QuickBooks - QuickReports

Sometimes you just need to look at one vendor or source of revenue at a time. That is where you want **QuickReports**. This is what they look like:

There are 3 ways of accessing a QuickReport.

1. From a Summary Report
When you hover your mouse over a particular category dollar total, the pointer will turn into a magnifying glass (🔍). Double click the total to select a report of that category.

2. From the General Ledger

![General Ledger screenshot]

While you have selected an entry of a category you would like to explore more, simply click the QuickReport button at the top of the General Ledger. (This will by default give every entry in this category from the beginning of time, so make sure to specify dates once the report is created)

3. From the Chart of Accounts
Simply select the account that you would like a QuickReport about.

**Modifying a QuickReport:**

Each column in a QuickReport can be resized by dragging one of the diamonds around each column heading. By dragging one diamond to the other, the column is removed from the report. This is useful if you want to only look at dates and amounts. All modification available in Basic Reports is also available in QuickReports.