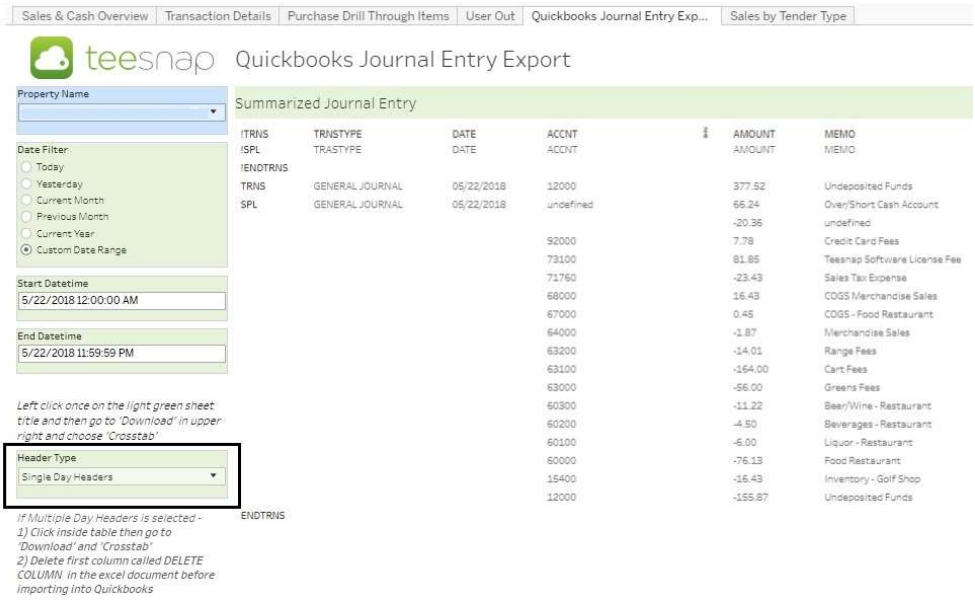
Quick Books Export/Import

- Go to reports from admin.teesnap.com
- Go to Reports
- Sales Cash Overview Tab
- Quick Books Journal Entry Export

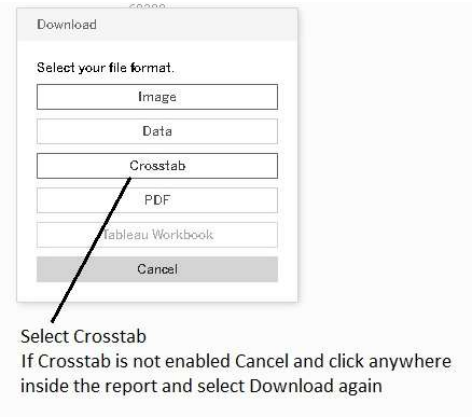
Instructions for exporting a single day

- Choose you date
- Make sure the Header type is set to Single Day Header



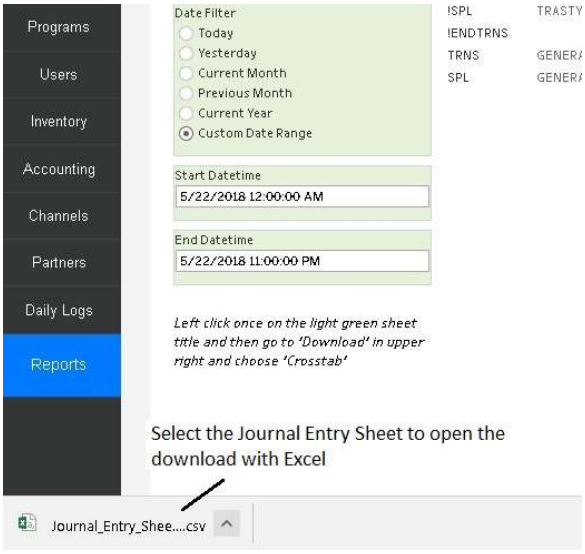
- Highlight the report by clicking the green bar and select Download

