

Trial Balance Exporter™

(Version 6.1)

Overview and Instructions



Solves QuickBooks exporting limitations

Export a Trial Balance with 8 additional options!

TBX Trial Balance Exporter™

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1.0 Overview of TBX

This section provides an overview of the TBX utility including uses, limitations, and program requirements.

1.1 Various uses for TBX

Exports a "Period Change" or "As of" Trial Balance from QuickBooks as a comma delimited .csv file.

Common Uses:

- Starting a new QuickBooks file; obtain monthly historical figures for JEs
- Migrating to a new program; obtain monthly historical figures
- Importing a trial balance into write-up, tax or auditing software
- Franchises. Report Monthly period change information to the home office
- Analytical purposes in a spreadsheet program such as Excel
- Class reporting for departments or nonprofit function names

1.2 Features TBX has that QuickBooks is missing

TBX offers additional features for printing and exporting a Trial Balance:

1. Exports P&L account class names
2. Exports date ranges or "Period Change" in addition to "As of" dates
3. Exports account #s in their own column instead of embedded with the description/name
4. Exports the balances in one column instead of debit and credit columns
5. Optional class name replacement table
6. Appends class name in front of the account number (used in ERP systems)
7. Exports a range of period changes in 12 monthly columns
8. Exports the QuickBooks Tax Line

1.3 How it works

TBX reads your QuickBooks data file and creates a comma delimited ASCII .CSV file.

Exports with the following **columns**:

- Without P&L account class names -
Acct#, Full Acct Name, Acct Name, Acct Type, Acct Description, Tax Line, Amount.
- With P&L account class names -
The same as above plus: Class name, Alias Class (Which is Acct# w/class name appended)

1.4 Accrual or Cash Basis

The "Basis" of the report will print at the top of the Trial Balance.

The basis is controlled by the default **report** settings in QuickBooks.

(Edit>Preferences>Reports and Graphs>Company Preferences>Summary Report Basis)

1.0 Overview of TBX

1.5 Class Name Replacement Table

- If you request a trial balance with class names, you will be presented with a replacement table that enables you to replace the client's class names with other alpha/numerical characters.
- The replacement fields will default to the current names. Replacement name fields have Copy/paste functionality.
- The Class name replacement table (Class.txt) is retained for subsequent use in the user's TBX directory.
- TBX recognizes sub-class names to all five levels, recognizing information posted at any level.
- TBX lists **all** the class names, even if inactivated because TBX does not know which names had activity until the export.

1.6 Program Specs and Requirements

- TBX works with QuickBooks **DESKTOP** versions **2009 through 2018**
- TBX works with the **U.S.** Versions of Pro, Premier or Enterprise Solutions
- Clients have reported TBX working with the Canadian and UK versions, but we cannot guarantee.
- Operating Systems: Windows 7, 8 and 10.
- User should have a working knowledge of a spreadsheet program such as Excel® and the Windows operating system

Requirements:

- Install TBX on the **same computer** as the QuickBooks program.
- Turn on "**Use Account numbers**" in the company preferences; even if not used.
- Verify that the Windows operating system date is set for "**Region**" **English-(United States)**
- Use TBX with a **".qbw"** QuickBooks files and not condensed backups that need to be restored.
- Give TBX access authorization the first time the file is accessed.

You will need to be logged in as the Admin and in Single user mode in order to set access rights. Subsequent users do not need to be an admin but must have "**Sensitive Reporting Rights.**"

2.0 Installation and Registration

2.1 Trial Version

- The “Trial version” of TBX is a full working copy of the utility that is limited to exporting the first 25 general ledger accounts containing information.
- If your test file has more than 25 general ledger accounts with balances, the trial balance will be out of balance because it is incomplete. If your test data has more than 25 Balance Sheet accounts, you will not see a sample of how TBX works with the P&L accounts.
- We suggest that you test with one of the sample data files provided by QuickBooks.
- When you purchase the program, we will email to you a license # that will unlock all accounts.
- There is ***no need to reinstall TBX*** after purchase, as you only need to register it.

2.2 Where TBX will install on your computer

You will find two TBX folders created when the program installs.

C:\Program Files\TBX	Holds the program
C:\Users\ <u>user's name</u> \AppData\Roaming\TBX	Contains the user's Class.txt replacement table

The TBX folder found in the user's AppData\Roaming directory contains the user's replacement Class.txt file, and an errorlog.txt file, if there have been any errors.

This user TBX folder is not replaced when TBX is reinstalled, so you will not lose your replacement table.

