University of Missouri Extension   *County Accounting Manual*

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 Memorizied 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**.
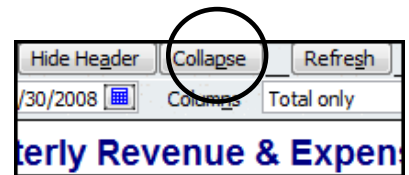
Otherwise, stop here!
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Preparing the Annual Revenue and Expense Report.
To go to the report….
> Select **Reports** from the menu bar
> Select **Memorized Reports**
> Select **Memorized Report List.**

- Open the annual revenue and expense report.
- If the report is expanded, revealing subaccounts, click the **Collapse button**, just above the report title.
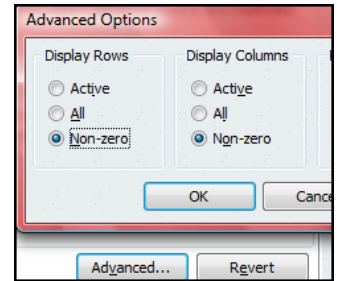
Change the Report Filters
All class codes 1000 to 9999 should be represented on the Annual Revenue and Expense report.   (Class 8000 and 9000 are designated for Regional Operations and Other Agencies activities respectively. These classes also should be included on the report).   One additional column, **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.
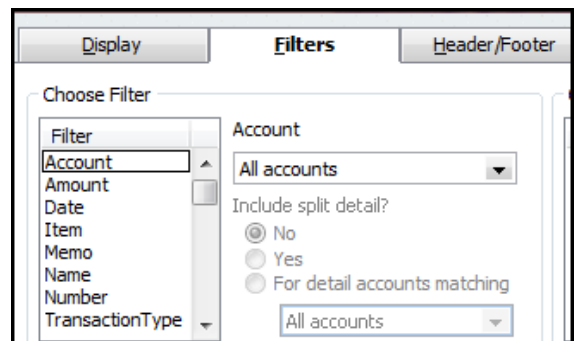
- Select **All**.
- On left side, under **Choose Filter**, scroll down and select **Class**.
- Click the down arrow for Class.
- Select **All Classes**.
- Select the **Display** tab.
- For **Report Basis**, select **Accrual**.
- At bottom right of Display screen, select **Advanced button**.
- In the 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**.
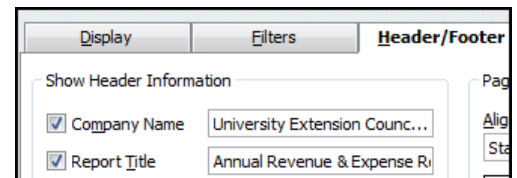
- At the top of the report, change the **date range** to include 01/01/year to 12/31/year.
- To the right of the date range, change **Columns text box to Class**.
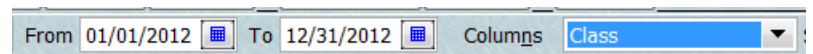
- Narrow the width of the Columns by clicking on a diamond symbol to the right of one column and dragging it to the left to reduce column wide about 25 to 50%.   Choose Yes to reduce all columns.
- Refresh your report.
- **Memorize** the Annual report and select **replace**.
- Close the report**.**

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!