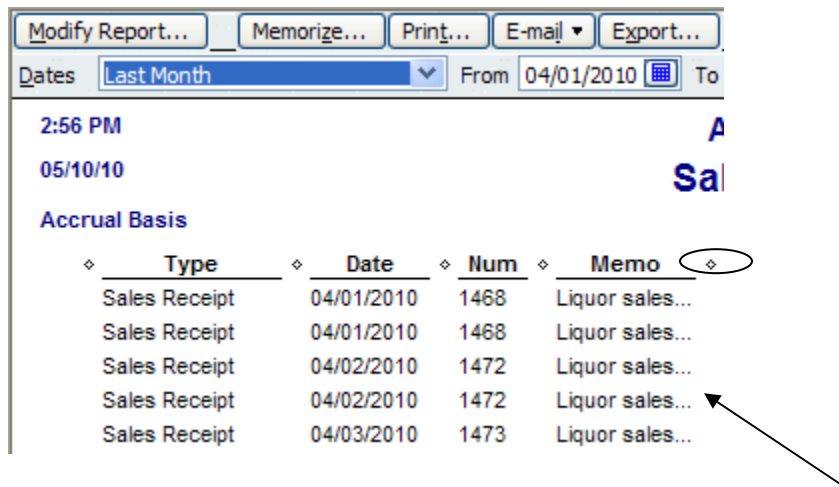


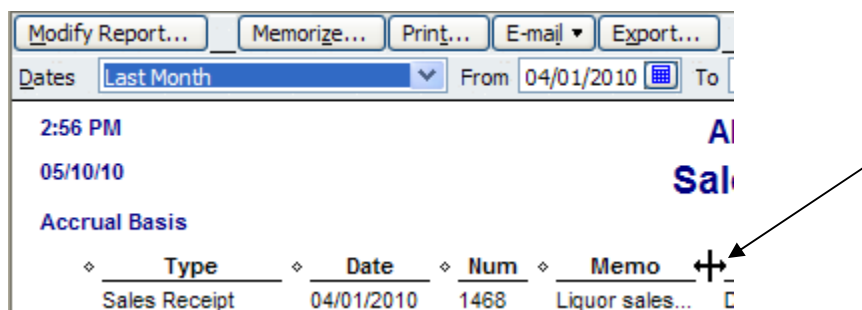
## MODIFYING QUICKBOOKS REPORTS

Included with the QuickBooks (QBs) software are standardized reports that have been configured with standard formatting, filters and selections. This procedure is being written to explain some of the modifications that can be made to existing QBs standardized reports to make them more useful. Once modified these reports must be saved with a new name in order to retrieve them when needed. It should be noted that modifying QBs reports has no affect on the existing standardized reports. A user can “play” with reports and make changes without worrying about changing the existing pre-structured reports. Also modifying the reports has not affect on the existing transactions or data contained within the reports.

**MAKING COLUMNS ON REPORTS WIDER:** Whenever there are words listed in a column of a report and then there is a “...” after it, it means that there are additional items within that column that are not being displayed because the column is not wide enough. See the example provided below:



As soon as the column is made wider the data will be displayed within the report. To widen a column you must put your cursor over the diamond displayed at the end of the column until it turns into a “plus” sign as shown below:



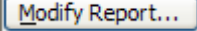
You must hold the left side of your mouse down as you drag the column over to the right to make it big enough to reveal all the information contained in that column. In the example above the diamond has changed to the “plus” sign.

Modify Report...	Memorize...	Print...	E-mail ▾	Export...	Hide			
Dates	Last Month	▼	From	04/01/2010	To	04/30/2010		
2:56 PM			ANY LC					
05/10/10			Sales by					
Accrual Basis			Ap					
◇	Type	◇	Date	◇	Num	◇	Memo	◇
	Sales Receipt		04/01/2010		1468		Liquor sales - 2	
	Sales Receipt		04/01/2010		1468		Liquor sales - 7	

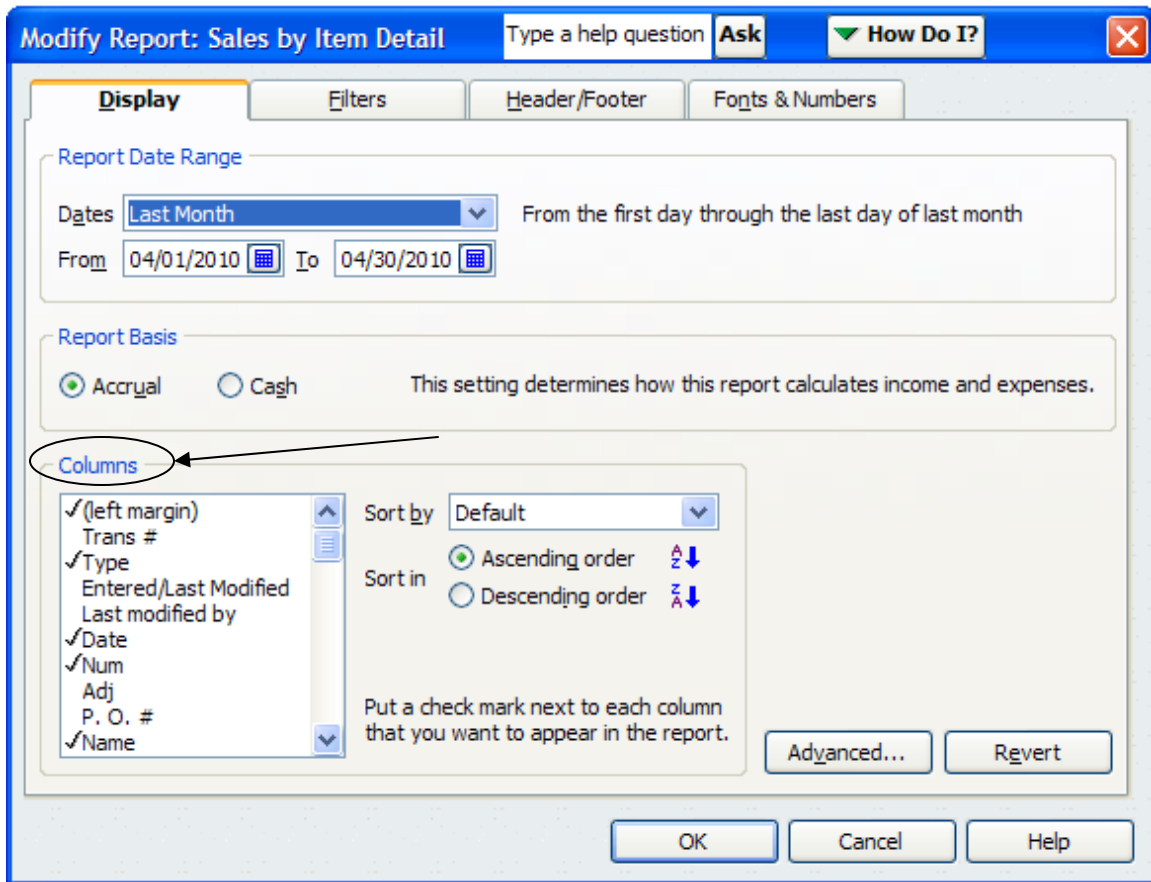
In the example above the column has now been widened to display all information contained in the “Memo” column. When printing reports the columns should be widened before printing or the full data will not be displayed in the printed report.

**REMOVING COLUMNS:** Sometimes there are columns in the report that are not necessary. In the example below the “Qty”, “Sales Price” and “Balance” columns are not necessary so they will be removed.

