Exporting GL Activity from QuickBooks

Table of Contents

Assumptions and General Information

- This document was created as a supplement to the instructional videos, which go over this process. Video Link: https://tinyurl.com/ELKS-Exporting-GL-Activity

- This document can be found by visiting http://www.CHEA-Elks.org under Accounting Consultants. This link is password protected "AA2019".

- This document was created for **QuickBooks Pro (Desktop Edition)** users. It was not intended to be used with QuickBooks Online, or any other accounting systems.

Exporting GL Activity file from QuickBooks

*From the Reports menu, select **Accountant & Taxes** → **Transaction Detail by Account**.*
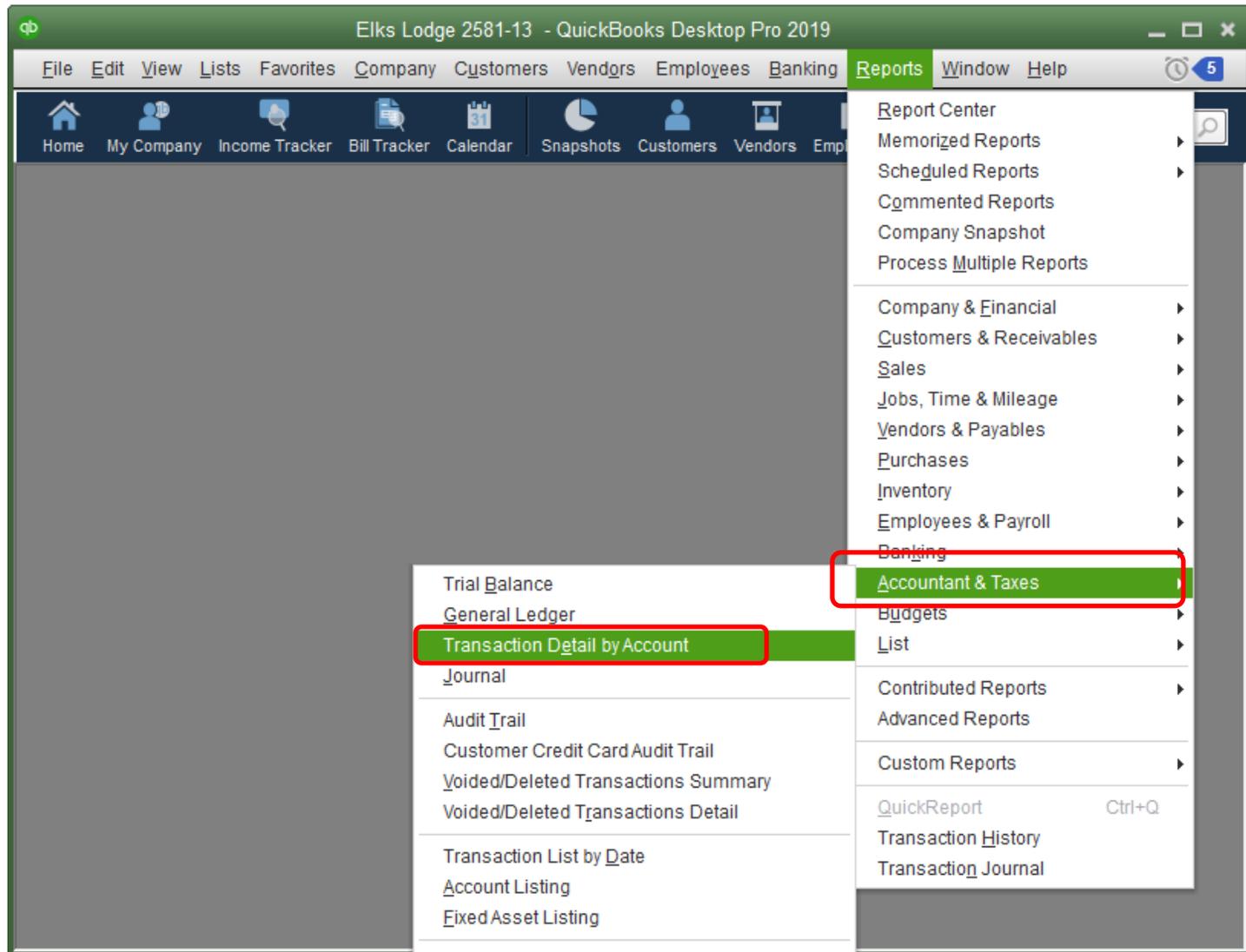
Once the report is opened, it will default to the current month. We will need to make some adjustments.

