UNIVERSITY OF MINNESOTA
EXTENSION

QuickBooks Help Guide

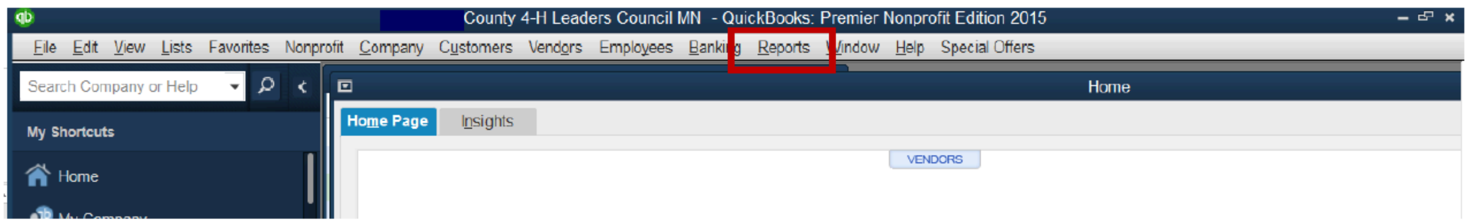
Uncashed Checks Report

Uncleared checks

Checks written to any individual or business but are not cashed, are still legally funds belonging to that entity. Steps should be taken to resolve these uncleared checks. The following report can be set up in QuickBooks and memorized so identification of these uncleared checks can be run at any time.

