

# Tips for updating QuickBooks

You can export a report, change certain format

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## 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 r
- Inserted rows that o
- Moved data cells

# reports in Excel

adding or add new formulas, and then update it with new QuickBooks data

is:

	A	B	C	D	E	F	G	H
1						<b>My Company P&amp;L</b>		
2						<b>Profit &amp; Loss</b>		
3						July through August 2012		
4							07/16/12	Aug 16
5						Ordinary Income/Expense		
6						<b>MONEY IN (aka Income)</b>		
7						40100 - Construction Income		
8						40110 - Design Income	3,054.02	3,900.00
9						40199 - Less Discounts given	0.00	-48.35
10						<b>Total 40100 - Construction Income</b>	3,054.02	3,751.65
11						40500 - Reimbursement Income		
12						40520 - Permit Reimbursement Income	0.00	487.00
13						<b>Total 40500 - Reimbursement Income</b>	0.00	487.00
14						<b>Total Income</b>	3,054.02	29,197.65
15						* Labor Income less Design Income	3,054.02	13,227.00
16						Cost of Goods Sold		

your formula

r by entering

non-header cells\*  
are left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined supported in updated to t

a.

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I	J
<b>TOTAL</b>	
6,954.02	
-48.35	*
6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

7

formulas may not be collapsed reports when the same excel sheet

## City of Worthington Hills 2015-2016

## Fiscal Year 2015-2016

July 2015 through June 2016

		May 16	Jun 16	TOTAL	Budget
Income					
<b>GENERAL FUND INCOME</b>					
	Cable-Kentucky Rev Cabinet	738.86	369.42	4,433.32	\$5,000.00
	Code Enforcement Receivables	0.00	0.00	0.00	\$2,300.00
	Insurance Premiums	23,988.21	0.00	119,916.14	\$115,000.00
	Property Tax				
	Current Property Tax Receivable	3,309.91	1,403.41	172,724.16	\$198,000.00
	Delinquent Property Tax Reci	4,144.55	4,928.30	23,027.36	\$12,000.00
	Miscellaneous Receivables/Dep	0.00	0.00	0.00	
	Total Property Tax	7,454.46	6,331.71	195,751.52	
<b>Total GENERAL FUND INCOME</b>		<b>32,181.53</b>	<b>6,701.13</b>	<b>320,100.98</b>	<b>\$332,300.00</b>
Income Funds, Interest & Misc.					
	<b>MISCELLANEOUS RECEIVABLES</b>				<b>\$100.00</b>
	Coal Tax	3.54	0.00	12.54	
	Mineral Tax	9.50	0.00	48.57	
	<b>Total MISCELLANEOUS RECEIVABLES</b>	<b>13.04</b>	<b>0.00</b>	<b>61.11</b>	
	<b>MONEY MARKET INTEREST</b>	<b>196.95</b>	<b>196.98</b>	<b>2,491.89</b>	<b>\$14,000.00</b>
	<b>MUNICIPAL ROAD FUND</b>				
	Deposits	2,402.55	2,322.46	70,606.82	\$40,000.00
	Interest	297.88	308.24	3,617.42	\$1,500.00
	Less Expenses	0.00	0.00	-113,166.07	
	Xfer From Road Fund	0.00	0.00	113,166.07	
	<b>Total MUNICIPAL ROAD FUND</b>	<b>2,700.43</b>	<b>2,630.70</b>	<b>74,224.24</b>	<b>\$41,500.00</b>
<b>Total Income Funds, Interest &amp; Misc.</b>		<b>2,910.42</b>	<b>2,827.68</b>	<b>76,777.24</b>	<b>\$55,600.00</b>
<b>Total Income</b>		<b>35,091.95</b>	<b>9,528.81</b>	<b>396,878.22</b>	<b>\$387,900.00</b>

## City of Worthington Hills 2015-2016

## Fiscal Year 2015-2016

July 2015 through June 2016

		May 16	Jun 16	TOTAL	Budget
Expense					
	<b>GENERAL FUND EXPENSE</b>				
	Media Expense				
	Courier Journal	1,930.60	2,491.87	6,035.49	\$3,500.00
	Government Dues & Subscriptions	100.00	100.00	1,275.09	\$3,000.00
	Insurance Premiums & Bonds	1,251.00	4,887.65	6,138.65	\$2,000.00
	Total Media Expense	3,281.60	7,479.52	13,449.23	\$8,500.00
	Open Space Maintenance	2,895.00	5,304.00	33,176.97	\$35,000.00
	Operating Tax				
	Attorney Fees	0.00	3,810.20	6,783.79	\$4,500.00
	Code Enforcement	0.00	0.00	0.00	\$10,000.00
	Overpayment Taxes & Insurance	0.00	50.44	30,615.06	\$4,000.00
	Property Assessment & Liens	0.00	0.00	5,370.36	\$6,000.00
	Total Operating Tax	0.00	3,860.64	42,769.21	\$24,500.00
	Operations Expense				
	Milage	133.22	105.08	1,693.25	\$3,000.00
	Office Equipment	0.00	0.00	1,151.25	\$3,000.00
	Operations	69.22	1,036.78	5,939.16	\$12,000.00
	Postage	18.85	0.00	1,128.95	\$500.00
	Supplies/Stationary	53.97	121.96	2,476.60	\$2,200.00
	Telephone Expense	455.78	1,117.28	4,660.22	\$3,500.00
	Total Operations Expense	731.04	2,381.10	17,049.43	\$24,200.00
	Road Expense				
	Road Resurfacing	0.00	0.00	0.00	\$10,000.00
	Sign & Road Repair	0.00	0.00	620.60	\$2,000.00
	Snow Removal	0.00	0.00	41,146.00	\$50,000.00
	Total Road Expense	0.00	0.00	41,766.60	\$62,000.00
	Salary Expense	3,297.87	4,339.27	49,508.24	\$55,000.00
	Security Expense				
	Security Expense	0.00	2,010.00	10,145.00	\$22,000.00
	Sidewalk Repairs	0.00	0.00	0.00	\$6,000.00
	Total Security Expense	0.00	2,010.00	10,145.00	\$28,000.00
	Utilities				
	Santitation	9,070.75	9,070.75	108,849.00	\$115,000.00
	Street Lighting	2,111.58	2,067.36	25,032.80	\$26,000.00
	Water	0.00	117.33	1,113.04	\$1,800.00
	Total Utilities	11,182.33	11,255.44	134,994.84	\$142,800.00
	<b>Total GENERAL FUND EXPENSE</b>	<b>21,387.84</b>	<b>36,629.97</b>	<b>342,859.52</b>	<b>\$380,000.00</b>
Surplus		10,793.69	-29,928.84	-22,758.54	\$7,900.00

		Account Balances			
	Account Names	5/31/16	Income	Expense	6/30/16
	General Fund	58,952.32	6,701.13	-36,629.97	29,023.48
	Money Market Fund	262,414.04	196.98		262,611.02
	Municipal Aid Road Fund	170,578.80	2,630.70		173,209.50
	Miscellaneous Receivables	71.70	0.00		71.70
	<b>TOTAL Cash - All Funds</b>	<b>492,016.86</b>			<b>464,915.70</b>