



Add
Insight

QUICKBOOKS ONLINE CLIENT TRAINING

Course 4: Reporting

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About the Author



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President, EFK CompuBooks Inc.

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.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing in Finance from York University's Schulich School of Business.

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Training at a Glance

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

Topic	Content
1. The Benefits of Reporting	<ul style="list-style-type: none"> ● Why Use Reports?
2. Reporting Capabilities	<ul style="list-style-type: none"> ● Compare versions of QuickBooks Online ● Common report settings ● Browser settings (in Chrome)
3. 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 inside 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**.

As soon as you log in, go to the **Gear** icon > **QuickBooks Labs** > **Redesigned Reports** and make certain Redesigned Reports is turned **OFF**.

This test drive is designed for you to explore and try out new things without worrying that 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 please remember to allow sufficient time to complete each task.

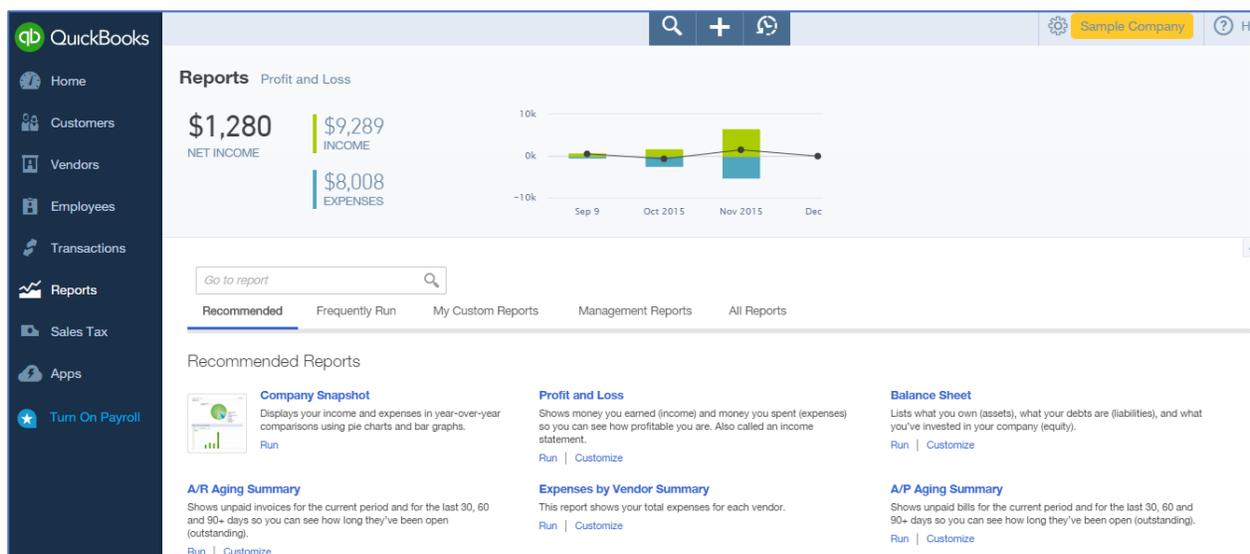
Topic 1: The Benefits of Reporting

INTRODUCTION TO REPORTING

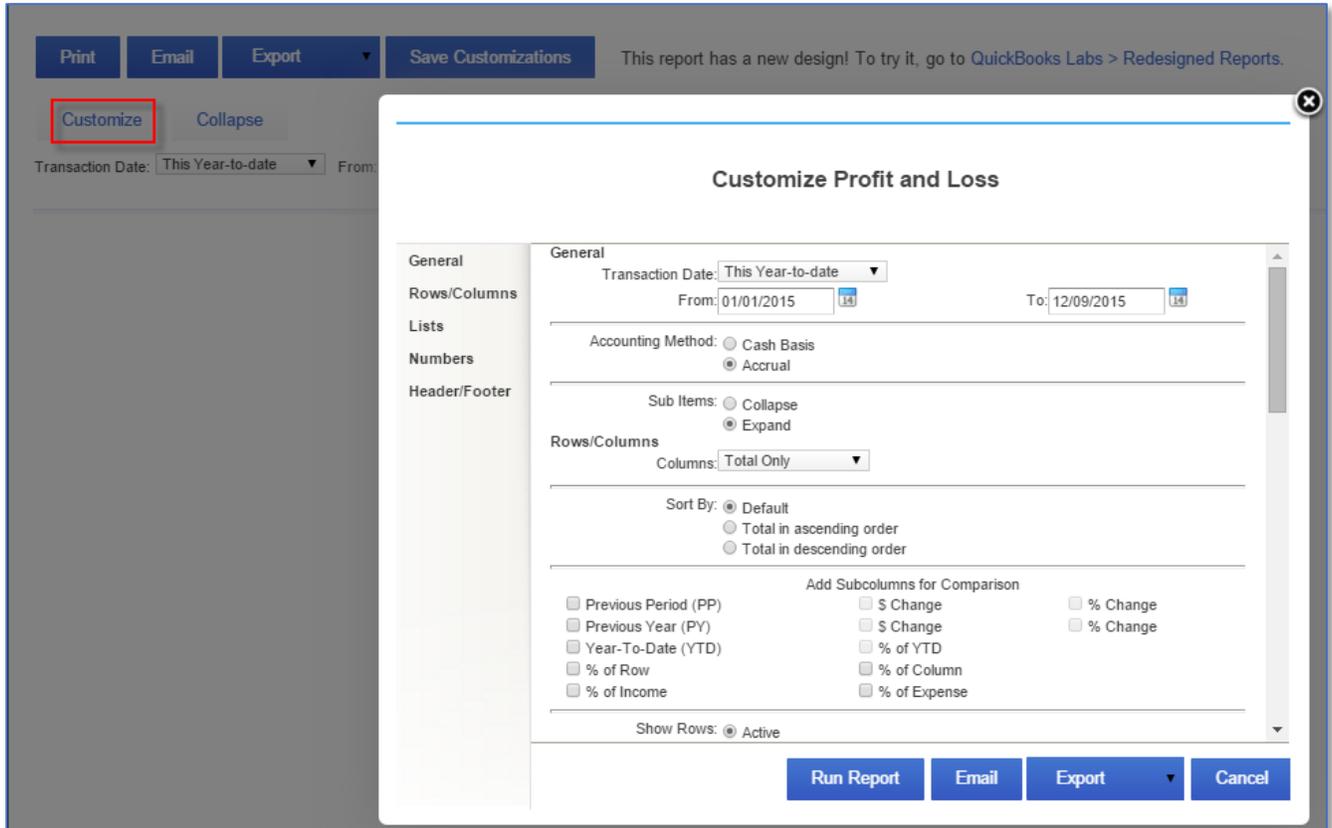
Reports are critical for feedback and specialized business activities. Their objective is to provide information about the financial position, and the performance and changes in the financial position of a company. Reports should be understandable, relevant, reliable and comparable. They show assets, 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 its 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.



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 that you can run that same customized report any time you wish without reconfiguring it. First, we choose a base report that is most like the report we 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, ultimately, to the transaction level. Hover your mouse over a figure next to an account on the Profit & Loss report, and it turns into a hyperlink upon which you can click. This opens a Transaction Report listing all the transactions that add up to that figure.

Print | Email | Export | Save Customizations | This report has a new design! To try it, go to [QuickBooks Labs > Redesigned Reports](#).

Customize | Collapse

Transaction Date: This Year-to-date | From: 01/01/2015 | To: 12/09/2015 | Run Report

Craig's Design and Landscaping Services

PROFIT AND LOSS

January 1 - December 9, 2015

		TOTAL
Income		
Design income	2,250.00	
Discounts given	-89.10	
Landscaping Services	1,477.50	
Job Materials		

Print | Email | Export | Save Customizations | This report has a new design! To try it, go to [QuickBooks Labs > Redesigned Reports](#).

