

QUICKBOOKS DESKTOP 2021 CLIENT TRAINING



Analyze Financial Data

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About the Author



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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.

				Vendor C	enter: Hamlin	Metal					×
🦉 New Vendor 🔻 🐻	New Iransactions 🔻 📇	Print 🔻 🗒 Excel 🔻 🔀 Word 💌 🙆	Bill Tracker								
Ven <u>d</u> ors Tr <u>a</u> nsac	ions	Vendor Inform	nation						0	* NOTE	
Active Vendors	* >	Company Name Hamlin Metal				Main Pho	one 415-555-8965			No note available	
	P	Full Name Mark Hamlin				Alt. Pho	one 415-555-8970			REPORTS FOR THIS	OVENDOD.
		Vendor Type Subcontractors				F	Fax 415-555-8900				SVENDOR
	BALANCE T : ATTACH	Account No. 94-201-6464-1				Main Er	mail mhamlin@sampler	name.com		QuickReport	
A Cheung Limited	0.00	Terms Net 30								Open Balance	
Bank of Anycity		Billed From Hamlin Metal									
Bayshore CalOil Service	0.00	270 Old Bayshore Bayshore CA 9432									
Bayshore Water	0.00		-							Order 1099 Forms	
Bruce's Office Machines	0.00	Map Direction:	•							Order Checks	
C.U. Electric Cal Gas & Electric	0.00										
Cal Telephone	91.94						***				
CalOil Company	0.00	Transactions Contacts To	Do's Note <u>s</u>	Sent E <u>m</u> ail							_
City of Bayshore	0.00	SHOW All Transactions - FI	LTER BY AII	*	DATE This	Fiscal Year 🔹	01/01/2025 - 12/31/	2025			
City of East Bayshore	0.58	TYPE	NUM			DATE -		ACCOUNT	AMOUNT		
City of Middlefield	0.00	Bill				12/11/2025		20000 · Accounts Payable			-670.00
Custom Kitchens of B	0.00	Bill Pmt -Check	482			12/05/2025		10100 · Checking			-950.00
Daigle Lighting	0.00	BIII				11/14/2025		20000 · Accounts Payable			-950.00
Davis Business Assoc	0.00	Bill Pmt -Check	418			10/15/2025		10100 · Checking			-239.00
Dianne's Auto Shop	0.00	Bill	125			10/03/2025		20000 · Accounts Payable			-239.00
East Bayshore Auto Mall	0.00	Check	382			09/03/2025		10100 · Checking			-1,000.00
East Bayshore Tool &	0.00										
Employment Develop	0.00										
Express Delivery Servi	0.00										
Fay, Maureen Lynn, CPA	0.00										
Federal Treasury	0.00										
Funds Transfer	0.00										
Gallion Masonry	0.00										
Great Statewide Bank	0.00										
Hamlin Metal	670.00										
Holly Heating and Elec	0.00										
Hopkins Construction	150.00										
Kershaw Computer S	0.00										
Keswick Insulation	0.00										
Landlords R Us	0.00										
Larson Flooring	0.00	Manage Transactions	Run Reports 🔹								
Largon Flooring	U.UU										

Create QuickReports

Lesson 9 – Analyze Financial Data

					_	Vendor	Center: Hamlin	Metal	_		_			_ 🗆
New Vendor •	New Transactions	🔻 📇 Print 🔻 🔛 Excel 🔻 🔡	Word 🔻	🔬 Bill Trac	ker									
Ven <u>d</u> ors Tr <u>a</u> nsact	ons	Vendor	Infor	mat	ion							0	🖈 NOTE	
Active Vendors	•	Company Name Har	nlin Metal					Main Pho	ne 415-555-8965				No note available	
	P	Full Name Mar	k Hamlin						ine 415-555-8970				REPORTS FOR THIS	VENDOR
NAME	BALANCE T AT	Vendor Type Sub	contractors					F	ax 415-555-8900				QuickReport	
A Cheung Limited	0.00	Account No. 94-						Main Err	nai mhamlin@sampl	ename.com				
Bank of Anycity	0.00	Terms Net											Open Balance	
Bayshore CalOil Service	0.00	Billed From Har	nlin Metal Old Baysho	04										
Bayshore Water	0.00	Bay	shore CA94	326										
Bruce's Office Machines	0.00												Order 1099 Forms	
C.U. Electric	0.00	Find	Directi	ons									Order Checks	
Cal Gas & Electric	122.68	Use Ctrl+U												
Cal Telephone	91.94	Refresh		To Do's	Malar	0								
CalOil Company	0.00	Edit Vendor	cts	To Do's	Note <u>s</u>	Sent E <u>m</u> ail								
City of Bayshore	0.00	New Vendor	-	FILTER BY	All	*	DATE This	Fiscal Year 👻	01/01/2025 - 12/3	/2025				
City of East Bayshore	0.58	Delete Vendor			E NUM			DATE -		ACCOUNT		AMOUNT		
City of Middlefield	0.00	Add/Edit Multiple Suppliers						12/11/2025		20000 · Accounts Payable				-670.00
Custom Kitchens of B	0.00	Make Vendor Inactive	-		482			12/05/2025		10100 · Checking				-950.00
Daigle Lighting	0.00	Customize Columns						11/14/2025		20000 · Accounts Payable				-950.00
Davis Business Assoc	0.00	Show Full Vendor List Only			418			10/15/2025		10100 · Checking				-239.00
Dianne's Auto Shop	0.00	Write Checks			125			10/03/2025		20000 · Accounts Payable				-239.00
East Bayshore Auto Mall	0.00	Enter Bills			382			09/03/2025		10100 · Checking				-1,000.00
East Bayshore Tool &	0.00	Pay Bills												
Employment Develop	0.00	Enter Credit Card Charges												
Express Delivery Servi	0.00	Create Purchase Orders												
Fay, Maureen Lynn, CPA	0.00	Receive Items & Enter Bill												
Federal Treasury	0.00	Receive Items												
Funds Transfer	0.00	Enter Bill for Received Items	_											
Gallion Masonry	0.00	QuickReport: Hamlin Metal												
Great Statewide Bank	0.00	Open Balance: Hamlin Metal												
Hamlin Metal	670.00	Attach	_											
Holly Heating and Elec	0.00													
Hopkins Construction	150.00													
Kershaw Computer S	0.00													
Keswick Insulation	0.00													
Landlords R Us	0.00													
Larson Flooring	0.00	Manage Transaction	s v	Run Rep	orts 🔻									

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.

