

Quick Books Export/Import

- Go to reports from <u>admin.teesnap.com</u>
- 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

Sales & Cash Overview Transaction	n Details 🛛 Pu	urchase Drill Through Iter	ms User Out	Quickbooks Journal Entry Exp.	. Sal	es by Tender T	ype
🔼 teesnap	Quickt	oooks Journal	Entry Ex	port			
Property Name	Summari	zed Journal Entry					
Date Filter	ITRNS ISPL IENDTRNS	TRNSTYPE TRASTYPE	DATE DATE	ACCNT ACCNT	i am AM	IDUNT I	VEMO VEMO
Yesterday Current Month	TRNS	GENERAL JOURNAL	05/22/2018	12000	377	7.52	Undeposited Funds
Previous Month Current Year	Jr L	GENERAL SUGRICAL	V4/22/2010	underned.	-20	.36	indefined
O Custom Date Range				92000 73100	7.7	8 (85 1	Credit Card Fees Teesnap Software License Fee
Start Datetime				71760	-23	.43 5	Sales Tax Expense
5/22/2018 12:00:00 AM				68000	16.	43 (COGS Merchandise Sales
				67000	0.4	5 (COGS - Food Restaurant
End Datetime				64000	-1.8	87 1	Verchandise Sales
5/22/2018 11:59:59 PM				63200	-14	.01 8	Range Fees
				53100	-15	4,00	Cart Fees
				63000	-56	000 0	Greens Fees
Left click once on the light green sheet				60300	-11	.22 1	Seer/Wine - Restaurant
title and then go to 'Download' in upper				60200	-4.5	50 8	Severages - Restaurant
right and choose "Crosstab"				60100	-6.0	10 01	iquor - Restaurant
Header Type				60000	-76	13	Food Restaurant
Single Day Headers 🔹	1			15400	-16	.43	nventory - Golf Shop
	1),			12000	-15	5.87	Undeposited Funds
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	ENDTRNS						

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

- Undo -> Redo i 🔶 Revert 😭	Refresh	Pause				*III View: Original 📮 Download
Sales & Cash Overview Transaction	Details Pu	urchase Drill Through Items	User Out	Quickbooks Journal Entry Exp		/
				Highlight report by clickin	g the green ba	ar and select Download
Property Name	Summari	zed Journal Entry				
	ITRNS	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO
Date Filter	ISPL	TRASTYPE	DATE	ACCNT	AMOUNT	MEMO
🔿 Today	IENDTRNS					
 Yesterday 	TRNS	GENERALJOURNAL	05/22/2018	12000	377.52	Undeposited Funds
Current Month	SPL	GENERALJOURNAL	05/22/2018	12000	-155.87	Undeposited Funds
Previous Month				15400	-16.43	Inventory - Golf Shop
Current Year				60000	-76.13	Food Restaurant
O Custom Date Range				60100	-6.00	Liquor- Restaurant
				60200	-4.50	Beverages - Restaurant
5 (22 (2018 12:00:00 AM				60300	-11.22	Beer/Wine - Restaurant
5/22/2018 12:00:00 AM				63000	-56.00	Greens Fees
End Datetime				63100	-164.00	Cart Fees
5/22/2018 11:00:00 PM				63200	-14.01	Range Fees
				64000	-1.87	Merchandise Sales
				67000	0.45	COGS - Food Restaurant



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

	Image	
	Data	
	Crosstab	
1	PDF	
Tab	leau Workbook	
1	Cancel	

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

• Select Download

63	2200
Download Cros	stab
20 1010	a a a
The crosstab ha	as been generated.
	Download
Cancel	Download
Cancel	
Cancel	

• 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

CARDING THE REPORT OF THE REPORT OF	GENERAL.	6/14/2018	63200	-60.71	Range Fees	
5 SPL	GENERAL.	6/14/2018	64000	-28.87	Merchandise Sales	
7 SPL	GENERAL.	6/14/2018	68000	16.63	COGS Merchandise S	Sales
SPL SPL	GENERAL.	6/14/2018	71760	-130.18	Sales Tax Expense	
SPL SPL	GENERAL.	6/14/2018	73100	81.85	Teesnap Software Li	cense Fee
) SPL	GENERAL.	6/14/2018	92000	55.88	Credit Card Fees	
SPL	GENERAL.	6/14/2018	AR Members	-389.3	Member Dues	
SPL SPL	GENERAL.	6/14/2018	Gift Cards	-25		
SPL	GENERAL.	6/14/2018	undefined	1.54	Over/Short Cash Acc	count
ENDTRNS	RNS					
SPL SPL ENDTRNS	GENERAL. GENERAL.	6/14/2018 6/14/2018	Gift Cards undefined	-25 1.54	Over/Short Cash Acc	count

