



QUICKBOOKS ONLINE STUDENT GUIDE

Lesson 11

Reports in QuickBooks

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In this lesson, you'll learn how QuickBooks helps you find information in your business.

▶ Lesson objectives

In this lesson, you'll learn how to:

- Create basic reports
- Customize reports using filters
- Customize report views including columns
- Save customized reports
- Export reports to .pdf or Excel formats

▶ Report centre

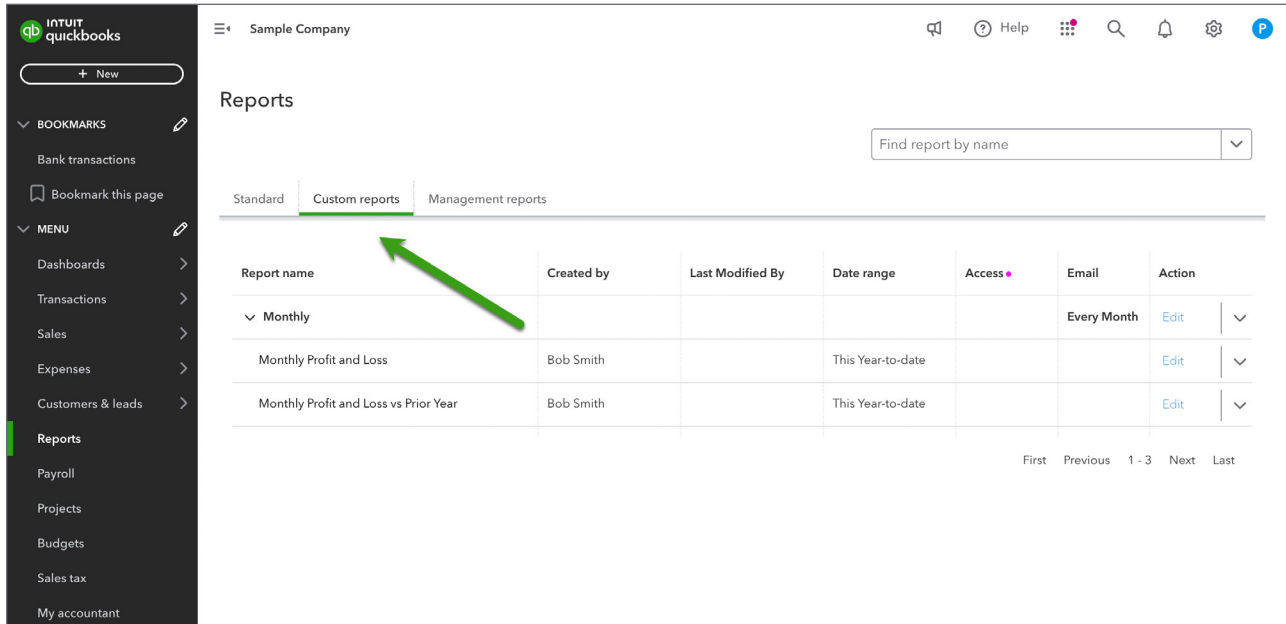
The Reports centre is located on the navigation menu. The Reports centre includes a list of preset QuickBooks reports detailing information about different parts of your business. The Reports centre makes it easy to find financial information about your business.

The Reports centre is divided into three tabs. The tabs are located at the top of the Reports centre. The tabs include:

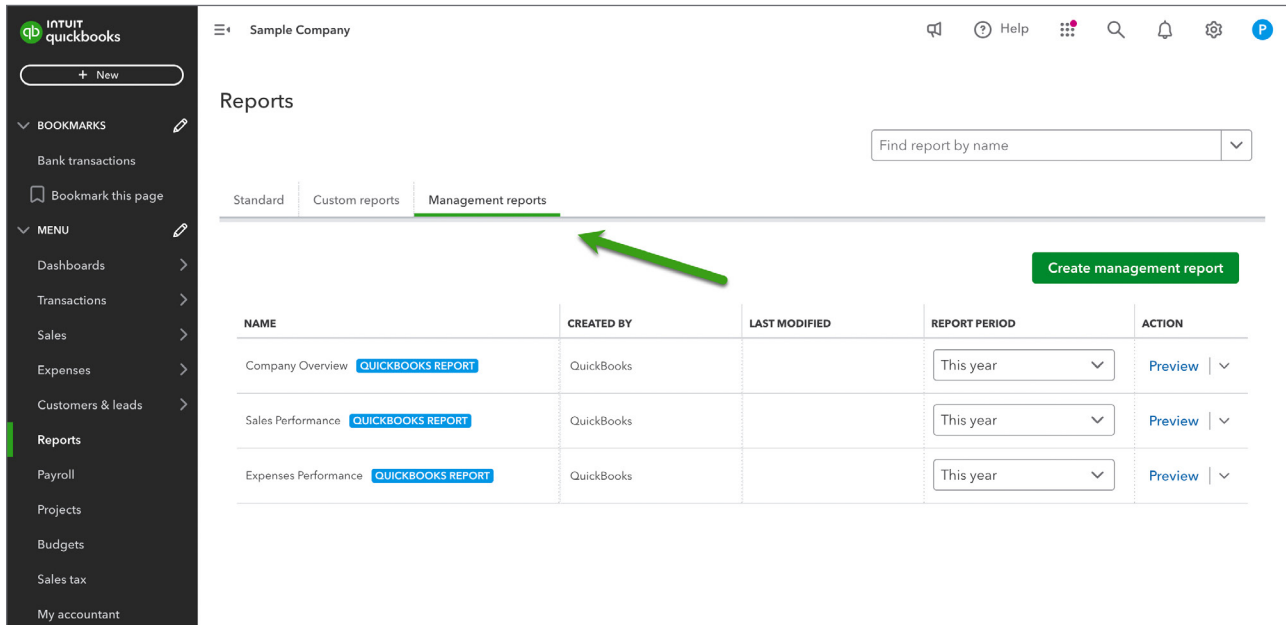
- **Standard**—This tab includes all of the standard preset reports available to you in QuickBooks. The reports included in this tab are automatically created by QuickBooks using the data from lists, transactions and other functions completed in QuickBooks. Most of the reports listed can be customized to provide custom information for your business.

The screenshot shows the QuickBooks Reports centre interface. On the left is a dark navigation menu with the 'Reports' section highlighted. The main content area is titled 'Reports' for 'Sample Company'. It features a search bar 'Find report by name' and three tabs: 'Standard', 'Custom reports', and 'Management reports'. The 'Standard' tab is selected, displaying two sections: 'Favourites' and 'Business overview'. The 'Favourites' section lists three reports: 'Accounts receivable aging summary', 'Balance Sheet', and 'Profit and Loss', each with a green star icon. The 'Business overview' section lists several reports in two columns, including 'Audit Log', 'Balance Sheet', 'Balance Sheet Comparison', 'Balance Sheet Detail', 'Profit and Loss by Class', 'Profit and Loss by Month', 'Profit and Loss by Tag Group', and 'Profit and Loss Comparison'. Each report in this section has a star icon.

