



QuickBooks Online Student Guide

Chapter 11

Reports in QuickBooks



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In this chapter, you'll learn how QuickBooks helps you find information in your business.

▶ Lesson Objectives

In this chapter, you'll learn how to:

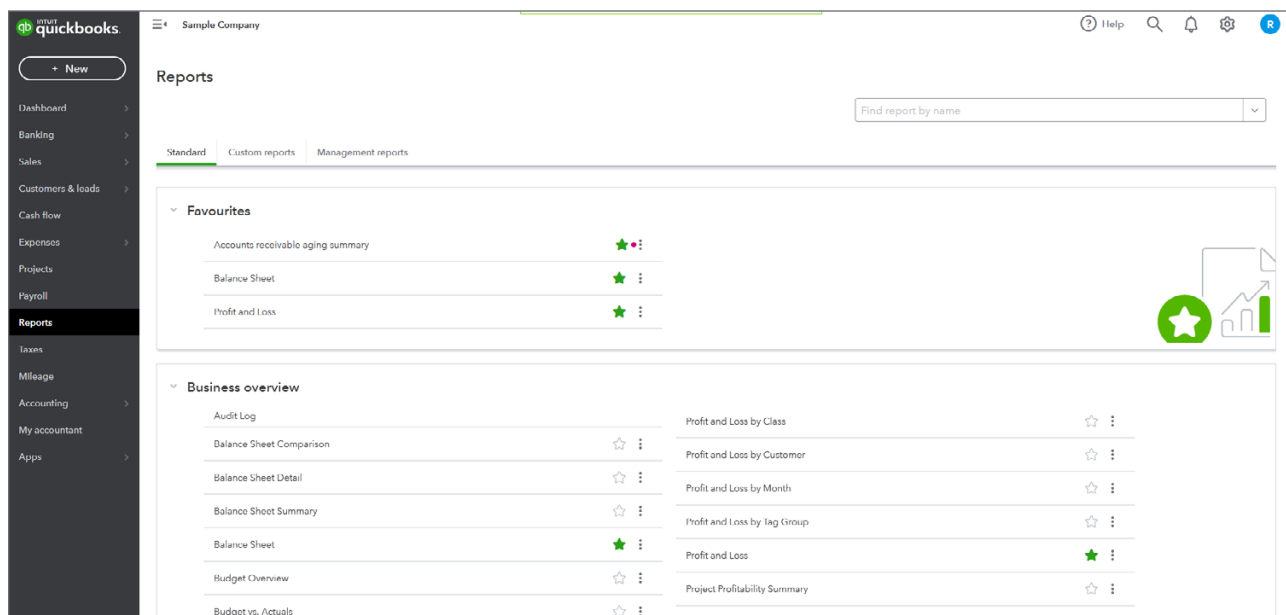
- Create basic reports
- Customize reports using filters
- Customize report views including columns
- Save customized reports
- Export reports to .pdf or Excel formats

▶ Report Centre

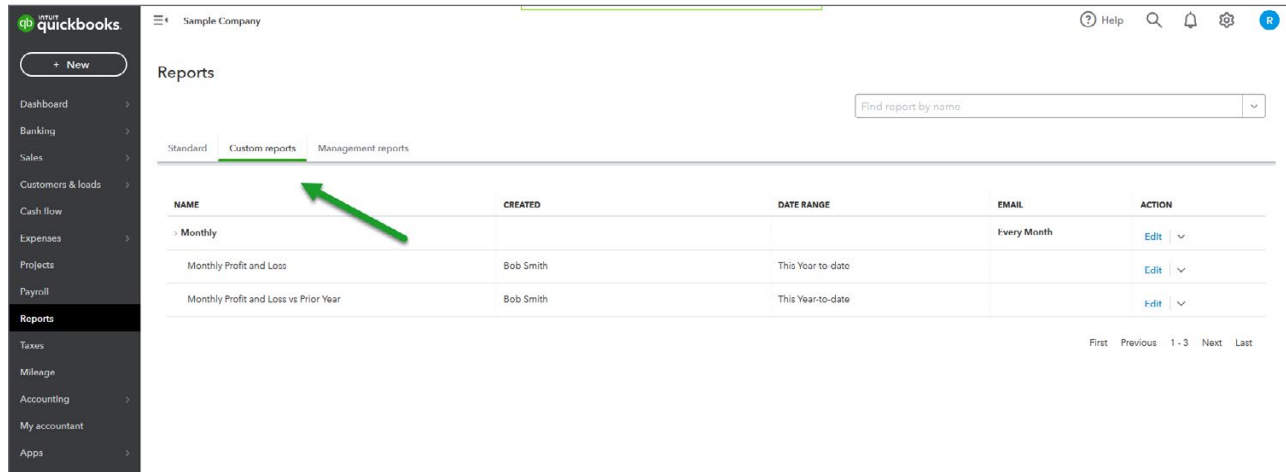
The Reports Centre is located on the navigation menu. The Reports Centre includes a list of preset QuickBooks reports detailing information about different parts of your business. The Reports Centre makes it easy to find financial information about your business.

The Reports Centre is divided into three tabs. The tabs are located at the top of the Reports Centre. The tabs include:

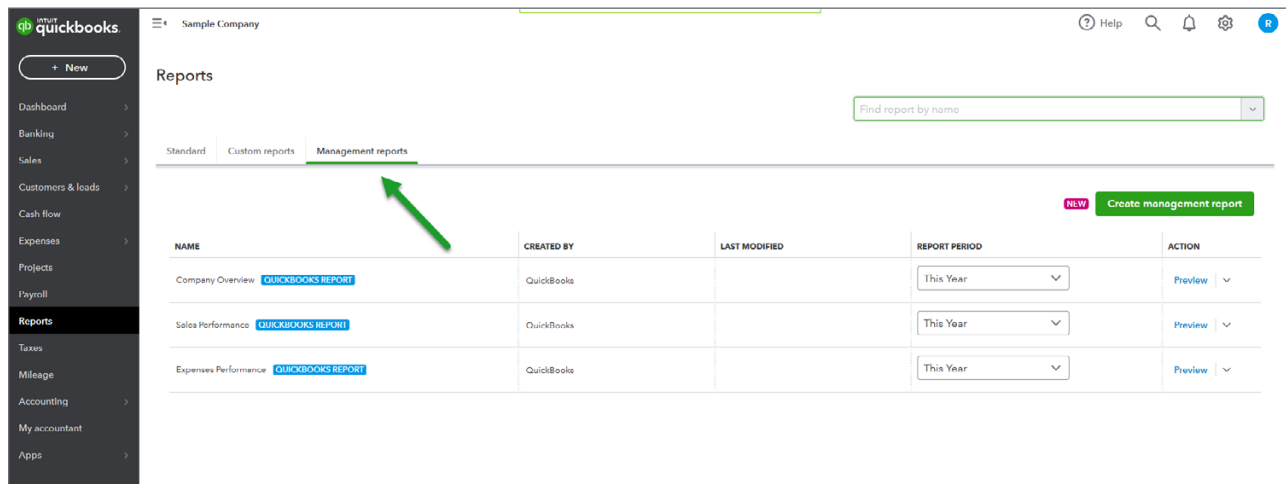
- **Standard**—this tab includes all of the standard preset reports available to you in QuickBooks. The reports included in this tab are automatically created by QuickBooks using the data from lists, transactions and other functions completed in QuickBooks. Most of the reports listed can be customized to provide custom information for your business.



- **Custom Reports**—this tab includes a list of reports that you’ve customized and saved for future use. This tab also includes any reports that other users in your company have customized and shared with you.

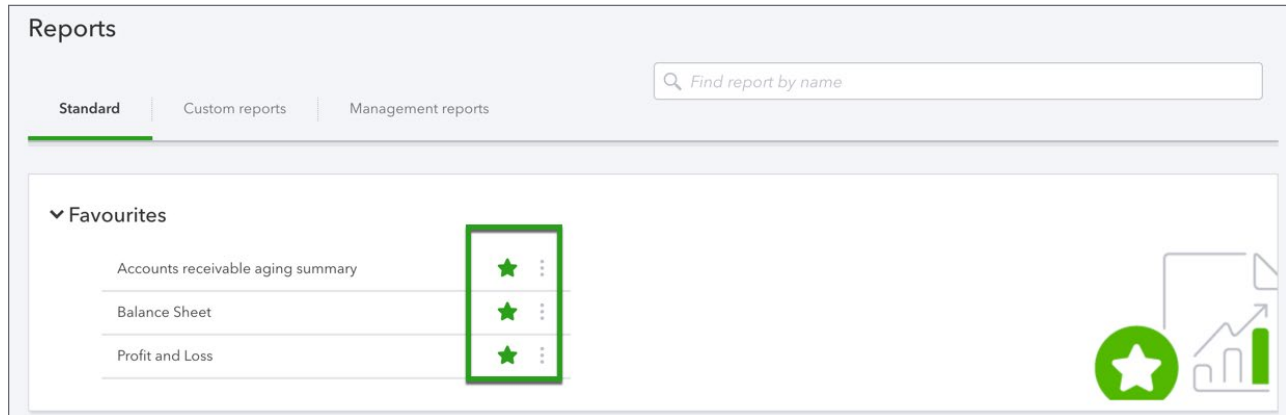


- **Management Reports**—QuickBooks Online Management Reports feature allows you to customize a professional looking group of reports complete with cover page, table of contents, preliminary pages, reports and end notes. The Management Reports feature will save you time on running business reports—you won’t have to export out individual reports to software for assembly and finalization.

