

Quickbooks Reports 2

This tutorial will show you the reports you need and how to get to them.

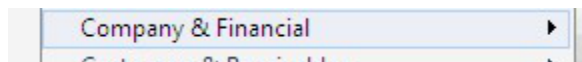
The reports you need to send in every month are:

- Reconciliation summary
- Reconciliation detail
- Profit and Loss by class
- Voided transaction report
- Custom summary report
- Balance sheet by class

How to get to reports:

Click on 'Reports' in the menu bar.

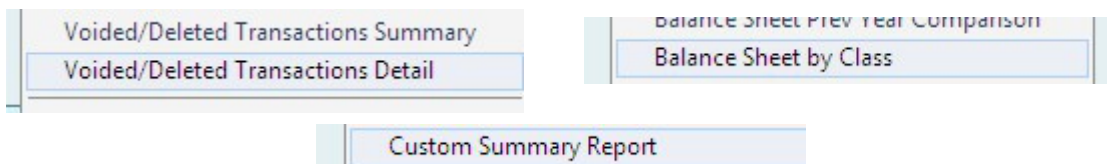
The majority of reports you will use can be found under 'Company & Financial'.



These are the most commonly used ones:



You will also need these:



The voided transactions report is found under 'Accountant & Taxes'. The other reports are found under 'Company & Financial'.

Profit & Loss by class:

Go to 'Company & Financial'.

Click on 'Profit & Loss by class'.

You'll see this:

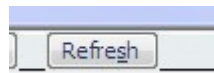
Test Resident Council Profit & Loss by Class July 1, 2012 through January 18, 2013						
	Hi-Rise	PHA	RPC fund	Unclassified	TOTAL	
Income						
Direct Public Support (Hi-Rise)						
Individual Contributions	50.00	0.00	0.00	0.00	50.00	
Total Direct Public Support (Hi-Rise)	50.00	0.00	0.00	0.00	50.00	
Fundraising Income (Hi-Rise)						
Coffee/Snacks	276.70	0.00	0.00	0.00	276.70	
Total Fundraising Income (Hi-Rise)	276.70	0.00	0.00	0.00	276.70	
Other Types of Income (Hi-Rise)						
Recycling Income	45.00	0.00	0.00	0.00	45.00	
Vending Income	120.00	0.00	0.00	0.00	120.00	
Total Other Types of Income (Hi-Rise)	165.00	0.00	0.00	0.00	165.00	
Total Income	491.70	0.00	0.00	0.00	491.70	
Expense						
Coffee/Snack Supplies	60.00	0.00	0.00	0.00	60.00	

Look at the date boxes at the top.

From	07/01/2012	To	01/18/2013
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Change the date to the month you want to print out.

Click on 'Refresh'.



You should see the report for that month.

Test Resident Council Profit & Loss by Class July 2012				
	Hi-Rise	PHA	RPC fund	TOTAL
Income				
Fundraising Income (Hi-Rise)				
Coffee/Snacks	98.20	0.00	0.00	98.20
Total Fundraising Income (Hi-Rise)	98.20	0.00	0.00	98.20
Other Types of Income (Hi-Rise)				
Vending Income	60.00	0.00	0.00	60.00
Total Other Types of Income (Hi-Rise)	60.00	0.00	0.00	60.00
Total Income	158.20	0.00	0.00	158.20
Expense				
Coffee/Snack Supplies	60.00	0.00	0.00	60.00
Internet & Wi-fi	0.00	0.00	43.00	43.00
Parties				
July 4th Party	0.00	61.20	0.00	61.20
Total Parties	0.00	61.20	0.00	61.20

You should not see any unclassified entries. If you do you need to look at the check register and go

through your entries and find the ones that haven't been assigned a class.