- Select Crosstab
- If Crosstab is not enabled Cancel and click anywhere inside the report and select Download again



- Select Download

- Open the Journal Entry Sheet usually on the bottom left of your computer

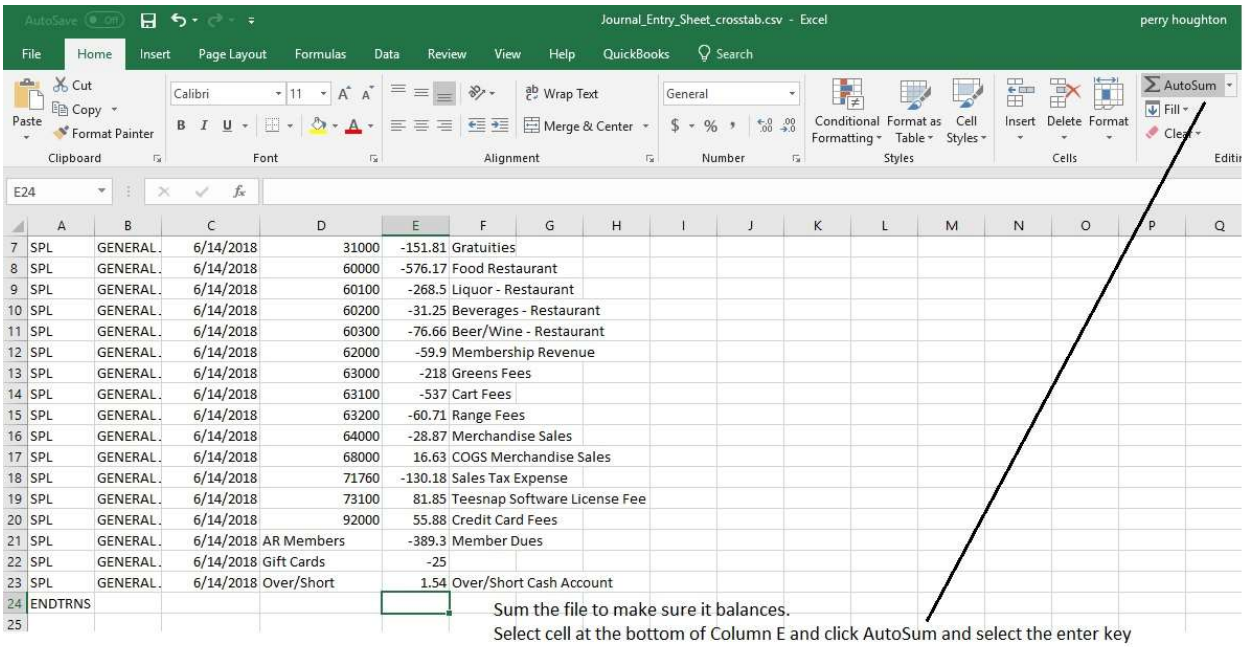


- Adjust the file if needed
- You must edit the Over/Short Cash Account prior to importing

15	SPL	GENERAL	6/14/2018	63200	-60.71	Range Fees
16	SPL	GENERAL	6/14/2018	64000	-28.87	Merchandise Sales
17	SPL	GENERAL	6/14/2018	68000	16.63	COGS Merchandise Sales
18	SPL	GENERAL	6/14/2018	71760	-130.18	Sales Tax Expense
19	SPL	GENERAL	6/14/2018	73100	81.85	Teesnap Software License Fee
20	SPL	GENERAL	6/14/2018	92000	55.88	Credit Card Fees
21	SPL	GENERAL	6/14/2018	AR Members	-389.3	Member Dues
22	SPL	GENERAL	6/14/2018	Gift Cards	-25	
23	SPL	GENERAL	6/14/2018	undefined	1.54	Over/Short Cash Account
24	ENDTRNS					

Adjust the file if needed. The Over/Short Cash Account is undefined so enter your account

- Sum the file to make sure it balances
- Select cell at the bottom of Column E and click AutoSum and select the Enter Key