			Vendor Q	uickReport			_ 🗆 :
Customize Report	Comme <u>n</u> t on Report	Share Template	Memori <u>z</u> e	Prin <u>t</u> v E-ma <u>i</u> l v E	E <u>x</u> cel v Hide He <u>a</u> der	Refre <u>s</u> h	
Dates This Month-to-dat	e 🔹	From 12/01/2025	To 12/15/202	5 📓 Sort By Default	-		
Show Filters							
8:41 AM			Rock Cas	stle Construction			
12/15/25				QuickReport			
	Туре	Date N	um _: Memo	Account	Clr Split	Amount	
	Hamlin Metal						
	Bill Pmt -Check	12/05/2025 482	:	10100 · Checking	20000 · Acco	-950.00 <	
	Bill	12/11/2025		20000 · Accounts	54500 · Subc	-670.00	

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.

2		_		_				Vendor	QuickF	Repor	t	_	_			_	_	
Custo	mize Report	Com	me <u>n</u> t on Report	Sh	are Templa	te	Men	nori <u>z</u> e	Prin <u>t</u>	•	E-ma <u>i</u> l	▼ E	E <u>x</u> cel	•	Hide He <u>a</u> der	Refr	e <u>s</u> h	
<u>D</u> ates	This Month-to-o	date	•	From	12/01/2025	; 🗎	То	12/15/20	25 📖	Sor	t By Defa	ult		•				
Show	Filters																	
8:41 AI	м						F	Rock Ca	astle (Con	structio	on						
12/15/2	5						1				(Repo i 5, 2025	rt						
			Туре		Date	÷N	um	Mem	10 <u>:</u>		Account		Clr	9	Split	Amount		
			Hamlin Metal															
		•	Bill Pmt -Check	c 👘	12/05/2025	482	Q		1	10100	· Checking		20	0000	Acco	-950	.00 4	

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

Customize QuickReports

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

			Vendor QuickReport	_ 🗆 ×
Custo <u>m</u> ize Report	Comment on Report	Share Template	Memorize Print ▼ E-mail ▼ Excel ▼ Hide Header Refresh	
Dates This Month-to	-date 💌 F	rom 12/01/2025	To 12/15/2025 🗰 Sort By Default	

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.

		Modify Re	eport: Vendor QuickReport	3
<u>D</u> isp	play <u>F</u> ilters	<u>H</u> eader	r/Footer Fo <u>n</u> ts & Numbers	
REPORT	DATE RANGE			
D <u>a</u> tes Fro <u>m</u>	This Month-to-date 12/01/2025 <u>T</u> o	• 12/15/2025	From the first day of the current month through today	
Sear	rch Columns	Sort by	Default	
1	(left margin) Trans #	Sort in		
	Type Entered/Last Modified Last modified by			
	Date Num		heck mark next to each column u want to appear in the report.	ert
			ОК Сапсеі	Help

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

						idor QuickR	eport				
Custo <u>m</u> ize Re	eport	omme <u>n</u> t or	n Report Sha	re Template	Memori <u>z</u> e	Prin <u>t</u>	▼ E-ma <u>i</u> l ▼ E	<u>x</u> cel ▼	Hide He <u>a</u> der	Refre <u>s</u> h	
Dates This M	onth-to-date		▼ From	12/01/2025	To 12/1	5/2025	Sort By Default	*			
Show Filters											
8:48 AM					Rock	Castle C	Construction				
12/15/25							ickReport				
			•				- 15, 2025				
		Trans #	Туре	Date	Num	Memo	Account	Clr	Split	Amount	
	Ha	mlin Metal									
	•	615	Bill Pmt -Check	12/05/2025	482		10100 · Checking		20000 · Acco	-950.00 <	
		461	Bill	12/11/2025			20000 · Accounts		54500 · Subc	-670.00	

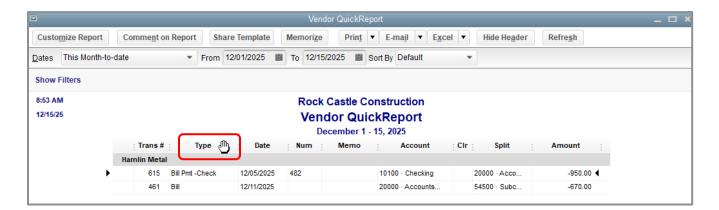
Notice the additional column(s) in your report.

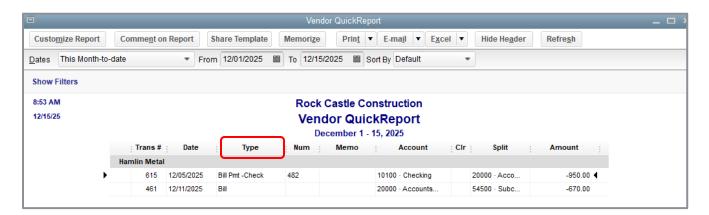


1. Position your mouse pointer over the column you wish to move (the mouse becomes a hand).

Customize Report	Commen	t on Report Sha	are Template	Memori <u>z</u> e	Prin <u>t</u> v	E-ma <u>i</u> l ▼ E <u>x</u>	cel 🔻	Hide He <u>a</u> der	Refre <u>s</u> h
ates This Month-	to-date	▼ From	12/01/2025	To 12/15	/2025 🔳 So	ort By Default	•]	
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8:48 AM				Rock	Castle Co	nstruction			
12/15/25				Ven	dor Quic	kReport			
				De	ecember 1 - 1	15, 2025			
	Tran	s#: Туре	: Dat(II)	: Num :	Memo	Account	Clr	Split	Amount
	Hamlin M	etal		,					
	▶ 61	5 Bill Pmt -Check	12/05/2025	482		10100 · Checking	:	20000 · Acco	-950.00 <
	46	1 Bill	12/11/2025			20000 · Accounts		54500 · Subc	-670.00

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.

