

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.*

a

es 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.
sheet in the workbook.*

sed when setting up links, can cause mismatch
t, then you may have:

ay? For example:

id in a report like Inventory Valuation report.

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

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

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

Fulton Bank Operating Account (12/31/23)	\$71,242.24	
Accounts receivable	\$9,923.30	
Fulton Bank Money Market Account (12/31/23)	\$25,738.84	
INCOME:		
Annual SBHOA Dues Income & Late Fees	\$24,290.00	193 residents (2024), 1 resident (2023)
Covenant Violation Income	\$600.00	1 resident
Legal Fee Income	\$1,098.42	1 resident
Mowing/Trimming Income		
Snow Reimbursement Income		
Violation Interest Income	\$84.98	1 resident
Bank Interest Income	\$19.66	
Resident Services Income		
TOTAL INCOME	\$26,093.06	
EXPENSES:		
Administrative Expenses:Computer Maintenance/Repair		
Administrative Expenses:Bonding Expense		
Administrative Expenses: Newsletter Preparation		
Administrative Expenses:Web-site Maint & SW Support	\$150.00	website main; meeting minutes
Administrative Expenses- Meeting Expense		
Advertising- Yard Sale		
Bad Debt Expense		
Bank Service Charges		
Donations/Contributions		
Entertainment Expenses- Misc.		
Entertainment Expenses:Meals		
Entertainment Expenses- Mileage		
Insurance Expense		
Office Supplies-envelopes/printer cartridge/paper		
Office Supplies:Copying/Printing		
Office Equipment		
Permits & Fees		
Postage & Delivery	\$26.10	
Professional Fees:Legal Fees- Other	\$157.50	Oct-23
Professional Fees: Legal Fees- Covenants		
Professional Fees- Accounting Fees		
Professional Fees- Collection Agency Fees		
Property Maintenance- Tree Removal		
Property Maintenance:Landscaping/Grounds Fees	\$205.00	mowing/trimming Nov. 2023
Property Maintenance-Road Maintenance		
Property Maintenance- Snow Plowing	\$1,312.50	snow stakes (NR)
Property Management Fees		
Sign Maintenance Fees/new signs		
State & Local Tax Expense- Franchise tax		
Subscriptions/Memberships		
TOTAL EXPENSES	\$1,851.10	
NET INCOME	\$24,241.96	