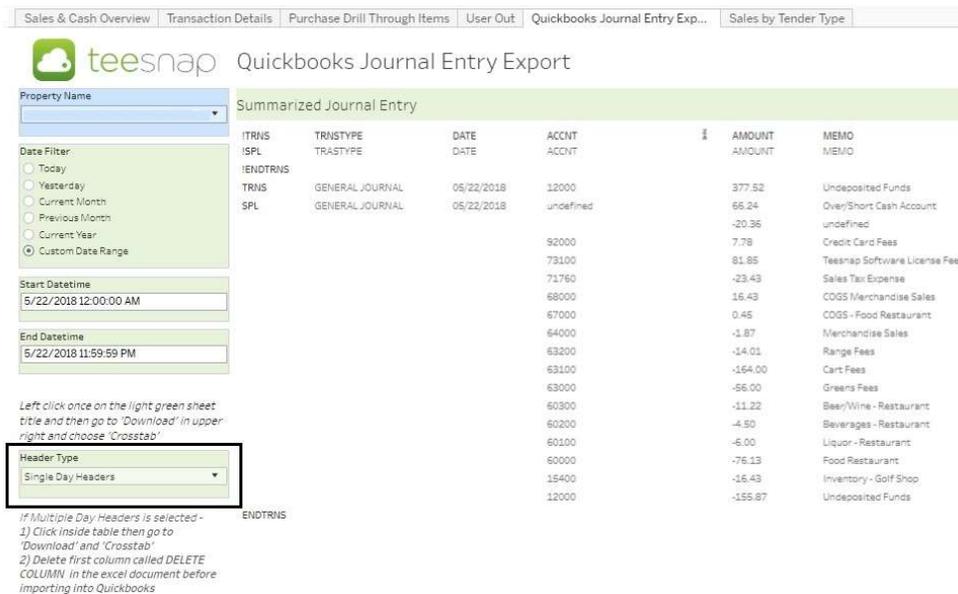


# Quick Books Export/Import

- Go to reports from [admin.teesnap.com](http://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



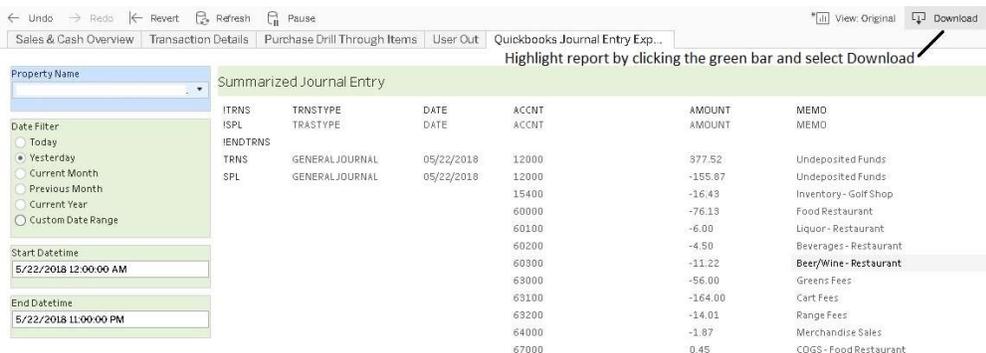
Summarized Journal Entry

ITRNS	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO
ISPL	TRASTYPE	DATE	ACCNT	AMOUNT	MEMO
ENDTRNS					
TRNS	GENERAL JOURNAL	05/22/2018	12000	377.52	Undeposited Funds
SPL	GENERAL JOURNAL	05/22/2018	undefined	66.24	Over/Short Cash Account
				-20.36	undefined
			92000	7.78	Credit Card Fees
			73100	81.85	Teesnap Software License Fee
			71760	-23.43	Sales Tax Expense
			68000	16.43	COGS-Merchandise Sales
			67000	0.45	COGS - Food Restaurant
			64000	-1.87	Merchandise Sales
			63200	-14.01	Range Fees
			63100	-164.00	Cart Fees
			63000	-56.00	Greens Fees
			60300	-11.22	Beer/Wine - Restaurant
			60200	-4.50	Beverages - Restaurant
			60100	-6.00	Liquor - Restaurant
			60000	-76.13	Food Restaurant
			15400	-16.43	Inventory - Golf Shop
			12000	-155.87	Undeposited Funds

