



QUICKBOOKS 2018 STUDENT GUIDE

Lesson 9

Reports in QuickBooks

intuit.

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Lesson Objectives



Learn about running reports in QuickBooks from the Report Centre



Learn how to customize reports including filtering, adding columns, and changing the report title



Learn how to process reports in batches



Save reports as (PDF) files



Learn how to export a report to Microsoft Excel



Practice filtering reports in Microsoft Excel



Learn about the types of graphs QuickBooks offers



Learn how to customize graphs

Use the Report Centre

A good way to learn about the reports available in QuickBooks — and how to work with them — is the Report Centre. The Report Centre lists each report in QuickBooks, and gives a short description of what appears on the report. You can access the Report Centre from the Reports menu.

Open the Report Centre:

1. Click the **Reports** menu and select **Report Centre**.
2. Use the blue view icons in the top right corner to customize your view.

The screenshot displays the QuickBooks Report Centre interface. The main window is titled "Report Centre" and shows a list of reports under the "Company & Financial" category. The selected report is "Profit & Loss Standard". The report content is as follows:

| Profit & Loss Standard | | Company & Financial |
|------------------------------|------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 40100 · Construction Income | 39,324.16 | |
| 40500 · Reimbursement Income | 0.00 | |
| Total Income | 39,324.16 | |
| Cost of Goods Sold | | |
| 50100 · Cost of Goods Sold | 2,043.67 | |
| 54000 · Job Expenses | 16,677.46 | |
| Total COGS | 18,721.13 | |
| Gross Profit | 20,603.03 | |
| Expense | | |
| 64200 · Repairs | 175.00 | |
| 64800 · Tools and Machinery | 810.00 | |
| Total Expense | 985.00 | |
| Net Ordinary Income | 19,618.03 | |
| Other Income/Expense | | |
| Other Income | | |
| 70100 · Other Income | 43.53 | |
| Total Other Income | 43.53 | |
| Net Other Income | 43.53 | |
| Net Income | 19,661.56 | |

At the bottom of the report, there is a control bar with the following options:

- Dates: This Month-to-date (dropdown)
- 8/1/2016 (start date)
- 8/31/2016 (end date)
- Run (button)
- Fave (button)
- Help (button)

Run a Balance Sheet Report

The Balance Sheet shows where your business stands as of one moment in time. It lists all of your balance sheet accounts in three sections: Assets, Liabilities, and Equity.

Assets are everything that the business owns. This includes fixed assets such as vehicles, as well as inventory and Accounts Receivable.

Liabilities are what the business owes to suppliers or people outside the business. These include sales tax payable, loan payments, and Accounts Payable.

Equity is what the business is worth to the owners. These include owner's contribution accounts, and retained earnings.

Create a balance sheet report:

1. In the **Report Centre**, choose **Company & Financial, Balance Sheet Standard**.
2. Click the **Run Report** icon.

| White Ridge Construction Company | | Aug 31, 16 |
|----------------------------------|--|------------|
| Balance Sheet | | |
| As of August 31, 2016 | | |
| ASSETS | | |
| Current Assets | | |
| Chequing/Savings | | |
| Chequing | | 51,837.28 |
| Total Chequing/Savings | | 51,837.28 |
| Accounts Receivable | | |
| Accounts Receivable | | -31,342.50 |
| Total Accounts Receivable | | -31,342.50 |
| Other Current Assets | | |
| Inventory Asset | | 22,167.25 |
| Total Other Current Assets | | 22,167.25 |
| Total Current Assets | | 42,662.03 |
| TOTAL ASSETS | | 42,662.03 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| Accounts Payable | | -6,835.15 |
| Total Accounts Payable | | -6,835.15 |
| Credit Cards | | |
| Credit Cards | | |
| MasterCard | | 701.86 |
| Visa | | 711.90 |
| Total Credit Cards | | 1,413.76 |
| Total Credit Cards | | 1,413.76 |



NOTES

Run a Profit and Loss Report

The Profit and Loss report shows how your business performed over a period of time. It shows you all of your income and expense accounts, and shows your net income.

Create a profit and loss report:

- In the **Report Centre**, choose **Company & Financial, Profit and Loss Standard**.
- Click the **Run Report** icon.

Profit & Loss

Customize Report Comment on Report Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates This Month-to-date From 08/01/2016 To 08/31/2016 Show Columns Total only Sort By Default

1:59 PM
08/31/16
Accrual Basis

White Ridge Construction Company
Profit & Loss
August 2016

| | Aug 16 |
|--|------------------|
| Ordinary Income/Expense | |
| Income | |
| Construction Income | 34,600.00 |
| Total Income | 34,600.00 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 257.00 |
| Total COGS | 257.00 |
| Gross Profit | 34,343.00 |
| Expense | |
| Advertising and Promotion | 1,433.04 |
| Insurance | |
| Liability Insurance | 245.00 |
| Total Insurance | 245.00 |
| Interest & Bank Charges | |
| Loan Interest | 200.00 |
| Total Interest & Bank Charges | 200.00 |
| Office Supplies | 0.00 |
| Professional Fees | |
| Accounting | 428.57 |
| Total Professional Fees | 428.57 |
| Rent | 1,450.00 |



NOTES

Create QuickReports

QuickReports give you information about the list name you're currently viewing. Whenever you have a list, a register, or a form displayed, you can click a button to have QuickBooks create a QuickReport.

