

Getting the Most from your Management Reports

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Goals of this seminar

- Teach you how to fish – Intuit has fed you over 140 fish, now it's your turn
- Setting Report preferences
- Modify reports for how they are displayed
 - Time periods
 - Total by
 - Additional columns
 - Sort by
- Advanced button on Display tab in Modify Report window
- Report filters explained
- Creating custom summary and detail reports
- Memorizing reports
- Using Report Groups in Memorized Report list
- Adding reports to Icon Bar
- Printing options
- Addressing performance issues
- Exporting reports to Excel

Report Preferences

- Multiple windows like two monitors
- Company Preferences
 - Display accounts by Name, Number, Description
 - Format – change fonts
 - Negative Numbers
- My Preferences
 - Refresh automatically (performance issue)
 - Prompt me to modify

Report Display

- Balance Sheet – Prev Period, \$ change, mid-year vs beginning of year
- P&L with YTD and % of Income
- P&L by Class, eliminate non-zero column
- Time periods – Payroll Sum by Qtr
- Total by – Cash Basis A/R by Customer

- Filtered by Paid Status = Open, Advanced = As of Report Date
- P&L by Customer Type (only available thru custom report)

Report Filters

- Overview of filters available
- Transaction type: Balance sheet, checking account, multiple transaction types for checks and deposits (eliminate Balance column)
- Payroll liability accounts – filtered for checks and payroll liability checks
- Use Tax (memo) – Custom transaction detail report
- Entered/Modified (dates or by whom) – Checks Written Today

Custom Reports

- Customer Deposits
- Employee Advances
- Labor income by Item

Memorizing Reports

- Modify report to your liking, columns
- No “Custom” dates
- Add to a Group
- Group numbers sort first (at top) in list
- Use Icon Bar for regular use
- Use Icon bar as a backup method

Printing Options

- Portrait or Landscape
- Smart page breaks
- # of pages wide
- Page break after major grouping (Balance Sheet)

Exporting to Excel

- Advanced options tab – Auto filtering
- Payroll reports Summarized in Excel

Performance Issues

- Multi-user environment
- Modify Report display preference
- Refresh automatically preference
- Transaction display dates in Customer, Vendor, and Employee Centers

ESSENTIALS OF LIABILITY REPORT