

# Trial Balance Exporter™

(Version 2.1)

## User Manual



***Solves QuickBooks exporting limitations***

# Trial Balance Exporter™

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## 1.0 Overview

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

### 1.1 Uses

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

Uses:

- Importing a trial balance into write-up, tax or auditing software
- Analytical purposes in a spreadsheet program such as Excel

### 1.2 What TBX does that QuickBooks does not do

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

- 1) Exports by class code (Perfect for class codes used for departments or non-profit function codes)
- 2) Offers a net change date range in addition to an "As of" date
- 3) Extracts the account numbers in their own column instead of embedded with the description
- 4) Provides class code replacement table
- 5) Appends class codes before or after the account number
- 6) Presents the balances in one column instead of separate debit and credit columns

### 1.3 How it works

TBX reads your QuickBooks data file and produces an export file saved as a comma delimited ASCII .CSV file.

Exports with the following columns:

- Without Classes on P&L accounts  
Account #, Account Name, Account #(without class), Amount .
- With Classes on P&L accounts  
Account #, Account Name, Class code, Class code appended to the front of or behind the account #, Amount.

### 1.4 Limitations and improvements

Features include a Class code replacement table:

If you request a trial balance with class codes, you will be presented with a replacement table that enables you to replace the client's class codes with any alpha/numerical characters. This feature is not available for account numbers, which would enable you to enter alternate account numbers to match your client's chart of accounts.

Added in Version 2:

The Class code replacement table is retained for subsequent use!

TBX will now recognize sub-class codes and inactive class codes without having to activate them.

### 1.5 Program requirements

- QuickBooks versions 2002 through 2011 (**U.S.** Version of Pro, Premier or Enterprise Solutions)
- Windows XP or Windows 7
- A working knowledge of a spreadsheet program like Excel® and Windows operating system is HIGHLY recommended.
- TBX will not work on a backup file (.qbb) or accountant's copy backup file.
- First time accessing the data only:  
**Admin** access to the "working" copy of the QuickBooks file, (.qbw)

## 2.0 Installation

### 2.1 Trial Version

The "Trial version" of TBX is actually a full working copy of the utility that is limited to exporting 25 accounts. If your test file has more than 25 general ledger accounts with balances, the trial balance will be out of balance. When you purchase the program, we will provide a key code that will unlock all accounts.

There is no need to reinstall TBX after purchase as you only need to register it.

### 2.2 Uninstall Prior Version before reinstalling (1.9 released 2004, 2.1 released Nov 2011)

If you have a prior version installed, you must uninstall the current version before installing the new version.

1. Go To Control panel → Add or Remove Programs → Remove the Trial Balance Exporter application
2. Go to My Computer → My Documents → Find and delete the "TBX" folder

### 2.3 Download a copy of the TBX Program:

Download the program file (TrialBalanceExporterSetup.msi) and save it on your Desktop or other folder

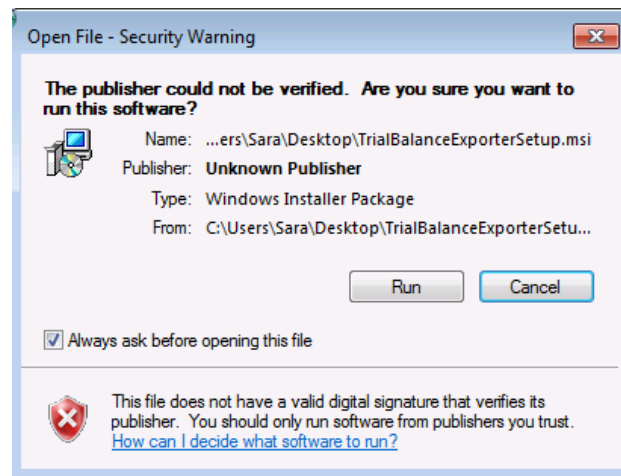
Website – <https://tools.asbinc.net>

Home page > **[TBX - Trial Balance Exporter \(Version XX\)](#)**

**[Download free trial here](#)** (Click on the word "here")

Find and Double click the setup file, click the Run button.

1. You will get a security warning because, yes.... I did not invest in a digital signature.



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

Sara Laidlaw

Accounting Services Bureau, Inc.

