

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 y
- 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 n
- Inserted rows that a
- Moved data cells

reports in Excel

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

	A	B	C	D	E	F	G	H	
1						My Company P&L			
2						Profit & Loss			
3						July through August 2012			
4							07/16/12	Aug 16	T
5						Ordinary Income/Expense			
6						MONEY IN (aka Income)			
7						40100 - Construction Income			
8						40110 - Design Income	3,054.02	3,900.00	6
9						40199 - Less Discounts given	0.00	-48.35	
10						Total 40100 - Construction Income	3,054.02	3,751.65	6
11						40500 - Reimbursement Income			
12						40520 - Permit Reimbursement Income	0.00	487.00	
13						Total 40500 - Reimbursement Income	0.00	487.00	
14						Total Income	3,054.02	29,197.65	44
15						* Labor Income less Design Income	3,054.02	13,227.00	21
16						Cost of Goods Sold			

on-header cells*
re left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in
between QuickBooks
row headers

- User-defined f
supported in c
updated to th

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

	Current	1 - 30	31 - 60
AMIR, SHAROZE	0	0	0
BAIG, HASAN	0	0	0
BASS, BEN	0	0	-325
BERGAMINI, JOHN	0	0	0
BROOK, RICHARD	97.64	0	0
BUSH, JACOB	0	0	0
BUTTLAR, JOSH	0	0	0
CASE, NICK	0	0	0
CONLISK, QUINN	0	0	6.25
CONROY, CHRIS	0	0	0
CRAWFORD, JOHN	-30	0	0
DICKHERBER, ERIC	0	0	0
DIETRICH, FLETCHER	0	0	0
DUNN, DANNY	0	0	0
DURHAM, GRANT	20	0	40
ERICKSON, BRIAN	0	0	0
ERICKSON, WILL	0	0	0
FIELDS, DAVID	0	0	6.25
FLEISSNER, GREG	20	0	20
FREY, BENJAMIN	0	0	0
FUERST, KYLE	0	0	0
GABLE, ALEX	0	0	0
GAMI, SHARAD	0	0	0
GARRETT, SHANE	0	0	34.24
GARRITY, TYLER	0	0	0
GAYLES, RAMON	0	0	0
GEORGE, JON	0	0	0
GHOLSON, COREY	0	0	0
GIARLA, ANDREW	8.33	0	0
GILL, PAUL	0	0	0
GIOVENCO, NICK	0	0	0
GLORIOD, DANIEL	0	0	0
HAGAN, KYLE	0	0	0
HALLMAN, RYAN	0	0	0
HAYNES, JOSHUA	0	0	0
HERRERA, RYAN	0	0	6.25
HIEKEN, ANDREW	0	0	0
HIGGINS, TYLER	0	0	550
HOLLAND, JACOB	20	1350	0
HOSLER, MATTHEW	0	0	0
IKEDIONWU, DUBEM	0	0	0
JONES, JAMIE	20	0	20
JORDAN, RICHARD	8.34	0	0
JOST, WILL	20	0	0
KAISER, KANE	0	0	0
KIRKPATRICK, SEAN	20	0	26.32
KNUDSEN, MAX	0	0	0

