QUICKBOOKS DESKTOP 2021 CLIENT TRAINING

Lesson 9

Analyze Financial Data

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About the Author

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Esther Friedberg Karp is an internationally renowned trainer, writer, business consultant and speaker who has been repeatedly listed as one of Insightful Accountant's Top 100 QuickBooks ProAdvisors in the world. She has also been named to their Top 10 list on two occasions: as Top International ProAdvisor and Top Trainer/Writer 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, and has written countless articles for Intuit Global.

Esther's clients include companies worldwide and accounting professionals who seek her out on behalf of their own clients. She is sought out for her expertise in multicurrency and various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries. She also teaches QuickBooks Core and Advanced certification classes to accounting professionals in Canada.

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

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COMPUBOOKS
Business Services

Lesson Objectives

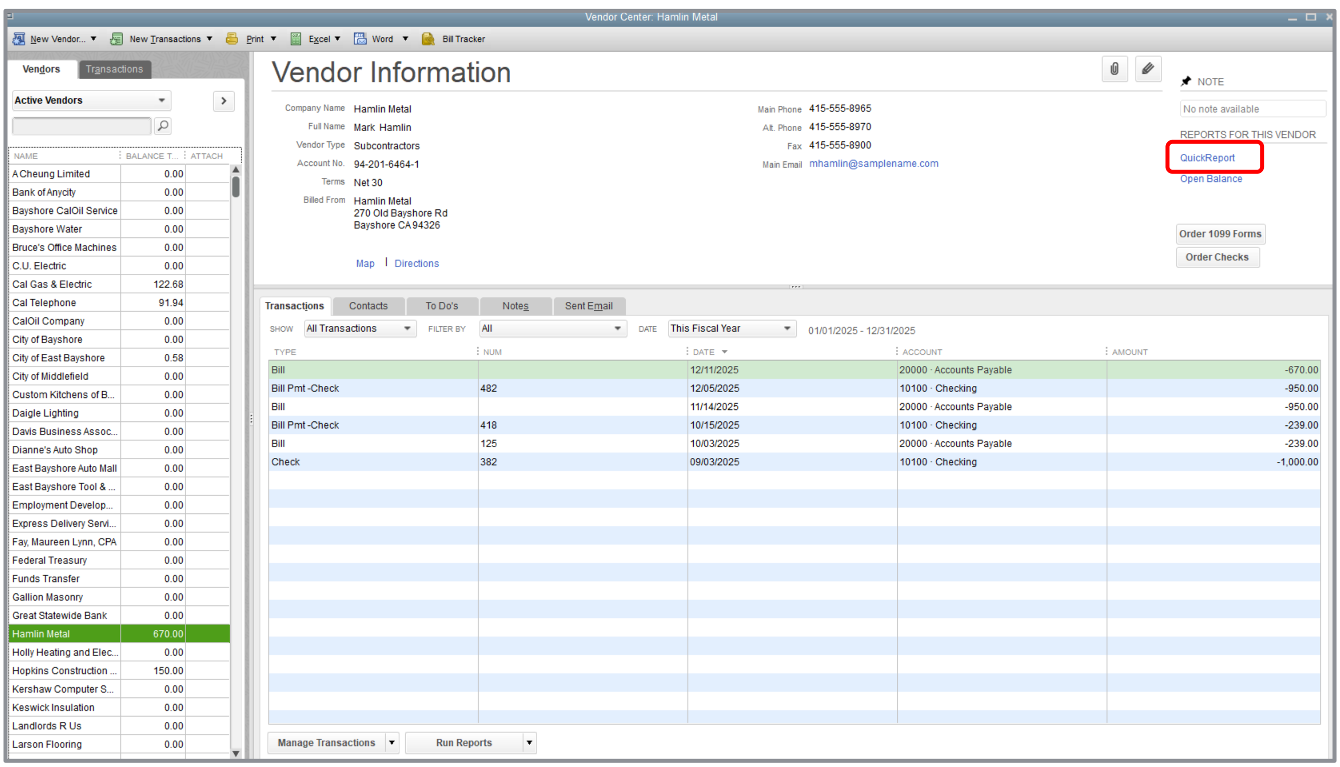
- Discuss some of the tools in QuickBooks for analyzing financial data: QuickReports, preset reports and graphs
- Create a QuickReport
- Add a column to a report
- Learn how to move a column in a report
- Learn about the types of preset reports QuickBooks offers
- Practice creating reports and viewing them onscreen
- Customize a report by changing how it looks and the data it covers (filtering)
- Learn how to process reports in batches
- Save reports as portable document format (PDF) files
- Learn how to export a report to Microsoft Excel®
- Practice filtering reports in Excel
- Learn about the types of graphs QuickBooks offers
- Create and customize several graphs

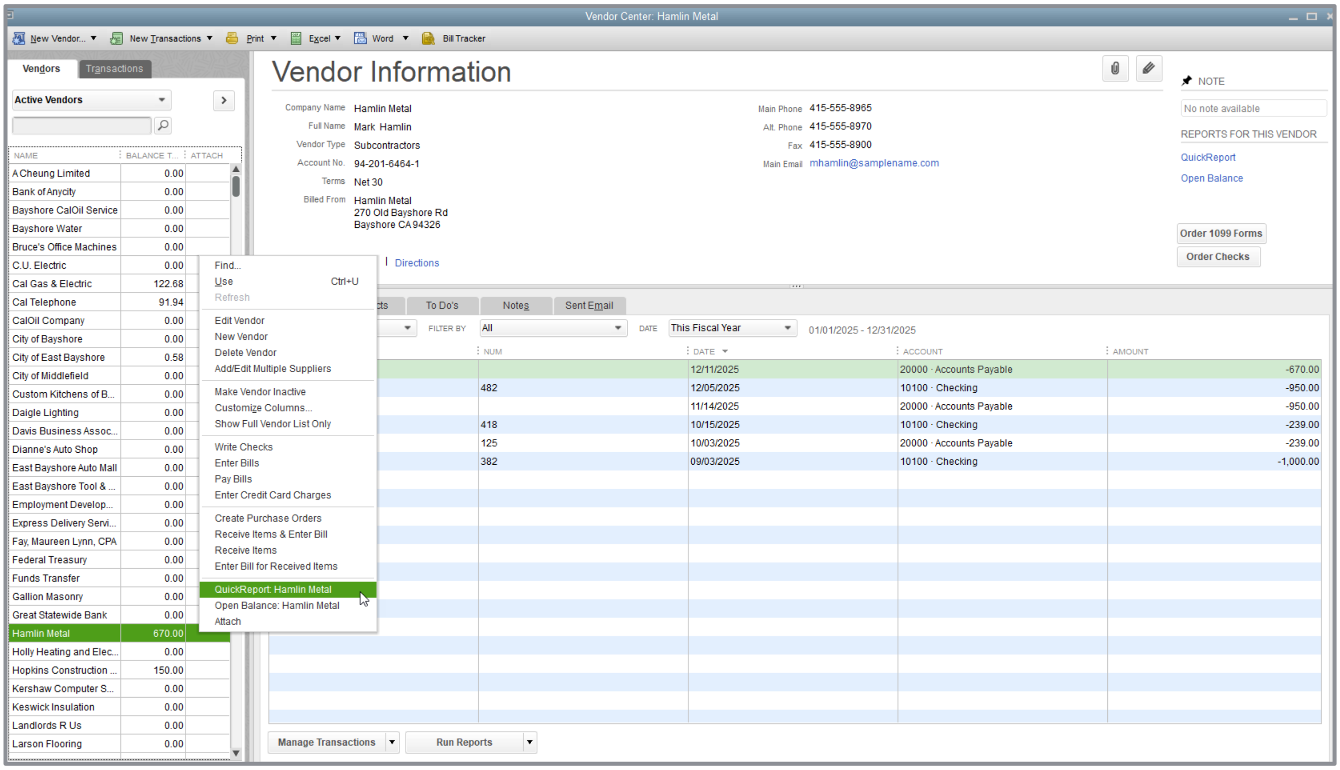
Create QuickReports

One of the fastest ways to see a report on your QuickBooks data is to create a QuickReport. QuickReports are predesigned reports that give you information about the list name you're currently viewing on screen. Whenever you have a list, register or form displayed, you can click a button to have QuickBooks create a QuickReport.

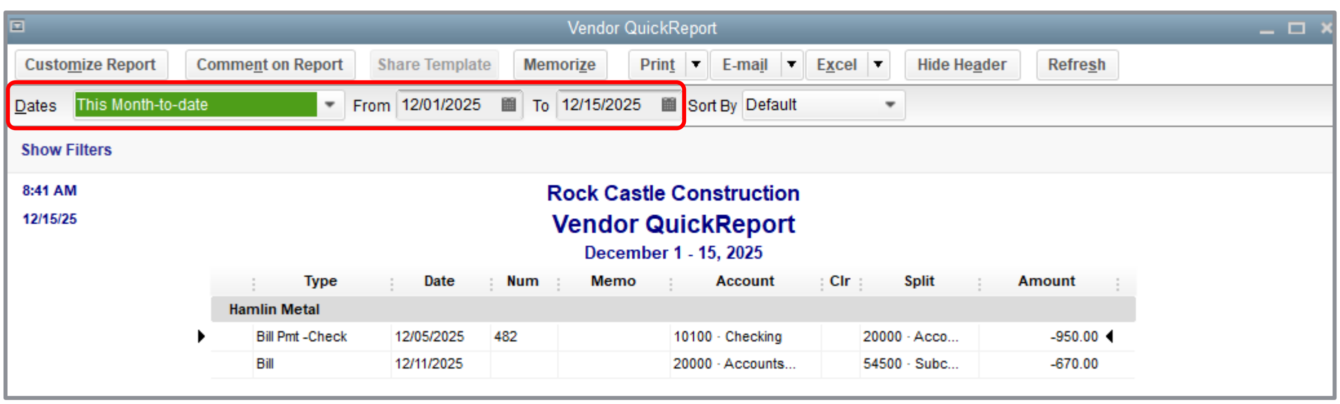
Step-by-Step: See What You Owe a Vendor

1. Click **Vendor Center** on the icon bar.
2. Right-click on the vendor name you wish to run a report for and select **QuickReport** or click the **QuickReport** hyperlink in the Vendor Information section on the right.





3. You can expand the date range to capture more transactions on your QuickReport. You'll see other ways to customize the QuickReport later in this lesson.



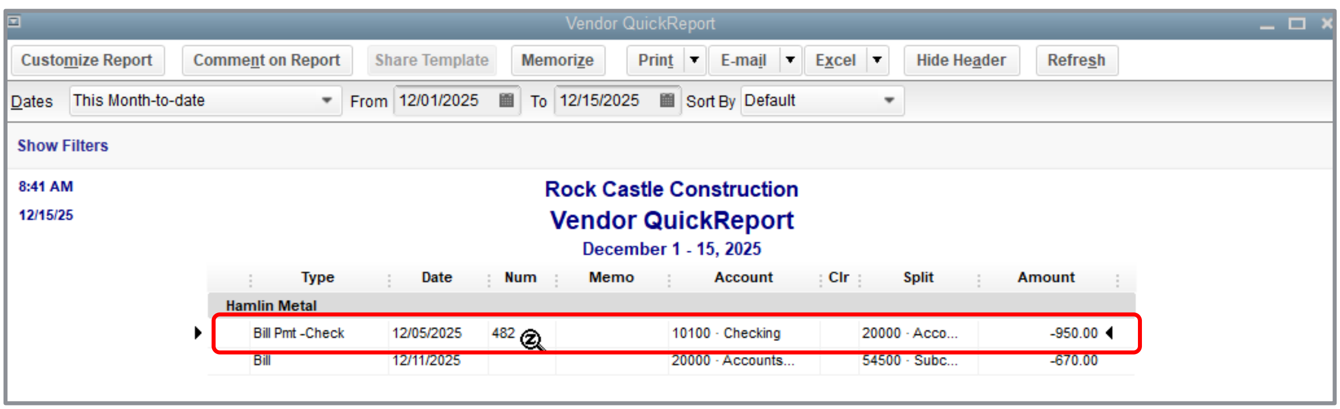
Zoom in on a QuickReport

All QuickReports contain a list of individual transactions. To help you better understand the information presented in reports, QuickBooks lets you trace report data to the individual transaction level using QuickZoom.

When you position the mouse pointer over an entry in a report and see the QuickZoom symbol (a magnifying glass with a Z in it), you can double-click the entry to display the original transaction in QuickBooks.

Step-by-Step: See more Detail about a Transaction

1. From any report, hold your cursor over an entry you wish to view in more detail.
2. When your cursor turns into the QuickZoom icon, double-click your mouse to zoom in. This will open the transaction.

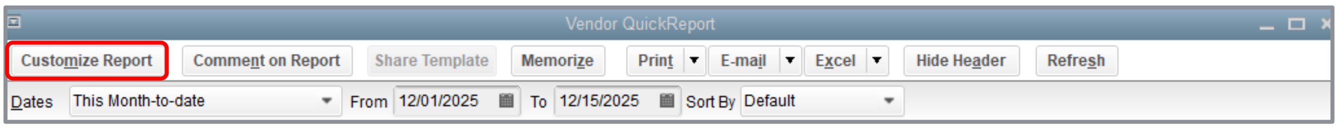


3. Press **Esc** to close the window.

NOTES

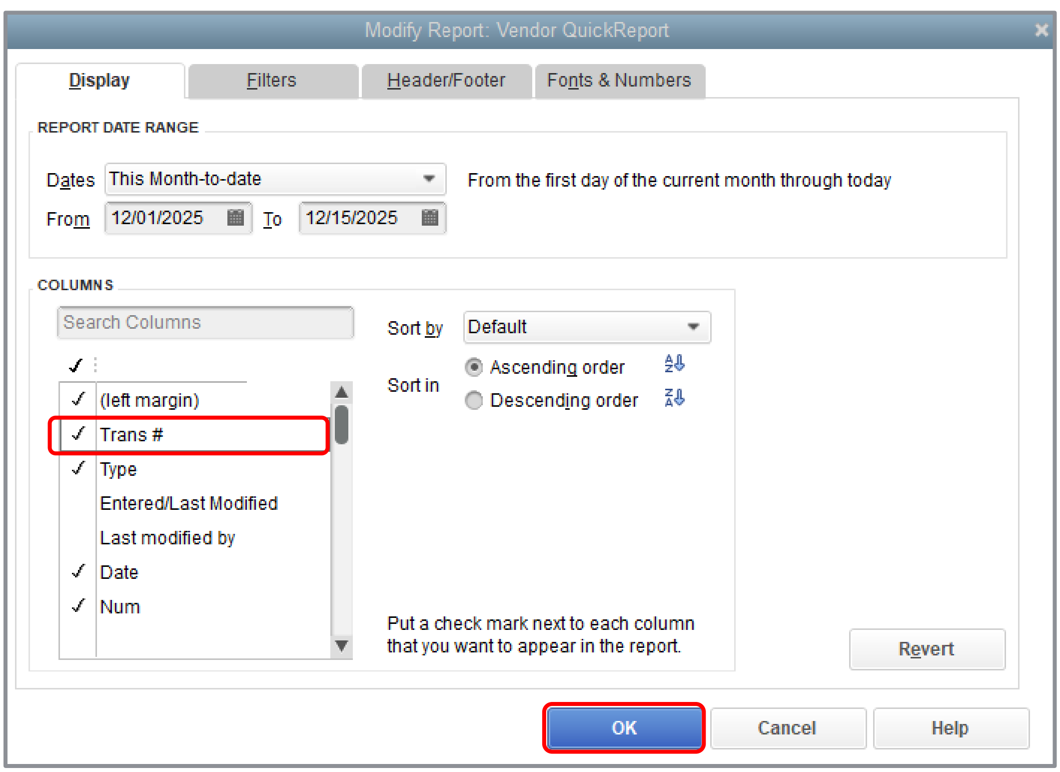
Customize QuickReports

Each QuickReport window has a button bar at the top of the report for customizing report content and layout.