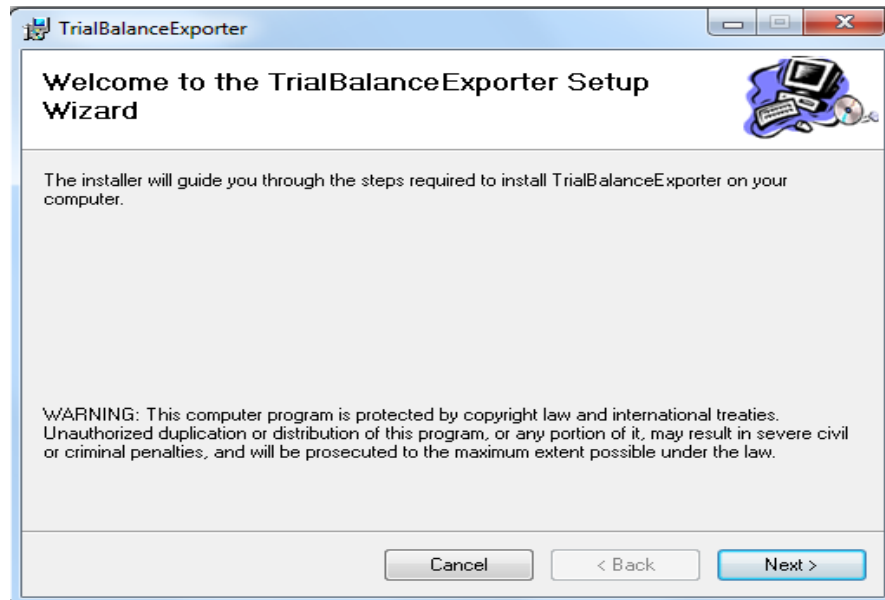
Savannah, GA

912-898-1707

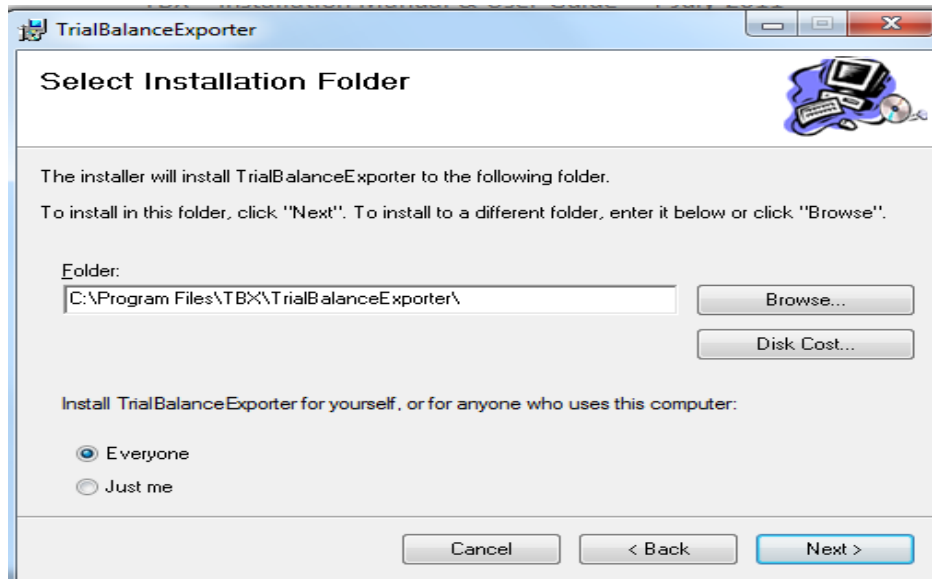
[Sara@asbinc.net](mailto:Sara@asbinc.net), Website = [www.asbinc.net](http://www.asbinc.net)