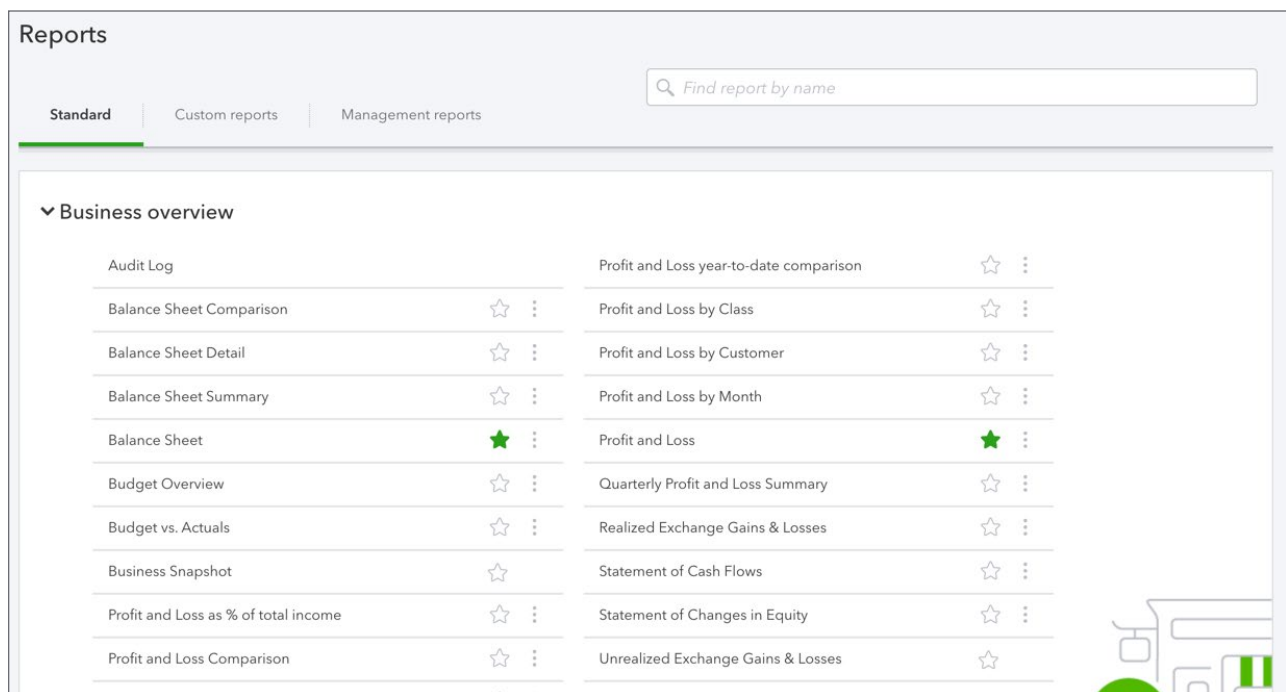


In the All Reports tab, the reports are organized into several categories. The categories include:

- **Favourites**—these are reports that you have selected as favourites. To mark a report as a favourite, click the star icon next to the report name.



- **Business overview**—this category includes summary and detail reports that report on the performance and position of your business.



- **Who owes you**—this category includes reports about the customers who owe you money. Reports in this category include A/R Aging Summary, Collections Report, Open Invoices, and other reports designed to help you manage your customer receivables.


Reports

Standard
Custom reports
Management reports

Find report by name

Who owes you

| | | | |
|-----------------------------------|-----|--------------------------------|-----|
| Accounts receivable aging detail | ☆ ⋮ | Invoices and Received Payments | ☆ ⋮ |
| Accounts receivable aging summary | ★ ⋮ | Open Invoices | ☆ ⋮ |
| Collections Report | ☆ ⋮ | Statement List | ☆ ⋮ |
| Customer Balance Detail | ☆ ⋮ | Terms List | ☆ ⋮ |
| Customer Balance Summary | ☆ ⋮ | Uninvoiced charges | ☆ ⋮ |
| Invoice List | ☆ ⋮ | Uninvoiced time | ☆ ⋮ |



- **Sales and customers**—this category includes reports detailing information about your sales made to your customers. This category reports in detail about sales of products and services, and details about customers who purchases your products and services.



NOTE If your company uses QuickBooks Online to track inventory, you'll access inventory reports in this category.


Reports

Standard
Custom reports
Management reports

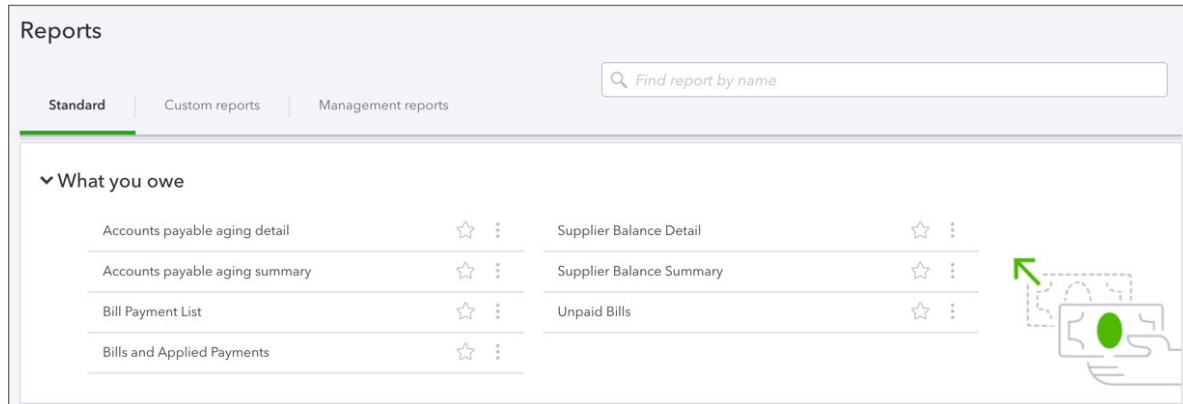
Find report by name

Sales and customers

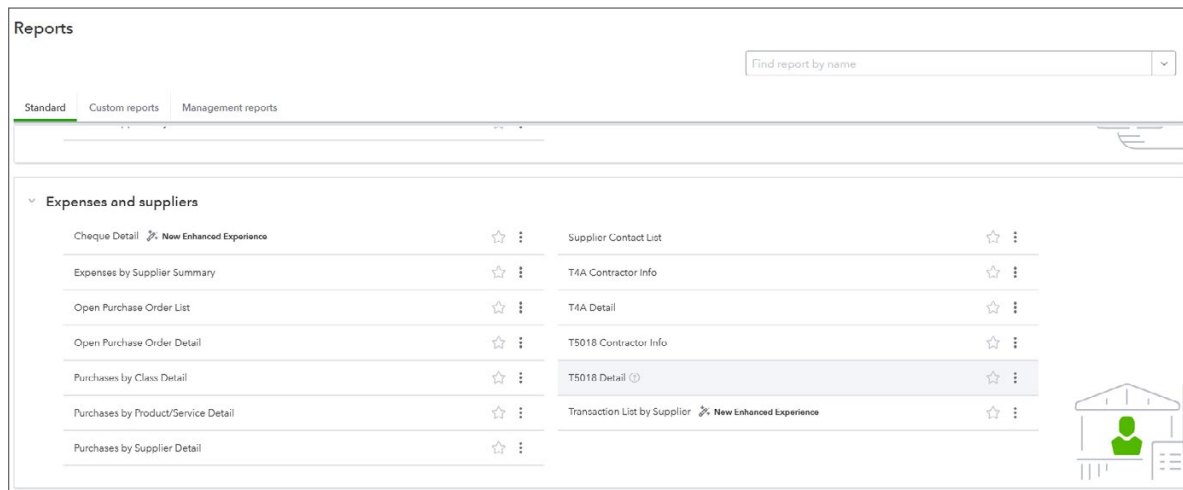
| | | | |
|--|-----|---|-----|
| Customer Contact List | ☆ ⋮ | Sales by Class Detail | ☆ ⋮ |
| Deposit Detail | ☆ ⋮ | Sales by Class Summary | ☆ ⋮ |
| Estimates & Progress Invoicing Summary by Customer | ☆ ⋮ | Sales by Customer Detail <small>New Enhanced Experience</small> | ☆ ⋮ |
| Estimates by Customer <small>New Enhanced Experience</small> | ☆ ⋮ | Sales by Customer Summary | ☆ ⋮ |
| Income by Customer Summary | ☆ ⋮ | Sales by Customer Type Detail | ☆ ⋮ |
| Inventory Valuation Detail | ☆ ⋮ | Sales by Product/Service Detail | ☆ ⋮ |
| Inventory Valuation Summary | ☆ ⋮ | Sales by Product/Service Summary | ☆ ⋮ |
| Payment Method List | ☆ ⋮ | Time Activities by Customer Detail | ☆ ⋮ |
| Physical Inventory Worksheet | ☆ ⋮ | Transaction List by Customer <small>New Enhanced Experience</small> | ☆ ⋮ |
| Product/Service List <small>New Enhanced Experience</small> | ☆ ⋮ | Transaction List by Tag Group | ☆ ⋮ |



