

HOW TO EXPORT FROM QUICKBOOKS

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Inside of QuickBooks:

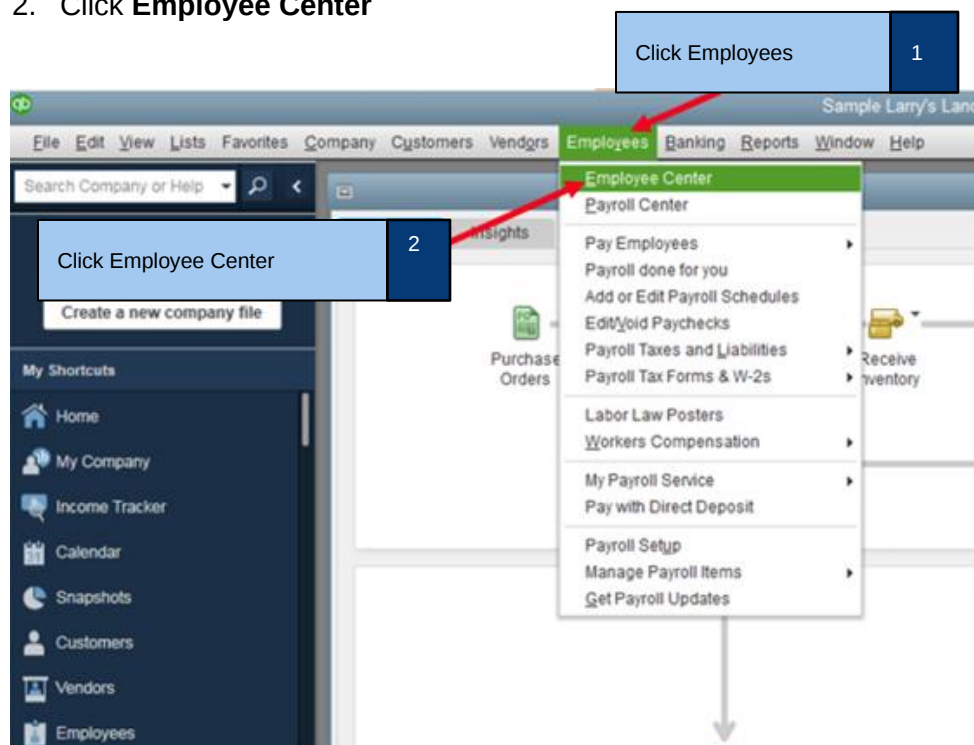
Click on **Employees** from the tools bar > Click on **Employee Center** from the drop-down menu > Click **Excel** from the tool bar > Select **Export Employee List** > Select **Create a .csv file** > Click **Export**

Note: The first row of the csv file is expected to include header information, NOT data.

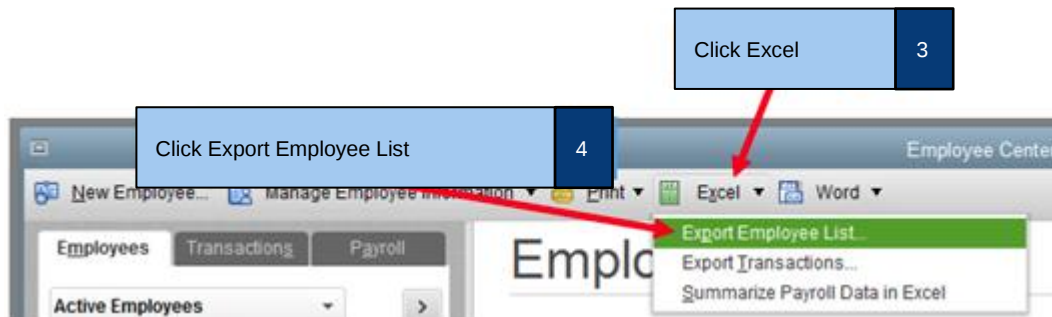
The header should contain names and corresponding to the fields (columns) in the file and should contain the same number of fields (columns) as the records in the rest of the csv file.

Save the file on your computer in a location you can easily access.

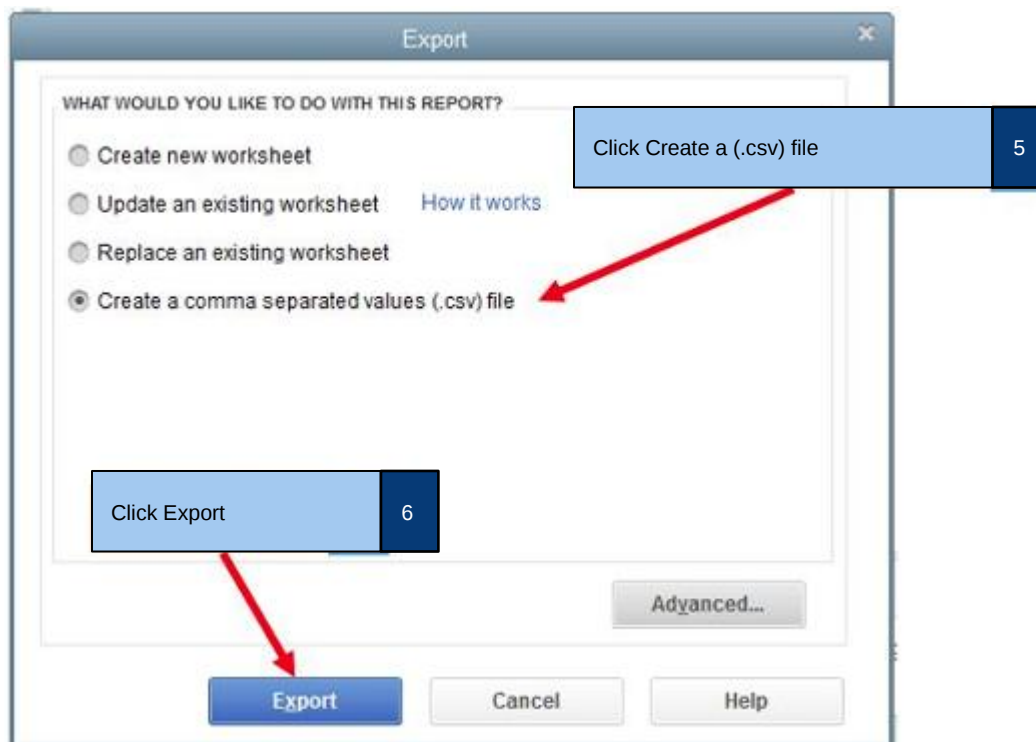
1. Click **Employees**
2. Click **Employee Center**



3. Click **Excel**
4. Click **Export Employee List**



5. Click **Create a .csv file**
6. Click **Export**



Save this CSV file on your computer in a location you can easily access

Note: The first row of the CSV is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) in the file and should contain the same number of fields (columns) as the records in the rest of the CSV file.