	A	B	C	D	E	F
7	SPL	GENERAL	6/14/2018	31000	-151.81	Gratuities
8	SPL	GENERAL	6/14/2018	60000	-576.17	Food Restaurant
9	SPL	GENERAL	6/14/2018	60100	-268.5	Liquor - Restaurant
10	SPL	GENERAL	6/14/2018	60200	-31.25	Beverages - Restaurant
11	SPL	GENERAL	6/14/2018	60300	-76.66	Beer/Wine - Restaurant
12	SPL	GENERAL	6/14/2018	62000	-59.9	Membership Revenue
13	SPL	GENERAL	6/14/2018	63000	-218	Greens Fees
14	SPL	GENERAL	6/14/2018	63100	-537	Cart Fees
15	SPL	GENERAL	6/14/2018	63200	-60.71	Range Fees
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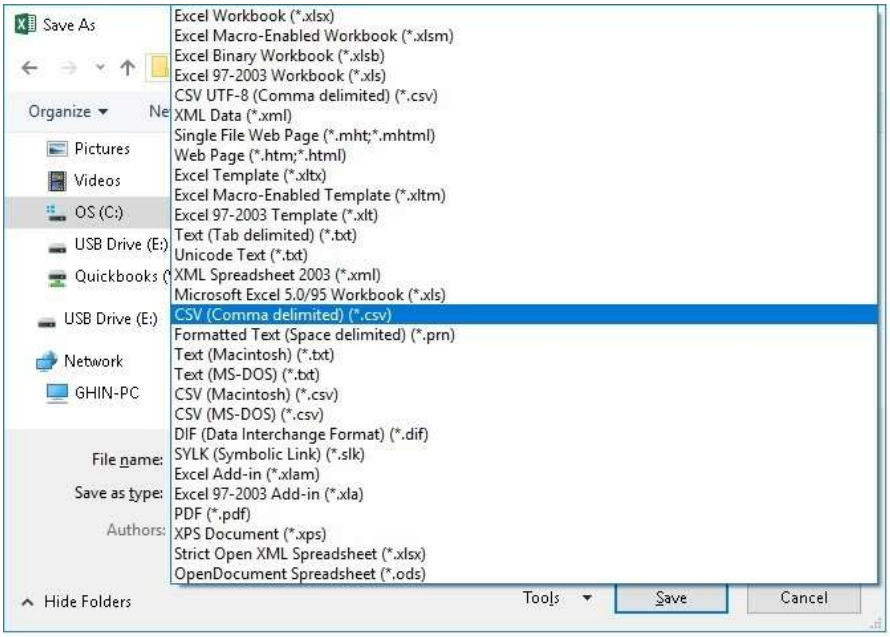
22	SPL	GENERAL	6/14/2018	Gift Cards	-25	
23	SPL	GENERAL	6/14/2018	Over/Short	1.54	Over/Short Cash Account
24	ENDTRNS					
25						

- If the file is balanced remove the Sum prior to saving
- If the file does not balance check against the Sales Cash Overview report

18	SPL	GENERAL	6/14/2018	71760	-130.18	Sales Tax Expense
19	SPL	GENERAL	6/14/2018	73100	81.85	Teesnap Software License Fee
20	SPL	GENERAL	6/14/2018	92000	55.88	Credit Card Fees
21	SPL	GENERAL	6/14/2018	AR Members	-389.3	Member Dues
22	SPL	GENERAL	6/14/2018	Gift Cards	-25	
23	SPL	GENERAL	6/14/2018	Over/Short	1.54	Over/Short Cash Account
24	ENDTRNS				0	

If the file is balanced remove the Sum prior to saving. If the file does not balance check againts the Sales Cash Overview report

- Save the file in a dated folder that makes sense, something like QuickBooks Export\May
- Name the file with the date of the download for example (May22)
- Save As a .CSV file (this is an important step as if you just hit Save it will save as a Unicode Text and the file WILL NOT IMPORT.

