

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							07/18/12	Aug 18	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-

December 2, 2014

	Num	Memo	Account	Amount
B & F Construction Code Services, Inc.				
	40487	invoice 40487; October inspections	44.535 · Inspection Services	-3,980.97
Total B & F Construction Code Services, Inc.				-3,980.97
Campton Township Highway District				
	11/14/14 dist		14.581 · Intergov't/Twp	-10,122.61
Total Campton Township Highway District				-10,122.61
Chicago Area Realtime & Court Reporting				
	101514	invoice 101514; 11/18/14 3.5 attendan	11.549 · Other Professional Service	-306.25
Total Chicago Area Realtime & Court Reporting				-306.25
Chicago Office Technolgy Group				
	362581	admin copy meter 10/09/14 to 11/09/1	11.651 · Office Supplies	-137.62
	362581	police copy meter 10/09/14 to 11/09/14	21.651 · Office Supplies	-58.97
	362582	admin base color 10/09/14 to 11/09/14	11.651 · Office Supplies	-57.40
	362582	police base color 10/09/14 to 11/09/14	21.651 · Office Supplies	-24.60
Total Chicago Office Technolgy Group				-278.59
Chief & Law Enforcement Supply				
	166815	tint meter	21.830 · Equipment	-82.58
Total Chief & Law Enforcement Supply				-82.58
Dearborn National Life Insurance				
	12/01 - 12/31/14	12/14 life insurance	11.452 · Admin Life Insurance	-55.90
	12/01 - 12/31/14	12/14 life insurance	44.452 · B & Z Life Insurance	-12.90
	12/01 - 12/31/14	12/14 life insurance	21.452 · Life Insurance	-193.50
	12/01 - 12/31/14	09/14 life insurance (retro adj)	21.452 · Life Insurance	-34.40
	12/01 - 12/31/14	10/14 life insurance (retro adj)	21.452 · Life Insurance	-34.40
	12/01 - 12/31/14	11/14 life insurance (retro adj)	21.452 · Life Insurance	-34.40
Total Dearborn National Life Insurance				-365.50
DuKane Contract Services, Inc.				
	123018	admin janitorial service 12/14	11.536 · Janitorial Service	-287.00
	123018	police janitorial service 12/14	21.536 · Janitorial Services	-123.00
Total DuKane Contract Services, Inc.				-410.00
Firestone Complete Auto Care				
	43769	replace headlamp	21.513 · Maint Svc-Vehicle	-38.39
Total Firestone Complete Auto Care				-38.39
Illinois Public Risk Fund				
	25772	invoice 25772 Admin workers' comp fo	11.593 · Risk Management Contributio	-1,430.40
	25772	invoice 25772 Police workers' comp for	21.593 · Risk Management Contributio	-3,337.60
Total Illinois Public Risk Fund				-4,768.00
John Hall Homes				
	bond refund	CH-13-0208	2509 · Unnamed Escrow	-1,500.00
Total John Hall Homes				-1,500.00
Kramer Tree Specialists, Inc.				
	54085	removal of 24 trees McDonald Road	13.518 · Mntc Svc-Trees,Trimming,etc.	-14,999.00
Total Kramer Tree Specialists, Inc.				-14,999.00
Metro West				
	1979	11/20/2014 board meeting - Patsy Smi	11.561 · Dues/Subscriptions/Registrati	-30.00
Total Metro West				-30.00
Midwest Radar & Equipment				
	154175	radar cert	21.549 · Other Professional Services	-200.00
Total Midwest Radar & Equipment				-200.00

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	Num	Memo	Account	Amount
Ray O'Herron Co.				
	1464563-IN	Cortese uniform	21.471 · Uniforms Allowance	-273.86
Total Ray O'Herron Co.				<u>-273.86</u>
Staples				
	7001495392	admin office supplies	11.651 · Office Supplies	-83.98
	7001495392	admin portion paper towels, labels, tiss	11.651 · Office Supplies	-28.97
	7001495392	police portion paper towels, labels, tiss	21.651 · Office Supplies	-28.97
Total Staples				<u>-141.92</u>
The Outpost				
	thru 11/15/2014	police fuel	21.655 · Auto Fuel/Oil	-891.48
Total The Outpost				<u>-891.48</u>
Trailside Auto Repair, Inc				
	2895	lube & oil change 2010 Crown Victoria	21.513 · Maint Svc-Vehicle	-37.77
Total Trailside Auto Repair, Inc				<u>-37.77</u>
Zimmerman Ford				
	03694	invoice 03694; towing & service for VI	21.513 · Maint Svc-Vehicle	-192.95
Total Zimmerman Ford				<u>-192.95</u>
TOTAL				<u>-38,619.87</u>