Header Type: Single Day Headers

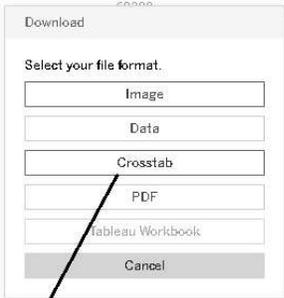
If Multiple Day Headers is selected -  
 1) Click inside table then go to 'Download' and 'Crosstab'  
 2) Delete first column called DELETE COLUMN in the excel document before importing into Quickbooks

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



Highlight 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



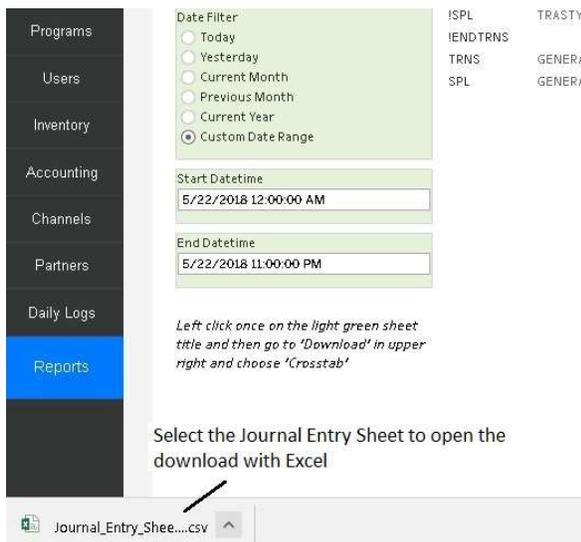
Select Crosstab  
If Crosstab is not enabled Cancel and click anywhere inside the report and select Download again

- Select Download



Select Download

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



Programs

Users

Inventory

Accounting

Channels

Partners

Daily Logs

Reports

Date Filter

- Today
- Yesterday
- Current Month
- Previous Month
- Current Year
- Custom Date Range

Start Datetime

5/22/2018 12:00:00 AM

End Datetime

5/22/2018 11:00:00 PM

ISPL	TRASTY
IENDTRNS	
TRNS	GENER/
SPL	GENER/

*Left click once on the light green sheet title and then go to 'Download' in upper right and choose 'Crosstab'*

Select the Journal Entry Sheet to open the download with Excel

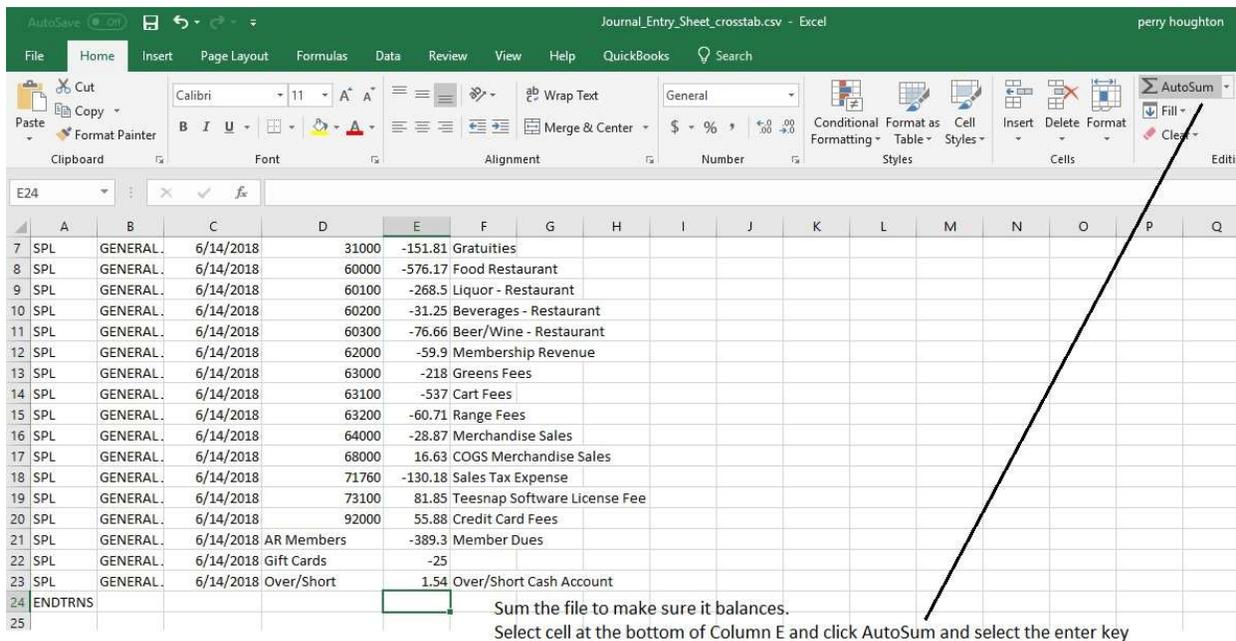
Journal\_Entry\_Shee....csv

- 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



The screenshot shows the Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
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											
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	Over/Short	1.54	Over/Short Cash Account											
24	ENDTRNS																
25																	