Customize

Transaction Date: Custom | From: 01/01/2015 | To: 12/09/2015 | Run Report

[< Back to Summary Report](#)

Craig's Design and Landscaping Services

TRANSACTION REPORT

January 1 - December 9, 2015

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Design income								
10/19/2015	Sales Receipt	1008	Kate Whelan	Custom Design	Design income	Checking	225.00	225.00
10/19/2015	Invoice	1007	John Melton	Custom Design	Design income	Accounts Receivable (A/R)	750.00	975.00
11/08/2015	Sales Receipt	1003	Dylan Solfrank	Custom Design	Design income	Checking	337.50	1,312.50
11/11/2015	Invoice	1015	Paulsen Medical Supplies	Custom Design	Design income	Accounts Receivable (A/R)	300.00	1,612.50
11/11/2015	Invoice	1010	Weiskopf Consulting	Custom Design	Design income	Accounts Receivable (A/R)	375.00	1,987.50
11/12/2015	Invoice	1033	Geeta Kalapatapu	Custom Design	Design income	Accounts Receivable (A/R)	262.50	2,250.00
Total for Design income							\$2,250.00	
TOTAL							\$2,250.00	

(In fact, you can click on Back to Summary Report in the Transaction Report to return to the earlier report, being a Profit and Loss for a particular period.)

You can display the original transactions and analyze the numbers behind the numbers. Once in a detail report such as the Transaction Report above, simply hover over the transaction that you would like to open. When the transaction turns blue like a hyperlink, click the transaction.

[Print](#)
[Email](#)
[Export](#)
[Save Customizations](#)

This report has a new design! To try it, go to [QuickBooks Labs > Redesigned Reports](#).

[Customize](#)

Transaction Date: Custom From: 01/01/2015 To: 12/09/2015 [Run Report](#)

[< Back to Summary Report](#) Accrual Basis

Craig's Design and Landscaping Services

TRANSACTION REPORT

January 1 - December 9, 2015

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Design income								
10/19/2015	Sales Receipt	1008	Kate Whelan	Custom Design	Design income	Checking	225.00	225.00
10/19/2015	Invoice	1007	John Mellon	Custom Design	Design income	Accounts Receivable (A/R)	758.00	975.00
11/08/2015	Sales Receipt	1003	Dylan Sollfrank	Custom Design	Design income	Checking	337.50	1,312.50
11/11/2015	Invoice	1015	Paulsen Medical Supplies	Custom Design	Design income	Accounts Receivable (A/R)	300.00	1,612.50
11/11/2015	Invoice	1010	Weiskopf Consulting	Custom Design	Design income	Accounts Receivable (A/R)	375.00	1,987.50
11/12/2015	Invoice	1033	Geeta Kalapatapu	Custom Design	Design income	Accounts Receivable (A/R)	262.50	2,250.00
Total for Design income							\$2,250.00	
TOTAL							\$2,250.00	

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

Sales Receipt #1008
?
✕

AMOUNT
\$225.00

Send later

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

Taxable subtotal

Select a sales tax rate

Discount percent

Total

Amount received

Balance due

\$225.00

\$0.00

\$225.00

\$225.00

\$0.00

Message displayed on sales receipt

Thank you for your business and have a great day!

Memo

Attachments Maximum size: 25MB

Cancel
Print or Preview
Make recurring
Customize
More
Save
Save and send

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 that are available:

- A/R Aging
- Account Listing
- Balance Sheet
- Check Detail
- Collections Report
- Customer Balance Summary
- Memorized Reports
- Taxable Sales
- Transaction List by Date
- Profit & 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 (in addition to what Simple Start allows) 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 & 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 therefore offers 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 & Loss by Class
- Profit & 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 & 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 so that you make quick product selections and offer all of 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 general report settings include but are not limited to the following:

- **Accounting Method** - Cash or Accrual: found here under General settings
- **Rows / Columns** - These settings can hide or add columns by clicking the **Change Columns** button, if it is visible, depending on the report that is 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 time frame such as by month or year.)
- **Lists** - These options are more complex; we will look at those more in the next topic
- **Numbers** - These settings offer options for displaying negative numbers, large numbers, or can exclude zero balances
- **Header / Footer** text and alignment

Customize Profit and Loss

General

Transaction Date: This Year-to-date

From: 01/01/2015 To: 12/09/2015

Accounting Method: Cash Basis Accrual

Sub Items: Collapse Expand

Rows/Columns

Columns: Total Only

Sort By: Default Total in ascending order Total in descending order

Add Subcolumns for Comparison

Previous Period (PP) \$ Change % Change

Previous Year (PY) \$ Change % Change

Year-To-Date (YTD) % of YTD

% of Row % of Column

% of Income % of Expense

Show Rows: Active

Run Report Email Export Cancel

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 that you can see the actual history and performance of the company in the applicable periods. Also look at your Profit & 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 already 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, Custom. This can help fit a report onto one page that is close to fitting, but just needs some smaller margins
- **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)
- **Background colors and images** - The QuickBooks Online color scheme can print on reports; uncheck this box and print the basic lines only of the background

PRINTING 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 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, we must have 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 that they were paid, 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 that 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 dive into the reports in QuickBooks Online. First, we will introduce the Report Center, then discuss the Report Groupings, and then we'll dive into each group to get to know the some of the reports themselves. The Report Center, or Report Dashboard, is the place where we can find our report categories. Inside each of the categories, we have report groupings to give us reports by topic at the click of a mouse.

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

The screenshot displays the QuickBooks Online Reports dashboard for a Profit and Loss report. The top section shows a summary of Net Income at \$14,510 and Expenses at \$0. A line chart shows the income trend from Sep 9 to Dec 1, 2015. Below the summary is a search bar and navigation tabs for Recommended, Frequently Run, My Custom Reports, Management Reports, and All Reports. The Recommended Reports section lists several reports with brief descriptions and 'Run' or 'Customize' buttons.

Report Name	Description	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
Budget vs. Actuals	Compares your budgeted income and expenses to the actual amounts so you can tell whether you're over- or under budget.	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

THE REPORT DASHBOARD

The Report Dashboard first shows a graphical summary of the Profit & Loss, comprised of Income and Expenses. You have an accessible box that allows you 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 & 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 that you run the most often. It will allow you to access regular reports quickly and will change over time depending on what you have frequently run in the recent past.
- **My Custom Reports** - This is the list of reports in which you have specifically asked QuickBooks to Save Customizations. You can run the reports, distribute them, or edit their settings here 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: Company Overview, Sales Performance, and Expenses Performance.
- **All Reports** - This is the place where you can access every preset report inside of QuickBooks. 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 be exploring ways to customize reports to give us 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, Profit & Loss, and Statement of Cash Flows with supporting reports Balance Sheet Summary and Profit & Loss Detail. Also in this group is your Company Snapshot and Scorecard, which provide graphical representations of your performance inside your company and comparison with the industry. (If multicurrency has been turned on, you will also see Realized Exchange Gains & Losses as well as 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. What are they? 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 last night's baseball game from the morning paper, you can learn to read basic financial reports.

Remember Cuba Gooding Junior's immortal 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 & 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 is the cover of a book. 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 that a company owns that have value. This typically means they can either 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 nevertheless exist and have value, such as trademarks and patents. And cash itself is an asset. So are investments a company makes.
- ◆ **Liabilities** are amounts of money that a company owes to others. This can include all kinds of obligations, like money borrowed from a bank to launch a new product, rent 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**.
2. Notice the list of assets and below them, the list of liabilities.
3. Click **Customize** → **Add Subcolumns for Comparison** → **Previous Period (PP)**.
4. **Run Report**.

Profit & Loss

“How much money did I make and spend?”

A Profit & Loss report is also called an income statement. It tells 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 a loss. The important thing to remember about an income statement is that it represents a period of time. This contrasts with the balance sheet, which represents a single moment in time.

To understand how Profit & 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 often called the “the bottom line.”