		Modify Report: Ver	dor QuickReport	x
<u>D</u> isplay	<u>F</u> ilters	Header/Footer	Fo <u>n</u> ts & Numbers	
SHOW HEADER INFORMA	TION		PAGE LAYOUT	
Company Name	Rock Castle C	Construction	Alignment	
Report <u>T</u> itle	Vendor Quick	Report	Standard	
✓ Subtitle	December 1 -	15, 2025	Time Company Date Title	
Date Prepared	12/31/01	•	Basis Subtitle	
✓ Time Prepared			Interface Densityline <u>Hay, 1999</u> Ordinary Lenser Carollineary Lill	
Print header on pa	<u>q</u> es after first pa	ge	Disidenti Anne L.B Olive Disidenti L.B Talal Disidenti L.B Desur PCSRive L.B Giff Reserve L.B	
SHOW FOOTER INFORMA	TION		Internal Conservation 1935 Realization LBB Salary LBB Distribution LBB Other Salary LBB 2015 Teld Salary Salar 2523.52	
Page N <u>u</u> mber	Page 1	•	Extra Line Page	
Extra Footer Line				
Print footer on first	page			
			Revert	
			OK Cancel Help	

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.

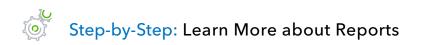
- 2. Highlight the text in the Report Title field and replace it with the title you would like.
- 3. Click **OK** to close the Modify Report window.
- 4. Close the report.

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.

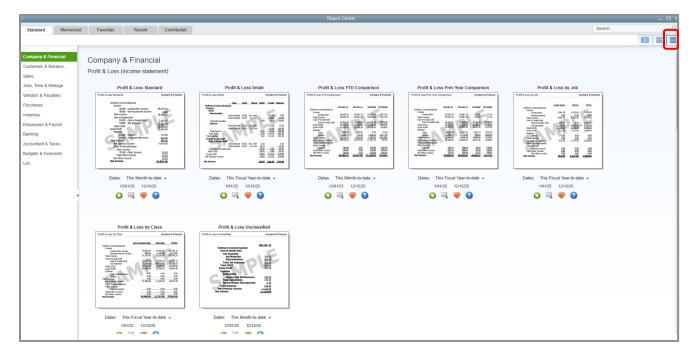
Use the Report Center

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.

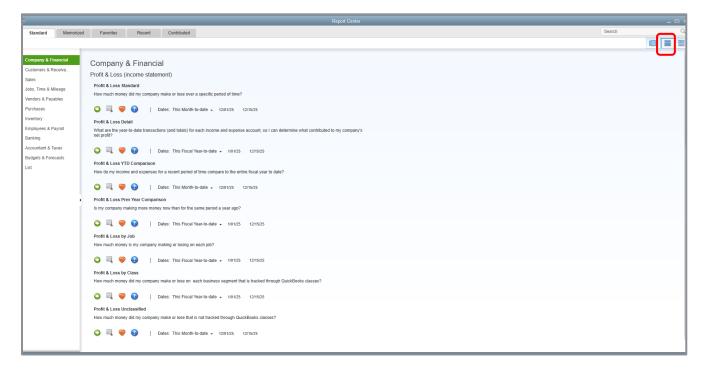


- 1. Click **Reports** on the icon bar (or under the Reports menu), and then click **Report Center**.
- 2. Use the blue view icons in the top right corner to customize your view.

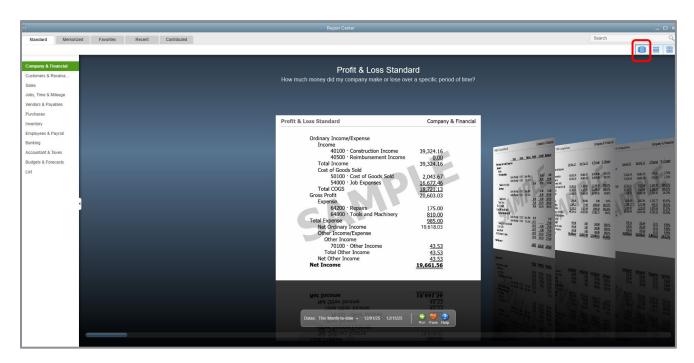


GRID VIEW

Lesson 9 – Analyze Financial Data



LIST VIEW



CAROUSEL VIEW

Lesson 9 – Analyze Financial Data

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.

