

Tips for updating QuickBooks Desktop

You can export a report, change certain formatting, and reimport it into QuickBooks Desktop.

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 y
- 7 **Inserted text**
Make your new text always appear next to a particular row
the text as a formula (e.g. ="inserted text")

QuickBooks will NOT support these changes:

- Font formatting in numbers
- Inserted rows that are not at the end
- Moved data cells

Desktop report in Excel

ting or add new formulas, and then update it with new QuickBooks c

our formula
by entering

	A	B	C	D	E	F	G	H
1			1			<i>My Company P&L</i>		
2						Profit & Loss		
3						July through August 2012		
4							07/18/12	Aug 1
5						Ordinary Income/Expense		
6			4			MONEY IN (aka Income)		
7						40100 - Construction Income		
8						40110 - Design Income	3,054.02	3,90
9						40199 - Less Discounts given	0.00	-4
10						Total 40100 - Construction Income	3,054.02	3,75
11						40500 - Reimbursement Income		
12						40520 - Permit Reimbursement Income	0.00	48
13						Total 40500 - Reimbursement Income	0.00	48
14						Total Income	3,054.02	29,19
15			5			* Labor Income less Design Income	3,054.02	13,22
16						Cost of Goods Sold		

on-header cells*
re left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defi
supporte
updated

I	J
OTAL	
1,954.02	
-48.35	*
1,905.67	
487.00	
487.00	
1,343.45	
1,596.71	Labor Diff

7

Formulas may not be collapsed reports when the same excel sheet

Saxony HOA Profit & Loss Budget Performance

April 2021

	Apr 21	Budget	Jan - Apr 21	YTD Budget
Ordinary Income/Expense				
Income				
4000 · Membership Assessments				
4005 · Homeowner Dues	9,505.00	9,505.00	38,020.00	38,020.00
4015 · Replacement Transfer	-1,700.00	-1,700.00	-6,800.00	-6,800.00
4040 · Late Charges	0.00	0.00	0.00	0.00
Total 4000 · Membership Assessments	7,805.00	7,805.00	31,220.00	31,220.00
Total Income	7,805.00	7,805.00	31,220.00	31,220.00
Gross Profit	7,805.00	7,805.00	31,220.00	31,220.00
Expense				
5000 · Administrative Expenses				
5005 · Master Insurance	0.00	0.00	1,302.00	1,242.00
5010 · Bank Service Charges	0.00	0.00	0.00	0.00
5015 · Filing fees	10.00	0.00	10.00	50.00
5035 · Management contract	1,150.00	1,150.00	4,600.00	4,600.00
5105 · Audit/ Tax Preparation	0.00	0.00	0.00	300.00
5142 · Legal/ General	0.00	208.33	0.00	833.36
5175 · Professional Fees	0.00	125.00	0.00	500.00
5180 · Web Site fee	50.00	50.00	200.00	200.00
5385 · Stormwater fees, Licenses	1,125.16	1,100.00	1,125.16	1,100.00
5525 · Postage & Delivery	0.00	0.00	7.97	0.00
5530 · Printing & Reproduction	0.00	25.00	0.00	75.00
5900 · Office Supplies	61.63	0.00	61.63	50.00
5910 · Other Administrative Exp.	0.00	0.00	0.00	0.00
Total 5000 · Administrative Expenses	2,396.79	2,658.33	7,306.76	8,950.36
6000 · Expenses-Building				
6015 · Miscellaneous Maintenance	0.00	0.00	361.74	0.00
Total 6000 · Expenses-Building	0.00	0.00	361.74	0.00
6200 · Expenses- Grounds				
6205 · Landscape contract	2,163.00	2,166.00	2,163.00	2,166.00
6210 · Snow Removal	185.66	1,000.00	10,090.66	11,500.00
6220 · Sprinkler Repairs	0.00	500.00	0.00	500.00
6260 · Common Area Lights	0.00	0.00	0.00	0.00
6357 · Planting / Flower Beds	0.00	0.00	0.00	0.00
6382 · Tree Pruning / Care	300.00	1,500.00	850.00	4,500.00
6400 · General Grounds Maintenanc	0.00	0.00	0.00	0.00
Total 6200 · Expenses- Grounds	2,648.66	5,166.00	13,103.66	18,666.00
6700 · Utilities				
6710 · Gas & Electric	12.90	16.66	53.17	66.72
6720 · Water & Sewer	43.98	50.00	175.92	200.00
6760 · Trash Contract	413.00	416.66	1,658.20	1,666.72
Total 6700 · Utilities	469.88	483.32	1,887.29	1,933.44
Total Expense	5,515.33	8,307.65	22,659.45	29,549.80
Net Ordinary Income	2,289.67	-502.65	8,560.55	1,670.20
Other Income/Expense				

