

## List of QuickBooks Premier Retail Edition 2005 Reports



**QuickBooks: Premier Retail Edition 2005** is designed specifically to help you manage your retail business more effectively. Use it alone, or pair it with QuickBooks Point of Sale software (sold separately) to transfer sales, inventory and customer information to your books in one quick step. It comes with 144 standard reports with the flexibility for you to customize & build your own reports. You can even export your data to Microsoft® Excel to conduct your own specific financial analyses.

### Key features and benefits include:

- **Track expenses just by paying your bills.** Track bills and get reminders when they're due. View bills and create checks in one click and track your expenses automatically.
- **Create invoices and track sales tax.** Create invoices instantly. Calculate sales taxes automatically.
- **Locate customer and vendor records instantly.** Save time and give your customers excellent service.
- **Get key facts, forms and resources, all in one place.** New Business Checklist offers valuable links and tips.
- **Get the accounts and features you need.** Answer easy questions about your business. QuickBooks sets up your company file with the accounts you need.
- **Customize 100+ pre-designed forms to create a unique look.**
- **Exchange data with Microsoft® Excel** and more than 325 other software applications.
- **Track employee time and job costs.** Create reports comparing estimated costs to actuals.
- **Forecast income and expenses** automatically from your actual financial data.
- **Set "per item" price levels** to set exact prices for each item in your inventory.
- **Turn an estimate or sales order** into a purchase order without re-entering data.
- **Create a professional business plan** painlessly for loan applications or yearly planning.
- **Track inventory components and assemblies** automatically and get reorder reminders.
- **Work from another location with Remote Access.**
- **Allow simultaneous access** for up to 5 employees at one time.
- **Track daily sales easily** by day, week or any time period with the Sales Summary Form.
- **Calculate sales tax liability automatically** based on your tax rate and sales information.
- **Run 10 retail-specific reports** to help keep you on top of every area of your business.
- **Track Work Orders** and see complete service work histories at a glance.
- **See snapshots of any customer or vendor** and recent account activity in one screen.
- **See an expert analysis of your retail business.** See where you stand in any of 25 retail segments, and get expert suggestions for improvement.
- **Get retail-specific accounting tips** from industry financial experts.
- **Transfer sales data, including customers, instantly, from QuickBooks Point of Sale.**

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## Retail Edition (10 Additional Reports)

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

### Profit & Loss Monthly Comparison

	Nov 31, 07	Dec 31, 07	\$ Chg	% Chg
Income				
Sales	48,228.55	63,234.78	15,006.23	31.1%
Total Income	48,228.55	63,234.78	15,006.23	31.1%
COGS				
COGS	26,525.70	33,514.43	6,988.73	26.3%
Total COGS	26,525.70	33,514.43	6,988.73	26.3%
Gross Profit	21,702.85	29,720.35	8,017.50	36.9%
Expense				
Payroll	18,326.85	25,293.91	6,967.06	38.0%
Total Expense	18,326.85	25,293.91	6,967.06	38.0%
Net Income	3,376.00	4,426.43	1,050.44	31.1%

Example A: Profit & Loss Monthly Comparison

### Monthly Sales by Customer

	Jan 07	Feb 07	Mar 07	TOTAL
Chidester, Jim	45.00	1,564.00	1,684.00	3,293.00
Lamb, Brad	369.00	687.00	98.00	1,154.00
Lee, Laurel	357.00	0.00	346.00	703.00
Lucchini, Bill	400.00	0.00	314.00	714.00
Nguyen, Tuan	584.00	786.00	0.00	1,370.00
Rice, Linda	2,897.00	1,305.00	489.00	4,691.00
TOTAL	4,652.00	4,342.00	2,931.00	11,925.00

Example B: 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

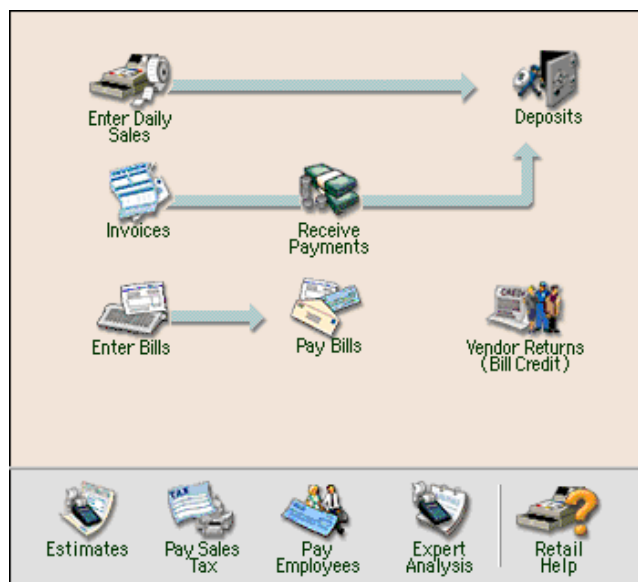
Report Name	What It Answers
Customer Payments by Payment Item	What methods are my customers using to provide payment? What are the monthly payments trends from the past year?
Estimates by Customer	What outstanding estimates does my company have for each customer?

