



QUICKBOOKS DESKTOP 2018 STUDENT GUIDE

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Lesson 9

**Analyze Financial Data**

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## About the Author



### **Esther Friedberg Karp, MBA**

President, EFK CompuBooks Inc.

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

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

She can be reached at [esther@e-compubooks.com](mailto:esther@e-compubooks.com) or 416-410-0750.



# Lesson Objectives

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

# Create QuickReports

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



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

1. Click **Vendor Center** on the icon bar.

Vendor Center: CalOil Company

Company Name: CalOil Company Main Phone: 650-555-0912

Full Name: [Empty]

Account No.: 98-4567-432

Terms: Net 15

Billed From: CalOil Company  
PO Box 628  
Middlefield CA 94482

Map | Directions

NOTE: No note available

REPORTS FOR THIS VENDOR

**QuickReport** (highlighted)

Open Balance

Order Checks

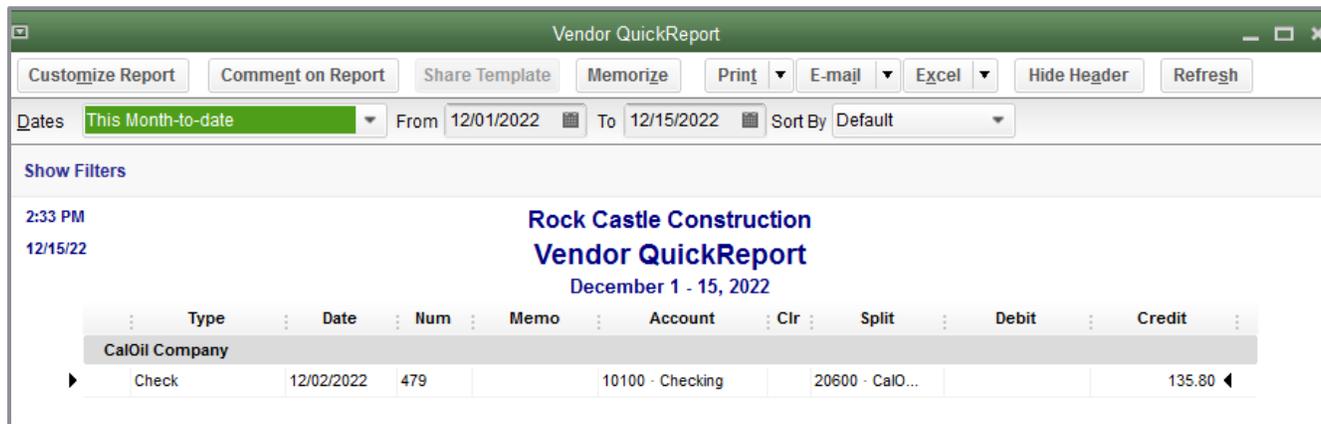
Transactions: Contacts To Do's Notes Sent Email

SHOW: All Transactions FILTER BY: All DATE: This Fiscal Year 01/01/2022 - 12/31/2022

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Check	479	12/02/2022	10100 - Checking	-135.80
Check	457	11/15/2022	10100 - Checking	-48.28
Check	422	10/15/2022	10100 - Checking	-6,534.28
Check	355	07/15/2022	10100 - Checking	-4,674.89
Check	336	06/15/2022	10100 - Checking	-9,164.00

Manage Transactions Run Reports

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



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

# Zoom in on a QuickReport

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

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



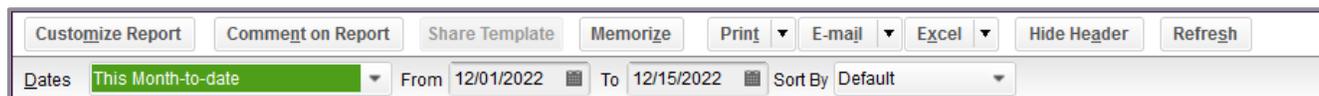
## Step-by-Step: See more Detail about a Transaction

1. From any financial report, hold your cursor over the dollar amount/transaction you wish to view in more detail.
2. When your cursor turns into the QuickZoom icon, double-click your mouse to zoom in. This will open the transaction.
3. Press **Esc** to close the window.

