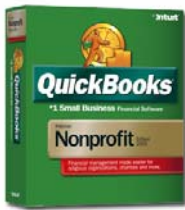


## List of QuickBooks Premier Nonprofit Edition Reports



**QuickBooks: Premier Nonprofit Edition** makes it easy to demonstrate financial accountability to your Board of Directors, so you can spend more time on your mission. It comes with 142 standard reports with the flexibility for you to customize & build your own reports. You can even export your data to Microsoft® Excel to conduct your own specific financial analyses.

**Key benefits include:**

- **Get the reports you need to satisfy your Board.** Nonprofit Edition organizes your financial information the way your Board of Directors, donors, and the IRS want to see it. Generate 8 nonprofit-specific reports with one click.
- **Automatically track your organization’s finances** with the Nonprofit Chart of Accounts as you enter donations, fund programs, and pay bills. Plus, create a budget automatically.
- **Streamline donation processing and fundraising.** Turn pledge forms into thank you letters and receipts with just a few clicks. See contact information, pledge status and contribution history for any donor at a glance in the new Customer Center.
- **Works seamlessly with Microsoft Office<sup>1</sup>,** including Word, Excel and Outlook to save time and reduce errors.
- **Finish Basic Accounting Tasks Faster.** Get direct access to bills, bank accounts, pledges, donations, vendors, and reports from the new simplified Home Page.
- **Start fast and get help when you need,** with in-product Help focused on nonprofit-specific issues, built-in tutorials, and FREE support for 30 days from registration<sup>2</sup>.
- **Guaranteed Easy – or your money back!<sup>3</sup>** See why more accountants, bookkeepers, and office managers choose QuickBooks than all other accounting software combined.

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## Nonprofit Edition (8 Additional Reports)

Customized tools for Nonprofits to help them manage their organization's finances more effectively, efficiently & easily.

Mark's Atomic Graphic Designs Biggest Donors/Grants January 1 through December 15, 2007		
	◊ Jan 1 - Dec 15, 07 ◊	◊ % of Column ◊
Jasmine Park	6,895.00	12.5%
Raj, Shoba	5,742.50	10.4%
Durbin Consulting	5,520.00	10%
Lee, Kirk	5,305.00	9.6%
Cendana, Benit	5,210.00	9.4%
Dowden, John	4,130.00	7.5%
Ruff, Bryan	4,115.00	7.5%
Hopkins Chiropractic	3,850.00	7%
Burt, Jon	2,275.00	4.1%
Bolinski, Margaret	1,762.50	3.2%

Example A: Biggest Donors / Grants Report

Mark's Atomic Graphic Designs Statement of Financial Position As of December 15, 2007				
	= Dec 15, 07	= Dec 15, 06	= \$ Change	= % Change =
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking Savings				
Checking	15,403.43	15,718.69	-235.26	-1.5%
Savings	18,507.13	20,500.00	-3,992.87	-19.5%
<b>Total Checking Savings</b>	31,990.56	36,218.69	-4,228.13	-11.7%
Accounts Receivable				
Accounts Receivable	20,384.70	0.00	20,384.70	100.0%
<b>Total Accounts Receivable</b>	20,384.70	0.00	20,384.70	100.0%
Other Current Assets				
Cash on Hand	1,062.00	-2,000.00	3,062.00	153.1%
Undeposited Funds	4,732.50	0.00	4,732.50	100.0%
<b>Total Other Current Assets</b>	5,794.50	-2,000.00	7,794.50	389.7%

Example B: Statement of Financial Position

### Nonprofit Specific Reports

Report Name	What It Answers
Biggest Donors / Grants	Who are my biggest donors and what were their total contributions?
Budget vs. Actual by Donors / Grants	How much money was contributed by each donor, and how much of that money has been spent versus what was budgeted?
Budget vs. Actual by Program / Projects	How much money was contributed to and spent on each program versus what was budgeted?
Donors / Grants Summary	How much money was contributed by each donor or grant and how much of that money has been spent?
Programs / Projects Summary	How much money was contributed to and spent on each program?
Statement of Financial Income & Expense	What money came in (income) and how it was spent (expense)?
Statement of Financial Position	What is the financial position of my organization at any point in time?
Statement of Functional Expenses (990)	What are my expenses and how can I show that information to my board, major donors, and other important funders?