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

đ	utoSave (• • • • =	5-∂-=				Journal_E	ntry_She	et_crosstab.csv -	Excel					perry houghton
Fi	le Ho	ome Inser	rt Page Layoı	ut Formulas Di	ata Rev	riew View	Help QuickBo	oks	Search						
Pas	Cut	t py =	Calibri B I U +	• 11 • A A	= =	- ≫- eb	Wrap Text Merge & Center 🔹	Gener	al *	Con	itional Form	at as Cell	E Insert	Delete Format	∑ AutoSum ▼
*	Clipboa	mat Painter rd জ	- F	ont ra		Alignment			Number r	Form	atting * Tabl Styles	e * Styles *	-	ells	Edit
E24	1	• = >	< f _x												1
a)	А	В	с	D	E	F	G H	1	J	К	L	м	N	0	P Q
7	SPL	GENERAL.	6/14/2018	31000	-151.81	Gratuities								1	*
8	SPL	GENERAL.	6/14/2018	60000	-576.17	Food Restaur	ant							1	
9	SPL	GENERAL.	6/14/2018	60100	-268.5	Liquor - Resta	urant								
10	SPL	GENERAL.	6/14/2018	60200	-31.25	Beverages - R	estaurant							/	
11	SPL	GENERAL.	6/14/2018	60300	-76.66	Beer/Wine - I	Restaurant								
12	SPL	GENERAL.	6/14/2018	62000	-59.9	Membership	Revenue							1	
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							1		
16	SPL	GENERAL.	6/14/2018	64000	-28.87	Merchandise	Sales						1		
17	SPL	GENERAL.	6/14/2018	68000	16.63	COGS Mercha	ndise Sales						1		
18	SPL	GENERAL.	6/14/2018	71760	-130.18	Sales Tax Exp	ense						1		
19	SPL	GENERAL.	6/14/2018	73100	81.85	Teesnap Soft	ware License Fee								
20	SPL	GENERAL.	6/14/2018	92000	55.88	Credit Card Fe	es					/			
21	SPL	GENERAL.	6/14/2018	AR Members	-389.3	Member Due	5								
22	SPL	GENERAL.	6/14/2018	Gift Cards	-25							/			
23	SPL	GENERAL.	6/14/2018	Over/Short	1.54	Over/Short C	ash Account								
24 25	ENDTRNS					Sum t	he file to make	sure	it balances. f Column E a	nd cl	ck AutoSi	/ and se	elect th	e enter kev	

- 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			
25						T		

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.

XII Save As	Excel Workbook (*.xlsx)				
← → ↑	Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xlsb)				
Organize 👻 Ne	XML Data (*.xml)				
📰 Pictures	Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html)				
📕 Videos	Excel Template (*.xltx) Excel Macro-Enabled Template (*.vltm)				
🛀 OS (C:)	Excel 97-2003 Template (*.xlt)				
🕳 USB Drive (E:)	Text (Tab delimited) (*.txt) Unicode Text (*.txt)				
🛫 Quickbooks (XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls)				
🔜 USB Drive (E:)	CSV (Comma delimited) (*.csv)				
👉 Network 💻 GHIN-PC	Formatted Text (Space delimited) (*.prn) Text (Macintosh) (*.txt) Text (MS-DOS) (*.bxt) CSV (Macintosh) (*.csv) CSV (MS-DOS) (*.csv)				
File <u>n</u> ame:	DIF (Data Interchange Format) (*.dif) SYLK (Symbolic Link) (*.slk) Excel Add-in (*.xlam)				
Save as <u>t</u> ype: Authors:	Excel 97-2003 Add-in (*.xla) PDF (*.pdf) XPS Document (*.xps)				
	Strict Open XML Spreadsheet (*.xlsx) OpenDocument Spreadsheet (*.ods)				
🔺 Hide Folders		Tools	-	<u>S</u> ave	Cancel

