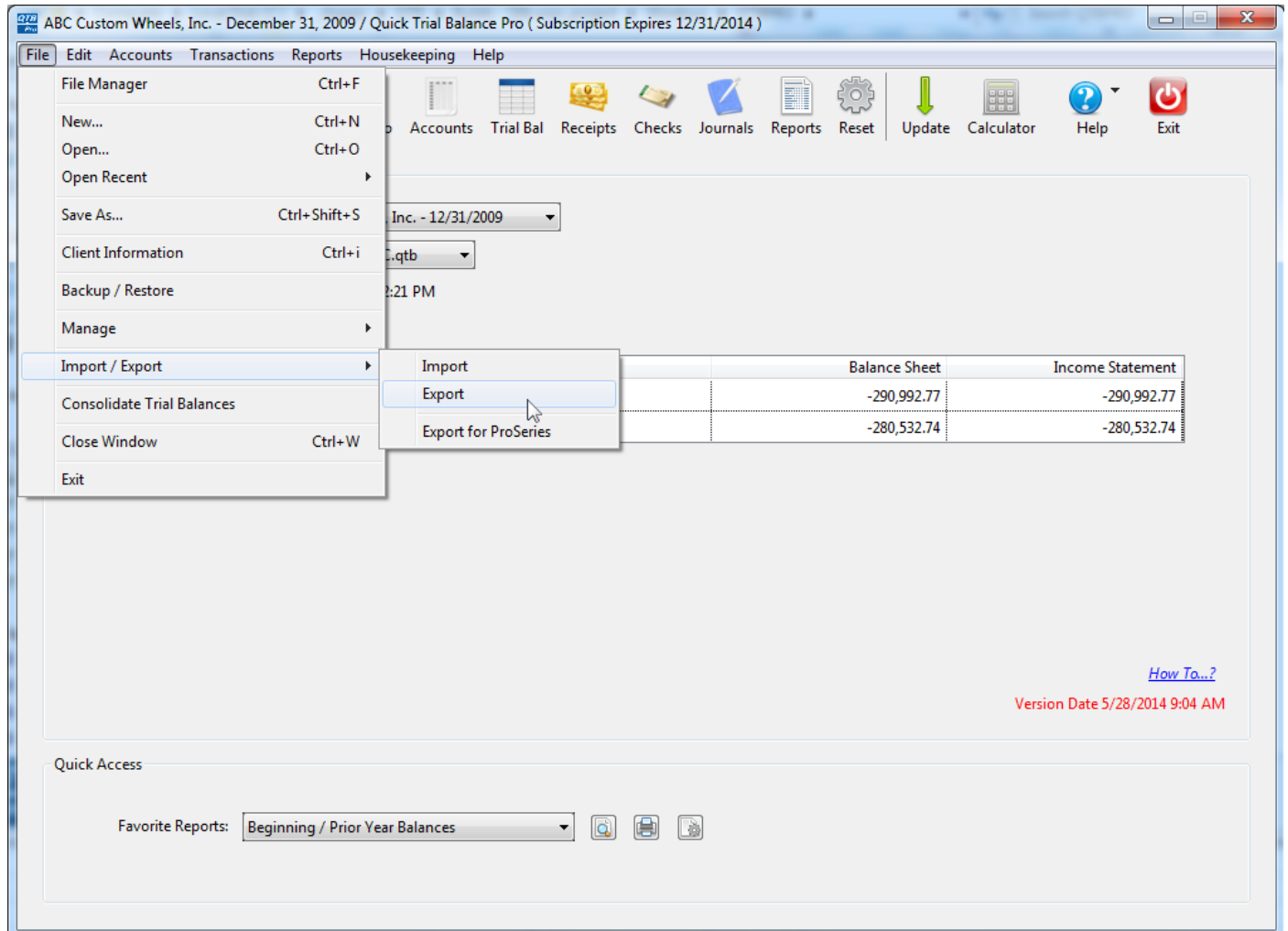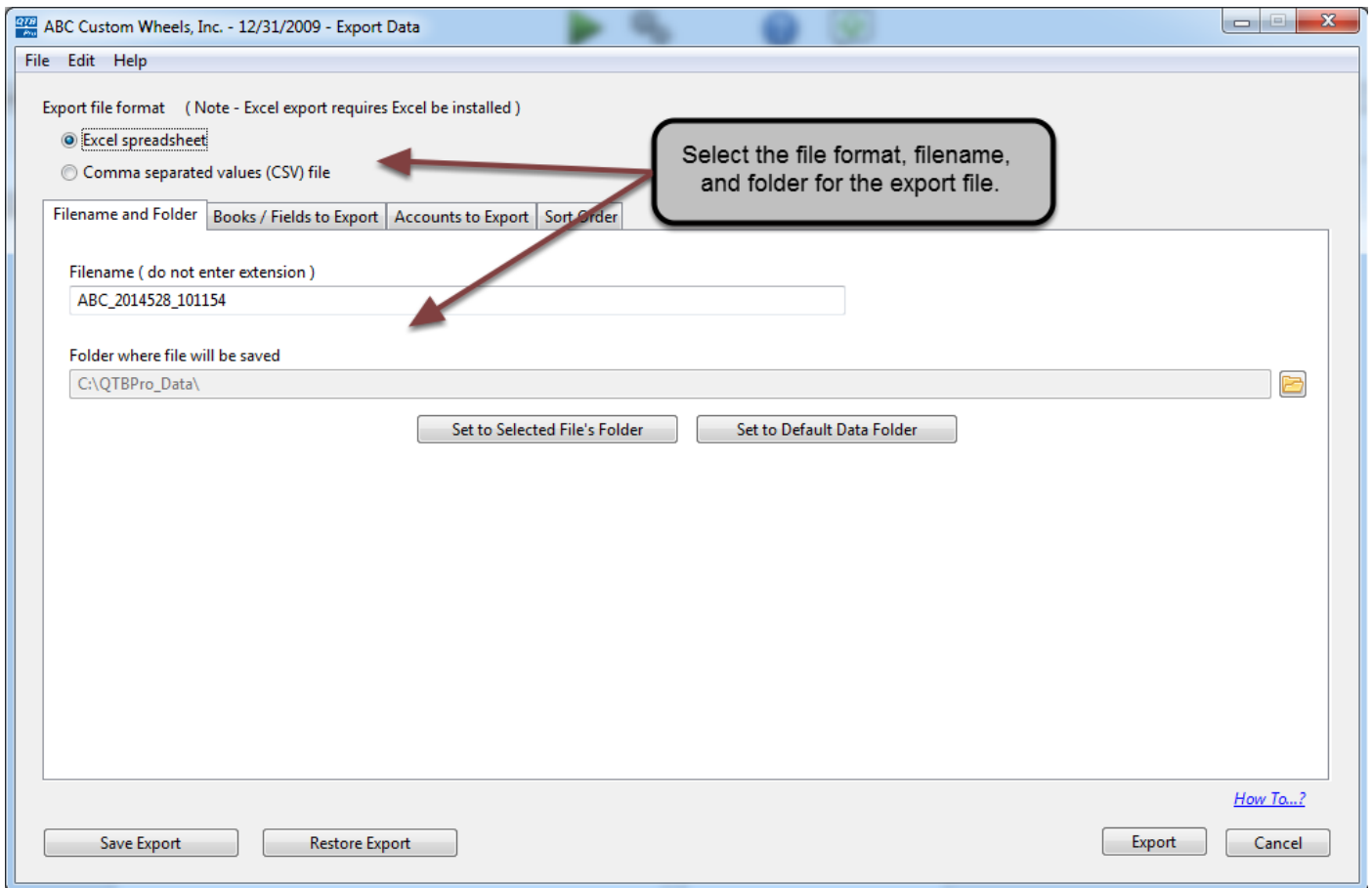# Quick Trial Balance - Export

Export

To export data, select the Export option in the File, Import / Exports submenu.
