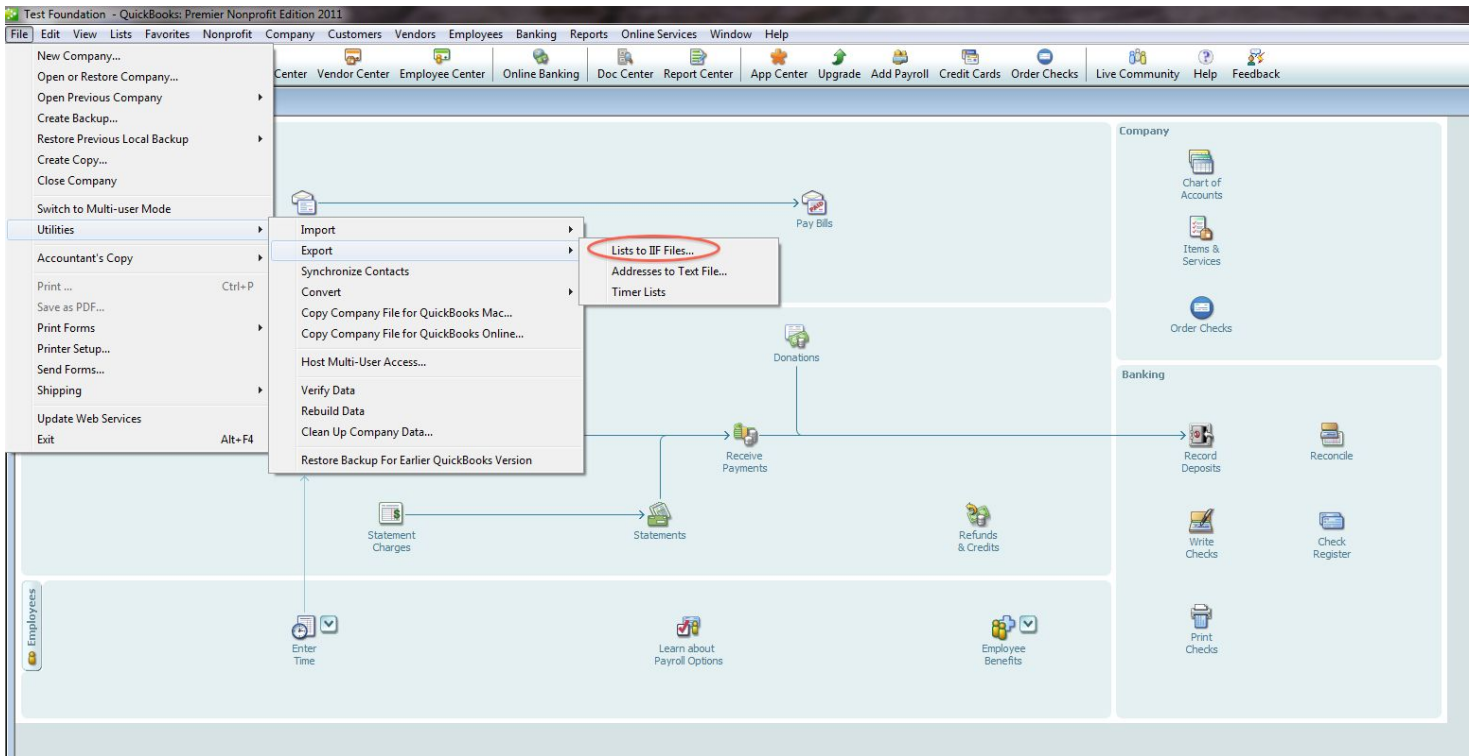




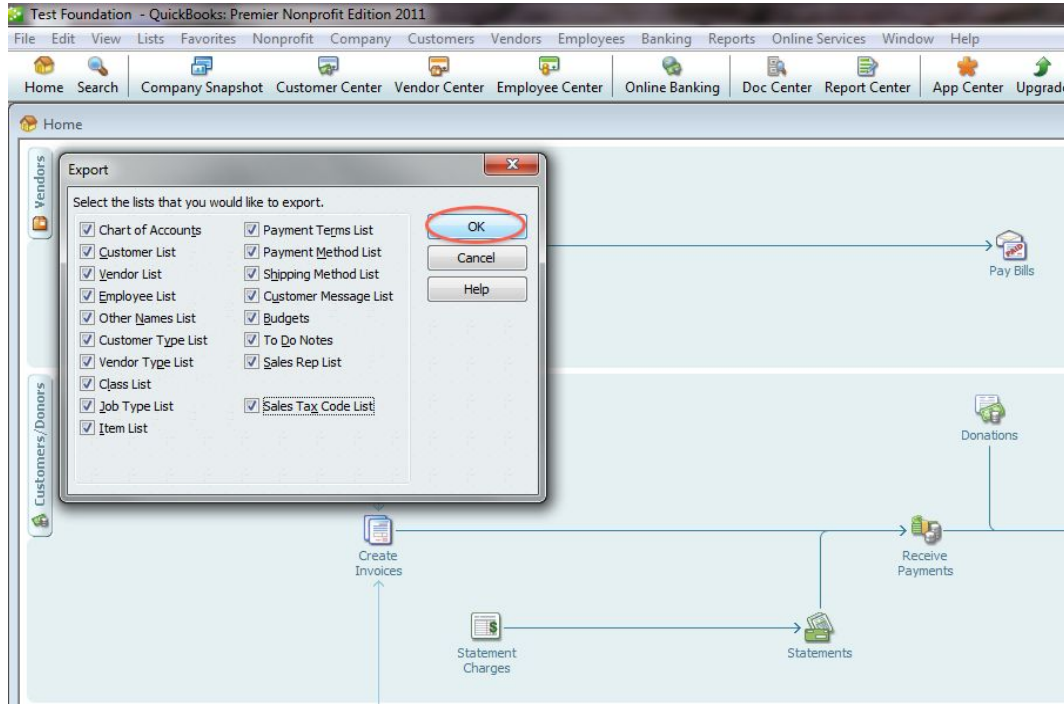
## How to Download QuickBooks data for upload into CommunitySuite Software

Easy steps to download your data from QuickBooks. Follow these steps to