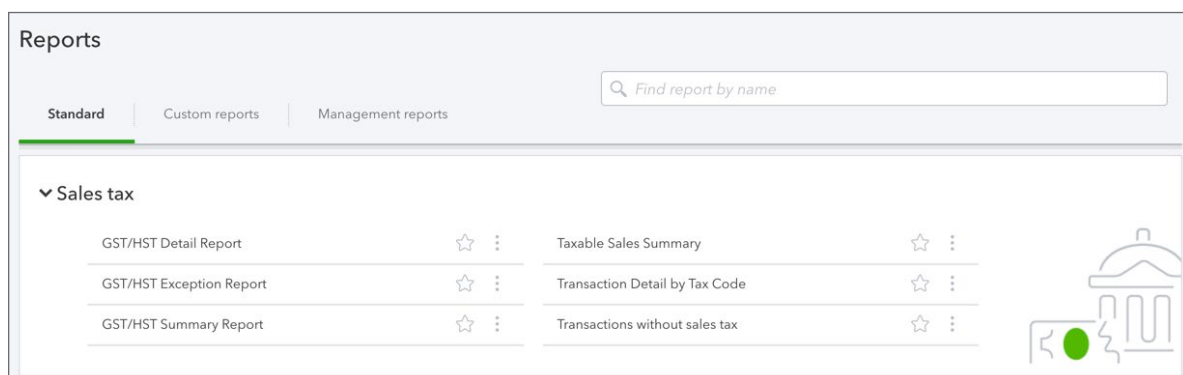
- **What you owe**—this category includes reports detailing information about what money you owe and the suppliers you owe money to.



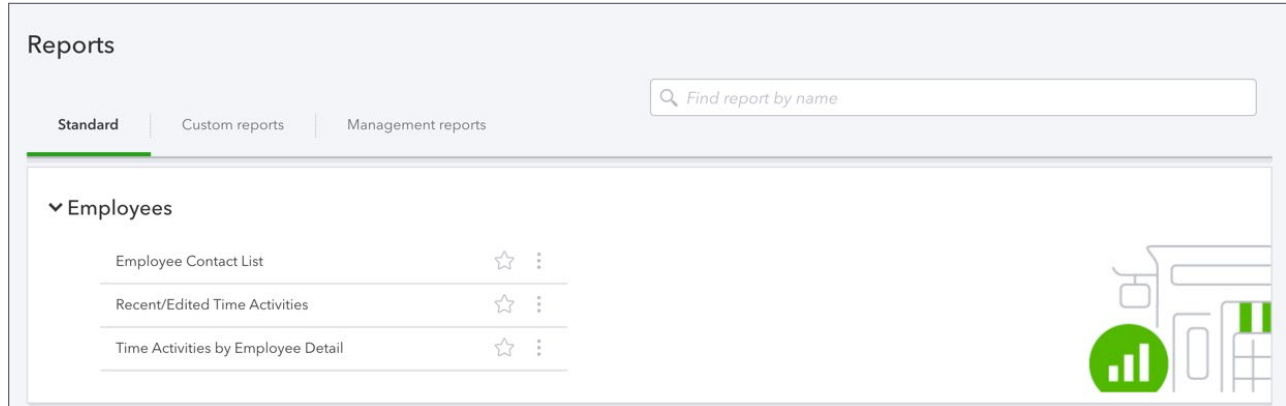
- **Expenses and suppliers**—this category includes reports about your expenses and purchases. In this section you'll find detailed information about purchases including Purchase Order reports, and other purchasing information.



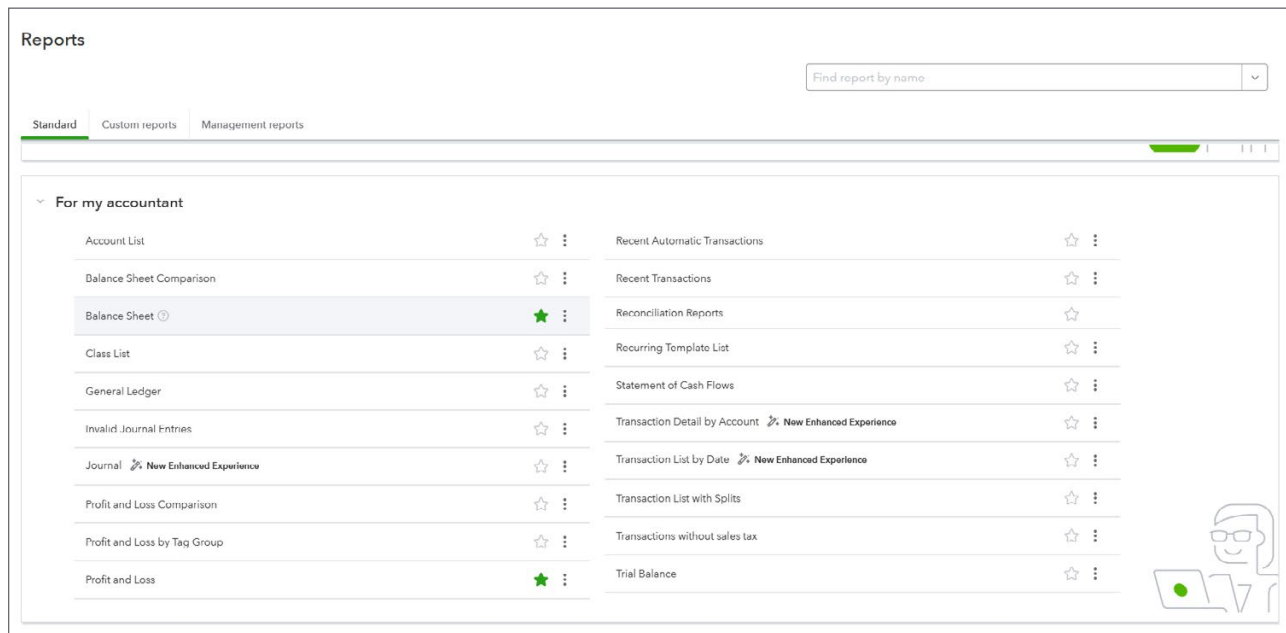
- **Sales tax**—this category includes reports about your GST, HST, PST and QST. Whether you track just one tax or multiple taxes, QuickBooks reports all of the details in the Sales Tax category.



- **Employees**—this category reports on employees time tracking information in QuickBooks.



- **For my accountant**—this section of reports is dedicated to Accountant reports. These reports are often used by your accountant to help prepare your year end reports and taxes.



- **Payroll**—this category reports on your QuickBooks payroll activities.



 To learn about the Report Centre watch this video: https://youtu.be/ESE6_gmctP0

Report Types

There are several different types of reports available for you in QuickBooks Online. The basic reports types are the following:

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

Transaction Reports

Transaction reports make up the largest part of the QuickBooks reports. Transaction reports includes transactions arranged in various formats designed to help you find important information for your business. There are several critical reports that every business uses in their business. These reports include the following:

1. Profit & Loss Report—reports on the financial performance of your business
2. Balance Sheet—reports on the financial position of your business
3. A/R Aging Summary—reports on your outstanding customer accounts
4. A/P Aging Summary—reports on your outstanding supplier accounts
5. General Ledger—reports on your transactions by account

QuickBooks Reports include a consistent display to help you understand how to read the reports and make it easy to find information about your business. See sample report below.

