

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
ANDERSON, COLLIN	0	400	0
BAIG, HASAN	0	0	0
BASS, BEN	0	0	0
BERGAMINI, JOHN	0	20	0
BROOK, RICHARD	0	492.97	97.64
BRUNNERT, JARED	0	400	0
BUSH, JACOB	0	0	0
CASE, NICK	15	0	0
CHAROW, WESTON	0	400	0
CONROY, CHRIS	0	0	0
COOK, MASON	0	0	-250
DIETRICH, FLETCHER	0	0	0
DUNN, DANNY	0	0	0
DURHAM, GRANT	0	20	20
ERICKSON, BRIAN	70	0	0
ERICKSON, WILL	0	0	0
FIELDS, DAVID	0	0	0
FRANCESCHELLI, DOMINI	0	400	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	-450	0
GIOVENCO, NICK	0	0	0
GOKHMAN, ALEKSANDEF	0	-550	0
HAGAN, KYLE	250	0	0
HERRERA, RYAN	0	400	0
HIEKEN, ANDREW	0	0	0
HIGGINS, TYLER	0	0	0
HOLLAND, JACOB	0.09	23.3	0
HOSLER, MATTHEW	1070	0	0
JONES, JAMIE	0	20	20
JOST, WILL	0	20	20
KAISER, KANE	0	40.08	0
KAPPA KAPPA GAMMA -	0	3500	0
KIRKPATRICK, SEAN	0	0	20
KNUDSEN, MAX	330	0	0
KOZIATEK, ROBERT	595	0	0
KRUEGER, THOMAS	0	0	-100
KRYPLA, KRYSTIAN	0	20	0
LARSON, ERIC	0	0	0

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

LEATHERS, P.J.	0	20	20
LONG, TYLER	320	0	0
MARSHALL-DAVIS, JAMES	0	420	20
MARTENSON, ZACH	0	0	0
MARTINEZ, VARON	0	400	0
MINNITI, ANTHONY	0	0	0
MURRAY, BRYSON	0	-1100	0
O'SHEA, SEAN	0	0	0
ORTNER, JACK	0	20	20
PEARSON, TRENT	0	0	0
RAMIREZ, SPENCER	0	-325	0
RAPP, ANDREW	0	-500	0
REWERTS, TYLER	0	0	0
ROGAN, CONNOR	0	0	0
RUSGIS, MATT	500	0	0
SHAPIRO, LUCAS	1100	0	0
SHEPHERD, CASEY	95	0	0
SMITH, DANNY	0	-260	0
SOREL, NICHOLAS	0	0	-590
STANFIELD, JACK	0	20	20
TERRY, ANTHONY	0	20	20
TONIES, NICK	0	0	8.33
TRAVIS, CHRISTOPHER	0	0	0
VLASAK, SAM	0	0	0
WESTERFIELD, PHILIP	0	0	0
WILSON, JOSH	0	0	0
WITT, LEVI	0	0	0
WOODS, FRANK	0	92.64	0
TOTAL	4345.09	3779.7	-654.03

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	2250	2250
0	-325	-325
0	820	840
0	5567.35	6157.96
0	0	400
0	492.5	492.5
0	-15	0
0	0	400
0	-382.65	-382.65
0	0	-250
0	-725	-725
0	-300	-300
20	250	310
0	-70	0
0	480	480
0	6.25	6.25
0	0	400
0	-982.65	-982.65
0	330	330
0	1080	1080
0	386	386
0	1800	1815.71
0	200	0
0	1800	1800
0	676.74	676.74
0	7256.37	7256.37
0	450	0
0	2566.13	2566.13
0	0	-550
0	-250	0
0	6.25	406.25
0	1580	1580
448	406.72	855.06
0	0	23.39
0	-1070	0
20	59	119
0	220	260
0	2400	2440.08
0	0	3500
26.32	0	46.32
0	-330	0
0	-595	0
0	0	-100
0	500	520
-325	0	-325

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

20	0	60
0	-320	0
0	125.87	565.87
0	-325	-325
0	0	400
0	1005	1005
0	0	-1100
0	2610	2610
20	50	110
0	5586.5	5586.5
0	0	-325
0	0	-500
0	-225	-225
0	458	458
0	-500	0
0	-1100	0
-95	0	0
0	260	0
0	0	-590
0	275	315
0	20	60
0	0	8.33
0	-10	-10
0	0	0
-103	0	-102.66
0	-250	-250
0	-50	-50
0	0	92.64
32	34274.05	41776.81

	Current	42765	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
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	4150.09	-45.3	-379.03

61 - 90	> 90	TOTAL
0	125.67	125.67
0	0	400
0	2250	2250
0	0	400
0	0	75
0	820	840
0	5567.35	6157.96
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	1080	1080
0	386	386
0	1800	1815.71
0	200	0
0	1800	1800
0	676.74	676.74
0	7797.53	7797.53
0	450	450
0	2566.13	2566.13
0	500	500
0	-250	-250
0	6.25	406.25
0	1580	1580
448.34	406.72	855.06
0	0	23.39
0	-1070	-1070
20	59	119
0	220	260
0	2400	2440.08
26.32	0	46.32
0	-330	-330
-595	0	-595
0	0	-100
0	500	520

-325	0	-325
20	0	60
0	-320	-320
0	125.87	565.87
0	-325	-325
0	0	400
0	1005	1005
0	2610	2610
20	50	110
0	5586.5	5586.5
0	0	400
-225	0	-225
0	458	458
0	-500	-500
0	-1100	-1100
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
-102.66	0	-102.66
0	-250	-250
0	-50	-50
0	0	92.64
20	250	310
-673	36785.21	39837.97

