

Tips for updating QuickBooks reports in Excel

You can export a report, change certain formatting or add new formulas, and then update it with new QuickBooks data.

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with your formula
- 7 Inserted text
Make your new text always appear next to a particular row by entering the text as a formula (e.g. ="inserted text")

	A	B	C	D	E	F	G	H	I	J
1						My Company P&L				
2						Profit & Loss				
3						July through August 2012				
4							07/16/12	Aug 16	TOTAL	
5						Ordinary Income/Expense				
6						MONEY IN (aka Income)				
7						40100 - Construction Income				
8						40110 - Design Income	3,054.02	3,900.00	6,954.02	
9						40199 - Less Discounts given	0.00	-48.35	-48.35	*
10						Total 40100 - Construction Income	3,054.02	3,751.65	6,905.67	
11						40500 - Reimbursement Income				
12						40520 - Permit Reimbursement Income	0.00	487.00	487.00	
13						Total 40500 - Reimbursement Income	0.00	487.00	487.00	
14						Total Income	3,054.02	29,197.65	46,343.45	
15						* Labor Income less Design Income	3,054.02	13,227.00	21,596.71	Labor Diff
16						Cost of Goods Sold				

QuickBooks will NOT support these changes:

- Font formatting in non-header cells*
- Inserted rows that are left empty
- Moved data cells

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined formulas may not be supported in collapsed reports when updated to the same excel sheet

Village of Campton Hills

BILLS TO BE APPROVED- October 21, 2014

Invoice #	Memo	Account	Amount	Total Amount
1&1 Internet, Inc.				
202008116752	10/14 internet	11.537 · Information Technology	60.26	
Total 1&1 Internet, Inc.			<u>60.26</u>	60.26
AT&T				
630584570010	admin phone	11.552 · Telephone	245.77	
630584570010	police phone	21.552 · Telephone	105.32	
Total AT&T			<u>351.09</u>	351.09
B & F Construction Code Services, Inc.				
40210	6N860 Gilmore Dr. single dwelling basement	44.535 · Inspection Services	1,158.15	
Total B & F Construction Code Services, Inc.			<u>1,158.15</u>	1,158.15
Carpet and Fabric Technicians				
85726	carpet cleaning admin portion	11.511 · Janitorial Service	968.02	
85726	carpet cleaning police portion	21.511 · Janitorial Services	414.86	
Total Carpet and Fabric Technicians			<u>1,382.88</u>	1,382.88
Chicago Area Realtime & Court Reporting				
101126	special board meeting attendance 9/8/14	11.655 · Meeting Supplies	1,323.13	
101260	special board meeting attendance 9/16/14	11.655 · Meeting Supplies	2,587.25	
Total Chicago Area Realtime & Court Reporting			<u>3,910.38</u>	3,910.38
Firestone Complete Auto Care				
42722	oil change	21.513 · Maint SvcVehicle	27.36	
042731	alignment service	21.513 · Maint SvcVehicle	89.99	
Total Firestone Complete Auto Care			<u>117.35</u>	117.35
Ford Motor Credit Company				
1100216	10/14 installment	21.840 · Vehicle Purchase	917.82	
Total Ford Motor Credit Company			<u>917.82</u>	917.82
J. William Braithwaite, P.C.				
10/15/14 invoice	Village Board Meetings	11.533 · General Legal Service	3,023.95	
10/15/14 invoice	Review Agendas/Minutes	11.533 · General Legal Service	1,193.75	
10/15/14 invoice	Plan Commission	11.533 · General Legal Service	59.10	
10/15/14 invoice	Legal General	11.533 · General Legal Service	3,592.10	
10/15/14 invoice	Village President	11.533 · General Legal Service	1,154.05	
10/15/14 invoice	Village Clerk	11.533 · General Legal Service	2,562.55	
10/15/14 invoice	Intergovernmental Agreements	11.533 · General Legal Service	152.80	
10/15/14 invoice	Litigation General	11.533 · General Legal Service	969.00	
10/15/14 invoice	reimbursable - Jay Family escrow	2500 · Escrow Deposits	234.00	
10/15/14 invoice	reimbursable - Wide Open West	2509 · Reimbursable	191.00	
Total J. William Braithwaite, P.C.			<u>13,132.30</u>	13,132.30
Jennifer Johnsen				
10/16/14 exp rpt	COS volunteer supplies freight	12.960 · Cities of Service	44.82	
10/16/14 exp rpt	COS refreshments 10/4 training	12.960 · Cities of Service	55.45	
10/16/14 exp rpt	"Village Copy" stamp	11.651 · Office Supplies	31.94	
10/16/14 exp rpt	IDOT Mailing Brierwood/Ickenham	11.551 · Postage	20.05	
Total Jennifer Johnsen			<u>152.26</u>	152.26
Juliette Paul				
meeting supplies	meeting supplies	11.655 · Meeting Supplies	5.86	
Total Juliette Paul			<u>5.86</u>	5.86
Laura Andersen v				
9/18/14 IML conf	9/18/14 IML conf; hotel Sept 1820 2014	11.562 · Travel	591.87	
9/18/14 IML conf	9/18/14 IML conf; transportation	11.562 · Travel	7.95	
9/18/14 IML conf	9/18/14 IML conf tolls	11.562 · Travel	1.50	
9/18/14 IML conf	9/18/14 IML conf; meals Sept 1820 2014	11.562 · Travel	98.13	
Total Laura Andersen v			<u>699.45</u>	699.45
Nicor				
09/02 10/01/14	Admin portion gas 09/0210/01/14	11.571 · Utilities	90.08	
09/02 10/01/14	Police portion gas 09/0210/01/14	21.571 · Utilities	38.60	