Instructions in the screenshot:

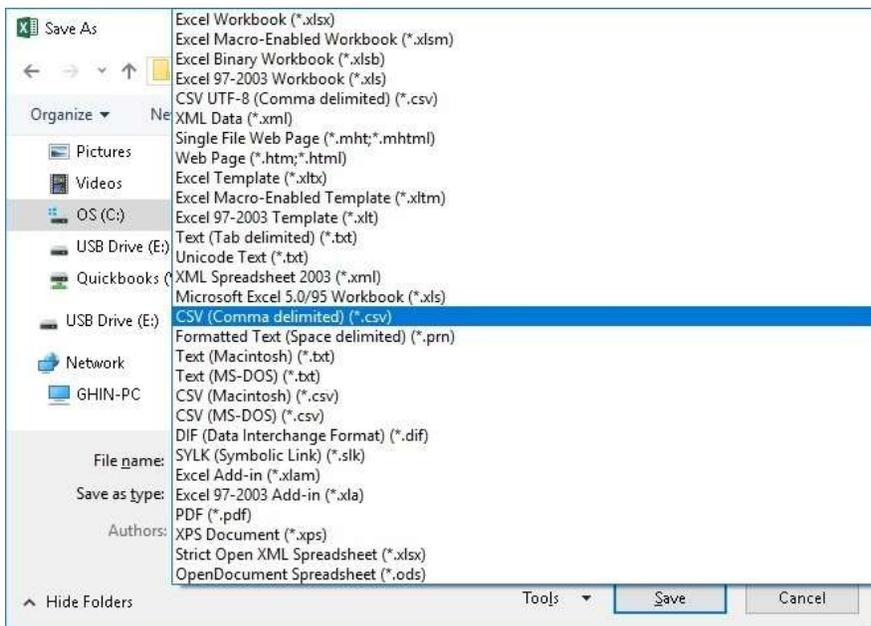
- Sum the file to make sure it balances.
- Select cell at the bottom of Column E and click AutoSum and select the enter key

- 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 againsts 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



teesnap Quickbooks Journal Entry Export

Property Name

Date Filter

Start Datetime

End Datetime

Header Type

Summarized Journal Entry

TRNRS	ISPL	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO
ISPL		TRASTYPE	DATE	ACCNT	AMOUNT	MEMO
IENDTRNS						
TRNS		GENERAL JOURNAL	05/22/2018	12000	377.52	Undeposited Funds
SPL		GENERAL JOURNAL	05/22/2018	undefined	66.24	Over/Short Cash Account
					-20.36	undefined
				92000	7.78	Credit Card Fees
				73100	81.85	Teesnap Software License Fee
				71760	-23.43	Sales Tax Expense
				68000	16.43	COGS - Merchandise Sales
				67000	0.45	COGS - Food Restaurant
				64000	-1.87	Merchandise Sales
				63200	-14.01	Range Fees
				63100	-164.00	Cart Fees
				63000	-56.00	Greens Fees
				60300	-11.22	Beer/Wine - Restaurant
				60200	-4.50	Beverages - Restaurant
				60100	-6.00	Liquor - Restaurant
				60000	-76.13	Food Restaurant
				15400	-16.43	Inventory - Golf Shop
				12000	-155.87	Undeposited Funds
IENDTRNS						
TRNS		GENERAL JOURNAL	05/23/2018	AR Members	4.94	Member Dues
SPL		GENERAL JOURNAL	05/23/2018	undefined	418.58	Over/Short Cash Account
					-71.09	undefined