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

KOZIATEK, ROBERT	0	0	-595
KRYPLA, KRYSTIAN	0	0	-92.5
LARSON, ERIC	0	0	-325
LEATHERS, P.J.	20	0	20
LONG, TYLER	0	0	0
MARSHALL-DAVIS, JAMES	20	0	0
MARTENSON, ZACH	0	0	0
MINNITI, ANTHONY	0	0	0
NAOUR, PATRICK	0	0	0
O'SHEA, SEAN	0	0	0
OCHS, TYLER	0	0	0
ORTNER, JACK	20	0	40
PABST, MICHAEL	0	0	40
PEARSON, TRENT	0	0	0
PILGRIM, MATTHEW	20	0	10
RADKE, DUSTIN	20	0	40
REWERTS, TYLER	0	0	-225
ROGAN, CONNOR	0	0	0
RUSGIS, MATT	0	0	0
SCHNEIDER, JACK (JOHN)	0	0	0
SHAPIRO, LUCAS	0	0	0
SHEPHERD, CASEY	0	-95	0
SMITH, DANNY	0	0	0
SOREL, NICHOLAS	0	-990	0
STANFIELD, JACK	20	0	0
TALKINGTON, SAM	0	0	-325
TERRY, ANTHONY	20	0	20
TONIES, NICK	8.33	0	0
TRAVIS, CHRISTOPHER	0	0	0
VLASAK, SAM	0	0	-92.5
WESTALL, ANDREW	0	0	0
WESTERFIELD, PHILIP	0	0	-102.66
WESTRICH, THOMAS	0	0	40
WILSON, JOSH	0	0	0
WITT, LEVI	0	0	0
WOLFE, JACKSON	0	0	6.25
WOODS, FRANK	92.64	0	0
YEAGER, JOEL	20	0	0
ZANGERLE, DAVIS	20	0	20
TOTAL	485.28	265	-1137.1

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

61 - 90	> 90	TOTAL
1451	30	1480.7
2250	0	2250
0	0	-325
0	820	820
5800	117.35	6015
692.5	0	692.5
1350	0	1350
0	-15	-15
1350	0	1356.3
0	-382.7	-382.65
0	30	0
1443	0	1442.5
-725	0	-725
0	-300	-300
200	30	290
0	-70	-70
0	480	480
1350	0	1356.3
0	0	40
-600	-382.7	-982.65
0	330	330
0	1080	1080
0	386	386
1950	0	1984.2
0	230	230
0	1800	1800
0	676.74	676.74
0	8064.3	8064.3
0	0	8.33
0	450	450
0	2566.1	2566.1
1943	0	1942.5
0	-250	-250
358	-357.7	0
30	0	30
0	0	6.25
0	1580	1580
0	508.38	1058.4
1350	0	2720
0	-1070	-1070
0	730	730
0	59	99
0	0	8.34
220	0	240
1900	500	2400
0	0	46.32
0	-330	-330

DELTA SIGMA PHI FRATERNITY
A/R Aging Summary
As of February 12, 2016

0	0	-595
1535	500	1942.5
0	0	-325
0	0	40
0	-320	-320
95.87	30	145.87
-325	0	-325
0	1005	1005
1443	0	1442.5
550	2060	2610
0	45	45
0	30	90
550	0	590
0	5586.5	5586.5
0	0	30
142	30	232.34
0	0	-225
0	458	458
0	-500	-500
0	200	200
0	-1100	-1100
0	0	-95
45	290	335
0	0	-990
0	275	295
0	0	-325
0	0	40
1443	0	1450.8
-10	0	-10
1535	0	1442.5
1350	0	1350
0	0	-102.66
550	0	590
0	-250	-250
0	-50	-50
0	0	6.25
5400	147.35	5640
45	0	65
250	0	290
###	25747	62269

