

Tips for updating QuickBooks Desktop report in Excel

You can export a report, change certain formatting or add new formulas, and then update it with new QuickBooks data.

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
- 7 Inserted text

The updated report must contain the row associated with your formula
 Make your new text always appear next to a particular row by entering the text as a formula (e.g. ="inserted text")

	A	B	C	D	E	F	G	H	I	J
1						My Company P&L				
2						Profit & Loss				
3						July through August 2012				
4							07/16/12	Aug 16	TOTAL	
5						Ordinary Income/Expense				
6						MONEY IN (aka Income)				
7						40100 - Construction Income				
8						40110 - Design Income	3,054.02	3,900.00	6,954.02	
9						40199 - Less Discounts given	0.00	-48.35	-48.35	*
10						Total 40100 - Construction Income	3,054.02	3,751.65	6,905.67	
11						40500 - Reimbursement Income				
12						40520 - Permit Reimbursement Income	0.00	487.00	487.00	
13						Total 40500 - Reimbursement Income	0.00	487.00	487.00	
14						Total Income	3,054.02	29,197.65	46,343.45	
15						* Labor Income less Design Income	3,054.02	13,227.00	21,596.71	Labor Diff
16						Cost of Goods Sold				

<p>QuickBooks will NOT support these changes:</p> <ul style="list-style-type: none"> - Font formatting in non-header cells* - Inserted rows that are left empty - Moved data cells 	<ul style="list-style-type: none"> - Renamed date columns - Deleted columns - Sorted columns 	<ul style="list-style-type: none"> - Inserted columns in between QuickBooks row headers 	<ul style="list-style-type: none"> - User-defined formulas may not be supported in collapsed reports when updated to the same excel sheet
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Pagosa Springs Community Development Corporation
Profit & Loss Budget vs. Actual
January through December 2021