- **Custom reports**—This tab includes a list of reports that you’ve customized and saved for future use. This tab also includes any reports that other users in your company have customized and shared with you.

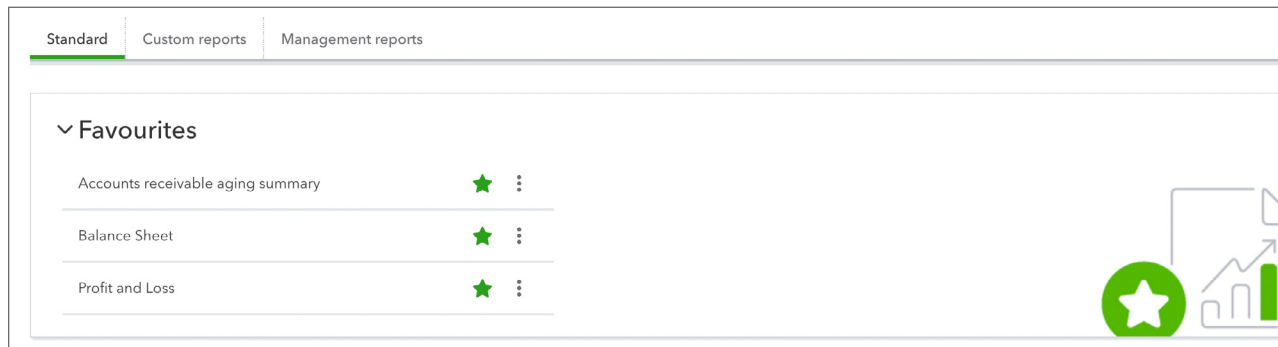


- **Management reports**—QuickBooks Online Management reports feature allows you to customize a professional looking group of reports complete with cover page, table of contents, preliminary pages, reports and end notes. The Management reports feature will save you time on running business reports—you won’t have to export out individual reports to software for assembly and finalization.

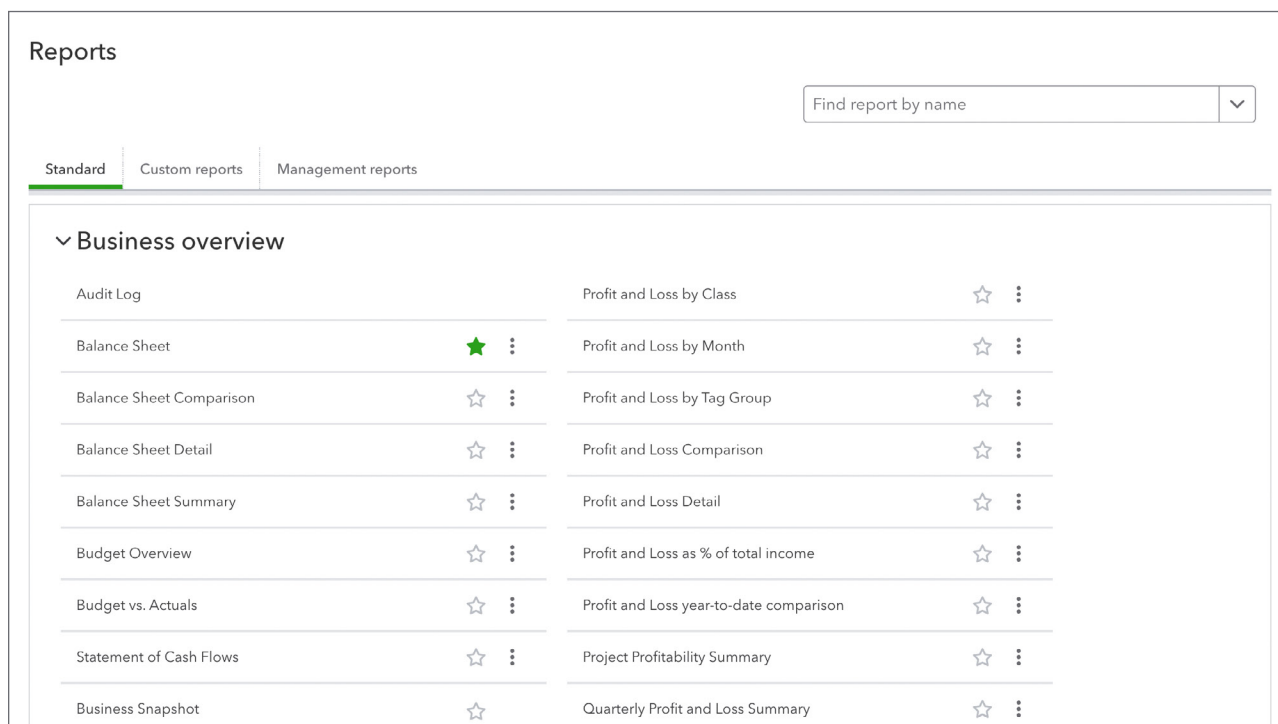


In the **All reports** tab, the reports are organized into several categories. The categories include:

- **Favourites**—These are reports that you have selected as favourites. To mark a report as a favourite, click the star icon next to the report name.



- **Business overview**—This category includes summary and detail reports that report on the performance and position of your business.



- **Who owes you**—This category includes reports about the customers who owe you money. Reports in this category include A/R aging summary, Collections Report, Open Invoices, and other reports designed to help you manage your customer receivables.

Standard Custom reports Management reports

▼ Who owes you

Accounts receivable aging summary	★	⋮	Invoices and Received Payments	☆	⋮
Accounts receivable aging detail	☆	⋮	Open Invoices	☆	⋮
Collections Report	☆	⋮	Statement List	☆	⋮
Customer Balance Summary	☆	⋮	Terms List	☆	⋮
Customer Balance Detail	☆	⋮	Unbilled charges	☆	⋮
Invoice List	☆	⋮	Unbilled time	☆	⋮

- **Sales and customers**—This category includes reports detailing information about your sales made to your customers. This category reports in detail about sales of products and services, and details about customers who purchases your products and services.

NOTE If your company uses QuickBooks Online to track inventory, you'll access inventory reports in this category.