	Current	42765	31 - 60
AMIR, SHAROZE	0	0	0
BAIG, HASAN	0	0	0
BASS, BEN	0	0	-325
BERGAMINI, JOHN	0	0	0
BROOK, RICHARD	0	0	0
BUSH, JACOB	0	0	0
BUTTLAR, JOSH	0	0	0
CASE, NICK	0	0	0
CONLISK, QUINN	0	0	6.25
CONROY, CHRIS	0	0	0
CRAWFORD, JOHN	0	0	0
DICKHERBER, ERIC	0	0	0
DIETRICH, FLETCHER	0	0	-725
DUNN, DANNY	0	0	0
DURHAM, GRANT	0	20	20
ERICKSON, BRIAN	0	0	0
ERICKSON, WILL	0	0	0
FIELDS, DAVID	0	0	6.25
FLEISSNER, GREG	0	20	0
FREY, BENJAMIN	0	0	0
FUERST, KYLE	0	0	0
GABLE, ALEX	0	0	0
GAMI, SHARAD	0	0	0
GARRETT, SHANE	0	34.24	0
GARRITY, TYLER	0	0	0
GAYLES, RAMON	0	0	0
GEORGE, JON	0	0	0
GHOLSON, COREY	0	0	0
GILL, PAUL	0	0	0
GIOVENCO, NICK	0	0	0
GLENNON, ERIC	0	20	0
GLORIOD, DANIEL	0	0	0
HAGAN, KYLE	0	0	0
HALLMAN, RYAN	0	0	0
HAYNES, JOSHUA	0	0	0
HERRERA, RYAN	0	0	6.25
HIEKEN, ANDREW	0	0	0
HIGGINS, TYLER	0	550	0
HOLLAND, JACOB	1350	0	0
HOSLER, MATTHEW	0	0	0
IKEDIONWU, DUBEM	0	0	0
JONES, JAMIE	0	20	0
JOST, WILL	0	0	0
KAISER, KANE	0	0	0
KIRKPATRICK, SEAN	0	26.32	0

KNUDSEN, MAX	0	0	0
KOZIATEK, ROBERT	0	0	-595
KRYPLA, KRYSTIAN	0	0	-92.5
LARSON, ERIC	0	-325	0
LEATHERS, P.J.	0	20	0
LONG, TYLER	0	0	0
MARSHALL-DAVIS, JAMES	0	0	0
MARTENSON, ZACH	0	0	-325
MINNITI, ANTHONY	0	0	0
NAOUR, PATRICK	0	0	0
NOERENBERG, ELLIS	0	0	0
O'SHEA, SEAN	0	0	0
OCHS, TYLER	0	0	0
ORTNER, JACK	0	20	20
PABST, MICHAEL	0	20	20
PEARSON, TRENT	0	0	0
PILGRIM, MATTHEW	0	0	10
PRETET, MATT	0	0	0
RADKE, DUSTIN	0	20	20
REWERTS, TYLER	0	0	-225
ROGAN, CONNOR	0	0	0
RUSGIS, MATT	0	0	0
SCHNEIDER, JACK (JOHN)	0	0	0
SHAPIRO, LUCAS	0	0	0
SHEPHERD, CASEY	0	-95	0
SMITH, DANNY	0	0	0
SOREL, NICHOLAS	0	10	0
STANFIELD, JACK	0	0	0
TALKINGTON, SAM	0	0	-325
TERRY, ANTHONY	0	0	20
TONIES, NICK	0	0	0
TRAVIS, CHRISTOPHER	0	0	0
VLASAK, SAM	0	0	-92.5
WESTALL, ANDREW	0	0	0
WESTERFIELD, PHILIP	0	0	-102.66
WESTRICH, THOMAS	0	20	20
WILSON, JOSH	0	0	0
WITT, LEVI	0	0	0
WOLFE, JACKSON	0	0	6.25
WOODS, FRANK	0	0	0
YEAGER, JOEL	0	0	0
ZANGERLE, DAVIS	0	20	0
TOTAL	1350	400.56	-2652.66

61 - 90	> 90	TOTAL
2805.67	30	2835.67
2250	0	2250
0	0	-325
0	820	820
5800	117.35	5917.35
692.5	0	692.5
1350	0	1350
0	-15	-15
1350	0	1356.25
0	-382.65	-382.65
0	172.35	172.35
1442.5	0	1442.5
0	0	-725
0	-300	-300
200	30	270
0	-70	-70
0	480	480
1350	0	1356.25
0	0	20
-600	-382.65	-982.65
0	330	330
0	1080	1080
0	386	386
1950	0	1984.24
0	230	230
0	1800	1800
0	676.74	676.74
0	8064.27	8064.27
0	450	450
0	2566.13	2566.13
0	0	20
1942.5	0	1942.5
0	-250	-250
357.65	-357.65	0
30	0	30
0	0	6.25
0	1580	1580
0	508.38	1058.38
1350	0	2700
0	-1070	-1070
0	730	730
0	59	79
220	0	220
1900	500	2400
0	0	26.32