Voided Transaction Report:

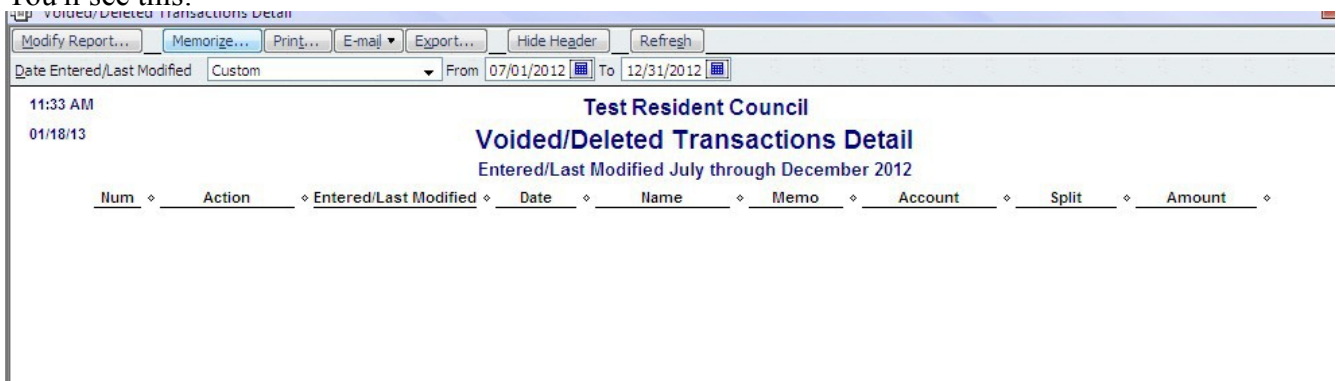
Click on 'Reports'.

Click on 'Accountant & Taxes'.

Look for 'Voided/Deleted Transactions Detail'.

Click on it.

You'll see this:



In this case there are no voided transactions to show.

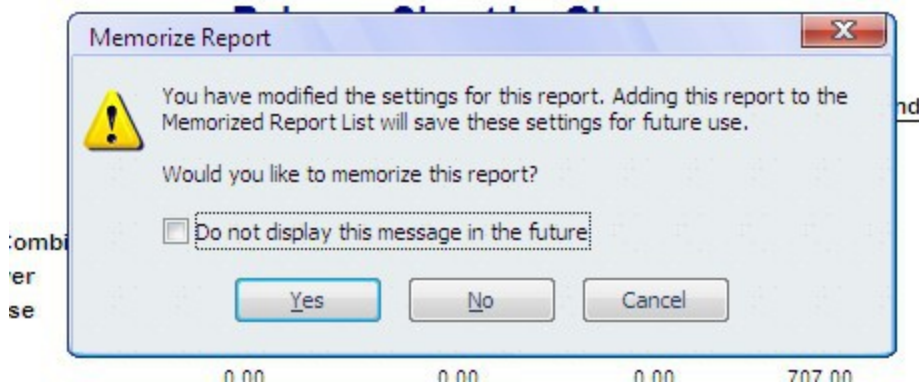
Change the dates to show the current fiscal year.

Click on 'Refresh'.

You'll see the correct report.

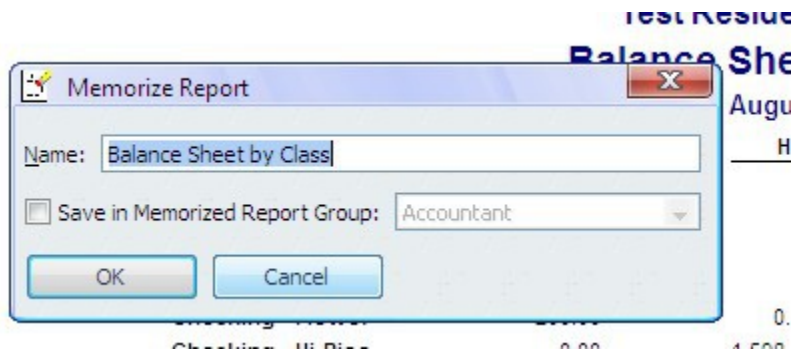
You can print monthly reports in the same way.

