ALL VERSIONS OF QUICKBOOKS:

1. Log onto your computer. OPEN EXCEL. OPEN QUICKBOOKS.
2. FOR TRAILING 12 MONTHS: LET'S ASSUME THAT THE ACCOUNTING IS COMPLETED IN QUICKBOOKS through MARCH 31, 2019. THAT MEANS THE MOST RECENT TRAILING 12 MONTHS IS APRIL 1, 2018 THROUGH MARCH 31, 2019.

THE QUICKBOOKS COMMANDS ARE AS FOLLOWS:

1. GO TO REPORTS;
2. CLICK ON "COMPANY AND FINANCIAL";
3. CLICK ON "PROFIT AND LOSS STANDARD";
4. ENTER INTO "FROM" BOX: 04/01/18;
5. ENTER INTO "TO" BOX: 03/31/19;
6. ENTER INTO COLUMNS: MONTH;
7. CLICK "REFRESH" AND THE REPORT WILL DISPLAY.

TO EXPORT THE REPORT INTO EXCEL FOR VALUEXPRESS:

1. IN QUICKBOOKS, WITH THE REPORT DISPLAYING, CLICK ON EXCEL;
2. CLICK "CREATE NEW WORKSHEET;
3. CLICK "CREATE NEW WORKSHEET IN NEW WORKBOOK;
4. CLICK "EXPORT."

THE REPORT WILL EXPORT TO EXCEL. SAVE THE FILE AND EMAIL IT TO VALUEXPRESS.

FOR 2018:

GO TO REPORTS, then

1. CLICK "COMPANY AND FINANCIAL";
2. CLICK "PROFIT AND LOSS STANDARD";
3. ENTER INTO "FROM" BOX: 01/01/18;
4. ENTER INTO "TO" BOX: 12/31/18;
5. ENTER INTO COLUMNS: MONTH;
6. CLICK "REFRESH" AND THE REPORT WILL DISPLAY.
7. EXPORT TO EXCEL FOLLOWING INSTRUCTIONS ABOVE.

FOR 2017:

GO TO REPORTS, then

1. CLICK ON "COMPANY AND FINANCIAL";
2. CLICK ON "PROFIT AND LOSS STANDARD";

3. ENTER INTO "FROM" BOX: 01/01/17;
4. ENTER INTO "TO" BOX: 12/31/17;
5. ENTER INTO COLUMNS: MONTH;
6. CLICK ON "REFRESH" AND THE REPORT WILL DISPLAY.
7. EXPORT TO EXCEL FOLLOWING INSTRUCTIONS ABOVE.