

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

Although QuickBooks can prepare valuable financial reports for possible clients or lenders, it falls short when you want to edit a report before you send it out the door. After all, you can edit a report's layout, but not its line items. Fortunately, you can export any QuickBooks report to Microsoft Excel, where you can make adjustments and insert comments. 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 Navigator can take you right where you need to be.

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 (see Figure 1).

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.

Set up your report parameters

Once you're viewing the report in the Report Center, there are several

You can also select custom dates by typing dates in the From and To text boxes. A calendar control to the right

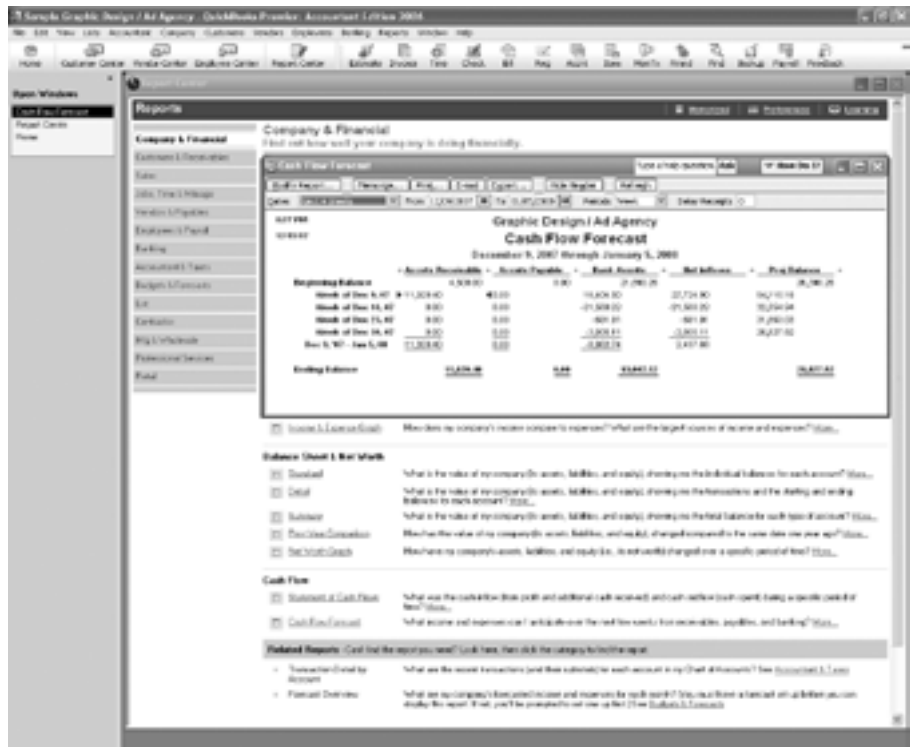


Figure 1: Choose from several different types of reports in the Report Center.



The on-going challenge of increasing productivity and decreasing inefficiencies can be overwhelming – often leaving business owners wondering where to begin. By Design Solutions helps you put together the pieces of the complex puzzle of accounting and business management systems. We not only help you evaluate and **S**elect the right version of QuickBooks, but help you **I**mplement it, **M**aximize it's use, **P**erform tasks more efficiently, **L**earn through hands on training, and then **E**nlist our help when you need support! It's just that **SIMPLE!** View our website for more information at www.ByDesignSolutions.com

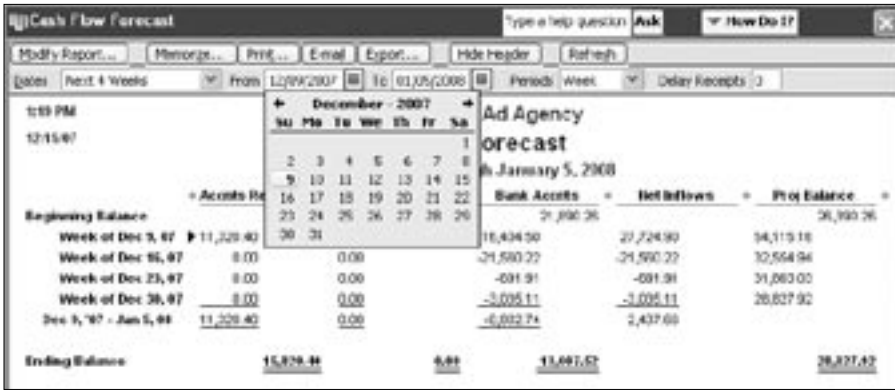


Figure 2: Click on a date to insert it in the corresponding text box.

of each of these text boxes simplifies the process by letting you point and click on a date to fill in the text box (see Figure 2).

