# 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:
  - o Microsoft Access
  - o 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 ( <b>Group Prefix</b> _ <i>View/Table Suffix</i> )
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	<b>QBReportAdminGroup_</b> v_Ist_customer_message
Customer Type List	QBReportAdminGroup_v_lst_customer_type
Employees List	QBReportAdminGroup_v_lst_employee
Fixed Assets List	<b>QBReportAdminGroup_</b> 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_/st_ship_to
TimeSheet Entries List	QBReportAdminGroup_v_lst_time_activity
Unit of Measure List	QBReportAdminGroup_v_/st_unit
Contacts (combined list of names and	QBReportAdminGroup_v_/st_contacts
contact information for customers,	
vendors, employees, and other names)	
Names (combined list of names and	QBReportAdminGroup_v_/st_names
associated type for customers, vendors,	
employees, and other 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	<b>QBReportAdminGroup_</b> v_txn_assembly
Bill Payment (by Credit Card)	QBReportAdminGroup_v_txn_bill_cc
Bill Payment (by Check)	<b>QBReportAdminGroup_</b> 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	<b>QBReportAdminGroup</b> _v_txn_item_receipt
General Journal Entries	QBReportAdminGroup_v_txn_journal
Purchase Orders	QBReportAdminGroup_v_txn_po
Receive Payments (Customer Payments)	<b>QBReportAdminGroup</b> _v_txn_received_payment
Sales Orders	<b>QBReportAdminGroup</b> _v_txn_sales_order
Sales Receipts	<b>QBReportAdminGroup_</b> <i>v</i> _ <i>txn</i> _ <i>sales_receipt</i>
Vendor Credit Memos	<b>QBReportAdminGroup</b> _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)

Туре	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
ld	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	Depends on the
	list	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
ld	Unique number identifying the entry in the list	
Name	Name of the list entry	
ls_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	
ls_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	
ld	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		
ls_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			
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_	Quantity of item on pending inventory		
assemblies_qty	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
ld	Unique number identifying the entry in the list	
Туре	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	
ls_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	ld	Customers	Id
(v_lst_names)		(v_lst_customer)	
		Vendors	Id
		(v_lst_vendor)	
		Employees	Id
		(v_lst_employee)	
		Other Names	Id
		(v_lst_other)	
Contacts	Name_Id	Customers	Id
(v_lst_contacts)		(v_lst_customer)	
		Vendors	Id
		(v_lst_vendor)	
		Employees	Id
		(v_lst_employee)	
		Other Names	Id
		(v_lst_other)	
Customers	Id	Contacts	Name_id
(v_lst_customer)		(v_lst_contacts)	
		Names	Id
		(v_lst_names)	
	Customer_type_id	Customer Types	ld
		(v_lst_customer_type)	
	Sales_tax_code_id	Sales Tax Codes	ld
		(v_lst_sales_tax)	
	Ship_to_id	Ship To Addresses	ld
		(v_lst_ship_to)	
	Terms_id	Payment Terms	ld
		(v_lst_terms)	

# **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.

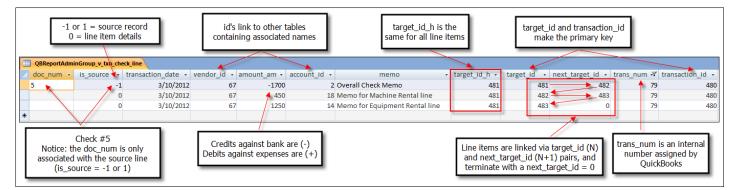
For example: Let's examine a Check transaction that includes two expense accounts.

Check in QuickBooks

🗷 Write Checks - Checking (Editing Transaction)						
🔁 Previous 🕩	'Next 📙 Save	🥸 Print 💌 🔁 Find 📃 Jo	ournal 🕕 Attach			
Bank Account	Checking	✓ Ending	Balance 1,768.65			
No.     5       Date     03/10/2012       Pay to the Order of Larkins Leasing     ▼       Image: Second seven hundred and 00/100*********************************						
Address 34 De	Address Edgar Leasing 34 First Street Denton, TX 79003					
Expenses	\$1,700.00 Ite	<u>n</u> s \$0.00	🔲 To b	e printe <u>d</u>		
Account	Amount	Memo	Customer:Job Billable?			
Machine Rental Equipment Rent		Memo for Machine Rental line Memo for Equipment Rental line	<b>•</b>	Dallas  Fort Worth		
Clear Splits         Recalculate         Save & Close         Save & New         Revert						

# 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.

New ODBC User	
ODBC User Name and P	assword
ODBC User Name	sample
Password (at least 6 characters)	••••••
Confirm Password	•••••
Groups	
Available Groups	Assigned Groups
QBAccountingGroup QBAPGroup QBARGroup QBBankingGroup QBInventoryGroup QBPayrollGroup QBReportAdminGroup	Add >> << Remove
Views	OK Cancel

### 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.



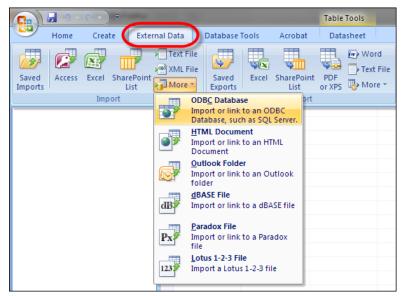
- 4. On the right side of the window, in the **File Name** field, enter a database name.
- 5. (Optional) Browse to an appropriate folder to save the database.
- 6. Click the **Create** button.