download your data for export to CommunitySuite integrated financial software.

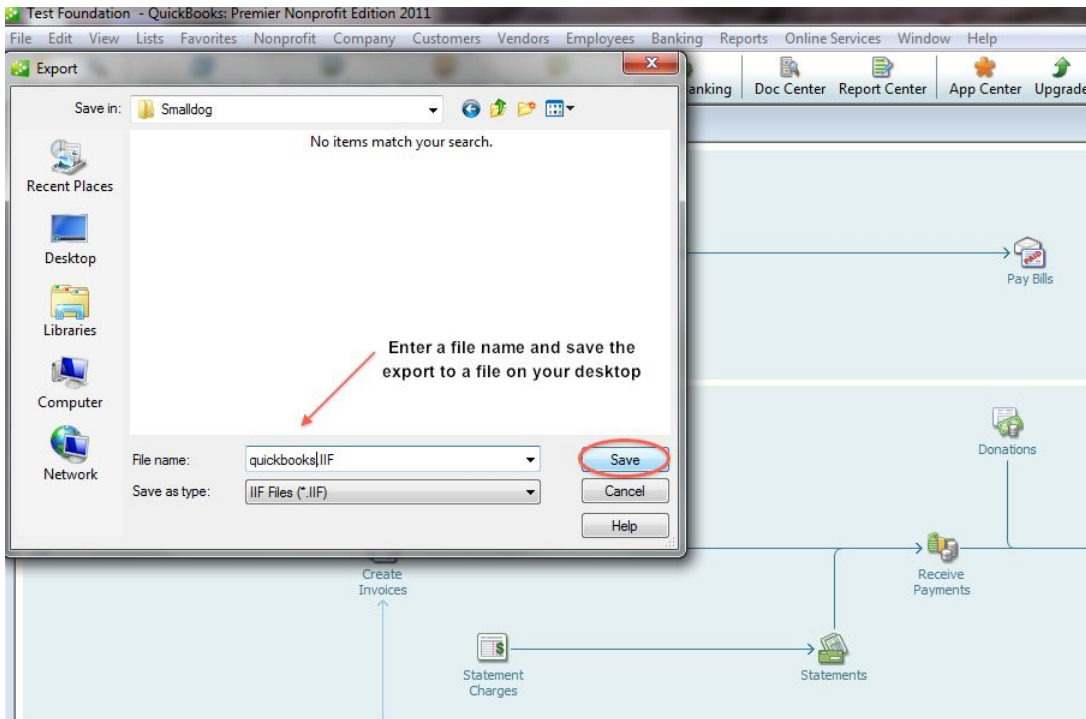
**STEP 1:** Log into QuickBooks as an **Admin User** → Go to Utilities → Pick “Export” → Select “Lists to IIF Files”