## NOTES

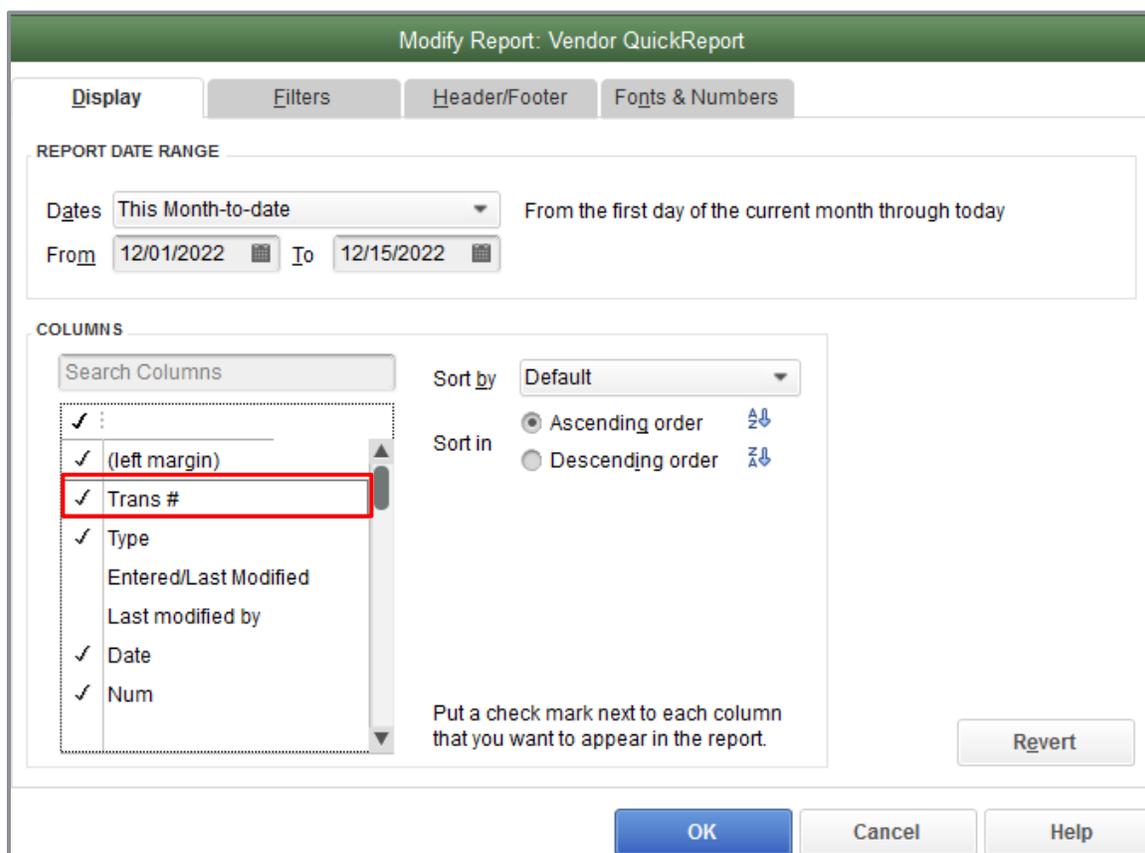
# Customize QuickReports

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



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

1. In the QuickReport window, click **Customize Report**.
2. In the Columns list, select the additional columns you would like to add to the report (in this example, we marked the Trans # column).



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

Trans #	Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
CalOil Company									
1039	Check	12/02/2022	479		10100 - Checking		20600 - CalO...		135.80

Notice the additional column(s) in your report.



### Step-by-Step: Move a Report Column

- Position your mouse pointer over the column you wish to move (the mouse becomes a hand).
- Hold down the **left mouse button** and drag the column header/name to the position you would prefer. When a red arrow appears, release your mouse button if you want the column to appear in this new position.



# Use the Report Center

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

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



## Step-by-Step: Learn More about Reports

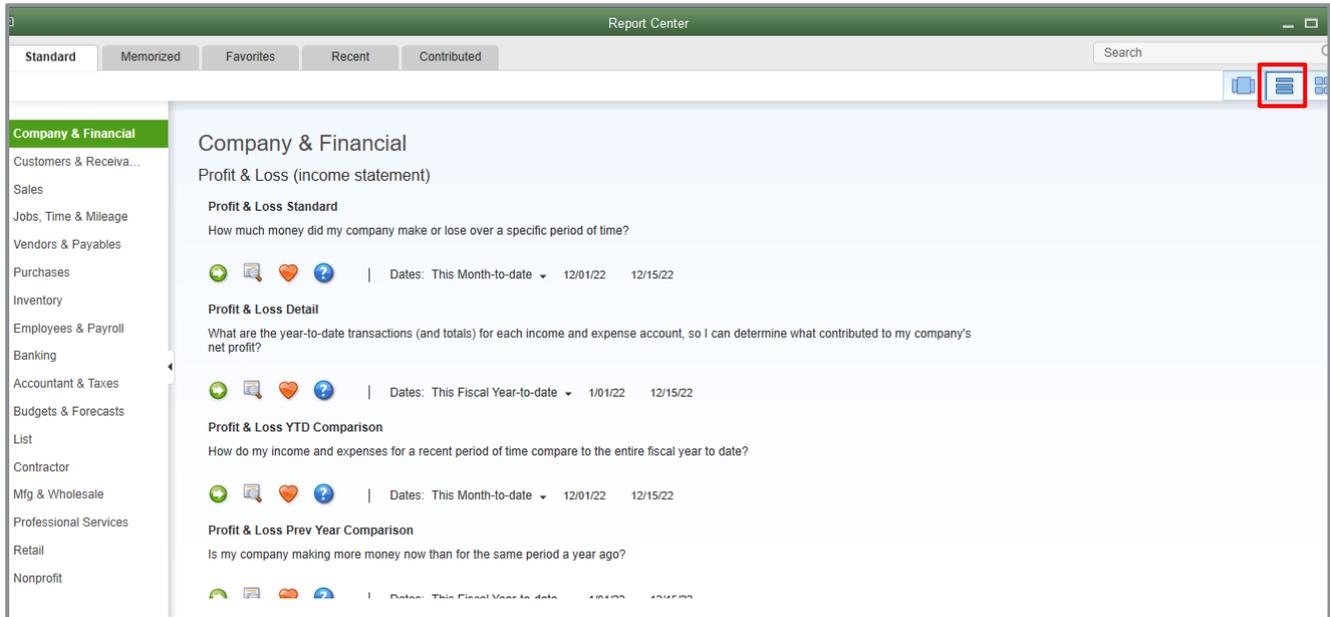
1. Click **Reports** on the icon bar (or under the Reports menu), and then click **Report Center**.
2. Use the blue view icons in the top right corner to customize your view.

The screenshot shows the QuickBooks Report Center interface. At the top, there are tabs for 'Standard', 'Memorized', 'Favorites', 'Recent', and 'Contributed'. A search bar is on the right. In the top right corner, there are three blue view icons: a list view, a grid view (highlighted with a red box), and a print icon. The main content area displays three reports side-by-side:

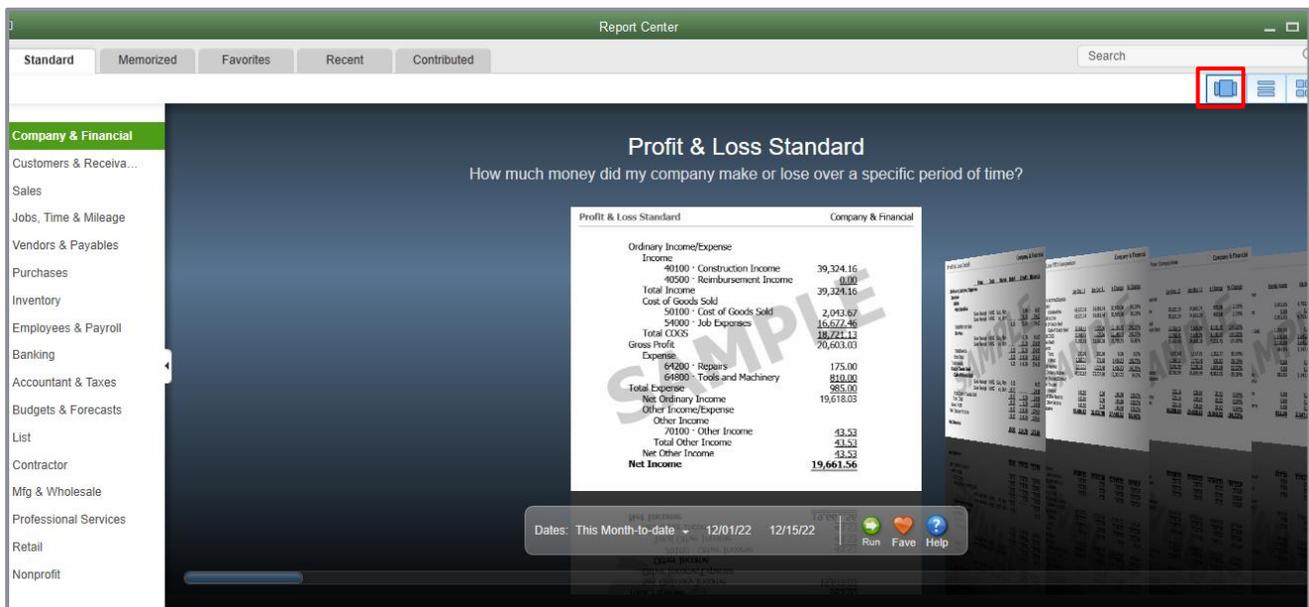
- Profit & Loss Standard:** Shows a summary of income and expenses. Net Income is 19,661.98.
- Profit & Loss Detail:** Shows a detailed breakdown of transactions. Net Income is 19,661.98.
- Profit & Loss YTD Comparison:** Compares current year performance to the previous year. Net Income is 19,661.98.

Each report has a 'Dates' dropdown menu set to 'This Month-to-date' and '12/01/22' to '12/15/22'. Below each report are icons for refresh, print, favorite, and help.

### GRID VIEW



**LIST VIEW**



**CAROUSEL VIEW**

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

# Create a Balance Sheet Previous Year Comparison Report

The balance sheet comparison report compares the current year against the previous year in both dollar amount and percentage.



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

1. In the Report Center, click on the **Standard** tab and choose **Company & Financial**, scroll down and choose **Balance Sheet Prev Year Comparison**.
2. Click the **Run** icon.

Balance Sheet Prev Year Comparison																																																																																																														
Customize Report	Comment on Report	Share Template	Memorize	Print	E-mail																																																																																																									
Excel	Hide Header	Collapse	Refresh																																																																																																											
Dates	This Fiscal Year-to-date	As of	12/15/2022	Show Columns	Total only																																																																																																									
Report Basis:	Accrual	Cash	Show Filters	Sort By	Default																																																																																																									
<p>2:48 PM 12/15/22 Accrual Basis</p> <p style="text-align: center;"><b>Rock Castle Construction</b> <b>Balance Sheet Prev Year Comparison</b> As of December 15, 2022</p> <table border="1"> <thead> <tr> <th></th> <th>Dec 15, 22</th> <th>Dec 15, 21</th> <th>\$ Change</th> <th>% Change</th> </tr> </thead> <tbody> <tr> <td><b>ASSETS</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Current Assets</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Checking/Savings</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10100 · Checking</td> <td>44,799.10</td> <td>36,860.57</td> <td>7,938.53</td> <td>21.5%</td> </tr> <tr> <td>10300 · Savings</td> <td>17,910.19</td> <td>15,808.64</td> <td>2,101.55</td> <td>13.3%</td> </tr> <tr> <td>10400 · Petty Cash</td> <td>500.00</td> <td>500.00</td> <td>0.00</td> <td>0.0%</td> </tr> <tr> <td><b>Total Checking/Savings</b></td> <td><b>63,209.29</b></td> <td><b>53,169.21</b></td> <td><b>10,040.08</b></td> <td><b>18.9%</b></td> </tr> <tr> <td><b>Accounts Receivable</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11000 · Accounts Receivable</td> <td>93,007.93</td> <td>20,841.04</td> <td>72,166.89</td> <td>346.3%</td> </tr> <tr> <td><b>Total Accounts Receivable</b></td> <td><b>93,007.93</b></td> <td><b>20,841.04</b></td> <td><b>72,166.89</b></td> <td><b>346.3%</b></td> </tr> <tr> <td><b>Other Current Assets</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12000 · Undeposited Funds</td> <td>2,440.00</td> <td>20,252.08</td> <td>-17,812.08</td> <td>-88.0%</td> </tr> <tr> <td>12100 · Inventory Asset</td> <td>30,683.38</td> <td>12,767.04</td> <td>17,916.34</td> <td>140.3%</td> </tr> <tr> <td>12800 · Employee Advances</td> <td>832.00</td> <td>770.00</td> <td>62.00</td> <td>8.1%</td> </tr> <tr> <td>13100 · Pre-paid Insurance</td> <td>4,050.00</td> <td>5,091.85</td> <td>-1,041.85</td> <td>-20.5%</td> </tr> <tr> <td>13400 · Retainage Receivable</td> <td>3,703.02</td> <td>1,796.72</td> <td>1,906.30</td> <td>106.1%</td> </tr> <tr> <td><b>Total Other Current Assets</b></td> <td><b>41,708.40</b></td> <td><b>40,677.69</b></td> <td><b>1,030.71</b></td> <td><b>2.5%</b></td> </tr> <tr> <td><b>Total Current Assets</b></td> <td><b>197,925.62</b></td> <td><b>114,687.94</b></td> <td><b>83,237.68</b></td> <td><b>72.6%</b></td> </tr> <tr> <td><b>Fixed Assets</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15000 · Furniture and Equipment</td> <td>34,326.00</td> <td>22,826.00</td> <td>11,500.00</td> <td>50.4%</td> </tr> </tbody> </table>							Dec 15, 22	Dec 15, 21	\$ Change	% Change	<b>ASSETS</b>					<b>Current Assets</b>					<b>Checking/Savings</b>					10100 · Checking	44,799.10	36,860.57	7,938.53	21.5%	10300 · Savings	17,910.19	15,808.64	2,101.55	13.3%	10400 · Petty Cash	500.00	500.00	0.00	0.0%	<b>Total Checking/Savings</b>	<b>63,209.29</b>	<b>53,169.21</b>	<b>10,040.08</b>	<b>18.9%</b>	<b>Accounts Receivable</b>					11000 · Accounts Receivable	93,007.93	20,841.04	72,166.89	346.3%	<b>Total Accounts Receivable</b>	<b>93,007.93</b>	<b>20,841.04</b>	<b>72,166.89</b>	<b>346.3%</b>	<b>Other Current Assets</b>					12000 · Undeposited Funds	2,440.00	20,252.08	-17,812.08	-88.0%	12100 · Inventory Asset	30,683.38	12,767.04	17,916.34	140.3%	12800 · Employee Advances	832.00	770.00	62.00	8.1%	13100 · Pre-paid Insurance	4,050.00	5,091.85	-1,041.85	-20.5%	13400 · Retainage Receivable	3,703.02	1,796.72	1,906.30	106.1%	<b>Total Other Current Assets</b>	<b>41,708.40</b>	<b>40,677.69</b>	<b>1,030.71</b>	<b>2.5%</b>	<b>Total Current Assets</b>	<b>197,925.62</b>	<b>114,687.94</b>	<b>83,237.68</b>	<b>72.6%</b>	<b>Fixed Assets</b>					15000 · Furniture and Equipment	34,326.00	22,826.00	11,500.00	50.4%
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Scroll the report window to see more of the report.

