QuickBooks Custom Reporting ODBC Implementation Guide

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Chapter 1: Introduction

Welcome to the QuickBooks custom reporting-ODBC (Open Database Connectivity) implementation guide. This guide shows you how to get started with QuickBooks custom reporting capabilities.

Why ODBC Custom Reports?

QuickBooks has over 100 built-in reports, so why is custom reporting with ODBC even necessary? Companies big and small use QuickBooks to run their business. The built-in reports satisfy the needs of most QuickBooks users. However, what if:

- You need to tweak a report to make it perfect, but the report modifications in QuickBooks just aren't doing it.
- You have exported reports to Excel, but found the repetitive nature of reporting too labor intensive.
- Your company has grown and now you need to synchronize QuickBooks data with other software applications or reporting systems.

These are all good reasons to dive into custom reporting with ODBC.

Custom reporting provides direct, read-only access to your QuickBooks company file. This lets you create custom reports in ODBC compliant applications such as Microsoft Access, Microsoft Excel, and others.

Creating custom reports with QuickBooks can be challenging. But once you master the basic steps and techniques, you'll find a whole new world of reporting open up to you. Most important: when you need a report that QuickBooks doesn't provide, you'll have a solution. You'll be able to access QuickBooks data and massage it into useful information to help you run your business.

What You Will Learn

Here's what you will learn in this guide:

- Understand the QuickBooks database
- How to create an ODBC user in QuickBooks
- How to create ODBC connections with:
    - Microsoft Access
    - Microsoft Excel
    - SAP Crystal Reports
- Sample custom reports
- Tables Cross Reference and Field Guide

Process Overview

There are several steps to create a custom report using ODBC.

1. Create an ODBC user in QuickBooks.
2. Create an ODBC connection with an ODBC compliant application.
3. Create a custom report:
    a. Open the ODBC connection from your ODBC compliant application.
    b. Select the data (tables) you want to use on your report (typically using queries).
    c. Build relationships (or joins) as necessary between the selected data tables.
    d. Select the QuickBooks fields to display on your custom report.
    e. Organize and format the report based on your needs and the capabilities of your ODBC compliant application.

This guide teaches you each of these steps and provides examples to help you get started.

Recommendation for New Users

Whether you are new to QuickBooks or new to Open Database Connectivity, you can learn to create custom reports with some practice, some experimentation, and some time. Parts of this guide are highly technical and may be beyond what you would ever want to know. Focus on the chapters that are relevant to you. Here is our recommendation:

- Skip directly to chapter 3 and create an ODBC user.
- Decide which application to use to create custom reports (Access, Excel, or Crystal Reports) and follow the steps to create an ODBC connection and your first simple custom report.
- Practice creating custom reports using the additional examples provided in this guide.
- Practice creating custom reports using information you are already very familiar with. For example, take a simple report you run within QuickBooks and try to reproduce it with custom reporting. This will give you the confidence to start experimenting.
- Finally, try creating that custom report you've always wanted.

Expect to stumble a little along the way. When you hit a roadblock, pick up this guide and see if it provides an answer to your problem. Don’t be afraid to ask other people for help. Search the internet and you'll find many people willing to help you along. Good luck and happy reporting.

Requirements

To create custom reports with QuickBooks Enterprise Solutions, you need version 11.0 or higher, and an ODBC compliant application. You should have strong technical computer skills and be comfortable working with relational databases.

Versions Used

The examples used in this guide are based on the versions listed below. If you use different versions, the concepts still apply but the actual steps may vary. If you use a different ODBC-compliant application, the steps will be slightly different but the principles are the same.

- QuickBooks Enterprise Solutions 11.0
- Microsoft Access 2007
- Microsoft Excel 2007
- SAP Crystal Reports 2008

Chapter 2: Understanding the QuickBooks Database

The QuickBooks company file is a database made up of many tables of data. To create custom reports, it's crucial that you understand:

- Different types of tables
- QuickBooks lists and transactions and matching tables and key fields
- Field ID Cross References
- Which fields contain usable information in each table
- Table relationships

Different Types of QuickBooks Tables accessible via ODBC

There are several types of tables accessible via ODBC.

- **List Tables**: have **_v_lst_(list name)** in the table name.
  Such as ***_v_lst_customer***

- **Transaction Tables**: have **_v_txn_(transaction type)** in the table name.
  Such as **_v_txn_check_line**

  There are several sub-categories of transaction tables:

  - **Header** (contains no line item detail): has **_hdr** at the end of the table name.
    Such as: **_v_txn_invoice_hdr**

  - **Line** (contains header information + line item detail): has **_line** at the end of the table name.
    Such as: **_v_txn_invoice_line**

  - **Inventory** (contains inventory accounting information such as asset and COGS accounts on inventory transactions): has **_line_inv** at the end of the table name.
    Such as: **_v_txn_invoice_ line_inv**

- **Other Tables**: There are a few other tables that are explained where applicable in this guide.

QuickBooks Tables and Key Fields

QuickBooks Lists

The key field for all list tables is the ID field.

List Name	Table Name (**Group Prefix**_*View/Table Suffix*)
Customers & Jobs List	**QBReportAdminGroup**_*v_lst_customer*
Chart of Accounts	**QBReportAdminGroup**_*v_lst_account*
Class List	**QBReportAdminGroup**_*v_lst_class*
Currency List	**QBReportAdminGroup**_*v_lst_currency*
Customer Messages List	**QBReportAdminGroup**_*v_lst_customer_message*
Customer Type List	**QBReportAdminGroup**_*v_lst_customer_type*
Employees List	**QBReportAdminGroup**_*v_lst_employee*
Fixed Assets List	**QBReportAdminGroup**_*v_lst_fixed_asset*
Item List	**QBReportAdminGroup**_*v_lst_item*
Job Types List	**QBReportAdminGroup**_*v_lst_job_type*
Other Names List	**QBReportAdminGroup**_*v_lst_other*
Payment Method List	**QBReportAdminGroup**_*v_lst_payment_method*
Price Level List	**QBReportAdminGroup**_*v_lst_price_level*
Sales Rep List	**QBReportAdminGroup**_*v_lst_sales_rep*
Ship Via List	**QBReportAdminGroup**_*v_lst_ship_via*
Terms List	**QBReportAdminGroup**_*v_lst_terms*
Vendors List	**QBReportAdminGroup**_*v_lst_vendor*
Vendor Type List	**QBReportAdminGroup**_*v_lst_vendor_type*

Miscellaneous Internal QuickBooks Lists

The key field for all list tables is the ID field.

List Name	**Table Name**
Transaction Types List	**QBReportAdminGroup**_*v_lookup_txn_type*
Customer Custom Fields List	**QBReportAdminGroup**_*v_cf_customer*
Vendor Custom Fields List	**QBReportAdminGroup**_*v_cf_vendor*
Employee Custom Fields List	**QBReportAdminGroup**_*v_cf_employee*
Item Custom Fields List	**QBReportAdminGroup**_*v_cf_item*
Ship To Addresses List	**QBReportAdminGroup**_*v_lst_ship_to*
TimeSheet Entries List	**QBReportAdminGroup**_*v_lst_time_activity*
Unit of Measure List	**QBReportAdminGroup**_*v_lst_unit*
Contacts (combined list of names and contact information for customers, vendors, employees, and other names)	**QBReportAdminGroup**_*v_lst_contacts*
Names (combined list of names and associated type for customers, vendors, employees, and other names)	**QBReportAdminGroup**_*v_lst_names*

QuickBooks Transactions

Table Types

For each transaction type, there is a table that ends in _hdr and a table that ends in _line. Some transaction types also have a table that ends in _line_inv.

The **_hdr** or "header" table only includes a summary of the transaction (no line item detail). It's useful if you are looking for a simple count or listing of transactions, but no detail.

The **_line** table includes all of the fields in the _hdr table, but also includes fields to hold line item details and amounts.

The **_line_inv** table includes the inventory accounting part of the transaction, such as the inventory asset and cost of good sold account references.

Key Fields

The key field for all _hdr tables is the transaction_id field.

The key field for all _line tables is the combination of transaction_id and target_id fields.

The key field for _line_inv tables is the inventory_record_id field. The target_id field is a link back to the target_id field in the _line table.

Table Examples

Below, we show the table name *prefix* for each transaction type such as **QBReportAdminGroup**_*v_txn_check.*

When selecting a table or tables in an ODBC connection, select the appropriate table type to get the level of detail you need, such as **QBReportAdminGroup**_*v_txn_check_line.*

Table Description	Table Name (**Group Prefix**_*View/Table Suffix*)
AR-Refund Line Item Detail	**QBReportAdminGroup**_*v_txn_ar_refund*
Inventory Build Assemblies	**QBReportAdminGroup**_*v_txn_assembly*
Bill Payment (by Credit Card)	**QBReportAdminGroup**_*v_txn_bill_cc*
Bill Payment (by Check)	**QBReportAdminGroup**_*v_txn_bill_check*
Vendor Bills	**QBReportAdminGroup**_*v_txn_bill*
Credit Card Charges	**QBReportAdminGroup**_*v_txn_cc_charge*
Credit Card Credits	**QBReportAdminGroup**_*v_txn_cc_credit*
Statement Charges	**QBReportAdminGroup**_*v_txn_charge*
Checks	**QBReportAdminGroup**_*v_txn_check*
Credit Memos	**QBReportAdminGroup**_*v_txn_credit_memo*
Deposits	**QBReportAdminGroup**_*v_txn_deposit*
Estimates	**QBReportAdminGroup**_*v_txn_estimate*
Inventory Adjustments	**QBReportAdminGroup**_*v_txn_inv_adjust*
Invoices	**QBReportAdminGroup**_*v_txn_invoice*
Item Receipts	**QBReportAdminGroup**_*v_txn_item_receipt*
General Journal Entries	**QBReportAdminGroup**_*v_txn_journal*
Purchase Orders	**QBReportAdminGroup**_*v_txn_po*
Receive Payments (Customer Payments)	**QBReportAdminGroup**_*v_txn_received_payment*
Sales Orders	**QBReportAdminGroup**_*v_txn_sales_order*
Sales Receipts	**QBReportAdminGroup**_*v_txn_sales_receipt*
Vendor Credit Memos	**QBReportAdminGroup**_*v_txn_vendor_credit*

Field ID Cross References

Item Types (no associated table)

Item_Type Code	Item Type Description
0	Service
1	Inventory Part
2	Inventory Assembly
3	Non-inventory Part
4	Fixed Asset
5	Other Charge
6	Subtotal
7	Group
8	Discount
9	Payment
10	Sales Tax Item
11	Sales Tax Group

Account Types (no associated table)

Type	Account Type Description
0	Bank
1	Accounts Receivable
2	Other Current Asset
3	Fixed Asset
4	Other Asset
5	Accounts Payable
6	Credit Card
7	Other Current Liability
8	Long Term Liability
9	Equity
10	Income
11	Cost of Goods Sold
12	Expense
13	Other Income
14	Other Expense
15	Non-Posting

Names Lists (*v_lst_names)*

Type_Id	List Type
0	Customer
1	Vendor
2	Employee
3	Other Name

Tables and Important Fields

QBReportAdminGroup_v_lst_customer **Customers & Jobs List**

Field Name	Description	Possible Values
Id	Unique number identifying the entry in the list	
Name	Name of the list entry	
Is_hidden	Is the customer:job active or inactive?	0 = ACTIVE -1 or 1 = INACTIVE
Open_date	Date the list entry was first used on a transaction	
Credit_limit_amt	Credit limit for the customer:job	
Customer_type_id	Type of Customer – on Customer Type list	Depends on the number of customer types
Parent_id	Applies to Jobs.	If this is a job for a customer, the parent_id will point to the customer the job is related to. Otherwise, the parent_id = 0.
Ship_to_id	Id of the ship to address	
End_balance_amt	Customer's current balance	
Sales_tax_code_id	Is this customer taxable or non-taxable?	Points to list of sales tax codes which are either taxable or non-taxable.
Tax_item_id	Id of the sales tax item – defines what tax rate the customer pays on taxable sales	
Terms_id	The customer's payment terms	

QBReportAdminGroup_v_lst_vendor **Vendor List**

Field Name	Description	Possible Values
Id	Unique number identifying the entry in the list	
Name	Name of the list entry	
Is_hidden	Is the vendor active or inactive?	0 = ACTIVE -1 or 1 = INACTIVE
Open_date	Date the list entry was first used on a transaction	
Credit_limit_amt	Credit limit for the vendor	
Vendor_type_id	Type of Vendor – on Vendor Type list	Depends on the number of customer types
End_balance_amt	Vendor's current balance	
Terms_id	The vendor's payment terms	
Is_1099_vendor	Is the vendor eligible for a 1099 form	0 = NOT ELIGIBLE -1 of 1 = ELIGIBLE
Tax_identifier	Vendor's tax id number	

QBReportAdminGroup_v_lst_item **Item List**

Field Name	Description	Possible Values
Id	Unique number identifying the entry in the list	
Name	Name of the list entry	
Description	Description of item on sales forms	
Purchase_description	Description of item on purchases	
Is_hidden	Is the vendor active or inactive?	0 = ACTIVE -1 or 1 = INACTIVE
item_type_id	Type of Item	See separate list under Field ID Cross References on page 7
Parent_id	If item is a subitem, shows id of parent item	If this is a subitem for an item, the parent_id will point to the item it is related to. Otherwise, the parent_id = 0.
Mfg_part_num	Manufacturer's part number	
Unit_cost_amt	Cost of item (on purchases)	
Average_cost_qnty	Average cost of item from prior purchasaes	
Sales_price_amt	Sales price of item to customers	
Post_account_id	Income account for items sold	
Preferred_vendor_id	Id of vendor you typically purchase item from	
Asset_account_id	Id of asset account used to hold the value of inventory until the item is sold	
Cogs_account_id	The account used to store the cost of the items after being sold to a customer	
Is_group	Is this a "group" type item?	0 = Not a group item -1 or 1 = Is a group item
Sales_tax_code_id	Is this item taxable or non-taxable?	Points to list of sales tax codes which are either taxable or non-taxable.
Tax_agency_id	Id of tax agency (only applies to sales tax items)	
Assembly_build_point_qty	Quantity at which the item should be assembled (to build more)	
Reorder_point_qty	Quantity at which the item should be purchased (to have more on-hand)	
On_hand_qty	Current on-hand quantity	
Value_on_hand_amt	Value of inventory on hand in dollars	
On_po_order_qty	Quantity of item already on outstanding purchase order(s)	
Reserved_for_pending_ assemblies_qty	Quantity of item on pending inventory assembly (component)	
On_so_order_qty	Quantity of item on sales order	
Pending_assemblies_qty	Quantity of item on pending inventory assembly (final product)	

QBReportAdminGroup_v_lst_account **Chart of Accounts List**

Field Name	Description	Possible Values
Id	Unique number identifying the entry in the list	
Type	Type of Account	See separate list under Field ID Cross References on page 7
Account_num	Account Number	
Name	Name of the list entry	
Description	Description of account	
Is_hidden	Is the account active or inactive?	0 = ACTIVE -1 or 1 = INACTIVE
Parent_id	If account is a subaccount, shows id of parent account	If this is a subaccount for an account, the parent_id will point to the account it is related to. Otherwise, the parent_id = 0.
Ending_balance_amt	Account's current balance	
Bank_number	The bank account number for bank type accounts	Can also be a “Note” or “Credit Card Number” depending on account type.

Table Relationships

The following list shows important tables and which relate to other tables.

Parent Table	Parent Field	Related Table	Related Field
Names (v_lst_names)	Id	Customers (v_lst_customer)	Id
		Vendors (v_lst_vendor)	Id
		Employees (v_lst_employee)	Id
		Other Names (v_lst_other)	Id
Contacts (v_lst_contacts)	Name_Id	Customers (v_lst_customer)	Id
		Vendors (v_lst_vendor)	Id
		Employees (v_lst_employee)	Id
		Other Names (v_lst_other)	Id
Customers (v_lst_customer)	Id	Contacts (v_lst_contacts)	Name_id
		Names (v_lst_names)	Id
	Customer_type_id	Customer Types (v_lst_customer_type)	Id
	Sales_tax_code_id	Sales Tax Codes (v_lst_sales_tax)	Id
	Ship_to_id	Ship To Addresses (v_lst_ship_to)	Id
	Terms_id	Payment Terms (v_lst_terms)	Id

Additional Information

Source and Target Records:
QuickBooks transactions consist of multiple table records: one source (also called a "master" or "header") record and one or more target records for each line item of detail. For transactions including sales tax, QuickBooks adds an additional target record.

The first record for a transaction is the source record (is_source = -1 or 1). The source record includes the first target (target_id field). Then each target points to the next target record (next_target_id field). This creates a chain or link between line items for the same transaction and to the source record.

When a transaction is created, the source record is assigned a record number N. The target records are assigned a record number N+1, N+2, etc. A transaction can be modified later, and target records can be added and deleted. *See diagram below for help understanding this structure.*

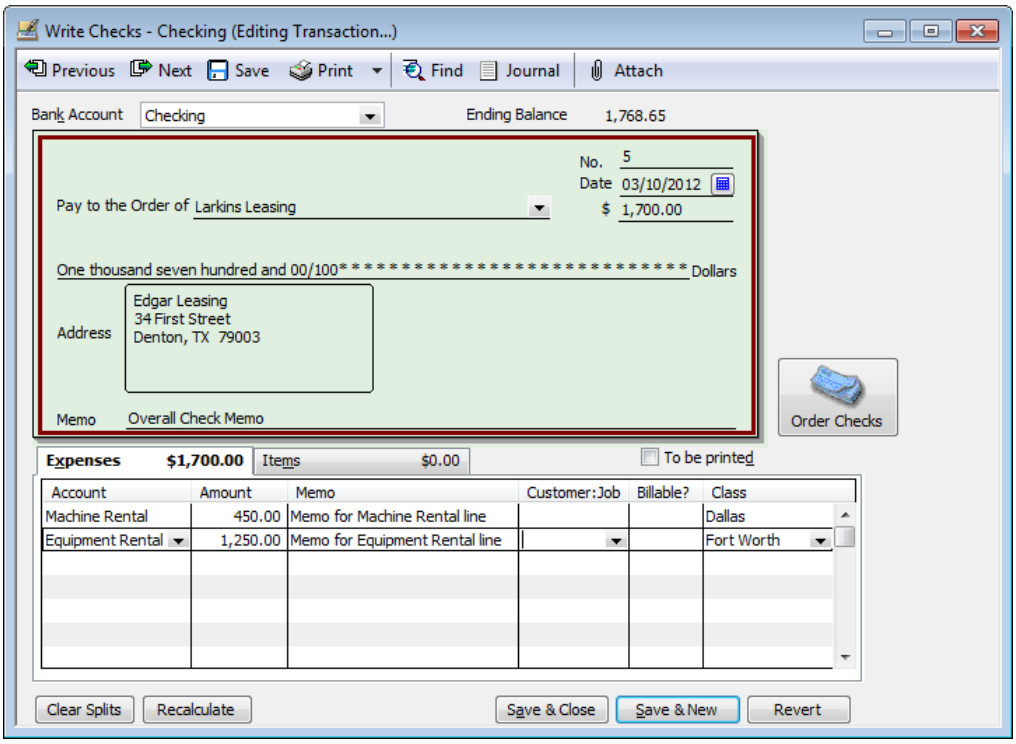
When added later, target records are assigned the next available sequential record number (not next available for the particular transaction, but next available target number based on the last target number (N) for the last transaction entered in the company file. Line items (targets) in QuickBooks can be added between exiting line items of an existing transaction, thus causing target_id numbers to no longer be consecutive.