When you close a report you may see this:



Click 'yes'.

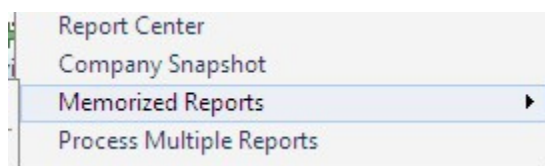
This box will appear:



Use the name given or give the report a different one. Click 'OK'.

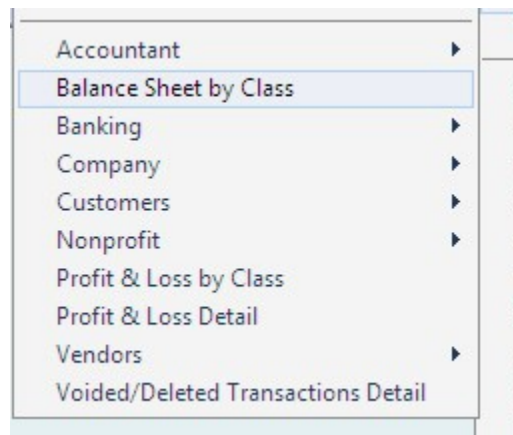
Memorizing the reports will make them easier to find in the future.

Get to memorized reports by clicking on reports and then looking at the top of the box that pops up.



Click on the arrow by 'Memorized Reports'.

You'll see the list of reports.



Click on the report you want and it will open.

Custom Summary Report

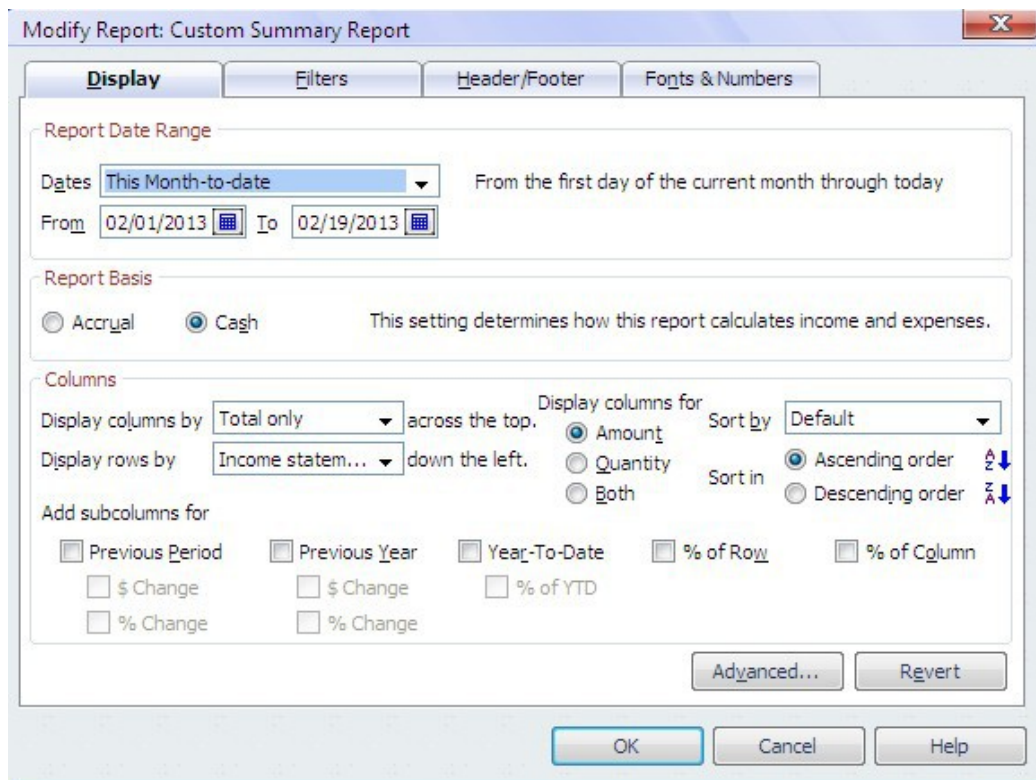
Click on 'Reports'

Look near the bottom of the popup box.



