# Intuit® QuickBooks® Enterprise Solutions 13.0 **Complete List of Reports**

Intuit QuickBooks Enterprise Solutions is the most advanced QuickBooks product for businesses with more complex needs. It offers advanced functionality with the same ease and familiarity of QuickBooks—including 140 standard reports and the capability to connect your ODBC-compliant applications to the QuickBooks database for maximum flexibility in report design. QuickBooks Enterprise Solutions is available in industry-specific editions with reports tailored to your business.

#### See why over 100,000 companies have selected QuickBooks Enterprise Solutions:

- Enhanced Reporting Customization. Leverage enhanced built-in reports, combined reports from multiple company files, 1 or custom reports 2 to get a comprehensive view of your business.
- Sophisticated Inventory Capabilities. Manage inventory using bin location tracking, bar code scanning, serial number or lot tracking, FIFO costing, and multiple location inventory.<sup>3</sup>
- More Productivity Tools. Save time switching between company files by working in two company files at once. 4 Perform more tasks with multi-user mode and allow multiple users in remote locations to work simultaneously in QuickBooks with Remote Desktop Services.<sup>5</sup>
- **Expanded User Controls.** Restrict user access levels to over 115 areas and activities. The "always on" Audit Trail can help protect against employee fraud and detect employee errors.
- Room to Grow. Scale from 5 to up to 30 simultaneous users<sup>6</sup> and track hundreds of thousands of customers, vendors, and inventory items.
- Full Service Support & Upgrades. With the purchase of QuickBooks Enterprise Solutions, you are entitled to access all of the benefits of the Full Service Plan for one year, giving you exclusive access to our U.S.-based team of support experts, unlimited technical support, upgrades, online backup and data recovery.81

#### Table of Contents

Company & Financial Reports	3
Customers & Receivables Reports	5
Sales Reports	
Jobs, Time & Mileage Reports	
Vendors & Payables Reports	
Purchase Reports	
Inventory Reports	
Employees & Payroll Reports	
Rankina Reports	16

Data Protect for free as an active FSP member. Service begins as of the date activated and continues through to the expiration date of your FSP plan. Online Backup Service requires Internet access and an active Full Service Plan. Entire PC is limited to 100GB total storage, which includes all 45 days which you have stored. In some cases data damage may be too extensive and the data file may be non-recoverable. QuickBooks support is available 24 hours a day, seven days a week; the Enterprise Solutions team (including our U.S.-based team of product experts) is available weekdays from 4:00 a.m. - 7:00 p.m. Pacific Standard time. Support hours exclude occasional downtime due to system and server maintenance, company events, observed U.S. holidays and events beyond our control. Intuit reserves the right to limit each telephone contact to one hour and to one incident. Active Full Service Plan members receive new version upgrades when and if released within 12 months of QuickBooks Enterprise Solutions purchase date or Full Service Plan renewal date. Online access to training is included with each Full Service Plan annual membership. Terms, conditions, pricing, features, service and support options are subject to change without notice. See terms and conditions at qbes.com/terms



Requires Microsoft Excel 2002, 2003, or 2007. Company files must all be on the same version of QuickBooks Enterprise Solutions.

To ODBC-compliant applications sold separately.

3 Additional fees apply for the Advanced Inventory add-on subscription. Requires QuickBooks Enterprise Solutions 13.0 with an active Full Service Plan and an Internet connection.

4 Some functionality may be limited when running two instances. See www.dbes.com/sysreg for more information.

5 Additional fees may apply. Requires certain hardware, Microsoft Server operating systems, Microsoft Windows Server software licenses, and Remote Desktop Services Server Client Access Licenses, sold separately. For multiple remote users, a Remote Desktop Services Client Access License is required for each user.

8 Requires purchase of additional licenses. All users must be on the same-year version of QuickBooks to access the same company file.

<sup>&</sup>lt;sup>2</sup> Enterprise Solutions allows you to add up to one million names (e.g. customers, vendors, employees) and up to one million items (e.g. inventory, non-inventory, and service items). Some performance degradation is likely as your lists approach these size thresholds.

\* The Full Service Plan (FSP) is good for 12 months from QuickBooks Enterprise Solutions purchase date or Full Service Plan renewal date. You have the option to add QuickBooks Mobile and Intuit

Accountant & Taxes Reports	17
Budgets and Forecasts Reports	
List Reports	
Contractor Edition (19 Additional Reports)	
Manufacturing & Wholesale Edition (11 Additional Reports)	
Nonprofit Edition (9 Additional Reports)	
Professional Services Edition (17 Additional Reports)	
Retail Edition (14 Additional Reports)	



# **Company & Financial Reports**

Find out how well your company is doing financially.

Profit and Loss Ordinary Income/Expense Income	Income by Customer Summary
Labor	Abercrombie, Kristy Family Room Total Abercrombie, Kristy  Ecker Designs Office Repairs Total Ecker Designs  Jacobsen, Doug Poolhouse Total Jacobsen, Doug  5,944.42  Total Jacobsen, Doug

Example 1: Profit & Loss Standard

Example 2: Income by Customer Summary

### **Profit & Loss**

Report Name	What It Answers
Profit & Loss Standard	How much money did my company make or lose over a specific period of time?
Profit & Loss Detail	What are the year-to-date transactions (and totals) for each income and expense account, so I can determine what contributed to my company's net profit?
Profit & Loss Year to Date Comparison	How do my income and expenses for a recent period of time compare to the entire fiscal year to date?
Profit & Loss Previous Year Comparison	Is my company making more money now than for the same period a year ago?
Profit & Loss by Job	How much money is my company making or losing on each job?
Profit & Loss by Class	How much money did my company make or lose on each business segment that is tracked through QuickBooks classes?
Profit & Loss Unclassified	How much money did my company make or lose that is not tracked through QuickBooks classes?

### **Income & Expenses**

Report Name	What It Answers
Income by Customer Summary	What is the gross profit (sales minus cost of goods sold) received from each customer?
Income by Customer Detail	What is the gross profit (sales minus cost of goods sold), broken down by transaction, received from each customer?
Expenses by Vendor Summary	What are my company's total expenses for each vendor?



Expenses by Vendor Detail	What are my company's total expenses, per transaction, for each vendor?
Income & Expense Graph	How does my company's income compare to expenses? What are the largest sources of income and expenses?

