

Tips for updating QuickBooks

You can export a report, change certain format

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						My Company P&L		
2						Profit & Loss		
3						July through August 2012		
4							07/16/12	Aug 16
5						Ordinary Income/Expense		
6						MONEY IN (aka Income)		
7						40100 - Construction Income		
8						40110 - Design Income	3,054.02	3,900.00
9						40199 - Less Discounts given	0.00	-48.35
10						Total 40100 - Construction Income	3,054.02	3,751.65
11						40500 - Reimbursement Income		
12						40520 - Permit Reimbursement Income	0.00	487.00
13						Total 40500 - Reimbursement Income	0.00	487.00
14						Total Income	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.

I	J
TOTAL	
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

MATA Community Media
Profit & Loss
 January through ~~June 2014~~

Ordinary Income/Expense

Income

4000 - Milwaukee City Contract 209,999.99

4012 - Contract Income

MCM Contracts 8,647.50

Total 4012 - Contract Income 8,647.50

4021 - Other Accts. Interest

Park Bank - Money Market 35.22

Park Bank - Reserve Money Mkt 20.90

Total 4021 - Other Accts. Interest 56.12

4030 - Contributions Income

Pledge drive 300.00

Total 4030 - Contributions Income 300.00

4050 - Member Dues--Individual

Milwaukee Residents 2,290.00

Non-Milwaukee Resident 160.00

Streaming Only Member 80.00

Total 4050 - Member Dues--Individual 2,530.00

4051 - Member Dues--Organizational

Milwaukee Residents 700.00

Total 4051 - Member Dues--Organizational 700.00

4052 - Workshop Fees

Edit 160.00

Mpact 40.00

Portable 160.00

Total 4052 - Workshop Fees 360.00

4070 - Equip./ Facility Rent 30.00

4080 - Tape Dubbing 1,613.00

4090 - Misc. Income

Rental of Lacie Hard Drive 20.00

Tape purchases 385.00

Total 4090 - Misc. Income 405.00

Total Income 224,641.61

Gross Profit 224,641.61

Expense

5101 - Full-time salaries/wages 92,112.57

**MATA Community Media
Profit & Loss**

January through ~~June 2014~~

5104 · Contract Salaries/wages	8,734.35
5105 · Benefits	
Health Reimbursement	427.68
5105 · Benefits - Other	14,198.88
Total 5105 · Benefits	14,626.56
5107 · FICA expense	6,917.19
5108 · DILHR Expense	4,591.57
6060 · Interest Expense	
Credit Cards	447.95
Mortgage interest	22,605.47
6060 · Interest Expense - Other	1,250.00
Total 6060 · Interest Expense	24,303.42
6100 · Building maintenance	292.71
6202 · Utilities	
Building 2404 W. Clybourn St	16,665.02
Total 6202 · Utilities	16,665.02
6203 · Telephone	5,529.61
6204 · Postage and Delivery	-19.78
6206 · Office Supplies	757.90
6207 · Business Insurance	9,886.01
6208 · Professional Services	8,379.60
6209 · Office Services	7,324.02
6210 · Vehicle Operation	97.54
6211 · Advertising/Promotion	819.34
6212 · Special Events Expense	141.30
6213 · Out of Town Travel	841.60
6215 · Board Expense	351.21
6217 · Computer /supplies	
Administrative	2,290.01
Operations	1,566.40
6217 · Computer /supplies - Other	1,851.15
Total 6217 · Computer /supplies	5,707.56
6218 · Subscriptions/Memberships	1,087.50
6219 · Contingency--Administrative	1,266.69
6225 · Production Equipment Lease	
Production Equipment Service	2,845.00
Total 6225 · Production Equipment Lease	2,845.00
6301 · DVD/Memory Cards/Video Tape	100.00
6305 · Contingency--Operations	143.00
6402 · Spare Parts	6.97

MATA Community Media Profit & Loss

January through ~~June 2014~~ June 2014

6501 - Staff Training	350.00
6560 - Payroll Expenses	4,404.52
Total Expense	<u>218,262.98</u>
Net Ordinary Income	6,378.63
Other Income/Expense	
Other Income	
4095 - Vending Machine Income	377.35
Total Other Income	<u>377.35</u>
Other Expense	
6895 - Vending Machine Purchases	229.79
Total Other Expense	<u>229.79</u>
Net Other Income	<u>147.56</u>
Net Income	<u><u>6,526.19</u></u>