

Need to modify line items before you print a report? Excel can help!



AT A GLANCE

Although QuickBooks can prepare valuable financial reports for possible clients or lenders, QuickBooks' report editing capabilities are limited. Fortunately, you can export any QuickBooks report to Microsoft Excel, where you can make adjustments and insert comments.

To export a QuickBooks report to Excel for editing, we'll:

- Find the report we want to export and set up any necessary custom options.
- Create a new Excel workbook and add the QuickBooks report to it.
- Export the QuickBooks report to an existing Excel workbook instead of a newly created one.

QuickBook reports are a valuable asset, especially when you need to quickly analyze where your company stands financially. However, if you need to share that information with clients or lenders, you may want to edit particular line items in the report or even add your own comments.

You can't do all of this in QuickBooks, but if you export the report to Excel, it's easy to accomplish. And since Excel's functions and formulas update automatically when you make changes, there's no need to worry about error-prone, manual adjustments.

Find the report you need

The first step to converting an existing QuickBooks report into a formatted, easy-to-read Excel worksheet is to locate the report you need. The Report Center can take you right where you need to be.

To access the Report Center:

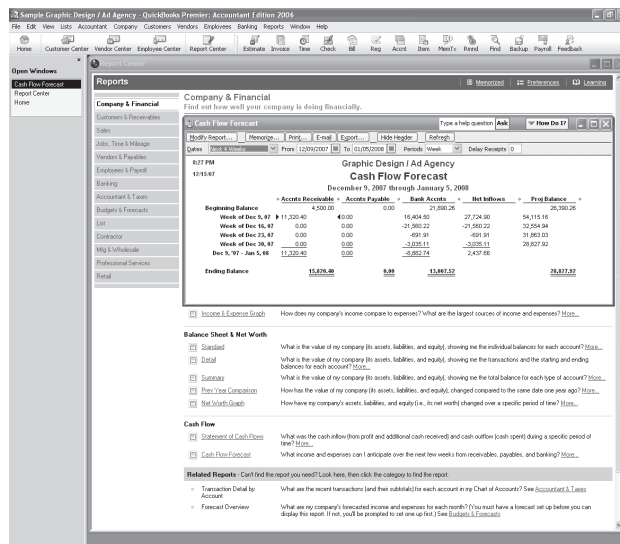
1. Launch QuickBooks and open the Reports menu; choose Report

Center from the submenu. (Alternatively, you can access the Report Center by clicking the Report Center icon on the Navigation Bar.)

2. Select the Company & Financial option in the left pane to open a

list of standard financial reports.

3. Scroll down to the Cash Flow section and click on the Cash Flow Forecast report link to open the report, as shown in **Figure 1**.



1: You can choose from several different types of reports in the Report Center.



At Warinner Consulting, we specialize in QuickBooks accounting. Whether you are an accountant or small business owner, we can help you if you run into trouble with QuickBooks.

We can do all of your bookkeeping for you or diagnose your QuickBooks problems, identify training issues and provide solutions.

Call us toll free at 877-933-0404 to discuss how we can help.

Set up your report parameters

Once you're viewing the report in the Report Center, you have several options for customizing the report's parameters. For instance, you can choose to forecast the cash flow over any length of time by choosing a different option from the Dates dropdown list.

You can also select custom dates by typing dates in the From and To text boxes. A calendar control to the right of each of these text boxes simplifies the process by letting you point and click on a date to fill in the text box, as shown in **Figure 2**.

Late payments, may affect your cash flow forecast. In this case it might be helpful to run a "what-if" report to see how late payments affect your cash flow. You can anticipate these late payments by changing the number in the Delay Receipts text box. If you want to assume on-time payments, leave a zero in the text box.

Finally, you can track the cash flow prediction over different periods of time (e.g., daily, weekly, monthly, etc.). Simply select a time period from the Periods dropdown list to change the default period from Week to another option that best suits your needs.

Export the data to Excel

Once your report's options are set up, it's time to convert it into an Excel format. There are a few options for where you can export the data, and it's important that you know a few key Excel terms to make a wise decision when you select a QuickBooks exporting option.