Reports

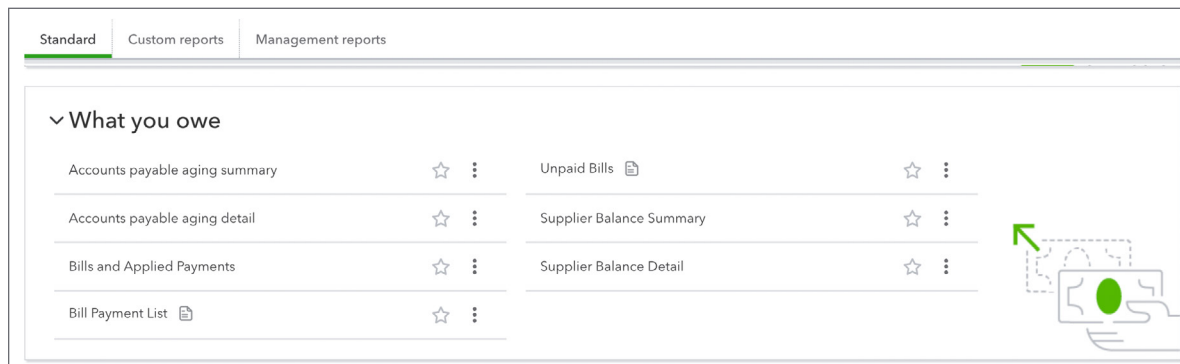
Find report by name

Standard Custom reports Management reports

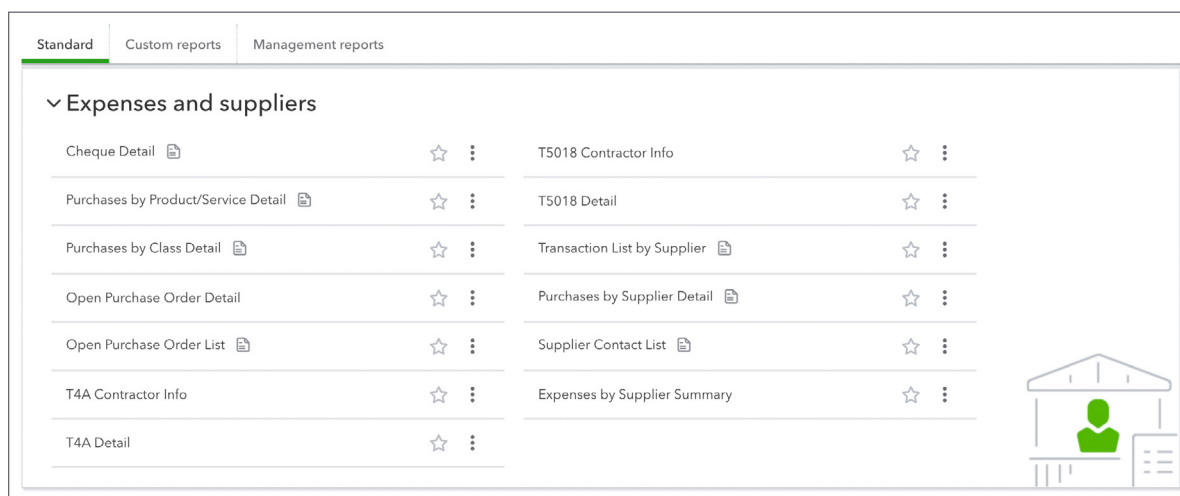
▼ Sales and customers

Sales by Customer Type Detail	☆	⋮	Product/Service List	☆	⋮
Estimates & Progress Invoicing Summary by Customer	☆	⋮	Sales by Product/Service Summary	☆	⋮
Customer Contact List	☆	⋮	Sales by Product/Service Detail	☆	⋮
Income by Customer Summary	☆	⋮	Sales by Class Summary	☆	⋮
Sales by Customer Summary	☆	⋮	Sales by Class Detail	☆	⋮
Sales by Customer Detail	☆	⋮	Payment Method List	☆	⋮
Deposit Detail	☆	⋮	Physical Inventory Worksheet	☆	⋮
Estimates by Customer	☆	⋮	Time Activities by Customer Detail	☆	⋮
Inventory Valuation Detail	☆	⋮	Transaction List by Customer	☆	⋮
Inventory Valuation Summary	☆	⋮	Transaction List by Tag Group	☆	⋮

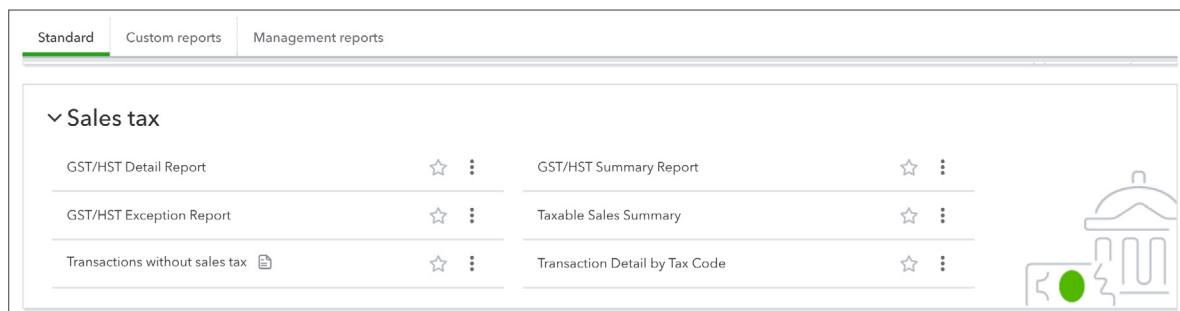
- **What you owe**—This category includes reports detailing information about what money you owe and the suppliers you owe money to.



- **Expenses and suppliers**—This category includes reports about your expenses and purchases. In this section you'll find detailed information about purchases including Purchase order reports, and other purchasing information.



