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ADVANCED
QUICKBOOKS

TEACHUCOMP, INC.

...it's all about you

ADVANCED QUICKBOOKS

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INTRODUCTION AND OVERVIEW

Welcome to the advanced section of Teachucomp, Inc.'s Mastering QuickBooks Made Easy™ course. This class furthers the student's knowledge of Intuit's QuickBooks application. QuickBooks is one of the most popular accounting and bookkeeping programs available today. The advanced section of this class is designed to give the student with a basic skill set in using QuickBooks further enhancements to their knowledge base.

QuickBooks is a terrific program to learn, as the skills that you learn in QuickBooks can save valuable time and money by automating, organizing and structuring the bookkeeping of your company.

QuickBooks is a multi-featured program that allows you to create invoices, create customer statements, pay your bills, write vendor checks, track inventory, and manage your payroll, as well as perform many other accounting and business-management related tasks.

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CHAPTER 15-

REPORTING

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REPORTING

15.1- Graph and Report Preferences:

You can set the default personal and company preferences for reports and graphs created within QuickBooks by changing the settings within the “Preferences” dialog box. You can access these settings by selecting “Edit| Preferences...” from the Menu Bar to open the “Preferences” dialog box.

In the “Preferences” dialog box, click the “Reports & Graphs” icon in the listing of categories shown in the list at the left side of the “Preferences” window. Then set default personal report preferences on the “My Preferences” tab and set default company preferences on the “Company Preferences” tab.

Click the “My Preferences” tab to begin. If you want QuickBooks to prompt you to modify report options prior to displaying a report, then check the “Prompt me to modify report options before opening a report” checkbox. In the “Reports and Graphs” section, you select how you want QuickBooks to behave when the data within a report needs to be refreshed. You can select either “Prompt me to refresh,” “Refresh automatically,” or “Don’t refresh.” If you select the “Refresh automatically” option, then when you change a report parameter, QuickBooks will refresh the report to show the change immediately. In the “Graphs Only” section, you can check the “Draw graphs in 2D (faster)” option in order to show graphs in 2D versus 3D, if desired. If you prefer to use patterns versus colors when rendering graphs, then you can check the “Use patterns” checkbox.

Then click the “Company Preferences” tab. In the “Summary Reports Basis” section, you can select how you prefer your summary reports to be displayed, by default. You can select either “Cash” or “Accrual.” In the “Aging Reports” section, you can select which date to use as the basis for your aging reports- “Age from due date” or “Age from transaction date.” In the “Reports- Show Items by:” section, select the desired option button to choose how to display items within reports. In the “Reports- Show Accounts by:” section, select the option button to choose how to display accounts within reports. For both items and accounts, you can select to show either the “Name only,” “Description Only,” or “Name and Description.”

To choose which account balances are included in the “Operating,” “Investing,” or “Financing” sections of the “Statement of Cash Flows” report, click the “Classify Cash...” button to open the “Classify Cash” dialog box. Here you can select an account shown and then check either the “Operating,” “Investing,” or “Financing” columns to assign its balance to the selected section of the “Statement of Cash Flows” report. Make any changes that you need to here, and then click the “OK” button to return to the “Preferences” dialog box.

You can combine multiple items within a transaction shown within a report into a single line by default by checking the “Collapse Transactions” checkbox. Note that this may cause report generation to take longer within QuickBooks.

You can also set the default appearance of the “Header/Footer” and “Fonts & Numbers” used within your QuickBooks reports by clicking the “Format...” button to open the “Report Format Preferences” dialog box. Here you can set your default report preferences for the “Header/Footer” and “Fonts & Numbers” by clicking the desired tab and then making any changes you want to set as the defaults for your reports. When you are finished, click the “OK” button to set the defaults. Note that if you would like to review setting these report properties, please see lesson “15.5- Modifying a Report.”

Once you have set your default graph and report preferences as desired, you can then click the “OK” button within the “Preferences” dialog box to apply your preferences.

REPORTING

15.2- Using QuickReports:

One way to see a report on your QuickBooks data is to create a QuickReport. QuickReports are predesigned reports that display information about the items you are currently viewing onscreen. Whenever you have a list, a register, or a form displayed onscreen, you can click a button or hyperlink to have QuickBooks create a QuickReport on the data displayed.

For example, if you are viewing the "Vendor List" and you want to see a transaction history for a selected vendor, you can create a QuickReport. To do this, select the vendor's name from the "Vendors" list within the Vendor Center and then click the "QuickReport" hyperlink in the upper-right corner of the Vendor Center. At that point, you will see a QuickReport appear that lists your transactions with the selected vendor for the current accounting period.

You can also generate a QuickReport on any form displayed in QuickBooks or on any selected record within a list by simply pressing "Ctrl + Q" on your keyboard with the form displayed or the list entry selected. The QuickReport will display within its own window, which you may close when you are done viewing the report by clicking the small "x" in the upper right corner of the window.

