

## 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  
The updated report must contain the row associated with your formula
- 7 Inserted text  
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	48,343.45	
15						* Labor Income less Design Income	3,054.02	13,227.00	21,596.71	Labor Diff
16						Cost of Goods Sold				

QuickBooks will NOT support these changes:

- Font formatting in non-header cells\*
- Inserted rows that are left empty
- Moved data cells

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined formulas may not be supported in collapsed reports when updated to the same excel sheet