Quick Trial Balance - Export

Export

To export data, select the Export option in the File, Import / Exports submenu.

🚟 ABC Custom Wheels, Inc December 31, 2009 / Quick Trial Balance Pro (Subscription Expires 12/31/2014)															
File	Edit Accounts	Transactions	Reports H	ousekeepin	g Help										
	File Manager		Ctrl+F	1	1	e				÷	l		? •	C	
	New		Ctrl+N	o Acco	unts Trial E	al Receipts	Checks	Journals	Reports		Update	Calculator	Help	Exit	
	Open		Ctrl+0							1					
	Open Recent		+												
	Save As	C	trl+Shift+S	Inc 12	/31/2009	•									
	Client Information		Ctrl+i	C.qtb	•										
	Backup / Restore			2:21 PM											
	Manage		•												
	Import / Export		•	Imp	ort					Balan	ce Sheet		Income Stat	tement	
	Consolidate Trial Ba	alances		Exp		12					0,992.77			,992.77	
	Close Window		Ctrl+W	Exp	ort for ProSe	ries	ļ			-28	0,532.74		-280	,532.74	
	Exit														
	Quick Access											Versi	ion Date 5/28	<u>How Ta</u> /2014 9:04 A	-
	Favorite Re	eports: Begin	ning / Prior Y	ear Balance	5	•		3							

File Format, Name, and Folder

Account data in Quick Trial Balance Pro can be exported as an Excel file or Comma Separated Values (CSV) file. Select the format you wish to export to and select a filename and folder for the export file.

🚆 ABC Custom Wheels, Inc 12/31/2009 - Export Data	
File Edit Help	
Export file format (Note - Excel export requires Excel be installed) Excel spreadsheet Comma separated values (CSV) file Select the file format, filename, and folder for the export file.	
Filename and Folder Books / Fields to Export Accounts to Export Sort Order	
Filename (do not enter extension)	
ABC_2014528_101154	
Folder where file will be saved	
C:\QTBPro_Data\	
Set to Selected File's Folder Set to Default Data Folder	
	How To?
Save Export Export Export	ort Cancel

Books / Files to Export

On the second tab, select the books and fields you wish to export.

ABC Custom Wheels, Inc 12/31/2009 - Export Data	L 🔒 🞯						
File Edit Help							
Export file format (Note - Excel export requires Excel be installed) Excel spreadsheet Comma separated values (CSV) file							
Filename and Folder Books / Fields to Export Accounts to Export Sort Order							
Export data from the following books	Export the following fields						
Book 1	📝 Account Number						
Book 2	🗹 Account Name						
Book 3	Account Type						
Select All	Workpaper Reference						
	Beginning Balance						
	Cash Transactions						
	Journal Entries						
	Adjusted Balance						
	All Primary Group Codes						
	All Secondary Group Codes						
	Select All						
		How To?					
Save Export Restore Export	Export	Cancel					

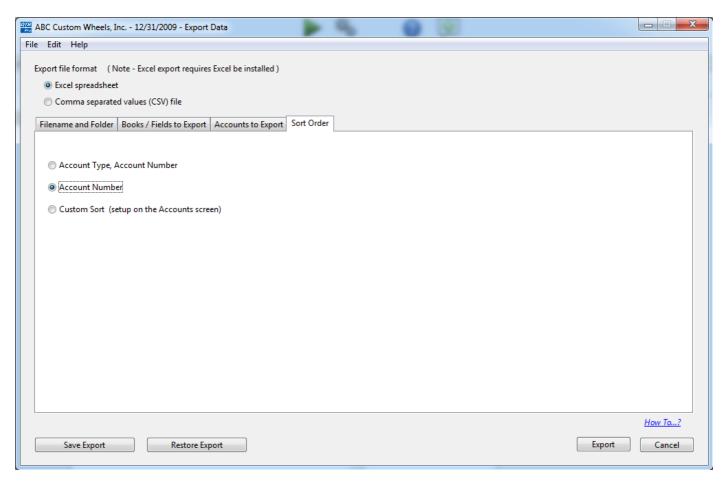
Accounts to Export

On the third tab, select the accounts to export. You have the ability to export all accounts, a range of accounts, or to make a custom selection of accounts.

ABC Custom Wheels, Inc 12/31/2009 - Export Data	
File Edit Help	
File Edit Help Export file format (Note - Excel export requires Excel be installed) • Excel spreadsheet • Comma separated values (CSV) file Filename and Folder Books / Fields to Export Accounts to Export Sort Order • All Accounts • All Accounts • Use Range • Use Custom Filter	
	How To?
Save Export Restore Export Export	Cancel

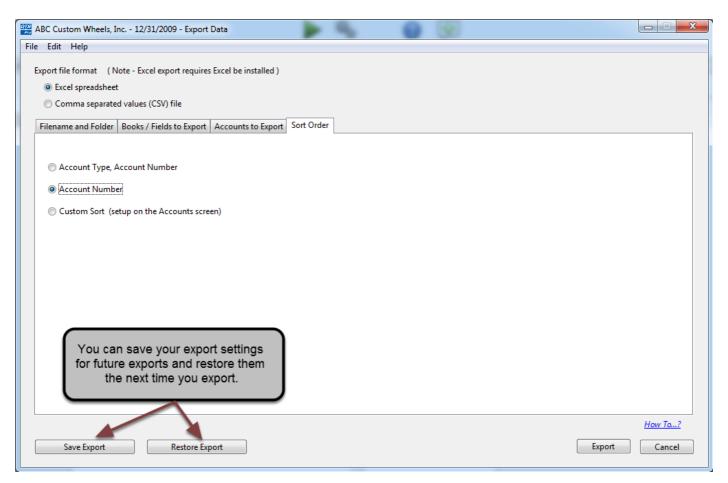
Sort Order

On the last tab of the export screen, you can choose how your accounts will be sorted in your export file.



Export Data

When you are finished selecting your export options, you can optionally save your selections for future use by clicking the 'Save Export' button. When you are ready to export, click the 'Export' button.



Export Complete

When the export is complete, you will get a message stating so. If you exported to Excel, the Excel workbook will be opened and you must save the file in Excel before closing it.

🚟 ABC Custom Wheels, Inc 12/31/2009 - Export Data								
File Edit Help								
Export file format (Note - Excel export requires Excel be installed)								
Save Export Restore Export	How To? Export Cancel							