Collapse

Sort▼

Add notes

Edit titles

Green Tree Landscapes

Profit and Loss

January 1 - May 9, 2023

| | TOTAL |
|-----------------------------------|---------------------|
| ▼ INCOME | |
| Billable Expenses Income | 5,118.75 |
| Markup | 851.25 |
| Sales | 1,500.00 |
| Sales of Product Income | 19,050.00 |
| Services | 3,600.00 |
| Total Income | \$30,120.00 |
| ▼ COST OF GOODS SOLD | |
| Cost of Goods Sold | 9,664.68 |
| Cost of Sales - billable expenses | 23,506.25 |
| Inventory Shrinkage | 0.00 |
| Total Cost of Goods Sold | \$33,170.93 |
| GROSS PROFIT | \$ -3,050.93 |
| ▼ EXPENSES | |



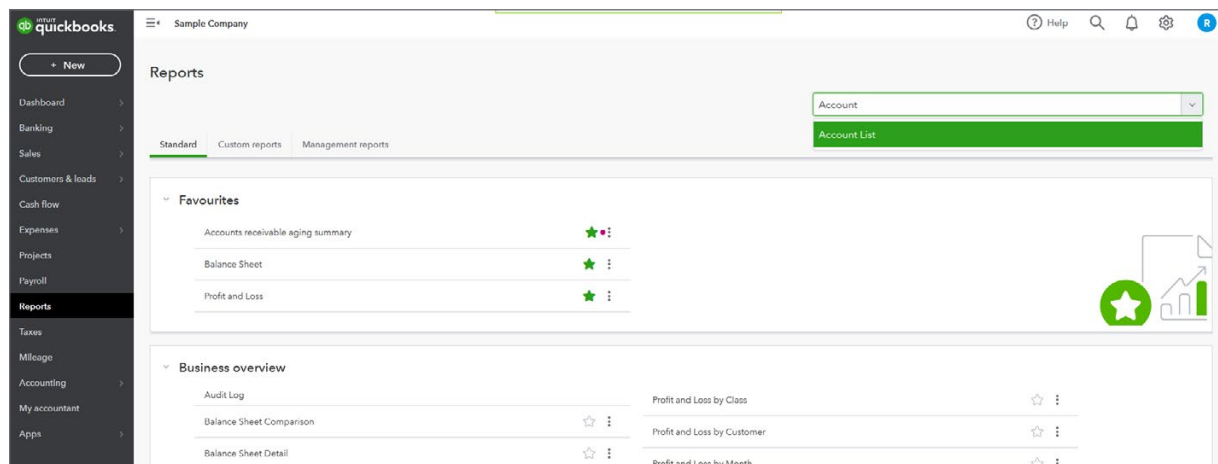
NOTE QuickBooks contains 60+ reports (QuickBooks Online Plus). If you're use QuickBooks Online Essentials, you will have access to 40+ reports. QuickBooks Online Easy Start includes 20+ reports.

List Reports

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

Chart of Accounts

1. In the **Reports Centre**, type **Account List**.
2. Click the Report name when it displays **Account List**.

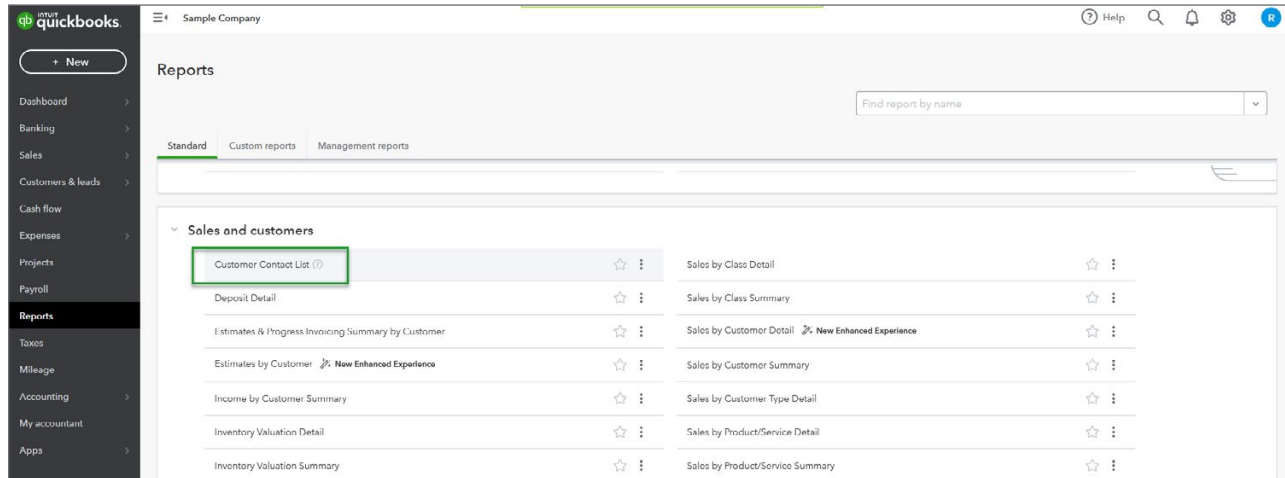


3. QuickBooks displays the **Account List**.

| ACCOUNT | TYPE | DETAIL TYPE | DESCRIPTION | BALANCE | CURRENCY |
|---------------------------------|-------------------------------|---------------------------|-------------|------------|----------|
| Chequing | Bank | Chequing | | 21,095.57 | CAD |
| Accounts Receivable | Accounts receivable (A/R) | Accounts Receivable (A/R) | | 18,402.04 | CAD |
| Accounts Receivable (A/R) - USD | Accounts receivable (A/R) | Accounts Receivable (A/R) | | 0.00 | USD |
| Inventory Asset | Current assets | Inventory | | 7,781.91 | CAD |
| Prepaid expenses | Current assets | Prepaid Expenses | | 0.00 | CAD |
| Uncategorized Asset | Current assets | Other current assets | | 0.00 | CAD |
| Undeposited Funds | Current assets | Undeposited Funds | | 0.00 | CAD |
| Accumulated Depreciation | Property, plant and equipment | Accumulated Depreciation | | -366.63 | CAD |
| Furniture and Equipment | Property, plant and equipment | Furniture and Fixtures | | 2,750.00 | CAD |
| Leasehold Improvements | Property, plant and equipment | Leasehold Improvements | | 0.00 | CAD |
| Vehicles | Property, plant and equipment | Vehicles | | 0.00 | CAD |
| Accounts Payable | Accounts payable (A/P) | Accounts Payable (A/P) | | -734.51 | CAD |
| Accounts Payable (A/P) - HKD | Accounts payable (A/P) | Accounts Payable (A/P) | | 0.00 | HKD |
| Visa Credit Card | Credit Card | Credit Card | | -2,077.60 | CAD |
| GST/HST Payable | Other Current Liabilities | GST/HST Payable | | 23.23 | CAD |
| GST/HST Suspense | Other Current Liabilities | GST/HST Suspense | | -340.69 | CAD |
| Note Payable | Long-term Liabilities | Notes Payable | | -20,101.86 | CAD |

Customer List

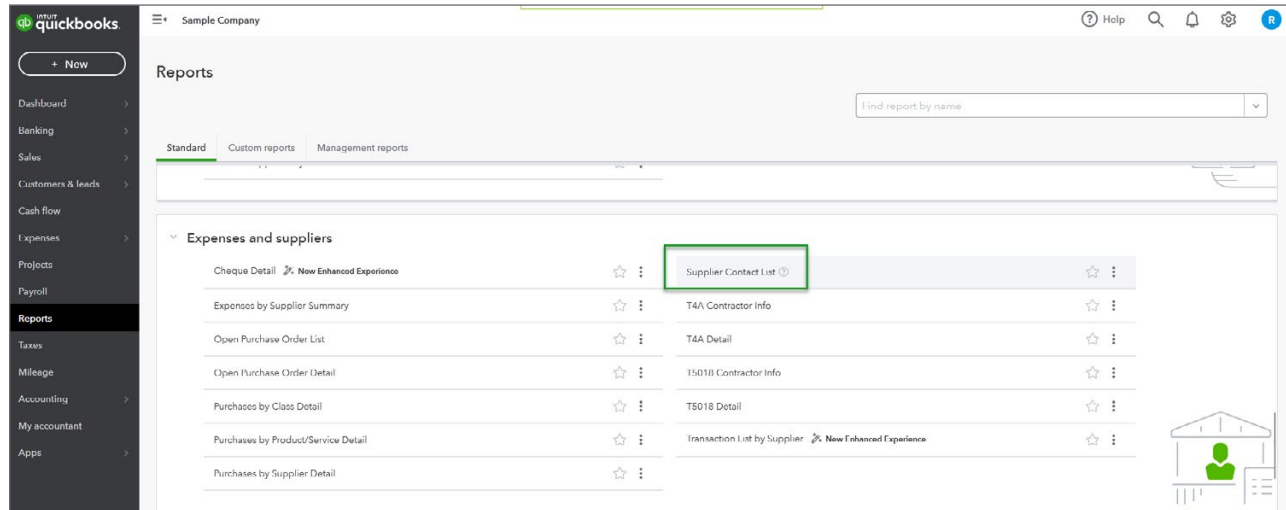
1. In the **Reports Centre**, go to **Sales and customers**.
2. Click **Customer Contact List**.



