



Exporting Budget File from QuickBooks

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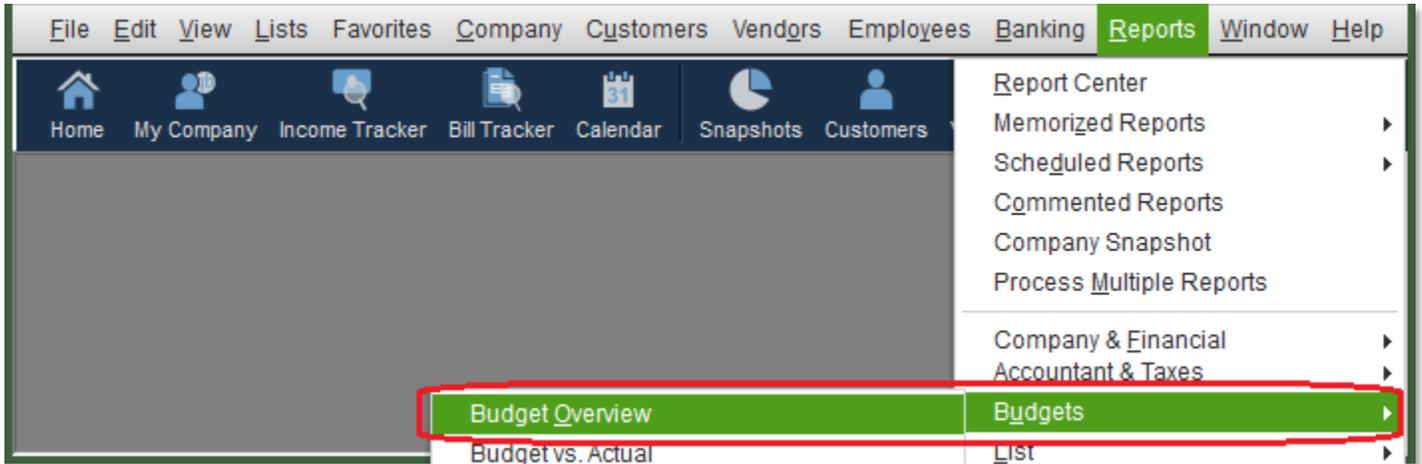
Assumptions and General Information

- 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.

