

Trial Balance Exporter TM

(Version 1.9)

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®**
Import trial balances into any write-up, tax or auditing software.
Export Trial Balances into a spreadsheet program like Excel for analytical purposes.
- **Creates an import ready, net change journal entry for Write-Up CS™**
Now you can use QuickBooks for the general ledger, but prepare financials using Write-up Solutions.

1.2 What TBX does that QuickBooks doesn't?

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

- 1) Exports by class code. Perfect for class codes used for departments or non-profits
- 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) Presents the balances in one column instead of separate debit and credit columns

1.3 How it works

TBX integrates with QuickBooks and produces an export file in one of two formats:

- 1) A comma delimited ASCII .CSV file ready for import into any tax, audit or write-up software
 - Without Classes as Departments
Account Number, Account Name, Account Number (without class), Amount
 - With Classes as Departments:
Account Number, Account Name, Class/Dept code, Dept code added to the front of account number, Amount.
- 2) A Journal Entry file ready for import into Creative Solution's Write-up CS ® software

1.4 Limitations

TBX will not recognize sub-class codes. A work-a-round is to make all sub-classes regular class codes before exporting.

Presently, we have not included a cross-reference table feature, which would enable you to enter alternate account numbers to match your client's chart of accounts.

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

The utility does enable you to replace the client's class codes with your numerical department numbers.

1.5 Program requirements

- Admin access to the “working” copy of the QuickBooks file, (.qbw) not a backup file (.qbb)
- QuickBooks versions 2002 through 2008 (U.S. Version of Pro, Premier or Enterprise Solutions)
- Windows 2000 Professional or Windows XP.
- A working knowledge of a spreadsheet program like Excel® and Windows operating system is HIGHLY recommended.

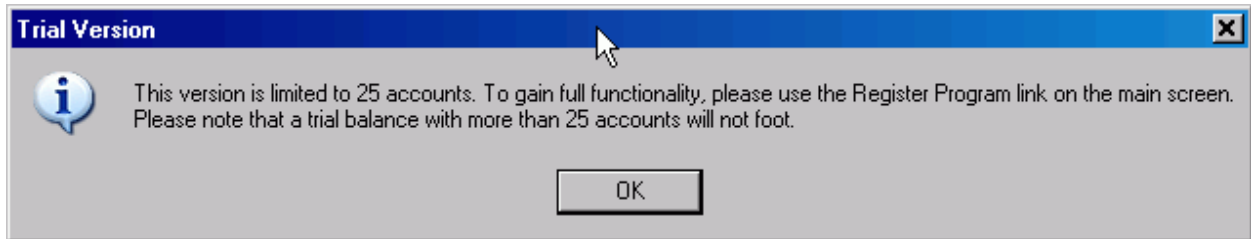
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"Creative Solutions", "CS Professional Suite" and "Write-Up CS" are registered trademarks of The Thompson Corporation.

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.



Once the utility is purchased, you will be provided with a key code that will unlock all features of the program. There is no need to reinstall TBX after purchase.

Download the Program:

Website – <https://tools.asbinc.net>

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

[Download free trial here](#)

Click on the red “*here*” and click **Save** to download the file entitled “ExportTB#.exe” to your computer. This file is about 23.7MB in size

Find the downloaded file. You should be presented with an “Open Folder” button to go to the location of the file. Or find the file using My Computer or Windows Explorer.

Double click on the .exe file to start the installation process. You may get an Open File – Security Warning because we do not provide a digital signature. This is OK.

Click on **RUN** to start the WinZip Self-Extractor. Click on **Setup**

If you are reinstalling the same version, you will be presented with a remove button to remove the old version of TBX. After it has been removed, double click on the .exe file again to restart the installation process. Click **Setup** again. Click **Next** at the setup wizard welcome screen.

Your default location will be C:\Program Files\ASB\Trial Balance Exporter\, but you may change its location, if desired.

