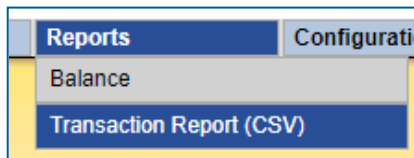


## Quick Tip 22 – Transaction Report (CSV)

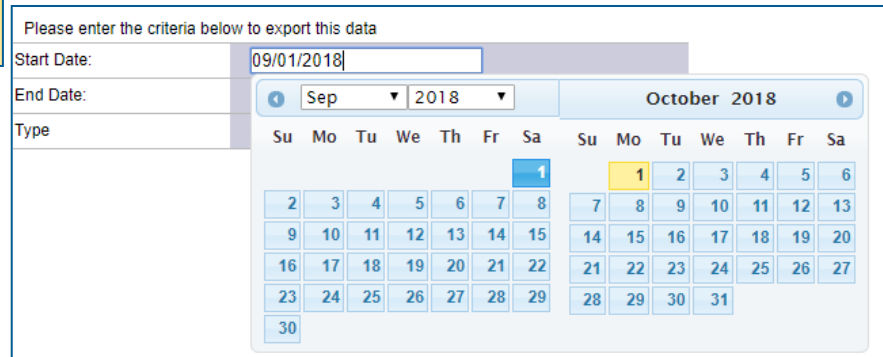
This report lets you download all of the unit's transactions into an Excel spreadsheet (default) or any other accounting program you might want to use and is useful to review activities through the account

To download the report:

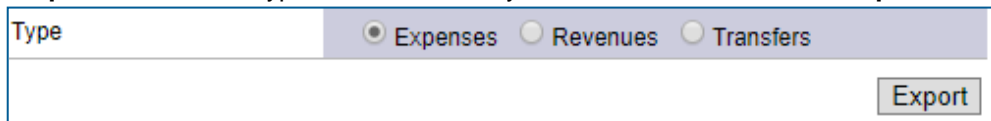


**Step 1:** Hover your cursor over **Reports** and then over **Transaction Report (CSV)** and click it.

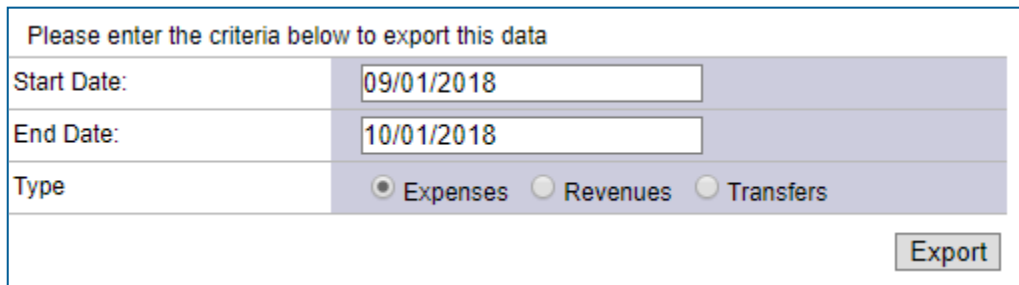
**Step 2:** Select the Start Date and End Date. (The Start Date will default to September 1 of the current guiding year and the End Date will default to today's date).



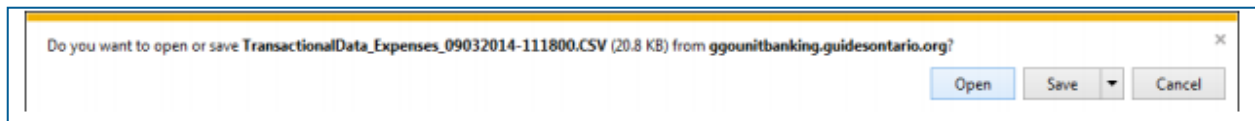
**Step 3:** Select which type of Transactions you would like to see, either **Expenses** or **Revenues**



**Step 4:** Click **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.



The report will look something like this:

ID	UserID	UnitName	Type	Communi	Status	Amount	Date	ReceiptDc	Merchant	Comments	Payable Tr	HSTRebat	WaitingFc	Members	Spring (Sa	Fall (Mint	Travel (MI
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				

## Girl Guides of Canada, Ontario Council: Transaction Report

- 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 Tr	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 Prop	Gifts	Awards ar Program (	Special Ev	Printing,
				69
				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	Payabl	HSTRebat	WaitingFc	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
	-635.00
HST	332.51
Revenue minus Expenses	1,434.00
	1,766.51

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.

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.**