

Chapter 16

Reporting Tips and Tricks

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- Company Snapshot—*New for 2009!*
- Using the Report Center
- Reporting Preferences
- Modifying Reports
- Report Groups
- Memorized Reports
- Exporting and Importing Report Templates
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Intuit Statement Writer—*New for 2009!*

Intuit Statement Writer (ISW) is a new, extremely powerful and flexible reporting tool available in the QuickBooks Premier Accountant 2009 (fee applies) and all editions of QuickBooks Enterprise Solutions 9.0 (included in all editions with no additional fee). With the Intuit Statement Writer, you can create Generally Accepted Accounting Principles (GAAP) compliant financials from your client's QuickBooks data.

Intuit Statement Writer uses Microsoft Excel as the platform for creating customized financial reports from your client's QuickBooks data. Additionally, ISW keeps the statements synchronized with changes in the QuickBooks data.

The Intuit Statement Writer works with Excel 2003 or newer. (Note: ISW will *not* work with Microsoft Excel 2003 Standard Edition, 2003 Student Edition, or 2003 Small Business Edition.)



Rescue Me!

For the Intuit Statement Writer 2009 to work properly, Microsoft Excel must be installed *before* the QuickBooks software. If it is not working properly, try uninstalling the QuickBooks software and reinstalling QuickBooks including any patches that you have previously installed.

For additional information about working with Microsoft Excel 2007, click on the link "About Opening Statements with Microsoft Excel 2007" from the Welcome to Intuit Statement Writer 2009 dialog.



Digging Deeper

The ISW feature replaces the Financial Statement Designer (FSD) reporting tool used in prior versions of QuickBooks. However, your previously created Financial Statement Designer documents can be converted and used with the new Intuit Statement Writer.

To convert your previously stored Financial Statement Documents to ISW format, download this free conversion tool:

http://accountant.intuit.com/isw_convert

Benefits of Using the Intuit Statement Writer

The ISW tool is used primarily by accounting professionals who produce financials directly from their client's QuickBooks data. Benefits of using the new Intuit Statement Writer include:

- Creating customized, professional financial statements from your client's QuickBooks data.
- Using one of the many templates to create your own statements. Templates come in a variety of formats for Balance Sheets, Income Statements, Cash Flow Statements, and Budget to Actual Statements.
- Using Microsoft Excel (Excel 2003 or newer) as the platform for customizing, adding all the additional features, and reporting flexibility available in Excel.
- Refreshing customized financials with current QuickBooks data without leaving the ISW tool.
- Combining multiple QuickBooks account lines into one line on financial statements without changing your client's QuickBooks data.
- Adding your own rows or columns of detail.
- Drilling down to QuickBooks data and making changes to transactions within the ISW tool.
- Easily viewing and adding any missing accounts not included in the current statement.
- *NEW* preparing customized Budget versus Actual reports from QuickBooks data (*not* available with the Financial Statement Designer).
- Create supporting documents using your Client's QuickBooks data.

Functions of the Intuit Statement Writer

Customizing your client's financials with QuickBooks Premier Accountant 2009 or QuickBooks Enterprise Solutions 9.0 is easy with all the built-in flexible features of the Intuit Statement Writer.



Digging Deeper









When you first launch the Intuit Statement Writer 2009 from your QuickBooks data, you have the options to use it free for 30 days, go online to purchase, or to enter your license and product code from your purchase.

The ISW tool is available without an additional charge for QuickBooks Enterprise Solutions 9.0 clients.

ISW Icon Functionality

The Intuit Statement Writer tool functionality is simplified by the use of ISW specific icons. These icons are only available when you have launched an ISW statement from QuickBooks. Hover your mouse over these icons for quick one-click access to common features in the ISW tool (see Table 16.1).

Table 16.1 Intuit Statement Writer Icon Functionality

Icon	Icon Description	Function
	Create a new statement	Select to begin generating a new statement from one of the many templates. Opens a new Excel window.
	Open an existing statement	Opens an existing statement (.qsm file extension).
	Save the statement	Saves the current statement to a default path.
	Save As	Option to save as a .qsm with a different name or to a different location.
	Roll up selected rows	Customize financials by “grouping” multiple rows together into one row.
	Refresh from QuickBooks	Use to refresh statement data when QuickBooks data has changed.
	Zoom into QuickBooks	Available from a QuickBooks data cell, switches the active window to QuickBooks, displays detail for that account or group of accounts.
	Statement Writer Help	Opens ISW tool help.

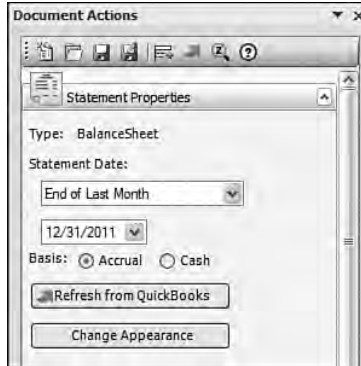
Statement Properties

When you need to modify properties that will affect the entire statement, not just a specific row or cell, you will probably find the feature in the Statement Properties pane of the ISW Document Actions.

The Statement Properties pane (as shown in Figure 16.1) controls changes made to the entire financial statement:

- **Statement Date**—Custom dates or a variety of preset dates.
- **Basis**—Accrual or Cash financial reporting.
- **Refresh from QuickBooks**—Updates the current statement when changes have been made to the QuickBooks data.

- **Change Appearance**—Opens a separate dialog that enables you to customize font, size, colors, and other settings affecting the appearance of the financials.

**FIGURE 16.1**

Statement Properties control options for the entire statement.

Row Properties

To make a change to a specific row, and not affect other rows, you will want to review the features of the Row Properties pane of the ISW Document Actions.

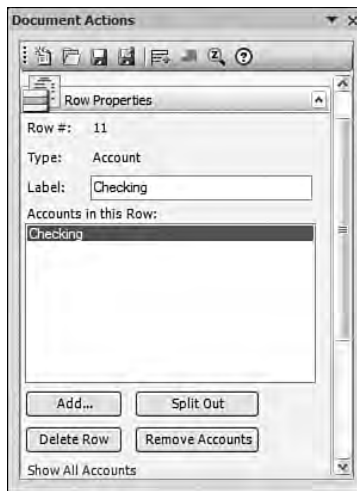
The Row Properties shown in Figure 16.2 affect formatting for the selected row and offer the following functionality:

- Changing the label of the cell (with the cell selected); the default is the account name.
- Rolling up accounts (combining multiple lines into one row).
- Splitting out rows that were previously combined.
- Removing accounts from a statement.
- Reversing all the positive and negative numbers in the row by using the Reverse sign.



Digging Deeper

Did you know that to change the text in a row label, you can make the change directly in the Row Properties pane with the row selected, or simply type the new text directly into the appropriate cell of the spreadsheet? Entering new text using either of these options updates the Row Properties pane and the row label viewed for the statement.

**FIGURE 16.2**

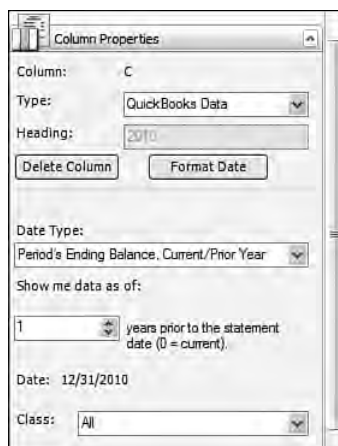
Use the Row Properties options to control the data you view in a particular row.

Column Properties

Use the Column Properties pane (see Figure 16.3) to affect the properties of an Excel column. The options available in the Column Properties pane change, depending on the type of column that is current when the pane is selected.

- **Type**—Choose the type of data in the column; Accounts (the column or statement header), Normal (blank), % of Budget (budget templates), % of the whole (column total), QuickBooks Data, and Variance are all choices. Each type has its own unique column property options.
- **Heading**—Use to modify the column header; the benefit is that changing it in ISW will not change the column header for that same report in QuickBooks.
- **Delete Column**—Click to select the column you want to delete and then select the Delete Column button on the Column Properties pane. You have to use the ISW Delete Column function because the Excel worksheet is protected from using the Excel delete command.
- **Date Type**—Just as in QuickBooks, we can prepare reports for “Current Month,” “Current Fiscal Year,” and “Current Month to Date” as well as “Custom” to name just a few of the choices. The ISW tool also offers these “dynamic” date options. Create a statement with a “dynamic” date and each time you prepare the statement, QuickBooks will look to refresh with current data for that requested accounting period.

- **Show me data as of**—Use to create multi-period statements, for example, this period and this year-to-date. Use when you have more than one column of data in your statement.
- **Class**—If your client uses “classes” in QuickBooks, you also create an Income Statement by Class. Only income, other income, cost of goods sold, expenses, and other expense type accounts can be reported by “class.”

**FIGURE 16.3**

Column Properties control the contents of the currently selected column.



Rescue Me!

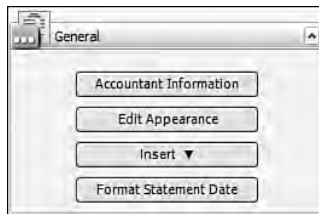
Although column properties include the option to prepare financials by “class,” the list that QuickBooks uses to departmentalize financials, the ISW tool, offers only an Income Statement by Class, *not* a Balance Sheet by Class.

General

These General ISW actions shown in Figure 16.4 include:

- **Accountant Information**—Firm name, address, and other similar information. Once this information is stored, it will be available for all client data files opened with your registered copy of QuickBooks Premier Accountant 2009 or QuickBooks Enterprise Solutions 9.0.
- **Edit Appearance**—Same options as the “Change Appearance” under the Statement Properties pane.

- **Insert**—Option to insert specific information into a specific cell of the Statement. Information that can be inserted includes accountant information, client information, reporting basis, and statement date.
- **Format Statement Date**—Options to tell the ISW tool how to present dates, in alpha numeric, numeric only on the statement. You can also indicate how you want to customize the heading text for the date range.

**FIGURE 16.4**

Use the General menu option to insert your preparer information as well as other items.

Help?

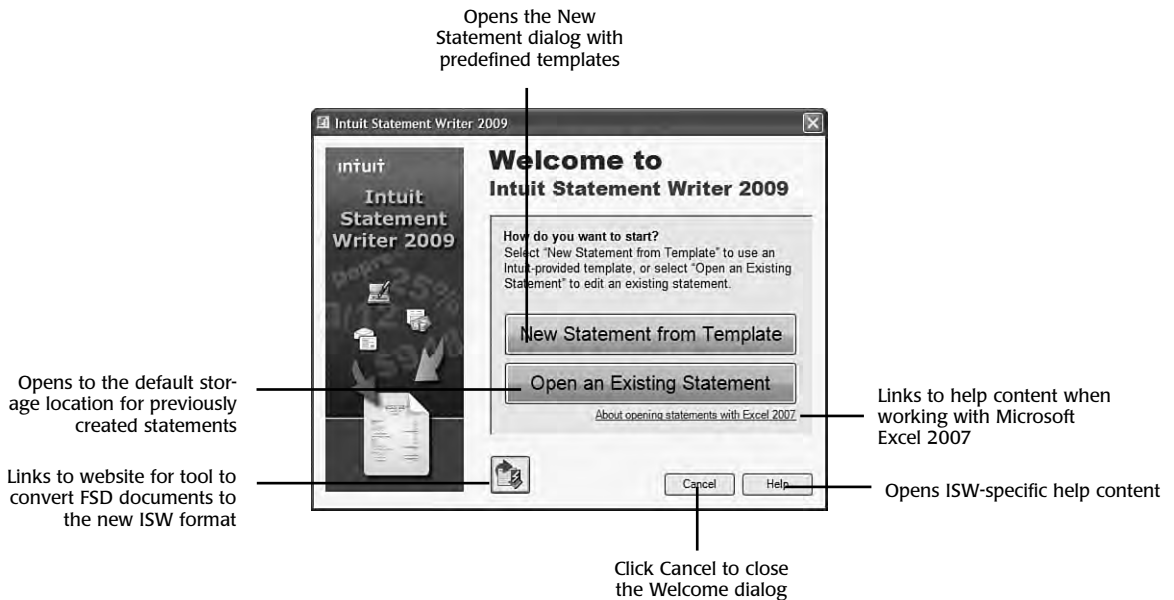
With Intuit Statement Writer specific help content, you can search for a specific topic or show a table of contents.

