Export Annual Revenue & Expense Report

This procedure for the annual revenue and expense report describes report configuration and the process for capturing the report during the end-of-year accounting review.

Council and County Program Director Signature Required.
One Council Officer and the County Program Director are required to sign the annual revenue and expense signature form. Signature form may be scanned and then sent as an attachment to an email message to Kevin Hansen, at MU Extension Fiscal office and your Regional Director’s Office.

The Annual Revenue and Expense report will be generated by the QuickBooks Administrator, Kevin Hansen during the end-of-year accounting review.

This report already should be configured and stored in your Memorized Report list.

If reconfiguring the report is necessary, then review the following procedure so your report is available for the end-of-year accounting review.
If report is configured correctly but the report name needs to be changed, go to the section below, Rename the Report.

Otherwise, stop here!

Preparing the Annual Revenue and Expense Report.
To go to the report:
- Select Reports from the menu bar
- Select Memorized Reports
- Select Memorized Report List.

- Open the annual revenue and expense report.
- If the report is expanded, revealing subaccounts, click the Collapse button, just above the report title.

Change the Report Filters
All class codes 1000 to 9999 should be represented on the Annual Revenue and Expense report. (Class 8000 and 9000 are designated for Regional Operations and Other Agencies activities respectively. These classes also should be included on the report). One additional column, Unclassified, also will be included for the report. There will be a Column for each Class and Subclass.

- With the report opened, select Modify Report button.
- Select Filters tab.
- On left side, under Choose filter, select Account.
- In middle of screen, under Account, click the down arrow.
- Select All Accounts
- On left side, under Choose Filter, select Transaction Type.
- Click the down arrow for Transaction Type.
• Select All.
• On left side, under Choose Filter, scroll down and select Class.
• Click the down arrow for Class.
• Select All Classes.
• Select the Display tab.
• For Report Basis, select Accrual.
• At bottom right of Display screen, select Advanced button.
• In the Advanced Options screen, select Non-Zero under the Display Rows and Display Columns. Click OK.

• Select the Header/Footer tab.
• For Report title, change title to Annual Revenue and Expense Report Separated by Class.
• Click OK.

• At the top of the report, change the date range to include 01/01/year to 12/31/year.
• To the right of the date range, change Columns text box to Class.

• Narrow the width of the Columns by clicking on a diamond symbol to the right of one column and dragging it to the left to reduce column wide about 25 to 50%. Choose Yes to reduce all columns.
• Refresh your report.
• Memorize the Annual report and select replace.
• Close the report.

Rename the Report, if necessary
If your report name under the Memorized Report List is not Annual Revenue and Expense Report Separated by Class, then follow this procedure to rename it.
• In the Memorized Report list, right click on the report that you just reconfigured.
• Left click on Edit Memorized Report.
• Change the Report name to Annual Revenue and Expense Report Separated by Class.
• Click OK. Whew. That’s it!