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

The Collapse button hides subaccounts, jobs and subclasses. Amounts are summarized under the parent account. This button affects both the onscreen and printed report.

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

## NOTES

# Filter Reports

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

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



## Step-by-Step: Filter a Preset Report

1. With the Balance Sheet Prev Year Comparison report displayed, click **Customize Report** on the Report button bar.
2. Click the **Filters** tab.

The screenshot shows the 'Modify Report: Balance Sheet Prev Year Comparison' dialog box with the 'Filters' tab selected. The dialog has four tabs: 'Display', 'Filters', 'Header/Footer', and 'Fonts & Numbers'. The 'Filters' tab is active, showing a 'CHOOSE FILTER' section with a search box and a list of filters: 'Account', 'Aging', 'Amount', 'B-Day', and 'Billing Status'. 'Account' is selected. To the right, the 'Account' filter is configured with a dropdown set to 'All accounts' and 'Include split detail?' options: 'No' (selected), 'Yes', and 'For detail accounts matching'. Below this is an 'ACCOUNT FILTER' section with instructions and a 'Tell me more...' button. On the right side, the 'CURRENT FILTER CHOICES' section shows a table with 'Date' and 'This Fiscal Year-t...'. A 'Remove Selected Filter' button is below the table. At the bottom right is a 'Revert' button. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

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

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

**Rock Castle Construction**  
**Balance Sheet Prev Year Comparison**  
As of December 15, 2022

	Dec 15, 22	Dec 15, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10100 · Checking	44,799.10	36,860.57	7,938.53	21.5%
10300 · Savings	17,910.19	15,808.64	2,101.55	13.3%
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Balance Sheet Prev Year Comparison

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

Dates This Fiscal Year-to-date As of 12/15/2022 Show Columns Total only Sort By Default

Report Basis:  Accrual  Cash Hide Filters Date: This Fiscal Year-to-date X

2:48 PM  
12/15/22  
Accrual Basis

### Rock Castle Construction Balance Sheet Prev Year Comparison As of December 15, 2022

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12800 · Employee Advances	832.00	770.00	62.00	8.1%
13100 · Pre-paid Insurance	4,050.00	5,091.85	-1,041.85	-20.5%
13400 · Retainage Receivable	3,703.02	1,796.72	1,906.30	106.1%
<b>Total Other Current Assets</b>	<b>41,708.40</b>	<b>40,677.69</b>	<b>1,030.71</b>	<b>2.5%</b>
<b>Total Current Assets</b>	<b>197,925.62</b>	<b>114,687.94</b>	<b>83,237.68</b>	<b>72.6%</b>
<b>Fixed Assets</b>				
15000 · Furniture and Equipment	34,326.00	22,826.00	11,500.00	50.4%

**NOTES**

# Save Reports as PDFs

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



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

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



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

## NOTES

# Use QuickZoom in a Report



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

1. Position the mouse pointer over the listing you wish to view in detail.
2. Double-click the amount.

What you see when you QuickZoom in a report will depend on the type of report displayed:

- If the report shows summary figures (like the Sales by Customer Summary report below) and you QuickZoom an amount...

