

# Scoping Reports from QuickBooks

06/25/2025 10:32 am PDT

If you are unable to provide us access to your accounting system, please provide us with the following reports:

## **Export the below reports to Excel on an Accrual Basis.**

- Balance Sheet - YoY All Dates
  - Date range: All Dates
  - Columns: Years
- Balance Sheet - MoM 2 Years
  - Date Range: Custom, by Last two years
  - Columns: Months
- Profit & Loss - YoY All Dates
  - Date range: Beginning of the company to present
  - Columns: Years
- Profit & Loss - MoM 2 Years
  - Date Range: Custom, by Last two years
  - Columns: Months
- General Ledger - Current Year
  - This Current Year
- General Ledger - Last Year
  - Last Year
- Accounts Payable Aging Summary
  - End of most recent month
- Accounts Receivable Aging Summary
  - End of most recent month
- Sales by Customer
  - This Current Year (if there is no report, check last year)

