MU Extension
University of Missouri

Create New Deposit Reports

New deposit reports may be created manually, as noted in procedures below, or a search may be performed under contributed reports. (review section, Search for Contributed Reports)

Deposit-Monthly Summary

Create this report from QuickBooks Reports menu.

1. Select **Reports** from menu bar at top of screen.
2. Select **Custom Reports**.
3. Select **Transaction Detail**.
4. In the **Modify Report** screen,
   a. Enter a **date** range
   b. **Report basis** = Cash
   c. **Total By** = Month
   d. **Sort by** = Default
5. Select **Filters** tab
   a. Under **Choose Filters**, select **Accounts Filters**.
   b. Under **Accounts** in middle of screen, select down arrow and select **All Bank Accounts, Select No Split.**
   c. Under Choose Filters, scroll down and select **Transaction Type**.
   d. Select **Multiple Transaction types**
   e. Select **Deposit, Sales Receipt**.
6. Select **Header/Footer**
   a. In **Report Title**, enter a report title.
   b. Click **OK**.
7. Ajust Column width, move Column, or remove Column, as desired.
8. Select **Memorize** button, Enter a Report Name, save to a group if desired.
9. Select Ok to save report.

Deposit-Monthly by Account Report

Create this report from the Deposit–Monthly Summary Report.

1. Open the Deposit-Monthly Summary Report.
2. Change **Total By** (at top of screen) to **Account List.**
3. Select **Customize Report** button.
4. Select **Filter** tab
5. Under **Choose Filter** on left side of screen, select **Account**.
6. A little to the right, select down arrow under Account, scroll down and change from "All Bank accounts" to "**All income/expense accounts**."
7. Select the **Display** tab.
8. If you wish to add **Class code** to the report, then…
   a. Under Columns, scroll down and select **Class**.
9. Select **Header/footer** tab.
10. Change Report Title to "Deposit-Monthly by Account" or another title.
11. Select Ok.

12. Select **memorize and New**.
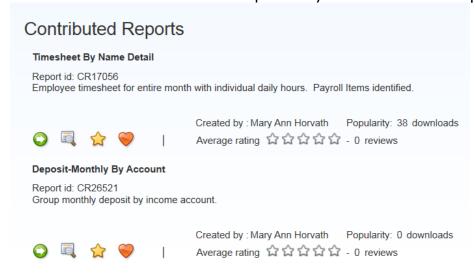13. Enter Report name and select group name (if desired) to save it.

Deposit-Monthly by Class
Create this report from the Deposit-Monthly by Account Report.

1. Open the Deposit-Monthly by Account Report.
2. If Class is not already selected, then… (otherwise, go to Step 3)
    a. Select **Customize Report** button.
    b. Select **Display** tab.
    c. Under **Columns**, scroll down and select **Class**.
    d. Select OK.
3. Change **Total By** (at top of screen) to **Class**.
4. Change **Sort by** to **Class**.
5. Select **Customize Report** button.
6. Select **Header/footer** tab.
7. Change Report Title to "Deposit-Monthly by Class" or another title.
8. Select Ok.
9. Select **memorize and New**.
10. Enter Report name and select group name (if desired) to save it.

Search for Contributed Reports
- Open the Reports Center
- At top of screen, select Contributed tab.
- At top right screen, in the Search box, enter one of the following search text. Horvath   or CR26521 or CR17056. See below list of reports contributed by Horvath.
- To save the report,
    o double-click to open the report.
    o Select Memorized button at top left screen.
    o Change Report name and save in appropriate Group name, if desired.
    o Select OK to save the report to your Memorized Report List.

Adjust the Deposit-Monthly by Account Report

QuickBooks will not allow contributed reports that include a class code filter. Therefore, if you wish to **include the Class code**, the **Deposit-Monthly by Account** Report needs to be adjusted, as follows.

- o Select Customize Report button.
- o Select Display tab.
- o Under Columns, scroll down and select Class.
- o Select OK.

Otherwise,
- o Change the date range.
- o Memorize and Save Report.