To recreate the transaction detail records the same way they are viewed in QuickBooks, it's necessary to list each record based on the next_target_id, which numerically may be out of sequence, but on screen will match what QuickBooks displays.

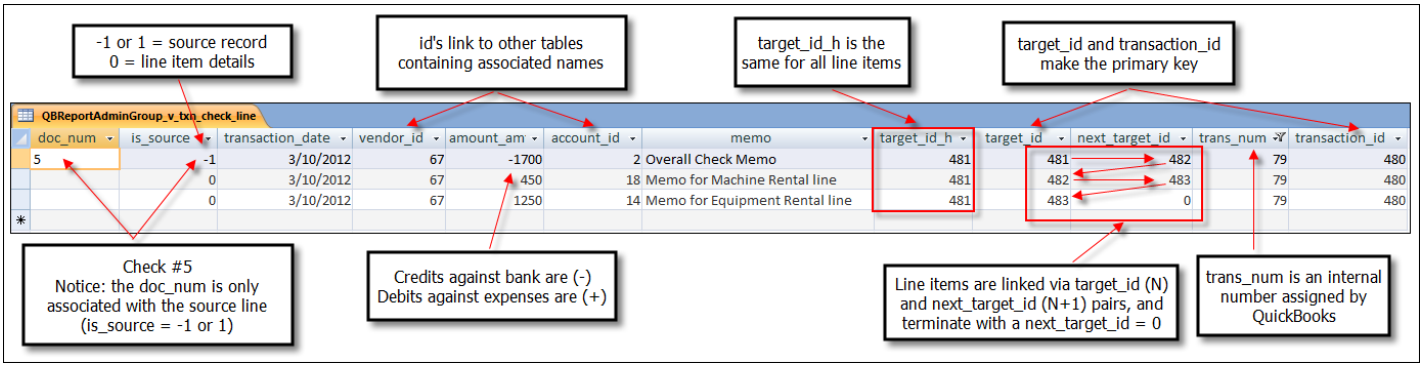
Each record in a transaction table is therefore unique by using the transaction_id field and the target_id field as a combined primary key. Also, this combined primary key is unique across all records and all transaction tables within a QuickBooks company file.

For example: Let's examine a Check transaction that includes two expense accounts.

Check in QuickBooks



***QBReportAdminGroup**_v_txn_check_line*
(filtered to just show this one transaction, and only showing important fields)



Chapter 3: Create an ODBC user in QuickBooks

An ODBC user is like a "gatekeeper" between ODBC applications and your company data. The user creates the connection to a compliant application.

An ODBC user is different than a QuickBooks user. ODBC users:

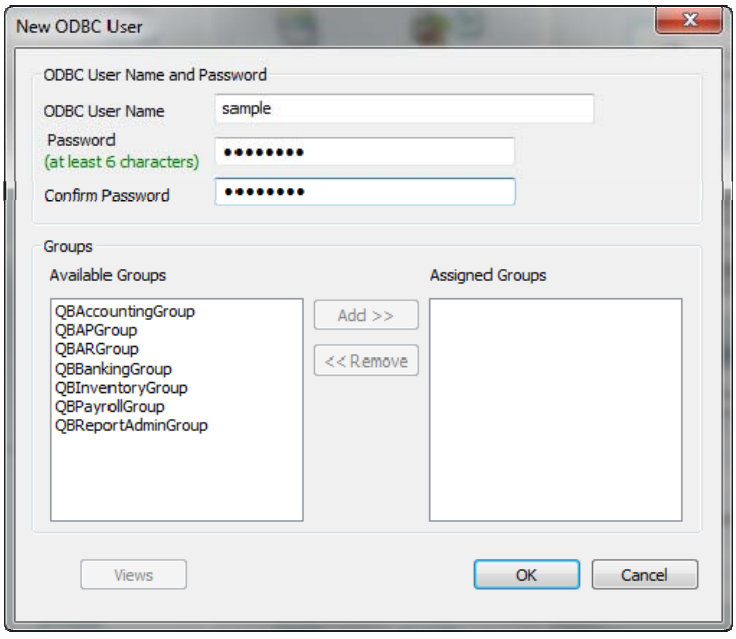
- Have permission to access your company data only for custom reporting purposes.
- Can create custom reports through an ODBC connection.
- Have full admin, read-only access to your company file.
- Can't sign in to QuickBooks to perform any other activities.

Note: Unlike a QuickBooks user, you can't customize or limit an OBDC user's access to company data.

Create an ODBC user

To create an ODBC user, complete the following steps:

1. Open QuickBooks and sign in to your company file as the administrator.
2. Choose **Reports > Custom Reporting**.
3. Click the **Manage ODBC Users** button. QuickBooks opens the **ODBC Users** window.
4. Click the **New** button. QuickBooks opens the **New ODBC User** window.
5. In the **ODBC User Name** field, enter the name of the person.
6. In the **Password** field, enter a password (must be at least 6 characters).
7. In the **Confirm Password** field, reenter your password.
8. Add the user to one or more groups. In the **Available Groups** pane, select one or more groups and click the **Add** button. You must assign the user to at least one group. To remove a user from a group, select a group and click the **Remove** button. To view a group's privileges, select a group and click the **Views** button.
9. Click **OK**.
10. In the **ODBC Users** window, click the **Close** button.



What's Next?
After you create an ODBC user, your next step is to create an ODBC connection. This is discussed in the next chapter.

Common Questions

How do I change an ODBC user's password?

1. Open QuickBooks and sign in to your company file.
2. Choose **Reports > Custom Reporting**.
3. Click the **Manage ODBC Users** button.
4. In the **ODBC Users** window, select the ODBC user to edit.
5. Click the **Change Password** button.
6. In the **Password** field, enter a new password (must be at least 6 characters).
7. In the **Confirm Password** field, reenter your new password.
8. Click **OK**.
9. In the **ODBC Users** window, click the **Close** button.

How do I edit an ODBC user's group assignment?

1. Open QuickBooks and sign in to your company file.
2. Choose **Reports > Custom Reporting**.
3. Click the **Manage ODBC Users** button.
4. In the **ODBC Users** window, select the ODBC user to edit.
5. Click the **Edit** button.
6. To add the user to a group, in the **Available Groups** pane, select one or more groups and click the **Add** button. To remove the user from a group, select a group and click the **Remove** button. To view the specific privileges of a group, select a group and click the **Views** button.
7. Click **OK**.
8. In the **ODBC Users** window, click the **Close** button.

How do I delete an ODBC user?

1. Open QuickBooks and sign in to your company file.
2. Choose **Reports > Custom Reporting**.
3. Click the **Manage ODBC Users** button.
4. In the **ODBC Users** window, select the ODBC user to delete.
5. Click the **Delete** button.
6. In the **Delete User** window, click the **Yes** button.
7. In the **ODBC Users** window, click the **Close** button.

How do I reestablish an existing ODBC connection in Access?

1. Open QuickBooks and sign in to your company file.
2. Open Access and open the appropriate database.
3. From the **Access Ribon**, choose **Database Tools > Linked Table Manager**.
4. Select the tables to be refreshed and click **OK**.

Chapter 4: Create ODBC Connections/Reports

An ODBC connection is like a "bridge" between your company data and an ODBC compliant application. It determines which applications you can use to import data and create custom reports.

Note: You must create an ODBC user before you create an ODBC connection.

Check your settings

To establish an ODBC connection, your company file must be:

Open when making a connection

1. Open QuickBooks and sign in to your company file.

Set to host multi-user access

1. Choose **File > Utilities > Host Multi-User Access**. (If the **File** menu shows **Stop Hosting Multi-user Access**, no change is necessary).
2. Click **Yes**.
3. Click **Yes** to close and reopen QuickBooks in single-user mode.
4. In the **Multi-user setup information** window, click **OK**.

Toggled to multi-user mode

1. Choose **File > Switch to Multi-user Mode**. (If the **File** menu shows **Switch to Single-user Mode**, no change is necessary).
2. If prompted to set up new QuickBooks users, click **No**.

Leave your company file open during the ODBC connection steps below.

Next, complete the steps for your application:

- Microsoft Access, Page 17
- Microsoft Excel, Page 31
- SAP Crystal Reports, Page 40

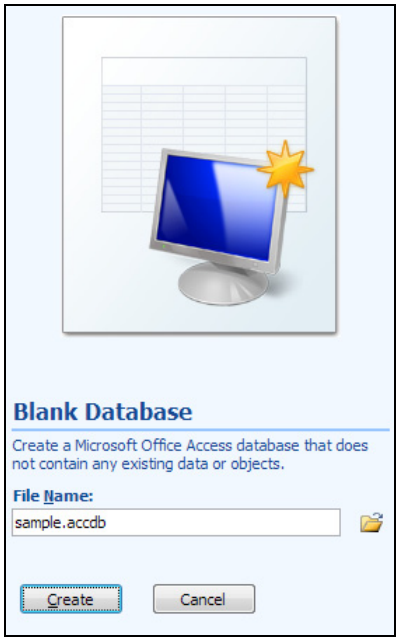
Microsoft Access

Note: These steps are for Access 2007. The steps vary slightly if you use a different version.

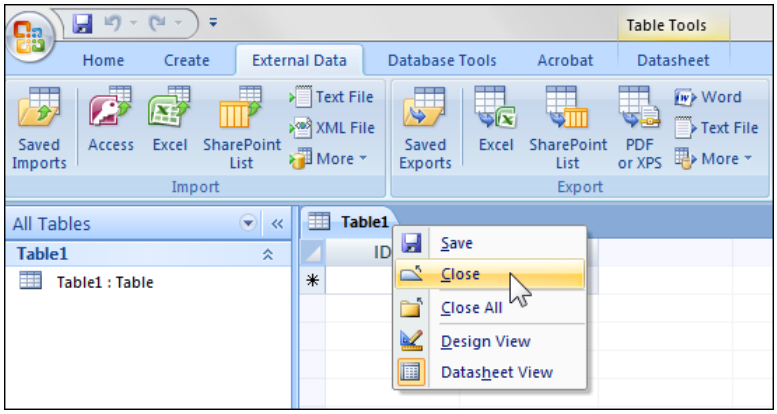
Create an ODBC Connection/Report with Access 2007

1. Open QuickBooks and sign in to your company file.
2. Open Access.
3. Click the **Blank Database** button.

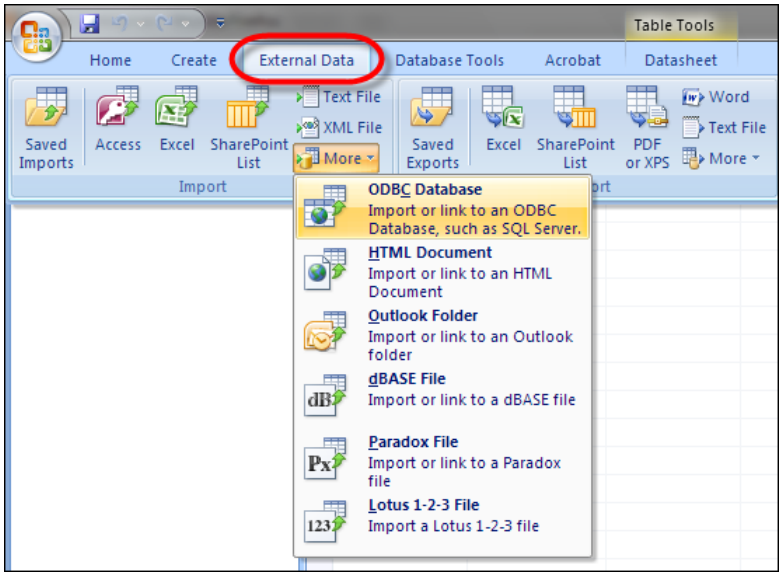
4. On the right side of the window, in the **File Name** field, enter a database name.
5. (Optional) Browse to an appropriate folder to save the database.
6. Click the **Create** button.



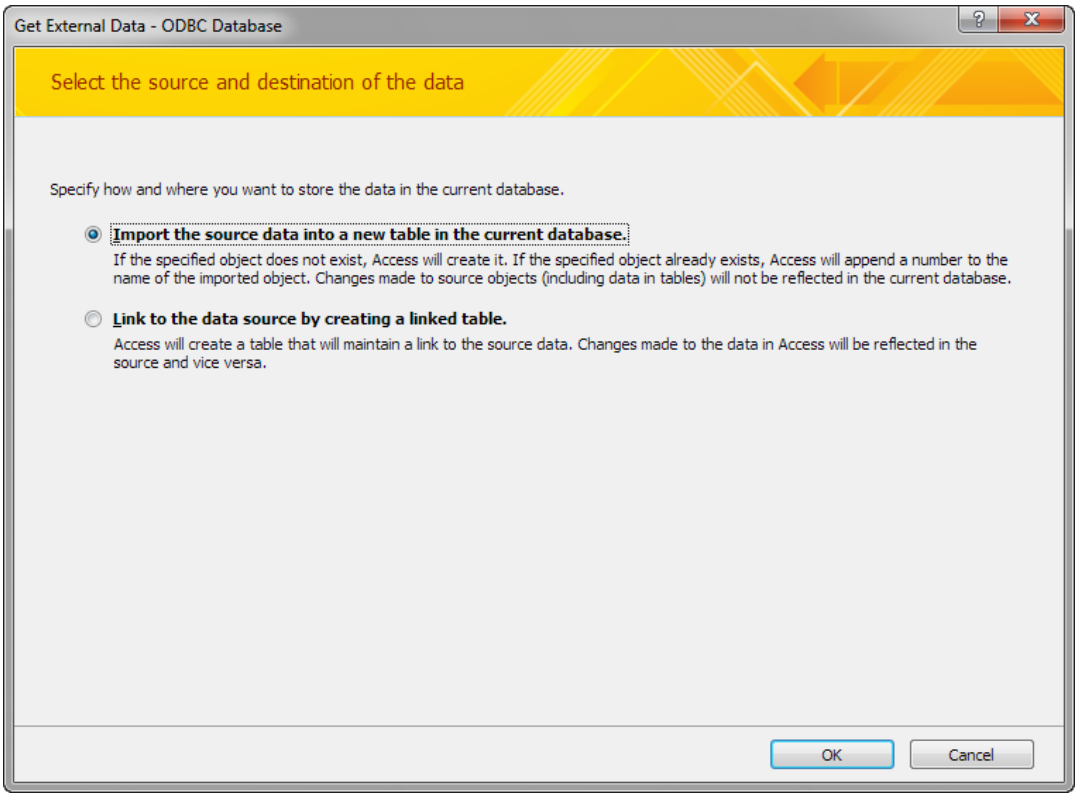
7. Right-click the **Table1** tab and select **Close**.



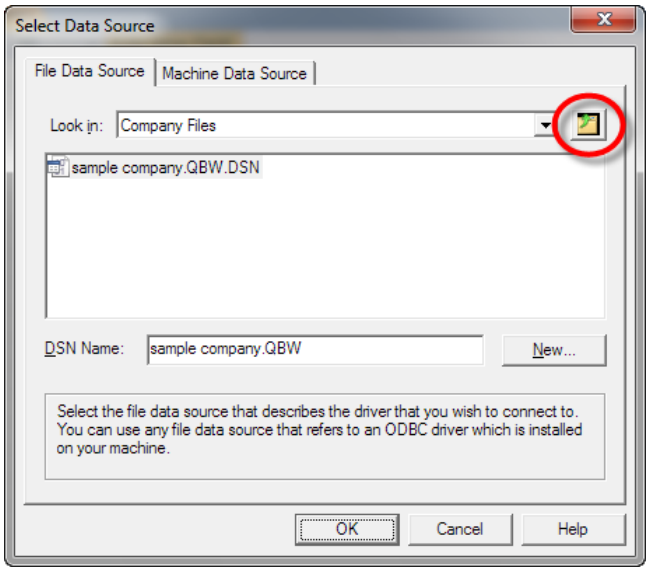
8. On the Access ribbon, choose **External Data > More > ODBC Database**.



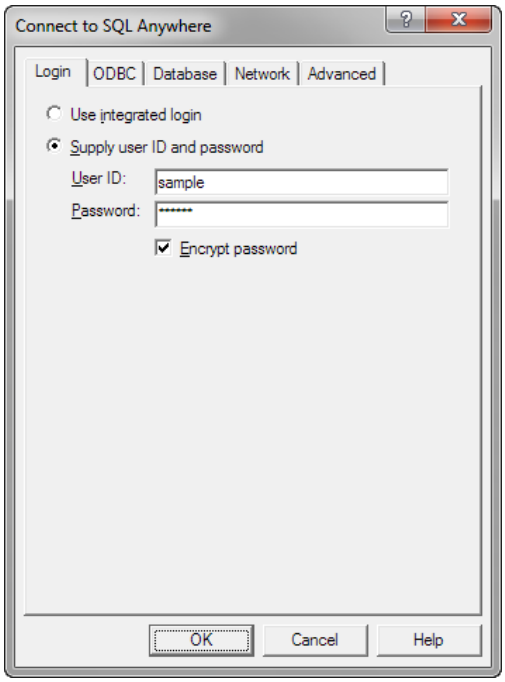
9. In the **Get External Data - ODBC Database** window, select **Import the source data into a new table in the current database**.
   Note: We recommend you import the data instead of creating a link. With both options, you are prevented from updating data in the QuickBooks company file. However, when you import, you are allowed to make changes to the data in Access as necessary for custom reporting purposes. With a link, you are also prevented from making changes to the data in Access. If you don't need to change the data in Access, the link option is preferred since it will read in live data every time you run a query or report.
10. Click **OK**.



11. In the **Look in** field, browse to the location of your QuickBooks company file. *Tip: Click the yellow folder button to go up a folder level.*
12. Select the company file with the .DSN extension. For example: **sample company.QBW.DSN**. **Tip**: If your computer is set to hide file extensions, your company file appears like **sample company**. In this case, select the .DSN file which appears like **sample company.QBW**.
13. Click **OK**.

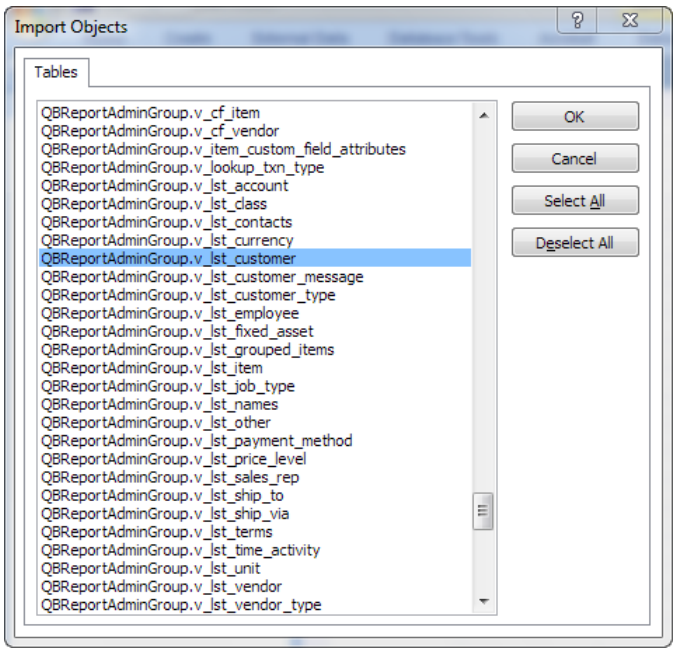


14. In the **User ID** field, enter your ODBC user name.
15. In the **Password** field, enter your ODBC user password.
16. Select the **Encrypt** password checkbox for added security.
17. Click **OK**.



