



CREATING REQUIRED FINANCIAL STATEMENTS IN QUICKBOOKS ONLINE FOR MONTANA & IDAHO CDC

Quarterly Reports – Profit & Loss and Balance Sheet

Profit & Loss Report Instructions:

Example: 3rd Quarter 2016 report requested.

1. Click “Reports” from the left navigation menu.
2. Click “All Reports” from the top menu.
3. Click “Business Overview” from the All Reports options.

qb Accountant Home Customers Vendors Employees Transactions **Reports** Sales Tax

Reports Profit and Loss

\$1,280 NET INCOME | **\$9,289** INCOME | **\$8,008** EXPENSES

10 k
0 k
-10 k

Jun 14 Jul 2016 Aug 2016 Sep 1

Reports redesigned for you.
We've been working on making your reports more professional looking and easier to customize. [Learn more about what's new with reports](#)

Recommended Management Reports Frequently Run My Custom Reports **All Reports** Accountant Reports

All Reports

Business Overview
These reports show different perspectives of how your business is doing.

Manage Accounts Receivable
These reports let you see who owes you money and how much they owe you so you can get paid.

Manage Accounts Payable
These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.

Manage Employees
These reports help you manage employee activities and payroll.

Manage Products and Inventory
These reports will help you understand how much inventory you have and how much you are paying and making for each of your inventory items.

Review Sales
These reports group and total sales in different ways to help ar money.

Review Expenses and Purchases
These reports total your expenses and purchases and group th

Manage Sales Tax
These reports help you manage the sales taxes you collect and

Profit & Loss Report Instructions, Continued:

- Click "Quarterly Profit and Loss Summary" from the Business Overview options.

The screenshot shows the 'Profit and Loss' report interface. On the left, a sidebar lists various report categories. The main area displays a summary of financial data: NET INCOME of \$1,280, INCOME of \$9,289, and EXPENSES of \$8,008. A bar chart shows data for Jun 15, Jul 2016, Aug 2016, and Sep 1. Below the chart, a message states 'Reports redesigned for you.' A navigation bar includes 'Recommended', 'Management Reports', 'Frequently Run', 'My Custom Reports', 'All Reports' (selected), and 'Accountant Reports'. Under 'Business Overview', several report options are listed, with 'Quarterly Profit and Loss Summary' circled in red. Other options include 'Profit and Loss Comparison', 'Profit and Loss by Month', 'Profit and Loss % of Total Income', 'Profit and Loss YTD Comparison', and 'Balance Sheet Detail'.

- Report will appear on screen, change the dates to the period requested. Example: 3rd quarter is requested, change dates to 01/01/2016 (January) to 09/30/2016.
- Click "Run Report." The report will look like the example on the following page. Note the example company does not have activity for the 1st quarter.
- Export this report to PDF by clicking the export icon and "Export to PDF."

The screenshot shows the report configuration and output interface. At the top, there is a 'Back to report list' link and a 'Report period' section with a 'Custom' dropdown, a date range from '01/01/2016' to '09/30/2016', and a calendar icon. Below this, there are sections for 'Display columns by' (set to 'Quarters'), 'Show non-zero or active only' (set to 'Active rows/active column'), 'Period to compare' (set to 'Select period'), and 'Accounting method' (with 'Cash' and 'Accrual' radio buttons, 'Accrual' selected). A 'Run report' button is visible. The main content area shows the report title 'Craig's Design and Landscaping Services' and 'QUARTERLY PROFIT AND LOSS SUMMARY' for 'January - September, 2016'. In the top right corner, there is an export icon (a document with a downward arrow) circled in red, which has opened a dropdown menu with 'Export to Excel' and 'Export to PDF' options, both of which are also circled in red.

Profit & Loss Report Instructions, Continued:

8. Email this document to myfinancials@mtcdc.org.

This is how the report should appear on your screen before exporting to PDF:

[Back to report list](#)
Report period
 Custom to

Display columns by
Show non-zero or active only
Period to compare
Accounting method Cash Accrual

[Collapse](#) [Sort](#) [Add notes](#) [Edit header](#)