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

roperty Name	Cuim manuir	ad Journal Estar					
•	Summariz	ed Journal Entry					
		TRNSTYPE	DATE	ACONT	f	AMOUNT	MEMO
ate Filter	ISPL	TRASTYPE	DATE	ACONT		AMOUNT	MEMO
) Today	IENDTRNS						
Current Month	TRNS	GENERAL JOURNAL	05/22/2018	12000		377.52	Undeposited Funds
Previous Month	SPL	GENERAL JOURNAL	05/22/2018	undefined		66.24	Over/Short Cash Account
Current Year						-20.36	undefined
Custom Date Range				92000		7.78	Credit Card Fees
				73100		81.85	Teesnap Software License Fee
art Datetime				71760		-23.43	Sales Tax Expense
/22/2018 12:00:00 AM				68000		16.43	COGS Merchandise Sales
				67000		0.45	COGS - Food Restaurant
d Datetime				64000		-1.87	Merchandise Sales
31/2018 11:59:59 PM				63200		-14.01	Range Fees
				63100		-164.00	Cart Fees
				63000		-55.00	Greens Fees
ft click once on the light green sheet				60300		-11 22	Beer/Wine - Restaurant
ie and then go to 'Download' in upper ht and choose (Crosstab)				60200		-4.50	Beverages - Restaurant
				60100		-6.00	Liquor - Restaurant
ider Type				60000		-76.13	Food Restaurant
ultiple Day Headers 🔹				15400		-15.43	Inventory - Golf Shop
				12000		-155.87	Undeposited Funds
Nultiple Day Headers is selected -	ENDTRNS						
Click inside table then go to	ITRNS	TRASTYPE	DATE	ACCNT		AMOUNT	MEMO
Delete first column called DELETE	ISPL	TRASTYPE	DATE	ACCNT		AMOUNT	MEMO
LUMN in the excel document before	IENDTRNS						
porting into Quickbooks	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

