QuickBooks – Basic Reports

For most reports use the **Report Center** button.

That will lead to a screen like this:

There are a ton of report options, but there are really only 3 that you need:
**Profit & Loss Standard**: This is your basic report. For a given time period, it shows category totals.

**Profit & Loss Detail**: This shows every transaction for a given time period, but organized by category. This is useful in reconciliation.

**Profit & Loss Budget Performance**: This compares the **Profit & Loss Standard** report to the budget the consultant enters at the beginning of each year.

**Running a Report:**
1. Click on the type of report you want.
2. Select the date range. For MPRs you will use ‘Last Month’ or for APRs ‘Last Fiscal Year’.
3. Click the ‘Display Report’ button (the red box above):
*Note that the signs are switched in QuickBooks reports, so a positive Net Income actually signifies a Loss*

Modifying Reports:
This bar at the top of the report gives you options about the report organization.

While you can specify date ranges before creating the report, if you realize you want to change those, the same drop down menu is accessible. You can also specify a specific date range if none of the presets meets your needs (particularly useful if you need a report from more than one year ago). After manually changing the date range, you must click the `Refresh` button.

While the Profit & Loss Report often default to a single ‘year’ column, the Budget Reports will usually display in columns by month, so to switch to a particular view, use the ‘Columns’ menu.

The menu lets you change the report to display the highest (or lowest) totals in each category first, but this is generally not used.