

## Instructions for Exporting QuickBooks data

### Where did my worksheet go?

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

### 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

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

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

ion worksheet.

ails about linking in Excel.) You can use this

*ks data. Then create another worksheet where you can  
meet.*

*ata so that the new data is used by any Excel links and formulas.  
et in the workbook.*

used when setting up links, can cause mismatch  
t, then you may have:

*ay? For example:*

ed in a report like Inventory Valuation report.

gets used in a report like Profit and Loss standard report.

*y associated and did not choose to display "All rows".*

t Modify report->Display->Advanced->Display Rows->All rows

Town of Copper Canyon, Texas  
**Profit & Loss Budget Performance**  
October 2009

Budget 2009-10	<u>Annual Budget</u>
<b>Income</b>	
<b>40000 · TAXES</b>	
40001 · Sales taxes	60,000.00
40002 · Taxes-current year	329,640.00
40003 · Interest-current year	1,000.00
40004 · Penalties-current year	1,600.00
40005 · Taxes-prior year	2,500.00
<b>Total 40000 · TAXES</b>	<u>394,740.00</u>
 <b>41000 · FRANCHISE AGREEMENTS</b>	
41001 · Co-Serv	98,000.00
41002 · Allied Waste	3,000.00
41003 · Atmos Energy Franchise	1,700.00
41004 · Public Row Fee	500.00
41005 · Bartonville Water	11,000.00
41006 · Verizon	28,000.00
<b>Total 41000 · FRANCHISE AGREEMENTS</b>	<u>142,200.00</u>
 <b>42000 · PERMITS/INSPECTIONS/DEVELOPMENT</b>	
42001 · Bldg Permits & Other Permits	25,000.00
42002 · Oil and Gas Drilling Permits	45,000.00
42002A · Pipeline Permit Fees	9,000.00
42003 · Contractors Registration	3,000.00
42004 · Reinspection fee	500.00
42005 · Plat reviews	500.00
42007 · Road Damage Fees	30,000.00
42008 · Road Damage Admin Fees	4,500.00
42009 · Reimbursement for Engineering	5,000.00
<b>Total 42000 · PERMITS/INSPECTIONS/DEVELOPMENT</b>	<u>122,500.00</u>
 <b>43000 · Municipal Court Income</b>	
43001 · Fines	70,000.00
43002 · Administrative Fee	3,200.00
43003 · Time Pay Fee	700.00
43004 · TFC Fee	1,200.00
43005 · Arrest Fees	2,700.00
43006 · Local Omni Base Fee TLFTA2	130.00
43007 · State C/C Retained	4,600.00
43008 · Judicial Fee - City JFCI	350.00
43011 · Child Safety Fee	1,825.00
<b>Total 43000 · Municipal Court Income</b>	<u>84,705.00</u>
 <b>44000 · MISCELLANEOUS REVENUE</b>	
44001 · Interest income	2,300.00

Town of Copper Canyon, Texas  
**Profit & Loss Budget Performance**  
October 2009

