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## Unclassified Transaction Report Configuration

The Unclassified Transaction Report is an **extension of the Funds Class Balance Report** and displays all transactions that have **no Class codes**. It is an excellent report to assist the Bookkeeper in locating **discrepancies between the Funds Class Balance Report Total and the Checking Register Balance**. This reports helps you to determine if...

- ★ There are transactions that were not given a class code that should have a class code.
- ★ There are transactions that were given a class code that should not have a class code.

### The following transactions typically will NOT have a class code:

9000 to 9090 - Payroll Liabilities  
 1600 - Opening balances only -- related to outstanding checks or deposits  
 Savings transactions  
 Any Petty Cash transactions *created within* the Petty Cash Register.

### Configure the Unclassified Transactions Report

In the **Funds Class Balance Report**, you can change the Class filter to **All Classes** to see the difference between the Checking Register balance and the Funds Class Balances Report Total. "All Classes" includes all transactions that do NOT have a Class Code in addition to the Class 1000 to 9000 class codes.

A line item labeled "**Unclassified Transactions**" will display. This amount is the total of all transactions that do not have a Class code.

◆ Double-click on the **amount for Unclassified Transactions**.

**Reconfigure the report and save it as a Memorized Report**, as follows:

- ★ Click the **Modify Report** button at top left of screen and select the following columns. **Type, Date, Amount, Split, Debit, Credit, Balance**.  
 Uncheck other columns you do not need
- ★ Report Basis = **Accural**.
- ★ **Date** Range must include the **oldest transaction date** in your QB data file.
- ★ Click **OK**. (see box below if you have Savings or Petty Cash accounts)
- ★ Click **Memorize** button at top of screen and name the Report "Unclassified Transactions."
- ★ Click **OK**. This report will be added to the **List of Memorized Reports**.

Note: If you created **Savings bank accounts or Petty Cash Assets account** in QuickBooks and are **not using class codes** for these transactions, then change the **Accounts** filter under the Modify Report button to include the Savings and petty cash accounts.

- ★ Click **Filter** button.
- ★ Select **Accounts** under Filter box.
- ★ Click down arrow next to "**Selected Accounts**"
- ★ Click "**Selected Accounts**" (in black)
- ★ Place ✓ preceding the Savings and/or Petty Cash accounts. (do not check Checking or any other asset account)
- ★ Click **Memorize** button at top of screen and name the Report "Unclassified Transactions" -OR- click **Replace** if Report was already saved.
- ★ Click OK.

- ◆ Every transaction should have a plus (+) and minus (-) amount (**Debit and Credit**). If a transaction is lacking either the plus or minus amount, then it is considered in the Difference. For example, since the State Withholding Tax is not paid for a given month, only a CREDIT Payroll Liability transaction is displayed. When the Payroll liability is paid, a DEBIT Payroll Liability transaction is created and displayed on the report.  
For all other Payroll liabilities that are paid monthly, you will see both the positive and negative amounts: debits and credits.
- ★ **If there is an income or expense transaction included with this Unclassified Amount Report that should have a class code**, then double click on the amount to go to the original transaction. Add the class code. Save and Record.
- ★ **At the end of each quarter, the balance on the Unclassified Transaction Report should be ZERO.** (or at the end of each month, if state taxes are paid monthly)