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Running Accounts Receivable Reports in QuickBooks® Online (QBO)

Step 1: From your Home page in QBO, open the Reports page

1. Click **Reports** in the left navigation bar.
2. Select **Standard Reports**.
 - a. *Tip: Click the **hamburger icon** (three lines) at the top left by “Reports & Analytics” to expand your screen space.*
3. 1.3. Select the **Accounts receivable aging summary** report. You will find it in the “Favorites” section at the top and in the “Who owes you” section. You can also use the search bar at the top of the page. Click on the report to run it.
 - a. Other useful reports to review in the “Who owes you” section are the **Accounts receivable aging detail** and the **Open Invoices** reports.

Step 2: Review the Accounts Receivable reports

1. Every number in the report is a hyperlink. You can click on it to see the details and then you can click any invoice listed to see the invoice.

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