| Green Tree Landscapes | | | | | |
|---------------------------------|---------------------|-------|--------------------|--|--------------------------------------|
| CUSTOMER CONTACT LIST | | | | | |
| CUSTOMER | PHONE NUMBERS | EMAIL | FULL NAME | BILLING ADDRESS | SHIPPING ADDRESS |
| Abercrombie International Gr... | | | Kristy Abercrombie | Boveney Windsor SL4 6QP | Boveney Windsor SL4 6QP |
| Adwin Ko | Phone: 604 999-9998 | | Adwin Ko | 6412 av des Erables Vancouver BC V5M 5M5 | |
| Alex Blakey | | | Alex Blakey | Unit 345 Lowestoft NR34 4ED US | |
| Andre Prefontaine | | | Andre Prefontaine | St Peter's Rd Cambridgeshire PE29 7DS HK | |
| Anilkumar Pillai | | | Anilkumar Pillai | Studio 299 Wimbledon SW97 0BA CA | |
| Benjamin Yeung | Phone: 809 809-7777 | | Benjamin Yeung | 4895 King Edward Ave. Barrie ON M2H 4G4 | |
| Cathy's Consulting Company | Phone: 555-5555 | | Cathy Quon | 317 Pearce St. Toronto ON M3E 3E4 | 317 Pearce St. Toronto ON M3E 3E4 |
| Chadha's Consultants | | | Bobby Chadha | The Meadows Nottinham Ng2 2EQ | The Meadows Nottinham Ng2 2EQ |

Supplier List

1. In the **Reports** centre, go to **Expenses and suppliers**.
2. Click **Supplier Contact List**.



| SUPPLIER CONTACT LIST | | | | | |
|-----------------------|-------------------------------------|-------|-------------------|---|-----------|
| SUPPLIER | PHONE NUMBERS | EMAIL | FULL NAME | ADDRESS | ACCOUNT # |
| Andrew Haberbosch | Phone: 902-9020 Mobile: 555-4161 | | Andrew Haberbosch | 57 River Avenue Montreal QC H2E 9V3 | |
| Bank of AnyCity | | | Bank of AnyCity | | |
| Brijesh Jain | Phone: 204-2040 Mobile: 613-6131 | | Brijesh Jain | 1015 - 13th Ave W Vancouver BC V8M 2X6 | |
| Brittney Hughes | Phone: 112-2121 Mobile: 204-2040 | | Brittney Hughes | 224 North River Rd Edmonton AB T4B 2R8 | |
| Burc Gunes | Phone: 555-3060 Mobile: 809-7777 | | Burc Gunes | 133 Sunnyside Blvd Vancouver BC V2H 1S0 | |
| Cass Hayden | Phone: 555-6141 Mobile: 985-5895 | | Cass Hayden | 1845 Base Line Rd Toronto ON M9J 7I0 | |
| Celeste Hunter | Phone: 878-8787 Mobile: 902-9020 | | Celeste Hunter | 5455 Rue De Terrebonne Ottawa ON K5R 2K9 | |
| City Water Co | | | City Water Co | | |
| Colleen Grist | Phone: 222-2622 Mobile: 555-9999 | | Colleen Grist | 545 Mapleque Road Vancouver BC V7A 8F4 | |
| Garcia's Event Space | Phone: 553-2677 Mobile: 909-0900 | | Lisa Garcia | 27 Norman Wesley Way Montreal QC H3I 7K5 | |



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

▶ Summary Reports vs. Detail Reports

There are two main types of reports in QuickBooks—Summary reports and Detail Reports. Summary reports are designed to provide you summary information about customers, sales, expenses and more. An example is the A/R Aging Summary report. This report displays information on aging

customer accounts. The report displays “summary” information. The information is displayed in a summary format. See the sample below.

| Collapse Sort Add notes | | | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Green Tree Landscapes | | | | | | |
| A/R AGING SUMMARY | | | | | | |
| As of January 5, 2020 | | | | | | |
| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
| Adwin Ko | | 1,695.00 | | | | \$1,695.00 |
| Anilkumar Pillai | 4,407.00 | | | | | \$4,407.00 |
| Benjamin Yeung | | | 8,249.00 | | | \$8,249.00 |
| Hazel Robinson | | | | -974.63 | | \$ -974.63 |
| Jordan Burgess | | 452.00 | | | | \$452.00 |
| Lew Plumbing | | | | | -454.83 | \$ -454.83 |
| Whitehead and Sons | 1,356.00 | 3,672.50 | | | | \$5,028.50 |
| TOTAL | \$5,763.00 | \$5,819.50 | \$8,249.00 | \$ -974.63 | \$ -454.83 | \$18,402.04 |

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

| Green Tree Landscapes | | | | | | |
|---|------------------|------|----------------|------------|---------------------|-------------------|
| A/R AGING DETAIL | | | | | | |
| As of January 5, 2020 | | | | | | |
| DATE | TRANSACTION TYPE | # | CUSTOMER | DUE DATE | AMOUNT | OPEN BALANCE |
| ▼ 91 or more days past due | | | | | | |
| 25/07/2019 | Payment | | Lew Plumbing | 25/07/2019 | -3,738.61 | -454.83 |
| Total for 91 or more days past due | | | | | \$ -3,738.61 | \$ -454.83 |
| ▼ 61 - 90 days past due | | | | | | |
| 29/10/2019 | Payment | | Hazel Robinson | 29/10/2019 | -9,415.73 | -974.63 |
| Total for 61 - 90 days past due | | | | | \$ -9,415.73 | \$ -974.63 |
| ▼ 31 - 60 days past due | | | | | | |
| 20/10/2019 | Invoice | 1008 | Benjamin Yeung | 19/11/2019 | 904.00 | 904.00 |
| 20/10/2019 | Invoice | 1009 | Benjamin Yeung | 19/11/2019 | 7,345.00 | 7,345.00 |
| Total for 31 - 60 days past due | | | | | \$8,249.00 | \$8,249.00 |
| ▼ 1 - 30 days past due | | | | | | |
| 19/11/2019 | Invoice | 1011 | Jordan Burgess | 19/12/2019 | 452.00 | 452.00 |
| 19/11/2019 | Invoice | 1010 | Adwin Ko | 19/12/2019 | 1,695.00 | 1,695.00 |



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

 Find report by name

▶ Key Reports for Your Business

The two most important reports for most businesses are the Profit & Loss report and Balance Sheet Report.





Profit & Loss Report

The profit and loss report provides you with your business' performance in any specific period of time. This report is also known as an income statement. It summarizes your income and expenses for the month or year (or any period), so you can tell whether you're operating at a profit or a loss. The report shows subtotals for each income or expense account in your chart of accounts. The last line shows your net income (or loss) for the month.

To create the Profit and Loss report:

1. Click **Reports**.
2. Scroll to the **Business Overview** section and then click **Profit & Loss**.

Collapse Sort▼ Add notes



Green Tree Landscapes

PROFIT AND LOSS

January - December 2019

| | TOTAL |
|---|-------------|
| ▼ INCOME | |
| Billable Expenses Income | 33,643.50 |
| Markup | 3,947.55 |
| Sales | 15,750.00 |
| Sales of Product Income | 15,150.00 |
| Services | 2,400.00 |
| Total Income | \$70,891.05 |
| ▼ COST OF GOODS SOLD | |
| Cost of Goods Sold | 7,683.64 |
| Cost of Sales - billable expenses | 40,103.49 |
| Inventory Shrinkage | 0.00 |
| Total Cost of Goods Sold | \$47,787.13 |
| GROSS PROFIT | \$23,103.92 |
| ▼ EXPENSES | |
| Dues and Subscriptions | 325.00 |
| Insurance Expense-General Liability Insurance | 3,000.00 |
| Interest expense | 1,235.00 |
| Janitorial Expense | 417.52 |

Balance Sheet Report

This report provides a financial snapshot of your company as of a specific date. The report calculates how much your business is worth (your business's equity) by subtracting all the money your company owes (liabilities) from everything it owns (assets).





To create the **Balance Sheet** report:

1. Click **Reports**.
2. Scroll to the **Business Overview** section and then click **Balance Sheet**.

Collapse

Sort▼

Add notes

Green Tree Landscapes

BALANCE SHEET

As of January 5, 2020

| | TOTAL |
|--|--------------------|
| ▼ Assets | |
| ▼ Current Assets | |
| ▼ Cash and Cash Equivalent | |
| Chequing | 21,095.57 |
| Total Cash and Cash Equivalent | \$21,095.57 |
| ▼ Accounts Receivable (A/R) | |
| Accounts Receivable | 18,402.04 |
| Total Accounts Receivable (A/R) | \$18,402.04 |
| Inventory Asset | 7,781.91 |
| Total Current Assets | \$47,279.52 |
| ▼ Non-current Assets | |
| ▼ Property, plant and equipment | |
| Accumulated Depreciation | -366.63 |
| Furniture and Equipment | 2,750.00 |
| Total Property, plant and equipment | \$2,383.37 |
| Total Non Current Assets | \$2,383.37 |
| Total Assets | \$49,662.89 |

A/R Aging Summary Report






This report summarizes the status of unpaid invoices in accounts receivable. For each customer who owes money, the report shows:

- What the customer owes for the current billing period
- What the customer hasn't paid from previous billing periods
- Subtotal balances for each job (if the customer has multiple jobs or projects (sub-customers) with your company.