### **Balance Sheet & Net Worth**

Report Name	What It Answers
Balance Sheet Standard	What is the value of my company (its assets, liabilities, and equity), showing me the individual balances for each account?
Balance Sheet Detail	What is the value of my company (its assets, liabilities, and equity), showing me the transactions and the starting and ending balances for each account?
Balance Sheet Summary	What is the value of my company (its assets, liabilities, and equity), showing me the total balance for each type of account?
Previous Year Comparison	How has the value of my company (its assets, liabilities, and equity), changed compared to the same date one year ago?
Balance Sheet by Class	What is the value of my company/organization (its assets, liabilities, and equity), broken down by class?
Net Worth Graph	How have my company's assets, liabilities, and equity (i.e., its net worth) changed over a specific period of time?

## **Cash Flow**

Report Name	What It Answers
Statement of Cash Flows	What was the cash inflow (from profit and additional cash received) and cash outflow (cash spent) during a specific period of time?
Cash Flow Forecast	What income and expenses can I anticipate over the next few weeks from receivables, payables, and banking?



Balance Sheet	Statement of Cash Flows
ASSETS Current Assets Accounts Receivable Accounts Receivable 1,555.00 Total Accounts Receivable 1,555.00	OPERATING ACTIVITIES  Net Income -23.00 Adjustments to reconcile Net Income to net cash provided by operations: Cal Oil Card -112.80
Total Current Assets 1,555.00  TOTAL ASSETS 1,555.00  LIABILITIES & EQUITY  Equity	Net cash provided by Operating Activities -135.80 FINANCING ACTIVITIES Truck Loan 9,500.00 Opening Bal Equity -9,500.00
Net Income         1,555.00           Total Equity         1,555.00           TOTAL LIABILITIES & EQUITY         1,555.00	Net cash provided by Financing Activities   0.00

Example 3: Balance Sheet Standard

Example 4: Statement of Cash Flows

# **Customers & Receivables Reports**

Find out how much money your customers owe and when it is due.

Cook, Brian 2nd story Kitchen Total Cook, Brian Pretell Estates 155 Wilks Blvd Total Pretell Estate

Example 4: A/R Aging Summary

Example 5: Customer Balance Summary

## A/R Aging

Report Name	What It Answers
A/R Aging Summary	How much does each customer owe? How much of each customer's balance is overdue?
A/R Aging Detail	Which invoices or statement charges are due and overdue?
Account Receivable Graph	For the total amount owed by my customers, what proportion of that amount is overdue? (i.e., show me a graph of the information in the A/R aging summary report.)
Open Invoices	Which invoices or statement charges haven't been paid and when are they due?



Collections Report	Which customers are overdue, how much do they owe, and what are their phone numbers?
Average Days to Pay	On average, how many days does it take a customer to pay you?

#### **Customer Balance**

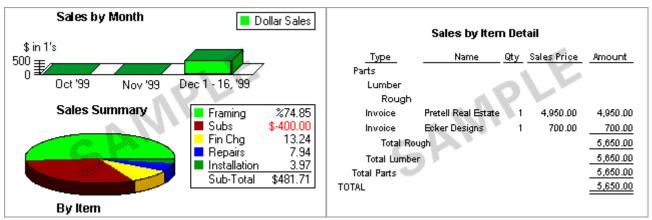
Report Name	What It Answers
Customer Balance Summary	How much does each customer owe?
Customer Balance Detail	What payments and invoices make up each customer's current balance?
Unbilled Cost by Job	What job-related expenses haven't been charged to customers?
Transaction List by Customer	What transactions has my company had with each customer?

#### Lists

Report Name	What It Answers
Customer Phone List	What is the phone number for each customer?
Customer Contact List	What is the contact information and current balance of each customer?
Item Price List	What is the price of each item or service my company sells?

# **Sales Reports**

Find sales information related to customers, items, sales reps, pending sales, and sales orders.



Example 7: Sales Graph

Example 8: Sales by Item Detail



## **Sales by Customer**

Report Name	What It Answers
Sales by Customer Summary	What are the total sales for each customer and job?
Sales by Customer Detail	What are the sales to each customer and job, broken down by transaction?
Sales by Ship to Address	What are the sales by ship to address, broken down by transaction?
Pending Sales	Which sales are marked as pending?
Sales Graph	Which month has the highest sales revenue? Which items, customers, or sales reps bring in the most income?

# Sales by Item

Report Name	What It Answers
Sales by Item Summary	For each item or service: how many have been sold, what is the total dollar sales, and what is its percentage of my total sales? Which items and/or services bring in the most/least income?
Sales by Item Detail	What are the sales of each item, broken down by transaction?

## Sales by Rep

Report Name	What It Answers
Sales by Rep Summary	What is the total sales for each sales representative?
Sales by Rep Detail	Which sales did each sales representative make?

## **Open Sales Orders**

Report Name	What It Answers
Open Sales Orders by Customer	What are the open sales orders for each customer or job?
Open Sales Orders by Item	What are the open sales orders for each item?



# Jobs, Time & Mileage Reports

Find out how well your company is doing at estimating jobs, how much time is spent on each job, and the mileage expenses for each vehicle or job.

Job <u>Profitabili</u>	ty Summary	Job Estimates vs. Actuals Summary
Cook, Brian 2nd story Kitchen Change Order #1 3,885.00 Kitchen - Other Total Kitchen  Total Cook, Brian  TOTAL  Act. Cost Act. Cost 2,985.89  2,895.80 6,390.80  22,376.69  22,376.69	Act. Revenue     (\$) Diff.       15,308.00     -677.89       4,175.50     290.50       5,998.00     3,492.20       10,173.50     3,782.70       25,481.50     3,104.81       25,481.50     3,104.81	Est. Cost Act. Cost         (\$) Diff.         Est. Rev. Act. Rev.         (\$) Diff.           Aber, Kris Kitchen Bathroom Total Aber         4,505.00 2,647.23 3,777.77 2,409.50 3,917.50 3,917.50 3,492.00         -3,492.00 3,917.50 3,

Example 9: Job Profitability Summary

Example 10: Job Estimates vs. Actuals Summary

## **Jobs & Profitability**

Report Name	What It Answers
Job Profitability Summary	What total amount has my company made or lost on each job?
Job Profitability Detail	For a particular job, what activities have generated the most (and least) profit? You'll be prompted to select the job for which you want to run this report.
Profit & Loss by Job	How much money is my company making or losing on each job?
Item Profitability	What total amount has my company made or lost on each inventory item, part, service, or expense for which we bill customers?
Unbilled Costs by Job	What job-related expenses haven't been charged to customers?

#### **Job Estimates**

Report Name	What It Answers
Job Estimates vs. Actuals Summary	How well does my company estimate the costs and revenue for each job?
Job Estimates vs. Actuals Detail	How well does my company estimate the costs and revenue for each aspect of a particular job?
Job Progress Invoices vs. Estimates	For each progress invoice, how much of the estimated amount has been billed?
Item Estimates vs. Actuals	How well did my company estimate the costs and revenue for each item, part, service, or expense for which we bill customers?