Remote Desktop (Terminal Server) installations:

The I/T person who installs TBX on the remote server (on the same computer as the QuickBooks program) may need to ensure that the user's TBX folder has full “modify” rights.

The Single user TBX PC version will install on a remote or virtual server but can not be activated with a PC license.

2.0 Installation and Registration

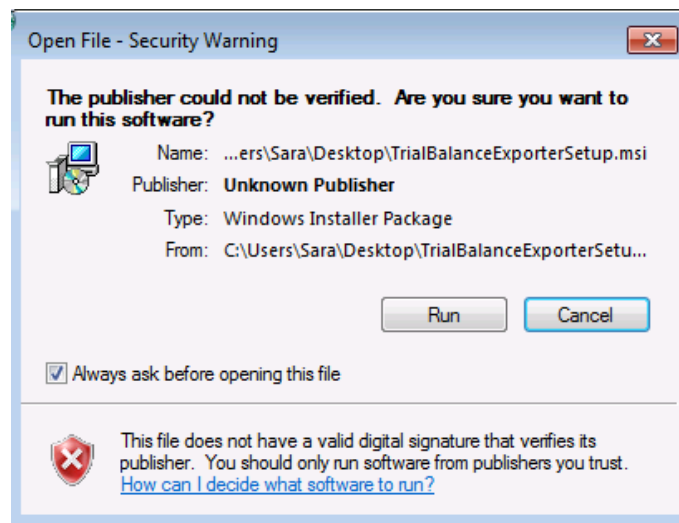
2.3 Download a copy of the TBX Program

Download the program file (Setup.exe) and save it to a local folder you can find.

- Website <https://tools.asbinc.net>
- Homepage > Click on blue "Trial Version Download."
- Product pages > Click on a PC or Server Edition
- Find this > "Download TBX Program in Trial mode [here](#)" (Click on the word "here")

2.4 Publisher Certificate Security Warning

Depending on your version of Windows, you will get some version of a security warning because I did not invest in a digital signature.



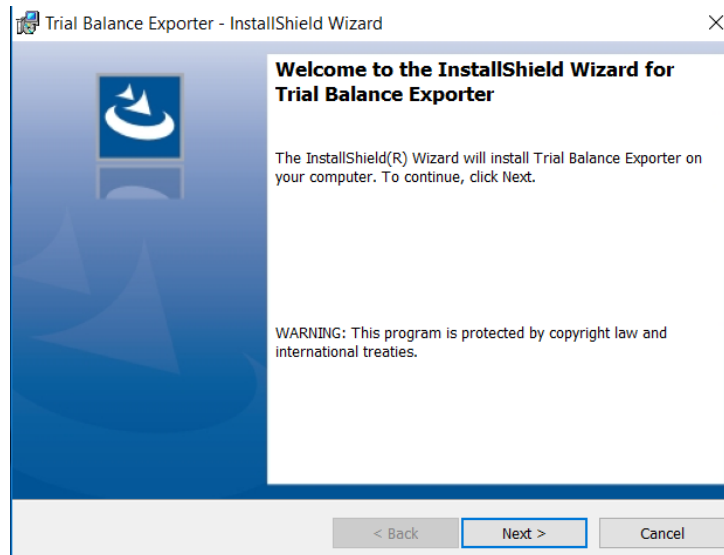
If you are worried about my identity, please feel free to call or Email me, anytime.

Sara Laidlaw
Accounting Services Bureau, Inc.
Savannah, GA
912-898-1707
Sara@asbinc.net, Website = www.asbinc.net

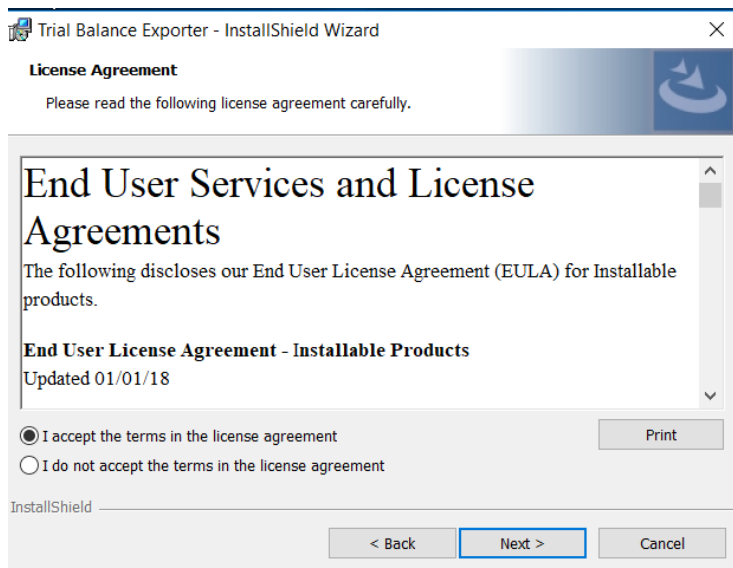
2.0 Installation and Registration

2.5 Install the Software

1. Install TBX on the **same computer** as the QuickBooks program.
2. Find the .exe setup file that you downloaded to your local machine.
3. Double click it and select the Run button.
4. When you click Run, you will see the install wizard. Click the Next button.