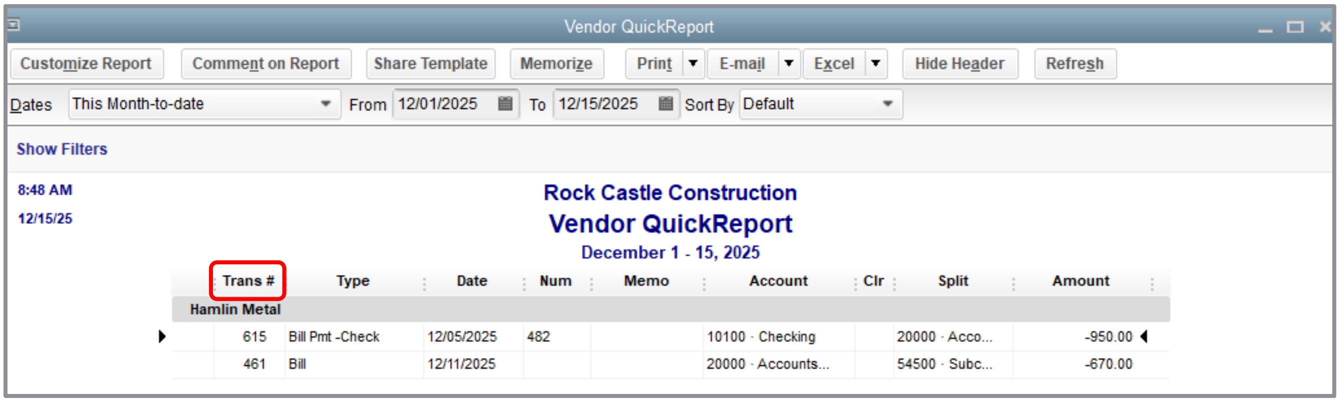


Step-by-Step: Add a Column to a Report

1. In the QuickReport window, click **Customize Report**.
2. In the Columns list, select the additional columns you would like to add to the report by clicking and adding a checkmark (in this example, we marked the **Trans #** column). If there are any columns you do not wish to see, de-select the checkmark next to that column in the list.



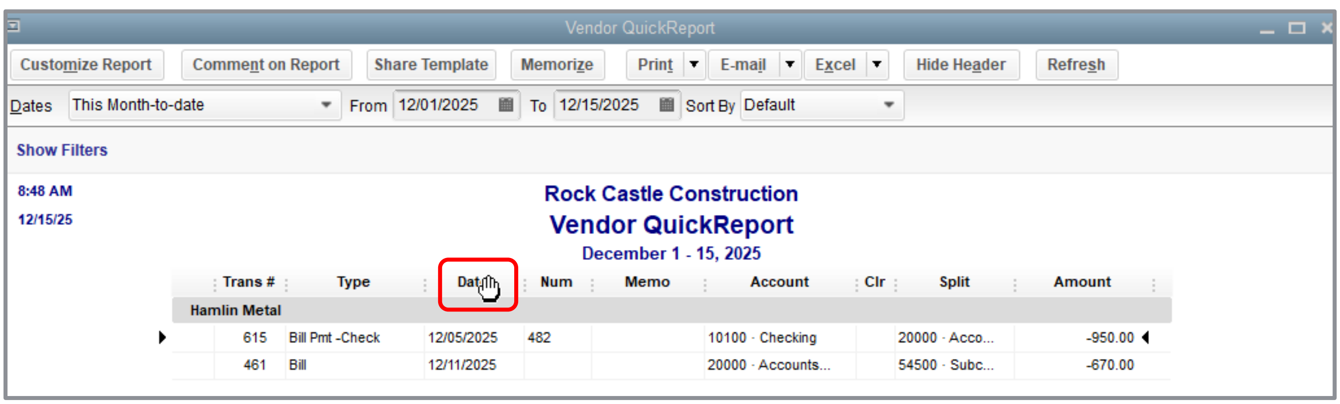
3. Click **OK** to accept the change.



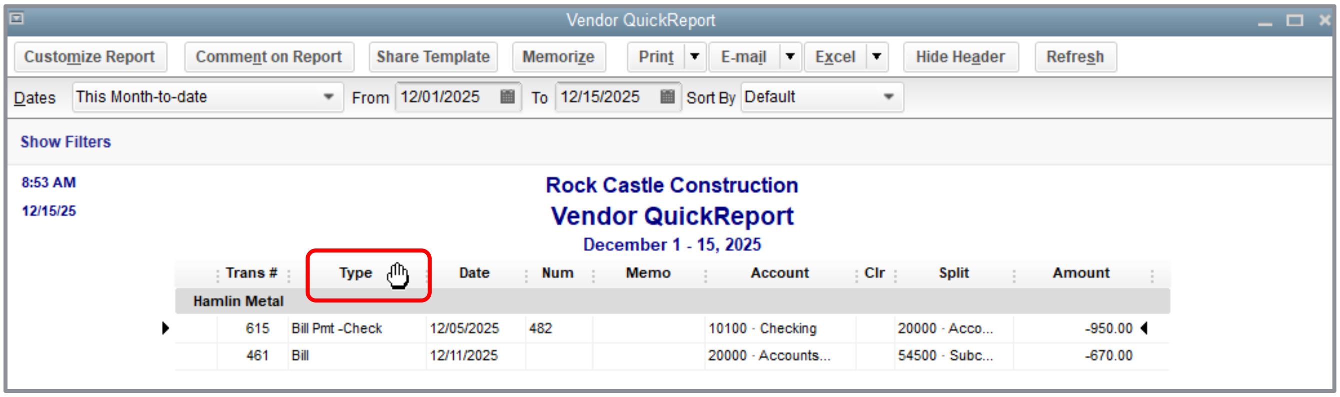
Notice the additional column(s) in your report.

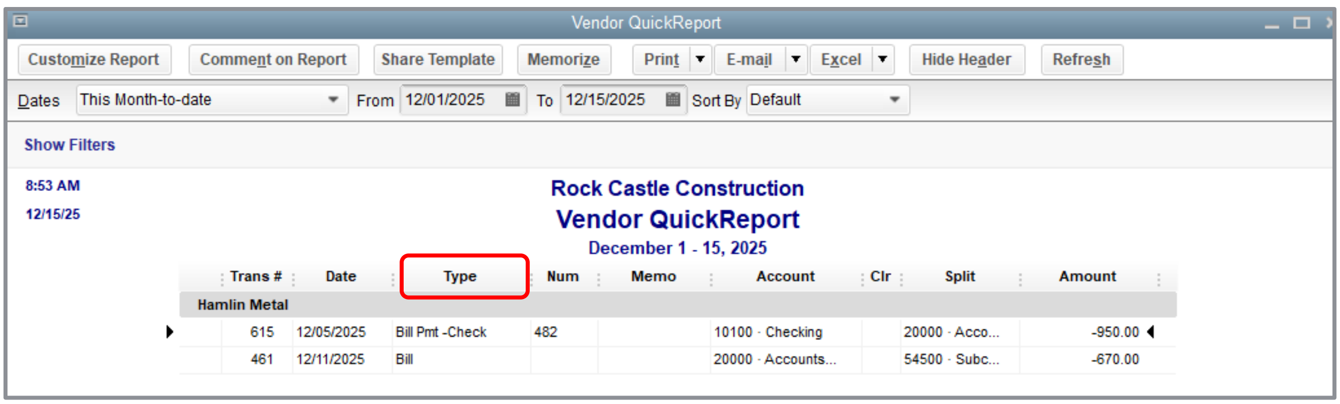
Step-by-Step: Move a Report Column

1. Position your mouse pointer over the column you wish to move (the mouse becomes a hand).



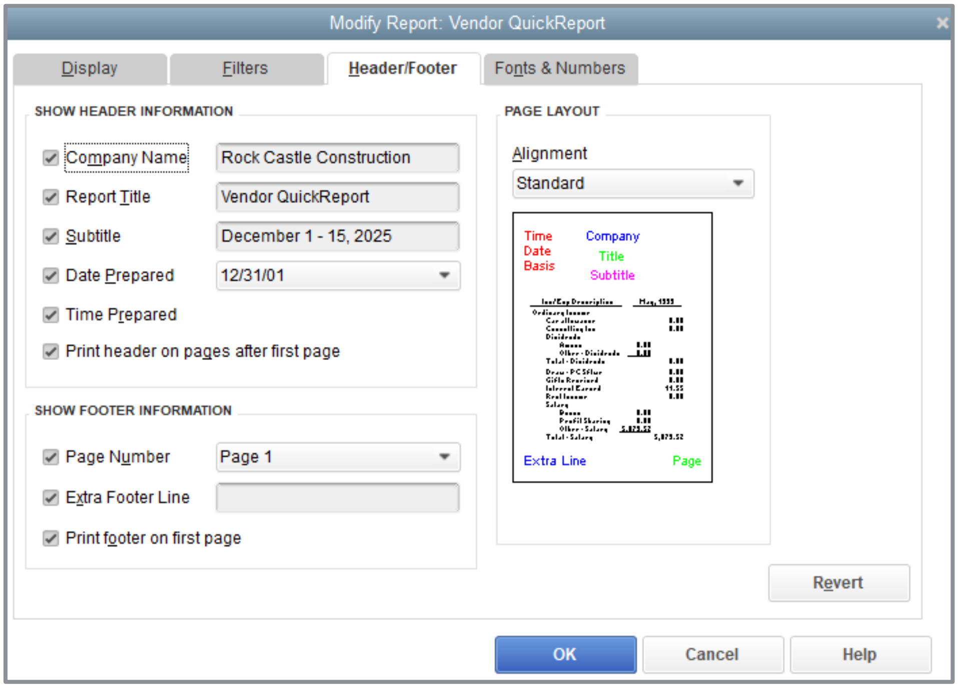
2. Hold down the **left mouse button** and drag the column header/name to the position you would prefer. When a red arrow appears, release your mouse button if you want the column to appear in this new position.





Step-by-Step: Change Information in the Report Heading

1. In the report window, click **Customize Report** then click the **Header/Footer** tab.



On the **Header/Footer** tab you can change the company name, report title, subtitle, and date and time prepared. You can also specify whether to print the header on all pages or just the first page. The Header/Footer tab is the same for all QuickBooks reports.

2. Highlight the text in the Report Title field and replace it with the title you would like.

3. Click **OK** to close the Modify Report window.

4. Close the report.

IMPORTANT: *To save this report for future use, click the* ***Memorize*** *button on the report tool bar before closing the report. This allows you to save the custom settings and run the report with the new settings later from the* ***Reports*** *drop-down menu.*

NOTES

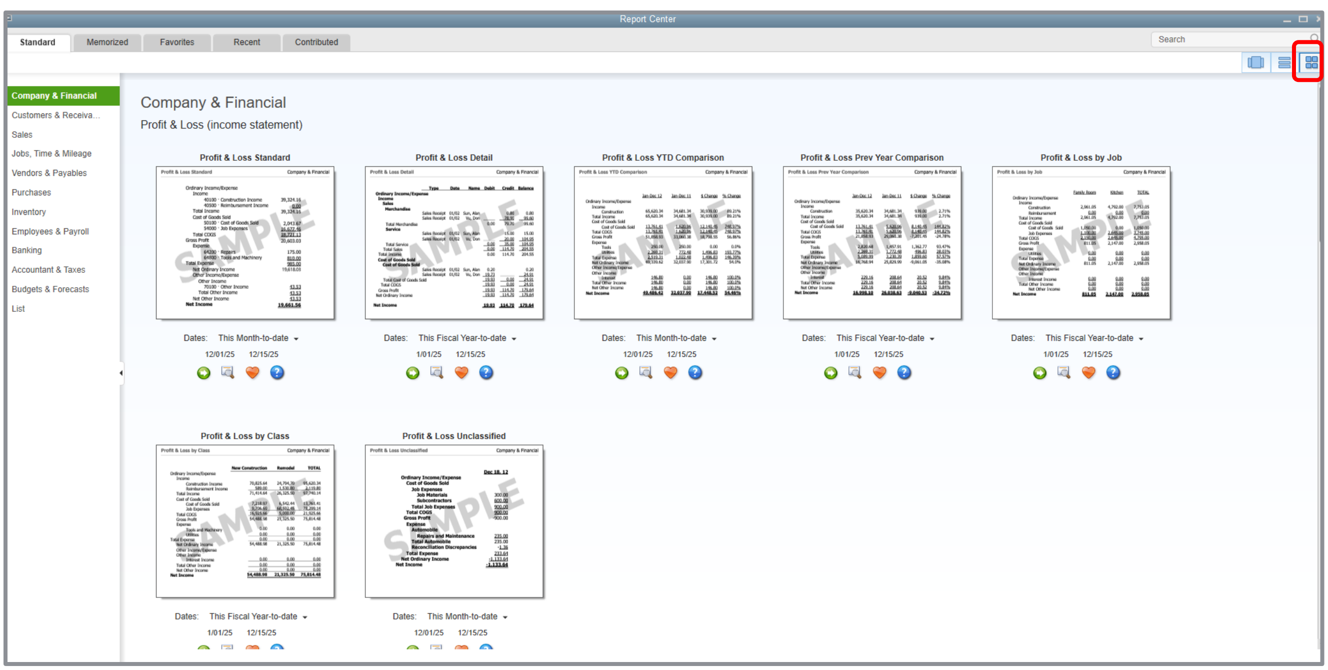
Use the Report Center

A good way to learn about the reports available in QuickBooks – and how to work with them – is the Report Center.

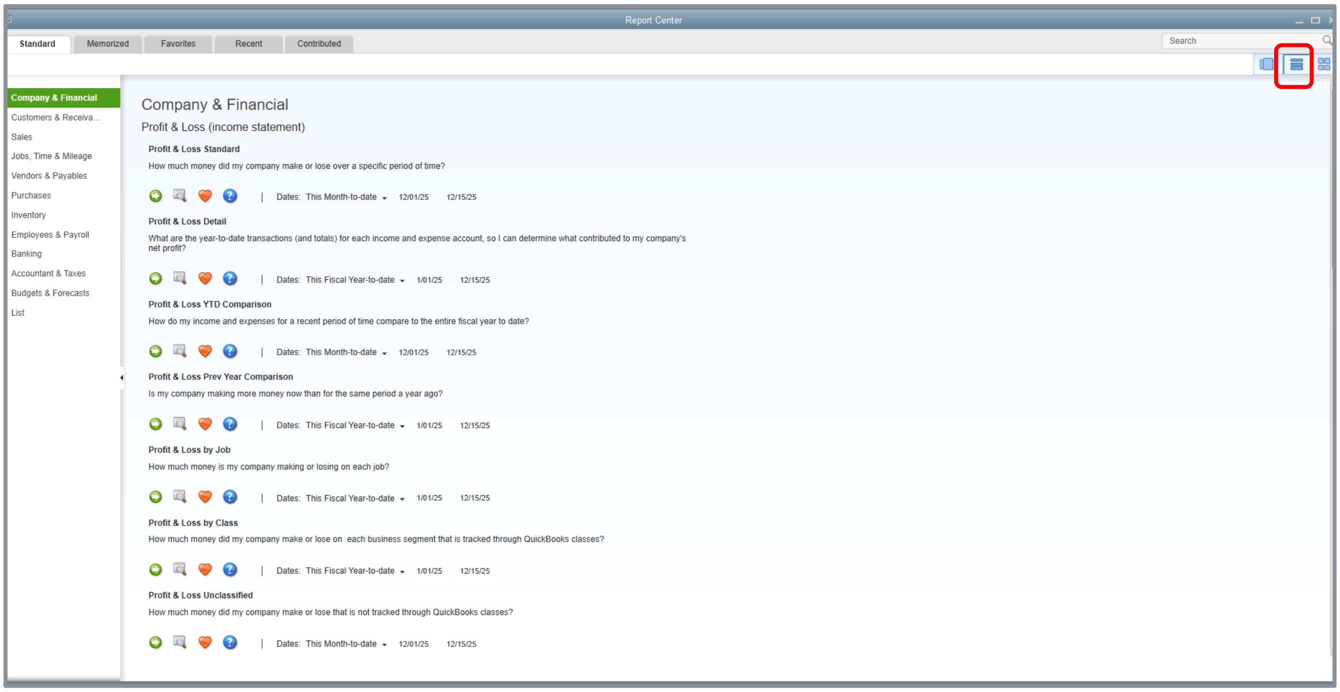
The Report Center contains a description and example of each QuickBooks report. You can click the icons at the top right corner of the Report Center to select the display format you prefer.