Village of Campton Hills

BILLS TO BE APPROVED- October 21, 2014

Invoice #	Memo	Account	Amount	Total Amount
Total Nicor				128.68
Pitney Bowes				
09/14 lease	09/14 lease	11.551 · Postage	29.99	
09/24 postage refill	09/24/14 postage refill	11.551 · Postage	100.00	
Total Pitney Bowes				129.99
QuickBooks Payroll Service				
	Direct Deposit Transmission Fee	6560 · Payroll Expenses	3.00	
	Fee for 19 direct deposit(s) at \$1.60 each	6560 · Payroll Expenses	30.40	
	Direct Deposit Transmission Fee	6560 · Payroll Expenses	3.00	
	Fee for 7 direct deposit(s) at \$1.60 each	6560 · Payroll Expenses	11.20	
	Direct Deposit Transmission Fee	6560 · Payroll Expenses	3.00	
	Fee for 19 direct deposit(s) at \$1.60 each	6560 · Payroll Expenses	30.40	
Total QuickBooks Payroll Service				81.00
Schroeder & Schroeder				
177	September 2014 local prosecution services	21.533 · Legal Services	700.00	
Total Schroeder & Schroeder				700.00
Staples				
7001443186	admin portion	11.651 · Office Supplies	163.22	
7001443186	police portion	21.651 · Office Supplies	62.57	
7001450590	admin portion	11.651 · Office Supplies	18.16	
7001450590	police portion	21.651 · Office Supplies	9.99	
Total Staples				253.94
Swiftly Print, Inc.				
75555	business cards for Oparyk & Millar	21.554 · Printing & Publishing	74.00	
Total Swiftly Print, Inc.				74.00
The Outpost				
9/16/14 to 10/1/14	9/16/14 to 10/1/14 police fuel	21.655 · Auto Fuel/Oil	1,021.97	
Total The Outpost				1,021.97
TigerDirect				
L54530050103	Treasurer's office printer	11.830 · Computer/Phone/Security Equip	113.04	
Total TigerDirect				113.04
Trotter and Associates escrow				
10599	Campton Prairie review	2500.31 Campton Prairie	352.00	
10600	Corron Estates review	2500.30 Escrow-Keim/Corron Estates	88.00	
10601	41W931 Rte 64 re-zoning	2500.32 Escrow Jay Family	462.00	
Total Trotter and Associates escrow				902.00
Payroll September 26, 2014				
	Administration		10,640.24	
	Bldg & Zoning		2,164.50	
	Employer taxes, contributions, e3tc.		8,641.84	
	FT Police		15,452.56	
	PT Police		6,046.88	
				42,946.02
Payroll October 10, 2014				
	Administration		5,840.41	
	Bldg & Zoning		2,331.00	
	Employer taxes, contributions, etc.		7,998.52	
	FT police		15,401.83	
	PT-police		6,502.67	
				38,074.43

