

QuickBooks Desktop Reports: How To Find and Create Common Reports



One of the biggest benefits to using QuickBooks Desktop applications is its robust reporting capability.

This is an area where QuickBooks Desktop applications shine, with numerous reporting options available in all three product editions; QuickBooks Pro, QuickBooks Premier, and QuickBooks Enterprise.

Though reporting options increase with the more powerful editions, even QuickBooks Desktop Pro users should be pleased with the selection of reports available to them and the greater flexibility when compared to QuickBooks Online.

In addition, all reports offer complete customization, along with the option to export any report to Microsoft Excel for further customization if desired.

QuickBooks Desktop Pro reports are categorized into the following groups, with additional reporting options available in QuickBooks Desktop Premier and Enterprise editions.

Report Group	Reports Available
Company & Financial Reports	Profit and Loss (standard), Profit & Loss (detail), Profit & Loss (YTD comparison), Income by Customer, Expense by Customer, Balance Sheet (standard), Balance Sheet (detail), Cash Flow, Cash Flow Forecast + 10 additional reports
Customers & Receivables Reports	A/R Aging Summary, A/R Aging (detail), Accounts Receivable Graph, Collections Report, Average Days to Pay Customer Summary, Customer Balance Summary, Customer Balance (detail), Unbilled Costs by Job, Customer Contact List + 5 additional reports
Sales Reports	Sales Orders by Customer, Pending Sales, Sales Graph, Sales by Item Summary, Sales by Item (detail), Sales by Rep + 3 additional reports
Jobs, Time, & Mileage Reports	Job Profitability Summary, Profit & Loss by Job, Item Profitability, Job Estimates vs. Actuals, Job Progress Invoices vs. Estimates, Open Purchase Orders by Job, Time by Job Summary, Time by Item, Mileage by Vehicle Summary + 10 additional reports
Vendors & Payables Reports	A/P Aging Summary, Accounts Payable Graph, Vendor Balance Detail, Vendor Balance Summary, Transaction List by Vendor, 1099 Summary, Sales Tax Liability, Vendor Contact List + 5 additional reports
Purchases Reports	Purchases by Vendor, Purchases by Item (detail), Open Purchase Orders by Job + 4 additional reports

Inventory Reports	Inventory Valuation Summary, Inventory Stock Status by Item, Physical Inventory Worksheet + 3 additional reports
Employees & Payroll Reports (for payroll subscribers)	Payroll Summary, Payroll Detail Review, Payroll Liability Balances, Employee Earnings Summary, Employee Contact List, Employee Withholding + 13 additional reports
Banking Reports	Deposit Detail, Missing Checks, Previous Reconciliations + 2 additional reports
Accountant & Taxes Reports	Trial Balance, General Ledger, Audit Trail, Voided/Deleted Transactions, Transactions List by Date, Fixed Asset Listing, Income Tax Summary + 6 additional reports
Budgets Reports	Budget Overview, Profit & Loss Budget Performance + 2 additional reports
List Reports	Customer Phone List, Vendor Contact List, Account Listing, Item Price List, Terms Listing, Memorized Transaction Listing + 10 additional reports

Depending on your type of business, there are some reports that may be more essential than others.

For example, if you sell products, you'll want good inventory reporting. If you use contractors, you'll also need to print and file 1099s at year end.

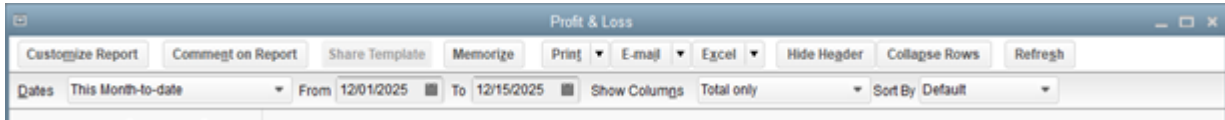
And if you use QuickBooks Payroll to pay your employees, you'll need to print common tax forms such as Federal Form 941.

We'll give you some pointers for running these and other reports, including explaining customization options available in each report.