Step-by-Step: Learn More about Reports

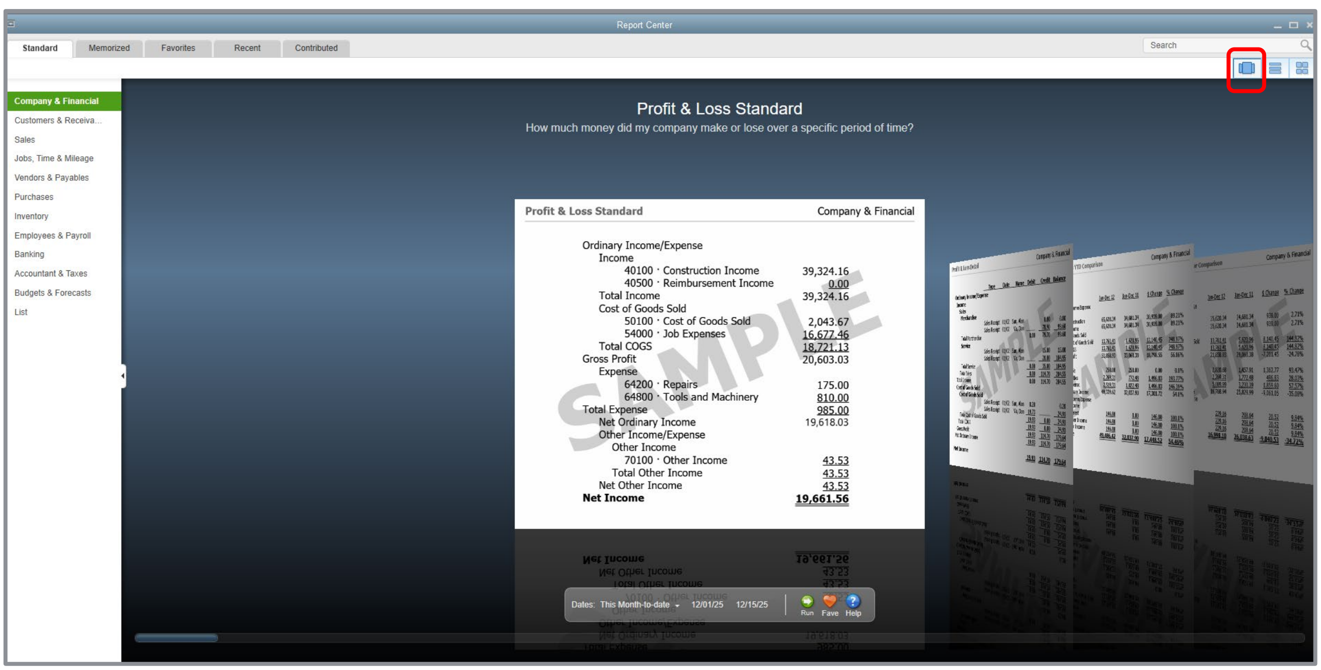
1. Click **Reports** on the icon bar (or under the Reports menu), and then click **Report Center**.
2. Use the blue view icons in the top right corner to customize your view.



GRID VIEW

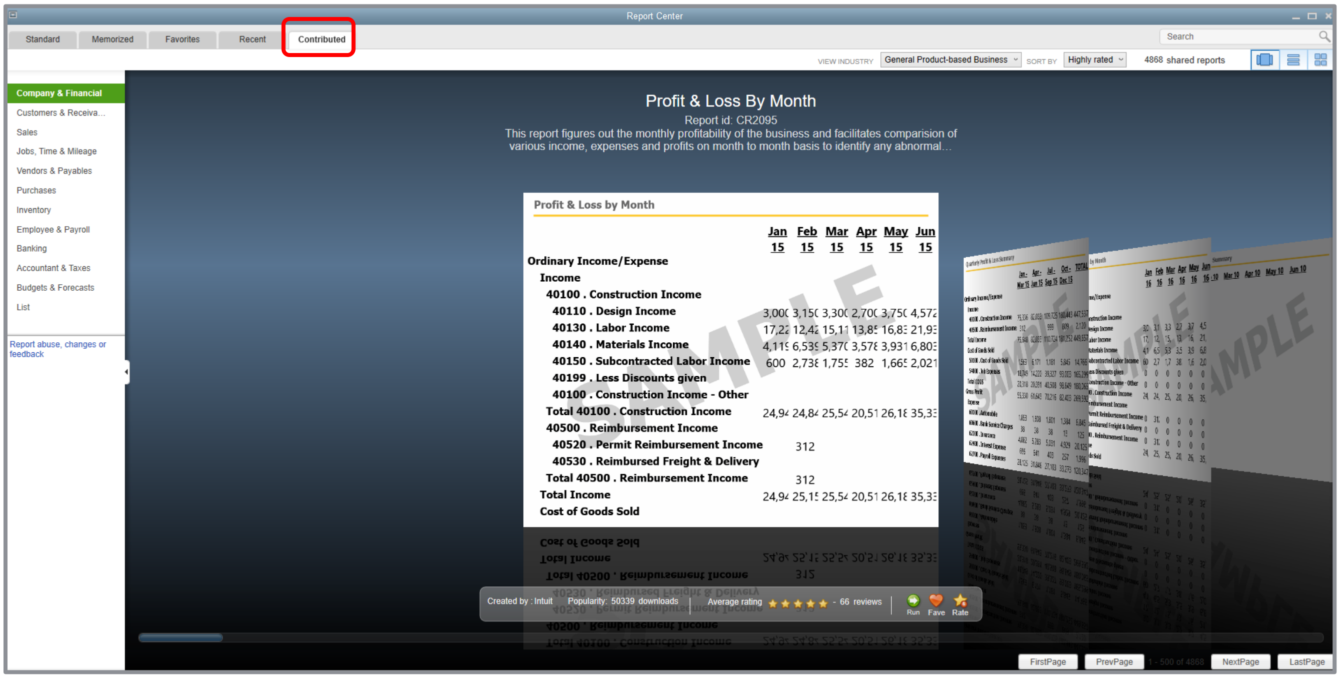


LIST VIEW



CAROUSEL VIEW

3. Click the **Contributed** tab at the top to open Contributed Reports, an Intuit web page where you can search, review, download and import additional reports. Review the information, then close the window.



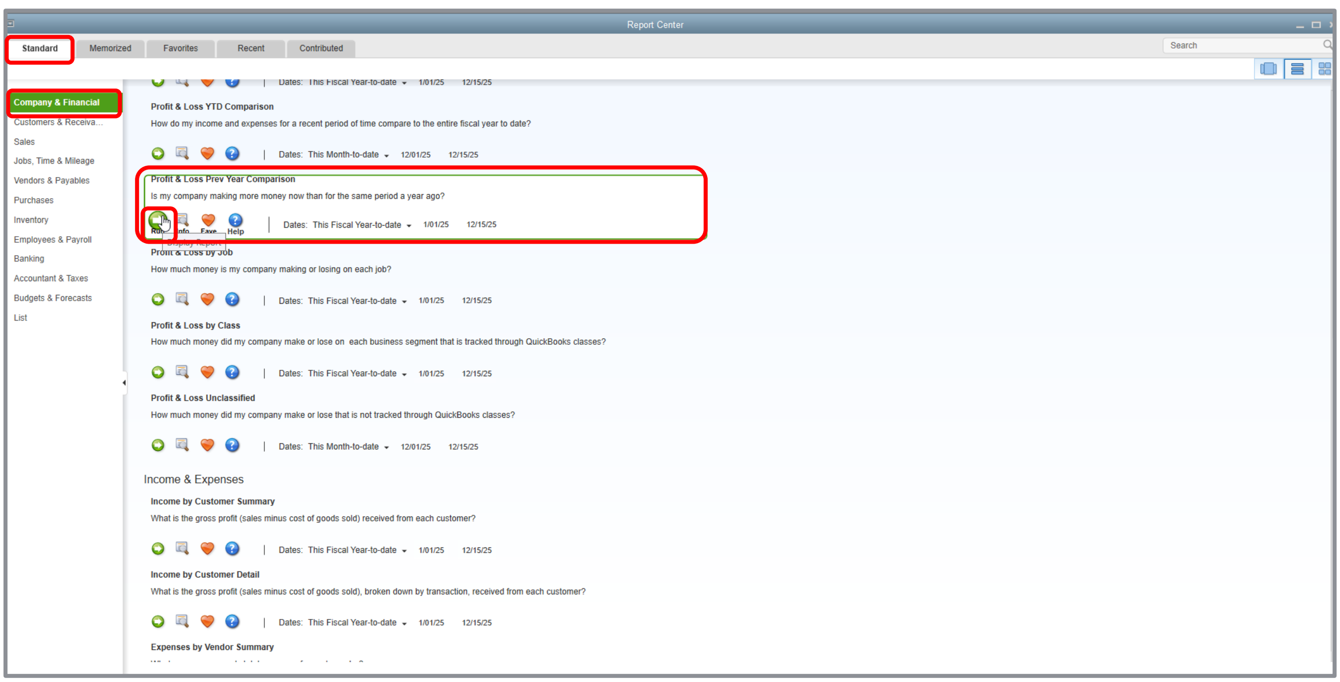
Create a Balance Sheet Previous Year Comparison Report

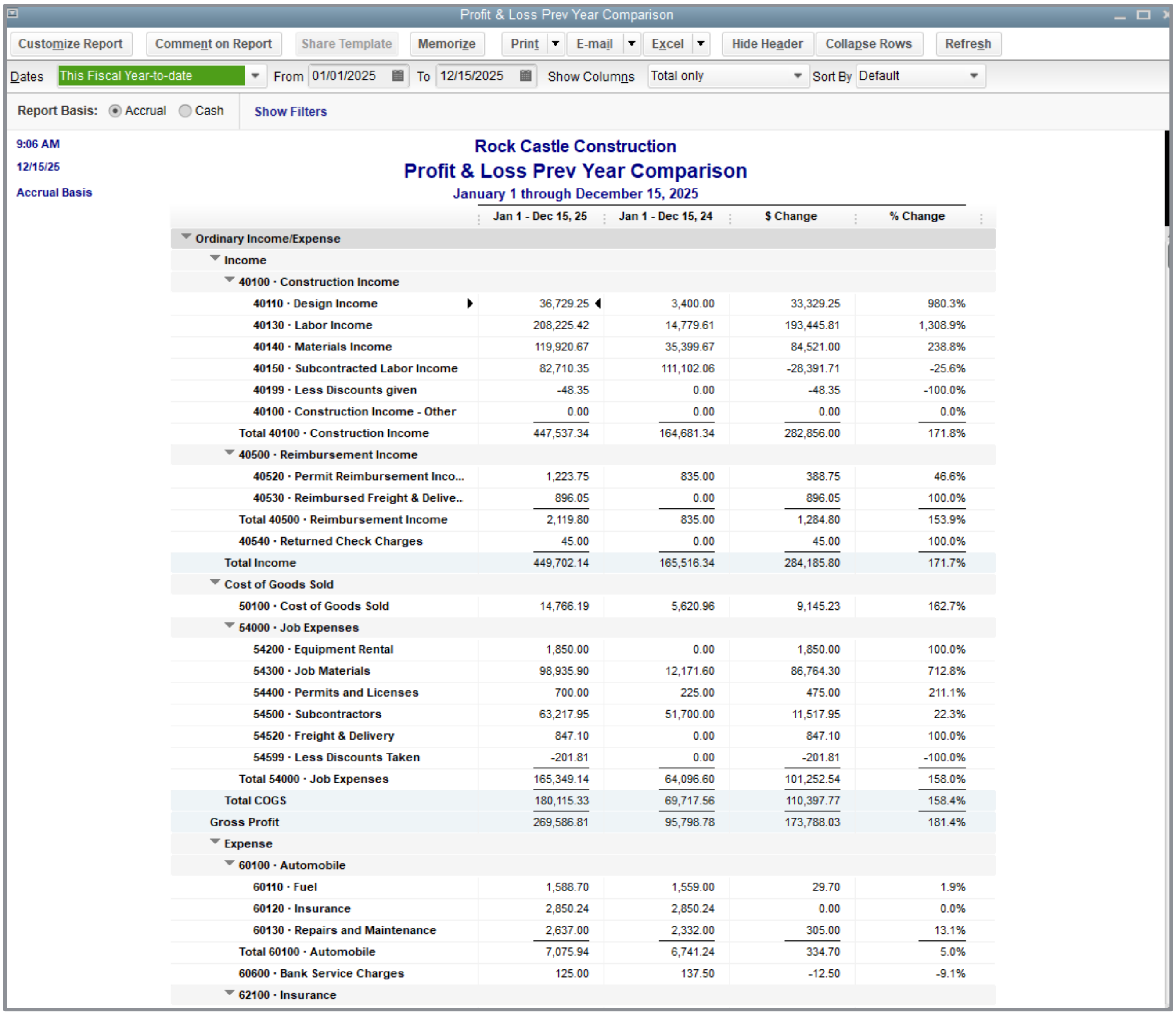
The profit & loss comparison report compares the current year against the previous year in both dollar amount and percentage.

Step-by-Step: Create a Balance Sheet Previous Year Comparison Report

1. In the Report Center, choose **List View** in the top right corner. Then click the **Standard** tab and choose **Company & Financial**, scroll down and choose **Profit & Loss Prev Year Comparison**.

