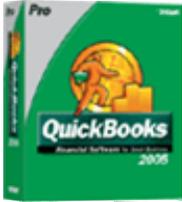


Complete List of QuickBooks Pro 2005 Reports



QuickBooks: Pro 2005 has the tools you need to manage your business finances faster with the flexibility to customize it to your individual business needs. It comes with 129 standard reports and the ability for you to customize and 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.

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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? |
| 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? |

| Balance Sheet | |
|----------------------------|-----------------|
| ASSETS | |
| Current Assets | |
| Accounts Receivable | |
| Accounts Receivable | 1,555.00 |
| 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 | 1,555.00 |
| Total Equity | <u>1,555.00</u> |
| TOTAL LIABILITIES & EQUITY | <u>1,555.00</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 | -112.80 |
| Net cash provided by Operating Activities | <u>-135.80</u> |
| 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

Customers & Receivables Reports

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

| A/R Aging Summary | | | | |
|--------------------------|----------------|----------------|-----------------|-----------------|
| | <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 | <u>499.90</u> | <u>-361.00</u> | <u>1,690.00</u> | <u>1,828.90</u> |

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

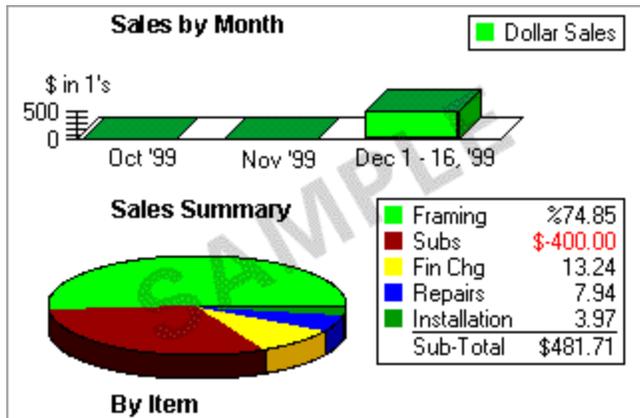
| Report Name | What It Answers |
|------------------------------|---|
| Customer Balance Summary | How much does each customer owe? |
| Customer Balance Detail | What payments and invoices make up each customer's current balance? |
| Unbilled Cost by Job | What job-related expenses haven't been charged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

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.

| | <u>Act. Cost</u> | <u>Act. Revenue</u> | <u>(\$)</u> 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 | <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

| | <u>Est. Cost</u> | <u>Act. Cost</u> | <u>(\$)</u> Diff. | <u>Est. Rev</u> | <u>Act. Rev</u> | <u>(\$)</u> Diff. |
|--------------|------------------|------------------|-------------------|------------------|-----------------|-------------------|
| 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 EckerD | <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 |
|-------------------------------------|--|
| 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? |

| | | |
|------------------------------------|--------------|---------------|
| 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> |

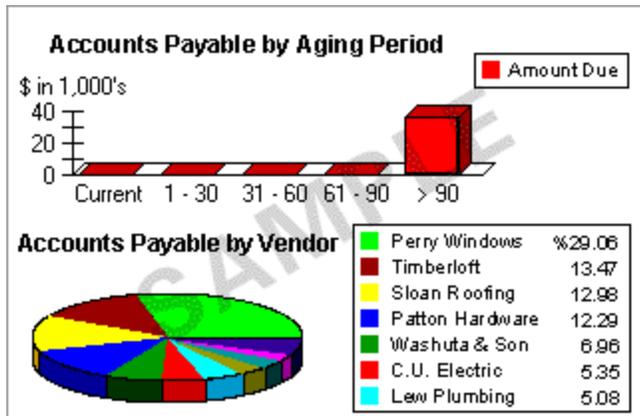
Example 11: Time by Job Summary

| | <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

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 |
| TOTAL | <u>4,325.00</u> |

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

Purchases

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 |
|-------------|--|
| 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

Find information about inventory value, stock status, and pending builds, including a worksheet for checking your physical 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 | Patton Hardware | 37 | _____ |
| | Light Pine | Patton Hardware | 1 | _____ |
| | Cabinets | Thomas Kitchen | 17 | _____ |
| Cabinets - End | | | | |
| Hardware | | | | |
| | Doorknobs Std | 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 | | | |
| | Hours | Rate | Jan '00 |
| Employee Wages | | | |
| 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? |

| <u>Employee</u> | <u>Sick Available</u> | <u>Sick Used</u> | <u>Vac. Available</u> | <u>Vac. Used</u> |
|-----------------|-----------------------|------------------|-----------------------|------------------|
| 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 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 | <u>-3,500.00</u> |
| 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 | | | <u>10.41</u> |
| 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 | | | <u>64.65</u> |

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? |
| 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

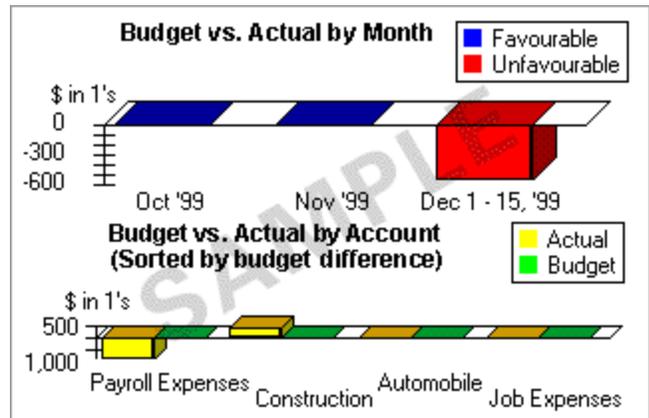
| Report Name | What It Answers |
|------------------------|---|
| Income Tax Preparation | What tax line is assigned to each account in my chart of accounts? |
| Income Tax Summary | Based on tax line assignments, what amounts does my company need to report on its income tax forms? |
| Income Tax Detail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

Budgets 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 | 13,821.25 | 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 |
|----------------------------------|---|
| 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? |

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 | 13,821.25 | 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 | 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