

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 r
- Inserted rows that o
- Moved data cells

reports in Excel

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

is:

| | 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 |
| 5 | | | | | | Ordinary Income/Expense | | |
| 6 | | | | | | MONEY IN (aka Income) | | |
| 7 | | | | | | 40100 - Construction Income | | |
| 8 | | | | | | 40110 - Design Income | 3,054.02 | 3,900.00 |
| 9 | | | | | | 40199 - Less Discounts given | 0.00 | -48.35 |
| 10 | | | | | | Total 40100 - Construction Income | 3,054.02 | 3,751.65 |
| 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 |
| 15 | | | | | | * Labor Income less Design Income | 3,054.02 | 13,227.00 |
| 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 supported in updated to t

a.

| I | J |
|--------------|------------|
| | |
| | |
| TOTAL | |
| | |
| | |
| 6,954.02 | |
| -48.35 | * |
| 6,905.67 | |
| | |
| 487.00 | |
| 487.00 | |
| 46,343.45 | |
| 21,596.71 | Labor Diff |

7

formulas may not be collapsed reports when the same excel sheet

City of New Melle, Missouri
Proposed Budget for FY2017

GENERAL FUND

| | |
|--|----------------|
| Ordinary Income/Expense | |
| Income | |
| 4110 - Real Estate Taxes | 77,000 |
| 4210 - Local Sales Tax-200 | 60,770 |
| 4220 - Local Option Use Tax-500 | 5,150 |
| 4240 - Motor Vehicle Sales Tax | 4,238 |
| 4250 - Motor Vehicle Fuel Tax | 12,937 |
| 4260 - Motor Vehicle Fee Inc | 2,136 |
| 4310 - Gross Receipts-AmerenUE | 11,500 |
| 4315 - Gross Receipts-Cuivre River | 8,736 |
| 4340 - Gross Receipts-Cable America | 80 |
| 4410 - Merchant License | 420 |
| 4420 - Liquor License Fee | 2,100 |
| 4510 - Building Permit Fees | 10,000 |
| 4710 - Cell Tower Rental | 28,960 |
| 4270 - Metro Parks Tax | 2,040 |
| 4780 - Other Income | 1,000 |
| Total Income | <u>227,068</u> |
| Expense | |
| 5000 - Payroll Expenses | |
| 5005 - Salaries and Wages | |
| 5120 - City Clerk | 20,800 |
| 5020 - Payroll Tax Expense | 2,200 |
| 5050 - Worker's Comp. - Insurance | 1,000 |
| Total salaries and benefits | <u>24,000</u> |
| 5108 - Subcontract Expenses | |
| 5110 - Attorney Fees | 11,000 |
| 5135 - Judge | 500 |
| 5145 - St Charles Count Police fee | 500 |
| 5150 - Code Enforcement Officer | 600 |
| 5185 - Professional Services | 1,900 |
| Total 5108 - Subcontract Expenses | <u>14,500</u> |
| Other Operating Expenses | |
| 5155 - Building Inspector | 6,500 |
| 5160 - City Engineer | 8,000 |
| 5170 - Building Permit payments | 445 |
| 5180 - ISO building Code | 5,000 |
| 5186 - Audit fee | 10,000 |
| 5187 - General Code | 1,700 |
| 5190 - Web Site | 1,000 |
| 5210 - Liability - Insurance | 6,813 |
| 5220 - Insurance - City Hall | 500 |
| 5225 - Insurance- Bond | 100 |
| 5240 - Utilities - City Hall | 5,725 |
| 5310 - Copy Machine | 1,200 |
| 5320 - Telephone | 2,800 |
| 5330 - Election Costs | 500 |
| 5335 - City Events/Christmas display | 6,000 |
| 5340 - Dues | 500 |
| 5345 - Public Hear Ads | 500 |
| 5350 - Office Expense | 2,400 |
| 5360 - Postage | 500 |
| 5370 - Property General Repair & Maint | 20,000 |
| 5385 - Employee Training | 2,500 |
| 5545 - Software and Tech support | 625 |
| 5550 - Promotional Items/Festival | 2,500 |
| Total Other Operating expenses | <u>85,808</u> |
| Capital Outlay | |
| 5700 - Office Equipment | - |
| Total Expense | <u>124,308</u> |
| Change in fund balance | <u>102,760</u> |

City of New Melle, Missouri

=====
=====

TRANSPORTATION FUND

Revenue

| | |
|--|----------------|
| 4212 · Local Sales Tax-202-Transport | 33,000 |
| 42xx · East/West Gateway Grant | 333,730 |
| 4612 · Interest Income-Transp Sales Tx | 750 |
| | <u>367,480</u> |

Expenses

| | |
|-------------------------------|----------------|
| 5251 · Sidewalk improvements | 475,806 |
| 5965 · Transportation Expense | 2,000 |
| | <u>477,806</u> |

Change in fund balance (110,326)

CAPITAL IMPROVEMENTS FUND

Revenue

| | |
|-------------------------------------|---------------|
| 4214 · Local Sales Tax-204- Cap Imp | <u>33,000</u> |
|-------------------------------------|---------------|

Expense

| | |
|---------------------------------------|--------------|
| 5950 · Capital Improvement Expense204 | <u>5,000</u> |
|---------------------------------------|--------------|

Change in fund balance 28,000