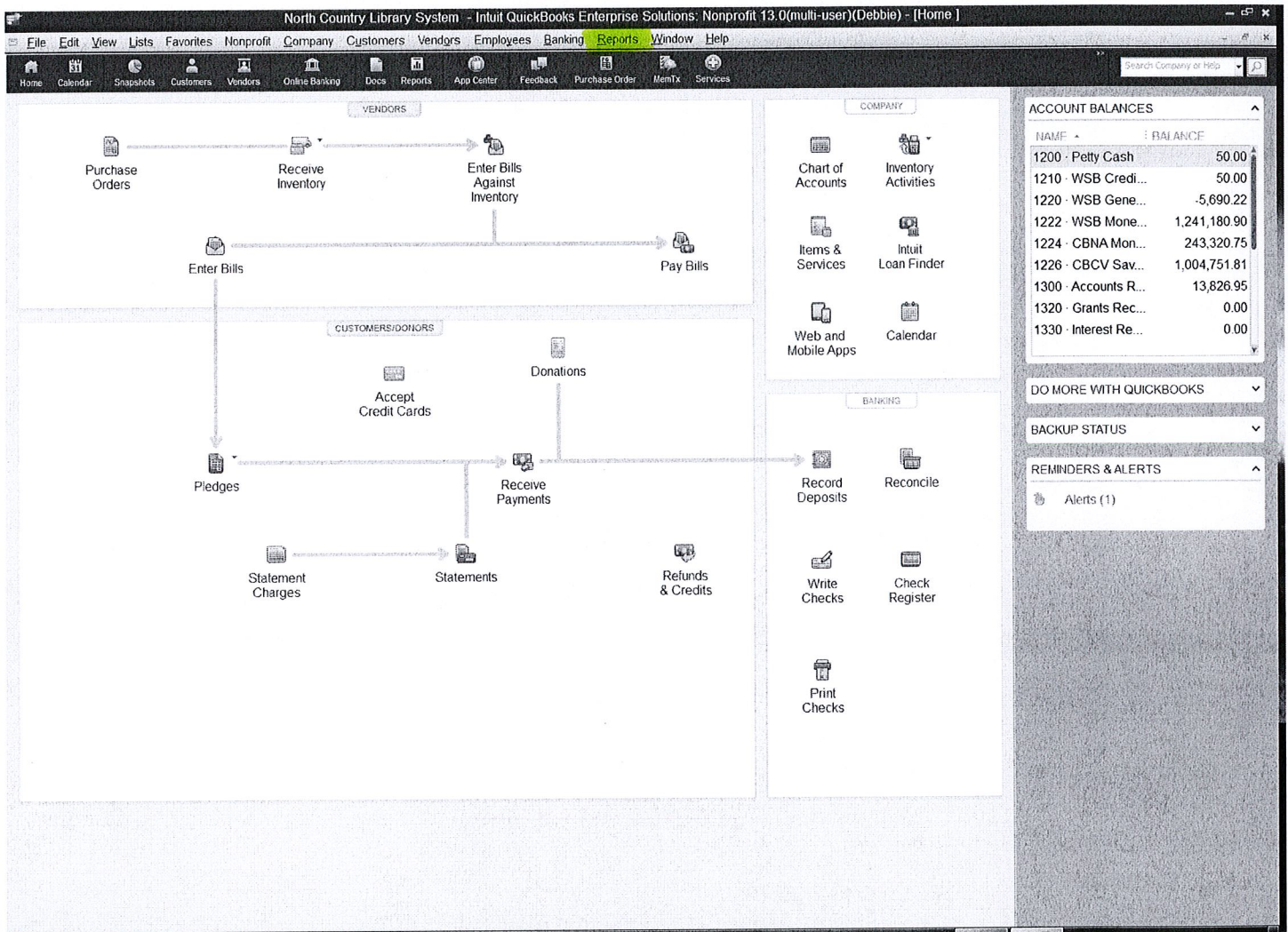


# QUICK BOOKS

## Choose: cash or accrual basis



Click on Reports

A drop down menu will come up – move your mouse over Company and Financials: more options appear to the right

Choose your report (i.e. Profit and Loss or Balance Sheet)

North Country Library System - Intuit QuickBooks Enterprise Solutions: Nonprofit 13.0(multi-user)(Debbie) - [Profit & Loss]

File Edit View Lists Favorites Nonprofit Company Customers Vendors Employees Banking Reports Window Help

Home Calendar Snapshots Customers Vendors Online Banking Docs Reports App Center Feedback Purchase Order Mentix Services

Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates Custom From 01/01/2013 To 01/31/2013 Columns Total only Sort By Default

1:34 PM  
02/07/13  
Accrual Basis

### North Country Library System Profit & Loss January 2013

Jan 13

Income	
4705 · Gifts and Donations	171.00
<b>Total Income</b>	<b>171.00</b>
<b>Gross Profit</b>	<b>171.00</b>
Expense	
5101 · Books, Adult	5,053.52
5106 · Electronic Materials	24,038.31
5111 · Audio/Video Material	81.97
5131 · Serials	257.94
5141 · Certified Librarians	15,370.95
5142 · Other Staff	82,905.97
5203 · Equipment (JAB / Auto)	1,462.00
5301 · Office Supplies	521.42
5310 · Telephone	1,991.07
5341 · Print / Pub NCLS	825.50
5350 · Employee Travel & Expenses	1,040.47
5351 · Meetings and Conferences	165.36
5370 · Professional Fees	1,796.40
5380 · Membership Dues	485.00
5390 · Maintenance Equipment/ Software	3,961.44
5440 · Contract w/ Outside Firms	192.00
5500 · Utilities	1,330.68
5510 · Custodial Supplies	84.82
5520 · Building & Grounds	293.06
5690 · Snow / Trash Removal	220.00
5710 · Vehicle Fuel	1,459.03
5730 · Vehicle Maintenance	214.06
5830 · FICA	6,991.59

Top left, under the menu bar, is **Customize Report**, click on it and this screen will come up:

Just change **REPORT BASIS** to accrual or cash here.....

Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

**REPORT DATE RANGE**

Dates Custom The date range you specify in the From and To fields

From 01/01/2013 To 01/31/2013

**REPORT BASIS**

☒ Accrual ☐ Cash This setting determines how this report calculates income and expenses.

**COLUMNS**

Display columns by Total only across the top. Sort by Default

Sort in ☒ Ascending order ☐ Descending order

Add subcolumns for

☐ Previous Period ☐ Previous Year ☐ Year-To-Date ☐ % of Row ☐ % of Column

☐ \$ Change ☐ \$ Change ☐ % of YTD ☐ % of Income ☐ % of Expense

☐ % Change ☐ % Change

Advanced... Revert

OK Cancel Help

Then click **OK**