

Tips for updating QuickBooks Desktop reports

You can export a report, change certain formatting or add new 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")

QuickBooks will NOT support these changes:

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

Port in Excel

formulas, and then update it with new QuickBooks data.

	A	B	C	D	E	F	G	H	I	J
1			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			4			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	6,905.57	
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			5			* Labor Income less Design Income	3,054.02	13,227.00	21,596.71	Labor Diff
16						Cost of Goods Sold				

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

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

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January through December 2021

						TOTAL
		Jan - Mar 21	Apr - Jun 21	Jul - Sep 21	Oct - Dec 21	Jan - Dec 21
Income						
	51 Assessment Income	115,000.00	0.00	115,000.00	0.00	230,000.00
	52 Grants and Donations	0.00	0.00	0.00	0.00	0.00
	53 Interest	30.00	30.00	30.00	30.00	120.00
	54 Other Income	0.00	0.00	0.00	0.00	0.00
	Total Income	115,030.00	30.00	115,030.00	30.00	230,120.00
Expense						
	103 Marketing					
	103.1 Print Advertising	750.00	750.00	750.00	750.00	3,000.00
	103.2 On-Line Advertising	750.00	750.00	750.00	750.00	3,000.00
	103.3 Banners and Signs	450.00	1,800.00	450.00	4,150.00	6,850.00
	103.4 Website	1,000.00	750.00	750.00	750.00	3,250.00
	103.5 Other Marketing	1,500.00	1,500.00	1,500.00	5,500.00	10,000.00
	Total 103 Marketing	4,450.00	5,550.00	4,200.00	11,900.00	26,100.00
	104 Street Services					
	104.1 Safety, Street Services	11,184.00	21,000.00	21,000.00	21,000.00	74,184.00
	104.2 Cleaning and Washing	4,500.00	4,500.00	4,500.00	4,500.00	18,000.00
	104.3 Graffiti Removal	450.00	450.00	450.00	450.00	1,800.00
	104.4 Other Street Services	1,500.00	1,500.00	1,500.00	1,500.00	6,000.00
	Total 104 Street Services	17,634.00	27,450.00	27,450.00	27,450.00	99,984.00
	105 Other Expenses					
	105.1 Computers and Software	750.00	750.00	750.00	750.00	3,000.00
	105.2 Supplies	450.00	450.00	450.00	450.00	1,800.00
	105.3 Other Expenses	750.00	750.00	750.00	750.00	3,000.00
	105.4 Insurance	0.00	600.00	0.00	1,800.00	2,400.00
	Total 105 Other Expenses	1,950.00	2,550.00	1,950.00	3,750.00	10,200.00
	106 Physical Improvements					
	106.1 Planting and Containers	1,000.00	1,500.00	1,500.00	1,500.00	5,500.00
	106.2 Lighting	0.00	5,000.00	5,000.00	0.00	10,000.00
	106.3 Way Finding	3,000.00	22,000.00	0.00	0.00	25,000.00
	106.4 Tree Removal and Trimming	0.00	20,000.00	0.00	0.00	20,000.00
	Total 106 Physical Improvements	4,000.00	48,500.00	6,500.00	1,500.00	60,500.00
	110 Administration					
	110.2 Computers and Software	10,800.00	10,800.00	10,800.00	10,800.00	43,200.00
	110.3 Office Supplies	600.00	600.00	600.00	600.00	2,400.00
	110.4 Insurance	1,925.00	600.00	0.00	2,000.00	4,525.00
	110.5 Certified Accountant	0.00	4,500.00	0.00	0.00	4,500.00
	110.6 State and Local Fees	0.00	600.00	0.00	0.00	600.00
	110.7 Website	5,500.00	1,500.00	1,500.00	1,500.00	10,000.00
	110.8 Misc. Administration	750.00	750.00	750.00	750.00	3,000.00
	Total 110 Administration	19,575.00	19,350.00	13,650.00	15,650.00	68,225.00
	Total Expense	47,609.00	103,400.00	53,750.00	60,250.00	265,009.00
	Net Income	67,421.00	-103,370.00	61,280.00	-60,220.00	-34,889.00
	Less: Contingency at 3% of Expense	-1,428.27	-3,102.00	-1,612.50	-1,807.50	-7,950.27
	Equals: Adjusted Net Income for 2021	65,992.73	-106,472.00	59,667.50	-62,027.50	-42,839.27
CASH FLOW PROJECTION - UNRESTRICTED FUNDS						
	Beginning Cash	141,637.00	157,629.73	51,157.73	110,825.23	
	Less: One-Time 2021 Priority TBD	-50,000.00	0.00	0.00	0.00	
	Plus: Adjusted Net Income	65,992.73	-106,472.00	59,667.50	-62,027.50	
	Ending Cash - Unrestricted Funds	157,629.73	51,157.73	110,825.23	48,797.73	48,797.73

January through December 2021