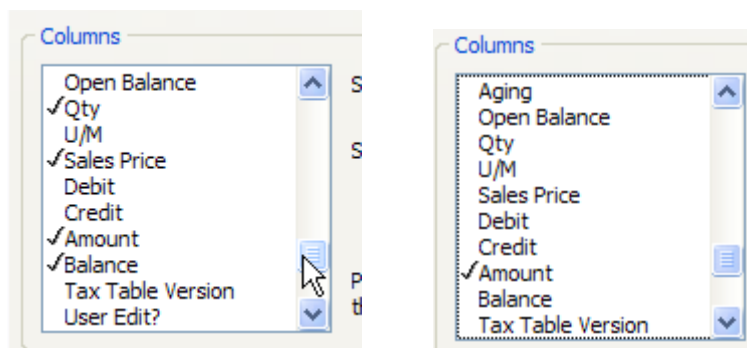
Modify Report...	Memorize...	Print...	E-mail ▾	Export...	Hide Header	Refresh											
Dates	Last Month	▼	From	04/01/2010	To	04/30/2010	Sort By	Default	▼								
2:56 PM			ANY LODGE #9999														
05/10/10			Sales by Item Detail														
Accrual Basis			April 2010														
◇	Type	◇	Date	◇	Num	◇	Memo	◇	Name	◇	Qty	◇	Sales Price	◇	Amount	◇	Balance
	Sales Receipt		04/01/2010		1468		Liquor sales - 2		Daily Receipts		1		0.00				0.00
	Sales Receipt		04/01/2010		1468		Liquor sales - 7		Daily Receipts		1		100.75		100.75		100.75
	Sales Receipt		04/02/2010		1472		Liquor sales - 2		Daily Receipts		1		0.00				100.75
	Sales Receipt		04/02/2010		1472		Liquor sales - 7		Daily Receipts		1		209.75		209.75		310.50
	Sales Receipt		04/03/2010		1473		Liquor sales - 2		Daily Receipts		1		0.00				310.50
	Sales Receipt		04/03/2010		1473		Liquor sales - 7		Daily Receipts		1		198.00		198.00		508.50
	Sales Receipt		04/05/2010		1474		Liquor sales - 2		Daily Receipts		1		24.00		24.00		532.50
	Sales Receipt		04/05/2010		1474		Liquor sales - 7		Daily Receipts		1		141.25		141.25		673.75
	Sales Receipt		04/06/2010		1475		Liquor sales - 2		Daily Receipts		1		15.00		15.00		688.75
	Sales Receipt		04/06/2010		1475		Liquor sales - 7		Daily Receipts		1		107.75		107.75		796.50
	Sales Receipt		04/07/2010		1476		Liquor sales - 2		Daily Receipts		1		0.00				796.50
	Sales Receipt		04/07/2010		1476		Liquor sales - 7		Daily Receipts		1		190.00		190.00		986.50

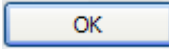
To remove a column, select the  icon in the top of the report.

**NOTE:** This screen is standard on all reports except that the title of the report will change after the “:” based on which report you are modifying.



Notice in the lower left hand corner of the screen there is a “**Columns**” section that lists are columns that can be displayed in the report. The items that are currently displayed are marked with a ✓ checkmark. To remove them you must click on them to remove the ✓ checkmark.



Once the ✓ checkmark has been removed and the  button is selected the columns will no longer display in the report.

Type	Date	Num	Memo	Name	Amount
Sales Receipt	04/01/2010	1468	Liquor sales - 2	Daily Receipts	
Sales Receipt	04/01/2010	1468	Liquor sales - 7	Daily Receipts	100.75
Sales Receipt	04/02/2010	1472	Liquor sales - 2	Daily Receipts	
Sales Receipt	04/02/2010	1472	Liquor sales - 7	Daily Receipts	209.75
Sales Receipt	04/03/2010	1473	Liquor sales - 2	Daily Receipts	
Sales Receipt	04/03/2010	1473	Liquor sales - 7	Daily Receipts	198.00
Sales Receipt	04/05/2010	1474	Liquor sales - 2	Daily Receipts	24.00
Sales Receipt	04/05/2010	1474	Liquor sales - 7	Daily Receipts	141.25

**CHANGING THE HEADER/FOOTER:** Sometimes the title of the report is not what is desired and must be changed. To change the Header and/or Footer, select the

**Modify Report...** button. The **“Modify Report:”** screen will appear for the specified report. In this example we are modifying the Profit & Loss by Class report so the screen title is **“Modify Report: Profit & Loss by Class”**.

**Modify Report: Profit & Loss by Class**

Display | Filters | **Header/Footer** | Fonts & Numbers

**Show Header Information**

- Company Name: ANY LODGE #9999
- Report Title: Profit & Loss by Class
- Subtitle: April 2010
- Date Prepared: 12/31/01
- Time Prepared
- Report Basis
- Print header on pages after first page

**Show Footer Information**

- Page Number: Page 1
- Extra Footer Line
- Print footer on first page

**Page Layout**

Alignment: Standard

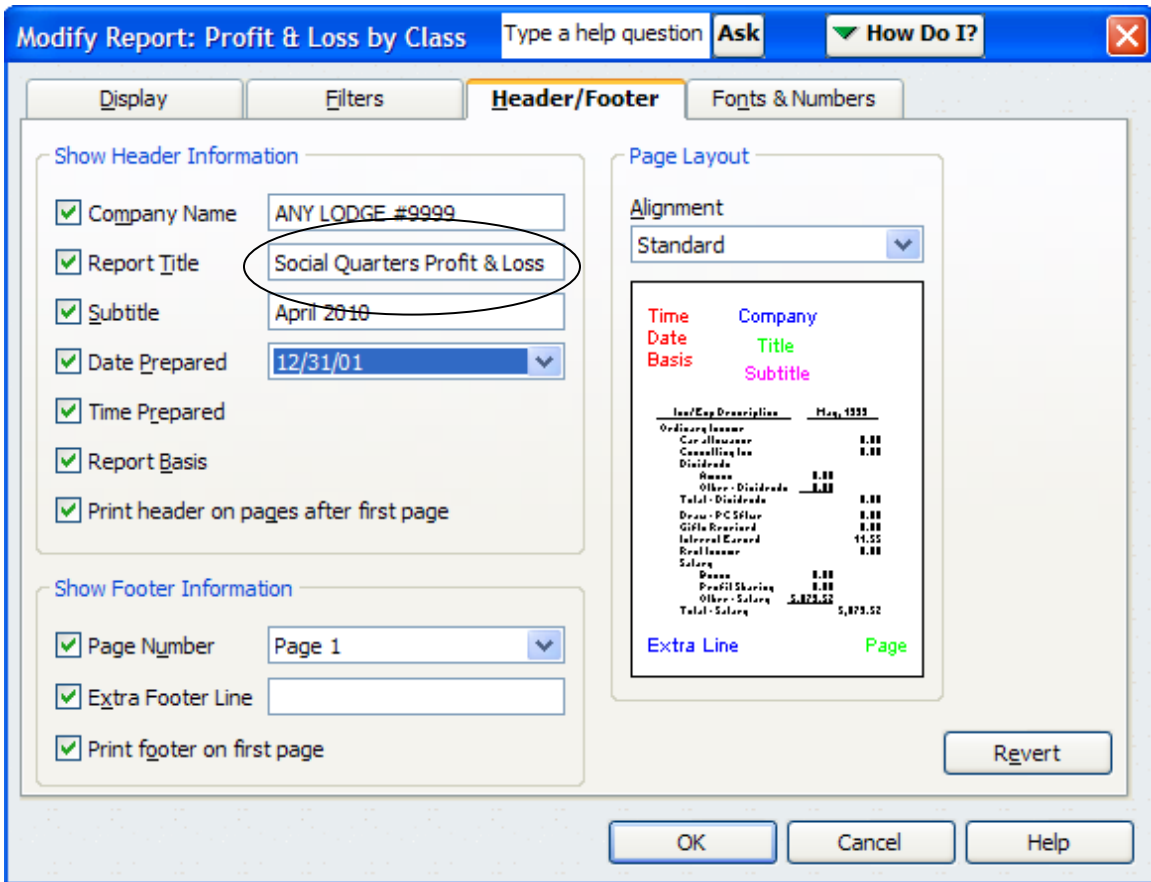
Time	Company
Date	Title
Basis	Subtitle
<b>Ordinary Income</b>	
Car Allowance	0.00
Consulting Fee	0.00
Dividends	
Other - Dividends	0.00
<b>Total - Dividends</b>	<b>0.00</b>
Draw - PC 50/50	0.00
Gifts Received	0.00
Interest Earned	11.55
Rent Income	0.00
Salary	
Other - Salary	0.00
Profit Sharing	0.00
Other - Salary	5,879.52
<b>Total - Salary</b>	<b>5,879.52</b>