Mark's Atomic Graphic Designs Statement of Functional Expenses (990) January 1 through December 15, 2007		
	◊ Unclassified ◊	◊ TOTAL ◊
Retained Earnings	3,581.95	3,581.95
Advertising	275.00	275.00
Car and Truck Expenses	50.00	50.00
Commissions and fees	300.00	300.00
Contract labor	985.00	985.00
Customer discounts and refunds	35.00	35.00
Fuel	985.53	985.53
Insurance (other than health)	608.39	608.39
Interest (other than mortgage)	1,568.00	1,568.00
Office expenses	2,620.32	2,620.32
Postage and Delivery	15.00	15.00

Example C: Statement of Functional Expenses (990)

## Company & Financial Reports

Find out how well your nonprofit is doing financially.

Profit and Loss	
Ordinary Income/Expense	
Income	
Labor	4,252.00
Construction	
Subcontractors	8,832.38
Total Construction	8,832.38
Total Income	13,084.38
Gross Profit	13,084.38
Expense	
Job Expenses	
Equipment Rental	550.00
Job Materials	1,302.26
Total Job Expenses	1,852.26
Total Expense	1,852.26
Net Ordinary Income	11,232.12
Net Income	11,232.12

Example 1: Profit & Loss Standard

Income by Customer Summary	
Abercrombie, Kristy	
Family Room	881.19
Total Abercrombie, Kristy	881.19
Ecker Designs	
Office Repairs	1,219.69
Total Ecker Designs	1,219.69
Jacobsen, Doug	
Poolhouse	5,944.42
Total Jacobsen, Doug	5,944.42

Example 2: Income by Customer Summary

### Profit & Loss

Report Name	What It Answers
Profit & Loss Standard	How much funding did my organization generate and spend over a specific period of time?
Profit & Loss Detail	What are the year-to-date transactions (and totals) for each income and expense account, so I can determine what contributed to my organization's finances?
Profit & Loss Year to Date Comparison	How do my income and expenses for a recent period of time compare to the entire fiscal year to date?
Profit & Loss Previous Year Comparison	Is my organization generating more funds now than for the same period a year ago?
Profit & Loss by Job	How much money is my organization making or losing on each job?
Profit & Loss by Class	How much money did my organization make or lose on each business segment that is tracked through QuickBooks classes?
Profit & Loss Unclassified	How much money did my organization make or lose that is not tracked through QuickBooks classes?

### Income & Expenses

Report Name	What It Answers
Income by Customer Summary	What is the gross profit (sales minus cost of goods sold) received from each donor?
Income by Customer Detail	What is the gross profit (sales minus cost of goods sold), broken down by transaction, received from each donor?
Expenses by Vendor Summary	What are my organization's total expenses for each vendor?
Expenses by Vendor Detail	What are my organization's total expenses, per transaction, for each vendor?
Income & Expense Graph	How does my organization's income compare to expenses? What are the largest sources of funding and expenses?

**Cash Flow**

Report Name	What It Answers
Statement of Cash Flows	What was the cash inflow (from donations and additional cash received) and cash outflow (cash spent) during a specific period of time?
Cash Flow Forecast	What income and expenses can I anticipate over the next few weeks from receivables, payables, and banking?

<b>Balance Sheet</b>	
ASSETS	
Current Assets	
Accounts Receivable	
Accounts Receivable	<u>1,555.00</u>
Total Accounts Receivable	<u>1,555.00</u>
Total Current Assets	<u>1,555.00</u>
TOTAL ASSETS	<u>1,555.00</u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>1,555.00</u>
Total Equity	<u>1,555.00</u>
TOTAL LIABILITIES & EQUITY	<u>1,555.00</u>

Example 3: Balance Sheet Standard

<b>Statement of Cash Flows</b>	
OPERATING ACTIVITIES	
Net Income	-23.00
Adjustments to reconcile Net Income to net cash provided by operations:	
Cal Oil Card	<u>-112.80</u>
Net cash provided by Operating Activities	<u>-135.80</u>
FINANCING ACTIVITIES	
Truck Loan	9,500.00
Opening Bal Equity	<u>-9,500.00</u>
Net cash provided by Financing Activities	<u>0.00</u>
Net cash increase for period	<u>-135.80</u>
Cash at beginning of period	<u>-500.00</u>
Cash at end of period	<u><u>-635.80</u></u>

Example 4: Statement of Cash Flows

## Customers & Receivables Reports

Find out how much money your donors have pledged and when it is due.