Estimates by Job	What estimates have been assigned to each customer or job?
Open Purchase Orders by Job	What purchase orders are currently open (i.e., have items still on order) for each job?

## Time

Report Name	What It Answers
Time by Job Summary	How much time did my company spend on each job?
Time by Job Detail	How much time did my company spend on each aspect of each job?
Time by Name	How much time has each employee (or subcontractor) spent on each job?
Time by Item	How much time has my company spent on each service we provide?

## Mileage

Report Name	What It Answers
Mileage by Vehicle Summary	For each vehicle, what is the total mileage and the mileage expense? What is the total miles for all vehicles?
Mileage by Vehicle Detail	What is the trip information for each vehicle, including mileage, trip date, mileage rate, and mileage expense? What is the total mileage and mileage expense for all vehicles?
Mileage by Job Summary	For each job, what is the total mileage and the billable amount?
Mileage by Job Detail	What is the trip information for each job, including the vehicle used, mileage, trip date, mileage rate, and mileage expense? What is the total mileage and mileage expense for all jobs?



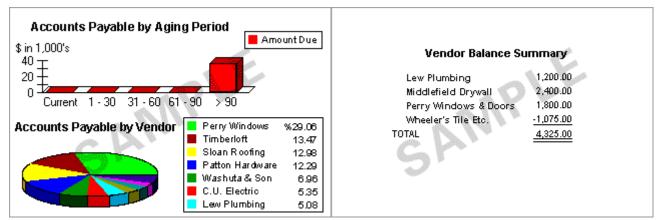
Time by Job Summary		Mileage	by Job Summa	агу
Melton, Johnny:Dental office Framing Total Melton, Johnny:Dental office  Teschner, Anton:Sun Room Framing Removal Total Teschner, Anton:Sun Room  TOTAL	20:30 120:00 140:30	Freeman, Kirby Remodel Bathroom Total Freeman, Kirby  Jimenez, Cristina Utility Shed Total Jimenez, Cristina  Prentice, Adelaide Hippodrome Playhouse Total Prentice, Adelaide	Miles 172.00 172.00 28.00 28.00 110.00 110.00 310.00	62.80 62.81 10.23 10.23 40.16 40.11

Example 11: Time by Job Summary

Example 12: Mileage by Job Summary

# **Vendors & Payables Reports**

Find out how much money your company owes and how much of it is overdue.



Example 13: A/P Graph

Example 14: Vendor Balance Summary

### A/P Aging

Report Name What It Answers						
A/P Aging Summary	How much does my company owe each vendor? How much of the balance for each vendor is overdue?					
A/P Aging Detail	Which bills are due and overdue?					
Accounts Payable Graph	For the total amount owed to vendors, what proportion of that amount is overdue? (i.e., show me a graph of the information in the A/P aging summary report.)					



## **Vendor Balances**

Report Name	What It Answers			
Vendor Balance Summary	What is my company's current balance with each vendor?			
Vendor Balance Detail What transactions make up my company's current balance with each vendor				
Unpaid Bills Detail	How much does my company owe each vendor, and are any payments overdue?			
Transaction List by Vendor	What transactions has my company had with each vendor?			

### 1099

Report Name	What It Answers			
1099 Summary	What amounts need to be reported for each vendor that receives a 1099-MISC form? Important: Check this report before you print the forms.			
1099 Detail	Which vendor transactions are subject to reporting on the 1099-MISC form?			

## **Sales Tax**

Report Name	What It Answers
Sales Tax Liability	For my company's total sales, how much is taxable, at what rate, and how much sales tax is currently due to be paid?
Sales Tax Revenue Summary	For my company's total sales, how much is taxable? For the non-taxable sales, how much is for non-taxable labor?

### Lists

Report Name	eport Name What It Answers			
Vendor Phone List	What is the phone number for each vendor?			
Vendor Contact List	What is the contact information and current balance for each vendor?			

	1099 Det	tail									
Туре	Account	Original Amount	Paid Amount	Balance			Sales Ta	x Liabil	lity	-0.	
C.U. Electric 67-8909854			E		To	tal Sales	Non-Taxable Sales			Tax Collected	Sales Tax Payable As of 7-31-00
Check	Equipment Renta	OL 27 VL	1,300.00	1,300.00	State Board		-4	O		-	
Check	Subcontractors	750.00	750.00	2,050.00	cascbaysnore	4,000.00	0.00	4,000.00	7.5%	300.00	300.00
Total C.U. Bectric Gallion Masonry	W.	1 10	2,050.00	2,050.00	San Domingo	7,500.00	5,000.00	2,500.00	8.5%	212.50	212.50
34-5628765	P. W.				Total State Brd	11,500.00	5,000.00	6,500.00		512.50	512.50
Check	Subcontractors	850.00	850.00	850.00	8		1				
Total Gallion Masonr	у		850.00	850.00	TOTAL 1	1,500.00	5,000.00	6,500.00	ı	512.50	512.50
TOTAL			2,900.00	2,900.00							

Example 15: 1099 Detail

Example 16: Sales Tax Liability



# Purchase Reports

Find information about purchases and open purchase orders.

Purchases by Vendor Detail			Open Purchase Orders					
<u>Type</u> City of Middlefield	ttem	Qty	Price	Balance	Type	Name Name	Deliv Date	Amount
Check Total City of Middlefiel	Permit Id	1	175.00	175.00 175.00		McClain Appliances Thomas Kitchen & Bath	02/29/2000	2,100.00 2,320.00
Keswick Insulation Check Total Keswick Insulatio	Window	1	250.00	250.00		Perry Windows & Doors Timberloft Lumber	01/08/2000	810.00 6,075.00
Middlefield Drywall Bill	Subcontractor	1	450.00	250.00 450.00	Purchase Order	Perry Windows & Doors	02/05/2000	7,820.00
Bill Con 1	Subcontractor	1	750.00	1,200.00	93	Perry Windows & Doors Patton Hardware Supplies	03/04/2000 01/15/2000	2,325.00 3,459.20
Total Middlefield Drywa OTAL	311			1,200.00 1,625.00	Purchase Order Total	Larson Flooring	02/15/2000	4,750.00 29,659.20

Example 17: Purchases by Vendor Detail

Example 18: Open Purchase Orders

## **Purchases by Vendor**

Report Name	What It Answers				
Summary	What are my company's total purchases from each vendor?				
Detail	What are my company's total purchases, broken down by transaction, from each vendor?				

