

# How do I Export DMS Data for QuickBooks Online?

Last Modified on 06/21/2023 3:50 pm EDT

## Donor Management System

### Table of Contents:

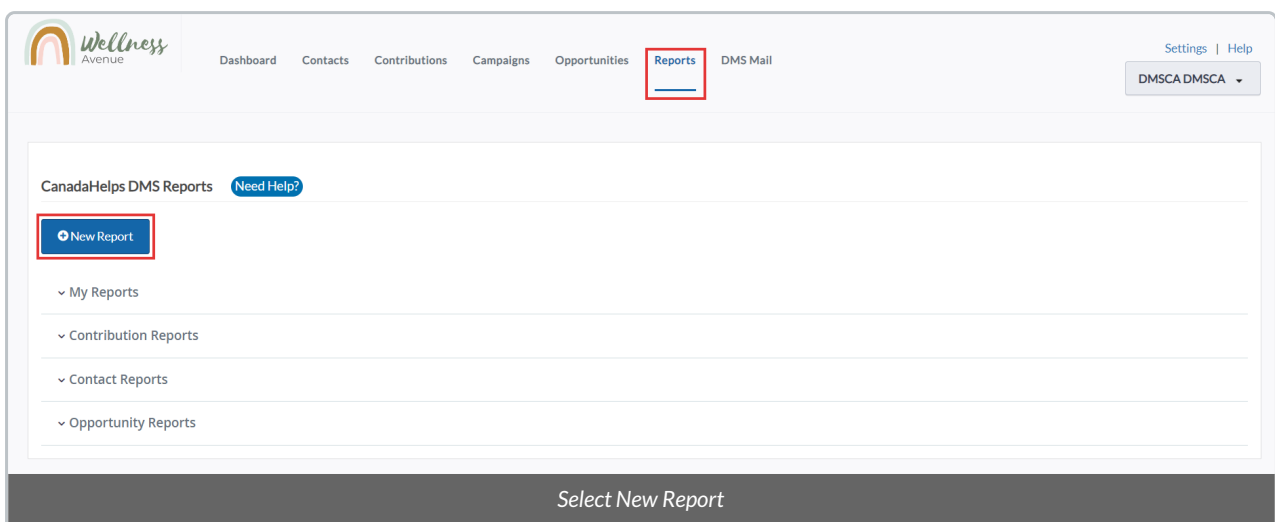
- [Export a Report](#)
- [Prepare the Report for Import](#)
- [Save new file type](#)

Do you use QuickBooks Online software to manage your charity's bookkeeping? Download a ready-made Quickbooks Report from your Reports Tab and easily import your DMS data into QuickBooks Online.

**Note:** Do you use [QuickBooks Desktop](#) version? Check out how to [import files into Quickbooks Desktop](#).

## Export a Report

1. From the **Reports** Tab, select **New Report**.



2. Expand the **Contributions Report Templates** section, and select **Contributions for Bookkeeping** or **Contributions for Bookkeeping (Detailed)**.

**Create New Report from Template**

Create reports for your users from any of the report templates listed below. Click on a template title to get started. Click Existing Report(s) to see any reports that have already been created from that template.

^ Contribution Report Templates

^ General Contribution Reports

<b>Contributions (Summary)</b>	Existing Report(s)	Total amounts raised
<b>Repeat Contributions</b>	Existing Report(s)	Total amounts raised from repeat Contributions
<b>Top Donors</b>	Existing Report(s)	Top Donors for a defined date range
<b>SYBUNT</b>	Existing Report(s)	Total amounts raised from Some Years But Not This Year
<b>LYBNT</b>	Existing Report(s)	Total amounts raised from Last Year But Not This Year
<b>Contributions by Organization</b>		Total amounts raised grouped by Organization with individual Contribution information
<b>Contributions by Household</b>	Existing Report(s)	Total amounts raised grouped by Households with individual Contribution Information
<b>Contributions by Relationship</b>		Total amounts raised grouped by Relationships with individual Contribution information
<b>Contributions for Bookkeeping</b>	Existing Report(s)	Total amounts raised with bookkeeping transactions information
<b>Contributions (Detailed)</b>	Existing Report(s)	Total amounts raised with individual Contribution information
<b>Contributions for Bookkeeping (Detailed)</b>	Existing Report(s)	Total amounts raised with bookkeeping transactions information

*Select Bookkeeping Report*

3. You will see default columns available. You can add/remove columns from your report as needed by toggling the checkboxes on or off.