Blank Database
Create a Microsoft Office Access database that does not contain any existing data or objects.
File <u>N</u> ame:
sample.accdb
Cancel

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

				Table Tools			
Home Create E	External Data	Database Tools	Acrobat	Datasheet			
Saved Imports Access Excel SharePor	Text File	Saved Excel	SharePoint List	PDF or XPS			
Import	Import			Export			
All Tables 📀	« 🔳 Table						
Table1	* 🔺 📕	D Save					
Table1 : Table	*	<u>Close</u>					
		Close All	2				
		Design View	v				
		Datas <u>h</u> eet \	/iew				

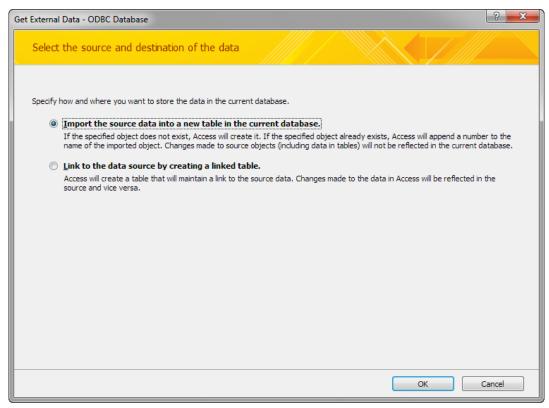
8. On the Access ribbon, choose External Data > More > ODBC Database.



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**.

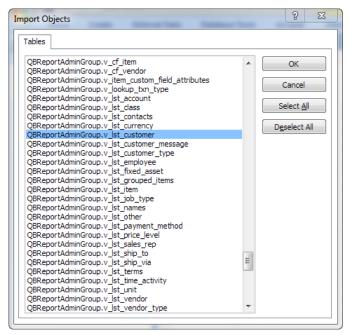
Select Data Source	x
File Data Source Machine Data Source	
Look in: Company Files	
朝]sample company.QBW.DSN	
DSN Name: sample company.QBW	<u>N</u> ew
Select the file data source that describes the driver that you wish to You can use any file data source that refers to an ODBC driver which on your machine.	
OK Cancel	Help

- 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**.

Connect to SQL Anywhere					
Login ODBC Database Network Advanced					
C Use integrated login					
Supply user ID and password					
User ID: sample					
Password:					
Encrypt password					
OK Cancel Help					

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\_Ist\_customer** and **QBReportAdminGroup\_v\_Ist\_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.

Tables		
QBReportAdminGroup.v_cf_employee		ОК
QBReportAdminGroup.v_cf_item		UK
QBReportAdminGroup.v cf vendor		
QBReportAdminGroup.v item custom field attributes		Cancel
OBReportAdminGroup.v lookup txn type		
QBReportAdminGroup.v_lst_account		Select <u>A</u> ll
QBReportAdminGroup.v lst class		
OBReportAdminGroup.v lst contacts		Deselect All
QBReportAdminGroup.v_lst_currency		- <u>-</u>
QBReportAdminGroup.v lst_customer		
QBReportAdminGroup.v_lst_customer_message		
QBReportAdminGroup.v_lst_customer_type		
QBReportAdminGroup.v_lst_employee		
QBReportAdminGroup.v_lst_fixed_asset		
QBReportAdminGroup.v_lst_grouped_items		
QBReportAdminGroup.v_lst_item		
QBReportAdminGroup.v_lst_job_type		
QBReportAdminGroup.v_lst_names		
QBReportAdminGroup.v_lst_other		
QBReportAdminGroup.v_lst_payment_method		
QBReportAdminGroup.v_lst_price_level		
QBReportAdminGroup.v_lst_sales_rep	=	
QBReportAdminGroup.v_lst_ship_to		
QBReportAdminGroup.v_lst_ship_via		
QBReportAdminGroup.v_lst_terms		
QBReportAdminGroup.v_lst_time_activity		
QBReportAdminGroup.v_lst_unit	-	

### **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.

- 🚽 🔊 -CH -- sample\_multiple : Database Home Create External Data Database Tools Acrobat PivotChart Labels 81 Table SharePoint Table Templates Lister Blank Form Split Multiple More Forms \* Design Query Macro Table Form Report Report Query Report Wizard Design Wizard Design Design Tables Reports Forms Other Ouerv Wizard Security Warning Certain content in the database has been disabled Options.. Launch the Ouerv Wizard, which helps you create a Simple query, a Crosstab query, a Find Duplicates query, or a Find Unmatched query. All Tables € « QBReportAdminGroup\_v\_lst\_customer \$ QBReportAdminGroup\_v\_lst\_customer : Table QBReportAdminGroup\_v\_lst\_customer\_type \$ QBReportAdminGroup\_v\_Ist\_customer\_type : Table
- 1. On the Access ribbon, choose Create > Query Design.