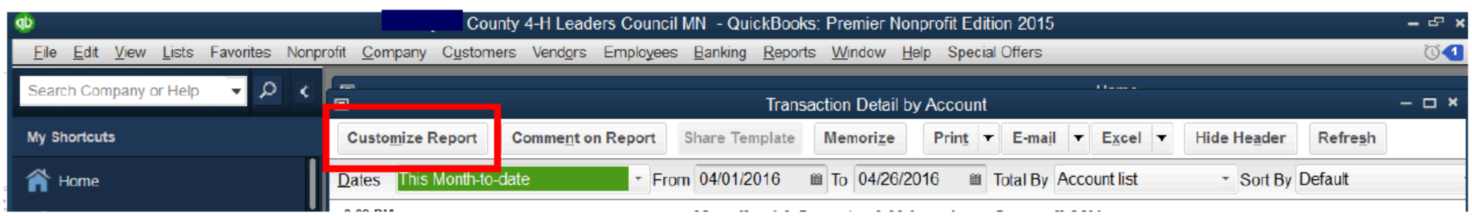
Procedure

1. In QuickBooks, click on **Reports** at the top of the page.

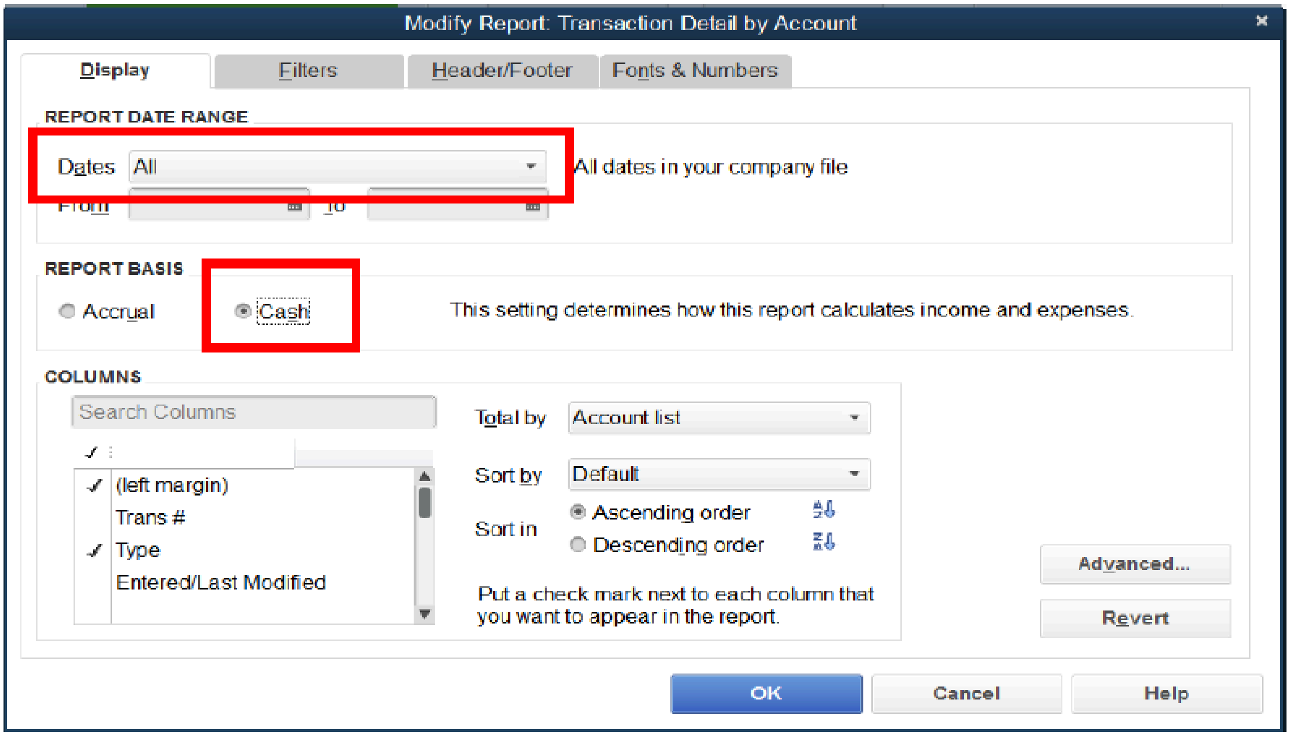


2. Then click on **Accountant & Taxes** and then **Transaction Detail by Account.**

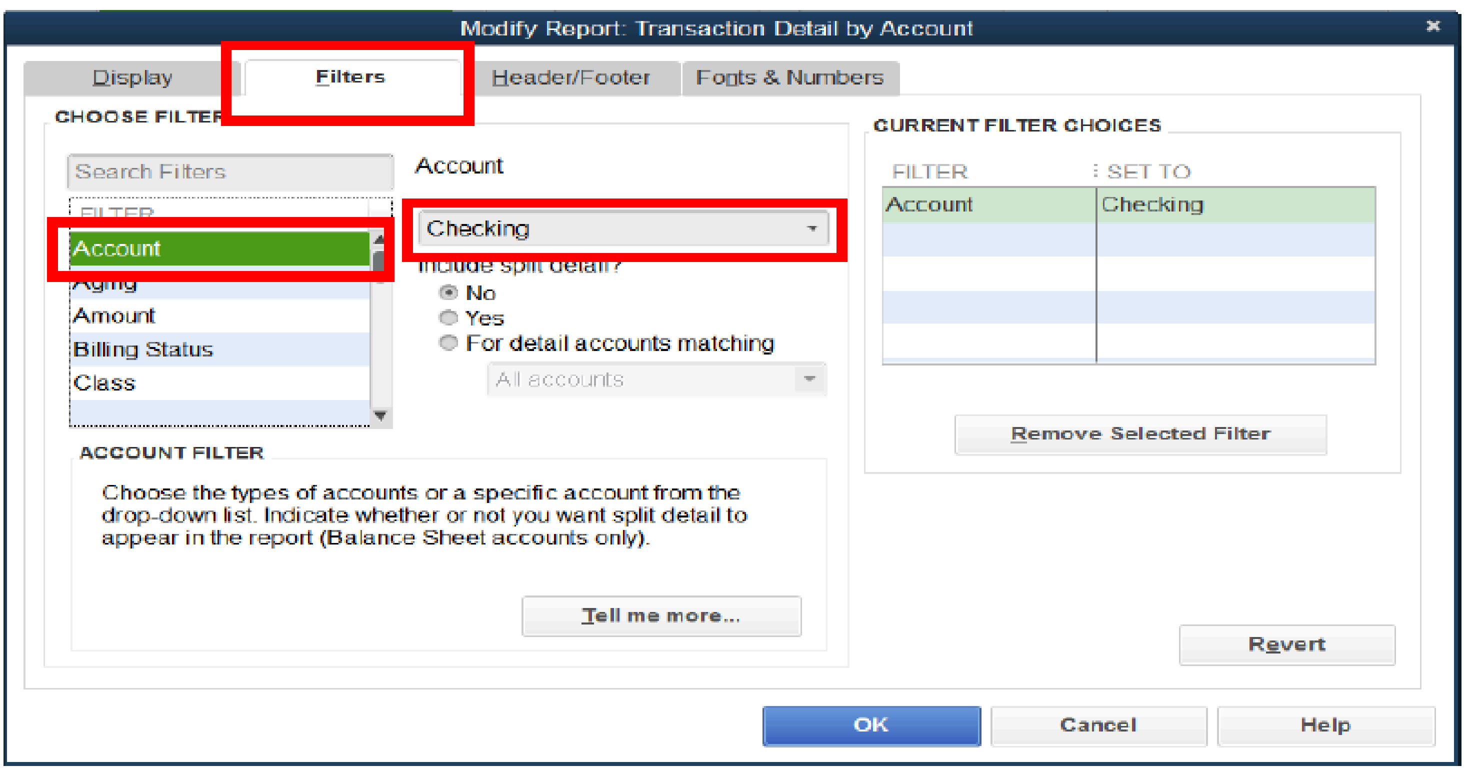
3. You will then click on the **Customize Report** tab at the top of the page.



