

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	30-Jan	31 - 60
AMIR, SHAROZE	0	0	0
ANDERSON, COLLIN	400	0	0
BAIG, HASAN	0	0	0
BALESTRA, NICK	400	0	0
BASS, BEN	75	0	0
BERGAMINI, JOHN	0	20	0
BROOK, RICHARD	400	92.97	97.64
BRUNNERT, JARED	400	0	0
BUSH, JACOB	0	0	0
CASE, NICK	0	0	0
CONROY, CHRIS	0	0	0
COOK, MASON	0	-250	0
DIETRICH, FLETCHER	0	0	0
DUNN, DANNY	0	0	0
DURHAM, GRANT	0	20	20
ERICKSON, BRIAN	0	0	0
ERICKSON, WILL	0	0	0
FIELDS, DAVID	0	0	0
FRANCESCHELLI, DOMINI	400	0	0
FREY, BENJAMIN	0	0	0
FUERST, KYLE	0	0	0
GABLE, ALEX	0	0	0
GAMI, SHARAD	0	0	0
GARRETT, SHANE	0	15.71	0
GARRITY, TYLER	0	-200	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
GLORIOD, DANIEL	0	0	0
HAGAN, KYLE	0	0	0
HERRERA, RYAN	400	0	0
HIEKEN, ANDREW	0	0	0
HIGGINS, TYLER	0	0	0
HOLLAND, JACOB	0.09	23.3	0
HOSLER, MATTHEW	0	0	0
JONES, JAMIE	0	20	20
JOST, WILL	0	20	20
KAISER, KANE	0	40.08	0
KIRKPATRICK, SEAN	0	0	20
KNUDSEN, MAX	0	0	0
KOZIATEK, ROBERT	0	0	0
KRUEGER, THOMAS	0	-100	0
KRYPLA, KRYSTIAN	0	20	0
LARSON, ERIC	0	0	0
LEATHERS, P.J.	0	20	20

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

LONG, TYLER	0	0	0
MARSHALL-DAVIS, JAMES	400	20	20
MARTENSON, ZACH	0	0	0
MARTINEZ, VARON	400	0	0
MINNITI, ANTHONY	0	0	0
O'SHEA, SEAN	0	0	0
ORTNER, JACK	0	20	20
PEARSON, TRENT	0	0	0
POWELSON, CHASE	400	0	0
REWERTS, TYLER	0	0	0
ROGAN, CONNOR	0	0	0
RUSGIS, MATT	0	0	0
SHAPIRO, LUCAS	0	0	0
SHEPHERD, CASEY	0	0	-95
SMITH, DANNY	0	20	0
SOREL, NICHOLAS	0	0	-590
STANFIELD, JACK	0	20	20
TALKINGTON, SAM	75	0	0
TERRY, ANTHONY	0	20	20
TONIES, NICK	0	0	8.33
TRAVIS, CHRISTOPHER	0	0	0
VLASAK, SAM	0	0	0
WESTALL, ANDREW	400	0	0
WESTERFIELD, PHILIP	0	0	0
WILSON, JOSH	0	0	0
WITT, LEVI	0	0	0
WOODS, FRANK	0	92.64	0
ZANGERLE, DAVIS	0	20	20
TOTAL	4,150.09	-45.3	-379.03

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

61 - 90	> 90	TOTAL
0	125.67	125.67
0	0	400
0	2,250.00	2,250.00
0	0	400
0	0	75
0	820	840
0	5,567.35	6,157.96
0	0	400
0	492.5	492.5
0	-15	-15
0	-382.65	-382.65
0	0	-250
0	-725	-725
0	-300	-300
20	250	310
0	-70	-70
0	480	480
0	6.25	6.25
0	0	400
0	-982.65	-982.65
0	330	330
0	1,080.00	1,080.00
0	386	386
0	1,800.00	1,815.71
0	200	0
0	1,800.00	1,800.00
0	676.74	676.74
0	7,797.53	7,797.53
0	450	450
0	2,566.13	2,566.13
0	500	500
0	-250	-250
0	6.25	406.25
0	1,580.00	1,580.00
448	406.72	855.06
0	0	23.39
0	-1,070.00	-1,070.00
20	59	119
0	220	260
0	2,400.00	2,440.08
26.32	0	46.32
0	-330	-330
-595	0	-595
0	0	-100
0	500	520
-325	0	-325
20	0	60