Imagine a new business owner who has designed a new product. He needs to set a few milestones over the next while 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 that he can receive income, right? That is the first section of the Profit & 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 & 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 (earn enough income) 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 1 or 1,000 products are considered overhead. This could be Professional fees, Payroll, Office Rent, Bank Service Charges, and many more. Net Operating Income shows whether or not this has been accomplished.
- **Goal #4: Earn a profit so you can take some money home** - Other things 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 after everything. Then the owner decides whether to take some home or reinvest it in the company's future.



Step by Step: Profit & Loss

1. Reports → All Reports → Business Overview → Profit & Loss.
2. Notice the list income and below, the list of expenses.
3. Click Customize → Change the Transaction Date to be Last Quarter.
4. Change the Accounting Method to Cash Basis.
5. Run Report.

Company Snapshot

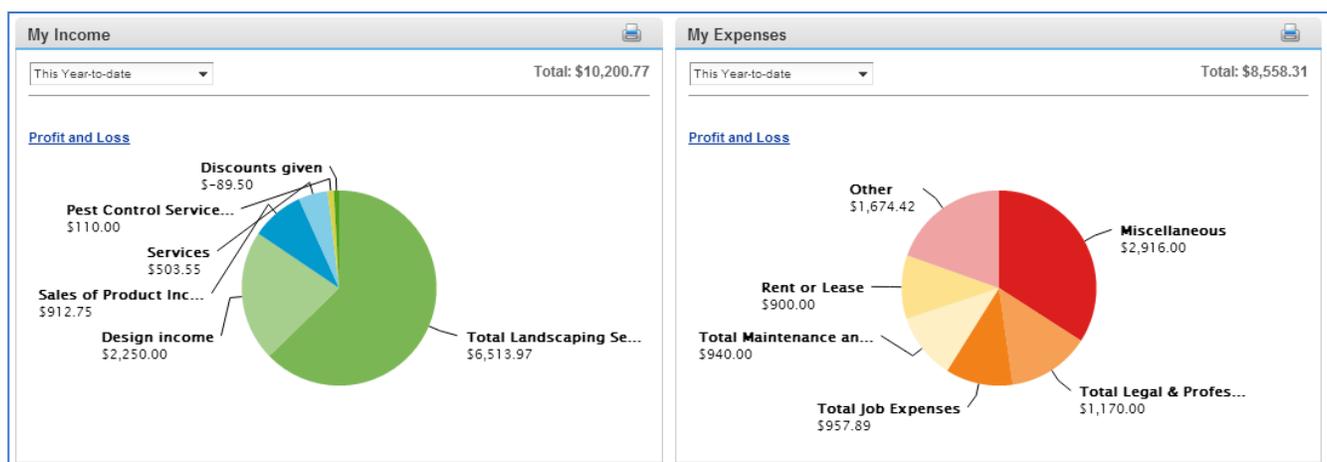
The Company Snapshot report provides an overview of the money coming in and going out of your business, along with the ability to compare your business to others in your industry.

To access the report:

1. Reports → All Reports → Business Overview → Company Snapshot.
2. If prompted, install the Adobe® Flash® Player plug-in (this will require you to close all browser windows) and then try to access the report again.

When the report opens you will see the following:

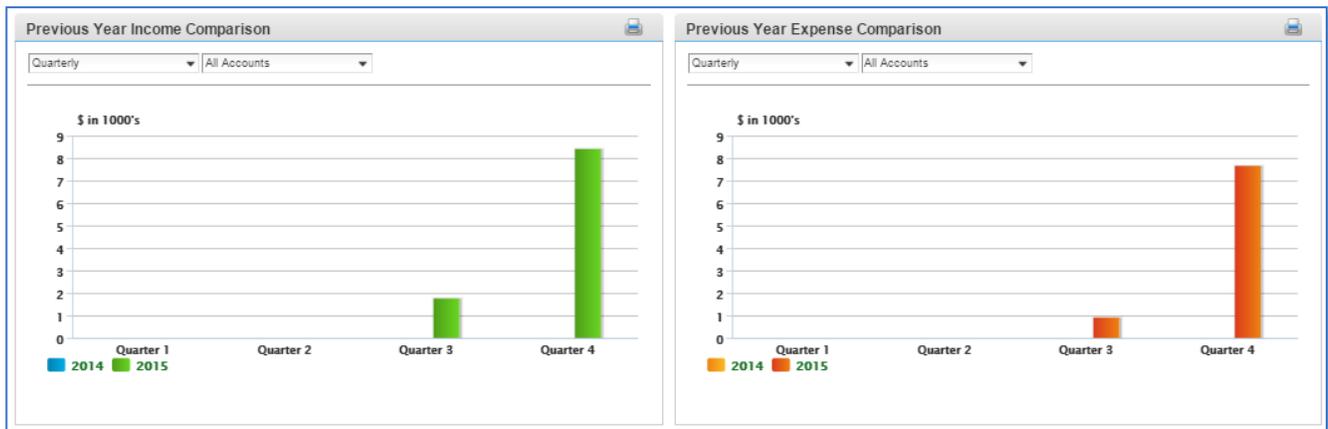
- **My Income** - In the top-left box you will see a graphical representation of the five Income accounts with the most income for the selected period. All other accounts are lumped into a category called Other.
- **My Expenses** - The top-right box will show a pie graph of the five Expense accounts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





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 have been added to 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 the 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		Whom I owe	
Total: \$5,281.52		Total: \$1,602.67	
Customer	(\$)Amount Due	Vendor	(\$)Amount Due
Paulsen Medical Supplies	954.75	Diego's Road Warrior Bodyshop	755.00
Geeta Kalapatapu	629.10	Robertson & Associates	315.00
Freeman Sporting Goods	562.50	Brosnahan Insurance Agency	241.23
Freeman Sporting Goods:0969 Ocean View Road	477.50	Norton Lumber and Building Materials	205.00
John Melton	450.00	PG&E	86.44
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** - The bottom-right box shows all the Vendors you owe money to and your current open balance with them



Step by Step: Company Snapshot

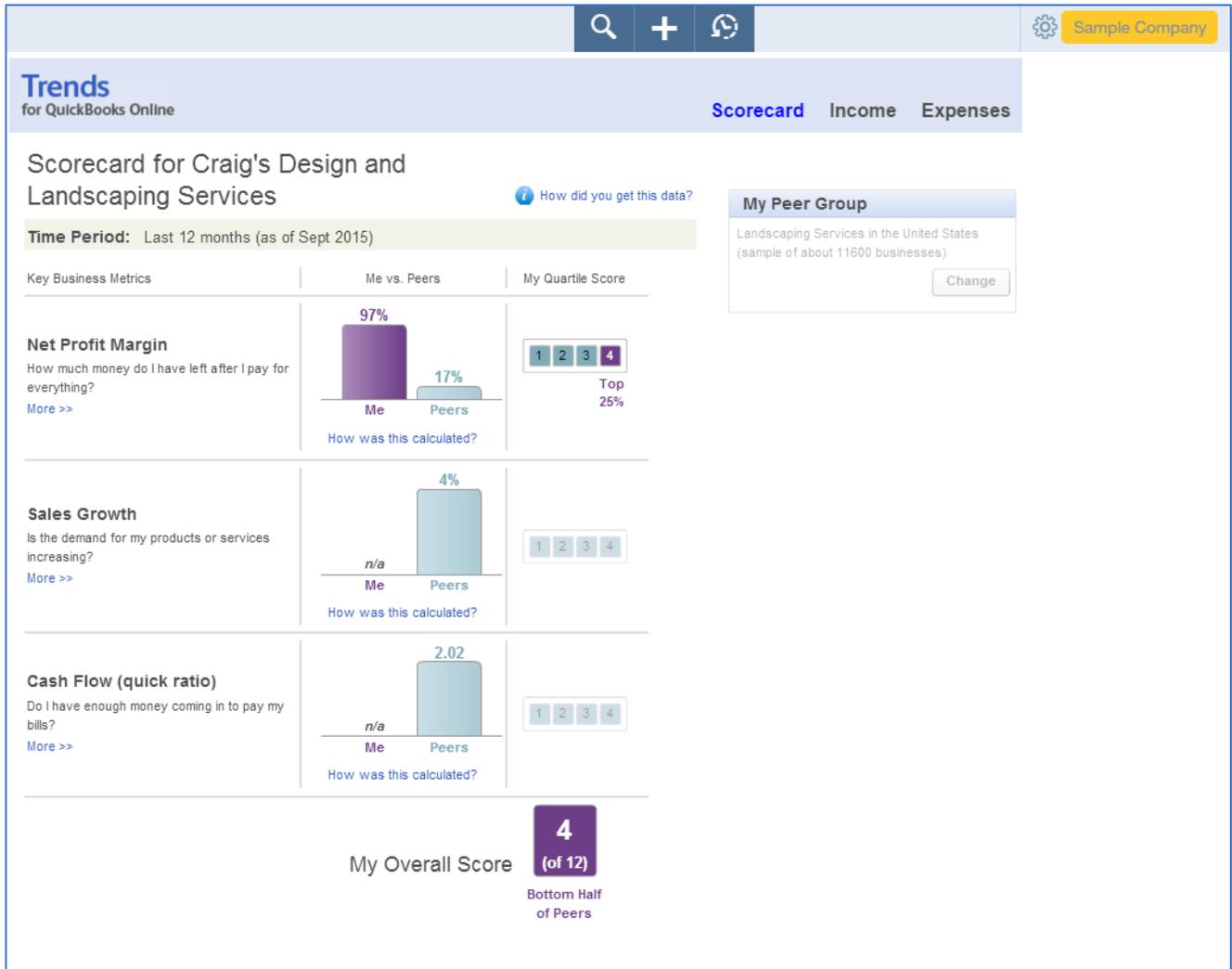
1. **Reports → All Reports → Business Overview → Company Snapshot.**
2. **Previous Year Expense Comparison → Change the Quarterly to Monthly.**
3. **Change the All Accounts to Utilities.**
4. See a monthly comparison of the Utilities account last year versus this year.
5. Scroll over one month to see the exact total.