We'll also provide you with step-by-step instructions on how to print payroll reports (if you're a payroll subscriber) and how to set a report schedule for reports that need to be printed regularly.

Report customization options

All QuickBooks reports offer the following reporting options, which can be found at the top of the report screen.



Report options found at the top of each report

- **Customize Report:** This option allows you to choose various report filters, add or change a header or footer, and change fonts. You can also choose report date ranges, select the report basis (cash or accrual), and choose which columns or rows you wish to display. There is also an option to add sub-columns if you desire.
- **Comment on Report:** This is a great feature that allows you to put a personal note on any report, great when distributing select reports to others.
- **Memorize:** You can memorize any report using the Memorize option, which also allows you to share the template with others. Once a report is memorized, it can be scheduled to run at a future date, which we'll discuss later in this article.
- **Print, E-Mail, and Excel:** You have the option to print any report, email the report to recipients, or export the report to Excel for further customization if desired.

Basic report parameters can usually be set directly from this page without the need to access the Customize tab.

Common QuickBooks Desktop Reports

Though reporting requirements vary, most businesses will find the following reports useful.

Financial Statements

Financial statements are vital for any business. They provide owners and managers with detailed information on the financial health of their business, from

managing expenses to monitoring cash flow.

The most common financial statements, such as Profit & Loss, Income & Expense Statements, Balance Sheet and Cash Flow Statements are all found under the **Company & Financial** option on the standard report menu.

You can use the **Customize** option explained above to create a custom report or by using the standard filters available with any report.

Additional financial statements and other accounting reports can be found under the **Accountant & Taxes** option on the reports menu, including a Trial Balance, Journal Entry report, a Transactions report, and an Audit Trail report, which lets you know exactly who has accessed the application, and if they've made any changes.

Journal Entry reports

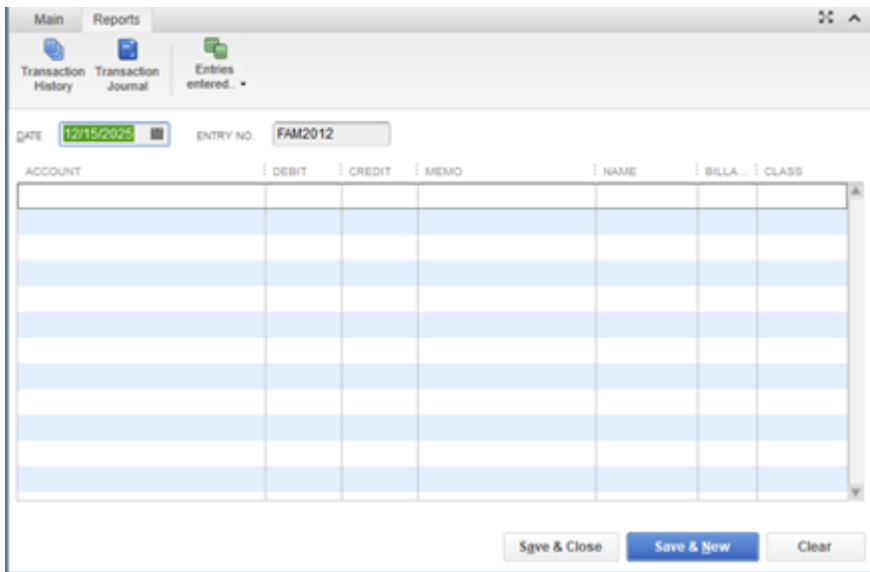
Though the need to make journal entries is infrequent in QuickBooks Desktop, there are still some occasions when making a journal entry is a necessity.

The **Make General Journal Entries** option is available under the **Company** option located at the top of the screen.

The General Journal Entry screen.

