

Creating Memorized Reports

You can set up a memorized report to keep track of the balances in an asset account. The following steps can be used to create a memorized report for any account depending on its purpose. We have used the Employee Purchase Account as an example.

1. From the *Reports* drop down menu, select a *Custom Transaction Detail Report*.
2. When the report is built, click on *Modify Report* at the top and stay on the *Display* tab. From here, select the date range to display (for this report, we recommend selecting *all* dates). You can also click on the columns you wish to display on the report. An important point on this screen is the *Total By* selection. For the Employee Purchases report, select *Employee*.
3. Click on the *Filters* tab to show the available filters. On the filters display, select *Accounts* and then select the *Employee Purchases Asset* account.
4. Click on the *Header/Footer* tab to customize the wording of this report to the specific employee or employees.
5. Once you've made the above adjustments, click *OK* and the customized report will appear.
6. Once the report is the way you like it, click *Memorize* and title the customized report for future use.

In the memorized report list, you can also customize how these reports are formatted. From the *Reports* dropdown, select the *Memorized Report List*. From this display, you can create groups to store specific reports for future use. You can also click and drag reports to the new groups you have created.