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

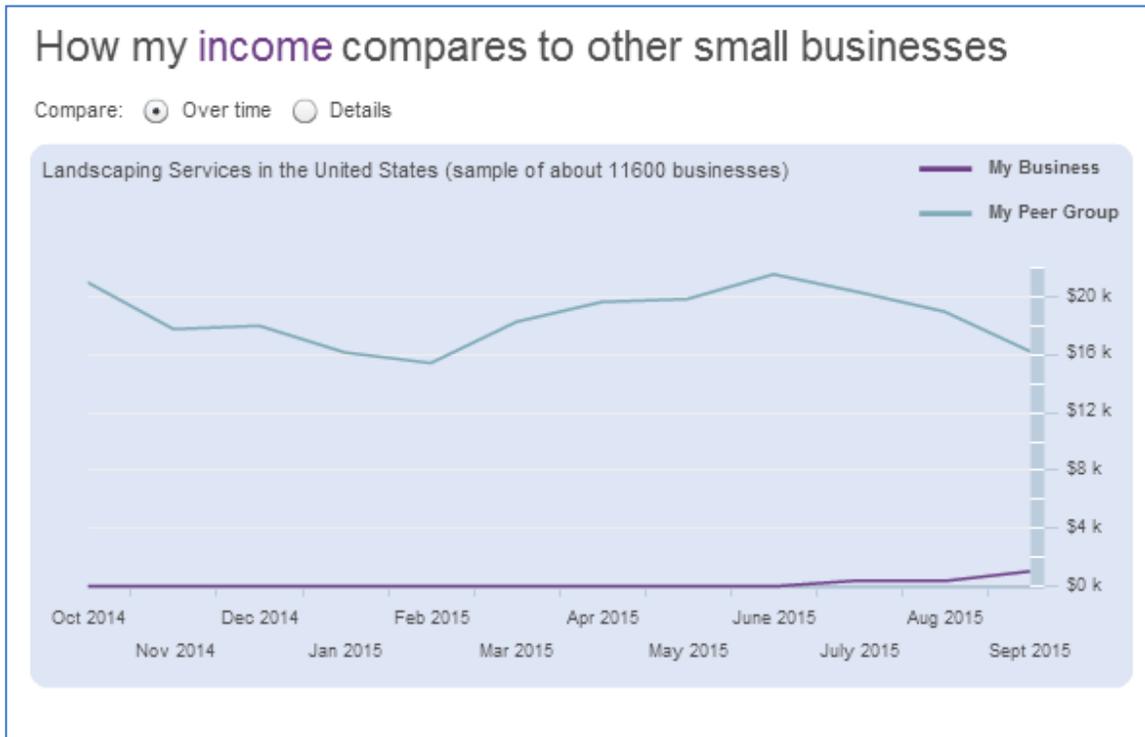
- No filters besides the drop-down options in the top left of each graph
- No ability to export to Excel, PowerPoint, or to copy and paste into other applications
- Print one chart at a time by clicking the **Print** icon in the top right of each graph

Scorecard

Intuit aggregates company data from thousands of small businesses who are using Intuit financial software. The data aggregation is done to be consistent with industry best practices and also in alignment with our privacy policy. The aggregated data excludes any company specific data such as address and telephone number so that any single company cannot be identified individually or by inference.



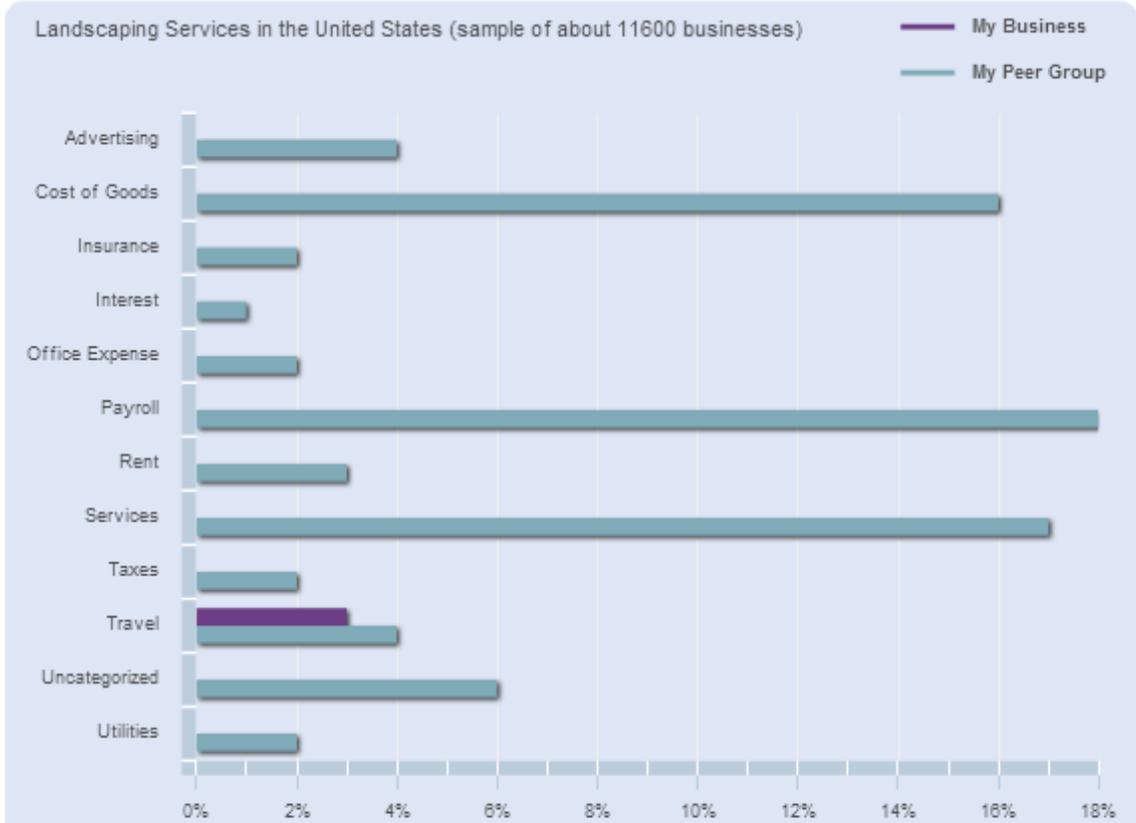
You can compare your performance with those in your industry. Set your Peer Group to be compared to others in your industry. See how your Net Profit Margin, Sales Growth, and Cash Flow compare to others. Look at the bottom for **My Overall Score**. The Income and Expense tabs compare over time and details for the date range set and the respective tab you're on to see trends in applicable categories. Below is a screenshot of the Income over time comparison and an Expense details comparison.