Extra Line | Page

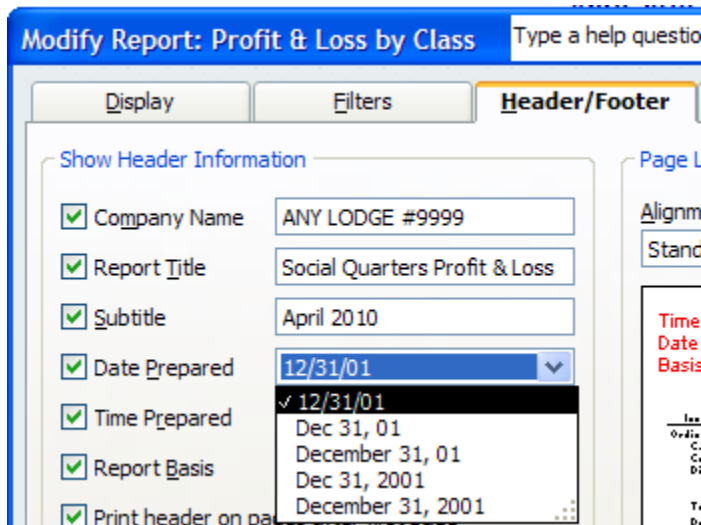
Revert

OK | Cancel | Help

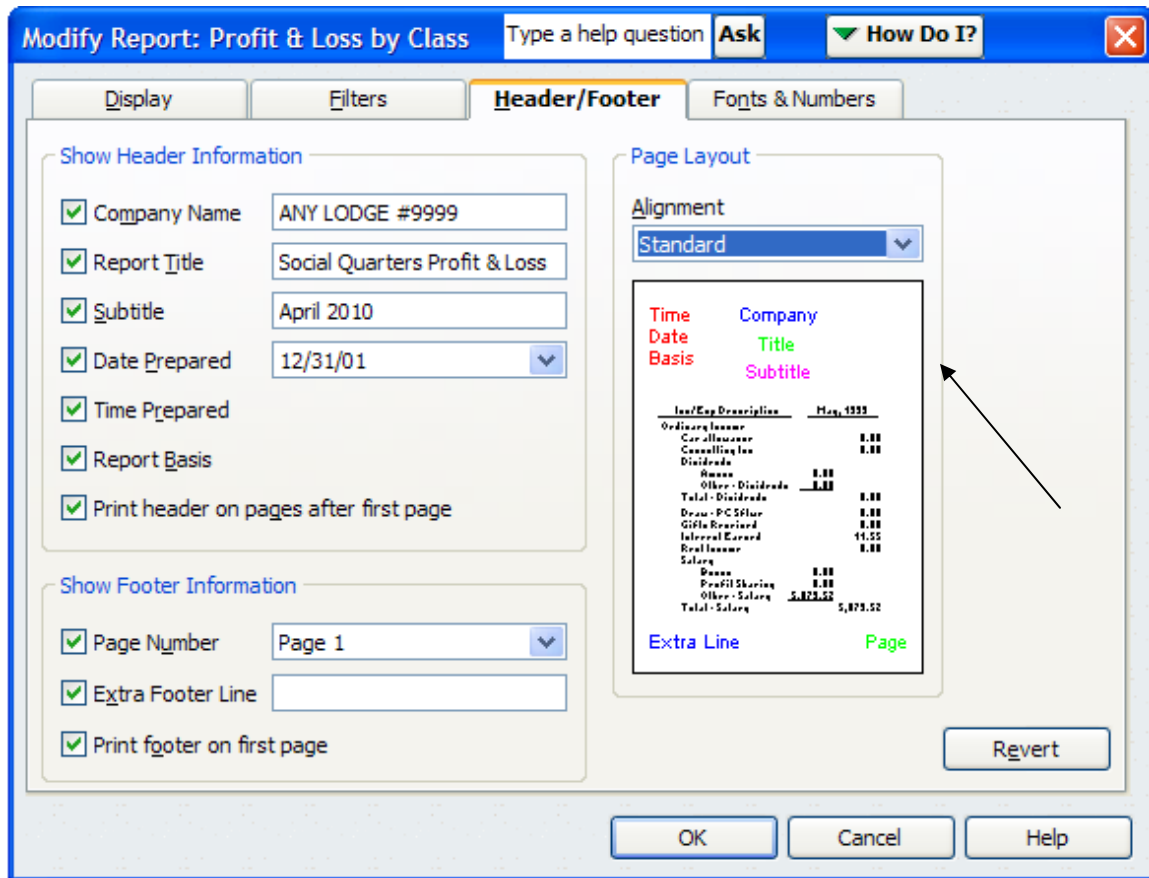
Notice that the title is currently displayed as **“Profit & Loss by Class”** and we want to modify it to the name of the particular class being displayed in the report, so we type in the new name of the report in the **“Report Title”** field.



Notice that there are also other items that can be changed on this screen such as the format of the date, which is displayed below in the “Date Prepared” drop down menu:

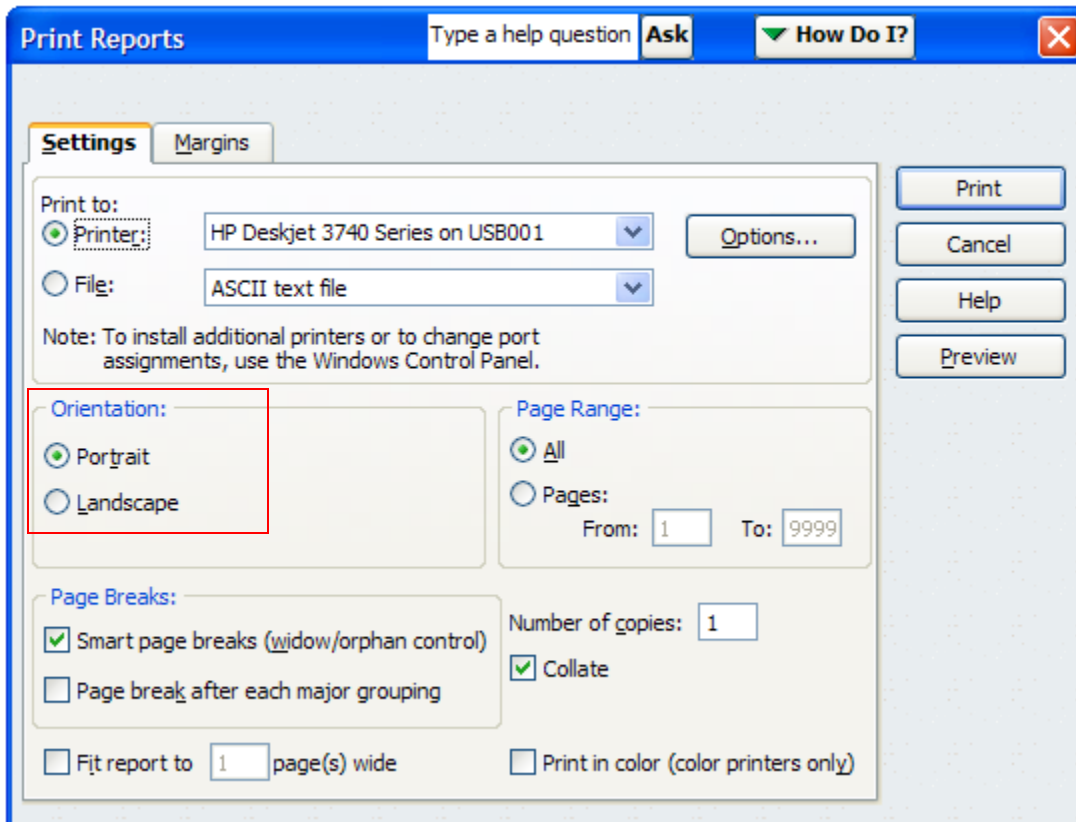


Also notice that you can see in the “Page Layout” section what the report currently looks like and where the items are currently set to display on the report.



It is possible to make changes to the report setup and then see if the changes are what you desire. It should be noted that if you are not happy with the changes then do not save the report and the report's original settings will always remain in place under the standard QBs Reports menu. In other words if you do not save it with a new report title then it will always revert to the standard QBs structure for the report.

**SETTING THE REPORT TO LANDSCAPE:** To set the report click the  icon at the top of the QBs report screen. The "Print Report" screen will appear.



The “**Orientation:**” section is what determines how the report will print. **Portrait** is the standard for most reports, which includes everything that fits within the 8 ½” on the standard sheet of paper with the margins included. When a report is wider it should be set to **Landscape** so that the report will print all columns within the report without wrapping them to another page.

In the example below if we do not change the **Orientation** to **Landscape** some of the data will not be displayed in the report.

