Quick Tip 22 – Transaction Report (CSV)

This report lets you download all of the unit's transactions into an Excel spreadsheet (default) or any other accounting program you might want to use and is useful to review activities through the account

To download the report:

| | | Step 1 Hover vol | ir cur | sor a | vei | r Re | noi | rts : | and | ther | NOV6 | er T | ran | sac | tion | า |
|-------------------------|--|--|--|--|---|---|--|---|---|--|--|---|--|--|--|--|
| Reports | Configuration | Report (CSV) and click it. | | | | | | | | | | | | | | |
| Balance | | | | | | | | | | | | | | | | |
| Transaction Report (CS | Please enter the criteria below | v to expo | rt this (| data | | | | | | | | | | | | |
| | | Start Date: | 09/01/ | 2018 | | | | | | | | | | | | |
| | End Date: | Sep ▼ 2018 ▼ | | | | | | | October 2018 🔹 | | | | | | | |
| tep 2: Select the Star | Туре | Su | Мо | Ти | We | Th | Fr | Sa | Su | Мо | Ти | We | Th | Fr | Sa | |
| nd End Date. (The St | art Date | | | | | | | | - 1 | | 1 | 2 | 3 | 4 | - 5 | 6 |
| in default to Septemb | | | 2 | 3 | - 4 | 5 | 6 | - 7 | 8 | - 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| e current guiding yea | ar and the | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| nd Date will default to | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| ate). | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | |
| | | 30 | | | | | | | | | | | | | | |
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Image: Configuration of the start Date is a sum of the start below to export the start below to |

Step 3: Select which type of Transactions you would like to see, either Expenses or Revenues

| Туре | • Expenses • Revenues • Transfers | |
|------|-----------------------------------|--------|
| | | Export |

Step 4: Click Export.

| Please enter the criteria below to export this data | | | | | | | | |
|---|---------------------------------------|--------|--|--|--|--|--|--|
| Start Date: | 09/01/2018 | | | | | | | |
| End Date: | 10/01/2018 | | | | | | | |
| Туре | Expenses Revenues Transfers | | | | | | | |
| | | Export | | | | | | |

Step 5: Click on Open and once you see the report go into excel and Save As then choose Excel Workbook and at the same time you can rename it.

| Do you want to open or save TransactionalData_Expenses_09032014-111800.CSV (20.8 KB) from ggounitbanking.guidesonta | rio.org? | | | × |
|---|----------|------|---|--------|
| | Open | Save | - | Cancel |
| | | | | 1 |

The report will look something like this:

| ID | UserID | UnitName | Туре | Communi | Status | Amount | Date | ReceiptDa | Merchant | Comments | Payable T | HSTRebat | WaitingFo | Members | Spring (Sa | Fall (Mint) | Travel (N | ЛіТ |
|---------|--------|-----------|-----------|---------|------------|---------|-----------|-----------|---------------|-------------------|-----------|----------|-----------|---------|------------|-------------|-----------|-----|
| 1410361 | 001192 | 3rd Union | Expense - | 901038 | Provincial | 69 | 2017-09-1 | | MARKHAM FA | entering crafts i | | 0 | 0 | | | | | |
| 1420444 | 001192 | 3rd Union | Expense - | 901038 | Provincial | -405.87 | 2017-09-2 | | | 9th Markham Pa | | 0 | 0 | | | | | |
| 1421648 | 001192 | 3rd Union | Expense - | 901038 | Provincial | 700.16 | 2017-09-2 | | SP * GIRL GUI | 271.84 parent or | r | 0 | 0 | | | | | |
| 1427652 | 001192 | 3rd Union | Expense - | 901038 | Provincial | 14.17 | 2017-10-0 | 2017-10-0 | Walmart | 123 Main St | Jane Doe | 0.1 | 0 | | | | | |
| 1435947 | 001192 | 3rd Union | Expense - | 901038 | Provincial | 61.6 | 2017-10-1 | 2017-10-1 | GGC Store | 2468 whodoewe | Sally Dee | r 0 | 0 | | | | | Τ |
| 1438695 | 001192 | 3rd Union | Expense - | 901038 | Provincial | 13.72 | 2017-10-1 | | WAL-MART SU | Enrolment good | | 0.18 | 0 | | | | | |
| 1440390 | 001192 | 3rd Union | Expense - | 901038 | Provincial | -37.75 | 2017-10-1 | | SP * GIRL GUI | returned 2 item | | 0 | 0 | | | | | |
| 1474830 | 001192 | 3rd Union | Expense - | 901038 | Provincial | -271.84 | 2017-11-1 | | | 9th Markham Pa | | 0 | 0 | | | | | |