How my expenses compare to other small businesses

Compare: Over time Details

Time Period: Last 12 months (as of Sept 2015)



How was this calculated?

Peer Comparison Highlights

Overall, I spent **74% less** than my peer group.

I spent **1% less** on Travel

MANAGE ACCOUNTS RECEIVABLE

Manage Accounts Receivable reports allow you to see who owes you money and how much they owe you so you can get paid. 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 on money that customers owe the business is one of the least favorite tasks. Use these reports to easily see what is happening and to have direction on which ones to pursue.

Customer Balance Detail

“What’s the detail behind what customers owe?”

The customer balance report list 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 to have, 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.
2. 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						
10/22/2015	Invoice	1021	11/21/2015	459.00	239.00	239.00
Total for Amy's Bird Sanctuary				\$459.00	\$239.00	
Bill's Windsurf Shop						
09/26/2015	Invoice	1027	10/26/2015	85.00	85.00	85.00
Total for Bill's Windsurf Shop				\$85.00	\$85.00	
Freeman Sporting Goods						
0969 Ocean View Road						
11/13/2015	Invoice	1036	12/13/2015	477.50	477.50	477.50
Total for 0969 Ocean View Road				\$477.50	\$477.50	
55 Twin Lane						
09/26/2015	Invoice	1028	10/26/2015	81.00	81.00	81.00
11/04/2015	Invoice	1005	12/04/2015	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						
11/12/2015	Invoice	1033	12/12/2015	629.10	629.10	629.10
Total for Geeta Kalapatapu				\$629.10	\$629.10	
Jeff's Jalopies						
10/22/2015	Invoice	1022	11/21/2015	81.00	81.00	81.00
Total for Jeff's Jalopies				\$81.00	\$81.00	

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, as well as the customer's phone number. This report is set up almost identical 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 as well.



Step by Step: Collections Report

1. Reports → All Reports → Manage Accounts Receivable → Collections Report.
2. Notice the columns showing Customers, Dates, Past Due Amounts and Balances.

Craig's Design and Landscaping Services							
COLLECTIONS REPORT							
As of December 9, 2015							
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE	
Amy's Bird Sanctuary (650) 555-3311							
10/22/2015	Invoice	1021	11/21/2015	18	459.00	239.00	
Total for Amy's Bird Sanctuary					\$459.00	\$239.00	
Bill's Windsurf Shop (415) 444-6538							
09/26/2015	Invoice	1027	10/26/2015	44	85.00	85.00	
Total for Bill's Windsurf Shop					\$85.00	\$85.00	
Freeman Sporting Goods:55 Twin Lane (650) 555-0987							
09/26/2015	Invoice	1028	10/26/2015	44	81.00	81.00	
11/04/2015	Invoice	1005	12/04/2015	5	54.00	4.00	
Total for Freeman Sporting Goods:55 Twin Lane					\$135.00	\$85.00	
Jeff's Jalopies (650) 555-8989							
10/22/2015	Invoice	1022	11/21/2015	18	81.00	81.00	
Total for Jeff's Jalopies					\$81.00	\$81.00	
John Melton (650) 555-5879							
10/19/2015	Invoice	1007	11/18/2015	21	750.00	450.00	
Total for John Melton					\$750.00	\$450.00	
Kookies by Kathy (650) 555-7896							
09/25/2015	Invoice	1016	10/25/2015	45	75.00	75.00	



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 could 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 it's current or how long it's 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.
2. Notice the columns showing the customers' timeliness and overall balances.

Craig's Design and Landscaping Services						
A/R AGING SUMMARY						
As of December 9, 2015						
	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 Goods	477.50	4.00	81.00	0.00	0.00	\$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
Mark Cho	314.28					\$314.28
Paulsen Medical Supplies	954.75					\$954.75

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 is considering 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 → Sort by: Total in descending order.
3. Run Report.
4. Notice the top customers who have purchased product and/or services over time.

Craig's Design and Landscaping Services	
SALES BY CUSTOMER SUMMARY	
All Dates	
	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
Mark Cho	291.00
Shara Barnett	
Barnett Design	274.50
Total Shara Barnett	274.50
Bill's Windsurf Shop	260.00



NOTE: When you click back to the **Reports** on the left navigation bar, it takes you to the last location you were in while looking at reports, such as already in **All Reports - Review Sales**. You can click **All Reports** to go back to the report groupings.

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 income 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:** choose Custom From *several months ago on the first of the month* To *the last date of this month*.
3. Run Report.
4. Notice the columns showing Date, Product/Service, QTY, Rate and Balance.

Craig's Design and Landscaping Services								
SALES BY CUSTOMER DETAIL								
August - December, 2015								
DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	RATE	AMOUNT	BALANCE
Amy's Bird Sanctuary								
09/26/2015	Invoice	1025	Pest Control:Pest Control	Pest Control Services	1.00	35.00	35.00	35.00
09/26/2015	Invoice	1025	Landscaping:Maintenance & Repair	Maintenance & Repair	1.00	50.00	50.00	85.00
09/26/2015	Invoice	1025	Landscaping:Gardening	Weekly Gardening Service	4.00	30.00	120.00	205.00
10/22/2015	Invoice	1021	Design:Fountains:Rock Fountain	Rock Fountain	1.00	275.00	275.00	480.00
10/22/2015	Invoice	1021	Landscaping:Soil	2 cubic ft. bag	15.00	10.00	150.00	630.00
10/27/2015	Credit Memo	1026	Pest Control:Pest Control	Pest Control Services	-1.00	100.00	-100.00	530.00
11/10/2015	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. I recommend expanding your date range to be *This Year* or *Last Year* or *Last Quarter* until you find some data appear. 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. Run Report.
4. Notice the columns showing Date, Product/Service, Customer, QTY, Rate and Balance.

Craig's Design and Landscaping Services									
SALES BY PRODUCT/SERVICE DETAIL									
July - September, 2015									
DATE	TRANSACTION TYPE	NUM	CLIENT	MEMO/DESCRIPTION	QTY	RATE	AMOUNT	BALANCE	
Design									
Fountains									
Concrete									
09/26/2015	Invoice	1029	Dukes Basketball Camp	Concrete for fountain installation	5.00	15.00	75.00	75.00	
Total for Concrete							\$75.00		
Rock Fountain									
08/29/2015	Invoice	1031	Freeman Sporting Goods:0969 Ocean View Road	Rock Fountain	1.00	275.00	275.00	275.00	
09/26/2015	Invoice	1029	Dukes Basketball Camp	Rock Fountain	1.00	275.00	275.00	550.00	
Total for Rock Fountain							\$550.00		
Total for Fountains							\$625.00		
Rocks									
09/05/2015	Invoice	1024	Red Rock Diner	Garden Rocks	4.00	12.00	48.00	48.00	
09/26/2015	Invoice	1029	Dukes Basketball Camp	Garden Rocks	6.00	12.00	72.00	120.00	
Total for Rocks							\$120.00		
Total for Design							\$745.00		
Landscaping									
Gardening									
07/29/2015	Invoice	1002	Bill's Windsurf Shop	Weekly Gardening Service	4.00	35.00	140.00	140.00	
07/29/2015	Invoice	1030	Freeman Sporting Goods:0969 Ocean View Road	Weekly Gardening Service	2.00	25.00	50.00	190.00	
08/29/2015	Invoice	1031	Freeman Sporting Goods:0969 Ocean View Road	Weekly Gardening Service	3.00	30.00	90.00	280.00	