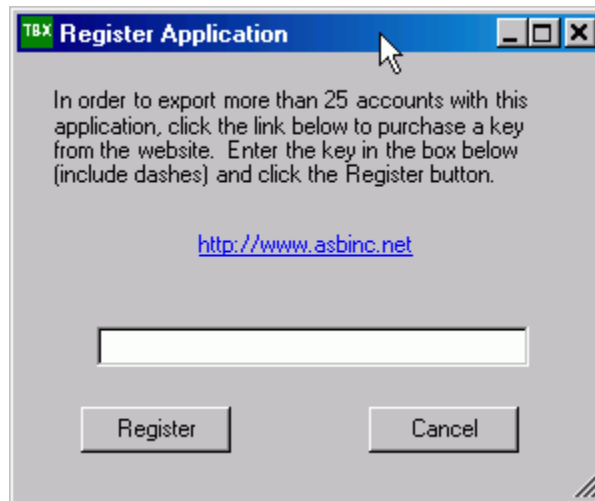
We recommend installing for “everyone” who uses this computer.

Close the installation window when complete.

TBX will put a green shortcut icon on your desktop.

2.2 Full Version – Register the Trial Version

Once a key code is obtained, click on the blue “Register Program” button presented at the upper right corner of the TBX main screen. You must enter the dashes between the four sets of alphanumeric characters and click **Register**. Once the program has been registered, the blue “Register Program” button will not be on the main screen.



3.0 Gathering Required Information From Quickbooks

This section describes what information you will need from Quickbooks before you run TBX and how to make the required changes to 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 that can be used to test the export file.

- For “As of Date” - Print a Trial Balance from QuickBooks
- For “Net Change” of a date range- Print two reports for testing purposes.
 1. A Balance Sheet with the “prior period” selected and including a “amount change” column
 2. A P&L for the date range. Include columns for class codes if exporting class codes.
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 Find the File Path

There are some Quickbooks settings that you may need to change and information about the Quickbooks file that is required before you can run TBX.

1. QuickBooks must be open in the background when you run TBX.
2. “Name Only” (This prints the account numbers on reports) must be selected in the preferences
3. All class codes must be active, if exporting by class code

Open and know where the QuickBooks file is:

1. Open the client’s data file in QuickBooks. Log in as Admin, if there are multiple users set up.
2. Find and note the data file name and path of the QuickBooks .QBW file.
To find the location of the file, press the Ctrl and I keys while in Quickbooks to access the QuickBooks Product Information window. Write down the file name and location.
3. Click OK to exit.
4. Edit the Quickbooks preferences to show account numbers in reports.
(Edit>Preferences>Reports & Graphs>Co Pref.>”Name Only”)
5. Verify that ALL class codes are active, even old unused codes, if exporting by class code.
 - a. (Sorry, this is a quirk of QuickBooks)
 - b. (List>Class list. Click Show inactive. Drag off the X’s to re-activate.)
6. Minimize Quickbooks before starting the utility.

4.0 Using Trial Balance Exporter™

TBX can create either a comma delimited export file or a file formatted for import into Creative Solutions. The CSV file can be used to import data into various tax and audit programs or into spreadsheet programs such as Excel. The file formatted for Creative Solutions is designed specifically to import into Write-Up CS.

4.1 Creating a .CSV (comma delimited) file

Start the Trial Balance Exporter Utility™ program

Select QuickBooks file by browsing to the location you recorded in section 3.2.

Enter dates for the trial balance in mm/dd/yyyy format.

- If you select "As of", only one date is required.
- If you select "Start Date", you need to enter a date range to produce a net change. You can tab from the "Start Date" field to the "End Date" field.

Select an "Account Status" option – (QuickBooks general ledger accounts)

- *Non-Zero* - This option will pull only accounts with a non-zero value.
- *All* - This option will pull every account in the chart including zero balances.

Export Account names

Selecting this option creates an account names column in the export file. This column is rarely needed 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 as Departments

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. Also assign a department code to accept balances with no class code. (Unallocated)

Select an Export File Name and Location

1. Press the "As CSV" (comma separated value) button and enter a name for your file.
2. Browse to the desired "Save in" file destination folder or directory. (Remember this location!)
3. Press the Save button

Press the EXPORT to begin the export.

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. View the file and compare the figures to your QuickBooks reports for accuracy.

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. Save the file as an .xls file, if desired.

Suggestion-

Add a Sum formula to the bottom of the Trial Balance to verify that it nets to zero.

To import into your program, please refer to your program's import specifications and instructions.

4.2 Creating a Creative Solutions Write-up CS™ journal entry file

The Creative Solutions' Write-up CS program (**CS**) includes a Utilities/Import command, which provides a way to import data from non-Creative Solutions programs into CS.

This utility provides a formatted ASCII file that can be imported as a journal entry.

