

## Instructions for Exporting QuickBooks dat

### Where did my worksheet go?

When you export data to a new workbook, your new worksheet containing exported data go 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 workbo

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

### How can I customize and update my worksheet?

You can set up Excel links between 2 or more worksheets. (See Microsoft Excel Help for de 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 QuickBc customize your data and link the data between that sheet and the source works*
- >> *Export your source data to an existing worksheet and overwrite the current d*
- >> *Create Excel links between a QuickBooks data worksheet and another works*

### 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 us in 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 w*
  - You might have moved or deleted items from item list which gets use
  - You might have moved or deleted accounts from accounts list which
- >> *You are using a report related to accounts and have account(s) with no activi*
  - TIP: Choose display All rows (available for most of the reports), Sele
- >> *Deleted exported data sheet which serves as data source.*

orks data. Then create another worksheet where you can  
ata so that the new data is used by any Excel links and formulas.

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

ct Modify report->Display->Advanced->Display Rows->All rows

Fulton Bank Operating Account (8/31/23)	<b>\$55,278,33</b>
Accounts receivable	\$8,841,68
Fulton Bank Money Market Account (8/31/23)	<b>\$25,661,56</b>

**INCOME:**

Annual SBHOA Dues Income & Late Fees	\$10,00 1 resident
Covenant Violation Income	\$150,00 2 residents
Legal Fee Income	\$50,00 1 resident
Mowing/Trimming Income	
Snow Reimbursement Income	
Violation Interest Income	
Bank Interest Income	\$19,60
Resident Services Income	
<b>TOTAL INCOME</b>	<b>\$229,60</b>

**EXPENSES:**

Administrative Expenses:Computer Maintenance/Repair	
Administrative Expenses:Bonding Expense	
Administrative Expenses: Newsletter Preparation	
Administrative Expenses:Web-site Maintenance Fees	\$98,75 newsletter & minutes to website/ survey
Administrative Expenses- Meeting Expense	
Advertising- Yard Sale	
Bad Debt Expense	
Bank Service Charges	
Donations/Contributions	\$75,00 Janine O'Donnell
Entertainment Expenses:Gifts	
Entertainment Expenses:Meals	
Entertainment Expenses- Mileage	
Insurance Expense	
Office Supplies-envelopes/printer cartridge/paper	\$218,44
Office Supplies:Copying/Printing	\$19,50
Office Equipment	
Permits & Fees	
Postage & Delivery	
Professional Fees:Legal Fees- Other	\$180,00 rebilled to 2 residents
Professional Fees: Legal Fees- Covenants	
Professional Fees- Accounting Fees	
Professional Fees- Collection Agency Fees	
Property Maintenance- Tree Removal	\$1,880,00 dead tree
Property Maintenance:Landscaping/Grounds Fees	\$820,00 mowing/trimming July 2023
Property Maintenance-Road Maintenance	
Property Maintenance- Snow Plowing	
Property Management Fees	
Sign Maintenance Fees/new signs	
State & Local Tax Expense- Franchise tax	
Subscriptions/Memberships	
<b>TOTAL EXPENSES</b>	<b>\$3,291,69</b>

<b>NET INCOME</b>	<b>&lt;\$3062.09&gt;</b>
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