See what you owe a vendor:

1. Click **Vendors** on the Home page.

Vendor Centre: Barata's Building Supplies

Active Vendors

| NAME | BALANCE TOTAL |
|-----------------------------------|------------------|
| Accounting Cycle | 0.00 |
| All Subs | 18,480.00 |
| Andre's Mechanical | 0.00 |
| Andrew Haberbosch | 1,500.00 |
| Barata's Building Supplies | 15,015.00 |
| Blitz Marketing | 1,785.00 |
| C.U. Electric | 0.00 |
| Children's Charities | 0.00 |
| Craig's Lumber | 0.00 |
| Dan's Auto Emporium | 0.00 |
| Daniel's | 0.00 |
| Dobson's Exteriors | 0.00 |
| Fisher Supplies | 560.00 |
| Gunes's Marketing | 0.00 |
| Insurance Experts | 0.00 |
| Jeanne's Compu-Excellence | 0.00 |
| Jesse's Convenience Store | 0.00 |

Vendor Information

Company Name: Barata's Building S... Main Phone: 604 809-7777
 Full Name: Luis Barata Fax: 604 809-7778
 Terms: Net 30
 Billed From: Barata's Building Sup, 4895 King Edward Av, Maple Ridge, BC V2H 4G4

NOTE: No note available

REPORTS FOR THIS VENDOR

[QuickReport](#)
[Open Balance](#)

QuickBooks Cheques & Supplies: [Learn more](#)

Transactions: All Trans... FILTER BY: All DATE: This Fisc... 01/01/2016 - 12/31/2016

| TYPE | NUM | DATE | ACCOUNT | AMOUNT |
|--------|------|------------|------------------|------------|
| Bill | 2342 | 11/30/2016 | Accounts Payable | -15,015.00 |
| Cheque | 65 | 10/16/2016 | Chequing | -35,647.50 |
| Bill | 331 | 09/13/2016 | Accounts Payable | -35,647.50 |
| Cheque | 49 | 08/19/2016 | Chequing | -24,097.50 |

2. Right-click on the vendor name you wish to run a report for and select **QuickReport** or click on the **QuickReport** link in the vendor information section.

Vendor QuickReport

Customize Report Comment on Report Memorize Print E-mail Excel Hide Header Refresh

Dates: This Fiscal Year-to-date From: 01/01/2016 To: 08/31/2016 Sort By: Default

2:01 PM 08/31/16

White Ridge Construction Company
Vendor QuickReport
 January through August 2016

| Type | Date | Num | Memo | Account | Clr | Split | Amount |
|-----------------------------------|------------|------|------|------------------|-----|----------------|------------|
| Barata's Building Supplies | | | | | | | |
| Bill | 07/02/2016 | 2231 | | Accounts Payable | | -SPLIT- | -24,097.50 |
| Cheque | 07/30/2016 | 42 | | Chequing | ✓ | Accounts Pa... | -19,267.50 |
| Cheque | 08/19/2016 | 49 | | Chequing | ✓ | Accounts Pa... | -24,097.50 |



NOTES

QuickZoom

Use QuickZoom to get more information from reports and graphs. QuickZoom behaves differently depending on the report you use it on. For example, when you QuickZoom on a summary report, QuickBooks will display a transaction detail report. And when you QuickZoom on a transaction detail report, QuickBooks will open a transaction

QuickZoom on a report or graph:

1. From any financial report, hold your cursor over the dollar amount/transaction you wish to view in more detail.
2. When your cursor turns into the QuickZoom icon, double-click your mouse to zoom in.

White Ridge Construction Company
Profit & Loss
August 2016

| Ordinary Income/Expense | | Aug 16 |
|--|--|------------------|
| Income | | |
| Construction Income | | 34,600.00 |
| Total Income | | 34,600.00 |
| Cost of Goods Sold | | |
| Cost of Goods Sold | | 257.00 |
| Total COGS | | 257.00 |
| Gross Profit | | 34,343.00 |
| Expense | | |
| Advertising and Promotion | | 1,433.04 |
| Insurance | | |
| Liability Insurance | | 245.00 |
| Total Insurance | | 245.00 |
| Interest & Bank Charges | | |
| Loan Interest | | 200.00 |
| Total Interest & Bank Charges | | 200.00 |
| Office Supplies | | 0.00 |

White Ridge Construction Company
Transaction Detail By Account
August 2016

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|----------------------------------|------------|-----|-------------------------|-------------------|-----|----------------|------------------|------------------|
| Construction Income | | | | | | | | |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Cabinetry & ... | | Accounts Re... | 4,900.00 | 4,900.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Electrical La... | | Accounts Re... | 500.00 | 5,400.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Administratio... | | Accounts Re... | 1,000.00 | 6,400.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Paint Labour | | Accounts Re... | 800.00 | 7,200.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Design Serv... | | Accounts Re... | 1,800.00 | 9,000.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Interior Finis... | | Accounts Re... | 2,500.00 | 11,500.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Cabinetry & ... | | Accounts Re... | 13,000.00 | 24,500.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Electrical Fix... | | Accounts Re... | 800.00 | 25,300.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Paint Materials | | Accounts Re... | 150.00 | 25,450.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Interior Finis... | | Accounts Re... | 9,000.00 | 34,450.00 |
| Invoice | 08/31/2016 | 17 | Allin, Hilda:600 SQ... | Premium Doo... | | Accounts Re... | 150.00 | 34,600.00 |
| Total Construction Income | | | | | | | 34,600.00 | 34,600.00 |
| TOTAL | | | | | | | 34,600.00 | 34,600.00 |



NOTES

Customize Reports

Customize the built-in reports to get the exact information you need for your business. The customization options will vary depending on the report you're customizing.