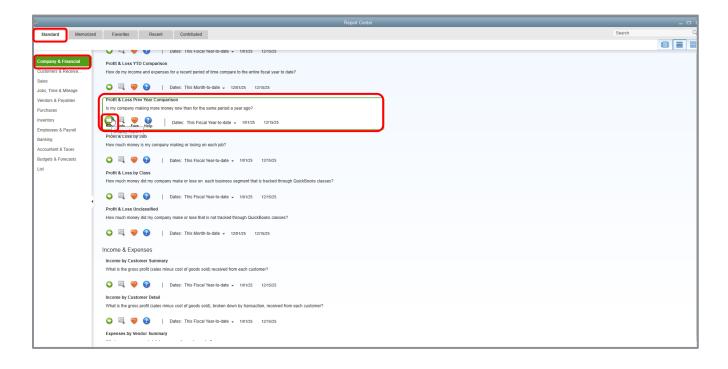
Standard	Memorized	Favorites	Recent	Contributed		Search	Q
					VIEW INDUSTRY General Product-based Business of Sorr BY Highly rated of	4868 shared reports	
Company & Financ	tial				Profit & Loss By Month		
Customers & Receiv	/a				Report id: CR2095		
Sales					This report figures out the monthly profitability of the business and facilitates comparision of		
Jobs, Time & Mileag	le 👘				various income, expenses and profits on month to month basis to identify any abnormal		
Vendors & Payables							
Purchases							
Inventory					Profit & Loss by Month		
Employee & Payroll					Jan Feb Mar Apr May Jun		
Banking	_				15 15 15 15 15 15 15 15 15 15 15 15 15 1	Gentity	
Accountant & Taxes	- 10					lan Endo Mar Aper Many Jum 16 16 16 16 16 16 16 19 Martin Aper	pr 10 May 10 Jun 10
Budgets & Forecast	s				Income Uli al	RRPHHT	
List					40110 . Design Income 3,000 3,150 3,300 2,700 3,750 4,572	. 6	
					40130 . Labor Income 17,22 12,42 15,11 13,85 16,85 21,95 ost trainentions 10 million 17,22 12,42 15,11 13,85 16,85 21,95 ost trainentions 10 million 10 mi	30 31 33 27 31 45 17, 12, 15, 13 16 21,	
Report abuse, change feedback	is or				40140 . Materials Income 4,115 6,535 5,37(3,578 3,931 6,802 or fails and base of fa	41 65 53 35 39 68	
					40150. Subcontracted Labor Income 600 2,736 1,755 382 1,665 2,021	m 60 27 17 38 1,6 2,0 0 0 0 0 0 0	
					40100 Construction Income - Other State St		
					Total 40100 . Construction Income 24.94 24.84 25.54 20.51 26.18 35.32 bit were with were with a were w		
					40500 . Reimbursement Income Rithman 1 a 3 2 3 State S	ment 200000	
					40520 . Permit Reimbursement Income 312	ан 0 3 0 0 0 0 N 25 25 26 25	
					40530 i Keimbursed Treight & Deivery	and a d d	
					Total 40500 . Reimbursement Income 312 Mt 108 Thomas 4	1	
					Total Income 24,94 25,15 25,54 20,51 26,18 35,35 Cost of Goods Sold	** 0 X 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
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1					Total 40500 . Reimbursement Income 312 Maria and a state and a sta		
					Created by Intuit Popularity: 50339 downloads Average rating 🚓 🛧 🛧 🛧 🛧 66 reviews 😌 💝 📩		
1					40500 . Reimbursement Income		
					FirstPage PrevPage	e 1 - 500 of 4868 NextPag	age LastPage

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.



- 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.



Lesson 9 – Analyze Financial Data

Create a Balance Sheet Previous Year Comparison Report

			Profit &	Loss	Prev Year Co	omparison								
Custo <u>m</u> ize Report	Comment on Re	port Share Template	Memori <u>z</u> e	Print	▼ E-ma <u>i</u> l	▼ E <u>x</u> cel ▼	Hide He <u>a</u> der	Collaps	e Rows	Refre <u>s</u> h				
Dates This Fiscal Yea	ar-to-date	 From 01/01/2025 	To 12/15/2025		Show Colur	nne Total only		Sort By D	efault	•				
	ai-to-date	* PI0III 0 1/0 1/2023	10 12/13/2023	,	Show Colui	n <u>n</u> s rotaroniy		SULL BY D	eraunt					
Report Basis: Acceleration 	crual 🔘 Cash	Show Filters												
9:06 AM			Ro	rk Ca	stle Cons	truction								
12/15/25							ison							
Accrual Basis		Profit & Loss Prev Year Comparison January 1 through December 15, 2025												
		January 1 through December 15, 2025 : Jan 1 - Dec 15, 25 : Jan 1 - Dec 15, 24 : \$ Change : % Change :												
	The ordinary	▼ Ordinary Income/Expense												
	_	▼ Income												
	- 40	▼ 40100 · Construction Income												
		40110 · Design Income	•	:	36,729.25 📢	3,400.0	0 33,	329.25	980	.3%				
		40130 · Labor Income		2	08,225.42	14,779.6	1 193,	445.81	1,308	.9%				
		40140 · Materials Income		1	19,920.67	35,399.6	7 84,	521.00	238	.8%				
		40150 · Subcontracted Labo	r Income		82,710.35	111,102.0	6 -28,	391.71	-25	.6%				
		40199 · Less Discounts give	n		-48.35	0.0	0	-48.35	-100	.0%				
		40100 · Construction Income	e - Other	_	0.00	0.0	0	0.00	0	.0%				
	Т	otal 40100 · Construction Inco	ome	4	47,537.34	164,681.3	4 282,	856.00	171	.8%				
	[™] 40	0500 · Reimbursement Incom	e											
		40520 · Permit Reimbursem	ent Inco		1,223.75	835.0	0	388.75	46	.6%				
		40530 · Reimbursed Freight	& Delive	_	896.05	0.0		896.05	100					
	Т	otal 40500 · Reimbursement I	ncome		2,119.80	835.0	0 1,	284.80	153	.9%				
		0540 · Returned Check Charg	es	_	45.00	0.0	_	45.00	100					
		l Income		4	49,702.14	165,516.3	4 284,	185.80	171	.7%				
		t of Goods Sold												
		0100 · Cost of Goods Sold			14,766.19	5,620.9	6 9,	145.23	162	2.7%				
	* 54	4000 · Job Expenses			4 050 00				400	-				
		54200 · Equipment Rental 54300 · Job Materials			1,850.00	0.0		850.00	100 712					
		54400 · Permits and License		;	98,935.90 700.00	12,171.6 225.0		764.30 475.00	211					
		54500 · Subcontractors			63,217.95	51,700.0		475.00 517.95		.1%				
		54520 · Freight & Delivery			847.10	51,700.0		847.10	100					
		54599 · Less Discounts Take	en		-201.81	0.0		201.81	-100					
	Т	otal 54000 · Job Expenses		1	65,349.14	64,096.6		252.54	158					
		I COGS		_	80,115.33	69,717.5		397.77	158					
	Gross			_	69,586.81	95,798.7		788.03	181					
	T Expe	ense												
	~ 60	0100 · Automobile												
		60110 · Fuel			1,588.70	1,559.0	0	29.70	1	.9%				
		60120 · Insurance			2,850.24	2,850.2	4	0.00	0	.0%				
		60130 · Repairs and Mainten	ance	_	2,637.00	2,332.0	0	305.00	13	.1%				
	Те	otal 60100 · Automobile			7,075.94	6,741.2	4	334.70	5	.0%				
		0600 · Bank Service Charges			125.00	137.5	0	-12.50	-9	.1%				
	~ 62	2100 · 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.