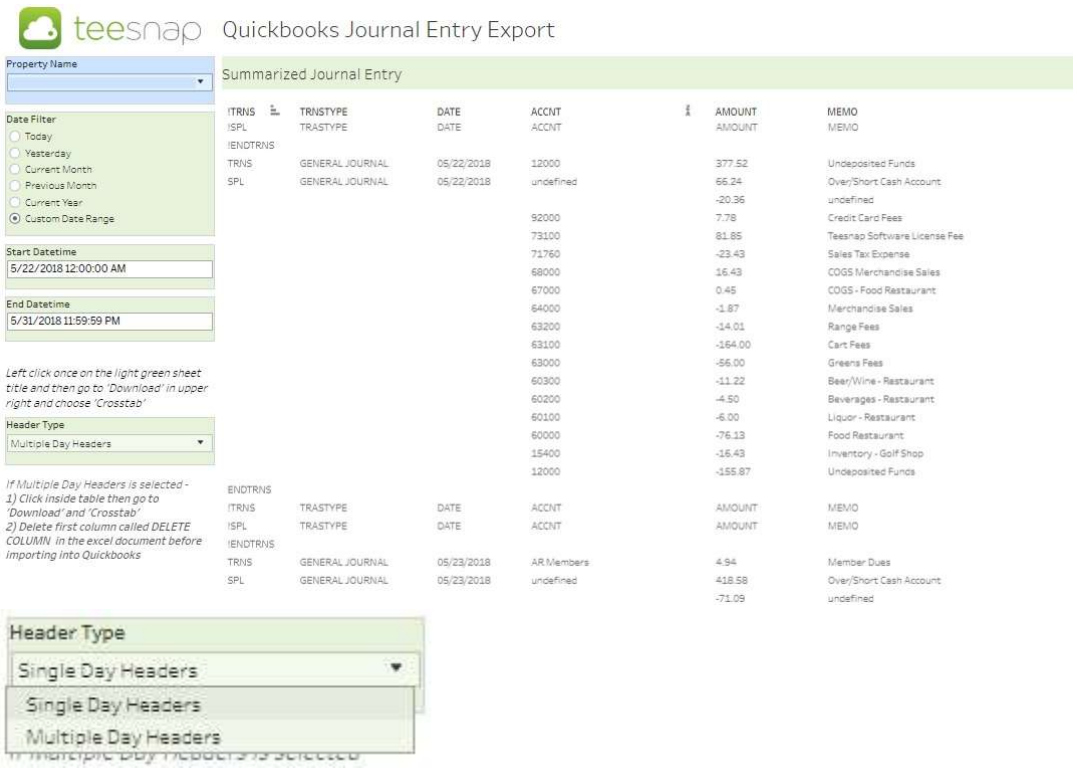


Save the file in a dated folder like May. Name the file with the date of the download, for example May22. Save as type CSV (Comma Delimited) (*.csv)

- Close the file as you can't import with the file open

Instructions for exporting multiple days

- Choose you date range
- Make sure the Header type is set to Multiple Day Header