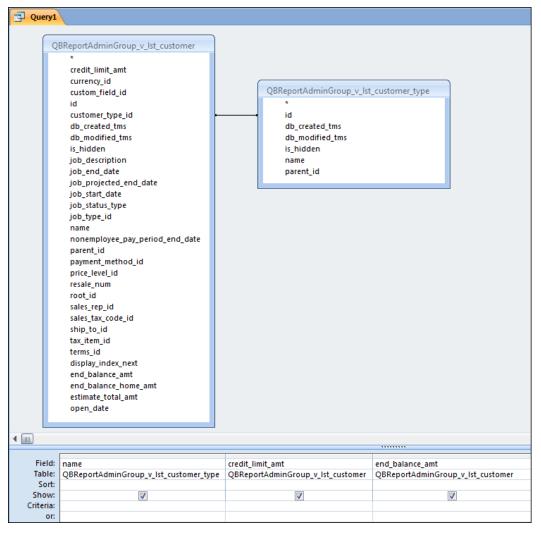
- 2. In the **Show Table** window, click the **QBReportAdminGroup\_v\_lst\_customer** table.
- 3. Click the Add button.
- 4. Click the **QBReportAdminGroup\_v\_lst\_customer\_type** table.
- 5. Click the **Add** button.
- 6. After adding appropriate tables to the query window, click the **Close** button.

Show Table	? x
Tables Queries Both	
QBReportAdminGroup_v_lst_customer QBReportAdminGroup_v_lst_customer_type	
Add	Close

- 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.*

Query1					
Query1          QBReportAdminGroup_v_lst_customer         *         credit_limit_amt         currency_id         custom_field_id         id         custome_type_id         db_created_tms         db_modified_tms         is_hidden         job_description         job_description         job_stat_date         job_status_type         job_type_id         name         nonemployee_pay_period_end_date         payment_method_id         price_level_id         resale_num         root_id         sales_tax_code_id         ship_to_id         tax_item_id         terms_id	QBReportAdminGroup_v_lst_customer_type         *         id         db_created_tms         db_modified_tms         is_hidden         name         parent_id				
root_id sales_rep_id sales_tax_code_id ship_to_id tax_item_id					

- 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 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**.

Field:	name	credit_limit_amt	end_balance_amt
Table:	QBReportAdminGroup_v_lst_customer_type	QBReportAdminGroup_v_Ist_customer	QBReportAdminGroup_v_Ist_customer
Total:	Group By	Sum	Sum 👻
Sort:			
Show:	<b>V</b>	<b>V</b>	<b>V</b>
Criteria:			
or:			

- 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**.

🗐 Query1				×	Property Sheet		×
_				-	Selection type: Field Pro	perties	
0	BReportAdminGroup_v_lst_customer				General Lookup		
	*				Description		
	credit_limit_amt				Format		-
	currency_id				Decimal Places	General Numb	
	custom_field_id	QBReportAdminGroup_v_lst	customer_type		Input Mask	Currency	\$3,456.79
	id	*			Caption	Euro Fixed	€3,456.79 3456.79
	customer_type_id	id			Smart Tags	Standard	3,456.79
	db_created_tms	db_created_tms				Percent	123.00%
	db_modified_tms	db_modified_tms				Scientific	3.46E+03
	is_hidden	is_hidden					
	job_description	name					
	job_end_date	parent_id					
	job_projected_end_date						
	job_start_date						
	job_status_type						
	job_type_id name						
	nonemployee_pay_period_end_date						
	parent_id						
	payment method id						
	price_level_id						
	resale_num						
	root_id						
	sales_rep_id						
	sales tax code id						
	ship_to_id						
	tax_item_id						
	terms_id						
	display_index_next						
	end_balance_amt						
	end_balance_home_amt						
	estimate_total_amt						
	open_date						
				-			
<u>ا</u>				•			
				F			
Field:		credit limit amt	end balance amt				
		QBReportAdminGroup_v_lst_custom					
		Sum	Sum				
Sort:		500	5000	- 1			
Show:							
Criteria:		1. m. 1	1.001				
or:				-			

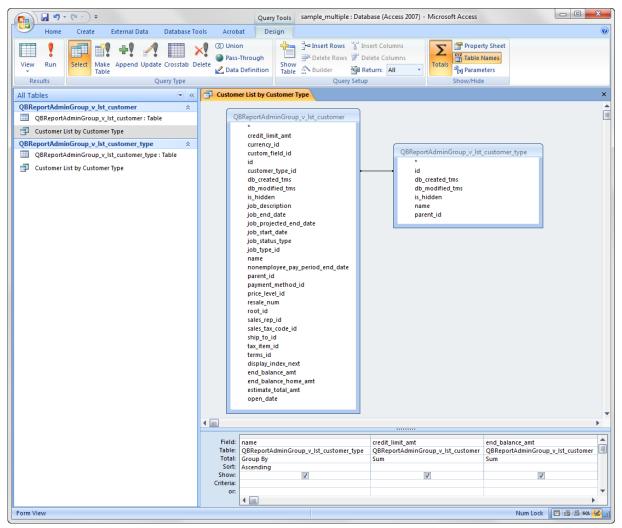
- 13. To sort the results:
  - a. In the query design grid, click in the **Sort** row of the appropriate field.
  - b. Click the **Sort** drop-down arrow and select **Ascending** or **Descending**. In our example, sort the **name** field in **Ascending** order.