Add a column to a report:

1. In the **QuickReport** window, click **Customize Report**.

Modify Report: Profit & Loss Detail

Display | Filters | Header/Footer | Fonts & Numbers

REPORT DATE RANGE

Dates: This Fiscal Year-to-date (From the first day of the current fiscal year through today)

From: 01/01/2016 To: 08/31/2016

REPORT BASIS

Accrual Cash This setting determines how this report calculates income and expenses.

COLUMNS

Search Columns: [] Sort by: Default

Sort in: Ascending order Descending order

(left margin)
 Trans #
 Type
 Entered/Last Modified

Put a check mark next to each column that you want to appear in the report.

Advanced...
Revert

OK Cancel Help

2. In the **Columns** list, select the additional columns you would like to add to the report.
3. Click **OK**.

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.

The screenshot shows the 'Profit & Loss Detail' report for 'White Ridge Construction Company' for the period 'January through August 2016'. The report is based on 'Accrual Basis' and covers the dates '01/01/2016' to '08/31/2016'. The table below lists individual invoices and their cumulative impact on the balance.

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|----------------------------------|------------|-----|-------------------------|-------------------|-----|----------------|------------------|------------------|
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| Construction Income | | | | | | | | |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Cabinetry & ... | | Accounts Re... | 4,900.00 | 4,900.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Electrical La... | | Accounts Re... | 500.00 | 5,400.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Administratio... | | Accounts Re... | 1,000.00 | 6,400.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Paint Labour | | Accounts Re... | 800.00 | 7,200.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Design Serv... | | Accounts Re... | 1,800.00 | 9,000.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Interior Finis... | | Accounts Re... | 2,500.00 | 11,500.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Cabinetry & ... | | Accounts Re... | 13,000.00 | 24,500.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Electrical Fix... | | Accounts Re... | 800.00 | 25,300.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Paint Materials | | Accounts Re... | 150.00 | 25,450.00 |
| Invoice | 08/15/2016 | 9 | Nielsen, Clinton:Stu... | Interior Finis... | | Accounts Re... | 9,000.00 | 34,450.00 |
| Invoice | 08/31/2016 | 17 | Allin, Hilda:600 SQ... | Premium Doo... | | Accounts Re... | 150.00 | 34,600.00 |
| Total Construction Income | | | | | | | 34,600.00 | 34,600.00 |
| Total Income | | | | | | | 34,600.00 | 34,600.00 |

Change information in the report heading:

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

The screenshot shows the 'Modify Report: Profit & Loss Detail' dialog box with the 'Header/Footer' tab selected. The 'SHOW HEADER INFORMATION' section includes checkboxes for 'Company Name', 'Report Title', 'Subtitle', 'Date Prepared', 'Time Prepared', 'Report Basis', and 'Print header on pages after first page'. The 'SHOW FOOTER INFORMATION' section includes checkboxes for 'Page Number', 'Extra Footer Line', and 'Print footer on first page'. The 'PAGE LAYOUT' section has an 'Alignment' dropdown set to 'Standard' and a preview window showing a sample report layout with columns for 'Time', 'Date', 'Basis', 'Company', 'Title', and 'Subtitle'. The preview shows a table with various financial items and their amounts.

| Item/Expense Description | May, 2016 |
|--------------------------|-----------|
| Ordinary Income | 0.00 |
| Car Allowance | 0.00 |
| Consulting Fee | 0.00 |
| Dividends | 0.00 |
| Interest | 0.00 |
| Other Dividends | 0.00 |
| Total Dividends | 0.00 |
| Draw-PC Salary | 0.00 |
| Gifts Received | 0.00 |
| Interest Expense | 11.52 |
| Ordinary Income | 0.00 |
| Salary | 0.00 |
| Draw | 0.00 |
| Profit Sharing | 0.00 |
| Other Salary | 5,879.52 |
| Total Salary | 5,879.52 |

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 to give your report.
3. Click **OK** to close the Modify Report window.

NOTE: 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 at a later date from the **Reports** drop-down menu.