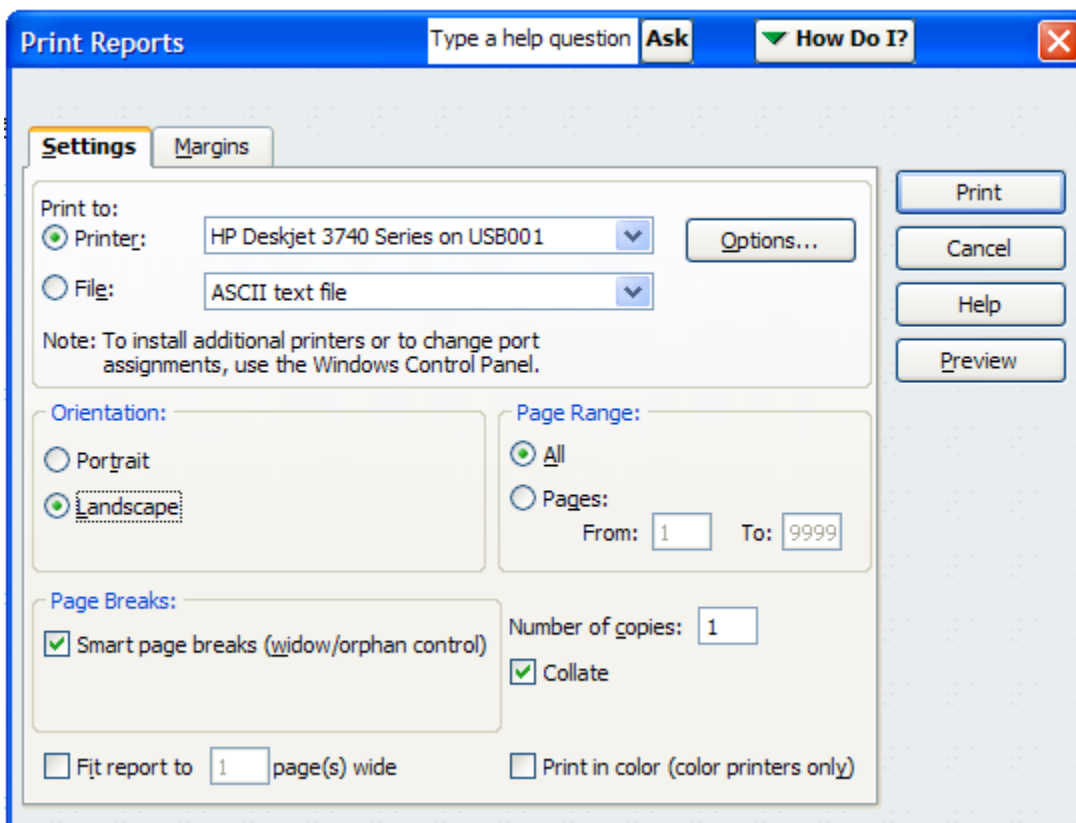
3:34 PM		ANY LODGE #9999				
05/10/10		Check Detail				
		April 2010				
Type	Num	Date	Name	Account	Paid Amount	
Bill Pmt -Check	6569	04/02/2010	Lockton Risk Services	1005.00 · Checking - Cash		
Bill	7797...	03/15/2010		5427.00 · Fidelity Bond Coverage	-320.80	
TOTAL					-320.80	
Bill Pmt -Check	6570	04/02/2010	Chaz Distributing	1005.00 · Checking - Cash		
Bill	28330	03/19/2010		5045.00 · Misc Merch - Cost of Goods Sold	-116.23	
TOTAL					-116.23	

The report displayed as **Portrait**:

Bill Pmt -Check	868E	4/2/2010	Lookton Risk Services	1006.00 - Checking - Cash
Bill	779787	3/15/2010		5427.00 - Fidelity Bond Coverage
TOTAL				
Bill Pmt -Check	867C	4/2/2010	Chaz Distributing	1006.00 - Checking - Cash
Bill	2833C	3/15/2010		5045.00 - Misc Merch - Cost of Goods Sold
TOTAL				
Bill Pmt -Check	8671	4/2/2010	Allied Beverages, Inc.	1006.00 - Checking - Cash
Bill	384532	3/26/2010		5030.00 - Beer - Cost of Goods Sold
TOTAL				

Because the report is too wide to be displayed in the standard **Portrait** format, which is shown above the last column is not printed on the report.

To change the format to **Landscape** simply click the **Landscape** radio button on the “**Print Reports**” screen.

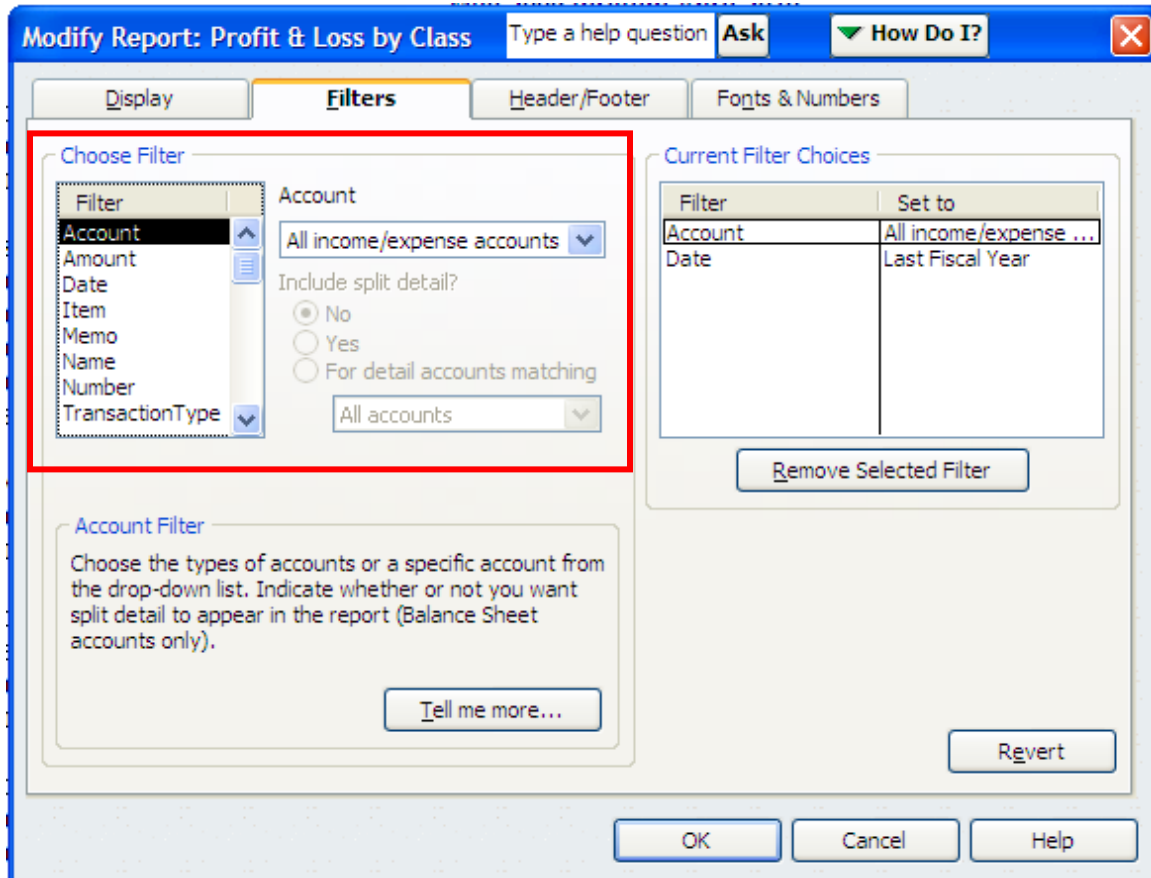


To help you determine if the report is going to fit on the page you can click the **Preview** button to display the report prior to printing. This is shown in the example above where the column of data is not displayed when **Portrait** is selected as the **Orientation** for this report. It is suggested that the report always be “**previewed**” to see it prior to printing.