<b>A/R Aging Summary</b>				
	<u>Current</u>	<u>1 - 30</u>	<u>&gt; 30</u>	<u>TOTAL</u>
Cook, Brian				
2nd story	488.30	0.00	0.00	488.30
Kitchen	5.95	0.00	700.00	705.95
Total Cook, Brian	494.25	0.00	700.00	1,194.25
Pretell Estates				
155 Wilks Blvd.	5.65	-361.00	990.00	634.65
Total Pretell Estates	5.65	-361.00	990.00	634.65
<b>TOTAL</b>	<u>499.90</u>	<u>-361.00</u>	<u>1,690.00</u>	<u>1,828.90</u>

Example 5: A/R Aging Summary

### A/R Aging

Report Name	What It Answers
A/R Aging Summary	How much has each donor pledged? How much of each donor's "balance" is overdue?
A/R Aging Detail	Which invoices or statement charges are due and overdue?
Account Receivable Graph	For the total amount owed by my donors, what proportion of that amount is overdue? (i.e., show me a graph of the information in the A/R aging summary report.)
Open Invoices	Which invoices or statement charges haven't been paid and when are they due?
Collections Report	Which donors are "overdue", how much do they owe, and what are their phone numbers?

### Customer Balance

Report Name	What It Answers
Customer Balance Summary	How much has each donor pledged?
Customer Balance Detail	What payments and invoices make up each donor's current balance?
Transaction List by Customer	What transactions has my nonprofit had with each donor?

### Lists

Report Name	What It Answers
Customer Phone List	What is the phone number for each donor?
Customer Contact List	What is the contact information and current balance of each donor?
Item Price List	What is the price of each item or service my organization sells?

## Sales Reports

Find sales information related to customers, items, sales reps, pending sales, and sales orders.

### Sales by Customer

Report Name	What It Answers
Sales by Customer Summary	What are the total sales for each customer and job?
Sales by Customer Detail	What are the sales to each customer and job, broken down by transaction?
Pending Sales	Which sales are marked as pending?
Sales Graph	Which month has the highest sales revenue? Which items, customers, or sales reps bring in the most income?

### Sales by Item

Report Name	What It Answers
Sales by Item Summary	For each item or service: how many have been sold, what is the total dollar sales, and what is its percentage of my total sales? Which items and/or services bring in the most/least income?
Sales by Item Detail	What are the sales of each item, broken down by transaction?

## Mileage Reports

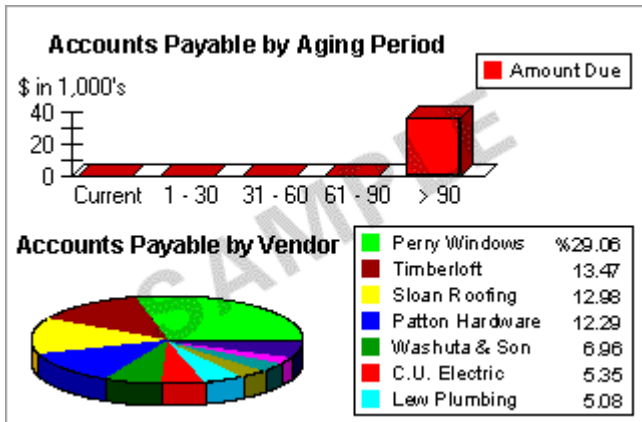
Track the mileage expenses for each vehicle or job.

### Mileage

Report Name	What It Answers
Mileage by Vehicle Summary	For each vehicle, what is the total mileage and the mileage expense? What are the total miles for all vehicles?
Mileage by Vehicle Detail	What is the trip information for each vehicle, including mileage, trip date, mileage rate, and mileage expense? What is the total mileage and mileage expense for all vehicles?
Mileage by Job Summary	For each project, what is the total mileage and the billable amount?
Mileage by Job Detail	What is the trip information for each job, including the vehicle used, mileage, trip date, mileage rate, and mileage expense? What is the total mileage and mileage expense for all jobs?