How to Use the Intuit Statement Writer

You have been introduced to the menu options available in the new ISW. The following section provides more detailed instructions for you to try the many features available.

Follow along with these instructions using your data or your client's data. Remember, this tool is only available with QuickBooks Premier Accountant 2009 (fee applies) or QuickBooks Enterprise Solutions 9.0 (all editions, no additional fee).

1. Click the Accountant menu (or, alternately, the Reports menu) and select Intuit Statement Writer. The Welcome to Intuit Statement Writer 2009 dialog opens as shown in Figure 16.5.

**FIGURE 16.5**

Welcome screen after launching the Intuit Statement Writer 2009 from within QuickBooks.

2. Select the option to create a **New Statement from Template** (as shown in Figure 16.6). Choose from the listed templates or Open an Existing Statement that was previously created and saved; these file types will have a file extension of .qsm.
3. To try these features for the first time using the following detailed instructions, from the New Statement dialog select the **Balance Sheet**, choosing the **Selected and Prior Year** template.



Digging Deeper

You can also convert your previously saved Financial Statement Designer documents to the Statement Writer format by selecting the icon on the lower left as shown in Figure 16.5. When this icon is selected you are directed to the http://accountant.intuit.com/isw_convert website to download a conversion tool you will need to launch when converting your FSD documents to an ISW statement.

If you are opening a previously stored ISW statement, the default path for these is "My Documents\Intuit\Intuit Statement Writer\[Company Name – e.g. Rock Castle]\statement name. qsm."

Don't forget to include this folder in your backup process. Backing up a QuickBooks data file does not include backing up your ISW statements.

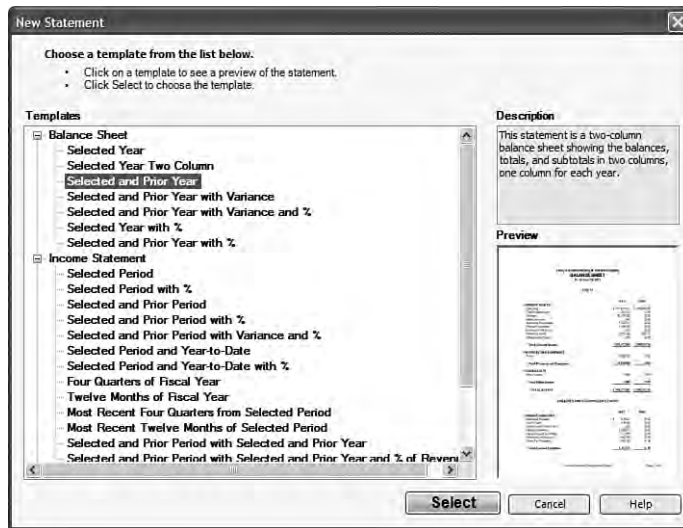
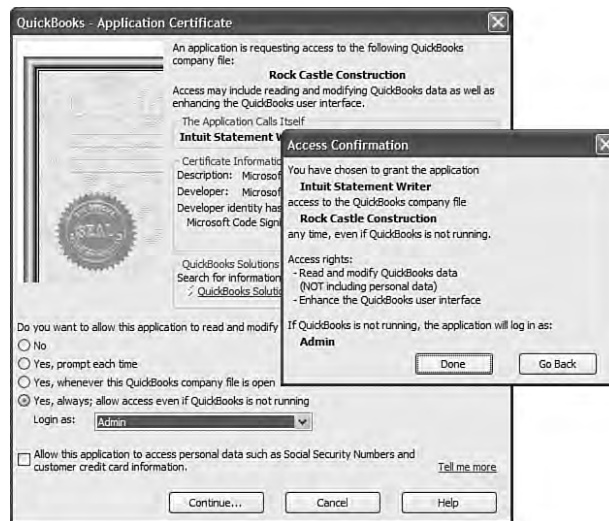


FIGURE 16.6

QuickBooks provides templates to make creating your own customized financials easy.

4. If this is the first time you have launched the ISW tool, you will be asked to grant permission (see Figure 16.7) for this application to access the QuickBooks data file. Simply select the appropriate radial button to enable this application to read and modify the QuickBooks data. Click **Continue**.

**FIGURE 16.7**

Initially, you will be asked to grant permission to this application to access the QuickBooks data file.

5. The Access Confirmation dialog opens notifying you that you have granted access for this application to the QuickBooks data. Click **Done**.
6. Select the **Statement Date** from the available drop-down options, or choose to put in a custom date. Click **Create**.
7. Click **Close** after reviewing the tips on the Getting Started with Intuit Statement Writer dialog. Optionally, select the box in the lower left to **Don't show this dialog** again.
8. Microsoft Excel opens with the selected Template using data from the currently opened QuickBooks file.

You are now prepared to try each of the following exercises.

Modifying the Statement Appearance

When you want to change the font, bold a column header, or even apply italicized formatting, you will use the features of the Change Appearance button.

Clicking the Change Appearance button in the Statement Properties pane opens a separate design window in which you can change the fonts, size, and other text settings that are used in the statement. With this tool you can:

- Specify the appearance of the current statement
- Save the appearance settings
- Apply saved appearance settings to the entire statement
- Change a portion of the statement
- Create and save custom appearance settings
- Set the default appearance for all statements

A variety of predefined appearances are included with the ISW. You can also create and save your own custom created appearance settings.

1. To modify the **Balance Sheet-Selected and Prior Year** statement's appearance (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. With the ISW statement opened, select the **Statement Properties** from the ISW Document Actions pane. Expand the view by clicking on the arrow.
3. Click on the **Change Appearance** tab.
4. An Edit Appearance dialog opens showing a “Preview using Sample Data” as shown in Figure 16.8.



FIGURE 16.8

Conveniently use the Edit Appearance dialog to create default styles for your statements.

5. Click with your mouse on any of the sample data fields or heading fields shown in the sample preview dialog and to the left will be options to change the font, font size, and how to present negative amounts on your financials.
6. Optionally, select your changes to **Save as Default** or click **Save As** to store your changes to the current statement.

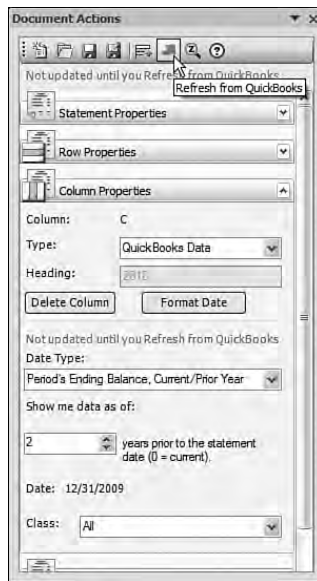
Saving these format changes for future use can save time when creating statements for other client's customized financials. The statement appearance is saved with a .qss file extension and can only be opened and used when in the Intuit Statement Writer tool. In a multi-user QuickBooks environment, save these statement appearance files to a shared network location for all users to access.

Modifying the Column and Statement Data Reported

When customizing your client's financials, you can add more years to the statement or change the number of years displayed.

Select the Statement Date drop-down menu to modify the specific accounting period being reported in a single column of your statement.

1. To modify column data (and affect the entire statement's data) in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled "How to Use the Intuit Statement Writer."
2. With the ISW statement opened (in this example, the **Balance Sheet-Selected and Prior Year**), click with your mouse cursor Column C to select that specific column of data.
3. On the right is a pane specific to the ISW tool called Document Actions. Select the **Column Properties** section and expand the view by clicking on the arrow.
4. From the options available, select **Show me data as of** and change the 1 to 2 to represent two years.
5. Click on the **Refresh from QuickBooks** icon as shown in Figure 16.9 to refresh the current statement with the new dates.

**FIGURE 16.9**

Intuit Statement Writer provides a warning that the statement has changed and the data needs to be refreshed.

6. ISW changes the data and date for the column selected.

Remember, when you want to modify data in a column, make sure that you click with your mouse pointer in the column you want to change, selecting the appropriate column.

Adding a Column

Intuit Statement Writer offers improved functionality and ease when you want to add columns of data.

1. To add a column in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. With the ISW statement opened (in this example, the **Balance Sheet-Selected and Prior Year**), click with your mouse cursor in Column D.
3. With Column D selected, as shown in Figure 16.10, select the **Type** drop-down menu and choose the type of column you will add. In this example, we are adding a Variance column type. ISW creates a new variance column displaying the difference between Column B and C as shown in Figure 16.11.

Rock Castle Construction
BALANCE SHEET
As of December 31, 2011

ASSETS

	2011	2010
CURRENT ASSETS		
Checking	46,969.10	36,810.16
Savings	17,910.19	15,881.03
Petty Cash	500.00	500.00
Accounts Receivable	93,007.93	21,249.39
Undeposited Funds	2,440.00	18,252.08
Inventory Asset	30,121.33	12,767.04
Employee Advances	832.00	770.00
Pre-paid Insurance	4,050.00	4,943.02
Retainage Receivable	3,703.02	1,796.72
Total Current Assets	199,533.57	112,969.44
PROPERTY AND EQUIPMENT		
Furniture and Equipment	34,326.00	22,826.00
Vehicles	78,936.91	78,936.91
Buildings and Improvements	325,000.00	325,000.00
Construction Equipment	15,300.00	15,300.00
Land	90,000.00	90,000.00
Accumulated Depreciation	(110,344.60)	(110,344.60)

FIGURE 16.10

Adding columns and customizing the type of column offers even more flexibility when creating financials that meet your client's specific needs.

Rock Castle Construction
BALANCE SHEET
As of December 31, 2011

ASSETS

	2011	2010	Variance
CURRENT ASSETS			
Checking	46,969.10	36,810.16	\$ 10,158.94
Savings	17,910.19	15,881.03	2,029.16
Petty Cash	500.00	500.00	0.00
Accounts Receivable	93,007.93	21,249.39	71,758.54
Undeposited Funds	2,440.00	18,252.08	(15,812.08)
Inventory Asset	30,121.33	12,767.04	17,354.29
Employee Advances	832.00	770.00	62.00
Pre-paid Insurance	4,050.00	4,943.02	(893.02)
Retainage Receivable	3,703.02	1,796.72	1,906.30
Total Current Assets	199,533.57	112,969.44	86,564.13
PROPERTY AND EQUIPMENT			
Furniture and Equipment	34,326.00	22,826.00	11,500.00
Vehicles	78,936.91	78,936.91	0.00
Buildings and Improvements	325,000.00	325,000.00	0.00
Construction Equipment	15,300.00	15,300.00	0.00
Land	90,000.00	90,000.00	0.00
Accumulated Depreciation	(110,344.60)	(110,344.60)	0.00

FIGURE 16.11

This statement now includes a variance column easily added from the Column Properties actions.

Adding a Row

Need to add an account row to your stored statement? Not sure if the account is already in the statement? Rest assured that if the ISW tool detects the account is already in a different row, it will remove the extra occurrence of the data field.

1. To add a row in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. With the ISW statement opened (in this example, the **Balance Sheet-Selected and Prior Year**), click with your mouse cursor on the Excel row number *one row below* where you want to add the new row.
3. With the entire row selected, right-click with your mouse pointer, and select the Excel option to Insert. Excel will insert a blank row.
4. Place your mouse pointer in the newly created blank row.
5. With the newly created row selected, open the **Row Properties** and select the **Add Accounts** button.
6. ISW will open an Add Accounts dialog listing in red any accounts that are missing.
7. Place a check mark in the account(s) you want to add to the statement as shown in Figure 16.12. In this example, we are adding the Petty Cash row back into the statement.