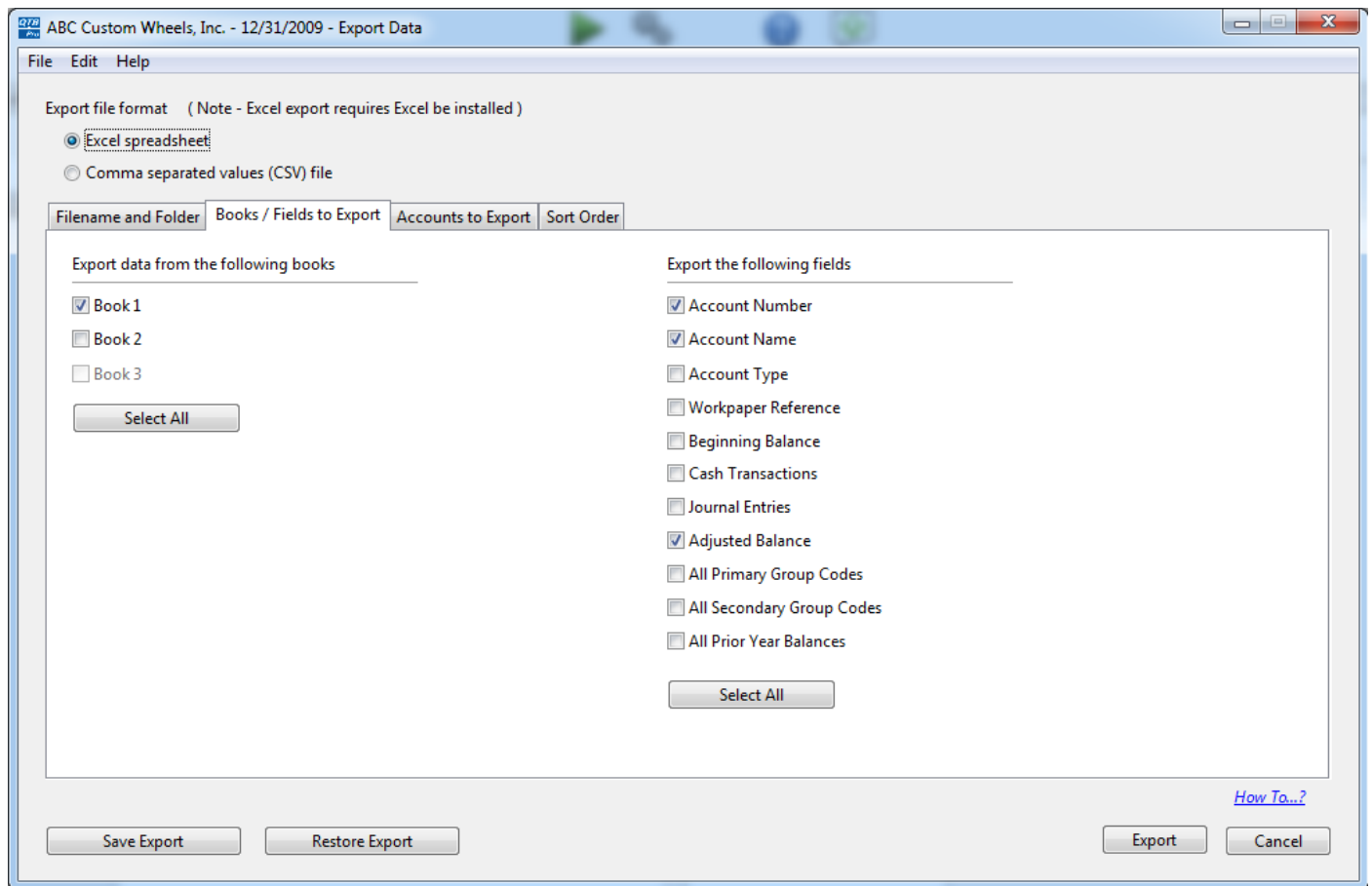
File Format, Name, and Folder

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.