Field:	name	credit_limit_amt	end_balance_amt	
Table:	QBReportAdminGroup_v_lst_customer_type	QBReportAdminGroup_v_lst_customer	QBReportAdminGroup_v_lst_customer	
Total:	Group By	Sum	Sum	
Sort:	-			
Show:	Ascending	<b>V</b>	<b>V</b>	
Criteria:	Descending			
or:	(not sorted)			

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

Save As	? 💌
Query Name:	
Customer List by Custom	ier Type
	OK Cancel

#### 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
	QBReportAdminGroup_v_lst_customer_type		QBReportAdminGroup_v_lst_customer
Total:	Group By	Sum	Sum
Sort:	Ascending		
Show:	<b>V</b>		
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**.

i	🔁 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**.

	<b>, 1</b> 9 ~ (11 ~ ) <del>,</del>			sample_multiple : D	atabase (Acces	ss 2	007) - Microsoft Access
	Home Create Extern	al Data Database To	ols	Acrobat			
View Views	Paste Format Painter Clipboard	Calibri B I U A - 2	• 1 • •		tin Text		Refresh All + Control
All Table	es	<ul> <li>✓ «</li> </ul>		Customer List by Custo	omer Type		
QBRepo	ortAdminGroup_v_lst_custon	ner 🌣	🗾 Customer Type 🕞 Credit Li 🛃 Sa			Save	
🔲 QE	BReportAdminGroup_v_Ist_cust	omer: Table		From advertisement	\$85,0	1	Close
Cu	istomer List by Customer Type		Referral \$130,0			-	Closenti
QBRepo	ortAdminGroup_v_lst_custon	ner type 🎄		Residential	\$330,0		Design View
	BReportAdminGroup_v_Ist_cust	- 51				QL	SQL View
Customer List by Customer Type					_		_
							Datas <u>h</u> eet View
						17 17	PivotTable View
					Î	b	PivotChart View

### 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**

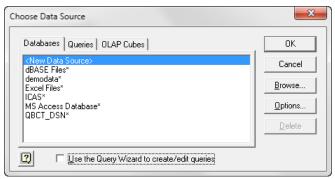
Note: These steps are for Excel 2007. The steps vary slightly if you use a different version.

### 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**.

	<b>1</b> 9	~ C <sup>1</sup> ~	) ₹				Воо	k1 - Micros	oft Excel						×
	Home	Ins	ert Page	Layout	Foi	rmulas	Data Rei	view Vi	ew Ado	d-Ins Acr	obat			0 -	∎ X
Get Exter Data	rnal Re	€ fresh ∭ ▼ <sup>©</sup>	Connection Properties Edit Links nections	IS ≩↓ Z↓	AZA Sort	Filter	K Clear Reapply Advanced	Text to Columns		Data Vali Consolid What-If A Tools	ate	Group - Group - Ungroup Subtotal	-		
	*	۳	*		2										×
From	From	From	From Other	Exist	ing	E	F	G	н	I.	J	К	L	М	-
Access	Web	Text	Sources *	Conne	ctions										
3 4 5 6 7 8 9 10		Get Ext	Cru int Im Im Fro Op Fro Op Im Im Cor	o Excel a om Anal eate a co port dat om XML oen or m om Data port dat nnectio	onnectio as a Tab ysis Sen onnectio a into E Data In ap a XM Connec a for an n Wizar	le or PivotTa vices on to a SQL 9 xcel as a Tab <b>nport</b> IL file into Ei ction Wizard unlisted for d and OLED	Server Analysi: Ile or PivotTab xcel. I rmat by using	s Services cu le report.	be.						
11 12 13			Im Im	om Micr port dat Jery Wiz	a for an	unlisted fo	rmat by using	the Microso	oft						

- 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**.

🖀 Browse Data S	ources				×
Look <u>i</u> n:	Company Files	3	•	🗢 🗈 💣 💷	]-
C.	Name	*		Date modified	Туре
Recent Places	🗊 sample com	pany.QBW.DSN		7/7/2010 4:19 P	M Data Sour
Desktop					
Libraries					
Computer					
Network					
	•				۰.
	File <u>n</u> ame:	sample company.QI	BW.DSN	•	Open
	Files of type:	Data Sources		-	Cancel

- 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.

0	Connect to SQL Anywhere	
	Login ODBC Database Network Advanced	_
	C Use integrated login	
	Supply user ID and password	
	User ID: sample	
	Password:	
	✓ Encrypt password	
ł		
l		
	Cancel Help	

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**.