15.3- Using QuickZoom:

When viewing reports displayed within QuickBooks you will often see transaction data or summary totals of those transactions. You can use the QuickZoom feature when viewing reports within QuickBooks to display the detail data used for summary values in reports. These details will appear in a separate report window. You can also use this feature on any transaction entry displayed within a report to open that transaction itself in a separate window. Also, when viewing graphs in QuickBooks, you can use the QuickZoom feature to view a breakdown of the graphic data in either a separate graph or separate report. Basically, you can use this feature to trace report data back to its original sources. As such, this tool can be an easy way to open transaction data from within reports when viewing them onscreen.

To use the QuickZoom feature on any report displayed in QuickBooks, hold your mouse pointer over any line within a report until you see your mouse pointer turn into the QuickZoom symbol. The QuickZoom symbol is a magnifying glass with a small "Z" inside of it. When you see your mouse pointer turn into this symbol, you can double-click the report line to display the original transaction, or detail report for the selected report line, within a separate window.

REPORTING

15.4- Preset Reports:

In addition to the QuickReports that you can view on any selected data or any form displayed within QuickBooks, QuickBooks also provides dozens of preset reports that you can view, customize, and then save as your own custom reports. The preset reports include many different types of standard business reports, such as the profit and loss report, balance sheet report, accounts receivable reports, sales reports, accounts payable reports, inventory reports, and many other types of useful business reports.

The “Reports” menu within the Menu Bar groups the preset reports into twelve major categories, which are listed in the table below. To access any report in QuickBooks, click the “Reports” command in the Menu Bar, roll your mouse pointer over the desired report category, and then click on the name of the report that you want to open from the side menu of report choices that appears.

| Category: | Description: |
|--|--|
| Company & Financial | Includes the Profit and Loss reports that give you a global view of your company's income, expenses, and net profit or loss over a specified period of time. Also includes the Balance Sheet Reports that show the financial position of your business by listing assets, liabilities, and equity. Also includes the Statement of Cash Flows report that shows the net change in your cash during a period of time. |
| Customers & Receivables | Contains reports about the receivables side of your company: which invoices are due or overdue, how much each customer owes, etc... |
| Sales | Contains reports about what you sold and to whom. |
| Jobs, Time & Mileage (QuickBooks Pro only) | Contains reports about the status and profitability of the jobs/projects you track. |
| Vendors & Payables | Contains reports about the payables side of your business: which bills are due or overdue, who those bills are to, etc... |
| Purchases | Contains reports about your purchase orders and purchase information. |
| Inventory | Contains reports to assist you in tracking inventory. |
| Employees & Payroll | Summarizes the information you need to pay your current payroll liabilities and fill out your tax forms. |
| Banking | Contains reports about banking: check details, deposit details, and missing check reports. |
| Accountant & Taxes | Contains reports helpful to your accountant and also tax reporting: includes income tax summary, income tax detail, general ledger, journal, transaction journal, and audit trail reports. |
| Budgets | Shows how your income and expenses compare to the budgets you have set up. |
| List | Lets you report on any information stored in a QuickBooks list. |

REPORTING

15.5- Modifying a Report:

While the preset reports provided in QuickBooks are very useful, you will probably want to create your own custom reports for your company file. You can create reports that either detail or summarize the data stored in your QuickBooks company file. You can create a custom transaction detail or summary report from scratch to specify all of the report's features, or you can modify one of the preset reports to display the data you want. Modifying a preset report can often save you a few steps in creating a custom report, especially if there is a preset report that closely resembles the data that you want to see. Once you have modified the preset report, you can then memorize the report to save it as your own custom report. Modifying a preset report is also a very good way to learn about the report customization options that are available in QuickBooks. Once you have mastered the options available for reporting, you can then design your own custom transaction detail and summary reports with much more confidence.

The available report customization options will change, depending on whether or not the report you choose to modify or create is a "Transaction Detail" or "Summary" report. A "Transaction Detail" report displays detailed transaction information about data within QuickBooks. A "Summary" report summarizes totals from transaction details within QuickBooks. With the "Summary" reports, you have more summarization options available. In this lesson, we will examine how to set reporting options for both "Transaction Detail" and "Summary" reports within QuickBooks.

If you want to begin modifying a report based on a preset report, first open the desired preset report that you want to use as the basis for your own custom report. Then click the "Customize Report" button in the toolbar at the top of the preset report to open the "Modify Report" dialog box. You use the "Modify Report" dialog box to customize the report settings.

If you want to create a new transaction detail or summary report from scratch within QuickBooks, select "Reports| Custom Reports" from the Menu Bar and then choose "Transaction Detail" or "Summary." In the "Modify Report" dialog box that appears, you can then set all of the report's aspects on the tabs shown to create your own custom report from scratch.