2. Click the **Run** icon.





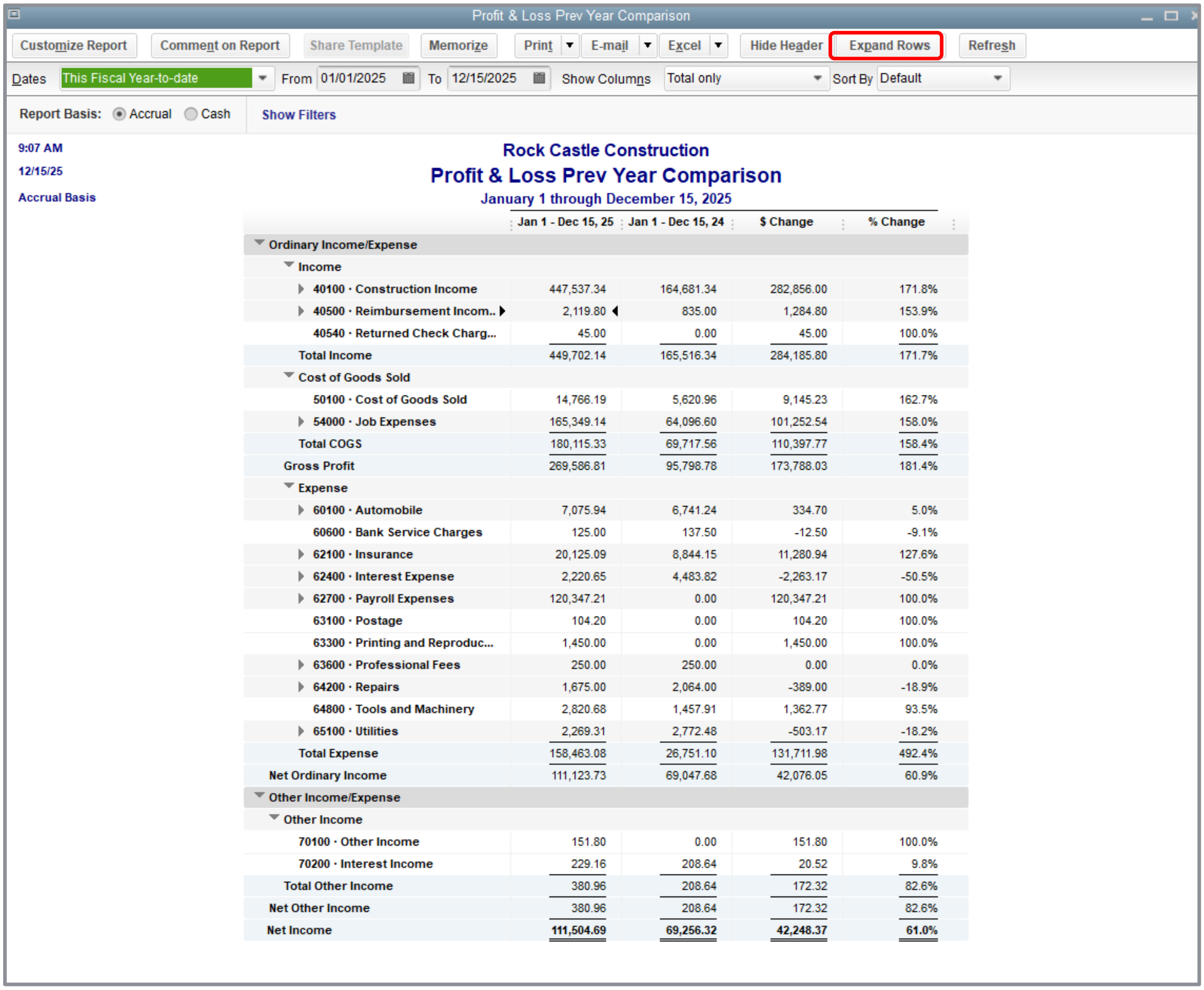
	Jan 1 - Dec 15, 25	Jan 1 - Dec 15, 24	$ Change	% Change
Ordinary Income/Expense				
Income				
40100 · Construction Income				
40110 · Design Income	36,729.25	3,400.00	33,329.25	980.3%
40130 · Labor Income	208,225.42	14,779.61	193,445.81	1,308.9%
40140 · Materials Income	119,920.67	35,399.67	84,521.00	238.8%
40150 · Subcontracted Labor Income	82,710.35	111,102.06	-28,391.71	-25.6%
40199 · Less Discounts given	-48.35	0.00	-48.35	-100.0%
40100 · Construction Income - Other	0.00	0.00	0.00	0.0%
Total 40100 · Construction Income	447,537.34	164,681.34	282,856.00	171.8%
40500 · Reimbursement Income				
40520 · Permit Reimbursement Inco...	1,223.75	835.00	388.75	46.6%
40530 · Reimbursed Freight & Delive..	896.05	0.00	896.05	100.0%
Total 40500 · Reimbursement Income	2,119.80	835.00	1,284.80	153.9%
40540 · Returned Check Charges	45.00	0.00	45.00	100.0%
Total Income	449,702.14	165,516.34	284,185.80	171.7%
Cost of Goods Sold				
50100 · Cost of Goods Sold	14,766.19	5,620.96	9,145.23	162.7%
54000 · Job Expenses				
54200 · Equipment Rental	1,850.00	0.00	1,850.00	100.0%
54300 · Job Materials	98,935.90	12,171.60	86,764.30	712.8%
54400 · Permits and Licenses	700.00	225.00	475.00	211.1%
54500 · Subcontractors	63,217.95	51,700.00	11,517.95	22.3%
54520 · Freight & Delivery	847.10	0.00	847.10	100.0%
54599 · Less Discounts Taken	-201.81	0.00	-201.81	-100.0%
Total 54000 · Job Expenses	165,349.14	64,096.60	101,252.54	158.0%
Total COGS	180,115.33	69,717.56	110,397.77	158.4%
Gross Profit	269,586.81	95,798.78	173,788.03	181.4%
Expense				
60100 · Automobile				
60110 · Fuel	1,588.70	1,559.00	29.70	1.9%
60120 · Insurance	2,850.24	2,850.24	0.00	0.0%
60130 · Repairs and Maintenance	2,637.00	2,332.00	305.00	13.1%
Total 60100 · Automobile	7,075.94	6,741.24	334.70	5.0%
60600 · Bank Service Charges	125.00	137.50	-12.50	-9.1%
62100 · Insurance				

Scroll down the report window to see more of the report.

3. Click the **Collapse Rows** button in the top right section of the report to see the difference.

   The Collapse Rows button hides rows related subaccounts (as well as jobs and subclasses, depending on the report). Amounts are summarized under the parent name. This button affects both the onscreen and printed report.

4. Click **Expand Rows** in the top right section of the report (where the Collapse Rows button had been) to return to the original report display.



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60600 · Bank Service Charges	125.00	137.50	-12.50	-9.1%
62100 · Insurance	20,125.09	8,844.15	11,280.94	127.6%
62400 · Interest Expense	2,220.65	4,483.82	-2,263.17	-50.5%
62700 · Payroll Expenses	120,347.21	0.00	120,347.21	100.0%
63100 · Postage	104.20	0.00	104.20	100.0%
63300 · Printing and Reproduc...	1,450.00	0.00	1,450.00	100.0%
63600 · Professional Fees	250.00	250.00	0.00	0.0%
64200 · Repairs	1,675.00	2,064.00	-389.00	-18.9%
64800 · Tools and Machinery	2,820.68	1,457.91	1,362.77	93.5%
65100 · Utilities	2,269.31	2,772.48	-503.17	-18.2%
Total Expense	158,463.08	26,751.10	131,711.98	492.4%
Net Ordinary Income	111,123.73	69,047.68	42,076.05	60.9%
Other Income/Expense				
Other Income				
70100 · Other Income	151.80	0.00	151.80	100.0%
70200 · Interest Income	229.16	208.64	20.52	9.8%
Total Other Income	380.96	208.64	172.32	82.6%
Net Other Income	380.96	208.64	172.32	82.6%
Net Income	111,504.69	69,256.32	42,248.37	61.0%

5. Close the report.

NOTES

Filter Reports

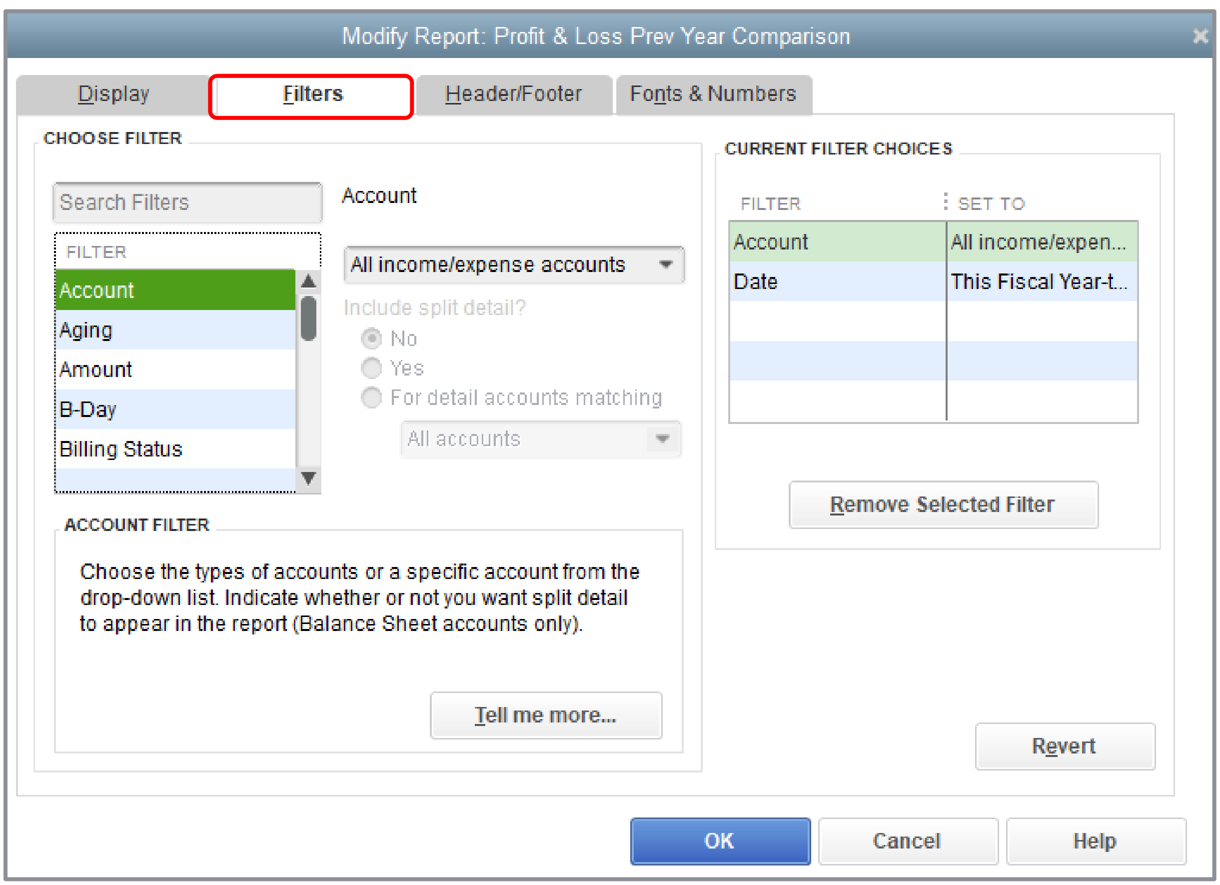
You can customize reports in QuickBooks to highlight just the information you're interested in getting. In this exercise, you'll customize the balance sheet comparison report and filter it to include only the transactions you specify.

Report filters let you set custom criteria for the transactions you want included in a report. When you filter a report, QuickBooks includes only those transactions that match the rules you create.

Step-by-Step: Filter a Preset Report

1. With the Profit & Loss Prev Year Comparison report displayed, click **Customize Report** at the top left of the report.

2. Click the **Filters** tab.

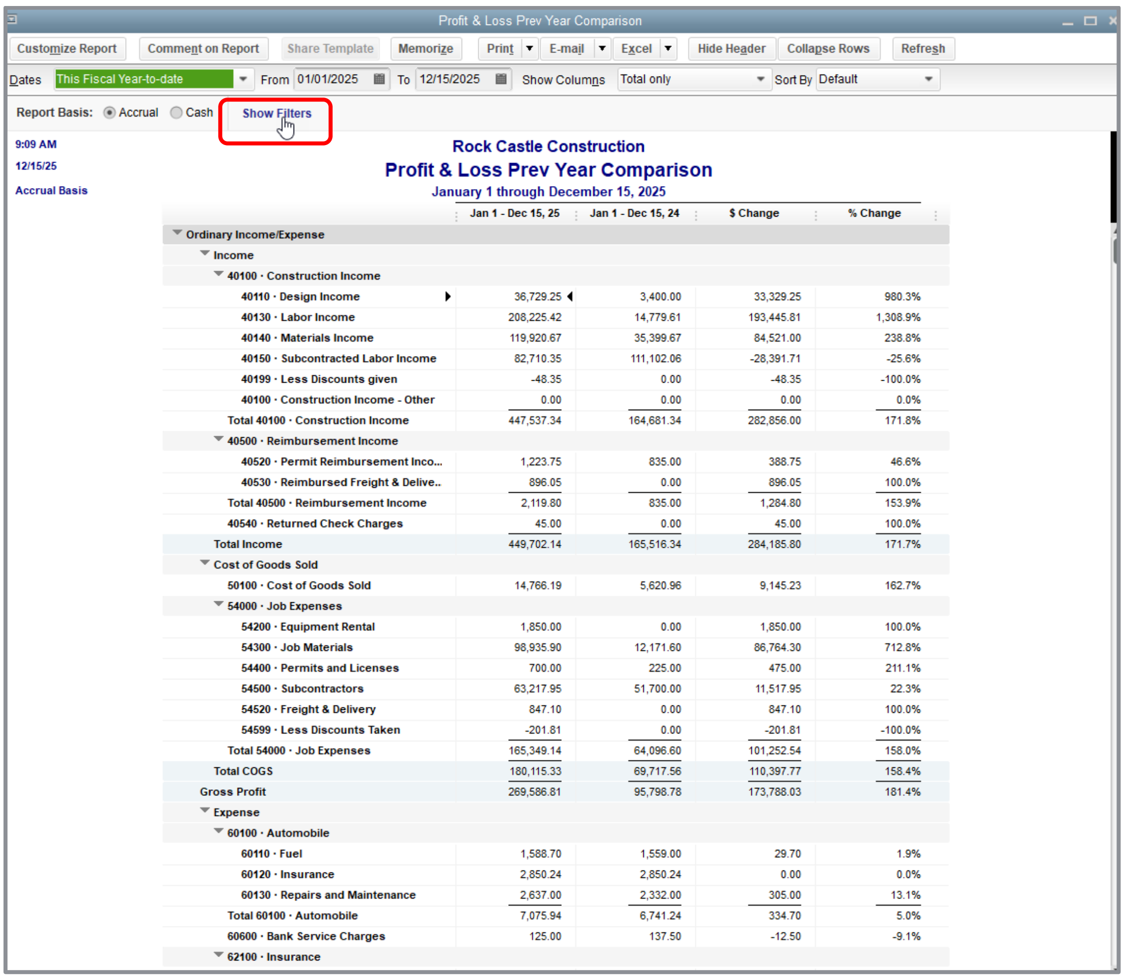


3. In the Filter scroll box, choose the filters for which you want to set your parameters and set your specifications.

4. To remove or modify an existing filter, highlight it in the Current Filter Choices section, and either modify the filter or click **Remove Selected Filter** below that section.

5. Click **OK**.

6. You can review what filters have been applied directly on any particular report by clicking **Show Filters** in the top left corner of the displayed report. Once you have done that, you can click on a filter to change it, or click on the **X** next to the filter to remove it. When printed, reports with Applied Filters displayed will print the filters on a separate page. You can also click **Hide Filters** (where the Show Filters button had been) to hide the list of filters.



