

## Instructions for Exporting QuickBooks data

### Where did my worksheet go?

When you export data to a new workbook, your new worksheet containing exported data goes to Sheet1. The new worksheet is placed in front of the last active sheet where it will be named "SheetX" using the

### How do I make sure this tips sheet isn't exported with the QuickBooks report in the final workbook?

Before exporting, on the Export Report Basic tab, deselect the option to include the instruction worksh

### How can I customize and update my worksheet?

You can set up Excel links between 2 or more worksheets. (See Microsoft Excel Help for details about the feature to setup links between a QuickBooks summary report and your customized sheet.

- >> *Choose one sheet as your source worksheet into which you'll export QuickBooks data. customize your data and link the data between that sheet and the source worksheet.*
- >> *Export your source data to an existing worksheet and overwrite the current data so that*
- >> *Create Excel links between a QuickBooks data worksheet and another worksheet in the*

### Troubleshooting: Why don't my links work correctly after exporting data?

Be aware that any difference in the structure of the current report from the report that you used when you set up the links between worksheets. If you are seeing wrong data in your customized worksheet, then you

- >> *Moved or deleted elements, or changed the structure of the report in some way? For example, you might have moved or deleted items from item list which gets used in a report.*
- >> *You might have moved or deleted accounts from accounts list which gets used in a report.*
- >> *You are using a report related to accounts and have account(s) with no activity associated with it.*
- TIP: Choose display All rows (available for most of the reports), Select Modify report.
- >> *Deleted exported data sheet which serves as data source.*

et 1. When you export to an existing workbook,  
: next available number in the series.

reet.

at linking in Excel.) You can use this

*Then create another worksheet where you can*

*t the new data is used by any Excel links and formulas.  
e workbook.*

setting up links, can cause mismatch

u may have:

*xample:*

ort like Inventory Valuation report.

in a report like Profit and Loss standard report.