## Vendors & Payables Reports

Find out how much money your organization owes and how much of it is overdue.



Example 6: A/P Graph

**Vendor Balance Summary**

Lew Plumbing	1,200.00
Middlefield Drywall	2,400.00
Perry Windows & Doors	1,800.00
Wheeler's Tile Etc.	-1,075.00
<b>TOTAL</b>	<b><u>4,325.00</u></b>

Example 7: Vendor Balance Summary

### A/P Aging

Report Name	What It Answers
A/P Aging Summary	How much does my organization owe each vendor? How much of the balance for each vendor is overdue?
A/P Aging Detail	Which bills are due and overdue?
Accounts Payable Graph	For the total amount owed to vendors, what proportion of that amount is overdue? (i.e., show me a graph of the information in the A/P aging summary report.)

### Vendor Balances

Report Name	What It Answers
Vendor Balance Summary	What is my organization's current balance with each vendor?
Vendor Balance Detail	What transactions make up my organization's current balance with each vendor?
Unpaid Bills Detail	How much does my organization owe each vendor, and are any payments overdue?
Transaction List by Vendor	What transactions has my organization had with each vendor?

### 1099

Report Name	What It Answers
1099 Summary	What amounts need to be reported for each vendor that receives a 1099-MISC form? Important: Check this report before you print the forms.
1099 Detail	Which vendor transactions are subject to reporting on the 1099-MISC form?

### Lists

Report Name	What It Answers
Vendor Phone List	What is the phone number for each vendor?
Vendor Contact List	What is the contact information and current balance for each vendor?

## Purchase Reports

Find information about purchases and open purchase orders.

Purchases by Vendor Detail				
Type	Item	Qty	Price	Balance
City of Middlefield				
Check	Permit	1	175.00	175.00
Total City of Middlefield				175.00
Keswick Insulation				
Check	Window	1	250.00	250.00
Total Keswick Insulation				250.00
Middlefield Drywall				
Bill	Subcontractor	1	450.00	450.00
Bill	Subcontractor	1	750.00	1,200.00
Total Middlefield Drywall				1,200.00
TOTAL				1,625.00

Example 8: Purchases by Vendor Detail

Open Purchase Orders			
Type	Name	Deliv Date	Amount
Purchase Order	McClain Appliances	02/29/2000	2,100.00
Purchase Order	Thomas Kitchen & Bath	01/31/2000	2,320.00
Purchase Order	Perry Windows & Doors	01/08/2000	810.00
Purchase Order	Timberloft Lumber	03/31/2000	6,075.00
Purchase Order	Perry Windows & Doors	02/05/2000	7,820.00
Purchase Order	Perry Windows & Doors	03/04/2000	2,325.00
Purchase Order	Patton Hardware Supplies	01/15/2000	3,469.20
Purchase Order	Larson Flooring	02/15/2000	4,750.00
Total			29,659.20

Example 9: Open Purchase Orders

### Purchases by Vendor

Report Name	What It Answers
Summary	What are my organization's total purchases from each vendor?
Detail	What are my organization's total purchases, broken down by transaction, from each vendor?

### Purchases by Item

Report Name	What It Answers
Summary	For each item or service, how many has my organization bought, and what is the total amount spent?
Detail	What are my organization's total purchases for each item and service, broken down by transaction?

### Open Purchase Orders

Report Name	What It Answers
Open Purchase Orders	For all open purchase orders, what are the vendor name, PO number, amount, order date, and the expected delivery date?
Open Purchase Orders by Job	What purchase orders are currently open (i.e., have items still on order) for each job?



## Inventory Reports

Find information about inventory value, stock status, and pending builds, including a worksheet for checking your physical inventory.

