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 instruction

How can I customize and update my worksheet?

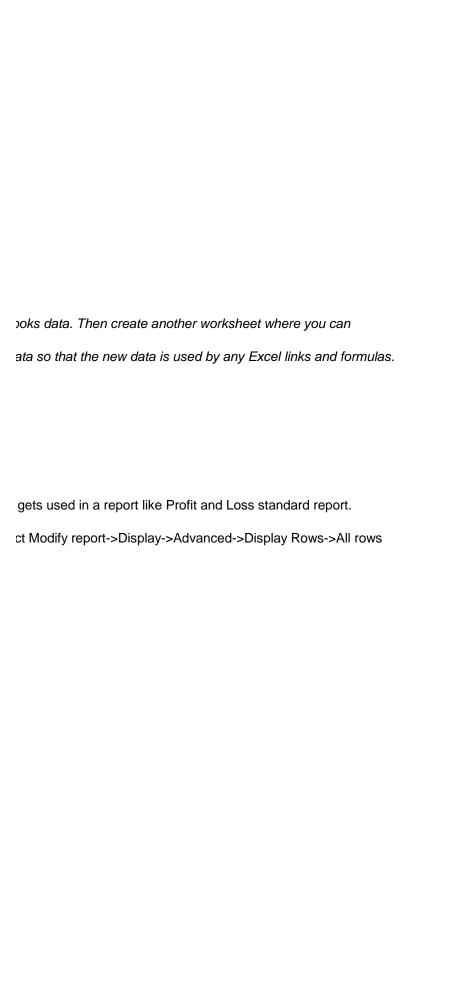
You can set up Excel links between 2 or more worksheets. (See Microsoft Excel Help for defeature to setup links between a QuickBooks summary report and your customized sheet.

- >> 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 worksh
- >> Export your source data to an existing worksheet and overwrite the current data
- >> 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 war 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), Selection
- >> Deleted exported data sheet which serves as data source.



Fulton Bank Operating Account (2/29/24)	\$72,725.21
Accounts receivable	\$12,418.09
Fulton Bank Money Market Account (2/29/24)	\$25,776.83
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	
TOTAL INCOME	\$3,170.07
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 Office Equipment	\$130.00 newsletter
Permits & Fees	
Postage & Delivery	
Professional Fees:Legal Fees- Other	\$393.50 Jan-24
Professional Fees: Legal Fees- Covenants	\$555.50 Jan-24
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
TOTAL EXPENSES	¢2 827 75
TOTAL EXILENCES	\$2,827.75
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NET INCOME	<u>\$297.32</u>