

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 number of sheets in the workbook.

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 workbook.

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 and 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 added to the existing data.*

>> *Create Excel links between a QuickBooks data worksheet and another worksheet in the same 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 you created the links between worksheets. If you are seeing wrong data in your customized worksheet, then you might have changed the structure of the report in some way.

>> *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

>> *Deleted exported data sheet which serves as data source.*

D/OH Fire Protection District
PRELIMINARY 2025/2026 Operating Budget

Accnt. #	Account Title	Type	Budget	Description/Comments
4000	Property Taxes	Income		Calculated then reduced for county admin fees (Last line)
4010	Current Secured	Income	\$ 10,000	Real Estate Taxes
4020	Current Unsecured	Income	\$ 500	Personal Property Taxes
4040	Prior Unsecured	Income	\$ -	Unsecured Taxes from prior years
4060		Income		
4080	Direct Assessments	Income	\$ 86,662	2024/2025 benefit assessment after county fees (est)
4090	HOPTR	Income	\$ 100	Homeowners Exemption rebate
4100	Measure K Funds *	Income	\$ 132,000	Estimate - Funds to enhance fire services in accordance with Measure K
4200	Mitigation Fees	Income	\$ 9,500	
4300	Non-Auxiliary Contributions	Income		Bill Shaw Grant
4310	Fire Auxiliary Contributions	Income		
4400	Equipment Rental Income	Income	\$ -	CalFire Reimbursements
4500	CDF Grants	Income		
4900	Uncategorized Income	Income		Income not categorized elsewhere
8000	Interest Income	Income	\$ 5,000	Interest from Yuba County
8010	Insurance Dividend	Income		
Total Income			\$ 243,762	
6030	Uniforms/Safety Gear *	Expense		Wild land and structure uniforms, new & replacement gear
6040	Volunteer Reimbursements	Expense	\$ 8,000	
6050	Annual & Quarterly Crew Fund	Expense	\$ 8,000	\$2,500/yr + \$3.00/call to Crew Fund
6060	Professional Fees	Expense	\$ 12,000	Increase from last year Audits 2022-2023
6080	Training & Education *	Expense		
6100	Utilities	Expense		
6150	Site Maintenance *	Expense		Increase from last year
6160	Insurance	Expense		Property, Auto & Liability Insurance Estimated increase from last year
6165	Workers Comp	Expense		Estimated Increase from last year
6200	Office Expenses	Expense		
6205	Bank Charges	Expense		
6210	Licenses & Fees	Expense		Live Scan, FBI, DMV
6220	Dues & Publications	Expense		Chiefs Association, other dues Increase from last year add CSDA
6225	JPA Dues	Expense	\$ 3,000	JPA Dues
6300	Vehicle Maintenance *	Expense		
6310	Fuel	Expense		
6350	Radio Expenses *	Expense		
6400	Public Relations *	Expense		Publication Expenses * Flyers to public or educational material
6410	Elections	Expense		Election Expenses
6420	Board Expenses	Expense		Open house, community service
6430	Admin Training	Expense		
6440	Misc Admin	Expense	\$ -	
6500	Operating Supplies	Expense		
6510	Station Supplies	Expense		Expensed station supplies -
6530	Medical Supplies *	Expense		Medical Expendables
6540	Safety Equipment *	Expense		EPI Pens, Bandages, Ice Packs, COMBe
6550	Kitchen/Bath Supplies	Expense		Paper towels, tp etc
6560	Tools	Expense	\$ -	
6590	Vehicle Equipment *	Expense		Put new hose other high cost vehicle expendables here - Future Plans
6600	Outside Services	Expense	\$ -	Chipping grants, show income as credit
6700	Building Improvements *	Expense		
6730	Equipment Rental *	Expense	\$ -	
6750	Capital Equipment Purchases *	Expense	\$	Office equip, furn., tools, engines, other costing more than \$3,000
6760	Cap Projects/Fixed Assets*	Expense	\$	
6800	Equipment Reserve	Expense # #		Balancing Account
6900	Depreciation	Expense	\$ -	
6999	Uncategorized Expenses	Expense	\$ -	
Total Expenses			\$ 31,000	#
Budget Adjustments:				
1				
2				
3	Equipment Reserve is now Balancing Account			
4				
5				
6				
Benefit Assessment Income:		County admin fee:	5.00%	\$90,738