**Contributions for Bookkeeping - Template**

Columns    Sorting    Filters

- Contact Name
- Contact Sub Type
- Email Greeting
- Do Not Mail
- First Name
- Prefix
- Age
- GL Account Code - Debit
- GL Account Name - Debit
- Fund
- Batch Title
- Date Received
- Source
- Cheque #
- Credit Card Type
- Amount
- Contact Name (in sort format)
- Preferred Language
- Addressee
- Do Not Sms
- Middle Name
- Suffix
- Job Title
- GL Account Owner - Debit
- GL Account Name - Credit
- Batch Name
- Invoice Reference
- Contribution ID
- Payment Method
- Contact identifier from external system
- Preferred Communication Method
- Do Not Email
- Do Not Trade
- Last Name
- Gender
- Current Employer
- GL Account Code - Credit
- Invoice Number
- Transaction Date
- Contact Type
- Postal Greeting
- Do Not Phone
- No Bulk Emails (User Opt Out)
- Nick Name
- Birth Date
- Contact ID
- GL Account Owner - Credit
- Contribution Status
- Trans #

Additional info

Contribution Details

Dedication Information

Summary Fields

[View results](#)

⊕ Actions

Existing report(s) from this template

*Select your preferred Columns in your Report*

4. You can also filter your Report by a specific date range (i.e. by this month or year) and any other preferred filters.

Bookkeeping Transactions Report - Template

Columns	Sorting	Filters
Contact Name (in sort format)	Contains	<input type="text"/>
Contact ID	Is less than or equal to	<input type="text"/>
Contact Type	Is one of	-select-
Contact Sub Type	Is one of	-select-
Is deleted	Is equal to	No
Preferred Language	Is one of	-select-
Do Not Email	Is equal to	Any
Do Not Phone	Is equal to	Any
Do Not Mail	Is equal to	Any
Do Not Sms	Is equal to	Any
Do Not Trade	Is equal to	Any
No Bulk Emails (User Opt Out)	Is equal to	Any
First Name	Contains	<input type="text"/>
Prefix	Is one of	-select-
Suffix	Is one of	-select-
Gender	Is one of	-select-
Birth Date	Any	
Is deceased	Is equal to	Any
GL Account Code - Debit	Is one of	-select-
GL Account Owner - Debit	Is equal to	- Select Organization -
GL Account Code - Credit	Is one of	-select-
GL Account Owner - Credit	Is equal to	- Select Organization -
GL Account Name - Debit	Is one of	-select-
GL Account Name - Credit	Is one of	-select-
Fund	Is one of	-select-
Contribution ID	Is less than or equal to	<input type="text"/>
Date Received	This calendar month	
Receipt Date	Any	
Source	Contains	<input type="text"/>
Contribution Status	Is one of	Completed
Payment Method	Is one of	-select-
Currency	Is one of	-select-
Transaction Date	Any	
Financial Transaction Status	Is one of	Completed
Credit Card Type	Is one of	-select-
Amount	Is less than or equal to	<input type="text"/>
Tag	Is one of	-select-
Group	Is one of	-select-

- Additional info
- Contribution Details
- Dedication Information
- Summary Fields

[View results](#)

Filter your Report by Date Received or other available Filters

5. Select **View Results** to generate the Report based on your Filters and with your preferred Columns.

6. From the **Actions** menu, select **Export as CSV**.

Bookkeeping Transactions Report - Template

Columns    Sorting    Filters    Title and Format    Access

Refresh results

Actions

- Create Report
- Save a Copy
- Print Report
- Export as CSV

Contribution Status: Is Completed

Financial Transaction Status: Is Completed

Page 1 of 103

Contact Name (to Sort Forward)	GL Account Code - Debit	GL Account Code - Credit	GL Account Name - Debit	GL Account Name - Credit	Fund	Batch Name	Date Received	Invoice Reference	Contribution Status	Contribution ID	Cheque #	Payment Method	Transaction Date	Trans #	Amount
Adam Anderson	1100	4200	Deposit Bank Account	General Fund	General Fund		Aug 1st, 2021 3:23 PM		Completed	605		Cash	Aug 1st, 2021 3:23 PM		\$700.00

Select Actions and Export as CSV

**Note:** If you've modified the columns and filters, you can also [Save a Copy of this new Report from the Actions menu to save the Report for future uses](#). All saved Reports can be accessed from the Reports Tab.

Need a walk-through of the steps above? Check out this short video tutorial.

(Note: This video contains no audio).