In the "Modify Report" dialog box you will see the major categories of report customization displayed as tabs across the top of the dialog box. These tabs are "Display," "Filters," "Header/Footer," and "Fonts & Numbers." Generally, on the "Display" tab you can add and/or customize report columns, set summarization options, and change the date range of the report. You use the "Filters" tab to choose which transactions are displayed within the report. Changing the options available on the "Display" and "Filters" tabs allows you to view anything you want to know about your QuickBooks data. Most report modification is made on these two tabs. In addition to the "Display" and "Filters" tabs, you use the "Header/Footer" tab and the "Fonts & Numbers" tab to control the general appearance of the report header and footer, and its text and numbers.

If you click the "Display" tab, you will see slightly different options depending upon the type of report you are creating: "Transaction Detail" or "Summary." For both types of reports, the "Report Date Range" section is used to select the range of transaction dates for the report. You can use the "Dates" drop-down to select from the most commonly used report ranges, or you can use the "From" and "To" date selectors to specify a starting date and ending date for the records you want to use.

Also for both types of reports, you choose how the report calculates and displays income and expenses by choosing either "Accrual" or "Cash," as desired, from the "Report Basis" section.

The next section, "Columns," is where you will see the primary difference between the "Transaction Detail" and "Summary" reports within QuickBooks. If you are creating a "Transaction Detail" report, then in the "Columns" section you can click on the name of any column shown in the scrollable listing in order to place a checkmark next to it and add it to the report. To remove a column marked as being added to the report, click it to remove the check from the column name and its display from your report. You can choose how to display a total over the transactions shown by making a choice from the "Total by" drop-down menu.

REPORTING

15.5- Modifying a Report- (cont.):

You can then use the “Sort by” drop-down to choose by which column’s values you wish to sort the report. You can choose any report column that you have added to the report from this drop-down menu. You can then select either “Ascending order” or “Descending order” to select the sorting method to use on the selected column’s values.

Next, for “Transaction Detail” reports, you can click the “Advanced...” button to open the “Advanced Options” dialog box. Here you will see the “Include” and “Open Balance / Aging” sections. In the “Include” section, you can select either the “All” option to include all accounts, regardless of whether or not there was any activity within the account for the date range selected, or you can select the “In Use” option to only use accounts that had activity within the date range specified. For aging reports, you can select to view the customer’s open balance as of the “Current” date or “As of Report Date” by selecting the desired option button. Once you have set any advanced options, if needed, click the “OK” button in the “Advanced Options” dialog box to apply them and return to the “Modify Report” window.

Now, for “Summary” reports, the “Columns” section within the “Display” tab looks very different. Most “Summary” reports will show columns of totals for selected rows of data. In this section, you choose what type of data to display within the columns of the report by making a selection from the “Display columns by” drop-down. You can then choose the values to summarize within the rows by making a choice from the “Display rows by” drop-down. To the right of that, you can then select to display columns for the “Amount,” “Quantity,” or “Both” by selecting an option button below the “Display columns for” text. Then, to the right you can choose how to sort the data by making a selection from the “Sort by” drop-down. You can then select either to perform an “Ascending” or “Descending” sort on this data by making a choice from the “Sort in” option button group. For some types of report date ranges, such as “This Fiscal Year,” you can also add comparison subcolumns to the report by checking any desired checkboxes shown within the “Add subcolumns for” section. The choices available will depend on the date range selected. Simply check the checkboxes shown to add those summary subcolumns to your report, if desired.

Finally, if needed, you can click the “Advanced...” button to open the “Advanced Options” dialog box. For “Summary” reports, you can choose what records to use in the report by making your choice from the “Select Columns” and “Select Rows” sections. You can select “Active” accounts to only show data from accounts that had activity in the selected report period; “All” accounts, regardless of activity in the selected report period; or “Non-zero” accounts to show any account that has a non-zero balance, regardless of activity. You can then choose the reporting period to use for your data from the “Reporting Calendar” section. Your choices are “Fiscal Year,” “Calendar Year,” or “Income Tax Year.” Once you have set any advanced options within the “Advanced Options” dialog box, click the “OK” button to apply them and return to the “Display” tab within the “Modify Report” window.

For both “Transaction Detail” and “Summary” reports, the “Filters” tab within the “Modify Report” window is used to create and modify the report filters that allow you to further refine your data selection within the report. For example, assuming that you decided to display the “Account” data within your report on the “Display” tab, you could then apply a filter to the account data to only display “Expense” account types. This is simply one example of filtering the selected report data, and you can set and modify any of the available filters shown within this tab to customize your report content to create hundreds of possible filter variations.