Click on 'Custom Summary Report'.

You'll get this box.



If it isn't already selected, choose 'This Month to Date' in the box next to 'Dates'.

Dates This Month-to-date FI

Now look at the box below it and choose the dates for the month you want to view.

Dates Custom TI
From 12/01/2012 To 12/31/2012

Be sure cash is selected for report basis. You don't have to worry about the other fields in the box.

Click 'OK'.

You'll get this report.

The screenshot shows a software interface for generating financial reports. At the top, there are menu options: 'Modify Report...', 'Memorize...', 'Print...', 'E-mail', 'Export...', 'Hide Header', 'Collapse', and 'Refresh'. Below these, a control bar includes a 'Dates' dropdown set to 'Custom', 'From' and 'To' date pickers set to '08/01/2012' and '08/31/2012' respectively, a 'Columns' dropdown set to 'Total only', and a 'Sort By' dropdown set to 'Default'. The main content area displays a report titled 'Test Resident Council Custom Summary Report August 2012' for the month of 'Aug 12'. The report is based on 'Cash Basis' and is timestamped '2:03 PM 02/19/13'. The data is organized into three sections: Income, Expense, and Stipends. The Income section shows 'Fundraising Income (Hi-Rise)' with a sub-item 'Coffee/Snacks' of 90.00, resulting in a 'Total Fundraising Income (Hi-Rise)' of 90.00. The Expense section shows 'Internet & Wi-fi' at 43.00 and 'Parties' at 58.00, with 'Parties' further broken down into 'National Night Out - Food' (50.00) and 'National Night Out - No Food' (8.00). The Stipends section shows 'Computer Administrator' at 25.00 and 'Treasurer' at 25.00, for a 'Total Stipends' of 50.00.

Test Resident Council	
Custom Summary Report	
August 2012	
Aug 12	
Income	
Fundraising Income (Hi-Rise)	
Coffee/Snacks	90.00
Total Fundraising Income (Hi-Rise)	90.00
Total Income	90.00
Expense	
Internet & Wi-fi	43.00
Parties	
National Night Out - Food	50.00
National Night Out - No Food	8.00
Total Parties	58.00
Total Stipends	
Computer Administrator	25.00
Treasurer	25.00
Total Stipends	50.00

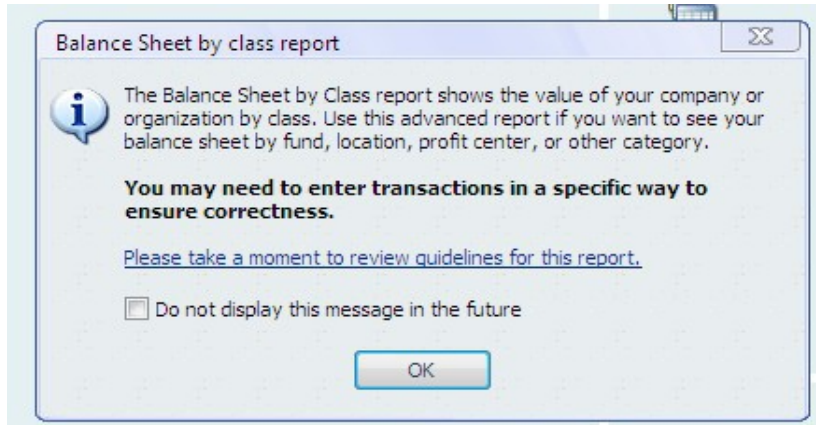
Balance Sheet by class

Go to 'Reports'.

Go to 'Company & Financial'.

Click on 'Balance Sheet by class'.

You will see this box.