Receiving late payments may affect your cash flow forecast. So 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 necessary. 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 report 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 you should know 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 in 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.

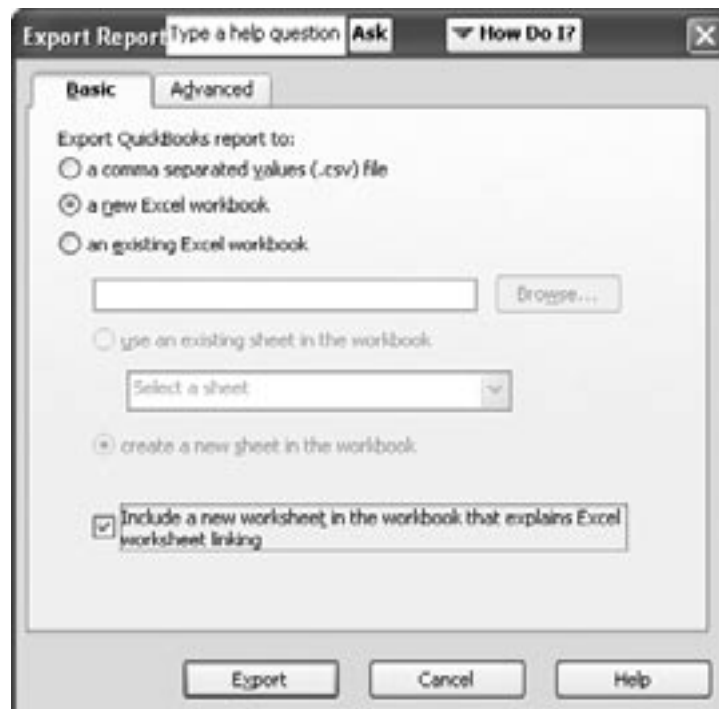


Figure 3: When you export to a new Excel workbook, you avoid complications with other data.

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. To export a report into a new workbook, follow these steps:

1. With the Cash Flow Forecast report still open, click the Export button to open the Export Report dialog box.
2. Select the A New Excel Workbook option button from the Export QuickBooks Report To choices (see Figure 3).
3. 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.

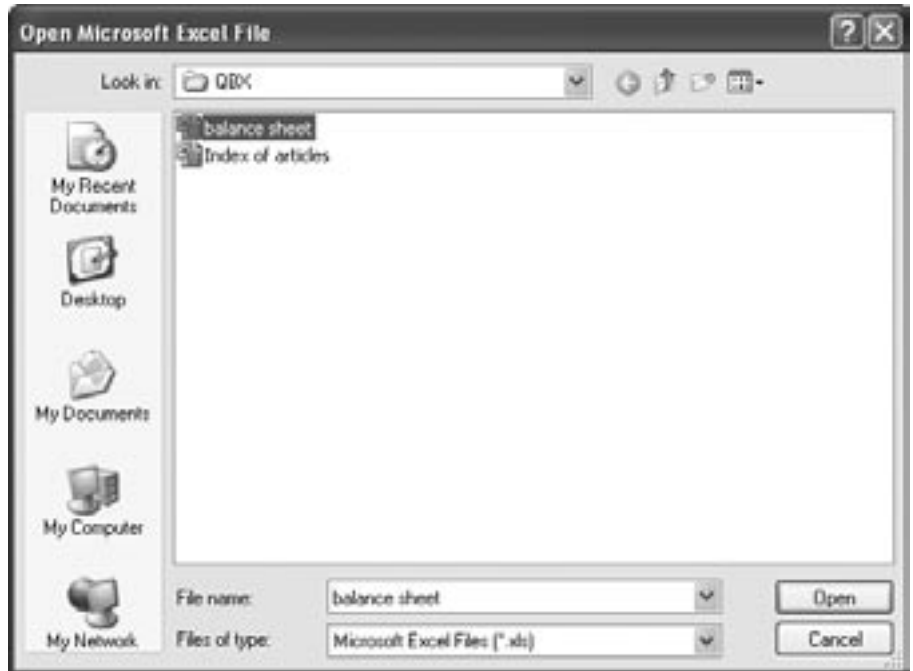


Figure 4: You can add a QuickBooks report to an existing workbook by locating and opening it first.

