Revised 10/14/19

Exporting Budget File from QuickBooks

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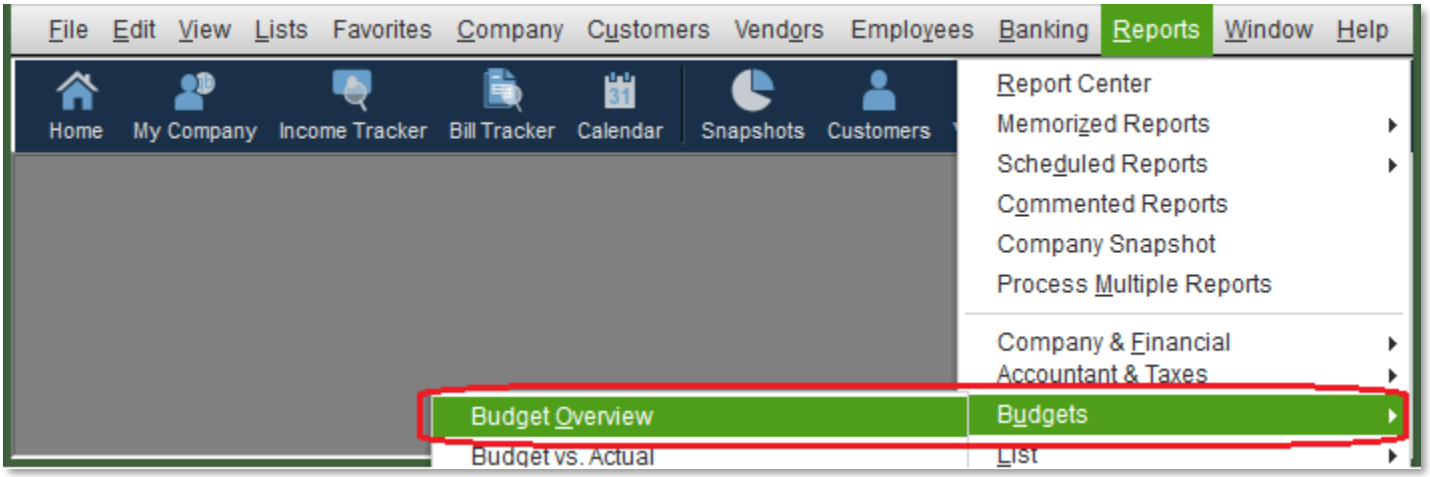
Assumptions and General Information

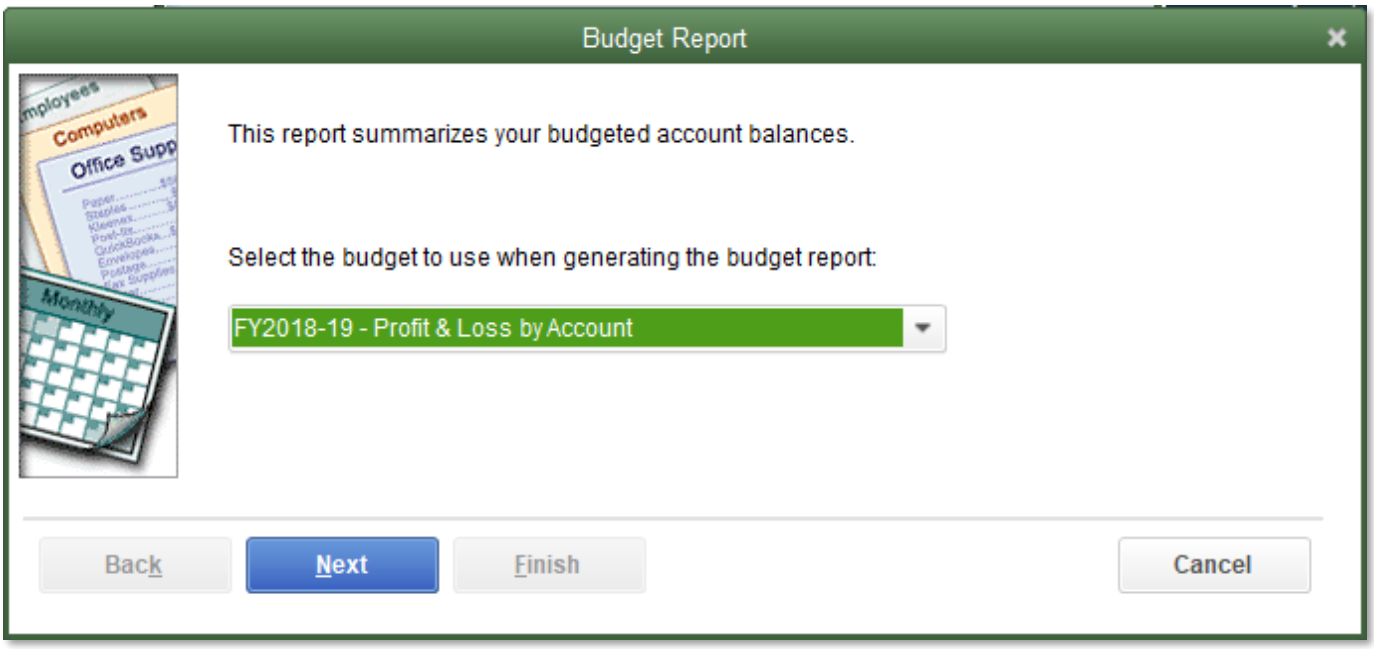
- This document was created as a supplement to the instructional videos, which go over this process. Video Link: https://TinyURL.com/Elks-Adaptive
- This document can be found by visiting http://www.CHEA-Elks.org under Accounting Consultants. This link is password protected "AA2019".
- This document was created for **QuickBooks Pro (Desktop Edition)** users. It was not intended to be used with QuickBooks Online, or any other accounting systems.