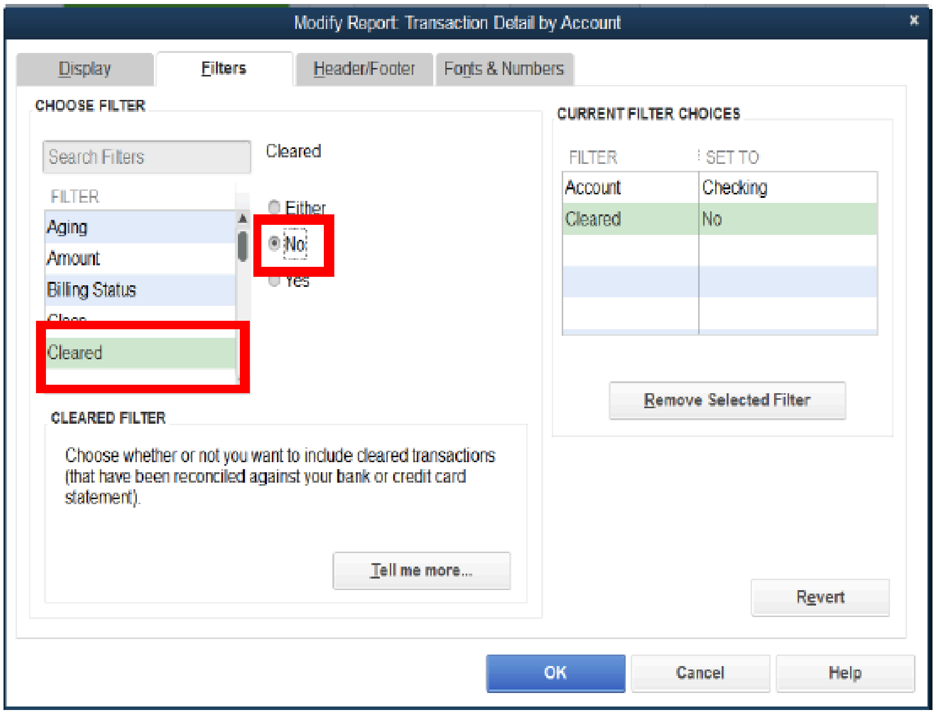
4. Make sure the **Dates** field is set to **All** and the **Report Basis** is **Cash**.



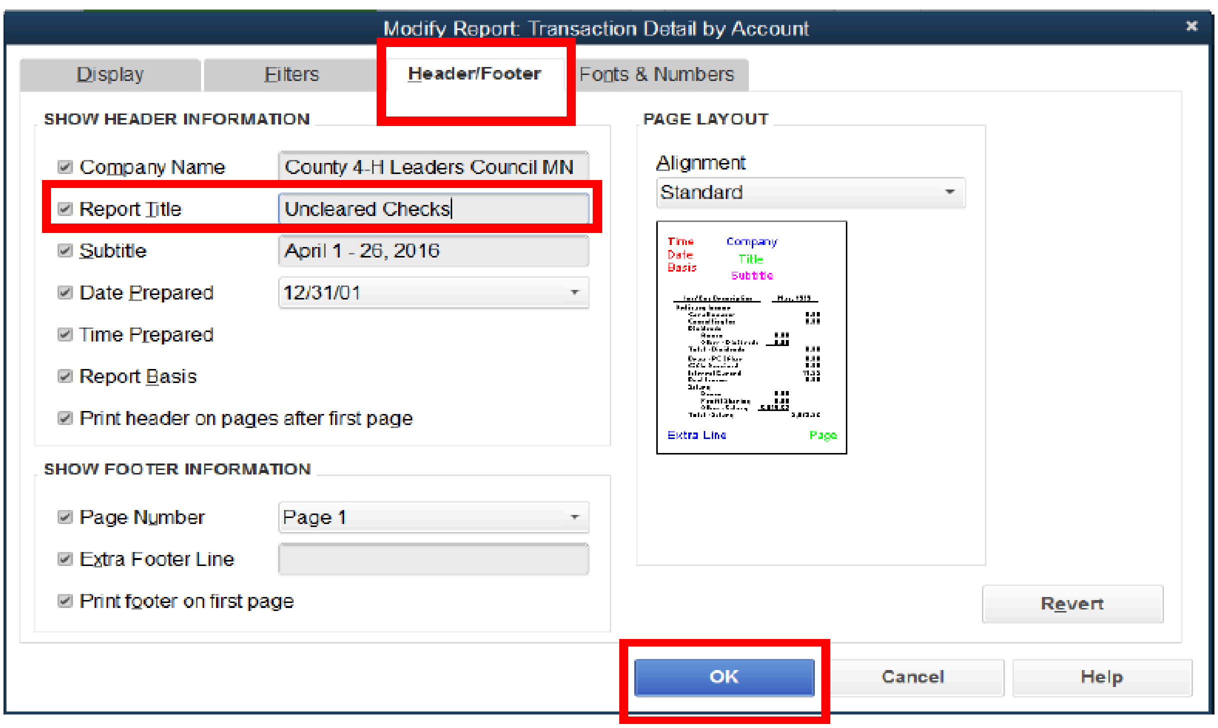
5. Click on the **Filters** tab at the top. Under Filter, click on **Accoun**t, then choose your **checking account**.



