

Complete List of QuickBooks 2012 for Mac Reports



Take better control of the money coming in and going out of your business. **QuickBooks 2012 for Mac** has the robust, easy-to-use tools, reports, and business features your business needs. It's the best selling financial management software for Mac small businesses.

QuickBooks 2012 for Mac comes with over 100 standard reports and graphs and the ability for you to customize and build your own reports. You can even export your data to Microsoft® Excel or Apple® Numbers to conduct your own specific financial analyses. Use the CoverFlow-like Report Center to quickly find, mark favorites and customize the report you want.

The screenshot displays the QuickBooks 2012 for Mac Report Center interface. On the left is a sidebar with a 'Report Center' menu containing categories like 'FAVORITE REPORTS', 'MEMORIZED REPORTS', 'COMPANY & FINANCIAL', 'CUSTOMERS & RECEIVABLES', 'SALES', 'JOBS, TIME & MILEAGE', 'VENDORS & PAYABLES', 'PURCHASES', 'INVENTORY', 'BANKING', 'ACCOUNTANT & TAXES', 'BUDGETS', and 'LIST'. The main window shows the 'Accounts Receivable Graph' report, which includes a bar chart titled 'Accounts Receivables Graph' and a pie chart titled 'Accounts Receivable by Customer'. A second window displays the 'Profit and Loss Standard' report for 'Rock Castle Construction' for the period 'December 1 - 15, 2013'. The report table is as follows:

Rock Castle Construction		December 1 - 15, 2013	
		Dec 1 - 15, '13	
Ordinary Income/Expense			
Income			
40100 — Construction Income			
40110 — Design Income	3,000.00		
40130 — Labor Income	20,378.00		
40140 — Materials Income	12,401.91		
40150 — Subcontracted Labor Income	15,461.25		
Total 40100 — Construction Income		51,241.16	
40500 — Reimbursement Income			
40520 — Permit Reimbursement Income	0.00		
Total 40500 — Reimbursement Income		0.00	
Total Income		51,241.16	
Cost of Goods Sold			
50100 — Cost of Goods Sold			
54000 — Job Expenses		3,610.50	
54200 — Equipment Rental	1,550.00		
54300 — Job Materials	9,045.86		
54400 — Permits and Licenses	175.00		
54500 — Subcontractors	5,837.00		
54520 — Freight & Delivery	69.60		
Total 54000 — Job Expenses		16,677.46	

On the right side of the screenshot, the 'Header/Footer' and 'Format' panels are visible. The 'Header/Footer' panel shows settings for 'Company: RockCastle Construction', 'Title: Profit and Loss Standard', 'Subtitle: December 1 - 15, 2013', and 'Date: 12/31/06'. The 'Format' panel shows settings for 'Column Labels', 'Font: LucidaGrande', and 'Number Formats'.

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Company & Financial Reports

Find out how well your company is doing financially.

Ordinary Income/Expense	
Income	
Labor	4,252.00
Construction	
Subcontractors	<u>8,832.38</u>
Total Construction	<u>8,832.38</u>
Total Income	<u>13,084.38</u>
Gross Profit	13,084.38
Expense	
Job Expenses	
Equipment Rental	550.00
Job Materials	<u>1,302.26</u>
Total Job Expenses	<u>1,852.26</u>
Total Expense	<u>1,852.26</u>
Net Ordinary Income	<u>11,232.12</u>
Net Income	<u>11,232.12</u>

Example 1: Profit & Loss Standard

Abercrombie, Kristy	
Family Room	<u>881.19</u>
Total Abercrombie, Kristy	881.19
Ecker Designs	
Office Repairs	<u>1,219.69</u>
Total Ecker Designs	1,219.69
Jacobsen, Doug	
Poolhouse	<u>5,944.42</u>
Total Jacobsen, Doug	<u>5,944.42</u>

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?