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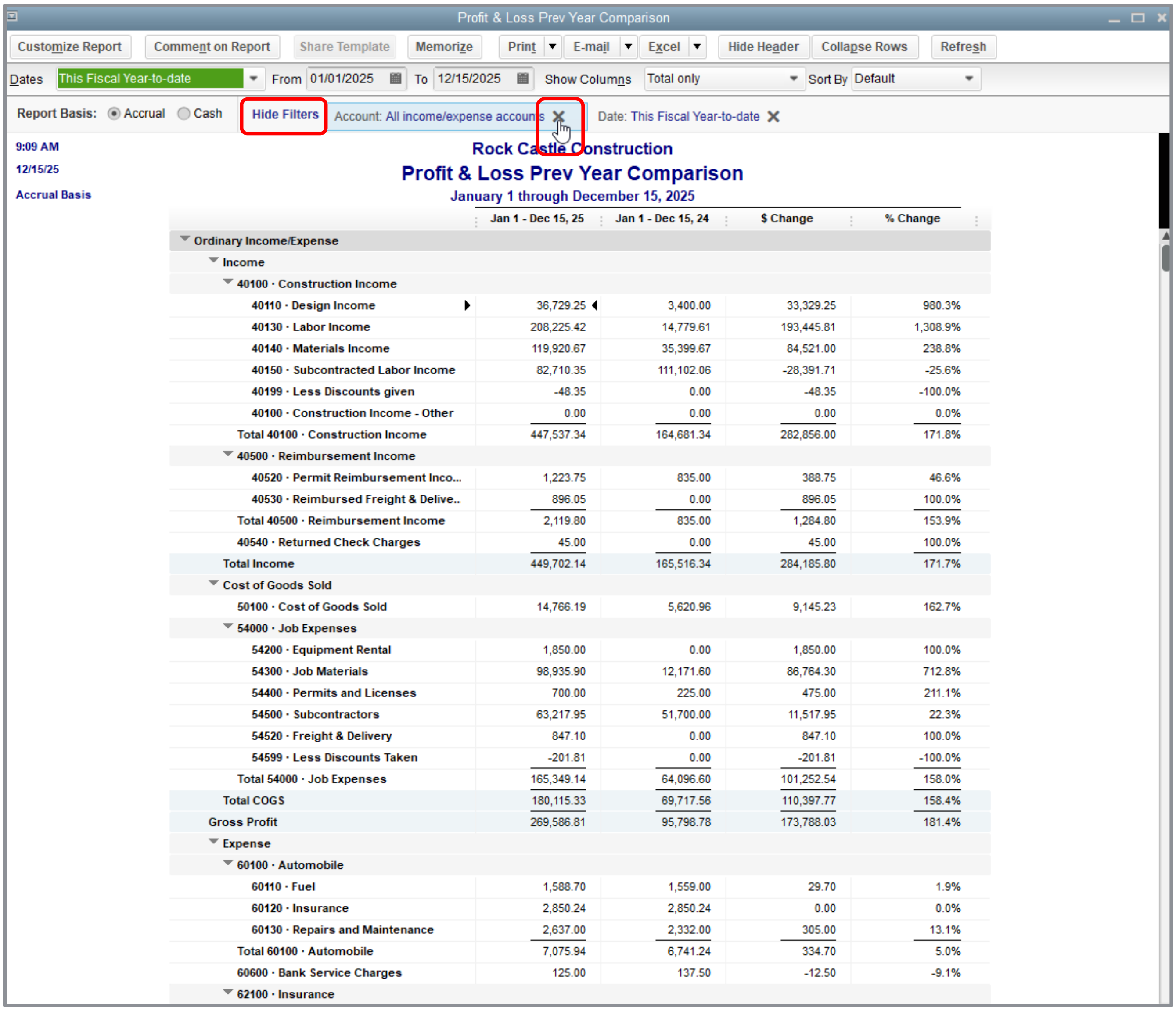

Rock Castle Construction
Profit & Loss Prev Year Comparison
January 1 through December 15, 2025

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62100 · Insurance				

NOTES

Save Reports as PDFs

To keep a record of the information in the report as it exists today, you can save the report in portable document format (PDF).

Step-by-Step: Save a Report as a PDF File

1. With the report open, choose **Save as PDF** from the File menu. (You can also click on **Print** → **Save as PDF** at the top of the displayed report.)
2. Navigate to the folder where you want to store the PDF and enter a file name.
3. Click **Save**.
4. Close the report window.

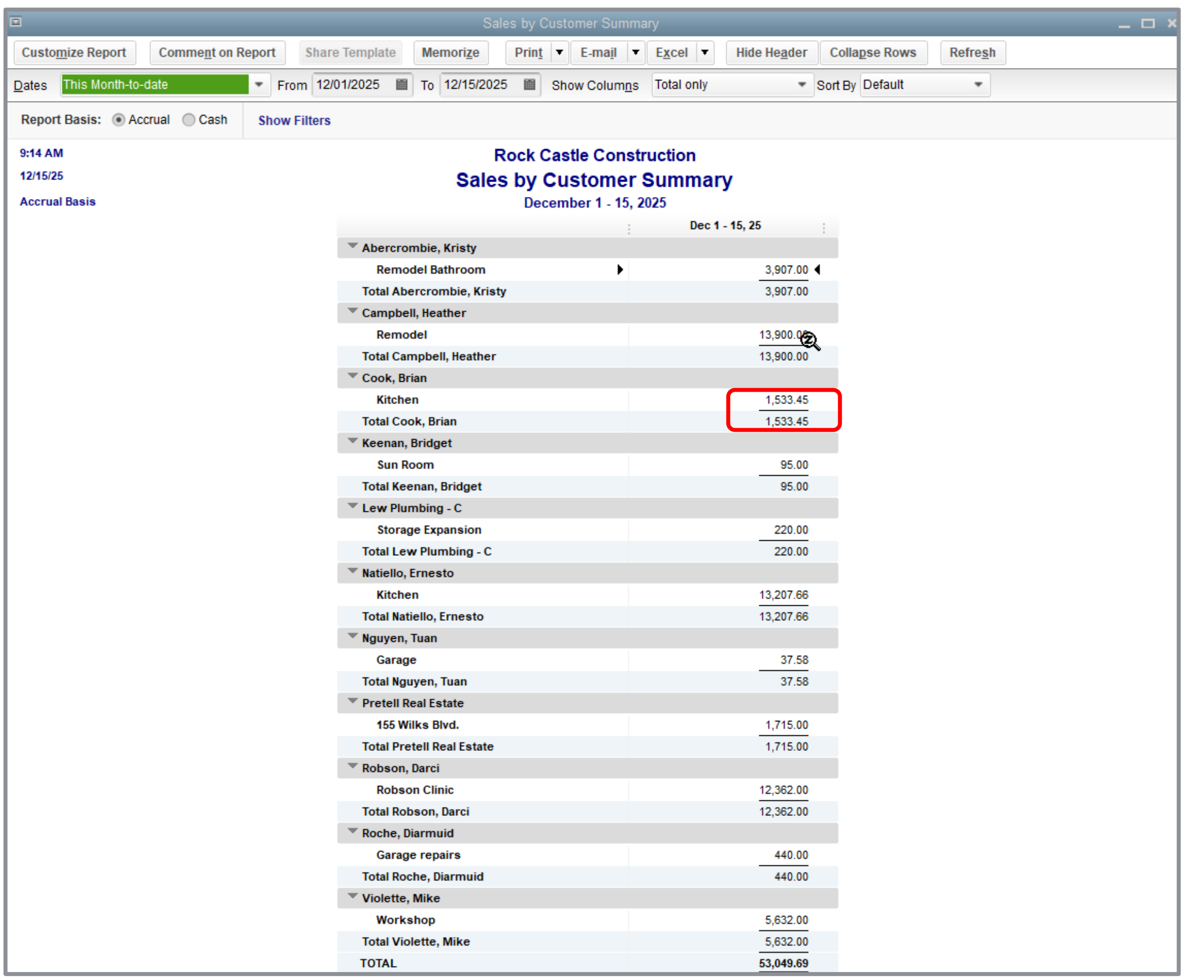
IMPORTANT: *if you wish to send the report as a PDF attachment to an email in one step without saving it as a PDF first, select* ***Email → Send report as PDF****. (QuickBooks will not allow you to select the Send report as PDF option if you are using a sample company.)*

NOTES

Use QuickZoom in a Report

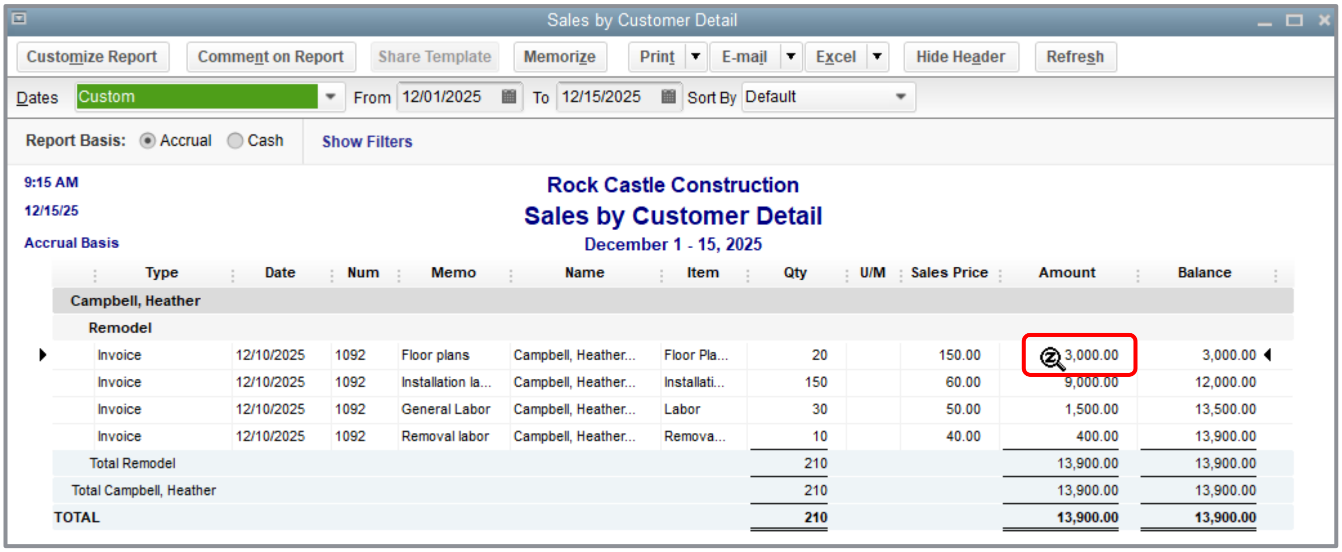
Step-by-Step: QuickZoom on a Listing in a Report

1. Position the mouse pointer over the listing you wish to view in detail.
2. Double-click the amount. What you see when you QuickZoom in a report will depend on the type of report displayed.
   a. If the report shows summary figures (like the Sales by Customer Summary report below) and you QuickZoom an amount…

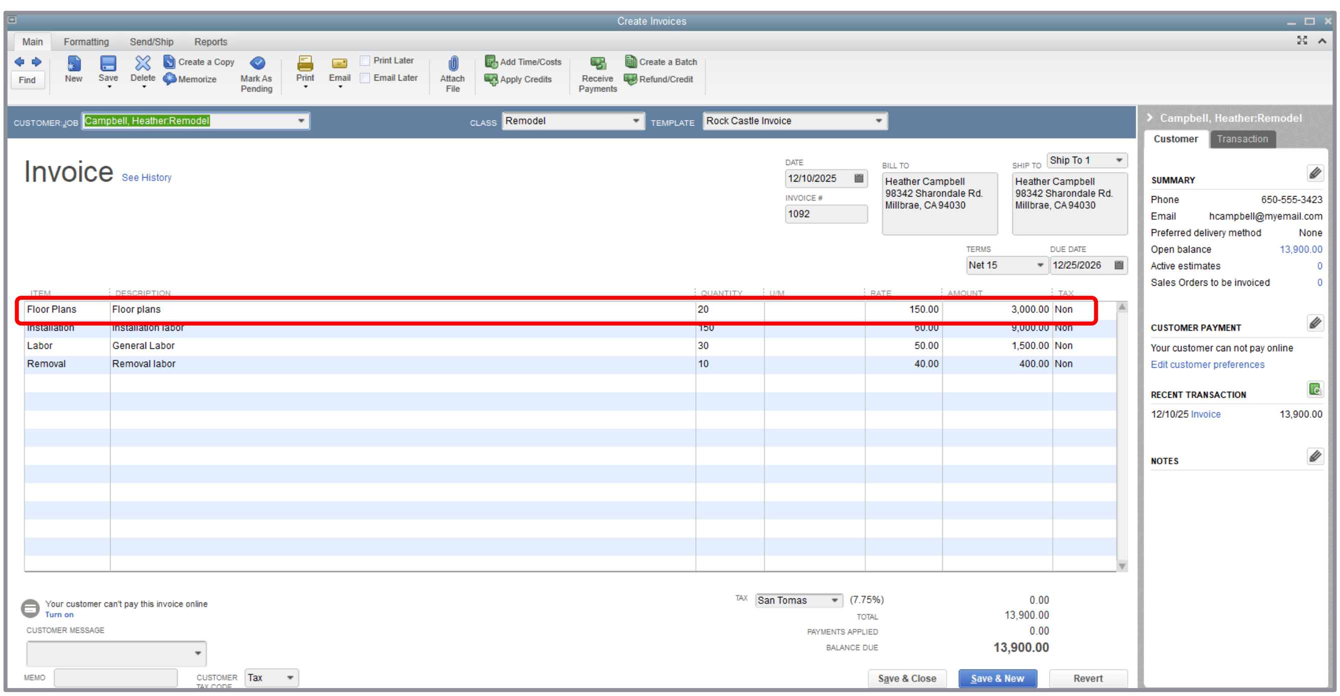


	Dec 1 - 15, 25
Abercrombie, Kristy	
Remodel Bathroom	3,907.00
Total Abercrombie, Kristy	3,907.00
Campbell, Heather	
Remodel	13,900.00
Total Campbell, Heather	13,900.00
Cook, Brian	
Kitchen	1,533.45
Total Cook, Brian	1,533.45
Keenan, Bridget	
Sun Room	95.00
Total Keenan, Bridget	95.00
Lew Plumbing - C	
Storage Expansion	220.00
Total Lew Plumbing - C	220.00
Natiello, Ernesto	
Kitchen	13,207.66
Total Natiello, Ernesto	13,207.66
Nguyen, Tuan	
Garage	37.58
Total Nguyen, Tuan	37.58
Pretell Real Estate	
155 Wilks Blvd.	1,715.00
Total Pretell Real Estate	1,715.00
Robson, Darci	
Robson Clinic	12,362.00
Total Robson, Darci	12,362.00
Roche, Diarmuid	
Garage repairs	440.00
Total Roche, Diarmuid	440.00
Violette, Mike	
Workshop	5,632.00
Total Violette, Mike	5,632.00
TOTAL	53,049.69

b. …QuickBooks displays a detail report that includes the transactions which contribute to that amount. You can then double-click on an individual transaction in that detail report to QuickZoom on it.



c. If you QuickZoom a transaction in a detail report, QuickBooks opens and displays the invoice, bill or other form for the requested transaction. At this point you can review, delete or edit the displayed transaction as necessary.



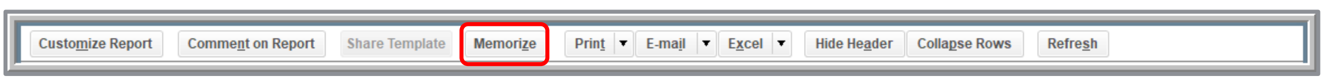
NOTES

Memorize Reports

You may want to memorize reports which you customize, filter and run frequently. Memorizing reports can save you from spending time customizing the same reports over and over again. *Remember, memorizing reports saves your customizations and filters, not the data*. As new data is entered or existing data is changed, running a memorized report will display the refreshed data but with the same settings (e.g., columns, title, etc.) you saved.

