# COMPUTER ACCOUNTING WITH QUICKBOOKS 2021, 20E BY DONNA KAY

# **Export QuickBooks Reports to Excel**

#### **DOWNLOAD EXCEL REPORTS TEMPLATES**

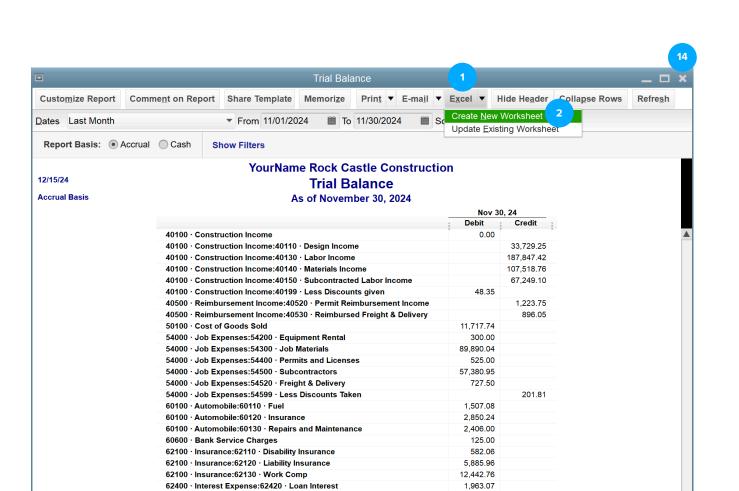
To download Excel Reports Templates for QuickBooks assignments:

- 1
- Go to <u>www.My-QuickBooks.com</u> > select QB2021 Link > scroll down to Excel Templates section or
- Go to the Online Learning Center (OLC) at <u>www.mhhe.com/kay2021</u> > select Excel Templates or
- If you are using MHE Connect, use the **Excel Template** link from within Connect
- Download the Excel Report Template for Chapter 1 to your Desktop
- 3 Open the Excel workbook
- Select File > Save As
- Enter file name: YourLastName FirstName CH1 REPORTS
- The filename extension should be: .xls or .xlsx
- Close the Excel workbook

## **EXPORT QUICKBOOKS REPORTS TO EXCEL REPORTS TEMPLATES**

To export QuickBooks reports to the Excel Reports Template:

- With the QuickBooks report displayed in your QuickBooks software, select **Excel**
- Select Create New Worksheet
- When the Send Report to Excel window appears, select **Replace an existing worksheet**
- Click the **Browse** button and select your **CH [NO.] REPORTS Excel file**
- From the drop-down list, select the sheet: **C/E/P** [**NO.**]
- 6 Click the **Advanced** button
- 7 Uncheck Space between columns
- B Uncheck Include QuickBooks Export Guide worksheet with helpful advice
- Select On printed report and screen
- 10 Click **OK**
- 11 Click Export
- If the Export Report Alert window appears, select **Do not display this message in the**future
- Select **Yes**



96,551.65

7,386.20

1,123.50

1,350.00

2.010.68

1,041.48

841.15

264.00

1,061,566.46 1,061,566.46

103.27

229.16

168.00

35.00

0.00

62700 · Payroll Expenses:62710 · Gross Wages

62700 · Payroll Expenses:62720 · Payroll Taxes

62700 · Payroll Expenses:62730 · FUTA Expense

62700 · Payroll Expenses:62740 · SUTA Expense

64200 · Repairs:64220 · Computer Repairs

64200 · Repairs:64230 · Equipment Repairs

65100 · Utilities:65110 · Gas and Electric

65100 · Utilities:65120 · Telephone

64800 · Tools and Machinery

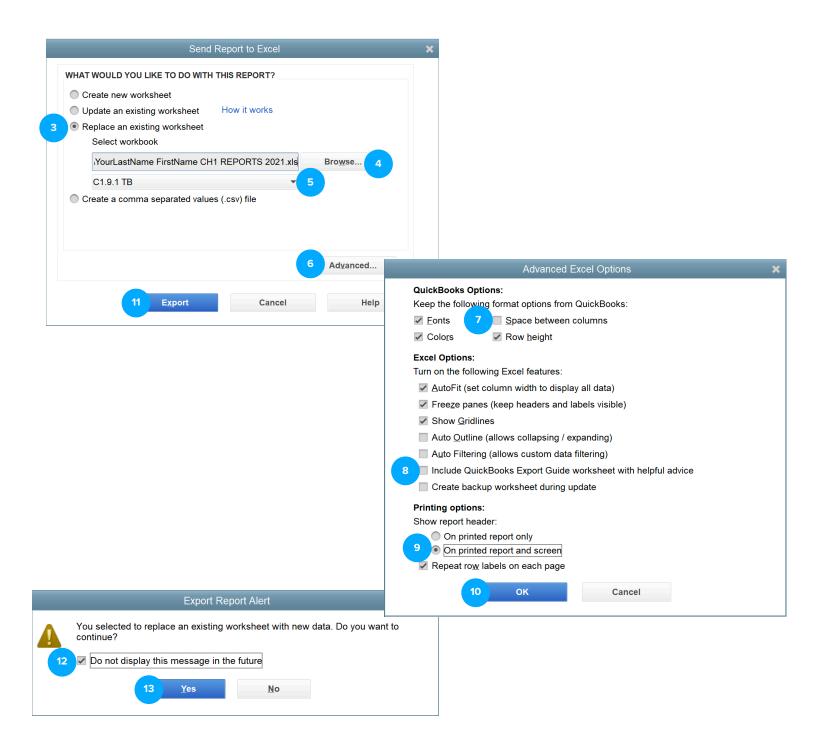
65100 · Utilities:65130 · Water

70100 · Other Income

TOTAL

70200 · Interest Income

63100 · Postage



### **SAVE EXCEL REPORT**

Excel should open on your screen with your QuickBooks report inserted.

- Select the [CH NO.] REPORTS sheet tab
- Mark the report sheet you completed by inserting an "X".
- Save your REPORTS Excel workbook using the filename: YourLastName FirstName CH [NO.] REPORTS
- Close the Excel Reports workbook before exporting another QuickBooks report. Otherwise, you might receive an error message when exporting the next QuickBooks report.