To create the A/R Aging Summary report:

1. Go to **Reports**.
2. Scroll down to **Who owes you**.

3. Click **A/R Aging Summary**.

| Collapse Sort▼ Add notes     | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Green Tree Landscapes  | | | | | | |
| A/R AGING SUMMARY | | | | | | |
| As of January 5, 2020 | | | | | | |
| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
| Adwin Ko | | 1,695.00 | | | | \$1,695.00 |
| Anilkumar Pillai | 4,407.00 | | | | | \$4,407.00 |
| Benjamin Yeung | | | 8,249.00 | | | \$8,249.00 |
| Hazel Robinson | | | | -974.63 | | \$ -974.63 |
| Jordan Burgess | | 452.00 | | | | \$452.00 |
| Lew Plumbing | | | | | -454.83 | \$ -454.83 |
| Whitehead and Sons | 1,356.00 | 3,672.50 | | | | \$5,028.50 |
| TOTAL | \$5,763.00 | \$5,819.50 | \$8,249.00 | \$ -974.63 | \$ -454.83 | \$18,402.04 |





A/P Aging Summary Report

It summarizes the status of unpaid bills in accounts payable, showing what you owe, who you owe it to, and how much is overdue.

For each supplier to whom your company owes money, the report shows how much your company owes for the current and previous billing periods, and it shows the total amount. The report also shows the total amount owed to all suppliers.

To create the A/P Aging Summary report:

1. Click **Reports**.
2. Scroll to the **What you owe** section.
3. Click **A/P Aging Summary**.

| Sort▼ Add notes     | | | | | | |
|--|---------------|---------------|---------------|-----------------|---------------|-----------------|
| Green Tree Landscapes | | | | | | |
| A/P AGING SUMMARY | | | | | | |
| As of January 5, 2020 | | | | | | |
| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
| Jennifer Hargreaves | | | | 226.00 | | \$226.00 |
| Kristina Gibson | | | | 508.51 | | \$508.51 |
| TOTAL | \$0.00 | \$0.00 | \$0.00 | \$734.51 | \$0.00 | \$734.51 |

Accounting Reports

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

- **Journal**—This report lists every transaction in a period and displays the debits and credits and displays them in date order.
- **General Ledger**—This report displays all the activity (transactions) that occurred in an account over a period. It includes the beginning balance for each account.
- **Transaction List by Date**—This report lists all the transactions that occurred within a period of time. The report is helpful if you need to review all your transactions in date order.


[Back to reports](#)
Give feedback

Transaction List By Date
Switch to classic view
Export
Save

This quarter
Group
Filter
Customize

| Transaction date ↑ | Transaction type | Transaction num... | Posting | Name | Location | Memo | Account | Split account | Amount |
|--------------------|------------------|--------------------|---------|-------------------------|----------|-----------------|----------------------|-------------------------|-------------|
| 07/04/2023 | Journal Entry | 13 | Yes | -- | -- | -- | Depreciation Expense | -- | -- |
| 20/04/2023 | Payment | -- | Yes | Whitehead and Sons | -- | -- | Chequing | Accounts Receivable | \$1,356.00 |
| 23/04/2023 | Cheque | 2072 | Yes | Mark Howard | -- | -- | Chequing | -- | -\$1,412.50 |
| 23/04/2023 | Cheque | 2073 | Yes | Town Electric & Gas ... | -- | -- | Chequing | -- | -\$243.54 |
| 23/04/2023 | Cheque | 2074 | Yes | City Water Co | -- | -- | Chequing | -- | -\$81.19 |
| 23/04/2023 | Cheque | 2075 | Yes | Bank of AnyCity | -- | -- | Chequing | -- | \$471.78 |
| 23/04/2023 | Cheque | 2076 | Yes | Michelle Long | -- | -- | Chequing | Owner's Equity - Dra... | -\$500.00 |
| 29/04/2023 | Journal Entry | 14 | Yes | -- | -- | -- | Opening Balance E... | -- | -- |
| 29/04/2023 | Journal Entry | -- | Yes | -- | -- | Filed sales tax | GST/HST Payable | -- | -- |
| 29/04/2023 | Journal Entry | -- | Yes | -- | -- | Filed sales tax | GST/HST Payable | -- | -- |
| 02/05/2023 | Invoice | 1013 | Yes | Whitehead and Sons | -- | -- | Accounts Receivable | -- | \$1,356.00 |
| 02/05/2023 | Invoice | 1016 | Yes | Anilkumar Pillai | -- | -- | Accounts Receivable | -- | \$4,407.00 |
| 02/05/2023 | Payment | -- | Yes | Anilkumar Pillai | -- | -- | Chequing | Accounts Receivable | \$4,407.00 |

28 columns | 13 rows | Updated a few seconds ago

 To learn about standard reports watch this video: <https://youtu.be/hbGYEPmNpXo>

▶ Reports Display

Every report in QuickBooks displays common features and options on the report itself. Let's look at these features. To review the features, you see a **Transaction List by Date Report**. If your view is different, click **Switch to Classic View**.

Transaction List by Date Report

< Back to report list
Report period

This Year 01/01/2020 to 31/12/2020

Rows/columns

Group by None Run report

Customize Save customization

Sort Add notes

Green Tree Landscapes

TRANSACTION LIST BY DATE
January - December 2020

| DATE | TRANSACTION TYPE | # | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT |
|------------|-------------------------|------|---------|-----------------------------|------------------------------------|---------------------|
| 05/01/2020 | Journal Entry | 5 | Yes | | | |
| 10/01/2020 | Cheque Expense | 2016 | Yes | Mark Howard | | Chequing |
| 10/01/2020 | Cheque Expense | 2017 | Yes | Town Electric & Gas Service | | Chequing |
| 10/01/2020 | Cheque Expense | 2018 | Yes | City Water Co | | Chequing |
| 10/01/2020 | Cheque Expense | 2019 | Yes | Kristina Gibson | | Chequing |
| 10/01/2020 | Billable Expense Charge | | No | Benjamin Yeung | Promotional items - engraved pa... | Accounts Receivable |
| 10/01/2020 | Billable Expense Charge | | No | Benjamin Yeung | Promotional items -- pens engra... | Accounts Receivable |
| 10/01/2020 | Billable Expense Charge | | No | Benjamin Yeung | promotional items -- misc engra... | Accounts Receivable |
| 15/01/2020 | Cheque Expense | 2020 | Yes | Jacque Hudspeth | | Chequing |
| 15/01/2020 | Billable Expense Charge | | No | Benjamin Yeung | Catering -- food & beverage wit... | Accounts Receivable |

Header Options

In the top-left corner of the report, QuickBooks lets you choose the date range for the report. You can also choose how to group the data on the report. Click **Group by** to display the option. For example, if you wanted to group the report data by **Transaction type** you would choose that option.

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

< Back to report list
Report period

This Year 01/01/2020 to 31/12/2020

Rows/columns

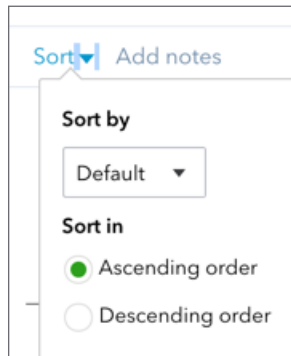
Group by None Run report

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

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



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

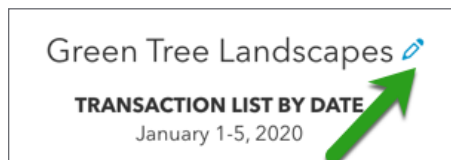


Click **Add notes** to add text notes to the footer section of the report.



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

Click the pencil logo to edit the report title and edit the company information.



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



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

Email Report

To

CC

Subject

Body

Hello

Attached is the Transaction List by Date report for Green Tree Landscapes.