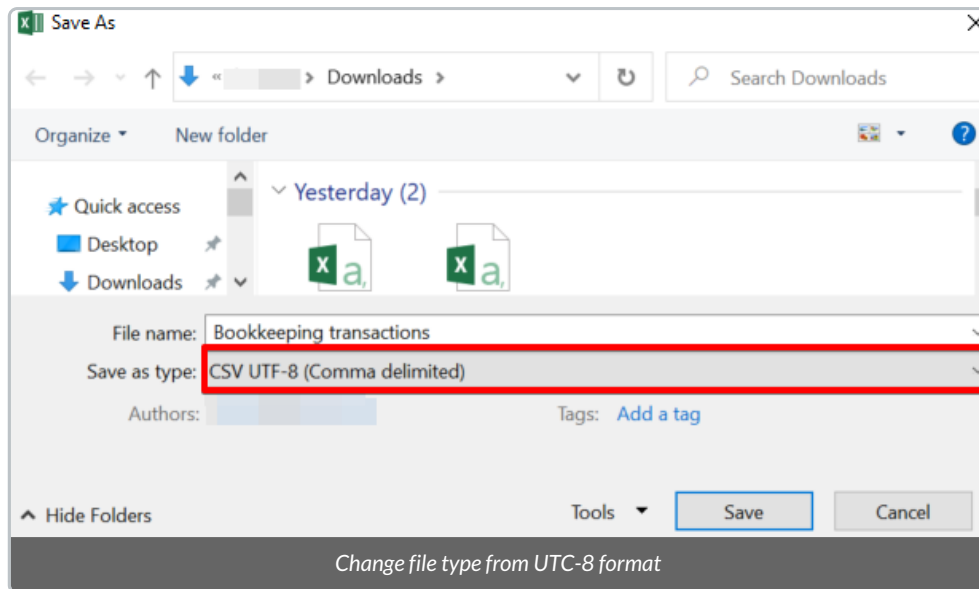
Your browser does not support HTML5 video.

## Prepare the Report for Import

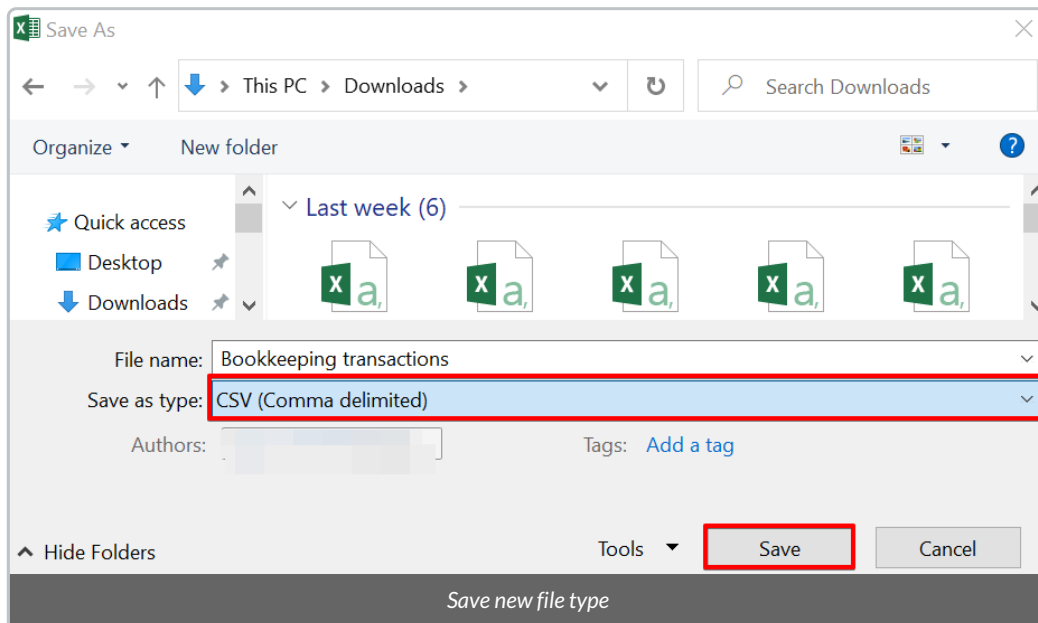
Before importing your downloaded report into Quickbooks, you'll first need to modify the file format so that it can be supported by QuickBooks Online.

The Report is exported with UTF-8 encoding, which will need to be adjusted to **plain CSV format**:

1. Open your Report. Navigate to the **Save As** option in your spreadsheet software (i.e. Microsoft Excel, Google Sheets). The file type will display **CSV UTF-8 (Comma delimited)**.



2. Select the dropdown menu and select **CSV (Comma delimited)**, as shown below. Select **Save**.



3. We also suggest fine tuning this report even further for QuickBooks Online by:

- **Removing any zeroes (0)** from the file (you can leave those cells blank)
- **Editing the heading title "Amount" to "Credit"** instead (allows Quickbooks to read your incoming contributions)

**Need more information, visit the [QuickBooks' website!](#)**