

### 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: <u>https://TinyURL.com/Elks-Adaptive</u>
- This document can be found by visiting <u>http://www.CHEA-Elks.org</u> 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** $\rightarrow$ **Budget Overview**.

Image: Company Income Tracker       Image: Company Income Tracker	nter d Reports d Reports ed Report Snapshot <u>l</u> ultiple Re	ts t eports	* *
Company & Accountant & Budget Overview	& <u>F</u> inanci: It & Taxes	al	
Budget overview Dudgets			ہے

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  $\rightarrow$  NEXT  $\rightarrow$  FINISH):

_	Budget Report	×
Computers Office Supp	This report summarizes your budgeted account balances.	
Alconey	Select the budget to use when generating the budget report: FY2018-19 - Profit & Loss by Account	
Bac <u>k</u>	<u>N</u> ext <u>F</u> inish	Cancel



## Benevolent and Protective

Order of Elks of the United States of America

		Budget Report	×
Computers Office Supp	Select a report la Account by Mont	h	
	Example: Sales Income Misc Income Rent Expense	Jan Feb Mar Apr	
Bac <u>k</u>	<u>N</u> ext	<u>F</u> inish	Cancel

	Budget Report	×
Arcontonia	Click FINISH to create the report.	
Bac <u>k</u>	<u>N</u> ext <u>Finish</u> Cancel	



#### The report below will be generated:

<u>File E</u> dit <u>V</u> iew <u>L</u> ists Favorites <u>C</u> ompany C	C <u>u</u> stomers Vend <u>o</u>	ors Employees	<u>Banking</u> <u>R</u> epor	ts <u>W</u> indow <u>H</u> elp					
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Profit & Loss Budget Overview C ×									
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Dates Custom - Fro	om 04/01/2018	To 03/31/20	19 🔳 Show C	olum <u>n</u> s Month					
Report Basis:      Accrual      Cash Show F	ïlters								
1:05 PM     Elks Lodge 2581-13       08/13/19     Profit & Loss Budget Overview       Accrual Basis     April 2018 through March 2019									
Ordinary Income/Expense	Aprilo	May 10	Jun 16	Jui 18					
▼ Income									
GENERAL LODGE									
LODGE INCOME									
<b>30100 · Membership Dues</b> 2,750.00 2,750.00 2,750.00 2,750.00									
30101 · Dues - Grand and St	10,125.00	0.00	0.00	0.00					
30102 · Initiation/Reinstatem	125.00	125.00	125.00	125.00					
▼ 30500 · Rental Income									
30501 · RV Rental Income									

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"*:

□ <u>F</u> ile <u>E</u> dit <u>V</u> iew <u>L</u> ists Favorites	<u>C</u> ompany C <u>u</u> stomers Vend <u>o</u> rs Emplo <u>v</u> ees <u>B</u> anking <u>R</u> eports <u>W</u> in	ndow <u>H</u> elp (_ & ×
Home My Company Income Tracker	Image: State of the state o	Company or Help 🖵 🔎
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Dates Custom	<ul> <li>From 04/01/2018 III To 03/31/2019 III Show Columns</li> </ul>	Month S
Report Basis:      Accrual      Cash	Show Filters	Total only
1:12 PM 08/13/19 Accrual Basis	Elks Lodge 2581-13 Profit & Loss Budget Overview April 2018 through March 2019	Week Two week Four week
	Apr 18 May 18 Jun 18	✓ Month
Ordinary Income/Expense	Quarter	
		Year



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

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08/13/19		Profit & L	oss Bud	get Overvi	iew		
Accrual Basis		April	2018 through	March 2019		1	
					Apr '18 - Mar 19		
	Tordinary In	come/Expense					
	* Incom	e					
	₩ GEN	ERAL LODGE					
	Ψ.	ODGE INCOME					
		30100 · Member	ship Dues - Lod	ge portion	33,000.00		
		30101 · Dues - G	rand and State P	ortion	10,125.00		
		30102 · Initiation	Reinstatement	Fees	1,500.00		*

Click on Customize Report->"Advanced..."