If the report you are modifying already has filters applied, such as the filters applied to many of the preset reports, you will see the current filters and their settings shown in the “Current Filter Choices” section of the “Filters” tab. You can click on any filter shown in this list to view its settings to the left, within the “Choose Filter” section. In this section, you can change the settings of the filter by using the options available. Depending upon which filter you select, the options for filtering it may vary. Some filters need you

REPORTING

15.5- Modifying a Report- (cont.):

to type a matching value, some allow you to select from a drop-down menu of choices, and some simply allow you to select a desired option from one or two possible options.

You can add new filters to the report by selecting the name of a filter to apply from the “Choose Filter” list, and then changing its settings as desired. If you want to read a bit more about how a filter that you have selected can be applied, you can click the “Tell me more...” button at the bottom of this tab to open a help file about the filter and how it can be used in reports. This is a good way to familiarize yourself with many of the report filtering options available.

If you want to completely remove a filter that has been applied to a report, start by selecting the name of the filter to remove from the “Current Filter Choices” list at the right side of the “Filters” tab. Then click the “Remove Selected Filter” button to delete the filter from the report. Also note that both the “Display” and “Filters” tabs contain a “Revert” button that will revert any changes you have made to them, if needed.

You can click the “Header/Footer” tab in the “Modify Report” window to change the display of content within the header and footer of your report. In the “Show Header Information” section, check any content that you want to show in the header of your report. You can then type the text to display into the adjacent fields. You then repeat this process for the “Show Footer Information” section to display the content you choose in the report footer area. You can then use the “Alignment” drop-down in the “Page Layout” section to select the desired layout for your header and footer content within the report.

You can click the “Fonts & Numbers” tab in the “Modify Report” window to set the display of the font used within the various sections of your report shown in the “Fonts” section of this tab. You can also set the display of number values in your report within this tab. To set the font used within a report section, start by selecting the report section to format from the “Change Font For” list. The current font used for the display of the selected item will be shown to the right of the list. Then click the “Change Font...” button to open a dialog box that will allow you to change the appearance of the text. Select your desired font options from the choices shown and then click the “OK” button in the dialog box to apply them and return to the “Modify Report” window. You then repeat this process for any other report sections whose fonts you wish to modify.

You can set the display of negative numbers within the report by making your desired selections from the options shown in the “Show Negative Numbers” section. You can then set optional display settings for all numbers in the “Show All Numbers” section by checking any available checkboxes, if desired.

Once you have finished modifying your report, click the “OK” button within the “Modify Report” window to apply your report settings.

15.6- Rearranging and Resizing Report Columns:

You can rearrange the order of columns from left to right within any QuickBooks report. To do this, first display the report you want to rearrange onscreen. Then place your mouse pointer over the name of the column to move that appears in the column headings at the top of the report until you see your mouse pointer change into a “hand” icon. You can then click and drag the column left or right. As you are dragging the column, you will see a small upward-pointing red arrow appear between the column names. This arrow indicates where the column will be placed when you release the mouse button. When it is in the desired location, release the mouse button to move the column to the selected location.

You can also resize columns in a report by placing your mouse pointer to the right of the name of the column that you want to resize, where the diamond icon is located, until the mouse pointer changes into a thin vertical line intersected by a horizontal arrow. Click and drag with your mouse at that point in time to resize the column. Then release the mouse button when the column is the size that you desire.

REPORTING

15.7- Memorizing Reports:

After you have modified a report, you can have QuickBooks memorize the report so that you can quickly reproduce the same report in the future without having to reapply all of your customization.

To memorize a modified report, click the “Memorize” button in the toolbar at the top of the modified report’s window to open the “Memorize Report” dialog box. Type a name for the new report into the “Name” field. If you want to save it into a memorized report group, check the checkbox for “Save in Memorized Report Group” and then choose the desired group to save it into from the adjacent drop-down menu. When you are finished naming the memorized report, click the “OK” button to save it.

Note that when you memorize a report, you cannot name it the same thing as one of the preset reports because that would overwrite them. So you will have to change the name if modifying a report that was originally based on one of the preset reports.

Once you have memorized the report, you can access it in the future by selecting “Reports| Memorized Reports” from the Menu Bar. You will see the names of all of your memorized reports in a side menu from which you can select the name of the memorized report that you wish to display.

15.8- Memorized Report Groups:

As you begin to create your own custom reports within QuickBooks, you can create memorized report groups that allow you to organize your memorized reports in a way that makes sense for your company. Memorized report groups allow you to quickly print or view a batch of memorized reports at once.

For illustrative purposes, QuickBooks comes with a few preset memorized report groups that contain common reporting examples for each grouping. You can add your own memorized report to these memorized report groups, or you can create your own groups. When you create a memorized report, note that you can click the checkbox for “Save in Memorized Report Group” and then select the desired memorized report group to save it into from the adjacent drop-down field.