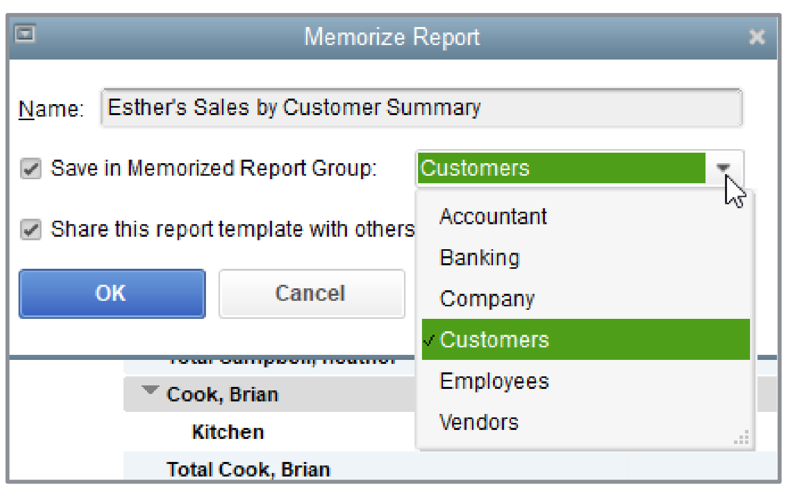
Step-by-Step: Memorize a Report

1. When you are in a report you would like to memorize, click **Memorize** from the report tool bar.



2. Name the memorized report accordingly.

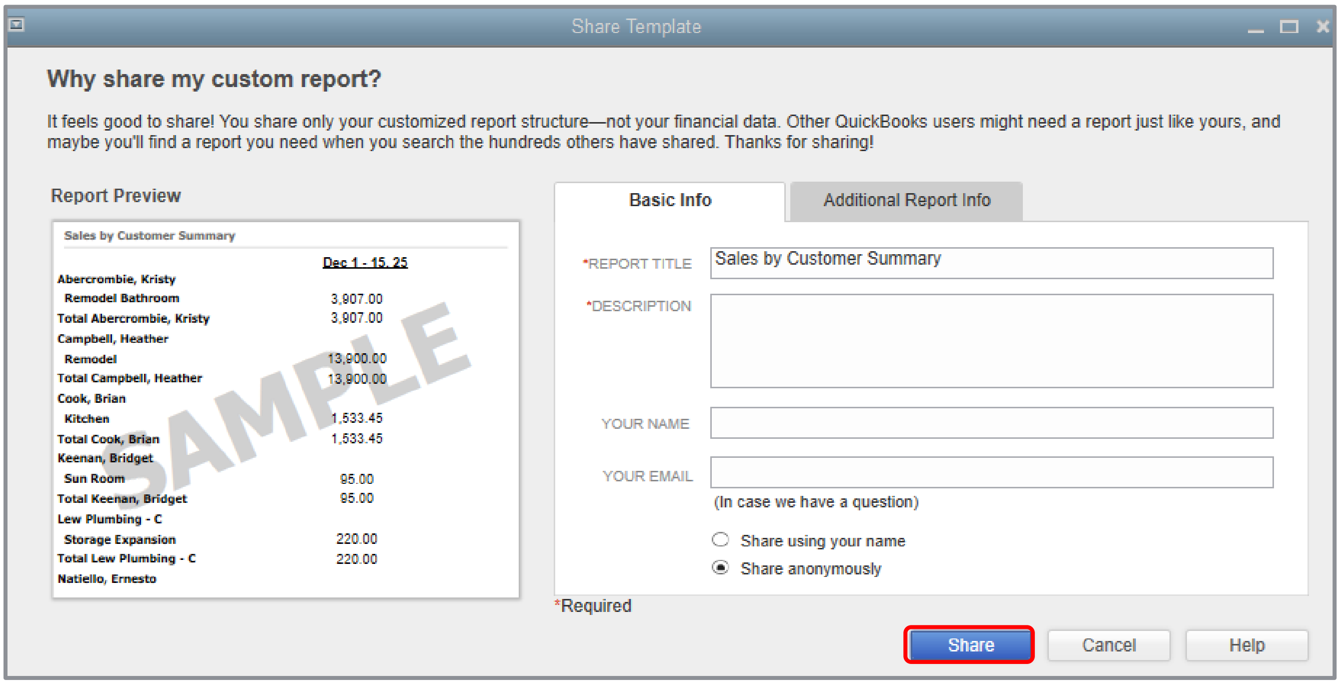
3. Click the **Save in Memorized Report Group** checkbox if you would like to assign this report to a group (you'll see more about memorized report groups in the next section), then choose the group from the drop-down menu.



4. Check the box next to **Share this report template with others** if you wish to offer this memorized report (the settings, not the data!) to the entire Intuit community to help others who may have a need for business information similar to yours in their own QuickBooks company files.

5. Click **OK** to memorize the report.

   If you selected the checkbox for **Share this report template with others**, you'll see a Share Template window appear, in which you can add more information about this report (be sure to click on both of the **Basic Info** and the **Additional Report Info** tabs). When you're done and you're sure that you want to share this report's settings to the community at large, select **Share**.



6. Close the report.

NOTES

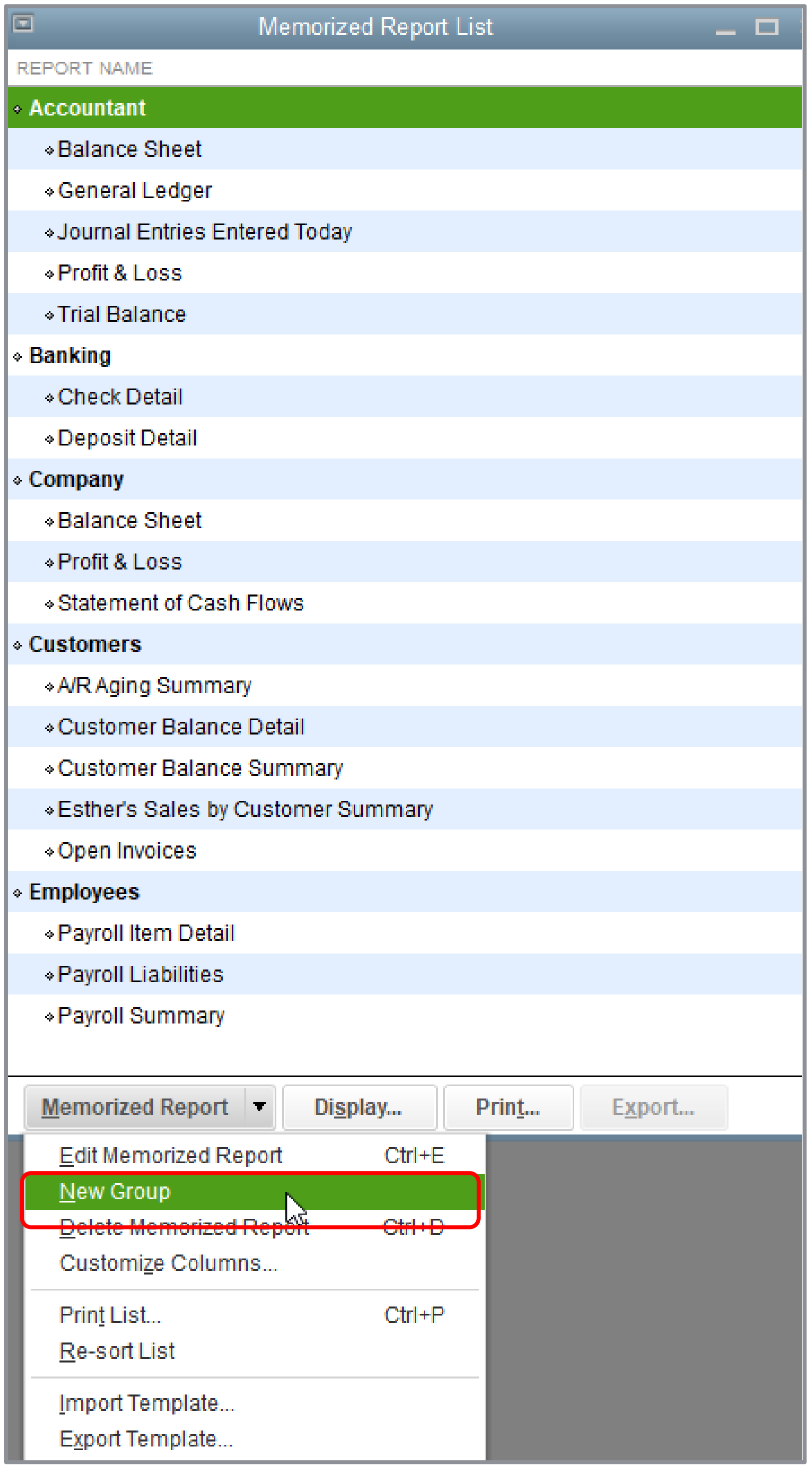
Create Memorized Report Groups

In addition to memorizing individual reports to save report settings, you can create memorized report groups to organize your memorized reports in a way that makes sense for your business and allows you to process a group of reports all at once.

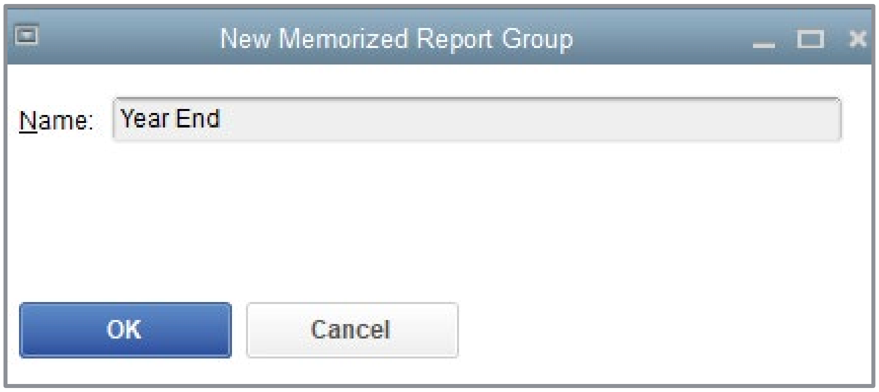
QuickBooks comes preset with a number of memorized report groups, each already populated with common reports for each area. You can add your own reports to these groups, modify the groups to meet your needs and even create your own groups.

Step-by-Step: Create a Memorized Report Group

1. Choose **Memorized Reports** from the Reports menu then choose **Memorized Report List**.
2. At the bottom of the Memorized Report List, click **Memorized Report → New Group**.


Memorized Report List
REPORT NAME
Accountant
Balance Sheet
General Ledger
Journal Entries Entered Today
Profit & Loss
Trial Balance
Banking
Check Detail
Deposit Detail
Company
Balance Sheet
Profit & Loss
Statement of Cash Flows
Customers
A/R Aging Summary
Customer Balance Detail
Customer Balance Summary
Esther's Sales by Customer Summary
Open Invoices
Employees
Payroll Item Detail
Payroll Liabilities
Payroll Summary
Memorized Report
Display...
Print...
Export...
Edit Memorized Report Ctrl+E
New Group
Delete Memorized Report Ctrl+D
Customize Columns...
Print List... Ctrl+P
Re-sort List
Import Template...
Export Template...

3. In the Name field of the New Memorized Report Group window, type *Year End*.



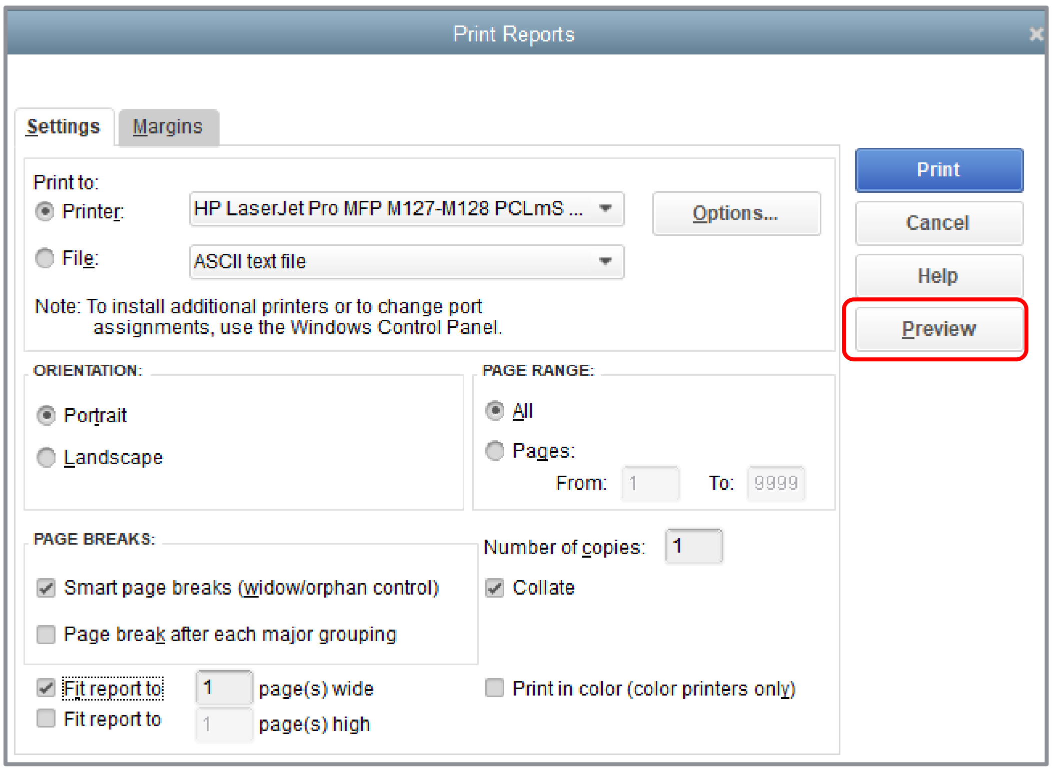
4. Click **OK**.

NOTES

Print Reports

Step-by-Step: Print a Report

1. With a report open, click the **Print** button from the tool bar then choose **Report**.



2. Click **Preview** to see how the report will look when you print it.

   QuickBooks displays a preview of your report onscreen.

3. Click **Print**.

4. Close the report.

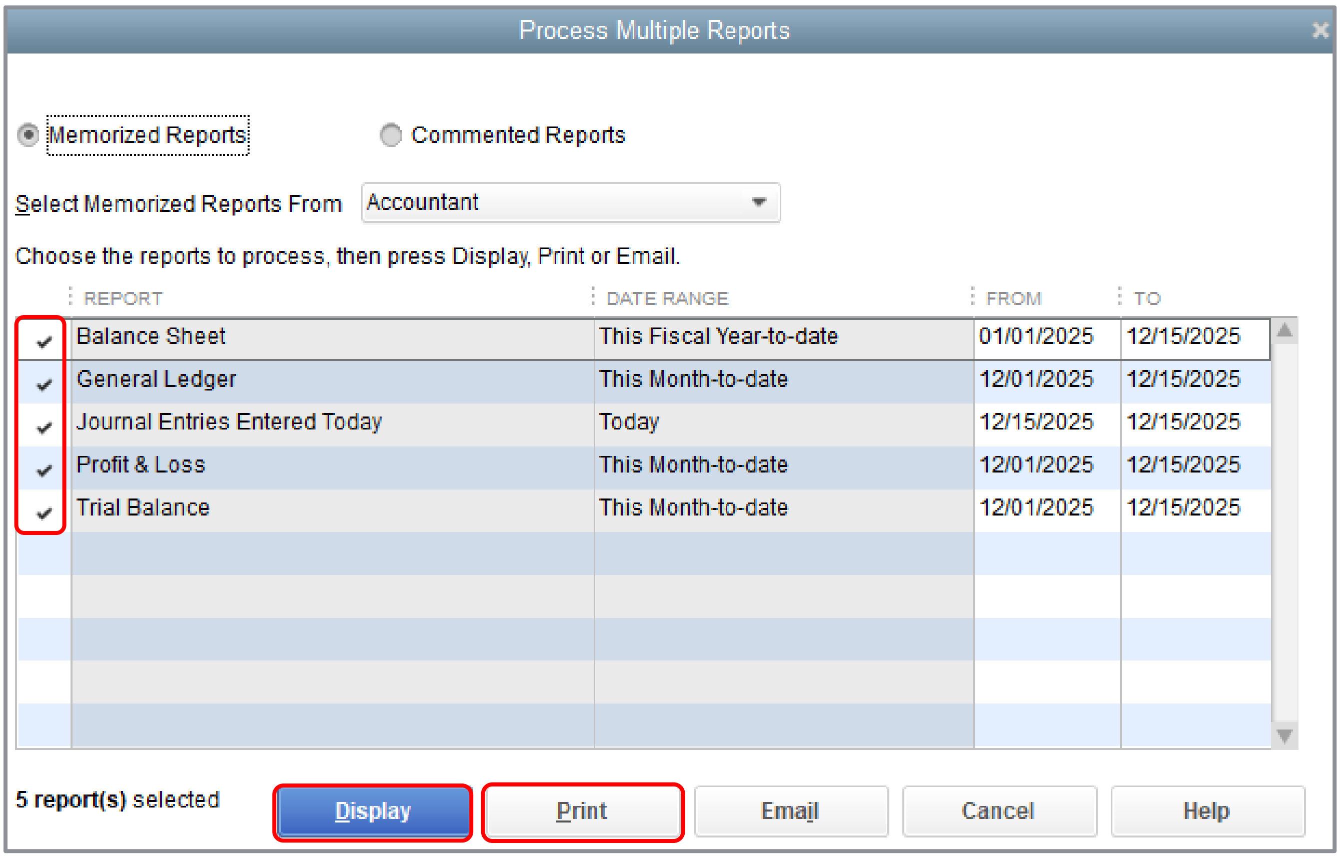
NOTES

Process Reports in Groups

Step-by-Step: Batch Process Reports in a Group

1. In the Memorized Report List, select the heading of the report group you would like to print.
2. Click **Display**.

QuickBooks opens the Process Multiple Reports window. You can use this window to display or print the selected reports (selected by the checkmark in the far left column next to the reports). You can also change the date range for reports in this window before you display or print them by changing the information in the From or To columns.