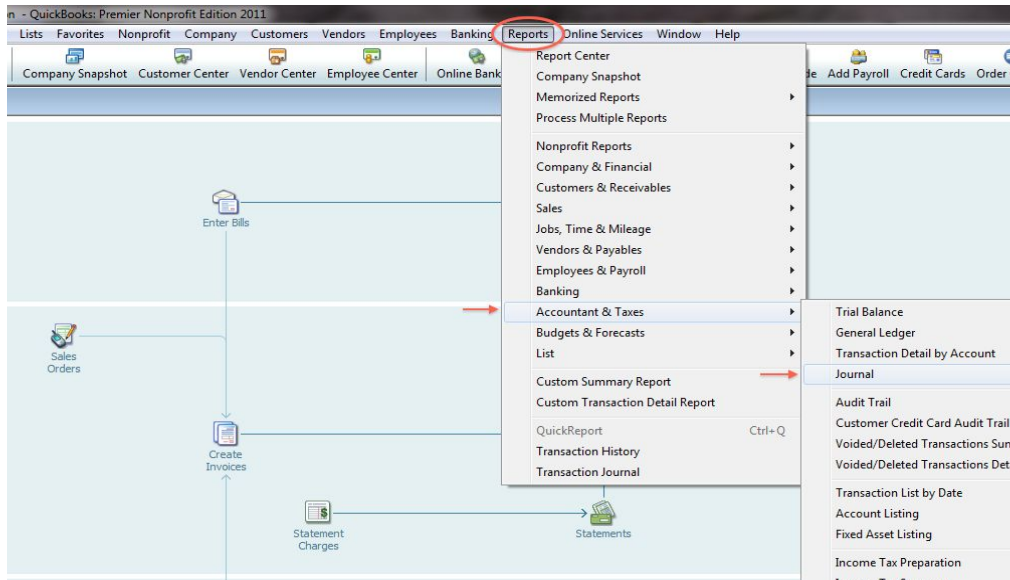
**STEP 2:** In “Export” you will be asked to **Select the lists that you would like to export** → Check all the boxes to get all the lists → Select OK



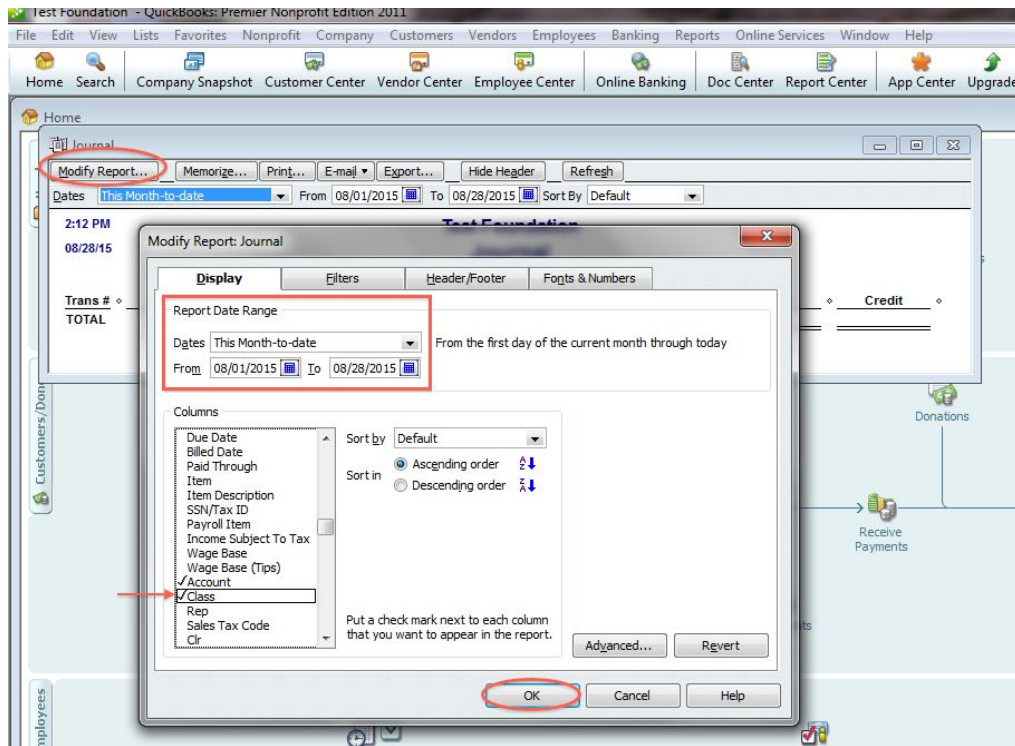
**STEP 3:** The Export viewer will ask where you wish to save the exported lists → Type in a file name (leave the .IIF extension) → Save the .IIF file in a folder on your desktop by selecting **Save**



