

Tips for updating QuickBooks

You can export a report, change certain format

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 ;
- 7 Inserted text
Make your new text always appear next to a particular row
the text as a formula (e.g. ="inserted text")

**QuickBooks will NOT
support these changes:**

- Font formatting in r
- Inserted rows that c
- Moved data cells

reports in Excel

ating or add new formulas, and then update it with new QuickBooks data.

is

	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				

your formula

r by entering

non-header cells*
are left empty

- 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

TEX USERS GROUP Profit Loss Forecast Budget January through October 2018

	<u>actual</u>	<u>forecast</u>	<u>+ forecast</u>	<u>2019</u>	<u>\$ Over</u>	<u>2020</u>	<u>Notes</u>
	<u>Jan - Nov 19</u>	<u>Dec 19</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
Ordinary Income/Expense							
Income							
Membership Dues							
Annual Dues	75,100	250	75,350	75,000	350	75,500	
Electronic option	-11,230	-20	-11,250	-10,800	-450	-11,800	includes joint mem
DANTE Member Dues	2,180		2,180	2,000	180	2,000	
DK-TUG Member Dues	390		390	450	-60	400	
GuIT Member Dues	130		130	260	-130	130	
GUT Member Dues							
NTG Member Dues	2,565		2,565	2,500	65	2,500	
UK-TUG Member Dues	1,315		1,315	1,600	-285	1,200	
LaTeX3 Member Dues	510		510	490	20	510	
Prepaid member dues	<u>4,810</u>		<u>4,810</u>	<u>4000</u>	<u>810</u>	<u>4,560</u>	
Total Membership Dues	75,770	230	76,000	75,500	500	75,000	
Product Sales							
TeX's 2^5 Anniv Book							
Sales	63		63		63		
Payment to LSI	-39		-39		-39		
Payment from LSI							
Total TeX's 2^5 Anniv Book	<u>24</u>		<u>24</u>		<u>24</u>		
TUG Store							
Sales	486	32	518	384	134	400	
Shipping	<u>31</u>	<u>-1</u>	<u>30</u>	<u>13</u>	<u>17</u>	<u>20</u>	
Total TUG Store	517	31	548	397	151	420	
Lucida Fonts							
Purchase Lucida Fonts	3,600	110	3,710	2,640	1,070	3,000	
Y&Y license upgrade fee							
Total Lucida Fonts	<u>3,600</u>	<u>110</u>	<u>3,710</u>	<u>2,640</u>	<u>1,070</u>	<u>3,000</u>	
WinEdt license							
Purchase WinEdt License							
Payment to WinEdt Team							
Total WinEdt license							

TEX USERS GROUP Profit Loss Forecast Budget January through October 2018

	<u>actual</u>	<u>forecast</u>	<u>+ forecast</u>	<u>2019</u>	<u>\$ Over</u>	<u>2020</u>	<u>Notes</u>
	<u>Jan - Nov 19</u>	<u>Dec 19</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
Member sales -- CD's/Journals	750	10	760	300	460	600	
Total Product Sales	4,891	151	5,042	3,337	1,705	4,020	
Contributions Income							
General Contribution	12,671	100	12,771	8,000	4,771	9,000	
Royalties				50	-50		
Total Contributions Income	12,671	100	12,771	8,050	4,721	9,000	
Annual Conference							
Conference fees/donations		32550	32,550				
Conference expense		-35235	-35,235				
Excursion							
Total Annual Conference		-2,685	-2,685		-2,685		
Interest Income	1,762	100	1,862	500	1,362	1,500	
Advertising Income	345		345	250	95	345	
Services Income							
Total Income	95,439	-2,104	93,335	87,637	5,698	89,865	
Cost of Goods Sold							
TUGboat Prod/Mailing	18,836		18,836	18,000	836	18,000	
Software Production/Mailing	2,194		2,194	2,800	-606	2,300	
Postage/Delivery - Members	2,038	150	2,188	1,200	988	2,200	
Lucida Sales Accrual B&H	1,800	55	1,855	1,320	535	1,500	
Member Renewal	420		420	350	70	450	
Total COGS	25,288	205	25,493	23,670	1,823	24,450	
Gross Profit	70,151	-2,309	67,842	63,967	3,875	65,415	
Expense							
Contributions made by TUG							
Bursary	1,000		1,000	2,000	-1,000	2,000	
Other donation	460		460	1,000		1,000	
Total Contributions made by TUG	1,460		1,460	3,000	-1,000	3,000	
Office Overhead							
Gifts							
Corporation fees	92		92	72	20	72	
Credit card/Bank charges							

