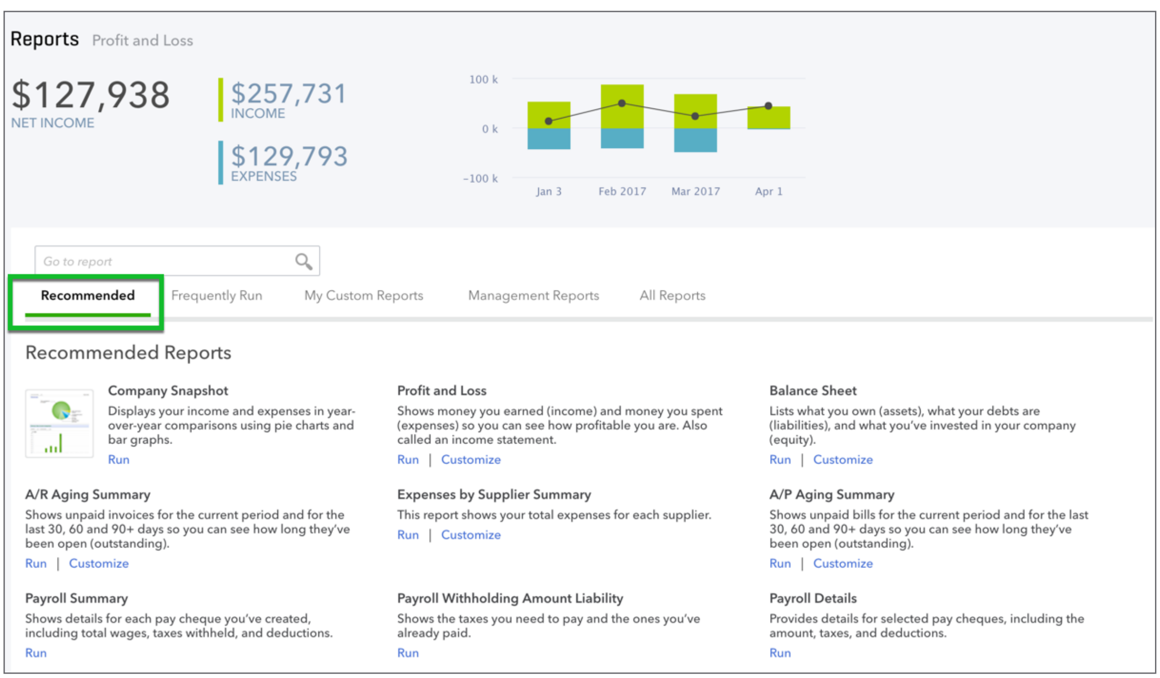
Report Centre

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

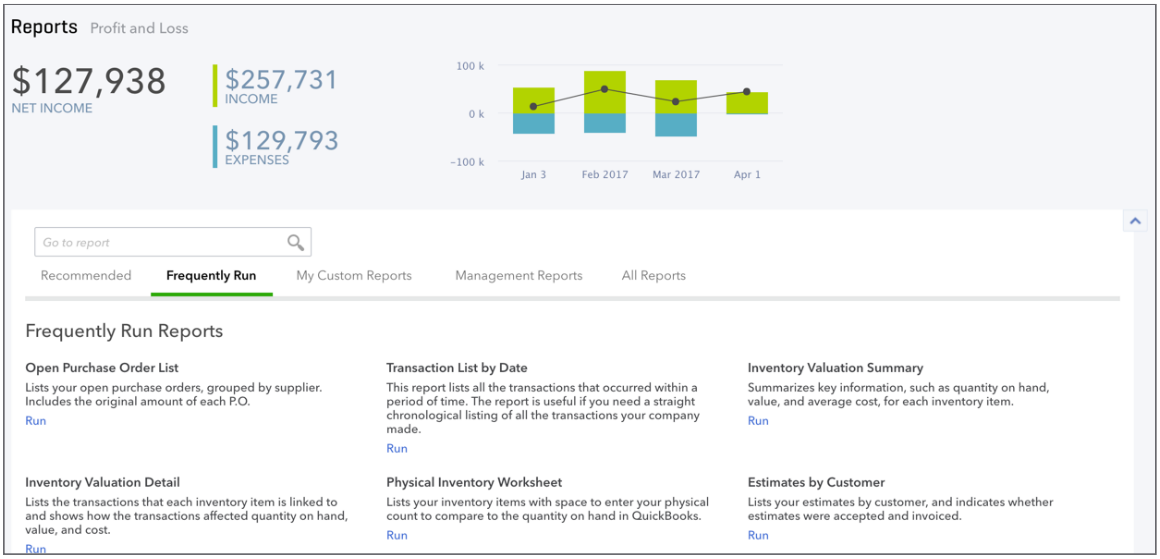


The **Report** centre includes several key categories of reports. The categories of reports include the following:

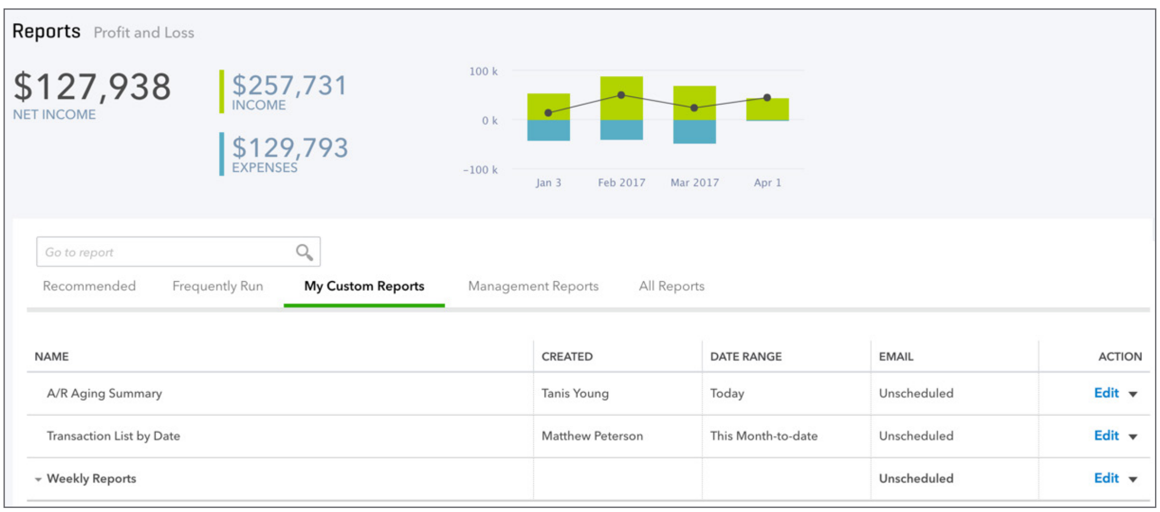
- **Recommended—**QuickBooks recommends several reports that apply to most businesses.