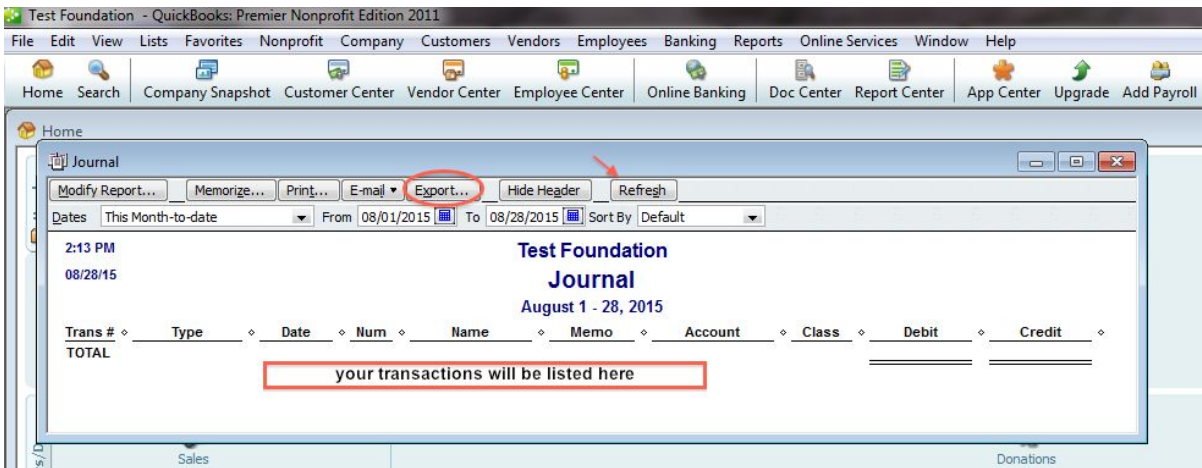
**STEP 4:** Next go to Reports → Select “**Accountant & Taxes**” → Then choose “**Journal**”