0	-330	-330
0	0	-595
1535	500	1942.5
0	0	-325
0	0	20
0	-320	-320
95.87	30	125.87
0	0	-325
0	1005	1005
1442.5	0	1442.5
0	30	30
550	2060	2610
0	45	45
0	30	70
550	0	590
0	5586.5	5586.5
0	0	10
45	0	45
142.34	30	212.34
0	0	-225
0	458	458
0	-500	-500
0	200	200
0	-1100	-1100
0	0	-95
45	290	335
0	0	10
0	275	275
0	0	-325
0	0	20
1442.5	0	1442.5
-10	0	-10
1535	0	1442.5
1350	0	1350
0	0	-102.66
550	0	590
0	-250	-250
0	-50	-50
0	0	6.25
5400	147.35	5547.35
45	0	45
250	0	270
39359.03	25919.12	64376.05

Old Name List	Not on New Name Lis	Total paid
AMIR, SHAROZE		\$95.00
BAIG, HASAN		
BASS, BEN		
BERGAMINI, JOHN		
BROOK, RICHARD		
BUSH, JACOB		
BUTTLAR, JOSH		
CASE, NICK		
CONLISK, QUINN		
CONROY, CHRIS		
CRAWFORD, JOHN		
DICKHERBER, ERIC		
DIETRICH, FLETCHER		
DUNN, DANNY		
DURHAM, GRANT		
ERICKSON, BRIAN		
ERICKSON, WILL		
FIELDS, DAVID		
FLEISSNER, GREG		
FREY, BENJAMIN		
FUERST, KYLE		
GABLE, ALEX		
GAMI, SHARAD		
GARRETT, SHANE		
GARRITY, TYLER		
GAYLES, RAMON		
GEORGE, JON		
GHOLSON, COREY		
GILL, PAUL		
GIOVENCO, NICK		
GLENNON, ERIC	GLENNON, ERIC	
GLORIOD, DANIEL		
HAGAN, KYLE		
HALLMAN, RYAN		
HAYNES, JOSHUA		
HERRERA, RYAN		
HIEKEN, ANDREW		
HIGGINS, TYLER		
HOLLAND, JACOB		
HOSLER, MATTHEW		
IKEDIONWU, DUBEM		
JONES, JAMIE		
JOST, WILL		
KAISER, KANE		
KIRKPATRICK, SEAN		
KNUDSEN, MAX		
KOZIATEK, ROBERT		
KRYPLA, KRYSTIAN		
LARSON, ERIC		

[illegible]

[illegible]

[illegible]

New Name List

AMIR, SHAROZE
BAIG, HASAN
BASS, BEN
BERGAMINI, JOHN
BROOK, RICHARD
BUSH, JACOB
BUTTLAR, JOSH
CASE, NICK
CONLISK, QUINN
CONROY, CHRIS
CRAWFORD, JOHN
DICKHERBER, ERIC
DIETRICH, FLETCHER
DUNN, DANNY
DURHAM, GRANT
ERICKSON, BRIAN
ERICKSON, WILL
FIELDS, DAVID
FLEISSNER, GREG
FREY, BENJAMIN
FUERST, KYLE
GABLE, ALEX
GAMI, SHARAD
GARRETT, SHANE
GARRITY, TYLER
GAYLES, RAMON
GEORGE, JON
GHOLSON, COREY
GIARLA, ANDREW
GILL, PAUL
GIOVENCO, NICK
GLORIOD, DANIEL
HAGAN, KYLE
HALLMAN, RYAN
HAYNES, JOSHUA
HERRERA, RYAN
HIEKEN, ANDREW
HIGGINS, TYLER
HOLLAND, JACOB
HOSLER, MATTHEW
IKEDIONWU, DUBEM
JONES, JAMIE
JORDAN, RICHARD
JOST, WILL
KAISER, KANE
KIRKPATRICK, SEAN
KNUDSEN, MAX
KOZIATEK, ROBERT
KRYPLA, KRYSTIAN