If you get an error message, check your User Id and Password. If you continue to get an error, review ***Check your settings*** *on Page* ***16****.*

18. Scroll down until you see tables that begin with **QBReportAdminGroup**.
19. To import a single table:
    a. From the **Tables** list, select the table to import. *For example, to import the Customers & Jobs list, select* **QBReportAdminGroup_v_lst_customer**.
    b. Click **OK**.
    c. (Optional) If you plan to repeat this import, select **Save import steps** and complete the remaining windows.
    d. Click the **Close** button.
    e. Press **Ctrl+S** to save the Access database.



20. To import multiple tables:

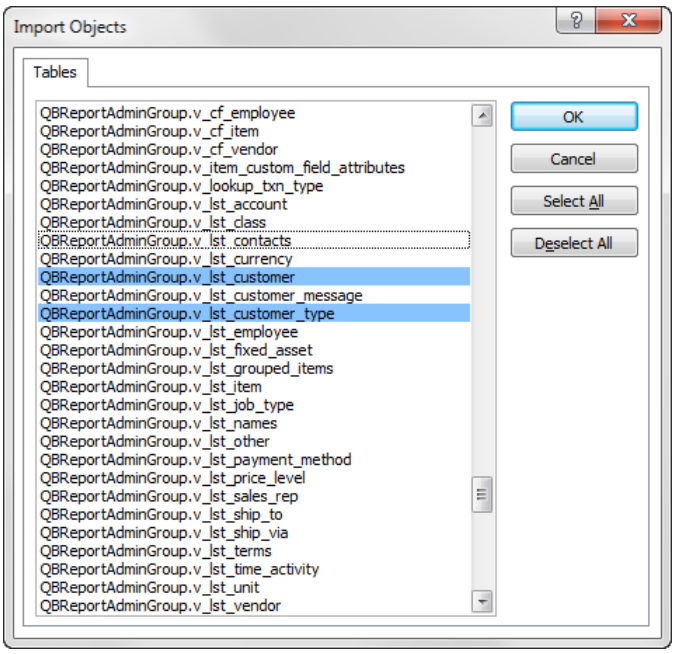
a. From the **Tables** list, select the tables to import. *For example, to import the Customers & Jobs list and the Customer Types list, select* **QBReportAdminGroup_v_lst_customer** *and* **QBReportAdminGroup_v_lst_customer_type***.*

a. Click **OK**.

b. (Optional) If you plan to repeat this import, select **Save import steps** and complete the remaining windows.

c. Click the **Close** button.

d. Press **Ctrl+S** to save the Access database.



Create a Custom Report with Access 2007

To create a custom report, first complete the connection steps starting on page 17.

Important Concepts:

We assume you understand the basic Access techniques necessary to create relationships, queries, and reports. This guide shows typical steps to follow. However, the recommendations and steps to create a custom report vary depending on the report complexity.

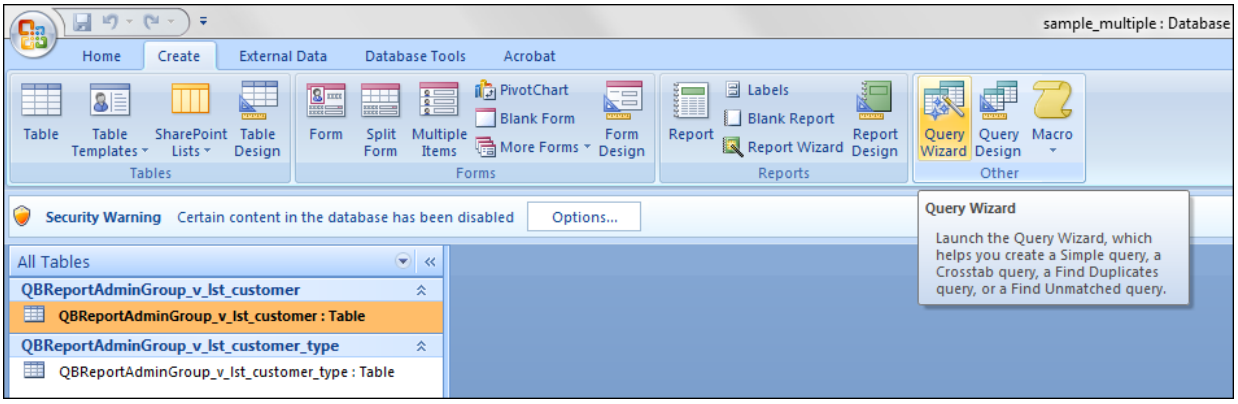
- For a simple list report, you could use a single table as the source for the custom report.
- For a report using multiple tables, you might need to create a query to combine and join the relational data. Then, use the query as the source for the report.
- If you need to create many queries and reports using a set of tables, you should create relationships first. This makes reporting easier since the data is related automatically in your queries. Then, use the Report Wizard with the queries as the data source for your custom reports.

For our example, we create queries using the Query Designer. The Query Designer allows you to create links between related tables as you go. However, you may prefer the Query Wizard.
The Query Wizard assumes you've already created relationships between tables (Database Tools > Relationships). If so, use the Query Wizard since it guides you through the process.

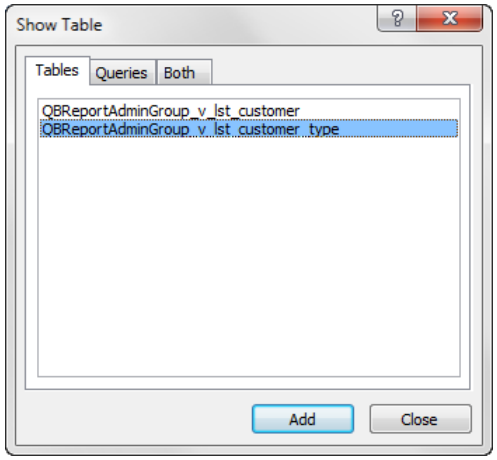
Report Example: Customer Balances and Credit Limits Summarized by Customer Type

In this example, we create a customer list by customer type report showing customer balances and credit limits. The report uses the multi-table connection example from the previous section.

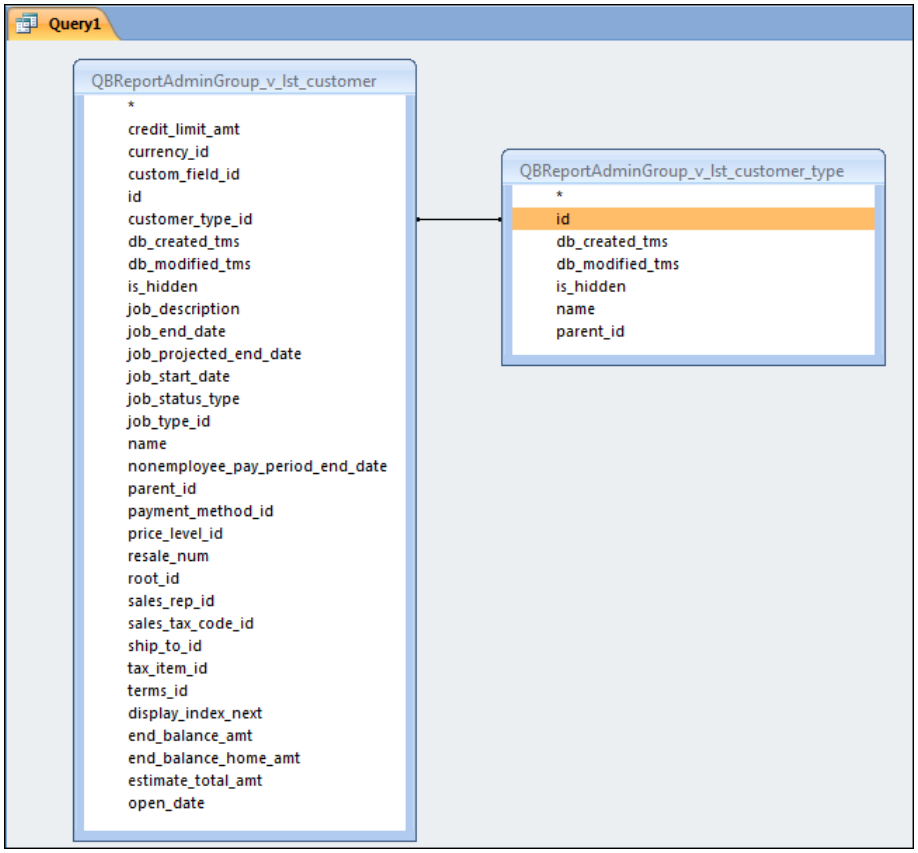
1. On the Access ribbon, choose **Create > Query Design**.



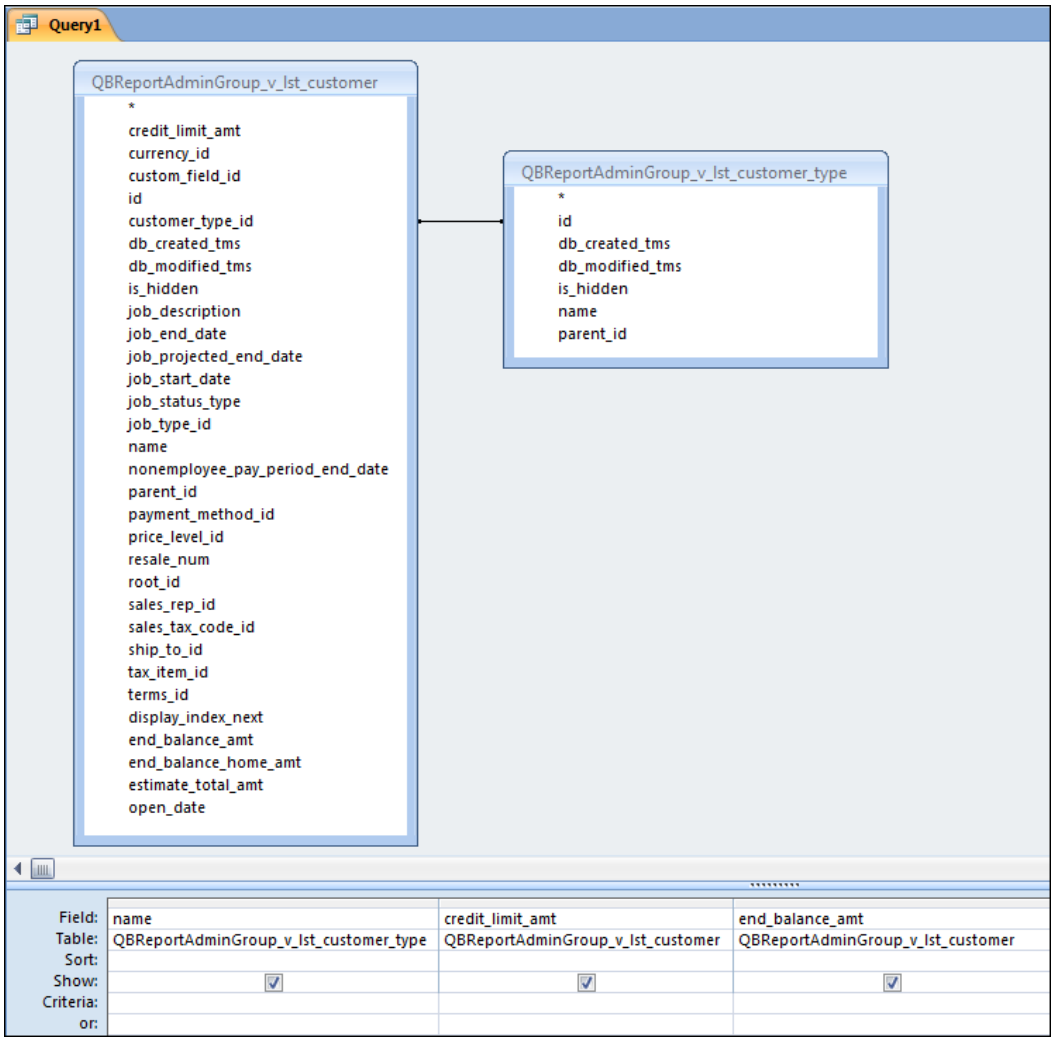
2. In the **Show Table** window, click the **QBReportAdminGroup_v_lst_customer** table.
3. Click the **Add** button.
4. Click the **QBReportAdminGroup_v_lst_customer_type** table.
5. Click the **Add** button.
6. After adding appropriate tables to the query window, click the **Close** button.



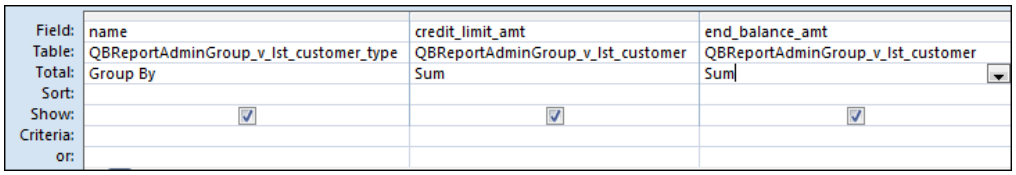
7. Resize the tables in the query window so you can see the available fields.
8. To create relationships, drag related fields between the tables. In our example, drag the **id** field from the customer types table onto the **customer_type_id** field in the customer list table. This relationship allows you to use the customer type name on the eventual report instead of a meaningless customer_type_id number. *Review Chapter 2: Understanding the QuickBooks Database on Page 4 for help with the tables and important fields.*



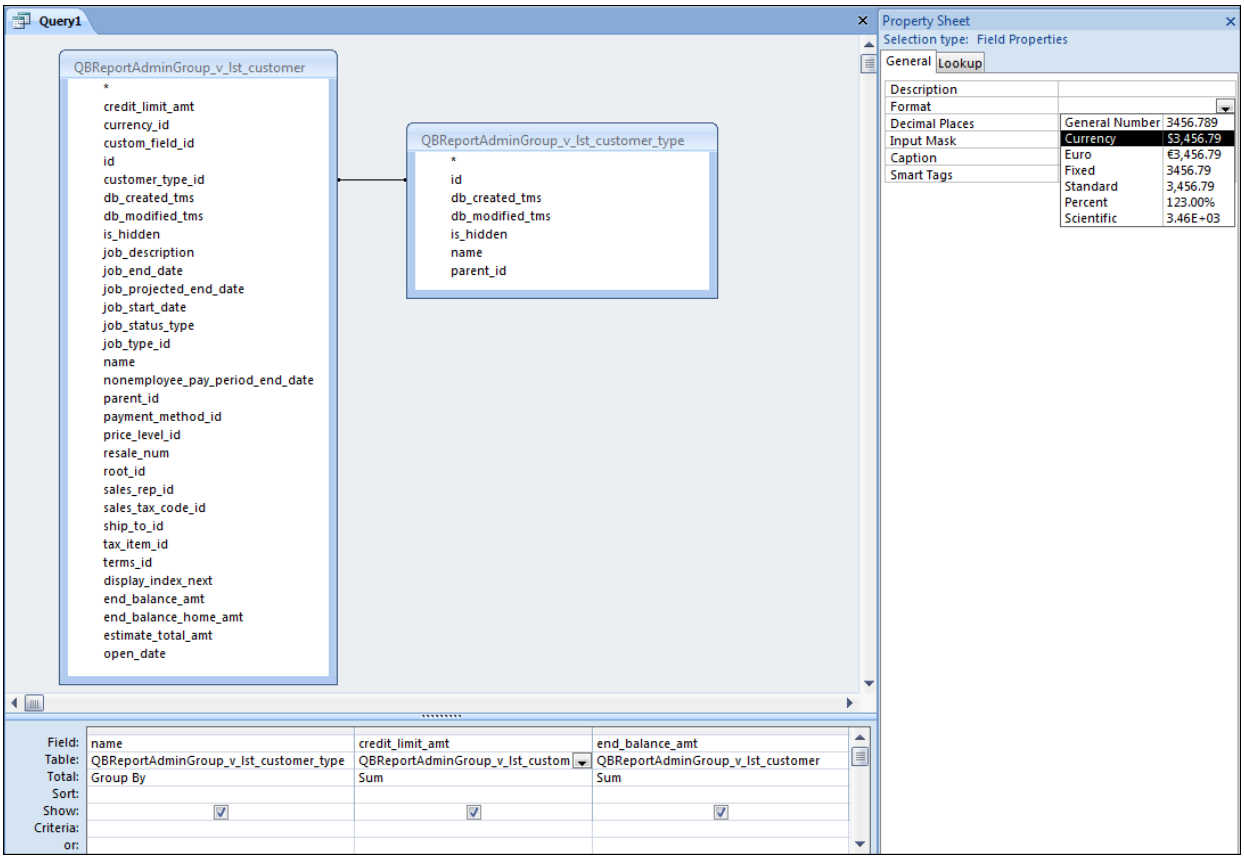
9. Drag appropriate fields from each table to the query design grid. You can also double-click a field to add it to the design grid. In our example, add the following fields:
    a. From the customer type table: **name**.
    b. From the customer list table: **credit_limit_amt**, **end_balance_amt**.



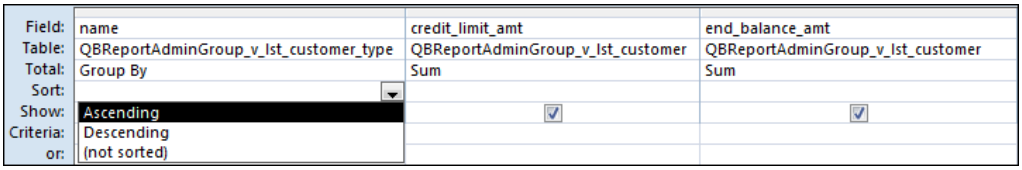
10. To add grouping/totals, on the Access ribbon click the Totals **Totals** button. This adds the **Total** row to the query grid, and automatically **Groups By** each field.
11. To summarize the credit limit and balance fields, change **Group By** to **Sum**. Click in the **Total** row for each field. Click the **Total** drop-down arrow and select **Sum**.



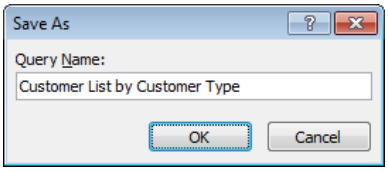
12. The data from QuickBooks is unformatted. So, add appropriate formatting to fields as necessary. For better presentation, change the format of the credit limit and balance fields to currency.
    a. To open the property sheet, choose **Design > Property Sheet**.
    b. Select the **credit_limit_amt** field in the query design grid.
    c. On the property sheet, click in the **Format** row.
    d. Click the **Format** drop-down arrow and select **Currency**.
    e. Select the **end_balance_amt** field in the query design grid.
    f. On the property sheet, click in the **Format** row.
    g. Click the **Format** drop-down arrow and select **Currency**.
    h. To close the property sheet, choose **Design > Property Sheet**.



