

## **Board Services Financial Reporting Package QuickBooks Instructions**

### **Income Statement:**

1. Go to Reports → Company and Financials → Profit and Loss Standard.
2. Once report is open, go to Modify Report (upper left hand button)
  - a. Alter Report Date – Start on 1<sup>st</sup> day of month, end on last day of month (i.e. if this is Sept. meeting, date should be August 1-31)
  - b. Columns – Add sub-columns for Previous Period, Previous Year. Check to show % change under Previous Year. Check box by % of Income.
3. Memorize this report. Select a title to automatically bring up this same report each period.
4. Export to Excel. Move % of Income column from the end to the 2<sup>nd</sup> column, next to the Current Period.

*Note: Always use full month for comparison data.*

### **Balance Sheet (Beginning and Ending):**

1. Go to Reports → Company and Financials → Balance Sheet Standard
2. Once report is open, go to Modify Report
  - a. Alter Report Date –from last day of two months prior to last day of prior month (i.e. if this is September's meeting, the date should be from July 31 to August 31)
  - b. Column – Add sub-column for Previous Period.
3. Memorize this report. Select a title to automatically bring up this same report each period.

### **Cash Flow Statement:**

1. Go to Reports → Company and Financials → Statement of Cash Flows
2. Alter Report Date – Start on 1<sup>st</sup> day of month, end on last day of month (i.e. if this is Sept. meeting, date should be August 1-31)
3. Memorize this report. Select a title to automatically bring up this same report each period.

*Note: Always use full month for comparison data.*

### **AR Aging Summary:**

1. Go to Reports → Customers & Receivables → A/R Aging Summary
2. Alter Report Date – Use last day of the month (i.e. if this is Sept. meeting, date should be August 31)
3. Memorize this report. Select a title to automatically bring up this same report each period.

### **AP Aging Summary:**

1. Go to Reports → Vendors & Payables → A/P Aging Summary
2. Alter Report Date – Use last day of the month (i.e. if this is Sept. meeting, date should be August 31)
3. Memorize this report. Select a title to automatically bring up this same report each period.

### **Income & Expense Graph:**

1. Go to Reports → Company & Financials → Income & Expense Graph
2. Alter Date – Use Year-to-date.