

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 SheetX. The new worksheet is placed in front of the last active sheet where it will be named "SheetX" using the last active sheet's name.

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 source.*
- >> *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 moved or deleted items from the item list which gets used in a report, the report will not work correctly.*
 - You might have moved or deleted items from item list which gets used in a report.
 - 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 it.*
 - 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
February 2025**

	Budget	Current Month	Fiscal Year to Date	Over/Under Budget	% Budget Expended
Budget carryover from previous year	50,000.00	0.00	0.00	50,000.00	
Income					
400-00 · ADD's Contributions	225,000.00	0.00	217,500.00	7,500.00	
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	4,721.67	5,278.33	
487-00 · ADD Shared Expenses Reimbursements	30,000.00	7,072.20	26,815.67	3,184.33	
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	10,614.66	77,029.34	
460-00 · Interest Income	20,000.00	1,303.96	14,483.16	5,516.84	
Total Income	392,644.00	9,876.16	276,567.66	116,076.34	70.44%
Expenses					
Payroll Expenses					
500-01 · Payroll Expenses	141,000.00	11,606.68	91,078.01	49,921.99	64.59%
503-00 · Workers Comp	600.00	0.00	655.00	-55.00	109.17%
504-b · Health Insurance	12,000.00	1,879.26	7,185.60	4,814.40	59.88%
520-00 · Pension Expense (CERS)	33,000.00	2,296.67	18,242.46	14,757.54	55.28%
530-00 · Federal (SS, Medicare, UI)	11,000.00	1,028.27	8,891.70	2,108.30	80.83%
Total Payroll Expenses	197,600.00	16,810.88	126,052.77	71,547.23	63.79%
Office Expenses					
505-00 · Office Insurance	4,000.00	0.00	3,786.00	214.00	94.65%
530-00 · Telephone	1,400.00	130.77	1,043.12	356.88	74.51%
532-00 · Data Services	500.00	77.00	616.00	-116.00	123.20%
533-00 · Cellular Phone	800.00	0.00	310.80	489.20	38.85%
535-00 · Equipment Purchase	1,000.00	0.00	366.51	633.49	36.65%
540-00 · Repairs & Maintenance	50,000.00	250.50	4,435.30	45,564.70	8.87%
545-00 · Postage & Delivery	200.00	0.00	147.77	52.23	73.89%
550-00 · Office Supplies	1,000.00	200.00	3,579.57	-2,579.57	357.96%
555-00 · Conference/Meetings/Meals	10,000.00	786.25	7,651.50	2,348.50	76.52%
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	2,149.36	850.64	71.65%
565-00 · Dues & Subscriptions	2,500.00	81.47	1,342.23	1,157.77	53.69%
567-00 · Legislative - Exec & Leg Lobbyist Dues	1,000.00	1,100.55	1,614.30	-614.30	161.43%
570-00 · Printing & Reproduction	500.00	0.00	0.00	500.00	0.00%
573-00 · Copier Maint Agreement	1,000.00	203.15	569.05	430.95	56.91%
590-00 · KADD Activity Fund	10,000.00	2,943.01	8,471.63	1,528.37	84.72%
591-00 · ACL Grant Expense	87,644.00	1,500.00	10,614.66	77,029.34	12.11%
595-00 · Miscellaneous Expense	0.00	0.00	218.89	-218.89	
596-00 · Special Events	10,000.00	2,020.69	2,020.69	7,979.31	20.21%
597-00 · Training	8,000.00	0.00	0.00	8,000.00	0.00%
611-00 · ADD Shared Reimbursed Expenses	30,000.00	4,556.94	21,734.66	8,265.34	72.45%
630-00 · Legal & Professional	12,000.00	650.00	9,160.00	2,840.00	76.33%
635-00 · Technology - Webpage, Emails, etc	3,000.00	3.20	643.42	2,356.58	21.45%
640-00 · Utilities	6,000.00	671.77	3,159.57	2,840.43	52.66%
Total Office Expenses	245,044.00	15,175.30	84,635.03	160,408.97	34.54%
Total Expenses	442,644.00	31,986.18	210,687.80	231,956.20	47.60%
Net Revenue Over/Under Expenses	0.00	-22,110.02	65,879.86		

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.