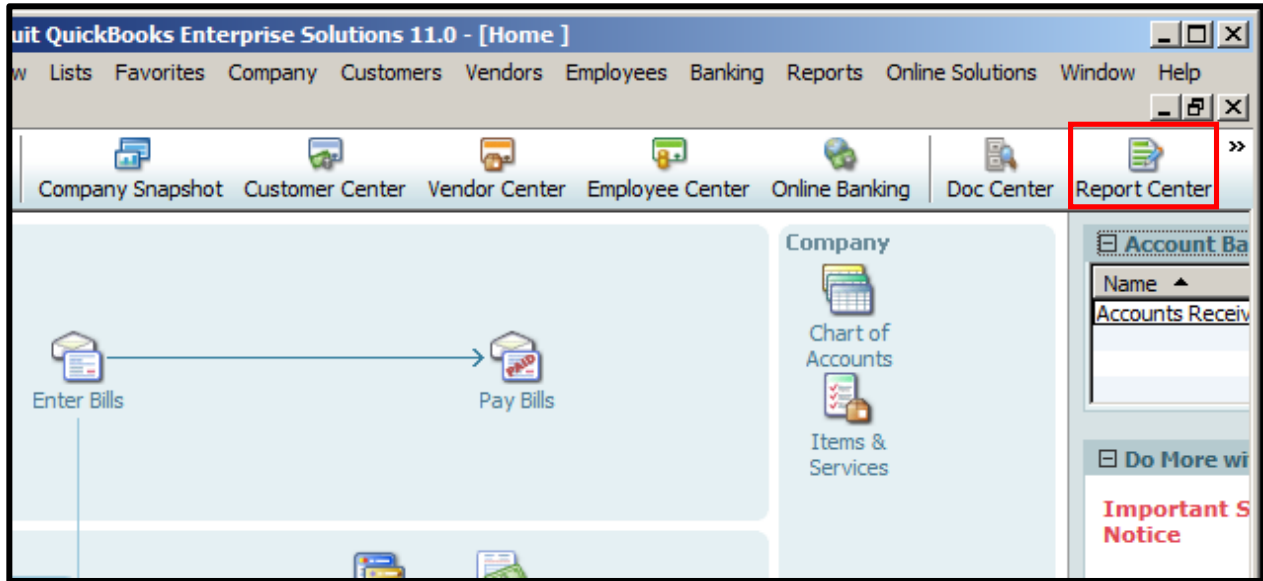
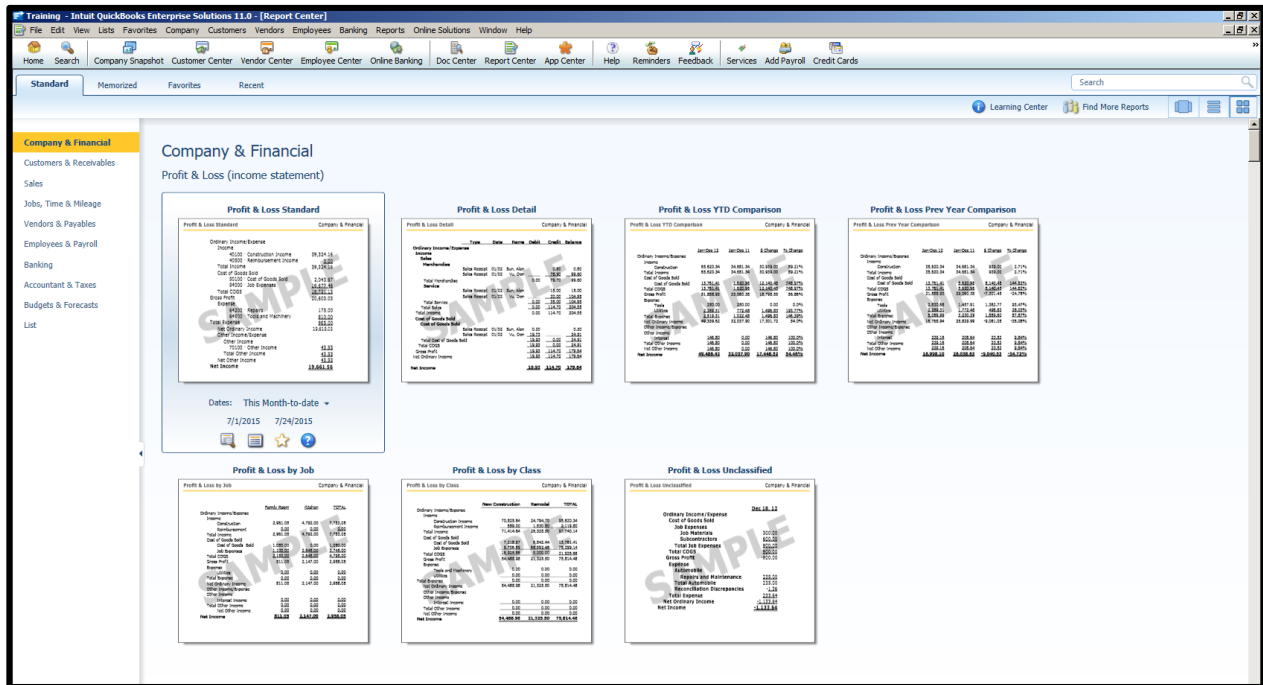