Learn the Excel terminology you need

Here are a few Excel terms with which you should be familiar before you export a QuickBooks report:

- **Workbook:** A workbook is a typical Excel file with an .xls file extension. It may contain several worksheets. However, the workbook is the combination of all the worksheets within it.
- **Worksheet (sometimes referred to as a sheet):** A worksheet is a subdivision of an Excel workbook, and you can switch between worksheets by clicking on the worksheet tabs at the bottom of the screen. Often, worksheets help organize a workbook by logically grouping similar data.
- **Linking:** Linking is an Excel feature with which you can refer to (and

access) other files or Web sites right from an Excel workbook. You may also link to other Excel workbooks or other worksheets within the same workbook.

Place the report in a new workbook

The first option for exporting a QuickBooks report is to create a brand new Excel workbook to house the report.

Set advanced exporting options

When you're exporting a QuickBooks report to Excel, you can have more control over how the report transfers by changing options on the Advanced tab in the Export Report dialog box. Here's an overview of the advanced options you have for exporting a report to Excel:

- **Formatting.** By default, QuickBooks keeps the fonts, space between columns, colors and row height intact when it exports a report to Excel. However, you can deselect any of the formatting check boxes on the Advanced tab if you don't want to preserve one or more of those formats.
- **Excel features.** You can enable certain Excel features right away. The AutoFit feature, which adjusts the column width to display all the text, is enabled by default. Also, the Freeze Panes keeps the headers and labels visible at all times, even when you scroll down or to the right. Finally, Excel also displays gridlines by default. If you'd like, you can choose to enable Auto Outlining and Auto Filtering as well by selecting their check boxes on the Advanced tab.
- **Printing.** You can immediately set printing options if you plan to print the QuickBooks report from within Excel. By default, Excel already transfers the QuickBooks report header to Excel's Page Setup dialog box, and it displays headers on each page of the printout.

Beginning Balance		Bank Accnts	Net Inflows	Proj Balance
Week of Dec 9, 07	11,320.40	16,404.50	27,724.90	54,115.16
Week of Dec 16, 07	0.00	-21,560.22	-21,560.22	32,554.94
Week of Dec 23, 07	0.00	-691.91	-691.91	31,863.03
Week of Dec 30, 07	0.00	-3,035.11	-3,035.11	28,827.92
Dec 9, '07 - Jan 5, 08	11,320.40	-8,882.74	2,437.66	
Ending Balance	15,820.40	13,007.52		28,827.92

Figure 2: Click on a date to insert it in the corresponding text box.

To export a report into a new workbook:

4. With the Cash Flow Forecast report still open, click the Export button to open the Export Report dialog box.
5. Select the A New Excel Workbook option button from the Export QuickBooks Report To choices, as shown in **Figure 3**.
6. Click Export to send the report to an Excel workbook.

Get some help: If you leave the Include A New Worksheet In The Workbook That Explains Excel Worksheet Linking check box selected, then the new workbook not only includes the worksheet with your QuickBooks report data, but it also includes a worksheet called QuickBooks Export Tips. It contains helpful information about how to work with Excel worksheets and troubleshoot exporting issues. It's especially useful if you aren't familiar with Excel.

Once you click the Export button, Excel launches automatically and opens the new workbook. The worksheet that contains your report data displays immediately and you can see how the report looks in Excel. For the most part, you won't need to worry about formatting adjustments; the report is already easy to follow and presentable enough to send to a prospective client or a lender.

Add the report to an existing workbook

When you export a QuickBooks report, you can also add the data to a workbook that's already saved to your hard drive. This makes it easy to supplement data you may already have in Excel with the data you track in QuickBooks.

To export a QuickBooks report to an existing workbook:

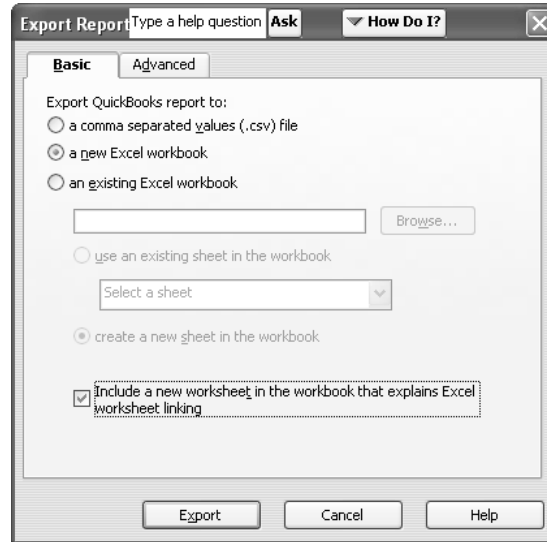
7. With the Cash Flow Forecast report still open, click the Export button to access the Export Report dialog box.
8. Select the An Existing Excel Workbook option button from the

Export QuickBooks Report To choices.