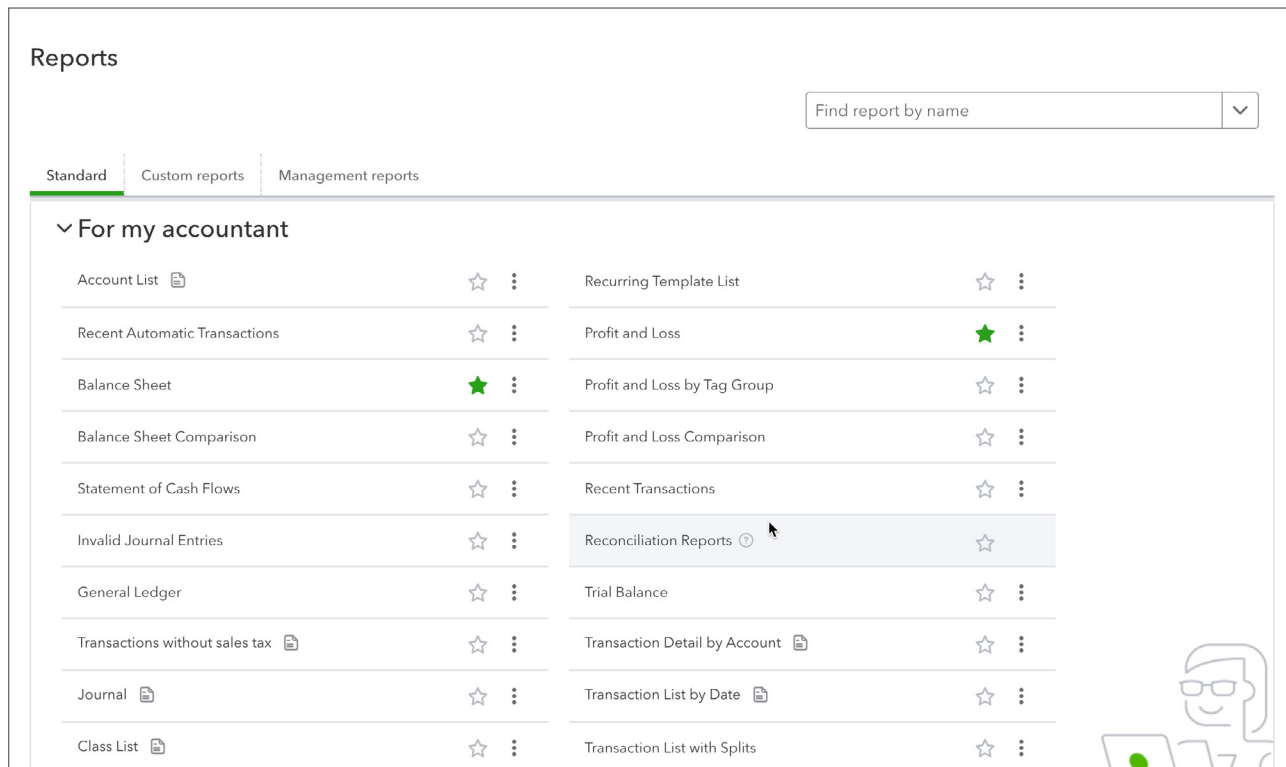
- **Sales tax**—This category includes reports about your GST, HST, PST and QST. Whether you track just one tax or multiple taxes, QuickBooks reports all of the details in the Sales tax category.



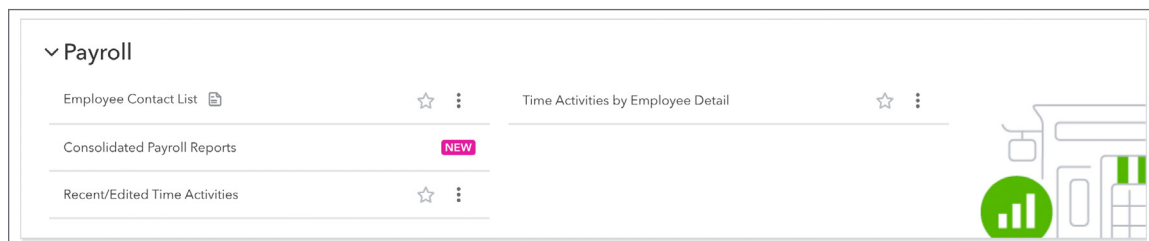
- **Employees**—This category reports on employees time tracking information in QuickBooks.




- **For my accountant**—This section of reports is dedicated to accountant reports. These reports are often used by your accountant to help prepare your year end reports and taxes.



- **Payroll**—This category reports on your QuickBooks payroll activities.



 To learn about the Report centre watch this video: https://youtu.be/ESE6_gmctP0

Report types

There are several different types of reports available for you in QuickBooks Online. The basic report types are the following:

- Transaction reports
- List reports
- Summary reports
- Detail reports

Transaction reports

Transaction reports make up the largest part of the QuickBooks reports. Transaction reports includes transactions arranged in various formats designed to help you find important information for your business. There are several critical reports that every business uses in their business. These reports include the following:

1. Profit & Loss Report—reports on the financial performance of your business
2. Balance Sheet—reports on the financial position of your business
3. A/R Aging Summary—reports on your outstanding customer accounts
4. A/P Aging Summary—reports on your outstanding supplier accounts
5. General Ledger—reports on your transactions by account

QuickBooks Reports include a consistent display to help you understand how to read the reports and make it easy to find information about your business. See sample report below.

Long for Success -- Event Planning	
Profit and Loss	
January 1 - December 20, 2024	
	TOTAL
▼ INCOME	
Billable Expenses Income	33,643.50
Markup	3,947.55
Sales	15,750.00
Sales of Product Income	19,050.00
Services	3,600.00
Total Income	\$75,991.05
▼ COST OF GOODS SOLD	
Cost of Goods Sold	9,664.68
Cost of Sales - billable expenses	40,103.49
Inventory Shrinkage	0.00
Total Cost of Goods Sold	\$49,768.17
GROSS PROFIT	\$26,222.88
▼ EXPENSES	
Dues and Subscriptions	325.00
Insurance Expense-General Liability Insurance	3,000.00
Interest expense	1,235.00
Janitorial Expense	417.52
Rent Expense	15,000.00



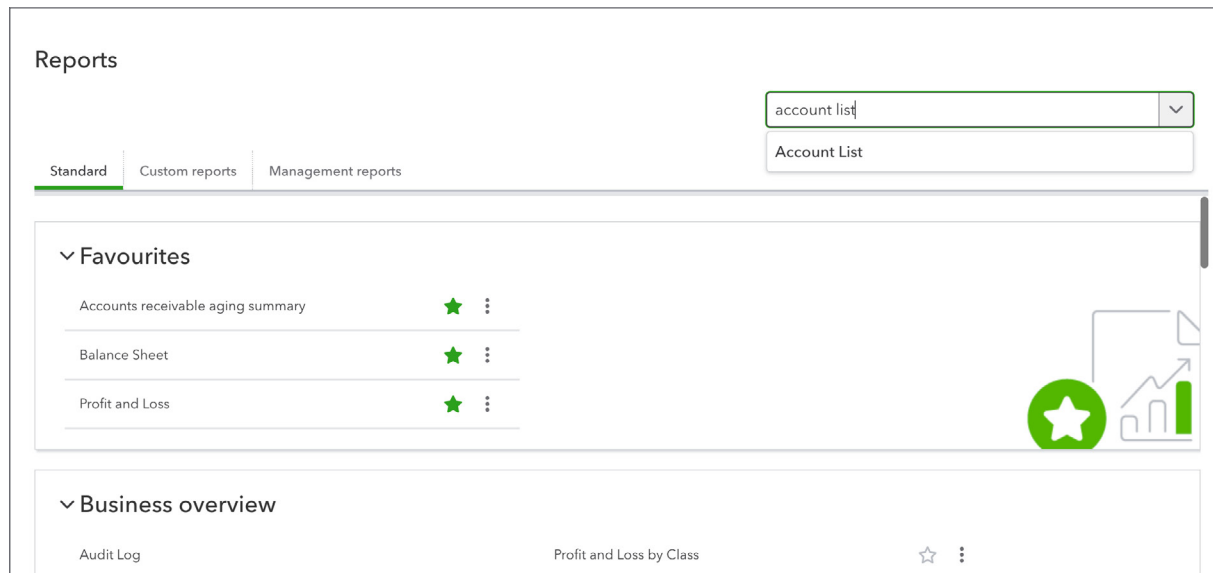
NOTE QuickBooks contains 60+ reports (QuickBooks Online Plus). If you're use QuickBooks Online Essentials, you will have access to 40+ reports. QuickBooks Online Easy Start includes 20+ reports.