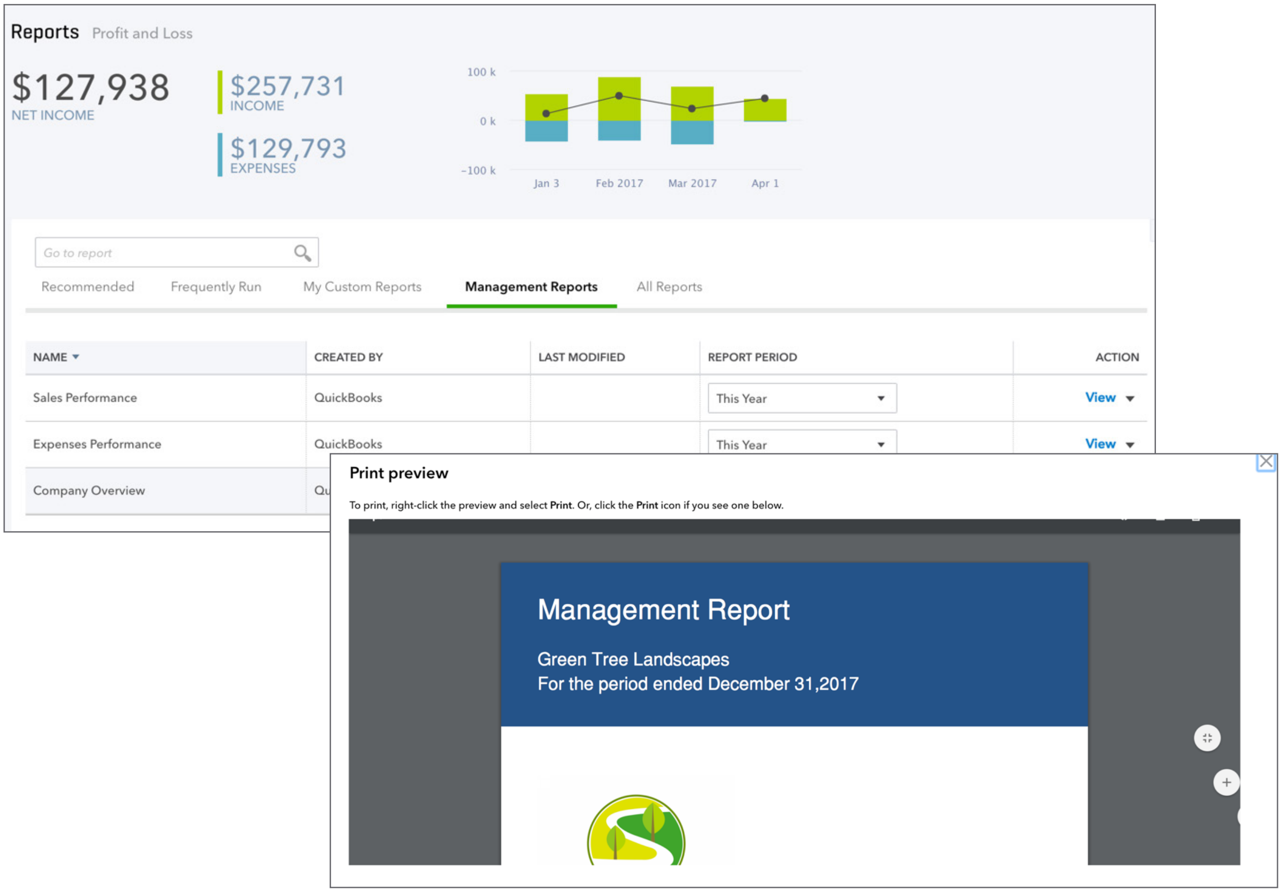
- **Frequently Run—**reports you use most often in QuickBooks



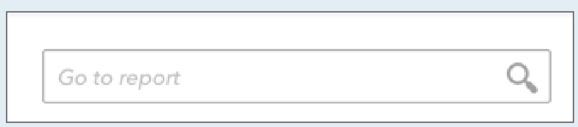
- **My Custom Reports—**reports that you have customized and saved



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



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



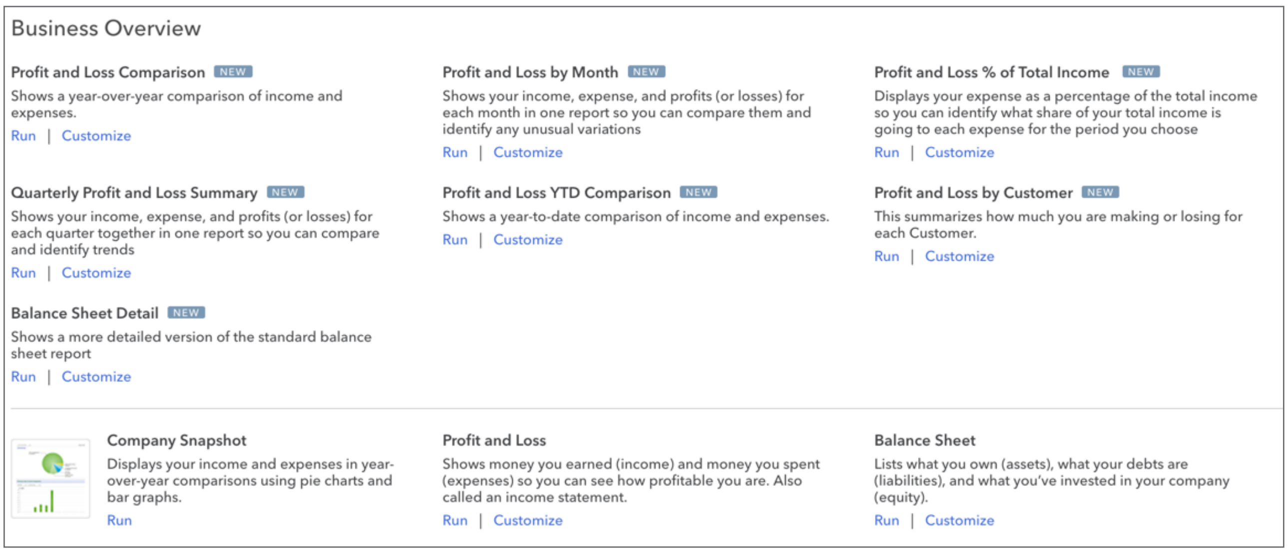
Key Reports for Your Business

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.