To create a new memorized report group, select “Reports| Memorized Reports| Memorized Report List” from the Menu Bar. In the “Memorized Report List” window, click the “Memorized Report” button and select “New Group” from the pop-up menu that appears. In the “Name” field of the “New Memorized Report Group” window, type a name for the new report group. Click the “OK” button to have QuickBooks add this memorized report group to the list.

Once you have added reports to the memorized report groups, you can then use the groups that appear within the “Memorized Report List” to batch print or batch display the reports contained within a selected group. To do this, just select the name of the memorized report group to print or display within the “Memorized Report List.” Then click either the “Display...” or “Print...” buttons shown at the bottom of the “Memorized Report List” to open the “Process Multiple Reports” window. In this window, you can use the “Select Memorized Report From” drop-down at the top of the window to select the desired memorized report group that contains the reports you wish to batch display or print. Note that you can choose the “<Ungrouped Reports>” choice from this drop-down menu to select memorized reports that you have not saved into a memorized report group.

For whichever grouping is selected, the reports within the group will then be displayed in the list below. If there are reports that you do not want to batch print or display, then you can click the checkmark at left side of their name in this list to remove the checkmark and de-select them.

When you have the reports that you want to batch print or batch display selected, then click either the “Display” or “Print” buttons at the bottom of this window to batch display or batch print the reports.

REPORTING

15.9- Printing Reports:

You can easily print any report displayed in QuickBooks. To do this, open the report you want to print and then click the “Print” button in the toolbar of the report. That will display the “Print Reports” window where you can set options for the printer that you would like to use, page orientation, page breaking behavior, the print range, and the number of copies of the report. Once you have set the options that you would prefer, just click the “Print” button in the “Print Reports” window to print the currently displayed report.

15.10- Batch Printing Forms:

If you want to “batch print” a set of forms, like all your paychecks or all your bill payment checks, you can. You can also print mailing labels and other assorted forms. To print forms, you can select “File| Print Forms” from the Menu Bar. You can then select the type of form to print from the side menu of choices that appears.

15.11- Exporting Reports to Microsoft Excel:

You can export report data from QuickBooks to Microsoft Excel. You must have Excel 2000, XP, 2003, 2007, or 2010 for this feature to work and either QuickBooks Pro or Premier. Since the data is exported to Excel, changes that you make to it in Excel will not impact the data in QuickBooks. So feel free to change it as needed in Excel. To do this, open the report that you want to export. Then click the “Excel” button in the toolbar at the top of the report, and select either the “Create New Worksheet” or “Update Existing Worksheet” commands.

When you export a report to Excel in the dialog box, you can save it as a new sheet in a workbook or create a new workbook. You can also save it as a CSV file, which would be opened using Excel. You can also indicate whether or not you want to preserve the QuickBooks formatting by clicking the “Advanced...” button. You can then turn on or off several Excel options, including: **AutoFit**, which sets column widths in Excel wide enough to display all of the data; **Freeze Panes**, which allows you to scroll through information while keeping row and column headers in view; and **Show Gridlines**, which shows the gridlines in Excel. Also, you can select the option to update an existing worksheet in Excel. When you are ready, click the “Export” button to export your report data.

15.12- Saving Forms and Reports as PDF Files:

In QuickBooks, you can also save any report, invoice, estimate or any other form as a PDF (Portable Document Format) file that you can then send as an e-mail attachment through your e-mail program.

To save any form or report as a PDF document, just open the form or report that you want to save as a PDF document. Then select “File| Save as PDF...” from the Menu Bar. This will launch the “Save document as PDF” dialog box where you can select where you want to save the PDF file and what to name it. Just click the “Save” button when you are finished to create the PDF file.

ACTIONS- REPORTING

SETTING GRAPH AND REPORT PREFERENCES:

1. Select “Edit| Preferences...” from the Menu Bar to open the “Preferences” dialog box.
2. In the “Preferences” dialog box, click the “Reports & Graphs” icon in the listing of categories shown at the left side of the “Preferences” window.
3. Click the “My Preferences” tab.
4. If you want QuickBooks to prompt you to modify report options prior to displaying a report, then check the “Prompt me to modify report options before opening a report” checkbox.
5. In the “Reports and Graphs” section, select how you want QuickBooks to behave when the data within a report needs to be refreshed. You can select either “Prompt me to refresh,” “Refresh automatically,” or “Don’t refresh.”
6. In the “Graphs Only” section, you can check the “Draw graphs in 2D (faster)” option in order to show graphs in 2D versus 3D, if desired.
7. If you prefer to use patterns versus colors when rendering graphs, then you can check the “Use patterns” checkbox.
8. Click the “Company Preferences” tab.
9. In the “Summary Reports Basis” section, select how you prefer your summary reports to be displayed, by default. You can select either “Cash” or “Accrual.”
10. In the “Aging Reports” section, select which date to use as the basis for your aging reports- “Age from due date” or “Age from transaction date.”
11. In the “Reports- Show Items by:” section, select the desired option button to choose how to display items within reports.
12. In the “Reports- Show Accounts by:” section, select the option button to choose how to display accounts within reports.
13. To choose which account balances are included in the “Operating,” “Investing,” or “Financing” sections of the “Statement of Cash Flows” report, click the “Classify Cash...” button to open the “Classify Cash” dialog box.
14. Here you can select an account shown and then check either the “Operating,” “Investing,” or “Financing” columns to assign its balance to the selected section of the “Statement of Cash Flows” report.
15. Make any changes needed and then click the “OK” button to return to the “Preferences” dialog box.
16. You can combine multiple items within a transaction shown within a report into a single line by default by checking the “Collapse Transactions” checkbox.
17. You can set the default appearance of the “Header/Footer” and “Fonts & Numbers” used within reports by clicking the “Format...” button to open the “Report Format Preferences” dialog box.
18. Here you can set your default report preferences for the “Header/Footer” and “Fonts & Numbers” by clicking the desired tab and then making any changes you want to set as the defaults for your reports.
19. When you are finished, click the “OK” button to set the defaults. Note that if you would like to review setting these report properties, please see lesson “15.5- Modifying and Filtering Reports.”
20. Once you have set your default graph and report preferences as desired, you can then click the “OK” button within the “Preferences” dialog box to apply your preferences.

ACTIONS- REPORTING

CREATING A QUICKREPORT:

1. Select an item in a list, open a transaction form, or otherwise display the data.
2. Press “Ctrl + Q” on your keyboard.
3. The QuickReport will appear within a separate window.
4. Close the report when finished.

QUICKZOOMING DATA WITHIN A REPORT OR GRAPH:

1. Open a report or graph.
2. Put your mouse pointer on a data entry in the report or graph until a magnifying glass with a “Z” inside of it appears.
3. Double-click on the entry.
4. The original transaction information or another report showing the transaction appears in a new window.
5. Close it when finished.

MODIFYING A REPORT:

1. **To modify a report based on a preset report**, open the desired preset report that you want to use as the basis for your own custom report.
2. Click the “Customize Report” button in the toolbar at the top of the preset report to open the “Modify Report” dialog box.
3. **To create a new transaction detail or summary report from scratch**, select “Reports| Custom Reports” from the Menu Bar and then choose “Transaction Detail” or “Summary” from the side menu that appears to open the “Modify Report” dialog box.
4. In the “Modify Report” dialog box you will see the “Display,” “Filters,” “Header/Footer,” and “Fonts & Numbers” tabs. You use the settings on these tabs to modify the associated report content.
5. If you click the “Display” tab, you will see slightly different options depending upon the type of report you are creating: “Transaction Detail” or “Summary.”
6. For both types of reports, in the “Report Date Range” section you can use the “Dates” drop-down to select a commonly used report date range, or you can use the “From” and “To” date selectors to specify a starting date and ending date for the report’s data.
7. For both types of reports, choose how the report calculates and displays income and expenses by choosing either “Accrual” or “Cash,” as desired, from the “Report Basis” section.
8. **If you are creating or modifying a “Transaction Detail” report**, then in the “Columns” section click the name of any column shown in the scrollable listing to place a checkmark next to it and add it to the report. **If you are creating or modifying a “Summary” report**, skip to step #17.
9. To remove a column added to the report, click its name to remove the check from the column name and its display from your report.
10. You can choose how to display a total over the transactions shown by making a choice from the “Total by” drop-down menu.
11. You can then use the “Sort by” drop-down to choose by which column’s values you wish to sort the report. You can choose any report column that you have added to the report from this drop-down menu.
12. You can then select either “Ascending order” or “Descending order” to select the sorting method to use on the selected column’s values.

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ACTIONS- REPORTING

MODIFYING A REPORT- (CONT'D.):