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	
ASSETS	
Current Assets	
Accounts Receivable	
Accounts Receivable	<u>1,555.00</u>
Total Accounts Receivable	<u>1,555.00</u>
Total Current Assets	<u>1,555.00</u>
TOTAL ASSETS	<u><u>1,555.00</u></u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>1,555.00</u>
Total Equity	<u>1,555.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,555.00</u></u>

Example 3: Balance Sheet Standard

Statement of Cash Flows	
OPERATING ACTIVITIES	
Net Income	-23.00
Adjustments to reconcile Net Income to net cash provided by operations:	
Cal Oil Card	<u>-112.80</u>
Net cash provided by Operating Activities	-135.80
FINANCING ACTIVITIES	
Truck Loan	9,500.00
Opening Bal Equity	<u>-9,500.00</u>
Net cash provided by Financing Activities	<u>0.00</u>
Net cash increase for period	-135.80
Cash at beginning of period	<u>-500.00</u>
Cash at end of period	<u><u>-635.80</u></u>

Example 4: Statement of Cash Flows

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?
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?

Customers & Receivables Reports

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

	<u>Current</u>	<u>1 - 30</u>	<u>> 30</u>	<u>TOTAL</u>
Cook, Brian				
2nd story	488.30	0.00	0.00	488.30
Kitchen	5.95	0.00	700.00	705.95
Total Cook, Brian	494.25	0.00	700.00	1,194.25
Pretell Estates				
155 Wilks Blvd.	5.65	-361.00	990.00	634.65
Total Pretell Estates	5.65	-361.00	990.00	634.65
TOTAL	499.90	-361.00	1,690.00	1,828.90

Example 4: A/R Aging Summary

Abercrombie, Kristy		
Family Room	920.00	
Remodel Bathroom	-2,832.00	
Total Abercrombie, Kristy		-1,912.00
Cook, Brian		
2nd story	488.30	
Kitchen	705.95	
Total Cook, Brian		1,194.25
Ecker Designs		
Office Repairs	489.00	
Total Ecker Designs		489.00

Example 5: Customer Balance Summary

A/R Aging

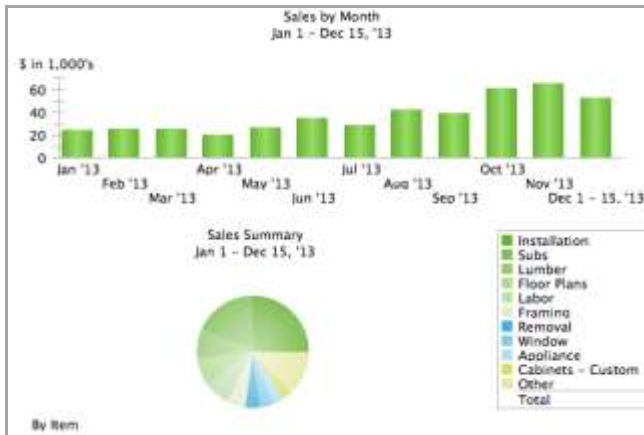
Report Name	What It Answers
A/R Aging Summary	How much does each customer owe? How much of each customer's balance is overdue?
A/R Aging Detail	Which invoices or statement charges are due and overdue?
Account Receivable Graph	For the total amount owed by my customers, what proportion of that amount is 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?

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?
Transaction List by Customer	What transactions has my company had with each customer?

Sales Reports

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



Example 7: Sales Graph

Sales by Item Detail				
Type	Name	Qty	Sales Price	Amount
Parts				
Lumber				
Rough				
Invoice	Pretell Real Estate	1	4,950.00	4,950.00
Invoice	Ecker Designs	1	700.00	700.00
Total Rough				5,650.00
Total Lumber				5,650.00
Total Parts				5,650.00
TOTAL				5,650.00

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?
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?

Jobs, Time & Mileage Reports

Find out how well your company is doing at estimating jobs, how much time is spent, and profitability of each job.