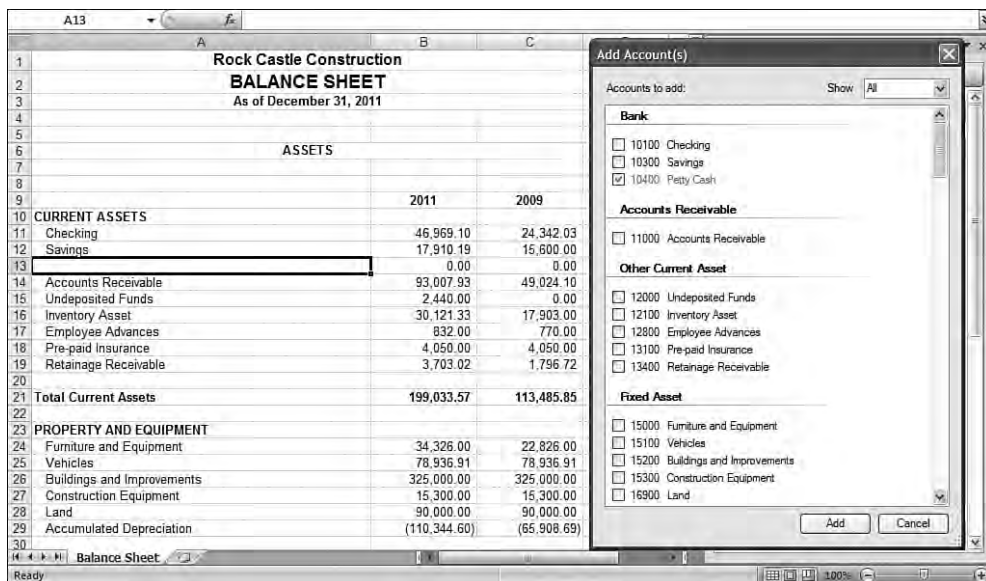


FIGURE 16.12

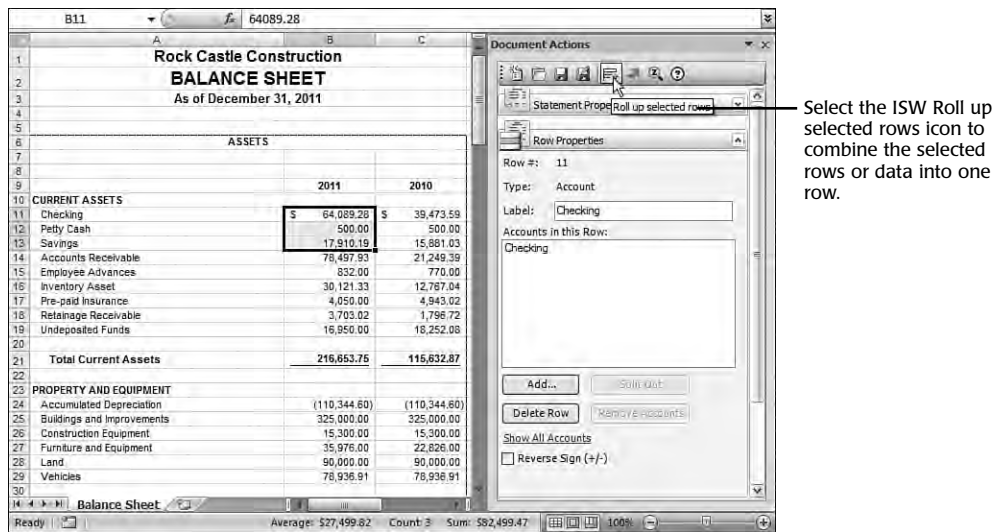
Selecting the Add Accounts from Row Properties, ISW displays in red any missing accounts.

8. If you need to add a missing account to an existing row, click your mouse pointer in the row you want to add the account to. Open the **Row Properties**, and from the **Accounts in this Row** pane select the specific QuickBooks account (if more than one is shown) and select the **Add** button.
9. ISW will add the total of the newly added account to the existing row data. A red diamond will appear in the top right of the cell for the displayed statement. Hover your mouse over the diamond and ISW provides details of what accounts are included in that cell.

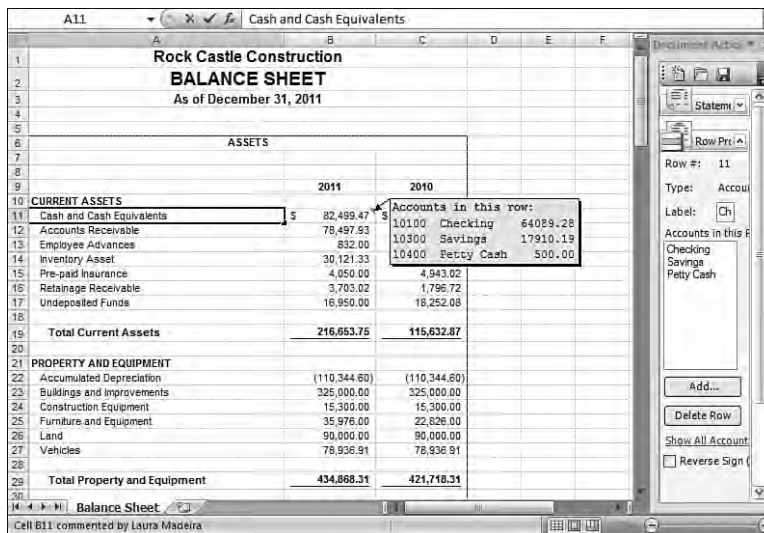
Combining Account Rows

QuickBooks offers users a lot of flexibility when working with a chart of accounts. Often, too many chart of account list items have been created since your last review of the data. The ISW tool enables you to create customized financials grouping accounts together without affecting the client's original chart of accounts.

1. To combine accounts in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. With the ISW statement opened (in this example, the **Balance Sheet-Selected and Prior Year**), click with your mouse cursor, highlighting any two or more cells that you want to combine into a single row. In the example shown in Figure 16.13, we have selected the cells for the amount in Checking, Savings, and Petty Cash.
3. With the cells or rows selected that you want to “roll up,” simply click on the **Roll up selected rows** icon from the ISW toolbar. The rows automatically roll up into one, as shown in Figure 16.14.
4. Optionally, rename the label either in the Row Properties pane or directly in the cell. Figure 16.14 shows the row was renamed to *Cash and Cash Equivalents*.

**FIGURE 16.13**

Select multiple rows of data to roll up into one row.

**FIGURE 16.14**

Multiple cash rows have rolled up into one single row of data.

5. Hover your mouse over the red triangle that appears in the upper right corner of the cell to see a note of what accounts are included in the new cell total.

One of the most efficient uses in customizing your client's financials is the capability to combine "like" rows of data into a single row. Your financials will be more professional in appearance, while not affecting the client's chart of accounts.

Splitting Out Previously Combined Account Rows

Use the Split Out button if after reviewing your ISW prepared financials, you determine that you need to "split out" rows that were previously grouped into one row.

1. To split out previously combined accounts in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled "How to Use the Intuit Statement Writer."
2. With your mouse, select the Excel cell with multiple accounts assigned that you want to "split out."
3. Open **Row Properties** from the Document Actions pane. Click on the arrow to expand the details.
4. The multiple accounts assigned will appear in the pane titled **Accounts in this Row**. Highlight in the box the account (or use the shift key on your keyboard to select multiple accounts).
5. With the account(s) selected in the **Accounts in this Row**, click on the **Split Out** button. In the example shown in Figure 16.15, selected is the cell for the amount in Cash and Cash Equivalents.

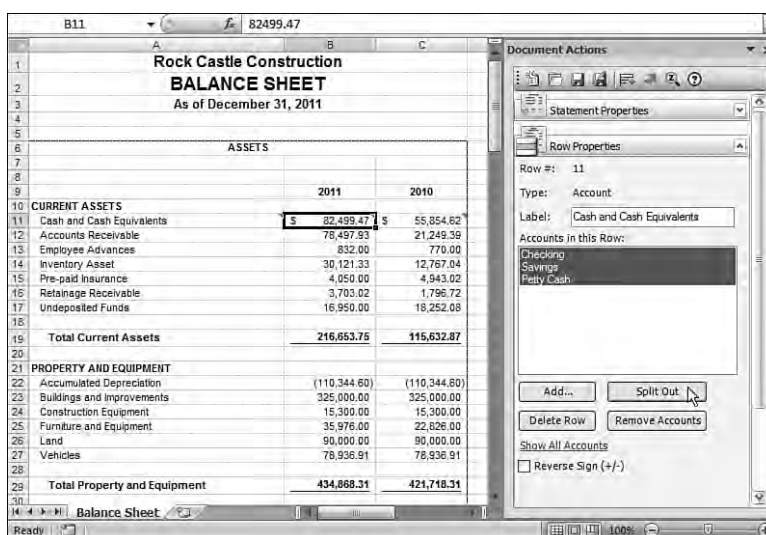


FIGURE 16.15

Split out previously combined rows of data.

6. The ISW tool removes the previously combined rows and places them as individual rows on the statement, updating the total balances. Don't forget to rename the first account row label with its original default account name.

When a New Account Is Added to QuickBooks

The ISW tool will provide you with a list of new accounts that have been added to the QuickBooks data since last preparing the statement. You no longer have to use a “work-around” to determine exactly what new accounts your customer created since your last data review.

1. To test this functionality, use the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using) and follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. With the ISW statement opened (in this example, the **Balance Sheet-Selected and Prior Year**), return to QuickBooks by clicking on the QuickBooks menu option on your computer task bar.
3. In QuickBooks, create a new account. Select **Lists, Chart of Accounts** and on the **Account** drop-down menu, select **New**.
4. Select the radial button for **Bank Account** (or whatever type of account you want to create).
5. Click **Continue** after selecting the appropriate type of account.
6. Give the account a name. Click **Save & Close**.
7. Return to the Intuit Statement Writer. Click on the **Refresh from QuickBooks** button from the Document Actions icon pane.
8. Your ISW Statement data is updated to include this new account and a message is provided indicating the new account was added.

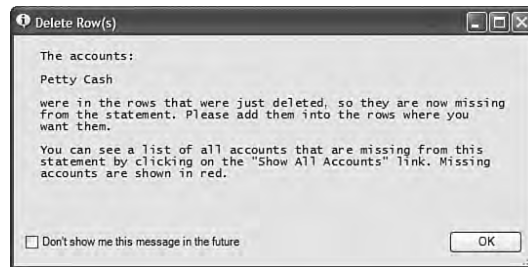
You never need to worry about your statement being “out of balance” from the QuickBooks data. The ISW Show all Accounts link in the Row Properties pane displays in red any accounts found in QuickBooks that are not included in the current statement.

Deleting Rows

The ISW tool creates a “locked” worksheet that will not enable you to delete rows in a statement using the Excel delete option. However, the ISW Document Actions pane provides you with the tool to delete rows.

1. To remove rows in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”

2. With the ISW statement opened (in this example, the **Balance Sheet-Selected and Prior Year**), click with your mouse cursor in any row that you want to delete.
3. From the Document Actions, select **Row Properties**. From the Row Properties in the **Accounts in this Row** option, select the account you want to delete.
4. Click the **Delete Row** button.
5. ISW removes the row and adjusts the statement total. A Delete Row(s) dialog appears as in Figure 16.16, detailing the account that was deleted and letting you know that the account is now missing from the statement.

**FIGURE 16.16**

The ISW tool provides details whenever an account is removed from statement.

See the following section for details on how to view accounts that have been removed from a statement.

Viewing Missing Accounts

This section details how to easily view all the accounts included in the current statement as well as identifying in red any accounts missing in the statement but appear in the currently open QuickBooks data file.