		Profit 8	Loss Prev Year	Comparison			
mize Report Comment on	Report Share Template	Memori <u>z</u> e	Print T E-ma	a <u>i</u> l v E <u>x</u> cel v	Hide He <u>a</u> der	Expand Rows	Refresh
This Fiscal Year-to-date	From 01/01/2025	To 12/15/2025	5 🔳 Show Col	umns Total only	-	Sort By Default	-
This riscal real-to-date		10 12/13/2023	Silow Col	uni <u>n</u> s rotar only		Soft By Delaut	
t Basis: 💿 Accrual 🔵 Cash	Show Filters						
1		D	ock Castle C	opetruction			
5					ricon		
l Basis				Year Compa			
I Dasis		-		ecember 15, 202			
			Jan 1 - Dec 15, 25	Jan 1 - Dec 15, 24	\$ Change	% Change	
	Ordinary Income/Expense						
	▼ Income		447 597 94	404 004 04	202.050.00	474.00/	
	♦ 40100 · Constructio		447,537.34	164,681.34	282,856.00	171.8%	
	♦ 40500 · Reimbursen 40540 · Returned Ch		2,119.80		1,284.80	153.9%	
	40540 · Returned Ch	eck Charg	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 Goo	de Celd	14,766,19	5,620.96	9,145.23	162.7%	
	54000 · Cost of Goo 54000 · Job Expense		165,349.14	64,096.60	9,145.25	158.0%	
	Total COGS	:5	180,115.33	69,717.56	101,252.54	158.4%	
	Gross Profit		269,586.81	95,798.78	173,788.03	181.4%	
	T Expense		209,000.01	95,796.76	173,700.03	101.476	
	► 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	charges	20,125.09	8,844.15	11,280.94	127.6%	
	62400 · Interest Exp	ense	2,220.65	4,483.82	-2,263.17	-50.5%	
	62700 · Payroll Expe		120,347.21	4,403.02	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 · Professiona		250.00	250.00	0.00	0.0%	
	▶ 64200 · Repairs		1,675.00	2,064.00	-389.00	-18.9%	
	64800 · Tools and M	achinery	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%	
	Tother Income/Expense						
	Other Income						
	70100 · Other Income		151.80	0.00	151.80	100.0%	
	70200 · Interest Incom	e	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.

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.



- 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.

_	Modify	Report: Profit & Los	s Prev Ye	ear Comparison		×
<u>D</u> isplay	<u>F</u> ilters	<u>H</u> eader/Footer	Fo <u>n</u> ts &	Numbers		
CHOOSE FILTER				CURRENT FILTE	R CHOICES	
Search Filters	Accoun	t		FILTER	SET TO	
FILTER				Account	All income/expen	
Account		ome/expense account	S 🔻	Date	This Fiscal Year-t	
Aging		e split detail?				
Amount	O Ye					
B-Day	O Fo	or detail accounts mat	ching			
Billing Status		All accounts	*			
	T			Po	move Selected Filter	
ACCOUNT FILTER				<u>n</u> e	move selected filter	
drop-down list		specific account from not you want split deta eet accounts only). Tell me more	ail			
					R <u>e</u> vert	
				ОК	Cancel Help	

- 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.

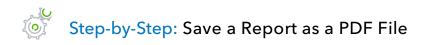
Custo <u>m</u> ize Report Co	mment on Report Share Template Memorize	Prin <u>t</u> 🔻 E-ma <u>i</u> l	▼ E <u>x</u> cel ▼ I	Hide He <u>a</u> der Colla <u>p</u> s	e Rows Refre <u>s</u> h
tes This Fiscal Year-to-	date 🔹 From 01/01/2025 📓 To 12/15/2	2025 📓 Show Colur	nns Total only	✓ Sort By D	efault 👻
				00000 -	
Report Basis: Accrual 	Cash Show Filters				
9:09 AM		Rock Castle Cons	truction		
12/15/25	Profit &	Loss Prev Yea	r Compariso	n	
Accrual Basis		uary 1 through Decen			
		Jan 1 - Dec 15, 25		\$ Change :	% Change
	▼ Ordinary Income/Expense				
	▼ Income				
	▼ 40100 · Construction Income				
	40110 · Design Income	36,729.25 4	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%
	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	63,217.95 847.10	51,700.00	11,517.95 847.10	22.3%
	54520 · Freight & Delivery 54599 · Less Discounts Taken		0.00		-100.0%
	Total 54000 · Job Expenses	-201.81 165,349.14	64,096.60	-201.81 101,252.54	-100.0%
	Total COGS	165,349.14	69,717.56	110,252.54	158.0%
	Gross Profit	269,586.81	95,798.78	173,788.03	181.4%
	T Expense	200,000.01	33,130.10	113,100.03	101.478
	© 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				

