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:

Register QuickReport

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

Dates All From To Sort By Default

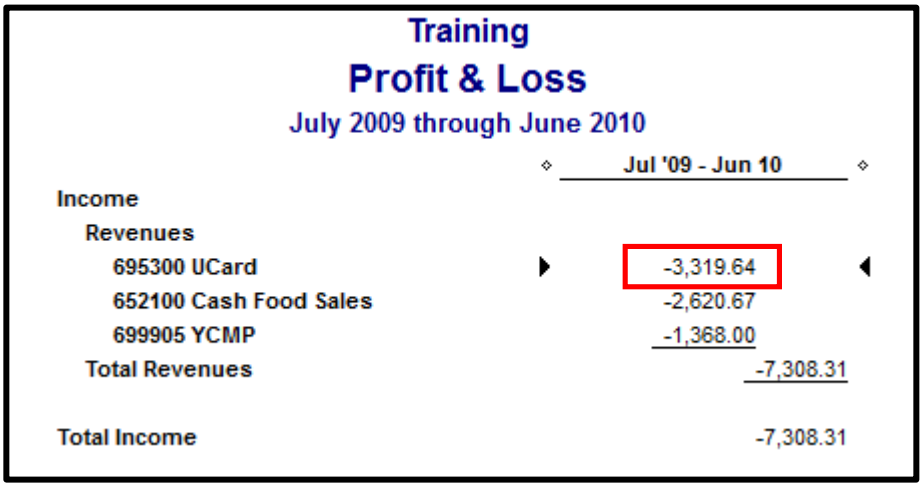
12:11 PM
07/27/15
Accrual Basis

Training
Register QuickReport
All Transactions

Type	Date	Num	Memo	Account	Clr	Split	Amount
UCard							
General Journal	09/30/2009	kf		General Ledger		695300 UCard	180.30
General Journal	10/01/2009	kf		General Ledger	✓	695300 UCard	212.75
General Journal	10/04/2009	kf		General Ledger	✓	695300 UCard	89.48
General Journal	10/05/2009	kf		General Ledger	✓	695300 UCard	147.00
General Journal	10/06/2009	kf		General Ledger	✓	695300 UCard	187.50
General Journal	10/07/2009	kf		General Ledger	✓	695300 UCard	247.85
General Journal	10/08/2009	kf		General Ledger	✓	695300 UCard	135.50
General Journal	10/12/2009	kf		General Ledger	✓	695300 UCard	200.21
General Journal	10/13/2009	kf		General Ledger	✓	695300 UCard	235.25
General Journal	10/14/2009	kf		General Ledger	✓	695300 UCard	155.69
General Journal	10/15/2009	kf		General Ledger	✓	695300 UCard	142.45
General Journal	10/18/2009	kf		General Ledger	✓	695300 UCard	118.25
General Journal	10/19/2009	kf		General Ledger	✓	695300 UCard	153.41
General Journal	10/20/2009	kf		General Ledger	✓	695300 UCard	162.25
General Journal	10/21/2009	kf		General Ledger	✓	695300 UCard	134.00
General Journal	10/22/2009	kf		General Ledger	✓	695300 UCard	148.75
General Journal	10/25/2009	kf		General Ledger	✓	695300 UCard	44.00
General Journal	10/26/2009	kf		General Ledger		695300 UCard	161.00
General Journal	10/27/2009	kf		General Ledger		695300 UCard	176.50
General Journal	10/28/2009	SR		General Ledger		695300 UCard	98.50
General Journal	10/29/2009	SR		General Ledger		695300 UCard	189.00
General Journal	10/31/2009	SR		General Ledger		735620 2% U...	-60.67
Total UCard							3,258.97
TOTAL							**3,258.97**

There are 3 ways of accessing a QuickReport.

