How to Export Co-op Finances (QuickBooks-compatible files)

What this export does

CooplyHQ lets you export your co-op's finances for your accountant in a format that can be imported into QuickBooks. The export is a .zip file containing four CSV reports:

- **Accounts Receivable (AR)** — outstanding balances owed to the co-op
- **Invoices** — all invoices issued during the period
- **Payments** — payments received from families
- **Adjustments** — any manual billing adjustments

This is a file export, not a QuickBooks integration or live sync. Your accountant imports the files manually into QuickBooks.

How to export your finances

Step 1 — Open QuickBooks Export

In the Admin panel, scroll down the left sidebar and click **QuickBooks Export**.

The QuickBooks finance export page showing date range pickers and a Download CSV button

Step 2 — Set the date range

The export defaults to **year-to-date** (January 1 through today). Adjust the **From** and **To** dates if you need a different period. Both dates are inclusive.

Step 3 — Download the CSV package

Click **Download CSV (.zip)**.

Your browser downloads a .zip file containing the four CSV reports. Send the .zip to your accountant — they can import each file into QuickBooks separately.

QuickBooks Desktop IIF export (optional)

If your co-op uses QuickBooks Desktop and needs an IIF file instead of CSV, this is available as an opt-in add-on. The IIF export button does not appear by default.

To enable it, contact CooplyHQ support. Once enabled, an **Export IIF (QuickBooks Desktop)** button will appear alongside the CSV button on the same page.

What's next

- How to View and Manage Membership Payments — track individual family balances and payment history

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