Job Profitability Summary			
	<u>Act. Cost</u>	<u>Act. Revenue</u>	<u>(\$) Diff.</u>
Cook, Brian			
2nd story	15,985.89	15,308.00	-677.89
Kitchen			
Change Order #1	3,885.00	4,175.50	290.50
Kitchen - Other	<u>2,505.80</u>	<u>5,998.00</u>	<u>3,492.20</u>
Total Kitchen	<u>6,390.80</u>	<u>10,173.50</u>	<u>3,782.70</u>
Total Cook, Brian	<u>22,376.69</u>	<u>25,481.50</u>	<u>3,104.81</u>
TOTAL	<u>22,376.69</u>	<u>25,481.50</u>	<u>3,104.81</u>

Example 9: Job Profitability Summary

Job Estimates vs. Actuals Summary						
	<u>Est. Cost</u>	<u>Act. Cost</u>	<u>(\$) Diff.</u>	<u>Est. Rev</u>	<u>Act. Rev</u>	<u>(\$) Diff.</u>
Aber, Kris						
Kitchen	4,505.00	0.00	-4,505.00	4,792.00	0.00	-4,792.00
Bathroom	<u>6,425.00</u>	<u>2,647.23</u>	<u>-3,777.77</u>	<u>7,409.50</u>	<u>3,917.50</u>	<u>-3,492.00</u>
Total Aber	<u>10,930.00</u>	<u>2,647.23</u>	<u>-8,282.77</u>	<u>12,201.50</u>	<u>3,917.50</u>	<u>-8,284.00</u>
Ecker Des						
Office Rep	<u>5,370.00</u>	<u>450.00</u>	<u>-4,920.00</u>	<u>5,757.50</u>	<u>489.00</u>	<u>-5,268.50</u>
Total Ecker D	<u>5,370.00</u>	<u>450.00</u>	<u>-4,920.00</u>	<u>5,757.50</u>	<u>489.00</u>	<u>-5,268.50</u>
TOTAL	<u>16,300.00</u>	<u>3,097.23</u>	<u>-13,202.77</u>	<u>17,959.00</u>	<u>4,406.50</u>	<u>-13,552.50</u>

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
Estimates by Job	What estimates have been assigned to each customer or job?
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?
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?
Job Progress Invoices vs. Estimates	How much of the estimated amount have I billed for each progress invoice?

Melton, Johnny:Dental office		
Framing	<u>20:30</u>	
Total Melton, Johnny:Dental office		20:30
Teschner, Anton:Sun Room		
Framing	82:00	
Removal	<u>38:00</u>	
Total Teschner, Anton:Sun Room		<u>120:00</u>
TOTAL		<u>140:30</u>

Example 11: Time by Job Summary

	<u>Miles</u>	<u>Billable Amount</u>
Freeman, Kirby		
Remodel Bathroom	<u>172.00</u>	<u>62.80</u>
Total Freeman, Kirby	172.00	62.80
Jimenez, Cristina		
Utility Shed	<u>28.00</u>	<u>10.23</u>
Total Jimenez, Cristina	28.00	10.23
Prentice, Adelaide		
Hippodrome Playhouse	<u>110.00</u>	<u>40.16</u>
Total Prentice, Adelaide	110.00	40.16
TOTAL	<u>310.00</u>	<u>113.19</u>

Example 12: Mileage by Job Summary

Time

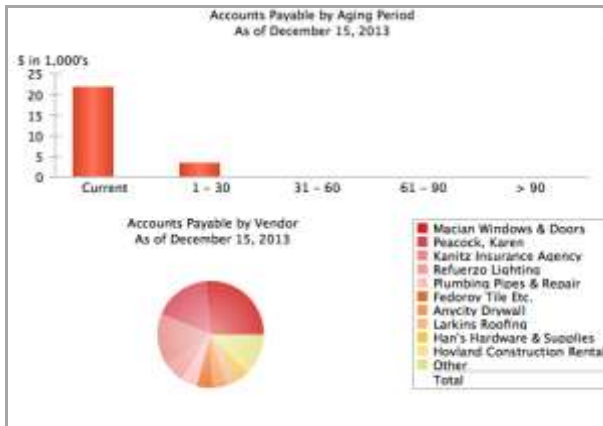
Report Name	What It Answers
Time by Job Summary	How much time did my company spend on each job?
Time by Job Detail	How much time did my company spend on each aspect of each job?
Time by Name	How much time has each employee (or subcontractor) spent on each job?
Time by Item	How much time has my company 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 mileage expense? What is the total mileage for all vehicles?
Mileage by Vehicle Detail	For each vehicle, what is the trip information, including mileage, trip date, mileage rate, and mileage expense? For all vehicles, what is the total mileage and mileage expense?
Mileage by Job Summary	For each job, what is the total mileage and billable amount?
Mileage by Job Detail	For each job, what is the trip information, including the vehicle used, mileage, trip date, mileage rate, and mileage expense? For all jobs, what is the total mileage and mileage expense?