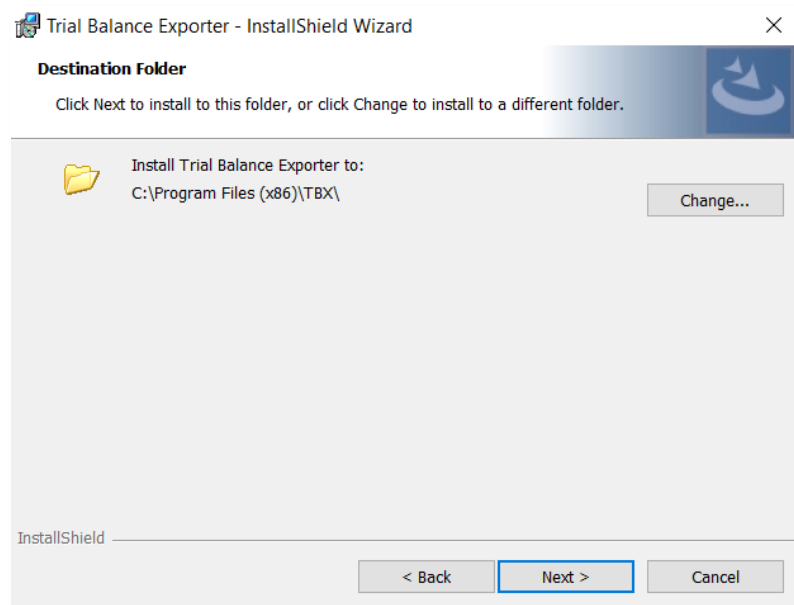


5. Read and accept the End User License Agreement



2.0 Installation and Registration

6. The destination folder screen is next and has an option to change the default.



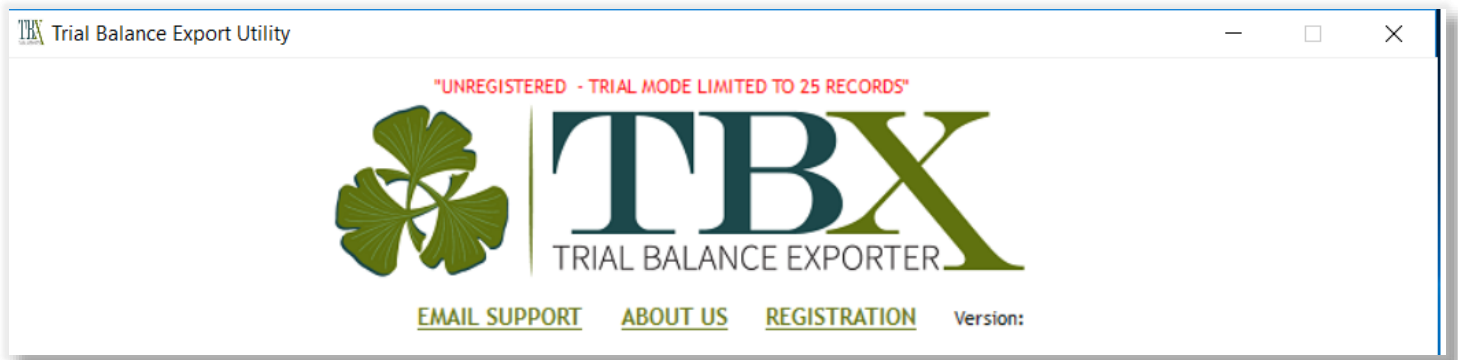
Then Please wait...