## 2.0 Installation

2. Click the Run Button and you will see the set up wizard. Click the Next button.

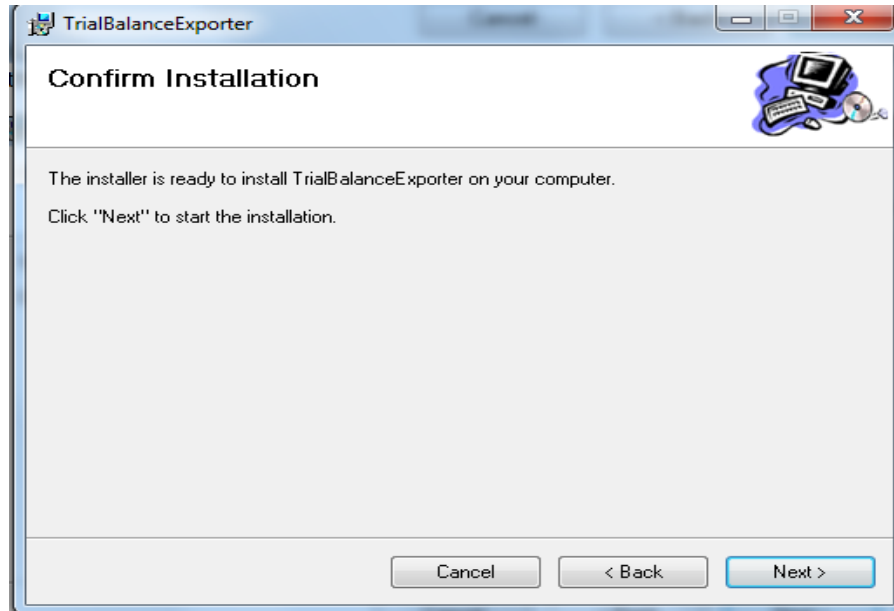


3. Check the "Everyone" option and change (if desired) the drive in which the application needs to be installed. Click the Next button.



## 2.0 Installation

4. Click the Next button one more time!



Please wait...

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



### 2.4 Full Version – Register the Trial Version

Click on the blue “Register Program” button presented at the top of the TBX main screen. Cut and Paste the Key Code sent to you in an Email into the Key Field.

## 3.0 Gathering Required Information From QuickBooks

This section describes what information you will need from Quickbooks before you run TBX and how to check the required QuickBooks settings. Additionally, it discusses reports you should create in Quickbooks to compare to your export file.

### 3.1 Review QuickBooks Data and Produce Reports to test exported figures

We strongly recommend that you review your Quickbooks data and make sure that the data is correct before creating an export file.

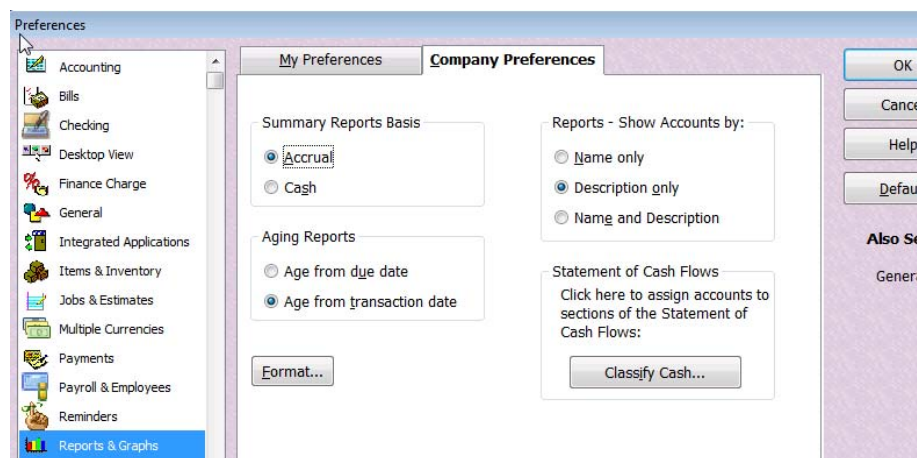
When you are satisfied that the data is correct, print QuickBooks reports to compare to the export file.

- For “As of Date”
  1. Print a Trial Balance from QuickBooks.
  2. If pulling a trial balance by class, print an YTD P&L by Class as of the date requested.
- For “Net Change” of a date range
  1. A Balance Sheet with the “prior period” selected and including a “amount change” column.
  2. If pulling a trial balance by class, print an P&L by Class for the same date range.  
The P&L net profit should match the net change in YTD net income on the Balance Sheet.