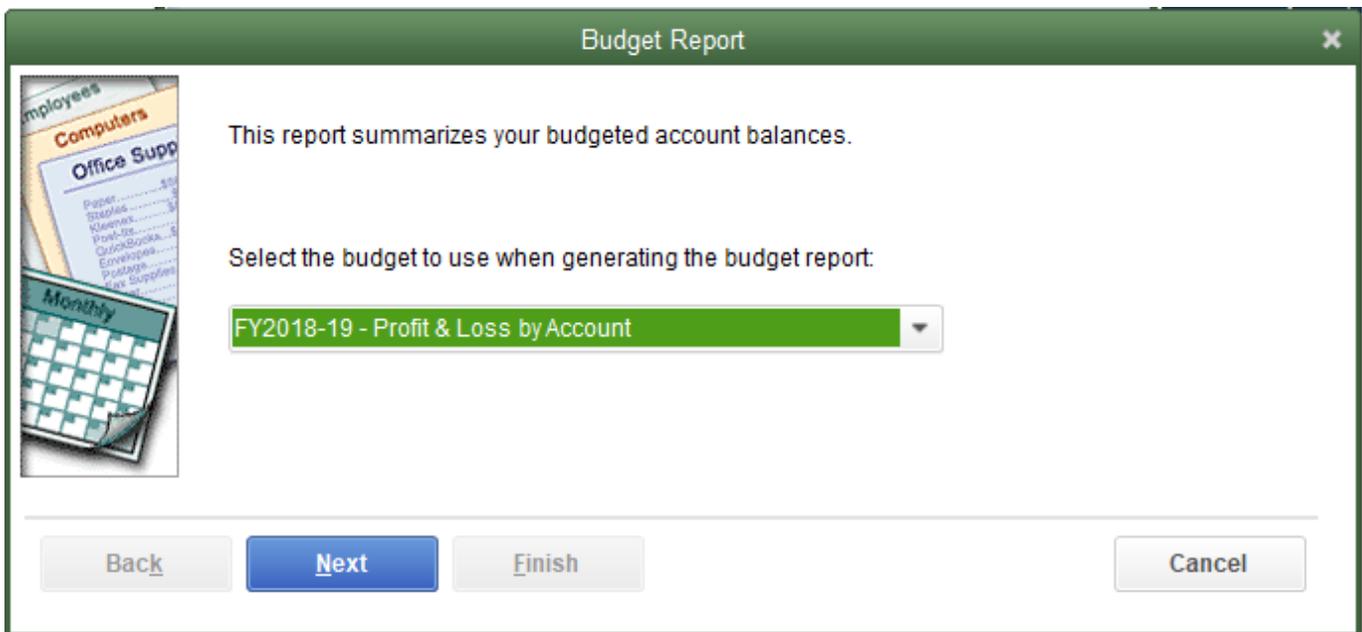


Exporting Budget file from QuickBooks

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	000.00	000.00	000.00	000.00
Misc Income	000.00	000.00	000.00	000.00
Rent Expense	000.00	000.00	000.00	000.00

Back Next Finish Cancel

Budget Report



Click FINISH to create the report.

Back Next Finish Cancel



The Benevolent and Protective
Order of Elks of the United States of America

The report below will be generated:

Profit & Loss Budget Overview

Customize Report Comment on Report Share Template Memorize Print E-mail Excel

Dates Custom From 04/01/2018 To 03/31/2019 Show Columns Month

Report Basis: Accrual Cash Show Filters

1:05 PM
08/13/19
Accrual Basis

Elks Lodge 2581-13
Profit & Loss Budget Overview
April 2018 through March 2019

	Apr 18	May 18	Jun 18	Jul 18
Ordinary Income/Expense				
Income				
GENERAL LODGE				
LODGE INCOME				
30100 · Membership Dues ...	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**”:

Profit & Loss Budget Overview

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header

Dates Custom From 04/01/2018 To 03/31/2019 Show Columns Month

Report Basis: Accrual Cash Show Filters

1:12 PM
08/13/19
Accrual Basis

Elks Lodge 2581-13
Profit & Loss Budget Overview
April 2018 through March 2019

	Apr 18	May 18	Jun 18
Ordinary Income/Expense			
Income			

Show Columns dropdown menu options: Total only, Day, Week, Two week, Four week, Half month, Month (selected), Quarter, Year.



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.

Elks Lodge 2581-13
Profit & Loss Budget Overview
 April 2018 through March 2019

Ordinary Income/Expense		Apr '18 - Mar 19
Income		
GENERAL LODGE		
LODGE INCOME		
30100 - Membership Dues - Lodge portion		33,000.00
30101 - Dues - Grand and State Portion		10,125.00
30102 - Initiation/Reinstatement Fees		1,500.00

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

Modify Report: Profit & Loss Budget Overview

REPORT DATE RANGE
 Dates: Custom
 From: 04/01/2018 To: 03/31/2019

REPORT BASIS
 Accrual Cash

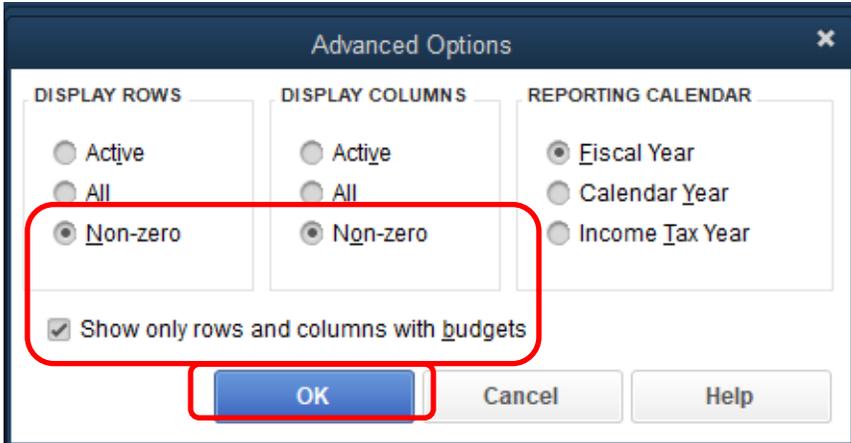
COLUMNS AND ROWS
 Display columns by: Total only across the top.
 Add subcolumns for:
 Show Actuals
 \$ Difference
 % of Budget
 Sort by: Default
 Sort in: Ascending order Descending order

