

Reporting from QuickBooks®

Reporting from QuickBooks, versions 2002-2009

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1 Past Due Reporting Instructions

1. Locate the 'Reports' menu in QuickBooks and click on it.
2. **2008 & under - Click on 'Customers and Receivables'**
3. **2009 – locate "Invoices that haven't been Paid" & click**
4. Scroll down to 'A/R Aging Detail' and click on it. (2009 skip step)
5. Once the report opens, click on the 'Modify Report' button.
6. This will open the Modify Report window. Starting on the 'Display' tab, choose the following options;
 - Date Range: All
 - Report Basis: Accrual **(2009 skip)**
 - Columns: Place a check mark beside the following fields; (uncheck any fields already check marked that are not listed in this document)

a) Left Margin	f) Aging
b) Name Zip#	g) Date
c) Name	h) Due Date
d) ASI# (if evident)	i) Amount
e) Terms	
 - Sort By: ASI Number or 'Name'.
7. **2009 version – finished here, move to how to export report**
8. Next click on the 'Filters' tab.
9. Within in this widow you will see 2 sections: Choose Filter / Current Filter Choices
10. At the 'Choose Filter' section
11. Within the small 'Filters' window, locate the 'Accounts' field and click on it.
12. Move to the small drop down window that appears to the right, and click on 'All Accounts Receivable'. You will see a question, "Include Split Detail?" Choose 'NO' by filling the radio button to the left of NO.
13. 'Accounts' should now appear in the 'Current Filter Choice' section and its 'Set To' should read; 'All Accounts Receivable'.
14. Move back to the 'Chose Filter' section, locate the 'Name' filed within the small 'Filters' window and click on it.
15. To the right of the 'Filter' box should now be a drop window. Choose 'All Customers/Jobs'
16. 'Name' should now appear in the 'Current Filter Choices' window and its 'Set To' should read; 'All Customers/Jobs'.
17. Now, move back to the 'Choose Filter' section.
18. Locate 'Aging' in the 'Filter' window with in this section and click on it.
19. Enter '>1' in the space provided to the right. Fill the radio button to the left of the '>' and then type '1' in the text field.
20. 'Aging' should now appear in the 'Current Filter Choices' section, and its 'Set To' should read; '>1'.
21. Move back to the 'Chose Filter' section, and locate 'Paid Status' and click on it.
22. To the right of 'Paid Status' 3 radio buttons will appear. Fill by clicking on the one labeled 'Open'.
23. 'Paid Status' will now be listed in the 'Current Filter Choices' section and its 'Set To' should read; 'Open'.
24. Click on the 'OK' button within the Modify Report window. This will close the 'Modify Report' window, and refresh the report automatically. If you do not notice that the report had been 'refreshed' or changed, then click on the 'Refresh' button located at the top of the 'Report' screen. If you have come up with 0 results. Please go through these steps again.

2 Paid Reporting Instructions

1. Locate the 'Reports' menu in QuickBooks and click on it.
2. **2008 & below - Click on 'Customers and Receivables'**
3. **2009 – Click on "Customer Balance"**
4. Locate 'Transaction List by Customer' and click on it.
5. Click on the 'Modify Report' button.
6. Choose the following options within the Modify window
 - Dates: Custom; Enter the month for which you are preparing the report.
 - Columns: Place a check mark beside the following fields; (uncheck any fields already check marked that are not listed in this document)