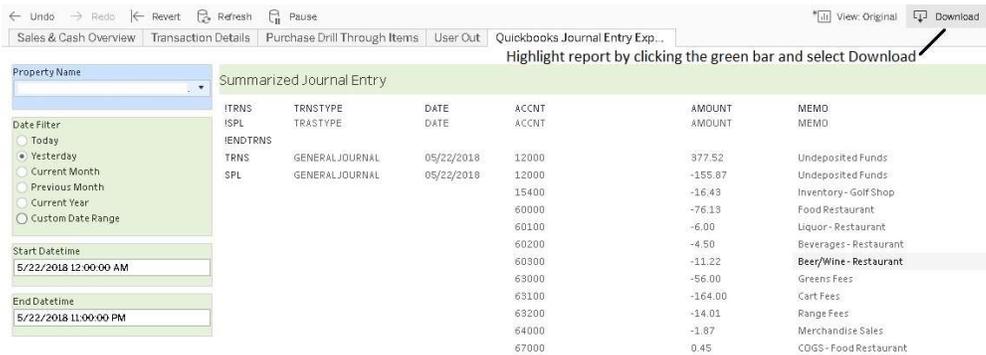
If Multiple Day Headers is selected -  
 1) Click inside table then go to 'Download' and 'Crosstab'  
 2) Delete first column called DELETE COLUMN in the excel document before importing into Quickbooks

Header Type

Single Day Headers

Multiple Day Headers

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



Undo Redo Revert Refresh Pause

Sales & Cash Overview Transaction Details Purchase Drill Through Items User Out Quickbooks Journal Entry Exp... View Original Download

Property Name

Date Filter

Start Datetime

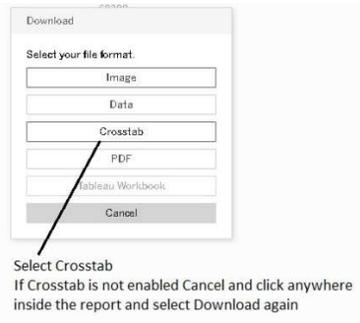
End Datetime

Summarized Journal Entry

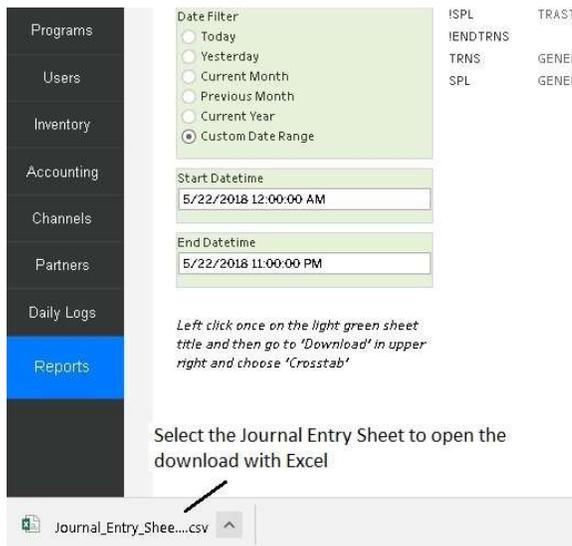
TRNRS	ISPL	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO
IENDTRNS						
TRNS		GENERAL JOURNAL	05/22/2018	12000	377.52	Undeposited Funds
SPL		GENERAL JOURNAL	05/22/2018	12000	-155.87	Undeposited Funds
				15400	-16.43	Inventory - Golf Shop
				60000	-76.13	Food Restaurant
				60100	-6.00	Liquor - Restaurant
				60200	-4.50	Beverages - Restaurant
				60300	-11.22	Beer/Wine - Restaurant
				63000	-56.00	Greens Fees
				63100	-164.00	Cart Fees
				63200	-14.01	Range Fees
				64000	-1.87	Merchandise Sales
				67000	0.45	COGS - Food Restaurant

Highlight 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



- 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.

A1 : x ✓ fx Sort\_Num

When doing the multiple days the export will have a Sort\_Num Column.  
Right Click and delete this column before saving as a .csv file

