

# Exporting Reports from QuickBooks

Test Parish - Intuit QuickBooks Enterprise Solutions 23.0(multi-user)(Admin) - [Profit & Loss]

Banking Reports Window Help

MemTx App Center Snapshots Customers Vendors Employees Bank Feeds Docs Reports Find Acct

Memorize Print E-mail Excel Hide Header Collapse Rows Refresh

022 To 06/30/2023 Show Columns Total only Sort By Default

Test Parish  
Profit & Loss  
July 2022 through June 2023

Jul '22 - Jun 23	
Ordinary Income/Expense	
Expense	
53 - Fees & Services (Fees & Services)	
531100 - Professional Fees (Professional Fees)	1,450.00
Total 53 - Fees & Services (Fees & Services)	1,450.00
54 - Occupancy (Occupancy)	
543 - Repairs & Maintenance (Repairs & Maintenance)	
543150 - R/M HVAC (R/M HVAC)	800.00
543250 - R/M Plumbing (R/M Plumbing)	650.00
Total 543 - Repairs & Maintenance (Repairs & Maintena...	1,450.00
Total 54 - Occupancy (Occupancy)	1,450.00
Total Expense	2,900.00
Net Ordinary Income	-2,900.00
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**”

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Send Report to Excel

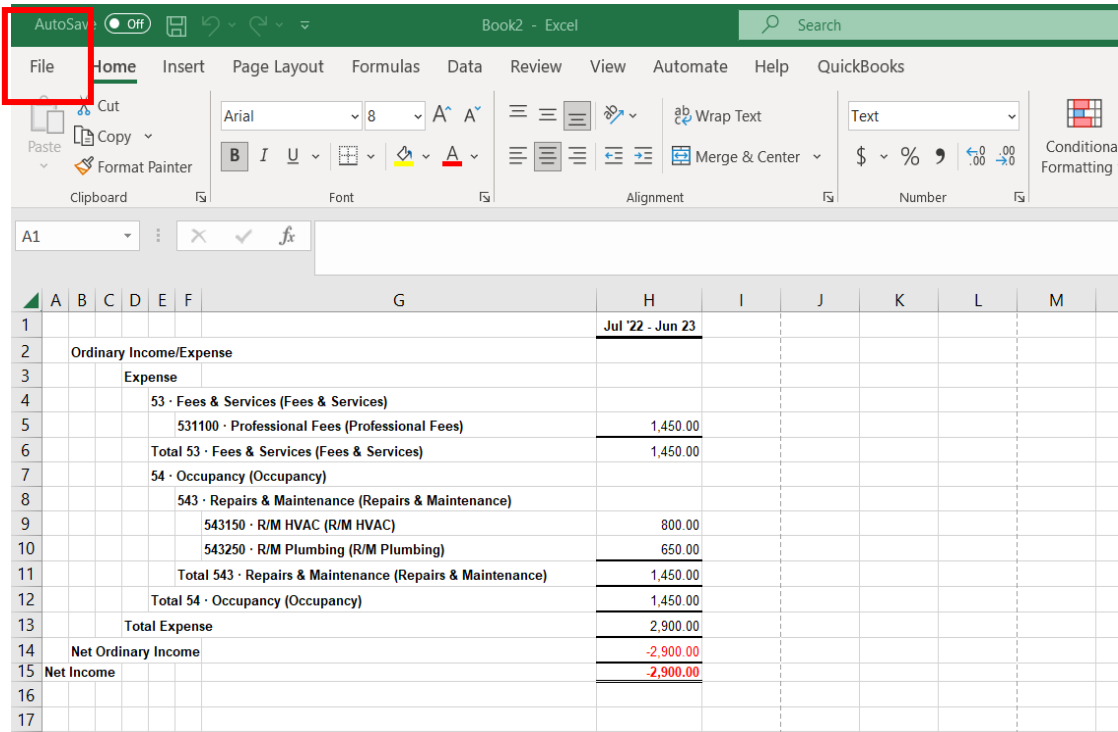
WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

- Create new worksheet
  - in new workbook
  - in existing workbook
- Update an existing worksheet [How it works](#)
- Replace an existing worksheet
- Create a comma separated values (.csv) file

Advanced...