Single Day Headers	*
Single Day Headers	
Multiple Day Headers	

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

Highlight report by clicking the green bar and select Download Interview Summarized Journal Entry ITRNS TRNSTYPE DATE ACCNT AMOUNT MEMO Vesterday Outrent Month DATE ACCNT AMOUNT MEMO Current Month Frevious Month 05/22/2018 12000 377,52 Undeposited Funds Previous Month OS/22/2018 12000 -155.87 Undeposited Funds Current Month OS/22/2018 12000 -76.13 Food Restaurant Corrent Vear GENERALJOURNAL 05/22/2018 12000 -76.13 Food Restaurant Corrent Vear GO000 -76.13 Food Restaurant 60100 -6.00 Eleverages-Restaurant Solution Food Restaurant 60300 -16.40 General Fees 63000 -64.00 General Fees Galloo -64.00 Greens Fees 63100 -14.01 Range Fees Galloo -14.01 Range Fees 64000 -1.87 Merchandia Sales Grout Greens Fees 67000 </th <th>Sales & Cash Overview</th> <th>Transaction Det</th> <th>ails F</th> <th>Purchase Drill Through Items</th> <th>s User Out</th> <th>Quickbooks Journal Entry Exp</th> <th></th> <th>/</th>	Sales & Cash Overview	Transaction Det	ails F	Purchase Drill Through Items	s User Out	Quickbooks Journal Entry Exp		/
Importy Name Summarized Journal Entry Vate Filter TRNS TRNSTYPE DATE ACCNIT AMOUNT MEMO ISPL TRNSTYPE DATE ACCNIT AMOUNT MEMO 'steterday 'steterday 0'steterday 0'steterday 0'steterday 0'steterday ' Vesterday GENERAL JOURNAL 05/22/2018 12000 -155.87 Undeposited Funds Previous Month SPL GENERAL JOURNAL 05/22/2018 12000 -16.43 Inventory-Golf Shop Current Vear Current Vear 15400 -16.43 Inventory-Golf Shop Current Vear 60000 -76.13 Food Restaurant 60100 -6.00 Liquor- Restaurant 60200 -45.00 General-Isolation 60300 -11.22 Beer/Wine- Restaurant 60300 -164.00 Catf Fees 63200 -14.01 Range Fees 64000 -1.87 Mcrohandis Sales						Highlight report by clicking	ng the green ba	ar and select Download
At Filter TRNS TRNSTYPE DATE ACCNT AMOUNT MEMO TRNS GENERALJOURNAL 05/22/2018 12000 -155.87 Undeposited Funds SPL GENERALJOURNAL 05/22/2018 12000 -155.87 Undeposited Funds SPL GENERALJOURNAL 05/22/2018 12000 -56.00 Ulquor.Restaurant 60100 -6.00 Ulquor.Restaurant 60100 -6.00 Green fees 60300 -11.22 Ber/Wine-Restaurant 63100 -166.00 Green fees 63100 -166.00 Green fees 63100 -166.00 Green fees 63100 -160 Cart fees 63100 -1.87 Merchandis Šileš	Property Name	0		rizod Journal Entry		00, ,	0 0	
ITENIS TENIS TYPE DATE ACCIT AMOUNT MEMO DeFilter TRASTYPE DATE ACCIT AMOUNT MEMO Today TRASTYPE DATE ACCIT AMOUNT MEMO Vesterday TRASTYPE DATE ACCIT AMOUNT MEMO Current Month Frevious Month DS/22/2018 12000 377.52 Undeposited Funds Ourrent Veer GENERAL JOURNAL 0S/22/2018 12000 -166.43 Inventory-Golf Shop Current Veer GENERAL JOURNAL 0S/22/2018 12000 -76.13 FoodRestaurant Sc22/2018 20000 AM -60.00 Liquor-Restaurant 60200 -60.00 Liquor-Restaurant Sc22/2018 20000 AM -56.00 Genera Fees 63000 -11.22 Ber/Min-Feestaurant Sc22/2018 20000 AM -66300 -164.00 Cart Fees Sc22/2018 63000 -164.00 Cart Fees Sc22/2018 63000 -164.00 Cart Fees Sc22/2018 63000 -164.00 Cart Fees Sc22/2018 64000 -18.00 Cart Fees Sc22/2018 67000 -14.01 Merchandis Sales		. •	annnai	i zeu Journai Entri y				
Space Filter Sple TRASTYPE DATE ACCNT AMOUNT MEMO Today Texbary Texbar		IT	RNS	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO
Today IENDTRNS Vesterday TENS GENERALJOURNAL 05/22/2018 12000 -9752 Undeposited Fundis Ourrent Month SPL GENERALJOURNAL 05/22/2018 12000 -155.87 Undeposited Fundis Ourrent Month SPL GENERALJOURNAL 05/22/2018 12000 -16.43 Inventory- Golf Shop Current Vear GENERALJOURNAL 05/22/2018 15400 -6.03 Inventory- Golf Shop Current Vear GENERALJOURNAL 05/22/2018 15400 -6.03 Undeposited Fundis Stat/DateIme GENERALJOURNAL 05/22/2018 15600 -4.63 Inventory- Golf Shop Stat/DateIme GENERALJOURNAL 05/22/2018 -6000 -6.00 Undeposited Fundis St22/2018 12.00000 AM GENERALJOURNAL 05/22/2018 -60100 -6.00 GENERALJOURNAL St22/2018 12.0000 AM GENERALJOURNAL 05/22/2018 -61000 GENERALJOURNAL St22/2018 12.0000 AM -65000 -164.00 GENERALJOURNAL -61000	Date Filter	!S	PL	TRASTYPE	DATE	ACCNT	AMOUNT	MEMO
Vesteday Current Month Current Vear Curr	🔿 Today	!E	NDTRNS	5				
Ourset Month SPL GENERAL JOURNAL 05/22/2018 12000 -155.87 Undeposited Funds Previous Month 15400 -16.43 Inventory-Golf Shop Cuttom Date Range 60000 -6.01 Uproventory-Restaurant 60200 -4.50 Everyages-Restaurant 60200 -4.50 Everyages-Restaurant 60200 -4.50 Everyages-Restaurant 60200 -1.22 Bertyme-Restaurant 63000 -56.00 Green Fees 63100 -56.00 Green Fees 63100 -1640 Cattres 63200 -14.01 Range Fees 64000 -1.87 Merchandis Sales	 Yesterday 	TI	RNS	GENERALJOURNAL	05/22/2018	12000	377.52	Undeposited Funds
Previous Month 15400 -16,43 Inventory-Golf Shop Current Vear 60000 -76,13 Food Restaurant Custom Date Range 60100 -6.00 Liquor-Restaurant Statt Datetime 60200 -4,50 Beverages-Restaurant 5/22/2018 12:00:00 AM 60300 -11.22 Ber/Winc-Restaurant 60300 -164:00 Cart Fees 63000 -164:00 Cart Fees 5/22/2018 11:00:00 PM 63200 -14:01 Range Fees 64000 -1.87 Merchandise Sales	Current Month	SI	PL	GENERALJOURNAL	05/22/2018	12000	-155.87	Undeposited Funds
Ourse 60000 -76.13 Food Restaurant 60000 -6.00 Liquor-Restaurant 60100 -6.00 Liquor-Restaurant 60200 -6.00 Beverage-Restaurant 60200 -11.22 BeergWine-Restaurant 60300 -11.22 BeergWine-Restaurant 60300 -56.00 Greens Fees nd Detetime 63200 -14.01 Range Fees 63200 -14.01 Range Fees 63200 -14.01 Range Fees 64000 -1.87 Mcrohandis Sales 64000 -0.85 CGGS-Food Restaurant	Previous Month					15400	-16.43	Inventory-Golf Shop
Cutron date kanpe 60100 -6.00 Liquor-Restaurant tart Datetime 60200 -4.50 Beverages-Restaurant 5/22/2018 12:00:00 AM 60300 -1.122 Ber/Wine-Restaurant 63000 -56.00 Greens Fees 63100 -166.00 Cart Fees 63000 -14.01 Range Fees 63200 -14.01 Range Fees 64000 -1.87 Merchandis Sales 64000 -1.87 Merchandis Sales	Current Year					60000	-76.13	Food Restaurant
Start Datetime 60200 -4.50 Beverages-Restaurant 5/22/2018 12:00:00 AM 60300 -11.22 Bee/Winc-Restaurant 60300 -66.00 Greens Fees Greens Fees 60200 -164.00 Cart Fees 5/22/2018 11:00:00 PM 63200 -14.01 Rage Fees 64000 -1.87 Merchandise Sales 67000 0.45 CGGS-Food Restaurant	O Custom Date Range					60100	-6.00	Liquor- Restaurant
Concention Concention Concention Concention 60000 -11.22 Beer/Wine-Restaurant 60000 -56.00 Greens Fees ind Datatime 63100 -164.00 Cart Fees 5/2/2018 L10000 PM 63200 -14.01 Range Fees 640000 -1.87 Mcrohandise Sales 67000 0.45 COGS-Food Restaurant	Nort Datatina					60200	-4.50	Beverages - Restaurant
63000 -56.00 Greens Fees ind Datetime 63100 -164.00 Cart Fees 63200 -14.01 Range Fees 64000 -1.87 Merchandles Sales 67000 0.45 COGS-Food Restaurant	E /22 /2018 12:00:00 AM					60300	-11.22	Beer/Wine - Restaurant
ind Datetime 63100 -164.00 Cart Fees 6/22/2018 11:00:00 PM 63200 -14.01 Range Fees 64000 -1.87 Merchandlise Sales 67000 0.45 COGS-Food Restaurant	57 227 2010 12:00:00 MM					63000	-56.00	Greens Fees
63200 -14.01 Range Fees 5/22/2018 [L60:00 PM 63200 -1.87 Mrchandise Sales 67000 0.45 COGS-Food Retsurant	ind Datatima					63100	-164.00	Cart Fees
64000 -1.87 Merchandise Sales 67000 0.45 CDGS- Food Restaurant	5/22/2018 11:00:00 PM					63200	-14.01	RangeFees
67000 0.45 CDGS - Food Restaurant	57 2 27 2 5 2 2 2 5 0 5 0 7 M					64000	-1.87	Merchandise Sales
						67000	0.45	COGS - Food Restaurant