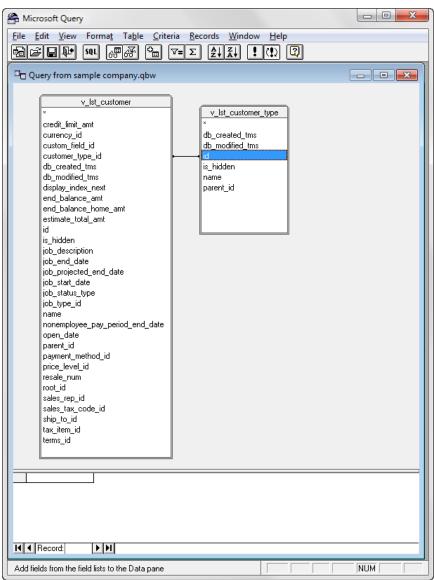
Add Tables	×
Iable:         v_lst_currency         v_lst_customer         v_lst_customer message         v_lst_customer type         v_lst_employee         v_lst_fixed_asset         v_lst_fixed_asset	Add <u>C</u> lose
v_lst_item v_lst_job_type	Options
Creator: QBReportAdminGroup	-
Database:	-

- 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.

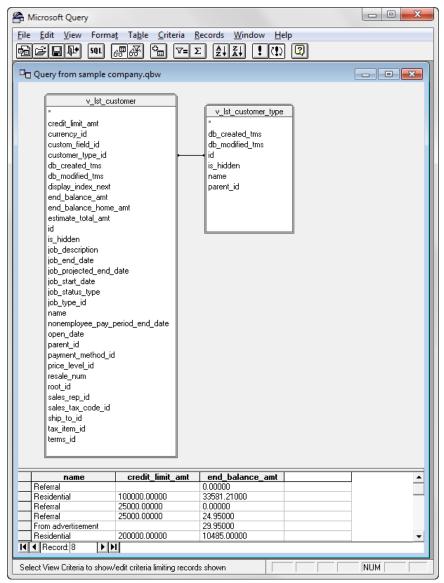
Tip: You may need to resize the upper/lower pane separator to see all of the available fields.

A Microsoft Query	
<u>F</u> ile <u>E</u> dit <u>V</u> iew Forma <u>t</u> Ta <u>b</u> le <u>C</u> riteria <u>R</u> ecords <u>W</u> indow <u>H</u> elp	
ⓑ☞∎₽ \$9L @ ♡=Σ \$↓\$↓ !(!) ?	
며 Query from sample company.qbw	- • •
v_lst_customer       credit_limit_amt       currency_id       custom_field_id       db_created_tms       db_modified_tms       db_modified_tms       display_index_next	

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.

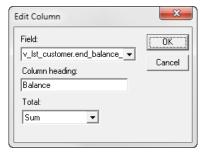
For example, sort by the v\_lst\_customer\_type.name column.

Sort	×
Column: y_lst_customer_type.name C Ascending C Descending	<u>A</u> dd <u>C</u> lose
Sorts in guery: <end list="" of=""></end>	<u>R</u> emove

- 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.

dit Column	<b></b>
Eield: v_lst_customer.credit_limit_arr v Column heading: Credit Limit	OK Cancel
Iotal: Sum _▼	

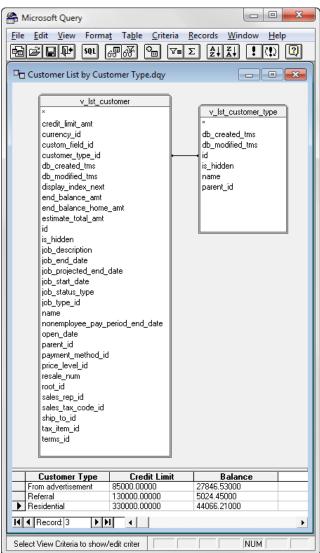


- 22. To rename a field/column:
  - a. Select the column to rename from the bottom pane.
  - b. Choose **Records > Edit Column**.
  - c. Enter an appropriate Column heading.
  - d. Click OK.

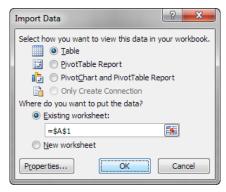
For example, rename the v\_lst\_customer\_type.name field to Customer Type.

Edit Column	×
Field: v_lst_customer_type.name  Column heading: Customer Type Total:	Cancel

- 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 > \$**.

ſ	C		7 ~ (° - ) ∓			Book1 - N	licrosoft E	xcel			Table Tools	
	<u> </u>	Hom	e Insert	Page Layout	Formulas	Data	Review	View A	Add-Ins	Acrobat	Design	
		<b>1</b>	Calibri	* 11 * A	Ă. (= =	<b>_</b> &		Accounting	Ŧ			
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		B2	•	🧿 🕺 🗴	35000			Accounting	Number Fo	rmat		
			А	В	С	D	E		n alternate c		1	J
	1	Custome	r Type 🛛 🔽	Credit Limit 💌	Balance 🛛 💌	1		format for	the selected	d cell.		
	2	From adv	vertisement	\$ 85,000.00	\$27,846.53				ce, choose E	uros instead	d	
	3	Referral		\$ 130,000.00	\$ 5,024.45			of Dollars.				
	4	Resident	ial	\$ 330,000.00	\$44,066.21	Į.						
	5					Т						

- 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.