List reports

List reports provide you information about the various lists available in QuickBooks. Examples include the Account listing (Chart of accounts), Product and services list, Customer list, and the Supplier list. To create a list report, go to the **Reports centre**.

Chart of accounts

1. In the Reports centre, type **Account list**.
2. Click the report name when it displays **Account list**.



3. QuickBooks displays the **Account list**.

← Back to reports Switch to classic view [Give feedback](#)

More actions Save As

View options Columns 7 Filter 1 General options

Account List [Refresh report](#)

Long for Success -- Event Planning Last updated a few seconds ago

Account #	Full name	Account type	Account subtype	Description	Total balance	Currency
-	Accounts Payable	Accounts payable (A/P)	Accounts Payable (A/P)	-	-\$734.51	CAD
-	Accounts Payable (A/P) - HKD	Accounts payable (A/P)	Accounts Payable (A/P)	-	\$0.00	HKD
-	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	-	\$18,402.04	CAD
-	Accounts Receivable (A/R) - USD	Accounts receivable (A/R)	Accounts Receivable (A/R)	-	-	USD
-	Chequing	Bank	Chequing	-	\$21,095.57	CAD
-	Commissions Paid	Cost of Goods Sold	Cost of Goods Sold	-	-	CAD
-	Cost of Goods Sold	Cost of Goods Sold	Supplies and materials - COS	-	-	CAD
-	Cost of sales	Cost of Goods Sold	Supplies and materials - COS	-	-	CAD
-	Cost of Sales - billable expenses	Cost of Goods Sold	Cost of Goods Sold	-	-	CAD
-	Entertainment Booking Fees pa...	Cost of Goods Sold	Cost of Goods Sold	-	-	CAD
-	Inventory Shrinkage	Cost of Goods Sold	Supplies and materials - COS	-	-	CAD
-	Merchant Account Fees	Cost of Goods Sold	Cost of Goods Sold	-	-	CAD
-	Printed Materials purchased for...	Cost of Goods Sold	Cost of Goods Sold	-	-	CAD
-	Venue Fees paid on behalf of cl...	Cost of Goods Sold	Cost of Goods Sold	-	-	CAD
-	Visa Credit Card	Credit Card	Credit Card	-	-\$2,077.60	CAD
-	Opening Balance Equity	Equity	Opening Balance Equity	-	\$0.00	CAD
					\$15,681.46	

Customer list

1. In the Reports centre, go to Sales and customers.
2. Click Customer contact list.

← Back to reports Switch to classic view [Give feedback](#)

More actions Save As

View options Columns ⁶ Filter ¹ Group by General options

Customer Contact List Refresh report

Long for Success -- Event Planning Last updated a few seconds ago

Customer full name	Phone numbers	Email	Full name	Billing address	Shipping address
Abercrombie International Group	-	-	Kristy Abercrombie	Boveney Windsor SL4 6QP	Boveney Windsor SL4 6QP
Adwin Ko	Phone:604 999-9998	-	Adwin Ko	6412 av des Erables Vancouver...	-
Alex Blakey	-	-	Alex Blakey	Unit 345 Lowestoft NR34 4ED US	-
Andre Prefontaine	-	-	Andre Prefontaine	St Peter's Rd Cambridgeshire P...	-
Anilkumar Pillai	-	-	Anilkumar Pillai	Studio 299 Wimbledon SW97 0...	-
Benjamin Yeung	Phone:809 809-7777	-	Benjamin Yeung	4895 King Edward Ave. Barrie ...	-
Cathy's Consulting Company	Phone:555-5555	-	Cathy Quon	317 Pearce St. Toronto ON M3E...	317 Pearce St. Toronto ON M3E...
Chadha's Consultants	-	-	Bobby Chadha	The Meadows Nottinham Ng2 ...	The Meadows Nottinham Ng2 ...
Cheng-Cheng Lok	Phone:613 613-6131	-	Cheng-Cheng Lok	320 Croydon Ave. Ottawa ON ...	-
Clement's Cleaners	Phone:514 878-8787	-	Clement Nappoly	Salmonier Line Montreal QC H...	Salmonier Line Montreal QC H...
Ecker Designs	Phone:212 112-2121	-	Deanna Ecker	8227 Dunant Road Halifax NS B...	8227 Dunant Road Halifax NS B...
Froilan Rosqueta	Phone:613 316-1116	-	Froilan Rosqueta	9343 83 St. NW Ottawa ON K3...	-
Hazel Robinson	-	-	Hazel Robinson	4234 King Cole Blvd. Toronto ...	-
Himateja Madala	Phone:306 306-1111	-	Himateja Madala	220 Spinnaker Dr Regina SK S6...	-
Ho Engineering Company	-	-	Gorman Ho	2624 Shooter Dr. Kitchener ON...	2624 Shooter Dr. Kitchener ON...
Jacint Tumacder	-	-	Jacint Tumacder	-	-
Jen Zaccarella	Phone:306 555-3060	-	Jen Zaccarella	101 Marion St. Regina SK S3S 3T5	-