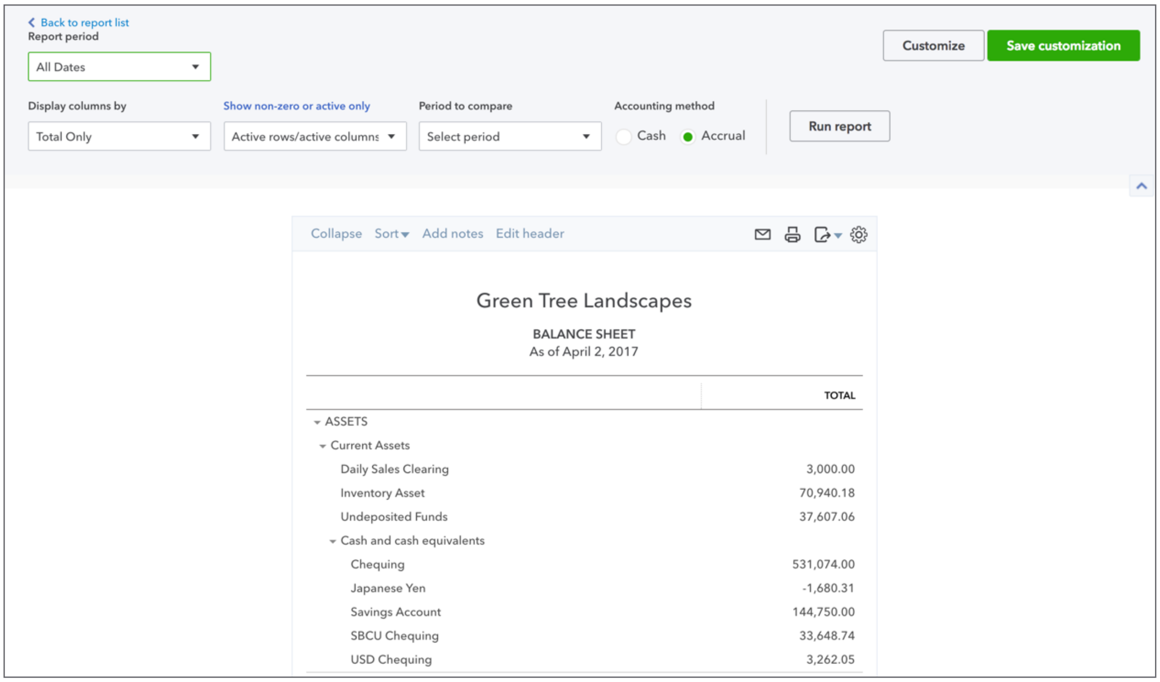
Create the **Profit & Loss** report by clicking on the report name in the Business Overview section.



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.



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.

Collapse Sort Add notes Edit header

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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
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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.