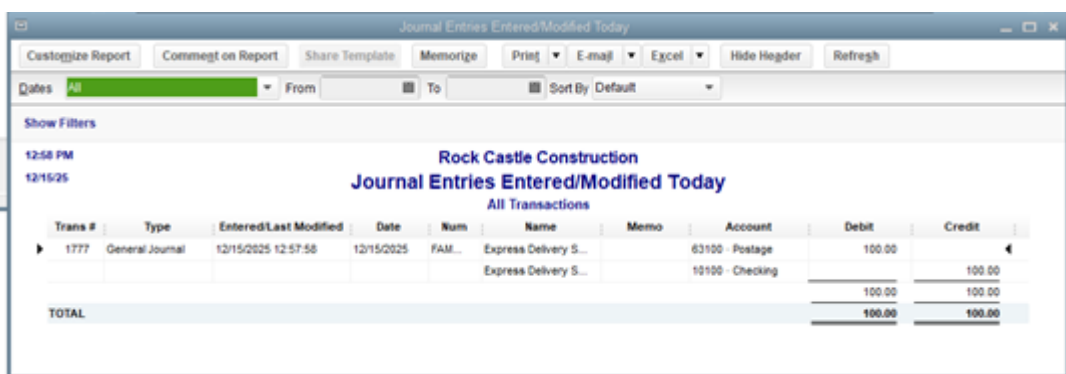
Bank charges, depreciation, and manual checks are items that usually require a journal entry. Once a journal entry has been made, you can choose to print a journal report for the entries for backup.

To run a report for the journal entry entered above, click on **Reports**, and then **Entries Entered**.



The reports options in the General Journal Entry feature.

The report will display any journal entries made on that particular day.



Trans #	Type	Entered/Last Modified	Date	Num	Name	Memo	Account	Debit	Credit
▶ 1777	General Journal	12/15/2025 12:57:58	12/15/2025	FAM...	Express Delivery S...		63100 - Postage	100.00	
					Express Delivery S...		10100 - Checking		100.00
								100.00	100.00
TOTAL								100.00	100.00

Journal entry report.

Reconciliation report

The reconciliation report is the final step in the bank reconciliation process and can be printed in either a summary or detail version.

Rock Castle Construction	
Reconciliation Summary	
10100 - Checking, Period Ending 11/30/2025	
Nov 30, 25	
Beginning Balance	71,452.58
▼ Cleared Transactions	
Checks and Payments - 1 Item	-252.58
Total Cleared Transactions	-252.58
Cleared Balance	71,200.00
▼ Uncleared Transactions	
Checks and Payments - 16 Items	-19,946.09
Deposits and Credits - 1 Item	4,135.50
Total Uncleared Transactions	-15,811.19
Register Balance as of 11/30/2025	56,388.81
▼ New Transactions	
Checks and Payments - 52 Items	-77,110.74
Deposits and Credits - 11 Items	68,338.45
Total New Transactions	-8,772.29
Ending Balance	46,616.52

The Reconciliation Report which is printed after reconciling your bank account.

The reconciliation report provides a detail of your account beginning balance, cleared transactions, new transactions, and outstanding items such as checks that haven't cleared.

If necessary, you can also print a previous reconciliation report, which is found under the **Banking** option on the **Reports** screen, by simply choosing the accounting period you wish to print a reconciliation report for.

Select Previous Reconciliation Report

Account: 10100 - Checking

Type of Report:

- Summary
- Detail
- Both

In this report, include:

- Transactions cleared at the time of reconciliation. (Report is displayed as a PDF file)
- Transactions cleared plus any changes made to those transactions since the reconciliation

Display Cancel

The Previous Reconciliation Report screen.

From this screen, you'll be able to choose the account you wish to run the reconciliation report for, as well as the type of report and what transactions you wish to include.

Every QuickBooks Desktop report offers customize, comment, memorize, print,

email, and export options. These options can be found at the top of the report screen.

Transaction reports by account

One of the best ways to review your account balances is to run a transaction report by account. This report is particularly helpful if you spot any ending balances that seem to be too high or too low.

For example, if I thought my job materials expense account balance was too high, I can navigate to the **Accountant & Taxes** option in the reports screen to run a **Transaction Detail by Account** report that will allow me to review all expenses for the period.

The screenshot displays a software interface for a 'Transaction Detail by Account' report. The title is 'Rock Castle Construction Transaction Detail by Account December 1 - 15, 2025'. The report is for account '54300 - Job Materials'. The data is presented in a table with columns for Type, Date, Num, Name, Memo, Class, Clr, Split, Amount, and Balance. The transactions are listed from 12/01/2025 to 12/15/2025. The total amount for the period is 9,045.86, and the ending balance is also 9,045.86.