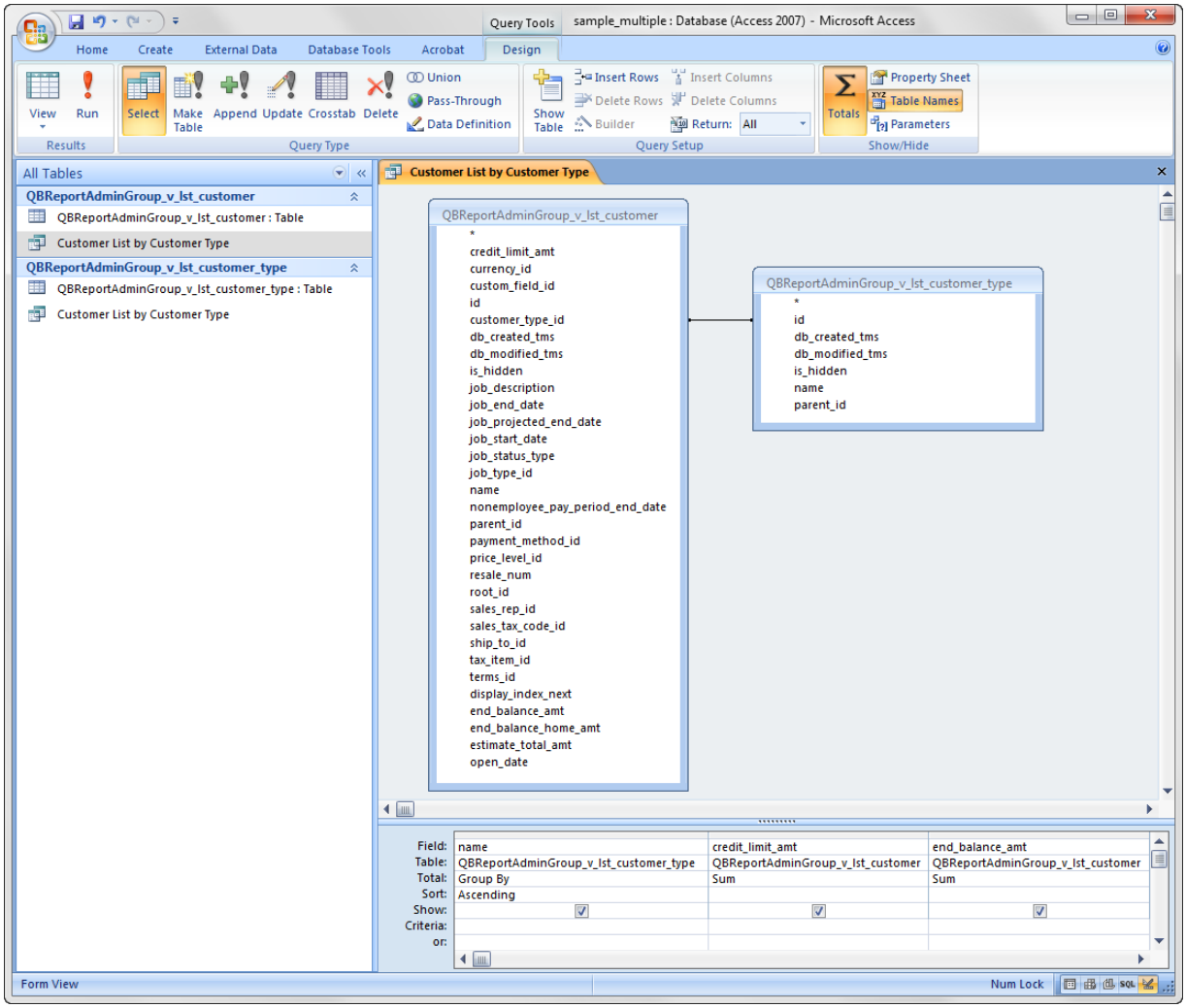
13. To sort the results:
    a. In the query design grid, click in the **Sort** row of the appropriate field.
    b. Click the **Sort** drop-down arrow and select **Ascending** or **Descending**. In our example, sort the **name** field in **Ascending** order.



14. Press **Ctrl+S** to save your work.
15. Enter **Customer List by Customer Type** as the **Query Name**.



16. Click **OK**.



17. (Optional) In queries with groups/totals, the field names are changed in the query results. For example, **credit_limit_amt** appears as **SumOfcredit_limit_amt** in the query results. For clearer presentation, replace the field name in the query design grid as follows:
    a. In the query design grid, click to the left of the field name to modify. Enter a new field name followed by a **:** symbol. Don't delete the original field name or the query won't work. For example:
    b. Replace **name** with **Customer Type: name**.
    c. Replace **credit_limit_amt** with **Credit Limit: credit_limit_amt**.
    d. Replace **end_balance_amt** with **Enter Balance: end_balance_amt**.

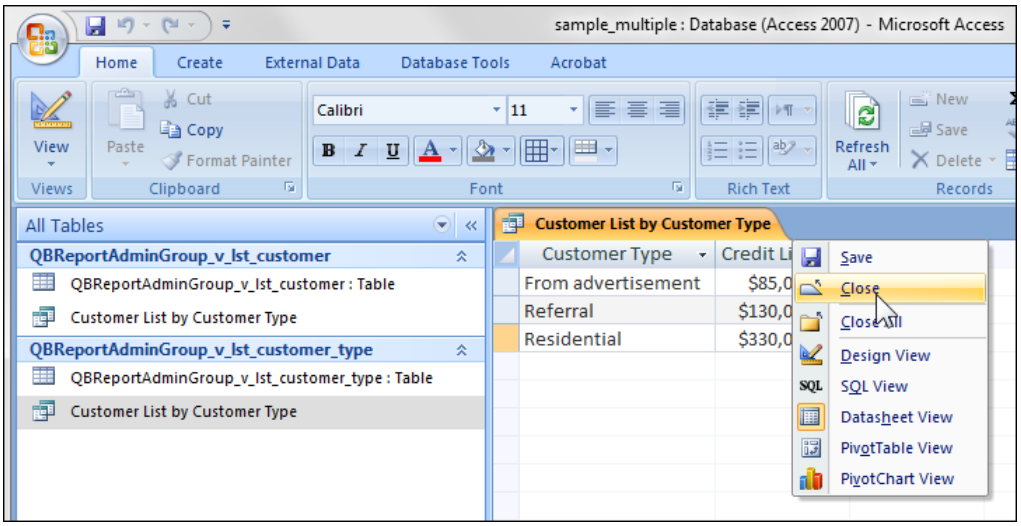
Field:	Customer Type: name	Credit Limit: credit_limit_amt	Balance: end_balance_amt
Table:	QBReportAdminGroup_v_lst_customer_type	QBReportAdminGroup_v_lst_customer	QBReportAdminGroup_v_lst_customer
Total:	Group By	Sum	Sum
Sort:	Ascending		
Show:	☑	☑	☑
Criteria:			
or:			

    e. To see the query results, on the Access ribbon choose **Design > View > Datasheet View**. To go back to design view, choose **Home > View > Design View**.

Customer List by Customer Type

Customer Type	Credit Limit	Balance
From advertisement	$85,000.00	$27,846.53
Referral	$130,000.00	$5,024.45
Residential	$330,000.00	$44,066.21

18. Press **Ctrl+S** to save your work.
19. To close the query, right-click the query tab and select **Close**.



What's Next?

For some, the query result IS the custom report. Others might use the Access Report Wizard with the query as the data source for a more elaborate custom report. We assume you know how to use the Report Wizard on your own. Otherwise, refer to Access Help for more details. We also recommend you:

- Practice with your own data.
- Explore other custom report examples starting on Page 51 this guide.

Common Questions

How do I reestablish an existing ODBC connection in Access?

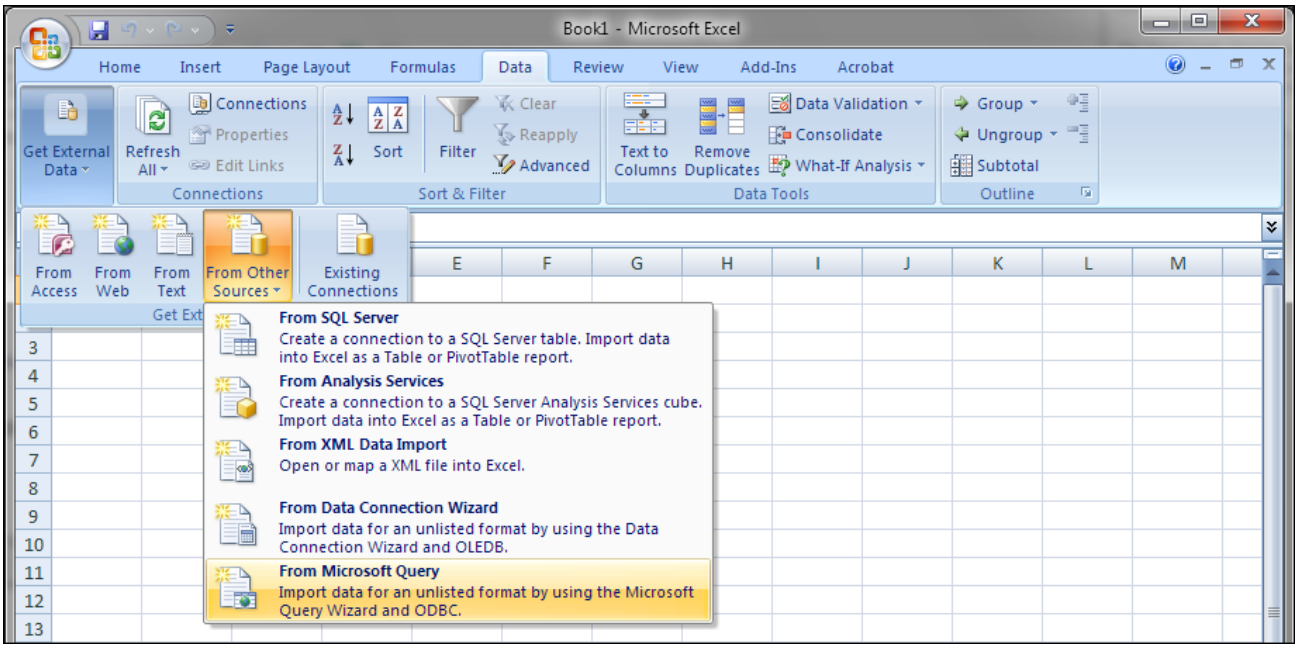
1. Open QuickBooks and sign in to your company file.
2. Open Access and open the appropriate database.
3. On the Access ribbon, choose **Database Tools > Linked Table Manager**.
4. Select the tables to be refreshed and click **OK**.

Microsoft Excel

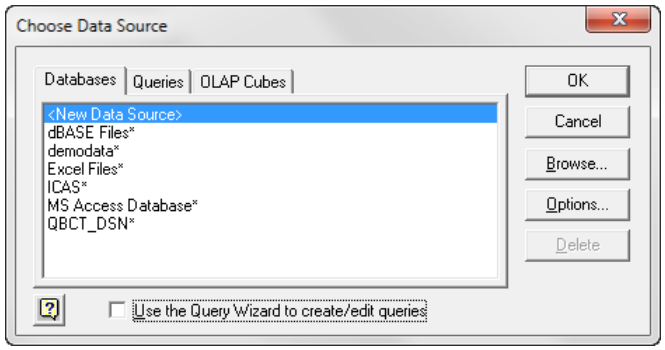
Note: These steps are for Excel 2007. The steps vary slightly if you use a different version.

Create an ODBC Connection/Report with Excel 2007

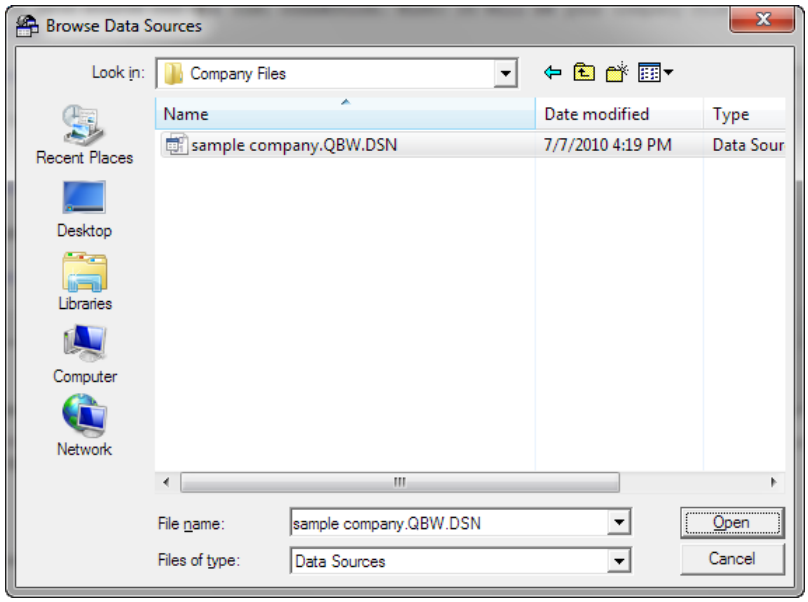
1. Open QuickBooks and sign in to your company file.
2. Open Excel.
3. On the Excel ribbon, choose **Data > From Other Sources > From Microsoft Query**.



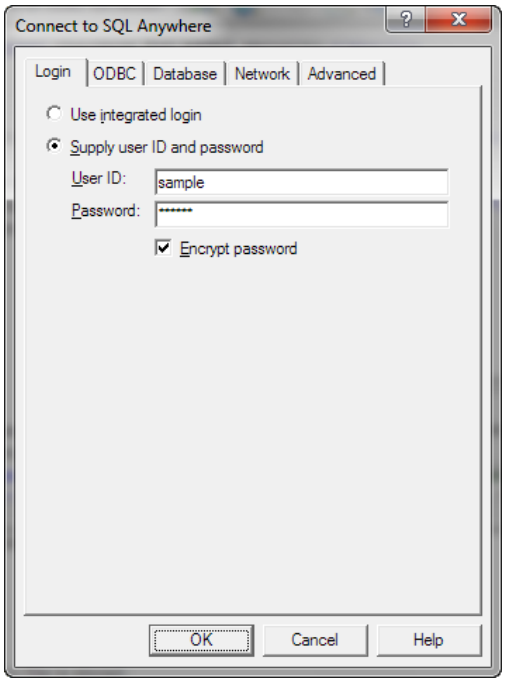
4. In the **Choose Data Source** window, click the **Databases** tab.
5. Click to clear the **Use the Query Wizard to create/edit queries** checkbox.
   Tip:
   a. For single table imports, select the checkbox. After you select the data source, the Query Wizard guides your steps.
   b. For multi-table imports, clear the checkbox. After you select the data source, you use Microsoft Query to join the tables and make other selections. Our example is a multi-table import since this is more typical, so clear the checkbox.
6. Click the **Browse** button.



7. Browse to the folder where you store your QuickBooks company file.
8. Select the company file with the .DSN extension. For example: **sample company.QBW.DSN**. **Tip**: If your computer is set to hide file extensions, your company file appears like **sample company**. In this case, select the .DSN file which appears like **sample company.QBW**.

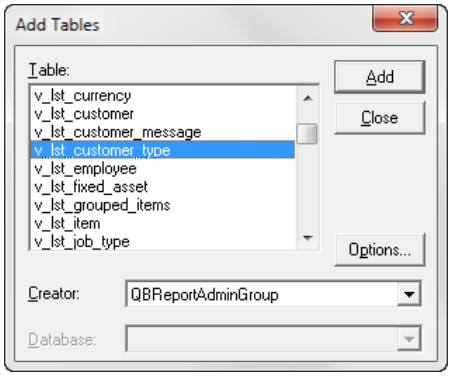


9. Click **Open**. In the **Choose Data Source** window, Excel automatically selects your company file.
10. Click **OK**. Excel opens the **Connect to SQL Anywhere** window.
11. In the **User ID** field, enter your ODBC user name.
12. In the **Password** field, enter the ODBC user password.
13. Select the **Encrypt password** checkbox for added security.



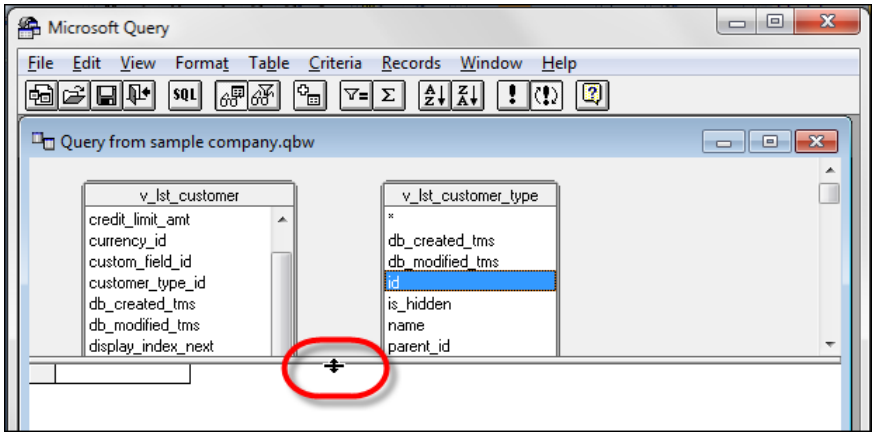
*If you get an error message, check your User Id and Password. If you continue to get an error, review **Check your settings** on Page **16**.*

14. Click **OK**. Excel opens **Microsoft Query** and the **Add Tables** window.
15. Click the **Creator** drop-down arrow and select **QBReportAdminGroup**.

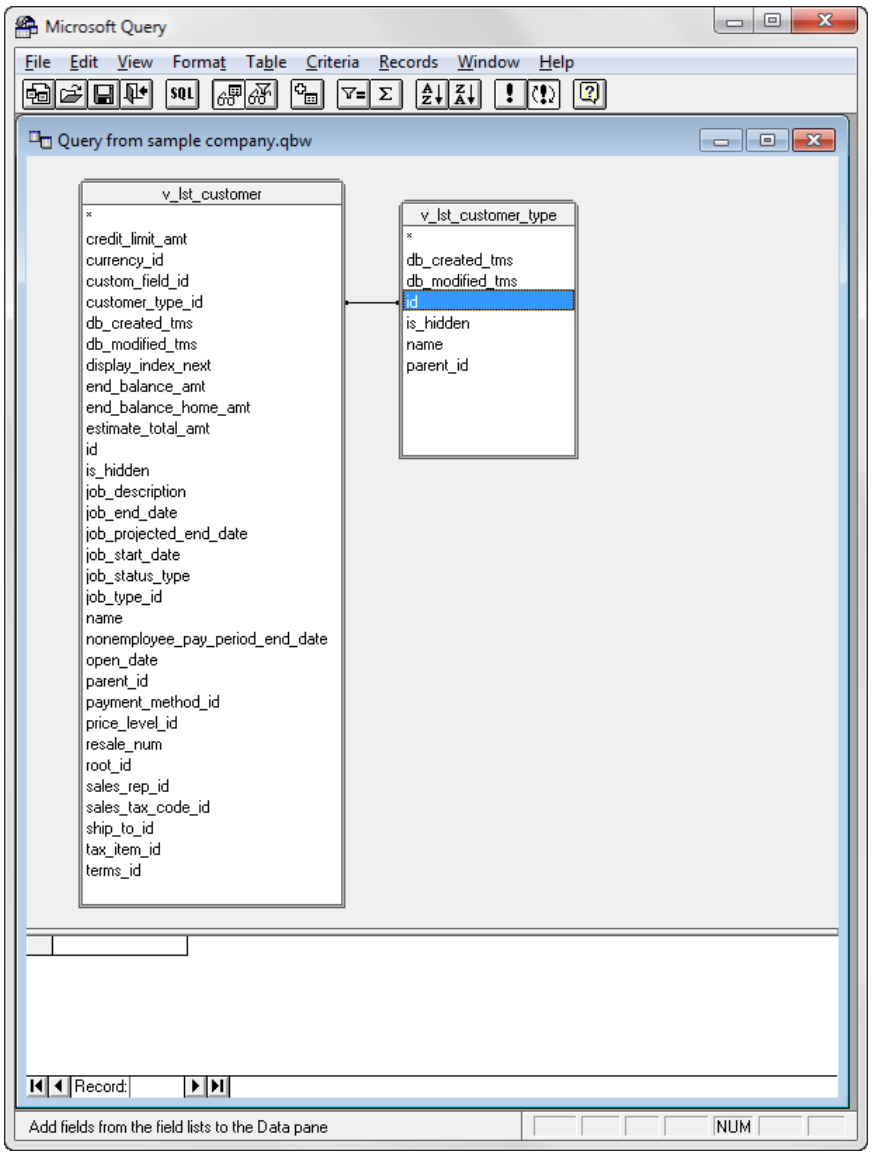


16. Select a table to import and click the **Add** button. For example, add the **v_lst_customer** and **v_lst_customer_type** tables.
17. After you've added tables to Microsoft Query, click the **Close** button.
18. Resize the tables in the query window so you can see the available fields.