Regards
Bob Smith

Report

.pdf

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

Print, email, or save as PDF

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

Report print settings

Orientation

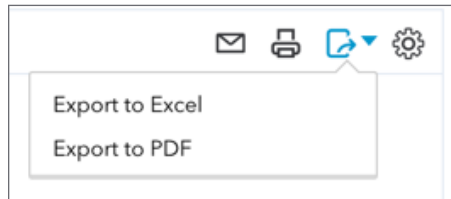
Green Tree Landscapes

TRANSACTION LIST BY DATE

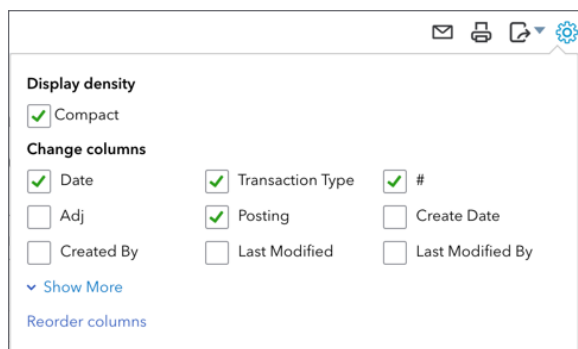
January 1-5, 2020

| DATE | TRANSACTION TYPE | # | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT | SPLIT | AMOUNT |
|------------|------------------|------|---------|--------------------|------------------|---------------------|---------------------|----------|
| 01/01/2020 | Journal Entry | 14 | Yes | | | | -Split- | |
| 01/01/2020 | Journal Entry | | Yes | | Filed sales tax | | -Split- | |
| 01/01/2020 | Journal Entry | | Yes | | Filed sales tax | | -Split- | |
| 04/01/2020 | Invoice | 1013 | Yes | Whitehead and Sons | | Accounts Receivable | -Split- | 1,356.00 |
| 04/01/2020 | Invoice | 1016 | Yes | Anilkumar Pillai | | Accounts Receivable | -Split- | 4,407.00 |
| 04/01/2020 | Payment | | Yes | Anilkumar Pillai | | Chequing | Accounts Receivable | 4,407.00 |

Click the Export icon to **Export to Excel** or **Export to PDF**. Clicking both options lets you save the file in that format.



Click the **Gear** icon on the report to edit the columns on the report. This same option is available when you click **Customize**.

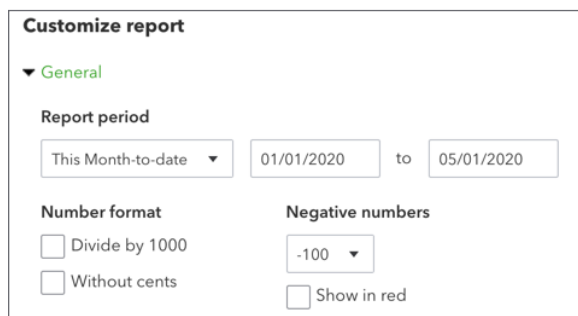


Use the header options on any report to customize the display of your report. To take your customization options further, click the Customize button.

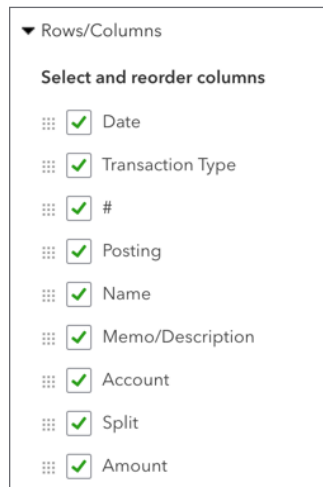
▶ Customize Reports

In addition to the Header options on every report, QuickBooks lets you customize reports using the Customize button on any report. Customizing reports lets you customize the following:

General—Customize the **Report period**, and **Number format** on the report.



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



▼ Rows/Columns

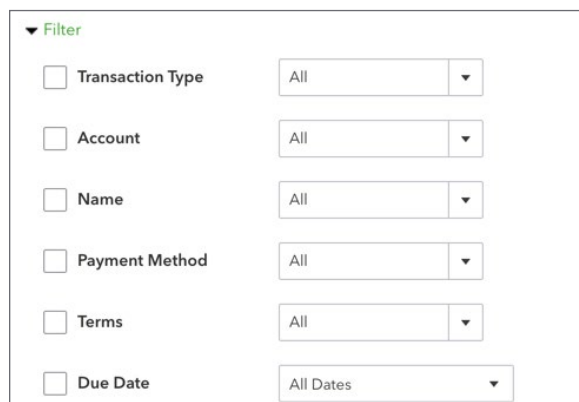
Select and reorder columns

- ☒ Date
- ☒ Transaction Type
- ☒ #
- ☒ Posting
- ☒ Name
- ☒ Memo/Description
- ☒ Account
- ☒ Split
- ☒ Amount

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

Filters let you change the scope of a report. When you apply a filter to a report, you choose how you want QuickBooks to restrict the report; for example, to certain customers. QuickBooks then excludes from the report any transactions that don't meet your criteria.

You can apply filters either one at a time or in combination with each other. Each additional filter you apply further restricts the content of the report.



▼ Filter

- ☐ Transaction Type All ▼
- ☐ Account All ▼
- ☐ Name All ▼
- ☐ Payment Method All ▼
- ☐ Terms All ▼
- ☐ Due Date All Dates ▼

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

▼ Header/Footer

Header

☐ Show logo

☒ Company name

☒ Report title

☒ Report period

Footer

☒ Date prepared

☒ Time prepared



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

Customize Report Details

To start customizing a report, open the report that you'd like to customize.

1. With the report open, click **Customize**.
2. Edit the General information including the Report Period. Choosing a Number format will apply to the report information. Choose an option to display **Negative numbers**.

Report period

This Month-to-date ▼ to

Number format

☐ Divide by 1000

☐ Without cents

Negative numbers

▼

☐ Show in red

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

▼ Rows/Columns

Select and reorder columns

- ☒ Date
- ☒ Transaction Type
- ☒ #
- ☒ Posting
- ☒ Name
- ☒ Memo/Description
- ☒ Account
- ☒ Split
- ☒ Amount

- ☐ Adj
- ☐ Created By
- ☐ Last Modified By
- ☐ Event Rep
- ☐ Ship Via
- ☐ Terms
- ☐ Customer/Supplier Message
- ☐ A/R Paid
- ☐ Create Date
- ☐ Last Modified
- ☐ Ref #
- ☐ PO Status
- ☐ Payment Method
- ☐ Due Date
- ☐ Invoice Date
- ☐ A/P Paid



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

4. Click **Filter** to expand the options for filtering. Select the filters you want QuickBooks to apply to the data. Remember that each filter added with filter more data out of the report. Just like selecting columns, selecting filters moves them up to the top of the window.

▼ Filter

- ☒ Transaction Type Invoice
- ☒ A/R Paid All
- ☐ Account Paid
- ☐ Name Unpaid
- ☐ Payment Method All
- ☐ Terms All
- ☐ Due Date All Dates
- ☐ Created Date All Dates
- ☐ Last Modified Date All Dates

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

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

▼ Header/Footer

Header

☐ Show logo

☒ Company name

☒ Report title

☒ Report period

Footer

☒ Date prepared

☒ Time prepared

Alignment

Header

Footer

6. Click **Run Report**. QuickBooks displays the report including the columns/rows, filters, header, and footer information you selected. You can see the Filters displayed on the report window in the header just above the report.

Transaction List by Date Report

[Back to report list](#)

Report period: Last Year to

Rows/columns: Group by

Filters: Transaction Type X A/R Paid X

Sort ▼ Add notes

Green Tree Landscapes

TRANSACTION LIST BY DATE
January - December 2019

| DATE | TRANSACTION TYPE | # | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT | SPLIT | AMOUNT |
|------------|------------------|------|---------|------------------------------|------------------|---------------------|---------|-----------|
| 25/03/2019 | Invoice | 1001 | Yes | Ecker Designs | | Accounts Receivable | -Split- | 14,704.13 |
| 12/04/2019 | Invoice | 1002 | Yes | Oxon Insurance Agency:Oxo... | | Accounts Receivable | -Split- | 10,170.00 |
| 22/05/2019 | Invoice | 1003 | Yes | Benjamin Yeung | | Accounts Receivable | -Split- | 4,165.47 |
| 27/06/2019 | Invoice | 1004 | Yes | Lew Plumbing | | Accounts Receivable | -Split- | 3,283.78 |
| 27/06/2019 | Invoice | 1005 | Yes | Oxon Insurance Agency:Oxo... | | Accounts Receivable | -Split- | 9,284.66 |

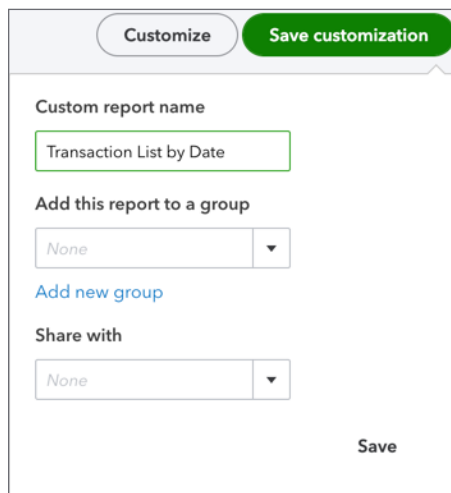
 To learn how to customize reports watch this video: <https://youtu.be/6rcgh-ks3rw>

► Save Custom Reports

After you've customized a report in QuickBooks you can save the information to make it easy to recreate the report later. Whenever you change the settings for a report (customize it), you can save the report with the new settings and save it in the **My Custom Reports** List. Then, when you want to create a similar report, you go to the **My Custom Reports** List to find it.