Modify Report: Profit & Loss Budget Overview									
Display	<u>F</u> ilters	Header/Footer F	o <u>n</u> ts & Numl	bers					
REPORT DATE RANGE									
Dates Custom  The date range you specify in the From and To fields									
Fro <u>m</u> 04/01/2018	<u>T</u> o 03/31/20	19 💼							
REPORT BASIS									
Accrual	Ca <u>s</u> h T	his setting determines	how this rep	port calculates income and expenses.					
COLUMNS AND ROWS									
Display columns by	Total only	<ul> <li>across the top.</li> </ul>							
Add subcolumns for	Sort by	Default	-						
Show Actuals	Cortin	Ascending order	₽₽						
S Difference	Sontin	Descending order	₹₽						
% of Budget									
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			014						
			OK	Cancel Help					



->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:

Send Report to Excel	×
WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?	
Create new worksheet	
Update an existing worksheet How it works	
Replace an existing worksheet	
Create a comma separated values (.csv) file	
Ad <u>v</u> anced	
Export Cancel Help	

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.

Ф Create Disk File	×
Save in: 📃 Desktop 🔹 🌚 🎲 📂 🖽 🗸	
This PC   Quick access   Quick access   Desktop   Desktop   Libraries   This PC   This PC   Network   File name: Save as type: Comma Separated Value (*.csv)      Save   Cancel	

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

To do that, Click on Sort & Filter  $\rightarrow$  Custom Sort, as shown in the screenshot below:

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	8	30102 · Initiation			1500		R	<b>↓</b> ↑	C <u>u</u> stom So	rt J



#### Click on Sort by $\rightarrow$ Column A, then OK

Sort		? ×
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Column	Sort On	Order
Sort by Column A 🗸	Cell Values 🗸 🗸	A to Z 🗸
		OK Cancel

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.

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A	L	<b>-</b> :	;	×	<ul> <li>I on a</li> </ul>	f <sub>x</sub>
	А	В			с	
28	94500 · LIC		54			
29	Expense					
30	Income					
31	Net Incom	-7	100			
32	Total 9010	166	000			
33	Total 9310	43	500			
34	Total Expe	233	629			
35	Total Inco	226	529			
36		Apr '1	9 - N	lar 2	0	
37						



Now do the same only Click on Sort by  $\rightarrow$  Column B, then OK

	Sort		? ×
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	Sort by Column B	Cell Values 🗸	Smallest to Largest 🗸
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J			
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1			
			OK Cancel

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.

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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* 

Lod	geNumber	Lodge	GLAccount	FYE	Version	Annual	
	А		В		С	D	E
1	LodgeNur	nber	LodgeGLA	ccount	FYE	Version	Annual
2							
3							
		Bud	Tanada ta				
	4	Bud	get Templat	e	Ð	:	•

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).

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1	30010 · MEMBERS DUES REG	GULAR	37044		
2	30011 · MEMBERS DUES LIF	E	2025		
3	30035 · INITIATION FEE INC	OME	150		
4	30117 · RENTS FROM LODG	E-LUDOVINA	18000		
5	30118 · BINGO RENT INCOM	ИE	24000		
6	30130 · INTEREST, BANKS		25		
7	30140 · BULLETIN ADS-UBI		2000		
8	30150 · MISC. CONTRIBUTIO	ONS/REFUNDS	2000		
	< → Budget	+			

### Budget 2018-19



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

## Budget FY19

	А	В
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

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		А	В	с
1	30010 · MEMBERS D	UES REGULAR	37044	
2	30011 · MEMBERS D	UES LIFE	2025	
3	30035 · INITIATION	FEE INCOME	150	
4	30117 · RENTS FROM	/I LODGE-LUDOVINA	18000	
5	30118 · BINGO RENT	INCOME	24000	
6	30130 · INTEREST, B	ANKS	25	
7	30140 · BULLETIN AD	DS-UBI	2000	
8	30150 · MISC. CONT	RIBUTIONS/REFUND	S 2000	
	< → Budge	et (+)		



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

## Budget FY19

	А	В	С	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:

	А	В	с	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**

_	~
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 <u>adaptive@elks.cloud</u>.

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

When sending the file to <u>adaptive@elks.cloud</u> 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