7. Once the installation has completed, click the Close button
8. You will now find a TBX icon on your desktop.



2.0 Installation and Registration

2.6 Register the Trial Version to enable Full Version



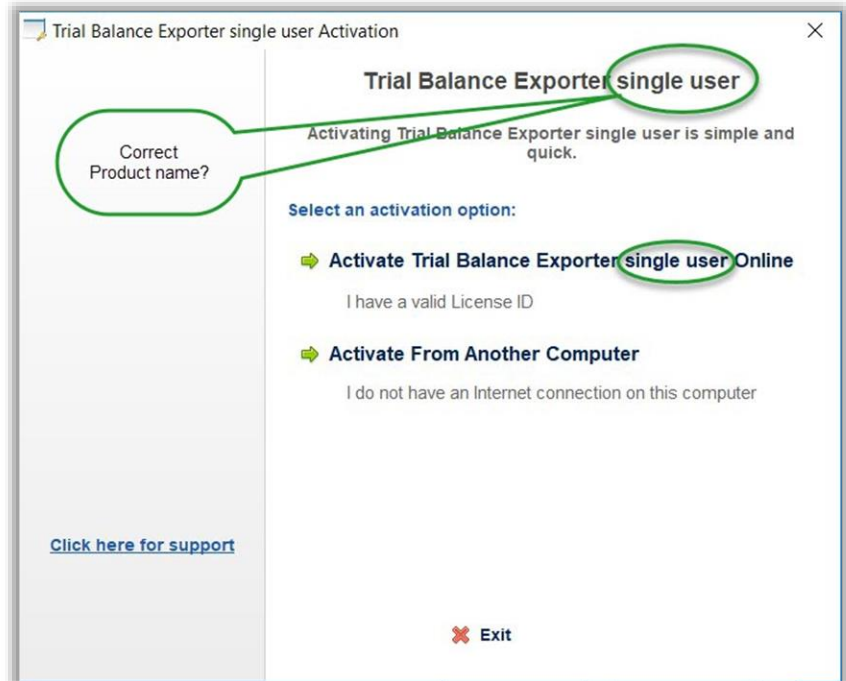
1. Click on the “REGISTRATION” button presented at the top of the TBX main screen.
2. License Management:
 - Click the “Register” button if you are a new customer. This will lead you to set up the license holder’s account on our online customer portal.
 - If you are already a customer and you need to add a new license to your account, click the blue link to our online customer portal and sign into or set up your account.
 - If you need to purchase a License, click on the link to tools.asbinc.net



2.0 Installation and Registration

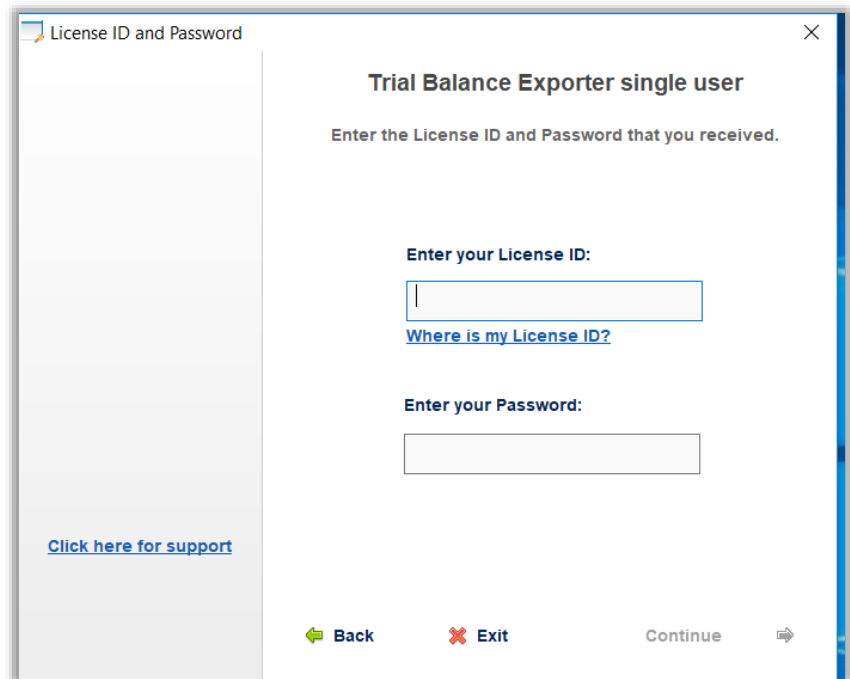
3. Pay attention to the name of the product at the top of the dialog so you are registering the correct version. The main difference is where the program can be used. (Single PC or Remote Server.)
4. TBX offers both an online activation option as well as an offline activation:

Click on the Activate Trial Balance Exporter {product name} Online green arrow.



