

# How To Run Reports



1. Login
2. From your dashboard, select "Reports" to be taken to the reports center
3. We recommend you "Star" these reports for ease of access: Accounts Receivable Aging Summary, Profit and Loss, Balance Sheet
4. To Run a Profit and Loss Report
  - a. Notes: This report shows minor issues that are easily rectified pertaining to income, expenses, and cost of goods.
  - b. Select the report type
  - c. Create a date range (we recommend a minimum of running this report annually but quarterly as a best practice)
  - d. Select "Run Report"
  - e. Review expenses and confirm all transaction are in the correct accounts
5. To Run a Balance Sheet Report
  - a. Notes: This report shows more critical issues pertaining to balancing assets and liabilities
  - b. Select the report type
  - c. Create a date range (we recommend a minimum of running this report annually but quarterly as a best practice)
  - d. Select "Run Report"
  - e. Review items to ensure taxes, profit, and checking all match up
  - f. Red Flags: Connect with your accountant if you are seeing negative asset accounts and or positive liability accounts. Adjusting entries may be need to correct these issues. Adjusting entries require more advanced training than this course is intended.