## **Purchases by Item**

Report Name	What It Answers					
Summary	For each item or service, how many has my company bought, and what is the total amount spent?					
Detail	What are my company's total purchases for each item and service, broken down by transaction?					

## **Open Purchase Orders**

Report Name	What It Answers
Open Purchase Orders	For all open purchase orders, what are the vendor name, PO number, amount, order date, and the expected delivery date?
Open Purchase Orders Detail	What purchase orders are currently open (i.e., have items open on order) for each job?
Open Purchase Orders by Job	What purchase orders are currently open (i.e., have items still on order) for each job?



# **Inventory Reports**

Find information about inventory value, stock status, and pending builds, including a worksheet for checking your physical inventory.

	Physical Inventory Worksheet
Inventory Valuation Summary	Description Vendor On Hand Physical Count Cabinets Cabinet Pulls Cabinet Pulls Patton Hardware 37 Light Pine Light pine Patton Hardware 1 Cabinets Cabinets Thomas Kitchen 17 Cabinets - End Hardware Doorknobs Std Doorknobs Patton Hardware 4 Lk Doorknobs Locking Patton Hardware 6 Hardware Hardware 0 Hardware - End

Example 19: Inventory Valuation Summary

Example 20: Physical Inventory Worksheet

## **Inventory Valuation**

Report Name	What It Answers
Inventory Valuation Summary	What is the current asset and retail value of each inventory item?
Inventory Valuation Detail	Which transactions have affected the value of my inventory?

## **Inventory Stock Status**

Report Name	What It Answers
Inventory Stock Status by Item	What is the detailed information about each inventory item? Includes stock on hand, to show if it's time to reorder.
Inventory Stock Status by Vendor	What is the detailed information about each inventory item, organized by vendor? Includes stock on hand, to show if it's time to reorder.
Physical Inventory Worksheet	A worksheet that you can use to check your physical inventory against your QuickBooks records.
Pending Builds*	Which builds are marked as pending, and what is the detailed information for each of them?
Quantity on Hand by Site*	What is the quantity on hand for each inventory item at each site?
Inventory Valuation Summary by Site*	Report that summarizes the value of your inventory at each site and groups your inventory items by site.
Inventory Stock Status by Site*	For each site, what is the reorder point, quantity on hand, quantity on order, quantity on PO, and average sales per week? What items do I need to order for



	each site?
Pending Build by Site*	Which build transactions are pending and in which site(s)?
Inventory Sales by Site*	What are the quantity and sales amounts for each inventory part at each site?
Transaction List by Serial/Lot Number	Which transactions were associated with which serial numbers or lot numbers? Find all transactions, including assemblies, subassemblies, purchases, adjustments, transfers and sales of a lot – for recall purposes.
Serial/Lot Numbers in Stock	Which serial or lot numbers do I have in stock for each item?
Quantity on Hand by Serial/Lot Number	How many items of a particular serial or lot number do I have on hand?
Items by Bin Location*	Lists items and quantities in each bin, ordered by bins within each site.

<sup>\*</sup>These reports are included with QuickBooks Enterprise Solutions Advanced Inventory. Additional fees apply for the Advanced Inventory add-on subscription. Requires QuickBooks Enterprise Solutions 13.0 with an active Full Service Plan and an Internet connection.

# **Employees & Payroll Reports**

Find information about your employees, payroll, and payroll-related expenses.

Payroll Summary	
	Employee State Taxes Detail
Employee Wages ——— ————————————————————————————————	SSN/Tax ID Payroll Item Inc Sub To Tax Wage Base Amount
Salary 88 <u>3,192.30</u> Total Gross Pay <u>3,192.30</u>	Dan T. Miller 333-44-5555 CA Withholding 1,598.15 1,596.15 -21.29
Taxes Withheld Federal Withholding -155.00	Total Dan T. Miller 1,596.15 1,596.15 -21.29
Medicare Employee -46.29 Social Security Employee -197.92	Elizabeth N. Mason 569-87-1234 CA Withholding538.44538.443.47
CA - Withholding	Total Bizabeth N. Mason 538.44 538.44 -3.47
Total Taxes Withheld	Gregg O. Schneider 444-55-6666 CAWithholding 1,323.94 1,323.94 -46.74
Medicare Company 46.29	Total Gregg O. Schneider
Social Security Company 197.92 Total Employer Taxes and Contributions 244.21	TOTAL <u>3,458.53</u> <u>3,458.53</u> <u>-71.50</u>

Example 21: Payroll Summary

Example 22: Employee State Taxes Detail

## **Payroll**

Report Name	What It Answers
Payroll Summary	What are the accumulated totals for the payroll items (taxes withheld, etc.) on each employee's recent paychecks?
Payroll Item Detail	What is the line-by-line breakdown of each recent payroll transaction by item?
Payroll Detail Review	What values are used to calculate individual payroll items on employee paychecks?
Payroll Transactions by Payee	Who received paychecks and what was the net pay? What payroll liability checks were written for payroll taxes and expenses?
Payroll Transaction Detail	What is the line-by-line breakdown of each recent payroll transaction by



	employee?
Payroll Liability Balances	What payroll-related taxes and fees does my company currently owe to the government and other agencies?
Payroll Item Listing	What is the latest information (amount, rate, annual limit, agency, etc.) for the line items in my company's payroll transactions?
Employee Earnings Summary	What are the total earnings and deductions for each employee?
Employee State Taxes Detail	What wage and withholding information do I need for my state payroll taxes?

## **Employee**

Report Name	What It Answers
Employee Contact List	What is the contact information and social security number for each employee?
Employee Withholding	What is the federal and state withholding information for each employee?
Paid Time Off List	What are the sick and vacation time balances for each employee?

# **Employee Organizer**

Report Name	What It Answers
Emergency Contact List	What is the emergency contact information for each employee?
New Hire List	Who are the new employees that were hired by the company this month?
Terminated Employees List	Who are the employees that were terminated by the company this month?

# **Workers Compensation**

Report Name	What It Answers
Workers Comp Summary	How much workers compensation insurance does my company owe?
Workers Comp by Code & Employee	How much workers compensation insurance does my company owe for each employee?
Workers Comp by Job Summary	How much workers compensation insurance does my company owe for each job?
Workers Comp Detail	What is the breakdown of my company's workers compensation premiums, by transaction?
Workers Comp Listing	What are my company's workers compensation job classification codes and their rates?