Sales by Customer Summary

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

Dates This Month-to-date From 12/01/2022 To 12/15/2022 Show Columns Total only Sort By Default

Report Basis:  Accrual  Cash Show Filters

5:13 PM  
12/15/22  
Accrual Basis

**Rock Castle Construction**  
**Sales by Customer Summary**  
December 1 - 15, 2022

	Dec 1 - 15, 22
▼ Abercrombie, Kristy	
Remodel Bathroom	3,862.00
Total Abercrombie, Kristy	3,862.00
▼ Campbell, Heather	
Remodel	13,900.00
Total Campbell, Heather	13,900.00
▼ Cook, Brian	
Kitchen	1,528.45
Total Cook, Brian	1,528.45
▼ Keenan, Bridget	
Sun Room	95.00
Total Keenan, Bridget	95.00
▼ Lew Plumbing - C	
Storage Expansion	220.00
Total Lew Plumbing - C	220.00
▼ Natiello, Ernesto	
Kitchen	13,207.66
Total Natiello, Ernesto	13,207.66
▼ Nguyen, Tuan	
Garage	37.58

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

**Sales by Customer Detail**

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

Dates: Custom | From: 12/01/2022 | To: 12/15/2022 | Sort By: Default

Report Basis:  Accrual  Cash | Show Filters

5:13 PM  
12/15/22  
Accrual Basis

**Rock Castle Construction**  
**Sales by Customer Detail**  
December 1 - 15, 2022

Type	Date	Num	Memo	Name	Item	Qty	U/M	Sales Price	Amount	Balance
<b>Campbell, Heather</b>										
<b>Remodel</b>										
Invoice	12/10/2022	1092	Floor plans	Campbell, Heather...	Floor Pla...	20		150.00	3,000.00	3,000.00
Invoice	12/10/2022	1092	Installation la...	Campbell, Heather...	Installati...	150		60.00	9,000.00	12,000.00
Invoice	12/10/2022	1092	General Labor	Campbell, Heather...	Labor	30		50.00	1,500.00	13,500.00
Invoice	12/10/2022	1092	Removal labor	Campbell, Heather...	Remova...	10		40.00	400.00	13,900.00
<b>Total Remodel</b>						<b>210</b>			<b>13,900.00</b>	<b>13,900.00</b>
<b>Total Campbell, Heather</b>						<b>210</b>			<b>13,900.00</b>	<b>13,900.00</b>
<b>TOTAL</b>						<b>210</b>			<b>13,900.00</b>	<b>13,900.00</b>

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

**Create Invoices**

Main | Formatting | Send/Ship | Reports

CUSTOMER\_JOB: Campbell, Heather:Remodel | CLASS: Remodel | TEMPLATE: Rock Castle Invoice

**Invoice**

DATE: 12/10/2022 | INVOICE #: 1092 | SHIP TO: Ship To 1

BILL TO: Heather Campbell, 98342 Sharondale Rd., Millbrae, CA 94030

SHIP TO: Heather Campbell, 98342 Sharondale Rd., Millbrae, CA 94030

TERMS: Net 15 | DUE DATE: 12/25/2023

ITEM	DESCRIPTION	QUANTITY	U/M	RATE	AMOUNT	TAX
Floor Plans	Floor plans	20		150.00	3,000.00	Non
Installation	Installation labor	150		60.00	9,000.00	Non
Labor	General Labor	30		50.00	1,500.00	Non
Removal	Removal labor	10		40.00	400.00	Non

TAX: San Tomas (7.75%) | 0.00

TOTAL: 13,900.00  
PAYMENTS APPLIED: 0.00  
BALANCE DUE: 13,900.00

Customer: Campbell, Heather:Remodel

**SUMMARY**

Phone: 650-555-3423  
Email: hcampbell@myemail.com  
Preferred delivery method: None  
Open balance: 13,900.00  
Active estimates: 0  
Sales Orders to be invoiced: 0

**CUSTOMER PAYMENT**

Your customer can not pay online  
[Edit customer preferences](#)