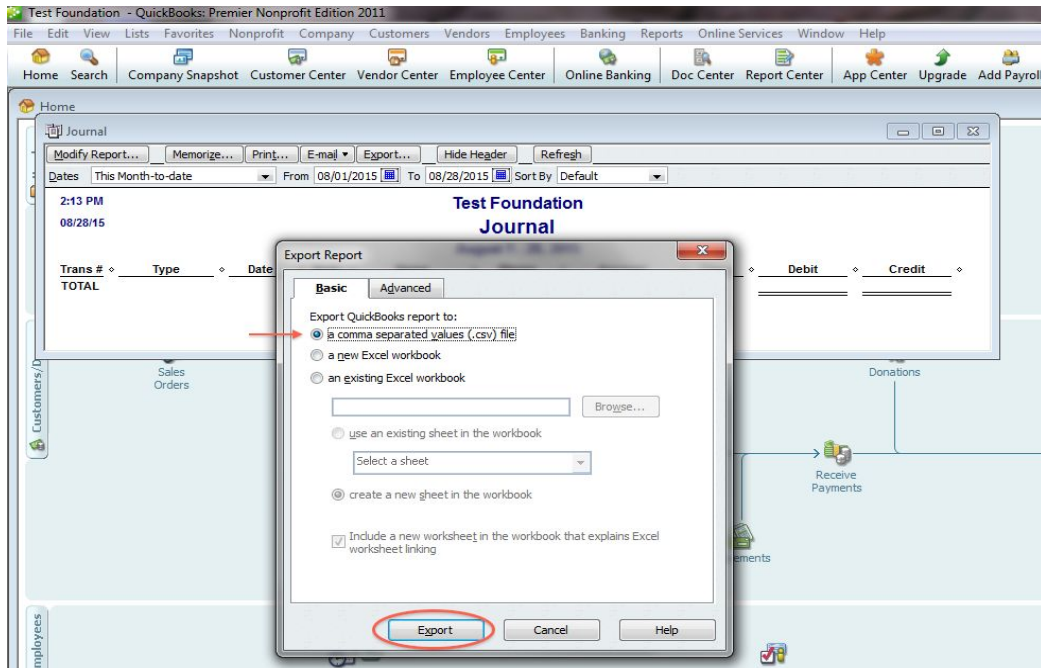
**STEP 5:** In Journal choose **Modify Report** → Select a **Date Range** (Start with the first transactions date) with the end date being the end of that year (eg. **12-31-2008**) → Go to Columns → Scroll down and make sure to check “**Class**” along with all the others checked items → Select **OK**



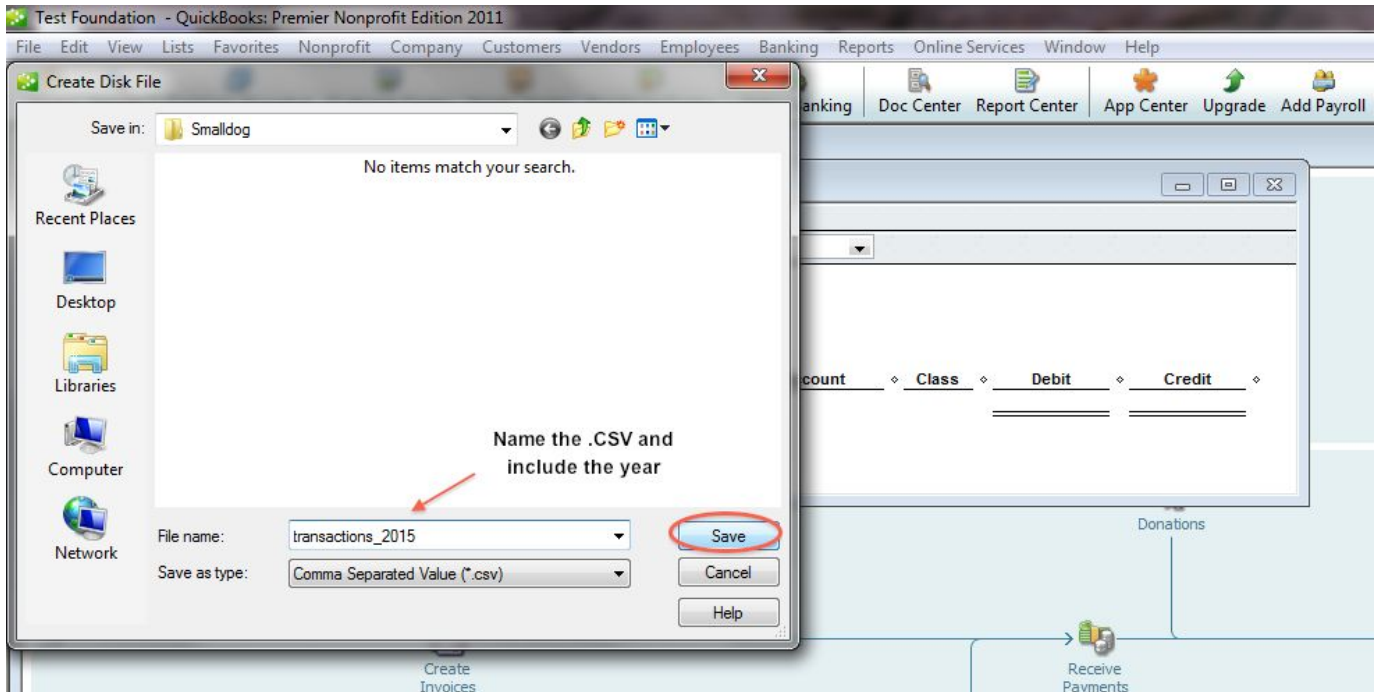
**STEP 6:** Next choose the **Refresh** button→ You should now see all of your Journal Transactions for that year→ Pick the “**Export**” button if the transactions look correct