Paid Time Off List				Payroll Liability Balances			
Employee Jenny Miller John Donovan Shane Hamby	Sick Available 40:00 0:00 0:00	Sick Used 24:00 0:00 40:00	<u>Vac. Available</u> 46:00 6:45 33:45	Vac. Used 36:00 0:00 22:00	Payroll Liabilities Federal Withholding Medicare Employee Social Security Employee Federal Unemployment Medicare Company Social Security Company CA - Withholding CA - Disability Employee CA - Unemployment Company CA - Employee Training Tax Health Insurance Total Payroll Liabilities	4,537.00 547.85 2,404.52 19.14 547.86 2,404.51 0.00 0.00 0.00 0.00 125.00 10,585.88	

Example 23: Paid Time Off List

Example 24: Payroll Liability Balances

# **Banking Reports**

Find information about your banking transactions.

Deposit	t Detail		Re	conciliation	Discrepancy	
Type Name Payment Teschner, Anton	Account Checking	<u>Amount</u> 1,200.00	Last Changed	Reconciled Amount	Type of Change	Effect of Change
TOTAL	lo.	0.00	31 Mar 2002 25 Jun 2002	-14.23	Amount changed	-1.59
Payment Cook, Brian	Checking	4,225.41	2 Jun 2002	-245.00	Amount changed	12.00
TOTAL	11	0.00	TOTAL 31 May 2002	NIM	M in	10.41
Deposit	Checking	3,500.00	2 Jun 2002	-19.78	Deleted	19.78
Payment Teschner, Anton	Funds	-3,500.00	14 Jun 2002	-45.25	Amount Changed	-22.68
TOTAL		-3,500.00	23 Jun 2002	-22.55	Uncleared	22.55
			1 Jul 2002	305.00	Amount changed	45.00
			TOTAL			64.65

Example 25: Deposit Detail

Example 26: Reconciliation Discrepancy

## Banking

Report Name	What It Answers
Deposit Detail	Lists all deposited and undeposited payments, including the customer who made the payment and how much of each payment was included in the deposit.
Check Detail	What checks have been written, including the details of each one?
Missing Checks	For a specified account, lists all checks that have been written so you can check for missing and duplicate check numbers. You can also use this report to check for duplicate or missing invoices in accounts receivable or payments in a current asset account.
Reconciliation Discrepancy	For a specified account, what reconciled transactions have been modified since this account was last reconciled? (You'll be prompted for some account information before you can display this report.)



Previous Reconciliation	What transactions were cleared or outstanding from a previous reconciliation? (You'll be prompted for some account information before you can display this
	report.)

# **Accountant & Taxes Reports**

Find information related to accounting activities and income tax preparation.

s receipts or sales 101,727.84 debts from sales/services 33.99 and truck expenses 255.10
rance, other than health 1,350.00 Mease other bus. prop. 2,400.00 airs and maintenance 0.00
ies 351.63 es paid 17,293.75
rials/supplies, COGS 28,759.70 r costs, COGS 475.00

Example 27: General Ledger

Example 28: Income Tax Summary

## **Accountant Only**

Report Name	What It Answers			
Adjusted Trial Balance	For accountants only. What are the effects of my adjustments on the trial balance?			
Adjusting Journal Entries	For accountants only. Lists all adjustments you've made.			

## **Account Activity**

Report Name	What It Answers				
Trial Balance	What is the ending balance for all accounts?				
General Ledger	What is the recent activity in all my company's accounts, with beginning and ending balances for each account?				
Transaction Detail by Account	What are the recent transactions for each account in my Chart of Accounts?				
Journal	What are the most recent transactions, in chronological order?				
Audit Trail	What changes affected my company's books during a specified accounting period? Who made the changes?				
Closing Date Exception Report	What changes were made after the last closing date was set to transactions dated on or before that closing date?				
Voided / Deleted Transactions	Which transactions have been voided or deleted?				
Voided / Deleted Transactions	What is the detailed history of voided and deleted transactions?				



History	
Transaction List by Date	What transactions were entered for a specified period of time?

## Listing

Report Name What It Answers					
Account Listing	What are the names of each of my company's accounts? What is the current balance of each balance sheet account?				
Fixed Asset Listing	For my company's fixed assets, what are the purchase date, description, and original cost of each asset?				

### **Income Tax**

Report Name	What It Answers				
Income Tax Preparation	What tax line is assigned to each account in my chart of accounts?				
Income Tax Summary	Based on tax line assignments, what amounts does my company need to report on its income tax forms?				
Income Tax Detail	What transactions make up each amount on my company's income tax forms?				

# **Budgets and Forecasts Reports**

Find out how well your company is doing in meeting its budgeted income and expenses.

Budget vs. Actual					Forecast Overview	
	Jan '00	Budget	\$ Over Budget	% of Budget	_	Jan '00
Ordinary Income/E: Income Labor Construction	xpense 13,621.25 21,756.00		5,121.25 20,556.00	160.3% 1,813.0%	Ordinary Income/Expense Income Labor Construction	8,500.00 1,200.00
Total Income Gross Profit	35,377.25 35,377.25	9,700.00	25,677.25	364.7% 364.7%	Total Income Gross Profit Expense	9,700.00 9,700.00
Expense Fuel Bank Charges Total Expense	25.28 25.00 50.28	100.00 15.00 115.00	-74.72 10.00 -64.72	25.3% 166.7% 43.7%	Fuel Insurance Total Expense	100.00 50.00 150.00
Net Ordinary Income Net Income	35,326.97 35,326.97			368.6% 368.6%	Net Ordinary Income Net Income	9,550.00 9,550.00

Example 29: Budget vs. Actual

Example 30: Forecast Overview

## **Budgets**

Report Name	What It Answers					
Budget Overview	What are my company's projected income and expenses for each month?					
Budget vs. Actual	For the company as a whole, how do the actual income and expenses compare to what has been budgeted?					
Profit & Loss Budget Performance	How do the actual income and expenses compare to what has been budgeted for the current month and year?					



Feb '00

10,000.00 900.00 10,900.00 10,900.00 120.00 50.00 170.00 10,730.00 10,730.00

Budget vs. Actual Graph	Are my company's income and expenses over or under budget?
-------------------------	--

## Forecasting

Report Name	What It Answers				
Forecast Overview	What are my company's forecasted income and expenses for each month?				
Forecast vs. Actual	For the company as a whole, how do the actual income and expenses or account balances compare to what has been forecasted?				

# List Reports

Find lists of useful information about your company.