- 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

Select Download





- 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.

	1 2 VA 1	22 N N	132		5125 B 4				
Nh	en doing the mul	tiple day:	s the export	will have a Sor	t_Num Col	umn.			
ligh	nt Click and delet	e this col	umn before	saving as a .cs	rfile				
a.	A	В	С	D	E	F	G	н	1
1	Sort_Num	ITRNS	TRNSTYPE	DATE	ACCNT	AMOUNT	MEMO		
2	201805222	ISPL	TRASTYPE	DATE	ACCNT	AMOUNT	MEMO		
3	201805223	!ENDTRN	IS						
4	201805224	TRNS	GENERAL.	5/22/2018	12000	377.52	Undeposited Funds		
5	201805225	SPL	GENERAL.	5/22/2018	undefined	66.24	Over/Sho	rt Cash Acc	ount
6	201805225	SPL	GENERAL.	5/22/2018	undefined	-20.36	undefined	d	
7	201805225	SPL	GENERAL.	5/22/2018	92000	7.78	Credit Car	d Fees	
8	201805225	SPL	GENERAL.	5/22/2018	73100	81.85	Teesnap S	Software Lie	cense 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 Mer	rchandise S	ales
11	201805225	SPL	GENERAL.	5/22/2018	67000	0.45	COGS - Fo	od Restaur	ant
12	201805225	SDI	GENERAL	5/22/2018	64000	-1 87	Merchand	lica Salac	