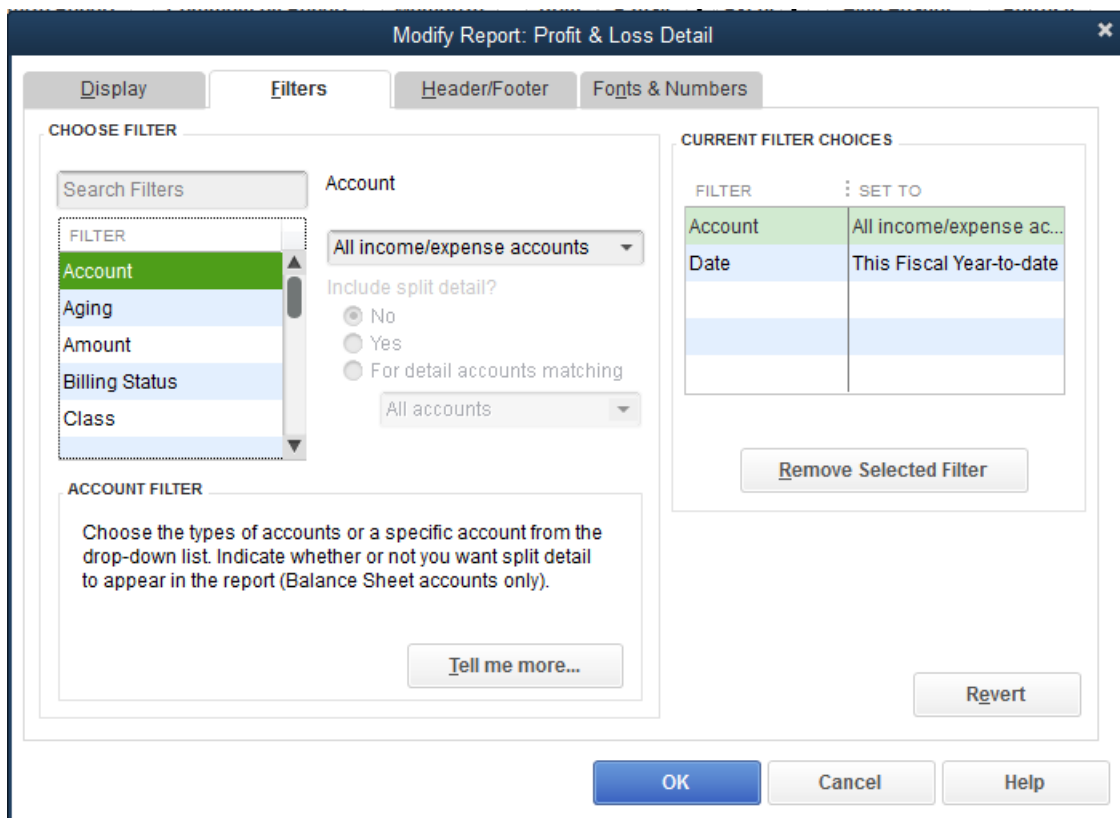
NOTES

Filter Reports

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 filters you apply.

Filter a report:

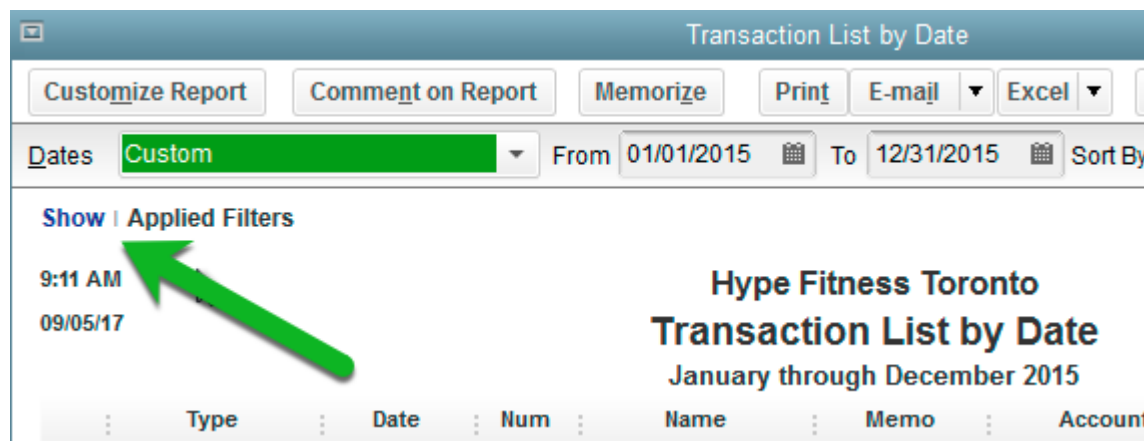
1. Click **Customize Report** on the **Report** button bar.
2. Click the **Filters** tab.



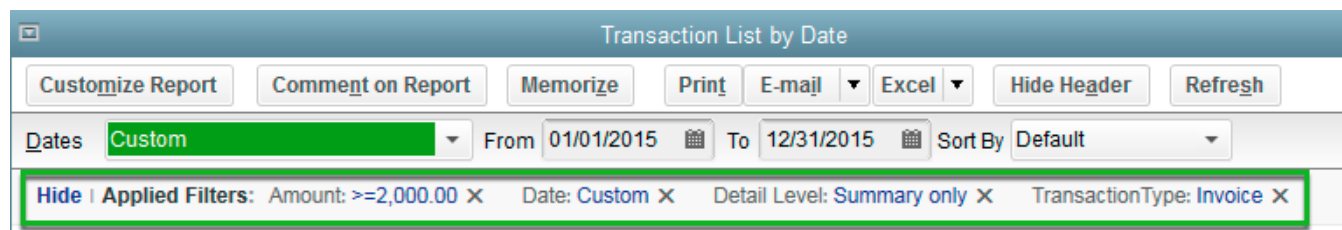
3. Select the appropriate filters from the **Filter** list.
4. Add additional information for the filter to the right of the **Filter** list.
5. Click **OK**.

Filter Details

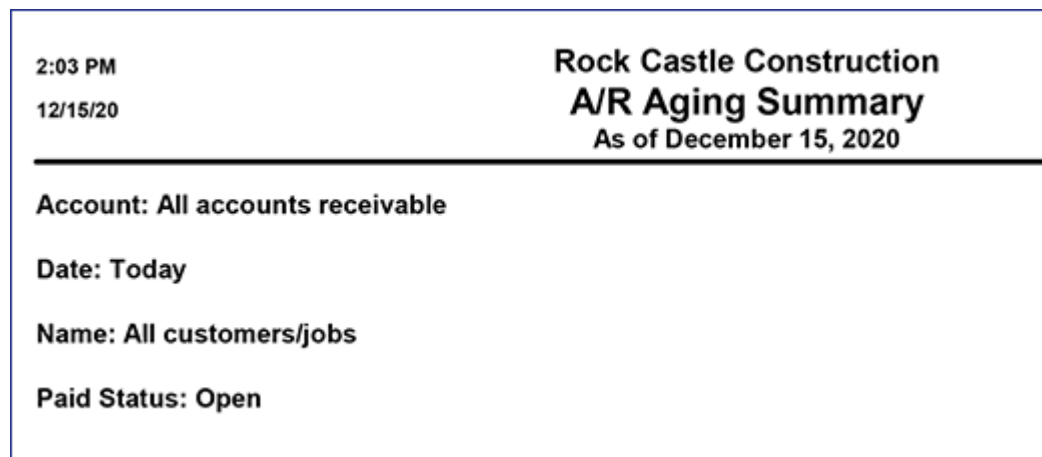
After selecting filters on a report, you can view them when you click **Show**, under the Dates field on the report.