Saxony HOA Profit & Loss Budget Performance

April 2021

	Apr 21	Budget	Jan - Apr 21	YTD Budget
Other Income				
8100 · Reserve Account Deposits				
8115 · Reserve transfer from OP	1,700.00	1,700.00	6,800.00	6,800.00
8700 · Interest	0.39	0.00	97.62	0.00
Total 8100 · Reserve Account Deposits	1,700.39	1,700.00	6,897.62	6,800.00
Total Other Income	1,700.39	1,700.00	6,897.62	6,800.00
Other Expense				
9100 · Reserve Expenses				
9105 · Landscape	0.00	0.00	0.00	0.00
9115 · Concrete	0.00	16,000.00	0.00	16,000.00
Total 9100 · Reserve Expenses	0.00	16,000.00	0.00	16,000.00
Total Other Expense	0.00	16,000.00	0.00	16,000.00
Net Other Income	1,700.39	-14,300.00	6,897.62	-9,200.00
Net Income	3,990.06	-14,802.65	15,458.17	-7,529.80

Saxony HOA Profit & Loss Budget Performance

April 2021 Annual Budget

Ordinary Income/Expense	
Income	
4000 · Membership Assessments	
4005 · Homeowner Dues	114,060.00
4015 · Replacement Transfer	-20,400.00
4040 · Late Charges	0.00
Total 4000 · Membership Assessments	<u>93,660.00</u>
Total Income	<u>93,660.00</u>
Gross Profit	93,660.00
Expense	
5000 · Administrative Expenses	
5005 · Master Insurance	1,600.00
5010 · Bank Service Charges	50.00
5015 · Filing fees	50.00
5035 · Management contract	13,800.00
5105 · Audit/ Tax Preparation	300.00
5142 · Legal/ General	2,500.00
5175 · Professional Fees	1,500.00
5180 · Web Site fee	600.00
5385 · Stormwater fees, Licenses	1,100.00
5525 · Postage & Delivery	150.00
5530 · Printing & Reproduction	150.00
5900 · Office Supplies	50.00
5910 · Other Administrative Exp.	185.00
Total 5000 · Administrative Expenses	<u>22,035.00</u>
6000 · Expenses-Building	
6015 · Miscellaneous Maintenance	1,000.00
Total 6000 · Expenses-Building	<u>1,000.00</u>
6200 · Expenses- Grounds	
6205 · Landscape contract	17,300.00
6210 · Snow Removal	16,000.00
6220 · Sprinkler Repairs	3,400.00
6260 · Common Area Lights	25.00
6357 · Planting / Flower Beds	1,700.00
6382 · Tree Pruning / Care	13,000.00
6400 · General Grounds Maintenanc	4,000.00
Total 6200 · Expenses- Grounds	<u>55,425.00</u>
6700 · Utilities	
6710 · Gas & Electric	200.00
6720 · Water & Sewer	10,000.00
6760 · Trash Contract	5,000.00
Total 6700 · Utilities	<u>15,200.00</u>
Total Expense	<u>93,660.00</u>
Net Ordinary Income	0.00
Other Income/Expense	

Saxony HOA Profit & Loss Budget Performance

April 2021 Annual Budget

Other Income	
8100 · Reserve Account Deposits	
8115 · Reserve transfer from OP	20,400.00
8700 · Interest	0.00
Total 8100 · Reserve Account Deposits	20,400.00
Total Other Income	20,400.00
Other Expense	
9100 · Reserve Expenses	
9105 · Landscape	1,000.00
9115 · Concrete	16,000.00
Total 9100 · Reserve Expenses	17,000.00
Total Other Expense	17,000.00
Net Other Income	3,400.00
Net Income	3,400.00