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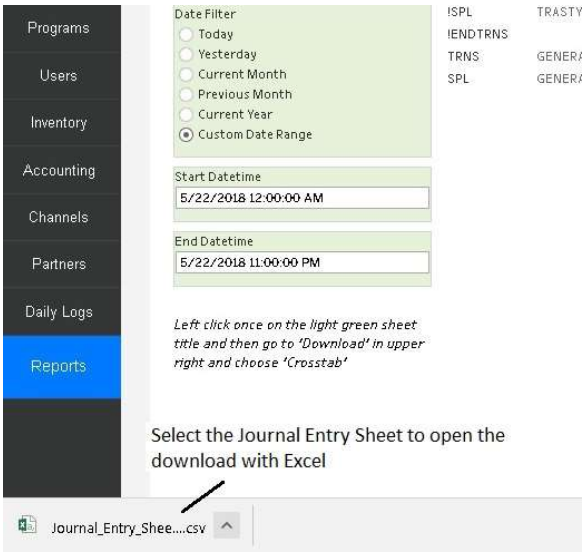
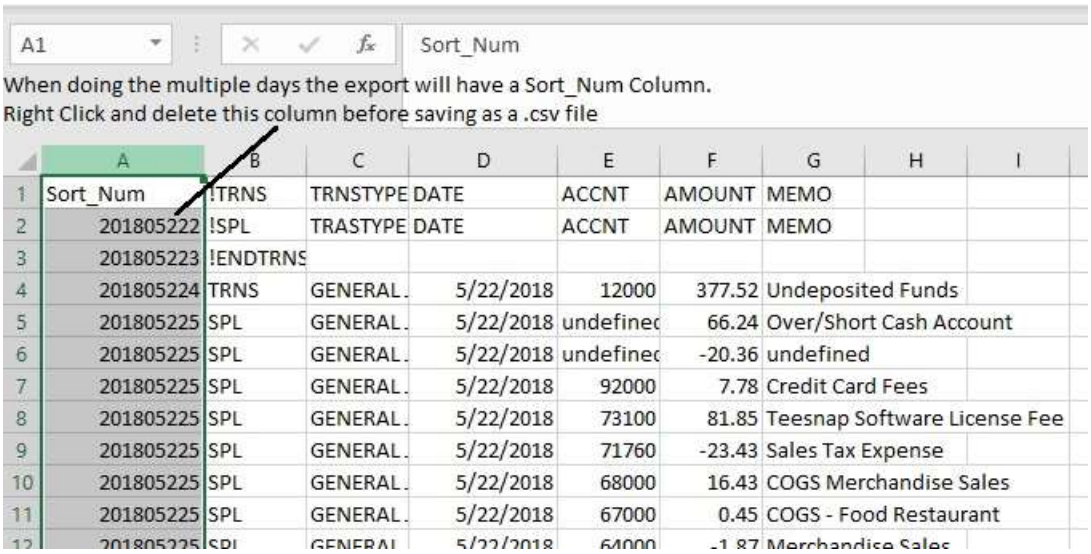
- Open the Journal Entry Sheet usually on the bottom left of your computer



- When Multiple days are used another Column appears in the export
- Sort_Num
- You must right-click and delete the Column as it will **NOT IMPORT** with this column in the file.



	A	B	C	D	E	F	G
1	Sort_Num	!TRNS	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO
2	201805222	!SPL	TRASTYPE	DATE	ACCNT	AMOUNT	MEMO
3	201805223	!ENDTRNS					
4	201805224	TRNS	GENERAL	5/22/2018	12000	377.52	Undeposited Funds
5	201805225	SPL	GENERAL	5/22/2018	undefined	66.24	Over/Short Cash Account
6	201805225	SPL	GENERAL	5/22/2018	undefined	-20.36	undefined
7	201805225	SPL	GENERAL	5/22/2018	92000	7.78	Credit Card Fees
8	201805225	SPL	GENERAL	5/22/2018	73100	81.85	Teesnap Software License Fee
9	201805225	SPL	GENERAL	5/22/2018	71760	-23.43	Sales Tax Expense
10	201805225	SPL	GENERAL	5/22/2018	68000	16.43	COGS Merchandise Sales
11	201805225	SPL	GENERAL	5/22/2018	67000	0.45	COGS - Food Restaurant
12	201805225	SPL	GENERAL	5/22/2018	64000	-1.87	Merchandise Sales

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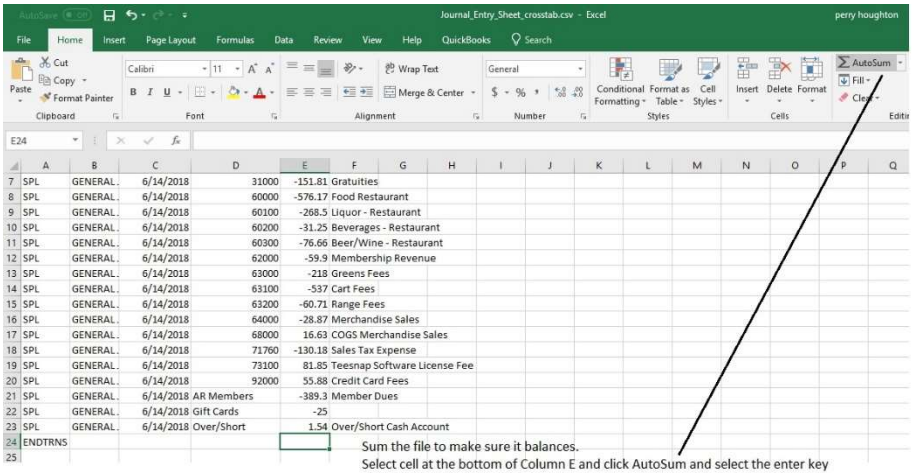