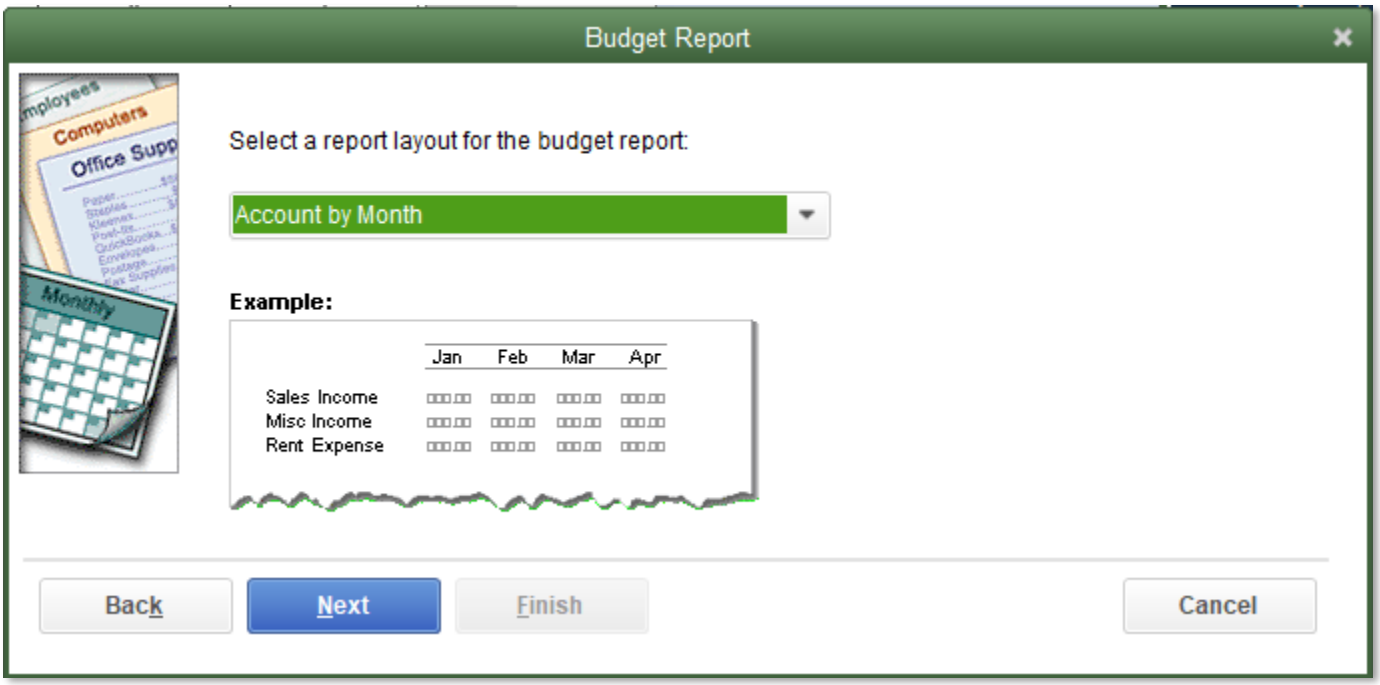
Exporting Budget file from QuickBooks

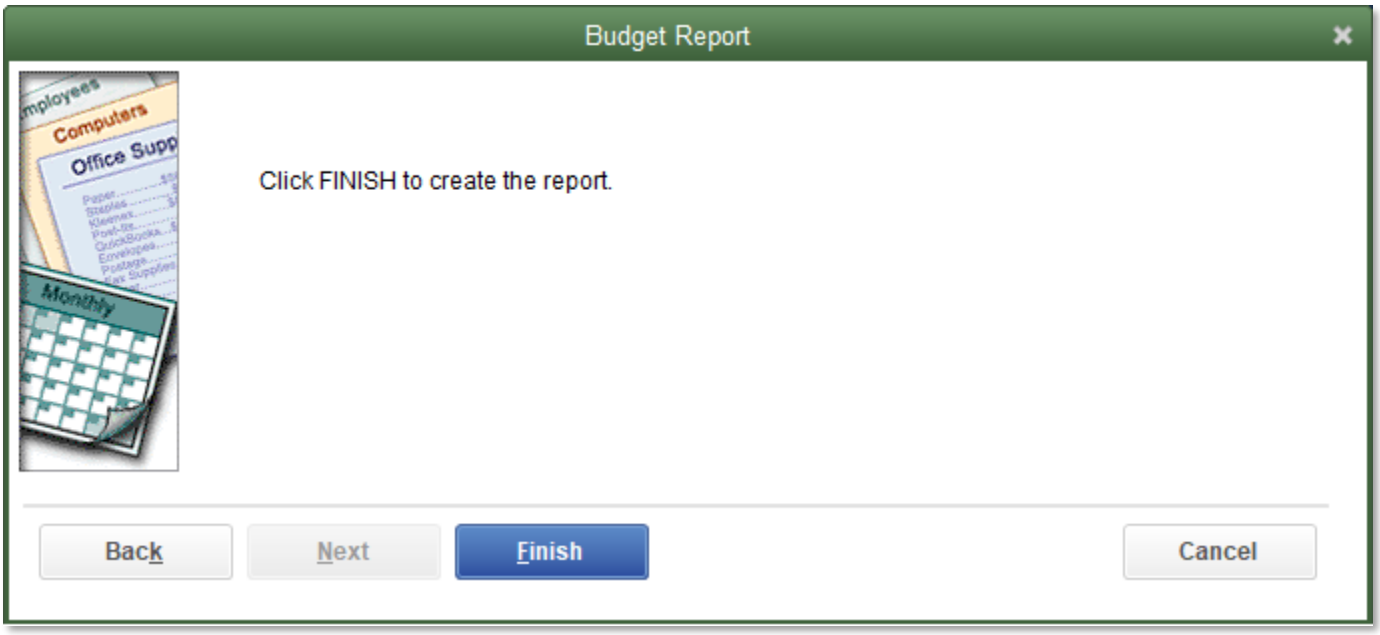
*From the Reports menu, select **Budgets → Budget Overview**.*



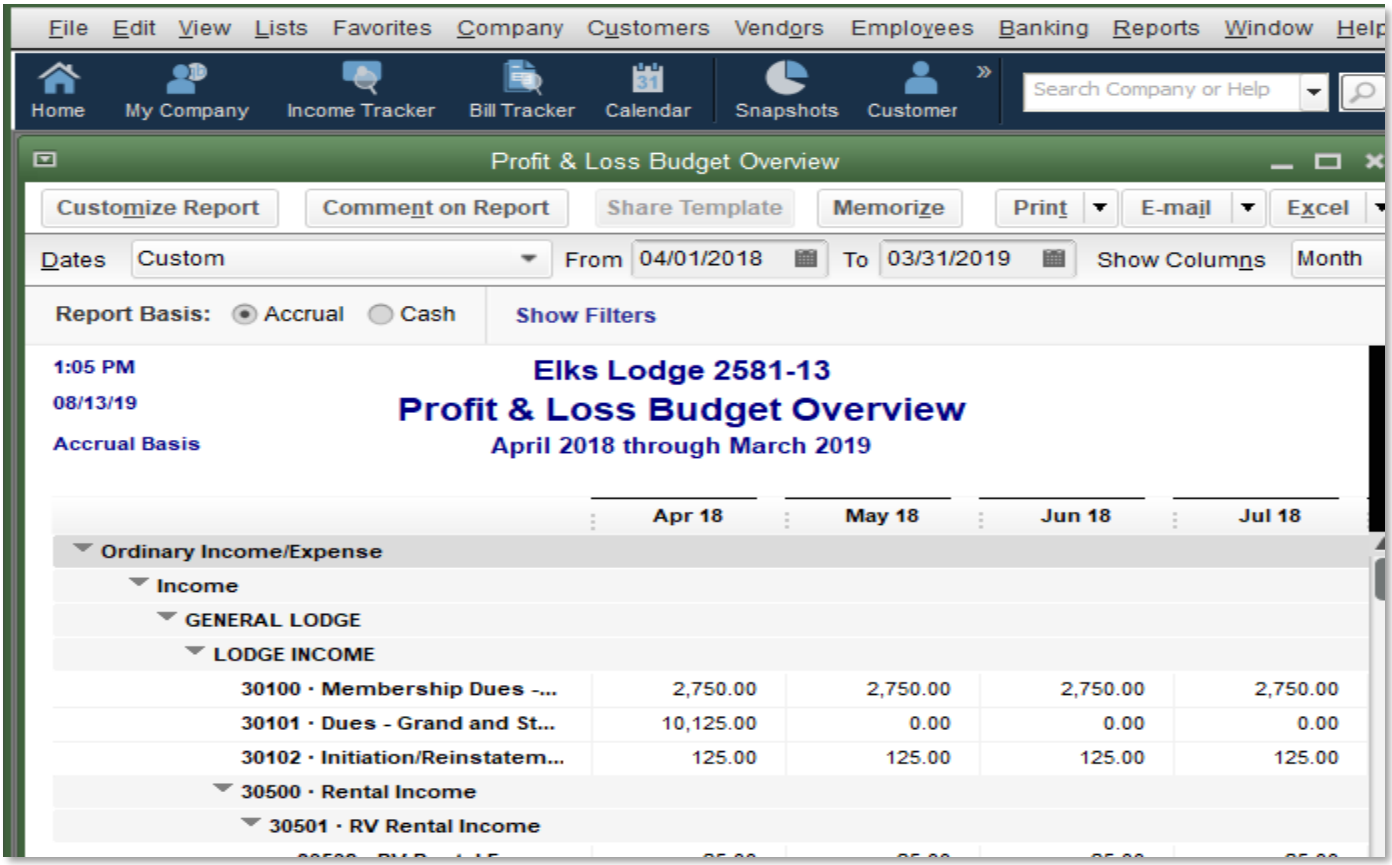
Please note in these instructions the example on all dates are April 1, 2019 to March 31, 2019. When you are running this report for M & M you will be using the current fiscal year. Keep the default budget report and format, just follow the prompts on the screen (NEXT → NEXT → FINISH):