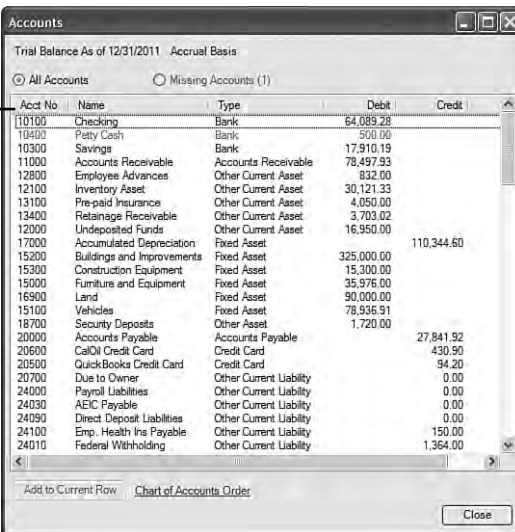
The Accounts dialog is in an easy-to-view Trial Balance format, so you can see not only which accounts are not included but the value of the data assigned to that account.

Additionally, after removing an account from the statement using the instructions in the previous section, you can see a list of missing accounts in the statement.

1. To view missing accounts in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”

2. Click the **Show All Accounts** link in the **Row Properties** pane.
3. ISW provides a list of all accounts in Trial Balance format with missing accounts listed in red, as shown in Figure 16.17.

Accounts in red indicate that the account is in the QuickBooks data but missing in this ISW statement.



Acct No	Name	Type	Debit	Credit
10100	Checking	Bank	64,089.28	
10400	Petty Cash	Bank	500.00	
10300	Savings	Bank	17,910.19	
11000	Accounts Receivable	Accounts Receivable	78,497.93	
12800	Employee Advances	Other Current Asset	832.00	
12100	Inventory Asset	Other Current Asset	30,121.33	
13100	Pre-paid Insurance	Other Current Asset	4,050.00	
13400	Retainage Receivable	Other Current Asset	3,703.02	
12000	Undeposited Funds	Other Current Asset	16,950.00	
17000	Accumulated Depreciation	Fixed Asset		110,344.60
15200	Buildings and Improvements	Fixed Asset	325,000.00	
15300	Construction Equipment	Fixed Asset	15,300.00	
19000	Furniture and Equipment	Fixed Asset	35,976.00	
16900	Land	Fixed Asset	90,000.00	
15100	Vehicles	Fixed Asset	78,936.91	
18700	Security Deposits	Other Asset	1,720.00	
20000	Accounts Payable	Accounts Payable		27,841.92
20600	CalDI Credit Card	Credit Card		430.90
20500	QuickBooks Credit Card	Credit Card		94.20
20700	Due to Owner	Other Current Liability		0.00
24000	Payroll Liabilities	Other Current Liability		0.00
24030	AEC Payable	Other Current Liability		0.00
24090	Direct Deposit Liabilities	Other Current Liability		0.00
24100	Emp. Health Ins Payable	Other Current Liability		150.00
24010	Federal Withholding	Other Current Liability		1,364.00

FIGURE 16.17

The Accounts dialog will list all the accounts in the statement; those in red are not currently included in the statement.

4. To add the missing row, select the row in the Accounts dialog and select the button to **Add to Current Row**. If you are not adding to a current Excel row, create a new row to add the data to. Detailed instructions are included in the section titled “Adding a Row” earlier in this chapter.

With this trial balance view of all accounts, changes your clients made to accounts between reviews will be easily detected.

Deleting Columns

The ISW tool creates a “locked” worksheet that will not enable you to delete a column in a statement using the normal Excel delete option. However, the ISW Document Actions pane provides you with the tool to delete columns.

1. To delete a column in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 earlier in the section titled “How to Use the Intuit Statement Writer.”

2. With the ISW statement opened, click with your mouse cursor in any column that you want to delete.
3. From the Document Actions pane, select **Column Properties**. Click the **Delete Column** button to remove the column.

Adding Preparer Information

The ISW tool is designed primarily for accounting professionals to assist in the preparation of customized GAAP compliant financials as stated in the beginning of this chapter.

The ISW tool provides a menu option to add your specific preparer information to your statements. Once this information is added, it will be available for all ISW statements for different clients.

1. To add preparer information in the **Balance Sheet-Selected and Prior Year** statement (or whatever template you are using), follow steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. If this is your first time using the ISW tool and you have not previously stored your preparer information, select the arrow on the **General** menu option from the Document Actions pane to open up the general menu options.
3. Click on the **Accountant Information** button and enter the information you want to appear on your customized financials (see Figure 16.18).

The information entered here will appear for all client files you open with this registered copy of QuickBooks.

Accountant Information

Enter any information that you wish in here. FSD can enter this information automatically into your statements and documents.

Firm Name: John Smith & Company, CPA's

Name: John Smith Initials: JS

Address: 123 Main Street

City: Anywhere State: TX Zip: 11111

Phone: 555-111-2222 Fax: 555-222-3333

Email: JSmith@mycompanyurl.com

Website: www.mycompany.com

Federal EIN: 65-111111

OK Cancel

FIGURE 16.18

Enter your preparer information used for all statements from the General properties.

4. Click **OK** to close the Accountant Information pane.
5. Click on the **Edit Appearance** button. These options are the same as was detailed in the section titled “Modifying the Statement Appearance” earlier in this chapter.
6. Click on the **Insert** button to add your accountant information (and other details) to a statement template. Place your mouse pointer in the cell where you want the information included. You can choose to add Accountant Information, Client Information, Basis, and Statement Date.
7. Click on the **Format Statement Date** to open the Format Date dialog with several options for how to present the text of a date on the financials. Options include To-date, From-date and To-date, and Number of Months to name just a few.

Now that you know the features available with the new Intuit Statement Writer as well as how to use it, create financials for your client's business needs easily and conveniently directly from your client's QuickBooks data. Print these financials or store them as PDF documents for future review.

Don't forget to include additional value for your clients by creating customized bar graphs or charts from your QuickBooks data. It is beyond the scope of this book to detail these and the many other options you have available using Microsoft Excel tools.

The following sections detail more specifics on reporting for both the accountant and business owner. The information provided in the remaining sections of this chapter is about features available in QuickBooks Pro, Premier (all editions), and Enterprise (all editions).

Creating Supporting Documents

Another feature of the Intuit Statement Writer 2009 tool is the capability to create supporting documents to the customized statements created in the ISW tool.

This added functionality was released with the QuickBooks R2 update patch. To see what release your data is currently at, with QuickBooks open, select the F2 key from your computer keyboard and the Product Dialog window displays. At the top of the window, your product edition, year, and release are listed. If your release number is R2 or greater, you have the supporting statement functionality discussed in this section.

Most QuickBooks data files are set to automatically detect when an update patch is released. You can also manually download updates by going to www.quickbooks.com/support and clicking on the Product Updates link at the

top of the window. Follow the instructions on the window for manually downloading the update to your QuickBooks file.

The following sections detail how to use the existing templates, edit the templates, or create your own templates for supporting documents.

Using the Default Set of Supporting Document Templates

Included with the Intuit Statement Writer is a set of default supporting document templates including Accrual Basis Compilation Report With or Without Disclosures, Cash Basis Compilation Report With or Without Disclosures, and a Title Page. You can use these templates to create your supporting documents by following these steps:

1. Launch the ISW tool from within QuickBooks, using the instructions provided in Steps 1–7 in the section titled “How to Use the Intuit Statement Writer.”
2. Open any ISW statement (for the supporting document functionality you have to be in the ISW tool).
3. Carefully select the appropriate Statement Date; the content of the supporting document might include this date.
4. In Microsoft Excel 2007, from the **Add-Ins** tab on the Ribbon (see Figure 16.19), select the **Statement Writer** menu.

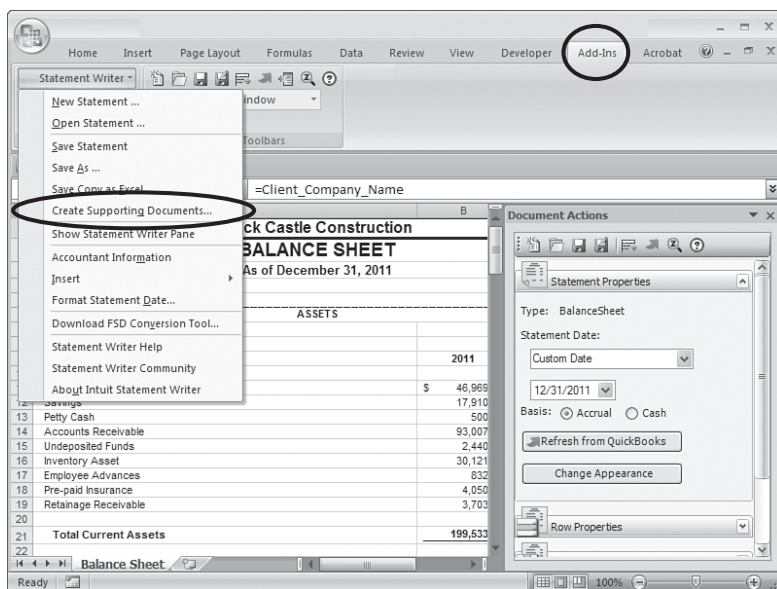
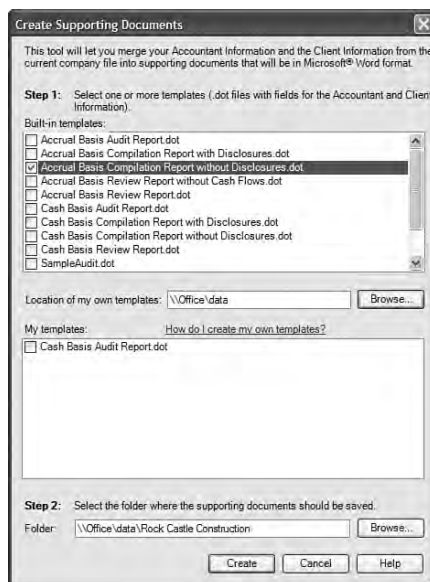


FIGURE 16.19

To access Supporting Documents, click the Add-Ins Tab from Excel 2007.

5. From the drop-down menu, select the **Create Supporting Documents**. The Create Supporting dialog opens with the built-in templates listed.
6. In Step 1 of the Create Supporting dialog, click to place a check mark in one of documents. For this example, I selected the Accrual Basis Compilation Report without Disclosures (see Figure 16.20).

**FIGURE 16.20**

Select a supporting document (or multiple documents) by placing a check mark in the box in front of the document name.

7. Browse to the client folder you want to save these created supporting statements to. (This is Step 2 of the Create Supporting dialog).
8. Click **Create**, and the ISW tool opens Microsoft Word and merges your current open QuickBooks data with the merge fields in the stored template.
9. The ISW tool saves a copy of the prepared supporting document in the folder you selected in step 7. Because a copy is already stored for you, you can close the Word document or select File, Save or Save As to save it to another location.

Note: You will not use this “saved” document to prepare future supporting documents for this client. Instead, return to step 6 when creating a new supporting document for a new statement date.

Conveniently create supporting documents from predefined templates helping you to more productively prepare customized financials with the Intuit Statement Writer tool.

Editing a Predefined Template or Existing Word Document

You might want to modify the content or the merge fields included with the ISW predefined templates or maybe you have already created your own supporting documents in Word.

For ISW to be able to merge select fields from the ISW financial statement dates or client data from the currently open QuickBooks data file, you need to make sure you save your changes as a Word template file.

Follow these steps to modify an existing predefined supporting document or to modify your own Word document:

1. Create a folder (on your network server if multiple users will use the modified template) to copy the predefined template or your Word documents to.
2. Browse to the default storage path for the predefined ISW Supporting Document templates: <drive where data file is located>:/Program Files/Intuit/QuickBooks Premier 2009/Components/ISW/Library/Templates.