QuickBooks displays the filters currently applied to the report.



Clicking **Show** also tells QuickBooks to display the list of filters at the bottom of any .pdf or printed QuickBooks report.



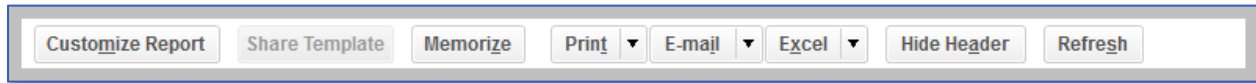
NOTES

Memorize Reports

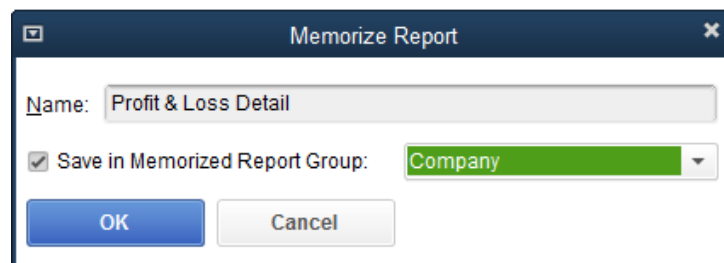
You may want to memorize reports that you run frequently or reports that require you to set up customization and filters. Memorizing reports can save you from spending time customizing the same reports over and over again.

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 report accordingly.
3. Click the **Save in Memorized Report Group** checkbox if you would like to assign this report to a group, then choose the group from the drop-down menu.



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



NOTES

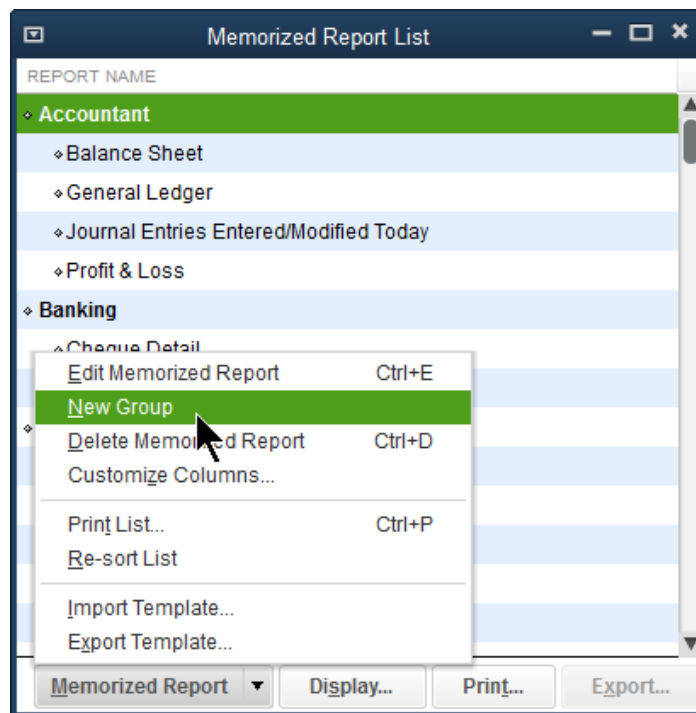
Create Memorized Report Groups

In addition to saving report settings, you can create memorized report groups you can use 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 containing 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.

Create a memorized report group:

1. Click the **Reports** menu and select **Memorized Reports, Memorized Report List**.



2. In the **Memorized Report** list, click the **Memorized Report** menu and select **New Group**.
3. In the **Name** field of the **New Memorized Report Group** window, enter the name for your report group.
4. Click **OK**.



NOTES

Process Reports in Groups

Batch process reports:

1. Click the **Reports** menu and select **Process Multiple Reports**.
2. Click **Display**.

QuickBooks opens the Process Multiple Reports window. You can use this window to display or print the selected reports. You can also change the date range for reports in this window before you display or print them by clicking in the **From** or **To** columns.

| REPORT | DATE RANGE | FROM | TO |
|---|--------------------------|------------|------------|
| <input checked="" type="checkbox"/> Balance Sheet | This Fiscal Year-to-date | 01/01/2016 | 08/31/2016 |
| <input checked="" type="checkbox"/> Balance Sheet Year End | Next Fiscal Year | 01/01/2017 | 12/31/2017 |
| <input checked="" type="checkbox"/> Profit & Loss | This Month-to-date | 08/01/2016 | 08/31/2016 |
| <input checked="" type="checkbox"/> Profit & Loss Year End | Next Fiscal Year | 01/01/2017 | 12/31/2017 |
| <input checked="" type="checkbox"/> Statement of Cash Flows | This Fiscal Year-to-date | 01/01/2016 | 08/31/2016 |

3. Select the reports you wish to print and click **Display** to review the information in the reports or **Print** to print the reports.