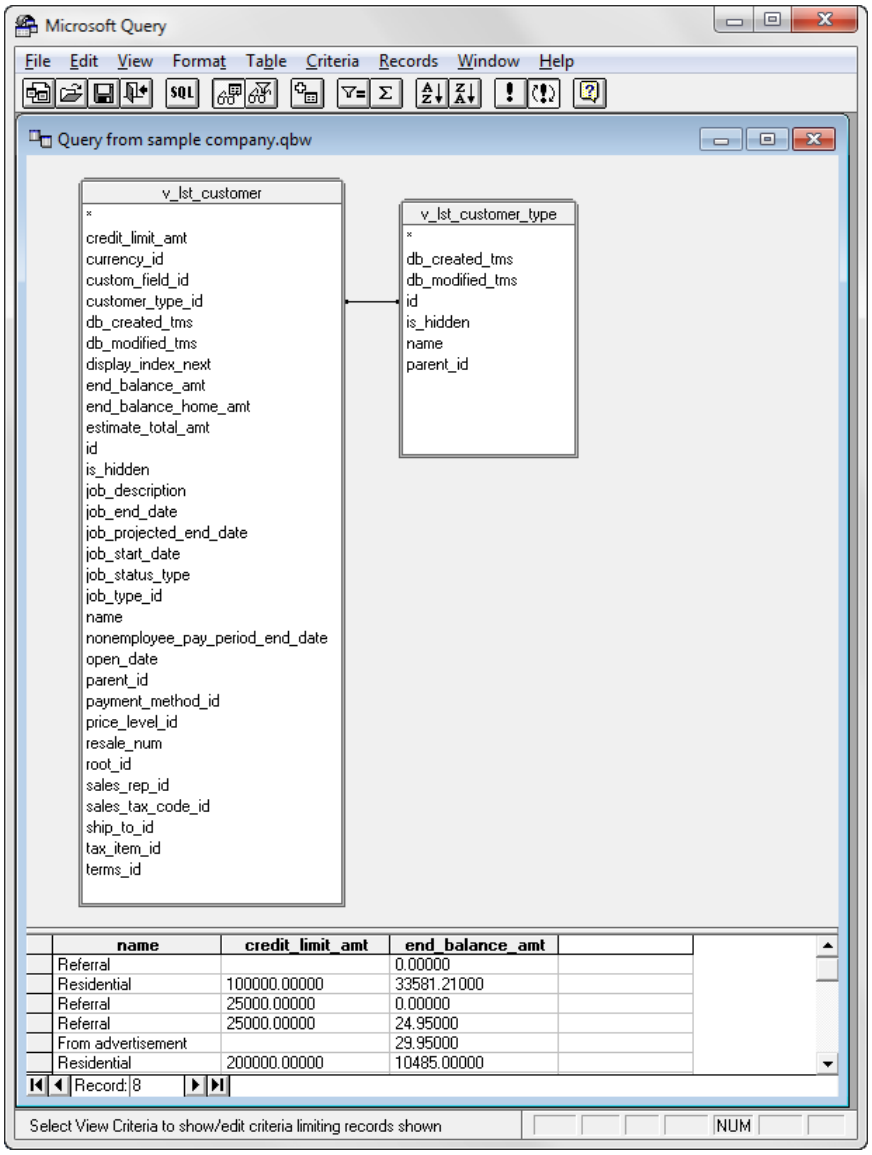
    Tip: You may need to resize the upper/lower pane separator to see all of the available fields.



19. To create relationships (or joins), drag related fields between the tables. In our example, drag the **id** field from the customer types table onto the **customer_type_id** field in the customer list table. This relationship allows you to use the customer type name on the eventual report instead of a meaningless customer_type_id number. *Review Chapter 2: Understanding the QuickBooks Database on Page 4 for help with the tables and important fields.*

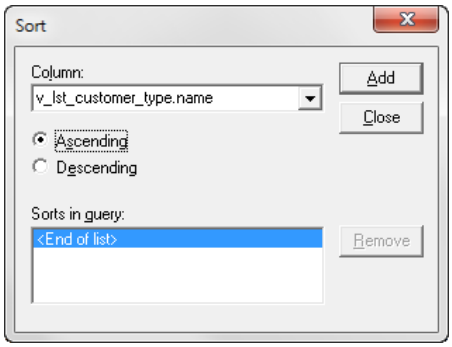


20. Drag appropriate fields from each table to the lower pane. You can also double-click a field to add it to the lower pane. In our example, add the following fields:
    a. From the customer type table: **name**.
    b. From the customer list table: **credit_limit_amt**, **end_balance_amt**.



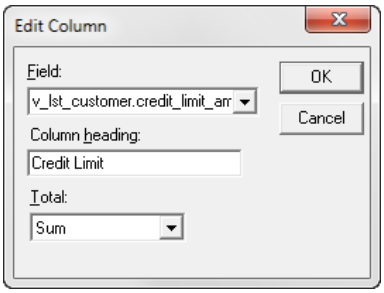
20. To sort the results:
    a. Choose **Records > Sort**.
    b. Click the **Column** drop-down arrow and select the appropriate column.
    c. Select **Ascending** or **Descending**.
    d. Click the **Add** button.
    e. Click the **Close** button.

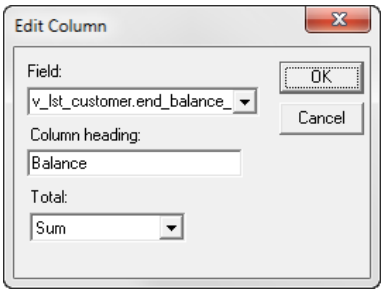
    For example, sort by the **v_lst_customer_type.name** column.



21. To add grouping/totals:
    a. Select the column to total from the bottom pane.
    b. Choose **Records > Edit Column**.
    c. Click the **Total** drop-down arrow and select **Sum**.
    d. Enter an appropriate **Column heading**.
    e. Click **OK**.

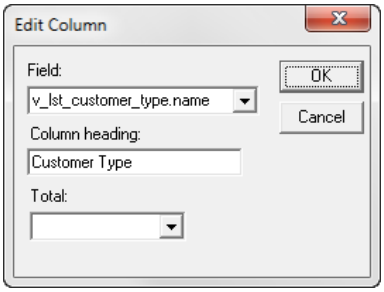
    For example, make the following selections for the **credit_limit_amt** and **end_balance_amt** fields.



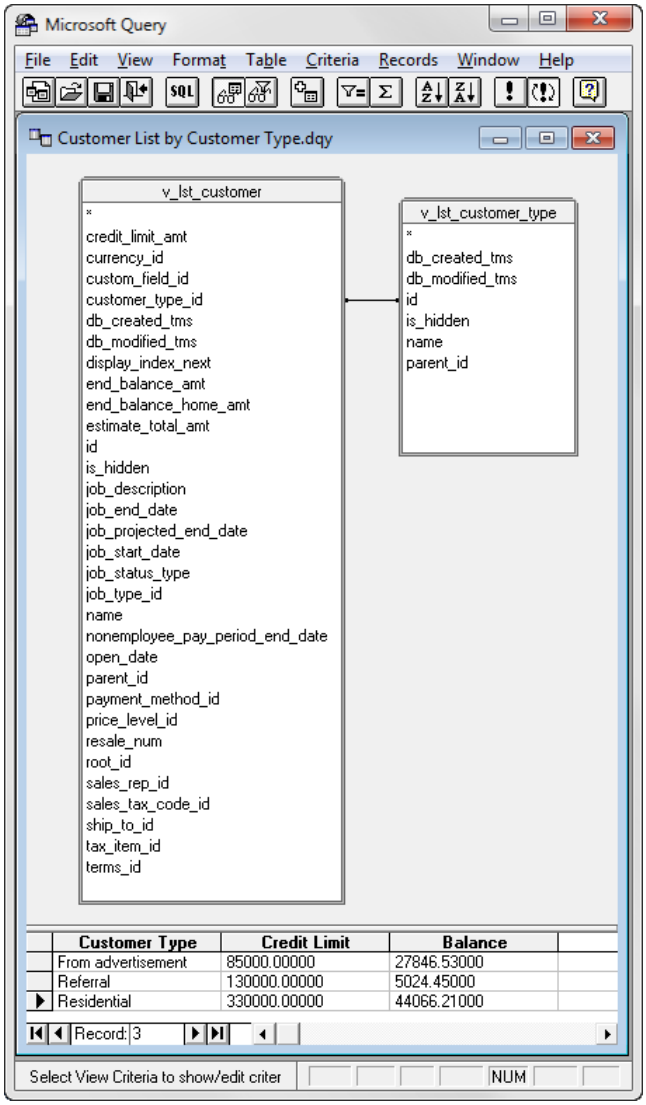


22. To rename a field/column:
    a. Select the column to rename from the bottom pane.
    b. Choose **Records > Edit Column**.
    c. Enter an appropriate **Column heading**.
    d. Click **OK**.

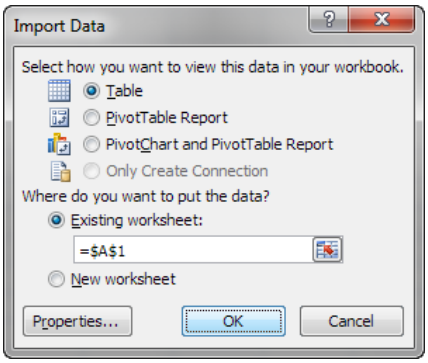
    For example, rename the **v_lst_customer_type.name** field to **Customer Type**.



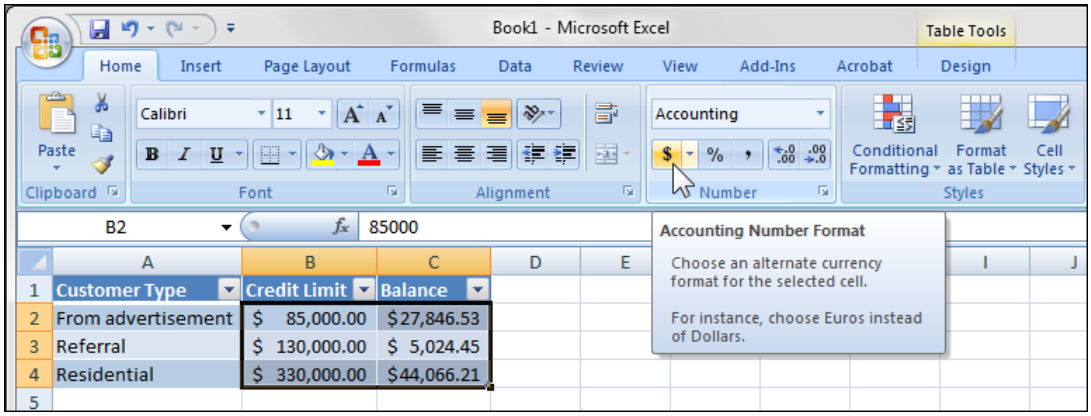
23. To save your work, choose **File > Save**.
24. Enter **Customer List by Customer Type** as the **Query Name**.
25. Click the **Save** button.



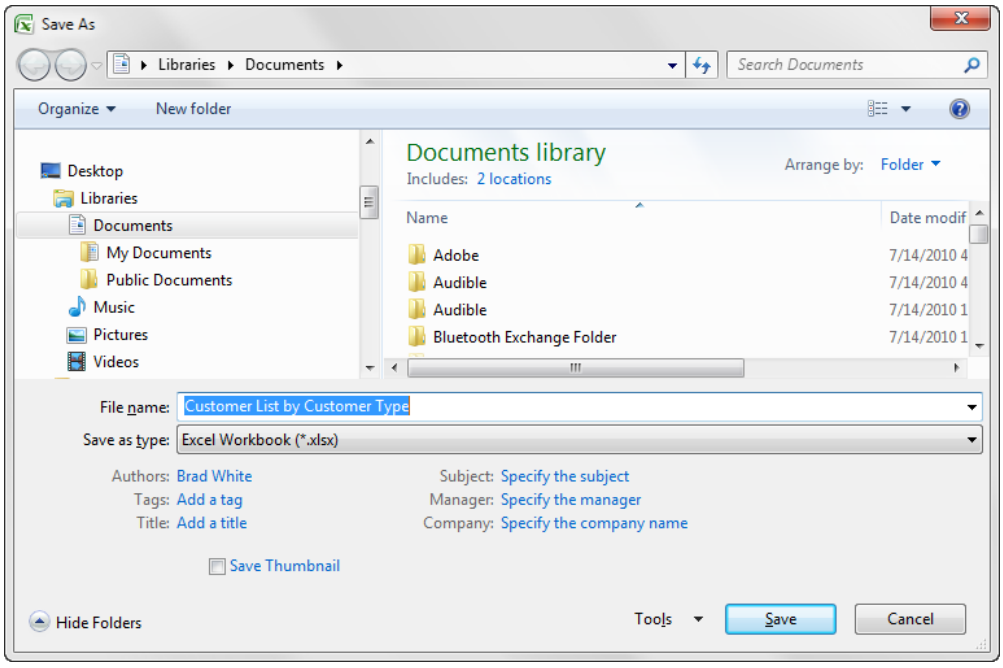
26. To see the query results, choose **File > Return Data to Microsoft Office Excel**.
27. In the **Import Data** window, click **OK**.



28. The data from QuickBooks is unformatted. So, add appropriate formatting to cells. For better presentation, change the format of the credit limit and balance cells to currency.
    a. Select the cells to format: cells B2:C4 in our example.
    b. On the Excel ribbon, choose **Home > $**.



29. Press **Ctrl+S** to save your work. Excel opens the **Save As** window.
30. Browse to where you want to save the custom report.
31. Enter a **File name**. For example, **Customer List by Customer Type**.



32. Click the **Save** button.

	A	B	C
1	Customer Type	Credit Limit	Balance
2	From advertisement	$ 85,000.00	$27,846.53
3	Referral	$ 130,000.00	$ 5,024.45
4	Residential	$ 330,000.00	$44,066.21

Common Questions

How do I refresh the custom report with updated QuickBooks data?

1. Open the spreadsheet in Excel.
2. On the Excel ribbon, choose **Data > Refresh All**.
3. (If prompted) Enter login information.
4. Click **OK**.

How do I make additional changes to the Microsoft Query?

1. Open the spreadsheet in Excel.
2. On the Excel ribbon, choose **Data > Connections**. The existing connection should be selected.
3. Click the **Properties** button.
4. Click the **Definition** tab.
5. Click the **Edit Query** button.
6. (If prompted) Enter login information.
7. Click **OK**.
8. Make appropriate changes.
9. Choose **File > Save** to save your changes.
10. To see the updated query results, choose **File > Return Data to Microsoft Office Excel**.
11. Click **OK**.
12. Click the **Close** button.

Microsoft Query is not installed on my computer. How do I install it?

1. Go to the Add/Remove Programs window on your computer.
2. From the list of installed programs, select **Microsoft Office**.
3. Click the **Repair** or **Change** button.
4. Select **Add or Remove Features**.
5. Click the **Continue** button.
6. Expand the **Office Tools** category.
7. Click the **Microsoft Query** button.
8. Select **Run from My Computer**.
9. Click the **Continue** button,
10. Follow the remaining onscreen instructions.

What's Next?

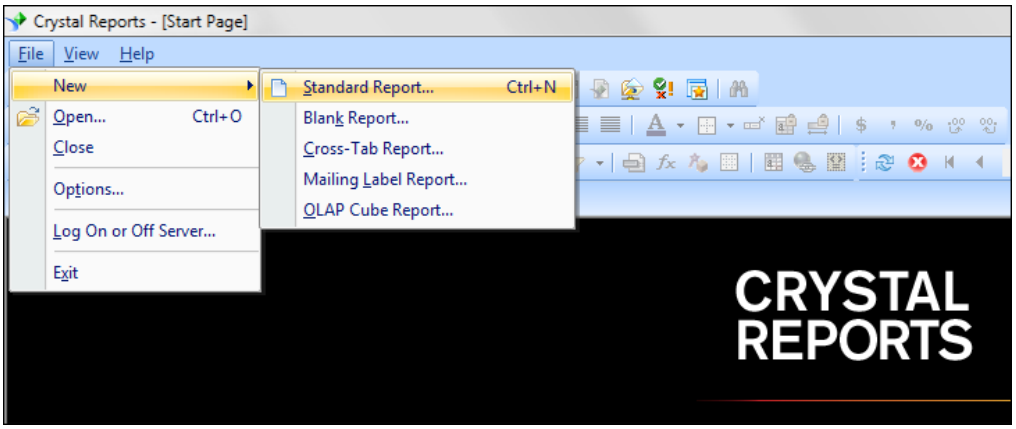
- Practice with your own data.
- Explore other custom report examples starting on Page 51 this guide.

SAP Crystal Reports

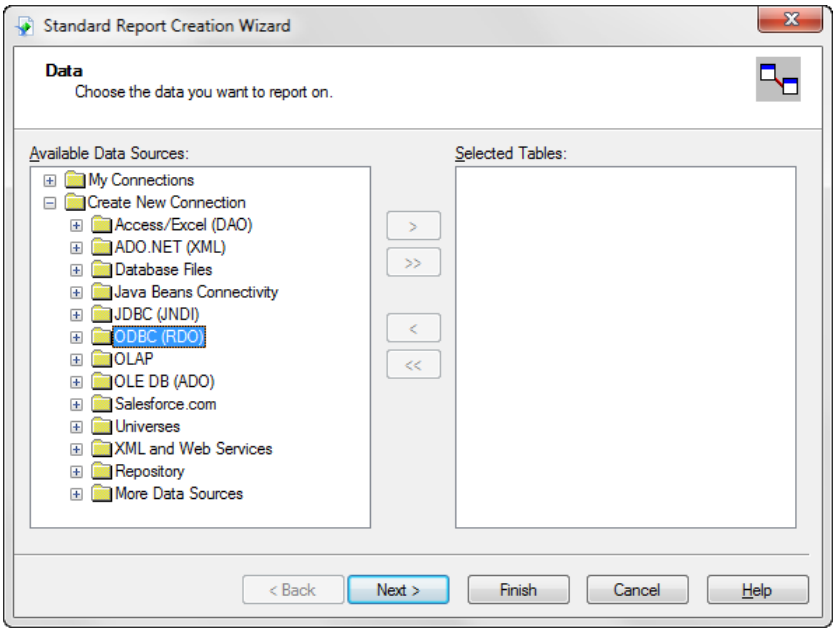
Note: These steps are for SAP Crystal Reports 2008. The steps vary slightly if you use a different version.