***FILTERS:*** As previously mentioned the QBs reports are pre-structured to settings determined by Intuit the manufacturer of the QBs software. These “**filters**” can be

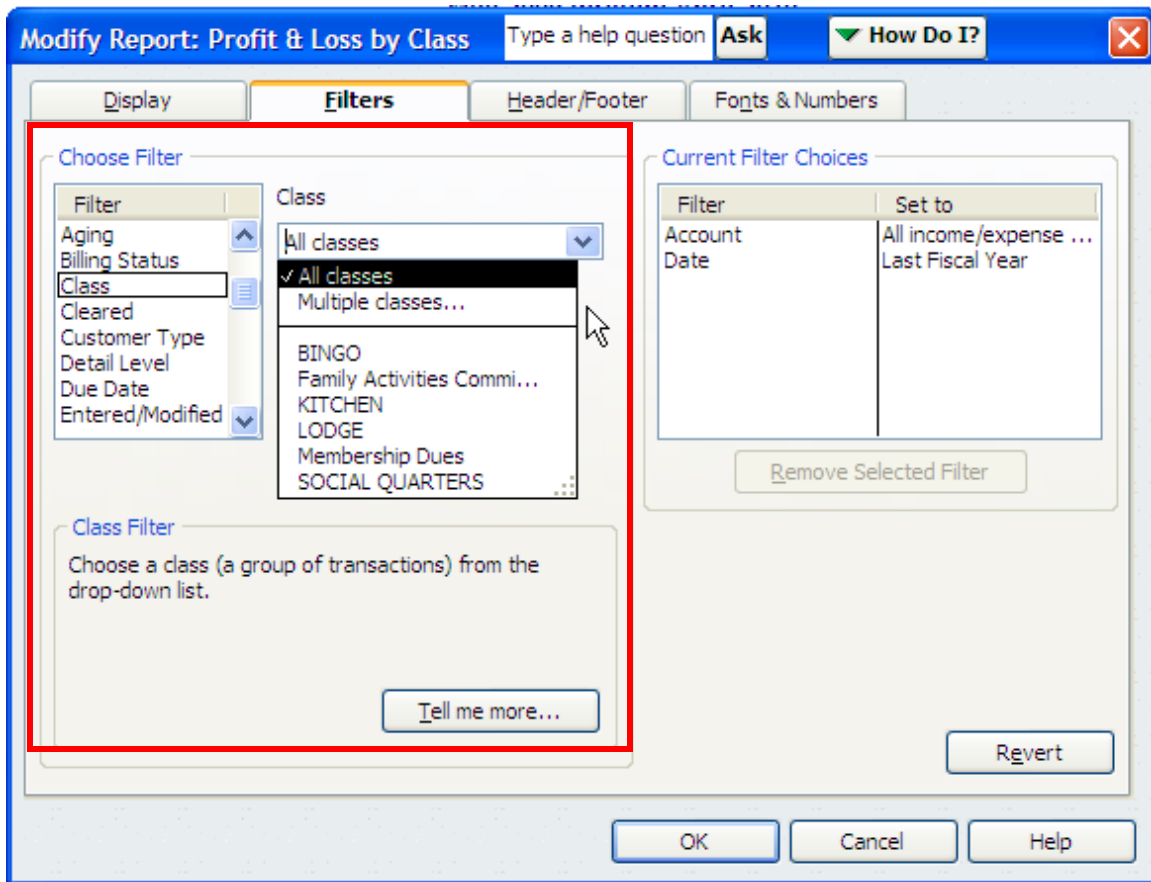


changed and the report saved so that it has user-defined parameters. The “**filters**” for a report are shown when the Modify Report... icon is chosen at the top of the selected report. Shown below is the Modify Report: Profit & Loss by Class pop-up screen that appears when the Modify Report icon is selected while in the Profit and Loss by Class report. The report will default to the first sub-tab within the screen, which is “**Display**”.

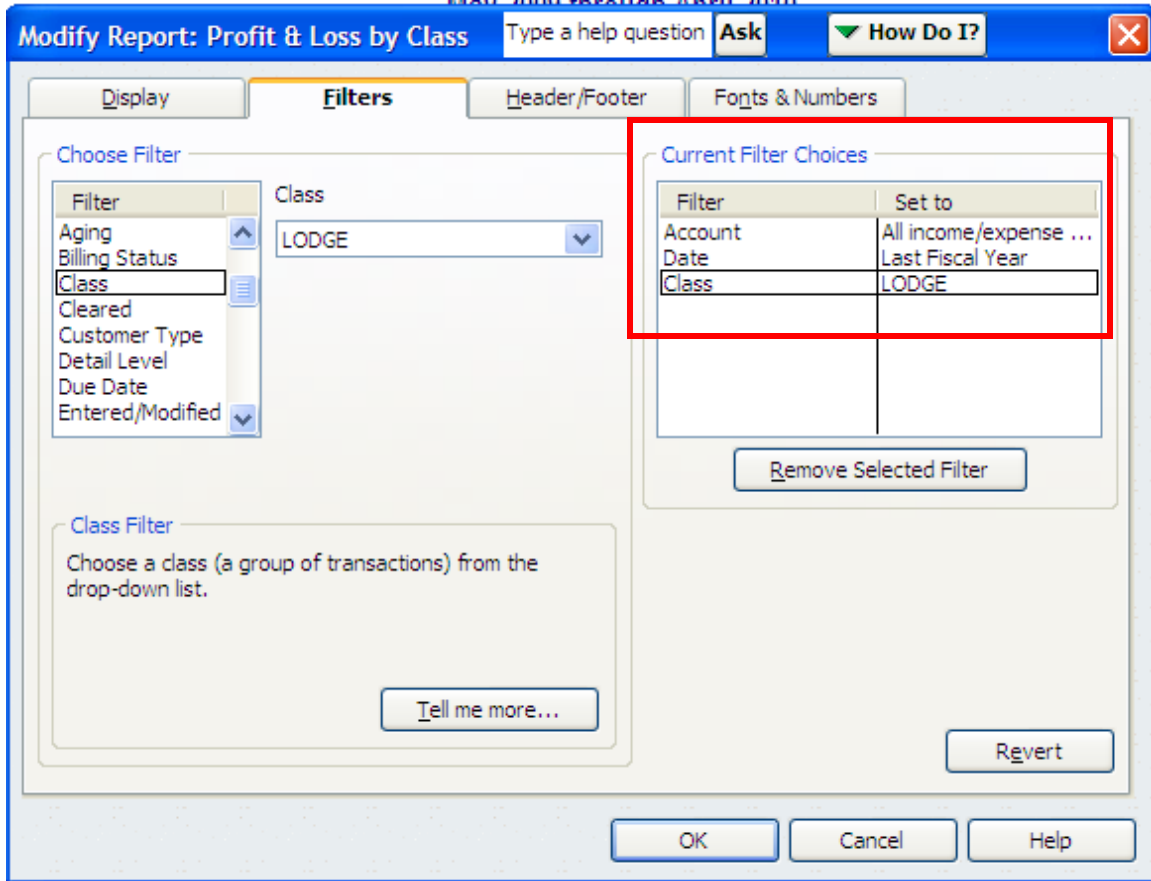


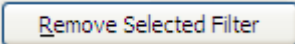
Notice that there are sub-tabs within the screen. The second tab is the “**Filters**” tab, which needs to be selected when changing need to be made in the selection criteria for a report.

The available filters are listed in the “**Choose Filter**” section of the screen. In the example below versus the example above when a “**Filter**” is chosen notice that the available selections will change within the screen.

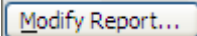


This is true for all the selections under “**Choose Filter**”. In the example above the default for the “**Filter**” entitled **Class** is “**All classes**” but we can change the filter to be for only one particular class by selecting it.



Notice that it now appears in the “**Current Filter Choices**” section of the screen. This means that this report, when saved, will be a report of only the “**LODGE**” vice a report that includes all classes within this QBs company. Additional filters can be chosen. It should also be noted that if a filter is chosen in error the  icon can be chosen and that filter then removed from the new report.

The report will now display only the chosen filtered items, which in this case is “LODGE” in the report vice the original report, which originally would have shown us all classes that were in our QBs Company Class List.

**CHANGING FONTS, COLORS:** Sometimes a user may want to increase the size of data in the report so that it can be more easily reviewed. Each report will allow the font colors and size to be changed for totals, column headers, titles, etc. When modifying a specific report what can be changed will be displayed in the Modify Report screen, which is accessed by selecting the  icon within the specific report.

We will modify the fonts, size and color of some of the items on the Balance Sheet shown below.

Balance Sheet

Type a help question Ask How Do I?

