

Instructions for Exporting QuickBooks

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

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. Then 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.
- >> 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 activity.*
 - TIP: Choose display All rows (available for most of the reports), Select All rows.
- >> *Deleted exported data sheet which serves as data source.*

is data

es to Sheet 1. When you export to an existing workbook,
' using the next available number in the series.

final workbook?

on worksheet.

etails about linking in Excel.) You can use this

orks data. Then create another worksheet where you can
meet.

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:

d 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

**City of Nicholson General Fund
Profit & Loss Budget vs. Actual
January through December 2012**

	<u>Budget</u>
Income	
31.0000 · Taxes	
31.1700 · Franchise Taxes	
31.1710 · Electric	47,000.00
31.1730 · Gas Franchise	1,944.00
31.1750 · Television Cable Franchise	1,900.00
31.1760 · Telephone Franchise	<u>3,700.00</u>
Total 31.1700 · Franchise Taxes	54,544.00
31.3000 · General Sales and Use Taxes	
31.3100 · Local Option Sales Tax (LOST)	<u>260,000.00</u>
Total 31.3000 · General Sales and Use Taxes	260,000.00
31.6000 · Business Taxes	
31.6200 · Insurance Premium Tax	<u>69,000.00</u>
Total 31.6000 · Business Taxes	<u>69,000.00</u>
Total 31.0000 · Taxes	383,544.00
32.0000 · Licenses and Permits	
32.1000 · Business License	
32.1200 · General Business License	<u>5,000.00</u>
Total 32.1000 · Business License	5,000.00
32.2000 · Non-business Licenses & Permits	
32.2200 · Building and Sign Permits	1,000.00
32.2210 · Zoning and Land Use	<u>500.00</u>
Total 32.2000 · Non-business Licenses & Permits	<u>1,500.00</u>
Total 32.0000 · Licenses and Permits	6,500.00
34.0000 · Charges for Services	
34.1000 · General Government	
34.1400 · Printing and Duplicating Svc.	100.00
34.1401 · Faxes	<u>50.00</u>
Total 34.1000 · General Government	150.00
34.4000 · Utilities	
34.4100 · Sanitation	
34.4110 · Refuse Collection Charges	<u>55,000.00</u>
Total 34.4100 · Sanitation	<u>55,000.00</u>
Total 34.4000 · Utilities	55,000.00
34.7000 · Culture and Recreation	

**City of Nicholson General Fund
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	<u>Budget</u>
34.7100 · Library Use Fees	1,200.00
34.7900 · Other culture & Rec.fees	<u>8,500.00</u>
Total 34.7000 · Culture and Recreation	9,700.00
34.9000 · Other Charges for Services	
34.9100 · Cemetery Fees	<u>1,000.00</u>
Total 34.9000 · Other Charges for Services	<u>1,000.00</u>
Total 34.0000 · Charges for Services	65,850.00
38.0000 · Miscellaneous Revenues	
38.1000 · Rents and Royalties	
38.1010 · Building Rental	<u>3,000.00</u>
Total 38.1000 · Rents and Royalties	<u>3,000.00</u>
Total 38.0000 · Miscellaneous Revenues	3,000.00
38.9000 · Other- misc. revenue	<u>4,000.00</u>
Total Income	462,894.00
Expense	
51.0000 · Personal Services/EE Benefits	
51.1000 · Personal Services-Salaries/Wage	
51.1100 · Regular Employees	147,502.00
51.1200 · Temporary Employees	3,000.00
51.1000 · Personal Services-Salaries/Wage - Other	<u>14,400.00</u>
Total 51.1000 · Personal Services-Salaries/Wage	164,902.00
51.2000 · Personal Services - EE Benefits	
51.2200 · FICA - Employer Portion	9,568.00
51.2300 · Medicare - Employer Portion	2,508.00
51.2400 · Retirement Contributions ER	15,000.00
51.2600 · Unemployment Insurance	3,000.00
51.2700 · Workers' Compensation Insurance	<u>3,000.00</u>
Total 51.2000 · Personal Services - EE Benefits	<u>33,076.00</u>
Total 51.0000 · Personal Services/EE Benefits	197,978.00
52.0000 · Purchased/Contracted Services	
52.1000 · Purchased Professional/Tech Svc	
52.1200 · Professional Services	<u>36,000.00</u>
Total 52.1000 · Purchased Professional/Tech Svc	36,000.00
52.3000 · Other Purchased Services	
52.3100 · Insurance other than EE Benefit	13,000.00

**City of Nicholson General Fund
Profit & Loss Budget vs. Actual
January through December 2012**

	Budget
52.3200 · Communications	7,760.00
52.3300 · Advertising	5,050.00
52.3400 · Printing and Binding	710.00
52.3500 · Travel	3,820.00
52.3600 · Dues and Fees	2,500.00
52.3700 · Education and Training	4,500.00
Total 52.3000 · Other Purchased Services	37,340.00
Total 52.0000 · Purchased/Contracted Services	73,340.00
52.2000 · Purchased-Property Services	
52.2200 · Repairs and Maintenance	18,103.00
Total 52.2000 · Purchased-Property Services	18,103.00
52.2100 · Cleaning services	
52.2110 · Disposal (garbage pickup)	50,300.00
52.2130 · Custodial	7,160.00
Total 52.2100 · Cleaning services	57,460.00
52.2300 · Rentals	
52.2310 · Rental of land and Buildings	900.00
52.2320 · Rental of equipment and vehicle	5,220.00
Total 52.2300 · Rentals	6,120.00
52.3850 · Contract Labor	19,112.00
53.0000 · Supplies	
53.1000 · Supplies	
53.1100 · General Supplies and Material	20,575.00
53.1200 · Energy/Utilities	
53.1220 · Natural Gas	2,600.00
53.1230 · Electricity	22,305.00
53.1270 · Gasoline	5,100.00
53.1200 · Energy/Utilities - Other	50.00
Total 53.1200 · Energy/Utilities	30,055.00
53.1300 · Food	3,150.00
53.1400 · Books and Periodicals	17,000.00
Total 53.1000 · Supplies	70,780.00
Total 53.0000 · Supplies	70,780.00
54.0000 · Capital Outlay	
54.2000 · Machinery and Equipment	
54.2100 · Machinery	4,501.00
54.2200 · Vehicles	5,000.00

City of Nicholson General Fund
Profit & Loss Budget vs. Actual
January through December 2012

	<u>Budget</u>
54.2300 · Furniture and Fixtures	<u>3,000.00</u>
Total 54.2000 · Machinery and Equipment	<u>12,501.00</u>
Total 54.0000 · Capital Outlay	12,501.00
57.0000 · Other Costs	
57.2000 · Payment to other agencies	<u>7,500.00</u>
Total 57.0000 · Other Costs	<u>7,500.00</u>
66000 · Payroll Expenses	
Total Expense	<u>462,894.00</u>
Net Income	<u><u>0.00</u></u>