### 3.2 Prepare the QuickBooks File and know your File Path

**REQUIRED:** “Use Account numbers” must be turned on in the company preferences.

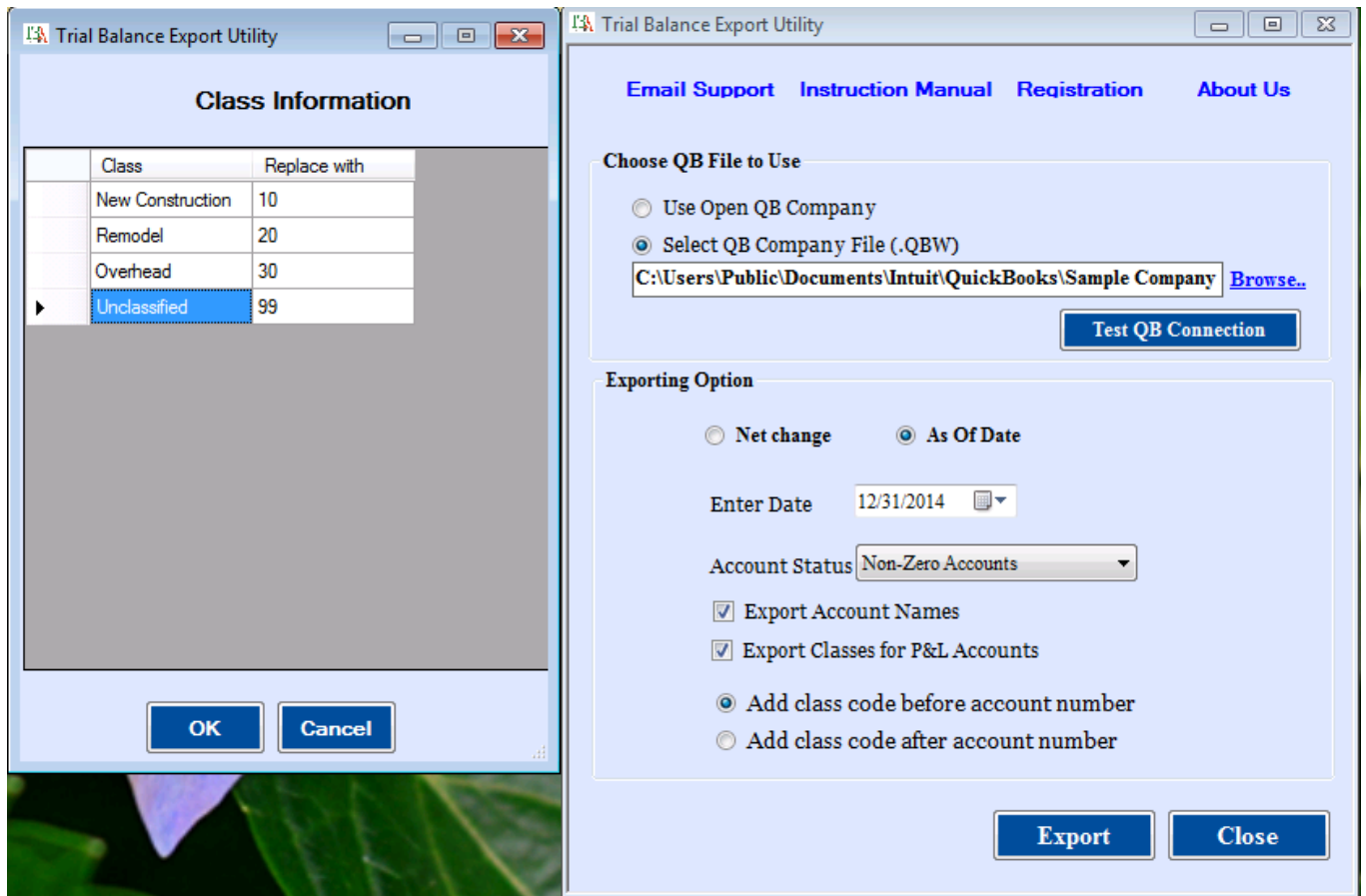
**REPORT BASIS** – The Reports Basis setting in the company preferences determines the basis for the Trial Balance.



#### **KNOW WHERE YOUR DATA FILE IS:**

To find the location of the QuickBooks QBW file, press the Ctrl and 1 keys while in QuickBooks to access the QuickBooks Product Information window. Write down the file name and location.

