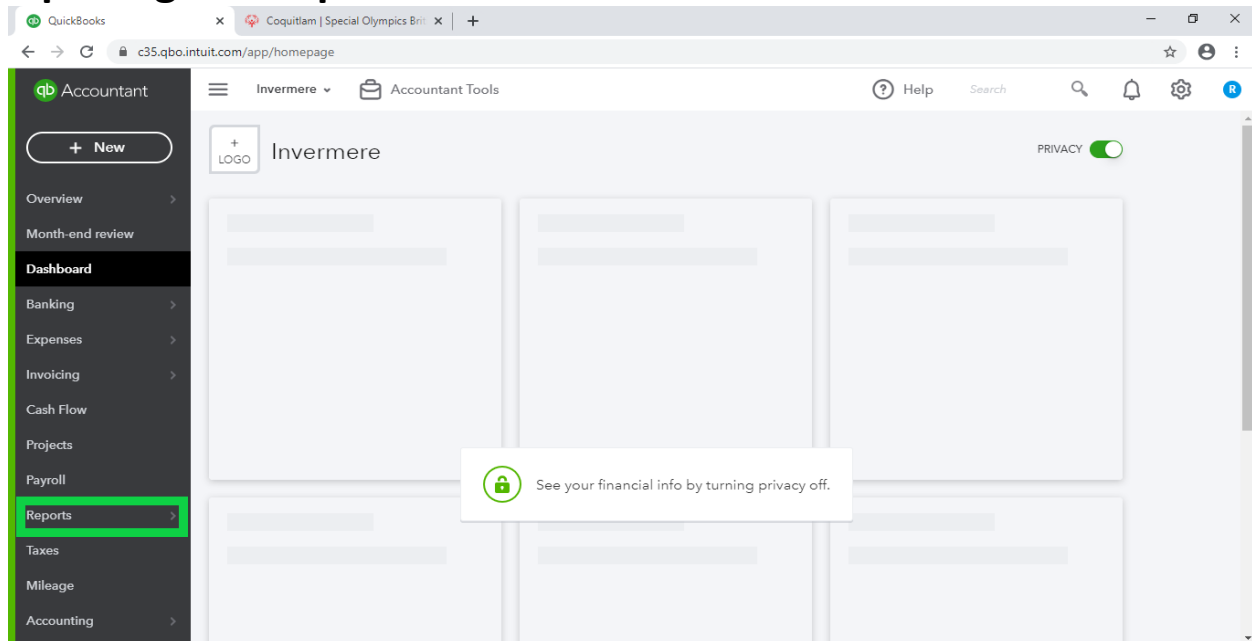
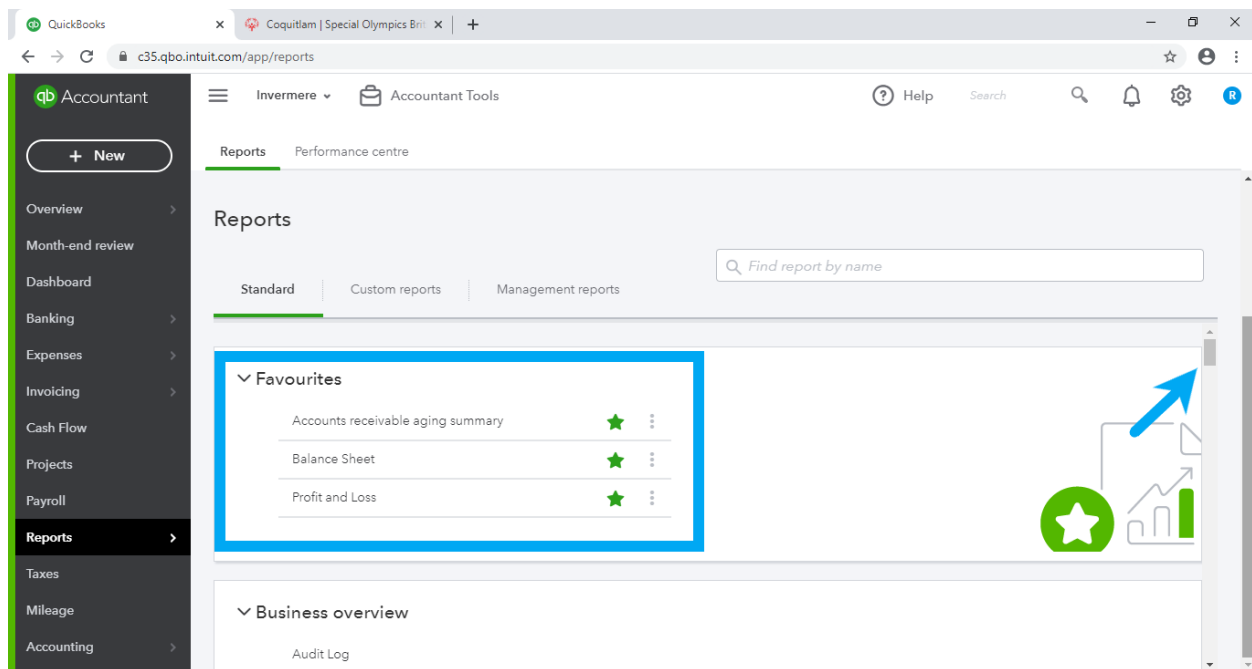


