

## Instructions for Exporting QuickBooks data

### Where did my worksheet go?

When you export data to a new workbook, your new worksheet containing exported data is placed in front of the last active sheet where it will be named "Sheet1".

### How do I make sure this tips sheet isn't exported with the QuickBooks report in the final workbook?

Before exporting, on the Export Report Basic tab, deselect the option to include the instructions sheet.

### 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, on the source worksheet, 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 content.*
- >> *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, check the following:

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

goes to Sheet 1. When you export to an existing workbook, :X" using the next available number in the series.

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ction worksheet.

etails about linking in Excel.) You can use this

orks data. Then create another worksheet where you can sheet.  
data so that the new data is used by any Excel links and formulas.  
heet in the workbook.

u used when setting up links, can cause mismatch  
et, then you may have:  
way? For example:  
sed in a report like Inventory Valuation report.  
r gets used in a report like Profit and Loss standard report.  
ity associated and did not choose to display "All rows".  
ct Modify report->Display->Advanced->Display Rows->All rows

	Jun 1 - Nov 14, 11	Budget	\$ Over Budget
<b>Income</b>			
Administrative Income	20,602.75	20,602.75	
Interest Income	40.76	120.00	-79.24
<b>Total Administrative Income</b>	<b>20,643.51</b>	<b>20,722.75</b>	<b>-79.24</b>
<b>Fundraising Income</b>			
Corporate Grants	0.00	500.00	-500.00
Corporate Matching Gift	400.00	2,000.00	-1,600.00
Direct Giving	67,045.83	70,000.00	-2,954.17
Rebate Programs	0.00	1,500.00	-1,500.00
School Supplies	297.04	0.00	297.04
Spirit Wear	11,104.52	13,000.00	-1,895.48
Student Agendas (Ad Sales)	500.00	1,500.00	-1,000.00
<b>Total Fundraising Income</b>	<b>79,347.39</b>	<b>88,500.00</b>	<b>-9,152.61</b>
<b>Membership Income</b>			
Directory	748.50	2,000.00	-1,251.50
Directory Ads	1,085.00	1,200.00	-115.00
Dues-Membership	3,548.13	3,800.00	-251.87
<b>Total Membership Income</b>	<b>5,381.63</b>	<b>7,000.00</b>	<b>-1,618.37</b>
<b>Social Events Income</b>			
Spring Fling	0.00	10,000.00	-10,000.00
Family Dance	0.00	1,200.00	-1,200.00
Fun Run	0.00	1,200.00	-1,200.00
Movie Nights	461.25	0.00	461.25
Restaurant Nights	373.89	2,000.00	-1,626.11
<b>Total Social Events Income</b>	<b>835.14</b>	<b>14,400.00</b>	<b>-13,564.86</b>
<b>Student Services Income</b>			
Fifth Grade Finale	0.00	1,400.00	-1,400.00
Yearbook	0.00	5,500.00	-5,500.00
<b>Total Student Services Income</b>	<b>0.00</b>	<b>6,900.00</b>	<b>-6,900.00</b>
<b>Total Income</b>	<b>106,207.67</b>	<b>137,522.75</b>	<b>-31,315.08</b>

<b>Expense</b>			
<b>Administrative Expenses</b>			
Bank service charge	186.20	75.00	111.20
Constant Contact	0.00	252.00	-252.00
General Supplies	40.59	500.00	-459.41
Incorporation Fee	0.00	50.00	-50.00
Insurance	426.00	426.00	0.00
Operating Fund	700.08	1,060.00	-359.92
PTA Conferences/Training	0.00	300.00	-300.00
PTA Event	0.00	300.00	-300.00
Website	0.00	125.00	-125.00
<b>Total Administrative Expenses</b>	<b>1,352.87</b>	<b>3,088.00</b>	<b>-1,735.13</b>
<b>Educational Enrichment Expenses</b>			
Cultural Arts	945.00	4,200.00	-3,255.00
Environmental Club	0.00	300.00	-300.00
Exceptional Children	0.00	850.00	-850.00
Faculty Support	3,507.93	7,500.00	-3,992.07
Fourth Grade Trip	270.00	500.00	-230.00
Grade Level Culminating Act.	0.00	700.00	-700.00
IXL	3,232.00	3,500.00	-268.00
Outdoor Class	0.00	400.00	-400.00
PTA Grants	6,559.68	30,327.25	-23,767.57
READ Program	62.50	200.00	-137.50
Reading & Literacy		4,250.00	
Rap-n-Snack	299.82	0.00	299.82