## 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?

Vendor Returns Summary	
	Jan 19, 07
Carr Computers	321
Duncan Distributors	189
Karpas Games	1,756.00
Mullen Merchandise	654
Pace Electronics	135
Sierra Software	0
	<u>3,055.00</u>

Example C: Vendor Returns Summary



Example D: Retail Navigator

## Company & Financial Reports

Find out how well your company is doing financially.

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

Example 1: Profit & Loss Standard

Income by Customer Summary	
Abercrombie, Kristy	
Family Room	881.19
Total Abercrombie, Kristy	881.19
Ecker Designs	
Office Repairs	1,219.69
Total Ecker Designs	1,219.69
Jacobsen, Doug	
Poolhouse	5,944.42
Total Jacobsen, Doug	5,944.42

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?
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?

<b>Balance Sheet</b>	
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>1,555.00</u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>1,555.00</u>
Total Equity	<u>1,555.00</u>
TOTAL LIABILITIES & EQUITY	<u>1,555.00</u>

Example 3: Balance Sheet Standard

<b>Statement of Cash Flows</b>	
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>-635.80</u>

Example 4: Statement of Cash Flows

## Customers & Receivables Reports

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

A/R Aging Summary				
	Current	1 - 30	> 30	TOTAL
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
<b>TOTAL</b>	<b>499.90</b>	<b>-361.00</b>	<b>1,690.00</b>	<b>1,828.90</b>

Example 4: A/R Aging Summary

Customer Balance 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

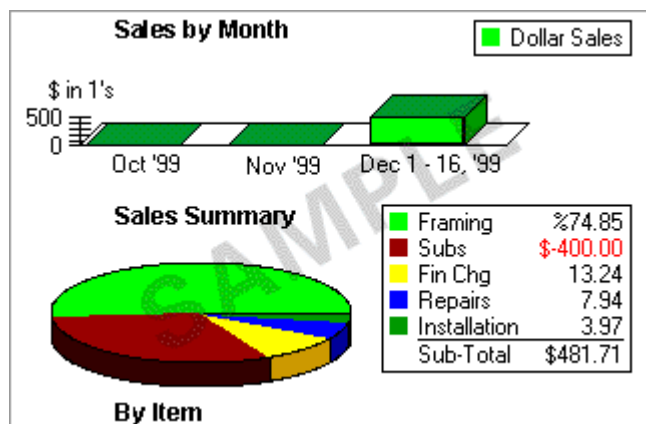
Report Name	What It Answers
Customer Balance Summary	How much does each customer owe?
Customer Balance Detail	What payments and invoices make up each customer's current balance?
Unbilled Cost by Job	What job-related expenses haven't been charged to customers?
Transaction List by Customer	What transactions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

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?

### 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 Profitability Summary			
	Act. Cost	Act. Revenue	(\$ ) Diff.
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	2,505.80	5,998.00	3,492.20
Total Kitchen	6,390.80	10,173.50	3,782.70
Total Cook, Brian	22,376.69	25,481.50	3,104.81
TOTAL	22,376.69	25,481.50	3,104.81

Example 9: Job Profitability Summary

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

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		
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>

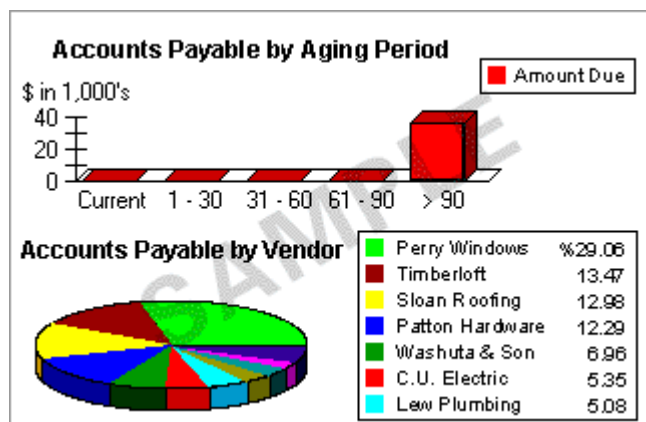
Example 11: Time by Job Summary

Mileage by Job Summary		
	Miles	Billable Amount
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

## Vendors & Payables Reports

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



Example 13: A/P Graph

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

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	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 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

## Purchase Reports

Find information about purchases and open purchase orders.