TOTAL GENERAL FUND

\$106,312.87

ROAD & BRIDGE FUND

Village of Campton Hills

BILLS TO BE APPROVED- October 21, 2014

Invoice #	Memo	Account	Amount	Total Amount
Campton Township Highway District				
9/12/14 distribution	9/12/14 Kane County road & bridge distribution	14.581 · Intergov't/Twp	177,158.85	
10/9/14 distribuion	10/9/14 Kane County road & bridge distribuion	14.581 · Intergov't/Twp	20,850.10	
Total Campton Township Highway District			198,008.95	198,008.95
Trotter and Associates Inc.				
TAI10635	Camton Hills Road Phase 3	14.570 Campton Hills Rd LAFO	17,381.87	
Total Trotter and Associates Inc.			17,381.87	17,381.87
ROAD & BRIDGE FUND TOTAL			\$215,390.82	\$215,390.82
MOTOR FUEL TAX FUND				
Campton Township Highway District				
VCH141010	mowing 10/23, 19 hours @ \$70/hr	13.514 · Mntc SvcStreet	1,330.00	
Total Campton Township Highway District			1,330.00	1,330.00
MOTOR FUEL TAX FUND TOTAL			\$1,330.00	\$1,330.00
TOTAL WARRANT				\$323,033.69

Village President

Date

I CERTIFY THAT WARRANT #15-11 AS LISTED AND APPROVED BY THE VILLAGE PRESIDENT WERE DULY AUTHORIZED FOR PAYMENT BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS.

Interim Village Clerk

Date

■ Prepaid including Old Second petty cash September activity

Village of Campton Hills
PAYROLL SUMMARY
10-Oct-14

	Oct 10, 14	Category
Employee Wages, Taxes and Adjustments		
Village Administrator	3,423.08	Administration
Accounting	2,394.25	Administration
Admin Asst-Police	110.00	PT-police
B&Z Hourly	2,331.00	Bldg & Zoning
Chief-Vaca	164.04	FT police
Chief Hourly	3,116.76	FT police
FT-Officer Hourly	7,493.44	FT police
FT-Officer Overtime	371.52	FT police
Police-Comp Paid	233.60	FT police
Police-Holiday Paid	233.60	FT police
Police-Vaca	518.56	FT police
PT-Officer Hourly	6,392.67	PT-police
Sgt-Holiday Paid	259.28	FT police
Sgt-Hourly	2,074.24	FT police
Sgt-Vaca	259.28	FT police
Cell Phone	23.08	FT police
Cell Phone VA	23.08	Administration
Chief-Uniform	19.24	FT police
Health Insur Reimb	635.19	FT police
Employer Taxes and Contributions		
Medicare -er	435.73	Employer taxes, contributions, etc.
Social Security -er	909.64	Employer taxes, contributions, etc.
SUTA	58.34	Employer taxes, contributions, etc.
IMRF Employer Admin	325.58	Employer taxes, contributions, etc.
IMRF Employer B & Z	230.77	Employer taxes, contributions, etc.
Police Pension	6,038.46	Employer taxes, contributions, etc.

