

## 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 Sheet1. The new worksheet is placed in front of the last active sheet where it will be named "SheetX" using the number of sheets in the workbook.

### 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 instruction worksheet.

### 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 about 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 so that the new data is the only data in the worksheet.*
- >> *Create Excel links between a QuickBooks data worksheet and another worksheet in the same workbook.*

### 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 when you created the links between worksheets. If you are seeing wrong data in your customized worksheet, then you might have changed the structure of the report in some way.

- >> *Moved or deleted elements, or changed the structure of the report in some way? For example, if you are using a report related to accounts and have account(s) with no activity associated with them, you might have moved or deleted items from item list which gets used in a report, or you might have moved or deleted accounts from accounts list which gets used in a report.*
- >> *You are using a report related to accounts and have account(s) with no activity associated with them.*
  - TIP: Choose display All rows (available for most of the reports), Select Modify
- >> *Deleted exported data sheet which serves as data source.*

Sheet 1. When you export to an existing workbook,

*Then create another worksheet where you can*

*so that the new data is used by any Excel links and formulas.*

used in a report like Profit and Loss standard report.

*selected and did not choose to display "All rows".*

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

**Kentucky Council of Area Development Districts  
Statement of Revenues and Expenses  
November 2024**

|                                                 | Budget            | Current Month     | Fiscal Year to Date | Over/Under Budget | % Budget Expended |
|-------------------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Budget carryover from prevvius year             | 50,000.00         | 0.00              | 0.00                | 50,000.00         |                   |
| <b>Income</b>                                   |                   |                   |                     |                   |                   |
| 400-00 · ADD's Contributions                    | 225,000.00        | 0.00              | 210,000.00          | 15,000.00         |                   |
| 400-60 · KCADD Bond Program                     | 2,000.00          | 0.00              | 2,432.50            | -432.50           |                   |
| 465-00 · Mis Income                             | 0.00              | 0.00              | 0.00                | 0.00              |                   |
| 485-00 · KADD Activity Fund Income              | 10,000.00         | 0.00              | 3,350.89            | 6,649.11          |                   |
| 487-00 · ADD Shared Expenses Reimbursements     | 30,000.00         | 0.00              | 19,743.47           | 10,256.53         |                   |
| 485-60 · Special Events/Misc.                   | 10,000.00         | 0.00              | 0.00                | 10,000.00         |                   |
| 485-70 · Training IT/ESRI                       | 8,000.00          | 0.00              | 0.00                | 8,000.00          |                   |
| 492-00 · ACL Grant                              | 87,644.00         | 1,500.00          | 6,114.66            | 81,529.34         |                   |
| 460-00 · Interest Income                        | 20,000.00         | 1,817.14          | 9,916.26            | 10,083.74         |                   |
| <b>Total Income</b>                             | <b>392,644.00</b> | <b>3,317.14</b>   | <b>251,557.78</b>   | 141,086.22        | <b>64.07%</b>     |
| <b>Expenses</b>                                 |                   |                   |                     |                   |                   |
| <b>Payroll Expenses</b>                         |                   |                   |                     |                   |                   |
| 500-01 · Payroll Expenses                       | 141,000.00        | 11,481.06         | 57,103.05           | 83,896.95         | 40.50%            |
| 503-00 · Workers Comp                           | 600.00            | 0.00              | 655.00              | -55.00            | 109.17%           |
| 504-b · Health Insurance                        | 12,000.00         | 1,840.06          | 4,466.50            | 7,533.50          | 37.22%            |
| 520-00 · Pension Expense (CERS)                 | 33,000.00         | 2,330.44          | 11,419.97           | 21,580.03         | 34.61%            |
