

## ITEMIZED CATEGORIES REPORT

Once you are ready to run your year end reports, a total year **Itemized Categories Report** for the Education Operating Fund should be run and filed for the auditors review.

**DESCRIPTION:** An **Itemized Categories Report** shows all of transactions in selected categories over a certain time period. In an Extension office we might also want an itemized category report for a specific category or categories.

To produce an **Itemized Category Report**, click on **Reports** in the toolbar top of the screen; click on **Home**, and then **Itemized Categories**. Click the "CUSTOMIZE" button. When the dialog box comes up, change the following settings:

### In the *Display* screen

- Change the dates to the time period you want.

### Click the *Accounts* tab

- Make sure that there are  marks by **all** of your Operating Fund accounts, including checking, savings, money market, CDs, cash box, petty cash and all liability accounts uses for payroll.

### Click the *Include* tab

- Click *Mark All*. Notice the top category is **Not Categorized** you may unclick this category.

### Click the *Advanced* tab

- On the **Transfers:** line, set it to **Exclude All**.

Then click the "CREATE" button. What appears on the screen is list of transactions in the selected category or categories in the Operating Fund for a given period.

**SPECIAL NOTE:** An **Itemized Category** report should be run every time you enter a number of transactions to check whether they were entered in the right categories. You can scan the report on the screen as a double check without printing it out. It is also a good idea, every so often, to create an **Itemized Category** report selecting **Not Categorized** as the only category. We should have no transaction in our system without categories. (Uncategorized Transactions that are zero are not real transactions, but rather blank lines in split transactions. Ignore them.)