TEX USERS GROUP Profit Loss Forecast Budget January through October 2018

	<u>actual</u>	<u>forecast</u>	<u>+ forecast</u>	<u>2019</u>	<u>\$ Over</u>	<u>2020</u>	<u>Notes</u>
	<u>Jan - Nov 19</u>	<u>Dec 19</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
PayPal fees	785	25	810	715	95	800	
Bank Service Charges	461	20	481	272	209	500	
Bankcard Merc Fees	<u>3,214</u>	<u>40</u>	<u>3,254</u>	<u>2,900</u>	<u>354</u>	<u>3,200</u>	
Total Credit card/Bank charges	4,460	85	4,545	3,887	658	4,500	
Equipment							
Server	286		286	350	-64	300	
Computer	<u>275</u>	<u>25</u>	<u>300</u>	<u>300</u>		<u>300</u>	
Total Equipment	561	25	586	650	-64	600	
Insurance							
Liability Insurance	1,587		1,587	1,580	7	1,525	
Workers Compensation	<u>548</u>		<u>548</u>	<u>550</u>	<u>-2</u>	<u>550</u>	
Total Insurance	2,135		2,135	2,130	5	2,075	
Printing and Reproduction							
Postage and Delivery	92		92	82	10	102 usps	
Rent	4,400	400	4,800	4,800		4,800	
Supplies							
Office	383	20	403	240	163	400	
Computer	<u>838</u>		<u>838</u>	<u>300</u>	<u>538</u>	<u>780</u>	intuit payroll svc
Total Supplies	1,221	20	1,241	540	701	1,180	
Telephone	<u>158</u>		<u>158</u>	<u>600</u>	<u>-442</u>		
Total Office Overhead	13,119	530	13,649	12,761	888	13,329	
Payroll Exp							
SEP Contribution	2,420	220	2,640	2,640		2,640	
Health Insurance	3,300	300	3,600	3,600		3,600	
Gross Wages	48,100	4373	52,473	52,473		52,473	
Payroll Taxes							
Social Security	2,981	271	3,252	3,252		3,252	
Medicare	697	63	760	761	-1	761	
State Unemployment	<u>365</u>		<u>365</u>	<u>360</u>	<u>5</u>	<u>360</u>	.009 \$39,300 max
Total Payroll Taxes	<u>4,043</u>	<u>334</u>	<u>4,377</u>	<u>4,373</u>	<u>4</u>	<u>4,373</u>	
Total Payroll Exp	57,863	5,227	63,090	63,086	4	63,086	
Professional Fees							

TEX USERS GROUP Profit Loss Forecast Budget January through October 2018

	<u>actual</u>	<u>forecast</u>	<u>+ forecast</u>	<u>2019</u>	<u>\$ Over</u>	<u>2020</u>	<u>Notes</u>
	<u>Jan - Nov 19</u>	<u>Dec 19</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
Legal Fees							
Accounting/Finance Chg	24		24		24		
Travel & Ent							
Total Professional Fees	<u>24</u>		<u>24</u>		<u>24</u>		
Total Expense	<u>72,466</u>	<u>5,757</u>	<u>78,223</u>	<u>78,847</u>	<u>-624</u>	<u>79,415</u>	
Net Ordinary Income	-2,315	-8,066	-10,381	-14,880	4,499	-14,000	
Other Income/Expense							
Other Income							
Prior year adjust	<u>-78</u>		<u>-78</u>		<u>-78</u>		
Total Other Income	<u>-78</u>		<u>-78</u>		<u>-78</u>		
Net Other Income	<u>-78</u>		<u>-78</u>		<u>-78</u>		
Net Income	<u>-2,393</u>	<u>-8,066</u>	<u>-10,459</u>	<u>-14,880</u>	<u>4,421</u>	<u>-14,000</u>	