



# Exporting GL Activity from QuickBooks

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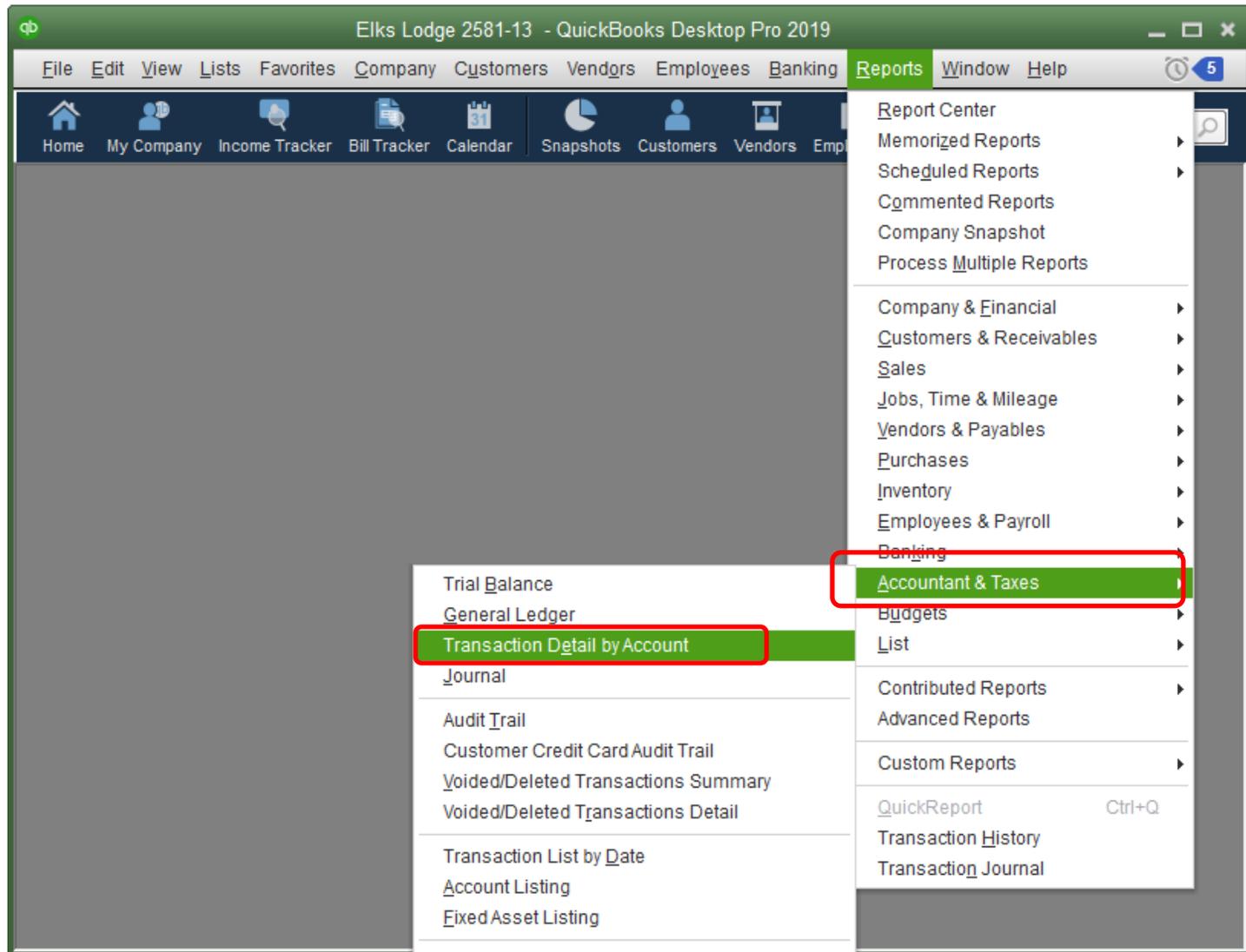
## Assumptions and General Information

- 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.



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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).*

Elks Lodge 2581-13 - QuickBooks Desktop Pro 2019 - [Transaction Detail by Account]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates Custom From 03/01/2019 To 03/31/2019 Total By Account list Sort By Default

Report Basis:  Accrual  Cash Show Filters

12:11 PM  
07/31/19

### Elks Lodge 2581-13 Transaction Detail by Account March 2019

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
10100 · Cash on Hand									
10107 · Bingo Money Bag									
10107B · Bar Bingo Progressive									

Once the report is produced – we must customize it to include only four columns.