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

Dates This Fiscal Year-to-date As of 05/19/2010 Columns Total only Sort By Default

2:49 PM ANY LODGE #9999  
05/19/10 Balance Sheet  
As of May 19, 2010

Accrual Basis

ASSETS

Current Assets

Checking/Savings

1000.00 · Cash	
1006.00 · BINGO CHECKING	533.14
1005.00 · Checking - Cash	3,686.71
1010.00 · Savings - Cash	345.78
1025.00 · Petty Cash	800.00
Total 1000.00 · Cash	5,365.63
Total Checking/Savings	5,365.63

To modify this report we select the **Modify Report...** icon, which causes the following pop-up screen to be displayed. We will then select the **“Fonts & Numbers”** tab within the **“Modify Report”** screen.

Modify Report: Balance Sheet

Type a help question Ask How Do I?

Display Filters Header/Footer **Fonts & Numbers**

Fonts

Change Font For

- Column Labels
- Row Labels
- Report Data
- Report Totals
- Company Name
- Report Title
- Report Subtitle
- Date
- Page Number
- Transactions
- Time
- Report Basis

Example

Change Font...

Show Negative Numbers

- Normally
- In Parentheses
- With a Trailing Minus
- In Bright Red

Example -300.00

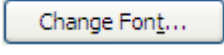
Show All Numbers

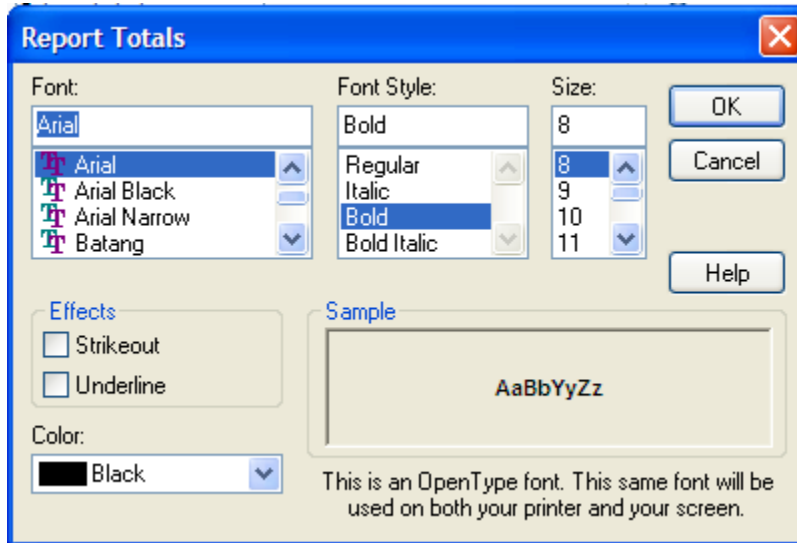
- Divided By 1000
- Except Zero Amounts
- Without Cents

Revert

OK Cancel Help

As mentioned previously the “**Fonts**” section will identify those items on the report that can be modified. It will also provide a current view of what the font is set at when that item is selected. Notice as you select each item that the “**Example**” changes to show you what the current font looks like.

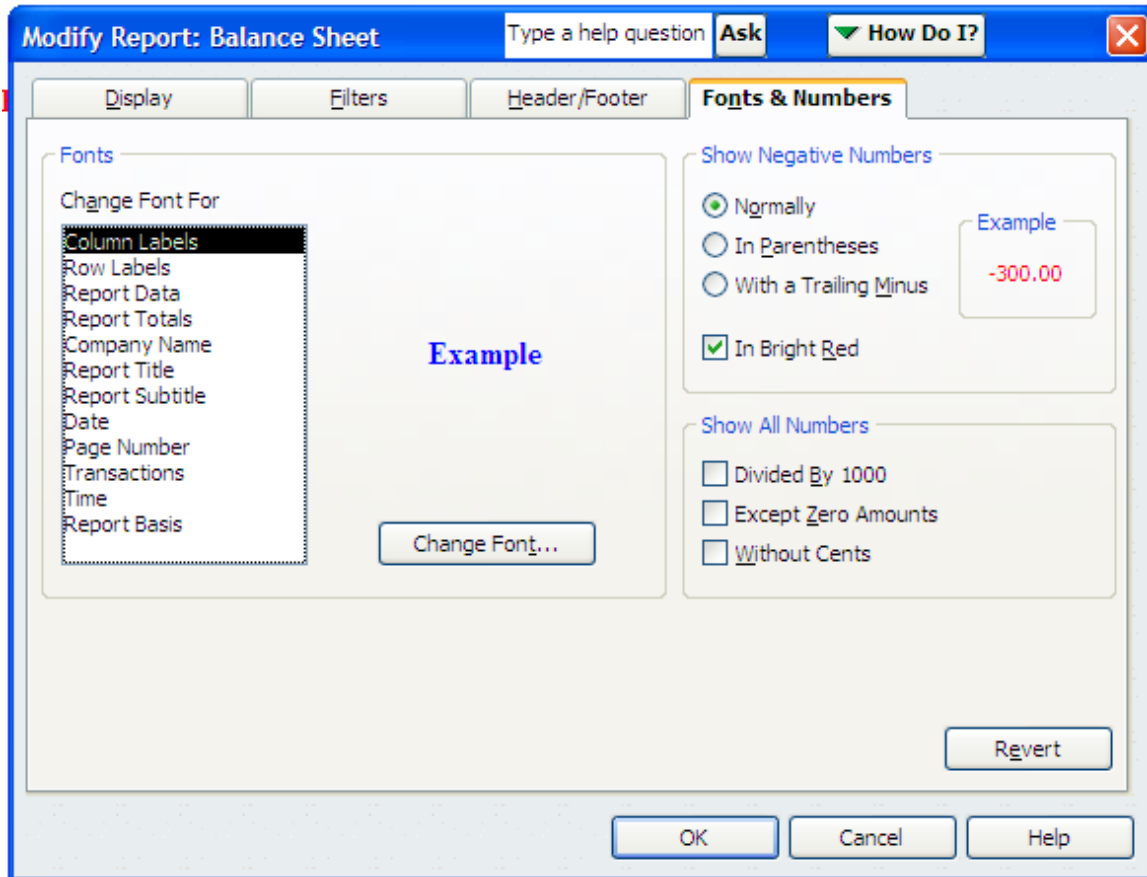
To change the font, select the  icon.



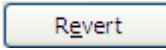
The font selections are normally based on the fonts that are loaded within your computer so they may vary by computer. As you make a selection the “**Sample**” section will show you how the font will look. Notice also that there is a “**Color:**” section that allows you to change the color to something other than the default of Black. Notice also that you can choose “**Effects**”. To determine which font you prefer simply make selections within the screen and click “**OK**” and the change will be displayed.

3:00 PM		ANY LODGE #9999	
05/19/10		Balance Sheet	
Accrual Basis		As of May 19, 2010	
		◊ May 19, 10 ◊	
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000.00 · Cash			
1006.00 · BINGO CHECKING		533.14	
1005.00 · Checking - Cash		3,686.71	
1010.00 · Savings - Cash		345.78	
1025.00 · Petty Cash		800.00	
<b>Total 1000.00 · Cash</b>			<b>5,365.63</b>

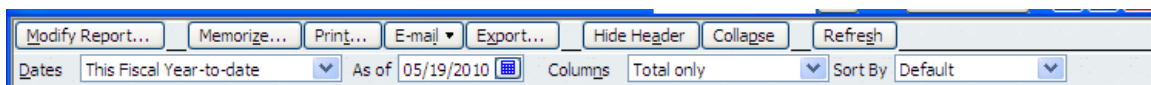
In the example above the Report Title and Column Labels were changed to different colors and sizes that the standard structured report.



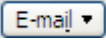
Notice also that you can choose how the negative numbers will be displayed and that a change can be made to “Show All Numbers” to the nearest thousand, without cents displayed and that any accounts with zero amounts can be chose as not displayed within the report.

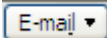
Also notice that should you change your mind you can always click the  icon and the report will default back to its original settings.

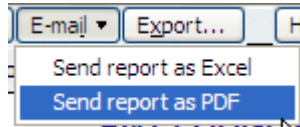
**OTHER FEATURES:** There are other features in QBs reports that should be noted, they are displayed at the top of the report.