To save a customized report:

1. After completing the setup of the report, click **Save customization**.
2. Enter the **Custom report name**.
3. Click **Save**.



The screenshot shows a dialog box for saving a custom report. At the top, there are two buttons: 'Customize' and 'Save customization'. The 'Save customization' button is highlighted in green. Below the buttons, the 'Custom report name' field contains the text 'Transaction List by Date'. Underneath, the 'Add this report to a group' section has a dropdown menu with 'None' selected and a link to 'Add new group'. The 'Share with' section also has a dropdown menu with 'None' selected. At the bottom right, there is a 'Save' button.



NOTE QuickBooks saves the report settings, not the data in the report. When you display a memorized report, it applies the settings you memorized, but displays the latest data. For example, if the report date is set for the period Last Month and you memorize the report in September but recall it in December, the recalled report will have data for November, not August.

QuickBooks adds the custom report to the **Custom reports** tab in the Reports Centre. To access the report:

1. Click **Reports**.
2. Click the **Custom reports** tab.

3. Click the report from the list.

| NAME | CREATED | DATE RANGE | EMAIL | ACTION |
|---------------------------------------|-----------|-------------------|-------------|------------------------|
| Custom Invoice List | Bob Smith | Last Year | Unscheduled | Edit ▼ |
| > Monthly | | | Every Month | Edit ▼ |
| Monthly Profit and Loss | Bob Smith | This Year-to-date | | Edit ▼ |
| Monthly Profit and Loss vs Prior Year | Bob Smith | This Year-to-date | | Edit ▼ |

First Previous 1 - 4 Next Last

Report Groups

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

To create a new group:

1. Click **Save Customization** on a saved report.
2. Click **Add New Group**.
3. Enter the **New group name**.
4. Click **Add**.

Customize Save customization

Custom report name
Transaction List by Date

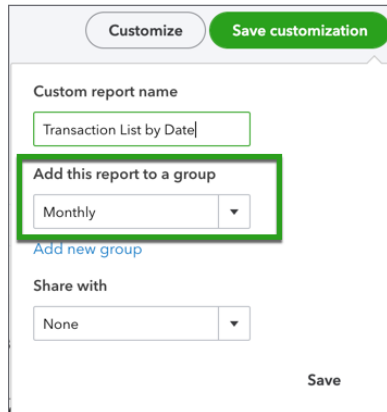
Add this report to a group
Monthly ▼

New group name
New group name Add

Share with
None ▼

Save

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



Customize Save customization

Custom report name

Transaction List by Date

Add this report to a group

Monthly

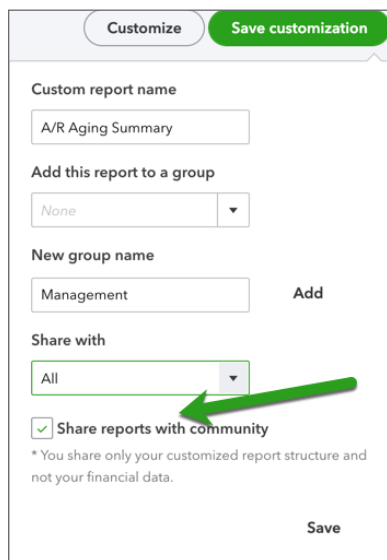
Add new group

Share with

None

Save

- Click **Share with** to provide access to selected people from your company or organization.
- Select **Share reports with Community** to share the report formatting and structure with other QuickBooks users. This only shares the report structure and customization and does not share any company information.



Customize Save customization

Custom report name

A/R Aging Summary

Add this report to a group

None

New group name

Management Add

Share with

All

☒ Share reports with community

* You share only your customized report structure and not your financial data.

Save

Email Reports Groups

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

- From the **Custom Reports** window.

- Click the **Edit** link at the end of the report group line.

Reports

Standard **Custom reports** Management reports

Find report by name

| NAME | CREATED | DATE RANGE | EMAIL | ACTION |
|-------------------------|-----------|-------------------|-------------|------------------------|
| Custom Invoice List | Bob Smith | Last Year | Unscheduled | Edit ▼ |
| › Monthly | | | Every Month | Edit ▼ |
| Monthly Profit and Loss | Bob Smith | This Year to date | | Edit ▼ |

- Toggle **Set email schedule** to **ON**.
- Schedule the email. Choose the frequency under **Set Recurrence**. Choose when you want the emails to end.
- Edit the **Email Information** including the email address, subject and body of the email.

Custom Report ✕

Group Name

Weekly

Set email schedule

☒ ON

SET RECURRENCE

Repeats: Weekly

Every: 1 week(s)

Next Date: 30/08/2020

End Date: -

On: Monday

End: None

EMAIL INFORMATION

To: theboss@greentreelandscapes.ca

Cc:

Financial reports for Green Tree Landscapes

Hello,

Attached is the set of financial reports for Green Tree Landscapes.

Regards,

Bob Smith

Cancel Save Save and close

- Click **Save** to confirm the email schedule.



NOTE Select the checkbox labeled **Attach the report as an Excel file** if you want to attach the file in MS Excel format.



Attach the report as an Excel file



NOTE You can add the customized report to other users in your QuickBooks company when you choose another user from the Share with drop down menu. This automatically adds the report to their **My Custom Reports** list.

Share with

None 

Save

QuickBooks lets you export reports in several formats including .PDF, and MS Excel. You can also Email or print reports from the same menu on any report.

To Email a report:

1. Click the envelope icon to email the report.



2. Click **Email**.

Print, email, or save as PDF

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

Report print settings

Orientation: Portrait

NEW

☒ Smart page breaks [Feedback?](#)

☒ Repeat page header

PDF 1 / 1

Green Tree Landscapes

PROFIT AND LOSS

January 1 - August 30, 2020

| | TOTAL |
|-----------------------------------|--------------------|
| INCOME | |
| Billable Expenses Income | 16,631.00 |
| Markup | 3,947.57 |
| Sales | 10,750.00 |
| Sales of Product Income | 19,050.00 |
| Services | 3,600.00 |
| Total Income | \$53,978.57 |
| COST OF GOODS SOLD | |
| Cost of Goods Sold | 9,664.67 |
| Cost of Sales - billable expenses | 35,018.56 |
| Inventory Shrinkage | 0.00 |
| Total Cost of Goods Sold | \$44,683.18 |

Close Email Save as PDF Print

3. Customize the email as needed and then click **Send**.

Email Report

To

CC

Subject

Your Profit and Loss Report

Body

Hello

Attached is the Profit and Loss report for Green Tree Landscapes.

Regards

Bob Smith

Report

Profit and Loss Report .pdf

Cancel Send

To print a report:

1. Click the Printer icon on the report.



Print, email, or save as PDF

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

Report print settings

Orientation Portrait

NEW

☒ Smart page breaks [Feedback?](#)

☒ Repeat page header

Green Tree Landscapes

PROFIT AND LOSS

January 1 - August 30, 2020

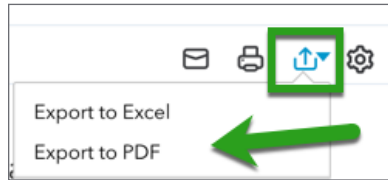
| | TOTAL |
|-----------------------------------|--------------------|
| INCOME | |
| Billable Expenses Income | 16,631.00 |
| Markup | 3,947.55 |
| Sales | 10,750.00 |
| Sales of Product Income | 19,050.00 |
| Services | 3,600.00 |
| Total Income | \$53,978.55 |
| COST OF GOODS SOLD | |
| Cost of Goods Sold | 9,664.68 |
| Cost of Sales - billable expenses | 35,018.50 |
| Inventory Shrinkage | 0.00 |
| Total Cost of Goods Sold | \$44,683.18 |

Close

Email Save as PDF **Print**

To export a report to PDF:

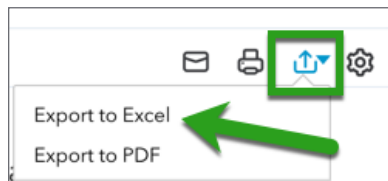
1. Click the arrow icon.
2. Click **Export to PDF**.



3. Click Save as PDF.

To export a report to MS Excel:

1. Click the arrow icon.
2. Click **Export to Excel**.



NOTE QuickBooks saves the report in MS Excel format using the same formulas and similar formatting.



To learn how to export reports watch this video: <https://youtu.be/YZtCzx-hsLc>