**RECENT TRANSACTION**

12/10/22 Invoice 13,900.00

**NOTES**

**NOTES**

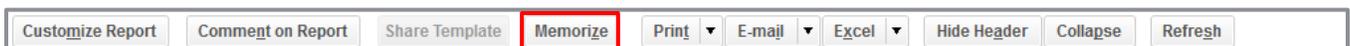
# Memorize Reports

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

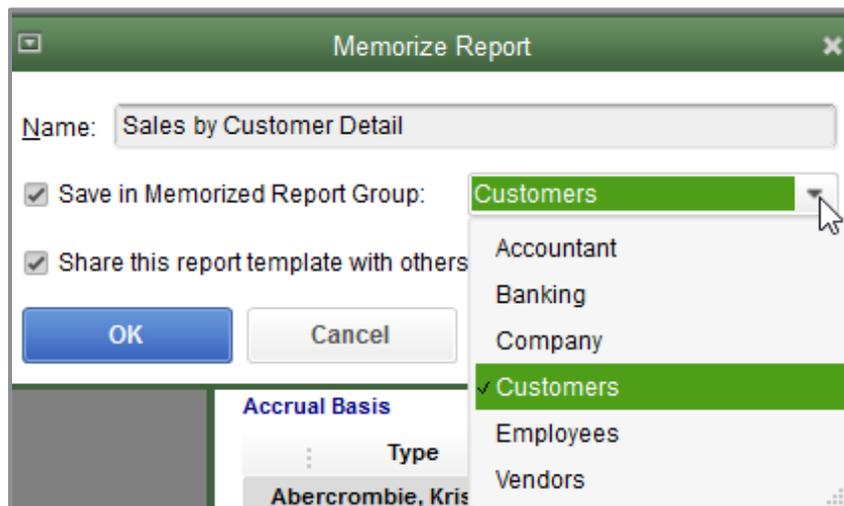


## Step-by-Step: Memorize a Report

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



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



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

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

## **NOTES**

# Create Memorized Report Groups

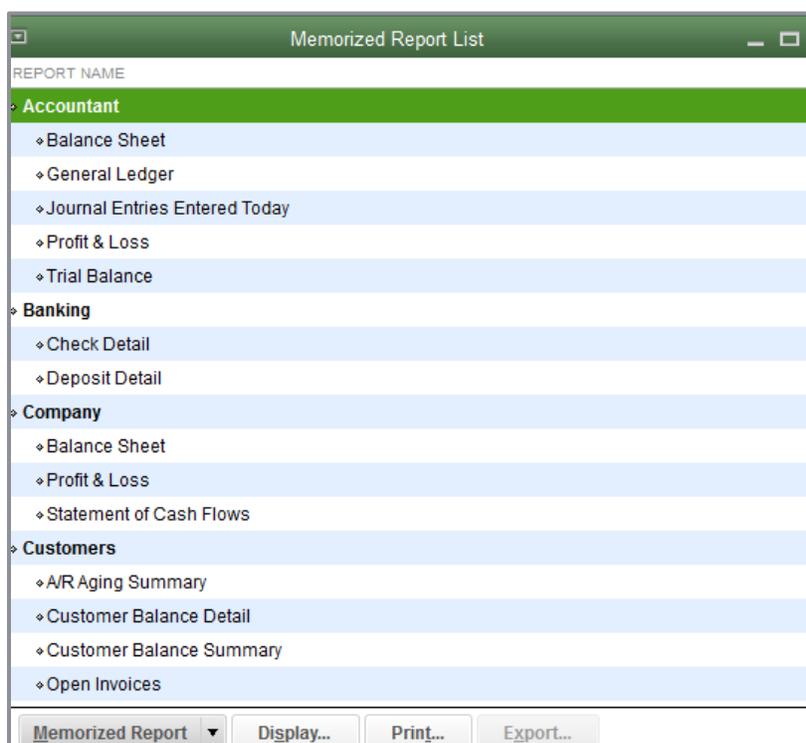
In addition to memorizing individual reports to save report settings, you can create memorized report groups to organize your memorized reports in a way that makes sense for your business and allows you to process a group of reports all at once.

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



## Step-by-Step: Create a Memorized Report Group

1. Choose **Memorized Reports** from the Reports menu then choose **Memorized Report List**.



2. In the Memorized Report List, click the **Memorized Report** menu button, and then choose **New Group**.
3. In the Name field of the New Memorized Report Group window, type *Year End*.
4. Click **OK**.

# Print Reports



## Step-by-Step: Print a Report

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

The screenshot shows the 'Print Reports' dialog box with the following settings:

- Print to:**  Printer: HP LaserJet Pro MFP M127fw on WSD-04b...  File: ASCII text file
- Note:** To install additional printers or to change port assignments, use the Windows Control Panel.
- ORIENTATION:**  Portrait  Landscape
- PAGE RANGE:**  All  Pages: From: 1 To: 9999
- PAGE BREAKS:**  Smart page breaks (widow/orphan control)  Page break after each major grouping
- Number of copies:** 1
- Collate
- Fit report to 1 page(s) wide  Print in color (color printers only)
- Fit report to 1 page(s) high

Buttons on the right: **Print**, **Cancel**, **Help**, **Preview**

2. Click **Preview** to see how the report will look when you print it.  
QuickBooks displays a preview of your report onscreen.
3. Click **Print**.
4. Close the report.

## NOTES

# Process Reports in Groups



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

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

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

REPORT	DATE RANGE	FROM	TO
✓ Balance Sheet	This Fiscal Year-to-date	01/01/2022	12/15/2022
✓ General Ledger	This Month-to-date	12/01/2022	12/15/2022
✓ Journal Entries Entered Today	Today	12/15/2022	12/15/2022
✓ Profit & Loss	This Month-to-date	12/01/2022	12/15/2022
✓ Trial Balance	This Month-to-date	12/01/2022	12/15/2022

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

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

## NOTES

# Process Multiple Miscellaneous Reports

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



## Step-by-Step: Batch Process Multiple Miscellaneous Reports

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

REPORT	DATE RANGE	FROM	TO
<input checked="" type="checkbox"/> Customers:Open Invoices	Today	12/15/2022	12/15/2022
<input checked="" type="checkbox"/> Customers:Sales by Customer Detail	This Month-to-date	12/01/2022	12/15/2022
<input type="checkbox"/> Employees:Payroll Item Detail	This Month	12/01/2022	12/31/2022
<input type="checkbox"/> Employees:Payroll Liabilities	Custom	01/01/2003	11/30/2003
<input type="checkbox"/> Employees:Payroll Summary	This Month-to-date	12/01/2022	12/15/2022
<input checked="" type="checkbox"/> Missing Invoices	All		
<input type="checkbox"/> Profit & Loss by Job	All		
<input type="checkbox"/> Vendors:A/P Aging Summary	Today	12/15/2022	12/15/2022
<input checked="" type="checkbox"/> Vendors:Unpaid Bills Detail	Today	12/15/2022	12/15/2022
<input type="checkbox"/> Vendors:Vendor Balance Detail	All		

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

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

# Send a Report to Excel

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

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



## Step-by-Step: Send a Report to Excel

1. From the Reports menu, open the report you would like to convert to Excel.
2. On the Report button bar at the top of the report, set the date parameters for your report. You can use the **Customize** button to set additional filters and add additional customization.
3. If you clicked on the **Customize** button in the previous step, after you've specified your additional parameters, click **OK**.
4. On the Report button bar, click **Excel** and **Create New Worksheet** (or you could select **Update Existing Worksheet** if this report with these settings was previously sent to a spreadsheet that was saved).

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

**Advanced Excel Options**

**QuickBooks Options:**  
Keep the following format options from QuickBooks:

Fonts       Space between columns  
 Colors       Row height

**Excel Options:**  
Turn on the following Excel features:

AutoFit (set column width to display all data)  
 Freeze panes (keep headers and labels visible)  
 Show Gridlines  
 Auto Outline (allows collapsing / expanding)  
 Auto Filtering (allows custom data filtering)  
 Include QuickBooks Export Guide worksheet with helpful advice  
 Create backup worksheet during update

**Printing options:**  
Show report header:

On printed report only  
 On printed report and screen  
 Repeat row labels on each page

**OK**      **Cancel**

- Click **OK**, and then click **Export**.