Opening the Reports Function



- To view different reports, hover over “Reports” along the left gray ribbon and click on “Reports” again.



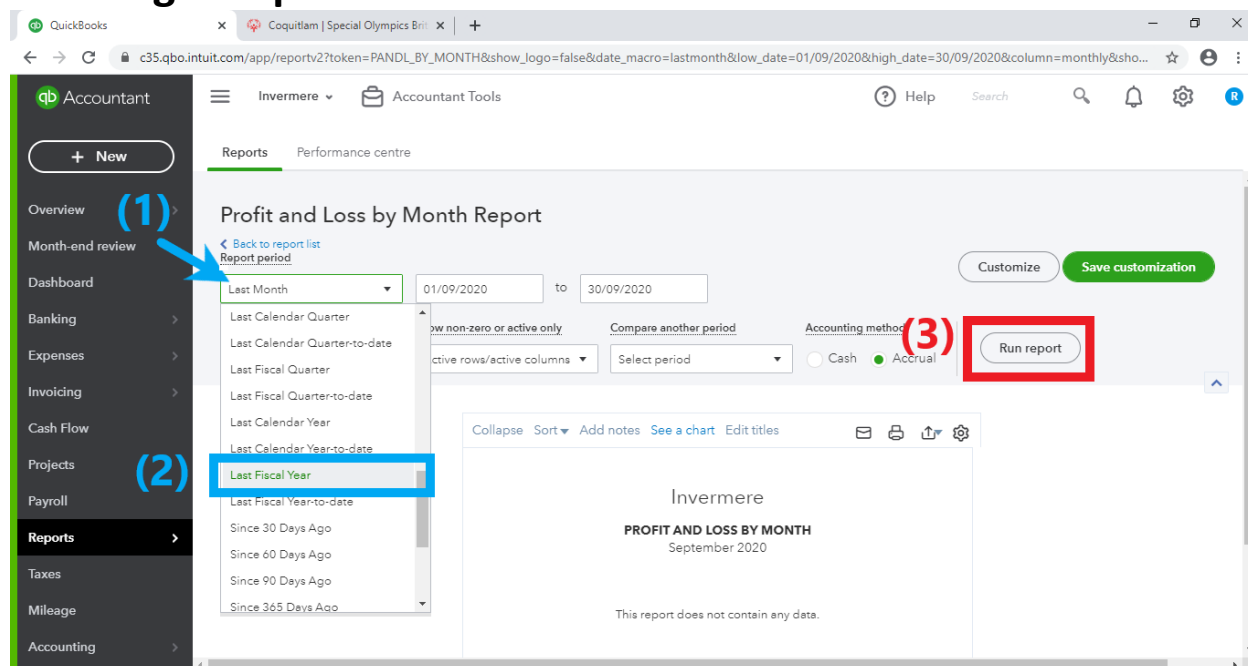
- Within the Reports tab, there are some pre-set “Favourites” at the top of the page with green stars beside them (blue box).
- You can also use the scrolling function on the right side of the screen to view more Report functions (blue arrow).

The screenshot shows the QuickBooks Accountant interface. The left sidebar contains a navigation menu with options like Overview, Month-end review, Dashboard, Banking, Expenses, Invoicing, Cash Flow, Projects, Payroll, Reports (highlighted), Taxes, Mileage, and Accounting. The main area is titled 'Reports' and includes a search bar 'Find report by name'. Below the search bar are tabs for 'Standard', 'Custom reports', and 'Management reports'. A list of reports is displayed, with 'Profit and Loss by Month' highlighted by a blue box. Other reports include Profit and Loss Detail, Profit and Loss year-to-date comparison, Profit and Loss by Class, Profit and Loss by Customer, Profit and Loss, Quarterly Profit and Loss Summary, Statement of Cash Flows, and Statement of Changes in Equity. A green bar chart icon is visible in the bottom right corner of the report list.