Sort Add notes Edit header

Green Tree Landscapes

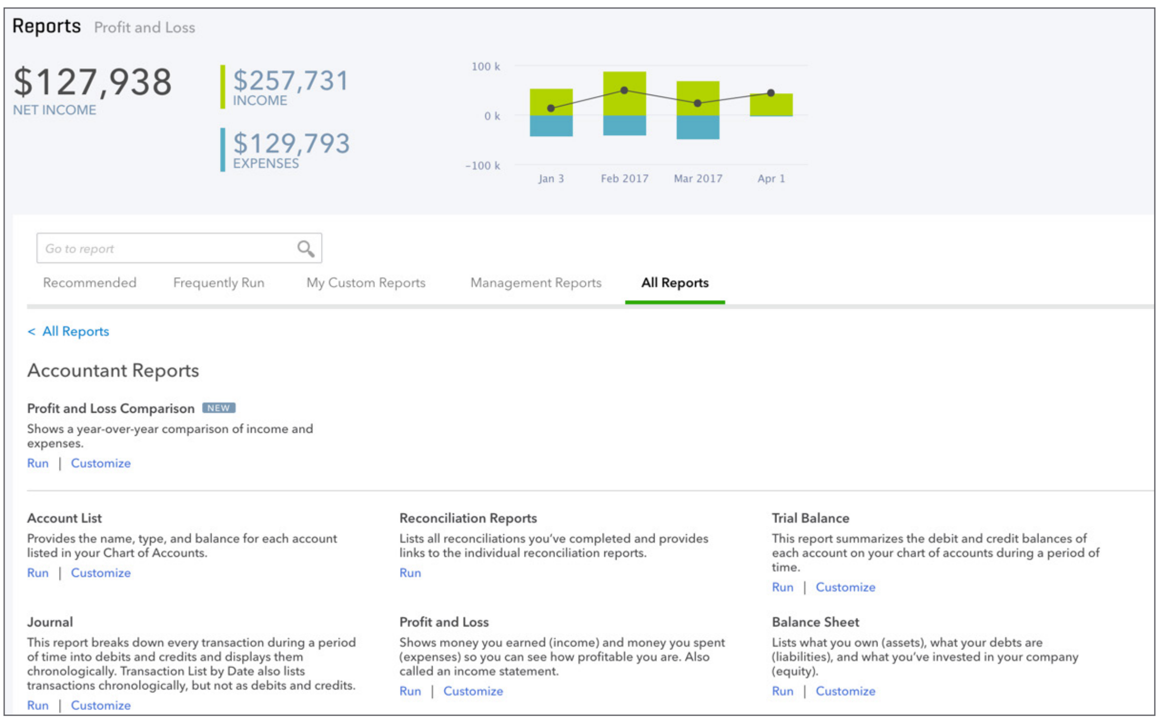
A/P AGING SUMMARY
As of April 3, 2017

	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

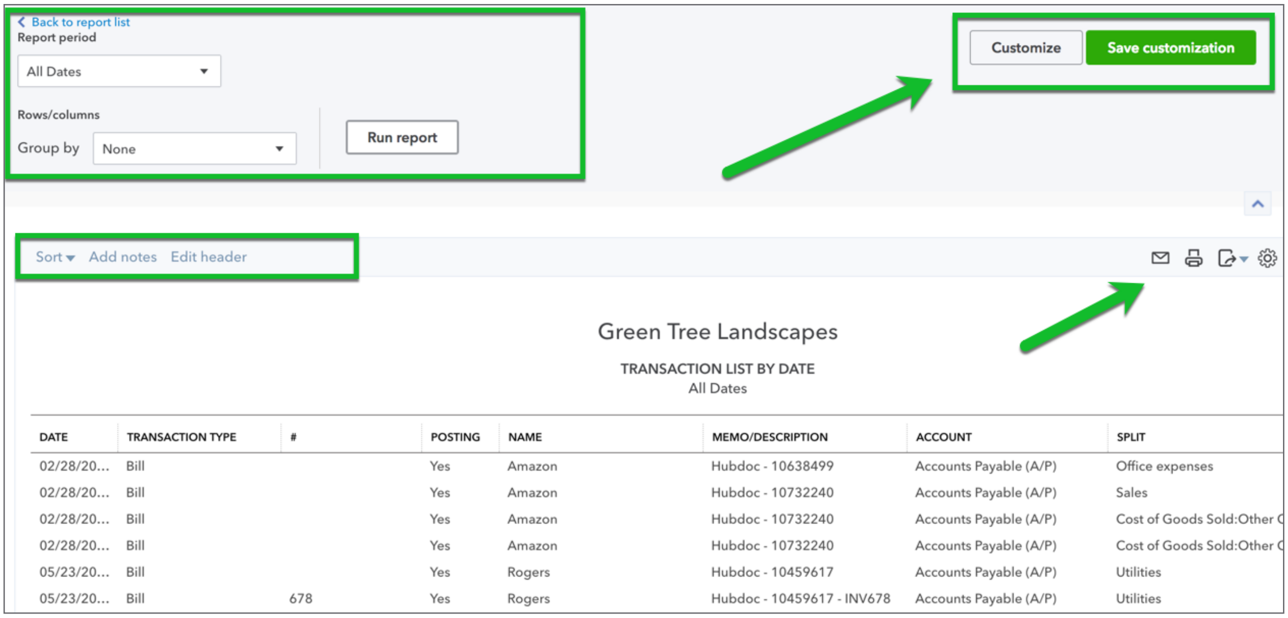
There are several important accounting reports available to you in QuickBooks Online. From the All Reports page, click **Accountant Reports**. Important reports for you and your accountant can be found on this page. Key reports include:

- **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 include 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 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.



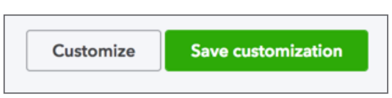
Header Options

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.

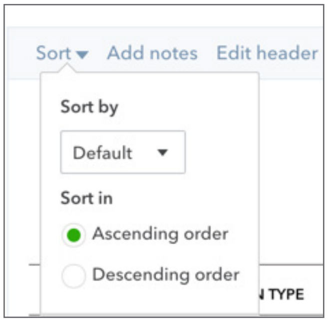
Clicking **Run Report** runs the refreshes the report.

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

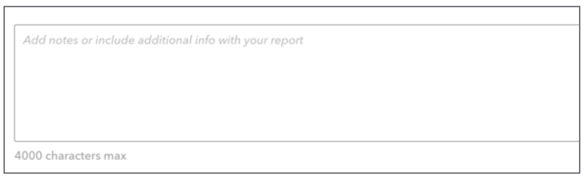
Click **Save Customization** to save the work you've done and save the settings and option for the report.



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

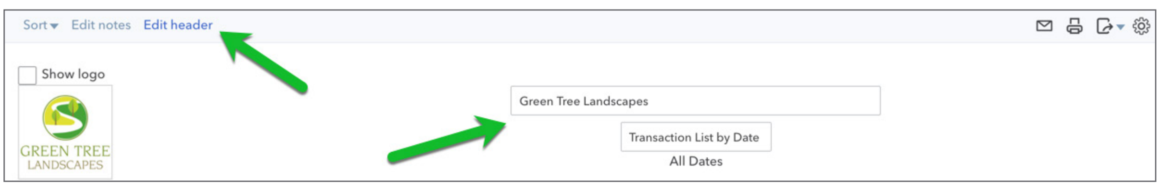


Click **Add notes** to add text notes to the footer section of the report.

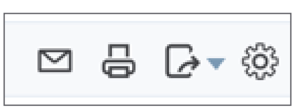


NOTE QuickBooks allows up to 4000 characters in the notes field.

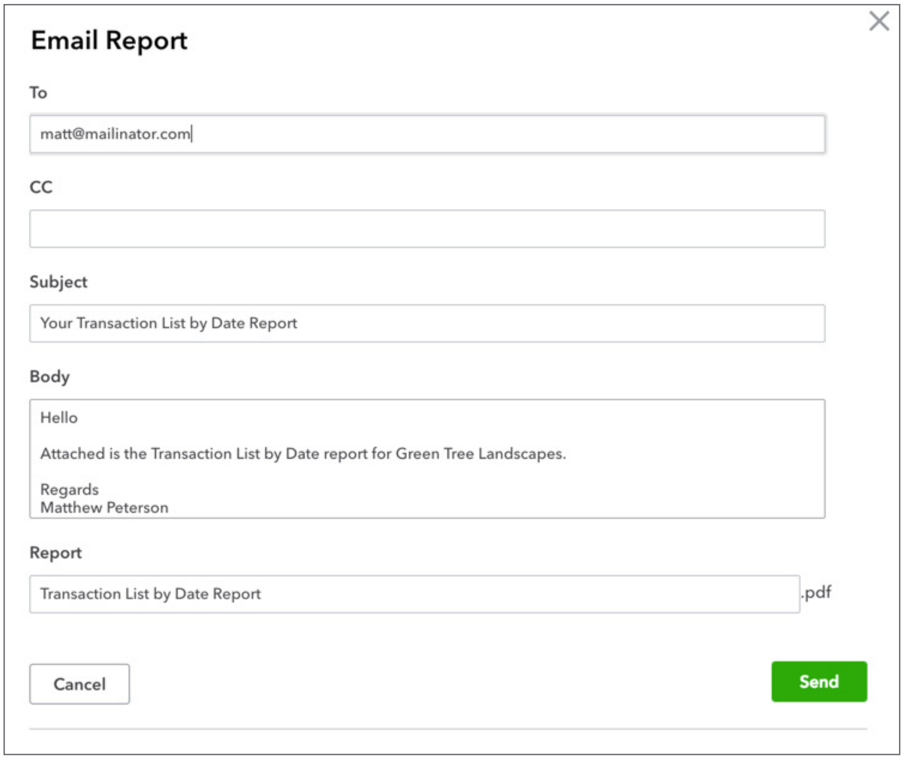
Click **Edit Header** to **Show logo**, edit the report title and edit the company information.



