



QuickBooks Help Guide

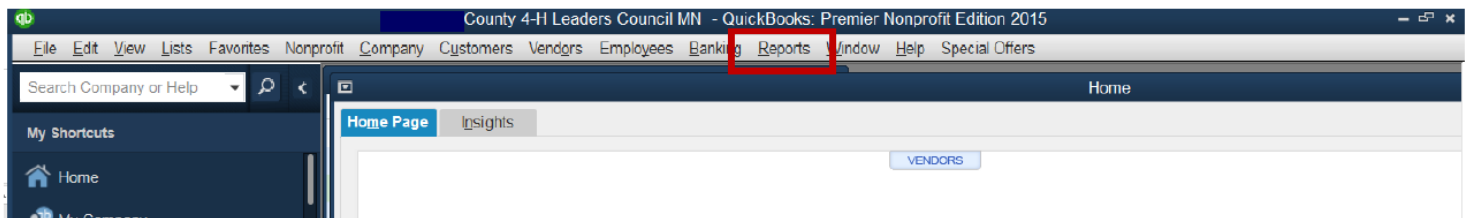
Uncashed Checks Report

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.

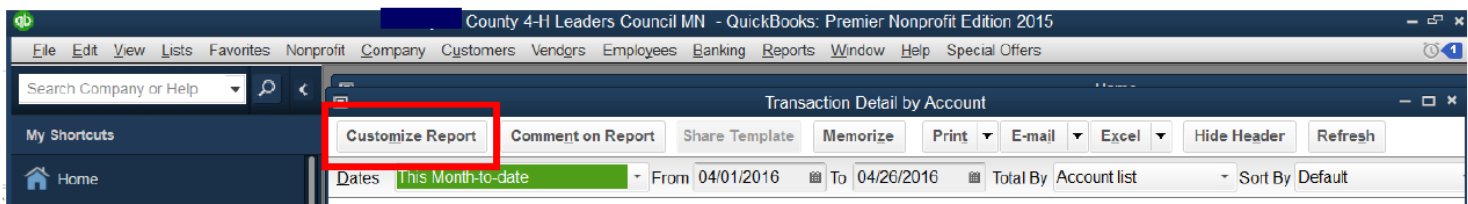
Procedure

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**.

Modify Report: Transaction Detail by Account

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates All All dates in your company file

REPORT BASIS

☐ Accrual
 ☒ Cash
 This setting determines how this report calculates income and expenses.

COLUMNS

Search Columns

☒ (left margin)
☒ Trans #
☒ Type
☐ Entered/Last Modified

Total by Account list

Sort by Default

Sort in
 ☒ Ascending order
☐ Descending order

Put a check mark next to each column that you want to appear in the report.

Advanced... Revert

OK Cancel Help

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

Modify Report: Transaction Detail by Account

Display **Filters** Header/Footer Fonts & Numbers

CHOOSE FILTER

Search Filters

☒ Account
☐ Aging
☐ Amount
☐ Billing Status
☐ Class

ACCOUNT FILTER

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

Tell me more...

CURRENT FILTER CHOICES

FILTER	SET TO
Account	Checking

Remove Selected Filter

Revert

OK Cancel Help

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



County 4-H Leaders Council MN - QuickBooks: Premier Nonprofit Edition 2015

File Edit View Lists Favorites Nonprofit Company Customers Vendors Employees Banking Reports Window Help Special Offers

Search Company or Help

My Shortcuts: Home, My Company, Income Tracker, Calendar, Snapshots, Customers, Vendors, Employees

Transaction Detail by Account

Customize Report Comment on Report Share Template **Memorize** Print E-mail Excel Hide Header Refresh

Dates All From To Total By Account list Sort By Default

3:23 PM 04/26/16

County 4-H Leaders Council MN
Uncleared Checks
All Transactions

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
Checking										
Check	07/05/2012	2794	LYON COUNTY 4-H	7/5/2012 4-H...			Other Progra...	-279.00	-279.00	-279.0
Check	06/01/2014	3110	STACY SHERRILL	Original Che...			Other Progra...	-6.00	-6.00	-287.0
Check	07/25/2014	3130	STEPHANIE LOE...	Original Che...			Other Progra...	-44.09	-44.09	-331.0
General Journal	11/30/2014	16		Balance Ad...			Reconciliatio...	31,922.90	31,922.90	31,591.8
General Journal	11/30/2014	17		Correcting e...			Reconciliatio...	-31,922.90	-31,922.90	-3
Check	05/20/2015	3294	KALINA LARSON	Horse Clinic			Other Progra...	-25.35	-25.35	-3
General Journal	08/17/2015	15	BEN CLARK	For CHK 33...			Premiums E...	-880.00	-880.00	-1.2
General Journal	09/29/2015	3431	STEPHANIE LOE...	Check #313...	Fundrai...		Checking	-44.09	-44.09	-1.2

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

Memorize Report

Name:

☒ Save in Memorized Report Group:

☐ Share this report template with others

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

