



How to Pull Year-End Reports in QuickBooks Online

If you are not engaged in accounting services with PaulHood, you are responsible for generating and providing your own year-end financial reports from your QuickBooks Online account. Please follow the step-by-step instructions below to download the required reports for tax preparation from QuickBooks Online.

Steps to Pull Year-End Reports in QuickBooks Online

Balance Sheet Report

- From the Reports menu on the left sidebar, select Standard Reports.
- Click on Balance Sheet.
- Under Report Period, use the dropdown arrow to select Last Year.
- Under Compare Another Period, use the dropdown arrow to select Previous Year and \$ Change.
- Under Accounting Method, choose Cash or Accrual, depending on your accounting preference.
- Click Run Report.
- Print and save both a PDF and Excel copy of the report.

Profit and Loss Report

- From the Reports menu on the left sidebar, select Standard Reports.
- Click on Profit and Loss.
- Under Report Period, use the dropdown arrow to select Last Year.
- Under Compare Another Period, use the dropdown arrow to select Previous Year and \$ Change.
- Under Accounting Method, choose Cash or Accrual, depending on your accounting preference.
- Click Run Report
- Print and save both a PDF and Excel copy of the report.

General Ledger Report

- From the Reports menu on the left sidebar, select Standard Reports.
- In the Search Report Name box, type General Ledger and select it.
- Under Report Period, use the dropdown arrow to select Last Year.
- Under Accounting Method, choose Cash or Accrual, depending on your accounting preference.
- Click Run Report.
- Print and save both a PDF and Excel copy of the report.

Additional Notes

Upload reports to our Client Portal at paulhood.qount.io. For portal or report assistance, email support@paulhood.com. If a custom date range is needed, select “Custom” and enter the appropriate dates. Please review all reports for accuracy before submission.