

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 Sheet 1. When you export to an existing workbook, the new worksheet is placed in front of the last active sheet where it will be named "SheetX" using the next available number in the series.

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 worksheet.

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 linking in Excel.) You can use this 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. Then create another worksheet where you can 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 the new data is used by any Excel links and formulas.*
- >> *Create Excel links between a QuickBooks data worksheet and another worksheet in the workbook.*

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 setting up links, can cause mismatch in the links between worksheets. If you are seeing wrong data in your customized worksheet, then you may have:

- >> *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 like Inventory Valuation report.
 You might have moved or deleted accounts from accounts list which gets used in a report like Profit and Loss standard report.*
- >> *You are using a report related to accounts and have account(s) with no activity associated and did not choose to display "All rows".
 TIP: Choose display All rows (available for most of the reports), Select Modify report->Display->Advanced->Display Rows->All rows*
- >> *Deleted exported data sheet which serves as data source.*

Donor	Program
Red White and Blue Days	WEIU-FM ROS
Mattoon Bagelfest	WEIU-FM ROS
EIU interdisciplinary Studies	WEIU-FM ROS
Coles County Fair	WEIU-FM ROS
EIU Entrepreneurship Club	WEIU-FM ROS
Porter Auto Body	EIU Football and Basketball 22-23
US Bank	EIU Football and Basketball 22-23
Brickhouse / Dirty's / Unique	EIU Football and Basketball 22-23
Hampton Inn Paris	EIU Football and Basketball 22-23
Hilton Garden Inn	EIU Football and Basketball 22-23
Coles County Sanitation	EIU Football and Basketball 22-23
Myerscough Automotive	EIU Football and Basketball 22-23
McDonald's	EIU Football and Basketball 22-23
Washington Savings Bank	EIU Football and Basketball 22-23
Pilson Auto	EIU Football and Basketball 22-23
Diepholz Auto	EIU Football and Basketball 22-23
TicketSmarter	EIU Football and Basketball 22-23
First Mid Bank & Trust	EIU Football and Basketball 22-23
Sarah Bush Lincoln	EIU Football and Basketball 22-23
Planet Fitness	EIU Football and Basketball 22-23
Slumberland	EIU Football and Basketball 22-23
Lanman Oil - BP	EIU Football and Basketball 22-23
Jersey Mike's	EIU Football and Basketball 22-23
WellCreek Pharmacy	EIU Football and Basketball 22-23
Dick Stark State Farm	EIU Football and Basketball 22-23
Consolidated Communications	EIU Football and Basketball 22-23
Fidium Fiber	EIU Football and Basketball 22-23
Doudna FAC	WEIU-FM
Lambos	WEIU-FM
Phoenix Elite Hair	WEIU-FM
Culligan Water	WEIU-FM
WBS Pub	WEIU-FM
Corrie Appraisal and Consulting	WEIU-FM
EIU Human Resources	WEIU-FM
Lanman Oil Company Inc.	Sports
Diepholz Chevrolet	Sports
Pilson Auto Center	Sports
Consolidated Communications	EIU Sports
Wood Rentals	Sports
Myerscough Automotive	Homecoming
Doudna Fine Arts Center	Morning Show

Donor	Program
First Neighbor Bank	Holiday Music
Coles County Sanitation	Christmas Music 2021
Hunan Rest	Christmas Music 2021
Fellowship Center	Christmas Music 2021
CCAR	Christmas Music 2021
First Neighbor	Christmas Music 2021
Myerscough Auto	Christmas Music 2021
Dr. Killough	Christmas Music 2021
First Neighbor Bank	Holiday Music 2020 + WEIU-FM
Byrds Cleaners	WEIU-FM
Revival City Donuts	WEIU-FM
Hi- Cone	WEIU-FM
ATF Repair	WEIU Holiday Music
Doudna	WEIU-FM
Charleston Community Theatre	WEIU-FM
Mattoon Tourism Bagelfest	WEIU-FM
Advantage Tax Services	Morning Show
Coles County Sanitation and Recycle	Issues and Attitudes & Holiday Music
Fellowship Center	Gospel Sing Time
Friendship Baptist Church	Gospel Sing Time
Don Sol	Gospel Sing Time
Myerscough Auto	FM
Porter Auto Body	FM
Fellowship Center	Gospel Sing Time & Holiday Music
Towne Square Jewelers	FM
Hunan	Holiday Music 2020
Dr. Killough	Holiday Music 2020
CCAR	Holiday Music 2020
Combs	Holiday Music 2020
Lanman	Holiday Music 2020
Mattoon Lightworks	Holiday Music 2020
Cooper-Bumpus	Holiday Music 2020
Hutti	Holiday Music 2020
Charleston Community Theatre	FM
Fencing Freaks	FM
EIU Athletics	Sports Season 2020 to 2021
Combs Chiropractic	Holiday Music 2019
Hunan	Holiday Music 2019
Harris Metals	Holiday Music 2019
Dr. Killough	Holiday Music 2019
CCAR	Holiday Music 2019
Flynn's Dip n Friy	Holiday Music 2019
Home Construction	Holiday Music 2019
Charleston Community Theatre	Morning Show
Linda Nugent Realtors	Homecoming 2019
Mack Moore Shoes	Homecoming 2019

Donor	Program
First Neighbor Bank	Homecoming 2019
Indio	Homecoming 2018
Scotty's Brewhouse	Kids Day 2019
Poteete Rentals	Kids Day 2019
Clarence Miller Ins	Kids Day 2019
First Neighbor Bank	Kids Day 2019
Carle	Kids Day 2019
WBS Pub	Kids Day 2019
Coles County Transportation	Kids Day 2019
Lanman Oil	Kids Day 2019
Days Inn	Kids Day 2019
You Look Marvelous	Kids Day 2019
Combs Chiro	Kids Day 2019
Mattoon Bagelfest	FM
SACIS	FM
Coles County Truck Convoy	FM
Coles Count Transporation	FM
Eastern Illinois Properties	WEIU-FM
CCAR Industries	Christmas Music
Coles County Sanitation	Holiday Music & Issues
Dr.Combs	Christmas Music 2021
Myerscough Automotive	Christmas Music
Myerscough Automotive	Sports
Smart Taxi	FM