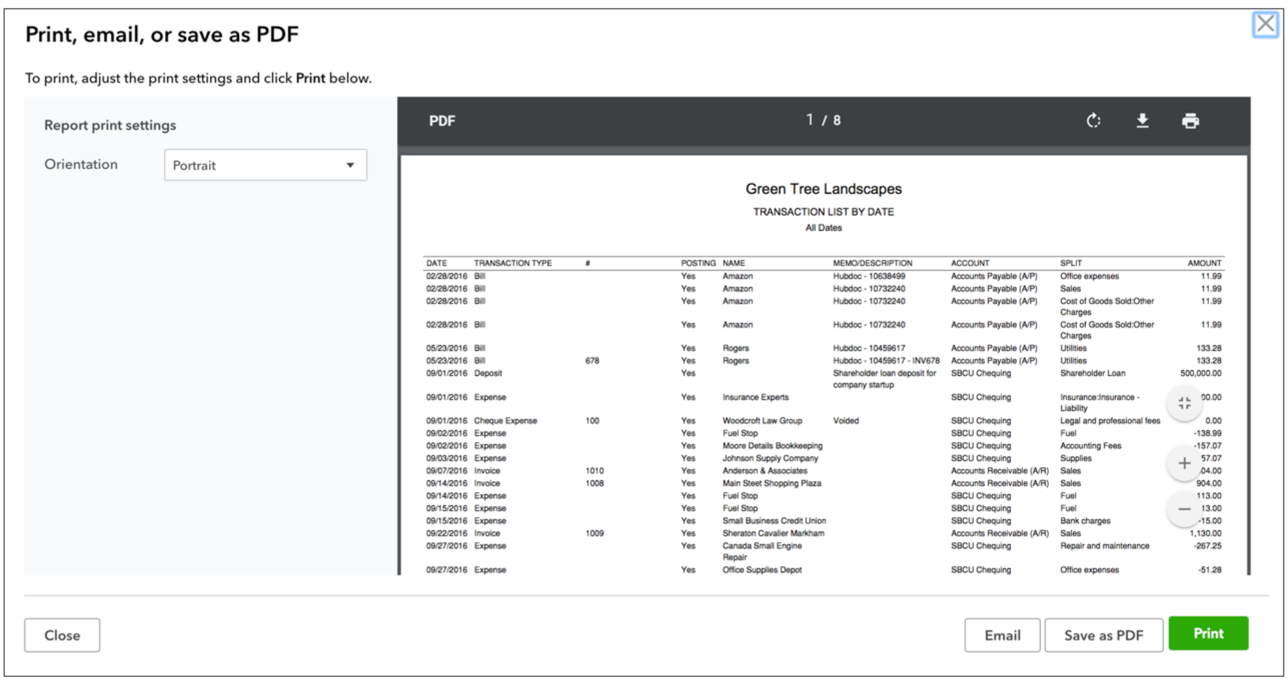
Click the export and save options on the right-side of the header on any report to send the report to another format or to email the report.



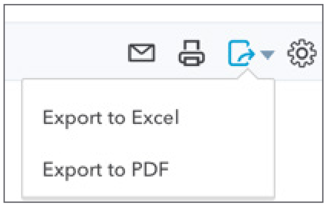
Clicking the envelope icon lets you email the report. QuickBooks previews the report and lets you make any changes to the email. Click **Email** to preview and send the report.



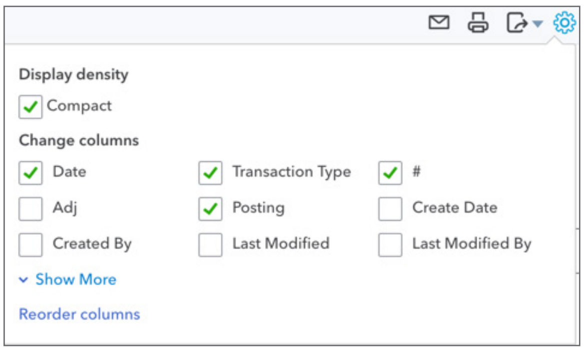
Click the **Print** button to print the report.



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**.

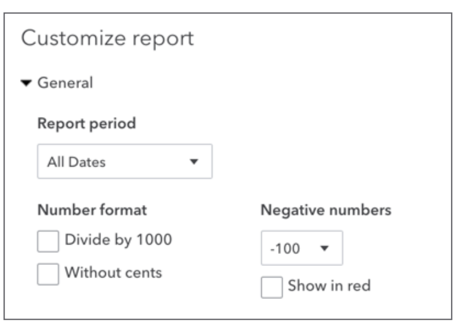


Use the header options on any report to customize the display of your report. To take your customization options further, click the Customize button.

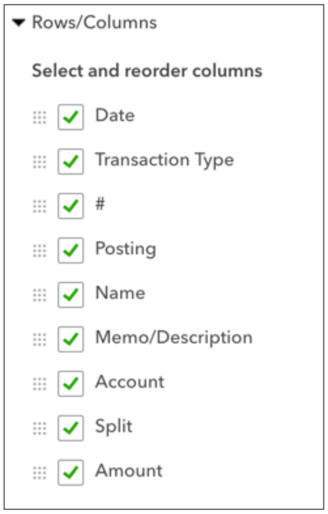
Customize Reports

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.



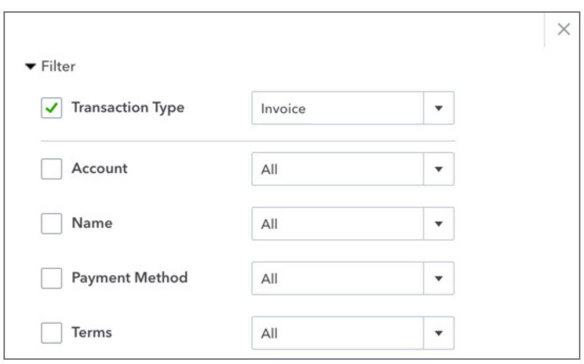
Rows/Columns—Add, remove and reorder columns to display on the report.



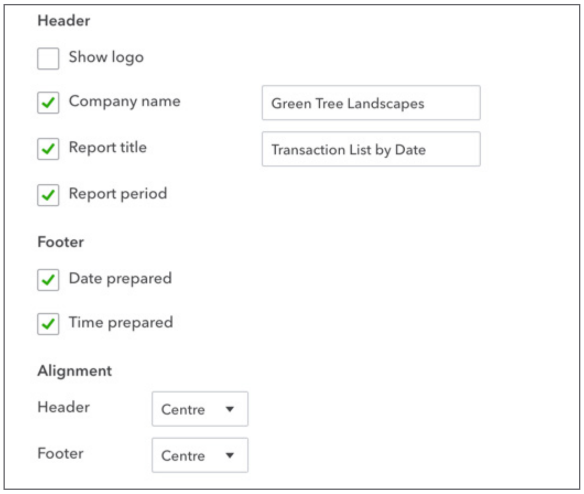
Filters—When you create a report, it may show more information than you need. For example, a **Sales by Customer** report initially shows your sales to all customers for the current month. This would be too much information if all you wanted was to see this month's sales to one of your customers.

