

Tips for updating QuickBooks L

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 a
- Moved data cells

Desktop report in Excel

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

12

	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
he same excel sheet

Lisle Township
Budget vs. Actual
April 2020 through March 2021

	TOTAL					
	Apr 20	May 20	Apr '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Income						
10-1001 - Interest on Investments	0.00	0.00	0.00	0.00	0.00	0.0%
10-1002 - INTEREST TOWN FUND	2,845.33	0.00	2,845.33	70,000.00	-67,154.67	4.07%
10-1011 - Personal Property Tax	11,091.66	7,091.18	18,182.84	45,000.00	-26,817.16	40.41%
10-1012 - RE TAX TOWN FUND	0.00	0.00	0.00	2,105,000.00	-2,105,000.00	0.0%
10-1031 - Refunds & Recoveries.						
10-1033 - Donations to Town General Fund	0.00	0.00	0.00	0.00	0.00	0.0%
10-1031 - Refunds & Recoveries. - Other	0.00	60.75	60.75	10,000.00	-9,939.25	0.61%
Total 10-1031 - Refunds & Recoveries.	0.00	60.75	60.75	10,000.00	-9,939.25	0.61%
10-1032 - Passport Exec Fee	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
10-1040 - Transportation	11,560.38	0.00	11,560.38	75,000.00	-63,439.62	15.41%
20-1002 - INTEREST GA	128.37	0.00	128.37	5,000.00	-4,871.63	2.57%
20-1012 - RE TAX GA	0.00	0.00	0.00	81,640.00	-81,640.00	0.0%
20-1031 - REFUNDS AND RECOVERIES,	2,125.00	0.00	2,125.00	3,000.00	-875.00	70.83%
31-1002 - INTEREST GENERAL RD & BR	4,043.37	0.00	4,043.37	10,000.00	-5,956.63	40.43%
31-1011 - Personal Property Tax - R&B	10,473.03	0.00	10,473.03	0.00	10,473.03	100.0%
31-1012 - RE TAX - GENERAL RD & BR	0.00	0.00	0.00	363,400.00	-363,400.00	0.0%
31-1031 - OTHER INCOME GENERAL RD & BR						
31-1033 - Sidewalks	0.00	0.00	0.00	0.00	0.00	0.0%
31-1031 - OTHER INCOME GENERAL RD & BR - Other	1,733.07	369.00	2,102.07	0.00	2,102.07	100.0%
Total 31-1031 - OTHER INCOME GENERAL RD & BR	1,733.07	369.00	2,102.07	0.00	2,102.07	100.0%
32-1002 - INTEREST PERMANENT ROAD	0.00	0.00	0.00	500.00	-500.00	0.0%
32-1012 - RE TAX - PERMANENT ROAD	0.00	0.00	0.00	1,957,345.00	-1,957,345.00	0.0%
32-1031 - OTHER INCOME PERMANENT ROAD	0.00	0.00	0.00	0.00	0.00	0.0%
33-1002 - INTEREST EQPT & BLDGS	0.00	0.00	0.00	0.00	0.00	0.0%
33-1012 - RE TAX - EQPT AND BLDGS	0.00	0.00	0.00	363,430.00	-363,430.00	0.0%
33-1031 - OTHER INCOME EQPT& BLDGS	23,000.00	0.00	23,000.00	0.00	23,000.00	100.0%
34-1002 - INTEREST Work Comp	0.00	0.00	0.00	0.00	0.00	0.0%
34-1012 - RE TAX -Work Comp	0.00	0.00	0.00	82,400.00	-82,400.00	0.0%
35-1002 - INTEREST IMRF	0.00	0.00	0.00	0.00	0.00	0.0%
35-1012 - RE TAX - IMRF	0.00	0.00	0.00	116,300.00	-116,300.00	0.0%
35-1031 - OTHER INCOME IMRF	0.00	0.00	0.00	0.00	0.00	0.0%