This utility assumes CS account masks include DDCCCC.CCC and CCCC.CCC (Only masks tested)

4.2.1 File Naming Convention

This utility will automatically format the file as required by Creative Solutions and the file name format will automatically be Gxxxxyn.GLT.

- The "G" means that this is a general ledger file.
- The "xxxxx" represents five characters of the client ID.
- These characters do not need to match the client ID in CS. Simply pick five characters
- The "y" represents an alpha code for the period the transactions apply to, where code A is always January and code L is December.
- The "n" is used to identify 13-period clients. This utility assumes that the client is not a 13-period processor, so the field will contain a "0."
- The extension "GLT" is used for general ledger transactions files.

4.2.2 Generate the Export File

Start the Trial Balance Exporter Utility™ program

Select QuickBooks file by browsing to the location you recorded in section 3.2.

Enter dates for the trial balance in mm/dd/yyyy format.

- If you select "As of", only one date is required.
- If you select "Start Date", you need to enter a date range to produce a net change. You can tab from the "Start Date" field to the "End Date" field.

Click the "As Write-Up CS" button; you will be presented with an additional window:

1. Enter 5-letter file name (You may use dashes if you desire less than five letters).
2. Select month (period to process).
3. Enter Journal Entry number (Example; 2.03 or 2).
This must be under 100, so the system does not interpret the ref. numbers as checks.
4. Enter Journal Entry Date in mm/dd/yyyy format.
5. Enter a Default account number to cover blanks.
Since QuickBooks gives a client the option to not use account numbers, you may encounter an account with a blank field. We suggest setting up a 9999 or 99-9999 account in your CS chart to accept these balances. This will give you an easy way to find and edit the account numbers once imported into CS.
***** This must be a balance sheet account, if you are using departments.**
6. Enter a Journal Entry Description.
Technically, this field width is 110 characters wide. Be aware that a long description will wrap on your general ledger reports which makes for a long report. I suggest something like "QB Net change" or "QB T/B at 12/31/07"
7. Click "Save" when presented with the file name. **DO NOT CHANGE THE FILE NAME!**

When ready, a message will appear giving you the option to view the exported file as a text file in Microsoft® Notepad, before exiting. View the file and compare the figures to your QuickBooks reports for accuracy. Remember that the description field is 110 characters wide, so keep scrolling to the right to find the figures.

4.2.3 Import into CS

WARNING - Creative Solutions will import all “.GLT” files that it finds in the folder or location. You must delete all previous files or it will import them again.

WARNING - Make sure that you have a backup of the CS client file. In rare occasions, CS doesn't import the file correctly, so you may need to restore the file. (Normally, you just have to delete the Journal Entry, if you don't get your desired results.)

1. Start the CS Write-up program and open the client.
2. Choose **Import** from the Utilities menu.
3. Enter the location (folder) of the data file that you wish to import into CS, or click the Browse button and navigate to the desired location. You will not see the import file.
4. In the **Client to import** field, you will see the company ID that you want to import. If you do not see the name, then you have selected an incorrect file location.
5. Click Import. The journal entry will import into the “General” journal.

4.2.4 Verify account numbers in the CS journal entry

Account numbers that are not in the CSA chart of accounts will import.

1. Open the journal entry and click on the account number field of the first line.
2. Use the arrow key to scroll down through the journal entry.
3. You will get an error message if the system encounters a new account number.
4. Either replace it with another account number, or follow the screen to set up a new account number.
5. Continue testing the journal entry to the end.

4.2.5 Frequently asked questions

My financial statements are fine, but the annual general ledger shows duplicate journal entries in prior months. How has this happened?

If the system finds old import files in the same location as the new file, it will re-import them back to the periods as designated in the files. The journal entries will import, but not post to the financials unless you go back to the prior period and post the journal. Go back to each effected period and delete the duplicates.

Why is my journal entry importing as multiple “checks” instead of one journal entry?

The reference number must be under 100, or else the system assumes each line is a check. We recommend using a Journal Entry number such as 2.01

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**.