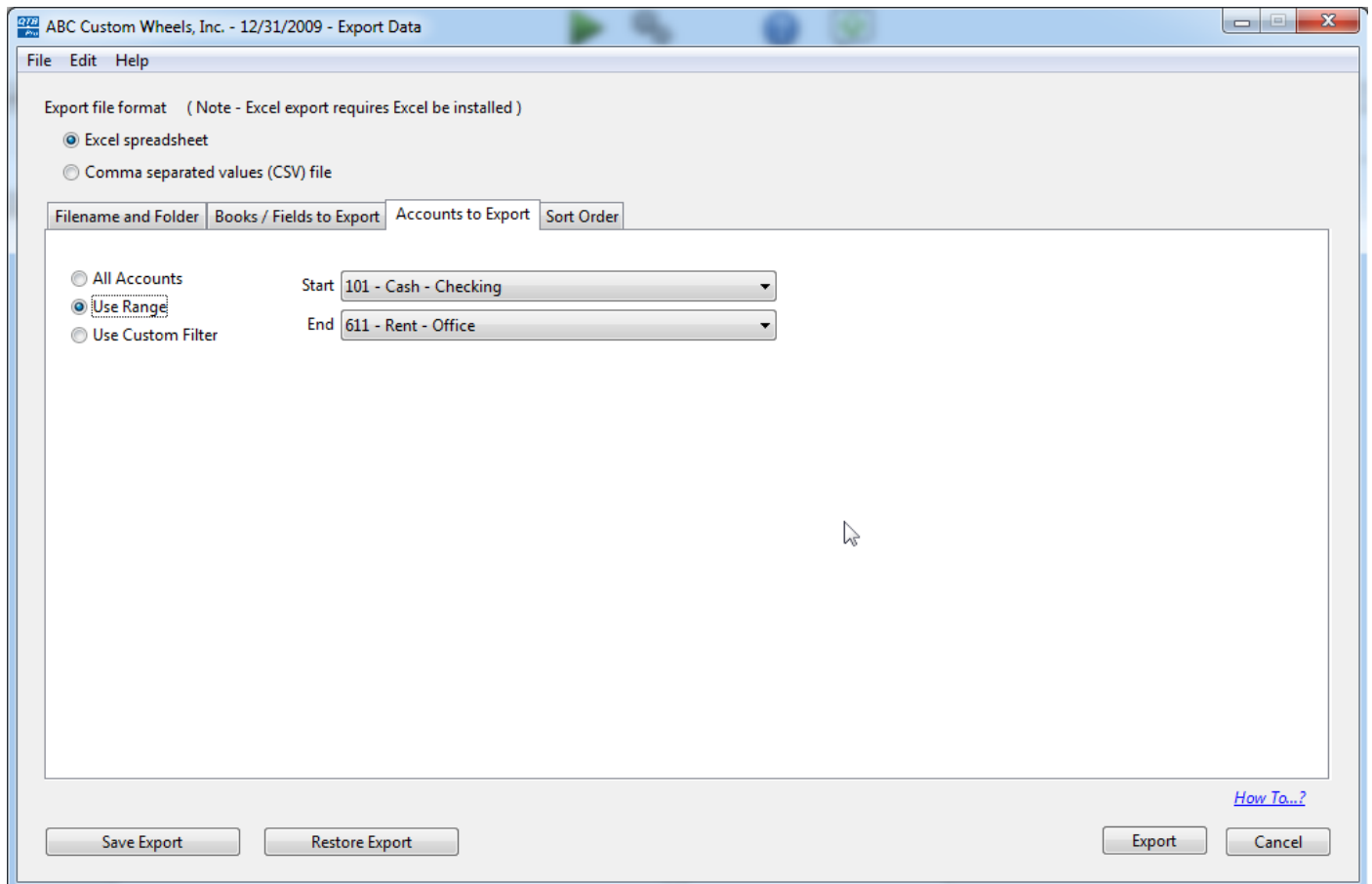
Books / Files to Export