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 in behalf of the client in order to continue with the job. The client now owes them a reimbursement for that server. If they mark Billable on the credit card charge that 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 **Global Create** → **Delayed Charge** (you may need to click **Show More**).
2. From the **Customer** dropdown, select **Amy’s Bird Sanctuary**.
3. From the **Product/Service** dropdown, select **Design**. The description, QTY, Rate and Amount will pre-fill.
4. Click **Save and Close**.
5. **Reports** → **All Reports** → **Review Sales** → **Unbilled Charges**.
6. 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						
11/10/2015	Time Charge		No	Custom Design	375.00	375.00
12/09/2015	Charge	1	No	Custom Design	75.00	450.00
Total for Amy's Bird Sanctuary					\$450.00	
Video Games by Dan						
11/10/2015	Charge	1	No	Installation of landscape design	300.00	300.00
11/10/2015	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 in regards to the bank deposits. When looking at this report, compare each line item to the deposit slip itself and make sure that any customer payments received are booked as such instead of as additional income.

MANAGE ACCOUNTS PAYABLE

Manage Accounts Payable reports allow you to see what you owe to 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, 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 one knows what is upcoming 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 for seeing 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.
2. 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 December 9, 2015						
	▼ 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 Materials		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 and 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 to have, 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, then 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.



Activity: Vendor Balance Detail

1. Reports → All Reports → Manage Accounts Payable → Vendor Balance Detail.
2. 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						
11/06/2015	Bill		11/16/2015	241.23	241.23	241.23
Total for Brosnahan Insurance Agency				\$241.23	\$241.23	
Diego's Road Warrior Bodyshop						
11/11/2015	Bill		12/11/2015	755.00	755.00	755.00
Total for Diego's Road Warrior Bodyshop				\$755.00	\$755.00	
Norton Lumber and Building Materials						
11/13/2015	Bill		11/13/2015	205.00	205.00	205.00
Total for Norton Lumber and Building Materials				\$205.00	\$205.00	
PG&E						
09/29/2015	Bill		10/29/2015	86.44	86.44	86.44
Total for PG&E				\$86.44	\$86.44	
Robertson & Associates						
11/13/2015	Bill		11/13/2015	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 will list all interactions with each vendor during the date range specified. Transactions can include Cash Expenses, Credit Card Expenses, Bills, Bill Payments, Checks, and even 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.



Activity: Transaction List by Vendor

1. Reports → All Reports → Review Expenses and Purchases → Transaction List by Vendor.
2. Select All Dates.
3. Run Report.
4. 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						
11/04/2015	Cash Expense		Yes		Checking	-5.66
11/09/2015	Cash Expense		Yes		Checking	-3.86
11/18/2015	Credit Card Expense		Yes	Bought lunch for crew 102	Mastercard	18.97
Books by Bessie						
10/03/2015	Check	12	Yes		Checking	-55.00
10/30/2015	Bill		Yes		Accounts Payable (A/P)	75.00
11/11/2015	Bill Payment (Check)	3	Yes		Checking	-75.00
Brosnahan Insurance Agency						
11/06/2015	Bill		Yes	Opening Balance	Accounts Payable (A/P)	2,000.00
11/06/2015	Bill		Yes		Accounts Payable (A/P)	241.23
11/10/2015	Bill Payment (Check)	1	Yes		Checking	-2,000.00
Cal Telephone						
09/28/2015	Bill		Yes		Accounts Payable (A/P)	56.50
10/28/2015	Bill		Yes		Accounts Payable (A/P)	74.36
11/11/2015	Bill Payment (Credit Card)	1	Yes		Mastercard	74.36
11/13/2015	Bill Payment (Credit Card)	1	Yes		Mastercard	56.50
Chin's Gas and Oil						
09/24/2015	Check	4	Yes		Checking	-54.55
10/09/2015	Check	5	Yes		Checking	-62.01

Vendor Contact List

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

The Vendor Contact List shows you a list of vendors 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 pops up for you to edit the info. Upon saving, you’ll need to refresh the browser so that the report is updated.



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

MANAGE PAYROLL

Manage Employees reports help you see the employee activities and payroll. Whether you have payroll turned on or not, the reports include: Time Activities by Employee Detail and Recent/Edited Time Activities. See Course 5 for training on using the Payroll reports available when using QuickBooks Online Payroll. Business owners use the time reports to monitor the employee activity and ensure timely entry of data. This report group is renamed *Manage Payroll* if you have the payroll module turned on inside of 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 and then report and remit sales 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 the place of business and as they deal with other locations. Based on the details entered in QuickBooks, Sales tax reports help to prepare monthly, quarterly, or annually 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 the Gross sales versus Taxable sales to find out the amounts of exempt (non-taxable) sales, which often need reported alongside what sales tax 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, and Sales by Product/Services Summary and Detail. 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 December 9, 2015			
	TOTAL		
	QTY	ASSET VALUE	AVG COST
Design			
Fountains			
Pump	25.00	250.00	10.00
Rock Fountain	2.00	250.00	125.00
Total Fountains		500.00	
Total Design		500.00	
Landscaping			
Sprinklers			
Sprinkler Heads	25.00	18.75	0.75
Sprinkler Pipes	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 & Loss, Balance Sheet, Transaction Detail by Account, General Ledger, Recent Automatic Transactions, Transaction List with Splits, Statement of Cash Flows, Scorecard, Transaction List by Date, Recent Transactions, and Recurring Template List.

Trial Balance

“What are the debit and credit balances in all of 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, we'll set up recurring transactions to be entered automatically on a certain date. This report allows us to see which ones were automatically entered within the last four days. For instance, you set 10 recurring transactions to automatically enter on the 1st of each month. This report should be run on the 2nd or 3rd of each month to capture those automatic transactions.



NOTE: Set this report as an automatic distribution on the 2nd of the month to yourself and for those who may need to see the automatic transactions. Then, there is no need to make sure you login on the correct dates just 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.

First we click on the **gear** icon, and under the **List** column you can see a shortcut for the Products and Services list, the Recurring Transactions list, and Attachments. If we click **All Lists**, we can see the option to access many different lists:

Lists

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.

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.

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.

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.

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.

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.

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.

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



Step by Step: To run a Customer List

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



Step by Step: To run a Vendor List

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

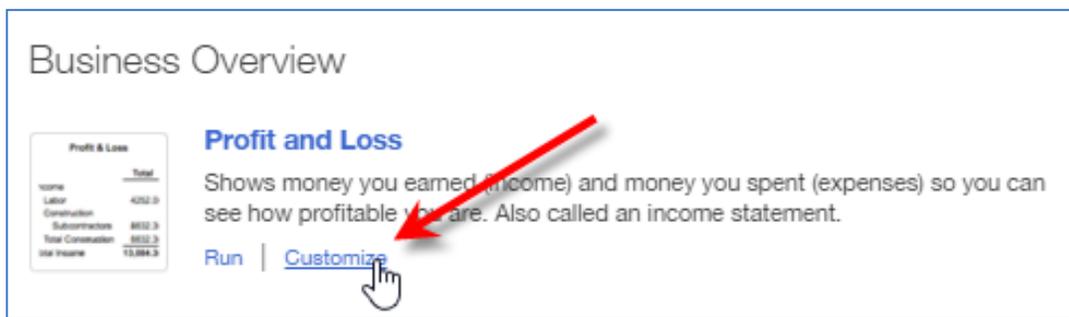
MY CUSTOM REPORTS

After you have performed all the customizing and filtering required to create a more useful report, saving those customizations saves you time for the future, every time 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).

