

Help for getting your QuickBooks reports to reflect your correct method of accounting

How do I know what method of accounting I use?

- For a partnership, the method of accounting is found on page 1 of Form 1065, Line H.
- For an S Corporation, the method of accounting is found on page 2, Schedule B, line 1.
- For a C Corporation, the method of accounting is found on page 4, Schedule K, line 1.

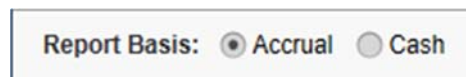
Help, I don't know how to tell what method of accounting my QuickBooks is using.

Run a report and in the top left corner of the report you will see the time and date. The third line will say either accrual or cash. This is the method that QuickBooks is using to generate your reports.

Help, I need to change my method of accounting. How do I do that?

QuickBooks Desktop:

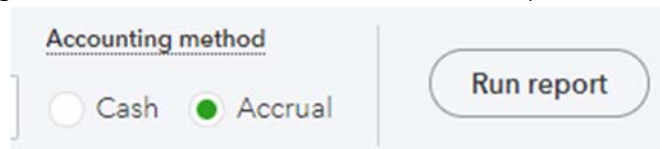
When you run a Balance Sheet or a Profit & Loss report, there is a toggle switch near the top left corner that looks like this:



You will just need to click on the correct method and refresh the report using the refresh button below the banner headline for the report.

QuickBooks Online:

When you run a Balance Sheet or a Profit & Loss Report, scroll up and you will see items that you can change. The Accounting Method is located to the left of the "Run report" button. It looks like this:



You will just need to click on the correct method and refresh the report using the refresh button to the right of the accounting method buttons..