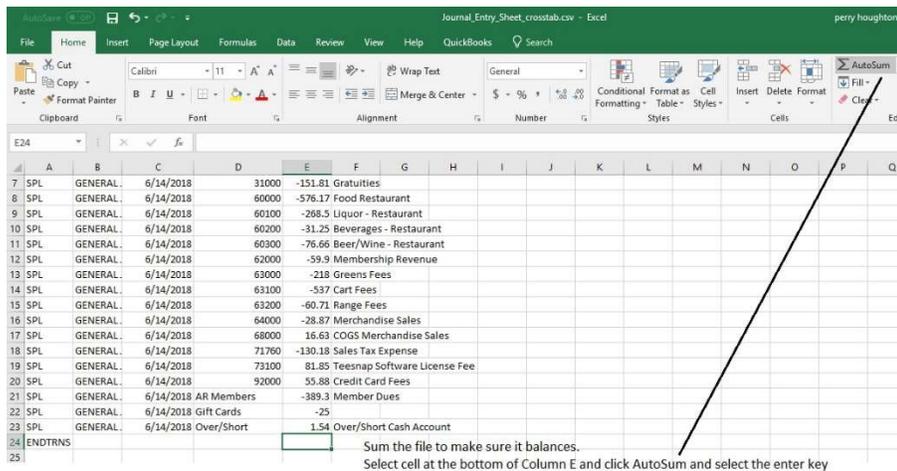
	A	B	C	D	E	F	G	H	I
1	Sort_Num	TRNS	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO		
2	201805222	ISPL	TRASTYPE	DATE	ACCNT	AMOUNT	MEMO		
3	201805223	ENDTRNS							
4	201805224	TRNS	GENERAL	5/22/2018	12000	377.52	Undeposited Funds		
5	201805225	SPL	GENERAL	5/22/2018	undefined	66.24	Over/Short Cash Account		
6	201805225	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		

- 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

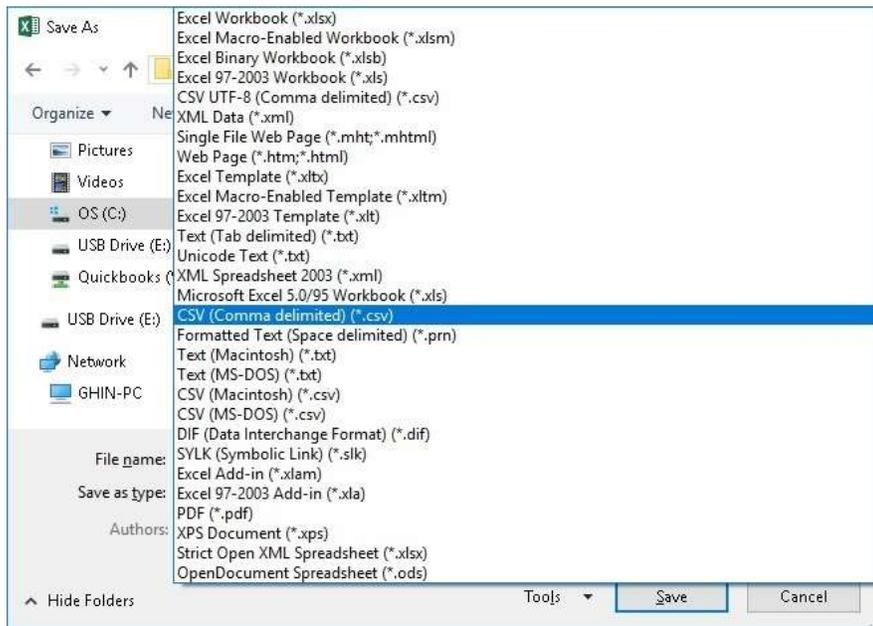


- If the file is balanced remove the Sum prior to saving
- If the file does not balance check against the Sales Cash Overview report

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 against 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).

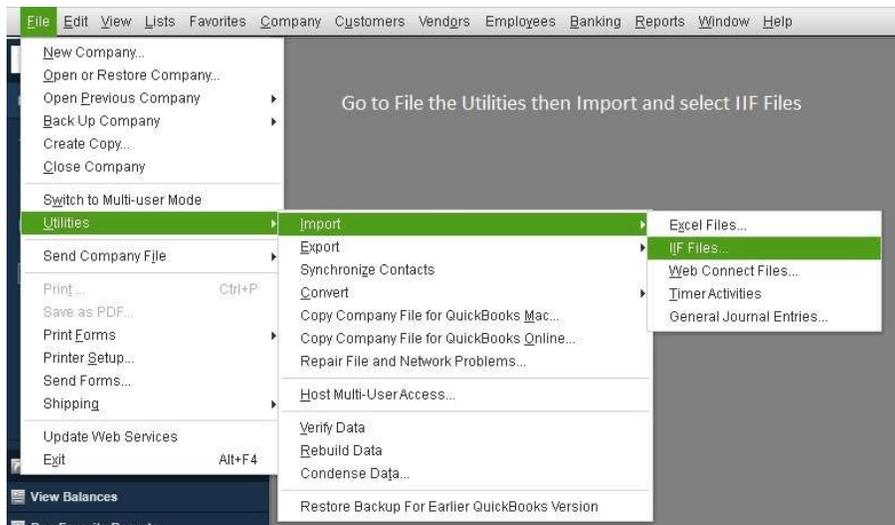


Save the file in a dated folder like May. Name the file with the date of the download, for example May22. Save as type CSV (Comma Delimited) (\*.csv)