Advanced... Revert

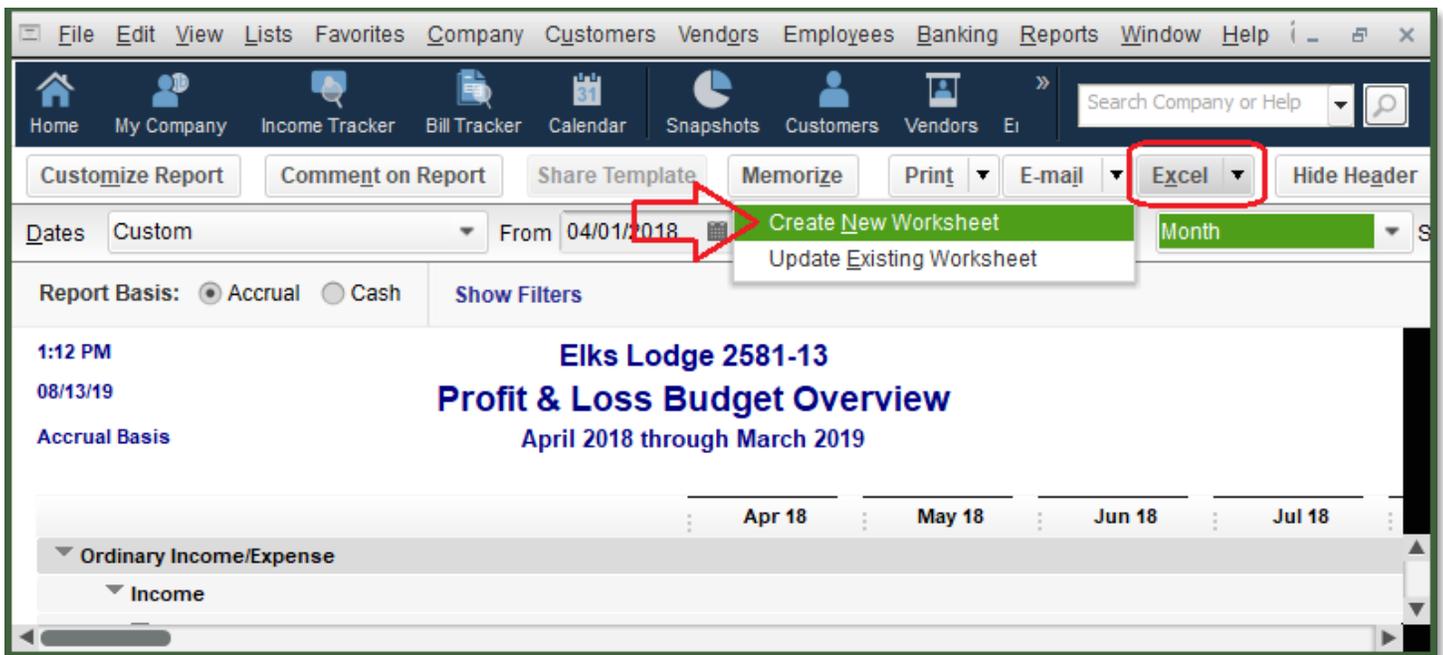
OK Cancel Help



->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.