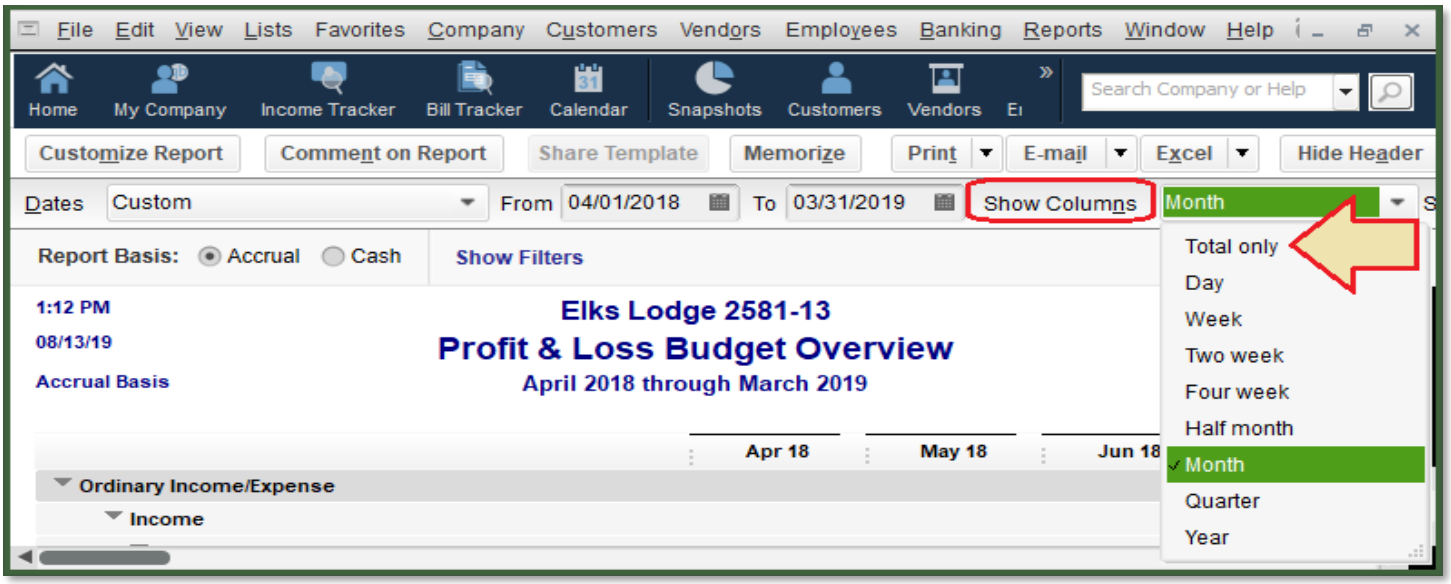

Budget Report
Select a report layout for the budget report:
Account by Month
Example:
Jan Feb Mar Apr
Sales Income
Misc Income
Rent Expense
Back
Next
Finish
Cancel


Budget Report
Click FINISH to create the report.
Back
Next
Finish
Cancel

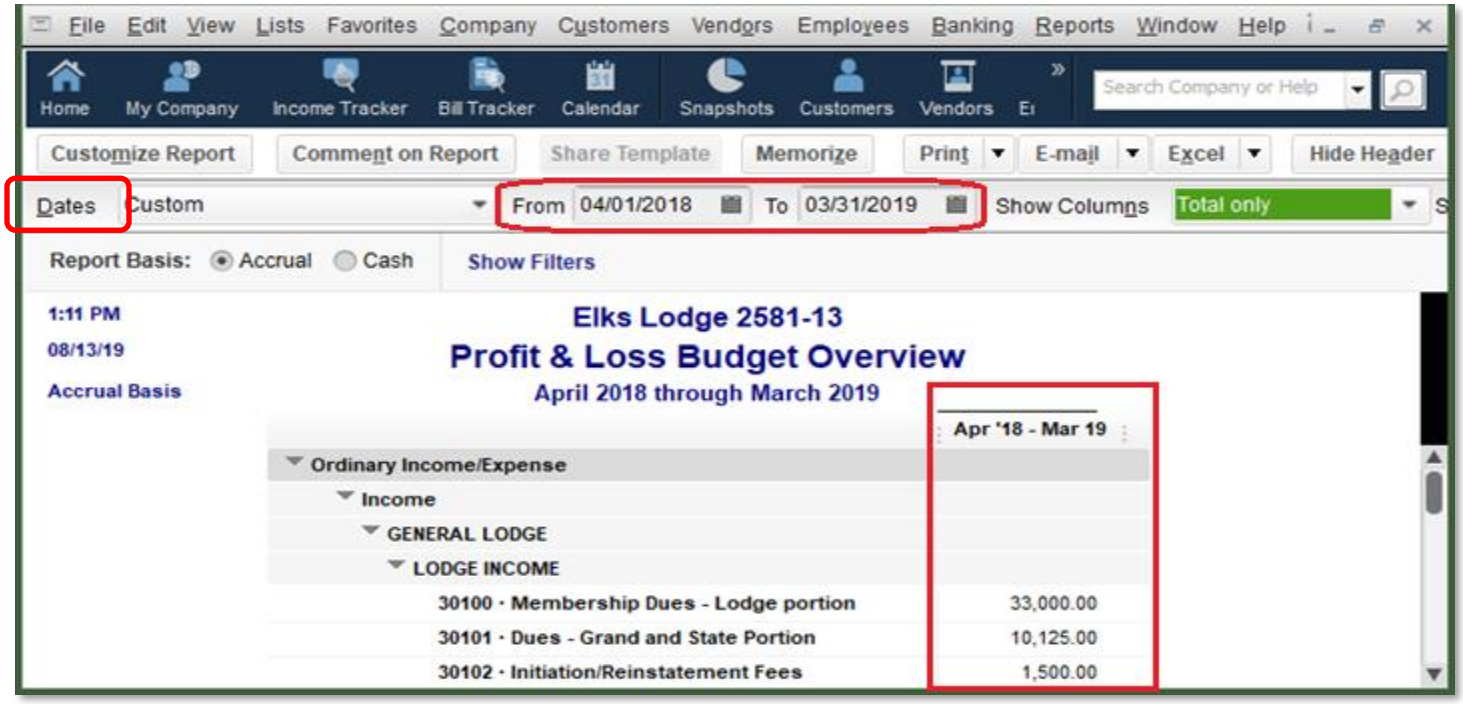
The report below will be generated:



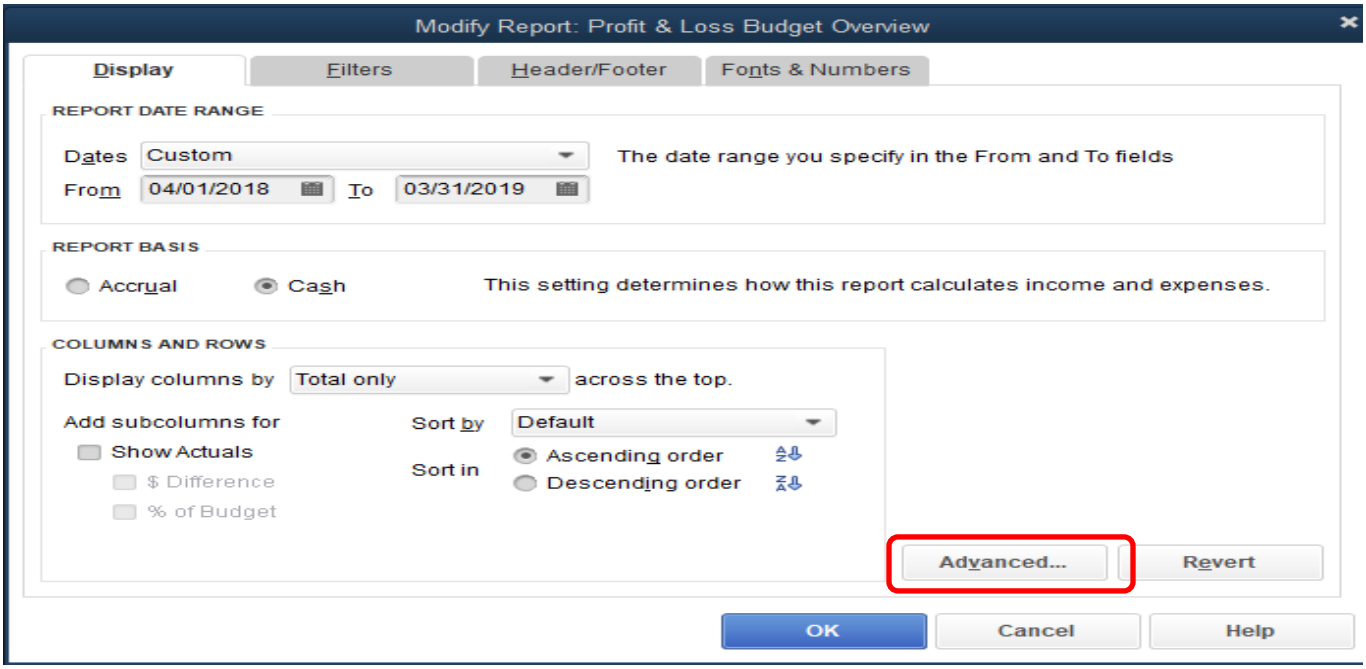
This report will allow you to export yearly budget in a monthly format.
We need to modify the report to include only the *account numbers*, and the *rollup for the entire year*.
To do that – *use "**Show Columns**" drop-down and select "**Total Only**":*



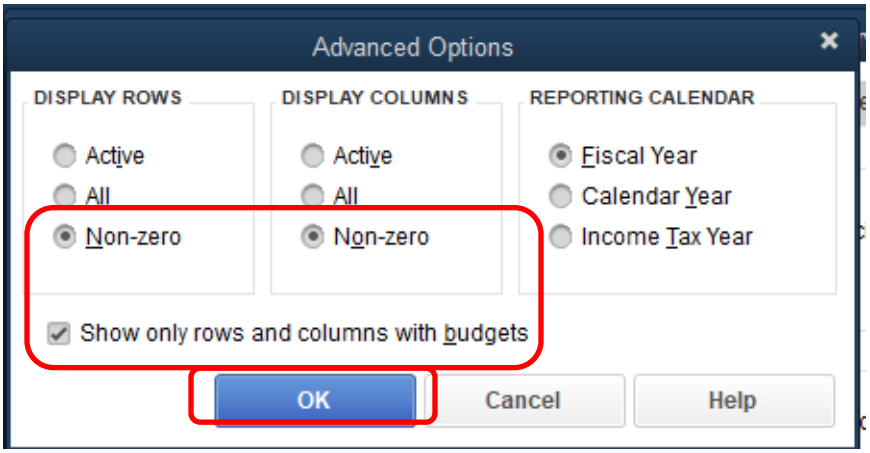
This will change the report format for the rollup for the whole fiscal year (*from April 1st, 2018 through March 31st, 2019*). Under "DATES" select "THIS FISCAL YEAR" and double check dates are for the correct period, since standard ELKS fiscal year starts on April 1st.