Budget 2009-10	<u>Annual Budget</u>
44002 · Ord & Other Copies & Faxes	0.00
44003 · Ordinance & Application Fees	1,200.00
44005 · Convenience Fee (Credit Card)	1,000.00
44006 · Road fund interest	2,700.00
44007 · Miscellaneous Income	1,000.00
44010 · Town Cookbook	3,000.00
44011 · Town Directory	6,000.00
44018 · Reimbursement/VFD	300.00
<b>Total 44000 · MISCELLANEOUS REVENUE</b>	<u>17,500.00</u>
 <b>Total Income</b>	 761,645.00
 <b>Expense</b>	
<b>50000 · Personnel</b>	
50001 · Salaries Town Administrator	67,600.00
50002 · Wages-Town Secretary	40,000.00
50003 · Wages-Court Clerk	32,760.00
50005 · Contract Labor-Office	1,000.00
50006 · Retirement-Town Administrator	7,233.00
50007 · Retirement-Town Secretary	4,278.00
50008 · Retirement-Court Clerk	2,921.00
50011 · Town Admin. Car Allowance	2,400.00
50012 · Mileage	150.00
50014 · Payroll Taxes	
50015 · Payroll Tax Town Admin.	5,854.00
50016 · Payroll Tax Town Secretary	3,464.00
50017 · Payroll Tax Court Clerk	2,837.00
50019 · Training-Town Administrator	500.00
50020 · Training-Town Secretary	750.00
50021 · Training-Court Clerk	750.00
50023 · Training-Mayor & Council	750.00
50024 · Insurance Health - Town Admin	6,000.00
50025 · Insurance Health - Town Sectret	6,000.00
50026 · Insurance Health - Court Clerk	6,000.00
6560 · Payroll expenses	
<b>Total 50000 · Personnel</b>	<u>191,247.00</u>
 <b>51000 · Professional Service Providers</b>	
51001 · Attorney/Legal Fees	60,000.00
51002 · Engineering Services	5,000.00
51003 · Building inspector	25,000.00
51004 · Audit/accounting w/Qrtly Review	4,000.00
51005 · Municipal Court Judge	2,000.00
51006 · Municipal Court Prosecutor	6,000.00

Town of Copper Canyon, Texas  
**Profit & Loss Budget Performance**  
October 2009

Budget 2009-10	<u>Annual Budget</u>
51007 · Professional services	3,000.00
<b>Total 51000 · Professional Service Providers</b>	<b>105,000.00</b>
 52000 · Intergovernmental Services	
52001 · Law Enforcement	159,971.00
52002 · UTRWD	1,150.00
52003 · Denton Central Appraisal Dist	2,690.00
52004 · Denton County Tax Collector	820.00
52005 · Animal control expense	3,250.00
<b>Total 52000 · Intergovernmental Services</b>	<b>167,881.00</b>
 53000 · ROADS & DRAINAGE	
53001 · Roads/Repair	30,000.00
53002 · Signs	5,407.00
53003 · Mowing	13,800.00
53005 · Roads/Engineering Services	30,000.00
<b>Total 53000 · ROADS &amp; DRAINAGE</b>	<b>79,207.00</b>
 54000 · Operations & Maintenance	
54001 · Office supplies	4,500.00
54002 · Office Computers & Tech Support	4,500.00
54003 · Building Maint Grnds & Suppl.	8,000.00
54004 · Security System	500.00
54005 · Bartonville Water	600.00
54006 · Co-Serv Electric	9,000.00
54007 · Verizon	5,320.00
54010 · Insurance	7,500.00
54011 · Dues, Pub, Subscriptions	1,600.00
54012 · Office machine maintenance	3,400.00
54013 · Legal notices	2,000.00
54014 · Election	3,000.00
54015 · Codification (online,Paper)	2,500.00
54016 · Equestrian trail expense	2,000.00
54017 · Website	250.00
54018 · Postage	1,000.00
54019 · Volunteer Appreciation/Events	2,000.00
54020 · Town Map	2,500.00
54021 · Miscellaneous expense	2,000.00
54022 · Code Enforcement	7,000.00
54023 · TRSF to Reserve Fund	87,035.00
54024 · Neighborhood Watch	4,000.00
54025 · Town Cookbook	2,000.00
54026 · Town Directory	5,400.00
54028 · Town Clean-Up Day	3,000.00

Town of Copper Canyon, Texas  
**Profit & Loss Budget Performance**  
October 2009

Budget 2009-10	Annual Budget
Total 54000 · Operations & Maintenance	170,605.00
55000 · Municipal Court Expense	
55001 · Court Technology	1,000.00
55002 · Court Security	500.00
55003 · Child Safety Fees	1,825.00
Total 55000 · Municipal Court Expense	3,325.00
56000 · Special Projects	
56002 · Emergency Management	1,000.00
56000 · Special Projects - Other	33,880.00
Total 56000 · Special Projects	34,880.00
60000 · Capital Items	
60001 · Office Furniture & Equipment	2,500.00
60002 · Building Remodel & Improvements	7,000.00
Total 60000 · Capital Items	9,500.00
Total Expense	761,645.00