

This document explains why Reports on the accompanying spreadsheet should not match. For reports that should match but do not, check:

- Date range
- Report Basis
- Filters
- If date range runs across fiscal years (remember expenses, COGS & income get rolled into Retained Earnings at the end of each fiscal year)
- Data Integrity
- Problems with Exchange Rates
- Transactions such as Journal entries that would affect one report but not another

More detail on reports that should match but do not will be included in this document only if there are options specific to that report.

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## **Company & Financial**

### *Profit & Loss*

#### Income: Sales

- Income accounts are affected by all transactions. Only Invoices, Sales Receipts and Credit Memos affect Sales Reports.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

#### Income: Job, Time & Mileage

- Income accounts are affected by all transactions; Job reports are affected only by transactions that were posted against a customer job.
- Job reports will include sales where items are posting to accounts other than Income accounts.

#### COGS: Sales

- COGS tracks how much you paid for goods and materials held in inventory that you eventually sold. After you enter a sale, QuickBooks adjusts your costs of goods sold by multiplying the quantity sold times the average cost of each item. Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Journal entries, inventory adjustments and other non-sales transactions will affect COGS but not Sales reports.

#### COGS: Job, Time & Mileage

- Journal Entries could have been done against COGS, which will not be reflected on any Job reports.
- If you have Items that have COGS selected as the Account with the exception of Inventory Items and COGS Account.

### *Balance Sheet*

#### Bank: Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

**Edit Item** Ask a help question Ask

Type  
Non-inventory Part Use for goods you buy but don't track, like office supplies, or materials for a specific job that you charge back to the customer.

Item Name/Number  Subitem of I sell this item in  
Part 2

This item is purchased for and sold to a specific customer:job

Description Price  
Part Desc 0.00 per

Sales Tax Code

Account  
Cost of Goods Sold

## Bank: Reconciliation

Bank Reconciliation	Balance Sheet
<b><i>Beginning Balance</i></b>	
The Ending Balance of the last reconciliation	No Comparison
<b><i>Cleared Balance</i></b>	
The total of transactions cleared in the current reconcile	No Comparison
<b><i>Register Balance</i></b>	
Total of all cleared transactions	No Comparison
Sort the bank register by cleared status. The last cleared transaction balance will match.	
<b><i>New Transactions</i></b>	
All uncleared transactions	No Comparison
<b><i>Ending Balance</i></b>	
Total of all transactions in the bank account (not a Date Range or As Of balance)	No Comparison
Matches to the bank register balance	

### A/R: Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

### A/P: Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

### GST/PST: Liability Reports

- Customers may have modified or deleted a filed transaction. This will affect the Accountant & Taxes reports but not the liability reports.
- Customer may have manually filed or unfiled a transaction in the register. This will affect the liability reports but not the Accountant & Taxes reports.

## Customers & Receivables

### A/R Aging Summary

#### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. A/R Aging reflects all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

#### Jobs, Time & Mileage

- A/R Aging reflects all open transactions. Job reports will show all transactions posted to a job.

#### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

### A/R Aging Detail

#### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. A/R Aging reflects all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

#### Jobs, Time & Mileage

- A/R Aging reflects all open transactions. Job reports will show all transactions posted to a job.

#### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

### Customer Bal Summary

#### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Customer Balance reflects all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

#### Jobs, Time & Mileage

- Job reports will reflect all transactions posted to a job. Customer Balance reflects all open transactions.

#### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

### Customer Bal Detail

#### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Customer Balance reflects all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Jobs, Time & Mileage

- Job reports will show all transactions posted to a job. Customer Balance reflects all open transactions.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## Open Invoices

### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Open Invoices reflects all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Jobs, Time & Mileage

- Job reports will reflect all transactions posted to a job. Open Invoices reflects all open transactions.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## Sales

## Sales by Customer Summary

### Profit & Loss

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Profit & Loss reflect all transactions posted to income accounts.

- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Customers & Receivables

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Customer & Receivable reports reflect all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Accountant & Taxes

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Accountant & Taxes reports reflect all transactions.

### GST/PST Detail

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. GST/PST detail reports reflects all transactions with a tax codes and/or linked to tax on sales/purchases.

### Open Balance Report

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Open Balance report reflect all open transactions.

### Register

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Register reflects all transactions.

## Sales by Customer Detail

### Profit & Loss

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Profit & Loss reflect all transactions posted to income accounts.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Customers & Receivables

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Customer & Receivable reports reflect all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Accountant & Taxes

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Accountant & Taxes reports reflect all transactions.

### GST/PST Detail

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. GST/PST detail reports reflects all transactions with a tax codes and/or linked to tax on sales/purchases.