Supplier list

1. In the Reports centre, go to Expenses and suppliers.
2. Click Supplier contact list.

View options Columns ⁶ Filter ¹ Group by General options

Supplier Contact List Refresh report

Long for Success -- Event Planning Last updated a few seconds ago

Supplier	Phone numbers	Email	Full name	Billing address	Account #
Andrew Haberbosch	Phone:902-9020M...	-	Andrew Haberbosch	57 River Avenue Montreal QC ...	-
Bank of AnyCity	-	-	Bank of AnyCity	-	-
Brijesh Jain	Phone:204-2040M...	-	Brijesh Jain	1015 - 13th Ave W Vancouver B...	-
Brittney Hughes	Phone:112-2121M...	-	Brittney Hughes	224 North River Rd Edmonton ...	-
Burc Gunes	Phone:555-3060M...	-	Burc Gunes	133 Sunnyside Blvd Vancouver ...	-
Cass Hayden	Phone:555-6141M...	-	Cass Hayden	1845 Base Line Rd Toronto ON ...	-
Celeste Hunter	Phone:878-8787M...	-	Celeste Hunter	5455 Rue De Terrebonne Otta...	-
City Water Co	-	-	City Water Co	-	-
Colleen Grist	Phone:222-2622M...	-	Colleen Grist	545 Mapleque Road Vancouver...	-
Garcia's Event Space	Phone:553-2677M...	-	Lisa Garcia	27 Norman Wesley Way Montre...	-
Gina Han	Phone:514-9999M...	-	Gina Han	640 Lake Heights Road Regina ...	-
Hall's Promotional International	-	-	Christina Hall	Shrewsbury Rd Shropshire SY7 ...	-
Heather Gottas	Phone:613-6131M...	-	Heather Gottas	1208 Bidwell St. Saint John NB ...	-
Jacque Hudspeth	Phone:878-8787M...	-	Jacque Hudspeth	422 Worthington St. E. Vancouv...	-
Jane Horton	Phone:555-9999M...	-	Jane Horton	8728 - 103 Street NW Winnipe...	-
Jennifer Hargreaves	Phone:316-1116M...	-	Jennifer Hargreaves	1308 Arbutus St. Regina SK S4T...	-
Julie Hickey	Phone:999-9998M...	-	Julie Hickey	77 Huntley Street Ottawa ON K...	-



NOTE Use the **Search** field in the Report centre to access other lists. You can search for Classes, Recurring templates, etc.

▶ Summary reports vs. detail reports

There are two main types of reports in QuickBooks—Summary reports and Detail reports. Summary reports are designed to provide you summary information about customers, sales, expenses and more. An example is the A/R aging summary report. This report displays information on aging customer accounts. The report displays “summary” information. The information is displayed in a summary format. See the sample below.

Collapse Sort Add notes ✉️ 🖨️ ⬆️ ⚙️						
Long for Success -- Event Planning						
A/R Aging Summary						
As of December 20, 2024						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Adwin Ko		1,695.00				\$1,695.00
Anilkumar Pillai	4,407.00					\$4,407.00
Benjamin Yeung			8,249.00			\$8,249.00
Hazel Robinson				-974.63		\$ -974.63
Jordan Burgess		452.00				\$452.00
Lew Plumbing					-454.83	\$ -454.83
Whitehead and Sons	1,356.00	3,672.50				\$5,028.50
TOTAL	\$5,763.00	\$5,819.50	\$8,249.00	\$ -974.63	\$ -454.83	\$18,402.04

Detail reports are designed to provide you detailed information about customers, suppliers, expenses, and more. The **A/R aging detail** report displays detailed information on aging customer accounts. The report displays “detail” information. Instead of balances and summary information, the detail report includes individual transactions. See report sample below.

Long for Success -- Event Planning						
A/R Aging Detail						
As of December 20, 2024						
DATE	TRANSACTION TYPE	#	CUSTOMER	DUE DATE	AMOUNT	OPEN BALANCE
▼ 91 or more days past due						
09/07/2024	Payment		Lew Plumbing	09/07/2024	-3,738.61	-454.83
Total for 91 or more days past due					\$ -3,738.61	\$ -454.83
▼ 61 - 90 days past due						
13/10/2024	Payment		Hazel Robinson	13/10/2024	-9,415.73	-974.63
Total for 61 - 90 days past due					\$ -9,415.73	\$ -974.63
▼ 31 - 60 days past due						
04/10/2024	Invoice	1008	Benjamin Yeung	03/11/2024	904.00	904.00
04/10/2024	Invoice	1009	Benjamin Yeung	03/11/2024	7,345.00	7,345.00
Total for 31 - 60 days past due					\$8,249.00	\$8,249.00
▼ 1 - 30 days past due						
03/11/2024	Invoice	1011	Jordan Burgess	03/12/2024	452.00	452.00
03/11/2024	Invoice	1010	Adwin Ko	03/12/2024	1,695.00	1,695.00
17/11/2024	Invoice	1014	Whitehead and Sons	17/12/2024	3,672.50	3,672.50
Total for 1 - 30 days past due					\$5,819.50	\$5,819.50
▼ Current						
19/12/2024	Invoice	1013	Whitehead and Sons	18/01/2025	1,356.00	1,356.00
19/12/2024	Invoice	1016	Anilkumar Pillai	18/01/2025	4,407.00	4,407.00
Total for Current					\$5,763.00	\$5,763.00



NOTE Use the Search bar to easily find reports in QuickBooks Online.

▶ Key reports for your business

The two most important reports for most businesses are the Profit & loss report and Balance sheet report.

Profit and loss report

The profit and loss report provides you with your business' performance in any specific period of time. This report is also known as an income statement. It summarizes your income and expenses for the month or year (or any period), so you can tell whether you're operating at a profit or a loss. The report shows subtotals for each income or expense account in your chart of accounts. The last line shows your net income (or loss) for the month.

To create the Profit and Loss report:

1. Click **Reports**.
2. Scroll to the **Business overview** section and then click **Profit and loss**.

Long for Success -- Event Planning	
Profit and Loss	
January 1 - December 20, 2024	
	TOTAL
▼ INCOME	
Billable Expenses Income	33,643.50
Markup	3,947.55
Sales	15,750.00
Sales of Product Income	19,050.00
Services	3,600.00
Total Income	\$75,991.05
▼ COST OF GOODS SOLD	
Cost of Goods Sold	9,664.68
Cost of Sales - billable expenses	40,103.49
Inventory Shrinkage	0.00
Total Cost of Goods Sold	\$49,768.17
GROSS PROFIT	\$26,222.88
▼ EXPENSES	
Dues and Subscriptions	325.00
Insurance Expense-General Liability Insurance	3,000.00
Interest expense	1,235.00
Janitorial Expense	417.52
Rent Expense	15,000.00

Balance sheet report

This report provides a financial snapshot of your company as of a specific date. The report calculates how much your business is worth (your business's equity) by subtracting all the money your company owes (liabilities) from everything it owns (assets).

To create the **Balance sheet** report:

1. Click **Reports**.

2. Scroll to the **Business overview** section and then click **Balance sheet**.

Long for Success -- Event Planning	
Balance Sheet	
As of December 20, 2024	
	TOTAL
▼ Assets	
▼ Current Assets	
▼ Cash and Cash Equivalent	
Chequing	21,095.57
Total Cash and Cash Equivalent	\$21,095.57
▼ Accounts Receivable (A/R)	
Accounts Receivable	18,402.04
Total Accounts Receivable (A/R)	\$18,402.04
Inventory Asset	7,781.91
Total Current Assets	\$47,279.52
▼ Non-current Assets	
▼ Property, plant and equipment	
Accumulated Depreciation	-366.63
Furniture and Equipment	2,750.00
Total Property, plant and equipment	\$2,383.37
Total Non Current Assets	\$2,383.37
Total Assets	\$49,662.89
▼ Liabilities and Equity	
▼ Liabilities	

A/R aging summary report





This report summarizes the status of unpaid invoices in accounts receivable. For each customer who owes money, the report shows:

- What the customer owes for the current billing period.
- What the customer hasn't paid from previous billing periods.
- Subtotal balances for each job (if the customer has multiple jobs or projects (sub-customers) with your company).

