University of Missouri Extension

County Accounting Manual

Savings Report Configuration

★ Select **Reports** from menu bar.
★ Select **Custom Transaction Detail Report**
★ **Date Range**:   Include the **oldest** transaction date to calculate current balances.
★ Click **Modify Report button**
★ The following **Columns** are recommended. (Additional columns may be selected to meet your report needs).
   Date, Memo, Account, Amount, Balance.
★ Total By = **Account List** (This will sort the data by savings account.)
★ Report Basis = **Accural**
★ Select **Filter** button .
   o Under filter box, select **Accounts**, then select **Selected Accounts**
   o Check the Savings Account (or savings accounts), i.e. 0051, 0052 (do not select the checking account).
★ Select **Header/Footer** tab and change the Report Title.
★ Click OK.
★ Click the **Memorize button** at top of screen, type a Report name (i.e. Savings Report), and select OK to save this report under the List of Memorized reports.
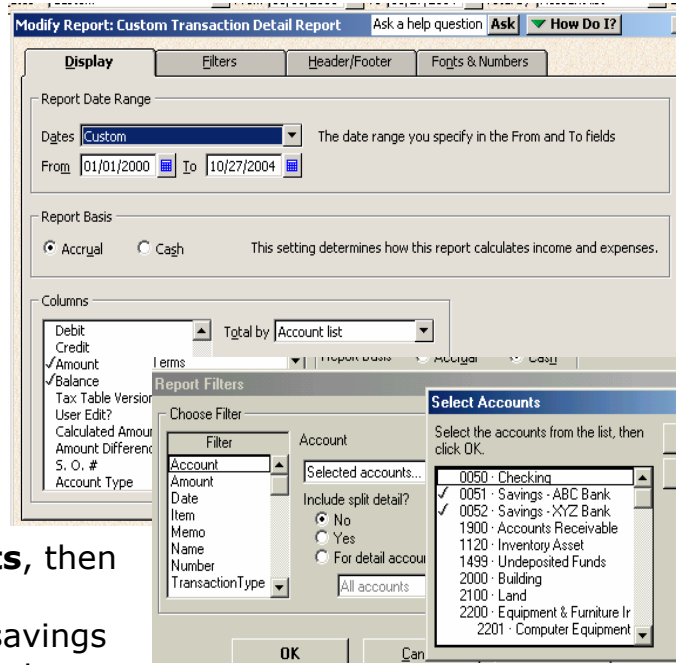
Here is an example of a Savings Account Report.

Savings Report
December 31, 2001 through February 18, 2002

Date	Memo	Account	Paid Amount
0051 · Savings - ABC Bank			
12/31/2001	Opening balance	0051 · Savings - ABC Bank	10,500.00
01/31/2002	January interest	0051 · Savings - ABC Bank	15.00
02/18/2002	February interest	0051 · Savings - ABC Bank	14.00
Total 0051 · Savings - ABC Bank			10,529.00
0052 · Savings - XYZ Bank			
12/31/2001	Opening Balance	0052 · Savings - XYZ Bank	5,000.00
01/17/2002	Transfer to Class 2000 - Equipment purchase	0052 · Savings - XYZ Bank	-1,000.00
01/31/2002	January interest	0052 · Savings - XYZ Bank	8.00
Total 0052 · Savings - XYZ Bank			4,008.00
TOTAL			**14,537.00**