### Open Balance Report

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Open Balance report reflects all open transactions.

### Register

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Register reflects all transactions.

## Sales by Item Summary

### Profit & Loss

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Profit & Loss reflect all transactions posted to income accounts.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Customers & Receivables

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Customer & Receivable reports reflect all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Accountant & Taxes

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Accountant & Taxes reports reflect all transactions.

### GST/PST Detail

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. GST/PST detail reports reflects all transactions with a tax codes and/or linked to tax on sales/purchases.

### Open Balance Report

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Open Balance report reflects all open transactions.

### Register

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Register reflects all transactions.

## Sales by Item Detail

### Profit & Loss

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Profit & Loss reflect all transactions posted to income accounts.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Customers & Receivables

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Customer & Receivable reports reflect all open transactions.
- Sales reports will include sales where items are posting to accounts other than Income accounts.

### Accountant & Taxes

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. All Accountant & Taxes reports reflect all transactions.

### GST/PST Detail

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. GST/PST detail reports reflects all transactions with a tax codes and/or linked to tax on sales/purchases.

### Open Balance Report

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Open Balance report reflects all open transactions.

### Register

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Register reflects all transactions.

## Jobs, Time & Mileage

### Job Profitability Summary

#### Profit & Loss

- Job reports are affected only by transactions that were posted against a customer job. Profit & Loss is affected by all transactions.
- Job reports will include sales where items are posting to accounts other than Income accounts.

#### Customers & Receivables

- Job reports show all transactions posted to a job. Customer & Receivable report balances are for all open transactions.

#### Sales

- Job reports show all transactions posted to a job. Only Invoices, Sales Receipts and Credit Memos affect Sales Reports.

#### Jobs, Time & Mileage

- Job reports show all transactions posted to a job. Item reports only reflect sales transactions that involved items.

#### Vendors & Payables

- Job reports show all transactions posted to a job. Vendor & Payable balance reports reflect all open transactions.

## Job Profitability Detail

### Profit & Loss

- Job reports are affected only by transactions that were posted against a customer job. Profit & Loss is affected by all transactions.
- Job reports will include sales where items are posting to accounts other than Income accounts.

### Customers & Receivables

- Job reports show all transactions posted to a job. Customer & Receivable report balances are for all open transactions.

### Sales

- Job reports show all transactions posted to a job. Only Invoices, Sales Receipts and Credit Memos affect Sales Reports.

### Jobs, Time & Mileage

- Job reports show all transactions posted to a job. Item reports only reflect sales transactions that involved items.

### Detail: Vendors & Payables

- Job reports show all transactions posted to a job. Vendor & Payable balance reports reflect all open transactions.

## Item Profitability

### Profit & Loss

- Item reports only reflect sales transactions that involved items. Profit & Loss is affected by all transactions.

### Customers & Receivables

- Item reports only reflect sales transactions that involved items. Customer & Receivable report balances are for all open transactions.

### Jobs, Time & Mileage

- Item reports only reflect sales transactions that involved items. Job reports show all transactions posted to a job.

### Vendors & Payables

- Item reports only reflect sales transactions that involved items. Vendor & Payable balance reports reflect all open transactions.

## Vendors & Payables

## A/P Aging Summary

### Jobs, Time & Mileage

- Vendor & Payable balance reports reflect all open transactions. Job reports show all transactions posted to a job.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## A/P Aging Detail

### Jobs, Time & Mileage

- Vendor & Payable balance reports reflect all open transactions. Job reports show all transactions posted to a job.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## Vendor Bal Summary

### Jobs, Time & Mileage

- Vendor & Payable balance reports reflect all open transactions. Job reports show all transactions posted to a job.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## Vendor Bal Detail

### Jobs, Time & Mileage

- Vendor & Payable balance reports reflect all open transactions. Job reports show all transactions posted to a job.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## Unpaid Bills

### Jobs, Time & Mileage

- Vendor & Payable balance reports reflect all open transactions. Job reports show all transactions posted to a job.

### Multi-currency

- Realized Gain & Loss will not match since it's a total of all US transactions and not separated by Account.

## GST Liability

### Jobs, Time & Mileage

- GST Liability report reflects all transactions with a tax codes and/or linked to tax on sales/purchases. Job reports show all transactions posted to a job.

## PST Liability

### Jobs, Time & Mileage

- PST Liability report reflects all transactions with a tax codes and/or linked to tax on sales/purchases. Job reports show all transactions posted to a job.

## Employees & Payroll

### Payroll Summary

#### Payroll Liability Balance

- Payroll Liability Balance report reflects any unpaid amounts owed to CRA. Payroll Summary reflects information from pay cheques and payroll adjustments linked to an employee.