Create an ODBC Connection/Report with SAP Crystal Reports 2008

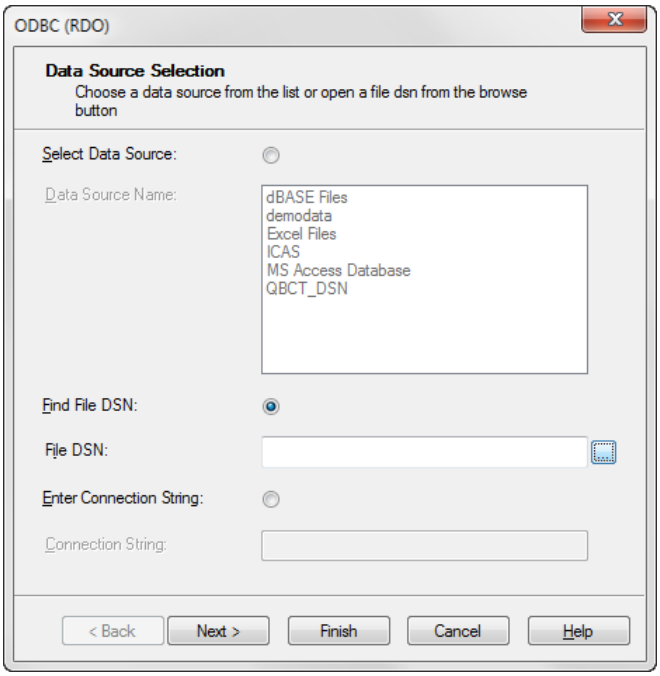
1. Open QuickBooks and sign in to your company file.
2. Open Crystal Reports.
3. Choose **File > New > Standard Report**. Cyrstal Reports opens the **Standard Report Creation Wizard** window.



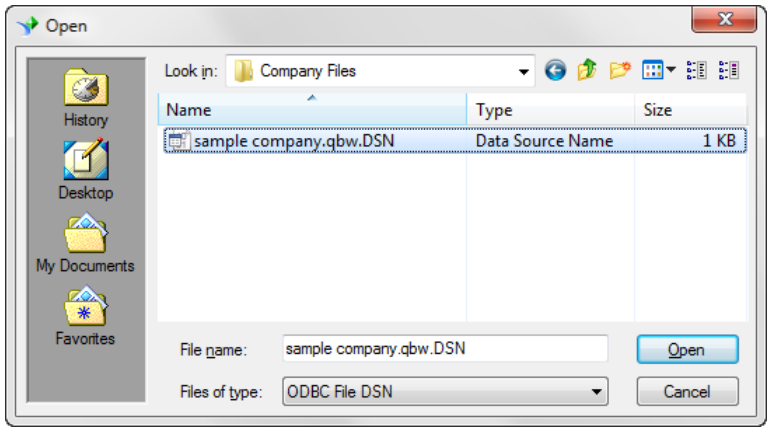
4. In the **Available Data Sources** pane, select the **Create New Connection** button.
5. Select the **ODBC (RDO)** button. Crystal Reports opens the **ODBC (RDO)** Window.



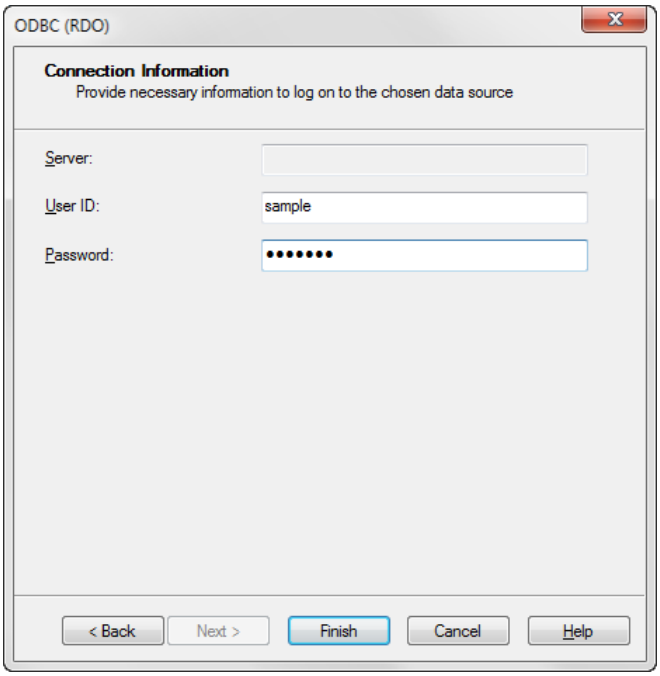
6. Select the **Find File DSN** option.
7. Select the **File DSN** button.



8. Browse to the folder where you store your QuickBooks company file.
9. Select the company file with the .DSN extension. For example: **sample company.QBW.DSN**. **Tip**: If your computer is set to hide file extensions, your company file appears like **sample company**. In this case, select the .DSN file which appears like **sample company.QBW**.
10. Click **Open**.

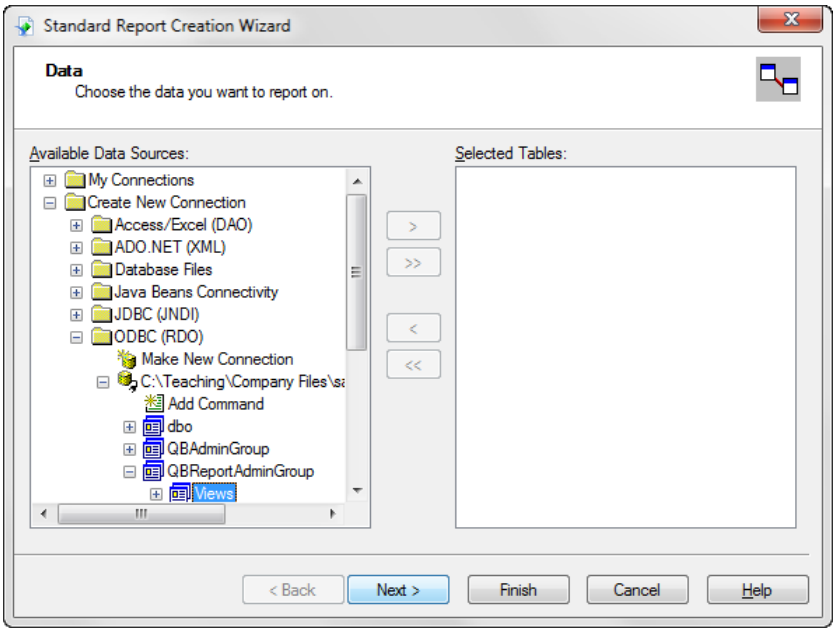


11. Click the **Next** button.
12. In the **User ID** field, enter your ODBC user name.
13. In the **Password** field, enter the ODBC user password.
21. Click the **Finish** button.

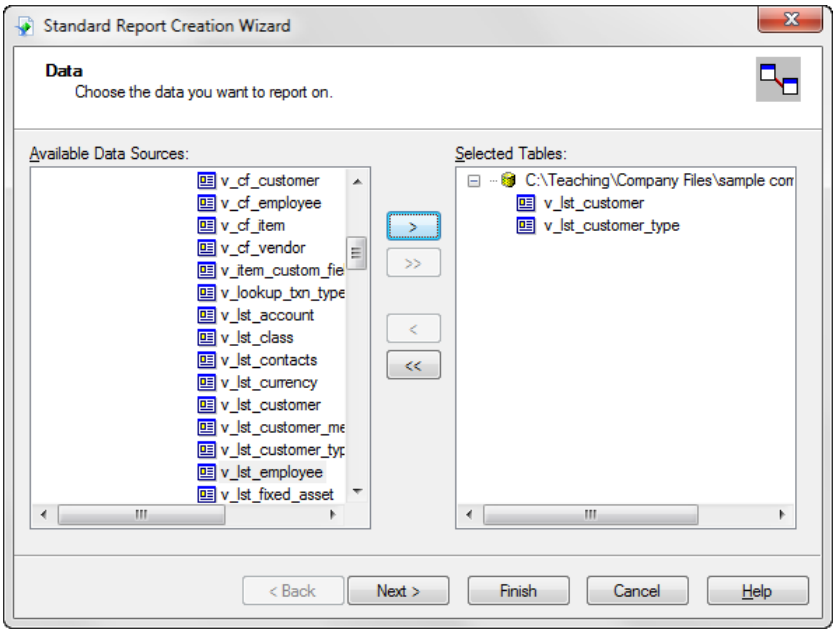


*If you get an error message, check your User Id and Password. If you continue to get an error, review **Check your settings** on Page **16**.*

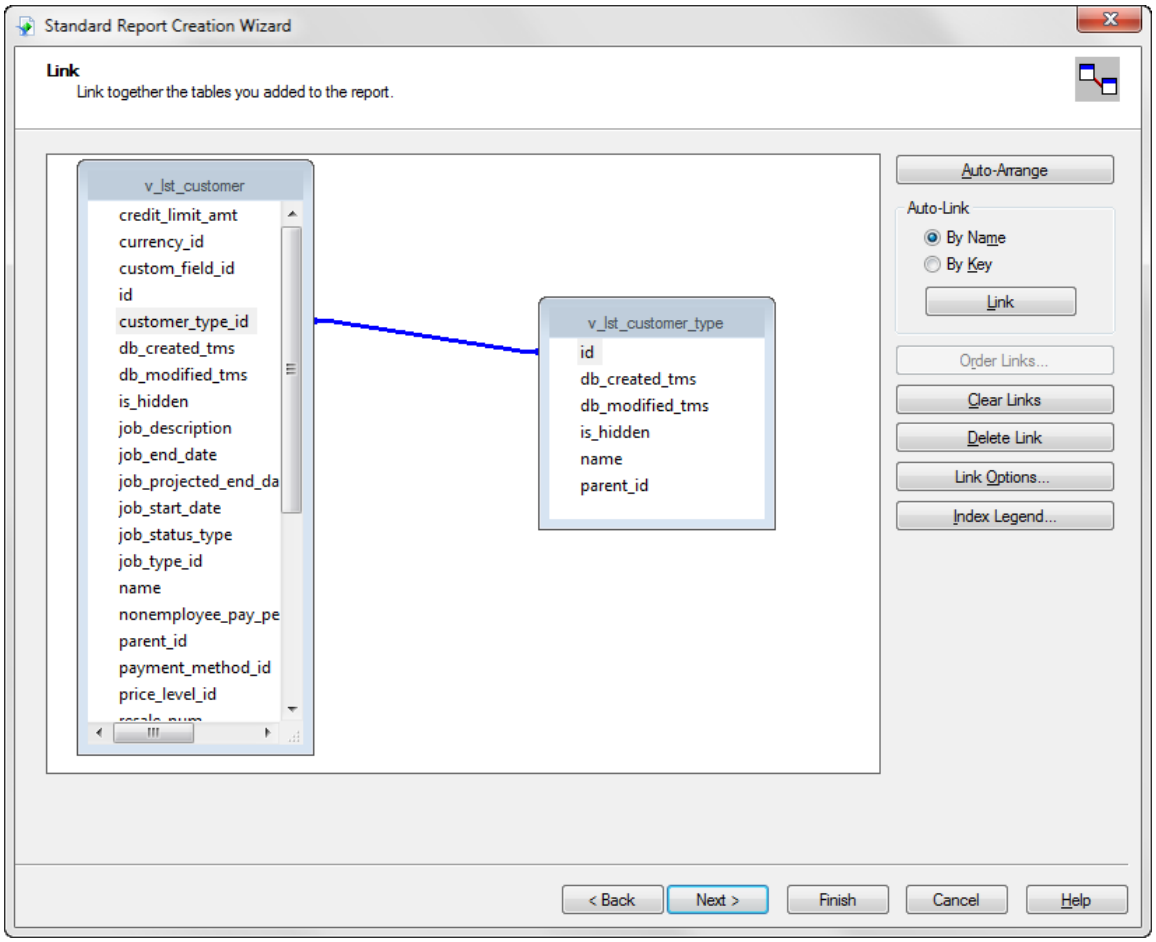
22. Select the company file data source ⊞ button.
23. Select the **QBReportAdminGroup** ⊞ button.
24. Select the **Views** ⊞ button.



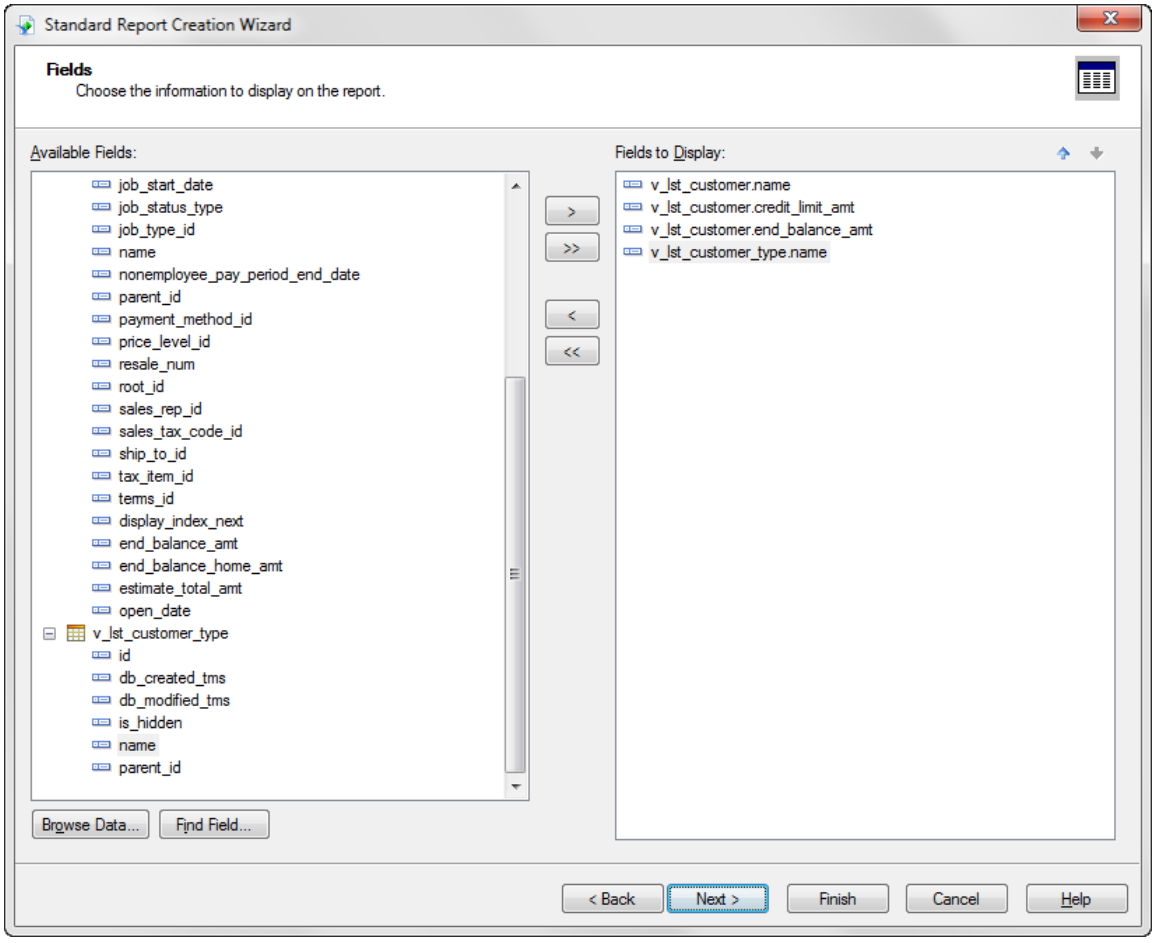
25. To import a single table:
    a. Select the table to import and click the **>** button. For example, to import the Customers & Jobs list, scroll down and select **v_lst_customer**.
    b. Click the **Next** button.
26. To import and link multiple tables:
    a. Select the table(s) to import one at a time and click the **>** button.
    b. Click the **Next** button. Crystal Reports opens a window to help you link related tables. Move and resize tables as necessary to making linking easier. Crystal Reports automatically links all matching field names. However, this isn't appropriate in many cases.



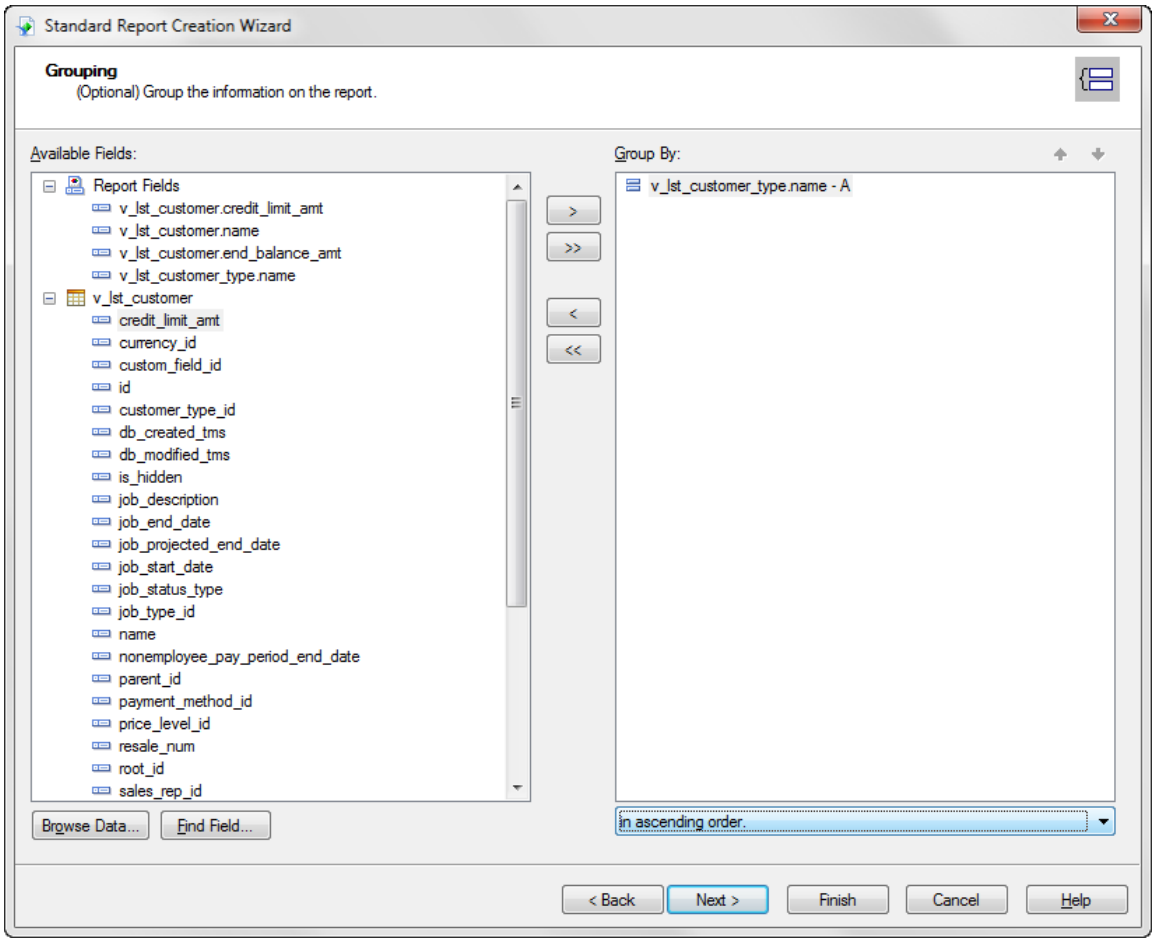
c. Click the **Clear Links** button.
d. Click **Yes** to remove all the links.
e. Drag an appropriate field from one table to the matching field in another table. For example, to link the **v_lst_customer** table to the **v_lst_customer_type table**, drag the **id** field from the **v_lst_customer_type** table onto the **customer_type_id** field in the **v_lst_customer** table. Crystal Reports links the related fields.
f. (Optional) Repeat as necessary for additional related fields.
g. Click the **Next** button.