## Create an Income and Expense Graph

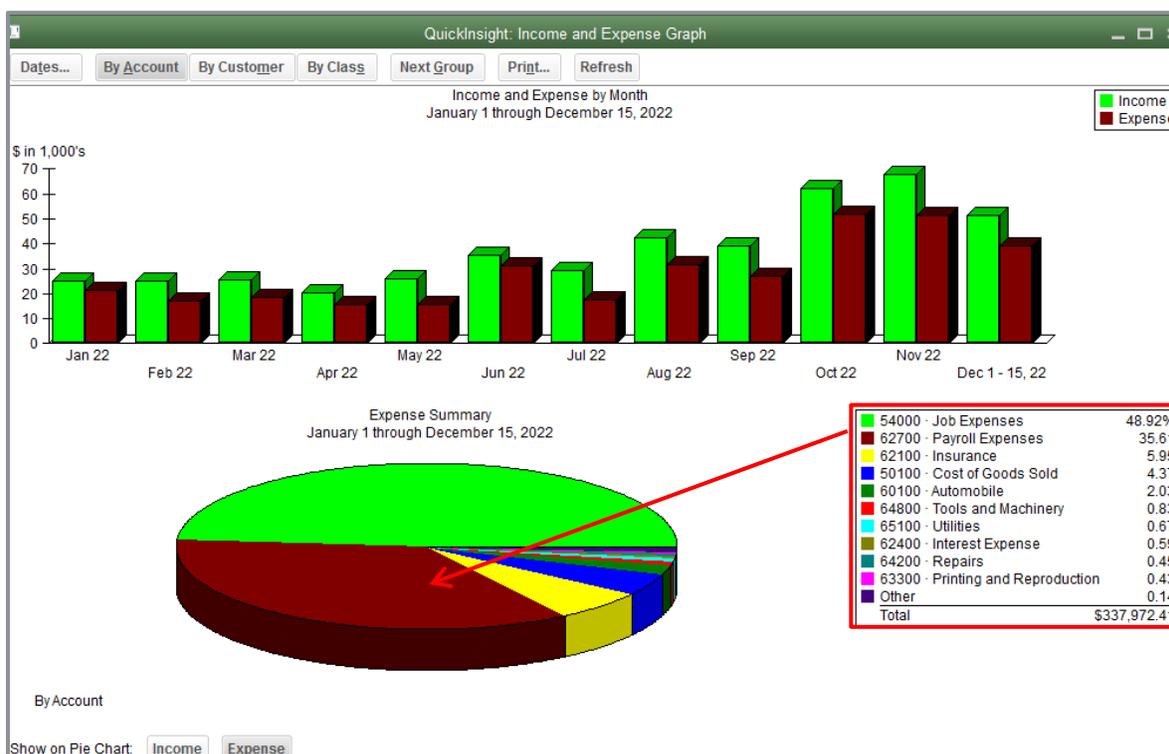
If you want your business to be profitable, you need to keep an eye on your expenses. The income and expense graph shows exactly what you're spending and where.

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



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

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



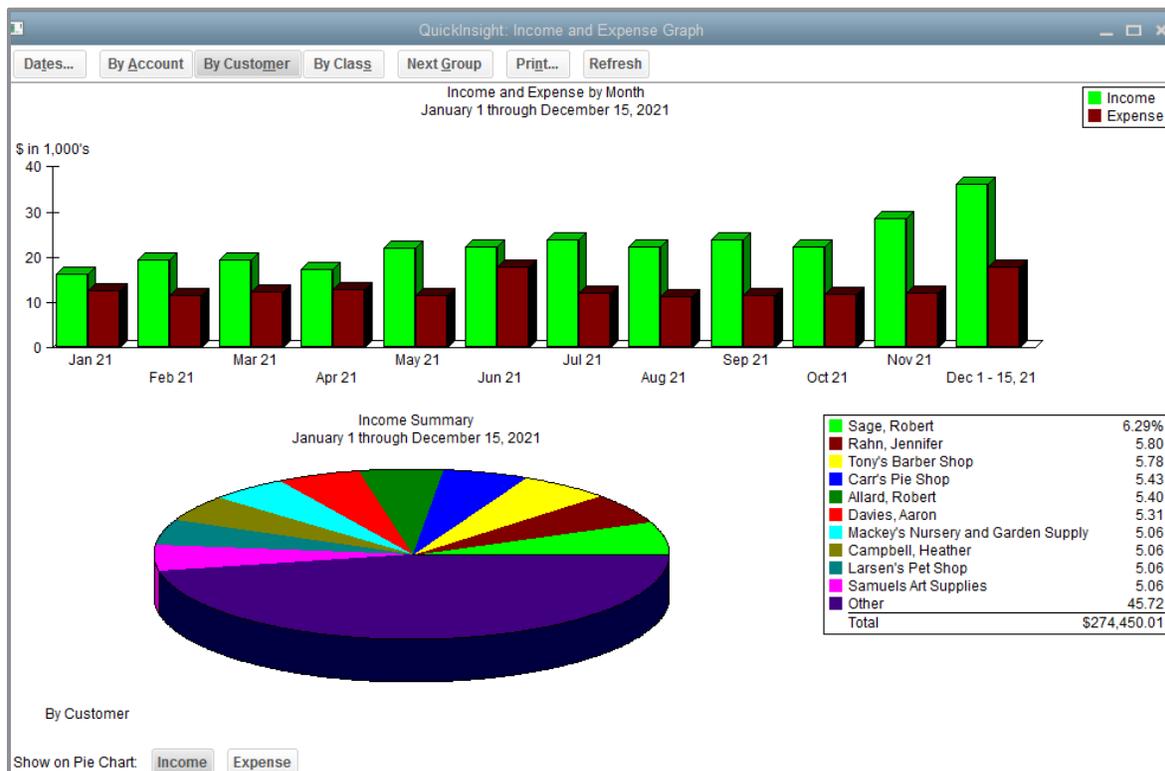
- You can choose to categorize expenses **By Account**, **By Customer** or **By Class** from the report tool bar at the top.

- QuickBooks can display information on only 10 pie segments at a time. To display more accounts, click the **Next Group** button at the top of the graph window.
- You can change the date range by clicking on the **Dates** button at the top.



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

- Click **Income** at the bottom of the graph window.
- Choose to categorize income By Account, By Customer or By Class from the report tool bar at the top.