Save As						×
	braries 🕨 Documents 🕨			<b>▼</b> 47	Search Documents	٩
Organize 🔻 Ne	ew folder					= • 🕡
Desktop		*	Documents library Includes: 2 locations		Arrange by:	Folder 🔻
Cibraries		н	Name			Date modif 📤
My Docur			퉬 Adobe			7/14/2010 4
Public Do	cuments		Audible Audible			7/14/2010 4
Pictures			Audible Bluetooth Exchange Folder			7/14/2010 1 7/14/2010 1
Videos			Bluetooth Exchange Folder			//14/2010 1 <del>+</del>
File <u>n</u> ame:	Customer List by Custom	ner Ty	pe			<b></b>
Save as <u>t</u> ype:	Excel Workbook (*.xlsx)					•
Authors:	Brad White		Subject: Specify the subject			
-	Add a tag		Manager: Specify the manager			
Title:	Add a title		Company: Specify the company	name		
	🔲 Save Thumbnail					
Hide Folders			Ti	oo <u>l</u> s ▼	Save	Cancel

#### 32. Click the Save button.

	А	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?

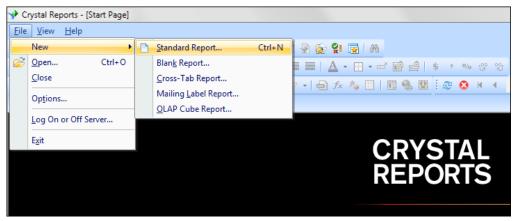
- Practice with your own data.
- Explore other custom report examples starting on Page 51 this guide.

# **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)** I button. Crystal Reports opens the **ODBC (RDO)** Window.

Data Choose the data you want to report on.		
Available Data Sources: My Connections Create New Connection Access/Excel (DAO) AD.NET (ML) Java Beans Connectivity JJDBC (JNDI) ODBC (RDO) ODBC (RDO) ODBC (APO) OLAP OLE DB (ADO) Salesforce.com Universes XML and Web Services More Data Sources	Selected Tables:	
< Back	Next > Finish Cancel	<u>H</u> elp

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

ODBC (RDO)	×						
Data Source Selection Choose a data source from the list or open a file dsn from the browse button							
<u>S</u> elect Data Source:	0						
⊉ata Source Name:	dBASE Files demodata Excel Files ICAS MS Access Database QBCT_DSN						
<u>F</u> ind File DSN:	۲						
File DSN:							
Enter Connection String:	0						
Connection String:							
< Back Next >	Finish Cancel <u>H</u> elp						

8. Browse to the folder where you store your QuickBooks company file.

Files of type:

 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.
 Click Open.

	Look in: 🌗 C	ompany Files	- (	) 😰 🖻		0- E 0- E	-
History	Name	*	Туре		Size		
My Documents	Sample co	mpany.qbw.DSN	Data Sourc	e Name		11	KB
Favorites	File <u>n</u> ame:	sample company.qbw.DSN	1			pen	

ODBC File DSN

•

Cancel

- 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.

DBC (RDO)	X					
Connection Information Provide necessary information to log on to the chosen data source						
<u>S</u> erver:						
<u>U</u> ser ID:	sample					
<u>P</u> assword:	•••••					

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.

Standard Report Creation Wizard		x
Data Choose the data you want to report on.		
<u>A</u> vailable Data Sources:	Selected Tables:	
< Back	Next > Finish Cancel He	lp

## 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.

Standard Report Creation Wizard	×
Data Choose the data you want to report on.	<b>~</b> _
Available Data Sources:	Selected Tables:
< Back Next >	Finish         Cancel         Help

- 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.

Standard Report Creation Wizard          Link         Link together the tables you added to the report.         v_lst_customer         credit_limit_amt         currency_id         custom_field_id         id         customer_type_id         db_created_tms         db_modified_tms         is_hidden         job_end_date         job_status_type         job_status_type         job_type_id         name         nonemployee_pay_pe         parent_id         payment_method_id	v_lst_customer_type id db_created_tms db_modified_tms is_hidden name parent_id	Auto-Arrange Auto-Link    By Name  By Key  Link  Order Links  Qear Links  Delete Link  Link Options  Index Legend
	< Back Next > Finish	Cancel <u>H</u> elp

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

Fields Choose the information to display on the report.		
Available Fields:	Fields to Display:	<b>* *</b>
<pre>ipb_stat_date job_status_type job_type_id name nonemployee_pay_period_end_date parent_id payment_method_id price_level_id sales_enum root_id sales_rep_id sales_tax_code_id ship_to_id tax_item_id display_index_next end_balance_home_amt estimate_total_amt open_date jop_id_tax_is_hidden db_created_tms db_modified_tms jahidden name parent_id </pre>	<pre>v_ist_customer.readt_limit_ar v_ist_customer.end_balance, v_ist_customer_type name &lt; &lt;</pre>	