Vendors & Payables Reports

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



Vendor Balance Summary

Low Plumbing	1,200.00
Middlefield Drywall	2,400.00
Perry Windows & Doors	1,800.00
Wheeler's Tile Etc.	-1,075.00
TOTAL	<u>4,325.00</u>

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?

1099 Detail				
Type	Account	Original Amount	Paid Amount	Balance
C.U. Electric				
67-8909854				
Check	Equipment Rental	1,300.00	1,300.00	1,300.00
Check	Subcontractors	750.00	750.00	2,050.00
Total C.U. Electric			2,050.00	2,050.00
Gallion Masonry				
34-5628765				
Check	Subcontractors	850.00	850.00	850.00
Total Gallion Masonry			850.00	850.00
TOTAL			2,900.00	2,900.00

Example 15: 1099 Detail

Sales Tax Liability						
	Total Sales	Non-Taxable Sales	Taxable Sales	Tax Rate	Tax Collected	Sales Tax Payable As of 7-31-03
State Board						
East Bayshore	4,000.00	0.00	4,000.00	7.5%	300.00	300.00
San Domingo	7,500.00	5,000.00	2,500.00	8.5%	212.50	212.50
Total State Brd	11,500.00	5,000.00	6,500.00		512.50	512.50
TOTAL	11,500.00	5,000.00	6,500.00		512.50	512.50

Example 16: Sales Tax Liability

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?

Purchases Reports

Find information about purchases and open purchase orders.

Type	Item	Qty	Price	Balance
City of Middlefield				
Check	Permit	1	175.00	175.00
Total City of Middlefield				175.00
Keswick Insulation				
Check	Window	1	250.00	250.00
Total Keswick Insulation				250.00
Middlefield Drywall				
Bill	Subcontractor	1	450.00	450.00
Bill	Subcontractor	1	750.00	1,200.00
Total Middlefield Drywall				1,200.00
TOTAL				1,625.00

Example 17: Purchases by Vendor Detail

Type	Name	Deliv Date	Amount
Purchase Order	McClain Appliances	02/29/2000	2,100.00
Purchase Order	Thomas Kitchen & Bath	01/31/2000	2,320.00
Purchase Order	Perry Windows & Doors	01/08/2000	810.00
Purchase Order	Timberloft Lumber	03/31/2000	6,075.00
Purchase Order	Perry Windows & Doors	02/05/2000	7,820.00
Purchase Order	Perry Windows & Doors	03/04/2000	2,325.00
Purchase Order	Patton Hardware Supplies	01/15/2000	3,469.20
Purchase Order	Larson Flooring	02/15/2000	4,750.00
Total			29,659.20

Example 18: Open Purchase Orders

Purchases by Vendor

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

Purchases by Item

Report Name	What It Answers
Purchase by Item Summary	For each item or service, how many has my company bought, and what is the total amount spent?
Purchase by Item 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?

