



The One Click Report

Customize The Icon Bar to Make it work for you

- 1) Right click on the bar to the right of the dotted line (after the centers) and click on "customize icon bar"
- 2) Click the delete button for every item on the list, click ok
- 3) Click on reports, company & financial, profit & loss standard
- 4) Click the Modify Report button
- 5) Click the Fonts & Numbers tab
- 6) Click Change Font
- 7) Under Size, choose 11, click, Ok, and Yes
- 8) Click on View
- 9) Add Profit & Loss to Icon Bar
- 10) Choose an Icon
- 11) Click OK

Repeat the above steps, using the balance sheet report. When you are done, you will have the 2 most important QuickBooks reports available at the click of your mouse!

Add more custom icon buttons for the most used tasks and/or reports you need everyday.