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

## 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

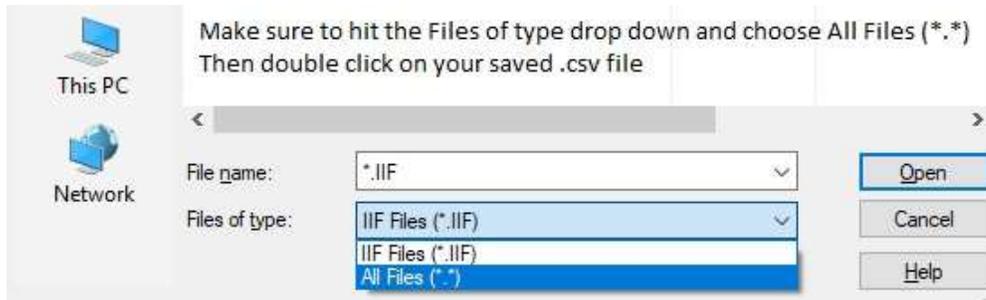
- Open Quick Books
- Go to File
- Then Utilities
- Import then chose IIF Files
- A new screen appears **Do Not Select Import IIF** as Quick Books currently has issues with this new import utility
- Select Import without review (not recommended)
  - Import it for me. I'll fix it later



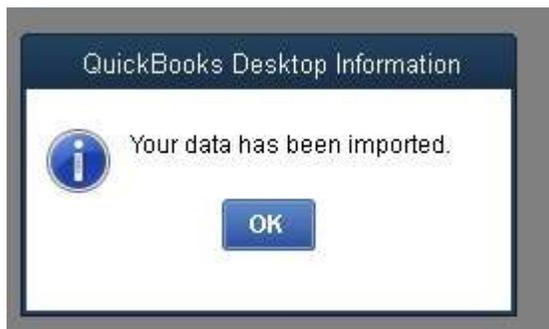
- Select the Import IIF Blue Box



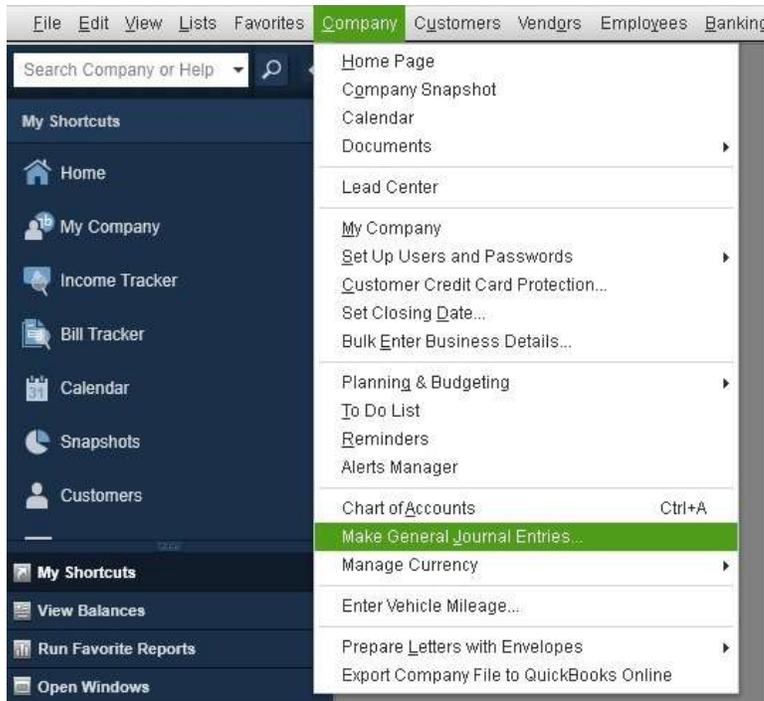
- Navigate to where you saved your .csv file
- Select the Files of type drop down and select All Files
- You then will see your saved file and double click the file to import



- 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