2022 Approved Budget - Amended Draft						
	Jan - Aug 2021	2021 Budget	\$ Over Budget	% of Budget	2022 Budget	Notes
Ordinary Income/Expense						
Income						
Direct Public Support						
Government Contribution - Count	17,743.77	25,000.00	-7,256.23	70.98%	25,000	
Government Contribution - Town	11,919.95	25,000.00	-13,080.05	47.68%	25,000	
Govt Contribution Broadband						
Broadband Project Funding-Restr						
Broadband Infrastructure/ARPA funds	40,000.00	100,000.00	-60,000.00	40.0%	598,333.00	ARPA funds
Fiber Lease Revenue Share	2,681.25	5,000.00	-2,318.75	53.63%	5,000.00	
Project Coordination	57,000.00	100,000.00	-43,000.00	57.0%	100,000.00	TOPS-\$50k, AC \$50K
Broadband Project Funding-Restr - Other	0.00					
Total Broadband Project Funding-Restr	99,681.25	205,000.00	-105,318.75	48.63%	703,333.00	
Total Govt Contribution Broadband	99,681.25	205,000.00	-105,318.75	48.63%	703,333.00	
Grants						
CARES funding	17,602.00	78,000.00	-60,398.00	22.57%	19,000.00	RC leftover
Economic Recovery					25,000.00	OEDIT
TOPS admin funding					25,000.00	
Other grants					25,000.00	
Total Grants	17,602.00	78,000.00	-60,398.00	22.57%	94,000.00	
Total Direct Public Support	146,946.97	333,000.00	-186,053.03	44.13%	847,333.00	
Microloan Interest	219.75	500.00	-280.25	43.95%	500.00	
Other Types of Income						
Bank Interest	16.05	100.00	-83.95	16.05%	50.00	
Other Types of Income - Other	0.00	1,900.00	-1,900.00	0.0%	1,900.00	PSAT data funds
Total Other Types of Income	16.05	2,000.00	-1,983.95	0.8%	1,950.00	
Program Income						
Sponsorships	0.00	500.00	-500.00	0.0%	3,000.00	
Event Fees	0.00	1,000.00	-1,000.00	0.0%	2,000.00	
Membership Dues	4,200.00	8,000.00	-3,800.00	52.5%	10,000.00	
Total Program Income	4,200.00	9,500.00	-5,300.00	44.21%	15,000.00	
Total Income	151,382.77	345,000.00	-193,617.23	43.88%	864,783.00	
Expense						
Advertising						
Advertising Other	0.00	250.00	-250.00	0.0%	500.00	
Pagosa Sun	700.00	1,000.00	-300.00	70.0%	750.00	
Total Advertising	700.00	1,250.00	-550.00	56.0%	1,250.00	
Business Expenses						
Business Registration Fees	20.00	20.00	0.00	100.0%	20.00	
Total Business Expenses	20.00	20.00	0.00	100.0%	20.00	
Contract Services						
Accounting Fees	0.00	5,600.00	-5,600.00	0.0%	8,000.00	
Broadband Project Mgmt						
Broadband Infrastructure/ARPA funds	293.76	110,000.00	-109,706.24	0.27%	598,333.00	
Broadband Infrastructure					10,000.00	
Project Coordination	43,202.20	90,000.00	-46,797.80	48.0%	90,000.00	need to confirm
Total Broadband Project Mgmt	43,496.96	200,000.00	-156,503.04	21.75%	698,333.00	
Chamber of Commerce	28,000.00	42,000.00	-14,000.00	66.67%	14,400.00	
Legal Fees	0.00	1,000.00	-1,000.00	0.0%	1,000.00	
Total Contract Services	71,496.96	248,600.00	-177,103.04	28.76%	713,733.00	
Economic Coordinator						
Reimbursable Expenses	301.60					
Wages - ED & Admin	16,200.00	96,600.00	-80,400.00	16.77%	115,000.00	
Taxes					10,500.00	
Insurance					2,400.00	
Payroll Service					1,700.00	
Total Economic Coordinator	16,501.60	96,600.00	-80,098.40	17.08%	129,600.00	
Events/Sponsorships						
Chamber	150.00	150.00	0.00	100.0%	150.00	
Events/Sponsorships - Other	0.00	250.00	-250.00	0.0%	250.00	
PSCDC Hosted	320.00	2,500.00	-2,180.00	12.8%	1,000.00	
Total Events/Sponsorships	470.00	2,900.00	-2,430.00	16.21%	1,400.00	
EZ Contributions	82.50	200.00	-117.50	41.25%	200.00	
Marketing						
Marketing Other	772.50	250.00	522.50	309.0%	1,000.00	
Website/Social Media	3,029.92	3,500.00	-470.08	86.57%	2,500.00	
Total Marketing	3,802.42	3,750.00	52.42	101.4%	3,500.00	
Meals	47.20					
Meeting/Training Expenses						
Conferences/Training	70.00	1,000.00	-930.00	7.0%	1,000.00	
Meetings	253.00	1,000.00	-747.00	25.3%	1,000.00	
Travel	126.08	500.00	-373.92	25.22%	500.00	
Total Meeting/Training Expenses	449.08	2,500.00	-2,050.92	17.96%	2,500.00	
Membership Subscriptions						
Chamber Membership Discd Refund	150.00	500.00	-350.00	30.0%	500.00	
Club 20	300.00	300.00	0.00	100.0%	300.00	
EDCC	250.00	250.00	0.00	100.0%	250.00	
PSCOC	150.00	150.00	0.00	100.0%	150.00	
Total Membership Subscriptions	850.00	1,200.00	-350.00	70.83%	1,200.00	
Operations						
Postage, Mailing Service	147.07	250.00	-102.93	58.83%	250.00	
Printing and Copying	0.00	100.00	-100.00	0.0%	100.00	
Supplies	0.00	25.00	-25.00	0.0%	50.00	
Other Supplies					1,000.00	
Telephone, Telecommunications	151.25				1,680.00	
Total Operations	298.32	375.00	-76.68	79.55%	3,080.00	
Other Types of Expenses						
Insurance - Liability, D and O	0.00	750.00	-750.00	0.0%	850.00	
Loan Fund Expense	0.00	250.00	-250.00	0.0%	250.00	
Miscellaneous Expenses	0.00	100.00	-100.00	0.0%	100.00	
Total Other Types of Expenses	0.00	1,100.00	-1,100.00	0.0%	1,200.00	
Total Expense	94,717.08	358,495.00	-263,777.92	26.42%	865,683.00	
Net Ordinary Income	56,665.69	-13,495.00	70,160.69	-419.9%	(900.00)	
Net Income	56,665.69	-13,495.00	70,160.69	-419.9%		