Budget vs. Actual					Forecast Overview		
	Jan '00	Budget	\$Over Budget	% of Budget	_	Jan '00	Feb '00
Ordinary Income/E	xpense		will the same		Ordinary Income/Expense	all the	
Income Labor Construction Total Income Gross Profit Expense Fuel Bank Charges Total Expense Net Ordinary Income	13,621.25 21,756.00 35,377.25 35,377.25 25.28 25.00 50.28	1,200.00 9,700.00 9,700.00 100.00 15.00 115.00 9,585.00	20,556.00 25,677.25 25,677.25 -74.72 10.00 -64.72 25,741.97	160.3% 1,813.0% 364.7% 364.7% 25.3% 166.7% 43.7% 368.6% 368.6%	Income Labor Construction Total Income Gross Profit Expense Fuel Insurance Total Expense Net Ordinary Income	8,500.00 1,200.00 9,700.00 9,700.00 100.00 50.00 150.00 9,550.00 9,550.00	10,000.00 900.00 10,900.00 10,900.00 120.00 50.00 170.00 10,730.00 10,730.00

Example 31: Customer Contact List

Example 32: Vendor Phone List

### **Customer**

Report Name	What It Answers		
Customer Phone List	What is the phone number for each customer?		
Customer Contact List	What is the contact information and current balance of each customer?		

### Vendor

Report Name	What It Answers		
Vendor Phone List	What is the phone number for each vendor?		
Vendor Contact List	What is the contact information and current balance for each vendor?		



# **Employee**

Report Name	What It Answers
Employee Contact List	What is the contact information and social security number for each employee?

## **Other Names**

Report Name	What It Answers		
Other Names Phone List	What are the phone numbers of the people on my Other Names list? What transaction names (such as ATM) are on the list?		
Other Names Contact List	What is the contact information for each name?		

# Listing

Report Name	What It Answers		
Account Listing	What are the names of each of my company's accounts? What is the current balance of each balance sheet account?		
Item Price List	What is the price of each item or service my company sells?		
Item Listing	What is the latest information (price, cost, quantity on hand, etc.) for each product or service that my company sells?		
Unit of Measure Set Listing	For each unit of measure set, what are the current base, purchase, sales, and shipping units?		
U/M Sets with Related Units	What related units are in each unit of measure set? How many base units does each related unit contain?		
Items with Units of Measure	Which items are currently assigned units of measure?		
Payroll Item Listing	What is the latest information (amount, rate, annual limit, agency, etc.) for the line items in my company's payroll transactions?		
Workers Comp Listing	What are my company's workers compensation job classification codes and their rates?		
Fixed Asset Listing	For my company's fixed assets, what are the purchase date, description, and original cost of each asset?		
Terms Listing	What are the due dates and discounts available for customer payments and payments to vendors?		
To Do Notes	What tasks on my To Do list haven't been done yet?		
Memorized Transaction Listing	What is the latest information for all memorized transactions?		



	Item	Listing				Fixed As	sset Listing	
ttem Framing	Type Service	On Hand	Price 55.00	Cost	ttem Computer	Purchase Date 03/31/2001	Purchase Description N600c Laptop	Cost 2,000.00
Installation Cabinets	Service Inventory Part	-37	35.00 0.00	0 0.00	Desks & Chairs Tow Truck	03/31/2003	2 Desks and Chairs	1,000.00
Hardware Counter	Inventory Part Non-inventory	-3 0	30.00 1,899.98	27.00 1,750.00	Inter. Tow Truck	11/14/1992	Tow Truck	5,0000.00
Lumber:Decking Finance Chg	Non-inventory Other Charge	0 0	220.00 10.0%	0.00	C	120		
San Domingo 🥯	Sales Tax Item	0	7.5%	0				

Example 33: Item Listing

Example 34: Fixed Asset Listing

# **Contractor Edition (19 Additional Reports)**

Custom-built for contractors with advanced job costing helps you make more money from your jobs.

Job Costs by Vendor			Unpaid Bills by Job				
Name First National Bank First National Ba First National Ba Total First National Franchise Tax Boa Franchise Tax Total Franchise Ta Green Gas and Ele Green Gas and Total Green Gas a	11/02/2003 Ban	emo Account nk S 6060-B 6060-B 6820-T 6970-U	227.00 227.00 165.00 165.00	Bill Bill Bill Bill Bill	New Construction Color-Brite Paint C Laurel's Cabinets Chidester Marble Chidester Marble Lipp's Landscapi tage-New Construction	01/11/2004 01/14/2004 01/19/2004 01/19/2004 01/09/2004	1,163.04 12,532.00 10,986.00 3,730.00 12,085.03 40,496.07 40,496.07

Example C: Job Costs by Vendor

Example D: Unpaid Bills by Job

#### **Job Costs & Bills**

Report Name	What It Answers
Job Status	What is the status of all active jobs?
Job Costs by Vendor & Job Summary	What are my company's job-related expenses for each vendor, subtotaled by job?
Job Costs by Vendor & Job Detail	What are my company's job-related expenses for each vendor, subtotaled by job? What are the transactions for those expenses?
Job Costs by Job & Vendor Summary	What are my company's job-related expenses for each job, subtotaled by vendor?
Job Costs by Job & Vendor Detail	What are my company's job-related expenses for each job, subtotaled by vendor? What are the transactions for those expenses?
Job Costs Detail	What are the expenses my company has incurred for each job?



Cost to Complete by Job Summary	What is the expected cost to complete all of my jobs? How much is each job over or under estimate?
Cost to Complete by Job Detail	What is the expected cost to complete a particular job, and what should it cost to complete each item of that job? How much is each item over or under estimate?
Unpaid Bills by Job	For each job, which bills haven't been paid?
Unpaid Job Bills by Vendor	For each vendor, which bills haven't been paid?
Expenses Not Assigned to Jobs	What are the expenses that haven't been assigned to a customer or job?

## **Billed/Unbilled Hours**

Report Name	What It Answers		
By Person	How much time has each employee or subcontractor worked? What is the billable status of that time?		
By Person & Job	How much time has each employee or subcontractor spent on each job? What is the billable status of that time?		
By Person & Activity	How much time has each employee or subcontractor spent on each job and item? What is the billable status of that time?		

# **Open Purchase Orders**

Report Name	What It Answers
Open Purchase Orders by Vendor	What are the open purchase orders, by vendor?
Open Purchase Orders by Vendor Detail	What are the open purchase orders, by vendor, including detailed information about each transaction?

### Other

Report Name	What It Answers
Certified Payroll - Box 1 Employee Information	What is each employee's social security number and address for filling out Box 1 of a Certified Payroll Report?
Vendor Account Information	What is the detailed information about each vendor, including balance and contact information?
Customer Account Information	What is the detailed information about each customer, including billing and contact information?



# Manufacturing & Wholesale Edition (11 Additional Reports)

Customized tools for manufacturers & wholesalers to streamline workflow and manage finances more effectively.