# 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.

Grouping (Optional) Group the information on the report.       Image: Complexity of the information on the report.         Available Fields:       Group By:         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the report.       Image: Complexity of the information on the report.         Image: Complexity of the information on the information on the report.       Image: Comp	Standard Report Creation Wizard		×
Report Fields     v_lst_customer.credit_limit_amt     v_lst_customer.name     v_lst_customer.name     v_lst_customer.name     v_lst_customer.type.name			(=
<pre>credit_limit_amt currency_id currency_id custom_field_id di d custom_field_id d custome_type_id custome_type_id d custome_type_id d custome_type_id d custome_type_id custome_tate custom_field_tate custom_f</pre>	(Optional) Group the information on the report.	<pre>&gt;&gt; v_lst_customer_type.name - A </pre>	* *
Image: mail of the mail o	□ root_id □ sales_rep_id		

## 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.

Summaries (Optional) Add summary information to the report.					Σ
vailable Fields:		Summarized Fields:		+	+
<ul> <li>Report Fields         <ul> <li>v_lst_customer.credit_limit_amt</li> <li>v_lst_customer.name</li> <li>v_lst_customer.end_balance_amt</li> <li>v_lst_customer_type.name</li> <li>v_lst_customer</li> <li>credit_limit_amt</li> <li>curency_id</li> <li>customer_type.jd</li> <li>db_created_tms</li> <li>db_modified_tms</li> <li>is_hidden</li> <li>job_end_date</li> <li>job_start_date</li> <li>job_start_date</li> <li>pob_type_id</li> <li>name</li> <li>mame</li> <li>payment_method_id</li> <li>pice_level_id</li> <li>resale_num</li> <li>root_id</li> </ul> </li> <li>Brgwse Data Eind Field</li> </ul>	E	Sum of v_lst_customer_type name Sum of v_lst_customer.e	nd_balance_amt		

- 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 >  $\overline{button}$ .
  - 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.

Standard Report Creation Wizard	<b>×</b>
Record Selection (Optional) Select a subset of information to display.	5
Available Fields:	Filter Fields:
Report Fields     V_lst_customer.name     V_lst_customer.credit_limit_amt     V_lst_customer.end_balance_amt     V_lst_customer.end_balance_amt     V_lst_customer     Credit_limit_amt     Currency_id     Custom_field_id     do_created_tms     db_created_tms     db_oreated_tms     is_hidden     job_description     job_ored_date     job_projected_end_date     job_status_type     job_type_id     nomemployee_pay_period_end_date     parent_id	Image: Second
	< Back Next > Finish Cancel Help

# 31. (Optional) Select a report template:

a. From the **Available Templates** list, select the template you want to use.

ailable Templates	Preview	
o Template ock (Blue)	Block (Blue)	
orporate - Page Sections Only orporate (Blue) oprorate (Breen) ouble-Sided Page Headers/Footers executive Summary or Title Page orm (Maroon) ray Scale igh Contrast ontrast Index able Grid Template /ave		

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

📌 Save As				×
	Save in: 🌗 Co	mpany Files	- G 🤌 🛤	• 📰 🕶 🔠
Desktop	Name	*	Date modified	Туре
My Documents		No items match	your search.	
Favorites CR.COM				
2				
Enterprise	•			
2	File <u>n</u> ame:	Customers by Customer Typ	e	<u>S</u> ave
My Connections	Save as type:	Crystal Reports	•	Cancel

35. Click the **Save** button.

Crystal Reports - [Custome	ers by Custom	er Type.rpt]	
<u>Eile E</u> dit <u>V</u> iew <u>I</u> nsert	Form <u>a</u> t <u>D</u> ata	abase <u>R</u> eport <u>W</u> indow <u>H</u> elp	
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Start Page Customer	s by Custome	r Type.rpt ×	
Design Preview ×			
Groups	r		į,
<ul> <li>Customers by Customer Typ From advertisement Referral Residential</li> </ul>	PHa	Business Objects	
Residentia	РНЬ	Report Description:	
	GH1a	Residential	
	GH1b	name name credit_limit_amt end_balance_amt	
	D D D	Residential Campbell, Heather         30,000.00         0.00           Residential Norton, Julie         200,000.00         10,485.00           Residential Castillo, Eloisa         100,000.00         33,581.21	
Groups	GF1a GF1b		
?) Parameters			
Find			
or Help, press F1		7/17/2010 3:42PM Records: 12 0.1 , 1.4 : 6.9 x 0.4	•

## 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:

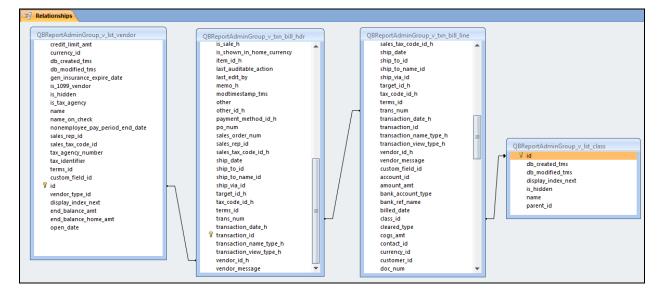
QBReportAdminGroup\_v\_lst\_class id name QBReportAdminGroup\_v\_lst\_vendor id name QBReportAdminGroup\_v\_txn\_bill\_hdr trans\_num vendor id h is paid h doc num h transaction date h (optional) due date h QBReportAdminGroup\_v\_txn\_bill\_line trans num is\_source class id amount amt