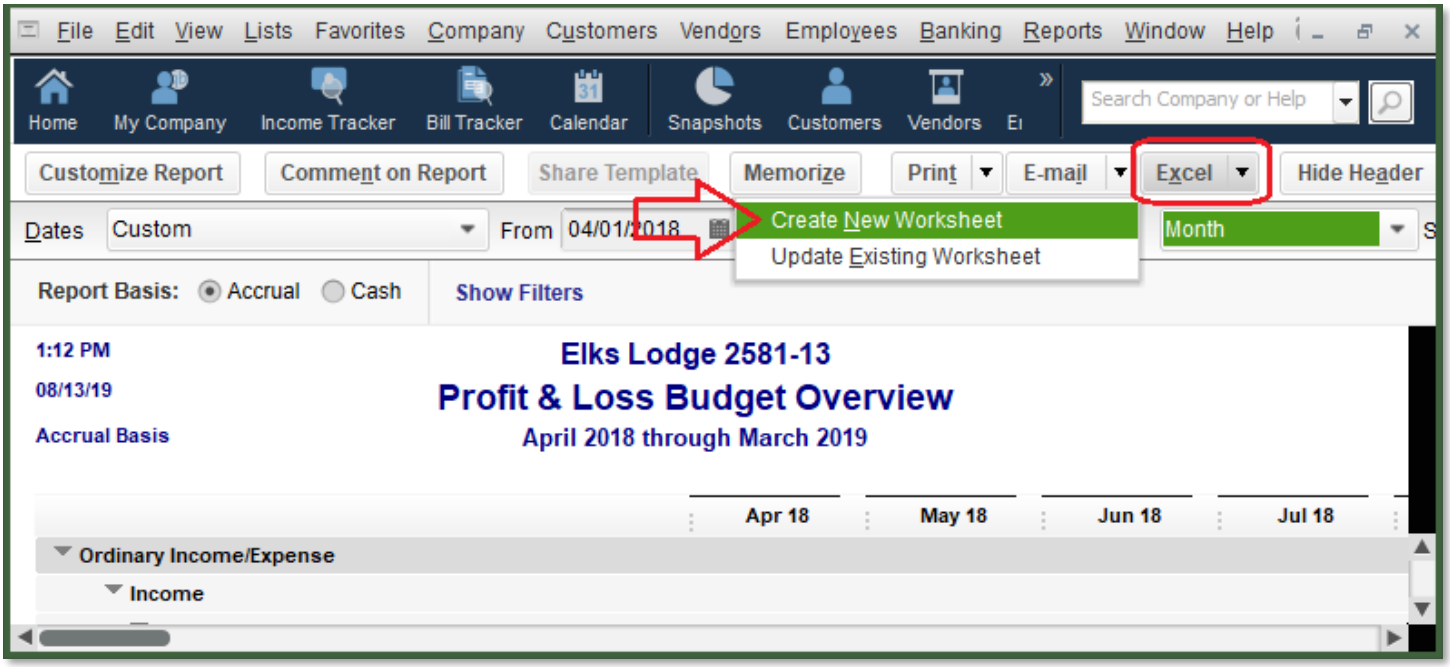
*Click on **Customize Report->"Advanced…"***



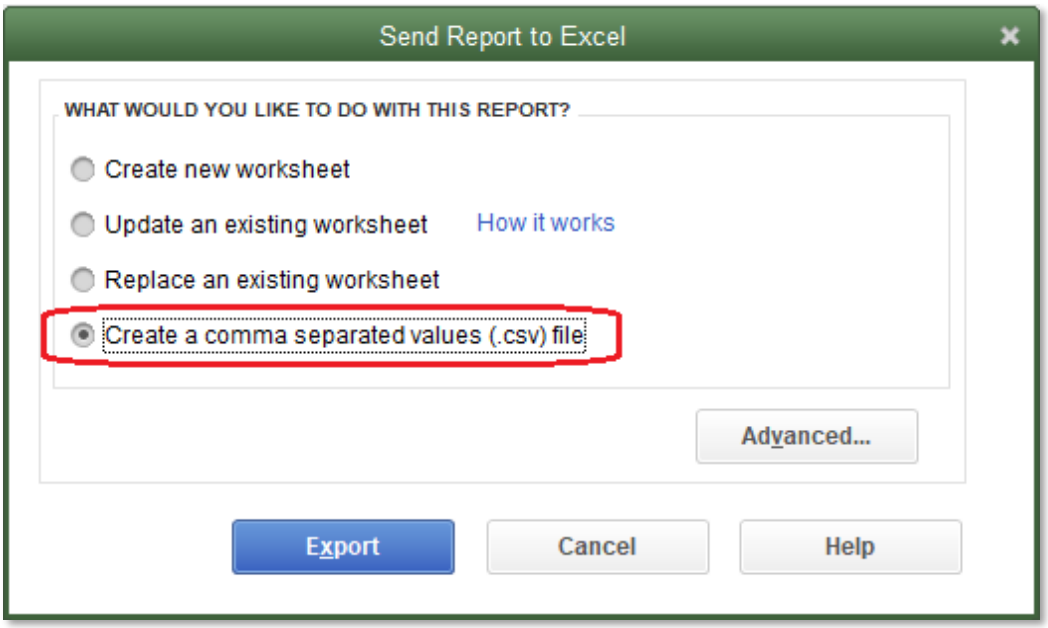
->click on "Non-zero" in both boxes and put a check mark in "Show only rows and columns with budgets". Then click "OK" to generate the report.



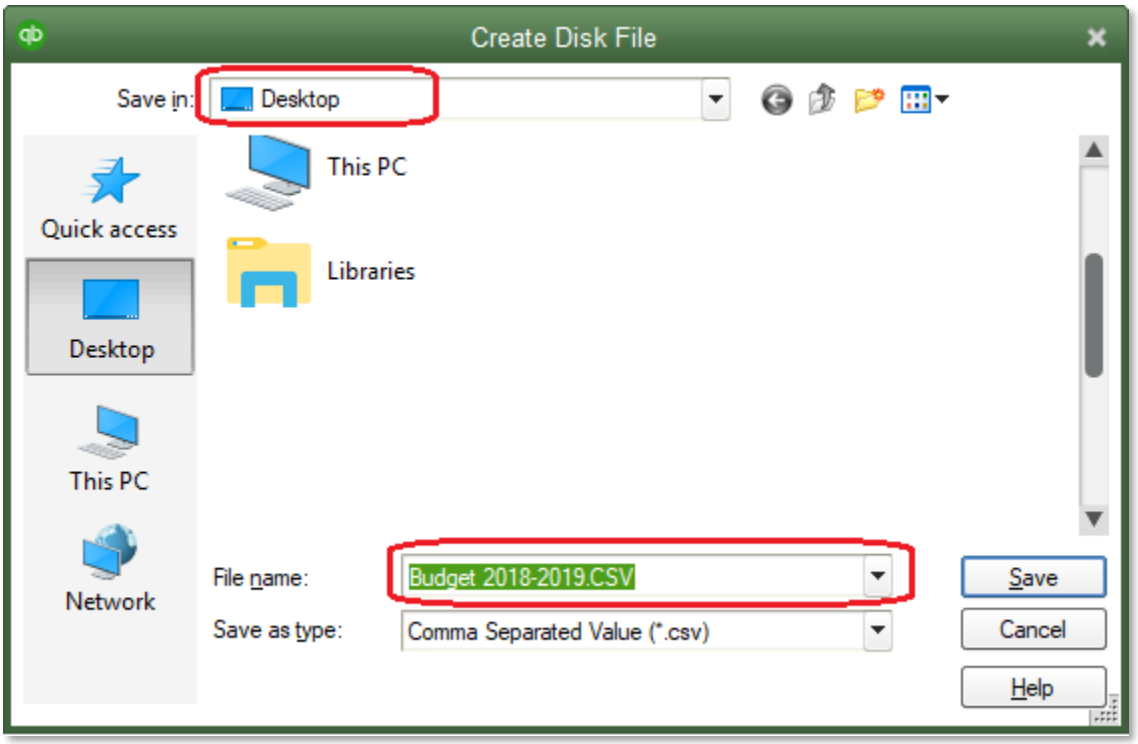
*Locate **Excel** button, and select "**Create New Worksheet**"*:



*Always select "**Comma Separated Values**" (.CSV) file:*



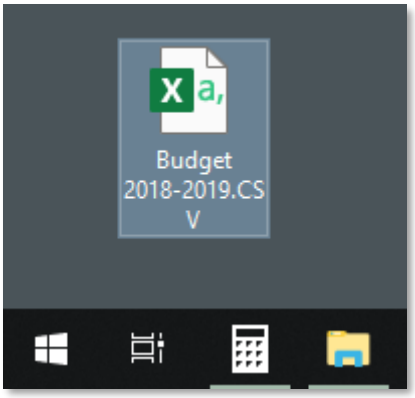
CSV is a universal file format used to transfer data between different systems. Adaptive will accept CSV files from any accounting system, not just QuickBooks. *Click **EXPORT** and save the file in a folder where you can find it.* IN the example below file is saved on the desktop but you can save it anywhere on your network.