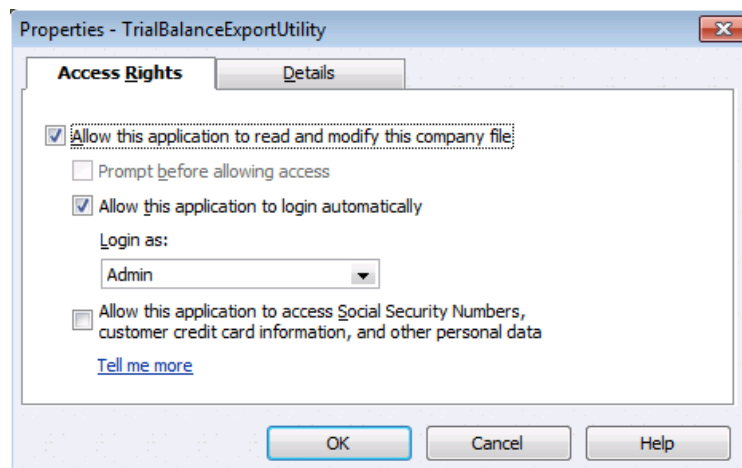
## 4.0 Using Trial Balance Exporter™



### 4.1 Choose QB File to Use

**FIRST TIME USE** - You must **give TBX authorization to access the data**

- Open the QuickBooks data file. Log in as [Admin](#),
- Minimize QuickBooks before starting TBX.
- Select the first option "Use Open QB Company"
- Click on the Test QB Connection button
- Give TBX – Trial Balance Exporter access rights to read the data file as shown:



## 4.0 Using Trial Balance Exporter™

### 4.1 Choose QB File to Use

#### **SECOND TIME USE –**

- You do not need to open the QuickBooks data file.
- Select the second option “Use Open QB Company”
- Browse for the data file
- Click on the Test QB Connection button  
If it fails, access rights are not set up in the QuickBooks file.

### 4.2 Click on Test QB Connection

- If it fails using the first option, make sure you are logged in as ADMIN
- If it fails using the second option, retry the first option on the data file.

### 4.3 Exporting Options

- Net Change (between date range) or “As of”
- Enter dates for the trial balance in mm/dd/yyyy format.
  - If you select “As of”, only one date is required.
  - If you select “Net Change”, you need to enter a date range. For example; to pull the net change for last year, enter 01/01/10 in the “Start Date” field and 12/31/10 in the “End Date” field.
- Select an “Account Status” option – (QuickBooks general ledger accounts)
  - *Non-Zero* - This option will pull accounts with activity or balances.
  - *All* - This option will pull every account in the chart including ones with zero balances.
- Export Account names  
Selecting this option creates an account names column in the export file.  
You may not need this column for importing to other programs, but it is very useful for reading and editing the file. You can delete this column from the export file when you are ready to import into your program.
- Export Classes for P&L accounts  
Selecting this option presents a cross-reference table of the QuickBooks class code names. This is where you assign the numerical department codes used in the target software. Or you may replace the class code with any alpha numerical characters.  
Assign a value to accept balances with no class code. (Unallocated)
  - If exported with class codes, it will also append the class code to the front or end of the account #

Click on the **EXPORT** button to begin the export.

Select an Export File Name and Location

## 4.0 Using Trial Balance Exporter™

A message will appear that states that the process may take a few minutes.

Click OK

When ready, a message will appear giving you the option to view the exported file as a text file in Microsoft® Notepad, before exiting. We recommend that you glance at the file and compare a few of the figures to your QuickBooks reports for accuracy.

*ALL DONE! Exit the program.*

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

The export file will contain columns that you may not need. Delete unwanted columns and configure the file, as your program requires, before importing.

Re-save the file as an .xlsx file, if desired.

### Suggestions-

- Add a Sum formula to the bottom of the Trial Balance to verify that it nets to zero.
- If it produces two Retained Earnings figures, the Use Account Number feature was not turned on!
- To import into your program, please refer to your program's import specifications and instructions.

## 5.0 Updating and Uninstalling TBX

### 5.1 Uninstalling TBX

To uninstall TBX, use the Windows “Add or Remove Programs” function.

#### **Windows XP in the default XP view**

1. From the **Start Menu**, select **Control Panel**.
2. Click the **Add or Remove Programs** icon.
3. Scroll down until you find the program entitled “Trial Balance Exporter” and click **Remove**.

#### **Windows 95, 98, Me, NT, 2000, and XP in Classic View**

1. From the **Start** menu, select **Settings**, and then **Control Panel**.
2. Double-click the **Add/Remove Programs** icon.
3. Scroll down until you find the program entitled “Trial Balance Exporter” and click **Add/Remove**.