You may export transaction details for one or more months, or the entire year.
If you wanted to export January through March, your date range would look like this: 01/01/2019 – 03/31/2019.
*In the example below we will select all transactions from the month of March (**03/01/2019 – 03/31/2019**).*

Once the report is produced – we must customize it to include only four columns.
*Click on **Customize Report** button:*

We only need to export Four columns: **Left Margin, Date**, **Account** and the **Amount** fields.
To do that, on the DISPLAY tab, please <u>*clear all check marks*</u> *and then select only* ***(left margin)**, **Date**, **Account** and the* ***Amount** columns, as shown on the screenshot below:*

Before your file is ready for export, please make sure to select **Total Only** in the Total By drop-down list.
This is how your report should appear before it is exported to a file:

Another useful tip is to MEMORIZE the report, so that you don't have to make any adjustments when you run it later:
*To do that, click **Memorize** button.*

*Give this report a proper name, such as "**Transaction Detail by Account – EXPORT**", and Memorized under M & M REPORTING and then click OK:*

*You can find your memorized reports in **Reports → Memorized Reports** menu:*

The only thing you would need to change is the date range.

At this point, the report is ready to be exported.
*Locate **Excel** drop-down button on the top-right side of the report → **Create New Worksheet**.*

Select "***Create a comma separated values (.csv) file***" → then **Export**
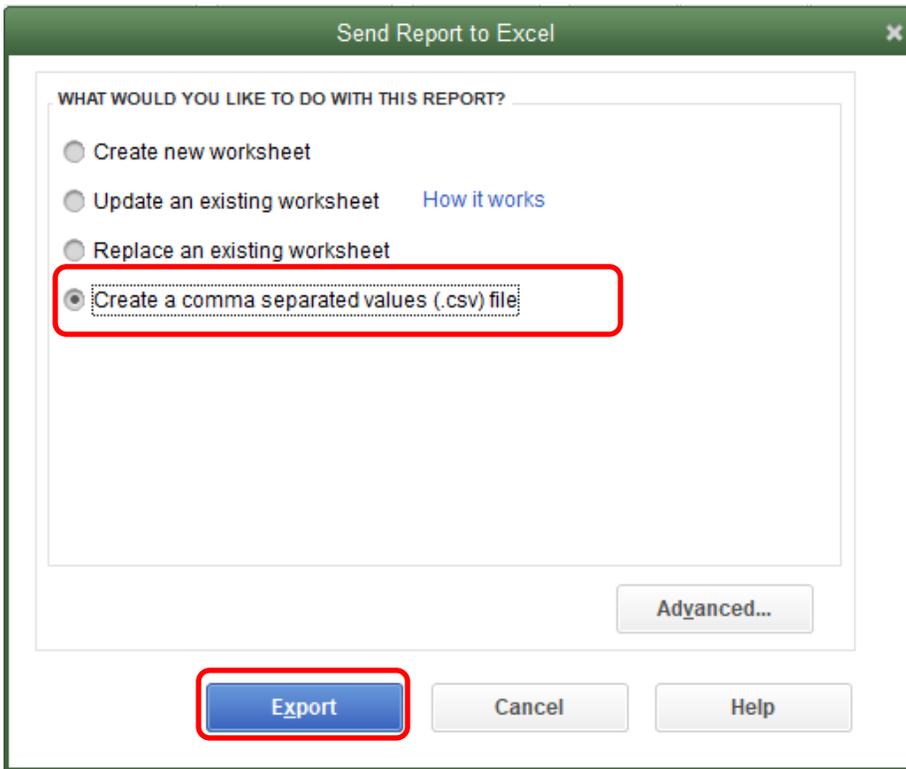
Save it to a folder **where you can later find it.**
We recommend naming your file "**0001 Actual.CSV**"
For example, **0001 Actual.CVS**

See screenshot below - saving 0001 Actual.csv file to my Desktop:
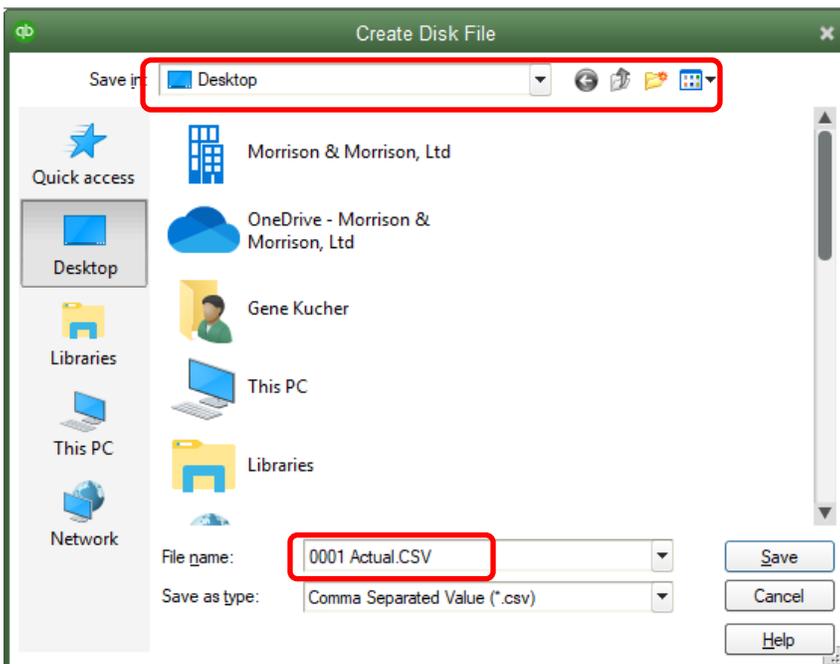
Finalizing changes to the GL Activity file in Excel