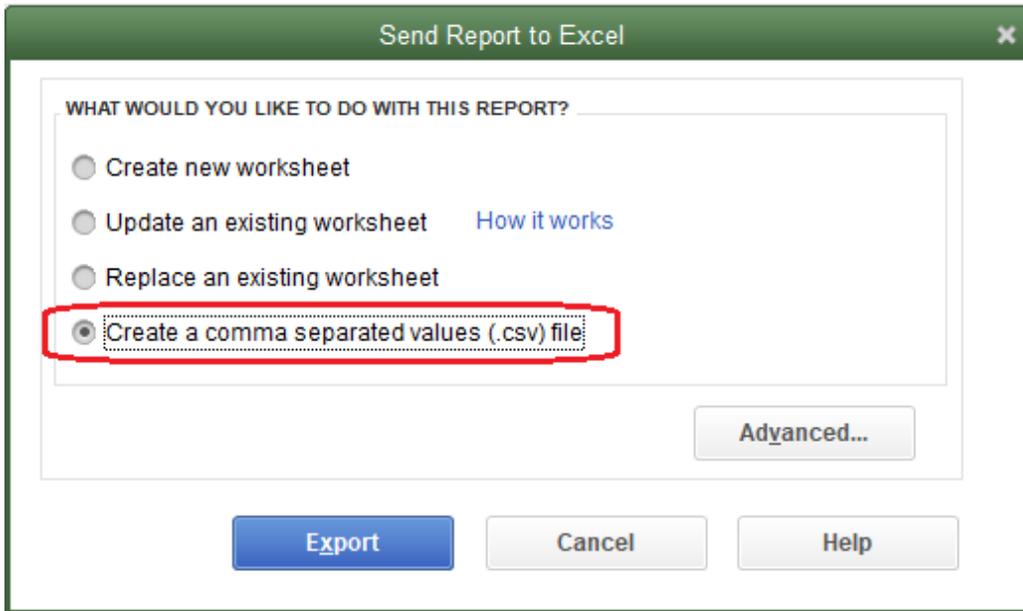


Locate **Excel** button, and select "Create New Worksheet":