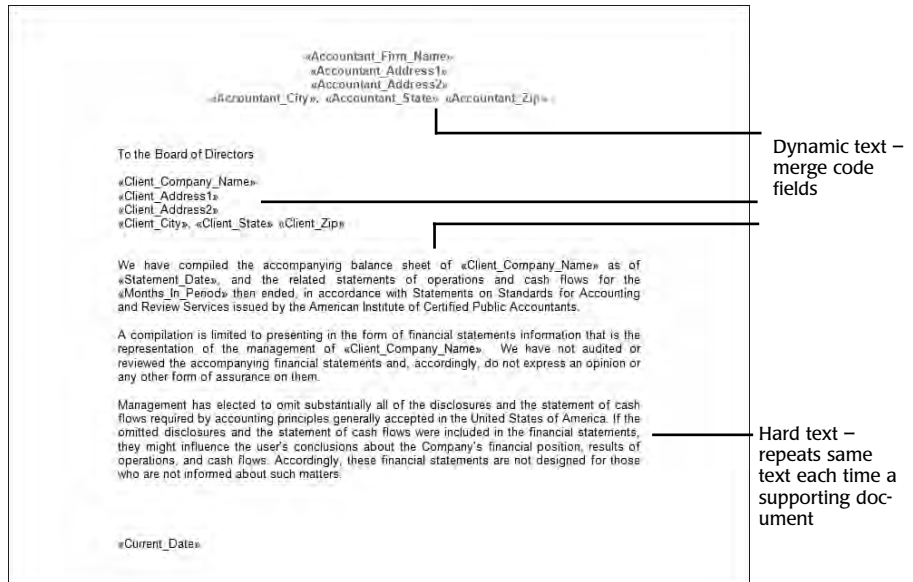
If you are using QuickBooks Enterprise, they are stored in the <drive where data file is located>:/Program Files/Intuit/QuickBooks Enterprise Solutions 9.0/Components/ISW/Library/Templates.

3. Using windows copy function, select the document template (.dot file extension), and then copy and paste to the newly created folder from step 1.
4. Alternately, open your own Word supporting document (.doc or .docx extension) and select **File, Save As**, choosing the Word Template option, and save to the newly created folder. Your original Word supporting document will now have the file extension of .dot.

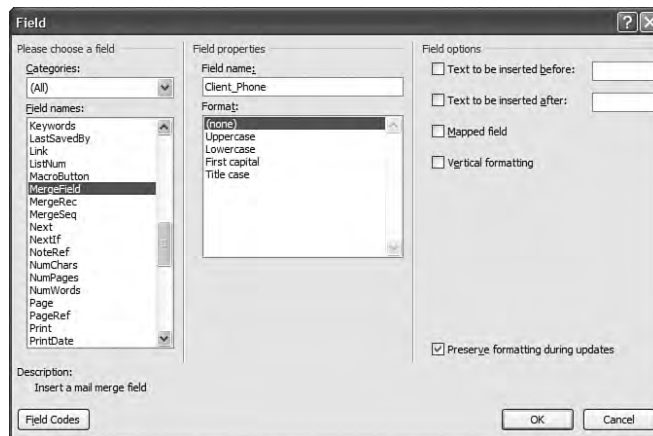
**FIGURE 16.21**

Use the Word Save as Template option, so that ISW can link QuickBooks data to the newly created document.

5. To modify the static text (text that does not change with each created supporting document), using Word, open the template (.dot file) and make changes as needed to the text (see Figure 16.22).
6. To modify the dynamic data, or merge fields, add a specific named field that ISW recognizes (see Figure 16.22). In your template Word file, place your mouse where you want the merged data inserted.
7. In Word 2007, from the Insert tab, select Quick Parts and select the Field menu option.
8. The Field dialog displays. In the Please choose a field pane, with your mouse pointer, select **MergeField**. The right side of the dialog now opens a text box for Field Properties.
9. Type exactly the field name you want to merge into your modified supporting document. See Figure 16.23, which indicates that the Client Phone Number is added to the template. These fields are detailed in Table 16.2.

**FIGURE 16.22**

Supporting statements created in ISW can include both “static” text and “dynamic” text.

**FIGURE 16.23**

To add merge fields, you must type the field name exactly as included in the Help menu for ISW.

10. Select **OK** to place the merge code field name into the template document.
11. Select **File, Save As** and choose the Word Template option, giving the template a name and storing it in the selected folder.

The following table lists the merged fields that will accurately place the related information from the currently open QuickBooks data file into an ISW supporting document.

Table 16.2 Merge Code Fields Used With Supporting Document

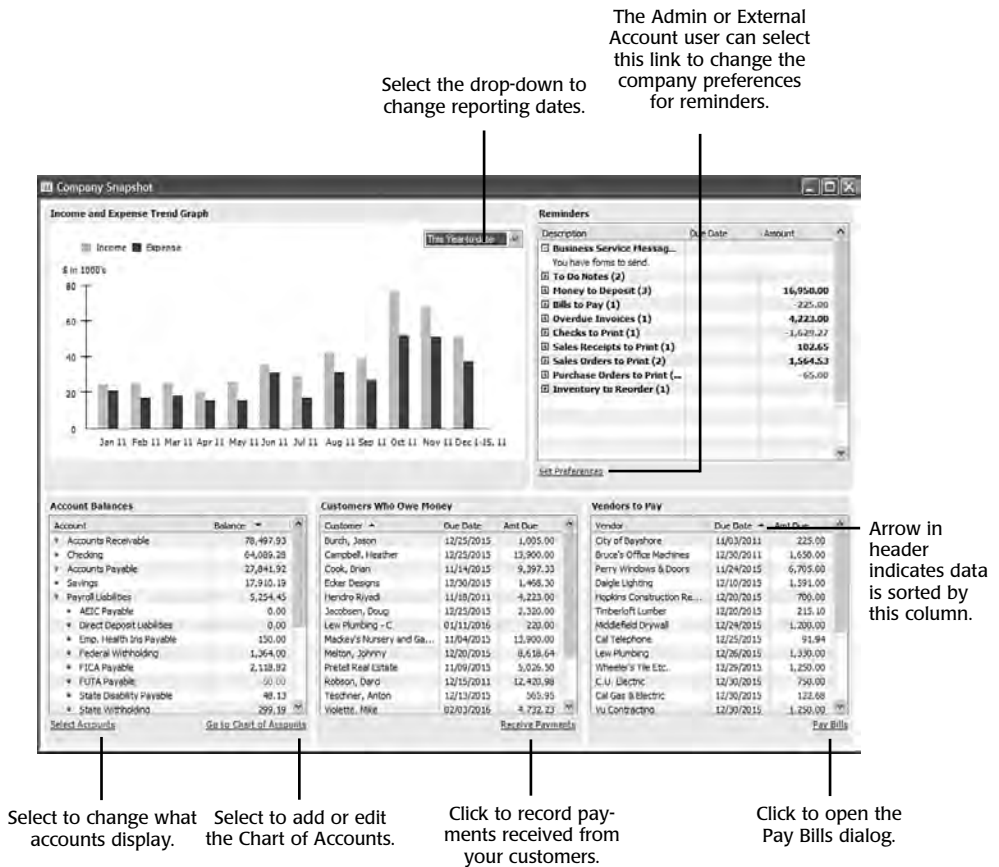
Client_Company_Name	Client_Phone	Accountant_Zip
Client_Address1	Client_Fax	Accountant_Phone
Client_Address2	Client_Email	Accountant_Fax
Client_City Client_Website	Accountant_Email	Accountant_Website
Client_State	Client_Federal_EIN	Accountant_Name
Client_Zip Client_SSN	Accountant_Federal_EIN	Accountant_Initials
Client_Legal_Company_Name	Client_Company_Type	Statement_Date
Client_Legal_Address1	Accountant_Firm_Name	Months_In_Period
Client_Legal_Address2	Accountant_Address1	Current_Date
Client_Legal_City	Accountant_Address2	
Client_Legal_State	Accountant_City	
Client_Legal_Zip	Accountant_State	

Using the Intuit Statement Writer 2009 helps accountants work more productively when creating customized management, financial, and supporting documents.

Company Snapshot—New for 2009!

New for 2009 QuickBooks Pro, Premier (all editions), as well as QuickBooks Enterprise Solutions 9.0 (all editions) offers a new Company Snapshot for reporting real-time critical company information and a single location to perform specific QuickBooks tasks.

These reporting tools are commonly referred to as digital dashboards and offer real-time visual views of a company's critical information. The new QuickBooks Company Snapshot is shown in Figure 16.24.

**FIGURE 16.24**

Company Snapshot, new reporting tool in QuickBooks 2009.

Income and Expense Trend Graph

This section of the Company Snapshot shows graphically your income compared to your expenses of your business. Click on the drop-down arrow in the Income and Expense Trend Graph pane to select a different date range to view.

Place your mouse on a bar in the graph to see a total for that bar. Double-click with your mouse pointer on any bar to see the QuickInsight: Income and Expense Graph for that period. Continue to double-click on the report detail to get to the original transactions.

Reminders

The Reminders pane is a selection of predefined lists and tasks that the Admin user decided to view on the dashboard.

Click the Set Preferences link in the Reminders pane to customize what information you are reminded of. You will need to be logged into the file as the Admin user or External Accountant user to modify the preferences.

Account Balances

In the Account Balances pane, users can view the financial balances for selected accounts.

By default only Balance Sheet accounts are shown. You can add to this view any other account type by clicking on the Select Accounts link.

Sort the information in the columns by clicking on the Account Name or Balance column headers.

Double-click with your mouse pointer on any account. For Balance Sheet accounts, the register for that account will be displayed. For Income and Expense accounts, an Account QuickReport will display for the selected account.

Click the link to Go to Chart of Accounts to open the menu option to add or edit accounts.

Customers Who Owe Money

To sort the data displayed, click on the Customer Name, Due Date, or Amt Due column headers.

The Due Date shown is the earliest due date for all invoices or statement charges for that customer. Overdue items are shown in red.

The Amt Due column is the total ending balance for that customer.

Double-click with your mouse pointer on any line item to open the Customer Open Balance report, listing the individual open transactions.

Click the Receive Payment link to open the Receive Payments form in QuickBooks. You might also be directed to information on taking credit card payments from your customers.

Users must have security rights to Sales and Accounts Receivable functions to complete the Receive Payment function. If not, they will be able to view the balances, prepare a report of the balances, but not actually receive payment from the customer.

Vendors to Pay

Stay on top of what you owe your vendors with this quick snapshot in the Vendors to Pay pane.

To sort the data displayed, click on the Vendor Name, Due Date, or Amt Due column headers.

The Due Date shown is the earliest due date that the vendor bills are due.

The Amt Due column is the total ending balance for that vendor.

Double-click with your mouse pointer on any line item to open the Vendor Open Balance report, listing the individual transactions that make up the balance shown.

If you click on an open balance for your sales tax vendor, a vendor QuickReport will open for that vendor for all dates.

Click the Pay Bills link to open the Pay Bills dialog in QuickBooks.

Users must have access to the Purchases and Accounts Payable security functions to be able to access the Pay Bills dialog from the link on the Vendors to Pay pane.

Defaulting the Company Snapshot as Home Page

If you wish to have the Company Snapshot default when you open a company file, follow these instructions:

1. Open the Company Snapshot by clicking the **Company Snapshot** icon or from selecting Company Snapshot from the Company menu.
2. From the **Edit** menu, select **Preferences** and choose the **Desktop View** preference from the left margin.
3. On the **My Preferences** tab, select the **Save Current Desktop** radial button.
4. Uncheck the option to Show Home page when opening company file. When you open your data file, the Company Snapshot will default as the new Home page.

A word of caution about this setting is that not only will QuickBooks open with the Company Snapshot, but it will also open and rebuild any transactions or reports you had open at the time you closed QuickBooks, which can slow down the speed at which the file will open.