Village of Campton Hills
PAYROLL SUMMARY
26-Sep-14

	Sep 26, 14	Category
Employee Wages, Taxes and Adjustments		
Gross Pay		
Board FY 2014	187.50	Administration
Board FY10	937.50	Administration
Village Administrator	3,423.08	Administration
VPres/Liq Comm FY10	1,602.08	Administration
Accounting	2,654.50	Administration
Admin Asst	682.50	Administration
B&Z Hourly	2,164.50	Bldg & Zoning
Chief Hourly	3,280.80	FT Police
Cities of Services Hourly	80.00	Administration
FT-Officer Hourly	6,651.12	FT Police
FT-Officer Overtime	184.98	FT Police
Meeting Comp	1,000.00	Administration
Police-Vaca	1,652.08	FT Police
PT-Officer Hourly	6,046.88	PT Police
Sgt-Comp Paid	324.10	FT Police
Sgt-Hourly	2,009.42	FT Police
Sgt-OT	413.27	FT Police
Sgt-Vaca	259.28	FT Police
Cell Phone	23.08	FT Police
Cell Phone President	50.00	Administration
Cell Phone VA	23.08	Administration
Chief-Uniform	19.24	FT Police
Health Insur Reimb	635.19	FT Police
Employer Taxes and Contributions		
Medicare -er	497.06	Employer taxes, contributions, e3tc.
Social Security -er	1,168.65	Employer taxes, contributions, e3tc.
SUTA	59.32	Employer taxes, contributions, e3tc.
IMRF Employer Admin	664.06	Employer taxes, contributions, e3tc.
IMRF Employer B & Z	214.29	Employer taxes, contributions, e3tc.
Police Pension	6,038.46	Employer taxes, contributions, e3tc.

Village of Campton Hills
Check Detail
 October 21, 2014

9:48 AM
 10/21/2014

Num	Date	Name	Account	Original Amount
7497	10/21/2014	Campton Township Highway District	13-1061 · Motor Fuel Tax	-1,330.00
7498	10/21/2014	Campton Township Highway District	14-1061 · Road and Bridge	-198,008.95
7499		VOID - printing error		
7500	10/21/2014	Trotter and Associates, Inc.	14-1061 · Road and Bridge	-17,381.87
7501		VOID - printing error		
7502	10/21/2014	AT&T	01-1061 · General	-351.09
7503	10/21/2014	B & F Construction Code Services, Inc.	01-1061 · General	-1,158.15
7504	10/21/2014	Carpet and Fabric Technicians	01-1061 · General	-1,382.88
7505	10/21/2014	VOID - reissued on ck # 7519		
7506	10/21/2014	Firestone Complete Auto Care	01-1061 · General	-117.35
7507	10/21/2014	Ford Motor Credit Company	01-1061 · General	-917.82
7508	10/21/2014	J. William Braithwaite, P.C.	01-1061 · General	-13,132.30
7509	10/21/2014	Jennifer Johnsen	01-1061 · General	-152.26
7510	10/21/2014	Laura Andersen v	01-1061 · General	-699.45
7511	10/21/2014	Nicor	01-1061 · General	-128.68
7512	10/21/2014	Petty Cash Old Second	01-1061 · General	-196.11
7513	10/21/2014	Schroeder & Schroeder	01-1061 · General	-700.00
7514	10/21/2014	Staples	01-1061 · General	-253.94
7515	10/21/2014	Swiftly Print, Inc.	01-1061 · General	-74.00
7516	10/21/2014	The Outpost	01-1061 · General	-1,021.97
7517	10/21/2014	TigerDirect	01-1061 · General	-113.04
7518	10/21/2014	Trotter and Associates escrow	25-1061 · Escrow	-902.00
7519	10/21/2014	Chicago Area Realtime & Court Reporting	01-1061 · General	-3,910.38
Total				-241,932.24

Warrant 15-11 total	323,033.69
less 9/26 payroll	(42,946.02)
less 10/10 payroll	(38,074.43)
less QuickBooks payroll service	(81.00)
	<u>241,932.24</u>

Difference 0.00