ALSO, FIND AND DELETE THE “TBX” user folder found under “MY DOCUMENTS”

### 5.2 Updating TBX

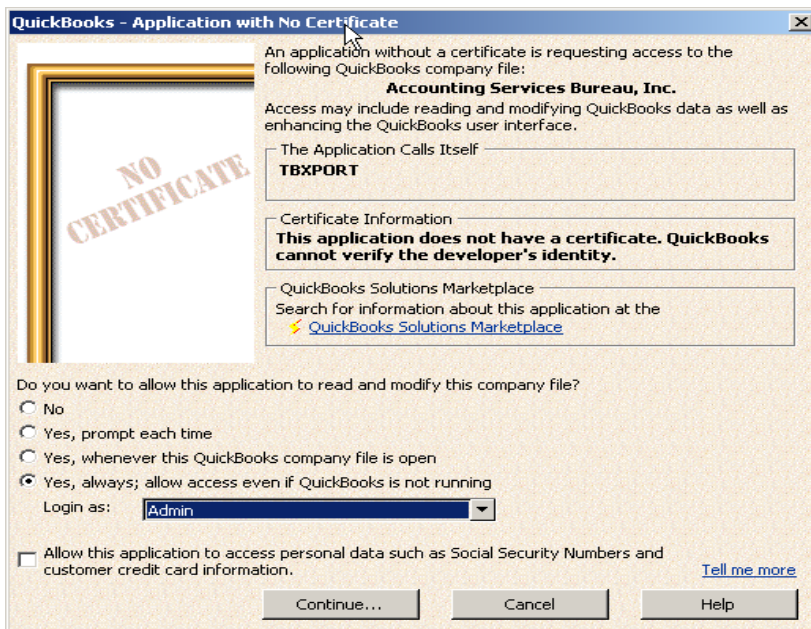
We do not release updates for TBX, but will periodically issue new versions.

You must uninstall the TBX program and the “TBX” folder found in your documents folder before installing a new version.

## 6.0 Trouble Shooting

- If the TEST QB CONNECTION “fails”

This means that the QuickBooks file is waiting for verification that the Trial Balance Export program has rights to access the data. Please answer **Yes**, always; allow access for ADMIN (As presented below)



You may also access this in QuickBooks. Go to Edit > Preferences > Integrated Applications > Company Preferences.

- Two Retained Earnings figures? The Use Account Number feature was not turned on!
- A/P and A/R missing? Check the Reports Basis setting in the company preferences.

## 7.0 Support

I hope the TBX program is user friendly and easy to use. If you do have any question, please email me at [Support@asbinc.net](mailto: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 always be available to take your call. Please say that you are calling about the TBX program.

Enjoy!

Sara Laidlaw



**Once your client's QuickBooks file has been reviewed, edited and approved...**

**Ready the QuickBooks file for first time use.**

- Open client's QuickBooks file. (.qbw)
- Log in as ADMIN (This is the default if no other users are set up)
- Minimize QuickBooks so that it is open in the background
- Open TBX program

**Print QuickBooks Reports to test Trial Balance (Know the answers)**

Test "As of" -

- QuickBooks Trial Balance report, if not using class codes
- If using class codes, print a P&L with class code columns

Test "Net Change"

- Comparative Balance Sheet with sub-column "\$ Change"
- Print P&L report for desired date range, with or without classes.

**Second time use. You do not need to be logged in. Browse for the file.**

- Know where the file is located. (Press Ctrl 1 within QuickBooks for the path)
- If it fails, open the file and use the first option on the open file to verify the access authorization

**Export options:**

Select the type of Trial Balance desired

- Net Change
- As of
- Select date range or "as of" date. Format = mm/dd/yyyy
- Select Account Status. (Only select All accounts if you want the entire chart of accounts)
- Select Export Accounts Names. This will export the account name descriptions in a column.  
This is helpful for editing and the column you may delete this column prior to importing.
- Select Export Classes for P&L accounts, if desired.
  - Assign replacement class codes to the QuickBooks class codes
  - Select to append the class code to the beginning or end of the account number
- Press EXPORT button to export
- View the file in Notepad when offered. Verify a few of the first and last figures for accuracy.

**HINTS: Once you open the file with Excel ..**

- Highlight the column with the amounts. Format as numbers
- Enter a SUM calculation at the bottom of the Trial Balance to test for -0-
- Edit width and delete any unwanted columns as necessary
- Resave as an .xlsx Excel File

We recommend that the QuickBooks chart of accounts be numbered as desired before attempting to export the Trial Balance, though the .CSV export file can be edited with Microsoft® Notepad or Excel® before you import the data into your program.