

QUICKBOOKS EXPENDITURE SUMMARY REPORT

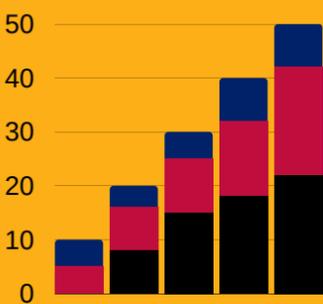
Reports are needed for some Reimbursement Requests (RRs) and all Completion Reports (CRs)



1

GO TO REPORTS

To create a QuickBooks Account Listing Summary Report, log into your QuickBooks and go to Reports.



2

SELECT CUSTOM REPORTS

Custom reports need to be selected to proceed to the next step.

3

CLICK ON SUMMARY

This will allow you to get to a section where you will see Modify Report window.

Reader's digest

4

STEPS FOR MODIFY REPORT WINDOW

Under Display tab, select Account List on Display Rows by. Under the Filters tab, select ALL ACCOUNTS on the Account filter.



5

CLICK OK

This will confirm the action and populate the report on the screen.



6

SAVE LOCALLY ON YOUR PC

Once the report is saved, you can attach it in GME's RR's Related Documents or CR's CR Related Documents pages.

