

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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	Memo		
AT&T	Hotspot		
Brady's Pest Control	Pest Control		
Brien Water Wells (C)	Plug Well in Milano Monitoring		
Burleson County Publishing	2004-101		
Cashier Texas Workforce Commission	09-771032-5		
Central Texas Publishing	Summit Ads		
Century Link - New	Telephone		
Check Card Purchases	Lodging SA - Groundwater Summit - Doug Cancellation Fee - Sid Lodging SA - Groundwater Summit - Craig Lodging SA - Groundwater Summit - Gary Lodging SA - Groundwater Summit - Bobby Meal Ground Water Summit - Lupe Tortillas Meal Ground Water Summit - McDonalds Lodging SA - Groundwater Summit - Jordan Carhart Jacket - Dana Cefco - Committee Meeting Fuel - Circle T Facebook ad Car Wash Monitoring - Wal-Mart Car Wash - Bryan Meeting Meal - Cefco Fuel - Circle K Office Supplies - Sam's Fuel - Rockin G Oil Fuel - Rockin G oil Brookshires - Fuel Wal-Mart Office Supplies Car Wash Fuel - Shell Caffey Corner-Fuel		
City of Caldwell Civic Center	Water Testing Results		

September 2021

Clara Hills	2020 Grant Draw		
Craig Andrews	Summit Travel Reimbursement		
Craig Scarmardo-Plugging	Well Plugging		
CTWP	Copier Lease		
Dillo Disposal Services	Trash Disposal		
Doug Box-V	Summit Travel Reimbursement		
Eichler & Cook, LLC	Lesilative Consultant		
	Lesilative Consultant		
Intera	Hydrologist		
Iselts Pump Shop	GWAP - Sawyer Well		
Jordan Aldridge	Summit Travel Reimbursement		
Loehr Dilling	GWAP - Ofczarzak		
Michalka A/C & Electric	Clean HVAC		
	GWAP		
	Rainwater Harvesting Tank pump Receptacle		
Milano Water Supply Corp.	Water		
Payless Lawn Care			
Quill Office Supply	Corner Desk		
Texas A&M Agrilife Extension Service/Jack	M1902649		
Texas Ground Water Association	Dues		
Texas Municipal League	Liability Insurance		
The Knight Law Firm. LLP	Legal Counsel		
	Legal Counsel		
The Rockdale Reporter	2004-101		
Thorndale Meat Market	Meeting Meal		

September 2021

TML Health		Health Insurance		
TXU Energy		Electric		
Verizon		Ipad Services		
Vicky Jordan		Office Cleaning		
ZochNet		Monitoring		
Total				

Amount
15,390.00
135.31
428.18
600.00
345.14
15.27
266.25
576.67
531.25
169.04
519.51
531.51
531.51
60.93
11.02
531.51
129.89
21.59
57.05
12.00
10.00
23.62
12.99
18.68
50.21
44.44
41.90
54.54
57.33
10.80
12.00
51.86
59.33
500.00

63,368.48
240.80
1,742.00
367.02
37.79
188.16
3,333.00
3,333.00
37,810.00
9,830.00
138.88
5,169.46
85.00
18.00
100.00
33.15
100.00
313.99
9,792.75
150.00
918.50
5,575.00
19,350.00
349.65
294.98

5,437.66
438.76
534.24
250.00
39.90
191,151.50