#### Accountant & Taxes

- Payroll Summary reflects information from pay cheques and payroll adjustments linked to an employee. Accountant & Taxes reports reflect all transactions to payroll accounts. Reminder YTD and Payroll Liability Adjustments can be made without affecting accounts.

2003 YTD Adjustment for Alison Logan-Smith

Class [ ]

Date 12/30/2002

To: Alison Logan-Smith \$ 1,700.00

Memo

Salary and Hourly Wages

Item Name	Period Amount	Hours for Period
Salary	2,000.00	

Other Employee and Item N: CPP - Company, CPP - Employee, EI - Company, EI - Employee, Federal Income Tax

At the end of this wizard, Employee Earnings Summary information you enter here.

Affect Accounts?

These amounts will affect payroll reports and YTD figures on this employee's pay cheques.

In addition, do you want to affect liability and expense account balances?

Do not affect accounts

Affect liability and expense accounts but not the bank account

Affect liability, expense and bank accounts

Buttons: Next Period, Prev Period, OK, Cancel, Help, Accounts Affected..., Show Wage Bases...

## Earnings Summary

### Payroll Liability Balance

- Payroll Liability Balance report reflects any unpaid payroll liabilities. Earnings Summary reflects information from pay cheques and payroll adjustments linked to an employee.

### Accountant & Taxes

- Earnings Summary reflects information from pay cheques and payroll adjustments linked to an employee. Accountant & Taxes reports reflect all transactions to payroll accounts. Reminder YTD and Payroll Liability Adjustments can be made without affecting accounts.

## Payroll Liability Balance

### Employees & Payroll

- Payroll Liability Balance report reflects any unpaid payroll liabilities. Employee & Payroll reports reflect information from pay cheques and payroll adjustments linked to an employee.
- PD7A report will reflect amounts deducted for EI, CPP, Fed. Tax whether paid or unpaid.

### Accountant & Taxes

- Payroll Liability Balance report reflects any unpaid payroll liabilities. Accountant & Taxes reports show the balance of the payroll liability account this amount could include amounts carried from previous fiscal years and will not include any YTD and Payroll Liability Adjustments where Do not affect accounts was selected.

## T4 Summary

### Payroll Liability Balance

- T4 Summary reflects all amounts paid to an employee within the selected calendar year. Payroll Liability Balance report reflects any unpaid payroll liabilities.

### Accountant & Taxes

- T4 Summary reflects all amounts paid to an employee within the selected calendar year. Accountant & Taxes reports show the balance of the payroll liability account this amount could include amounts carried from previous fiscal years and will not include any YTD and Payroll Liability Adjustments where Do not affect accounts was selected.

## Accountant & Taxes

## Trial Balance

### Sales

- The Trail Balance report reflects all transactions. Only Invoices, Sales Receipts and Credit Memos affect Sales Reports.

### Employees & Payroll

- The Trail Balance report reflects all transactions. Payroll reports reflect information from pay cheques, YTD and Payroll Liability Adjustments.

## Multi-currency

## Realized Gains & Losses

### Balance Sheet

- Realized Gain & Loss will not match since it's a total of all US transactions and is not separated by Account.

### Customers & Receivables

- Realized Gain & Loss will not match since it's a total of all US transactions and is not separated by Account.

### Vendors & Payables

- Realized Gain & Loss will not match since it's a total of all US transactions and is not separated by Account.

## Other

## GST Detail (Drill Down)

### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. GST detail report reflects all transactions with a tax codes and/or linked to tax on sales/purchases.

## PST Detail (Drill Down)

### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. PST detail report reflects all transactions with a tax codes and/or linked to tax on sales/purchases.

## Open Balance Report

### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Open Balance report reflects all open transactions.

## Registers

### Sales

- Only Invoices, Sales Receipts and Credit Memos affect Sales Reports. Registers reflect all transactions.

## Bank Reconciliation

Bank Reconciliation	Balance Sheet
<b><i>Beginning Balance</i></b>	
The Ending Balance of the last reconciliation	No Comparison
<b><i>Cleared Balance</i></b>	
The total of transactions cleared in the current reconcile	No Comparison
<b><i>Register Balance</i></b>	
Total of all cleared transactions	No Comparison
Sort the bank register by cleared status. The last cleared transaction balance will match.	
<b><i>New Transactions</i></b>	
All uncleared transactions	No Comparison
<b><i>Ending Balance</i></b>	
Total of all transactions in the bank account (not a Date Range or As Of balance)	No Comparison
Matches to the bank register balance	

## Bank Reconciliation

### Balance Sheet

- See above spreadsheet

### Registers

- See above spreadsheet