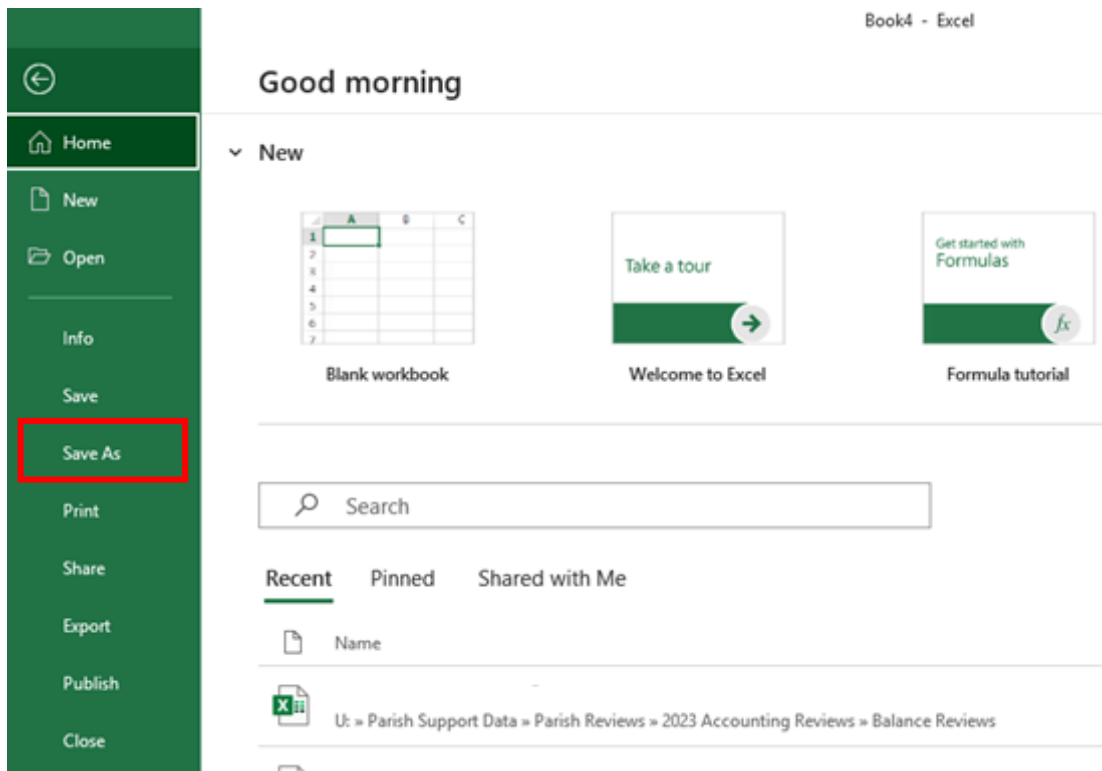
Export Cancel Help

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.



The screenshot shows the Microsoft Excel interface for 'Book2 - Excel'. The 'File' menu is highlighted with a red box. The ribbon includes 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Automate', 'Help', and 'QuickBooks'. The main area displays a financial report with columns A through M and rows 1 through 17. The report data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1								Jul '22 - Jun 23					
2							Ordinary Income/Expense						
3							Expense						
4							53 · Fees & Services (Fees & Services)						
5							531100 · Professional Fees (Professional Fees)	1,450.00					
6							Total 53 · Fees & Services (Fees & Services)	1,450.00					
7							54 · Occupancy (Occupancy)						
8							543 · Repairs & Maintenance (Repairs & Maintenance)						
9							543150 · R/M HVAC (R/M HVAC)	800.00					
10							543250 · R/M Plumbing (R/M Plumbing)	650.00					
11							Total 543 · Repairs & Maintenance (Repairs & Maintenance)	1,450.00					
12							Total 54 · Occupancy (Occupancy)	1,450.00					
13							Total Expense	2,900.00					
14							Net Ordinary Income	-2,900.00					
15							Net Income	-2,900.00					
16													
17													



The screenshot shows the 'File' menu in Microsoft Excel for 'Book4 - Excel'. The 'Save As' option is highlighted with a red box. The main area displays the text 'Good morning' and a 'New' section with three options: 'Blank workbook', 'Welcome to Excel', and 'Formula tutorial'. Below this is a search bar and a 'Recent' section with a list of files.