NOTES

Print Reports

Print a report:

1. With the report open, click the **Print** button from the tool bar.

Print Reports

Settings Margins

Print to:

Printer: Xerox-WC7225 on USB005 Options...

File: ASCII text file

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

ORIENTATION:

Portrait

Landscape

PAGE RANGE:

All

Pages: From: 1 To: 9999

PAGE BREAKS:

Smart page breaks (widow/orphan control)

Page break after each major grouping

Number of copies: 1

Collate

Fit report to 1 page(s) wide

Fit report to 1 page(s) high

Print in colour (colour printers only)

Print Cancel Help Preview

2. Select the appropriate printer from the drop-down list.
3. Click **Preview** to see how the report will look when you print it.
4. Click **Print**.



NOTES

Save Reports as a PDF

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

Save a report as a PDF file:

1. With the report open, click the **File** menu and select **Save as PDF**.
2. Navigate to the folder in which you want to store the file and enter a file name.
3. Click **Save**.



NOTES

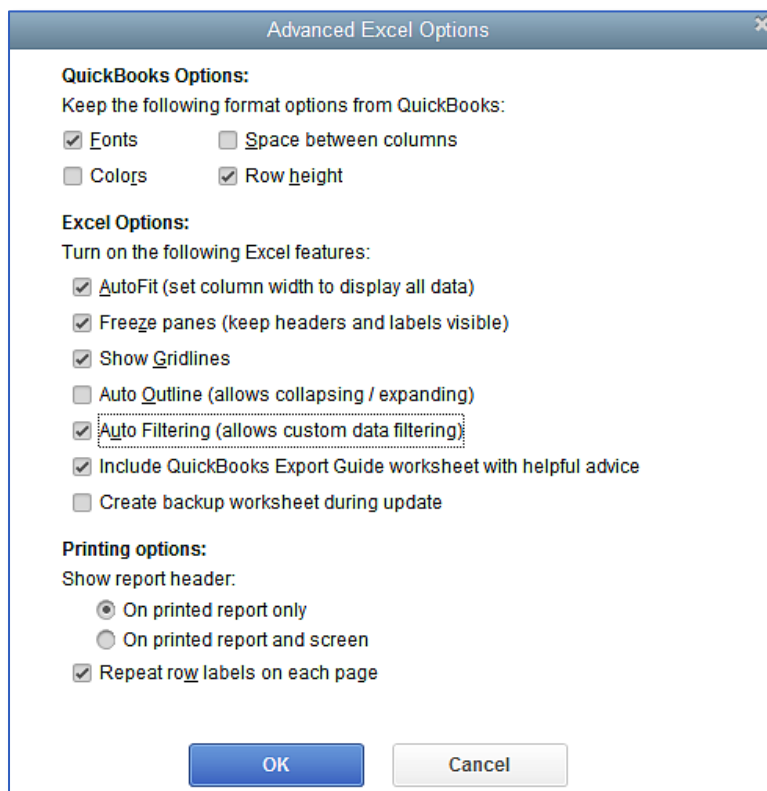
Export a Report to Microsoft Excel®

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 Microsoft 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.

Send a report to Microsoft Excel:

1. From the **Reports** menu, open the report you would like to export to Excel.
2. On the **Report** button bar, click **Excel** and **Create New Worksheet**.
3. Click the **Advanced** tab to add custom export options.



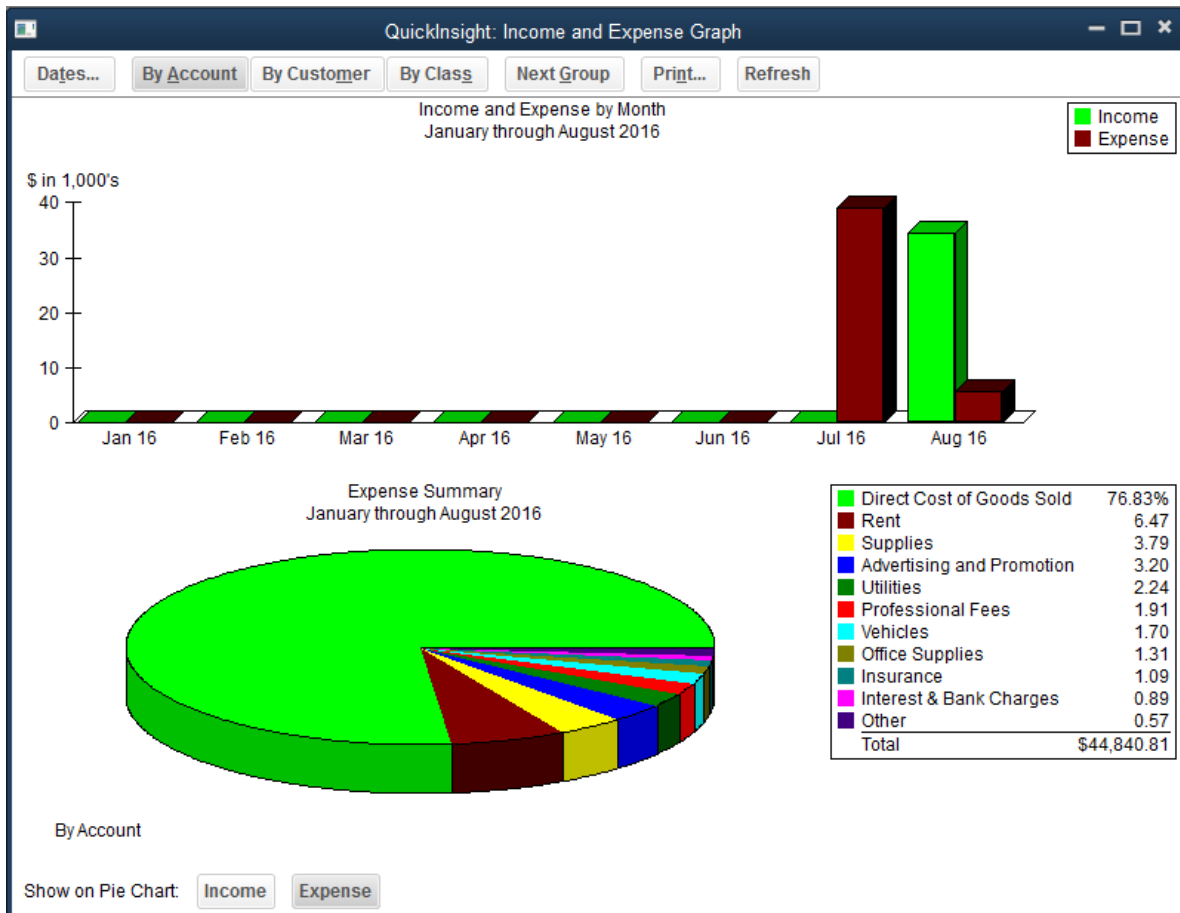
4. Click **OK**, then **Export**.

