

**Exporting by Class Code:**

When you request a Trial Balance by Class code, you will see an "ASSIGN DEPARTMENT CODES" table.

You are required to assign a department number or name to each class code.

If you do not want to replace the class codes with a number, simply cut and paste the class name instead.

This department code will export in its own column and also added in front of the account number

For Example: ADMIN replaced with "10" for account # 6010 will create "106010"

We suggest using 99 for all inactive class codes, since the utility requires you to activate all class codes in order to work.

**Sample Export file csv opened in Excel:**

Replaced the Class code name with its own name - Alpha

Account Number	Account Name Field from QuickBooks	Class code or assigned number	Class code name added in front of account number. You can delete this column	Amount
8610	Other Exp:8610 Travel - Air, Hotel, Mileage	Routine Operations	Routine Operations8610	266.66
8620	Other Exp:8620 Meals and Entertainment	Routine Operations	Routine Operations8620	915.71
8630	Other Exp:8630 Meetings and Conferences	Routine Operations	Routine Operations8630	750.00
8800	Other Exp:8800 Taxes, Excise	Routine Operations	Routine Operations8800	5,700.00
8805	Other Exp:8805 Taxes and Licenses	Routine Operations	Routine Operations8805	30.00
5360	Realized:Long-Term:5360 LT on Sales	Endowment	Endowment5360	102,276.60
5370	Realized:Short-Term:5370 ST on Sales	Endowment	Endowment5370	288,318.26
5390	Realized:5390 Miscellaneous	Endowment	Endowment5390	4,647.76
6811	Unrealized Appreciation:6811 Unrealized Apprec, Endowment	Endowment	Endowment6811	(52,351.12)
8950	8950 Depreciation	Routine Operations	Routine Operations8950	40,000.00
8955	8955 Museum Bldg Reserve, Set aside	Routine Operations	Routine Operations8955	25,000.00
8955	8955 Museum Bldg Reserve, Set aside	Bldg Reserve	Bldg Reserve8955	(25,000.00)
9830	Capital Purchases:9830 Furniture & Equip to Capitalize	Routine Operations	Routine Operations9830	1,311.50
9869	Capital Purchases:9869 Reclass to Fixed Assets	Routine Operations	Routine Operations9869	(1,311.50)