13. You can click the “Advanced...” button to open the “Advanced Options” dialog box.
 14. In the “Include” section, you can select either the “All” option to include all accounts, regardless of whether or not there was any activity within the account for the date range selected, or you can select the “In Use” option to only use accounts that had activity within the date range specified.
 15. For aging reports, you can select to view the customer’s open balance as of the “Current” date or “As of Report Date” by selecting the desired option button.
 16. Once you have set any advanced options, if needed, click the “OK” button in the “Advanced Options” dialog box to apply them and return to the “Modify Report” window. You can now skip to step #27.
 - 17. If you are creating or modifying a “Summary” report**, then in the “Columns” section you choose what type of data to display within the columns of the report by making a selection from the “Display columns by” drop-down.
 18. Choose the values to summarize within the rows by making a choice from the “Display rows by” drop-down.
 19. You can select to display columns for the “Amount,” “Quantity,” or “Both” by selecting an option button below the “Display columns for” label.
 20. You can choose how to sort the data by making a selection from the “Sort by” drop-down.
 21. You can then select either to perform an “Ascending” or “Descending” sort on this data by making a choice from the “Sort in” option button group.
 22. For some types of report date ranges, you can also add comparison subcolumns to the report by checking any desired checkboxes shown within the “Add subcolumns for” section. The choices available will depend on the date range selected. Simply check the checkboxes shown to add those summary subcolumns to your report, if desired.
 23. If needed, you can click the “Advanced...” button to open the “Advanced Options” dialog box.
 24. For “Summary” reports, you can choose what records to use in the report by making your choice from the “Select Columns” and “Select Rows” sections. You can select “Active” accounts to only show data from accounts that had activity in the selected report period; “All” accounts, regardless of activity in the selected report period; or “Non-zero” accounts to show any account that has a non-zero balance, regardless of activity.
 25. You can then choose the reporting period to use for your data from the “Reporting Calendar” section. Your choices are “Fiscal Year,” “Calendar Year,” or “Income Tax Year.”
 26. Once you have set any advanced options within the “Advanced Options” dialog box, click the “OK” button to apply them and return to the “Display” tab within the “Modify Report” window.
 - 27. For both “Transaction Detail” and “Summary” reports**, click the “Filters” tab within the “Modify Report” window.
 28. If the report you are modifying already has filters applied, you will see the current filters and their settings shown in the “Current Filter Choices” section of the “Filters” tab.
 29. You can click on any filter shown in this list to view its settings to the left, within the “Choose Filter” section.
 30. In the “Choose Filter” section, you can change the settings of the filter by using the options available. Depending upon which filter you select, the options for filtering it may vary. Some filters need you to type a matching value, some allow you to select from a drop-down menu of choices, and some simply allow you to select a desired option from one or two possible options.
 31. You can add new filters to the report by selecting the name of a filter to apply from the “Choose Filter” list, and then changing its settings as desired.
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ACTIONS- REPORTING

MODIFYING A REPORT- (CONT'D.):

32. If you want to read about how a filter that you have selected can be applied, you can click the “Tell me more...” button at the bottom of the tab to open a help file about the currently selected filter.
33. To completely remove a filter that has been applied to a report, start by selecting the name of the filter to remove from the “Current Filter Choices” list at the right side of the “Filters” tab.
34. Then click the “Remove Selected Filter” button to delete the filter from the report.
35. Also note that both the “Display” and “Filters” tabs contain a “Revert” button that will revert any changes you have made to them, if needed.
36. Click the “Header/Footer” tab in the “Modify Report” window to change the display of content within the header and footer of your report.
37. In the “Show Header Information” section, check any content that you want to show in the header of your report.
38. Then type the text to display into the adjacent fields.
39. In the “Show Footer Information” section, check any content that you want to show in the footer of your report.
40. Then type the text to display into the adjacent fields.
41. You can use the “Alignment” drop-down in the “Page Layout” section to select the desired layout for your header and footer content within the report.
42. Click the “Fonts & Numbers” tab in the “Modify Report” window.
43. To set the font used within a report section, start by selecting the report section to format from the “Change Font For” list.
44. The current font used for the display of the selected item will be shown to the right of the list.
45. Click the “Change Font...” button to open a dialog box that will allow you to change the appearance of the text.
46. Select your desired font options from the choices shown and then click the “OK” button in the dialog box to apply them and return to the “Modify Report” window.
47. Repeat steps #43 through #46 for any other report sections whose fonts you wish to modify.
48. You can set the display of negative numbers within the report by making your desired selections from the options shown in the “Show Negative Numbers” section.
49. You can then set optional display settings for all numbers in the “Show All Numbers” section by checking any available checkboxes, if desired.
50. Once you have finished modifying your report, click the “OK” button within the “Modify Report” window to apply your report settings.

ACTIONS- REPORTING

REARRANGING AND RESIZING REPORT COLUMNS:

1. Display the report that contains the columns you want to rearrange or resize.
2. **To rearrange the report columns**, place your mouse pointer over the name of the column to move that appears in the column headings at the top of the report until you see your mouse pointer change into a “hand” icon.
3. Click and drag the column left or right. As you are dragging the column, you will see a small upward-pointing red arrow appear between the column names. This arrow indicates where the column will be placed when you release the mouse button.
4. When it is in the desired location, release the mouse button to move the column to the selected location.
5. To resize columns in a report, place your mouse pointer to the right of the name of the column that you want to resize, where the diamond icon is located, until the mouse pointer changes into a thin vertical line intersected by a horizontal arrow.
6. Click and drag left or right with your mouse at that point to resize the column.
7. Release the mouse button when the column is the size that you desire.