Inventory Reports

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

	On Hand	Avg Cost	Asset Value	% of Tot Asset	Price	Retail Value	% of Tot Retail
Cabinets							
Pulls	-32	0	0	0 %	0	0	0.0 %
Light Pine	-1	1,500	-1,500	100 %	1,799	-1,799	88.3 %
Cabinets	-17	0	0	0 %	14	-238	11.7 %
Total Cab	<u>-50</u>		<u>-1,500</u>	<u>100 %</u>		<u>-2,037</u>	<u>100.0 %</u>
TOTAL	<u>-50</u>		<u>-1,500</u>	<u>100%</u>		<u>-2,037</u>	<u>100.0%</u>

Example 19: 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			0	_____
Hardware - End				

Example 20: Physical Inventory Worksheet

Inventory Valuation

Report Name	What It Answers
Inventory Valuation Summary	What is the current value of my inventory by 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	Which inventory items do I need to reorder?
Inventory Stock Status by Vendor	From which vendors do I need to reorder inventory items?
Physical Inventory Worksheet	Is there a worksheet I can use to check my physical inventory against my QuickBooks records?
Inventory Price List	What are the prices and vendors for items and services my company offers?

Banking Reports

Find information about your banking transactions.

Deposit Detail			
Type	Name	Account	Amount
Payment	Teschner, Anton	Checking	1,200.00
TOTAL			0.00
Payment	Cook, Brian	Checking	4,225.41
TOTAL			0.00
Deposit		Checking	3,500.00
Payment	Teschner, Anton	Funds	<u>-3,500.00</u>
TOTAL			<u>-3,500.00</u>

Example 25: Deposit Detail

Check Detail				
Type	Name	Account	Original Amount	Paid Amount
Bill Pmt -Check	Timberloft	Checking	-8,000.00	
Bill	Cook, Brian	Job Materials	11,250.00	-6,531.20
	Cook, Brian	Job Materials	1,230.00	-714.08
	Cook, Brian	Job Materials	500.00	-290.28
	Cook, Brian	Job Materials	<u>800.00</u>	<u>-464.44</u>
TOTAL			13,780.00	-8,000.00

Example 26: Check Detail

Banking

Report Name	What It Answers
Deposit Detail	Which payments have been deposited? Which are undeposited?
Check Detail	Which accounts do my recent checks post to? What are the detail amounts for each check?
Missing Checks	How consistently do I number my checks, invoices, or asset account transactions? Are there any gaps or duplicate numbers?

Accountant & Taxes Reports

Find information related to accounting activities and income tax preparation.

Type	Name	Amount	Balance
Checking			3,487.20
Check	Sergeant Ins	-675.00	2,812.20
Deposit		3,500.00	6,312.20
Total Checking		2,825.00	6,312.20
Accounts Receivable			21,189.59
Payment	Jacobsen, Doug	-2,000.00	19,189.59
Invoice	Cook, Brian	220.00	19,409.59
Total Accounts Receivable		-1,780.00	19,409.59

Example 27: General Ledger

Sch C	
Gross receipts or sales	101,727.84
Bad debts from sales/services	33.99
Car and truck expenses	255.10
Insurance, other than health	1,350.00
Rent/lease other bus. prop.	2,400.00
Repairs and maintenance	0.00
Utilities	351.63
Wages paid	17,293.75
Labor, cost of goods	20,129.00
Materials/supplies, COGS	28,759.70
Other costs, COGS	475.00
Tax Line Unassigned (balance sheet)	23,834.16

Example 28: Income Tax Summary

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?
Transaction Detail by Date	Lists individual transactions, showing each account involved in a transaction on a separate line.
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?
Transaction List by Date	What transactions were entered for a specified period of time?

Income Tax

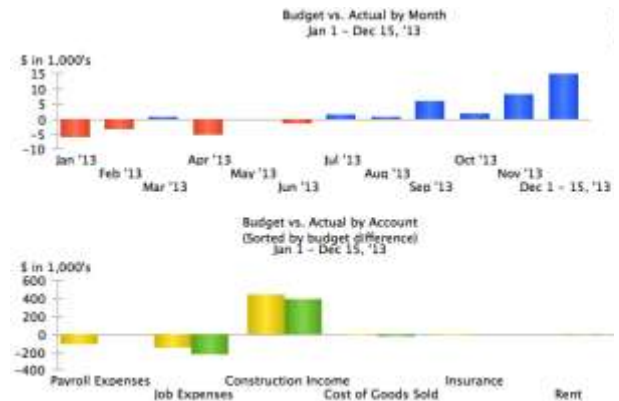
Report Name	What It Answers
Income Tax Summary	Based on tax line assignments, what amounts does my company need to report on its income tax forms?
Income Tax Detail	What transactions make up each amount on my company's income tax forms?