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

0	-320	-320
0	125.87	565.87
0	-325	-325
0	0	400
0	1,005.00	1,005.00
0	2,610.00	2,610.00
20	50	110
0	5,586.50	5,586.50
0	0	400
-225	0	-225
0	458	458
0	-500	-500
0	-1,100.00	-1,100.00
0	0	-95
0	335	355
0	0	-590
0	275	315
0	0	75
0	20	60
0	0	8.33
0	-10	-10
0	0	0
0	0	400
-103	0	-102.66
0	-250	-250
0	-50	-50
0	0	92.64
20	250	310
-673	###	###

Data from	Current	1 - 30	31 - 60
11/17/2017 AMIR, SHAROZE	0	0	0
BAIG, HASAN	0	0	0
BASS, BEN	0	0	0
BERGAMINI, JOHN	0	0	0
BROOK, RICHARD	0	97.64	0
BUSH, JACOB	0	0	0
CASE, NICK	0	0	0
CONLISK, QUINN	0	0	0
CONROY, CHRIS	0	0	0
COOK, MASON	0	-250	0
DIETRICH, FLETCHER	0	0	0
DUNN, DANNY	0	0	0
DURHAM, GRANT	0	20	20
ERICKSON, BRIAN	0	0	0
ERICKSON, WILL	0	0	0
FIELDS, DAVID	0	0	0
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	0	8.33	0
GILL, PAUL	0	0	0
GIOVENCO, NICK	0	0	0
GLORIOD, DANIEL	0	0	0
HAGAN, KYLE	0	0	0
HERRERA, RYAN	0	0	0
HIEKEN, ANDREW	0	0	0
HIGGINS, TYLER	0	0	448.34
HOLLAND, JACOB	0	1395.09	0
HOSLER, MATTHEW	0	0	0
IKEDIONWU, DUBEM	0	0	0
JONES, JAMIE	0	20	20
JORDAN, RICHARD	0	8.34	0
JOST, WILL	0	20	0
KAISER, KANE	0	0	0
KIRKPATRICK, SEAN	0	20	26.32
KNUDSEN, MAX	0	0	0
KOZIATEK, ROBERT	0	0	0
KRUEGER, THOMAS	0	-500	0
KRYPLA, KRYSTIAN	0	0	0

LARSON, ERIC	0	0	-325
LEATHERS, P.J.	0	20	20
LONG, TYLER	0	0	0
MARSHALL-DAVIS, JAMES	0	20	0
MARTENSON, ZACH	0	0	0
MINNITI, ANTHONY	0	0	0
O'SHEA, SEAN	0	0	0
OCHS, TYLER	0	0	0
ORTNER, JACK	0	20	20
PABST, MICHAEL	0	0	20
PEARSON, TRENT	0	0	0
RADKE, DUSTIN	0	20	20
REWERTS, TYLER	0	0	0
ROGAN, CONNOR	0	0	0
RUSGIS, MATT	0	0	0
SCHNEIDER, JACK (JOHN)	0	0	0
SHAPIRO, LUCAS	0	0	0
SHEPHERD, CASEY	0	0	-95
SMITH, DANNY	0	0	0
SOREL, NICHOLAS	0	-990	0
STANFIELD, JACK	0	20	0
TALKINGTON, SAM	0	0	0
TERRY, ANTHONY	0	20	0
TONIES, NICK	0	8.33	0
TRAVIS, CHRISTOPHER	0	0	0
VLASAK, SAM	0	0	0
WESTERFIELD, PHILIP	0	0	0
WESTRICH, THOMAS	0	0	20
WILSON, JOSH	0	0	0
WITT, LEVI	0	0	0
WOLFE, JACKSON	0	0	0
WOODS, FRANK	5547.35	92.64	0
YEAGER, JOEL	0	20	0
ZANGERLE, DAVIS	0	20	20
TOTAL	5547.35	110.37	248.9