Craig's Design and Landscaping Services

QUARTERLY PROFIT AND LOSS SUMMARY

January - September, 2016

	JAN - MAR, 2016	APR - JUN, 2016	JUL - SEP, 2016	TOTAL
INCOME				
Design income			2,250.00	\$2,250.00
Discounts given			-89.50	\$ -89.50
Landscaping Services		280.00	1,197.50	\$1,477.50
Job Materials				\$0.00
Fountains and Garden Lighting		323.00	1,923.50	\$2,246.50
Plants and Soil		131.25	2,220.72	\$2,351.97
Sprinklers and Drip Systems		108.00	30.00	\$138.00
Total Job Materials		562.25	4,174.22	\$4,736.47
Labor				\$0.00
Installation			250.00	\$250.00
Maintenance and Repair			50.00	\$50.00
Total Labor			300.00	\$300.00
Total Landscaping Services		842.25	5,671.72	\$6,513.97
Pest Control Services		70.00	40.00	\$110.00
Sales of Product Income			912.75	\$912.75
Services			503.55	\$503.55
Total Income	\$0.00	\$912.25	\$9,288.52	\$10,200.77
COST OF GOODS SOLD				
Cost of Goods Sold			405.00	\$405.00
Total Cost of Goods Sold	\$0.00	\$0.00	\$405.00	\$405.00
GROSS PROFIT	\$0.00	\$912.25	\$8,883.52	\$9,795.77
EVIDENCE				

Balance Sheet Report Instructions: Example: 3rd Quarter 2016 report requested.

1. Click "Reports" from the left navigation menu.
2. Click "Recommended" from the top menu.
3. Click "Balance Sheet" from the Recommended Reports options.

Accountant

Home Customers Vendors Employees Transactions Reports Sales Tax

Reports Profit and Loss

\$1,280 NET INCOME

\$9,289 INCOME

\$8,008 EXPENSES

10 k
0 k
-10 k

Jun 14 Jul 2016 Aug 2016 Sep 1

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Recommended Management Reports Frequently Run My Custom Reports All Reports Accountant Reports

Recommended Reports

Company Snapshot
Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.
Run

Profit and Loss
Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.
Run | Customize

Balance Sheet
Lists what you own (assets), what your debts are (liabilities), and what your company (equity).
Run | Customize

A/R Aging Summary
Shows unpaid invoices for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
Run | Customize

Expenses by Vendor Summary
This report shows your total expenses for each vendor.
Run | Customize

A/P Aging Summary
Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
Run | Customize

4. Report will appear on screen, change the dates to the period requested.
5. Example: 3rd quarter is requested, change dates to 01/01/2016 (January) to 09/30/2016.
6. Change the "Display columns by" drop down to "Quarters."
7. Click "Run Report." The report will look like the example on the following page. Note the example company does not have activity for the 1st quarter.
8. Export this report to PDF by clicking the export icon and "Export to PDF."

< Back to report list

Report period

Custom 01/01/2016 to 09/30/2016

Display columns by Show non-zero or active only Period to compare Accounting method

Quarters Active rows/active column Select period Cash Accrual Run report

Collapse Sort Add notes Edit header

Craig's Design and Landscaping Services

BALANCE SHEET

As of September 30, 2016

Export to Excel

Export to PDF

Balance Sheet Report Instructions, Continued:





1. Email this document to myfinancials@mtcdc.org.

This is how the report should appear on your screen before exporting to PDF:

[Back to report list](#)
Report period
 Custom ▾ 01/01/2016 to 09/30/2016

Display columns by **Show non-zero or active only** **Period to compare** **Accounting method**

Quarters ▾ Active rows/active column ▾ Select period ▾ Cash Accrual [Run report](#)

Collapse Sort ▾ Add notes Edit header    

Craig's Design and Landscaping Services

BALANCE SHEET

As of September 30, 2016

	JAN - MAR, 2016	APR - JUN, 2016	JUL - SEP, 2016
▼ ASSETS			
▼ Current Assets			
▼ Bank Accounts			
Checking		4,625.00	1,201.00
Savings			800.00
Total Bank Accounts	\$0.00	\$4,625.00	\$2,001.00
▼ Accounts Receivable			
Accounts Receivable (A/R)		543.00	5,281.52
Total Accounts Receivable	\$0.00	\$543.00	\$5,281.52
▼ Other current assets			
Inventory Asset			596.25
Undeposited Funds		226.75	2,062.52
Total Other current assets	\$0.00	\$226.75	\$2,658.77
Total Current Assets	\$0.00	\$5,394.75	\$9,941.29
▼ Fixed Assets			
▼ Truck			
Original Cost			13,495.00
Total Truck			13,495.00
Total Fixed Assets	\$0.00	\$0.00	\$13,495.00
TOTAL ASSETS	\$0.00	\$5,394.75	\$23,436.29
▼ LIABILITIES AND EQUITY			
▼ Liabilities			
▼ Current Liabilities			