	On Hand	Avg Cost	Asset Value	% of Tot Asset	Price	Retail Value	% of Tot Retail
Cabinets							
Pulls	-32	0	0	0 %	0	0	0.0 %
Light Pine	-1	1,500	-1,500	100 %	1,799	-1,799	88.3 %
Cabinets	-17	0	0	0 %	14	-238	11.7 %
Total Cab	<u>-50</u>		<u>-1,500</u>	<u>100 %</u>		<u>-2,037</u>	<u>100.0 %</u>
TOTAL	<u>-50</u>		<u>-1,500</u>	<u>100 %</u>		<u>-2,037</u>	<u>100.0 %</u>

Example 10: Inventory Valuation Summary

	Description	Vendor	On Hand	Physical Count
<b>Cabinets</b>				
Cabinet Pulls	Cabinet Pulls	Patton Hardware	37	_____
Light Pine	Light pine	Patton Hardware	1	_____
Cabinets	Cabinets	Thomas Kitchen	17	_____
<b>Cabinets - End</b>				
<b>Hardware</b>				
Doorknobs Std	Doorknobs	Patton Hardware	4	_____
Lk Doorknobs	Locking	Patton Hardware	6	_____
Hardware			0	_____
<b>Hardware - End</b>				

Example 11: Physical Inventory Worksheet

### Inventory Valuation

Report Name	What It Answers
Inventory Valuation Summary	What is the current asset and retail value of each inventory item?
Inventory Valuation Detail	Which transactions have affected the value of my inventory?

### Inventory Stock Status

Report Name	What It Answers
Inventory Stock Status by Item	What is the detailed information about each inventory item? Includes stock on hand, to show if it's time to reorder.
Inventory Stock Status by Vendor	What is the detailed information about each inventory item, organized by vendor? Includes stock on hand, to show if it's time to reorder.
Physical Inventory Worksheet	A worksheet that you can use to check your physical inventory against your QuickBooks records.
Pending Builds	Which builds are marked as pending, and what is the detailed information for each of them?

## Employees & Payroll Reports

Find information about your employees, payroll, and payroll-related expenses.

Payroll Summary			
Dan T. Miller			
	Hours	Rate	Jan '00
Employee Wages			
Gross Pay			
Salary	88		3,192.30
Total Gross Pay			3,192.30
Taxes Withheld			
Federal Withholding			-155.00
Medicare Employee			-46.29
Social Security Employee			-197.92
CA - Withholding			-46.27
Total Taxes Withheld			-445.48
Net Pay			2,746.82
Employer Taxes and Contributions			
Medicare Company			46.29
Social Security Company			197.92
Total Employer Taxes and Contributions			244.21

Example 12: Payroll Summary

Employee State Taxes Detail					
	SSN/Tax ID	Payroll Item	Inc Sub To Tax	Wage Base	Amount
Dan T. Miller					
	333-44-5555	CA Withholding	1,596.15	1,596.15	-21.29
Total Dan T. Miller			1,596.15	1,596.15	-21.29
Elizabeth N. Mason					
	569-87-1234	CA Withholding	538.44	538.44	-3.47
Total Elizabeth N. Mason			538.44	538.44	-3.47
Gregg O. Schneider					
	444-55-6666	CA Withholding	1,323.94	1,323.94	-46.74
Total Gregg O. Schneider			1,323.94	1,323.94	-46.74
TOTAL			3,458.53	3,458.53	-71.50

Example 13: Employee State Taxes Detail

### Payroll

Report Name	What It Answers
Payroll Summary	What are the accumulated totals for the payroll items (taxes withheld, etc.) on each employee's recent paychecks?
Payroll Item Detail	What is the line-by-line breakdown of each recent payroll transaction by item?
Payroll Detail Review	What values are used to calculate individual payroll items on employee paychecks?
Payroll Transactions by Payee	Who received paychecks and what was the net pay? What payroll liability checks were written for payroll taxes and expenses?
Payroll Transaction Detail	What is the line-by-line breakdown of each recent payroll transaction by employee?
Payroll Liability Balances	What payroll-related taxes and fees does my organization currently owe to the government and other agencies?
Payroll Item Listing	What is the latest information (amount, rate, annual limit, agency, etc.) for the line items in my organization's payroll transactions?
Employee Earnings Summary	What are the total earnings and deductions for each employee?
Employee State Taxes Detail	What wage and withholding information do I need for my state payroll taxes?

### Employee

Report Name	What It Answers
Employee Contact List	What is the contact information and social security number for each employee?
Employee Withholding	What is the federal and state withholding information for each employee?
Paid Time Off List	What are the sick and vacation time balances for each employee?