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.



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

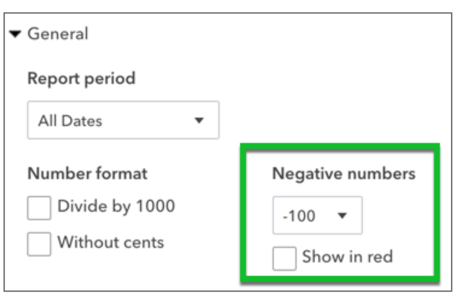


NOTE If you'd like to customize a report with a lot of detail, it is recommended to start with a detail report. Detail reports can be customized to a more granular level of detail than summary reports.

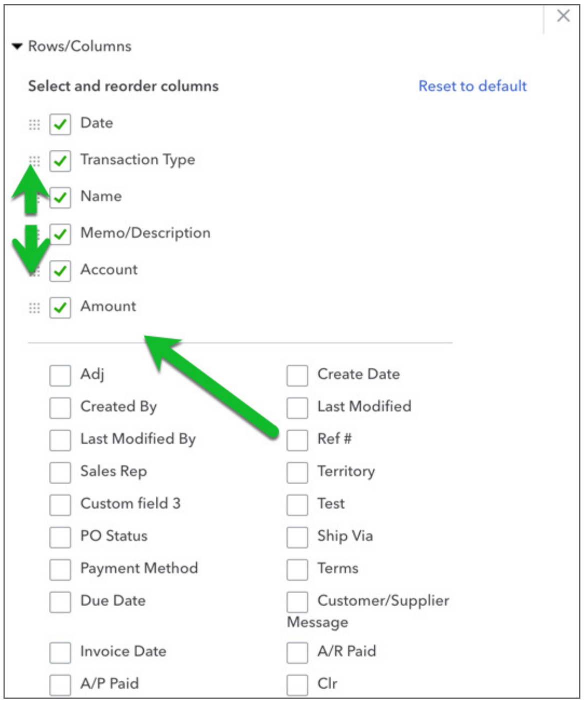
Customize Report Details

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**.

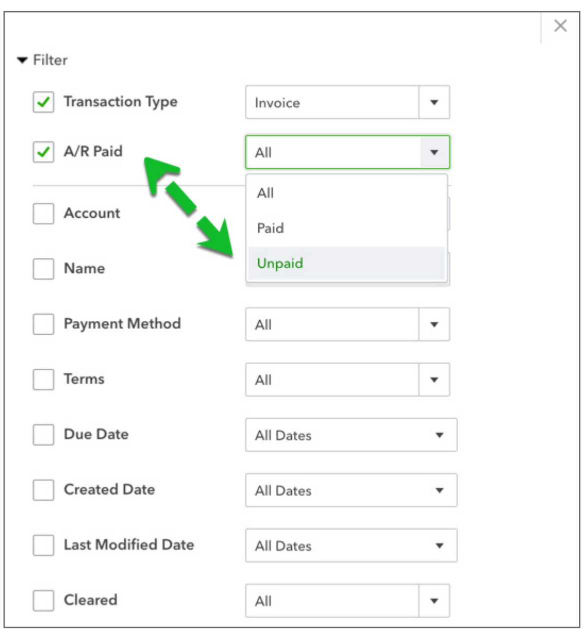


3. Click **Rows/Columns** to expand the options for the report display. Select the columns you want to display on the report. Selecting a column checkbox moves the selection above the line separating the columns to display and the unselected columns. Reorder the columns by dragging and dropping the icon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



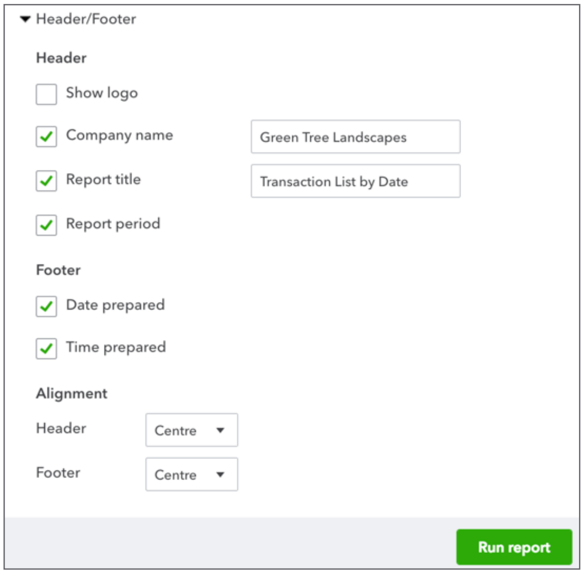
NOTE Click **Reset** to default to display the original column selections on the report.

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.