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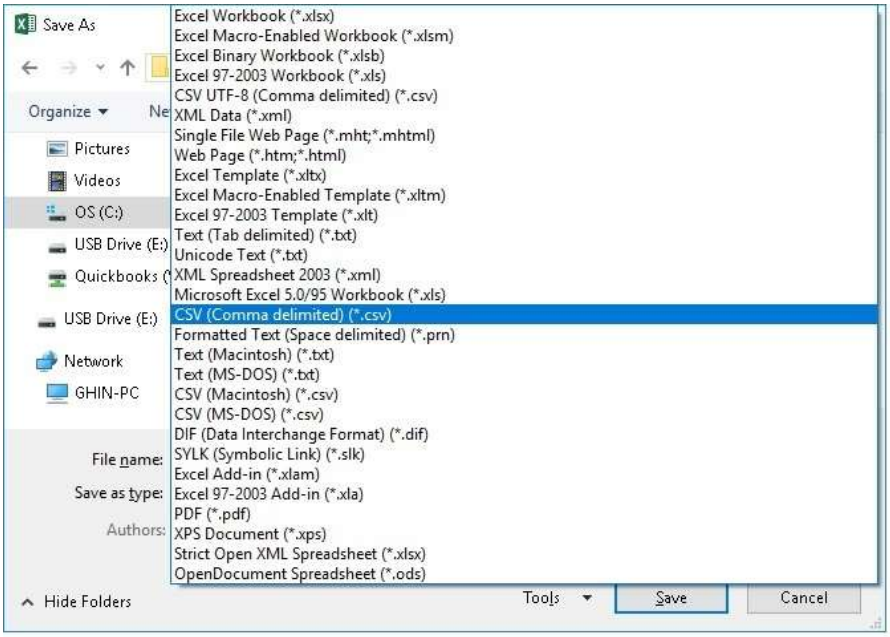

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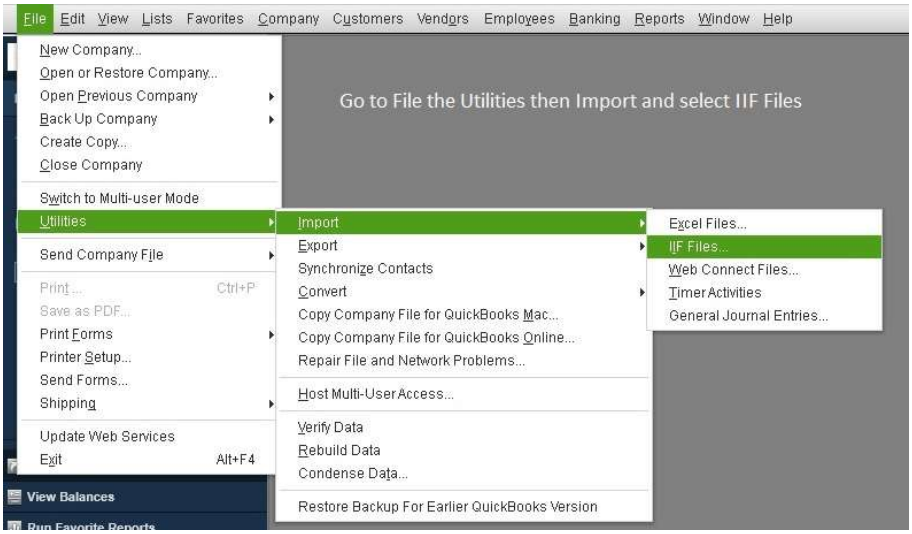
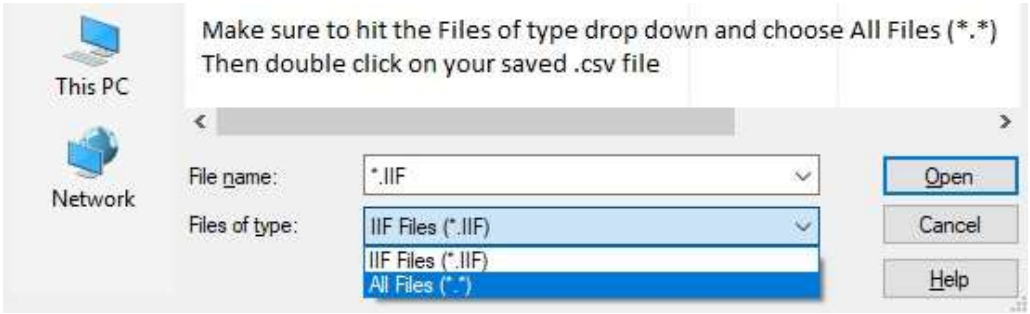
- Close the file as you can't import with the file open