61 - 90	> 90	TOTAL
0	480.67	480.67
0	2250	2250
-325	0	-325
0	820	820
0	5567.35	5664.99
0	592.5	592.5
0	-15	-15
6.25	0	6.25
0	-382.65	-382.65
0	0	-250
-725	0	-725
0	-300	-300
20	230	290
0	-70	-70
0	480	480
6.25	0	6.25
0	-982.65	-982.65
0	330	330
0	1080	1080
0	386	386
0	1850	1884.24
0	230	230
0	1800	1800
0	676.74	676.74
0	7797.53	7797.53
0	0	8.33
0	450	450
0	2566.13	2566.13
0	500	500
0	-250	-250
6.25	0	6.25
0	1580	1580
0	508.38	956.72
0	0	1395.09
0	-1070	-1070
0	730	730
0	59	99
0	0	8.34
0	220	240
0	2400	2400
0	0	46.32
0	-330	-330
-595	0	-595
0	0	-500
-92.5	592.5	500

0	0	-325
0	0	40
0	-320	-320
0	125.87	145.87
-325	0	-325
0	1005	1005
0	2610	2610
0	45	45
20	30	90
20	550	590
0	5586.5	5586.5
20	172.34	232.34
-225	0	-225
0	458	458
0	-500	-500
0	200	200
0	-1100	-1100
0	0	-95
0	335	335
0	0	-990
0	275	295
-325	0	-325
20	0	40
0	0	8.33
0	-10	-10
-92.5	92.5	0
-102.66	0	-102.66
20	550	590
0	-250	-250
0	-50	-50
6.25	0	6.25
0	0	5639.99
0	45	65
0	250	290
-2662.66	40876.71	44120.67

Old Name List	Not on New Name Lis	Total paid
AMIR, SHAROZE		\$2,481.51
BAIG, HASAN		
BASS, BEN		
BERGAMINI, JOHN		
BROOK, RICHARD		
BUSH, JACOB		
CASE, NICK		
CONLISK, QUINN	CONLISK, QUINN	
CONROY, CHRIS		
COOK, MASON		
DIETRICH, FLETCHER		
DUNN, DANNY		
DURHAM, GRANT		
ERICKSON, BRIAN		
ERICKSON, WILL		
FIELDS, DAVID		
FREY, BENJAMIN		
FUERST, KYLE		
GABLE, ALEX		
GAMI, SHARAD		
GARRETT, SHANE		
GARRITY, TYLER		
GAYLES, RAMON		
GEORGE, JON		
GHOLSON, COREY		
GIARLA, ANDREW	GIARLA, ANDREW	
GILL, PAUL		
GIOVENCO, NICK		
GLORIOD, DANIEL		
HAGAN, KYLE		
HERRERA, RYAN		
HIEKEN, ANDREW		
HIGGINS, TYLER		
HOLLAND, JACOB		
HOSLER, MATTHEW		
IKEDIONWU, DUBEM	IKEDIONWU, DUBEM	
JONES, JAMIE		
JORDAN, RICHARD	JORDAN, RICHARD	
JOST, WILL		
KAISER, KANE		
KIRKPATRICK, SEAN		
KNUDSEN, MAX		
KOZIATEK, ROBERT		
KRUEGER, THOMAS		
KRYPLA, KRYSTIAN		
LARSON, ERIC		
LEATHERS, P.J.		
LONG, TYLER		
MARSHALL-DAVIS, JAMES		

OCHS, TYLER

PABST, MICHAEL

RADKE, DUSTIN

) SCHNEIDER, JACK (JOE)

WESTRICH, THOMAS

WOLFE, JACKSON

YEAGER, JOEL

[illegible]

[illegible]

[illegible]

New Name List	Added on New Name List
AMIR, SHAROZE	
ANDERSON, COLLIN	ANDERSON, COLLIN
BAIG, HASAN	
BALESTRA, NICK	BALESTRA, NICK
BASS, BEN	
BERGAMINI, JOHN	
BROOK, RICHARD	
BRUNNERT, JARED	BRUNNERT, JARED
BUSH, JACOB	
CASE, NICK	
CONROY, CHRIS	
COOK, MASON	
DIETRICH, FLETCHER	
DUNN, DANNY	
DURHAM, GRANT	
ERICKSON, BRIAN	
ERICKSON, WILL	
FIELDS, DAVID	
FRANCESCHELLI, DOMINIC	FRANCESCHELLI, DOMINIC
FREY, BENJAMIN	
FUERST, KYLE	
GABLE, ALEX	
GAMI, SHARAD	
GARRETT, SHANE	
GARRITY, TYLER	
GAYLES, RAMON	
GEORGE, JON	
GHOLSON, COREY	
GILL, PAUL	
GIOVENCO, NICK	
GLORIOD, DANIEL	
HAGAN, KYLE	
HERRERA, RYAN	
HIEKEN, ANDREW	
HIGGINS, TYLER	
HOLLAND, JACOB	
HOSLER, MATTHEW	
JONES, JAMIE	
JOST, WILL	
KAISER, KANE	
KIRKPATRICK, SEAN	
KNUDSEN, MAX	
KOZIATEK, ROBERT	
KRUEGER, THOMAS	
KRYPLA, KRYSTIAN	
LARSON, ERIC	
LEATHERS, P.J.	
LONG, TYLER	
MARSHALL-DAVIS, JAMES	