- Every field in the database is included in the download but you can simplify the spreadsheet by deleting the columns for things you don't need, like your unit ID, community number etc.
- You can match the transaction ID to the payment category you used, and the comments you entered.

| ID | UserID | UnitName Type | Communi | Status | Amount | Date | ReceiptDa | Merchant | Comments | Payable T | HSTRebat | WaitingFc M |
|---------|--------|---------------------|---------|------------|---------|-----------|-----------|----------------|-------------------|------------|----------|-------------|
| 1410361 | 001192 | 3rd Union Expense - | 901038 | Provincial | 69 | 2017-09-1 | | MARKHAM FA | entering crafts i | | 0 | 0 |
| 1420444 | 001192 | 3rd Union Expense - | 901038 | Provincial | -405.87 | 2017-09-2 | | | 9th Markham Pa | | 0 | 0 |
| 1421648 | 001192 | 3rd Union Expense - | 901038 | Provincial | 700.16 | 2017-09-2 | | SP * GIRL GUII | 271.84 parent or | | 0 | 0 |
| 1427652 | 001192 | 3rd Union Expense - | 901038 | Provincial | 14.17 | 2017-10-0 | 2017-10-0 | Walmart | 123 Main St | Jane Doe | 0.1 | 0 |
| 1435947 | 001192 | 3rd Union Expense - | 901038 | Provincial | 61.6 | 2017-10-1 | 2017-10-1 | GGC Store | 2468 whodoewe | Sally Deer | 0 | 0 |
| 1438695 | 001192 | 3rd Union Expense - | 901038 | Provincial | 13.72 | 2017-10-1 | | WAL-MART SU | Enrolment good | | 0.18 | 0 |
| 1440390 | 001192 | 3rd Union Expense - | 901038 | Provincial | -37.75 | 2017-10-1 | | SP * GIRL GUII | returned 2 item | | 0 | 0 |
| 1474830 | 001192 | 3rd Union Expense - | 901038 | Provincial | -271.84 | 2017-11-1 | | | 9th Markham Pa | | 0 | 0 |

You can total the entries in each individual category to see how it matches up with your Balance Report. Girl Guides of Canada,

| GGC Prope Gifts | Awards ar | Program (| Special Ev | Printing, |
|-----------------|-----------|--------------|------------|-----------|
| | | → 6 9 | | |
| | | | | |
| | 55.4 | | | |
| | | 14.07 | | |
| | 61.6 | | | |

> You can see exactly how much HST Rebate your unit has received for each transaction!

| Status | Amount | Date | ReceiptDa | Merchant | Commen Paya | of HS | TRebati W | aitingFc Gifts | Awards | Program (| Special Ev |
|------------|--------|-----------|-----------|-------------|-------------|-------|-----------|----------------|--------|-----------|------------|
| Provincial | 189.84 | 2017-12-0 | | CROCK A DOC | | | 15.22 | 0 | | | 174.62 |

This is why it is so important to split out the taxes on your expense allocations. If there is no receipt to back up the taxes, this money cannot be refunded to you.

The HST that comes back to you does not show up in any box on your balance sheet, on a permanent basis.

| HST Rebate | -9.20 | |
|-------------------------|----------------------|---|
| Waiting (Not Allocated) | 675.00 | The HST Rebate box will show the amount of the HST being rebated to you during a given month. At the end of the month the amount will revert back to zero. |
| NDS | | |
| | 332.51 | |
| Revenue minus Expenses | 1,434.00 1,768.51 | The cumulative total HST rebate is included in your overall ending balance. |

The downloaded Transaction Report is the only place that you will be able to see exactly how much HST Rebate you have received during the year.