



The QuickBooks™ Client Newsletter

Helping You Grow a Profitable Business with QuickBooks™ Software

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Start 2020 Right: Get into the Report Habit

It is a good time to start new habits – or refresh old ones. Running reports regularly will help you make better business decisions.

Whether or not you made New Year's resolutions, you probably look at January as a fresh start in personal and professional matters. Unfortunately, we can't help you join a gym or organize your closets or meet your monthly sales goals.

What we *can* do, though, is encourage you to start a new habit that may actually leave you more time for those activities and even improve your company's financial bottom line. We are talking about committing to using the reporting tools QuickBooks offers. You cannot possibly know how your business is doing unless you take advantage of this critical feature. It is the payoff for all the hard work you do keeping up with your daily accounting workflow. Here are five things you should try.

Visit QuickBooks' Report Center:

As you know, QuickBooks devotes an entire menu to reports, dividing them into types (**Sales, Purchases, Inventory**, etc.). When you hover your mouse over one of these categories after opening the **Reports** menu, you will see a list of all related reports. Click on **Report Center** and you will see a kind of home page for reports. The reports are categorized by type, just like in the main **Reports** menu, but there is much more you can do here.

A/R Aging Summary

| A/R Aging Summary | | Customers & Receivables | | | | |
|-------------------|------------------|-------------------------|---------------|-----------------|-------------|------------------|
| | Current | 1-30 | 31-60 | 61-90 | > 90 | TOTAL |
| Balak, Mike | 14,515.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14,515.00 |
| Bell, Alison | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| Carr, Steve | 13,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,000.00 |
| Cook, Steve | 9,397.33 | 0.00 | 0.00 | 0.00 | 0.00 | 9,397.33 |
| Evens Designs | 1,468.30 | 0.00 | 0.00 | 0.00 | 0.00 | 1,468.30 |
| Hambly, Shane | 0.00 | 4,223.00 | 0.00 | 0.00 | 0.00 | 4,223.00 |
| Larsen, Jeff | 2,320.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,320.00 |
| Low Plumbing-C | 0.00 | 0.00 | 220.00 | 0.00 | 0.00 | 220.00 |
| Murray's Nursery | 13,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,000.00 |
| Nations, Jeff | 8,618.64 | 0.00 | 0.00 | 0.00 | 0.00 | 8,618.64 |
| Ohms Real Estate | 5,026.50 | 0.00 | 0.00 | 0.00 | 0.00 | 5,026.50 |
| Riley, Anne | 565.95 | 0.00 | 0.00 | 0.00 | 0.00 | 565.95 |
| Zang, Vivian | 4,732.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4,732.23 |
| Zelke, Joan | 700.00 | 0.00 | 0.00 | 0.00 | 0.00 | 700.00 |
| TOTAL | 75,143.95 | 4,223.00 | 220.00 | 1,000.00 | 0.00 | 80,586.95 |

Dates: Today ▾

12/15/2022 12/15/2022



Run Info Fave Help

*Click on a report name in the **Report Center** and you will have numerous options.*

When you click on the graphic representing a report, you will first be able to change the date range by clicking on the down arrow. Then you can **Run** the report, see a brief explanation by clicking **Info**, click on **Fave** to add it to your list of **Favorites**, or open **Help**. The tabs at the top of the screen allow you to toggle between these **Standard** views, reports you have **Memorized**, **Favorites**, **Recent**, and **Contributed** (report templates created by individuals outside of Intuit).

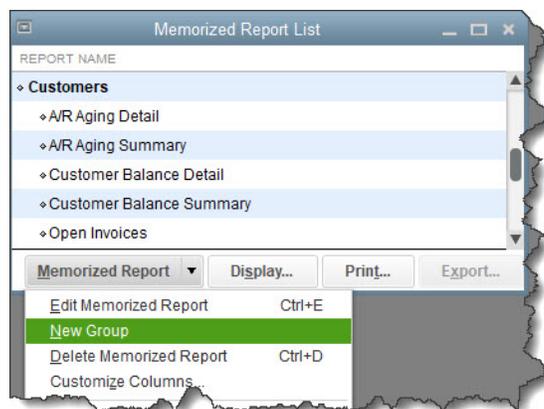
If you know exactly what reports you want to run it is probably easier to use the **Reports** menu, but the **Report Center** is a great place to learn about and organize your content.

Customize Your Reports:

You are probably used to changing the date range on your reports, but have you ever explored any of QuickBooks' other customization tools? You can use them on any report. Click the **Customize Report** button in the upper left. Click on the **Display** tab, and you can change the report's columns by checking or unchecking entries in the list. **Filters** are more complex, and you may need our help setting up very specific, multi-filter reports. They offer a way to pare down your report to contain just the data you want. You could, for example, prepare a report that only includes one or more **Transaction Types** or customers who live in a specified state.

Memorize Your Reports:

Once you have changed columns and filters in a report you plan to run frequently, you can save those settings so you do not have to go through all of that again. Open any report and click the **Memorize** button in the upper toolbar. The window that opens will ask if you want to save that customized report to a **Memorized Report Group**, which you can do by clicking the box and opening the list of groups. Either way, you can find your report by opening the **Reports** menu and selecting **Memorized Reports**.



*If you want to create a new **Memorized Report Group**, open the **Reports** menu and click **Memorized Reports | Memorized Report List**. Open the **Memorized Report** drop-down menu and select **New Group**.*

Schedule Your Reports:

The best way to get your report habit started is by creating a schedule of reports you need to see regularly. You can do this by setting up **Reminders (Company | Reminders)**. Click the gear icon in the upper right corner to specify your **Preferences** and the **+** (**plus**) sign to add a reminder.

You have probably noticed that there is a report category called **Accountant & Taxes**. Some of these should be created monthly or quarterly. We can help you with these reports.

In the coming year, we strongly encourage you to expand your skills at generating reports. You cannot make realistic, effective plans for the future of your company without knowing its current financial state and its history. So start the year off right in 2020, and let us know how we can help.

We hope you find this QuickBooks tip helpful. Please visit our company website often <http://www.accountingconnections.org> as we update it constantly and it offers a wealth of tax and accounting

tips, along with links that will better serve your business needs. We archive our QuickBooks Tips newsletters on our website as well. They are printable PDFs for easy reference.

Accounting and Taxation is **our** business; making us a part of your team allows **you** to concentrate on **your** core business.



Diane Offutt, *Managing Partner at Accounting Connections, LLC*
Enrolled Agent (EA), Master of Accounting (MAcc), Graduate of the National Tax Practice Institute Fellowship (NTPI)
And Certified **QuickBooks™** ProAdvisor