### NOTES

# Use QuickZoom with Graphs

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

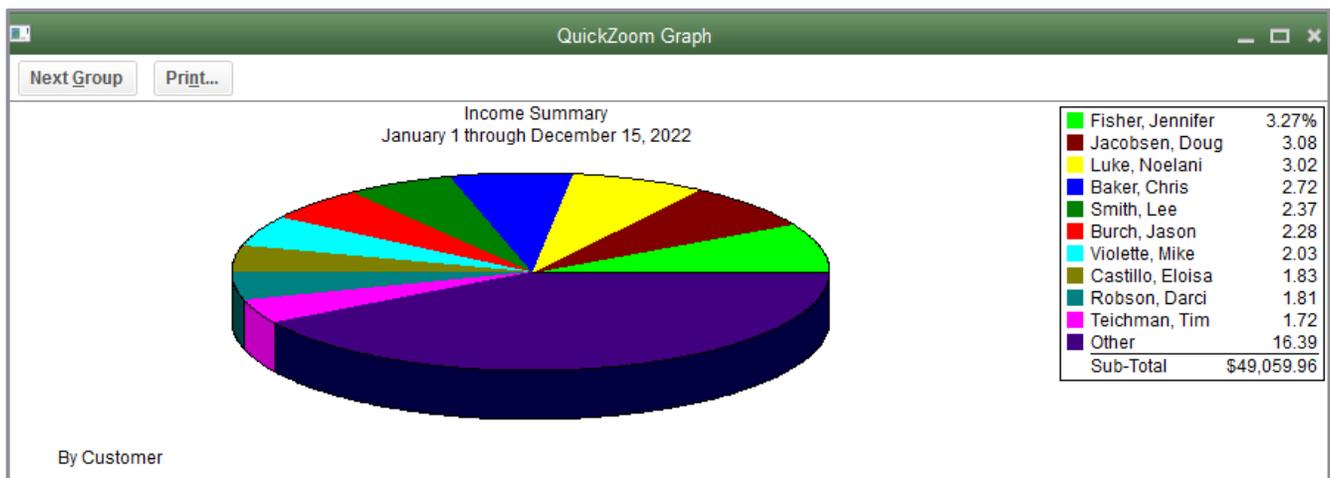


## Step-by-Step: QuickZoom on Graphical Information

1. Position the mouse pointer over the section of the chart you wish to see in more detail and double-click.



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



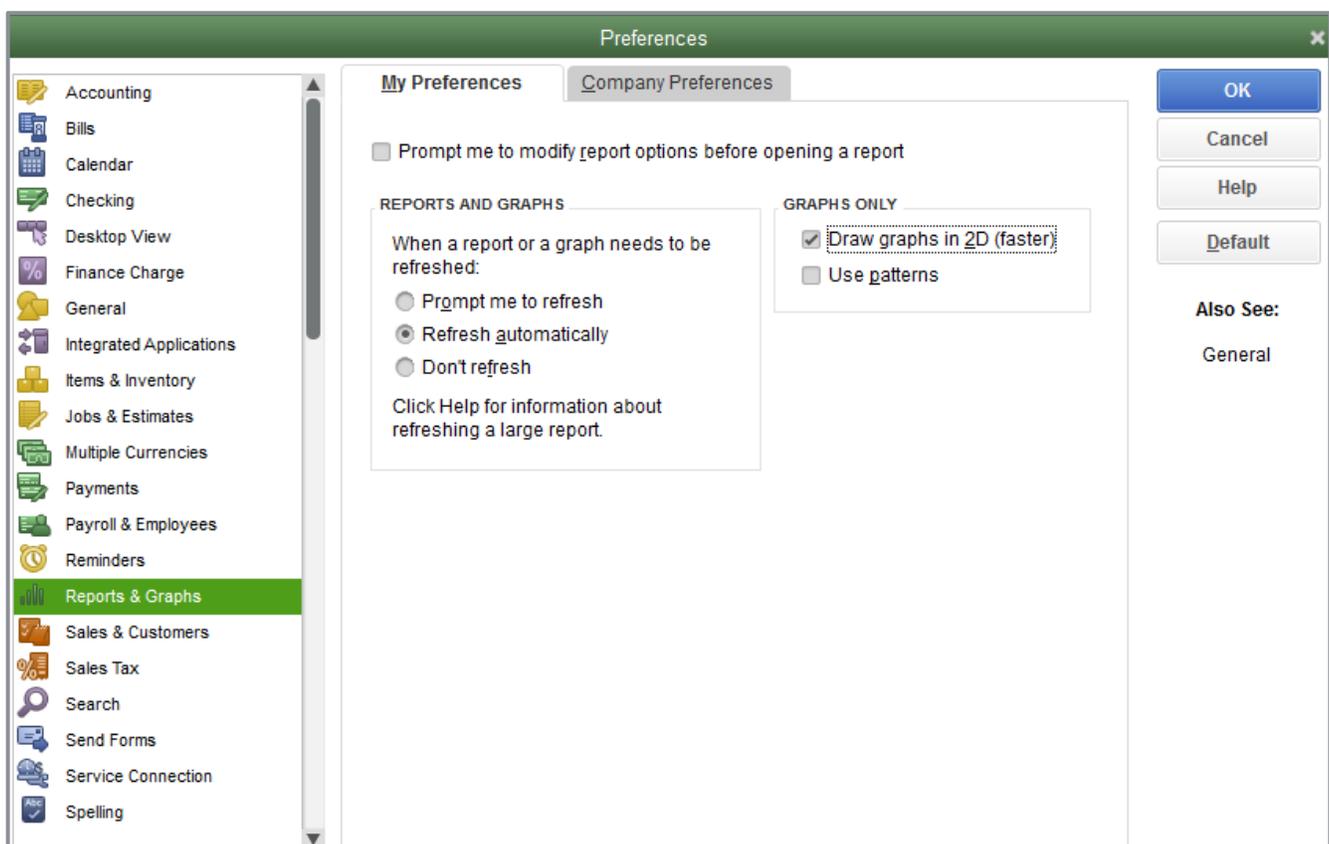
# Customize How Graphs Display

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



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

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



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

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

## NOTES

## Analyze Financial Data – Review Questions

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

## Review Activities

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

## Answers to Review Questions

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