Budgets Reports

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

Budget vs. Actual				
	Jan '00	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Labor	13,621.25	8,500.00	5,121.25	160.3%
Construction	21,756.00	1,200.00	20,556.00	1,813.0%
Total Income	35,377.25	9,700.00	25,677.25	364.7%
Gross Profit				
	35,377.25	9,700.00	25,677.25	364.7%
Expense				
Fuel	25.28	100.00	-74.72	25.3%
Bank Charges	25.00	15.00	10.00	166.7%
Total Expense	50.28	115.00	-64.72	43.7%
Net Ordinary Income	35,326.97	9,585.00	25,741.97	368.6%
Net Income	35,326.97	9,585.00	25,741.97	368.6%

Example 29: Budget vs. Actual



Example 30: Budget vs. Actual Graph

Budgets

Report Name	What It Answers
Profit & Loss Budget Overview	What are my company's projected income and expenses for each month?
Profit & Loss 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 by Job Overview	What are my projected income and expenses for each job?
Profit & Loss Budget vs. Actual by Job	For each job, how do my actual income and expenses compare to what I've budgeted?
Budget vs. Actual Graph	Are my company's income and expenses over or under budget?
Balance Sheet Budget Overview	What are my projected assets, liabilities, equity for each month?
Balance Sheet Budget vs. Actual	For the company balance sheet, how do my actual assets, liabilities, and equity compare to what I've budgeted?

List Reports

Find lists of useful information about your company.

Customer Contact List			
Customer	Balance	Phone	Bill to
Aber, Kris	912.00	415-555-6579	56 Cypress Rd, Bayshore
Cook, Brian	194.25	415-555-2248	3 Cherry Lane, Middlefield
Ecker Designs	489.00	415-555-6687	95 Amber St, Bayshore
Jacobsen, Doug	825.00	415-555-4411	68 Ocean View, Bayshore
Melton, Johnny	999.50	415-555-8900	300 Main St, Bayshore
Natiello, Ernesto	080.11	415-555-9811	376 Pine St, Bayshore
Pretell Estates	407.83	415-555-2222	222 Field Ave, Middlefield
Teschner, Anton	795.95	415-555-4567	24 Lisa Lane, Bayshore

Example 31: Customer Contact List

Vendor Phone List	
Vendor	Phone
C.U. Electric	415-555-0797
Great Statewide Bank	415-555-2400
Hamlin Metal	415-555-8965
Kershaw Computer Services	415-555-1515
Lew Plumbing	415-555-5483
Middlefield Drywall	415-555-0046
Reyes Properties	415-555-7900
Timberloft Lumber	415-555-1490
Wheeler's Tile Etc.	415-555-9977

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?

Item	Type	On Hand	Price	Cost
Framing	Service	0	55.00	0
Installation	Service	0	35.00	0
Cabinets	Inventory Part	-37	0.00	0.00
Hardware	Inventory Part	-3	30.00	27.00
Counter	Non-inventory	0	1,899.98	1,750.00
Lumber:Decking	Non-inventory	0	220.00	0.00
Finance Chg	Other Charge	0	10.0%	0
San Domingo	Sales Tax Item	0	7.5%	0

Example 33: Item Listing

Item	Purchase Date	Purchase Description	Cost
Computer	03/31/2001	N600c Laptop	2,000.00
Desks & Chairs	03/31/2003	2 Desks and Chairs	1,000.00
Tow Truck	04/01/2003	Red with white pin...	10,000.00
Inter. Tow Truck	11/14/1992	Tow Truck	5,000.00

Example 34: Fixed Asset Listing

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?
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?