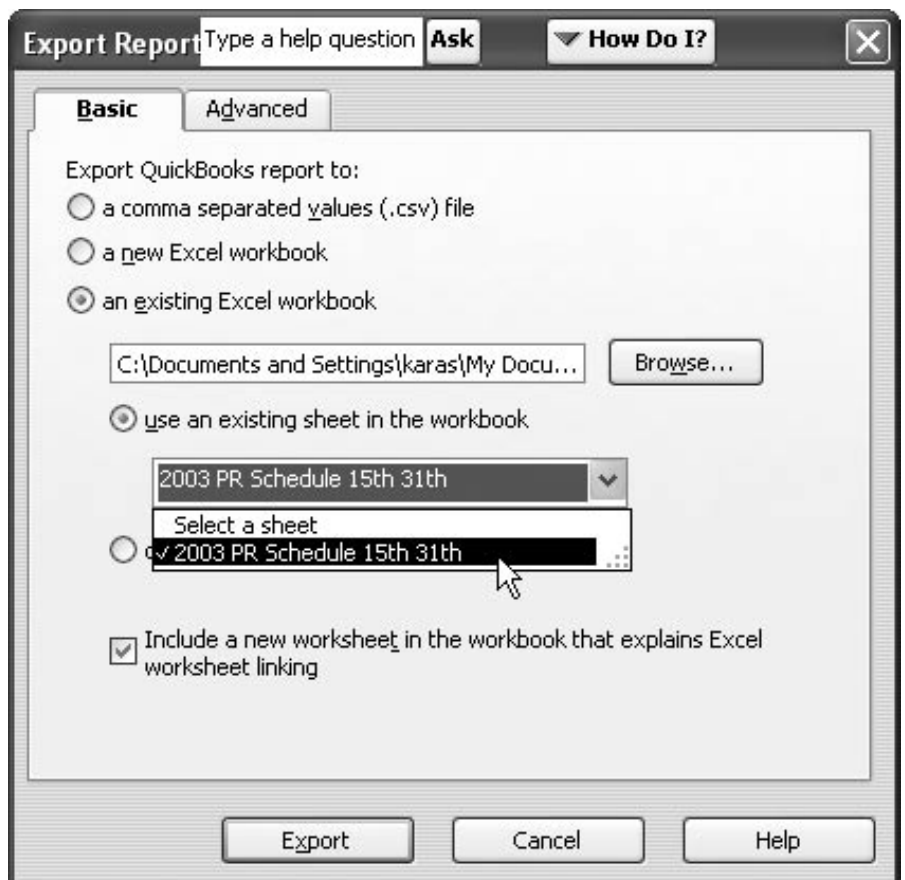


Figure 5: Any worksheet that already exists in the workbook displays in the corresponding dropdown list.

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, follow these simple steps:

1. With the Cash Flow Forecast report still open, click the Export button to access the Export Report dialog box.
2. Select the An Existing Excel Workbook option button from the Export QuickBooks Report To choices.
3. Click the Browse button and navigate to the appropriate Excel workbook on your hard drive in the Open Microsoft Excel File dialog box (see Figure 4), and then click Open. The workbook's file path displays in the text box.
4. Select the Use An Existing Sheet In the Workbook option button and choose a worksheet from its corresponding dropdown list (see 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.

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

Stop an export crisis before it happens

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 workbook and/or 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.

Advanced exporting options

When you're exporting a QuickBooks report to Excel, you can 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:

- **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 those formats.
- **Excel features.** 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 even when you scroll down or to the right. Excel also displays gridlines by default.
- **Printing.** You can 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.

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