3. Select the reports you wish to print (by ensuring they have a checkmark in the left column and remove the checkmark for any reports you don't want to print) then click **Display** to review the information in the reports or click **Print** to print all the reports.

If you choose to display the reports, you can print each report individually. Click the **Print** button from each displayed report's tool bar, then choose **Report**.

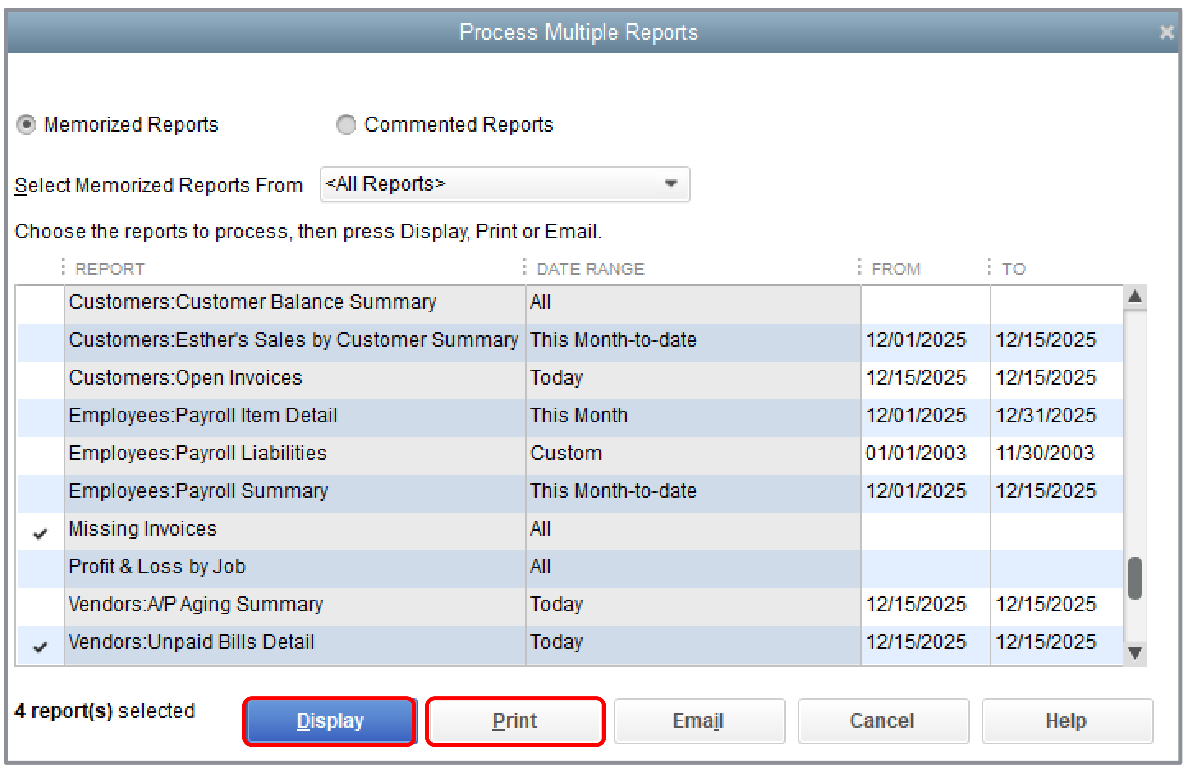
NOTES

Process Multiple Miscellaneous Reports

In addition to batch processing a group of reports, you can also batch process various selected memorized reports that are not all in the same report group.

Step-by-Step: Batch Process Multiple Miscellaneous Reports

1. From the Reports menu, select **Process Multiple Reports**.
2. QuickBooks opens the Process Multiple Reports window. Select the memorized reports you want to process (all reports from all groups are currently listed) by placing a checkmark next to the desired reports. You can also change the date range for reports in this window before you display or print them by changing the information in the From or To columns.



3. Once the desired reports are selected, choose **Display** to review the information in the reports or **Print** to print the reports.

If you choose to display the reports, you can print each report individually. Click the **Print** button on the tool bar for each displayed report, then choose **Report**.

Send a Report to Microsoft Excel®

Occasionally you may want to change a report's appearance or contents in ways that aren't available in QuickBooks, filter report data in ways you can't in QuickBooks, or run "what-if" scenarios on your QuickBooks data.

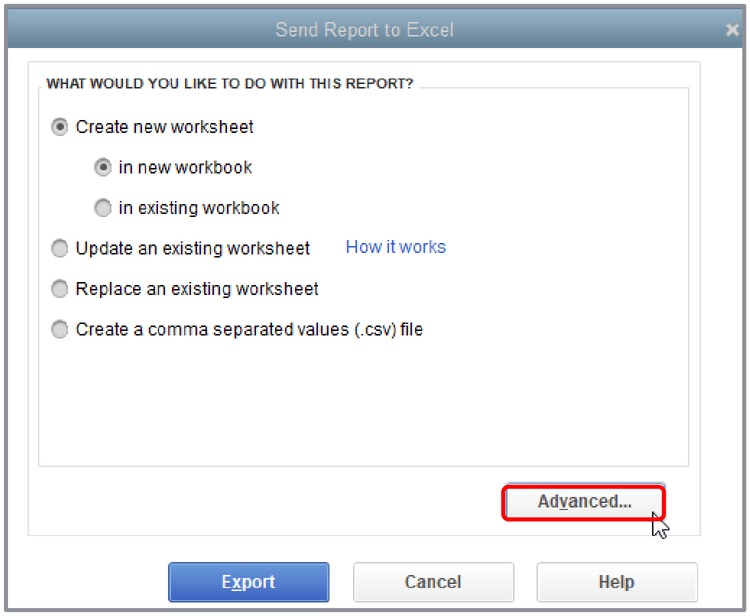
You can send reports from QuickBooks to Excel. Since the changes you make in Excel don't affect your QuickBooks data, you're free to customize reports as needed and even change data to run "what-if" scenarios.

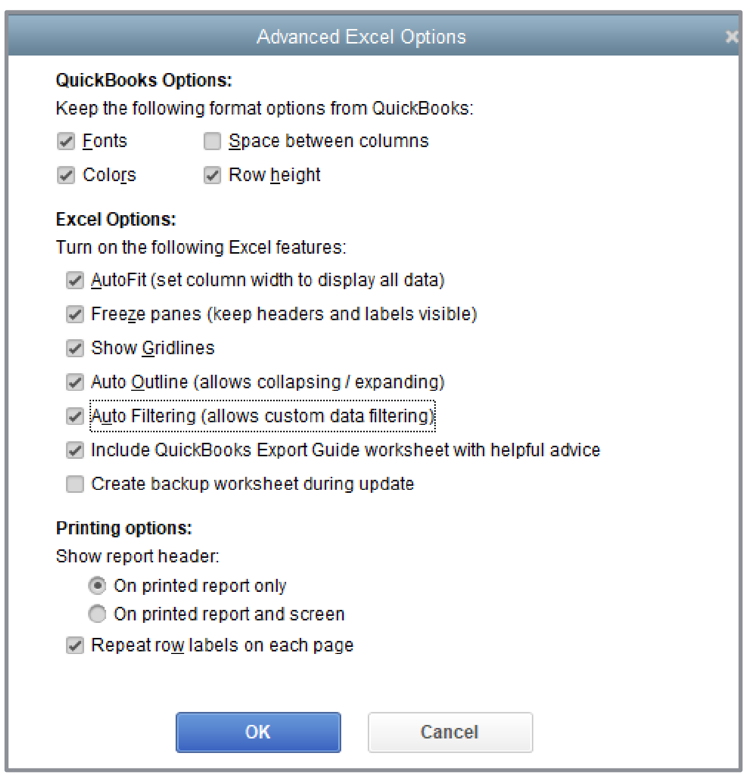
Step-by-Step: Send a Report to Excel

1. From the Reports menu, open the report you would like to convert to Excel.
2. On the Report button bar at the top of the report, set the **Date** parameters for your report. You can use the **Customize** button to set additional filters and add additional customization.

   If you clicked the **Customize** button in the previous step, and after you've specified your additional parameters, click **OK.** Regardless, ensure the report data is now displaying using your chosen customizations.
3. On the Report button bar, click **Excel** and **Create New Worksheet** (or you could select **Update Existing Worksheet** if this report with these settings was previously sent to a spreadsheet that was saved).

4. Click the **Advanced** tab to add custom export options of **Auto Outline** and **Auto Filtering** if they're not chosen already.





5. Click **OK → Export**.

NOTES

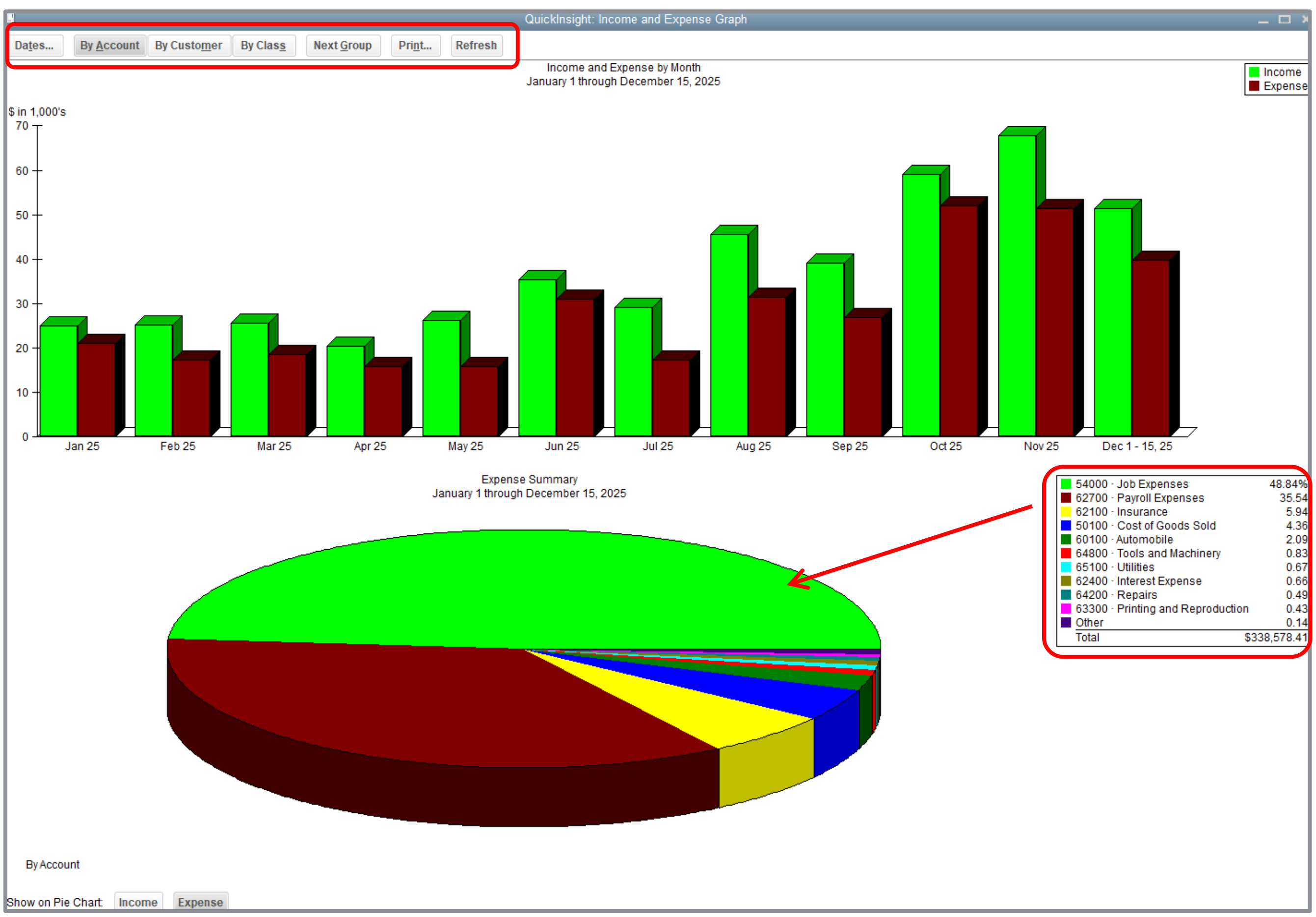
Create an Income and Expense Graph

If you want your business to be profitable, you need to keep an eye on your expenses. The income and expense graph shows exactly what you're spending and where.

You should be especially concerned with the proportion you're spending on expenses relative to the income you receive. As a simplistic example, if you're earning only $20,000 in income, you don't want to spend $30,000 in expenses.

Step-by-Step: Create an Income and Expense Graph

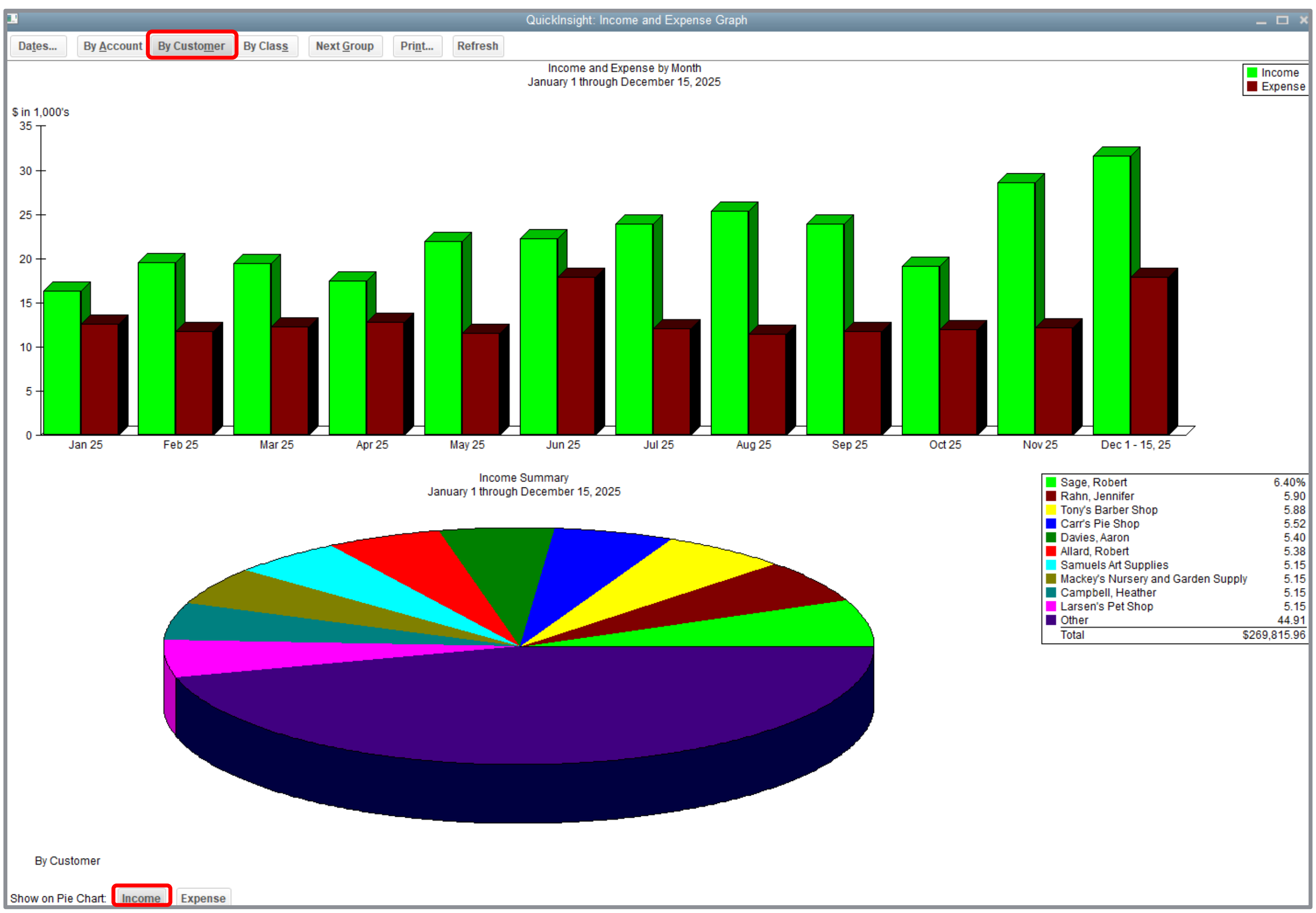
1. From the Reports menu, choose **Company & Financial → Income & Expense Graph**. You will see the top 10 expense categories listed with numerical information next to a key listing them with their pie chart colors.



