

## 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 Sheet 1. When you export to an existing workbook, the new worksheet is placed in front of the last active sheet where it will be named "SheetX" using the next available number in the series.

### 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 instruction worksheet.

### 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 about linking in Excel.) You can use 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 create another worksheet where you can 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 so that the new data is used by any Excel links and formulas.*

>> *Create Excel links between a QuickBooks data worksheet and another worksheet in the workbook.*

### 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 when setting up links, can cause mismatch in the links between worksheets. If you are seeing wrong data in your customized worksheet, then you may have:

>> *Moved or deleted elements, or changed the structure of the report in some way? For example:*

You might have moved or deleted items from item list which gets used in a report like Inventory Valuation report.

You might have moved or deleted accounts from accounts list which gets used in a report like Profit and Loss standard report.

>> *You are using a report related to accounts and have account(s) with no activity associated and did not choose to display "All rows".*

TIP: Choose display All rows (available for most of the reports), Select Modify report->Display->Advanced->Display Rows->All rows

>> *Deleted exported data sheet which serves as data source.*

Fulton Bank Operating Account (5/31/20)	<b>\$27,651.98</b>
Accounts receivable	\$6,572.74
Fulton Bank Money Market Account (5/31/20)	<b>\$25,455.66</b>

**INCOME:**

Annual SBHOA Dues Income & Late Fees	\$35.00	1 lot 2020 dues
Covenant Violation Income	\$75.00	1 resident
Legal Fee Income		
Mowing/Trimming Income		
Snow Reimbursement Income		
Violation Interest Income		
Bank Interest Income	\$4.31	
Resident Services Income		
<b>TOTAL INCOME</b>	<b>\$114.31</b>	

**EXPENSES:**

Administrative Expenses:Computer Maintenance/Repair		
Administrative Expenses:Bonding Expense		
Administrative Expenses: Newsletter Preparation		
Administrative Expenses:Web-site Maintenance Fees		
Administrative Expenses- Meeting Expense		
Advertising- Yard Sale		
Bad Debt Expense		
Bank Service Charges		
Donations/Contributions		
Entertainment Expenses:Gifts		
Entertainment Expenses:Meals		
Entertainment Expenses- Mileage		
Insurance Expense		
Office Supplies-envelopes/printer cartridge/paper	\$51.99	
Office Supplies:Copying/Printing		
Office Equipment		
Permits & Fees		
Postage & Delivery	\$92.00	
Professional Fees:Legal Fees- Other	\$510.00	letters, consulting
Professional Fees: Legal Fees- Covenants		
Professional Fees- Accounting Fees		
Property Maintenance- Tree Removal		
Property Maintenance:Landscaping/Grounds Fees	\$710.20	April mowing & herbicide spraying
Property Maintenance-Other		
Property Maintenance- Snow Plowing		
Property Management Fees		
Sign Maintenance Fees		
State & Local Tax Expense- Franchise tax		
Subscriptions/Memberships	\$149.90	annual Zoom membership
<b>TOTAL EXPENSES</b>	<b>\$1,514.09</b>	

**NET INCOME**

**<\$1399.78>**