Lesson 9 – Analyze Financial Data

	Profi	t & Loss Prev Year Cor	mparison		
Customize Report Con	mment on Report Share Template Memorize	Prin <u>t</u> v E-ma <u>i</u> l	▼ E <u>x</u> cel ▼ Hi	de He <u>a</u> der Colla <u>p</u> se	Rows Refresh
tes This Fiscal Year-to-c	tate 🔹 From 01/01/2025 📓 To 12/15/20	25 🔳 Show Colum	ns Total only	 Sort By Def 	ault 👻
Report Basis: Accrual	Cook Hitte Filters				
Report Basis: Accruai	Cash Hide Filters Account: All income/expens	e accouns X Date	e: This Fiscal Year-to-o	late 🗙	
9:09 AM	R	ock Castle Const	ruction		
12/15/25	Profit & L	oss Prev Year	Comparison	1	
Accrual Basis	Janua	ary 1 through Decem	ber 15, 2025		
	1	Jan 1 - Dec 15, 25 J	lan 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	44 700 40	5 000 00	0.445.00	400 70/
	50100 · Cost of Goods Sold 54000 · Job Expenses	14,766.19	5,620.96	9,145.23	162.7%
		1 850 00	0.00	1 850 00	100.0%
	54200 · Equipment Rental 54300 · Job Materials	1,850.00 98,935.90	0.00	1,850.00 86,764.30	100.0%
	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				

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).



- 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.)

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...

•						
Customize Report Comment on Report Sha	re Template Memorize	Prin <u>t</u> 🔻 E-ma <u>i</u> l 🔻	Excel v	Hide Header Collapse Rov	ws Refre <u>s</u> h	
Dates This Month-to-date From 12	2/01/2025 III To 12/15/2025	Show Columns	Total only	 Sort By Default 	•	
			,	001103		
Report Basis: Accrual Cash Show Filters	3					
9:14 AM	R	ock Castle Const	ruction			
12/15/25		by Customer		4		
Accrual Basis	Curco	December 1 - 15, 2				
		:	Dec 1 -	15, 25		
	The Abercrombie, Kristy					
	Remodel Bathroom	•		3,907.00 <		
	Total Abercrombie, Kristy			3,907.00		
	Tampbell, Heather					
	Remodel			13,900.0		
	Total Campbell, Heather			13,900.00		
	Took, 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.			4 745 00		
	Total Pretell Real Estate			1,715.00		
	Robson, Darci			1,713.00		
	Robson Clinic			12,362.00		
	Total Robson, Darci			12,362.00		
	TRoche, 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.

2					Sales by Cus	tomer Detail				_ 🗆
Custo	mize Report	Comment on Rep	port Si	nare Template	Memori <u>z</u> e P	rin <u>t</u> – E-m	a <u>i</u> l ▼ E <u>x</u> cel ▼	Hide He <u>a</u> der	Refre <u>s</u> h	
<u>D</u> ates	Custom		* From	12/01/2025	To 12/15/2025	Sort By D)efault	•		
Repo	rt Basis: 💿 Accr	rual 🔘 Cash	Show Filt	ers						
9:15 A	м				Rock Cast	le Constru	ction			
12/15/2	25				Sales by C	ustomer	Detail			
Accru	al Basis				-	er 1 - 15, 202				
	Туре	Date	Num	Memo	Name	Item	Qty U/M	Sales Price	Amount	Balance
	Campbell, Heathe	er								
	Remodel									
•	Invoice	12/10/2025	1092	Floor plans	Campbell, Heather	Floor Pla	20	150.00	2 3,000.00	3,000.00 <
	Invoice	12/10/2025	1092	Installation la	Campbell, Heather	Installati	150	60.00	9,000.00	12,000.00
	Invoice	12/10/2025	1092	General Labor	Campbell, Heather	Labor	30	50.00	1,500.00	13,500.00
	Invoice	12/10/2025	1092	Removal labor	Campbell, Heather	Remova	10	40.00	400.00	13,900.00
	Total Remodel						210		13,900.00	13,900.00
	Total Campbell, Hea	ther					210		13,900.00	13,900.00

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.

•											
Main Formatti	ng Send/Ship Reports									;	20 🔺
Find New	Save Delete Memorize Mark As Pending	Print Later Print Email Email Later	Attach File Add Time/Costs	Receive Payments							
	mpbell, Heather:Remodel	•	CLASS Remodel	TEMPLATE	Rock Castle I	Invoice	*			> Campbell, Heather:Remodel	
Invoic	e See History					DATE 12/10/2025 III INVOICE # 1092	BILL TO Heather Camp 98342 Sharon Millbrae, CA94	dale Rd. 98342	Ship To 1 er Campbell Sharondale Rd. e, CA94030	Customer Transaction SUMMARY Phone 650-555- Email hcampbell@myemail Preferred delivery method I	
								TERMS	DUE DATE	Open balance 13,90	900.00
								Net 15	12/25/2026 🗰	Active estimates	0
ITEM	DESCRIPTION				QUANTITY	: U/M	RATE :	AMOUNT	. TAX	Sales Orders to be invoiced	0
Floor Plans	Floor plans				20		150.00	3,000.0	0 Non 🔺		
Installation	Installation labor				150		60.00	9,000.0	U NON	CUSTOMER PAYMENT	W
Labor	General Labor				30		50.00	1,500.0	0 Non	Your customer can not pay online	
Removal	Removal labor				10		40.00	400.0	0 Non	Edit customer preferences	
										RECENT TRANSACTION	R
										12/10/25 Invoice 13,90	900.00
											4
										NOTES	
Your custome Turn on CUSTOMER MESSAG	curt pay this invoice online	•			TAX S	an Tomas (7.7 TO PAYMENTS APPLI BALANCE D	TAL	0.0 13,900.0 0.0 13,900.0 Save & New	0		
WENO	TAX CODE	-					adve & Ciose	Save & New	Revent		

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.



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**.