2. You can choose to categorize expenses **By Account**, **By Customer** or **By Class** from the report tool bar at the top.
3. QuickBooks can display information on only 10 pie segments at a time. To display more accounts, click the **Next Group** button at the top of the graph window.
4. You can change the date range by clicking the **Dates** button at the top.

Step-by-Step: Display Income Accounts Instead of Expense Accounts

1. Click **Income** at the bottom of the Income & Expense Graph window.
2. Choose to categorize income By Account, By Customer or By Class from the report tool bar at the top (Income By Customer shown below).



Notes

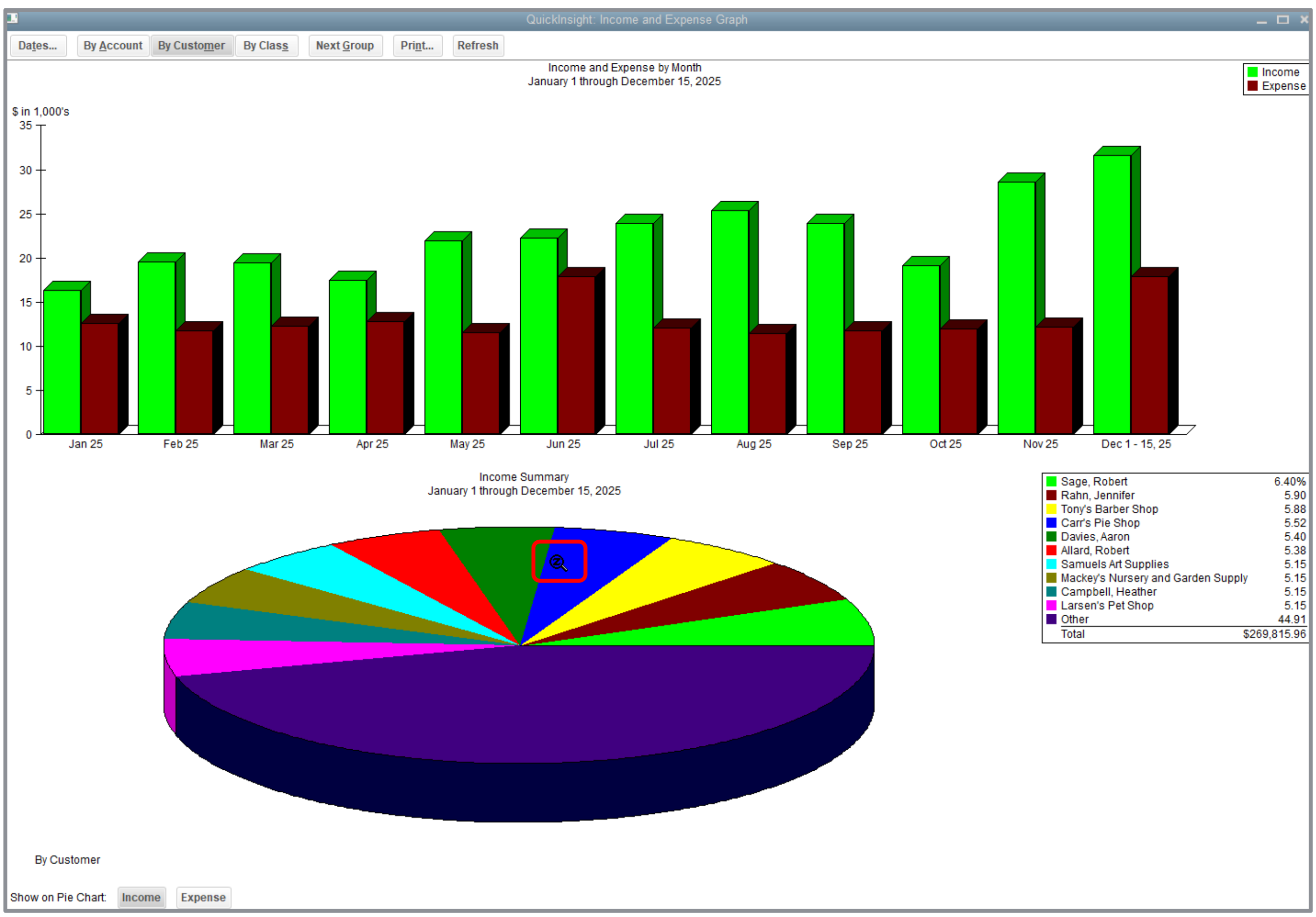
Use QuickZoom with Graphs

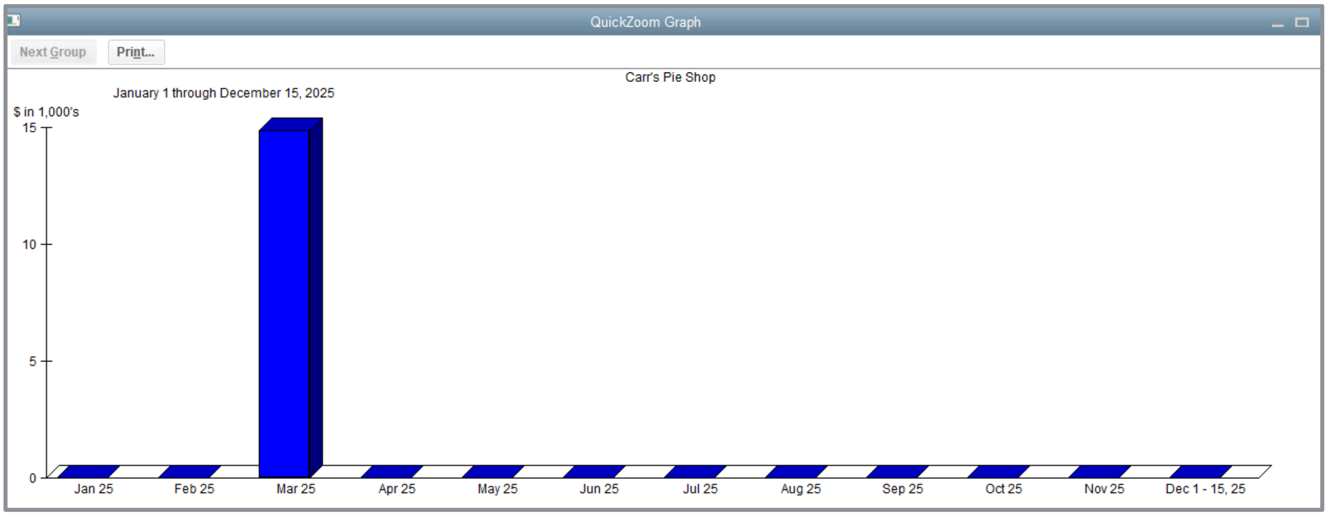
To help you better understand the information shown in the graphs, QuickBooks lets you trace graphical data using QuickZoom. This works the same as the QuickZoom functionality on report entries described earlier in this lesson.

Step-by-Step: QuickZoom on Graphical Information

1. Position the mouse pointer over the section of the chart you wish to see in more detail, observe the mouse pointer has turned into a magnifying glass with a Z in it, and double-click.

IMPORTANT: *The QuickZoom report features will vary depending on the type of information you are choosing to QuickZoom in order to get more details.*



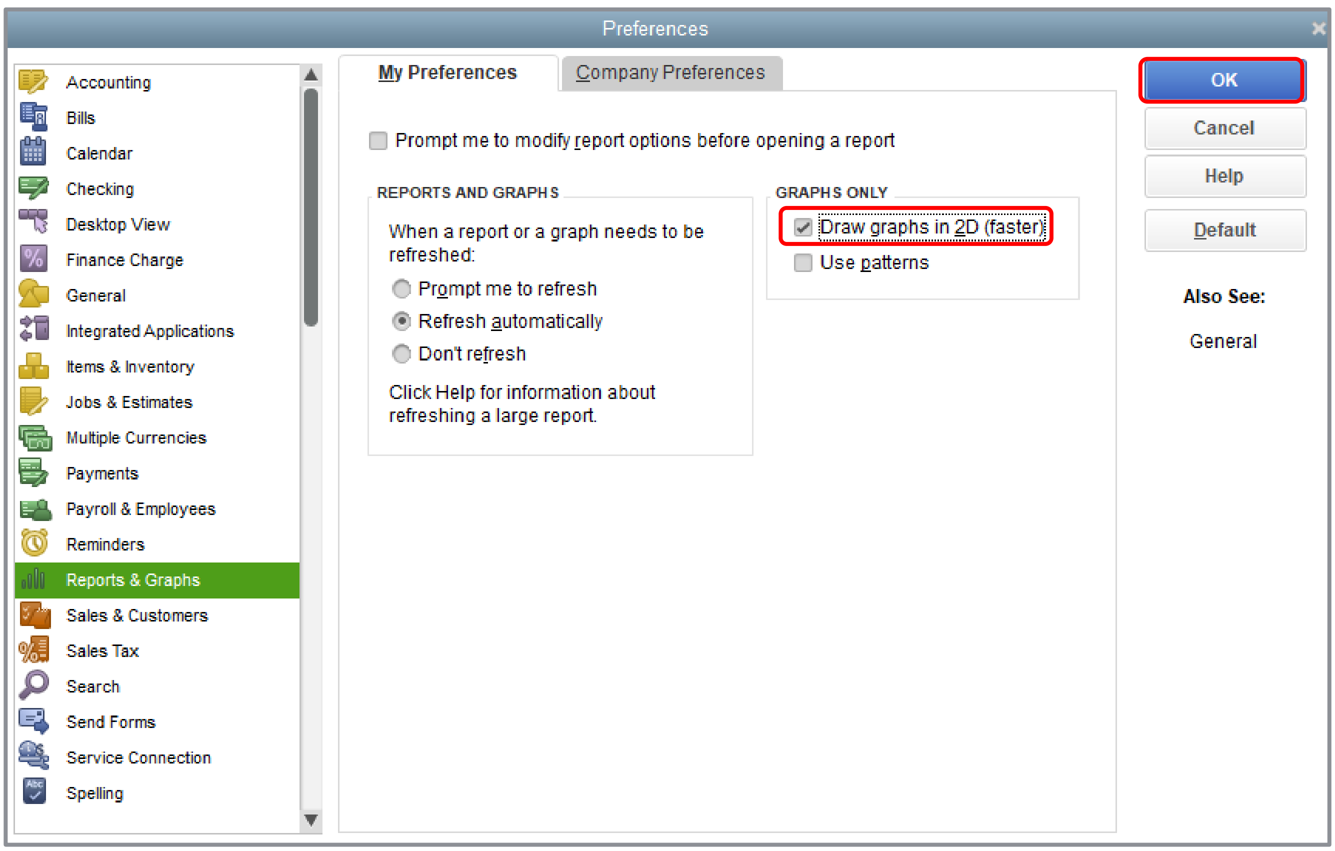

QuickZoom Graph
Next Group
Print...
Carr's Pie Shop
January 1 through December 15, 2025
$ in 1,000's
15
10
5
0
Jan 25
Feb 25
Mar 25
Apr 25
May 25
Jun 25
Jul 25
Aug 25
Sep 25
Oct 25
Nov 25
Dec 1 - 15, 25

Customize How Graphs Display

You can customize graphs to control what data they include and how the data is displayed. In this exercise you'll change the display from three-dimensional (3D) to two-dimensional (2D) graphs.

Step-by-Step: Change from 3D to 2D

1. From the Edit menu, choose **Preferences**.
2. In the left panel click **Reports & Graphs**.
3. In the My Preferences tab, place a checkmark in the box next to **Draw graphs in 2D (faster)**.



4. Click **OK**.
5. Open the **Report Center**.

6. Choose **Sales → Sales Graph** to view the effect of the change.
7. Click the **Run** (**Display Report)** icon.
8. Close the graph.
9. Close the Report Center.

NOTES

Analyze Financial Data – Review Questions

1. ________________________ is the tool that allows you to drill down on summary reports and graphs in QuickBooks.
2. When can you generate a QuickReport?
   d. Only when viewing an active customer or account
   e. Only when viewing a list, register or form
   f. Only at the end of the current fiscal period
   g. Only when viewing balance sheet accounts
3. In which report category would you find a list of open invoices?
   a. Company & Financial
   b. Sales
   c. Customers & Receivables
   d. List
4. Report ______________________ let you set custom criteria for the transactions you want to include in a report.
5. Once you've customized a preset report to meet your needs, how can you save your settings so you don't have to customize the report each time you run it?
   a. Choose **Save Settings** from the Report menu
   b. Choose **Save Setting** from the File menu
   c. Click **Memorize**
   d. Click **Modify** then choose **Memorize**
6. True or false: Once you've exported report data to Excel, you can send modified data back to QuickBooks.
   a. True
   b. False

Review Activities

Use Rock Castle Construction (sample product-based company) to do these activities:

1. Create a QuickReport on a name in one of Rock Castle Construction's lists.
2. Rock Castle Construction wants to create a report that shows how much they have spent on lumber for projects during November of the current year (the current year is whatever Rock Castle Construction specifies is the current year based on the date you see when you open that sample company). Create an item summary purchase report covering the date range for November of the current year. Filter the report to show only Rock Castle Construction's purchases for lumber.
3. Batch process the balance sheet, profit and loss statement, and statement of cash flows using the Process Multiple Reports window.
4. Use the Report Center to find reports that show the following:
   - Sick and vacation balances for each employee
   - Time spent on each job
   - Inventory stock on hand and reorder point
   - Customers with overdue payments, how much they owe and their phone numbers
   - How much of total sales is taxable, at what rate, and how much sales tax is currently due to be paid

Answers to Review Questions

1. *QuickZoom* is the tool that allows you to drill down on summary reports and graphs in QuickBooks.
2. When can you generate a QuickReport?
   a. Only when viewing an active customer or account
   b. ✓ *Only when viewing a list, register or form*
   c. Only at the end of the current fiscal period
   d. Only when viewing balance sheet accounts
3. In which report category would you find a list of open invoices?
   a. Company & Financial
   b. Sales
   c. ✓ *Customers & Receivables*
   d. List
4. Report *filters* let you set custom criteria for the transactions you want to include in a report.
5. Once you've customized a preset report to meet your needs, how can you save your settings so you don't have to customize the report each time you run it?
   a. Choose **Save Settings** from the Report menu
   b. Choose **Save Setting** from the File menu
   c. ✓ *Click* ***Memorize*** *on the button bar*
   d. Click **Modify** then choose **Memorize**
6. True or false: Once you've exported report data to Excel, you can send modified data back to QuickBooks.
   a. True
   b. ✓ *False*