		Sales by Product			
Sales Volume by Cu:	Sales Volume by Customer		Qty	Amount	% of Sales
Prentice Pools Retail Homeowners	<u>Jan - Dec, 2008</u> 295,787.50 172,577.00	Inventory POCO-FG POCO-AQ POCO-DB	11.00 16.00 15.00	26,850.00 33,750.00 31,750.00	5.7% 7.2% 6.7%
Regina French Homes Pete Harbin Contractor	40,189.56 35,827.50	POCO-LB Total Inventory Assembly	29,00	57,625.00 149,975.00	12.2% 33.09%
Steve Box Home Builder Butch Brown Home Builder	32,002.50 30,982.50	3000-UL 2000-PT	17.00 21.00	104,625.00 109,500.00	22.2% 23.2%
TOTAL	607,366.56	1000-MC Total Assembly TOTAL	48.00	107,850.00 321,975.00 471,950.00	22.9% 66.91% 100.0%

Example E: Sales Volume by Customer

Example F: Sales by Product

#### Sales

Report Name	What It Answers
Sales by Rep Detail	Which sales did each sales representative make?
Sales by Product	What are my company's best-selling products? Which products have brought in the most revenue?
Sales by Customer Type	Which group of customers provides my company with the most sales revenue?
Sales Volume by Customer	Which customers bring in the most revenue?
Sales By Class & Item Type	How much does my company make on each item type, listed by class?
Profitability by Product	Which products are most profitable?

## **Open Sales Orders**

Report Name	What It Answers
Open Sales Orders by Customer	What are the open sales orders for each customer or job?
Open Sales Orders by Item	What are the open sales orders for each item?

#### Other

Report Name	What It Answers
Inventory Reorder Report by Vendor	What items, from each vendor, do I need to reorder?
Assembly Bill of Materials Report	What components parts are included in my Bill of Materials? What is the cost of these components?
Open Purchase Orders by Item	What are the open purchase orders for each item?



#### **Forms & Worksheets**

Report Name	What It Answers
Return Materials Authorization (RMA) Form	Use this form to capture data on which items are being returned, who is returning them, and why they are being returned.
Damaged Goods Log	Use this form to document inventory items that are being scrapped so that you can adjust your inventory accordingly.
Non-conforming Materials Worksheet	Use this form to document which items are being returned to your vendors, and why.
Physical Inventory Worksheet	When it's time to do a physical inventory, use this printout to record the actual quantity on the shelves and compare it to the quantity in QuickBooks.

# Nonprofit Edition (9 Additional Reports)

Customized tools for Nonprofits to help them manage their organization's finances more effectively, efficiently & easily.

	aest D	onors/Gr	ants	
	_	gh December		
	∘ Jan	1 - Dec 15, 07 +	% of Column	4
Jasmine Park		6,895.00 ◀	12.5%	
Raj, Shoba		5,742.50	10.4%	
<b>Durbin Consulting</b>	,	5,520.00	10%	
Lee,Kirk		5,305.00	9.6%	
Cendana,Benit		5,210.00	9.4%	
Dowden, John		4,130.00	7.5%	
Ruff, Bryan		4,115.00	7.5%	
Hopkins Chiropra	ctic	3,850.00	7%	
Burt,Jon		2,275.00	4.1%	
Bolinski, Margaret	t	1,762.50	3.2%	

Mark's At	tomic Graph	ic Design	ns	
Statement	of Financ	ial Pos	ition	
As o	f December 1	5. 2007		
	+ Dec 15, 07	Dec 15.06	5 Change	S Change
ASSETS	22279(47	222 234 44	2 SHARRY	- casarge
Current Assets				
Checking Savings				
Checking	15,403.43	15,710.09	-235.26	-1.5%
Savings	16,507.13	20,500.00	-3,992.87	-19.5%
Total Checking Savings	31,990.56	36,218.69	-4,228.13	-11.7%
Accounts Receivable				
Accounts Receivable	20,384.70	0.00	20,384.70	100.0%
<b>Total Accounts Receivable</b>	20,384.70	0.00	20,384.70	100.0%
Other Current Assets				
Cash on Hand	1,062.00	-2,000.00	3,062.00	153.1%
Undeposited Funds	4,732.50	0.00	4,732.50	100.0%
<b>Total Other Current Assets</b>	5,794.50	-2,000.00	7,794.50	389.7%

Example G: Biggest Donors / Grants Report

Example H: Statement of Financial Position

#### **Donors/Grants**

Report Name	What It Answers
Biggest Donors / Grants	Who are my biggest donors and what were their total contributions?
Budget vs. Actual by Donors / Grants	How much money was contributed by each donor, and how much of that money has been spent versus what was budgeted?
Donors / Grants Report	How much money was contributed by each donor or grant and how much of that money has been spent?
Donor Contribution Summary	How much money was contributed by each donor or grant?



**Programs/Projects** 

Report Name	What It Answers
Budget vs. Actual by Program / Projects	How much money was contributed to and spent on each program versus what was budgeted?
Programs / Projects Report	How much money was contributed to and spent on each program?

### Other

Report Name	What It Answers
Statement of Financial Income & Expense	What money came in (income) and how it was spent (expense)?
Statement of Financial Position	What is the financial position of my organization at any point in time?
Statement of Functional Expenses (990)	What are my expenses and how can I show that information to my board, major donors, and other important funders?

Mark's Atomic G	raphic Desig	ns
Statement of Function	nal Expen	ses (990
January 1 through (	-	
	• Unclassified •	TOTAL .
Retained Earnings	3,581.95 ◀	3,581.95
Advertising	275.00	275.00
Car and Truck Expenses	50.00	50.00
Commissions and fees	300.00	300.00
Contract labor	985.00	985.00
Customer discounts and refunds	35.00	35.00
Fuel	985.53	985.53
Insurance (other than health)	608.39	608.39
Interest (other than mortgage)	1,568.00	1,568.00
Office expenses	2,620.32	2,620.32
Postage and Delivery	15.00	15.00

Example I: Statement of Functional Expenses (990)



# **Professional Services Edition (17 Additional Reports)**

Perfect for Consultants, Engineers, Architects, Attorneys, Designers, Ad Agencies, and more.