Added on New Name List

GIARLA, ANDREW

JORDAN, RICHARD

	New Total	Old Total	Difference (
AMIR, SHAROZE	\$1,480.67	\$2,835.67	-\$1,355.00
BAIG, HASAN	\$2,250.00	\$2,250.00	
BASS, BEN	-\$325.00	-\$325.00	
BERGAMINI, JOHN	\$820.00	\$820.00	
BROOK, RICHARD	\$6,014.99	\$5,917.35	\$97.64
BUSH, JACOB	\$692.50	\$692.50	
BUTTLAR, JOSH	\$1,350.00	\$1,350.00	
CASE, NICK	-\$15.00	-\$15.00	
CONLISK, QUINN	\$1,356.25	\$1,356.25	
CONROY, CHRIS	-\$382.65	-\$382.65	
CRAWFORD, JOHN	\$0.00	\$172.35	-\$172.35
DICKHERBER, ERIC	\$1,442.50	\$1,442.50	
DIETRICH, FLETCHER	-\$725.00	-\$725.00	
DUNN, DANNY	-\$300.00	-\$300.00	
DURHAM, GRANT	\$290.00	\$270.00	\$20.00
ERICKSON, BRIAN	-\$70.00	-\$70.00	
ERICKSON, WILL	\$480.00	\$480.00	
FIELDS, DAVID	\$1,356.25	\$1,356.25	
FLEISSNER, GREG	\$40.00	\$20.00	\$20.00
FREY, BENJAMIN	-\$982.65	-\$982.65	
FUERST, KYLE	\$330.00	\$330.00	
GABLE, ALEX	\$1,080.00	\$1,080.00	
GAMI, SHARAD	\$386.00	\$386.00	
GARRETT, SHANE	\$1,984.24	\$1,984.24	
GARRITY, TYLER	\$230.00	\$230.00	
GAYLES, RAMON	\$1,800.00	\$1,800.00	
GEORGE, JON	\$676.74	\$676.74	
GHOLSON, COREY	\$8,064.27	\$8,064.27	
GIARLA, ANDREW	\$8.33	\$0.00	\$8.33
GILL, PAUL	\$450.00	\$450.00	
GIOVENCO, NICK	\$2,566.13	\$2,566.13	
GLORIOD, DANIEL	\$1,942.50	\$1,942.50	
HAGAN, KYLE	-\$250.00	-\$250.00	
HALLMAN, RYAN	\$0.00	\$0.00	
HAYNES, JOSHUA	\$30.00	\$30.00	
HERRERA, RYAN	\$6.25	\$6.25	
HIEKEN, ANDREW	\$1,580.00	\$1,580.00	
HIGGINS, TYLER	\$1,058.38	\$1,058.38	
HOLLAND, JACOB	\$2,720.00	\$2,700.00	\$20.00
HOSLER, MATTHEW	-\$1,070.00	-\$1,070.00	
IKEDIONWU, DUBEM	\$730.00	\$730.00	
JONES, JAMIE	\$99.00	\$79.00	\$20.00
JORDAN, RICHARD	\$8.34	\$0.00	\$8.34
JOST, WILL	\$240.00	\$220.00	\$20.00
KAISER, KANE	\$2,400.00	\$2,400.00	
KIRKPATRICK, SEAN	\$46.32	\$26.32	\$20.00
KNUDSEN, MAX	-\$330.00	-\$330.00	
KOZIATEK, ROBERT	-\$595.00	-\$595.00	
KRYPLA, KRYSTIAN	\$1,942.50	\$1,942.50	

[illegible]

[illegible]

[illegible]

Outstanding Balance	Change this Weel	Paid by Gone on New List Men
	-\$2,107.07	\$95.00