To create the A/R aging summary report:

1. Go to **Reports**.
2. Scroll down to **Who owes you**.

3. Click **A/R aging summary**.

Collapse Sort Add notes    

Long for Success -- Event Planning

A/R Aging Summary
As of December 20, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Adwin Ko		1,695.00				\$1,695.00
Anilkumar Pillai	4,407.00					\$4,407.00
Benjamin Yeung			8,249.00			\$8,249.00
Hazel Robinson				-974.63		\$ -974.63
Jordan Burgess		452.00				\$452.00
Lew Plumbing					-454.83	\$ -454.83
Whitehead and Sons	1,356.00	3,672.50				\$5,028.50
TOTAL	\$5,763.00	\$5,819.50	\$8,249.00	\$ -974.63	\$ -454.83	\$18,402.04





A/P aging summary report

It summarizes the status of unpaid bills in accounts payable, showing what you owe, who you owe it to, and how much is overdue.

For each supplier to whom your company owes money, the report shows how much your company owes for the current and previous billing periods, and it shows the total amount. The report also shows the total amount owed to all suppliers.

To create the A/P aging summary report:

1. Click **Reports**.
2. Scroll to the **What you owe** section.
3. Click **A/P aging summary**.

Sort Add notes    

Long for Success -- Event Planning

A/P Aging Summary
As of December 20, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Jennifer Hargreaves				226.00		\$226.00
Kristina Gibson				508.51		\$508.51
TOTAL	\$0.00	\$0.00	\$0.00	\$734.51	\$0.00	\$734.51


Accounting reports

There are several important accounting reports available to you in QuickBooks Online. From the All reports page, click **For my accountant**. Important reports for you and your accountant can be found on this page. Key reports include:

- **Journal**—This report lists every transaction in a period and displays the debits and credits and displays them in date order.
- **General ledger**—This report displays all the activity (transactions) that occurred in an account over a period. It includes the beginning balance for each account.
- **Transaction list by date**—This report lists all the transactions that occurred within a period of time. The report is helpful if you need to review all your transactions in date order.

Transaction List by Date
Long for Success -- Event Planning
December 1-20, 2024

Date ↑	Transaction type ↕	# ↕	Posting ↕	Name ↕	Memo/Description ↕	Account full name ↕	Account full name ↕
07/12/2024	Payment	-	Yes	Whitehead and Sons	-	Chequing	Accounts Receivable
10/12/2024	Cheque	2072	Yes	Mark Howard	-	Chequing	-
10/12/2024	Cheque	2073	Yes	Town Electric & Gas Service	-	Chequing	-
10/12/2024	Cheque	2074	Yes	City Water Co	-	Chequing	-
10/12/2024	Cheque	2075	Yes	Bank of AnyCity	-	Chequing	-
10/12/2024	Cheque	2076	Yes	Michelle Long	-	Chequing	Owner's Equity - Draws
16/12/2024	Journal Entry	14	Yes	-	-	-	-
16/12/2024	Journal Entry	-	Yes	-	Filed sales tax	-	-
16/12/2024	Journal Entry	-	Yes	-	Filed sales tax	-	-
19/12/2024	Invoice	1013	Yes	Whitehead and Sons	-	Accounts Receivable	-
19/12/2024	Invoice	1016	Yes	Anilkumar Pillai	-	Accounts Receivable	-
19/12/2024	Payment	-	Yes	Anilkumar Pillai	-	Chequing	Accounts Receivable

 To learn about standard reports watch this video: <https://youtu.be/hbGYEPmNpXo>

▶ Reports display

Every report in QuickBooks comes with a set of common features and options that make it easy to analyze, customize, and interact with your data.

These features allow you to filter information, adjust date ranges, and tailor reports to meet your specific needs. To explore these capabilities, we'll use the **Transaction list by date** report as an example.

This report provides a detailed view of transactions sorted by date, making it a useful tool for understanding your company's financial activity over a specific period.

Basic report customization

You can do the following customizations on the report directly:

- 1. Report period**—Choose the report period from the drop-down menu or choose **Custom dates** and enter your own custom date range.
- 2. Report title**—You can change the title of the report when you click the pencil/edit icon next to the title
- 3. Columns**—Click the **Columns** option to add or remove columns to display on the report.

Back to reports Switch to classic view [Give feedback](#)

Report period: This year to date View options Columns Filter Group by General options More actions ▼ Save ▼

Transaction List by Date Refresh report

Long for Success -- Event Planning
January 1-December 20, 2024 Last updated a few seconds ago

Date ↑	Transaction type ⇅	# ⇅	Posting ⇅	Name ⇅	Memo/Description
26/01/2024	Deposit	-	Yes	-	-
26/01/2024	Journal Entry	1	Yes	-	-
29/01/2024	Cheque	2001	Yes	Cass Hayden	-
29/01/2024	Cheque	2002	Yes	Organization of Outstanding Ev...	-
30/01/2024	Cheque	2003	Yes	Mark Howard	-
01/02/2024	Cheque	2004	Yes	Town Electric & Gas Service	-
01/02/2024	Cheque	2005	Yes	City Water Co	-
06/02/2024	Cheque	2006	Yes	Venue Rental	-
06/02/2024	Billable Expense Charge	-	No	Oxon Insurance Agency	Venue Rental wi
23/02/2024	Purchase Order	1001	No	Hall's Promotional International	-
23/02/2024	Purchase Order	1002	No	Hall's Promotional International	-
23/02/2024	Estimate	1001	No	Ecker Designs	-
25/02/2024	Journal Entry	2	Yes	-	-
01/03/2024	Cheque	2007	Yes	Mark Howard	-

Columns ×

Add, remove and reorder the columns.

Drag columns to reorder.

- Date
- Transaction type
- #
- Posting
- Name
- A/P paid
- A/R paid
- Account
- Account #
- Account type

4. Filters—Click **Filters** to choose filters to add or remove information on the report.

Transaction List by Date
Long for Success -- Event Planning
January 1-December 20, 2024

Date ↑	Transaction type ↓	# ↓	Name ↓	Account full name ↓
26/01/2024	Deposit	-	-	Chequing
06/02/2024	Billable Expense Charge	-	Oxon Insurance Agency	Accounts Receivable
23/02/2024	Estimate	1001	Ecker Designs	Accounts Receivable
06/03/2024	Estimate	1002	Oxon Insurance Agency:Oxon ...	Accounts Receivable
09/03/2024	Invoice	1001	Ecker Designs	Accounts Receivable
27/03/2024	Invoice	1002	Oxon Insurance Agency:Oxon ...	Accounts Receivable
15/04/2024	Payment	-	Oxon Insurance Agency:Oxon ...	Chequing
15/04/2024	Payment	-	Ecker Designs	Chequing
11/06/2024	Invoice	1005	Oxon Insurance Agency:Oxon ...	Accounts Receivable
19/07/2024	Payment	-	Oxon Insurance Agency:Oxon ...	Chequing
09/08/2024	Invoice	1006	Cathy's Consulting Company	Accounts Receivable
22/08/2024	Estimate	1003	Abercrombie International Group	Accounts Receivable (A/R) - USD
22/08/2024	Payment	-	Cathy's Consulting Company	Chequing

Filter ?