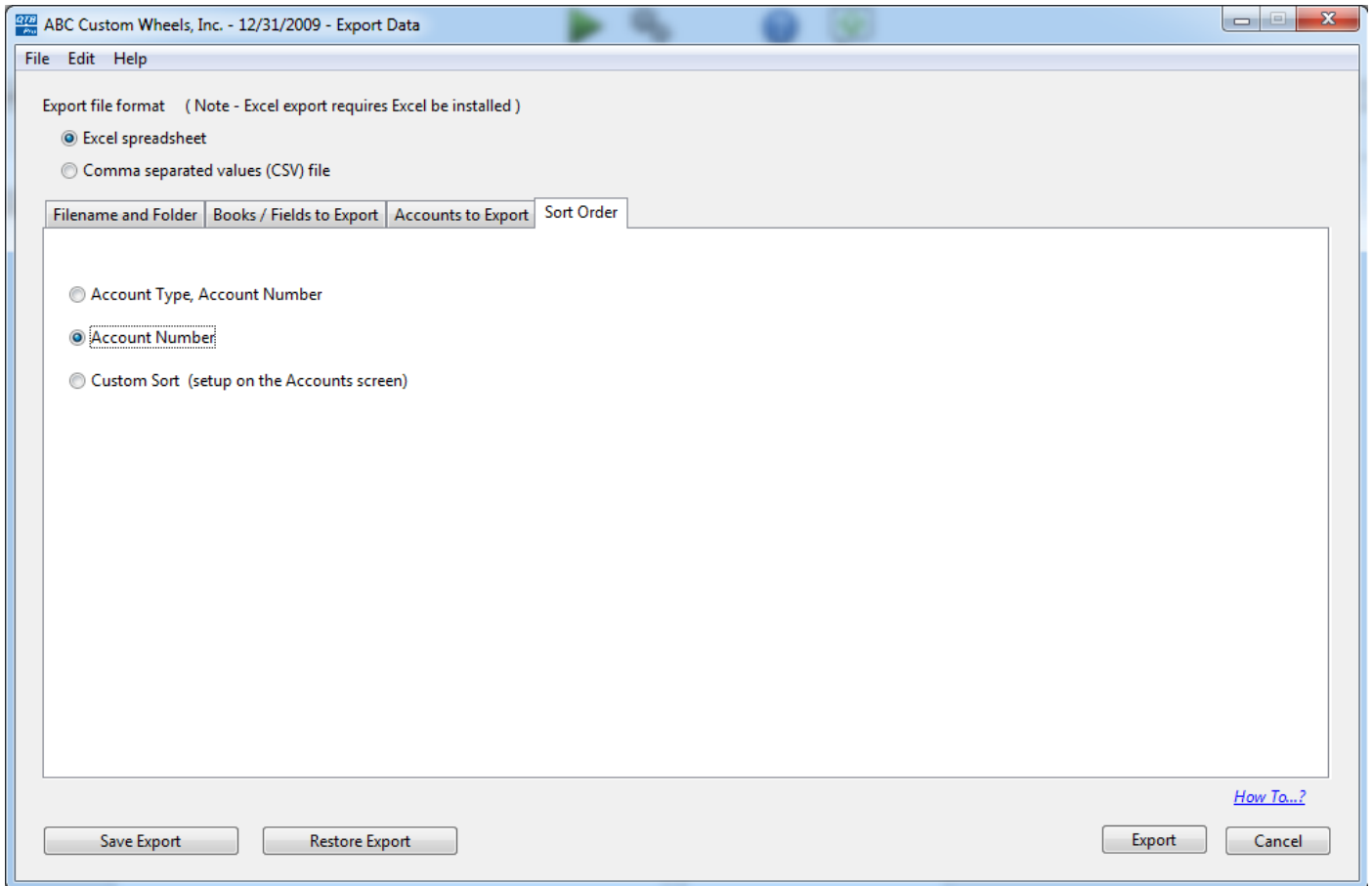On the second tab, select the books and fields you wish to export.