[illegible]

[illegible]

	New Total	Old Total	Difference	(
AMIR, SHAROZE	\$125.67	\$480.67	-\$355.00	
ANDERSON, COLLIN	\$400.00	\$0.00	\$400.00	
BAIG, HASAN	\$2,250.00	\$2,250.00		
BALESTRA, NICK	\$400.00	\$0.00	\$400.00	
BASS, BEN	\$75.00	-\$325.00	\$400.00	
BERGAMINI, JOHN	\$840.00	\$820.00	\$20.00	
BROOK, RICHARD	\$6,157.96	\$5,664.99	\$492.97	
BRUNNERT, JARED	\$400.00	\$0.00	\$400.00	
BUSH, JACOB	\$492.50	\$592.50	-\$100.00	
CASE, NICK	-\$15.00	-\$15.00		
CONROY, CHRIS	-\$382.65	-\$382.65		
COOK, MASON	-\$250.00	-\$250.00		
DIETRICH, FLETCHER	-\$725.00	-\$725.00		
DUNN, DANNY	-\$300.00	-\$300.00		
DURHAM, GRANT	\$310.00	\$290.00	\$20.00	
ERICKSON, BRIAN	-\$70.00	-\$70.00		
ERICKSON, WILL	\$480.00	\$480.00		
FIELDS, DAVID	\$6.25	\$6.25		
FRANCESCHELLI, DOMINIC	\$400.00	\$0.00	\$400.00	
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	\$1,815.71	\$1,884.24	-\$68.53	
GARRITY, TYLER	\$0.00	\$230.00	-\$230.00	
GAYLES, RAMON	\$1,800.00	\$1,800.00		
GEORGE, JON	\$676.74	\$676.74		
GHOLSON, COREY	\$7,797.53	\$7,797.53		
GILL, PAUL	\$450.00	\$450.00		
GIOVENCO, NICK	\$2,566.13	\$2,566.13		
GLORIOD, DANIEL	\$500.00	\$500.00		
HAGAN, KYLE	-\$250.00	-\$250.00		
HERRERA, RYAN	\$406.25	\$6.25	\$400.00	
HIEKEN, ANDREW	\$1,580.00	\$1,580.00		
HIGGINS, TYLER	\$855.06	\$956.72	-\$101.66	
HOLLAND, JACOB	\$23.39	\$1,395.09	-\$1,371.70	
HOSLER, MATTHEW	-\$1,070.00	-\$1,070.00		
JONES, JAMIE	\$119.00	\$99.00	\$20.00	
JOST, WILL	\$260.00	\$240.00	\$20.00	
KAISER, KANE	\$2,440.08	\$2,400.00	\$40.08	
KIRKPATRICK, SEAN	\$46.32	\$46.32		
KNUDSEN, MAX	-\$330.00	-\$330.00		
KOZIATEK, ROBERT	-\$595.00	-\$595.00		
KRUEGER, THOMAS	-\$100.00	-\$500.00	\$400.00	
KRYPLA, KRYSTIAN	\$520.00	\$500.00	\$20.00	
LARSON, ERIC	-\$325.00	-\$325.00		
LEATHERS, P.J.	\$60.00	\$40.00	\$20.00	
LONG, TYLER	-\$320.00	-\$320.00		
MARSHALL-DAVIS, JAMES	\$565.87	\$145.87	\$420.00	

[illegible]

[illegible]

[illegible]

Outstanding Balance	Change this Weel	Paid by	Gone on New List	Men
	-\$4,282.70		\$2,481.51	