

## Export Annual Revenue & Expense Report

This procedure for the annual revenue and expense report describes report configuration and the process for exporting the report from QuickBooks in a **csv format** and sending the report file. This report replaces the quarterly revenue and expense report. The following instructions explain how to revise the existing quarterly revenue and expense report and change it to an annual report.

**Send the Annual Revenue and Expense Report to the QuickBooks Administrator, Mary Ann Horvath, for review. If correct, the QB Administrator will forward the report and signature form to the Regional Director’s office.**

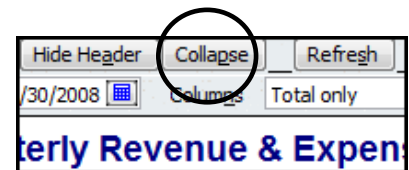
The report and signature form are due by **January 20**.

### Preparing the Annual Revenue and Expense Report.

The quarterly Revenue and Expense Report already should be listed under your Memorized Report List. If the report is not listed, please call your regional QuickBooks trainer or the QuickBooks Administrator. To go to the report....

- Select **Reports** from the menu bar
- Select **Memorized Reports**
- Select **Memorized Report List**.

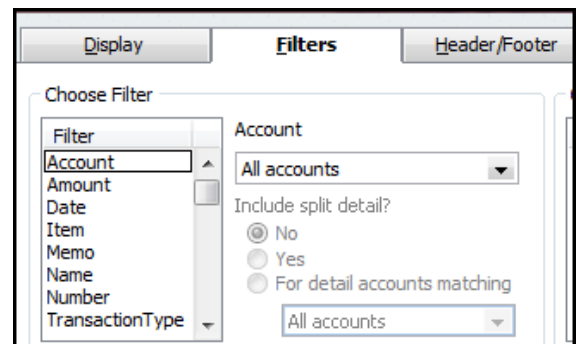
- Open the quarterly revenue and expense report.
- If the report is expanded, revealing subaccounts, click the **Collapse button**, just above the report title.



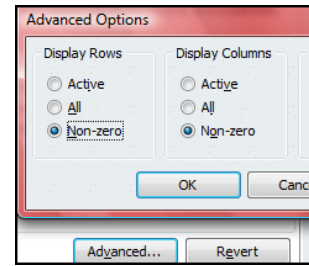
### Change the Report Filters

**All class codes 1000 to 9999 should be represented** on the Annual Revenue and expense report. (Class 8000 and 9000 are designated for Regional Operations and Other Agencies activities respectively. These classes also should be included on the report). One additional column, **Unclassified**, also will be included for the report. **There will be a Column for each Class and Subclass.**

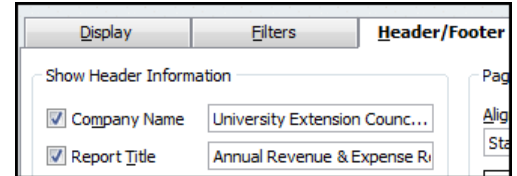
- With the report opened, select **Modify Report** button.
- Select **Filters** tab.
- On left side, under **Choose filter**, select **Account**.
- In middle of screen, under **Account**, click the down arrow.
- Select **All Accounts**
- On left side, under **Choose Filter**, select **Transaction Type**.
- Click the down arrow for Transaction Type.
- Select **All**.
- On left side, under **Choose Filter**, scroll down and select **Class**.
- Click the down arrow for Class.
- Select **All Classes**.
- Select the **Display** tab.



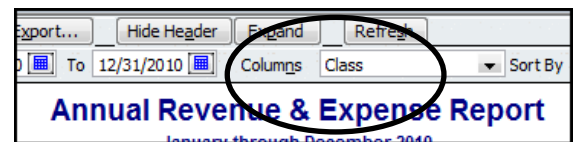
- For **Report Basis**, select **Accrual**.
- At bottom right of Display screen, select **Advanced button**.
- In the Advanced Options screen, select **Non-Zero** under the Display Rows and Display Columns. Click **OK**.