Employee	Sick Available	Sick Used	Vac. Available	Vac. Used
Jenny Miller	40:00	24:00	46:00	36:00
John Donovan	0:00	0:00	6:45	0:00
Shane Hamby	0:00	40:00	33:45	22:00

Example 14: Paid Time Off List

Payroll Liabilities	
Federal Withholding	4,537.00
Medicare Employee	547.85
Social Security Employee	2,404.52
Federal Unemployment	19.14
Medicare Company	547.86
Social Security Company	2,404.51
CA - Withholding	0.00
CA - Disability Employee	0.00
CA - Unemployment Company	0.00
CA - Employee Training Tax	0.00
Health Insurance	125.00
<b>Total Payroll Liabilities</b>	<b><u>10,585.88</u></b>

Example 15: Payroll Liability Balances

## Banking Reports

Find information about your banking transactions.

Type	Name	Account	Amount
Payment	Teschner, Anton	Checking	1,200.00
<b>TOTAL</b>			<b>0.00</b>
Payment	Cook, Brian	Checking	4,225.41
<b>TOTAL</b>			<b>0.00</b>
Deposit		Checking	3,500.00
Payment	Teschner, Anton	Funds	<u>-3,500.00</u>
<b>TOTAL</b>			<b><u>-3,500.00</u></b>

Example 16: Deposit Detail

Last Changed	Reconciled Amount	Type of Change	Effect of Change
31 Mar 2002			
25 Jun 2002	-14.23	Amount changed	-1.59
2 Jun 2002	-245.00	Amount changed	12.00
<b>TOTAL</b>			<b><u>10.41</u></b>
31 May 2002			
2 Jun 2002	-19.78	Deleted	19.78
14 Jun 2002	-45.25	Amount Changed	-22.68
23 Jun 2002	-22.55	Uncleared	22.55
1 Jul 2002	305.00	Amount changed	45.00
<b>TOTAL</b>			<b><u>64.65</u></b>

Example 17: Reconciliation Discrepancy

### Banking

Report Name	What It Answers
Deposit Detail	Lists all deposited and undeposited payments, including the donor and the donation amount of the deposit.
Check Detail	What checks have been written, including the details of each one?
Missing Checks	For a specified account, lists all checks that have been written so you can check for missing and duplicate check numbers. You can also use this report to check for duplicate or missing invoices in accounts receivable or payments in a current asset account.
Reconciliation Discrepancy	For a specified account, what reconciled transactions have been modified since this account was last reconciled? (You'll be prompted for some account information before you can display this report.)
Previous Reconciliation	What transactions were cleared or outstanding from a previous reconciliation? (You'll be prompted for some account information before you can display this report.)

## Accountant & Taxes Reports

Find information related to accounting activities and income tax preparation.

General Ledger			
Type	Name	Amount	Balance
Checking			3,487.20
Check	Sergeant Ins	-675.00	2,812.20
Deposit		3,500.00	6,312.20
Total Checking		2,825.00	6,312.20
Accounts Receivable			21,189.59
Payment	Jacobsen, Doug	-2,000.00	19,189.59
Invoice	Cook, Brian	220.00	19,409.59
Total Accounts Receivable		-1,780.00	19,409.59

Example 18: General Ledger

### Account Activity

Report Name	What It Answers
Trial Balance	What is the ending balance for all accounts?
General Ledger	What is the recent activity in all my organization's accounts, with beginning and ending balances for each account?
Transaction Detail by Account	What are the recent transactions for each account in my Chart of Accounts?
Journal	What are the most recent transactions, in chronological order?
Audit Trail	What changes affected my organization's books during a specified accounting period? Who made the changes?
Closing Date Exception Report	What changes were made after the last closing date was set to transactions dated on or before that closing date?
Voided / Deleted Transactions	Which transactions have been voided or deleted?
Voided / Deleted Transactions History	What is the detailed history of voided and deleted transactions?
Transaction List by Date	What transactions were entered for a specified period of time?

### Listing

Report Name	What It Answers
Account Listing	What are the names of each of my organization's accounts? What is the current balance of each balance sheet account?
Fixed Asset Listing	For my organization's fixed assets, what are the purchase date, description, and original cost of each asset?

