

Instructions for Exporting QuickBooks data

Where did my worksheet go?

When you export data to a new workbook, your new worksheet containing exported data goes to the new workbook. The new worksheet is placed in front of the last active sheet where it will be named "SheetX"

How do I make sure this tips sheet isn't exported with the QuickBooks report in the final workbook?

Before exporting, on the Export Report Basic tab, deselect the option to include the instructions

How can I customize and update my worksheet?

You can set up Excel links between 2 or more worksheets. (See Microsoft Excel Help for details on this feature to setup links between a QuickBooks summary report and your customized sheet.

- >> *Choose one sheet as your source worksheet into which you'll export QuickBooks data. Then customize your data and link the data between that sheet and the source worksheet.*
- >> *Export your source data to an existing worksheet and overwrite the current data.*
- >> *Create Excel links between a QuickBooks data worksheet and another worksheet.*

Troubleshooting: Why don't my links work correctly after exporting data?

Be aware that any difference in the structure of the current report from the report that you used to create the links between worksheets. If you are seeing wrong data in your customized worksheet

- >> *Moved or deleted elements, or changed the structure of the report in some way.*
 - You might have moved or deleted items from item list which gets used in the report.
 - You might have moved or deleted accounts from accounts list which gets used in the report.
- >> *You are using a report related to accounts and have account(s) with no activity.*
 - TIP: Choose display All rows (available for most of the reports), Select All rows.
- >> *Deleted exported data sheet which serves as data source.*

a

as to Sheet 1. When you export to an existing workbook, using the next available number in the series.

ok?

on worksheet.

etails about linking in Excel.) You can use this

*orks data. Then create another worksheet where you can
heet.*

*ata so that the new data is used by any Excel links and formulas.
heet in the workbook.*

ed when setting up links, can cause mismatch

; then you may have:

ay? For example:

d in a report like Inventory Valuation report.

gets used in a report like Profit and Loss standard report.

ly associated and did not choose to display "All rows".

ct Modify report->Display->Advanced->Diplay row->All rows

Village of North Chevy Chase
Profit & Loss Budget vs. Actual
July through October 2005

| | <u>Oct 05</u> | <u>Jul - Oct 05</u> | <u>Budget</u> | <u>% of Budget</u> |
|--------------------------------------|------------------|---------------------|-------------------|--------------------|
| Income | | | | |
| 300 · Revenue Sharing | 0.00 | 24,384.00 | 16,000.00 | 152.4% |
| 305 · State Income Taxes | 0.00 | 30,894.52 | 100,000.00 | 30.9% |
| 310 · Highway user revenue | 2,545.06 | 7,887.80 | 20,000.00 | 39.44% |
| 316 · Prop/Local Tax | 21,723.27 | 23,068.88 | 42,000.00 | 54.93% |
| 320 · Miscellaneous receipts | 60.00 | 90.00 | 1,000.00 | 9.0% |
| 325 · Interest Income | 12.79 | 78.01 | 100.00 | 78.01% |
| 330 · Cable TV fees | 0.00 | 1,033.74 | 2,500.00 | 41.35% |
| Total Income | 24,341.12 | 87,436.95 | 181,600.00 | 48.15% |
| Expenses | | | | |
| 400 · Street Lighting | 373.39 | 1,420.23 | 5,800.00 | 24.49% |
| 404 · Street Cleaning | 0.00 | 0.00 | 3,000.00 | 0.0% |
| 405 · Snow removal | 0.00 | 0.00 | 7,200.00 | 0.0% |
| 406 · Sign/Street maintenance | 60.00 | 60.00 | 3,000.00 | 2.0% |
| 407 · Sidewalk Repair | 0.00 | 3,729.00 | 5,000.00 | 74.58% |
| 410 · Waste Removal | 5,519.18 | 22,743.70 | 66,000.00 | 34.46% |
| 415 · Leaf Collection | 4,200.00 | 4,200.00 | 12,000.00 | 35.0% |
| 416 · Trees | 250.00 | 980.00 | 15,000.00 | 6.53% |
| 417 · Landscaping | 443.00 | 900.50 | 3,300.00 | 27.29% |
| 418 · Lawn Mowing | 1,266.50 | 2,533.00 | 3,000.00 | 84.43% |
| 420 · Membership and Dues | 100.00 | 1,362.62 | 1,600.00 | 85.16% |
| 425 · Wages & Taxes | 1,211.07 | 6,241.31 | 19,500.00 | 32.01% |
| 430 · Insurance & Bond | 0.00 | 1,330.00 | 2,700.00 | 49.26% |
| 440 · Professional Fees | 1,668.25 | 2,773.00 | 4,200.00 | 66.02% |
| 445 · Office & Communication | 1,603.37 | 4,194.00 | 6,500.00 | 64.52% |
| 450 · Miscellaneous | 85.00 | 265.65 | 600.00 | 44.28% |
| 451 · July 4th Picnic | 0.00 | 1,592.52 | 1,800.00 | 88.47% |
| 455 · Cable TV Fees - Mont Co | 0.00 | 0.00 | 2,500.00 | 0.0% |
| Total Operating Expenses | 16,779.76 | 54,325.53 | 162,700.00 | 33.39% |
| Other Expense | | | | |
| 800 · Reserve - Capital Expenditures | 2,800.00 | 5,600.00 | 18,900.00 | 29.63% |
| Total Other Expense | 2,800.00 | 5,600.00 | 18,900.00 | 29.63% |

SunTrust Bank balance 10/31/05 \$145,972.00

| | Purchase | Current | YTD | Average |
|--------------------|-----------------|----------------|-----------------|----------------|
| | Date | Balance | Interest | Yield |
| UBS | 7/1/1997 | 231,074.16 | 2060.37 | 2.80% |
| U.S. Savings Bonds | 12/1/1996 | 52,608.00 | | 6.00% |