## **Exporting Reports from QuickBooks**

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	The ordinary	Income/Ex	pense			, our z	2 - 0011 25	1	
	* Expe	ense							
	₹ 53	· Fees & Se	ervices (Fees & Ser	vices)					
		531100 · Pro	fessional Fees (Pr	ofessional Fees)	•		1,450.00	•	
	То	otal 53 · Fees	s & Services (Fees	& Services)			1,450.00		
	▼ 54	· Occupanc	y (Occupancy)						
		543 · Repair	rs & Maintenance (	Repairs & Mainte	nance)				
		543150 · F	R/M HVAC (R/M HVA	AC)			800.00		
		543250 · F	R/M Plumbing (R/M	Plumbing)			650.00		
		Total 543 · F	Repairs & Maintena	ance (Repairs & N	laintena		1,450.00		
Total 54 · Occupancy (Occupancy)				1,450.00					
	Tota	I Expense					2,900.00		
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Net Income					.2.900.00				

In QuickBooks select the report you would like to export. Click on the Excel tab and select "**Create a new worksheet**" then "in a new workbook" and click on "**Export**"



The Excel report is exported. Once the report opens on you screen, save it to your local C drive (WindowsC) on your PC. Click on **"File"** at the top and Select "**Save As**" from the list.

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## Then click on "Browse"

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Browse your computer looking for your Local Disk C drive (WindowsC) on your PC. Select the Local Disk C drive (WindowsC). Create a new folder called Citrix Exports or another name of your choosing. It should now show on your list of folders on the Local Disk C drive (WindowsC).

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Select that folder and name your file and and Save as type Excel Workbook (\*.xlsx). Click "**Save**". You file has now been saved to your Local Disk C drive (WindowsC). You may now edit your file as needed and save.

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To reopen your saved file, go to your PC, then select Local Disk C drive (WindowsC) and choose your folder and the open your file.

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