		Share Template			_ C
Why share my cust	om report?				
t fools good to share! You s	baro only your customized report	structure not your fina	ncial date	a. Other QuickBooks users might need a report ju	ct like voure and
	bu need when you search the hund				st like yours, and
			a. man	o for origing.	
Densert Denselation					
Report Preview		Basic Inf	0	Additional Report Info	
Sales by Customer Summary					
	Dec 1 - 15, 25	*REPORT TITLE	Sales b	y Customer Summary	
Abercrombie, Kristy				· · · ·	
Remodel Bathroom	3,907.00	*DESCRIPTION			
Total Abercrombie, Kristy	3,907.00	DECONT HOI			
Campbell, Heather					
Remodel	13,900.00				
Total Campbell, Heather	13,900.00				
Cook, Brian					
Kitchen	1,533.45	YOUR NAME			
Total Cook, Brian	1,533.45				
Keenan, Bridget		VOUD DUU			
Sun Room	95.00	YOUR EMAIL			
Total Keenan, Bridget	95.00		(In case	we have a question)	
Lew Plumbing - C	000.00		~ ~		
Storage Expansion Total Lew Plumbing - C	220.00 220.00		⊖ Sha	re using your name	
Natiello, Ernesto	220.00		Share	re anonymously	
Nationo, Ernesto					
		*Required			
					11-2
				Share Cancel	Help

6. Close the report.

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**.

Memoriz	ed Report List			
REPORT NAME				
Accountant				
♦ General Ledger				
	(
♦Profit & Loss				
◆Trial Balance				
 Banking 				
♦ Check Detail				
♦ Deposit Detail				
Company				
♦Balance Sheet				
♦Profit & Loss				
 Statement of Cash Flows 				
♦A/R Aging Summary				
♦ Customer Balance Detail				
 Customer Balance Summary 				
♦Esther's Sales by Customer S	Summary			
♦ Open Invoices				
Employees				
Memorized Report 🔻 Dis	play Prin	ıt	Export	
memorized Report - Dis	Piay Pili	<u>u</u>	L <u>A</u> port	

📼 Memorized Report List 🗕 🗖
REPORT NAME
Accountant
♦General Ledger
♦Journal Entries Entered Today
♦Profit & Loss
♦ Check Detail
♦ Company
statement of Cash Flows
Customers
♦ A/R Aging Summary
♦Esther's Sales by Customer Summary
Employees
Memorized Report V 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.

	Ne	w Memorized Report Group	 □ ×
<u>N</u> ame:	Year End		
	ок	Cancel	

4. Click **OK**.

Print Reports

Step-by-Step: Print a Report

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

	Print Reports	
Settings Margins Print to: • ● Printer: HP LaserJet Pro MFP M127-M ● File: ASCII text file Note: To install additional printers or to change p assignments, use the Windows Control P	▼ poort	Print Cancel Help Preview
ORIENTATION:	PAGE RANGE:	Fienew
 Porţrait Landscape 	All Pages: From: 1 To: 9999	
PAGE BREAKS: Smart page breaks (widow/orphan control) Page break after each major grouping	Number of <u>c</u> opies: 1	
Fit report to 1 page(s) wide Fit report to 1 page(s) high	Print in color (color printers only)	

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.

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**.

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		
Missing Invoices		
Profit & Loss by Job		
Vendors		
♦A/P Aging Summary		
♦Unpaid Bills Detail		
♦ Vendor Balance Detail		
Memorized Report V Display Print Expo	rt	-

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.

		Proces	ss Multiple Reports		_	×
	Memorized Reports ect Memorized Reports From	Commented Rep Accountant	orts •			
Cho	oose the reports to process, th	en press Display, Print	or Email.			
	REPORT		DATE RANGE	FROM	і то	
	Balance Sheet		This Fiscal Year-to-date	01/01/2025	12/15/2025	
~	General Ledger		This Month-to-date	12/01/2025	12/15/2025	
~	Journal Entries Entered Tod	lay	Today	12/15/2025	12/15/2025	
~	Profit & Loss		This Month-to-date	12/01/2025	12/15/2025	
~	Trial Balance		This Month-to-date	12/01/2025	12/15/2025	
						W
<mark>5 r</mark> e	5 report(s) selected Display Print Email Cancel Help					

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**.

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.

		_	Proces	s Multiple Reports				×
	• M	emorized Reports	Commented Rep	orts				
Select Memorized Reports From <all reports=""></all>		•						
	Choo	se the reports to process, th	en press Display, Print	or Email.				
L		REPORT		DATE RANGE		FROM	то	
l		Customers:Customer Balar	nce Summary	All				
l		Customers:Esther's Sales t	by Customer Summary	This Month-to-date		12/01/2025	12/15/2025	
l		Customers:Open Invoices		Today		12/15/2025	12/15/2025	
l		Employees:Payroll Item Det	ail	This Month		12/01/2025	12/31/2025	
l		Employees:Payroll Liabilitie	s	Custom		01/01/2003	11/30/2003	
l		Employees:Payroll Summar	у	This Month-to-date		12/01/2025	12/15/2025	
l	~	Missing Invoices		All				
l		Profit & Loss by Job		All				
l		Vendors:A/P Aging Summar	y	Today		12/15/2025	12/15/2025	
	~	Vendors:Unpaid Bills Detail		Today		12/15/2025	12/15/2025	
	4 report(s) selected <u>Display Print</u> Ema <u>il</u> Cancel Help							

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.



- 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.