Purchases by Vendor Detail				
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

Open Purchase Orders			
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
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 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.

Inventory Valuation Summary							
	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	-50		-1,500	100 %		-2,037	100.0 %
TOTAL	-50		-1,500	100 %		-2,037	100.0 %

Example 19: Inventory Valuation Summary

Physical Inventory Worksheet				
	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 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?

## Employees & Payroll Reports

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

Payroll Summary			
Dan T. Miller			
Employee Wages	Hours	Rate	Jan '00
Gross Pay			
Salary	88		3,192.30
Total Gross Pay			3,192.30
Taxes Withheld			
Federal Withholding			-155.00
Medicare Employee			-46.29
Social Security Employee			-197.92
CA - Withholding			-46.27
Total Taxes Withheld			-445.48
Net Pay			2,746.82
Employer Taxes and Contributions			
Medicare Company			46.29
Social Security Company			197.92
Total Employer Taxes and Contributions			244.21

Example 21: Payroll Summary

Employee State Taxes Detail				
SSN/Tax ID	Payroll Item	Inc Sub To Tax	Wage Base	Amount
Dan T. Miller				
333-44-5555	CA Withholding	1,596.15	1,596.15	-21.29
Total Dan T. Miller		1,596.15	1,596.15	-21.29
Elizabeth N. Mason				
569-87-1234	CA Withholding	538.44	538.44	-3.47
Total Elizabeth N. Mason		538.44	538.44	-3.47
Gregg O. Schneider				
444-55-6666	CA Withholding	1,323.94	1,323.94	-46.74
Total Gregg O. Schneider		1,323.94	1,323.94	-46.74
TOTAL		3,458.53	3,458.53	-71.50

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?

**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**

Employee	Sick Available	Sick Used	Vac. Available	Vac. Used
Jenny Miller	40:00	24:00	46:00	36:00
John Donovan	0:00	0:00	6:45	0:00
Shane Hamby	0:00	40:00	33:45	22:00

Example 23: Paid Time Off List

**Payroll Liability Balances**

Payroll Liabilities	
Federal Withholding	4,537.00
Medicare Employee	547.85
Social Security Employee	2,404.52
Federal Unemployment	19.14
Medicare Company	547.86
Social Security Company	2,404.51
CA - Withholding	0.00
CA - Disability Employee	0.00
CA - Unemployment Company	0.00
CA - Employee Training Tax	0.00
Health Insurance	125.00
Total Payroll Liabilities	<u>10,585.88</u>

Example 24: Payroll Liability Balances



## 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	-3,500.00
TOTAL			-3,500.00

Example 25: Deposit Detail

Reconciliation Discrepancy			
Last Changed	Reconciled Amount	Type of Change	Effect of Change
31 Mar 2002			
25 Jun 2002	-14.23	Amount changed	-1.59
2 Jun 2002	-245.00	Amount changed	12.00
TOTAL			10.41
31 May 2002			
2 Jun 2002	-19.78	Deleted	19.78
14 Jun 2002	-45.25	Amount Changed	-22.68
23 Jun 2002	-22.55	Uncleared	22.55
1 Jul 2002	305.00	Amount changed	45.00
TOTAL			64.65

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.

General Ledger			
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

Income Tax Summary	
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?
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 History	What is the detailed history of voided and deleted transactions?
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				
	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

Forecast Overview		
	Jan '00	Feb '00
Ordinary Income/Expense		
Income		
Labor	8,500.00	10,000.00
Construction	1,200.00	900.00
Total Income	9,700.00	10,900.00
Gross Profit	9,700.00	10,900.00
Expense		
Fuel	100.00	120.00
Insurance	50.00	50.00
Total Expense	150.00	170.00
Net Ordinary Income	9,550.00	10,730.00
Net Income	9,550.00	10,730.00

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?
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				
	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 31: Customer Contact List

Forecast Overview		
	Jan '00	Feb '00
Ordinary Income/Expense		
Income		
Labor	8,500.00	10,000.00
Construction	1,200.00	900.00
Total Income	9,700.00	10,900.00
Gross Profit	9,700.00	10,900.00
Expense		
Fuel	100.00	120.00
Insurance	50.00	50.00
Total Expense	150.00	170.00
Net Ordinary Income	9,550.00	10,730.00
Net Income	9,550.00	10,730.00

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?
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				
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

Fixed Asset 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