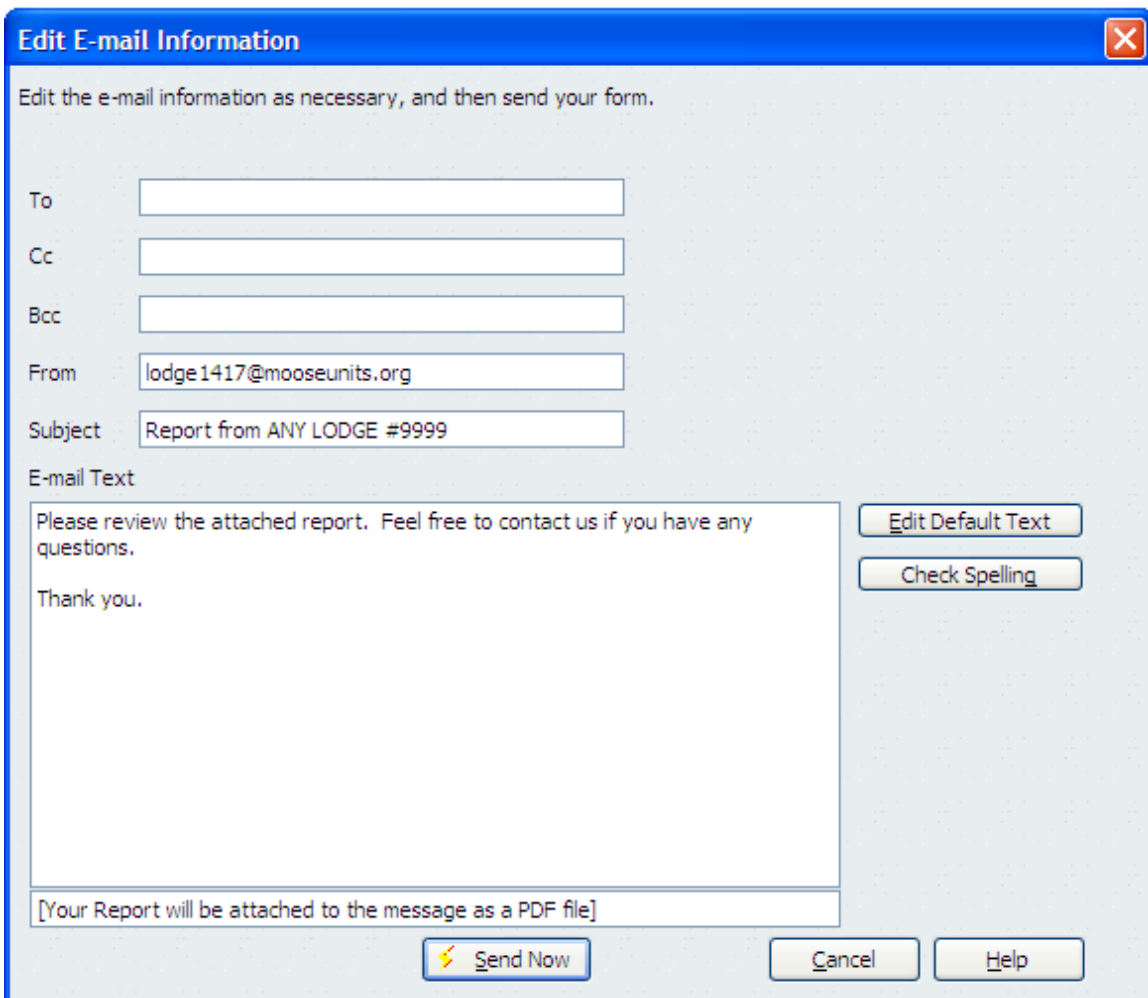
The “**Memorize**” item is discussed in the “**QUICKBOOKS REPORTS**” and the “**MEMORIZED REPORT GROUP**” procedures found on the *CNMA* website.

The  icon will also allow the user to email the displayed report to anyone. The default address used for the email is based on the email address loaded into the Company Information screen. For the fraternal units we must use the standard assigned structure of [lodgeXXXX@mooseunits.org](mailto:lodgeXXXX@mooseunits.org); [chapterXXXX@mooseunits.org](mailto:chapterXXXX@mooseunits.org); or [legionXXXX@mooseunits.org](mailto:legionXXXX@mooseunits.org).

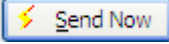
To send a report by email, select the  icon. Notice that there are two ways to send a report.



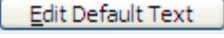
If **Excel** is chosen the report will be sent so that the recipient can open the data contained in the report in Microsoft Excel. If **PDF** is chosen the report is sent in **Adobe Reader**, which can be read by any recipient, as Adobe Reader is standard on most computers today.

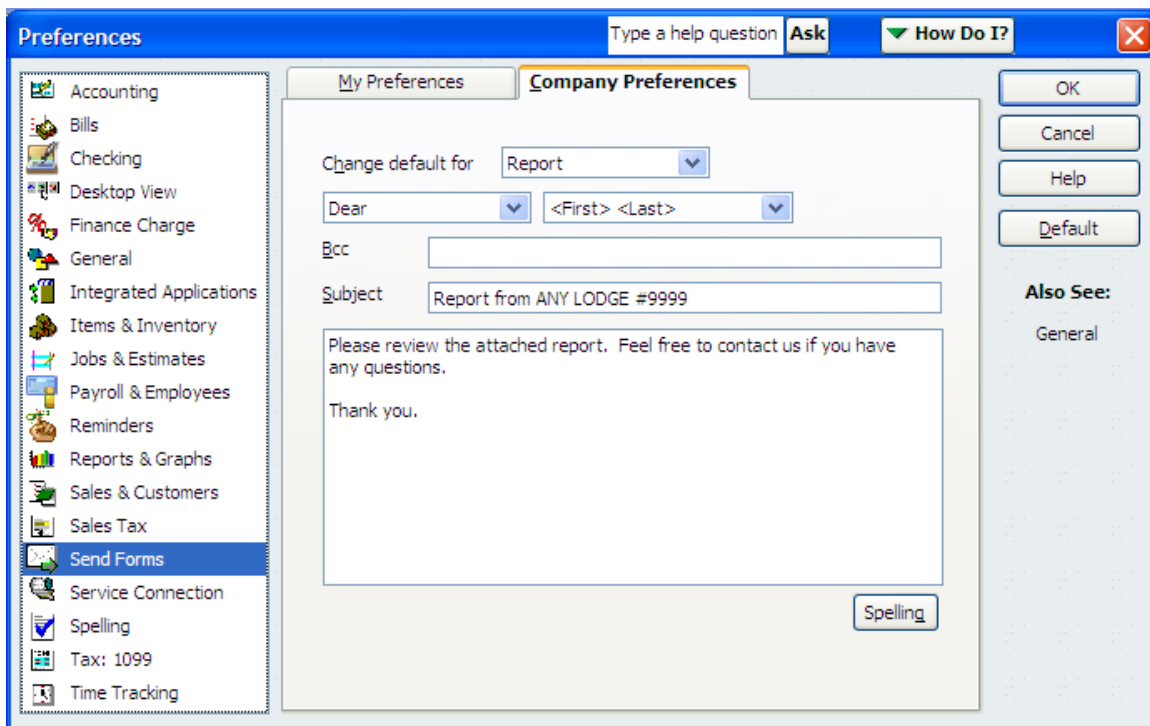
A screenshot of a dialog box titled 'Edit E-mail Information'. The dialog box has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a text area with the instruction: 'Edit the e-mail information as necessary, and then send your form.' Below this, there are several input fields: 'To', 'Cc', 'Bcc', 'From' (with the value 'lodge1417@mooseunits.org'), and 'Subject' (with the value 'Report from ANY LODGE #9999'). Below the input fields, there is a section labeled 'E-mail Text' containing a text area with the text: 'Please review the attached report. Feel free to contact us if you have any questions. Thank you.' To the right of the text area, there are two buttons: 'Edit Default Text' and 'Check Spelling'. At the bottom of the dialog box, there are three buttons: 'Send Now' (with a lightning bolt icon), 'Cancel', and 'Help'. At the bottom left of the text area, there is a note: '[Your Report will be attached to the message as a PDF file]'. The dialog box has a light gray background and a blue border.

The “**Edit E-mail Information**” screen appears. This screen needs to be completed to identify the recipient’s email address; provides the default email that is sending the report as mentioned above; allows for multiple recipients to be identified (Cc, Bcc); allows the sender to identify a Subject; and add any text to the email to let the recipient know more about what is being sent.