QuickBooks – Basic Reports

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:

Company & Financial

Customers & Receivables

Sales

Jobs, Time & Mileage

Vendors & Payables

Employees & Payroll

Banking

Accountant & Taxes

Budgets & Forecasts

Profit & Loss Standard

Profit & Loss Standard		Company & Financial
Ordinary Income/Expense		
Income		
40100 - Construction Income	39,324.16	
40200 - Reimbursement Income	0.00	
Total Income	39,324.16	
Cost of Goods Sold		
50100 - Cost of Goods Sold	2,043.87	
54000 - Job Expenses	16,622.46	
Total COGS	18,666.33	
Gross Profit	20,657.83	
Expense		
64300 - Repairs	175.00	
64700 - Tools and Machinery	810.00	
Total Expense	985.00	
Net Ordinary Income	19,672.83	
Other Income/Expense		
Other Income		
70100 - Other Income	42.33	
Total Other Income	42.33	
Net Other Income	42.33	
Net Income	19,661.56	

Profit & Loss Detail

Profit & Loss Detail		Company & Financial				
Ordinary Income/Expense	Type	Date	Name	Debit	Credit	Balance
Income						
Sales						
Merchandise						
Sales Receipt	01/02	Sun, Alan		0.00	0.00	
Sales Receipt	01/02	Yu, Don		28.90	99.00	
Total Merchandise				0.00	79.70	99.00
Service						
Sales Receipt	01/02	Sun, Alan		15.00	15.00	
Sales Receipt	01/02	Yu, Don		0.00	104.83	
Total Service				0.00	119.83	119.83
Total Sales				0.00	204.53	204.53
Cost of Goods Sold						
Cost of Goods Sold						
Sales Receipt	01/02	Sun, Alan		0.00	0.00	
Sales Receipt	01/02	Yu, Don		18.92	0.00	24.81
Total Cost of Goods Sold				18.92	0.00	24.81
Gross Profit				18.92	179.68	179.68
Net Ordinary Income				18.92	114.70	179.68
Net Income				19.02	114.70	179.68

Profit & Loss Budget Performance

Profit & Loss Budget Performance		Budgets & Forecasts	
Ordinary Income/Expense	Dec 12	YTD Budget	Annual Budget
Income			
Construction Income			
Design Income	2,800.00	30,000.00	30,000.00
Labor Income	90,000.00	90,000.00	90,000.00
Materials Income	110,400.00	110,400.00	110,400.00
Construction - Other	0.00	0.00	0.00
Total Construction Income	2,800.00	233,900.00	233,900.00
Reimbursement Income	1,800.00	68,900.00	68,900.00
Total Income	4,600.00	299,900.00	299,900.00
Cost of Goods Sold			
Cost of Goods Sold			
Job Expenses	35,000.00	35,000.00	35,000.00
Job Expenses			
Equipment Rental	1,850.00	1,850.00	1,850.00
Job Materials	114,000.00	114,000.00	114,000.00
Permits and Licenses	1,850.00	1,850.00	1,850.00
Freight & Delivery	550.00	550.00	550.00
Total Job Expenses	0.00	117,850.00	117,850.00

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:

Profit & Loss Standard

Profit & Loss Standard Company & Financial

Ordinary Income/Expense	
Income	
40100 - Construction Income	39,324.16
40300 - Reimbursement Income	0.00
Total Income	39,324.16
Cost of Goods Sold	
50100 - Cost of Goods Sold	2,043.87
54000 - Job Expenses	16,677.46
Total COGS	18,721.33
Gross Profit	20,602.83
Expense	
64200 - Repairs	175.00
64800 - Tools and Machinery	810.00
Total Expense	985.00
Net Ordinary Income	19,617.83
Other Income/Expense	
Other Income	
70100 - Other Income	43.33
Total Other Income	43.33
Net Other Income	43.33
Net Income	19,661.55

Dates: Last Month ▾

6/1/2015

Profit

Profit & Loss by Job

Ordinary Income/Expense	
Income	
Construction	
Reimbursement	
Total Income	
Cost of Goods Sold	
Job Expenses	
Total COGS	