P	roject Cost	s Detail		Pr	roject Statu	IS	
Source Name	Date	Memo	Amount				
Tingey Health Care Project #05				Customer	Status	Туре	Projected End
Brenda's Connectors	11/11/2007	Reimbursement	48.00	Bowden Company			
Brenda's Connectors	11/28/2007	Reimbursement	30.00	Bowden Company: Project #4	In Progress	Fee for Services	05/07
Graham, Jonathan	11/02/2007	Direct Labor	52.11	Karen Peacock	IN K		
Graham, Jonathan	11/02/2007	Direct Labor	208.33	Karen Peacock: Project #1	Closed	Fee for Services	02/06
Graham, Jonathan 🦷	11/02/2007	Direct Labor	156.25	1 1000 7	W		
Graham, Jonathan	11/02/2007	Direct Labor	520.83	Karen Peacock: Project #2	Closed	Fee for Services	03/06
Graham, Jonathan	11/02/2007	Direct Labor	2.92	Tingey Health			
Graham, Jonathan	11/02/2007	Direct Labor	11.74	Tingey Health: Project #5	In Progress	Fee for Services	08/07
				Hamby Imaging			
Total Project #05			1030.18	Hamby Imaging: Project #1	Awarded	Contract	11/07
Total Tingey Healthcare			1030.18	liame, maging. Hojeot in		Somiace	

Example J: Project Costs Detail

Example K: Project Status

## **Projects**

Report Name	What It Answers
Project Costs Detail	What expenses has my company incurred for each project?
Unbilled Expenses by Project	What expenses incurred for each project haven't been billed?
Expenses Not Assigned to Projects	What expenses haven't been assigned to a customer or project?
Billed vs. Proposal by Project	How well did estimated income match actual income for each project?
Open Balances by Customer / Project	Which invoices or statement charges haven't been paid, and when are they due?
A/R Aging Detail by Class	For each class (for example, for each partner), which invoices or statement charges are due and overdue?
Project Status	What is the status of all active projects?
Project Contact List	What is the contact information and balance for each customer or project?

### **Billed / Unbilled Hours**

Report Name	What It Answers
Billed / Unbilled Hours by Person	How much time has each employee or subcontractor worked? What is the billable status of that time?
Billed / Unbilled Hours by Person & Project	How much time has each employee or subcontractor spent on each project? What is the billable status of that time?
Billed / Unbilled Hours by Person & Activity	How much time has each employee or subcontractor spent on each job and item? What is the billable status of that time?



## Job Costs & Bills

Report Name	What It Answers
Job Costs by Vendor & Job Summary	What are my company's job-related expenses for each vendor, subtotaled by job?
Job Costs by Vendor & Job Detail	What are my company's job-related expenses for each vendor, subtotaled by job? What are the transactions for those expenses?
Job Costs by Job & Vendor Summary	What are my company's job-related expenses for each job, subtotaled by vendor?
Job Costs by Job & Vendor Detail	What are my company's job-related expenses for each job, subtotaled by vendor? What are the transactions for those expenses?
Cost to Complete by Job Summary	What is the expected cost to complete all of my jobs? How much is each job over or under estimate?
Cost to Complete by Job Detail	What is the expected cost to complete a particular job, and what should it cost to complete each item of that job? How much is each item over or under estimate?

	Billed	Unbilled	Not Billable	Nov (
Chapman, Natalie	84.00	0.00	92.00	176.0
Graham, Jonathan	80.00	0.00	0.00	80.0
Wood, Deborah	79.00	0.00	125.00	204.0
TOTAL	243.00	0.00	217.00	460.0
5				

Example L: Billed / Unbilled Hours by Person



# Retail Edition (14 Additional Reports)

Designed specifically to help retailers manage sales, inventory and customer information.

Profit &	Loss Mon	thly Comp	oarison		Mo	nthlu Sal	es hu Cu	s by Customer	
	Nov 31, 07	Dec 31, 07	\$ Chg	% Chg		-	-		T0T41
Income			The same of			Jan 07	Feb 07	Mar 07	TOTAL
Sales	48,228.55	63,234.78	15,006.23	31.1%	Chidester, Jim	45.00	1,564.00	1,684.00	3,293.00
Total Income COGS	48,228.55	63,234.78	15,006.23	31.1%	Lamb, Brad	369.00	687.00	98.00	1,154.00
COGS	26,525.70	33,514.43	6,988.73	26.3%	Lee, Laurel	357.00	0.00	346.00	703.00
Total CO GS 🧃	26,525.70	33,514.43	6,988.73	26.3%	Lucchini, Bill	400.00	0.00	314.00	714.00
Gross Profit Expense	21,702.85	29,720.35	8,017.50	36.9%	Nguyen, Tuan	584.00	786.00	0.00	1,370.00
Payroll	18,326.85	25,293.91	6,967.06	38.0%	Rice, Linda	2,897.00	1,305.00	489.00	4,691.00
Total Expense	18,326.85	25,293.91	6,967.06	38.0%	TOTAL	4,652.00	4,342.00	2,931.00	11,925.00
Net Income	3,376.00	4,426.43	1,050.44	31.1%	10105	4,002.00	7,042.00	2,001.00	11,020.00

Example M: Profit & Loss Monthly Comparison

Example N: Monthly Sales by Customer

## **Company & Financial**

Report Name	What It Answers
Profit & Loss Monthly Comparison	How does my company's profit and loss for this month compare to last month?
Balance Sheet Monthly Comparison	How does my company's balance sheet compare to last month? Is my company's financial condition improving?

#### Sales

Report Name	What It Answers
Sales Graph	Which month has the highest sales revenue? Which items, customers, or sales reps bring in the most income?
Monthly Sales by Customer	If my company tracks sales by customer, who were the best customers and what was their sales activity over the last fiscal year?
Gross Margin by Inventory Item	If my company records each sales transaction, what is its gross margin for each inventory item?

#### **Customers & Receivables**

Report Name	What It Answers
Customer Payments by	What methods are my customers using to provide payment? What are the



Payment Item	monthly payments trends from the past year?
Estimates by Customer	What outstanding estimates does my company have for each customer?

### **Vendors**

Report Name	What It Answers
Bills by Due Date	What bills are due and when? Which bills are due first?
Sales Tax Liability	For my company's total sales, how much is taxable, at what rate, and how much sales tax is currently due to be paid?
Purchase Volume by Vendor	From which vendors does my company purchase the most goods?
Vendor Returns Summary	Which vendors generate the largest volume of returned goods?
Vendor Returns Detail	What goods are most commonly returned to each vendor?
Open Purchase Orders by Vendor	What are the open purchase orders, by vendor?
Accounts Payable Graph	For the total amount owed to vendors, what proportion of that amount is overdue?

	Jan 19, 07
Carr Computers	321
Duncan Distributors	189
Karpas Games	1,756.00
Mullen Merchanidse	654
Pace Electronics	135
Sierra Software	0
	3,055.00

Example O: Vendor Returns Summary

