

## 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 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 the 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 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 active transactions.*
  - TIP: Choose display All rows (available for most of the reports), Select All
- >> *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 (2/29/24)	<b>\$72,725.21</b>
Accounts receivable	\$12,418.09
Fulton Bank Money Market Account (2/29/24)	<b>\$25,776.83</b>

**INCOME:**

Annual SBHOA Dues Income & Late Fees	\$1,995.00 14 residents
Covenant Violation Income	\$1,149.44 3 residents
Legal Fee Income	
Mowing/Trimming Income	
Snow Reimbursement Income	
Violation Interest Income	\$7.26 1 resident
Bank Interest Income	\$18.37
Resident Services Income	
<b>TOTAL INCOME</b>	<b>\$3,170.07</b>

**EXPENSES:**

Administrative Expenses:Computer Maintenance/Repair	
Administrative Expenses:Bonding Expense	
Administrative Expenses: Newsletter Preparation	
Administrative Expenses:Web-site Maint & SW Support	\$93.75 meeting minutes/newsletter
Administrative Expenses- Meeting Expense	
Advertising- Yard Sale	
Bad Debt Expense	
Bank Service Charges	\$15.00 Cahill stop pymt
Donations/Contributions	
Entertainment Expenses- Misc.	
Entertainment Expenses:Meals	
Entertainment Expenses- Mileage	
Insurance Expense	\$1,326.00 directors 2024
Office Supplies-envelopes/printer cartridge/paper	\$170.50 envelope, ink
Office Supplies:Copying/Printing	\$130.00 newsletter
Office Equipment	
Permits & Fees	
Postage & Delivery	
Professional Fees:Legal Fees- Other	\$393.50 Jan-24
Professional Fees: Legal Fees- Covenants	
Professional Fees- Accounting Fees	
Professional Fees- Collection Agency Fees	
Property Maintenance- Tree Removal	
Property Maintenance:Landscaping/Grounds Fees	\$600.00 final pymt-fence
Property Maintenance-Road Maintenance	
Property Maintenance- Snow Plowing	
Property Management Fees	
Sign Maintenance Fees/new signs	
State & Local Tax Expense- Franchise tax	\$25.00
Subscriptions/Memberships	\$119.00 HOA Leader
<b>TOTAL EXPENSES</b>	<b>\$2,827.75</b>

<b>NET INCOME</b>	<b><u>\$297.32</u></b>
-------------------	------------------------