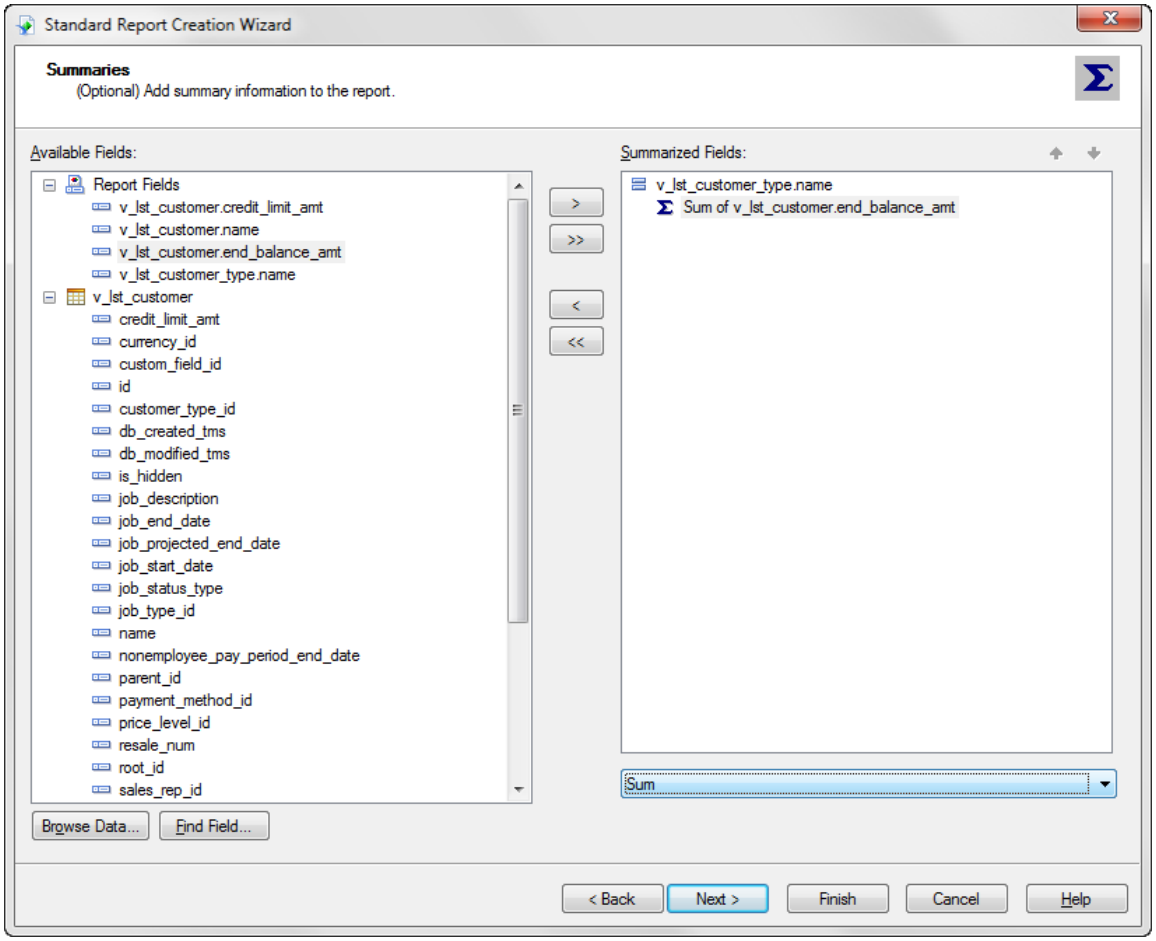
27. Select fields to import and click the **>** button. Or click the **>>** button import all fields.
28. Click the **Next** button.



29. Optional Selections:
    a. Grouping:
        i. Select a field to group on. For example, to group the Customers & Jobs list by Customer Type, use the **v_lst_customer_type.name** field.
        ii. Click the **>** button.
        iii. At the bottom of the **Group By** pane, select how to sort within the group (**in ascending order** or **in descending order**).
        iv. Click the **Next** button. Crystal Reports opens the optional **Summaries** window.



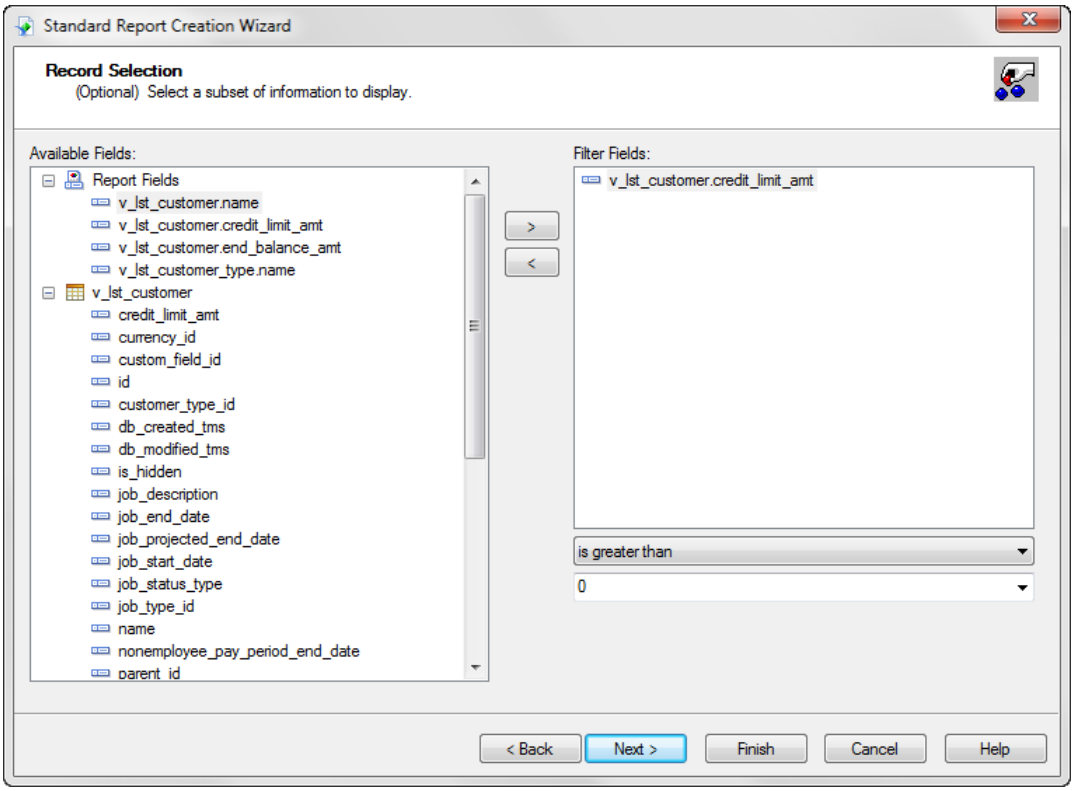
b. Summarizing:
   i. Select a field to summarize on. For example, to summarize customer balances by customer type, use the **v_lst_customer.end_balance_amt** field.
   ii. Click the **>** button.
   iii. At the bottom of the **Summarize Fields** pane, select how to summarize the group (for example: **Sum** or **Average**).
   iv. Click the **Next** button.



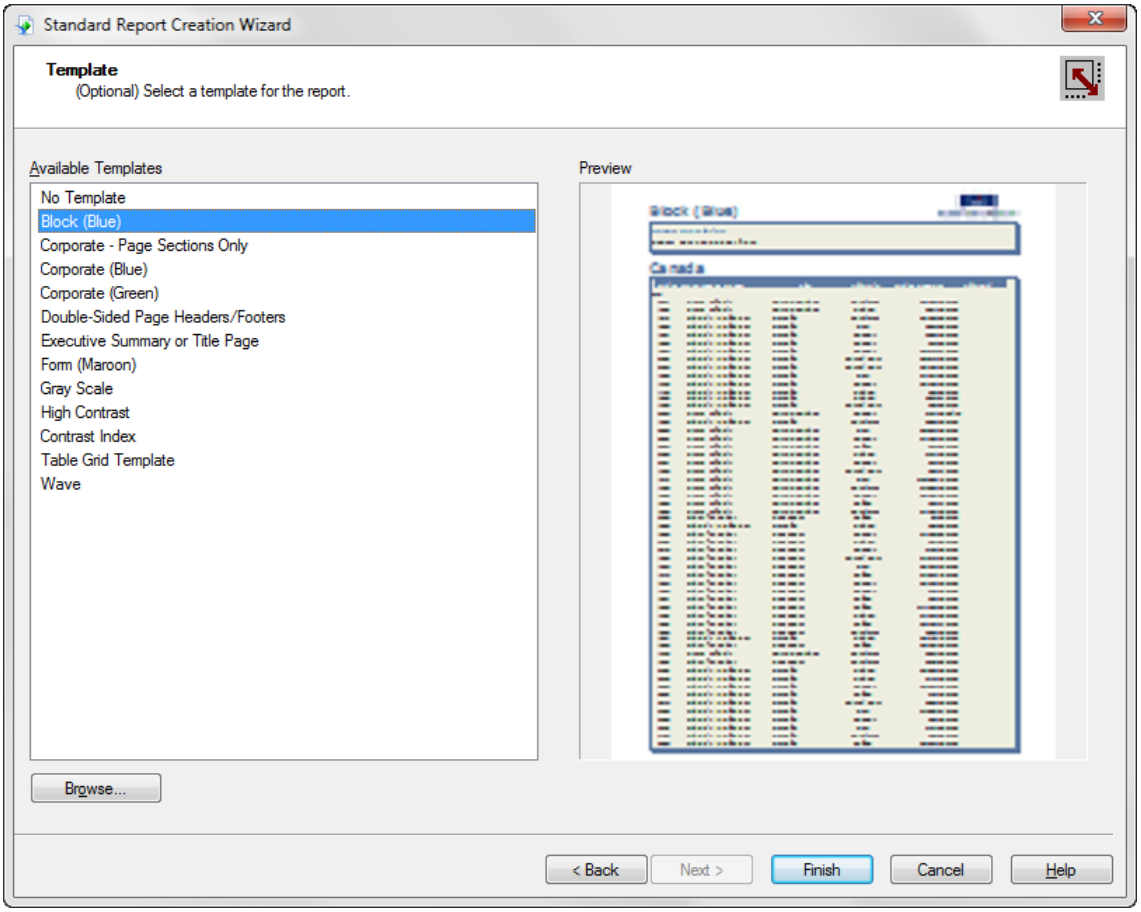
c. Group Sorting:
   i. Specify if Crystal Reports should perform group ordering and click the **Next** button. For example, you may want to see balances for all customer types, or just the 5 largest or smallest customer type balances.

d. Charting:
   i. Specify charting options and click the **Next** button.

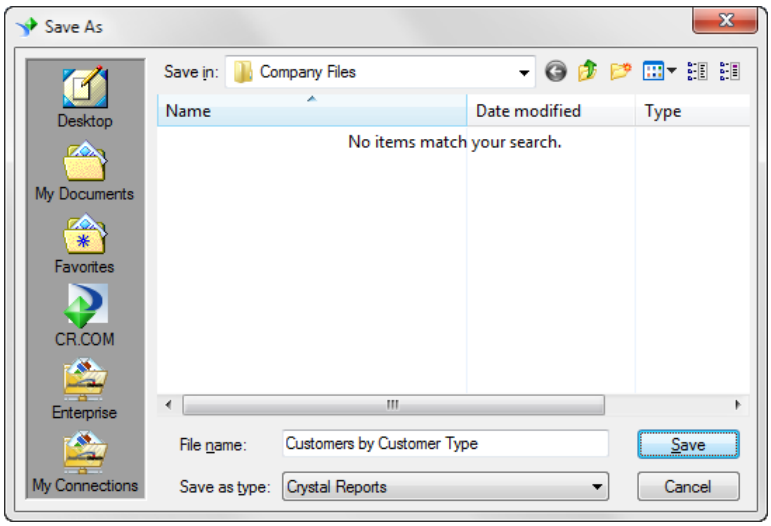
30. (Optional) Record selection/filtering:
    a. Select a field to filter on. For example, to only include customer that have a credit limit > 0, use the **v_lst_customer.credit_limit_amt** field.
    b. Click the **>** button.
    c. At the bottom of the **Filter Fields** pane, select how to filter the records. For example, select **is greater than**, and enter **0** as the amount.
    d. Click the **Next** button.



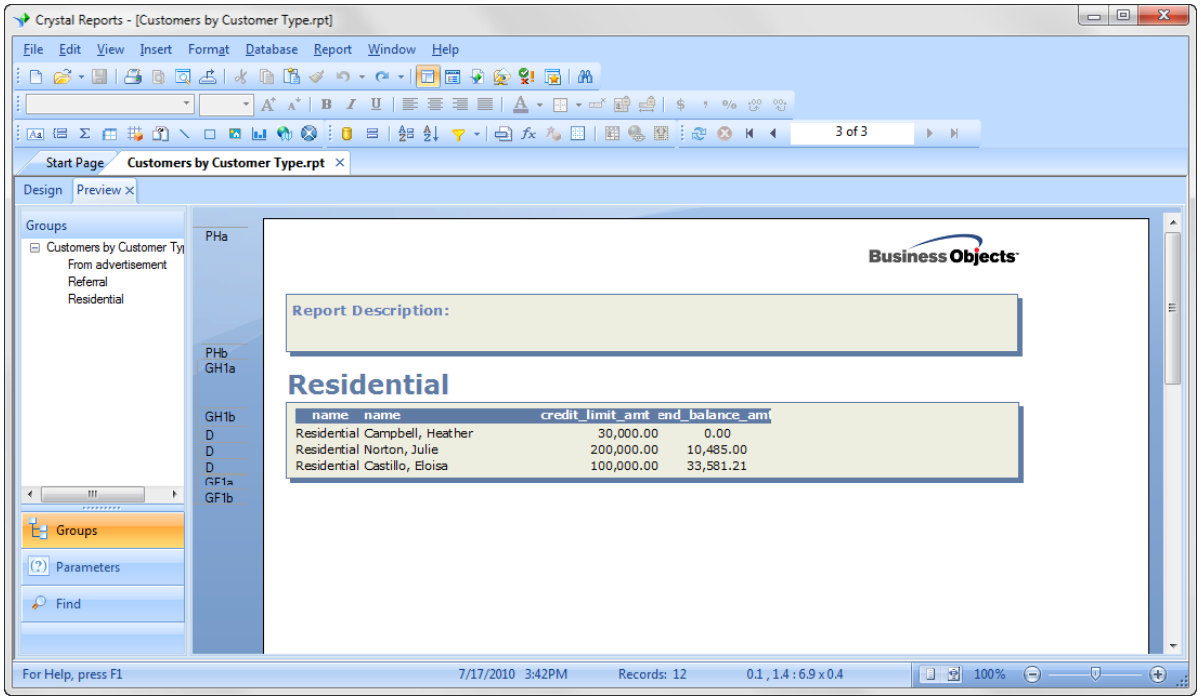
31. (Optional) Select a report template:
    a. From the **Available Templates** list, select the template you want to use.



32. Click the **Finish** button.
33. Choose **File > Save**.
34. Enter a name for the custom report.



35. Click the **Save** button.



What's Next?

- Practice with your own data.
- Explore other custom report examples starting on Page 51 this guide.

Chapter 5: Custom Report Examples

This chapter helps you create some of the most requested custom reports.

Each example shows:

- Which tables and fields are important.
- How the tables are linked by key fields.
- Grouping order, sorting, filtering, and totaling recommendations.
- Formatting tips.
- Problem areas or common mistakes to avoid.
- Preferred application for custom report.

Examples:

- Unpaid Bills by Class
- List of Names by Names List Type

Unpaid Bills by Class

This report helps companies that use class tracking to manage divisions, departments, or cost centers. This report lists all bills you have entered but not paid, grouped by class, and summarized per bill. It helps forecast cash going out for each class.

Here's what you need:

Tables:

QBReportAdminGroup_v_lst_class
- id
- name

QBReportAdminGroup_v_lst_vendor
- id
- name

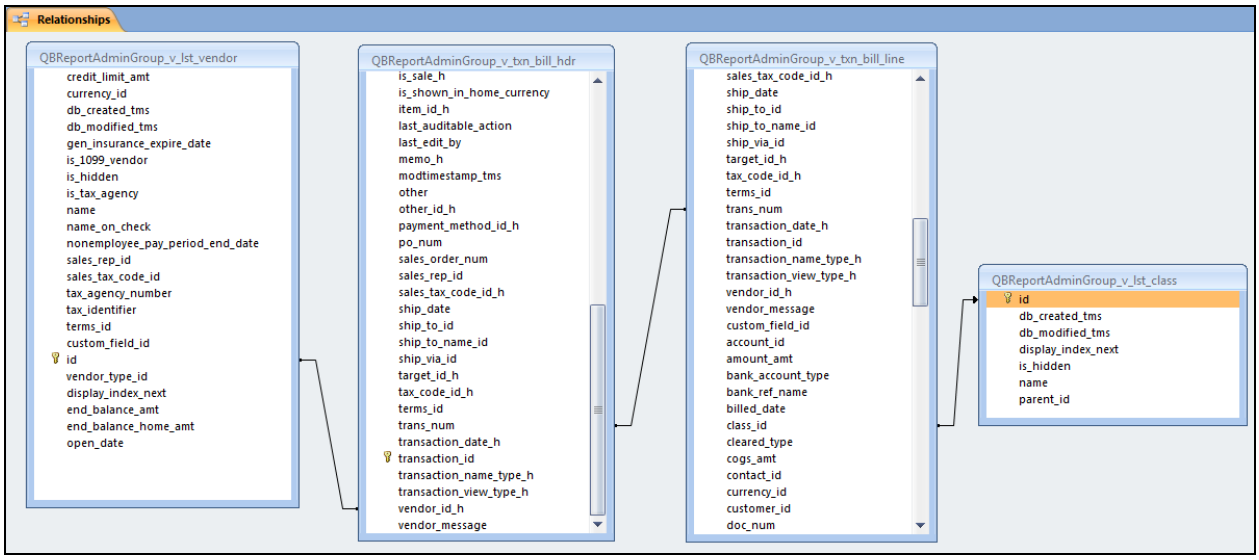
QBReportAdminGroup_v_txn_bill_hdr
- trans_num
- vendor_id_h
- is_paid_h
- doc_num_h
- transaction_date_h
- (optional) due_date_h

QBReportAdminGroup_v_txn_bill_line
- trans_num
- is_source
- class_id
- amount_amt

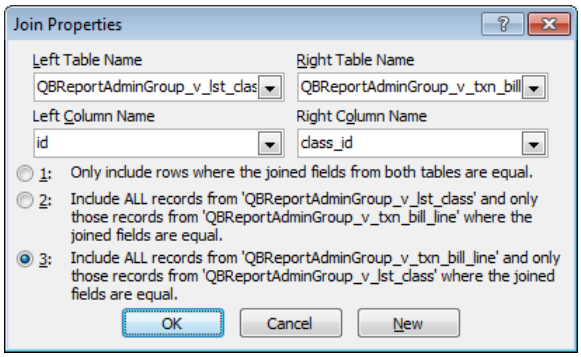
Table Relationships:

QBReportAdminGroup_v_txn_bill_hdr.trans_num = QBReportAdminGroup_v_txn_bill_line.trans_num
QBReportAdminGroup_v_txn_bill_hdr.vendor_id_h = QBReportAdminGroup_v_lst_vendor.id
QBReportAdminGroup_v_txn_bill_line.class_id = QBReportAdminGroup_v_lst_class.id
(1 to many, include all lines from QBReportAdminGroup_v_txn_bill_line and only those lines from QBReportAdminGroup_v_lst_class where the joined fields are equal)

Relationships



Class Relationship



Grouping Order:

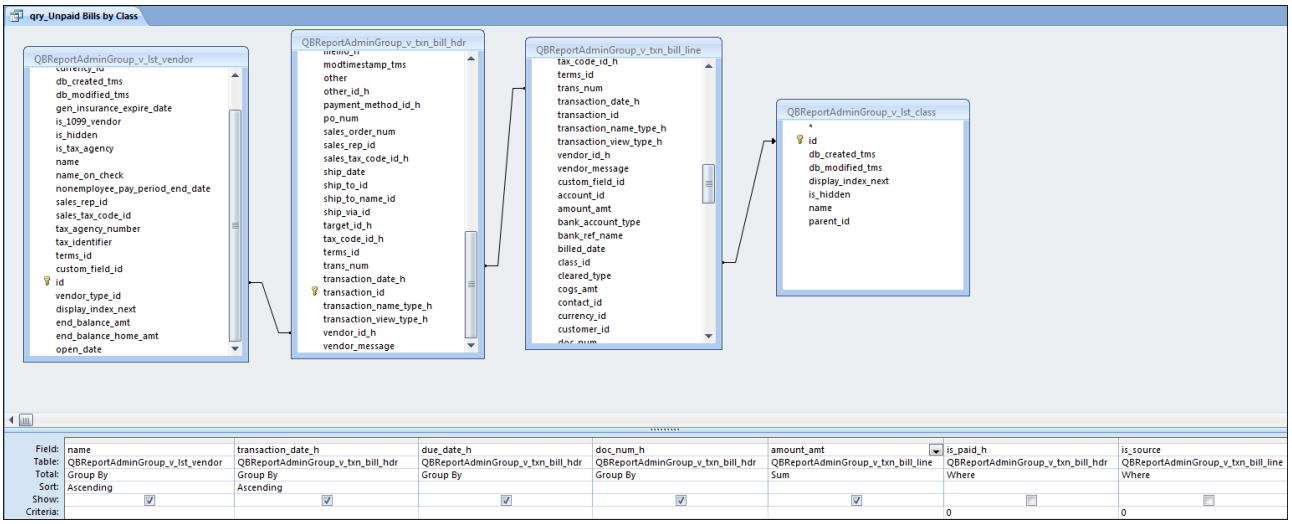
QBReportAdminGroup_v_lst_class.name
QBReportAdminGroup_v_lst_vendor.name
QBReportAdminGroup_v_txn_bill_hdr.transaction_date_h
QBReportAdminGroup_v_txn_bill_hdr.due_date_h
QBReportAdminGroup_v_txn_bill_hdr.doc_num_h

Sorting:

QBReportAdminGroup_v_lst_class.name (Ascending)
QBReportAdminGroup_v_lst_vendor.name (Ascending)
QBReportAdminGroup_v_txn_bill_hdr.transaction_date_h (Ascending)
QBReportAdminGroup_v_txn_bill_hdr.due_date_h (Ascending)
QBReportAdminGroup_v_txn_bill_hdr.doc_num_h (Ascending)

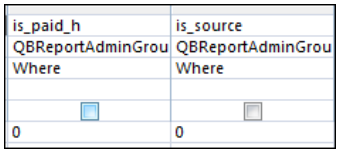
Totaling:

QBReportAdminGroup_v_txn_bill_line.amount_amt (Sum)



Filtering:

QBReportAdminGroup_v_txn_bill_hdr.is_paid_h = 0
QBReportAdminGroup_v_txn_bill_line.is_source = 0



Formatting:

QBReportAdminGroup_v_txn_bill_line.amount_amt (Currency)

Problem areas:

- Some bill lines might not be classified.
  - The Microsoft Query in Excel can join the class id fields on the transaction lines to the class list, however it eliminates unclassified lines.
  - Access can create a more inclusive relationship to show the matching classes and still show unclassified amounts.
- The line item detail "is_source" field should be filtered to only show lines where is_source = 0. Here is an explanation:
  - Let's consider a $5,000 bill. The bill has an accounts payable entry of $5,000. It also has line items that point to expenses or maybe inventory assets (via an item) equaling $5,000.
  - In QuickBooks, debits equal credits. Credits are displayed as negative amounts and Debits are displayed as positive amounts.
  - Accounts payable is a credit (-5,000). The line items are debits (5,000). If you include and total all bill line items, the net total is $0.
  - So, to get an accurate outstanding bill amount, you either must filter for amounts > 0, or apply a filter to the is_source field.
  - Apply an is_source = 0 filter to exclude Accounts Payable (negative amounts).

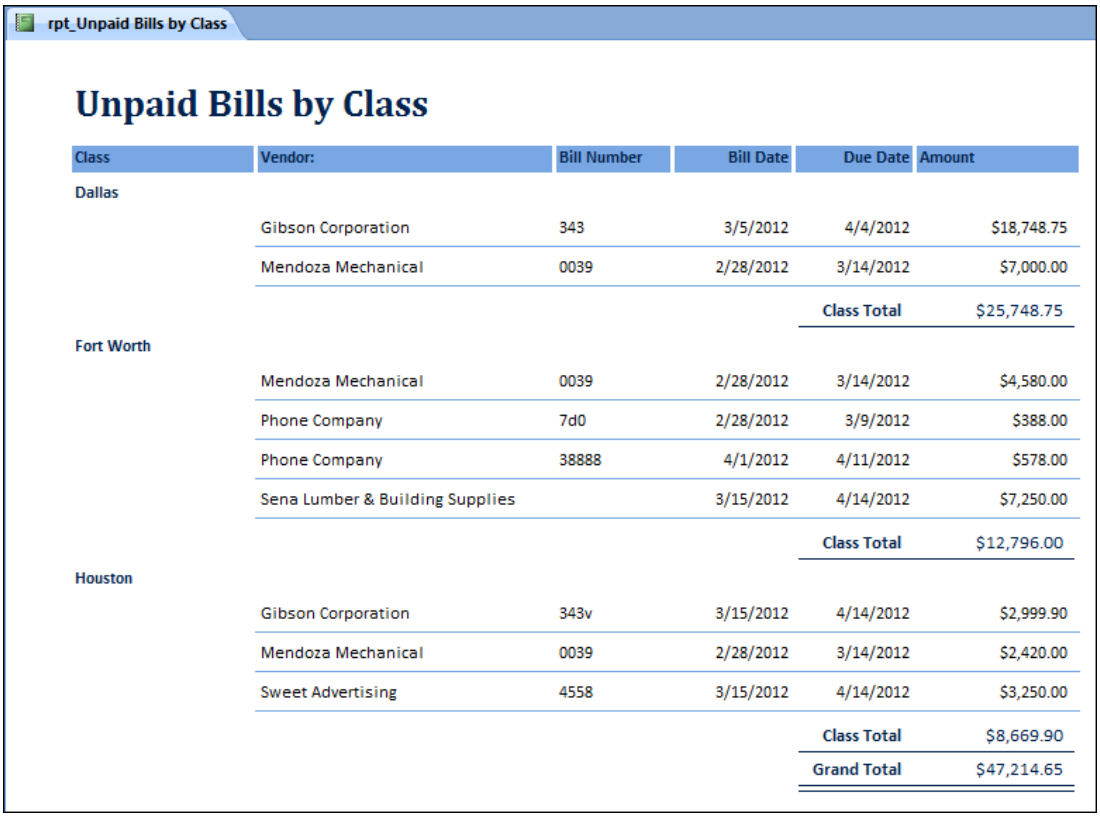
Recommended Application: Transaction reports and reports involving multiple tables are complex. You need advanced capabilities to group, sort, filter, and summarize the data sufficiently. Microsoft Access or Crystal Reports are preferred. Access is shown in this custom reporting example.

Query Results

qry_Unpaid Bills by Class

QBReportAdminGroup_v_lst_class.name	QBReportAdminGroup_v_lst_vendor.name	transaction_	due_date_h	doc_num_h	SumOfamoun
Dallas	Gibson Corporation	3/5/2012	4/4/2012	343	$18,748.75
Dallas	Mendoza Mechanical	2/28/2012	3/14/2012	0039	$7,000.00
Fort Worth	Mendoza Mechanical	2/28/2012	3/14/2012	0039	$4,580.00
Fort Worth	Phone Company	2/28/2012	3/9/2012	7d0	$388.00
Fort Worth	Phone Company	4/1/2012	4/11/2012	38888	$578.00
Fort Worth	Sena Lumber & Building Supplies	3/15/2012	4/14/2012		$7,250.00
Houston	Gibson Corporation	3/15/2012	4/14/2012	343v	$2,999.90
Houston	Mendoza Mechanical	2/28/2012	3/14/2012	0039	$2,420.00
Houston	Sweet Advertising	3/15/2012	4/14/2012	4558	$3,250.00

Unpaid Bills by Class-Custom Report



rpt_Unpaid Bills by Class

Unpaid Bills by Class

Class	Vendor:	Bill Number	Bill Date	Due Date	Amount
Dallas					
	Gibson Corporation	343	3/5/2012	4/4/2012	$18,748.75
	Mendoza Mechanical	0039	2/28/2012	3/14/2012	$7,000.00
				Class Total	$25,748.75
Fort Worth					
	Mendoza Mechanical	0039	2/28/2012	3/14/2012	$4,580.00
	Phone Company	7d0	2/28/2012	3/9/2012	$388.00
	Phone Company	38888	4/1/2012	4/11/2012	$578.00
	Sena Lumber & Building Supplies		3/15/2012	4/14/2012	$7,250.00
				Class Total	$12,796.00
Houston					
	Gibson Corporation	343v	3/15/2012	4/14/2012	$2,999.90
	Mendoza Mechanical	0039	2/28/2012	3/14/2012	$2,420.00
	Sweet Advertising	4558	3/15/2012	4/14/2012	$3,250.00
				Class Total	$8,669.90
				Grand Total	$47,214.65

Note: The report above used the report wizard and required additional formatting improvements beyond the scope of this guide.

Names Lists with Contact Information by List Type

This report provides an all-in-one listing of your QuickBooks names lists (customers, vendors, employees, and other names) with associated contact information such as Phone Number and Email Address, grouped by Names List type, and sorted by LastName, Firstname.

Here's what you need:

Tables:

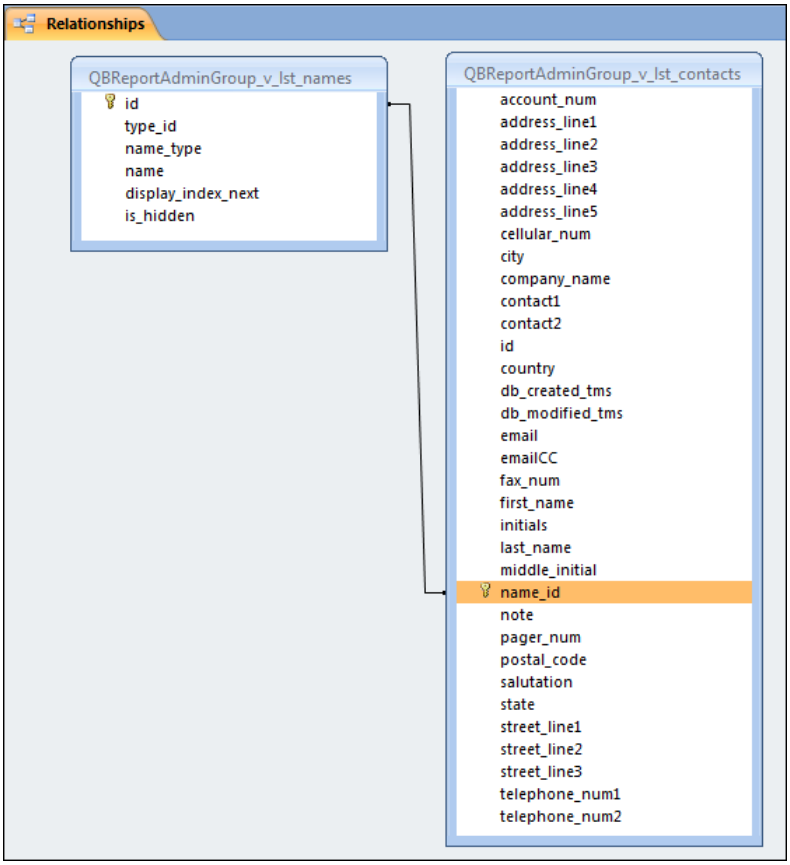
QBReportAdminGroup_v_lst_names
- Id (key field)
- name_type

QBReportAdminGroup_v_lst_contacts
- name_id (key field)
- last_name
- first_name
- telephone_num1
- email

Table Relationships:

QBReportAdminGroup_v_lst_names.id = QBReportAdminGroup_v_lst_contacts.name_id

Relationships



Grouping Order:

QBReportAdminGroup_v_lst_names.id

Sorting:

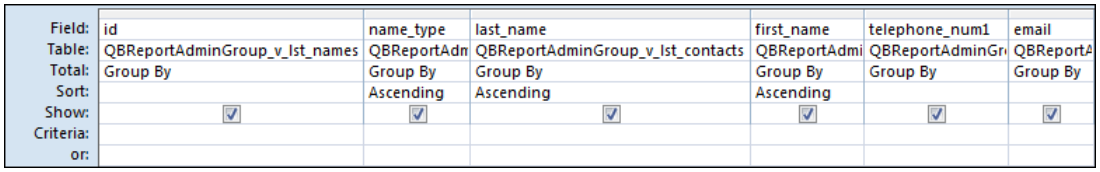
QBReportAdminGroup_v_lst_names.name_type (Ascending)
QBReportAdminGroup_v_lst_contacts.last_name (Ascending)
QBReportAdminGroup_v_lst_contacts.first_name (Ascending)

Problem areas:

- Query results may show duplicates for a particular name. This may be due to a customer also have sub-jobs. You may need to filter out record duplicates.
- Some records may be blank or have missing information. Make sure the QuickBooks fields are filled in for each list entry.

Recommended Application: Excel, Access, or Crystal Reports

Query Design



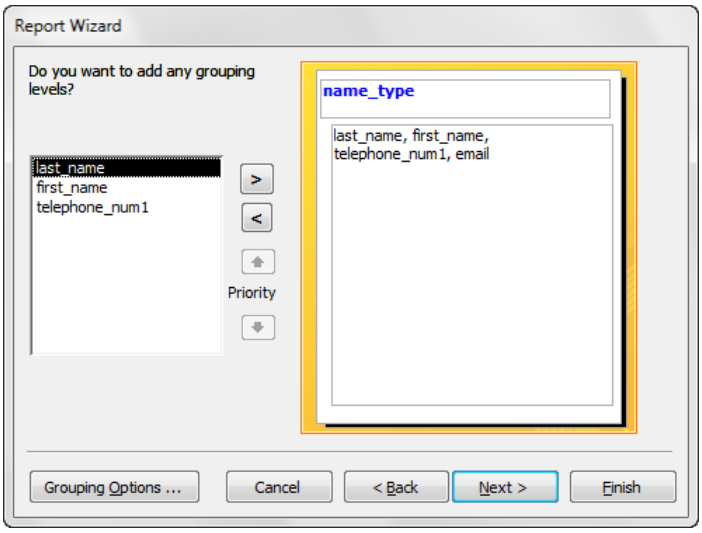
Field:	id	name_type	last_name	first_name	telephone_num1	email
Table:	QBReportAdminGroup_v_lst_names	QBReportAdn	QBReportAdminGroup_v_lst_contacts	QBReportAdmi	QBReportAdminGr	QBReportA
Total:	Group By	Group By	Group By	Group By	Group By	Group By
Sort:		Ascending	Ascending	Ascending		
Show:	☑	☑	☑	☑	☑	☑
Criteria:						
or:						

Query Results

Query1

name_type	last_name	first_name	telephone_num1	email
Customer	Azar	Marshall	214-555-4747	mazar@saplecompany.com
Customer	Baxter	Gregory	214-555-4155	
Customer	Bellur	Ravi	405-555-3540	rbellur@samplename.com
Customer	Campbell	Heather	845-555-1235	
Customer	Castillo	Eloisa	817-555-8989	ecastillo@samplename.com
Customer	Cocco	Carla	817-555-1005	
Customer	Connie	Larson	624-555-3152	
Customer	Escobar	Rick	214-555-6941	
Customer	Godwin	John	214-555-9281	
Customer	Lindsey	Doug	718-555-0004	
Customer	Markley	Chris	214-555-4155	
Customer	Markley	Chris	214-555-4155	
Customer	Markley	Chris	214-555-4155	
Customer	McCarthy	Erin	778-555-7887	
Customer	Nations	Jeff	456-555-1833	
Customer	Norton	Julie	214-555-7777	
Customer	Prentice	Adelaide	214-555-1366	
Customer	Ratliff	Keith	245-555-5488	
Customer	Shaw	Amber	214-555-0990	
Customer	Socolow	Seth		
Customer	Thompson	Chris		
Employee	Aikman	Troye	214-555-9934	
Employee	Dollars	Seymour		
Employee	Rodman	Dennis	303-469-5775	wildman@she-ra.com
Employee	Staubach	Rojer	214-555-8222	
Other	Bobrosky	Edna	555-333-5555	thegrandma@aol.com
Other	O'Brien	Bethany	808-939-2999	bethany@austin.com
Other	Out	In	393-303-9393	inout@meaty.com
Vendor	Omen	Craig	214-555-0776	gasguzzler@aol.com
Vendor	Road	Ed	214-399-9393	Ed@cw.com

Report Wizard (Access)



Names Lists with Contact Information by List Type-Custom Report

Names Lists with Contact Information by List Type

Names Lists with Contact Information by List Type

name_type	last_name	first_name	telephone_num1	email
Customer				
	Lindsey	Doug	718-555-0004	
	Baxter	Gregory	214-555-4155	
	Castillo	Eloisa	817-555-8989	ecastillo@samplename.com
	Markley	Chris	214-555-4155	
	McCarthy	Erin	778-555-7887	
	Thompson	Chris		
	Ratliff	Keith	245-555-5488	
	Nations	Jeff	456-555-1833	
	Markley	Chris	214-555-4155	
	Prentice	Adelaide	214-555-1366	
	Norton	Julie	214-555-7777	
	Cocco	Carla	817-555-1005	
	Shaw	Amber	214-555-0990	
	Azar	Marshall	214-555-4747	mazar@saplecompany.com
	Campbell	Heather	845-555-1235	
	Escobar	Rick	214-555-6941	
	Markley	Chris	214-555-4155	
	Bellur	Ravi	405-555-3540	rbellur@samplename.com
	Godwin	John	214-555-9281	
	Connie	Larson	624-555-3152	
	Socolow	Seth		
Employee				
	Aikman	Troye	214-555-9934	
	Dollars	Seymour		
	Rodman	Dennis	303-469-5775	wildman@she-ra.com
	Staubach	Rojer	214-555-8222	
Other				
	O'Brien	Bethany	808-939-2999	bethany@austin.com
	Out	In	393-303-9393	inout@meaty.com
	Bobrosky	Edna	555-333-5555	thegrandma@aol.com
Vendor				
	Omen	Craig	214-555-0776	gasguzzler@aol.com
	Road	Ed	214-399-9393	Ed@cw.com

Note: The report above used the report wizard and required additional formatting improvements beyond the scope of this guide.