Directions for Quick Books prior to 2019

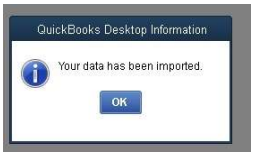
- Open Quick Books
- Go to File
- Then Utilities
- Import then chose IIF Files



- Navigate to where you saved your .csv file
- Select the Files of type drop down and select All Files
- You then will see your saved file and double click the file to import



- Select OK

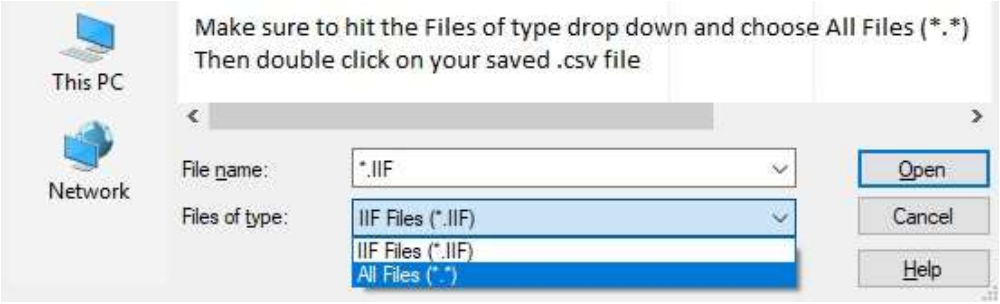


Directions for Quick Books 2019

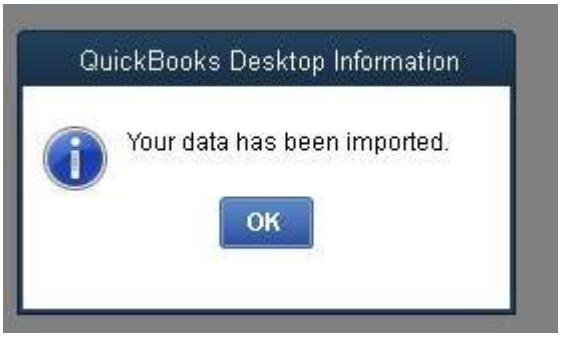
- Open Quick Books
- Go to File
- Then Utilities
- Import then chose IIF Files
- A new screen appears **Do Not Select Import IIF** as Quick Books currently has issues with this new import utility
- Select Import without review (not recommended)
    - Import it for me. I'll fix it later