Rescue Me!

If your company has created user restrictions in QuickBooks, the user will have access only to activities of the Company Snapshot that he has been provided permission to access. If you do not want the user to see the Income and Expense of the company, you will have to set restrictions for both the Sensitive Accounting Activities and Sensitive Financial Reporting. To modify a user's security rights, you must be logged into the data file as the Admin user.

After you have set up the security, log in as that user and verify whether the behavior is what you were expecting.

For more complex user security settings, consider using QuickBooks Enterprise Solutions 9.0.

Using the Report Center

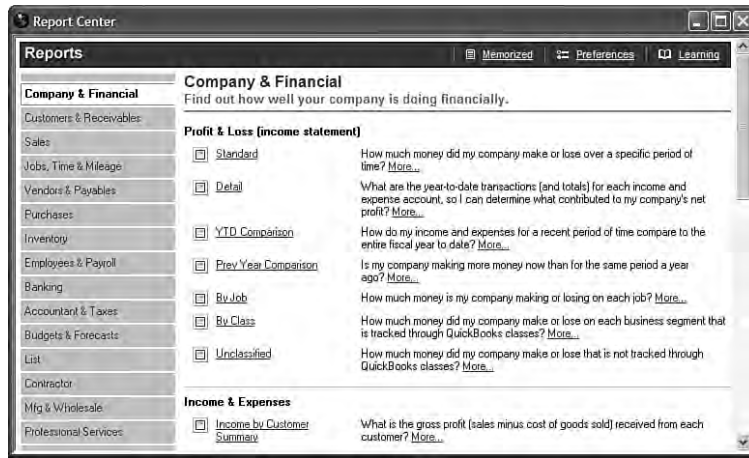
Up to this point in the book, I have discussed ways to review your data. Throughout each chapter, I often included step-by-step instructions for creating specific reports to assist you with your data review. This chapter instead discusses ways you can make reporting work for you using many of the reporting tools found in QuickBooks.

If you are new to QuickBooks or if you have never reviewed the QuickBooks Report Center, in this section you can find out about the many features available for simplifying your reporting needs in QuickBooks.

The Report Center is available in the following editions of QuickBooks: Pro, Premier (all editions), and Enterprise (all editions).

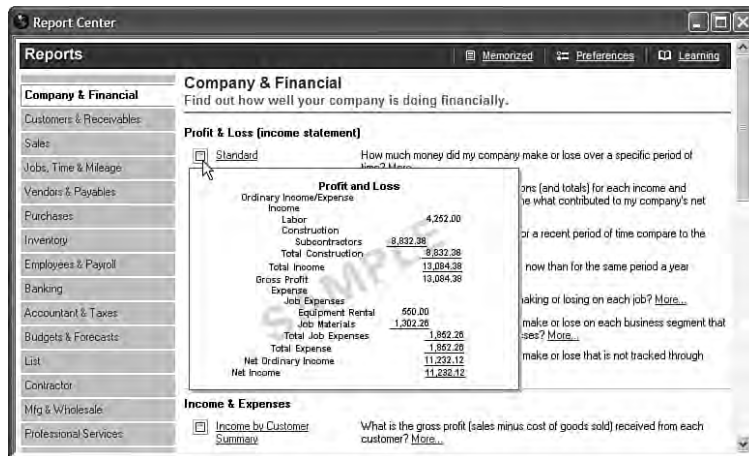
To access the Report Center, follow these steps:

1. Click the **Report Center** icon from the QuickBooks icon bar or click **Reports, Report Center**. The Report Center appears, as shown in Figure 16.25. (The image shown in Figure 16.25 might differ from your selection of reports depending on the QuickBooks version you are using.)

**FIGURE 16.25**

The QuickBooks Report Center.

2. On the left of the Report Center are buttons for the different report groups in QuickBooks. Click on the desired group to see all the prepared reports for that group.
3. Hover the mouse pointer over the small icon image in front of the report name and QuickBooks will display a preview of the report (see Figure 16.26).

**FIGURE 16.26**

Preview the report with sample data right from the Report Center.

4. Click the **Report Name** link to run the report using your data.
5. If you need additional information about the expected content of the report or why the report is useful, click the **More** links in the text. QuickBooks will open the help menu text specific to that report.
6. Click **Memorized** from the top of the open report dialog to access memorized reports. You can find more details about memorizing reports later in this chapter.
7. Click **Preferences** to set personal report preferences as well as company preferences (if you are logged into the data file as the Admin or External Accountant user). You can find more details about setting report preferences later in this chapter.
8. Click **Learning** to open the Reports Learning Center, shown in Figure 16.22. On this page are links for learning the basics, getting the most out of a report, and managing reports (not shown in Figure 16.27).



FIGURE 16.27

*For additional help with creating reports, click **Learning** in the Report Center.*

Reporting Preferences

QuickBooks makes customizing reports globally through the use of the Reporting Preferences easy. Reporting Preferences come in two types: My Preferences, or those that are unique to a logged-in user, and Company Preferences, which can be set only by the Admin or External Accountant user and represent global settings for all users.

My Preferences

The My Preference setting for reports is user specific. These preferences are set only for the currently logged-in user. To access user-specific preferences for reports:

1. Choose **Edit, Preferences** and select the **Reports and Graphs** from the preferences dialog that opens.
2. Click the **My Preference** tab.

You can specify the following settings that will be unique for the currently logged-in user (if using QuickBooks in a multi-user mode):

- **Prompt to modify report**—When selected, this option causes QuickBooks to open the Modify Report window when each report is opened.
- **Reports and Graphs refresh**—You have a choice, when report details have changed, to request QuickBooks to prompt you to Refresh (this is the default option for a new data file), Refresh Automatically, or Don't Refresh. I usually select the Refresh Automatically option. However, if the report is lengthy and you have multiple users entering data, you might want to review a report, make changes, and not have QuickBooks refresh at the time the change is made.
- **Graphs Only**—This option offers settings for drawing in 2D (which is faster) or using patterns.

Company Preferences

Different from the My Preference setting for Reports and Graphs, the Company Preferences can only be set by the Admin or External Accountant user and are global settings for all users.

To access Company Preferences for reports, log in as the Admin or External Accountant user in single-user mode:

1. Choose **Edit, Preferences** and select the **Reports and Graphs** from the preferences dialog that opens.
2. Click the **Company Preference** tab and set global defaults (for all users) for each of the following items.

You can set defaults for the following options for all users:

- **Summary Report Basis**—You can choose Accrual (default) or Cash Basis. For business owners, I suggest that you discuss this option with your accountant.

- **Aging Reports**—You can choose to age from the due date (default) or age from the transaction date. This setting determines the aged status of your accounts receivable or accounts payable reports.
- **Format**—Click the Format button to set the following options globally for all reports.

Click the **Header Footer** tab to set:

- **Header Information**—I recommend leaving each of these choices selected and not modifying them in this window.

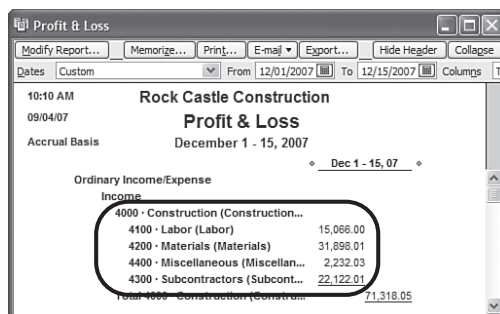


FIGURE 16.28

When the Name and Description report preference is selected and if account numbering is enabled.

- **Show Footer Information**—Here you can enter an additional footer line, such as “Confidential Information” or the like.
- **Page Layout**—Standard (the default), left, right, or center justified.
- **Fonts**—You can set this on the **Fonts & Numbers** tab. Use this to set fonts for all text or specific text lines. As you select the text line on the left, QuickBooks will display the current font choice and size for that text.
- **Show Negative Numbers**—Format choices include normal -300.00; in parentheses (300.00) or with a trailing minus 300.00-. Optionally, you can select to have these numbers print in red.
- **Show All Numbers**—Use this setting to divide all numbers by 1,000, to not show zeros, or to show numbers without the cents. These options are most often used by accounting professionals when providing a statement to a bank and so on.

You can display accounts by Name Only (the default), Description Only, or Name and Description. These are fields you completed in the Add New

Account or Edit Account dialogs, as shown in Figure 16.29. More detail on creating or editing your chart of accounts can be found in Chapter 2, “Reviewing the QuickBooks Chart of Accounts.” The options are as follows:

- **Name Only**—Shows account name and account number, as shown in Figure 16.30 (if the use account numbers preference is enabled, see Chapter 2 for more details).

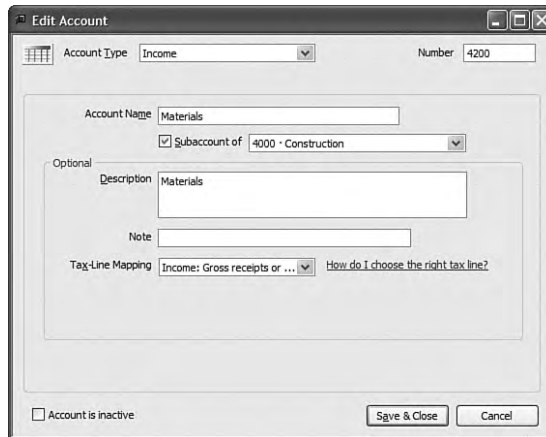


FIGURE 16.29

Optionally, include a description in addition to the account name.

Ordinary Income/Expense	
Income	
4000 - Construction	
4100 - Labor	15,066.00
4200 - Materials	31,898.01
4400 - Miscellaneous	2,232.03
4300 - Subcontractors	22,122.01
Total 4000 - Construction	71,318.05

FIGURE 16.30

Resulting report when the Name Only report preference is selected in addition to having the account numbering preference enabled.

- **Description Only**—Shows only the information typed in the Description field (shown in Figure 16.29).
- **Name and Description**—Shows account number, account name, and description, as shown in Figure 16.28.

- **Statement of Cash Flows**—Click the **Classify Cash** button to open the Classify Cash dialog. In it, you define your Balance Sheet accounts as Operating, Investing, or Financing cash flow types.

Modifying Reports

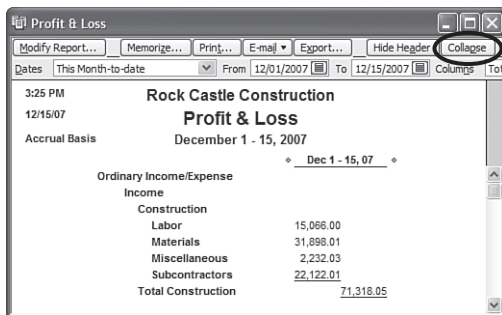
QuickBooks makes gathering information from your data quick and easy. Though many reports are already created and organized for your use, you might on occasion want to modify an existing report.

This section briefly discusses the options available when you want to modify a report.

Modifying Options Available on the Report Window

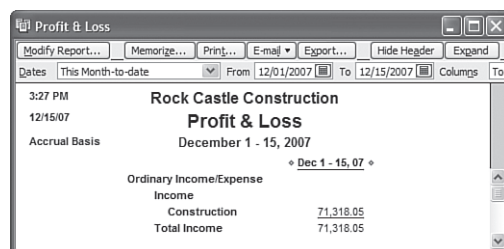
A few of the options to modify a report are available directly on any active report dialog. The options include

- **Hide Header**—Removes the header from the report. Click Show Header when you want it to appear.
- **Collapse**—You can also collapse the information, as shown in Figure 16.31. When you click the Collapse button, QuickBooks removes the subaccount detail from view only. The report details are not changed, just viewed with fewer line details.