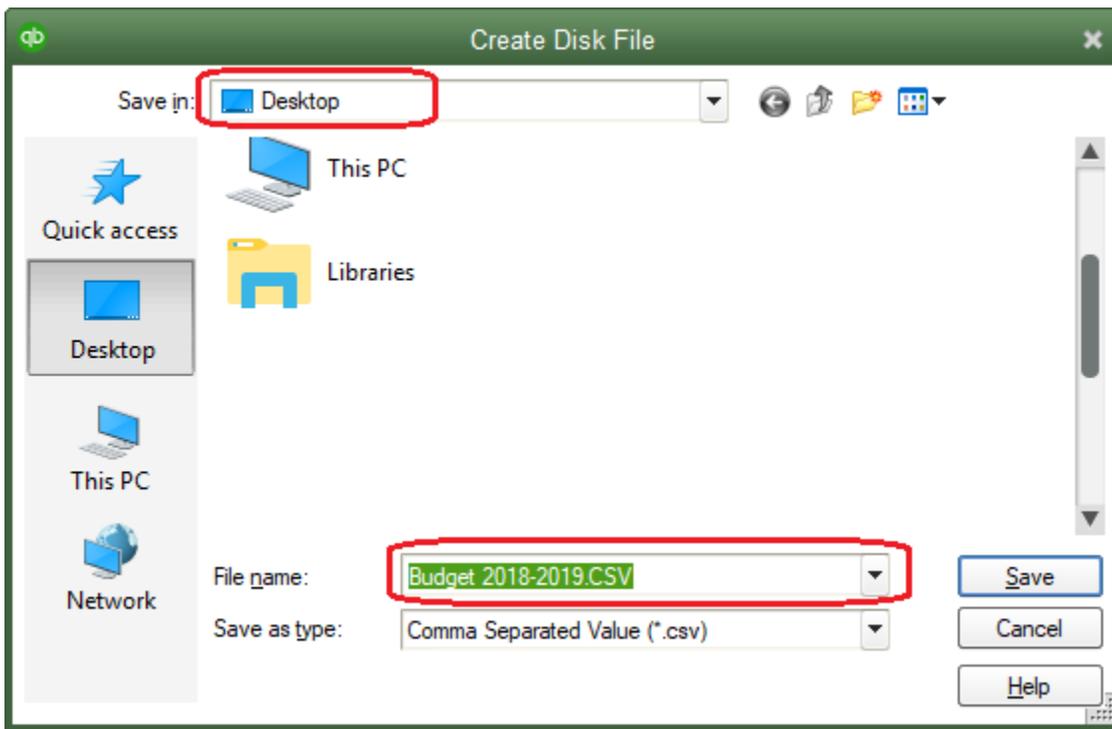




Always select **“Comma Separated Values” (.CSV) file:**



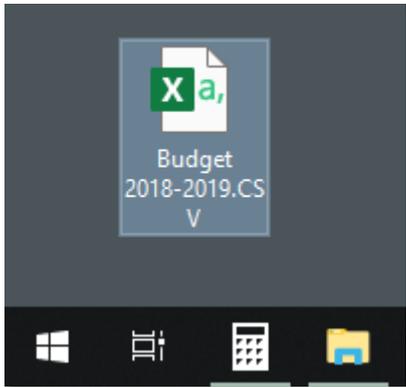
CSV is a universal file format used to transfer data between different systems. Adaptive will accept CSV files from any accounting system, not just QuickBooks. Click **EXPORT** and save the file in a folder where you can find it. IN the example below file is saved on the desktop but you can save it anywhere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

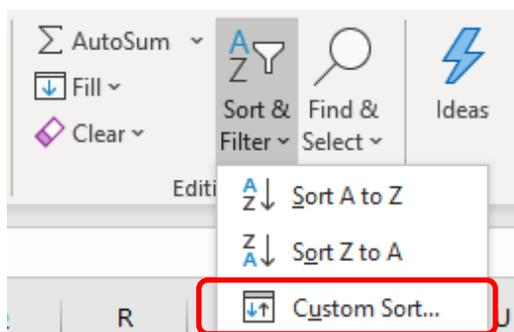
Column B - **Annual Budget Amounts**

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**)

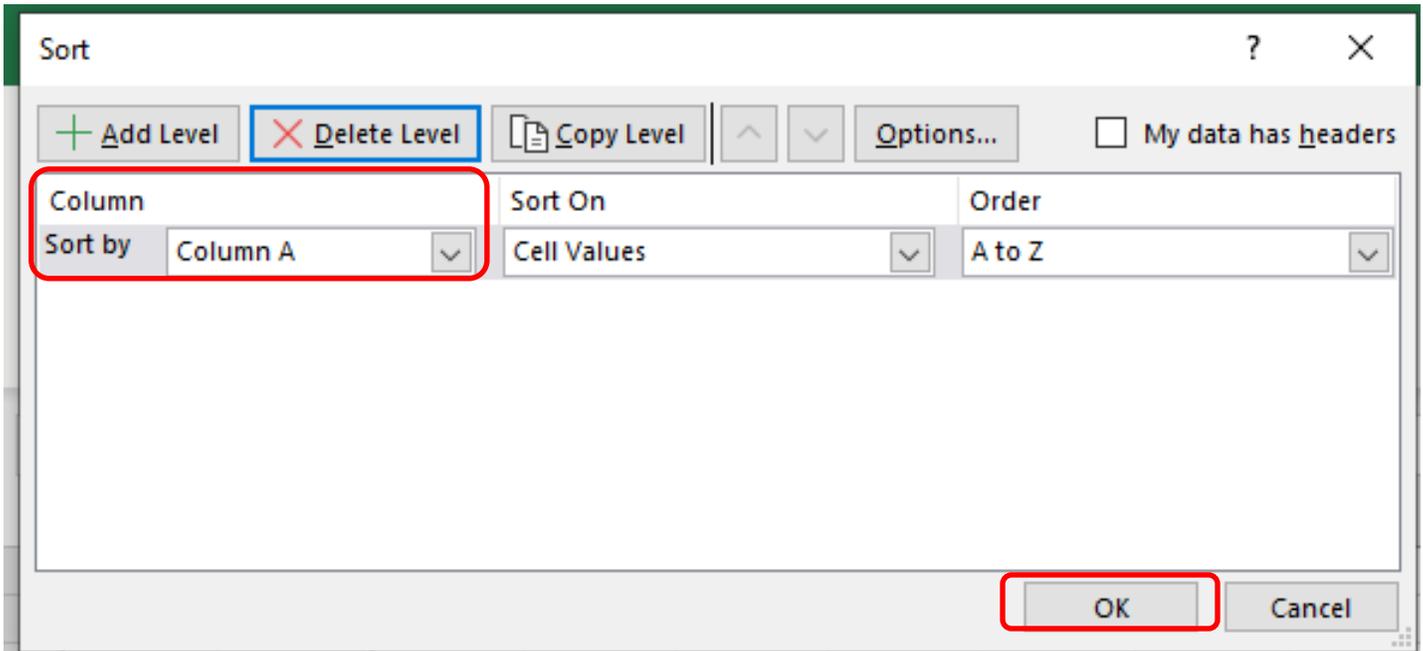
To do that, Click on **Sort & Filter** → **Custom Sort**, as shown in the screenshot below:

	A	B
1		Apr '18 - Mar 19
2	Ordinary Income/Expense	
3	Income	
4	GENERAL LODGE	
5	LODGE INCOME	
6	30100 · Member	33000
7	30101 · Dues - G	10125
8	30102 · Initiator	1500





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



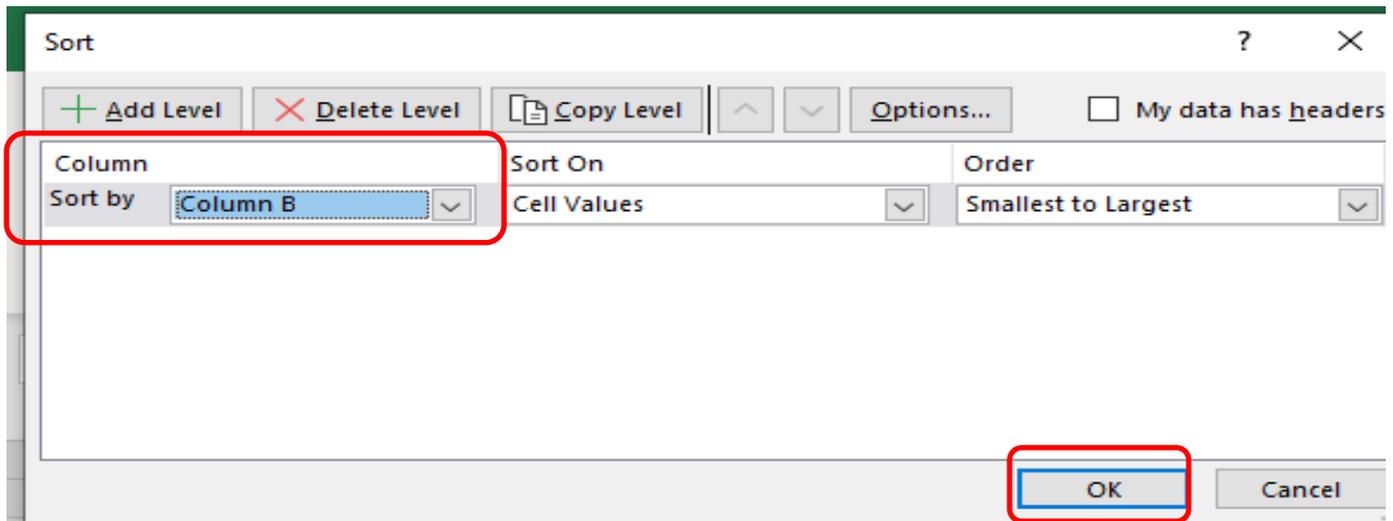
Now you must remove unwanted “total and summary” rows where there are no valid account numbers.

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.

	A	B	C
28	94500 · LIC	54	
29	Expense		
30	Income		
31	Net Income	-7100	
32	Total 9010	166000	
33	Total 9310	43500	
34	Total Expe	233629	
35	Total Inco	226529	
36		Apr '19 - Mar 20	
37			