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 you exactly what you're spending and where.

Create an income and expense graph:

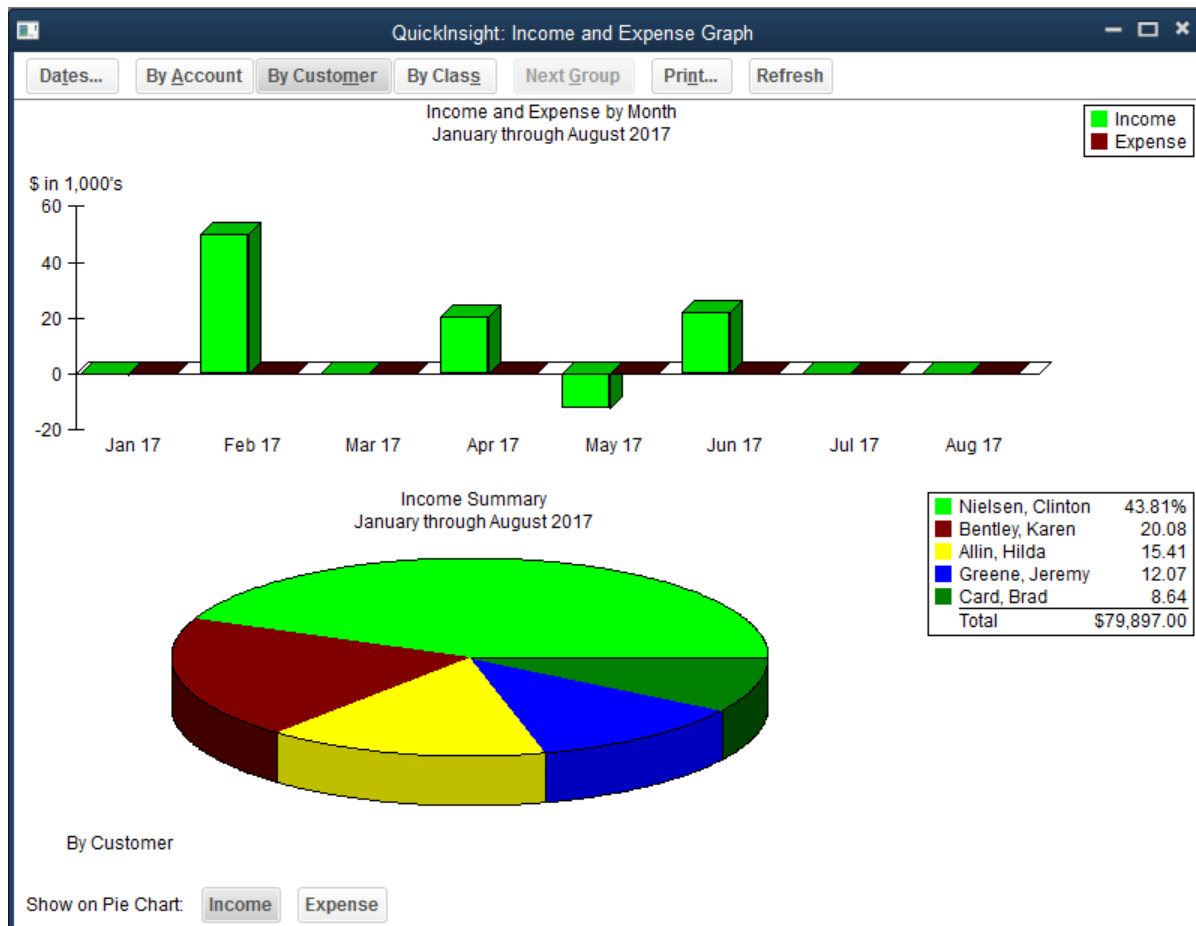
- From the **Reports** menu, choose **Company & Financial, Income & Expense Graph**.



- QuickBooks can display only 10 accounts at a time. To display more accounts, click the **Next Group** button at the top of the graph window.