a) Left Margin	g) Name Zip
b) Trans #	h) Name Phone#
c) Type	i) Terms
d) Date	j) Due Date
e) ASI Number (if evident)	k) Paid
f) Name	l) Amount
	m) Balance – 2009 only
 - Sort By: ASI Number or 'Name'.
7. **2009 version – finished here, move to how to export report**
8. Next click on the 'Filters' tab.
9. Within in this widow you will see 2 sections: Choose Filter / Current Filter Choices, choose 'Choose Filter'
10. Locate 'Date' in the 'Filter' Window within the 'Choose Filter' section.
11. Verify that the date is set to one of the report periods for which you are reporting; if the date is not currently set, do so now.
12. The 'Date' should now appear in the 'Current Filter Choice' section and its 'Set To' should read 'Custom'.
13. Now, move back to the 'Choose Filter' section.
14. Locate the 'Name' filed within the 'Filters' window and click on it.
15. To the right of the 'Filter' box should now be a drop window. With in that window, choose 'All Customers/Jobs'
16. 'Name' should now appear in the 'Current Filter Choices' window and its 'Set To' should read; 'All Customers/Jobs'.
17. Now, move back to the 'Choose Filter' section.
18. Locate 'Transaction Type' in the 'Filter' window with in this section and click on it.
19. Move to the 'Transaction Type' drop down window to the right of the window labeled 'Filter' within the 'Choose Filter' section and click on 'Selected Transaction Types', another window will appear on top of the current window.
20. Within this window, put check marks beside the following: Invoice / Sales Receipt / Payment
21. Once these 3 options are checked, click 'OK' at this small window. You will then be back at the 'Filter' tab within the Modify Report window.
22. 'Transaction Type' should now be listed in the 'Current Filter Choices' section and its 'Set To' should read; 'Invoice, Sales Receipt and Payment'.
23. Next, move back to the 'Choose Filter' section
24. Within the 'Filters' window, scroll down until you have found 'Detail Level' and click on it.
25. To the right, you will see 3 radio buttons. Click to fill the one labeled 'Summary Only'.
26. 'Detail Level' should now appear in the 'Current Filter Choices' section and its 'Set To' should read; 'Summary Only'.
27. Now move over to the 'Choose Filter' section, and scroll down until you have found 'Paid Status and click on it.
28. To the right of 'Paid Status' 3 radio buttons will appear. Fill by clicking on the one labeled 'Closed'.
29. 'Paid Status' will now be listed in the 'Current Filter Choices' section and its 'Set To' should read; 'Closed'.
30. Click on the 'OK' button within the Modify Report window. This will close the 'Modify Report' window, and refresh the report automatically. If you do not notice that the report had been 'refreshed' or changed, then click on the 'Refresh' button located at the top of the 'Report' screen. If you have come up with 0 results. Please go through these steps again.

3 Creating Excel File for ASI

In order for ASI to be able to use the data drawn from your report, it is needed as an Excel file. Please follow the steps below on how to export this file into an Excel spreadsheet.

1. **For 2009**
 - a. With the report open, click “Print”
 - b. choose “File”
 - c. choose “csv” as file type
 - d. click “print”
2. **For 2008 & Below**
 - a. While in the ‘Report’ window, locate the ‘Excel’ button and click on it.
 - b. An ‘Export report to Excel’ window will appear on top of the ‘Report’ window. You will see 2 radio buttons, select the ‘send report to NEW excel spreadsheet’ option by filling the circle and then click ‘OK’
 - c. This will prepare the report and open it in excel.
 - d. From excel, locate the ‘File menu option, and click on it.
 - e. Locate ‘Save As’ within the ‘File Menu’ and click on it.
 - f. This will bring up a ‘Save As’ window asking for a save location and a file name. Save this file to your Desktop by clicking on the ‘Save In’ drop window, and clicking on ‘Desktop’.
 - g. Then type in your “COMPANY NAME” in the ‘File Name’ box. Ex; ‘ABCPROMOMPD.xls’
 - h. Click on the ‘Save’ button.

4 Saving or “Memorizing” this Report

1. **For 2009**
 - a. Click “save layout”
2. **For 2008 & Below**
 - a. After the report is made, click on the “Memorize” button in the Report window.
 - b. It will ask for a name. Call this report ‘ASI PAST-DUE’ or ‘ASI PAID’ then click on ‘Ok’.
 - c. To retrieve later, click on the menu ‘Reports’ and click on ‘Memorized’.
 - d. Choose the report from the menu.