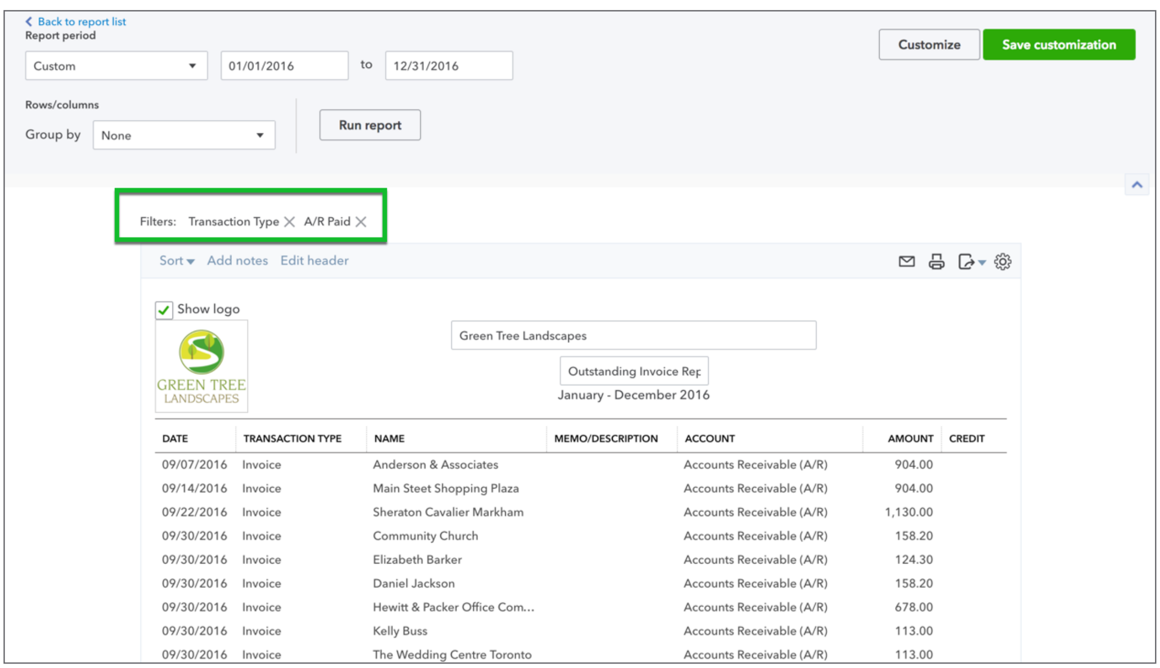


Repeat the process for each filter you want to apply to the report.

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



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.

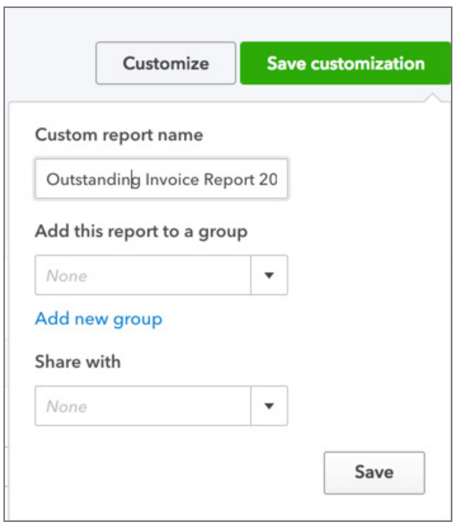


Save Custom Reports

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.

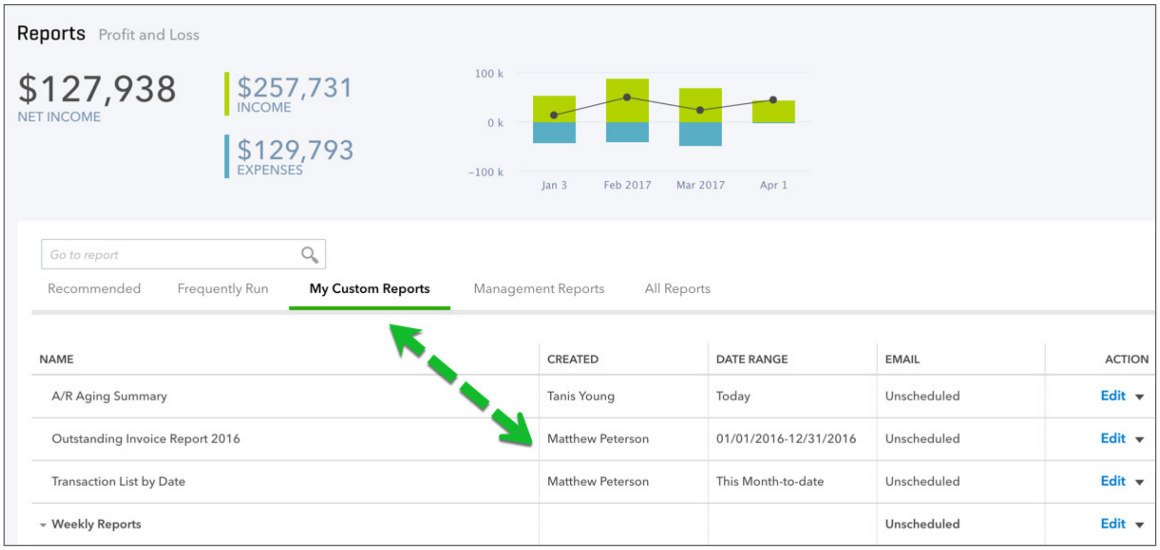
To save a customized report:

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



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.

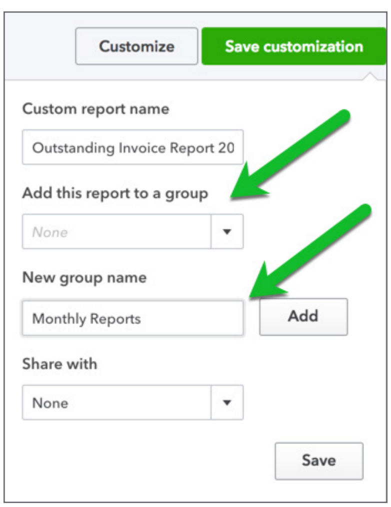


Report Groups

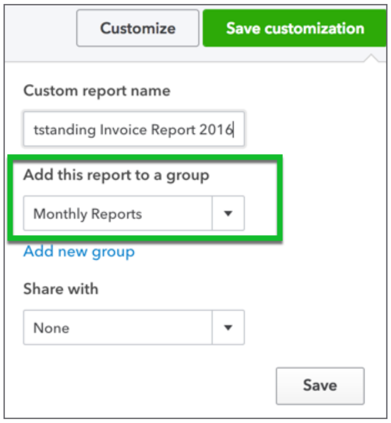
You can customize the My Custom Reports List by creating your own groupings, adding new reports, and moving reports around to suit your business needs. For example, if you have a regular set of reports that you run every month, you might group them under the heading “Monthly Reports.” Each month, you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



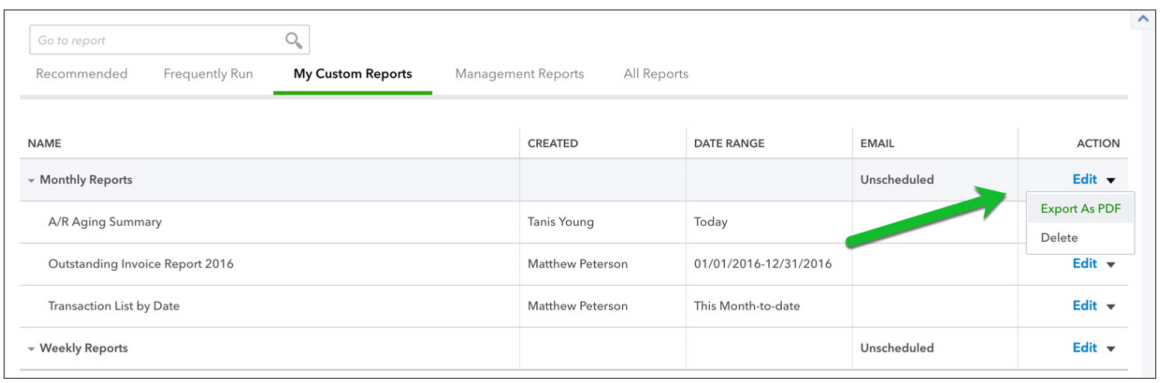
5. QuickBooks adds the new Group and enters it in the **Add this report to a group field**.