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
54300 - Job Materials									
BE	12/01/2025		Robson, Darci Rob...	Rough lumber	New Co...		20000 - Acco...	45.50	45.50
BE	12/01/2025		Robson, Darci Rob...	Trim lumber	New Co...		20000 - Acco...	35.00	80.50
BE	12/01/2025		Robson, Darci Rob...		New Co...		20000 - Acco...	740.29	820.79
BE	12/01/2025		Robson, Darci Rob...	Rough lumber	New Co...		20000 - Acco...	455.00	1,275.79
BE	12/01/2025		Robson, Darci Rob...	Trim lumber	New Co...		20000 - Acco...	350.00	1,625.79
BE	12/01/2025		Robson, Darci Rob...	Rough lumber	New Co...		20000 - Acco...	273.00	1,898.79
BE	12/01/2025		Robson, Darci Rob...	Trim lumber	New Co...		20000 - Acco...	280.00	2,178.79
BE	12/01/2025		Robson, Darci Rob...		New Co...		20000 - Acco...	1,476.23	3,655.02
BE	12/01/2025		Robson, Darci Rob...	Rough lumber	New Co...		20000 - Acco...	548.00	4,203.02
BE	12/01/2025		Robson, Darci Rob...	Trim lumber	New Co...		20000 - Acco...	350.00	4,553.02
BE	12/01/2025		Robson, Darci Rob...		New Co...		20000 - Acco...	696.52	5,247.54
BE	12/01/2025		Robson, Darci Rob...	Rough lumber	New Co...		20000 - Acco...	910.00	6,157.54
BE	12/01/2025		Robson, Darci Rob...	Trim lumber	New Co...		20000 - Acco...	700.00	6,857.54
BE	12/01/2025		Roche, Darinud G...	Remodel	20000 - Acco...			210.00	7,067.54
BE	12/02/2025		Robson, Darci Rob...	Window	New Co...		20000 - Acco...	50.00	7,117.54
BE	12/02/2025		Keenan, Bridget S...		New Co...		20000 - Acco...	52.00	7,169.54
BE	12/06/2025		Lew Plumbing - C...	Lumber	Remodel		20000 - Acco...	115.00	7,284.54
BE	12/10/2025		Ecker Designs Off...	Rough lumber	New Co...		20000 - Acco...	300.00	7,584.54
BE	12/10/2025		Ecker Designs Off...	Trim lumber	New Co...		20000 - Acco...	95.00	7,759.54
BE	12/11/2025		Robson, Darci Rob...	Window	New Co...		20000 - Acco...	50.00	7,809.54
BE	12/11/2025		Robson, Darci Rob...	Window	New Co...		20000 - Acco...	80.00	7,889.54
BE	12/11/2025		Robson, Darci Rob...	See Attache...	New Co...		20000 - Acco...	571.32	8,460.86
BE	12/15/2025	8059	Abercrombie, Kris...	Plumbing fx...	Remodel		20000 - Acco...	585.00	9,045.86
Total 54300 - Job Materials								9,045.86	9,045.86
Total 54000 - Job Expenses								9,045.86	9,045.86
TOTAL								9,045.86	9,045.86

