## **Opening the Reports Function**

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Month-end review							
Dashboard							
Banking >							
Expenses >							
Invoicing >							
Cash Flow							
Projects							
Payroll	See your financial info by turning privacy off.						
Reports >							
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• To view different reports, hover over "Reports" along the left gray ribbon and click on "Reports" again.

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Reports >										
Taxes										
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Accounting >	Audit Log	<b>.</b> .								

- 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).

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Accounting >		Statement of Changes in Equity		0 0 0							-

• 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**

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Overview (1)	Profit and Loss by Month Report	
Month-end review	Back to report list     Report pariod     Customize     Save customizet	ion
Dashboard 🚽	Last Month	
Banking >	Last Calendar Quarter w non-zero or active only Compare another period Accounting method 2	_
Expenses >	Last Calendar Quarter-to-date Last Fiscel Quarter cive rows/active columns  Select period Cash Accrual Run report Run report	
Invoicing >	Last Fiscal Quarter-to-date	^
Cash Flow	Last Calendar Year Collapse Sort 🗸 Add notes See a chart Edit titles 🖂 🖨 👉 🕸	
Projects (2)	Last Calendar Year-to-date	- 1
Payroll	Last Fiscal Year-to-date Invermere	
Reports >	Since 30 Days Ago PROFIT AND LOSS BY MONTH	
Taxes	Since 60 Days Ago	
Mileage	Since 365 Days Ago  This report does not contain any data.	
Accounting >	4	*

- 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.

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Dashboard	Invermere	
Banking >	PROFIT AND LOSS BY MONTH	
Expenses >	July 2019 - June 2020	
Invoicing >	JUL 2019 AUG 2019 SEP 2019 OCT 2019 NOV 2019 DEC 2019 JAN 2020 FEB 2020 MAR 2020 APR 202	20 MAY 202
Cash Flow	* INCOME	
Projects	Donations/Sponsorships + Events & Other Revenue	
Paurall	GST Rebate	
гауюн	Total Events & Other Revenue	
Reports >	Fundraising Activities	
Taxes	Government Grant	
Mileage	SOBC Grant/ Campaign	
Accounting	Total Grants	
/ / /		_
My Accountant	Registration & Fees	• •

- 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

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

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Projects		Regards				
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Reports >		Report	-			
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- 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