Lisle Township
Budget vs. Actual
April 2020 through March 2021

			TOTAL			
	Apr 20	May 20	Apr '20 - Mar 21	Budget	\$ Over Budget	% of Budget
36-1002 · INTEREST Social Sec	0.00	0.00	0.00	0.00	0.00	0.0%
36-1012 · RE TAX - Social Sec	0.00	0.00	0.00	43,625.00	-43,625.00	0.0%
Total Income	67,000.21	7,520.93	74,521.14	5,334,640.00	-5,260,118.86	1.4%
	67,000.21	7,520.93	74,521.14	5,334,640.00	-5,260,118.86	1.4%
Expense						
10-1101 · SUPERVISOR	7,051.14	2,350.38	9,401.52	61,110.00	-51,708.48	15.39%
10-1102 · TOWN CLERK	2,643.81	881.27	3,525.08	22,913.00	-19,387.92	15.39%
10-1103 · ASSESSOR	13,478.31	4,492.77	17,971.08	116,812.00	-98,840.92	15.39%
10-1104 · HIGHWAY COMMISSIONER	10,455.81	3,485.27	13,941.08	90,617.00	-76,675.92	15.39%
10-1105 · BOARD OF TRUSTEES	2,676.96	892.32	3,569.28	23,200.00	-19,630.72	15.39%
10-1106 · TREASURER	115.38	38.46	153.84	1,000.00	-846.16	15.38%
10-1301 · Bld/Liab/Auto Insurance	0.00	4,250.00	4,250.00	32,000.00	-27,750.00	13.28%
10-1302 · ELECTRIC Utility	95.21	3,416.36	3,511.57	16,000.00	-12,488.43	21.95%
10-1303 · GAS Utility	194.09	123.07	317.16	3,000.00	-2,682.84	10.57%
10-1304 · TELEPHONE Utility	446.36	446.36	892.72	7,000.00	-6,107.28	12.75%
10-1305 · WATER/SEWER Utility	0.00	71.94	71.94	2,800.00	-2,728.06	2.57%
10-1306 · BUILDING MAINTAINANCE	3,743.27	2,919.07	6,662.34	50,000.00	-43,337.66	13.33%
10-1308 · CAPITAL IMPROVEMENTS	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
10-1310 · CONTINGENCY.	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
10-1320 · BANK SERVICE CHARGES	351.56	103.98	455.54	4,000.00	-3,544.46	11.39%
10-1400 · FIELDPERSONS/CLERKS	38,632.72	12,962.00	51,594.72	515,000.00	-463,405.28	10.02%
10-1401 · ASSR. TEMP. EMPLOYEES	1,463.00	1,969.00	3,432.00	25,000.00	-21,568.00	13.73%
10-1402 · SALARY CONTINGENCIES	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
10-1403 · OFFICE SUPPLIES/ASSR	79.07	0.00	79.07	4,000.00	-3,920.93	1.98%
10-1404 · IMRF - Assessor	5,874.57	1,958.19	7,832.76	133,500.00	-125,667.24	5.87%
10-1406 · Training Assessor	0.00	5,117.75	5,117.75	14,000.00	-8,882.25	36.56%
10-1407 · OFFICE EQUIP. ASSR	0.00	728.75	728.75	6,000.00	-5,271.25	12.15%
10-1410 · EQUIP. MAINT./ASSESSOR	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
10-1412 · Travel Assessor	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
10-1414 · OUTSIDE COMM. APPRAISER	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
10-1416 · LEGAL/ASSESSOR	135.00	0.00	135.00	4,000.00	-3,865.00	3.38%
10-1417 · TELEPHONE/ASSESSOR	72.20	1,255.19	1,327.39	9,000.00	-7,672.61	14.75%

Lisle Township
Budget vs. Actual
April 2020 through March 2021

	TOTAL					
	Apr 20	May 20	Apr '20 - Mar 21	Budget	\$ Over Budget	% of Budget
10-1418 · COMPUTER/ASSESSOR	900.00	1,900.00	2,800.00	30,000.00	-27,200.00	9.33%
10-1419 · Contingencies.	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
10-1424 · FICA- Assessor	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
10-1600 · ADMINISTRATION						
10-2802 · WEED CONTROL	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
10-1600 · ADMINISTRATION - Other	0.00	900.00	900.00	1,000.00	-100.00	90.0%
Total 10-1600 · ADMINISTRATION	0.00	900.00	900.00	3,500.00	-2,600.00	25.71%
10-1601 · Assessor Office Rent	8,063.00	0.00	8,063.00	65,000.00	-56,937.00	12.41%
10-1620 · OFFICE SUPPLIES/SUPER	523.27	347.62	870.89	8,000.00	-7,129.11	10.89%
10-1621 · PRINTING AND PUBLISHING	61.11	166.95	228.06	8,000.00	-7,771.94	2.85%
10-1622 · OFFICE EQUIP. SUPER	0.00	153.68	153.68	2,500.00	-2,346.32	6.15%
10-1623 · EQUIP. MAINT.-SUPER	0.00	321.89	321.89	4,500.00	-4,178.11	7.15%
10-1624 · Travel / Meetings / Dues	0.00	30.00	30.00	7,500.00	-7,470.00	0.4%
10-1625 · COMPUTER PROGRAM/SUPER	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
10-1626 · Auditing.	0.00	4,400.00	4,400.00	9,000.00	-4,600.00	48.89%
10-1628 · Legal Supervisor	450.00	0.00	450.00	20,000.00	-19,550.00	2.25%
10-1630 · I.M.R.F. - Supervisor	8,137.29	2,709.61	10,846.90	70,000.00	-59,153.10	15.5%
10-1632 · F.I.C.A. Supervisor	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
10-1634 · Employment Security.	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
10-1635 · WORKMAN'S COMP Town	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
10-1636 · Group Insurance Town	18,667.46	21,829.34	40,496.80	300,000.00	-259,503.20	13.5%
10-1638 · STAFF TRAINING Town	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
10-1640 · SALARIES-TOWN FUND	41,118.30	13,333.94	54,452.24	450,000.00	-395,547.76	12.1%
10-1650 · CONTINGENCY	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
10-2800 · WEB SITE EXPENSES	480.00	0.00	480.00	1,000.00	-520.00	48.0%
10-3100 · MOSQUITO CONTROL	0.00	0.00	0.00	55,000.00	-55,000.00	0.0%
10-3105 · PASSPORT PROGRAM	0.00	0.00	0.00	500.00	-500.00	0.0%
10-3106 · Transportation / Pace	0.00	14,167.12	14,167.12	175,000.00	-160,832.88	8.1%
10-3108 · COMM CAREER CENTER	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
10-3109 · COMM EMERG RESP TEAM	0.00	0.00	0.00	3,750.00	-3,750.00	0.0%
10-4180 · Counseling / Meetings	0.00	0.00	0.00	500.00	-500.00	0.0%
10-4181 · Mental Health	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%