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.
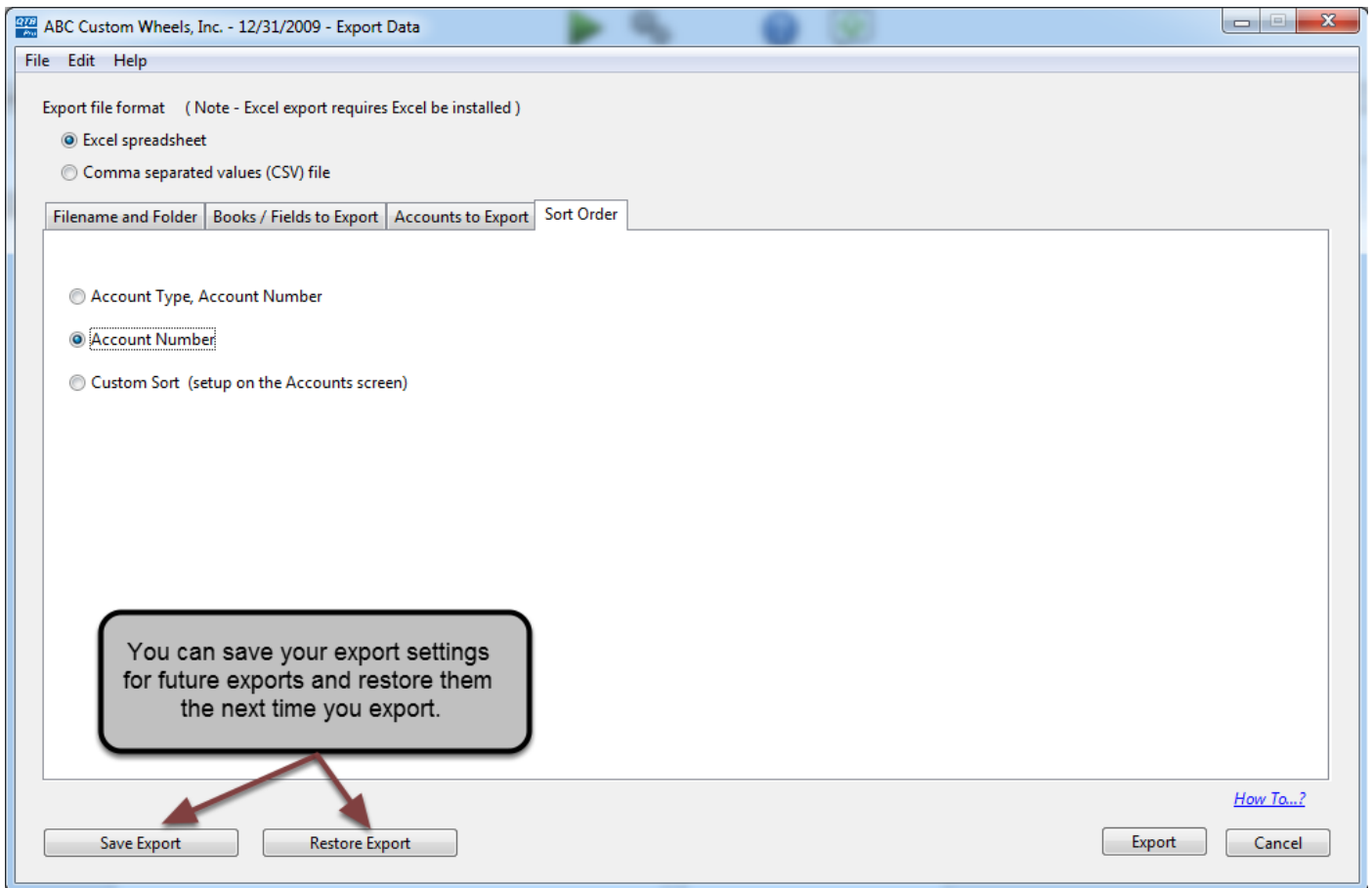
Sort Order

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.