Good morning

New

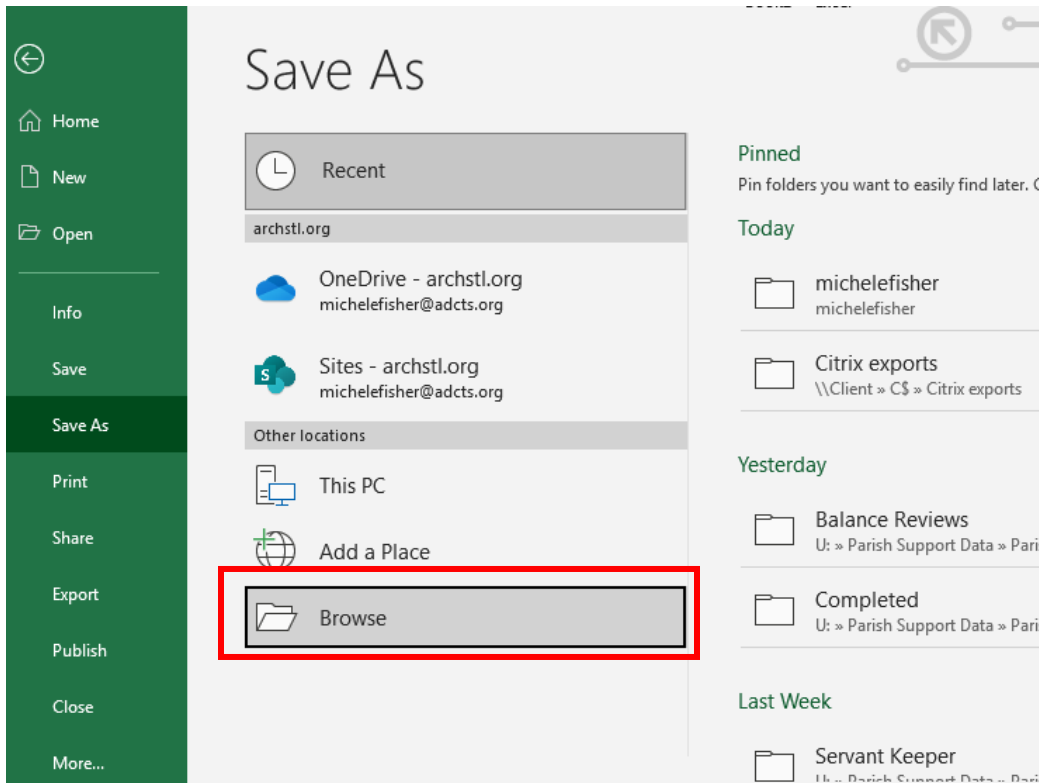
- Blank workbook
- Welcome to Excel
- Formula tutorial