Lisle Township
Budget vs. Actual
April 2020 through March 2021

	TOTAL					
	Apr 20	May 20	Apr '20 - Mar 21	Budget	\$ Over Budget	% of Budget
10-4182 · Youth and Family	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
10-4184 · JOB CLUB	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
10-4210 · STAFF TRAINING Y&F	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
10-4240 · CONTINGENCIES	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
10-4330 · VAN MAINTENANCE Y&F Van	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
10-4360 · GAS FOR VAN Y&F Van	23.14	0.00	23.14	500.00	-476.86	4.63%
10-4545 · NEW VAN	0.00	0.00	0.00	0.00	0.00	0.0%
20-2101 · FOOD Assistance	2,082.54	2,763.29	4,845.83	51,000.00	-46,154.17	9.5%
20-2102 · RENT Assistance	2,892.50	1,400.00	4,292.50	70,000.00	-65,707.50	6.13%
20-2104 · UTILITY ASSISTANCE	26.80	33.97	60.77	28,000.00	-27,939.23	0.22%
20-2105 · SEWER/WATER Assistance	800.00	0.00	800.00	5,000.00	-4,200.00	16.0%
20-2106 · NATURAL GAS Assistance	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
20-2107 · CLOTHING Assistance	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
20-2110 · MEDICAL CARE Assistance	0.00	1,000.00	1,000.00	5,000.00	-4,000.00	20.0%
20-2111 · TRANSPORTATION/Gasoline assist	0.00	525.00	525.00	10,000.00	-9,475.00	5.25%
20-2113 · CONTINGENCIES HOME RELIEF	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
20-2611 · OFFICE SUPPLIES,	0.00	0.00	0.00	500.00	-500.00	0.0%
20-2616 · FOOD PANTRY EXPENSES						
20-2805 · VAN MAINTAINANCE, Pantry Van	0.00	46.25	46.25	1,000.00	-953.75	4.63%
20-2806 · GAS FOR PANTRY VAN	396.15	0.00	396.15	2,500.00	-2,103.85	15.85%
20-2616 · FOOD PANTRY EXPENSES - Other	0.00	518.85	518.85	15,000.00	-14,481.15	3.46%
Total 20-2616 · FOOD PANTRY EXPENSES	396.15	565.10	961.25	18,500.00	-17,538.75	5.2%
20-8702 · SENIOR CITIZEN CARE.	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
31-1304 · TELEPHONE/LANDLINES	0.00	1,500.00	1,500.00	10,000.00	-8,500.00	15.0%
31-1620 · OFFICE SUPPLIES R&B ADMIN	317.99	402.32	720.31	4,000.00	-3,279.69	18.01%
31-1621 · PRINTING & PUBLISHING	2,119.02	0.00	2,119.02	8,000.00	-5,880.98	26.49%
31-1622 · Office Equipment Fund 31	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
31-1624 · TRAVEL/CONVENTIONS	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
31-1625 · COMPUTER / SOFTWARE	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
31-1628 · LEGAL SERVICE	57.50	0.00	57.50	10,000.00	-9,942.50	0.58%
31-1634 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
31-1636 · GROUP INSURANCE HEALTH	14,124.45	16,714.03	30,838.48	276,000.00	-245,161.52	11.17%