**STEP 7:** In Export Report select the **.CSV or Comma Separated Values** file radio button → Choose the “**Export**” button



**STEP 8:** Save the file and name it “**Transactions\_YEAR**” (eg. transactions\_2008) → Select **Save** when done.



**STEP 9:** Go back to **Step 5** and **repeat these steps for each calendar year** that you have transactions in QuickBooks. **Continue until you have downloaded all your QB files by year.** Example: May 1, 2008 - Dec 31, 2008 (1st data set), Jan 1-Dec 31, 2009 (2nd data set), Jan 1-Dec 31, 2010 (3rd data set), etc. to current year.

**STEP 10:** Generate two (2) spreadsheets for import; one with a **list of all your Funds** and another with a **list of all your Accounts with Fund balances**. Use a **spreadsheet program** such as Excel to create these two separate spreadsheets with the following fields.

- **Sheet A - FUNDS:** Create a spreadsheet with the following seven (7) columns across the top **Fund Group** (eg. Agency, Operations, Scholarship, etc.), **Fund Name** (legal name of the Fund), **Short Name** (Create a unique 4 - 30 character acronym, example: Operations=OPER), **Fund Description** (optional), **Fund Balance** (Total balance), **Principle Balance** (If Endowed, enter the balance), **Spendable Balance** (Enter the spendable balance)

SPREADSHEET A						
<i>Fund Group</i>	<i>Fund Name</i>	<i>Short Name</i>	<i>Fund Description</i>	<i>Fund Balance</i>	<i>Principal Balance</i>	<i>Spendable Balance</i>
eg. Agency, DAF, Fiscal Sponsorship, Operations, Scholarship, etc.	Fund Name (legal name of the Fund)	Unique 4-30 character acronym used for reporting	Optional: Add a Description for your online giving page	Enter the \$ Balance	Optional: Enter Principle \$ Balance (If Endowed)	Optional: Enter Spendable \$ Balance if applicable
<i>Operations</i>	<i>CF Operations</i>	<i>OPER</i>	<i>To support operations and our general operations.</i>	<i>500000</i>		<i>20000</i>
<i>DAF</i>	<i>The Smith Family DAF</i>	<i>SMITH DAF</i>	<i>In memory of Richard Smith to support charitable activities.</i>	<i>75000</i>	<i>50000</i>	<i>25000</i>

- **Sheet B - ACCOUNTS:** Create a spreadsheet with the following three (3) columns along the top **Short Name** (for each Fund), **GL Account Number** (QB account number of where the Fund has its assets. If more than one account, create a second line in the spreadsheet), **Account Balance** (Fund balance within the Account)

SPREADSHEET B		
<i>Fund Short Name</i>	<i>GL Account Number</i>	<i>Account Balance</i>
Enter the unique 4-30 character acronym for each Fund - should match Fund Short name on Sheet A	QB account number where a Fund has its assets. If the Fund is housed in more than one account, create a second line	Fund's balance within the GL account
<i>OPER</i>	<i>1001</i>	<i>500000</i>
<i>OPER</i>	<i>1005</i>	<i>100000</i>
<i>SMITH DAF</i>	<i>1005</i>	<i>75000</i>

Email all downloaded QB data to your Foundant CSM for import into your new software.

Your downloaded QB Data should include:

- Quickbooks IIF file
- A CSV file of Transactions for each calendar year
- All Funds (Sheet A)
- All Accounts with Fund Balances (Sheet B)

If you have questions, email [cssupport@foundant.com](mailto:cssupport@foundant.com) or call us at **406-585-1221 option #2** .