Click on **Customize Report** button:

Elks Lodge 2581-13 - QuickBooks Desktop Pro 2019 - [Transaction Detail by Account]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates Custom From 03/01/2019 To 03/31/2019 Total By Account list Sort By Default

Report Basis:  Accrual  Cash Show Filters

12:11 PM  
07/31/19

### Elks Lodge 2581-13 Transaction Detail by Account March 2019

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
10100 · Cash on Hand									
10107 · Bingo Money Bag									
10107B · Bar Bingo Progressive									
Deposit	03/15/2019			030919	Gambling		10216 · 5904 Gamb...	31.00	31.00
Deposit	03/15/2019			031319	Gambling		10216 · 5904 Gamb...	20.00	51.00
General Journal	03/15/2019	2016-564		Reflect Bar ...	Gambling		61502 · Bar Bingo P...	-414.00	-363.00
Deposit	03/31/2019			033119 - Ja...	Gambling		10216 · 5904 Gamb...	-150.00	-513.00
Deposit	03/31/2019			033019	Gambling		10216 · 5904 Gamb...	41.00	-472.00
Total 10107B · Bar Bingo Progressive								-472.00	-472.00
10107J · Bingo Jackpot Reserve									



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

**Modify Report: Transaction Detail by Account**

**Display** | Filters | Header/Footer | Fonts & Numbers

**REPORT DATE RANGE**

Dates: Custom (The date range you specify in the From and To fields)  
From: 03/01/2019 To: 03/31/2019

**REPORT BASIS**

Accrual  Cash (This setting determines how this report calculates income and expenses.)

**COLUMNS**

Search Columns: [ ] Total by: Account list

<input checked="" type="checkbox"/>	(left margin)
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Account
<input checked="" type="checkbox"/>	Amount

Sort by: Default

Sort in:  Ascending order  Descending order

Put a check mark next to each column that you want to appear in the report.

Advanced... | Revert

**OK** | Cancel | Help



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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:*

Date	Account	Amount
Mar 19		
03/01/2019	28001 - Prepaid Event Deposits	0.00
03/01/2019	315-14 - Sweetheart Supper Inc.	0.00
03/01/2019	28001 - Prepaid Event Deposits	500.00
03/01/2019	315-70 - Night in New Orleans - Income	-500.00
03/01/2019	315-70 - Night in New Orleans - Income	-750.00
03/01/2019	28001 - Prepaid Event Deposits	750.00
03/01/2019	390-70 - Night in New Orleans - Expense	400.00
03/01/2019	28002 - Prepaid Event Expenses	-400.00

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.*

Date	Account	Amount
Mar 19		
03/01/2019	28001 - Prepaid Event Deposits	0.00
03/01/2019	315-14 - Sweetheart Supper Inc.	0.00
03/01/2019	28001 - Prepaid Event Deposits	500.00
03/01/2019	315-70 - Night in New Orleans - Income	-500.00
03/01/2019	315-70 - Night in New Orleans - Income	-750.00
03/01/2019	28001 - Prepaid Event Deposits	750.00
03/01/2019	390-70 - Night in New Orleans - Expense	400.00
03/01/2019	28002 - Prepaid Event Expenses	-400.00



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

A dialog box titled "Memorize Report" with a close button (X) in the top right corner. It contains a text field for "Name:" with the value "Transaction Detail by Account-EXPORT" highlighted by a red box. Below it is a checked checkbox for "Save in Memorized Report Group:" with a dropdown menu showing "M & M REPORTING". There is also an unchecked checkbox for "Share this report template with others". At the bottom are "OK" and "Cancel" buttons.

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.

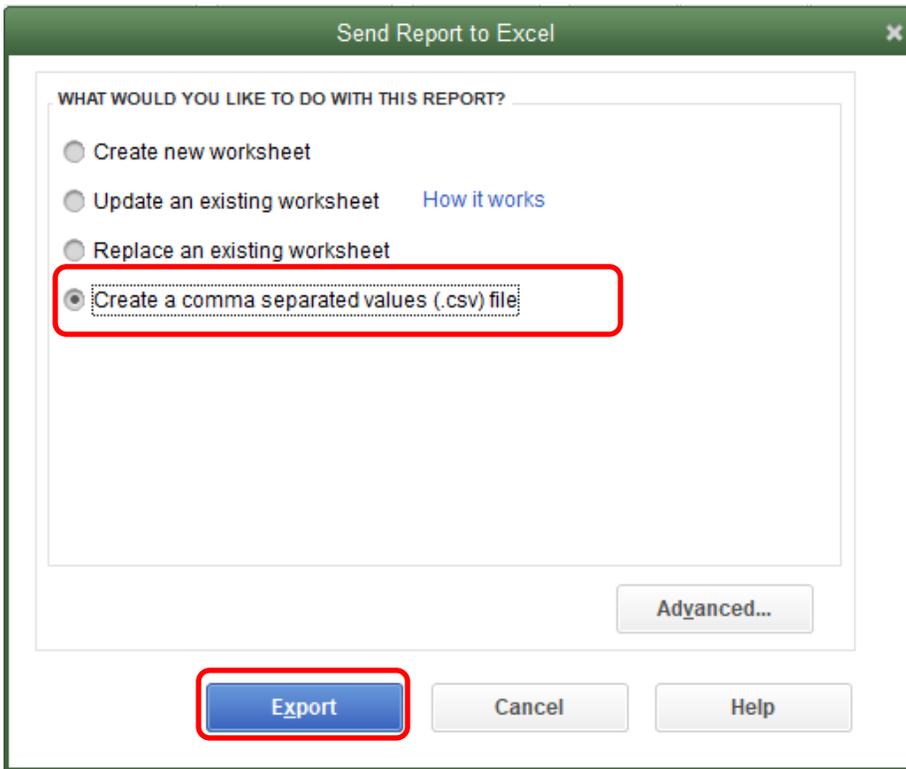
Locate **Excel** drop-down button on the top-right side of the report → **Create New Worksheet**.