If you have been entering a class for each check and deposit you have nothing to worry about and can disregard it. You can check the box at the bottom if you don't want to be bothered every time you use this report.

This is the default report.

2:07 PM
02/19/13
Cash Basis

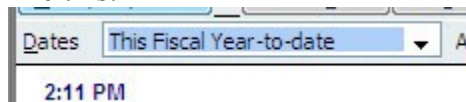
Test Resident Council
Balance Sheet by Class
As of February 19, 2013

	Flower fund	Hi-Rise	PHA	RPC fund	Unclassified	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
Bank - Checking Combined						
Checking - Flower	200.00	0.00	0.00	0.00	0.00	200.00
Checking - Hi-Rise	0.00	1,931.70	0.00	0.00	0.00	1,931.70
Checking - PHA	0.00	0.00	1,057.60	0.00	0.00	1,057.60
Checking - RPC	0.00	0.00	0.00	406.00	0.00	406.00
Bank - Checking Combined - Other	0.00	0.00	0.00	0.00	-25.00	-25.00
Total Bank - Checking Combined	200.00	1,931.70	1,057.60	406.00	-25.00	3,570.30
Total Checking/Savings	200.00	1,931.70	1,057.60	406.00	-25.00	3,570.30
Total Current Assets	200.00	1,931.70	1,057.60	406.00	-25.00	3,570.30
TOTAL ASSETS	200.00	1,931.70	1,057.60	406.00	-25.00	3,570.30
LIABILITIES & EQUITY						

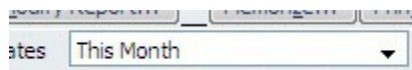
You will want to change the dates to show the current month.

Look at the boxes near the top of the report.

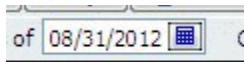
The default for dates should look like this:



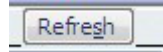
You want to use the dropdown menu and change it to this:



You then need to choose the month you want.



Once you have done that, click 'Refresh' to see the report.



It should look like this.

Test Resident Council Balance Sheet by Class As of August 31, 2012					
	◊ Flower fund ◊	◊ Hi-Rise ◊	◊ PHA ◊	◊ RPC fund ◊	◊ TOTAL ◊
ASSETS					
Current Assets					
Checking/Savings					
Bank - Checking Combined					
Checking - Flower	▶ 200.00	◀ 0.00	0.00	0.00	200.00
Checking - Hi-Rise	0.00	1,688.20	0.00	0.00	1,688.20
Checking - PHA	0.00	0.00	1,080.80	0.00	1,080.80
Checking - RPC	0.00	0.00	0.00	614.00	614.00
Total Bank - Checking Combined	<u>200.00</u>	<u>1,688.20</u>	<u>1,080.80</u>	<u>614.00</u>	<u>3,583.00</u>
Total Checking/Savings	<u>200.00</u>	<u>1,688.20</u>	<u>1,080.80</u>	<u>614.00</u>	<u>3,583.00</u>
Total Current Assets	<u>200.00</u>	<u>1,688.20</u>	<u>1,080.80</u>	<u>614.00</u>	<u>3,583.00</u>
TOTAL ASSETS	<u>200.00</u>	<u>1,688.20</u>	<u>1,080.80</u>	<u>614.00</u>	<u>3,583.00</u>
LIABILITIES & EQUITY					
Equity					
Opening Balance Equity	200.00	1,500.00	1,200.00	800.00	3,700.00
Net Income	0.00	188.20	-119.20	-186.00	-117.00
Total Equity	<u>200.00</u>	<u>1,688.20</u>	<u>1,080.80</u>	<u>614.00</u>	<u>3,583.00</u>
TOTAL LIABILITIES & EQUITY	<u>200.00</u>	<u>1,688.20</u>	<u>1,080.80</u>	<u>614.00</u>	<u>3,583.00</u>

This report can be read at your Resident Council meeting along with the Custom Summary report.