1. From a Summary Report



Training

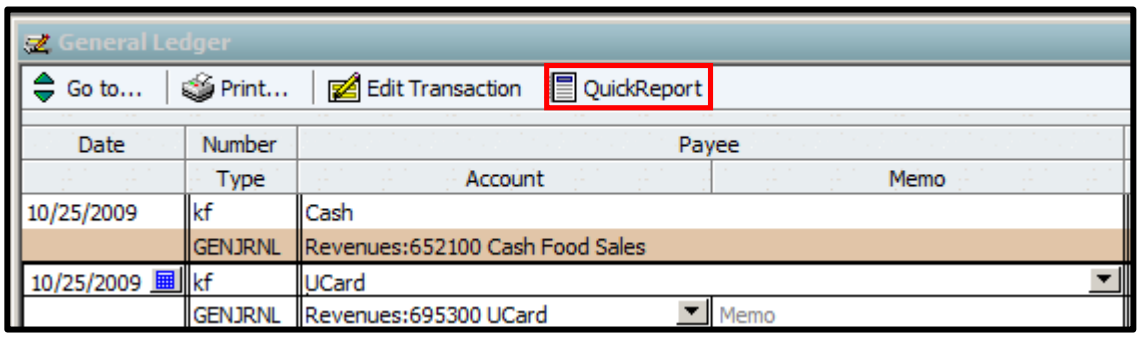
Profit & Loss

July 2009 through June 2010

	Jul '09 - Jun 10
Income	
Revenues	
695300 UCard	-3,319.64
652100 Cash Food Sales	-2,620.67
699905 YCMP	-1,368.00
Total Revenues	-7,308.31
Total Income	-7,308.31

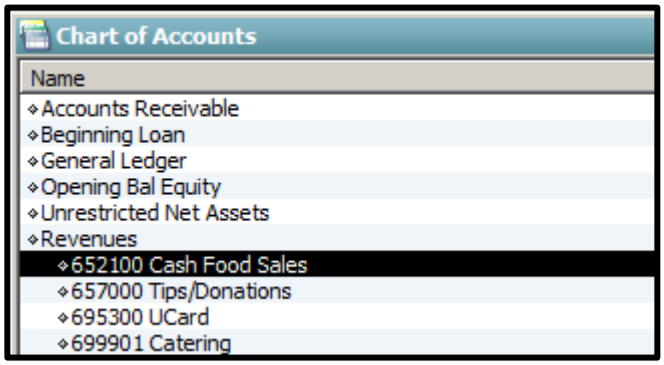
When you hover your mouse over a particular category dollar total, the pointer will turn into a magnifying glass ( ). Double click the total to select a report of that category.

2. From the General Ledger



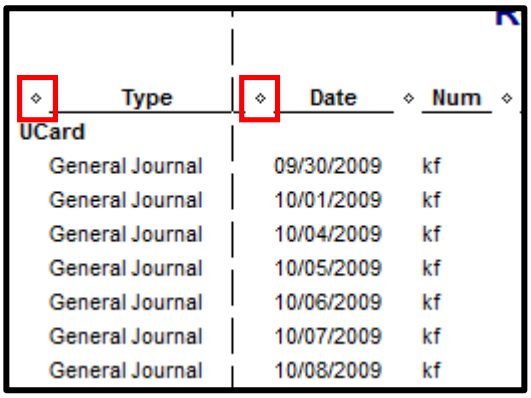
While you have selected an entry of a category you would like to explore more, simply click the QuickReport button at the top of the General Ledger. (This will by default give **every** entry in this category from the beginning of time, so make sure to specify dates once the report is created)

3. From the Chart of Accounts



Simply select the account that you would like a QuickReport about.

Modifying a QuickReport:



Type	Date	Num
UCard		
General Journal	09/30/2009	kf
General Journal	10/01/2009	kf
General Journal	10/04/2009	kf
General Journal	10/05/2009	kf
General Journal	10/06/2009	kf
General Journal	10/07/2009	kf
General Journal	10/08/2009	kf

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.