Rock Castle Construction	
Profit & Loss	
December 1 - 15, 2007	
Accrual Basis	
Ordinary Income/Expense	
Income	
Construction	
Labor	15,066.00
Materials	31,898.01
Miscellaneous	2,232.03
Subcontractors	22,122.01
Total Construction	71,318.05

Before Clicking the Collapse Button



Rock Castle Construction	
Profit & Loss	
December 1 - 15, 2007	
Accrual Basis	
Ordinary Income/Expense	
Income	
Construction	71,318.05
Total Income	71,318.05

After Clicking Collapse

FIGURE 16.31

Click the Collapse button on a report to roll up the subaccounts into the main account.

- **Columns**—For certain reports, you can easily control how the data is subtotaled or grouped and add additional columns or subcolumns.

- **Sort By**—Use this to group the detail into useful ways for your review. I use this frequently, especially when looking at reports with many lines of detail.

Other options on the active report window simply enable you to email, print, or export the report to an Excel format. The additional option to memorize a report is discussed in a following section.

Modify Report Button

You can modify the report further by clicking the Modify Report button at the top left of the open report dialog. The options for modifying reports vary by report type. Some reports offer the following choices; others might not offer the same report modification choices.

- **Display tab**—This tab opens automatically when you choose to modify an existing report. From this window you can modify the following:
 - **Report Date Range**—Choose from the QuickBooks predefined date ranges, or set a custom date range for your report.
 - **Report Basis**—You can choose Accrual or Cash. This option is not available on all reports.
 - **Columns**—This setting is useful for selecting what information you want to see and whether you want it sorted or totaled by a specific field on the resulting report.
 - **Advanced tab**—This tab is often overlooked, but its settings enable users to display active, all, or non-zero rows as well as the desired reporting calendar.
- **Filters tab**—Use these options to filter for specific accounts, names, or transaction types as well as many other fields that can be filtered on.



Digging Deeper

Filtering a report is easy and convenient to do when you want only specific information from a longer report.

If you do filter, you might want to modify your report title so that it identifies what has been filtered. For example, if you are filtering a report to show employee advances detail, you might want to modify the report title to *Employee Advances Detail* so that those who read the report will know it is pulling out specific information.

- **Header/Footer tab**—Use this tab to modify the report title and the appearance of the information that appears on the report. You can set this information globally for all users; see the section, “Company Preferences” earlier in this chapter.
- **Fonts & Numbers tab**—Use this tab to specify fonts for specific line text as well as how numbers appear in your reports. You can set this information globally for all users; see the section, “Company Preferences” earlier in this chapter.

Report Groups

If you have not set up your own customized report groups, you might not know how easy they are to work with and how efficient they can make reporting on your QuickBooks data. This section highlights how to create, use, and manage report groups.

Creating Report Groups

For accountants, this feature can save you precious time each period that you work with your client’s data. You can create a group of reports that you will want to review each time you work with the client’s file.



Digging Deeper

If my clients were prone to making mistakes when entering data, I would teach them how the data should look, give them their own report group, and request that they review these reports before my appointment.

To create a report group, follow these steps:

1. Choose **Reports, Memorized Reports** and select the **Memorized Report List** menu. The Memorized Report List dialog appears (showing predefined groups and associated reports).
2. Click the **Memorized Report** drop-down menu at the bottom of the list and select **New Group** menu.
3. In the New Memorized Report Group dialog, provide a name for the group. Click **OK** to return to the Memorized Report List dialog. QuickBooks places your new group alphabetically in the existing list of report groups.
4. Click on the red X in the upper right to close the Memorized Report List dialog.



Digging Deeper

If you are going to be creating several reports that will be included as part of this report group, you will want to move this newly created report group to the top of the list. While you memorize reports for this group, QuickBooks defaults the report group in the Memorize Report dialog to the first one on the list.

When you are done memorizing the reports to this report group (see the next section), then you can move the group list item back alphabetically within the rest of the memorized reports or groups.

To move a report group up or down the list, place your cursor over the diamond shape in front of the report group name. Drag the item up or down. Figure 16.32 shows the new Monthly Reports group being moved to the top of the list.



FIGURE 16.32

Create a report group so you can easily display or print multiple reports at one time.

Using Report Groups

The primary purpose of report groups is to simplify displaying or printing multiple reports at one time.

To display a group of reports, follow these steps:

1. Click **Reports, Process Multiple Reports**. The Process Multiple Reports dialog appears.
2. From the **Select Memorized Reports From** drop-down menu, select the specific group of reports you want to create, as shown in Figure 16.33. Figure 16.34 shows the Banking report group selected.
3. Remove the check mark for any report you do not want to process in the group.

4. In the **From** and **To** columns, change the date as needed. Be aware that these changes are not permanent. The next time you create the report group, the original date range stored with the report will appear. If you want the new dates to appear next time, you need to memorize the report again and select the Replace button to replace the previously stored report with the report with the new date range.



FIGURE 16.33

The Process Multiple Reports dialog enables you to choose what group you want to conveniently display or print.

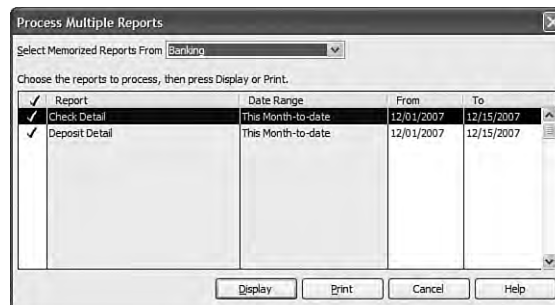


FIGURE 16.34

The Banking report group has been selected, and those reports memorized with this group are shown.



Digging Deeper

When memorizing a report that you will add to a report group, be aware of the date range selected. If you want to see the dates for the current month-to-date, you would select This Month-to-Date for the date range for the report so that the report, whenever it is generated, will use data from the current month-to-date.

If you select a specific range of dates on a memorized report, QuickBooks considers those dates custom and will always generate the report with those specific dates.

5. Click **Display** to view the reports on your computer screen or click **Print** to send the selected reports to your printer.

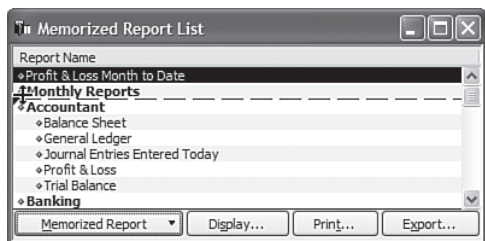
Your report group will now generate the multiple reports for you to view or print. I often create a report group, for my clients called either Monthly or Quarterly Reports. In this group, I put certain reports I want them to review before my appointment. This method helps them help me in keeping their QuickBooks data reporting organized.

Managing Report Groups

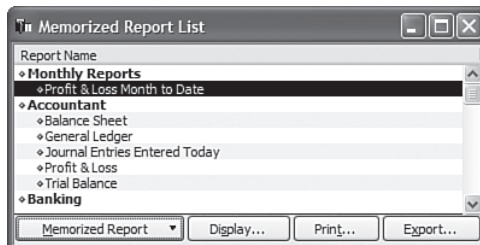
To manage a report group, follow these steps:

1. Click **Reports, Memorized Reports** and select **Memorized Report List**. The Memorized Report List dialog appears (showing predefined groups and associated reports).
2. Click the **Memorized Report** button at the bottom of the list to choose the following memorized report list options:
 - **Edit Memorized Report**—Edit the name of an existing report list item or which group it is associated with (you do not edit the date ranges or filters from this dialog).
 - **New Group**—Used to create an association of multiple reports, discussed in the previous section.
 - **Delete a Memorized Report**—Helpful in managing the list and changes over the years.
 - **Print the List**—Do this if needed to manage what reports are useful.
 - **Re-sort the List**—Not often needed with this list, but if used, your list will return to its original order before any custom changes to the organization of the list items.
 - **Import or Export a Template**—Create and then use reports for multiple client data files. See the section titled “Exporting and Importing Report Templates.”
3. To rearrange your reports, simply place your cursor on the diamond in front of the report name, and click and drag down and to the right, as demonstrated in Figure 16.35. Release the mouse button when the report is in the proper position.

From the memorized report list, you can also export your reports to Excel without first displaying them in QuickBooks. Use these report groups to streamline your data reviews. You can use the Memorize feature for many of the special reports discussed in this book and place them in a report group for easy and frequent access.



Before Rearranging the Reports



After Rearranging the Reports

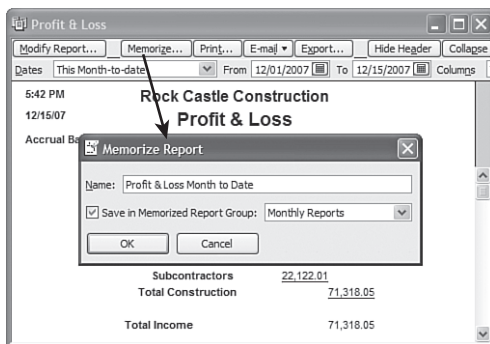
FIGURE 16.35

Click and drag the diamond in front of any report or group to rearrange the list manually.

Memorized Reports

After you have created a report group, you will want to use the memorize feature for the reports that you want in that group. Placing your memorized reports in a group is optional, but using groups will help keep your memorized reports organized.

To memorize a report, simply click the Memorize button at the top of an open report, as shown in Figure 16.36. QuickBooks asks you to give the report a Name and lets you assign it to a report group (optional). (You must first create the report group so it appears in the drop-down list in the Memorize Report window.)

**FIGURE 16.36**

Click Memorize in any report, give the report a name, and (optionally) assign it to a report group.

If you choose not to assign a report group, your memorized reports are listed individually at the top of the Memorized Report List, as shown in Figure 16.37.

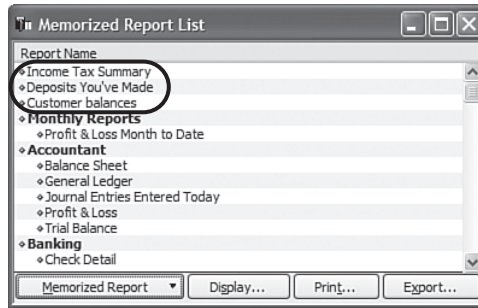


FIGURE 16.37

You do not need to assign memorized reports to a report group. If they are not assigned, they will appear at the top of the Memorized Report List.

Exporting and Importing Report Templates

QuickBooks offers the option to export and import report templates. This feature is useful for accountants who want to save time by having several clients use the same report template.

Only the format and filter settings are stored with report templates. If you create a report template and then have several clients use it, when the client imports it, the desired report is generated with the current client's data, not the data that it was created with.

You can export and import a single report or a group of reports only from the Memorized Report List. So before you attempt to export a report, be sure QuickBooks memorizes it first.

Exporting a Report or Report Group Template

To export a report or report group template, follow these steps:

1. Click **Reports, Memorized Reports**. The Memorized Reports List dialog appears.
2. On the Memorized Reports List dialog, select **Export Template** from the **Memorized Reports List** drop-down menu.
3. The Specify File Name dialog appears in Windows Explorer, enabling you to select a location to store the template (.QBR extension).
4. Simply attach the stored report template or report group to an email, or copy it to a removable storage device such as a USB drive to share with other QuickBooks data files.



Rescue Me!

Certain restrictions exist when creating a template for export. For example, if you filter for a specific account that might not be present in every customer's file, QuickBooks will provide the message shown in Figure 16.38, warning that this report cannot be exported.



FIGURE 16.38

If your report has too many specific filters, you might not be able to export and share it with multiple data files.

Importing a Report or Report Group Template

To import a report or report group template, follow these steps:

1. Click **Reports, Memorized Reports**. The Memorized Reports List dialog appears.
2. On the Memorized Reports List dialog, select **Import Template** from the **Memorized Reports List** drop-down menu.
3. The Specify File Name dialog appears in Windows Explorer, enabling you to select the stored location of the .QBR template.
4. Select the appropriate .QBR report or report group template.
5. Click **Open**. The Memorize Report dialog appears for you to assign a name for the report and optionally assign it to a group.
6. Click **OK** to add the report to your memorized report list.