Please locate the file created in the previous step and open it in Excel.
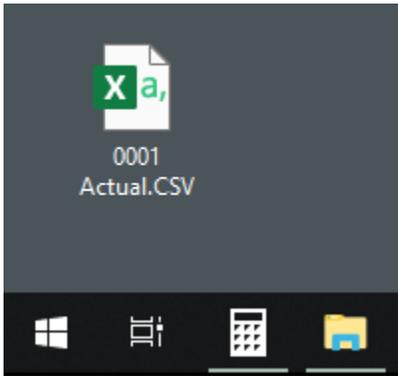
IMPORTANT: Please make sure there are no other rows with dates or any other values. Only data allowed in this file is the **header row with column names**, followed by **multiple rows with values for these columns** (*Lodge Number*, *Transaction Date, Lodge GL account*, and the *Amount*). Most likely there will be one or two rows with report date at the top or at the bottom. If you find these rows – please delete them.

In our example it's Row 2, and row 1028 – both have **19-Mar** *in them.* ***Please delete these rows.***

	A	B	C	D
1		Date	Account	Amount
2	19-Mar			
3		3/1/2019	28001 · Prepaid Event Deposits	0
4		3/1/2019	315-14 · Sweetheart Supper Inc.	0
5		3/1/2019	28001 · Prepaid Event Deposits	500
6		3/1/2019	315-70 · Night in New Orleans - Income	-500
7		3/1/2019	315-70 · Night in New Orleans - Income	-750
8		3/1/2019	28001 · Prepaid Event Deposits	750
9		3/1/2019	390-70 · Night in New Orleans - Expense	400
10		3/1/2019	28002 · Prepaid Event Expenses	-400

Next, you must replace column headers with these values:

LodgeNumber   Date   LodgeGLAccount   Amount

These values must be typed exactly as shown below:

	A	B	C	D
1	LodgeNumber	Date	LodgeGLAccount	Amount
2		3/1/2019	28001 · Prepaid Event Deposits	0
3		3/1/2019	315-14 · Sweetheart Supper Inc.	0

Next, type your Lodge number if every field under LodgeNumber column header, starting with cell A2.
*If your Lodge number starts with a zero, please type **apostrophe**, followed by the **lodge number** (see example below).*

	A	B	C	D
1	LodgeNumber	Date	LodgeGLAccount	Amount
2	'0001	3/1/2019	28001 · Prepaid Event Deposits	0
3		3/1/2019	315-14 · Sweetheart Supper Inc.	0
4		3/1/2019	28001 · Prepaid Event Deposits	500
5		3/1/2019	315-70 · Night in New Orleans - Income	-500
6		3/1/2019	315-70 · Night in New Orleans - Income	-750
7		3/1/2019	28001 · Prepaid Event Deposits	750

*Make sure to **copy the Lodge number value to every row**, as shown below:*

	A	B	C	D
1	LodgeNumber	Date	LodgeGLAccount	Amount
2	0001	3/1/2019	28001 · Prepaid Event Deposits	0
3	0001	3/1/2019	315-14 · Sweetheart Supper Inc.	0
4	0001	3/1/2019	28001 · Prepaid Event Deposits	500
5	0001	3/1/2019	315-70 · Night in New Orleans - Income	-500
6	0001	3/1/2019	315-70 · Night in New Orleans - Income	-750
7	0001	3/1/2019	28001 · Prepaid Event Deposits	750

Your data should look like this after all the changes have been made. Since this is GL Activity data, the sum of all amounts should total to zero. You can check by highlighting Amount column → Sum value will show up automatically in the Excel status bar.

Please **select Column D**, and look for **SUM: 0** in the status bar:

Once the header values are correct, all rows have correct Lodge number values, and sum of all amounts equals to zero, **SAVE** the file, and send it to adaptive@elks.cloud.

When sending the file to adaptive@elks.cloud the subject line needs to have:
YOUR LODGE NAME WITH THE NUMBER: MAPPING (i.e. Lodge 0001-ACTUAL FOR THE PERIOD ENDING (DATE i.e. 03/31/19).

You need to send the first period ending 04/01/17 – 03/31/18 for prior year. You will receive an email once that information has been successfully processed.

Then you submit the second period ending 04/01/18 – 03/31/19 for the last prior year. You again will receive an email once that information has been successfully processed.

Then you submit the current period ending 04/01/19 – last month (i.e. 08/31/19) for the current period. You again will receive an email once that information has been successfully processed.

Now you need to submit this file once a month by the third Friday of the month. For this period, you will then do (i.e. 09/01/19-09/30/19). Each time you will receive an email once that information has been successfully processed.

When submitted if there is a problem, they will email you telling you what the problem is and you will then correct and resubmit.

Once the final ACTIVITY file has successfully been processed with M & M email the confirmation showing it was completed to me. Should you need further help or have questions please email: CHEAAcctg@yahoo.com.

From
Debra Mello
CHEA FRS Coordinator
CHEAAcctg@yahoo.com
530-219-0030