## Budgets and Forecasts Reports

Find out how well your organization is doing in meeting its budgeted income and expenses.

Budget vs. Actual				
	Jan '00	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Labor	13,621.25	8,500.00	5,121.25	160.3%
Construction	21,756.00	1,200.00	20,556.00	1,813.0%
Total Income	35,377.25	9,700.00	25,677.25	364.7%
Gross Profit	35,377.25	9,700.00	25,677.25	364.7%
Expense				
Fuel	25.28	100.00	-74.72	25.3%
Bank Charges	25.00	15.00	10.00	166.7%
Total Expense	50.28	115.00	-64.72	43.7%
Net Ordinary Income	35,326.97	9,585.00	25,741.97	368.6%
Net Income	35,326.97	9,585.00	25,741.97	368.6%

Example 19: Budget vs. Actual

Forecast Overview		
	Jan '00	Feb '00
Ordinary Income/Expense		
Income		
Labor	8,500.00	10,000.00
Construction	1,200.00	900.00
Total Income	9,700.00	10,900.00
Gross Profit	9,700.00	10,900.00
Expense		
Fuel	100.00	120.00
Insurance	50.00	50.00
Total Expense	150.00	170.00
Net Ordinary Income	9,550.00	10,730.00
Net Income	9,550.00	10,730.00

Example 20: Forecast Overview

### Budgets

Report Name	What It Answers
Budget Overview	What are my organization's projected income and expenses for each month?
Budget vs. Actual	For the organization as a whole, how do the actual income and expenses compare to what has been budgeted?
Profit & Loss Budget Performance	How do the actual income and expenses compare to what has been budgeted for the current month and year?
Budget vs. Actual Graph	Are my organization's income and expenses over or under budget?

### Forecasting

Report Name	What It Answers
Forecast Overview	What are my organization's forecasted income and expenses for each month?
Forecast vs. Actual	For the organization as a whole, how do the actual income and expenses or account balances compare to what has been forecasted?

## List Reports

Find lists of useful information about your organization.

### Customer

Report Name	What It Answers
Customer Phone List	What is the phone number for each donor/customer?
Customer Contact List	What is the contact information and current balance of each donor/customer?

**Vendor**

Report Name	What It Answers
Vendor Phone List	What is the phone number for each vendor?
Vendor Contact List	What is the contact information and current balance for each vendor?

**Employee**

Report Name	What It Answers
Employee Contact List	What is the contact information and social security number for each employee?

**Other Names**

Report Name	What It Answers
Other Names Phone List	What are the phone numbers of the people on my Other Names list? What transaction names (such as ATM) are on the list?
Other Names Contact List	What is the contact information for each name?

**Listing**

Report Name	What It Answers
Account Listing	What are the names of each of my organization's accounts? What is the current balance of each balance sheet account?
Item Price List	What is the price of each item or service my organization sells?
Item Listing	What is the latest information (price, cost, quantity on hand, etc.) for each product or service that my organization sells?
Payroll Item Listing	What is the latest information (amount, rate, annual limit, agency, etc.) for the line items in my organization's payroll transactions?
Workers Comp Listing	What are my organization's workers compensation job classification codes and their rates?
Fixed Asset Listing	For my organization's fixed assets, what are the purchase date, description, and original cost of each asset?
Terms Listing	What are the due dates and discounts available for payments to vendors?
To Do Notes	What tasks on my To Do list haven't been done yet?
Memorized Transaction Listing	What is the latest information for all memorized transactions?

## Footnotes:

<sup>1</sup> Business software applications, including Microsoft products, sold separately. Word and Excel integration requires MS Word and Excel 2000, 2002 or 2003. (Outlook synchronization requires Outlook 98, 2000, 2002 or 2003).

<sup>2</sup> 30 consecutive days of QuickBooks support included from the date you register your software. Offer valid for 90 days from software purchase with first-time registration for QuickBooks 2006. See [terms and conditions of support](#).

<sup>3</sup> If you're not satisfied, return the software within 60 days with dated receipt for a refund of the purchase price.

Terms, conditions, features, pricing, and service options are subject to change.