# Computer Accounting with QuickBooks 2019 by Donna Kay

## Export QuickBooks Reports to Excel

### DOWNLOAD EXCEL REPORTS TEMPLATES

To download Excel Reports Templates for QuickBooks assignments:

**1** Go to **www.My-QuickBooks.com**

**2** Select the **QB2019** link

**3** Scroll down to the section **Excel Templates**

**4** Download the **Excel Reports Template** for **Chapter 1** to your Desktop

**5** **Open** the Excel workbook

**6** Select **File > Save As**

**7** Enter file name: **YourLastName FirstName CH1 REPORTS**

**8** The filename extension should be: **.xls or .xlsx**

**9** **Close** the Excel workbook

## EXPORT QUICKBOOKS REPORTS TO EXCEL REPORTS TEMPLATES

To export QuickBooks reports to the Excel Reports Template:

**1** With the QuickBooks report displayed in your QuickBooks software, select **Excel**

**2** Select **Create New Worksheet**

**3** When the Send Report to Excel window appears, select **Replace an existing worksheet**

**4** Click the **Browse** button and select your **CH [NO.] REPORTS Excel file**

**5** From the drop-down list, select the sheet: **C/E/P [NO.]**

**6** Click the **Advanced** button

**7** **Un**check **Space between columns**

**8** **Un**check **Include QuickBooks Export Guide worksheet with helpful advice**

**9** Select **On printed report and screen**

**10** Click **OK**

**11** Click **Export**

**12** If the Export Report Alert window appears, select **Do not display this message in the future**

**13** Select **Yes**

**Customize Report** | **Comment on Report** | **Share Template** | **Memorize** | **Print** ▾ | **E-ma** ①  **Excel** ▾ | **Hide Header** | **Collapse** ⑭ | **Refresh**

Dates Last Month ▾  From 11/01/2022 📅  To 11/30/2022 📅  Sort By Default

**Create New Worksheet** ②
Update Existing Worksheet

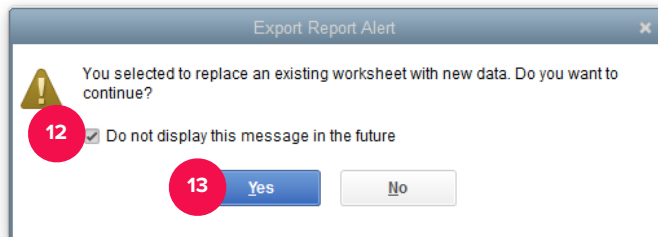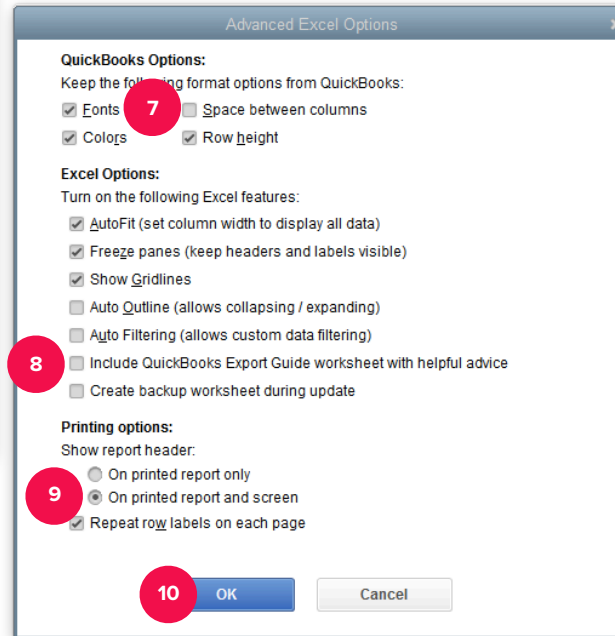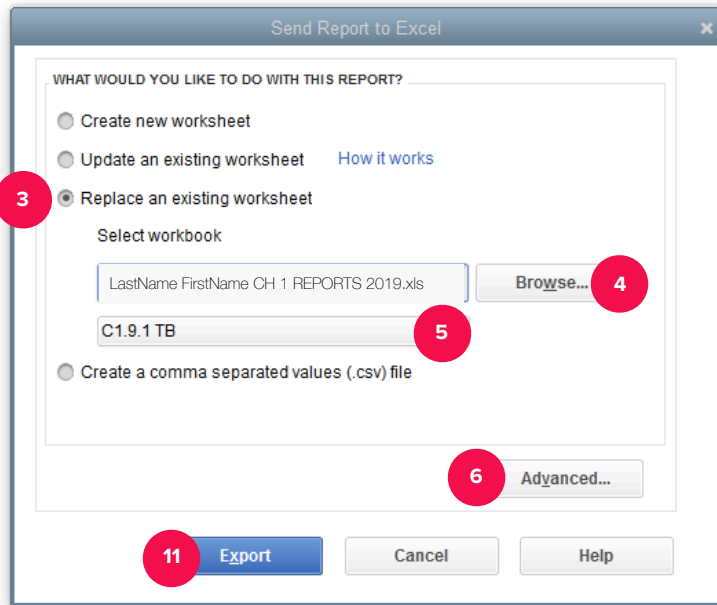Report Basis: ● Accrual ○ Cash   **Show Filters**