*ted and did not choose to display "All rows".*

report->Display->Advanced->Diplay row->All rows

**Pacific Southwest Mennonite Conference**  
**Balance Sheet with Previous Year Comparison**  
As of March 31, 2011

|  | <u>Mar 31, 11</u>        | <u>Mar 31, 10</u>        | <u>\$ Change</u>         | <u>% Change</u>      |
|--|--------------------------|--------------------------|--------------------------|----------------------|
| <b>ASSETS</b>                                  |                          |                          |                          |                      |
| <b>Current Assets</b>                          |                          |                          |                          |                      |
| <b>Checking/Savings</b>                        |                          |                          |                          |                      |
| <b>104 · Checking Account</b>                  | 5,218.12                 | 40,809.54                | -35,591.42               | -87.21%              |
| <b>105 · Savings Account</b>                   |                          |                          |                          |                      |
| 114 · Savings - Unrestricted                   | 57,449.34                | 50,126.89                | 7,322.45                 | 14.61%               |
| 115 · Restricted - Native American             | 20,083.41                | 20,013.05                | 70.36                    | 0.35%                |
| 116 · Restricted - Interest                    | 31,612.21                | 31,612.21                | 0.00                     | 0.0%                 |
| 117 · Restricted - Deposit Accounts            | 2,345.60                 | 5,585.84                 | -3,240.24                | -58.01%              |
| 118 · Restricted - SCA VS Development          | 48,734.77                | 48,608.52                | 126.25                   | 0.26%                |
| 119 · Restricted - Property Sales              | <u>31,760.70</u>         | <u>23,010.47</u>         | <u>8,750.23</u>          | <u>38.03%</u>        |
| <b>Total 105 · Savings Account</b>             | 191,986.03               | 178,956.98               | 13,029.05                | 7.28%                |
| <b>107 · Everence Investment Account</b>       |                          |                          |                          |                      |
| 107.1 · Restricted Property Sales              | 287,169.31               | 281,774.07               | 5,395.24                 | 1.92%                |
| 107.2 · Unrestricted Savings                   | <u>234,956.73</u>        | <u>230,542.46</u>        | <u>4,414.27</u>          | <u>1.92%</u>         |
| <b>Total 107 · Everence Investment Account</b> | <u>522,126.04</u>        | <u>512,316.53</u>        | <u>9,809.51</u>          | <u>1.92%</u>         |
| <b>Total Checking/Savings</b>                  | <u>719,330.19</u>        | <u>732,083.05</u>        | <u>-12,752.86</u>        | <u>-1.74%</u>        |
| <b>Total Current Assets</b>                    | <u>719,330.19</u>        | <u>732,083.05</u>        | <u>-12,752.86</u>        | <u>-1.74%</u>        |
| <b>TOTAL ASSETS</b>                            | <u><b>719,330.19</b></u> | <u><b>732,083.05</b></u> | <u><b>-12,752.86</b></u> | <u><b>-1.74%</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>                |                          |                          |                          |                      |
| <b>Liabilities</b>                             |                          |                          |                          |                      |
| <b>Current Liabilities</b>                     |                          |                          |                          |                      |
| <b>Credit Cards</b>                            |                          |                          |                          |                      |
| 180 · Chase Mastercard                         | <u>0.00</u>              | <u>292.40</u>            | <u>-292.40</u>           | <u>-100.0%</u>       |
| <b>Total Credit Cards</b>                      | 0.00                     | 292.40                   | -292.40                  | -100.0%              |
| <b>Other Current Liabilities</b>               |                          |                          |                          |                      |
| 199 · Restricted Deposit Accounts              |                          |                          |                          |                      |
| 200 · Res - Northern CA Consulting             | 0.00                     | 140.00                   | -140.00                  | -100.0%              |
| 201 · Res - MWC Travel Fund                    | 2,067.39                 | 2,067.39                 | 0.00                     | 0.0%                 |
| 203 · Res - NCA Hispanic Min                   | 0.00                     | 717.00                   | -717.00                  | -100.0%              |
| 206 · Res - NCA Church Plant                   | 0.00                     | 2,661.45                 | -2,661.45                | -100.0%              |
| 209 · Res - Pastors' Retreat                   | <u>278.21</u>            | <u>0.00</u>              | <u>278.21</u>            | <u>100.0%</u>        |
| Total 199 · Restricted Deposit Accounts        | 2,345.60                 | 5,585.84                 | -3,240.24                | -58.01%              |
| 210 · SCA VS Development                       | 48,734.77                | 48,608.52                | 126.25                   | 0.26%                |
| 211 · Payroll - Liabilities                    |                          |                          |                          |                      |
| 212 · FICA Withholding                         | 144.09                   | 229.50                   | -85.41                   | -37.22%              |
| 213 · Federal Withholding                      | 21.00                    | 0.00                     | 21.00                    | 100.0%               |
| 214 · State Withholding                        | 0.00                     | 30.51                    | -30.51                   | -100.0%              |
| 211 · Payroll - Liabilities - Other            | <u>0.00</u>              | <u>33.00</u>             | <u>-33.00</u>            | <u>-100.0%</u>       |
| Total 211 · Payroll - Liabilities              | <u>165.09</u>            | <u>293.01</u>            | <u>-127.92</u>           | <u>-43.66%</u>       |

**Pacific Southwest Mennonite Conference**  
**Balance Sheet with Previous Year Comparison**  
As of March 31, 2011

|                                       | <u>Mar 31, 11</u>        | <u>Mar 31, 10</u>        | <u>\$ Change</u>         | <u>% Change</u>      |
|---------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Total Other Current Liabilities       | 51,245.46                | 54,487.37                | -3,241.91                | -5.95%               |
| Total Current Liabilities             | 51,245.46                | 54,779.77                | -3,534.31                | -6.45%               |
| Total Liabilities                     | 51,245.46                | 54,779.77                | -3,534.31                | -6.45%               |
| <b>Equity</b>                         |                          |                          |                          |                      |
| 292 · Net assets beginning of year    | 672,339.06               | 608,476.36               | 63,862.70                | 10.5%                |
| Net Income                            | -4,254.33                | 68,826.92                | -73,081.25               | -106.18%             |
| Total Equity                          | 668,084.73               | 677,303.28               | -9,218.55                | -1.36%               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>719,330.19</b></u> | <u><b>732,083.05</b></u> | <u><b>-12,752.86</b></u> | <u><b>-1.74%</b></u> |