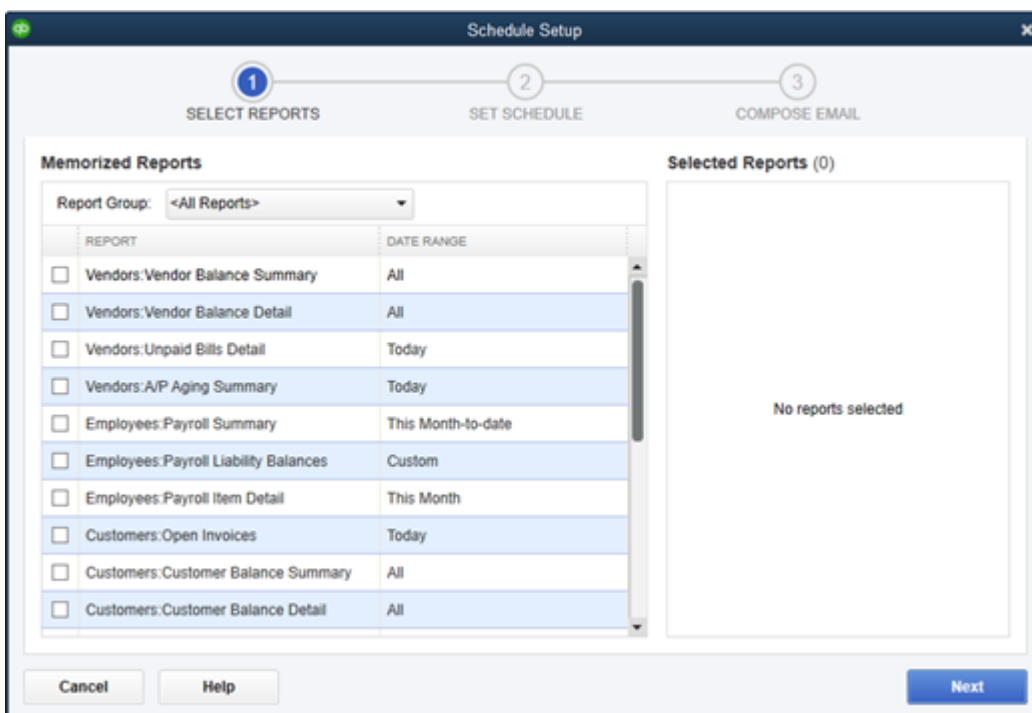
The transaction Detail by Account report displays all account activity for a defined period.

Using this report is the easiest way to spot errors or mis-postings in the account, and can be run for any period that you desire.

Scheduled reports

One of the most convenient features found in QuickBooks Desktop applications is the ability to schedule reports to run at custom chosen intervals.

To get started creating a schedule for your reports, access the **Report Schedule Setup** option found under the **Reports** option on the drop-down menu.



The Schedule Setup lets you choose the reports and set the schedule you wish.

Once you choose which reports you wish to schedule, you'll need to name the schedule and choose the frequency, with Daily, Weekly, Every Two Weeks, Monthly, and Quarterly options available.

Choose the start date and time, and then enter the emails of all report recipients. If you run and distribute reports on a regular basis, this feature will save you a lot of time.

Multi-company reporting

If you manage multiple companies, you can combine reports from multiple

company files for an overall view of company operations.

This feature is only available in QuickBooks Desktop Enterprise, and will only combine the following financial statements:

- Balance Sheet Standard
- Balance Sheet Summary
- Profit & Loss Standard
- Profit & Loss Report by Class
- Statement of Cash Flows
- Trial Balance

To combine these reports, select the **Combine Reports from Multiple Companies** option on the Reports menu in QuickBooks Enterprise.

For QuickBooks Desktop Pro and Premier users, the only option to create reports across multiple companies is to export data to Excel, where you can manually create a multi-company report.

1099 Reports

If you routinely pay contractors, you'll need to run a 1099 report. QuickBooks Desktop includes a 1099 Summary report and a 1099 Detail report.

Both reports provide you with a list of vendors, Social Security or Tax ID numbers, and the total amount paid.



1099 Detail		Vendors & Payables			
	Type	Date	Memo	Account	Paid Amt
Bowden Electric					
987-65-432					
	Bill	09/15/2012	Electrical	Subcontractors	400.00
	Bill	10/31/2012	Electrical	Subcontractors	500.00
	Bill	11/14/2012	Electrical	Subcontractors	500.00
Total Bowden Electric					1,400.00
Burt Metal					
13-2456789					
	Check	09/03/2012		Subcontractors	1,000.00
	Bill	10/15/2012	Plat Work	Subcontractors	229.00
	Bill	12/06/2012	Plat Work	Subcontractors	550.00
	Bill	12/05/2012	Plat Work	Subcontractors	400.00
Total Burt Metal					2,189.00
Hamby Heating and ...					
94-0102000					
	Bill	05/23/2012	Instal ...	Subcontractors	145.00
	Bill	05/23/2012	Instal Do...	Subcontractors	55.00
	Bill	05/23/2012	Electrical ...	Subcontractors	40.95
Total Hamby Heating ...					240.95
TOTAL					3,909.95