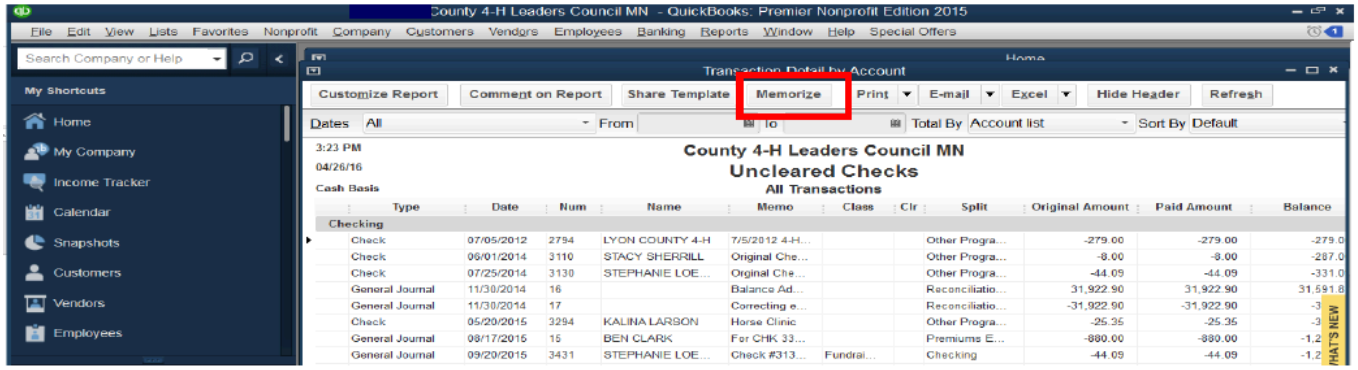
6. While still in the Filters tab, next choose **Cleared** under Filter and click on the radio button for **No**.



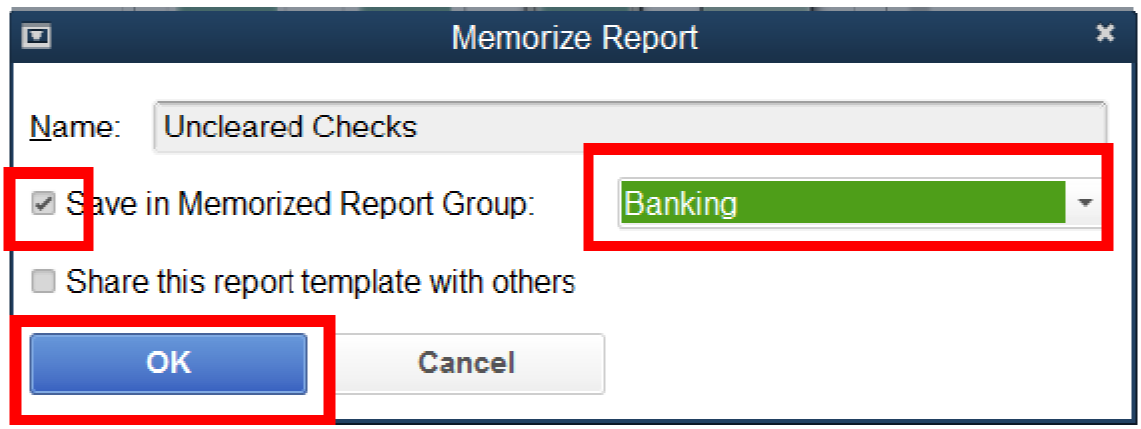
7. Next click on the **Header/Footer** tab and under Report Title, change the name of the report to Uncleared Checks and then click on **OK**. This will now take you to your new report showing all the uncleared checks in your checking account.



8. To memorize your report so that these steps do not have to be repeated, click on **Memorize** at the top of the report.



9. Click on the box **Save in Memorized Report Group** and choose **Banking** and then **OK**.



10. To retrieve the report in the future, click on **Reports**, then **Memorized Reports**, then **Banking**, then **Uncleared Checks**.