- Select the Import IIF Blue Box

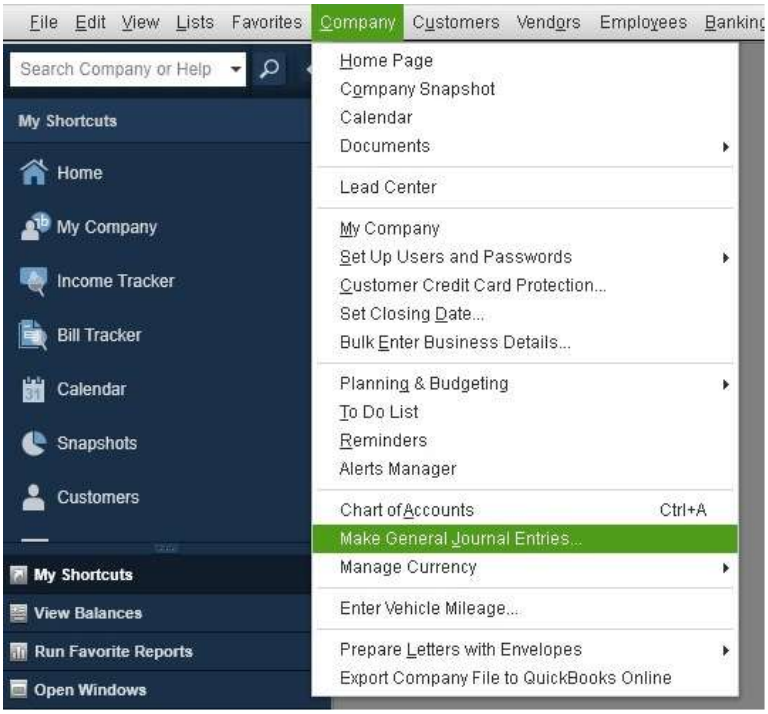
- Navigate to where you saved your .csv file
- Select the Files of type drop down and select All Files
- You then will see your saved file and double click the file to import

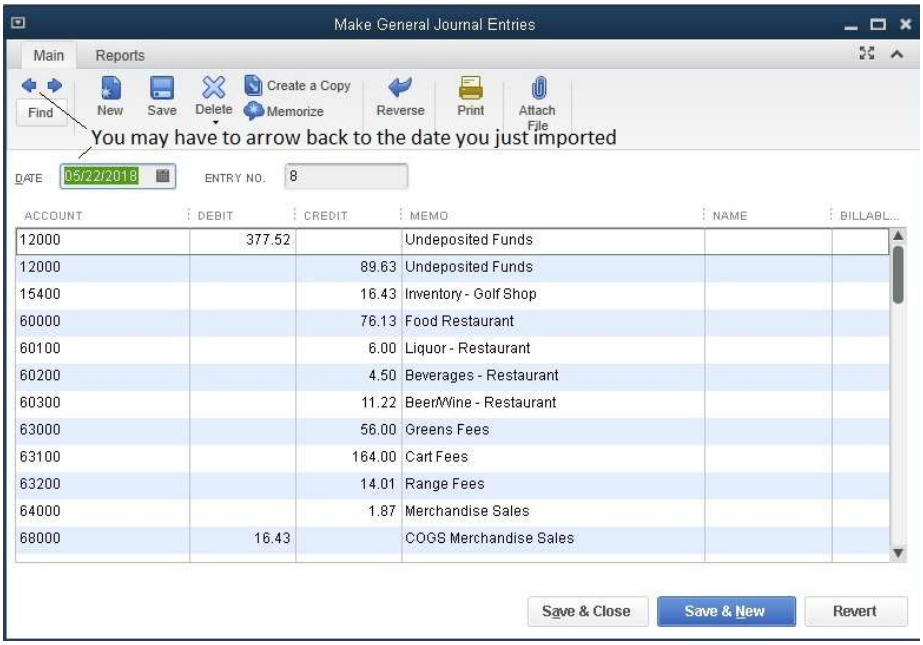


- Select OK



- Check to make sure the file imported
- Go to Company then Make General Journal Entries



Check to make sure the file imported, go to Company then Make General Journal Entries

- You may have to arrow back to get to the date you just imported
- Confirm the import and you can make edits in this file
- Save & Close