In the next step we will modify the resultant CSV file by removing extra rows and adding necessary columns before it can be submitted to Adaptive. *Note – as you're making changes to the CSV file – please don't forget to save often, to avoid redoing everything all over.*

Cleaning up Budget file in Excel

Please locate the file created in the previous step and open it in Excel.



The data is made up of two columns:

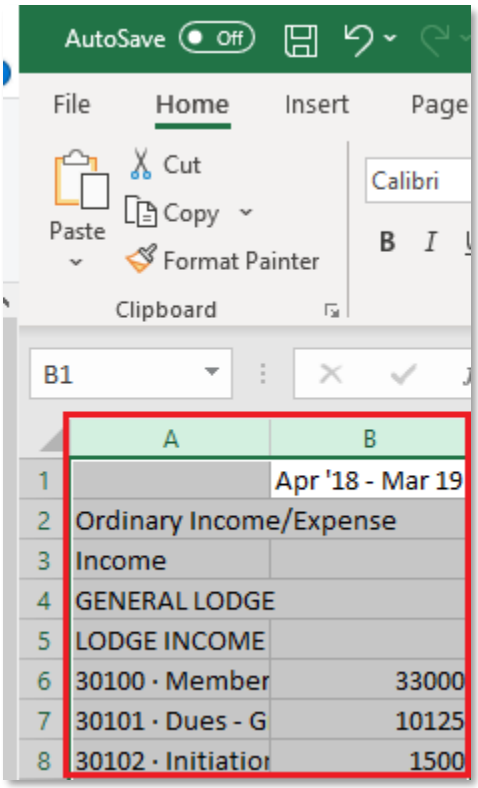
Column A - **Account Number**

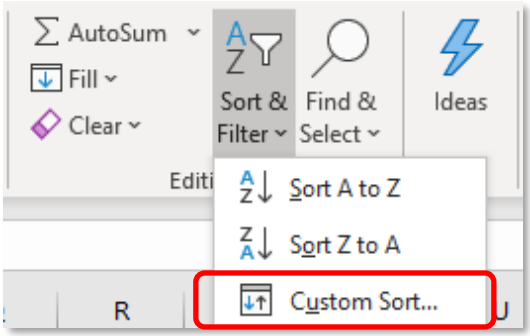
Column B - **Annual Budget Amounts**

As you can see, there will be a lot of cleanup to perform before the file can be submitted:

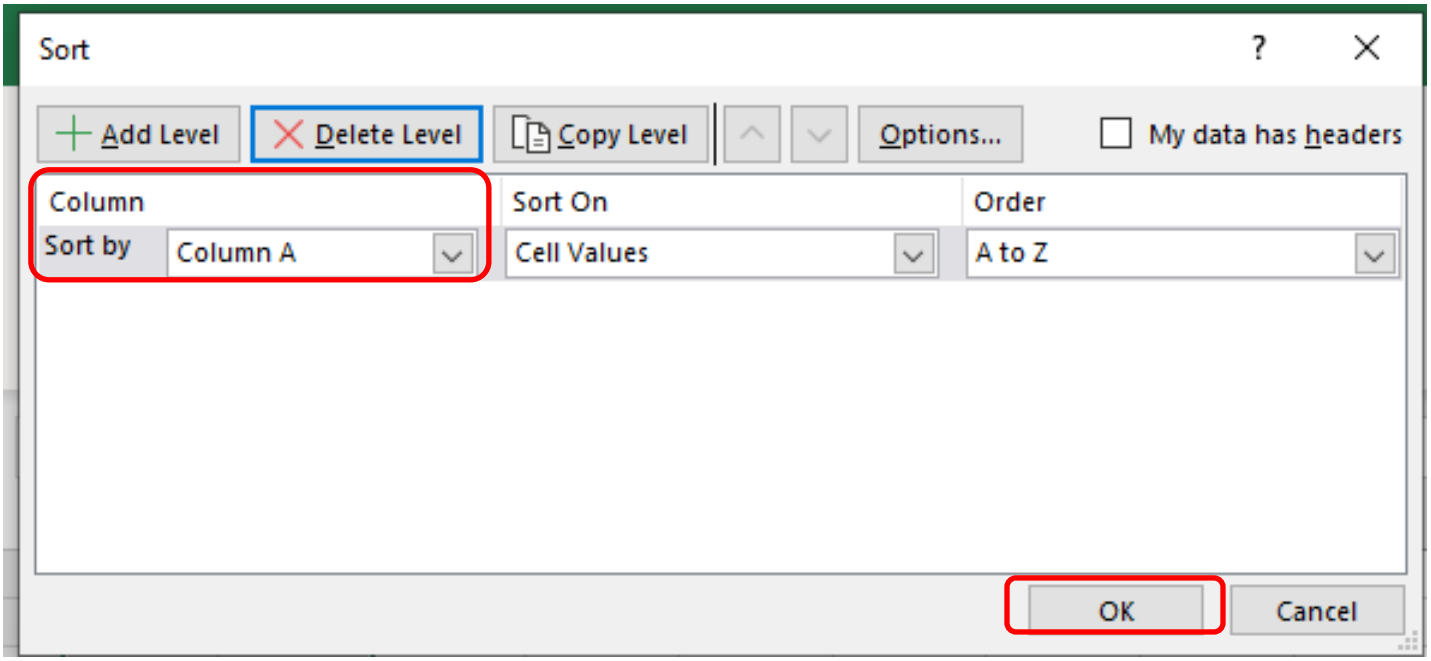
- All rows with blank values in column B should be removed
- All rows that do not contain account number in column A should be removed (Summaries, Totals, etc.)
- Three more columns should be added to the CSV file before it can be submitted (***LodgeNumber, FYE, Version***)

*To do that, Click on **Sort & Filter → Custom Sort**, as shown in the screenshot below:*