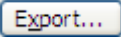
When the  icon is selected QBs will access the **Internet** connection, which means that access to the **Internet** must exist in order to send the report.

Also notice that the spelling can be checked by selecting the  icon.

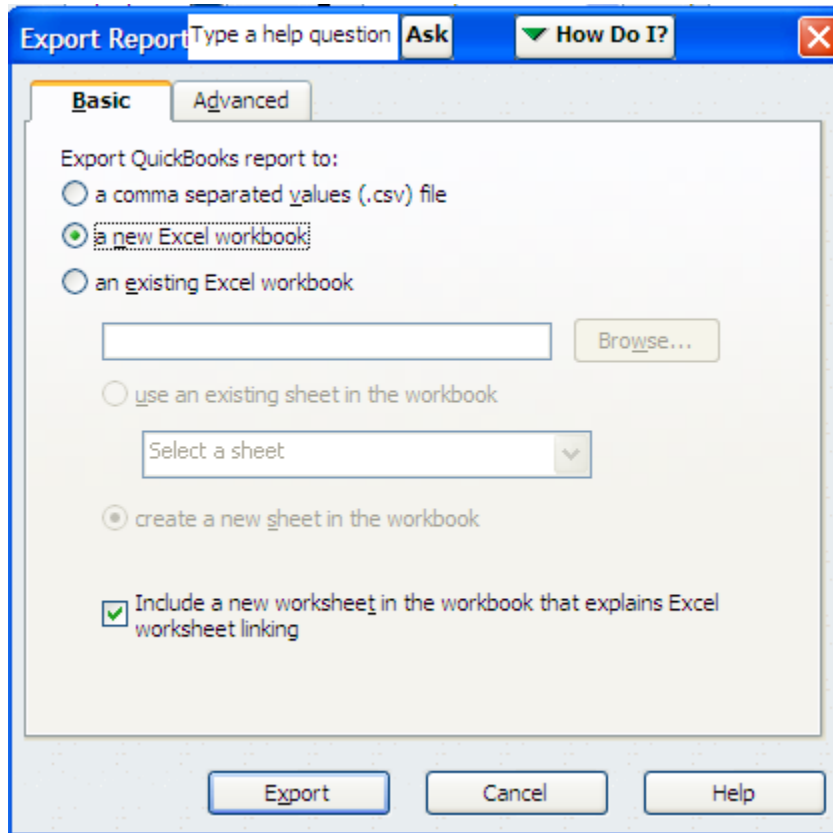
When  icon is selected QBs will take you to the “**Preferences**” so that you can permanently change the defaults within the reports screen when the “Email” icon is selected.



The first time a user emails a report the screen will walk the user through a series of questions regarding how email should be sent and the default email address that will be used when sending emails. Follow the prompts and then the email will be sent to the recipient via email.

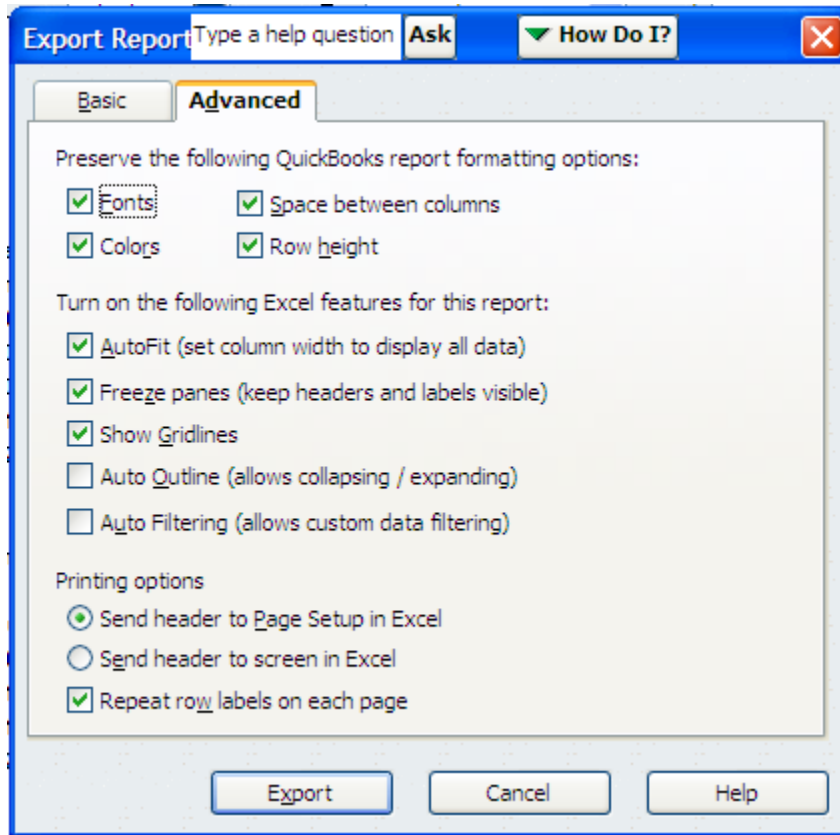
The  icon allows the user to send the data contained within the report to another software program for additional manipulation of the data beyond what can be done within QBs.





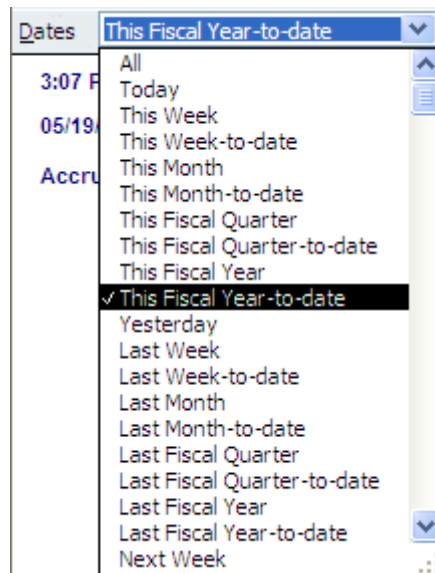
For example the report data can be sent to Excel as shown in the Export screen above.

When the “**Advanced**” tab is selected additional capabilities for the **Export** are displayed as shown below.



The **Refresh** icon is used to update a report when data that is contained within the report has been changed and the currently displayed report does not have data change displayed. Sometimes QBs will have a reminder on the screen that the data has changed and the report needs to be “refreshed”.

The “**Dates**” selection allows the user to select many default selections to change the data displayed within the report.

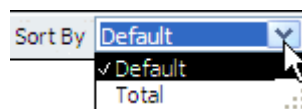
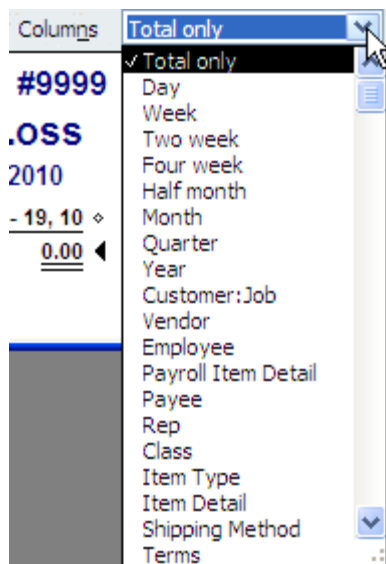


The date **As of 05/19/2010** field identifies the date that the report is current through. For example the Balance Sheet shows a specific date so it will always have an “As o” date.

On some reports there is a date range

**Dates This Month-to-date** From **05/01/2010** To **05/19/2010** for the report because the report is showing a specific period of time. For example the Profit and Loss Statement is for a specific period of time rather than a specific date.

The “**Columns**” selection allows the user to specific multiple items on the report or a single “**Total only**” for the columns of data displayed within the report. This will change based on each individual report and its standard default settings. The Profit and Loss report example is provided below:



The “**Sort By**” allows the user to specify how they want the report sorted by. In this example when “**Total**” is selected an additional icon appears in

the screen **Sort By Total** that allows the user to sort in Ascending (A to Z)

**A ↓** or Descending (Z to A) **Z ↓** order.

This procedure has been written to provide some insight into the QBs reports and the ability to modify them. There may be other items that can be changed on the reports, which can be found in the QuickBooks Users Manual and other tools. It is recommended that the user also take advantage of the QBs website where additional information can also be obtained on QBs reports.