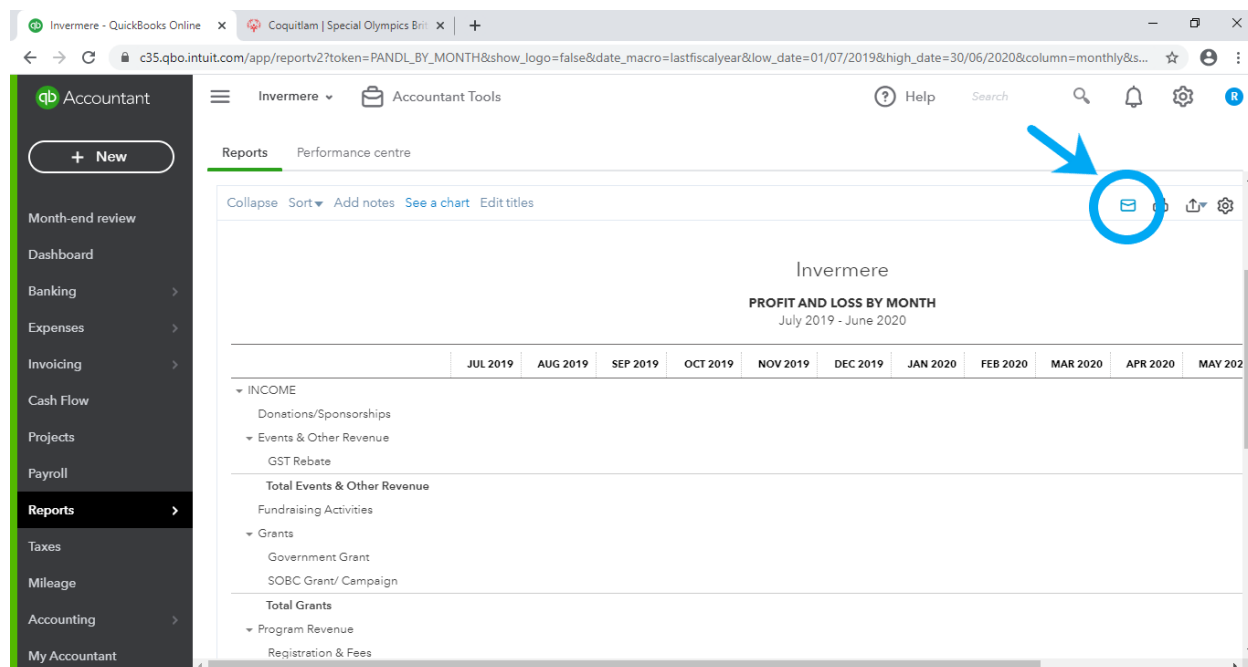
Report Name	Star Icon	More Icon
Profit and Loss Detail	☆	⋮
Profit and Loss year-to-date comparison	☆	⋮
Profit and Loss by Class	☆	⋮
Profit and Loss by Customer	☆	⋮
Profit and Loss by Month ⓘ	☆	⋮
Profit and Loss	★	⋮
Quarterly Profit and Loss Summary	☆	⋮
Statement of Cash Flows	☆	⋮
Statement of Changes in Equity	☆	⋮

- For example, Profit & Loss by Month is a useful Report function after you have inputted a few months of data (blue box)