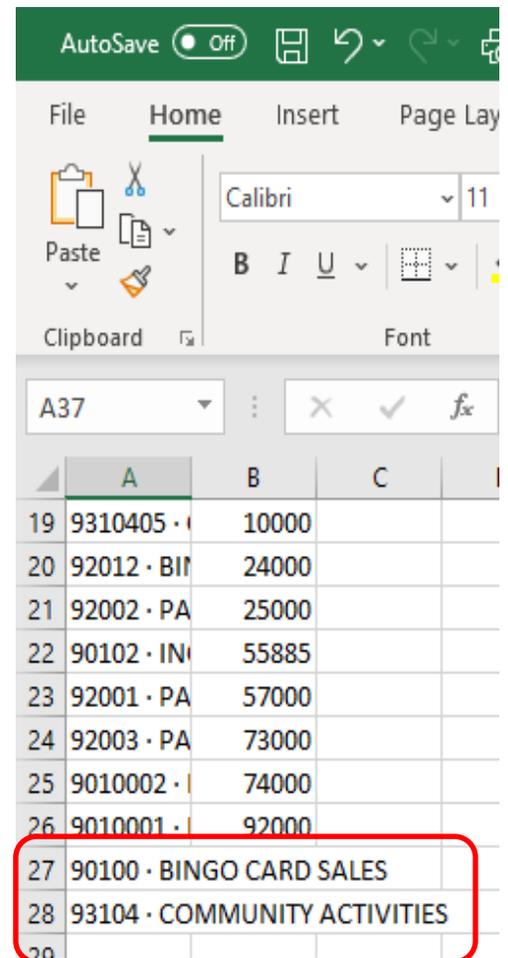


Now do the same only Click on **Sort by** → **Column B**, then OK



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.



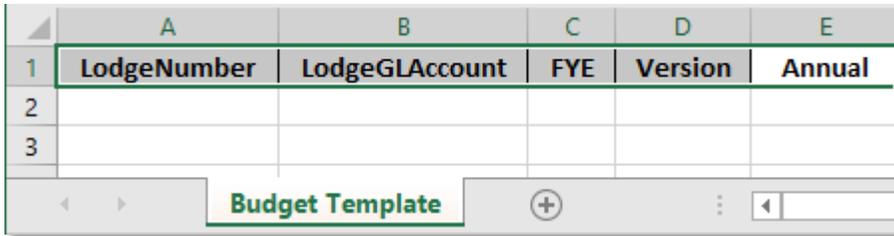
That completes the *Data Cleanup* step. Save file as “Budget 2018-19”. M & M have a special format you need to use to submit your budget figures. You will have to copy these figures into their final template format file. Below is the final steps required before you can submit your Budget CSV file.



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

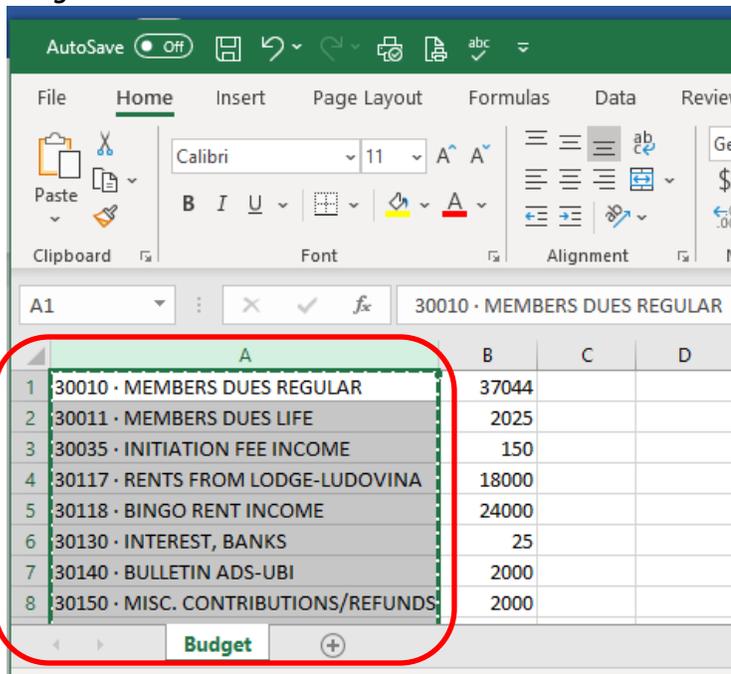
LodgeNumber	LodgeGLAccount	FYE	Version	Annual
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Prepare you import CSV file by inserting the figures you created with the instructions above. Open both files and copy/paste the information into the Budget Template file.

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

	A	B	C
1	30010 · MEMBERS DUES REGULAR	37044	
2	30011 · MEMBERS DUES LIFE	2025	
3	30035 · INITIATION FEE INCOME	150	
4	30117 · RENTS FROM LODGE-LUDOVINA	18000	
5	30118 · BINGO RENT INCOME	24000	
6	30130 · INTEREST, BANKS	25	
7	30140 · BULLETIN ADS-UBI	2000	
8	30150 · MISC. CONTRIBUTIONS/REFUNDS	2000	



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.
 - o 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**"
 - o 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