Old Name List	Not on New Name Lis	Total paid
AMIR, SHAROZE		\$2,085.00
ANDERSON, COLLIN		
BAIG, HASAN		
BALESTRA, NICK	BALESTRA, NICK	
BASS, BEN		
BERGAMINI, JOHN		
BROOK, RICHARD		
BRUNNERT, JARED		
BUSH, JACOB		
CASE, NICK		
CONROY, CHRIS		
COOK, MASON		
DIETRICH, FLETCHER		
DUNN, DANNY		
DURHAM, GRANT		
ERICKSON, BRIAN		
ERICKSON, WILL		
FIELDS, DAVID		
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	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 Name List	Added on New Name List
AMIR, SHAROZE	
ANDERSON, COLLIN	
BAIG, HASAN	
BASS, BEN	
BERGAMINI, JOHN	
BROOK, RICHARD	
BRUNNERT, JARED	
BUSH, JACOB	
CASE, NICK	
CHAROW, WESTON	CHAROW, WESTON
CONROY, CHRIS	
COOK, MASON	
DIETRICH, FLETCHER	
DUNN, DANNY	
DURHAM, GRANT	
ERICKSON, BRIAN	
ERICKSON, WILL	
FIELDS, DAVID	
FRANCESCHELLI, DOMINIC	
FREY, BENJAMIN	
FUERST, KYLE	
GABLE, ALEX	
GAMI, SHARAD	
GARRETT, SHANE	
GARRITY, TYLER	
GAYLES, RAMON	
GEORGE, JON	
GHOLSON, COREY	
GILL, PAUL	
GIOVENCO, NICK	
GOKHMAN, ALEKSANDER	GOKHMAN, ALEKSANDER
HAGAN, KYLE	
HERRERA, RYAN	
HIEKEN, ANDREW	
HIGGINS, TYLER	
HOLLAND, JACOB	
HOSLER, MATTHEW	
JONES, JAMIE	
JOST, WILL	
KAISER, KANE	
KAPPA KAPPA GAMMA - PA KAPPA KAPPA GAMMA - PARKING	
KIRKPATRICK, SEAN	
KNUDSEN, MAX	
KOZIATEK, ROBERT	
KRUEGER, THOMAS	
KRYPLA, KRYSTIAN	
LARSON, ERIC	
LEATHERS, P.J.	
LONG, TYLER	

MURRAY, BRYSON

RAMIREZ, SPENCER
RAPP, ANDREW

	New Total	Old Total	Difference	(
AMIR, SHAROZE	\$125.67	\$125.67		
ANDERSON, COLLIN	\$400.00	\$400.00		
BAIG, HASAN	\$2,250.00	\$2,250.00		
BASS, BEN	-\$325.00	\$75.00	-\$400.00	
BERGAMINI, JOHN	\$840.00	\$840.00		
BROOK, RICHARD	\$6,157.96	\$6,157.96		
BRUNNERT, JARED	\$400.00	\$400.00		
BUSH, JACOB	\$492.50	\$492.50		
CASE, NICK	\$0.00	-\$15.00	\$15.00	
CHAROW, WESTON	\$400.00	\$0.00	\$400.00	
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	\$310.00		
ERICKSON, BRIAN	\$0.00	-\$70.00	\$70.00	
ERICKSON, WILL	\$480.00	\$480.00		
FIELDS, DAVID	\$6.25	\$6.25		
FRANCESCHELLI, DOMINIC	\$400.00	\$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	\$1,815.71		
GARRITY, TYLER	\$0.00	\$0.00		
GAYLES, RAMON	\$1,800.00	\$1,800.00		
GEORGE, JON	\$676.74	\$676.74		
GHOLSON, COREY	\$7,256.37	\$7,797.53	-\$541.16	
GILL, PAUL	\$0.00	\$450.00	-\$450.00	
GIOVENCO, NICK	\$2,566.13	\$2,566.13		
GOKHMAN, ALEKSANDER	-\$550.00	\$0.00	-\$550.00	
HAGAN, KYLE	\$0.00	-\$250.00	\$250.00	
HERRERA, RYAN	\$406.25	\$406.25		
HIEKEN, ANDREW	\$1,580.00	\$1,580.00		
HIGGINS, TYLER	\$855.06	\$855.06		
HOLLAND, JACOB	\$23.39	\$23.39		
HOSLER, MATTHEW	\$0.00	-\$1,070.00	\$1,070.00	
JONES, JAMIE	\$119.00	\$119.00		
JOST, WILL	\$260.00	\$260.00		
KAISER, KANE	\$2,440.08	\$2,440.08		
KAPPA KAPPA GAMMA - PA	\$3,500.00	\$0.00	\$3,500.00	
KIRKPATRICK, SEAN	\$46.32	\$46.32		
KNUDSEN, MAX	\$0.00	-\$330.00	\$330.00	
KOZIATEK, ROBERT	\$0.00	-\$595.00	\$595.00	
KRUEGER, THOMAS	-\$100.00	-\$100.00		
KRYPLA, KRYSTIAN	\$520.00	\$520.00		
LARSON, ERIC	-\$325.00	-\$325.00		
LEATHERS, P.J.	\$60.00	\$60.00		
LONG, TYLER	\$0.00	-\$320.00	\$320.00	

[illegible]

Outstanding Balance	Change this Weel	Paid by Gone on New List	Men
\$1,938.84		\$2,085.00	