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31-1699 - 31 Contingency	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
31-5020 - DUES	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
31-5040 - MISC OFFICE	0.00	0.00	0.00	750.00	-750.00	0.0%
31-5050 - Building Supplies Fund 31	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
31-5060 - TWO WAY COMMUNICAT	437.79	436.35	874.14	8,000.00	-7,125.86	10.93%
31-5200 - CLERICAL R&B	6,767.37	2,255.79	9,023.16	65,000.00	-55,976.84	13.88%
31-5201 - TEMP CLERICAL	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
31-9015 - Curb/Sidewalks otsrcd	0.00	0.00	0.00	0.00	0.00	0.0%
32-1301 - INSURANCE AND BONDS	0.00	4,250.00	4,250.00	42,000.00	-37,750.00	10.12%
32-9000 - PERMANENT ROAD	0.00	306,863.00	306,863.00	300,000.00	6,863.00	102.29%
32-9005 - MICROSEAL	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
32-9010 - RECLAMITE/CRF	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
32-9015 - CURB/SIDEWALK REPL	0.00	162.00	162.00	300,000.00	-299,838.00	0.05%
32-9020 - CRACK FILLING	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
32-9025 - LANDSCAPING/PARKWAY	0.00	886.00	886.00	25,000.00	-24,114.00	3.54%
32-9030 - PATCHING	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
32-9035 - UNIFORMS	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
32-9040 - STRIPING	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
32-9045 - SALT/ADDITIVES	36,223.65	0.00	36,223.65	60,000.00	-23,776.35	60.37%
32-9050 - LEAF PICK-UP	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
32-9055 - MISCELLANEOUS	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
32-9060 - SIGNS	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
32-9065 - TREE CARE	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
32-9070 - LIGHTING PROGRAM	298.74	312.07	610.81	5,000.00	-4,389.19	12.22%
32-9075 - ENGINEERING	0.00	8,197.08	8,197.08	130,000.00	-121,802.92	6.31%
32-9080 - CULVERTS	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
32-9085 - LAW ENFORCEMENT	4,000.00	0.00	4,000.00	40,000.00	-36,000.00	10.0%
32-9090 - MATERIAL LANDFILL	30.00	0.00	30.00	30,000.00	-29,970.00	0.1%
32-9095 - SUPPLIES	2,632.92	528.31	3,161.23	25,000.00	-21,838.77	12.65%
32-9100 - EQUIPMENT REPAIRS	1,314.14	779.11	2,093.25	40,000.00	-37,906.75	5.23%
32-9105 - FUEL	10,832.56	0.00	10,832.56	50,000.00	-39,167.44	21.67%
32-9110 - EQUIPMENT RENTALS	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%

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32-9115 · DRUG PROGRAM/MEDICAL	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
32-9200 · LABOR	71,880.00	25,710.00	97,590.00	655,000.00	-557,410.00	14.9%
32-9201 · TEMPORARY LABOR	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
32-9205 · OVERTIME	0.00	47.63	47.63	125,000.00	-124,952.37	0.04%
33-1302 · UTILITIES	814.99	5,784.20	6,599.19	15,000.00	-8,400.81	44.0%
33-1622 · OFFICE EQUIPMENT	142.00	142.00	284.00	5,000.00	-4,716.00	5.68%
33-1699 · 33 Contingency	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
33-4010 · EQUIPMENT.	75,156.00	0.00	75,156.00	470,000.00	-394,844.00	15.99%
33-4011 · Equipment, GIS	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
33-4020 · BUILDING	803.89	1,224.92	2,028.81	30,000.00	-27,971.19	6.76%
33-4030 · CAPITAL OUTLAY/NEW PARTS	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
33-5030 · JANITORIAL	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
34-1635 · WORKMENS COMP R&B	0.00	0.00	0.00	75,000.00	-75,000.00	0.0%
35-1630 · IMRF R&B	12,591.42	4,484.95	17,076.37	140,000.00	-122,923.63	12.2%
36-1632 · FICA R&B	0.00	0.00	0.00	62,000.00	-62,000.00	0.0%
66000 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.0%
90-6120 · FICA -Employer for Allocation	13,872.11	4,740.89	18,613.00	0.00	18,613.00	100.0%
90-6130 · Employment Insurance - Capture	439.22	56.71	495.93	0.00	495.93	100.0%
Total Expense	426,985.78	499,487.00	926,472.78	6,430,952.00	-5,504,479.22	14.41%
	-359,985.57	-491,966.07	-851,951.64	-1,096,312.00	244,360.36	77.71%