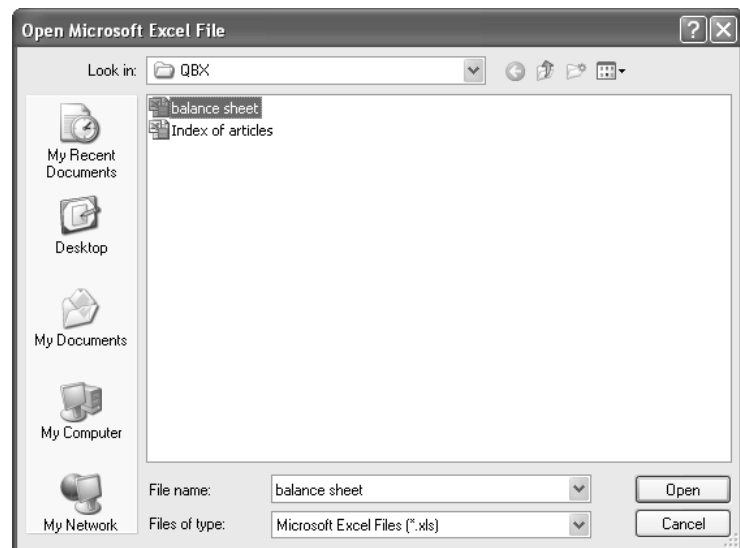
9. Click the Browse button and navigate to the appropriate Excel workbook on your hard drive in the Open Microsoft Excel File dialog box, as shown in **Figure 4**, and then

click Open. The workbook's file path displays in the text box.

10. Select the Use An Existing Sheet In the Workbook option button and choose a worksheet from its corresponding dropdown list, as



3: When you export to a new Excel workbook, you avoid complications with other data.



4: Add a QuickBooks report to an existing workbook by selecting it from the Open Microsoft Excel File dialog box.

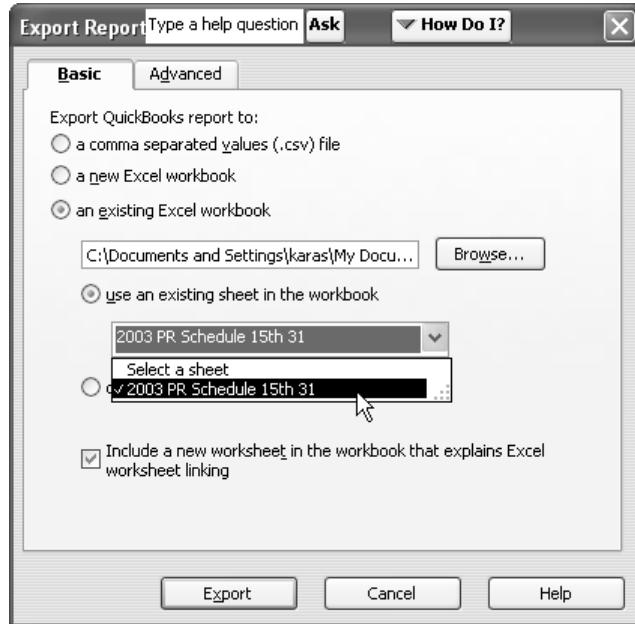
shown in **Figure 5**. Alternatively, if you want to place the report on a new worksheet, select the Create A New Sheet In The Workbook option button instead.

11. Click Export to copy the report to the workbook and worksheet you specified.

Stop! You need to know this before you export

There are a few things you should know before you export a QuickBooks report into Excel. Keep these caveats in mind to avoid unpleasant surprises:

- You must export data to a closed Excel workbook. So, before you export, it's best to close any open workbooks to which you might be exporting QuickBooks reports.
- When you export a QuickBooks report into an existing worksheet, it overwrites any data that's already in the worksheet. It doesn't simply add the data to the worksheet's existing values. If you have any doubts about accidentally overwriting Excel data in a workbook, it's best to create a new worksheet for your QuickBooks report.



5: Any worksheet that already exists in the workbook displays in the corresponding dropdown list.

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