• Adjust the file if needed

• You must edit the Over/Short Cash Account prior to importing

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

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

		• ce) 🔒	5-0						ntry_Sheet	crosstab.csv						perry houghton
	e Ho	ome Inser	t Page Layout	Formulas Da	ıta Rev	iew View	Help	QuickBoo	oks 🖓							
ľ	K Cut		Calibri +	11 * A* A*	= = ;	ðy -	한 Wrap 1	lext	General		•		1 🖓	-	*	∑ AutoSum -
Past	e um cop	by a	B I U - 🖽	- A - A -	= = =	•	🖽 Merge	& Center *	5 - 9	6 . 58 4	8 C	onditional Form	at as Cell	Insert	Delete Format	Fill
	* Pon	mat Painter				12000	1				Fo	rmatting * Tabl	e * Styles *	-		a Clear
	Clipboa	rd G	Font	G.		Aligne	hent		N	umber	6	Styles			Cells	Edr
E24		• 1 >	√ fx													1
	А	в	c	D	E	F	G	н	- ić	1	K	L	м	N	0	/P Q
7 5	PL	GENERAL.	6/14/2018	31000	-151.81	Gratuities									/	
8 3	PL	GENERAL.	6/14/2018	60000	-576.17	Food Rest	aurant								/	
9 5	PL	GENERAL.	6/14/2018	60100	-268.5	Liquor - Re	staurant								/	
10 5	PL	GENERAL.	6/14/2018	60200	-31.25	Beverages	- Restaur	ant							/	
11 3	PL	GENERAL.	6/14/2018	60300	-76.66	Beer/Wine	- Restau	rant							/	
12 3	PL	GENERAL.	6/14/2018	62000	-59.9	Membersh	nip Reven	ue							/	
13 3	PL	GENERAL.	6/14/2018	63000	-218	Greens Fe	es								/	
14 3	PL	GENERAL.	6/14/2018	63100	-537	Cart Fees									/	
15 3	PL	GENERAL.	6/14/2018	63200	-60.71	Range Fee	s							/		
16 5	PL	GENERAL.	6/14/2018	64000	-28.87	Merchand	ise Sales							1		
17 5	PL	GENERAL.	6/14/2018	68000	16.63	COGS Men	chandise !	Sales						/		
18 3	PL	GENERAL.	6/14/2018	71760	-130.18	Sales Tax E	xpense							/		
19 3	PL	GENERAL.	6/14/2018	73100	81.85	Teesnap S	oftware Li	cense Fee						/		
20 3	PL	GENERAL.	6/14/2018	92000	55.88	Credit Card	d Fees									
21 3	PL	GENERAL.	6/14/2018 AR	Members	-389.3	Member D	ues						1			
22 3	PL	GENERAL.	6/14/2018 Gift	t Cards	-25								/			
23 5	PL	GENERAL.	6/14/2018 Ove	er/Short	1.54	Over/Shor	t Cash Acc	count					1			
24	NDTRNS					Sur	n the fil	e to make	sure it	balances			/			
25						Sol	ect cell a	t the bot	tom of	Column F	and	click AutoSi	im and se	lect th	e enter kev	

- 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 Fe	
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



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)
 - o Import it for me. I'll fix it later

Import IIF file
Import your IIF file Import both lists and transactions See a summary of your import View the failed transactions in an IIF file Fix the errors and re-import Find out more <u>Import IIF</u> <u>Cancel</u>
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

This PC	Make sure t Then doubl	to hit the Files of type drop down and c e click on your saved .csv file	hoose Al	l Files (*.*)
	<			>
Network	File <u>n</u> ame:	*.IIF	~	Open
MELWOIK	Files of type:	IIF Files (*.IIF)	~	Cancel
		IIF Files (*.IIF) All Files (*.*)		Help

• 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

		Make Ger	neral Journal Entries		_ 🗆 ×
Main Reports					20 🔨
Find New Save You may	Delete Memorize	Copy Rev ack to the	Print Attach File e date you just imported		
DATE 05/22/2018	ENTRY NO. 8]		
ACCOUNT	DEBIT CR	EDIT	MEMO	NAME	BILLABL
12000	377.52		Undeposited Funds		
12000		89.63	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		
68000	16.43		COGS Merchandise Sales		
-					V
			Save & Close	Save & <u>N</u> ew	Revert