

COMPUTER ACCOUNTING WITH QUICKBOOKS 2021, 20E 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 > select **QB2021** Link > scroll down to **Excel Templates** section *or*
 - Go to the Online Learning Center (OLC) at www.mhhe.com/kay2021 > select **Excel Templates** *or*
 - If you are using MHE Connect, use the **Excel Template** link from within Connect
- 2 Download the **Excel Report Template** for **Chapter 1** to your Desktop
- 3 **Open** the Excel workbook
- 4 Select **File > Save As**
- 5 Enter file name: **YourLastName FirstName CH1 REPORTS**
- 6 The filename extension should be: **.xls or .xlsx**
- 7 **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 **Uncheck Space between columns**
- 8 **Uncheck 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**

Trial Balance

1

2

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

Dates Last Month From 11/01/2024 To 11/30/2024 Create New Worksheet Update Existing Worksheet

Report Basis: Accrual Cash Show Filters

12/15/24
Accrual Basis

YourName Rock Castle Construction
Trial Balance
As of November 30, 2024

	Nov 30, 24	
	Debit	Credit
40100 · Construction Income	0.00	
40100 · Construction Income:40110 · Design Income		33,729.25
40100 · Construction Income:40130 · Labor Income		187,847.42
40100 · Construction Income:40140 · Materials Income		107,518.76
40100 · Construction Income:40150 · Subcontracted Labor Income		67,249.10
40100 · Construction Income:40199 · Less Discounts given	48.35	
40500 · Reimbursement Income:40520 · Permit Reimbursement Income		1,223.75
40500 · Reimbursement Income:40530 · Reimbursed Freight & Delivery		896.05
50100 · Cost of Goods Sold	11,717.74	
54000 · Job Expenses:54200 · Equipment Rental	300.00	
54000 · Job Expenses:54300 · Job Materials	89,890.04	
54000 · Job Expenses:54400 · Permits and Licenses	525.00	
54000 · Job Expenses:54500 · Subcontractors	57,380.95	
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](#)

Replace an existing worksheet

Select workbook

C1.9.1 TB

Create a comma separated values (.csv) file

Advanced...

Advanced Excel Options

QuickBooks Options:
Keep the following format options from QuickBooks:

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)

Include QuickBooks Export Guide worksheet with helpful advice

Create backup worksheet during update


Printing options:
Show report header:

On printed report only

On printed report and screen

Repeat row labels on each page

Export Report Alert

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

Do not display this message in the future

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.

The screenshot shows an Excel spreadsheet with the following data:

		Chapter 1 Reports	Sheetname
3	X		
4	X	Trial Balance	C1.9.1 TB
5		Profit & Loss Standard	E1.1.2 PL ST
6		Profit & Loss Detail	E1.1.3 PL DT
7		Balance Sheet Standard	E1.2.2 BS ST
8		Balance Sheet Detail	E1.2.3 BS DT
9		Profit & Loss Standard	P1.1.2.1 PL ST
10		Profit & Loss Detail	P1.1.2.3 PL DT
11		Balance Sheet Standard	P1.1.3.1 BS ST
12		Balance Sheet Detail	P1.1.3.3 BS DT