A screenshot of the QuickBooks Desktop Pro 2019 interface. The window title is "Elks Lodge 2581-13 - QuickBooks Desktop Pro 2019 - [Transaction Detail by Account - EXPORT]". The menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains buttons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, and a search box. Below the toolbar are buttons for "Customize Report", "Comment on Report", "Share Template", "Memorize", "Print", "E-mail", "Excel", "Hide Header", and "Refresh". The "Excel" button is highlighted with a red box, and a dropdown menu is open showing "Create New Worksheet" (highlighted in green) and "Update Existing worksheet". The report area shows a table with columns "Date", "Account", and "Amount". The report is for the period "From 03/01/2019 To 03/31/2019" and is based on "Accrual". The table data is as follows:

Date	Account	Amount
<b>Mar 19</b>		
03/01/2019	28001 - Prepaid Event Deposits	0.00
03/01/2019	315-14 - Sweetheart Supper Inc.	0.00
03/01/2019	28001 - Prepaid Event Deposits	500.00
03/01/2019	315-70 - Night in New Orleans - Income	-500.00
03/01/2019	315-70 - Night in New Orleans - Income	-750.00
03/01/2019	28001 - Prepaid Event Deposits	750.00
03/01/2019	390-70 - Night in New Orleans - Expense	400.00
03/01/2019	28002 - Prepaid Event Expenses	-400.00

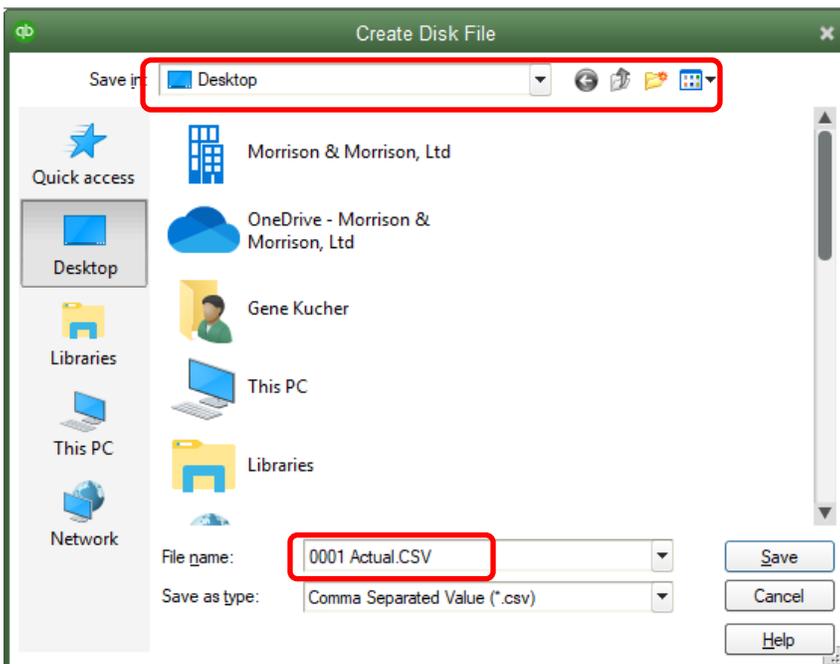


Select "Create a comma separated values (.csv) file" → then Export



Save it to a folder **where you can later find it.**  
We recommend naming your file "0001 Actual.CSV"  
For example, **0001 Actual.CVS**

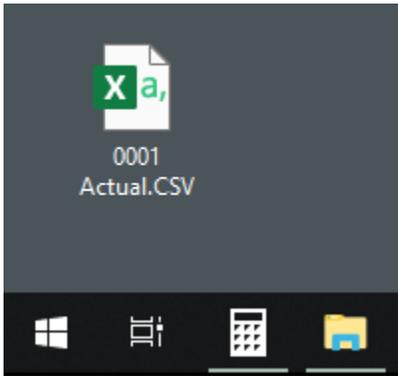
See screenshot below - saving 0001 Actual.csv file to my Desktop:





### 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



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Next, type your Lodge number in 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:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
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		
8	'0001	3/1/2019	390-70 · Night in New Orleans - Expense	400		
9	'0001	3/1/2019	28002 · Prepaid Event Expenses	-400		

The status bar at the bottom of the Excel window shows: Ready, Average: 0, **Count: 1025 Sum: 0**. An orange arrow points to 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](mailto:adaptive@elks.cloud).

When sending the file to [adaptive@elks.cloud](mailto: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](mailto:CHEAAcctg@yahoo.com).

From  
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