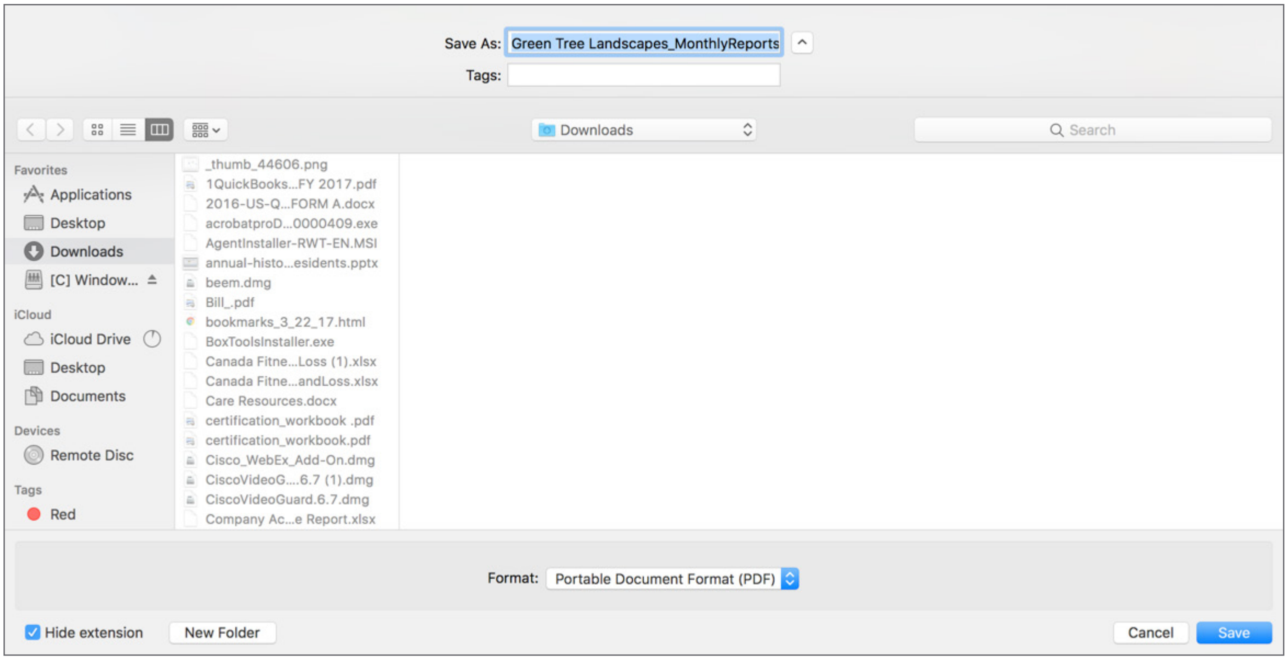
Exporting Groups of Reports

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

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



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



Email Reports Groups

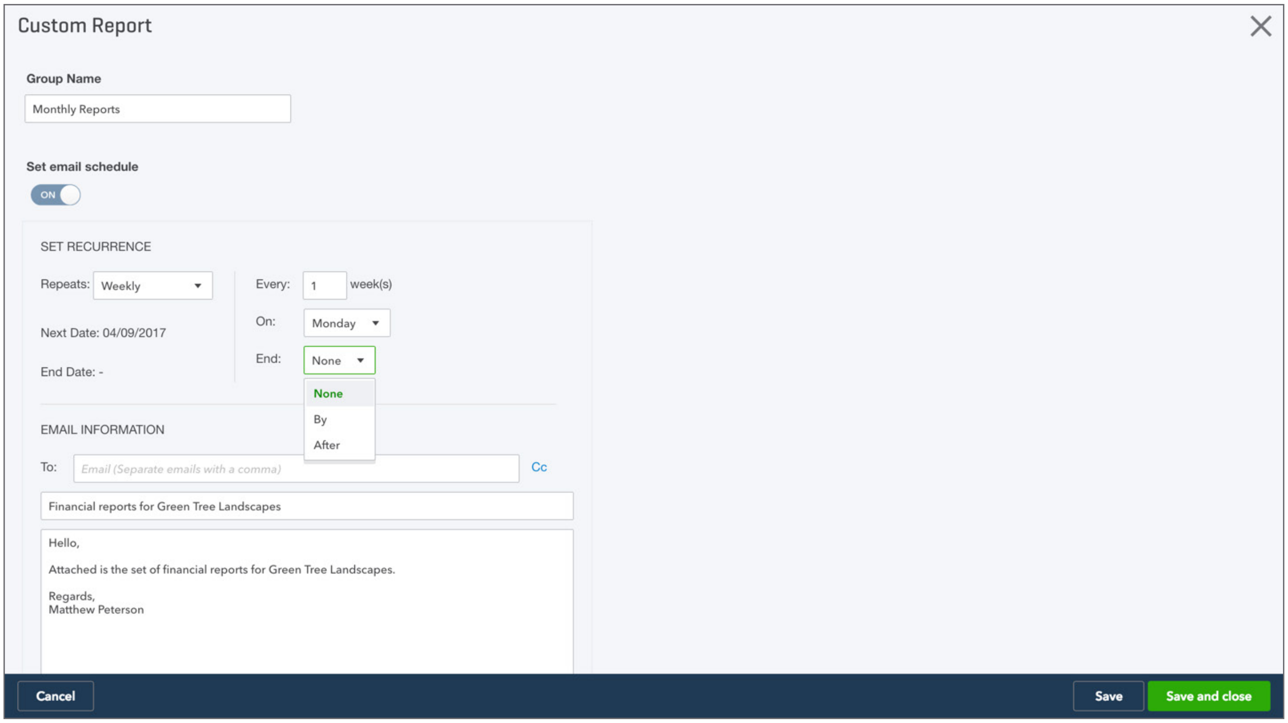
You can set up QuickBooks on a schedule to automatically email groups of reports.

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

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.



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.

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.