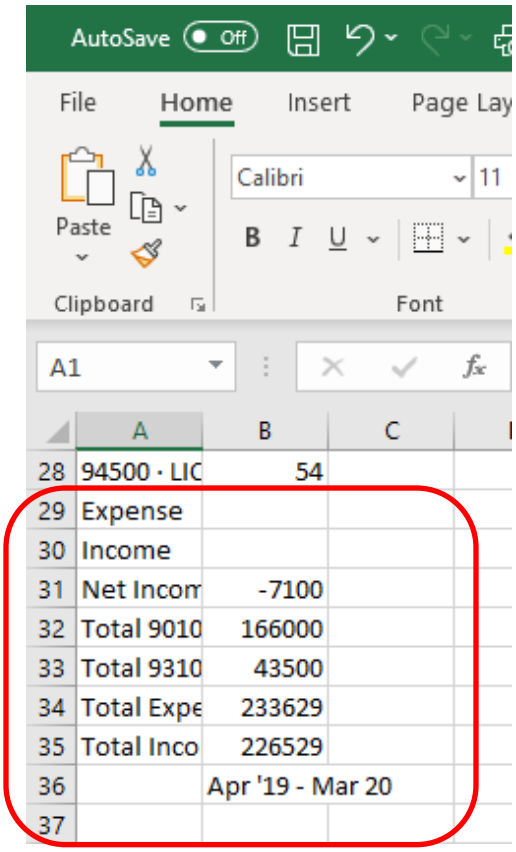


*Click on **Sort by** → **Column A**, then OK*

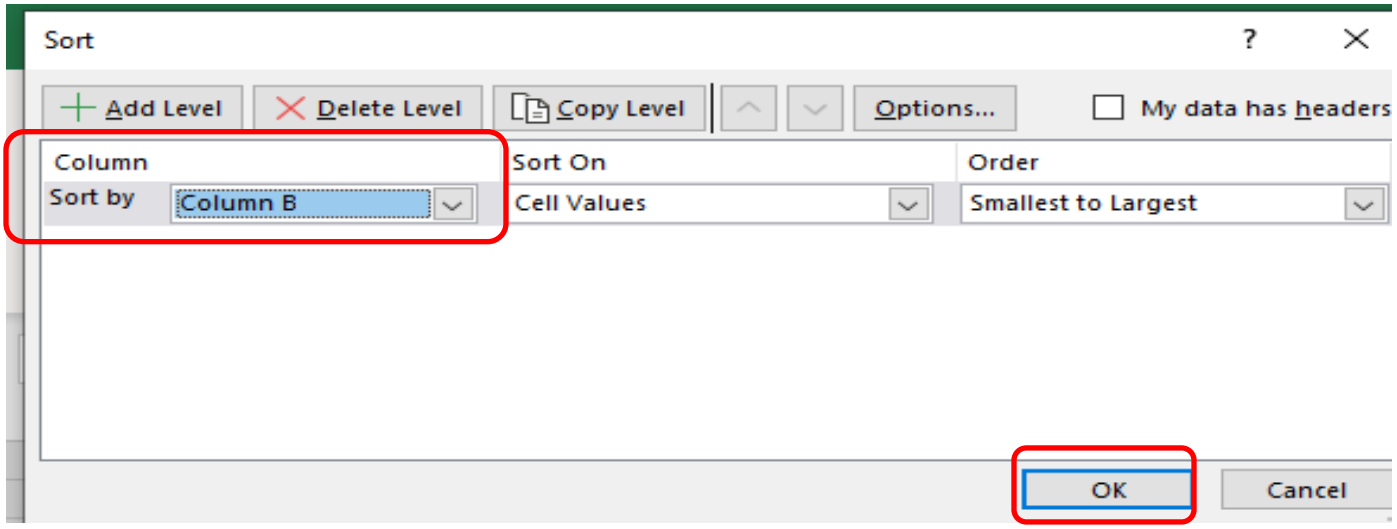


Now you must remove unwanted "total and summary" rows where there are no valid account numbers.

By doing so, GL Accounts starting with a number will be at the top. If your Lodge is using numeric account numbers, all valid accounts will be at the top, and all unwanted rows will be on the bottom. Those rows must also be deleted. To do that, scroll down until we do not have account numbers anymore. In the example on the right, the last valid account number (94500) is in row 28. All rows below will be deleted.

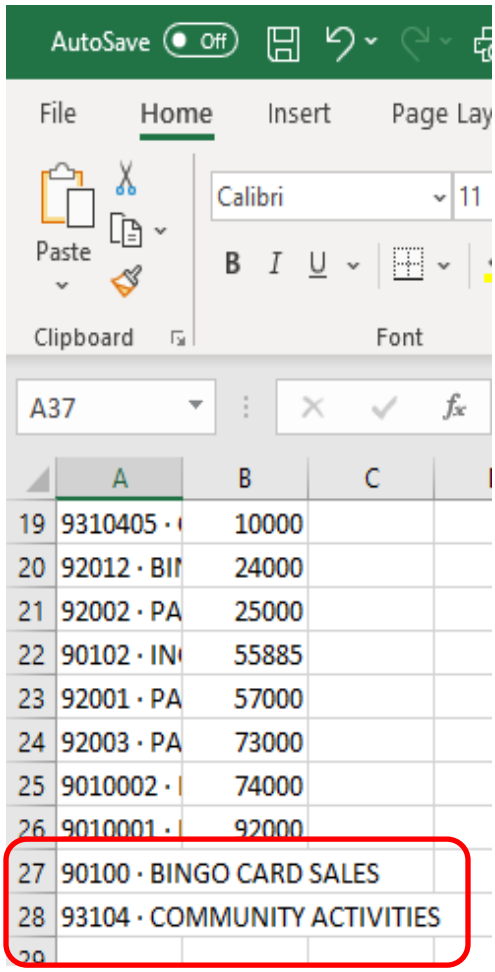


*Now do the same only Click on **Sort by → Column B**, then OK*



Now you must remove unwanted "names and no amounts" in rows where there are no valid account numbers.

By doing so, GL Accounts starting with a number will be at the top. If your Lodge is using numeric account numbers, all valid accounts will be at the top, and all unwanted rows will be on the bottom. Those rows must also be deleted. To do that, scroll down until we do not have account numbers anymore. In the example on the right, the last valid account number (9010001) is in row 26. All rows below will be deleted.

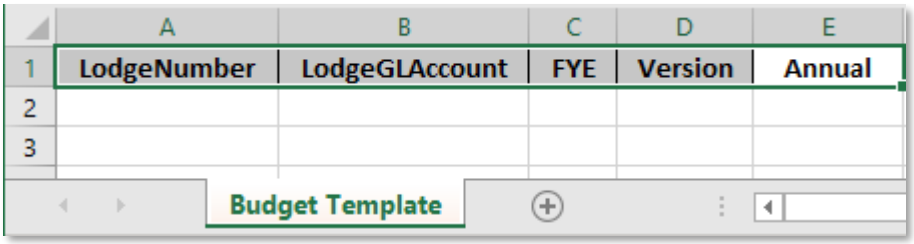


That completes the *Data Cleanup* step. Save file as "Budget 2018-19". M & M have a special format you need to use to submit your budget figures. You will have to copy these figures into their final template format file. Below is the final steps required before you can submit your Budget CSV file.