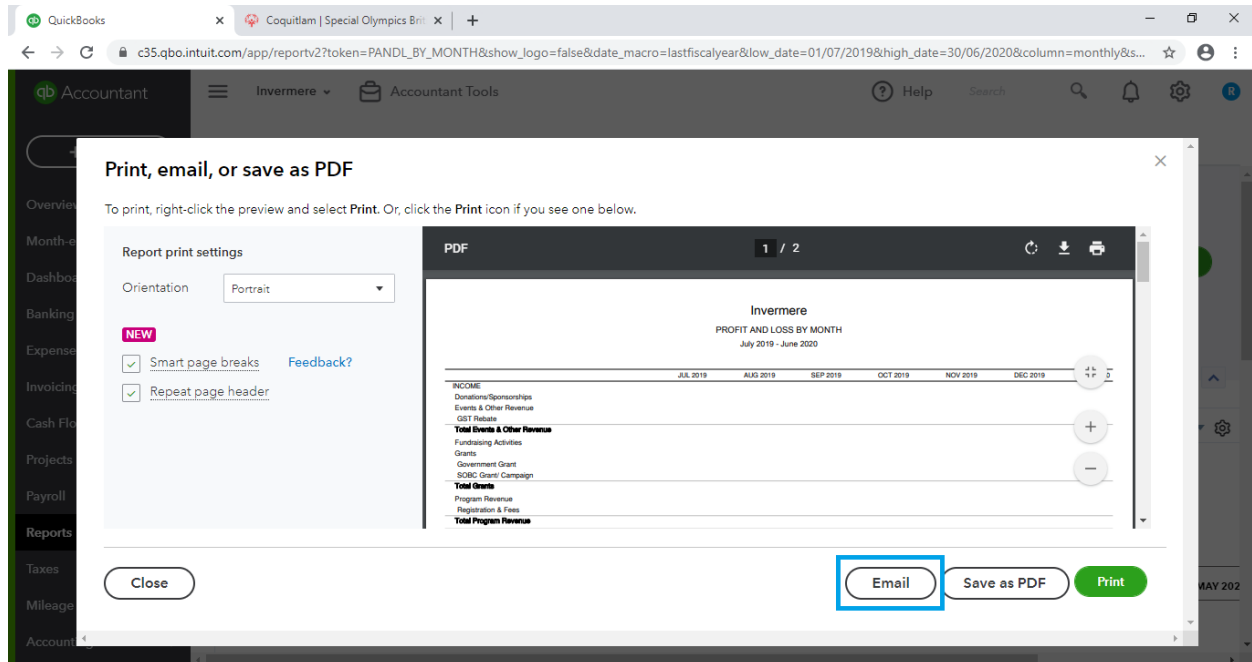
Running a Report



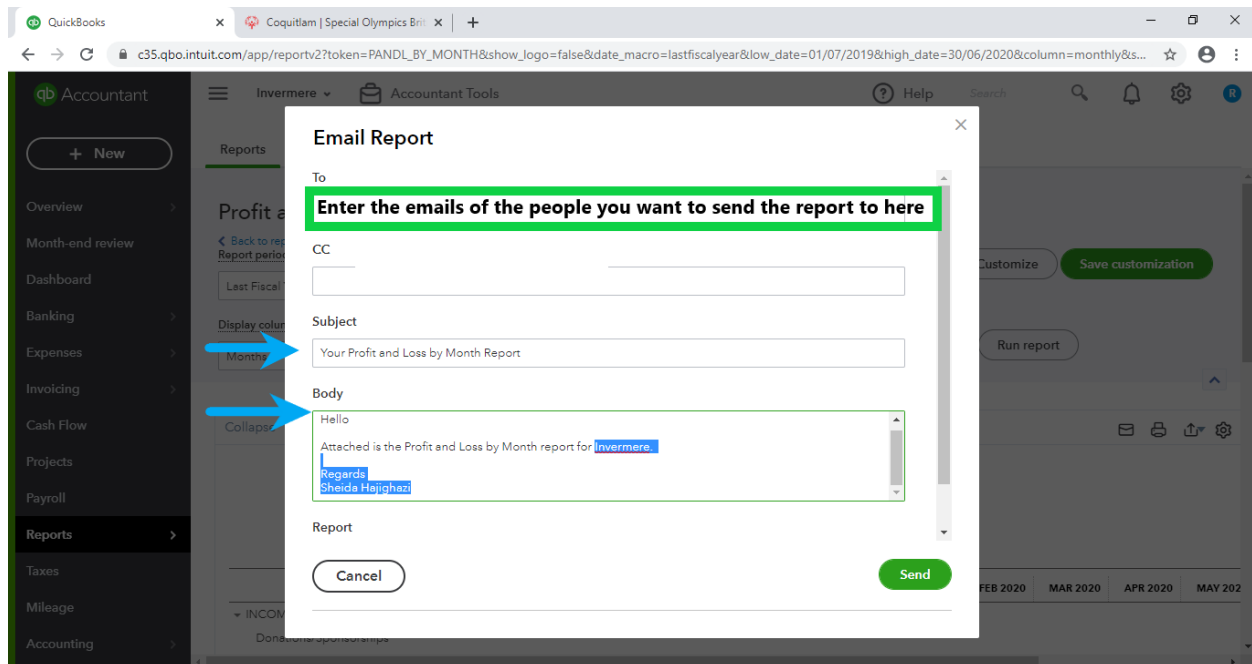
1. Click on the drop down menu, which allows you to choose the report period (blue arrow)
2. Select the desired report period, which in this case is "Last Fiscal Year" (blue box)
3. Click "Run report" (red box). This will generate a report, which breaks down profit and loss for each account month by month.



- Note: all values are zero for the Last Fiscal Year (July 1, 2019-June 30, 2020) because the accounts for the last fiscal year were migrated to QuickBooks Online as of June 30, 2020
- Clicking the small letter button (in the blue circle) will pull up the following menu, which allows you to send a copy of the Report to members of your Local Committee



- Click email (blue box) to pull up a field that will let you edit and send an email to the people you want to



- Enter the emails of the people you want to send the report to under "To" (green box)
- Edit the "Subject" and "Body" of the email to personalize the email (blue arrows)
- Suggestion: CC yourself on the email so that you also get a copy