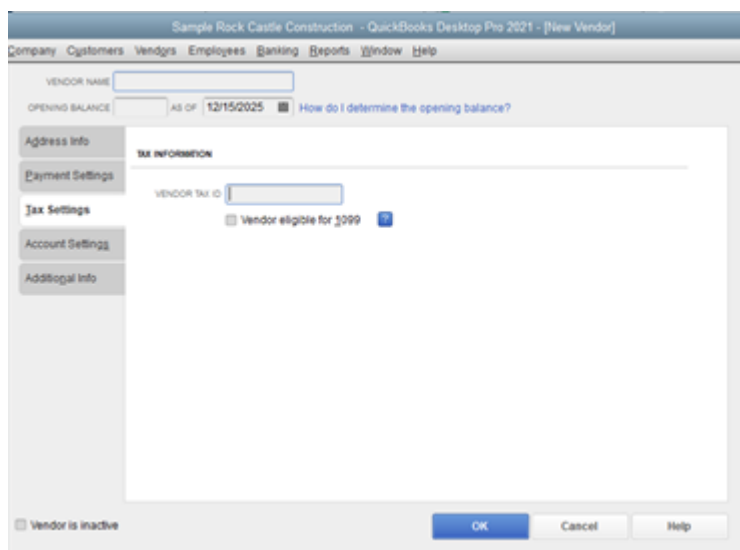
The 1099 Detail report should be run before processing 1099 forms.

In order for your report to be accurate, you must first set up any new vendor in

the Vendor Center.

Remember, any U.S. contractor that you pay more than \$600 to throughout the year will need to receive a 1099, with the information also transmitted to the IRS in a timely manner.

The IRS imposes significant penalties for companies that do not follow the proper procedure for filing 1099 information timely.

The image shows a screenshot of the QuickBooks Desktop Pro 2021 'New Vendor' window. The window title is 'Sample Rock Castle Construction - QuickBooks Desktop Pro 2021 - [New Vendor]'. The menu bar includes 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', and 'Help'. The 'Vendors' menu is active. The 'Tax Settings' tab is selected, showing a 'Vendor Tax ID' input field and a checked checkbox labeled 'Vendor eligible for 1099'. Other tabs visible include 'Address Info', 'Payment Settings', 'Account Settings', and 'Additional Info'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons, and a checkbox for 'Vendor is inactive'.

The Tax Settings screen is where you'll enter information for each 1099 eligible vendor.

To get started, just check the **Vendor eligible for 1099** box and enter the corresponding vendor Tax ID. If this information is not entered during the vendor setup process, their information will not appear on the 1099 report.

IRS Form 941

If you have employees, you will need to file IRS Form 941, Employer's Quarterly Federal Tax Return.

Form 941 is used to report employee withholding taxes, and must be filed each quarter, whether you have tax liability for the quarter or not.

Are reporting options the same in all QuickBooks Desktop editions?

No, the reporting options change with the editions:

- QuickBooks Desktop Pro: 100+ reports
- QuickBooks Desktop Premier: 150+ reports including industry-specific reports
- QuickBooks Enterprise: 200+ reports including advanced reporting options

2. Can you customize QuickBooks Desktop reports?

Yes, customized reports for any QuickBooks Desktop report can be easily created, with options available for custom date ranges, accrual or cash basis reports, and the option to choose from a variety of filters such as individual accounts.

You can also add headers or footers for any report, add or hide columns, and choose from standard or detail reports. There is also an option to export any report to Microsoft Excel if further customization is needed.

3. Can I easily share reports with others?

Yes, you can share individual reports by clicking on the Email option at the top of the report screen.

You can also share scheduled reports with select recipients by entering the recipient's email address when setting up the report schedule.

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