	Jun 1 - Nov 14, 11	Budget	\$ Over Budget
Reading & Literacy - Other	553.02	0.00	553.02
Total Reading & Literacy	852.84	4,250.00	-3,397.16
Reflections	452.01	600.00	-147.99
Rock Eagle	645.99	500.00	145.99
Phonics	2,281.26	4,000.00	-1,718.74
Science Program	2,130.00	20,000.00	-17,870.00
Student Magazines	3,419.87	3,500.00	-80.13
Total Educational Enrichment Expenses	24,359.08	81,327.25	-56,968.17
Fundraising Expenses			
Direct Giving Expenses	1,518.89	1,750.00	-231.11
Rebate Programs	0.00	300.00	-300.00
Spirit Wear	7,977.45	10,000.00	-2,022.55
Total Fundraising Expenses	9,496.34	12,050.00	-2,553.66
Hospitality			
Hospitality	188.61	1,450.00	-1,261.39
Teacher Appreciation	405.55	600.00	-194.45
Teacher of the Year	0.00	600.00	-600.00
Volunteer General Expenses	10.91	250.00	-239.09
Total Hospitality	605.07	2,900.00	-2,294.93
Legislative			
Awareness Programs	0.00	250.00	-250.00
Red Ribbon Week	0.00	200.00	-200.00
Total Legislative	0.00	450.00	-450.00
Membership Expenses			
Directory	0.00	2,000.00	-2,000.00
Dues	1,508.00	1,750.00	-242.00
NCR Forms	0.00	240.00	-240.00
NFCPTA	150.00	250.00	-100.00
Open House	0.00	100.00	-100.00
Promotions	0.00	300.00	-300.00
Total Membership Expenses	1,658.00	4,640.00	-2,982.00
North Metro Expenses			
Art Conference	0.00	117.50	-117.50
Circus Carnival	0.00	250.00	-250.00
Community Based Instruction	0.00	500.00	-500.00
Faculty Support	1,705.22	1,700.00	5.22
Harvest Hike	254.98	250.00	4.98
Holiday Show	0.00	250.00	-250.00
Total North Metro Expenses	1,960.20	3,067.50	-1,107.30
Social Events Expenses			
Batter Up Breakfast	80.00	400.00	-320.00
Bingo Night	0.00	0.00	0.00
Family Dance	0.00	1,200.00	-1,200.00
Fathers Being Involved	0.00	150.00	-150.00
Fun Run	0.00	1,200.00	-1,200.00
Movie Nights	462.68	1,600.00	-1,137.32
Promotional Expenses	0.00	300.00	-300.00
Spring Fling	0.00	7,500.00	-7,500.00
Total Social Events Expenses	542.68	12,350.00	-11,807.32
Student Services Expenses			
Copier	0.00	4,500.00	-4,500.00
Field Day	153.96	500.00	-346.04

	<u>Jun 1 - Nov 14, 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Fifth Grade Finale	100.00	2,000.00	-1,900.00
Grandparents Day	409.85	600.00	-190.15
Healthy Happy Kids	0.00	250.00	-250.00
Jump Rope for Heart	0.00	100.00	-100.00
School Spirit Activities	805.08	2,500.00	-1,694.92
Student Agendas	1,824.25	2,000.00	-175.75
WOW Day	0.00	1,200.00	-1,200.00
Yearbook	3,300.00	4,000.00	-700.00
Total Student Services Expenses	<u>6,593.14</u>	<u>17,650.00</u>	<u>-11,056.86</u>
Total Expense	<u>46,567.38</u>	<u>137,522.75</u>	<u>-90,955.37</u>
Net Income	<u>59,640.29</u>	<u>0.00</u>	<u>59,640.29</u>