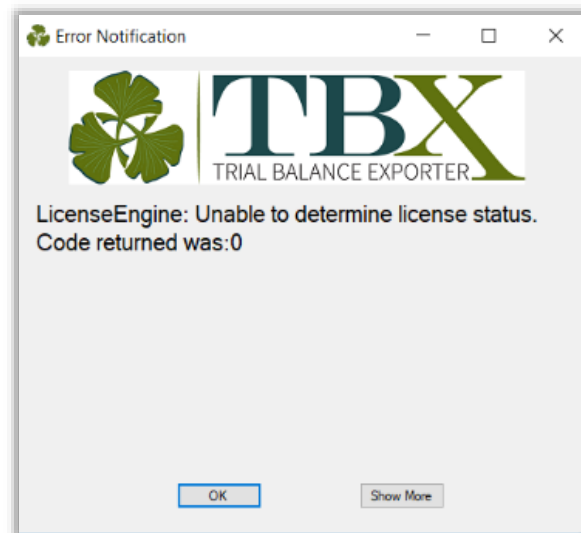
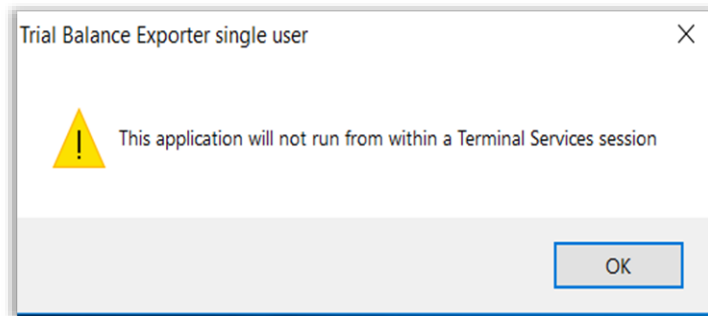
Enter the License ID and Password you received by Email when purchased

If you do not have a license yet, you can select "Click here for support" to open a webpage to purchase a license.



2.0 Installation and Registration

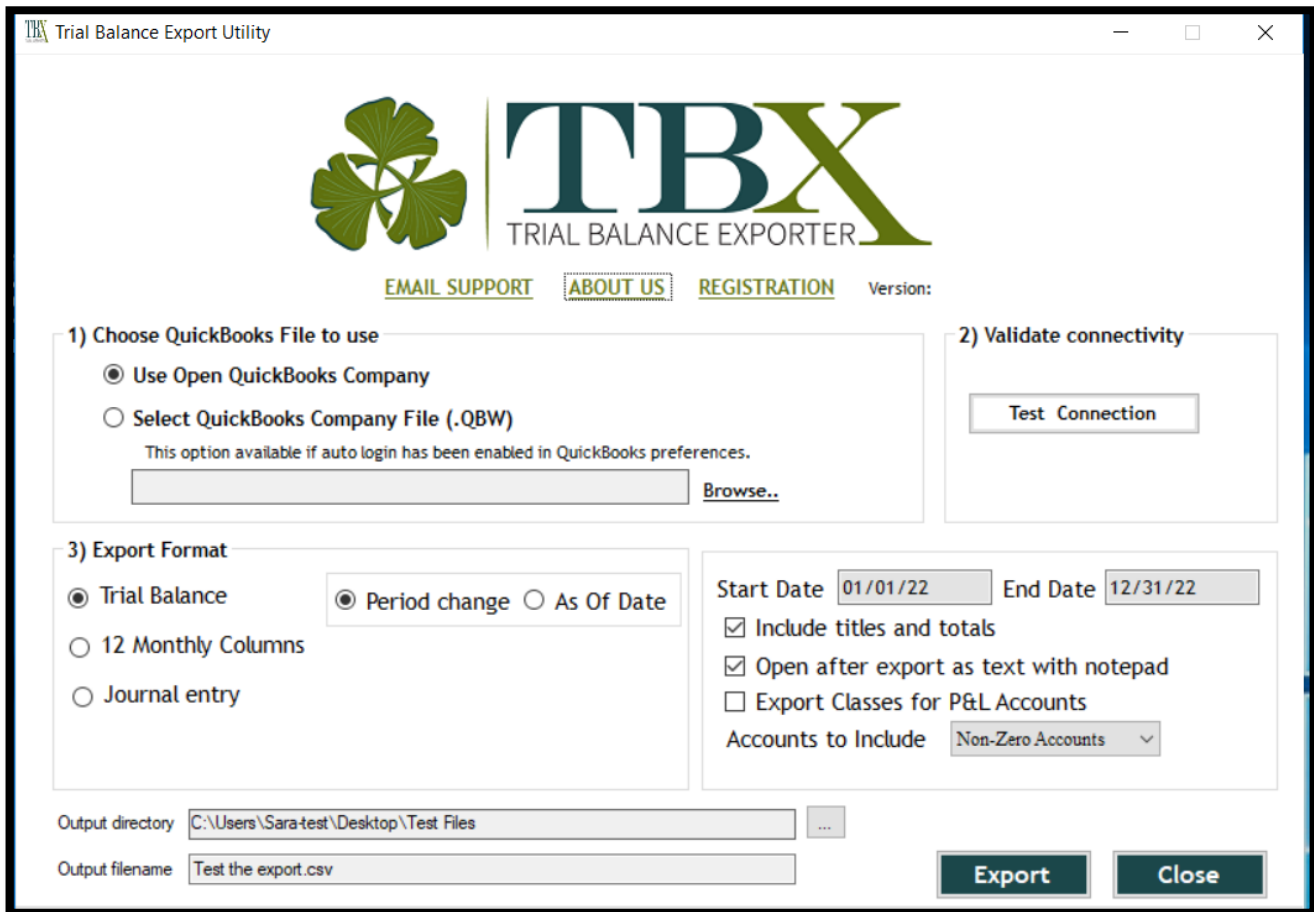
5. If you attempt to register or run the PC Single User version thru a Remote Desktop, you will get warning messages:



3.0 Using Trial Balance Exporter™

3.1 Screen Shot of TBX

Main Screen:



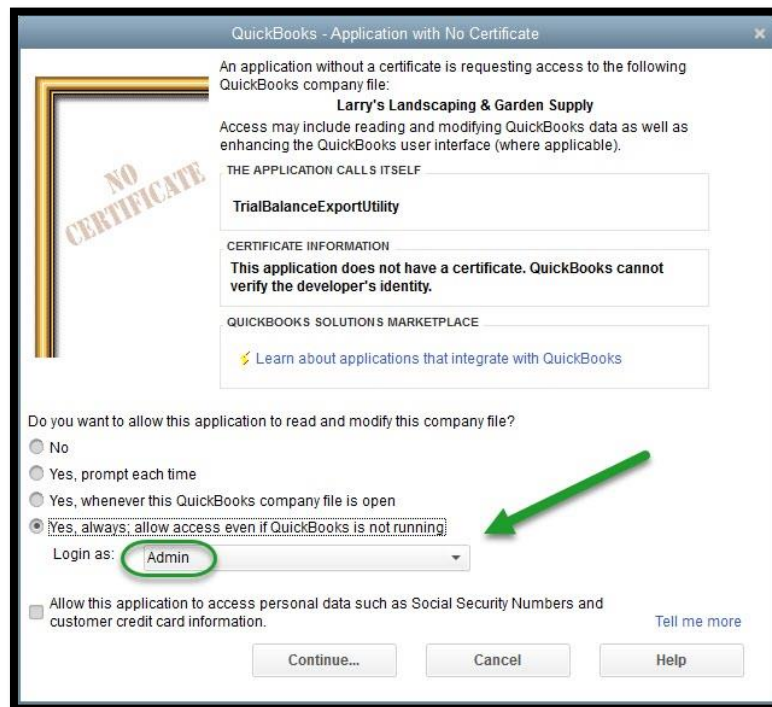
3.0 Using Trial Balance Exporter™

3.2 Grant TBX access authorization to your QuickBooks file (s)

TBX offers two different ways to access a QuickBooks file, either using the currently open file or, alternatively it can open a file and export the desired information. In both cases, Intuit requires users to grant access to the QuickBooks file before a 3rd party program like TBX can access it.

The **first time** TBX is asked to access any QuickBooks company file you will need to follow the following steps:

- Open the QuickBooks data file. Sign in as **Admin in Single user mode**.
- Verify that “Use account numbers” is checked in the preferences.
- Start TBX and Select the first option “Use Open QuickBooks Company.”
- Click the “Test Connection” button.
- The following window should pop up. If hidden, look for it on your Start Bar



- Give TBX access rights to read the data file. Click “Yes, always; allow access even if QuickBooks is not running.” If you have users in the file, select the default username “Admin.”
- Please select Yes to allow access to the data file without a digital certificate.



3.0 Using Trial Balance Exporter™

3.3 Three steps to export a Trial Balance with TBX

Step #1 Choose QuickBooks File to use

- Option 1. Use Open QuickBooks company file (Quickest)
- Option 2. If Authorization for access was given previously, you may: Browse and select the file. Click on the Test Connection button. Wait for QuickBooks to open in the background. The file can be in multi-user mode.