MEMORIZING A REPORT:

1. To memorize a modified report, click the “Memorize” button in the toolbar at the top of the modified report’s window to open the “Memorize Report” dialog box.
2. Type a name for the new report into the “Name” field.
3. If you want to save it into a memorized report group, check the checkbox for “Save in Memorized Report Group” and then choose the desired group to save it into from the adjacent drop-down menu.
4. When you are finished naming the memorized report, click the “OK” button to save it.
5. To display a memorized report, select “Reports| Memorized Reports” from the Menu Bar.
6. Select the name of the memorized report to display from the side menu that appears.

CREATING AND USING MEMORIZED REPORT GROUPS:

1. **To create a new memorized report group**, select “Reports| Memorized Reports| Memorized Report List” from the Menu Bar.
2. In the “Memorized Report List” window, click the “Memorized Report” button and select “New Group” from the pop-up menu that appears.
3. In the “Name” field of the “New Memorized Report Group” window, type a name for the new memorized report group.
4. Click the “OK” button to have QuickBooks add this memorized report group to the list.
5. **To batch print or batch display reports contained within a memorized report group**, select the name of the memorized report group to print or display within the “Memorized Report List.”
6. Click either the “Display...” or “Print...” buttons shown at the bottom of the “Memorized Report List.”
7. In the “Process Multiple Reports” window that appears, use the “Select Memorized Report From” drop-down to select the memorized report group that contains the reports you wish to batch display or print.
8. The reports within the selected group will then be displayed in the list below. If there are reports that you do not want to batch print or display, click the checkmark at left side of their name in this list to remove the checkmark and de-select them.
9. When you have the reports that you want to batch print or batch display selected, then click either the “Display” or “Print” buttons at the bottom of this window to batch display or batch print the reports.

ACTIONS- REPORTING

PRINTING A REPORT:

1. Open the report you want to print and then click the “Print” button in the toolbar of the report.
2. In the “Print Reports” window that appears, set options for the printer that you would like to use, page orientation, page breaking behavior, the print range, and the number of copies of the report.
3. Once you have set the printing options, click the “Print” button in the “Print Reports” window to print the currently displayed report.

BATCH PRINTING FORMS:

1. Select “File| Print Forms” from the Menu Bar.
2. Select the type of form to print from the side menu of choices that appears.

EXPORTING A REPORT TO MICROSOFT EXCEL:

1. Open the report that you want to export.
2. Click the “Excel” button in the toolbar at the top of the report.
3. Select either the “Create New Worksheet” or “Update Existing Worksheet” commands from the drop-down menu that appears.
4. In the “Send Report to Excel” dialog box, select the desired option button to choose how to send the data to Excel.
5. You can click the “Advanced...” button to open the “Advanced Excel Options” dialog box where you can enable or disable several Excel options.
6. After setting any advanced options, click the “OK” button to return to the “Send Report to Excel” dialog box.
7. Click the “Export” button to export your report data to excel using the method selected.

SAVING A FORM OR A REPORT AS A PDF DOCUMENT:

1. Open up the form or report that you want to save as a PDF document.
2. Select “File| Save as PDF...” from the Menu Bar.
3. QuickBooks will open the “Save document as PDF” dialog box.
4. Browse to and then select the location to save the document.
5. Enter a name for the file into the “File name” field.
6. Click the “Save” button when you are finished to create the PDF file.

EXERCISES- REPORTING

Purpose:

To be able to modify and memorize reports in QuickBooks

Exercises:

1. Open QuickBooks.
2. Select "File| Close Company" from the Menu Bar if you have a company file open to get to the "No Company Open" dialog box.
3. Click the "Open a sample file" button, and select "Sample product-based business" from the drop-down of choices.
4. Click "OK" on the sample file message box.
5. Select "File| Back Up Company| Create Local Backup" from the Menu Bar.
6. Use the "Create Backup" window to make a local backup of this company file, so that you may restore the file back to its original condition when you are done using it.
7. After backing up the file, select "Reports| Customers & Receivables| Open Invoices" from the Menu Bar.
8. Click the "Customize Report" button in the report toolbar.
9. Click the "Filters" tab.
10. In the "Current Filter Choices" section, click on the "Paid Status" field.
11. In the "Choose Filter" section, click the "Closed" option.
12. Click the "Header/Footer" tab.
13. Type "Closed Invoices" into the "Report Title" text box.
14. Click the "OK" button.
15. Click the "Memorize" button in the report toolbar.
16. Click the "OK" button.
17. Click the "X" button in the upper right corner of the report to close it.
18. Select "Reports| Memorized Reports| Closed Invoices" from the Menu Bar to open the memorized report again.
19. Click the "X" button in the upper right corner of the report to close it again.
20. You can close the company file by selecting "File| Close Company" from the Menu Bar.
21. You can close QuickBooks by selecting "File| Exit" from the Menu Bar.