<div align="center">

**YourName Chapter 1 Rock Castle Construction**
**Trial Balance**
**As of November 30, 2022**

</div>

Accrual Basis

| | Nov 30, 22 | |
|---|---|---|
| | Debit | Credit |
| 54000 · Job Expenses:54520 · Freight & Delivery | 727.50 | |
| 54000 · Job Expenses:54599 · Less Discounts Taken | | 201.81 |
| 60100 · Automobile:60110 · Fuel | 1,507.08 | |
| 60100 · Automobile:60120 · Insurance | 2,850.24 | |
| 60100 · Automobile:60130 · Repairs and Maintenance | 2,406.00 | |
| 60600 · Bank Service Charges | 125.00 | |
| 62100 · Insurance:62110 · Disability Insurance | 582.06 | |
| 62100 · Insurance:62120 · Liability Insurance | 5,885.96 | |
| 62100 · Insurance:62130 · Work Comp | 12,442.76 | |
| 62400 · Interest Expense:62420 · Loan Interest | 1,963.07 | |
| 62700 · Payroll Expenses:62710 · Gross Wages | 96,551.65 | |
| 62700 · Payroll Expenses:62720 · Payroll Taxes | 7,386.20 | |
| 62700 · Payroll Expenses:62730 · FUTA Expense | 168.00 | |
| 62700 · Payroll Expenses:62740 · SUTA Expense | 1,123.50 | |
| 63100 · Postage | 35.00 | |
| 64200 · Repairs:64220 · Computer Repairs | 0.00 | |
| 64200 · Repairs:64230 · Equipment Repairs | 1,350.00 | |
| 64800 · Tools and Machinery | 2,010.68 | |
| 65100 · Utilities:65110 · Gas and Electric | 1,041.48 | |
| 65100 · Utilities:65120 · Telephone | 841.15 | |
| 65100 · Utilities:65130 · Water | 264.00 | |
| 70100 · Other Income | | 103.27 |
| 70200 · Interest Income | | 229.16 |
| **TOTAL** | **1,061,566.46** | **1,061,566.46** |

## Send Report to Excel

WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

- ○ Create new worksheet
- ○ Update an existing worksheet    How it works
- **(3)** ● Replace an existing worksheet

  Select workbook

  **(4)** | LastName FirstName CH 1 REPORTS 2019.xls | Browse...

  **(5)** | C1.9.1 TB |

- ○ Create a comma separated values (.csv) file

**(6)** Advanced...

**(11)** Export    Cancel    Help

## Advanced Excel Options

**QuickBooks Options:**
Keep the following format options from QuickBooks:

**(7)** ☑ Fonts    ☐ Space between columns
☑ Colors    ☑ Row height

**Excel Options:**
Turn on the following Excel features:

- ☑ AutoFit (set column width to display all data)
- ☑ Freeze panes (keep headers and labels visible)
- ☑ Show Gridlines
- ☐ Auto Outline (allows collapsing / expanding)
- ☐ Auto Filtering (allows custom data filtering)
- **(8)** ☐ Include QuickBooks Export Guide worksheet with helpful advice
- ☐ Create backup worksheet during update

**Printing options:**
Show report header:

- ○ On printed report only
- **(9)** ● On printed report and screen
- ☑ Repeat row labels on each page

**(10)** OK    Cancel

## Export Report Alert

⚠ You selected to replace an existing worksheet with new data. Do you want to continue?

**(12)** ☑ Do not display this message in the future

**(13)** Yes    No

## SAVE EXCEL REPORT

Excel should open on your screen with your QuickBooks report inserted.

**(1)** Select the **[CH NO.] REPORTS** sheet tab

**(2)** Mark the report sheet you completed by inserting an "**X**".

**(3)** **Save** your **REPORTS** Excel workbook using the filename: **YourLastName FirstName CH [NO.] REPORTS**

**(4)** **Close** the Excel Reports workbook before exporting another QuickBooks report. Otherwise, you might receive an error message when exporting the next QuickBooks report.