

Export Quarterly Revenue & Expense Report to Regional Director's Office

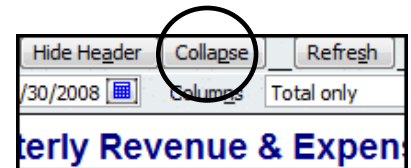
This revised procedure for exporting the 4 quarterly revenue and expense reports to the Regional Director's Office describes the new process for exporting the reports from QuickBooks in a **csv format** and sending the report file to the Regional Director's Office.

Preparing the Quarterly Revenue and Expense Reports

The Quarterly Revenue and Expense Report already should be configured under the Memorized Report List. If the report is not configured, please call your regional QuickBooks trainer or the QuickBooks Administrator.

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

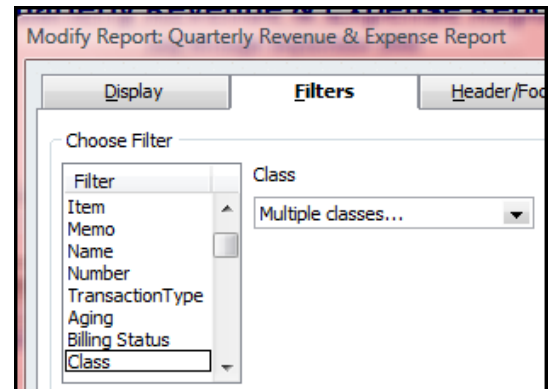
- Open the quarterly revenue and expense report.
- Select the appropriate date range for the quarter.
- If the report is expanded, revealing subaccounts, click the **Collapse button**, just above the report title.



Change the Class Filter

Only class codes 1000 to 7999 should be represented on the Quarterly Revenue and expense reports. (Class 8000 and 9000 are designated for Regional Operations and Other Agencies activities respectively. These classes should not be included on the quarterly report).

- With the report opened, select **Modify Report** button.
- Select **Filters** button.
- On left side, under **Choose Filter**, scroll down and select **Class**.
- Click the down arrow next to **Multiple Classes**.
- Select **Multiple Classes highlighted in black**.
- Scroll down the list and **UNCHECK all 8000 to 9999 class codes**.
- Click **OK**. **OK** again.
- Refresh your report.
- Memorize the Quarterly report and replace.

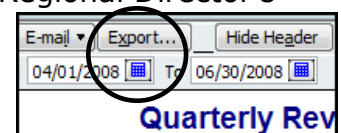


This class filter change is performed once if the report is memorized and saved.

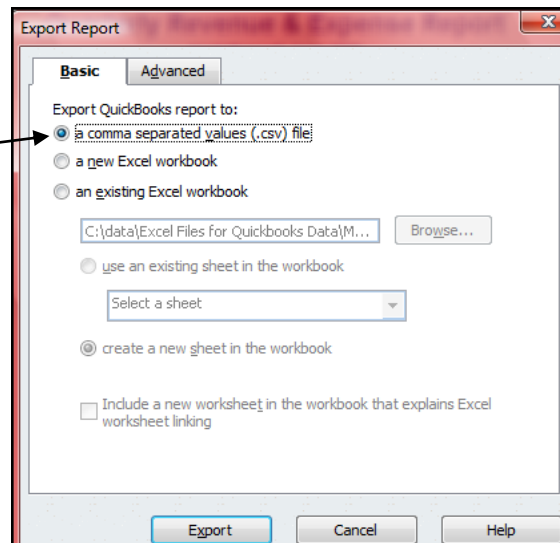
Export the Quarterly Revenue and Expense Report

Export the Quarterly 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 your Regional Director's Office. Note: Budgets in .xls format are incompatible with the server upload process performed by the Regional Director's office.

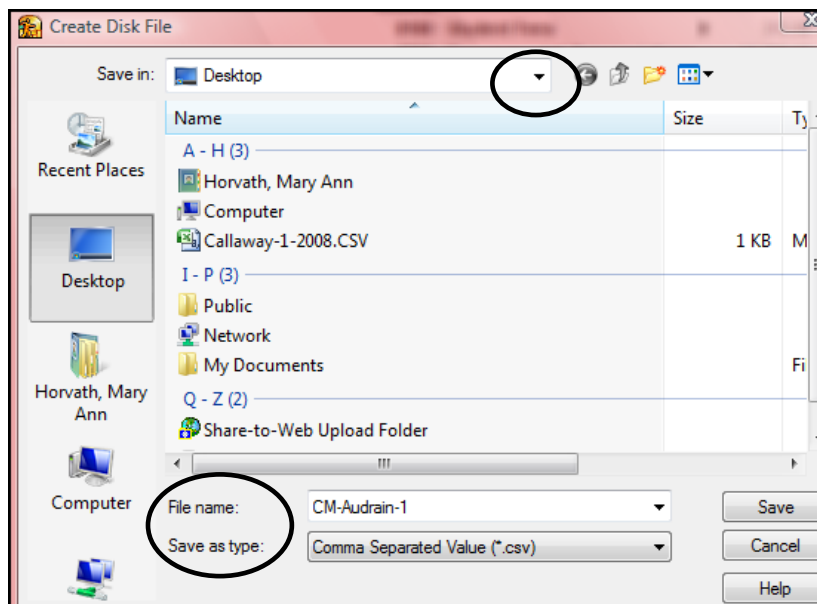
- Click the **Export** button just above the date range.



- 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 to the Regional Director's office.
- In the **File Name box**, enter the file name. Include your **Region initials, countyname, and quarter**. For example, *CM-Audrain-1*
Central Missouri region-Audrain county-1st quarter.
- 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 your regional administrative associate and attach the quarterly report file.
- Send the message.

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