Step #2 Validate Connectivity

- Click Test Connection button

Step #3 Choose Export Format and set options

3) Export Format

Trial Balance Period change As Of Date

12 Monthly Columns

Journal entry

Start Date End Date

Include titles and totals

Open after export as text with notepad

Export Classes for P&L Accounts

Accounts to Include

Output directory ...

Output filename

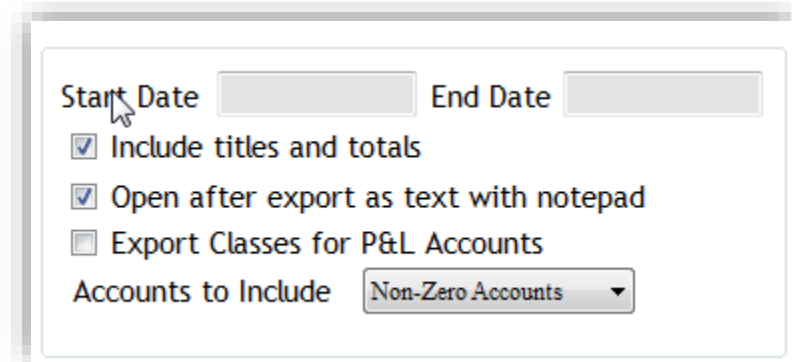
Select one of three formats

- Trial Balance.
- 12 Monthly Period Change Columns and the Grand total for the year.
- Journal entry. Monthly changes configured in one column separated by dates

3.0 Using Trial Balance Exporter™

Set Export Options

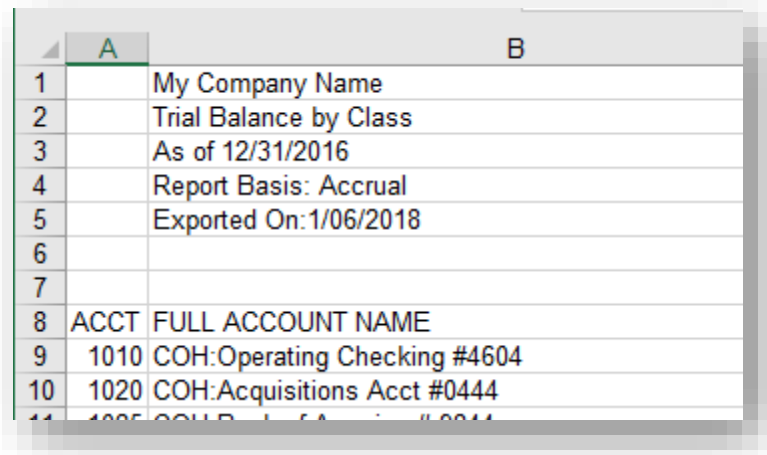
- Select either Period Change (within a date range) or “As of”
- Enter dates in a mm/dd/yy format.



The screenshot shows a dialog box with the following options:

- Start Date: [] End Date: []
- Include titles and totals
- Open after export as text with notepad
- Export Classes for P&L Accounts
- Accounts to Include: [Non-Zero Accounts ▼]

- By default, the TBX feature for “**Include titles and totals**” is checked which will include some standard header lines at the top (see image) as well as a calculated total at the bottom. If you would prefer to exclude these, then uncheck this option.



	A	B
1		My Company Name
2		Trial Balance by Class
3		As of 12/31/2016
4		Report Basis: Accrual
5		Exported On: 1/06/2018
6		
7		
8	ACCT	FULL ACCOUNT NAME
9	1010	COH: Operating Checking #4604
10	1020	COH: Acquisitions Acct #0444
11	1025	COH: Acquisitions Acct #0444

- Check “**Open after export as text with notepad.**”

This will give you an opportunity to view the exported file as a text file in Microsoft® Notepad, before exiting. We recommend that you glance at the file. Scroll to the bottom of the report. There should be a -0- at the end proving that the trial balance balances.

- Select **Accounts to Include.**

Choose an “Account Status” option (status of the QuickBooks general ledger accounts)

Non-Zero This option will pull accounts that result in an answer

All This option will pull every account on the chart of accounts.