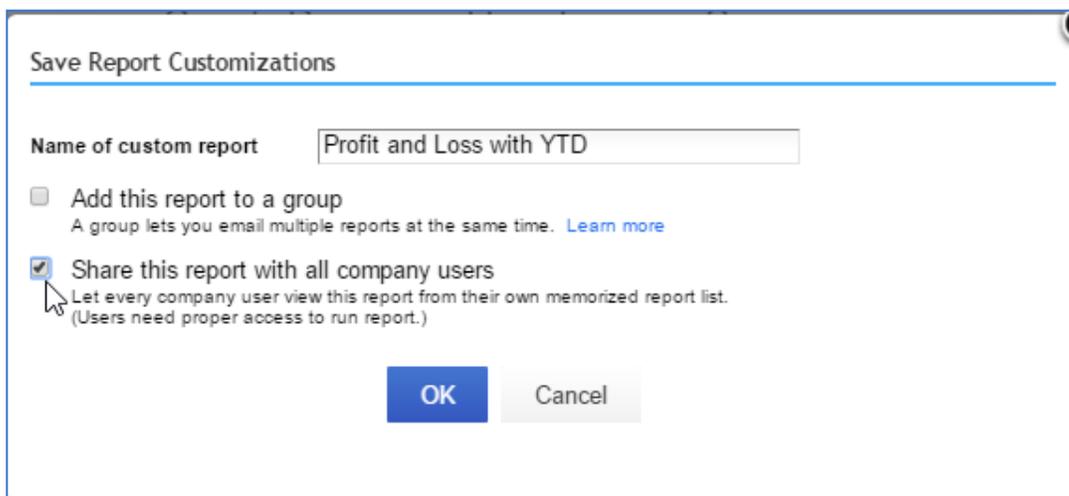


Activity: Custom Reports

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



2. 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 Customizations**.
4. Enter a descriptive name for the report in the **Name of custom report:** field.



5. Check the box next to **Share this report with all company users**. If you do not select it, this custom report is available only to your user, but others with the user permissions to see this information can create this (or a similar) report for themselves.

6. Click OK.



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 Save Customizations 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 or groups of custom reports. Select the report or group of reports you want and click on the function in the top right.

Recommended Frequently Run <u>My Custom Reports</u> Management Reports All Reports				
NAME	CREATED	DATE RANGE	EMAIL	ACTION
Profit and Loss with YTD	Craig Carlson	This Year-to-date	Unscheduled	Edit ▾
- Weekly Reports			Unscheduled	Edit ▾
Collections Report	Craig Carlson	Today		Edit ▾
Vendor Balance Detail	Craig Carlson	All Dates		Edit ▾

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

If you have a standard set of reports that needs sent, there may be zero customization required on some of them, but running the standard reports once and memorizing them into a group to get 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.



Activity: Automatic Distribution

1. Reports → My Custom Reports.
2. Click the report or report group you desire. Under the Action column, click **Edit in that group's row**.
3. Click the box next to **Set the email schedule for this report**. More options will appear.

Report Group Settings

Group Name:

Set the email schedule for this group
For this group, you can set the email schedule, email information, and report format.

Schedule

Interval : Every Week Next Date : 12/13/2015 End Date : None [Edit Schedule](#)

Email Information

From:
 To:
 Cc:
 Subject:
 Note: The same subject and note will be used each time the report is sent by email. The note should be plain text, not HTML.

Report Format

Attach the reports as Excel files
If checked, the reports are sent as Excel files. They appear as attachments in the body of the email, below the note. Otherwise, the reports are sent in HTML format.

4. Click **Edit Schedule** to set the desired timeframes (Weekly). Click **OK**.

Edit Schedule

Select interval _____

Daily Every week(s) on
 Weekly Sunday **Monday** Tuesday Wednesday
 Monthly Thursday Friday Saturday
 Twice a month

Select date range _____

No end date
 End after occurrences
 Stop after

[OK](#) [Cancel](#)

5. Enter the email information in the **Report Group Settings** if you haven't done so already (separate multiple email addresses with a comma or semicolon).
6. Enter a subject line and standard Note to be attached.
7. Select method of delivery (default is HTML in the body of the email). Click **Save**.

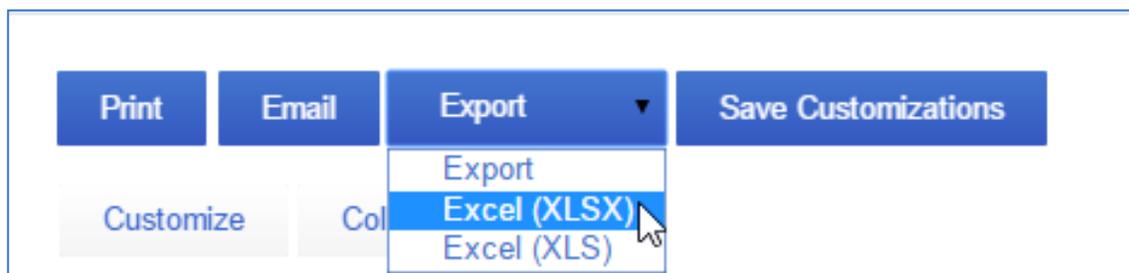


NOTE: One helpful use of the automatic distribution report is to select “problem” accounts about which you often receive phone calls. Customize a report and set the automatic distribution to email you the detail of this account on a weekly or monthly basis so that you know when something needs your attention.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

1. Open the report you would like to export.
2. Click the blue **Export** button from the top toolbar in the report and select **Excel (XLSX)** or **Excel (XLS)**.

