

How do I track the activity in my banking accounts?

Quicken includes reports that show high-level breakdowns of your income and expenses or cash flow, lists of your transactions, whether your Quicken account records agree with your current bank statement, and even if you've entered transactions that skip a **check number** (**Cheque number** in Canada) or include duplicate check numbers. Together these reports can help you spot trends or issues that need attention.

You can [create](#) a number of reports to track the transactions in your banking accounts. Click the topic below for the report you want more information about.

Banking Summary report

This report provides subtotals by category, tag, payee, or account without listing transactions. It covers all checking, savings, cash, and credit card accounts, and it is a good report to run when you want to focus on inflow and outflow totals plus transfers.

A Banking Summary report initially excludes transfer transactions that occur within the accounts included in the report (such as the opening balance or adjustment transactions). For example, Quicken includes a transfer of funds from checking to savings. To change the transfers that the report includes, click Customize, click the [Advanced tab](#), and change the Transfers setting.

Quicken usually displays the summary report with category or tag names rather than category or tag descriptions, but you can change the report to display descriptions. (choose Reports menu > Reports & Graphs Center, and click Preferences.) Then, if a category or tag has no description, Quicken displays the category or tag name.

Cash Flow report

This report summarizes your income and expenses by category. It covers all checking, savings, cash, and credit card accounts, and it is a good report to periodically compare your inflow and outflow transactions without transfers.

A Cash Flow report initially excludes all transfer transactions. For example, Quicken doesn't include a transfer of funds from checking to savings. To change the transfers that the report includes, click Customize, click the [Advanced tab](#), and change the Transfers setting.

If you purchased **Quicken Business & Personal**, you can use this report for your business finances as well.

Cash Flow by Tag report

This report summarizes your income and expenses by [tag](#), and can be useful when you want to see the additional detail tags can provide. If you purchased **Quicken Business & Personal**, this report also includes [business tags](#).

The **Cash Flow by Tag** report includes all accounts and initially includes all external transfer transactions. For example, Quicken includes a transfer of funds from checking to savings. To change the transfers that the report includes, click Customize, click the [Advanced tab](#), and change the Transfers setting.

Missing Checks report

This report lists payments from all bank accounts by check number, so you can easily spot a break in a sequence of check numbers. It lists missing check numbers as well as duplicate check numbers.

Click Expand All to display the individual accounts and all the checks they include, or click Collapse All to hide the checks and display just the individual accounts.

If you purchased **Quicken Business & Personal**, you can also use this report for your business finances.

Reconciliation report

This report compares your Quicken account records with the information on your current bank statement so you can resolve any differences between the two. You can print this report before you reconcile your account to see your cleared and uncleared transactions, or after you've reconciled your account for your records.

1. Select the appropriate option:
 - If you've just [reconciled](#) a banking account in Quicken and clicked Done, click Yes when Quicken asks if you'd like to print a Reconciliation report.
 - If you haven't just reconciled the banking account, open the register you want the report for, and then choose Reports > Banking > Reconciliation.
2. In the **Reconciliation Report Setup** dialog, in the **Report Title** field, enter a name for the report. (Optional)
3. In the **Show Reconciliation to Bank Balance** as of field, change the date. (Optional)
4. In the **Transactions to Include** area, select the appropriate option.
 - Select **All Transactions** to see detail for every transaction (in addition to summary information).
 - Select **Summary** and **Uncleared** to see detail for every uncleared transaction (in addition to summary information).
5. Select the **Show Savings Goal Transactions** check box to see savings goal contributions.
6. Click **Print**.
7. [Select any options](#) you want to use.
8. Click **OK**.

Transaction report

This report lists transactions from one or more registers. Unlike a summary report, it shows individual transactions. To see a running total of balances, [print your register](#) and preview it on-screen. Or, to see just the last month's worth of transactions for payee or category, run a one-click [mini-report](#).



Note for our Canadian Customers

The following terms will be different in the Canadian releases of Quicken.

Canada: "Cheque" / United States: "Check"

Canada: "Colour" / United States: "Color"

Canada: "Centre" / United States: "Center"

Canada: "Realise" / United States: "Realize"

Canada: "Behaviour" / United States: "Behavior"

Canada: "Analyse" / United States: "Analyze"