Active This option will pull accounts with activity even if answer is -0-

3.0 Using Trial Balance Exporter™

3.4 Screen Shot of Class Name Replacement Table

- **Export Classes** for P&L accounts (only)

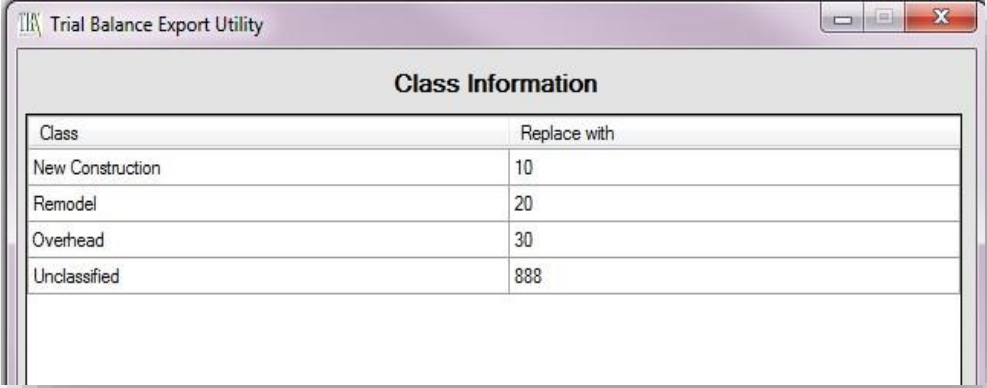
Selecting this option makes a connection to QuickBooks and refreshes the list of classes from the current QuickBooks file. It then presents a cross-reference table of **all** QuickBooks class names and gives you an opportunity to replace each class name with something else.

The replacement name can be the same name (default), alpha and/or numeric.

Notice that it will list all header (parent) names and their sub-class names since QuickBooks allows posting at all levels.

Assign a value to accept balances with no class name. (Unclassified)

Using this option will create a “**Class.txt**” file of the cross-reference choices, so you don’t have to re-enter the class names with each use.



The screenshot shows a window titled "Trial Balance Export Utility" with a table titled "Class Information". The table has two columns: "Class" and "Replace with". The rows are as follows:

Class	Replace with
New Construction	10
Remodel	20
Overhead	30
Unclassified	888

3.5 Time to Export!

- Select an Output Directory location and an Output “filename.csv” name for your export.
- Click Export

ALL DONE!

Find and open the .CSV text file with a program such as Excel®.

4.0 Using Excel

4.1 Suggestions when opened in Excel

- We have made many popular columns available to you.
If any are not needed, Select the column and delete.
- Highlight the columns, double-click between the column headings to **widen the columns**
- Click on the amount column and **format as “numbers”** to make the figures easier to read.
Keep the format of the column dates on the monthwise report.
- Add a **Sum** formula to the bottom of the Trial Balance to verify that it nets to zero.
- Add a Sum formula to the bottom that includes only the P&L accounts to **test net income**.
- We suggest **importing the file into Excel, vs. simply opening the file**. Files imported into Excel offer a wizard that enables you to format columns as text.

5.0 Updating TBX

5.1 Updating TBX

We may release free maintenance updates for TBX, but will periodically issue completely new versions.

5.2 User Configuration Files Locations

If upgrading from a prior version:

You may not want to reenter the class name replacement table

If you have a particularly long replacement table, find the old “class.txt” file in the old TBX folder and save a copy. Paste a copy of the old class.txt file into the new TBX folder. Overwrite any file found with this name.

Prior to version 4.4,

The user’s configuration files are stored in a folder called “TBX” located in your My Documents folder. This folder contains the registration key name and the class name replacement table.

Version 4.4 to 5.0

We moved the user “TBX” folder to the Program Data folder in Windows in version 4.4

Version 6.0 and higher

The user’s “TBX” folder is in C:\Users**user name**\AppData\Roaming\TBX
Uninstalling an old version after 5.0 and re-installing TBX will not overwrite your class.txt replacement table.

6.0 Support

Tech Support Pricing - Normally Free

Exceptions to Free Tech Support -

Corrupt Data File:

If TBX finds data record corruption, it may not work properly.

If you believe that you have a corrupt QuickBooks data file, there are troubleshooting routines that you can try such as verifying and rebuilding the data, making a portable backup and restoring it, resorting all lists and making all unused class names a subclass name of a class named "Z."

If you would like assistance with your data file, we are available for QuickBooks consulting at a rate of \$85.00 per hour, with a one-hour minimum.

Terminal Servers:

Due to many variables related to terminal servers and virtual desktop configurations, we are unable to provide free support TBX in this environment. We can provide limited support with the help of our I/T Director. His rate is \$110 per hour.

Tech Support Contact Information –

I do hope that you find my TBX program easy to use.

If you have a question that this document did not answer, please email me at Support@asbinc.net

Feel free to call me at the office at 912-898-1707, but keep in mind that we are an accounting firm and I may not be available to take your call. Please mention that you are calling for TBX Support.

Thank you!

Sara Laidlaw
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Owner/Contracted Controller

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