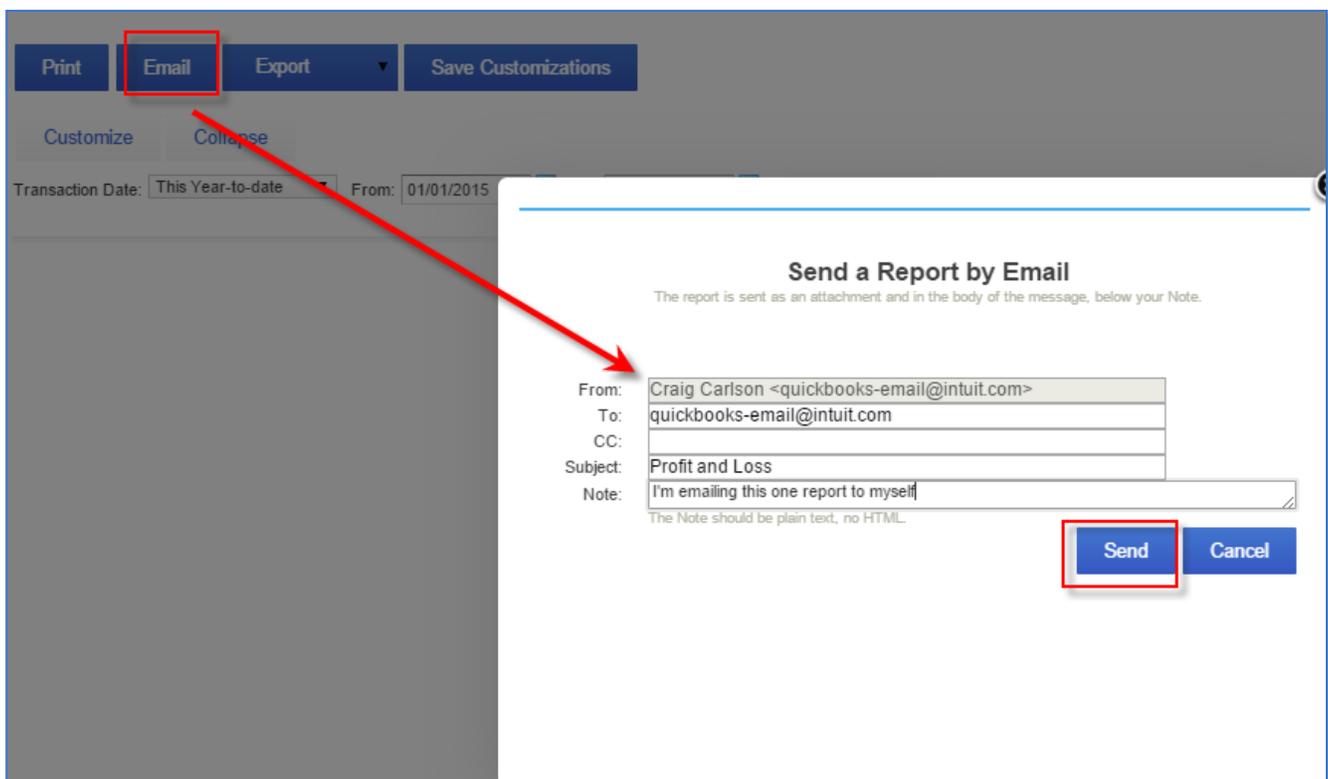


3. Report will download as an Excel file to your default downloads folder.

SEND REPORTS

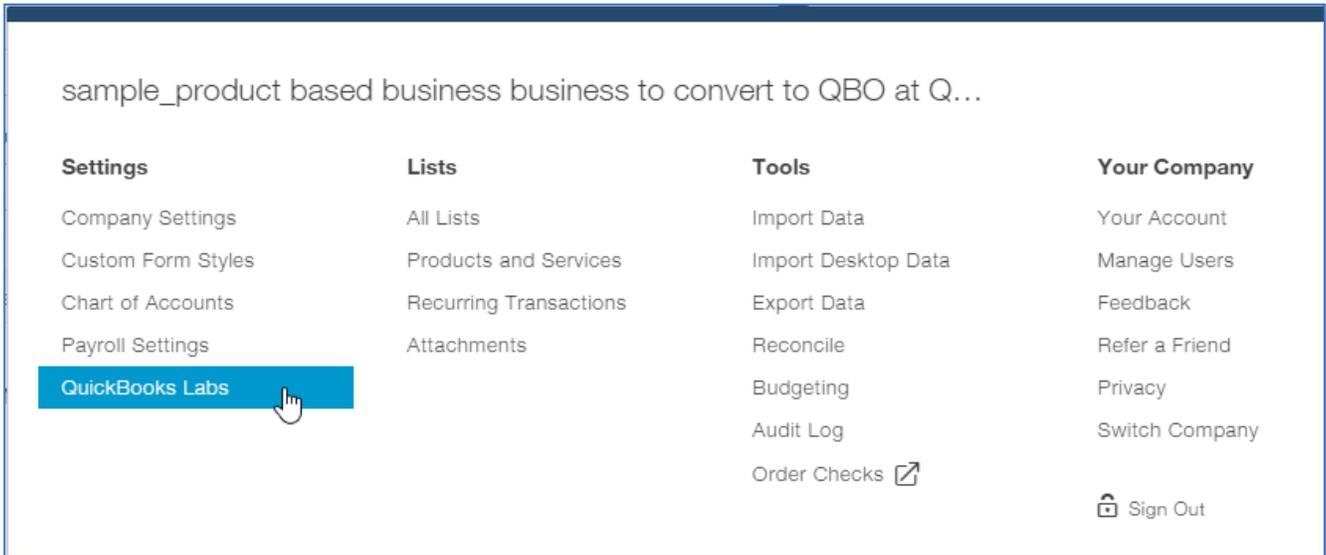
Sending reports from QuickBooks Online is a quick and easy way to share financial information. The default format for sending reports is as in-line HTML. You can send reports to multiple recipients and even include a note in your email. Follow these steps to send a report:

1. Open the report that you would like to send.
2. Click the blue **Email** button from the top toolbar in the report.
3. Enter the email address(es) (separated by a comma or semicolon) to which you would like to send the report.
4. Add a note if you wish.
5. Press **Send**.

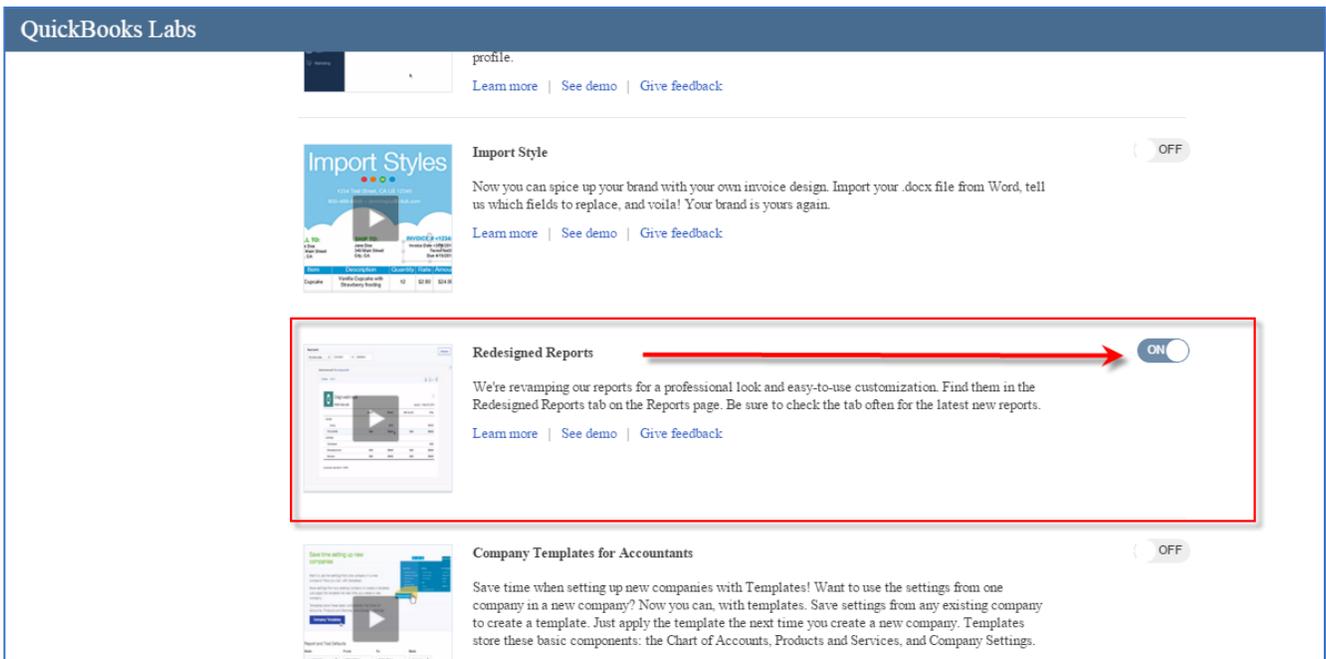


REDESIGNED REPORTS

The people at QuickBooks Labs have produced Redesigned Reports, which have revamped the QuickBooks Online reports with a professional appearance and easy-to-use customizations. Click the gear icon and under **Settings**, choose **QuickBooks Labs**.



Scroll down the list of experimental plug-ins for QuickBooks Online until you find **Redesigned Reports**. Make sure that they are turned **ON**.



Below is an example of the customization options (including adding notes) available at the top of a report after Redesigned Reports is turned on in QuickBooks Labs.

The screenshot shows the customization interface for a report in QuickBooks. It includes the following elements:

- Report period:** A dropdown menu set to "This Year-to-date", and two date input fields showing "01/01/2015" and "12/09/2015".
- Display columns by:** A dropdown menu set to "Total Only".
- Show non-zero or active only:** A dropdown menu set to "Active Rows/Active Colour".
- Period to compare:** A dropdown menu set to "Select period".
- Accounting method:** Radio buttons for "Cash" and "Accrual", with "Accrual" selected.
- Buttons:** "Customize" (disabled), "Save Customization" (active), and "Run report".
- Footer bar:** "Collapse", "Sort" (with a dropdown arrow), "Add notes", "Edit header", and icons for email, print, share, and settings.

Course Conclusion

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

By completing this module, your client should understand:

- ◆ The Benefits of Reporting
- ◆ Reporting Capabilities
- ◆ Reporting Methods