Select how you want to filter your data. Clear all

Amount

is greater than or equals

5000

+ Add another filter

5. Group by—Click **Group by** to choose how to group information on the report (This is an optional selection.).

Transaction List by Date
Long for Success -- Event Planning
January 1-December 20, 2024

Date ↑	# ↓	Name ↓	Account full name ↓	Account full name ↓
▼ Deposit (1)				
26/01/2024	-	-	Chequing	-
Total for Deposit				\$3
> Billable Expense Charge (2)				
▼ Estimate (3)				
23/02/2024	1001	Ecker De...	Accounts Receivable	-
06/03/2024	1002	Oxon Ins...	Accounts Receivable	-
22/08/2024	1003	Abercro...	Accounts Receivable (...)	-
Total for Estimate				\$6
▼ Invoice (6)				
09/03/2024	1001	Ecker De...	Accounts Receivable	-
27/03/2024	1002	Oxon Ins...	Accounts Receivable	-
11/06/2024	1005	Oxon Ins...	Accounts Receivable	-
09/08/2024	1006	Cathy's ...	Accounts Receivable	-

Group by ?

Select how you want to group your data. Clear all

Group by

Transaction type

+ Add subgroup

After customizing a report, you have the option to save the report in the customized format. Click **Save**. The report is now saved in the Custom reports tab.

More actions

The More actions menu lets you do the following:

- 1. Add note**—Click this option to add a note to the report.
- 2. Export to Excel/.CSV**—Choose these options and QuickBooks downloads the report in the chosen format.

Transaction List to Date 2024
Long for Success -- Event Planning
January 1-December 20, 2024

Date ↑	#	Name	Account full name	Account full name	Amount
Deposit (1)					
26/01/2024	-	-	Chequing	-	\$35,000.00
Total for Deposit					\$35,000.00
Billable Expense Charge (2)					\$21,000.00 (Total)
Estimate (3)					
23/02/2024	1001	Ecker De...	Accounts Receivable	-	\$14,704.13
					\$236,891.10

Note

4000 characters max

- 3. Print or save as PDF**—Choose this option to save the report in PDF format.

Print or save as PDF
To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

Report Print Settings

Orientation: Portrait

Header

Repeat header

Content

Smart page break

1657e9f9-d80b-42b7-8... 1 / 1 58%

Long for Success -- Event Planning
Transaction List to Date 2024
January 1-December 20, 2024

DATE	#	NAME	ACCOUNT FULL NAME	ACCOUNT FULL NAME	AMOUNT
Deposit					
26/01/2024	-	-	Chequing	-	\$35,000.00
Total for Deposit					\$35,000.00
Billable Expense Charge					
08/03/2024		Osion Insurance Agency	Accounts Receivable	-	\$8,000.00
13/11/2024		Abercrombie International Group	Accounts Receivable	-	\$15,000.00
Total for Billable Expense Charge					\$21,000.00
Estimate					
23/02/2024	1001	Ecker Designs	Accounts Receivable	-	\$14,704.13
08/03/2024	1002	Osion Insurance Agency Osion - Holiday Party	Accounts Receivable	-	\$10,170.00
22/08/2024	1003	Abercrombie International Group	Accounts Receivable (A/R) - USD	-	\$40,915.00
Total for Estimate					\$66,919.13
Invoice					
09/03/2024	1001	Ecker Designs	Accounts Receivable	-	\$14,704.13
27/03/2024	1002	Osion Insurance Agency Osion - Holiday Party	Accounts Receivable	-	\$10,170.00
11/06/2024	1005	Osion Insurance Agency Osion - Retreat	Accounts Receivable	-	\$9,284.66
09/08/2024	1008	Cathy's Consulting Company	Accounts Receivable	-	\$10,226.26
23/08/2024	1007	Hazel Robinson	Accounts Receivable	-	\$9,441.10
04/10/2024	1009	Benjamin Young	Accounts Receivable	-	\$7,345.00
Total for Invoice					\$66,919.13
Payment					
15/04/2024		Osion Insurance Agency Osion - Holiday Party	Chequing	Accounts Receivable	\$10,170.00
15/04/2024		Ecker Designs	Chequing	Accounts Receivable	\$14,704.13
19/07/2024		Osion Insurance Agency Osion - Retreat	Chequing	Accounts Receivable	\$9,284.66
22/08/2024		Cathy's Consulting Company	Chequing	Accounts Receivable	\$10,226.26
13/10/2024		Hazel Robinson	Chequing	Accounts Receivable	\$9,441.10
Total for Payment					\$53,806.00
					\$236,891.10

Close Save as PDF Print

- 4. Share report**—Choose this option to share the report with other team members in your company.

The dialog box is titled "Share report 'Transaction List to Date 2024'?" and includes a close button (X) in the top right corner. Below the title, it says "Share with others" and has a toggle switch that is currently turned on, with the text "Visible to anyone with access to report." below it. At the bottom, there are two buttons: "Cancel" and "Done".

- 5. Email report**—Choose this option to email the report as an attachment. Choose the report type that works best for you.

The dialog box is titled "Send Transaction List to Date 2024" and includes a close button (X) in the top right corner. It contains several fields: "To" and "Cc" (both with placeholder text "Separate multiple emails with commas"), "Subject" (with text "Transaction List to Date 2024"), "Format" (with radio buttons for "Excel" (selected), "CSV", and "PDF"), and "Message" (with a text area containing: "Hello, Attached is the 'Transaction List to Date 2024' report for Long for Success -- Event Planning. Regards, Bob Smith"). At the bottom, there is a "FileName" field with the text "Transaction List to Date 2024.xlsx" and two buttons: "Cancel" and "Send email".

- 6. Add to management reports**—Choose this option to add the customized report to the Management reports section. You can add the report to an existing report or create a new one.

The dialog box is titled "Add to management reports" and includes a close button (X) in the top right corner. It contains two radio buttons: "Create a new management report" (selected) and "Add to an existing management report". Below this, it says "Enter a name for the management report" and has a text input field with the text "Transactions 2024". At the bottom, there are two buttons: "Cancel" and "Add".

 To learn how to customize reports watch this video: <https://youtu.be/6rcgh-ks3rw>