Send Report to Excel				
WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?				
 Create new worksheet in new workbook 				
in existing workbook				
Update an existing worksheet How it works				
Replace an existing worksheet				
Create a comma separated values (.csv) file				
Advanced				
Export Cancel Help				

Advanced Excel Options	X
QuickBooks Options:	
Keep the following format options from QuickBooks:	
<u>F</u> onts <u>Space between columns</u>	
✓ Colo <u>r</u> s ✓ Row <u>h</u> eight	
Excel Options:	
Turn on the following Excel features:	
AutoFit (set column width to display all data)	
Freeze panes (keep headers and labels visible)	
✓ Show <u>G</u> ridlines	
Auto Outline (allows collapsing / expanding)	
Auto Filtering (allows custom data filtering)	
Include QuickBooks Export Guide worksheet with helpful advice	
Create backup worksheet during update	
Printing options:	
Show report header:	
On printed report only	
On printed report and screen	
Repeat row labels on each page	
OK Cancel	

5. Click **OK** → **Export**.

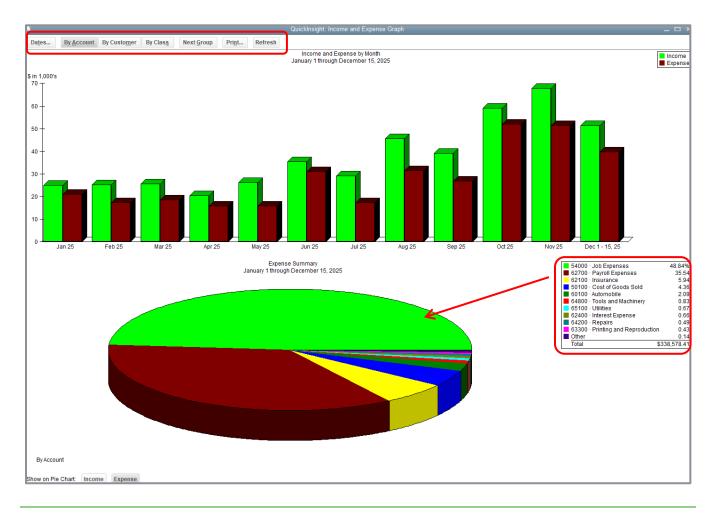
Create an Income and Expense Graph

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

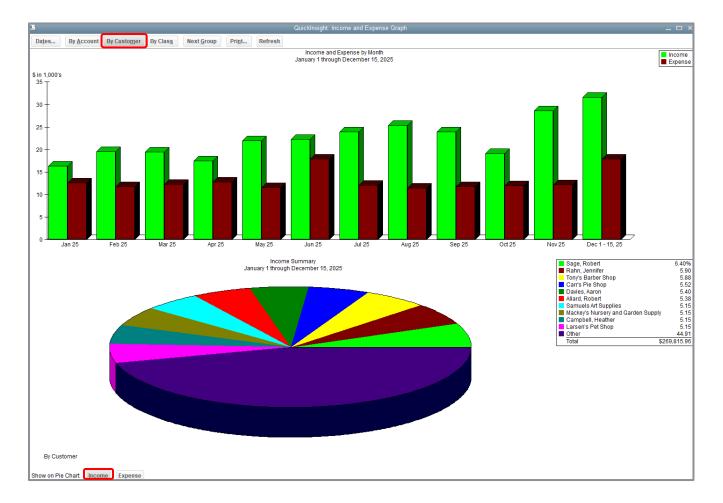
 From the Reports menu, choose Company & Financial → Income & Expense Graph. You will see the top 10 expense categories listed with numerical information next to a key listing them with their pie chart colors.



- 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).



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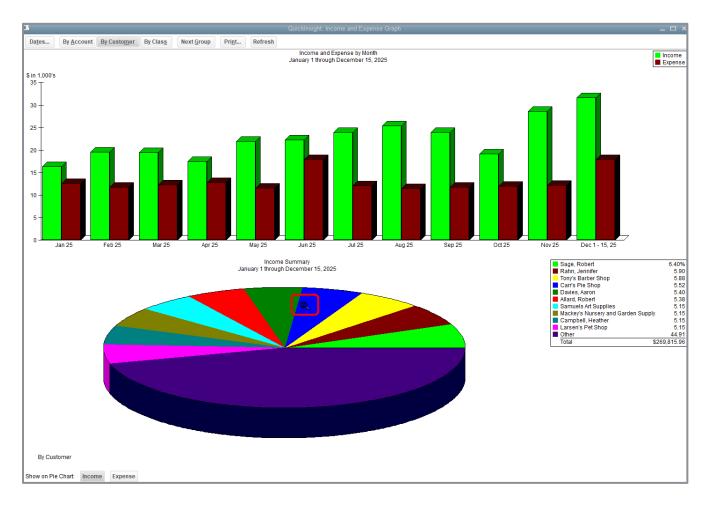
Use QuickZoom with Graphs

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.

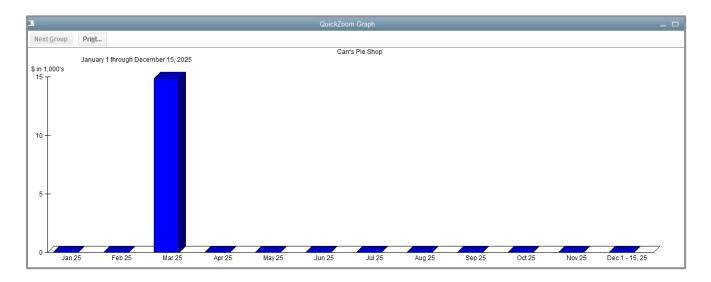


1. Position the mouse pointer over the section of the chart you wish to see in more detail, observe the mouse pointer has turned into a magnifying glass with a Z in it, and double-click.

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



Lesson 9 – Analyze Financial Data



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.



- 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).

Preferences ×					
	Accounting	My Preferences Company Preferences	ОК		
	Bills Calendar Checking Desktop View Finance Charge General Integrated Applications	 Prompt me to modify report options before opening a report REPORTS AND GRAPHS When a report or a graph needs to be refreshed: Prompt me to refresh Refresh automatically 	Cancel Help Default Also See: General		
	Items & Inventory Jobs & Estimates Multiple Currencies Payments Payroll & Employees Reminders	Don't refresh Click Help for information about refreshing a large report.	General		
	Reports & Graphs Sales & Customers Sales Tax Search Send Forms Service Connection Spelling				

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

- 6. Choose **Sales** \rightarrow **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.

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