All
Today
This Week
This Week-to-date
This Month
This Month-to-date
This Fiscal Quarter
This Fiscal Quarter-to-date
This Fiscal Year
This Fiscal Year-to-date
Yesterday
Last Week
Last Week-to-date
Last Month

Profit & Loss Standard

Profit & Loss Standard Company & Financial

Ordinary Income/Expense	
Income	
40100 - Construction Income	39,324.16
40300 - Reimbursement Income	0.00
Total Income	39,324.16
Cost of Goods Sold	
50100 - Cost of Goods Sold	2,043.87
54000 - Job Expenses	16,677.46
Total COGS	18,721.33
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Other Income/Expense	
Other Income	
70100 - Other Income	43.33
Total Other Income	43.33
Net Other Income	43.33
Net Income	19,661.55

Dates: Last Month ▾

6/1/2015 6/30/2015

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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):

Training - Intuit QuickBooks Enterprise Solutions 11.0 - [Profit & Loss]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Online Solutions Window Help

Home Search Company Snapshot Customer Center Vendor Center Employee Center Online Banking Doc Center Report Center App Center Help Reminders Feedback

Modify Report... Memorize... Print... E-mail Export... Hide Header Collapse Refresh

Dates Custom From 07/01/2009 To 06/30/2010 Columns Total only Sort By Default

11:09 AM
07/27/15
Accrual Basis

Training Profit & Loss July 2009 through June 2010

◇ Jul '09 - Jun 10 ◇

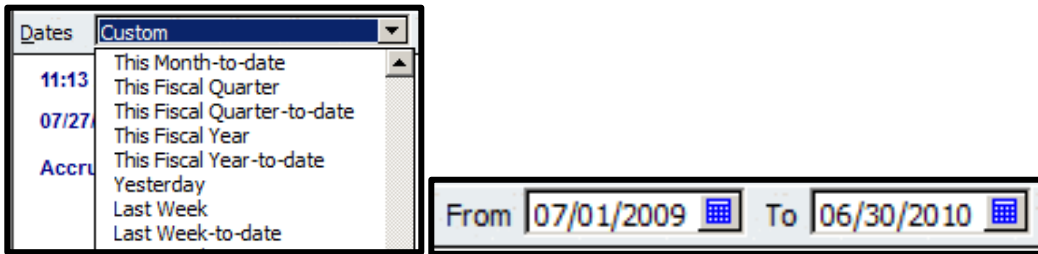
Income		
Revenues		
652100 Cash Food Sales		-2,620.67
695300 UCard		-3,319.64
699905 YCMP		<u>-1,368.00</u>
Total Revenues		<u>-7,308.31</u>
Total Income		-7,308.31
Expense		
CC Payroll Category		
730015 Student Payroll		<u>-3,884.99</u>
Total CC Payroll Category		-3,884.99
EE Administrative Expense		
734700 Telephone Equipment		-39.00
735010 Membership Dues (BOB)		-75.00
735620 2% UCard Service Fee		<u>-60.67</u>
Total EE Administrative Expense		-174.67
FF Facility Operational Expense		
739190 Food for Resale		
739190p PROCARD Food 4 Resale	-112.56	
739190 Food for Resale - Other	<u>-6,308.20</u>	
Total 739190 Food for Resale		-6,420.76
745050 Non-Food Goods 4 Resale		
745050 PROCARD Non-food G4R	<u>-36.94</u>	
Total 745050 Non-Food Goods 4 Resale		<u>-36.94</u>
Total FF Facility Operational Expense		-6,457.70
LL Equipment Lease & Maint.		
767300 UCard Monthly Fee		<u>-17.00</u>
Total LL Equipment Lease & Maint.		<u>-17.00</u>
Total Expense		<u>-10,534.36</u>
Net Income		<u><u>3,226.05</u></u>

Note that the signs are switched in QuickBooks reports, so a positive Net Income actually signifies a Loss

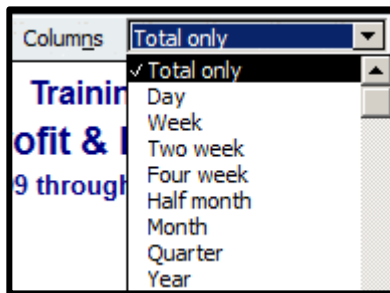
Modifying Reports:

Modify Report...	Memorize...	Print...	E-mail ▾	Export...	Hide Header	Collapse	Refresh		
Dates	Custom ▾	From	07/01/2009	To	06/30/2010	Columns	Total only ▾	Sort By	Default ▾

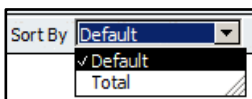
This bar at the top of the report gives you options about the report organization.



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 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.