#### **Table Relationships:**

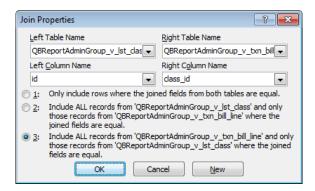
QBReportAdminGroup\_v\_txn\_bill\_hdr.trans\_num = QBReportAdminGroup\_v\_txn\_bill\_line.trans\_num QBReportAdminGroup\_v\_txn\_bill\_hdr.vendor\_id\_h = QBReportAdminGroup\_v\_lst\_vendor.id QBReportAdminGroup\_v\_txn\_bill\_line.class\_id = QBReportAdminGroup\_v\_lst\_class.id (1 to many, include 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\_Ist\_class.name QBReportAdminGroup\_v\_Ist\_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)

📑 qry_Unj	paid Bills by Class						
ci di di g g is, is, is, is, is, is, is, is, is, is,	bortAdminGroup_v_lst_vendor wireny_na b_created_ims b_modified_tms en_insurance_expire_date _loidden _ladden _ladden _ladden _ladden _ladden _laddend _lade_grep_id lise_tsw.code_id x_gdendfield_id _s.gend_number x_identifier ims_id _ustom_field_id _loidder_reat nd_balance_amt pen_date	QBReportAnminGroup_v     modilimestamp_tms     other     other(id_n)     po_rum     sates_rep_id     sates_tor(cod_id_n)     sates_tare_code_id_n     sates_tare_code_id_n     sates_tare_code_id_n     sate_code_id_n     tare_code_id_n     tares_code_id_n     tares_code_	h h pe_h	num num tion, date, h tion, jane, type, h tion, jane, type, h tid, h message tid, tid tid, tid tid tid tid tid tid tid tid	QBReportAdminGroup_v_lst_class vid db_rcreited_tms db_modified_tms display_index_next is_hidden name parent_id		
	[						
Field:		transaction_date_h	due_date_h	doc_num_h		is_paid_h	is_source
Table:	QBReportAdminGroup_v_lst_vendor	QBReportAdminGroup_v_txn_bill_hdr	QBReportAdminGroup_v_txn_bill_hdr	QBReportAdminGroup_v_txn_bill_hdr	QBReportAdminGroup_v_txn_bill_line	QBReportAdminGroup_v_txn_bill_hdr	QBReportAdminGroup_v_txn_bill_line
		Group By	Group By	Group By	Sum	Where	Where
	Ascending	Ascending					
Show:	v	<b>V</b>	<b>V</b>	<b>v</b>	<b>V</b>		<b></b>
Criteria:						0	0
		1		1		1	

#### Filtering:

QBReportAdminGroup\_v\_txn\_bill\_hdr.is\_paid\_h = 0 QBReportAdminGroup\_v\_txn\_bill\_line.is\_source = 0

is_paid_h	is_source
QBReportAdminGrou	QBReportAdminGrou
Where	Where
0	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

gry_Unpaid Bills by Class					
QBReportAdminGroup_v_lst_class.name +	QBReportAdminGroup_v_lst_vendor.name 👻	transaction_ $\bullet$	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

	Bills by Class				
Class	Vendor:	Bill Number	Bill Date	Due Date An	nount
Dallas					
	Gibson Corporation	343	3/5/2012	4/4/2012	\$18,74
	Mendoza Mechanical	0039	2/28/2012	3/14/2012	\$7,00
				Class Total	\$25,748
Fort Worth					
	Mendoza Mechanical	0039	2/28/2012	3/14/2012	\$4,58
	Phone Company	7d0	2/28/2012	3/9/2012	\$38
	Phone Company	38888	4/1/2012	4/11/2012	\$57
	Sena Lumber & Building Suppl	ies	3/15/2012	4/14/2012	\$7,25
				Class Total	\$12,796
Houston					
	Gibson Corporation	343v	3/15/2012	4/14/2012	\$2,99
	Mendoza Mechanical	0039	2/28/2012	3/14/2012	\$2,42
	Sweet Advertising	4558	3/15/2012	4/14/2012	\$3,25
				Class Total	\$8,669
				Grand Total	\$47,214

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:

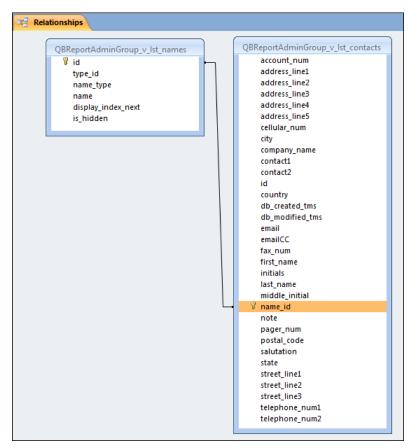
## Tables:

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	QBReportAdm	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:	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
Criteria:						
or:						

# Query Results

Query1				
name_type 👻	last_name ୶	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)

Do you want to add any grouping levels?	name_type         last_name, first_name,         telephone_num1, email
Grouping Options Cancel	< Back Next > Einish

Names Lists with Contact Information by List Type-Custom Report

name_type	last_name	h Contact	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	
	Azər	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		
mployee				
	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
/endor	-			
	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.