| 530-00 · Federal (SS, Medicare, UI)             | 11,000.00         | 1,260.77          | 5,337.73            | 5,662.27          | 48.52%            |
| <b>Total Payroll Expenses</b>                   | <b>197,600.00</b> | <b>16,912.33</b>  | <b>78,982.25</b>    | 118,617.75        | <b>39.97%</b>     |
| <b>Office Expenses</b>                          |                   |                   |                     |                   |                   |
| 505-00 · Office Insurance                       | 4,000.00          | 0.00              | 3,786.00            | 214.00            | 94.65%            |
| 530-00 · Telephone                              | 1,400.00          | 131.00            | 651.24              | 748.76            | 46.52%            |
| 532-00 · Data Services                          | 500.00            | 77.00             | 385.00              | 115.00            | 77.00%            |
| 533-00 · Cellular Phone                         | 800.00            | 0.00              | 155.40              | 644.60            | 19.43%            |
| 535-00 · Equipment Purchase                     | 1,000.00          | 0.00              | 0.00                | 1,000.00          | 0.00%             |
| 540-00 · Repairs & Maintenance                  | 50,000.00         | 200.00            | 2,516.59            | 47,483.41         | 5.03%             |
| 545-00 · Postage & Delivery                     | 200.00            | 0.00              | 147.77              | 52.23             | 73.89%            |
| 550-00 · Office Supplies                        | 1,000.00          | 0.00              | 3,016.54            | -2,016.54         | 301.65%           |
| 555-00 · Conference/Meetings/Meals              | 10,000.00         | 1,782.83          | 6,865.25            | 3,134.75          | 68.65%            |
| 556-00 · Public Relations                       | 1,500.00          | 0.00              | 1,000.00            | 500.00            | 66.67%            |
| 560-00 · Travel- mileage                        | 3,000.00          | 0.00              | 1,861.26            | 1,138.74          | 62.04%            |
| 565-00 · Dues & Subscriptions                   | 2,500.00          | 1,058.30          | 1,144.16            | 1,355.84          | 45.77%            |
| 567-00 · Legislative - Exec & Leg Lobbyist Dues | 1,000.00          | 0.00              | 513.75              | 486.25            | 51.38%            |
| 570-00 · Printing & Reproduction                | 500.00            | 0.00              | 0.00                | 500.00            | 0.00%             |
| 573-00 · Copier Maint Agreement                 | 1,000.00          | 169.20            | 365.90              | 634.10            | 36.59%            |
| 590-00 · KADD Activity Fund                     | 10,000.00         | 241.77            | 4,399.61            | 5,600.39          | 44.00%            |
| 591-00 · ACL Grant Expense                      | 87,644.00         | 1,500.00          | 6,114.66            | 81,529.34         | 6.98%             |
| 595-00 · Miscellaneous Expense                  | 0.00              | 200.26            | 218.89              | -218.89           |                   |
| 596-00 · Special Events                         | 10,000.00         | 0.00              | 0.00                | 10,000.00         | 0.00%             |
| 597-00 · Training                               | 8,000.00          | 0.00              | 0.00                | 8,000.00          | 0.00%             |
| 611-00 · ADD Shared Reimbursed Expenses         | 30,000.00         | 0.00              | 17,177.72           | 12,822.28         | 57.26%            |
| 630-00 · Legal & Professional                   | 12,000.00         | 425.00            | 7,575.00            | 4,425.00          | 63.13%            |
| 635-00 · Technology - Webpage, Emails, etc      | 3,000.00          | 3.20              | 175.90              | 2,824.10          | 5.86%             |
| 640-00 · Utilities                              | 6,000.00          | 295.10            | 1,734.56            | 4,265.44          | 28.91%            |
| <b>Total Office Expenses</b>                    | <b>245,044.00</b> | <b>6,083.66</b>   | <b>59,805.20</b>    | 185,238.80        | <b>24.41%</b>     |
| <b>Total Expenses</b>                           | <b>442,644.00</b> | <b>22,995.99</b>  | <b>138,787.45</b>   | <b>303,856.55</b> | <b>31.35%</b>     |
| <b>Net Revenue Over/Under Expenses</b>          | <b>0.00</b>       | <b>-19,678.85</b> | <b>112,770.33</b>   |                   |                   |

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

The financial statements do not include a balance sheet or statement of cash flow which is required under generally accepted accounting principles in the United States.

This financial statement is not intended to reflect accounting principles generally accepted in the United States of America.