

# October 2015 Q-Tips



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This month's topic is all about Quicken reports. I am including instructions on the set-up of the three (3) reports that are included in your monthly Quicken report: Monthly Activity Detail "D", Account Balance "B", and Outstanding Check List "OS", as well as Reconciliation Reports for a specific Account and/or Tagged Transactions. I recommend watching the "Generating, Saving & Submitting Reports" Tutorial on our webpage as well – here is the link: <https://www.youtube.com/watch?v=lpkwph5dXFI>.

As always, feel free to contact me with any questions. 501-671-2050 or [jlewis@uaex.edu](mailto:jlewis@uaex.edu)

*Janice* 

- MONTHLY ACTIVITY DETAIL – "D"

Your D report should already be created and saved, but if not – go to Reports at the top of your screen, and select – Reports and Graphs Center. This will open the report and graph window.

Under Banking, select: Transaction

- In the date range window – choose Last Month and Show Report.
- In the top right hand corner – click on the Customize icon (it looks like a piece of paper with a hammer).
- This will open the Customize window, the Display tab is open.
- In the Title window – change name to Monthly Activity Detail.
- Then click OK. This will take you back to report.
- Click on computer disk to save report. In this window, change name to Monthly Activity Detail if it still says Transaction and in the Save In window – select: My Saved Reports.
- Then click OK.

- ACCOUNT BALANCE – "B"

Open the Reports and Graphs Center window again.

Under Net Worth and Balances, select: Account Balances (further down the window).

- In the Report balance as of window – type in the previous month's ending date
- Click on Show Report
- Click on the computer disk icon to open Save report window.
- In the Report name window, just remove the s – changing name to Account Balance.
- In the Save In window – select: My Saved Reports
- Click OK

- OUTSTANDING CHECK LIST – “OS”

Open the Reports and Graphs Center window again.

Under Banking, select: Transaction

- In date range window – select Earliest to date.
- Click on the Customize button. This will open the customize window in the Display tab.
- In the Title window type: Outstanding Check List
- Select the Advanced Tab (the last one).
- In the Transaction Types window, select: Payments
- In the Transfers window, select: Exclude All
- In the Subcategories window, select: Hide All
- In the Status area – leave only Not Cleared checked – uncheck the other two options.
- Click Show Report
- You will see the Outstanding Check List Report – click on computer disk icon to save
- In the Save In window, select: My Saved Reports.

**NOTE:** This report is created “to date” which means it includes transactions to the day you are running the report. **When you are ready to run your monthly Outstanding Check List, remember to go to the Custom Dates in the Date Range window and change the ending date to the last day of the previous month.** If your Outstanding Check List report has any transactions other than uncleared checks and charges – you can follow the above instruction re: the Advanced Tab to correct the set-up of your report.

- Reconciliation Reports for a specific Account and/or Tagged Transactions

Reconciliation Reports can be for 4-H Clubs, Master Gardeners, or any Account that you have set-up in the Account Bar for which you are tracking income/expense and also for Tagged Transactions.

Open your Monthly Activity Detail report.

- Click on the customize icon at the top right of the report. (it looks like a piece of paper with hammer)
- In the Title Window – type in the name of your Report: 4-H Reconciliation, MG Reconciliation, etc.
- Go to the Accounts Tab and click the Clear all button.
- Now select the account for which you are creating this report – check it.
- If building a report based on a Tag, go to the Tags Tab and click on the Clear All button.
- Now select the one Tag you want to create the report for in the Tags list – check it.
- Click OK – this will take you back to your report and show you the report for that Account or Tag. All of the transactions for the previous month should appear. If they had none, it will be blank. \*You can customize the date range for any specific period of time – click on Custom dates, enter the from-and-to dates and Click OK
- Click on the computer disk icon to save the report.
- In the Save In window – select: My Saved Reports.
- Now you will be able to create this report every month from the My Saved Reports.

**NOTE:** The key to accurate reconciliation reports based on a Tag is the consistent use of the Tag in entries for that group. Quicken creates this report from the data that is entered in the Tag field when you enter your transactions.