

## Tips for updating QuickBooks Desktop report in Excel

You can export a report, change certain formatting or add new formulas, and then update it with new QuickBooks data.

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting  
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns  
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas  
The updated report must contain the row associated with your formula
- 7 Inserted text  
Make your new text always appear next to a particular row by entering the text as a formula (e.g. ="inserted text")

	A	B	C	D	E	F	G	H	I	J
1						My Company P&L				
2						Profit & Loss				
3						July through August 2012				
4							07/16/12	Aug 16	TOTAL	
5						Ordinary Income/Expense				
6						MONEY IN (aka Income)				
7						40100 - Construction Income				
8						40110 - Design Income	3,054.02	3,900.00	6,954.02	
9						40199 - Less Discounts given	0.00	-48.35	-48.35	*
10						Total 40100 - Construction Income	3,054.02	3,751.65	6,905.67	
11						40500 - Reimbursement Income				
12						40520 - Permit Reimbursement Income	0.00	487.00	487.00	
13						Total 40500 - Reimbursement Income	0.00	487.00	487.00	
14						Total Income	3,054.02	29,197.65	46,343.45	
15						* Labor Income less Design Income	3,054.02	13,227.00	21,596.71	Labor Diff
16						Cost of Goods Sold				

QuickBooks will NOT support these changes:

- Font formatting in non-header cells\*
- Inserted rows that are left empty
- Moved data cells
- Renamed date columns
- Deleted columns
- Sorted columns
- Inserted columns in between QuickBooks row headers
- User-defined formulas may not be supported in collapsed reports when updated to the same excel sheet

AQAA P/B/F/S		Jan 1 - Dec 17, 20	BUDGET	2021 BUDGET
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
	<b>Dues Income</b>	46,273	41,400	46,273
	<b>Non-Annexed Lot Payments</b>		1,500	1,500
	<b>Escrow Demand Income</b>		500	500
	<b>Miscellaneous Income</b>	1,800		
	<b>Total Income</b>	48,073	43,400	48,273
<b>Expense</b>				
<b>Improvements</b>				
	<b>Road Work</b>	4,175	6,000	5,000
	<b>Road Grading (2x)</b>		4,000	2,000
	<b>Security</b>		1,000	
	<b>Entry Way / Gate</b>	182	1,500	1,000
	<b>Total Improvements</b>	4,357	12,500	8,000
	<b>Bank Service Charges</b>	736	350	350
	<b>Dues &amp; Subscriptions</b>		470	1,000
	<b>Filing Fees</b>	70		
<b>Insurance</b>				
	<b>Liability Insurance</b>	2,330	1,000	1,000
	<b>Total Insurance</b>	2,330	1,000	1,000
	<b>Postage and Delivery</b>	500	500	500
<b>Professional Fees</b>				
	<b>Architect Fees</b>	300	1,200	1,200
	<b>Accountant</b>	25	600	400
	<b>Bookkeeper</b>	2,775	1,000	1,000
	<b>Legal Fees</b>	3,929	8,000	2,500
	<b>Total Professional Fees</b>	7,029	10,800	5,100
	<b>Snow Plowing</b>	7,480	7,000	7,000
	<b>Office Supplies</b>		100	100
<b>Utilities</b>				
	<b>Phone/Fax/Data</b>	1,494	1,200	1,200
	<b>Gas and Electric</b>	272	300	300
	<b>Total Utilities</b>	1,766	1,500	1,500
	<b>Total Expense</b>	24,269	34,120	24,450
	<b>Net Ordinary Income</b>	23,805	9,280	23,823
<b>Other Income/Expense</b>				
<b>Other Income</b>				
	<b>Other Income</b>			
	<b>Interest Income</b>	3		3
	<b>Credit Card Fees</b>	209		209

AQAA P/B/FAS			Jan 1 - Dec 17, 20	BUDGET	2021 BUDGET
		Plan Reviews	300		300
		Late Fees	350		350
		Snow Plow All Year Access	3,600		3,600
		<b>Total Other Income</b>	<b>4,462</b>		<b>4,462</b>
		<b>Total Other Income</b>	<b>4,462</b>		<b>4,462</b>
		<b>Net Other Income</b>	<b>4,462</b>		<b>4,462</b>
		<b>Net Income</b>	<b>28,267</b>		<b>28,285</b>
		Special Assessment	95,000		
		Fire Cistern	99,230		