- Select the **Header/Footer tab**.
- For **Report title**, change title to **Annual Revenue and Expense Report Separated by Class**.
- Click **OK**.



- At the top of the report, change the **date range** to include 01/01/year to 12/31/year.
- To the right of the date range, change **Columns text box to Class**.



- Narrow the width of the Columns by clicking on a diamond symbol to the right of one column and dragging it to the left to reduce column wide about 25 to 50%. Choose Yes to reduce all columns.
- Refresh your report.
- **Memorize** the Annual report and select **replace**.
- Close the report.

### Rename the Report.

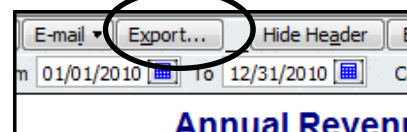
- In the Memorized Report list, right click on the Quarterly Revenue and Expense report that you just reconfigured.
- Left click on **Edit Memorized Report**.
- Change the Report name to **Annual Revenue and Expense Report Separated by Class**.
- Click OK. Whew. That's it!

## Export the Annual Revenue and Expense Report

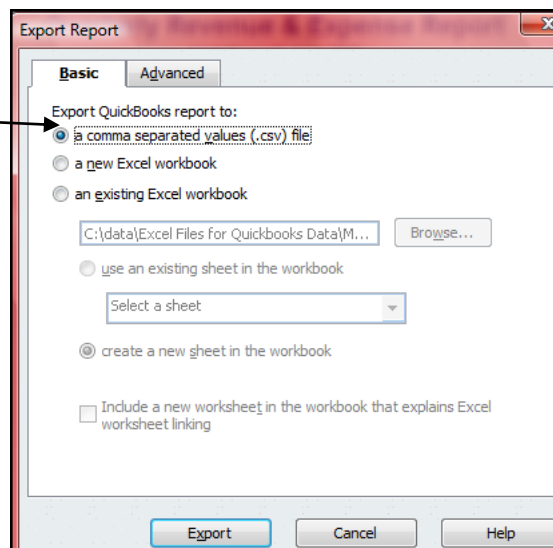
Export the Annual Revenue and Expense report to Excel in a **csv format**, create a filename, and save it to your desktop (or a folder) before attaching it to an email message to the **QuickBooks Administrator, Mary Ann Horvath. (for 2010 report only)**

*Note: Reports in .xls format are incompatible with the server upload process.*

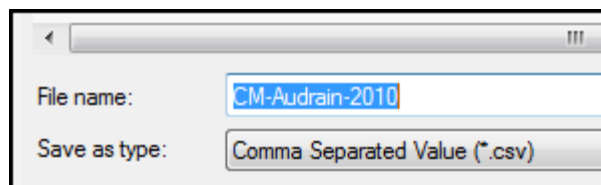
- Click the **Export** button just above the date range.



- In the Export Report screen, select **Basic** tab.
- Select **“a comma separated values (.csv) file.”** Other options should be grayed.
- Select **Export** button.



- In the **Create Disk file window**, in the **Save In box**, change the folder path to Desktop or to a folder location on your computer to save the file. Remember where you saved it so you can attach the file when you send it.
- In the **File Name box**, enter the file name. Include your **Region initials, countyname, and 4-digit year**. For example, *CM-Audrain-2010*. Retain the file extension as **.csv** under **Save as Type box**, (comma separated value is required). Do not type “csv”. The file extension is added automatically.
- Click **Save**.



### Attach the File to an Email Message

- Create an email message to the **QuickBooks Administrator, Mary Ann Horvath** and attach the annual revenue and expense summary report **file** and a signature **form**. See below.
- Send the message.

### Council and County Program Director Signature Required.

One Council Officer and the County Program Director are required to sign the annual revenue and expense signature form. [Signature form](#) may be scanned and then sent as an attachment to the email message.

For assistance, call your regional QuickBooks Trainers or the QuickBooks Administrator.