

Section: Reports
Lesson: Report Center and Menu

THIS SECTION: REPORTS

THIS LESSON...


REPORT CENTER REPORT MENU



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Using QuickBooks™

- ~ Up till nowō Recording Transactions
- ~ This sectionō Producing Reports
- ~ QB is VERY POWERFUL program
- ~ Most users do not use most of its tools
- ~ AT LEAST use the basic reports
- ~ Use it for more than just printing checks




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Using QuickBooks™

- ~ LOTS and LOTS of reports
- ~ Understanding what's available takes time to just look through them

Going to focus on TWO componentsō

1. CONTENT of reports
2. FORMAT of reports




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Content


- ~ Understand how Reports are organized in QB
- ~ What information they contain
- ~ Where to look for specific TYPES of reports?
- ~ Find a couple of KEY reports and start from there



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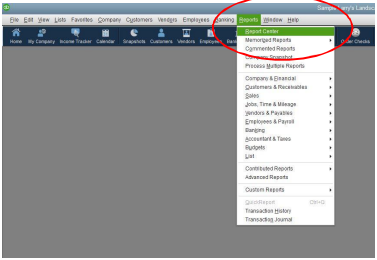
Format

- ~ Adjust a preset format
- ~ Adjust formatting
- ~ Adjust fonts or colors
- ~ Change labels



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Report Center



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Report Center

- Grid Icon
- NOT actual report data on this screen
- Standard tab

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Report Center

- Grid Icon
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- Memorized tab
- Favorites tab

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- Recent tab

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- Recent tab
- Contributed tab

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COMING UP NEXT...

Overview of QB Reports

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