Digging Deeper

Did you know that an abundance of reports are already created for you to import into your or your client's data file?

Both business owners and accountants will find these reports useful and unique to what you already have in QuickBooks.

Go to www.quickbooksgroup.com. On the left, select QB Library and from the QB Library menu dialog, select Reports. QuickBooks provides a long list of reports available for you to download and import into your or your client's own QuickBooks data file.

Exporting Reports to a .CSV File or to Excel

You might have occasions where you want to export your reports to Excel to manipulate them in some more extensive method than is available while working in QuickBooks.



Rescue Me!

I generally try to discourage exporting to Excel and do my best with a client to find the appropriate report in QuickBooks, simply because any changes you make to your report in Excel do not “flow” back into your QuickBooks data file. Also, any changes you make to your QuickBooks data file do not change the information in an existing exported Excel copy of your QuickBooks report.

To export a report to either .CSV or Excel format, follow these steps:

1. From the open report, click the **Export** button at the top of the report. The Export Report dialog appears.
2. Choose between the .CSV or Excel format.
3. On the **Basic** tab of the Export Report dialog, you can select to export to a new Excel file or an existing Excel file. In Figure 16.39, I selected a new Excel workbook.

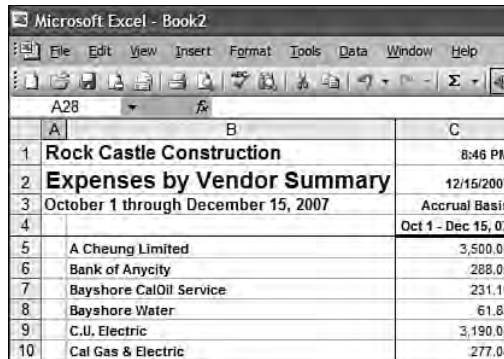
**FIGURE 16.39**

The Export Report dialog enables you to choose the format for the export as well as to create a new file or import into an existing file.

4. On the **Advanced** tab of the Export Report dialog are options for preserving QuickBooks formatting, enabling certain Excel features, and printing options. Test these options a few times and alternate what features or print options are selected. You might be surprised at the outcome.
5. Click **Export** to create the exported report, as shown in Figure 16.40.

Remember, however, that exported reports are “static”—their information is fixed in time. Changes made to the Excel report do not go back into QuickBooks and changes in QuickBooks do not update the Excel report until it is exported again. So, use the export tool with caution so that you do not create more work for yourself.

If you are customizing a Balance Sheet, Profit & Loss, or Budget vs. Actual report, review the first section in this chapter that discusses the new Intuit Statement Writer tool offered with the release of QuickBooks 2009.



The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book2'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and calculations. The active cell is A28. The worksheet contains a table with the following data:

	A	B	C
1		Rock Castle Construction	8:46 PM
2		Expenses by Vendor Summary	12/15/2007
3		October 1 through December 15, 2007	Accrual Basis
4			Oct 1 - Dec 15, 07
5		A Cheung Limited	3,500.00
6		Bank of Anycity	288.05
7		Bayshore CalOil Service	231.10
8		Bayshore Water	61.85
9		C.U. Electric	3,190.00
10		Cal Gas & Electric	277.08

FIGURE 16.40

Easily convert any QuickBooks list or report to a .CSV or Excel format.

Emailing Reports

Did you know that you can email reports from your QuickBooks data? This can be a convenient way to get paper data to your customers, vendors, and even accountant. The release of QuickBooks 2008 greatly enhanced the functionality of email, offering Outlook users the option of sending reports and forms through their own Outlook account, the benefit of having a record kept in the “sent” folder.

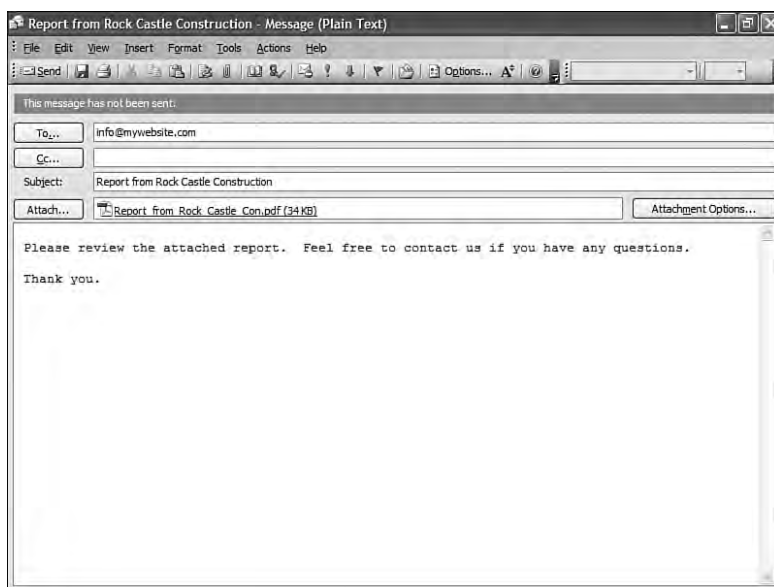
When you email the report, QuickBooks offers two options: You can create a separate Adobe PDF for each report, or you can choose to create an Excel file that is attached to the email. You must have an Internet connection on the computer that is used to send the report.

If you want to set Outlook as your default e-mail, select Edit, Preferences, Send Forms. Select the My Preferences tab where you can set the default e-mail application to be Outlook or QuickBooks.

To email a report, follow these steps:

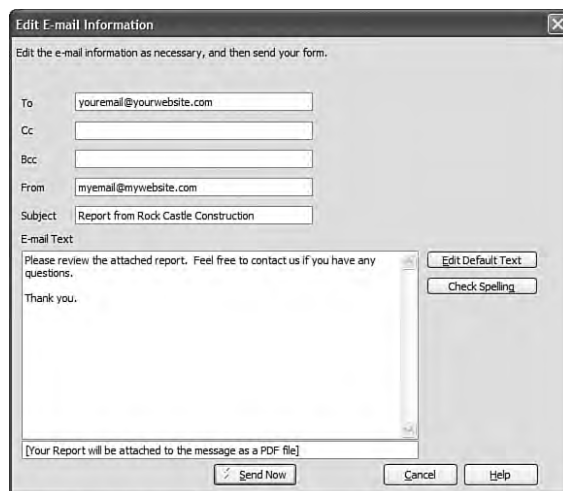
1. From the open report, click **Email** and choose whether to send the **Send Report as Excel** or to send the **Send Report as PDF**.
2. If a security message appears indicating that sending information over Internet email is not secure, click **OK** to continue or click **Cancel**.

Beginning with the release of QuickBooks 2008, if you clicked OK, QuickBooks launches Outlook (if it’s not already open) within QuickBooks and creates a new message with the report attached, as shown in Figure 16.41. This feature enables you to use your Outlook database for email addresses as well as track your sent items.

**FIGURE 16.41**

Reports sent as PDF or Excel attachments can use your own Outlook account to send.

If you do not use Outlook for your email, QuickBooks continues to send the email through QuickBooks Business Solutions, which has been available for years. Figure 16.42 shows how the email is created within QuickBooks when Outlook is not your email program.

**FIGURE 16.42**

Send a report as an attachment through QuickBooks (when you don't use Outlook).

3. If you are sending the report through Outlook, simply add your email address and any additional comments to the email. Click **Send** when done. You are returned to your QuickBooks data file, and the email is stored in your Outlook sent folder.

If you are not using Outlook for email, simply click **Send Now** and QuickBooks transmits the email for you.



Digging Deeper

QuickBooks offers an automated sync of contacts with Microsoft's Outlook. To obtain this tool, simply download it from http://support.quickbooks.intuit.com/support/tools/contact_sync/.

This free tool will create a menu option in your Outlook program where you can sync your QuickBooks contacts to Outlook or Outlook to QuickBooks.

The tool has been improved greatly during the last few years, and any business using both QuickBooks and Outlook can be more efficient when syncing shared data between the two programs.

We have discussed methods to enhance your use of QuickBooks reports; the next sections will offer even more flexibility in creating reports that meet your or your client's specific business needs.

About Financial Statement Designer

The Financial Statement Designer, commonly referred to as FSD, has been replaced with a much more robust reporting tool called Intuit Statement Writer, which is discussed at the beginning of this section. The Intuit Statement Writer is an add-one (a fee applies) for Premier Accountant 2009 and is included free with editions of QuickBooks Enterprise Solutions 9.0.

How does Financial Statement Designer differ from the new Intuit Statement Writer? Most importantly, ISW uses the Microsoft Excel platform for creating and modifying your customized financials. The FSD tool has limited Excel-like functions. So, if you use Microsoft Excel for reporting, you will find the Intuit Statement Writer offers far more flexibility with its integrated Excel functionality.

For users who desire to continue using Financial Statement Designer, download the FSD tool for use in QuickBooks Premier Accountant 2009 and QuickBooks Enterprise (all editions) 9.0.



Digging Deeper

Do you want to continue using Financial Statement Designer with your QuickBooks Premier Accountant 2009? Intuit does not deliver the FSD tool on the product CD, but you can download the add-on free at:

http://accountant.intuit.com/isw_fsd

The Financial Statement Designer will launch from a menu icon outside of your QuickBooks Premier Accountant 2009 data.

The Financial Statement Designer, commonly referred to as FSD, offers accounting professionals the ability to create a standard set of financial statements that comply with Generally Accepted Accounting Principles (GAAP) without changing the way that the client works or reports in QuickBooks.

For example, with FSD you can combine all the cash accounts within QuickBooks into one “Cash & Cash Equivalents” line on your GAAP-compliant financials, all without changing the client’s QuickBooks data.

A few of the other benefits of using FSD include the following:

- Excel spreadsheet-like tools enable you to customize data fields and format your report in any way that meets your specific reporting needs.
- FSD is linked in “real time” to the QuickBooks data, which means that you can click on a number in the FSD report and it will take you into the QuickBooks data where you can edit the transaction. Unlike exporting to Excel, changes made in FSD do affect your QuickBooks data.
- FSD comes with many different templates for the Balance Sheet, Income Statement, and Statement of Cash Flows, as well as Compilation and Review letters. Or you can start from scratch and create your own.
- FSD is only available with QuickBooks Premier Accountant 2009 and QuickBooks Enterprise Solutions 9.0 all editions as a free download. FSD has been replaced with Intuit Statement Writer 2009.
- FSD limits the need to use outside programs to produce a complete set of financials. FSD offers you the ability to design your title page as well as review letters in addition to customizing the financials.
- FSD lets you assign the order in which you want to print the documents making it simple to produce a complete set of professional-looking financials right from within QuickBooks.

Discussing in detail how to work with the Financial Statement Designer tool is beyond the scope of this book.

Laura Madeira is founder of ACS, Inc., located in the greater Dallas, Texas area and an Intuit Solutions Provider that specializes in on-site and Internet-assisted accounting software implementation, set-up, training and troubleshooting. She has over twenty years of experience helping companies maintain accurate and timely accounting and financial information through one-on-one consulting, group classes, and web-based training.

Madeira currently writes technical documentation and presentations for the QuickBooks product line as a member of the Intuit Accounting Professionals Trainer/Writer Network. She has also served on Intuit's Accountant and Customer Advisory Council and was a guest speaker for the QuickBooks Developer Network. Her "QuickBooks at Year-End" document has been distributed by Intuit at several national events and is one of Intuit's most requested training and presentation documents.

Her expertise with QuickBooks and other Intuit software has been featured nationally in an Advisor Spotlight and widely-distributed promotional literature. She holds Intuit's Advanced Certified, Point of Sale Certified designations, as well as a bachelor of science in accounting from Florida Atlantic University.

For more information about QuickBooks 2009 Solutions Guide go to www.quick-training.com .