Finalizing Budget file in Excel and sending to Adaptive

For this step, please locate and download Budget template file from CHEA-ELKS.org. The template file contains correct headers for your CSV file. Alternatively, you can create this file for your records. Simply open the excel template and save as "***Budget FY19".xlsx***

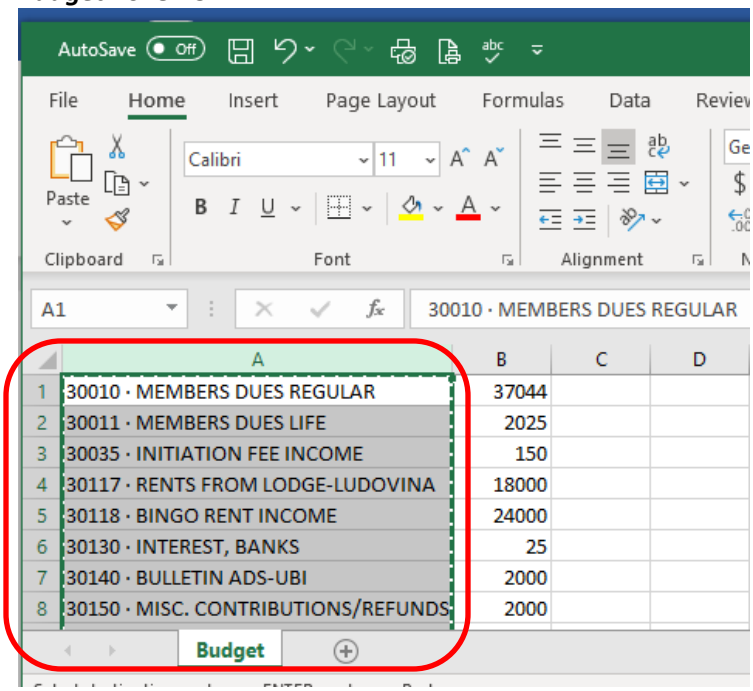
LodgeNumber	LodgeGLAccount	FYE	Version	Annual



Prepare you import CSV file by inserting the figures you created with the instructions above. Open both files and copy/paste the information into the Budget Template file.

To do this, using the file you created named "Budget 2018-19" click on Column A with the account numbers and click "CTRL C" (for copy).

Budget 2018-19



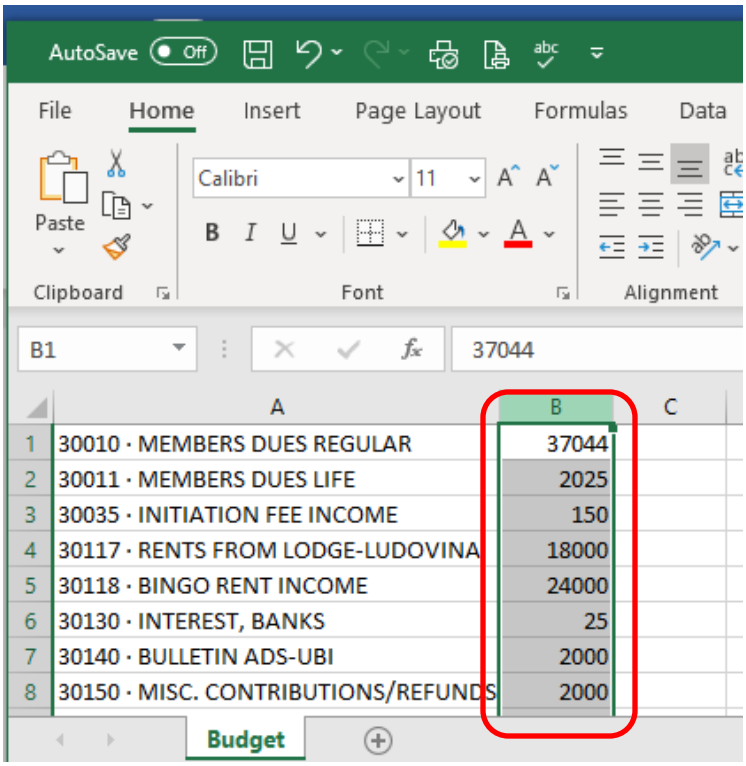
Now go to the Budget Template file and go to column/line B2 and paste “CTRL V” under LodgeGLAccount.

Budget FY19

	A	B
1	LodgeNumber	LodgeGLAccount
2		30100 · Membership Dues - Lodge portion
3		30101 · Dues - Grand and State Portion
4		30102 · Initiation/Reinstatement Fees
5		30501 · RV Rental Income - Other
6		30502 · RV Rental Expenses
7		30502E · RV Expenses - Electricity
8		30503 · Lodge Rental Income - Other

Next go back to the “Budget 2018-19” click on Column B with the budget amounts and click “CTRL C” (for copy).

Budget 2018-19



Now go to the Budget Template file and go to column/line E2 and paste “CTRL V” under Annual.

Budget FY19

	A	B	C	D	E
1	LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2		30100 · Membership Dues - Lodge portion			33000
3		30101 · Dues - Grand and State Portion			10125
4		30102 · Initiation/Reinstatement Fees			1500
5		30501 · RV Rental Income - Other			15000
6		30502 · RV Rental Expenses			-300
7		30502E · RV Expenses - Electricity			-2400
8		30503 · Lodge Rental Income - Other			3000

The last step is to type in the values in the ***LodgeNumber***, ***FYE*** and ***Version*** columns:

	A	B	C	D	E
1	LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2	2581	30100 · Membership Dues - Lodge portion	2019	Budget	33000
3	2581	30101 · Dues - Grand and State Portion	2019	Budget	10125
4	2581	30102 · Initiation/Reinstatement Fees	2019	Budget	1500
5	2581	30501 · RV Rental Income - Other	2019	Budget	15000
6	2581	30502 · RV Rental Expenses	2019	Budget	-300
7	2581	30502E · RV Expenses - Electricity	2019	Budget	-2400

COLUMN A:

- Type your **Lodge Number** in cell A2 and copy it down to the last row with GL Account Values.
  - *If your Lodge number starts with a zero, please type **apostrophe**, followed by the **lodge number***

	A
1	LodgeNumber
2	'0001

COLUMN C:

- If your report range was **FY2018-2019**, Fiscal Year End (**FYE**) values will be **2019**. Copy it down to the last row with GL Account Values. This date must be the ending year , so for the current Fiscal Year End **FY2019-2020**, Fiscal Year End (**FYE**) values will be **2020.**

COLUMN D:

- At this point, **Version** column will always have word “**Budget**”
  - *In the future we will implement logic to allow for multiple budget version.*

Once the header values are correct, all rows have correct values, **SAVE** the file as ***Budget FY19***, and send it to adaptive@elks.cloud.

Make sure to include word **BUDGET** in the subject line on the email, otherwise the file will be rejected.

When sending the file to adaptive@elks.cloud the subject line needs to have:

YOUR LODGE NAME WITH THE NUMBER: BUDGET FY 19 (i.e. Lodge 0001-BUDGET FY 19).

You will receive an email once that information has been successfully processed.

When submitted if there is a problem, they will email you telling you what the problem is and you will then correct and resubmit.

Once the final BUDGET file has successfully been processed with M & M email the confirmation showing it was completed to me. Should you need further help or have questions please email: CHEAAcctg@yahoo.com.

From
Debra Mello
CHEA FRS Coordinator
CHEAAcctg@yahoo.com
530-219-0030