Display income accounts instead of expense accounts:

1. Click **Income** at the bottom of the graph window.
2. Choose to filter **By Account**, **By Customer**, or **By Class** from the report tool bar.



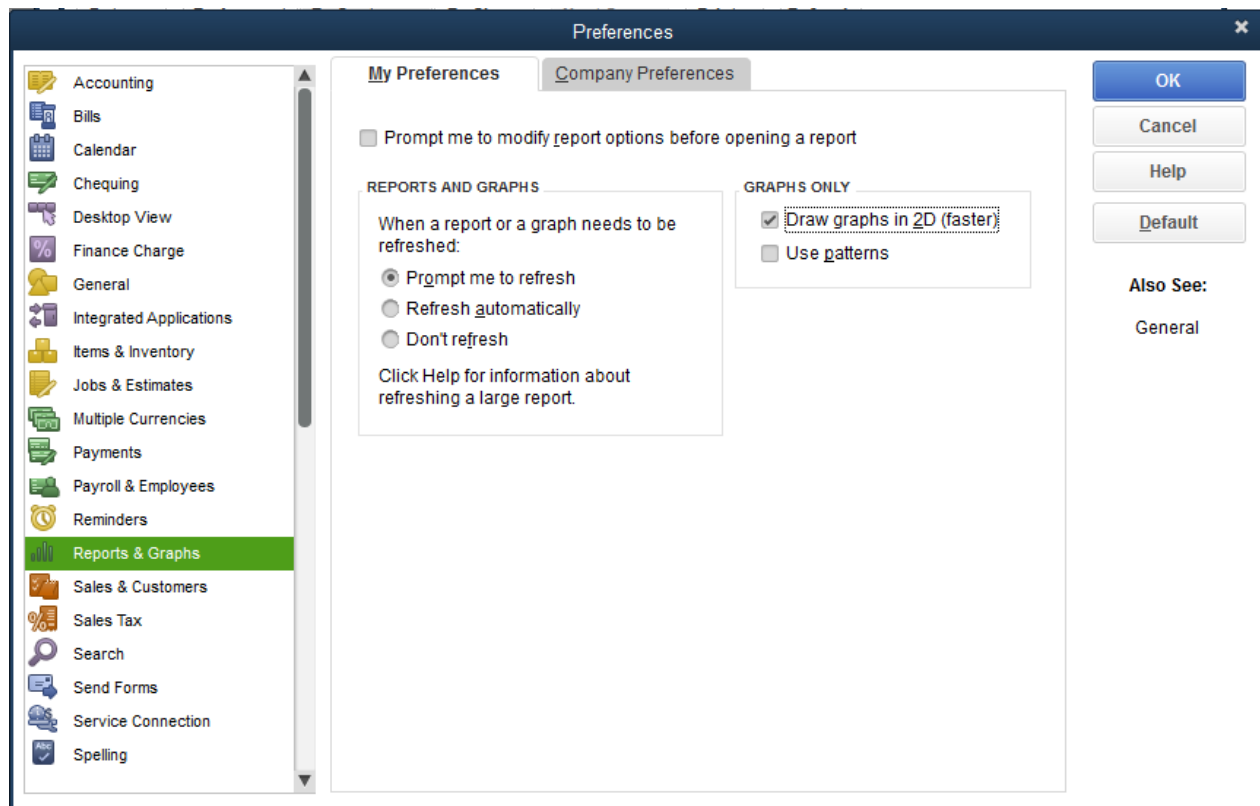
NOTES

Customize How Graphs Display

You can change how graphs are displayed to make them run faster, and make them easier to interpret.

Change from 3D to 2D:

1. From the **Edit** menu, choose **Preferences**.
2. Click **Reports & Graphs** in the list to the left.
3. Click **Draw graphs in 2D (faster)**.



4. Click **OK**.



NOTES

Reporting in QuickBooks — Review Activities

1. _____ 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. Report _____ let you set custom criteria for the transactions you want to include in a report.
4. 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
5. 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

1. From the **File** menu in QuickBooks, choose **Open or Restore Company**. QuickBooks displays the **Open or Restore Company** window.
2. Select **Restore a backup copy** and click **Next**.
3. Select **Local backup** and click **Next**.
4. In the **Open Backup Copy** window, navigate to the appropriate directory.
5. Select the **qblesson.qbb** file, and then click **Open**.
6. In the **Open or Restore Company** window, click **Next**.
7. Navigate to your directory.
8. In the **File Name** field of the **Save Company File As** window, type **Lesson9** and then click **Save**.
9. Enter the **Password: QBDT2018!**
10. Click **OK** when you see the message that the file has been successfully restored.

Review Activities

1. Run a Profit and Loss Standard report for the year to date. Customize the report to show the data by month, and change the title of the report to Profit and Loss by Month. Memorize the report.
2. Run a Balance Sheet Standard report for the year to date. Change the title of the report to Balance Sheet Year to Date. Memorize the report.
3. Create a new memorized report group called Yearly Financials. Add the two memorized reports you created earlier to the new report group.
4. Run all of the reports in the Yearly Financials report group.
5. Change the view of graphs from 3D to 2D. Run an Income and Expenses graph to see the change.
6. Use the Report Centre 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
7. Run a Profit and Loss Detail report, and export it to Excel.
8. Run any report, and save the report as a PDF.

Answers to Review Activities

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. Report *filters* let you set custom criteria for the transactions you want to include in a report.
4. 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, and then choose Memorize
5. True or false: Once you've exported report data to Excel, you can send modified data back to QuickBooks.
 - a. True
 - b. ✓ False