MODIFYING QUICKBOOKS REPORTS

Included with the QuickBooks (QB) 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:

![Example of Column Width Adjustment](image)

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:

![Adjusted Column Width Example](image)

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.
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.

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 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.
**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”.

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 Print... 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.

The report displayed as **Portrait**:
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.

![Print Reports dialog box](image)

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.
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.
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 [Change Font] 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.
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 E-mail 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; chapterXXXX@mooseunits.org; or legionXXXX@mooseunits.org.

To send a report by email, select the E-mail 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.

![Edit E-mail Information](image)
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 **Send Now** 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 **Check Spelling** icon. When **Edit Default Text** 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 **Export...** 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 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 of” date.

On some reports there is a date range 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 specify 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 that allows the user to sort in Ascending (A to Z) or Descending (Z to A) 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.