Search

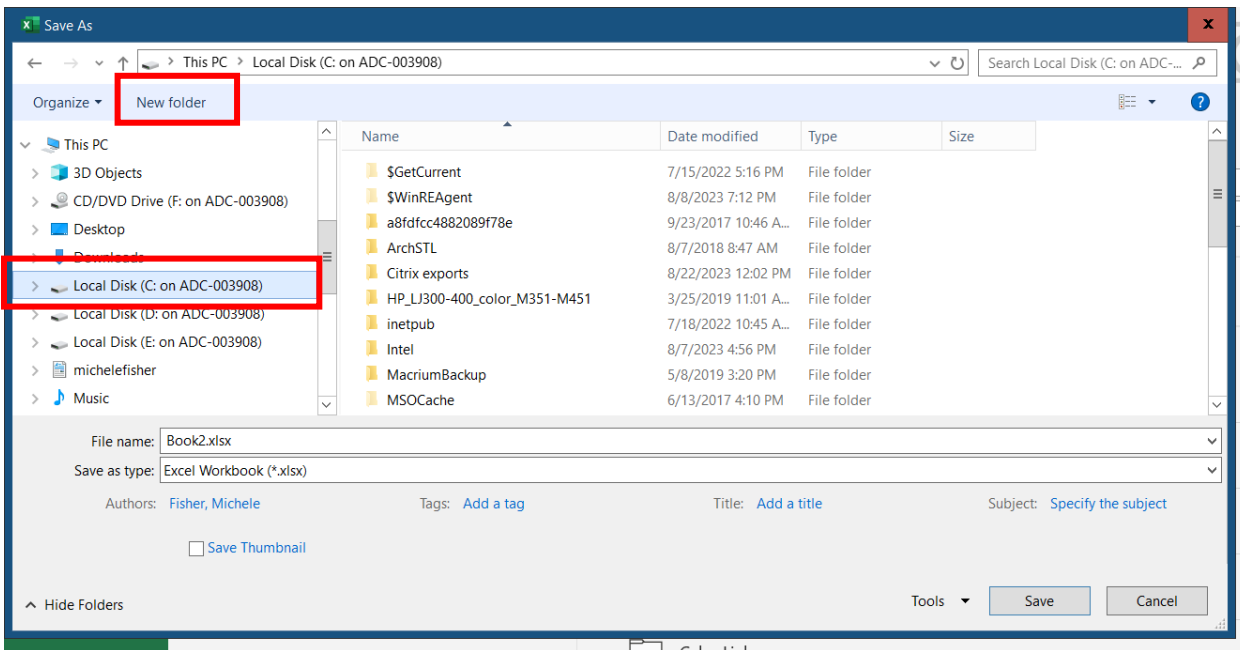
Recent Pinned Shared with Me

- Ut » Parish Support Data » Parish Reviews » 2023 Accounting Reviews » Balance Reviews

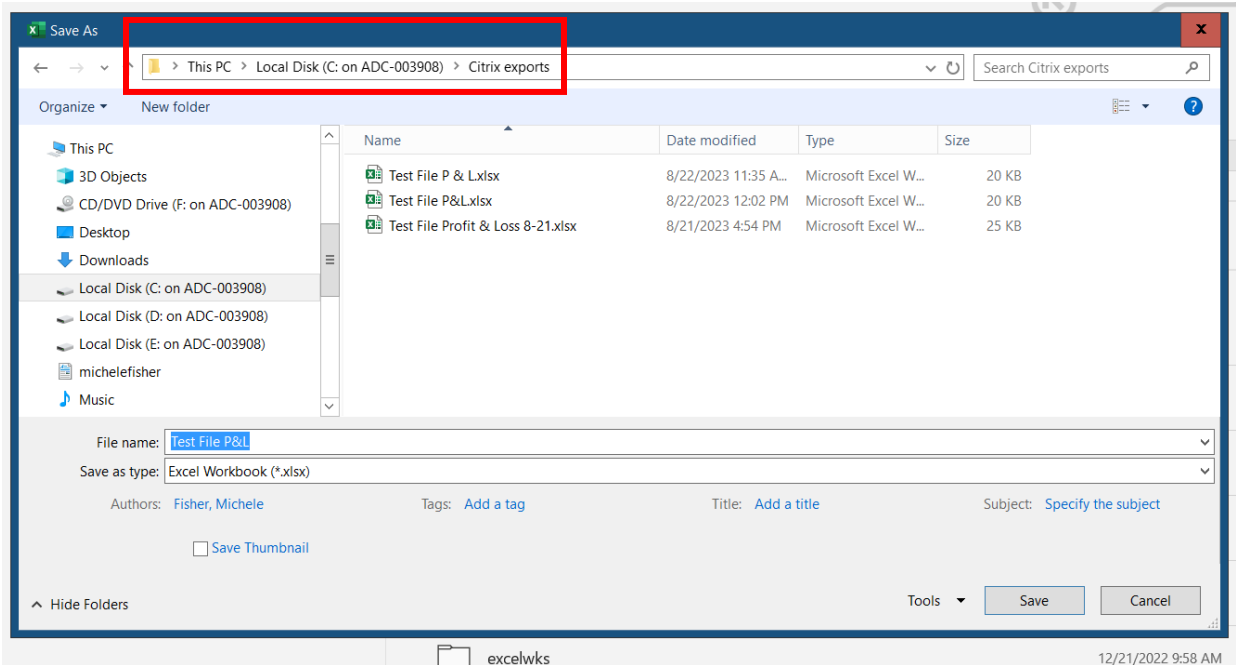
Then click on **“Browse”**



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).



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



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.