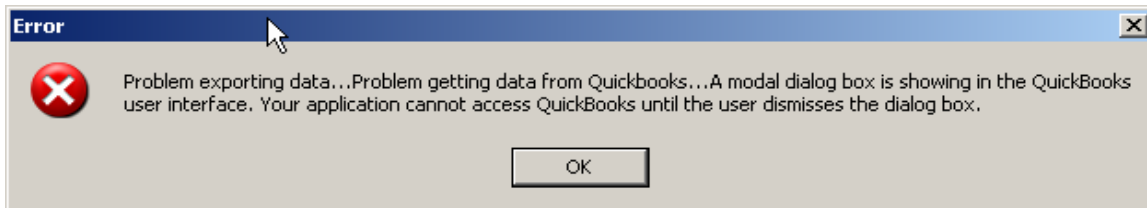
5.2 Updating TBX

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

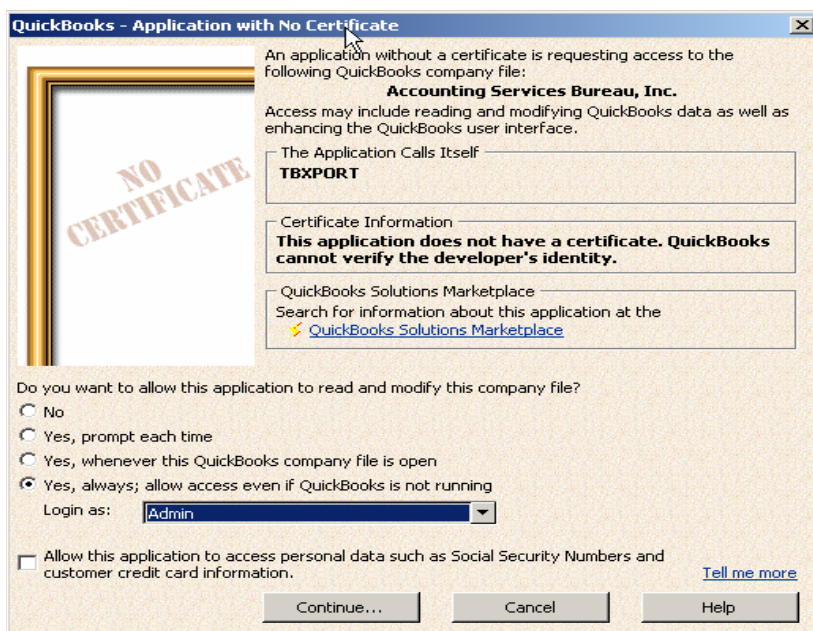
You must uninstall the TBX program before installing a new version. After TBX has been uninstalled, please follow the directions in section 2.0 to install the new version.

6.0 Trouble Shooting

If you encounter this message...



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



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

Appendix A - Export Checklist for .CSV formatted file

EXPORT TRIAL BALANCE AS A COMMA DELIMITED FILE

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

Ready the QuickBooks file:

- Open client's QuickBooks file. (.qbw)
- Log in as ADMIN, if multiple users are set up.
- Know where the file is located. (Press Ctrl 1 within QuickBooks for the path)
- Print reports for testing the export file: (Get the answers!)
 - Test "As of" -
 - Print Trial Balance, if not using departments
 - If also using class codes for departments, print P&L with class code columns
 - Comparative Balance Sheet with sub-column "\$ Change"
 - Print P&L report for desired date range, with or without classes.
- Turn on "Name Only" in the report preferences to activate account numbers in reports.
 - Edit>Preferences>Reports & Graphics>Company Pref.>Name Only
- If you will be exporting class codes; Verify that there are no sub-class codes and that all class codes are active (Even unused codes) List>Class list. Select Show inactive. Drag off the X's to re-activate.
- Minimize QuickBooks so that it is open in the background
- Open TBX program

Create .CSV (comma delimited) file:

- Browse and find the open client QuickBooks file.
- Select date range or "as of" date. Format mm/dd/yyyy
- Select Account Status. (Select All accounts if you want the entire chart of accounts)
- Select Export Accounts Names. This will export the account descriptions in a column.
 - This is helpful for editing and the column can be deleted prior to importing.
- Select Export Classes as Departments, if needed
 - Assign department codes to the QuickBooks class codes
- Select "As CSV" button to name export file and Save in location
- Press EXPORT button to export
- View the file in Notepad when offered. Verify a few of the first and last figures for accuracy.
- Optional - Find 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 .xls Excel File

Appendix B - Export Checklist for Creative Solutions formatted file

EXPORT AS A WRITE-UP CS JOURNAL ENTRY FILE

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

Ready the QuickBooks file:

- Open client's QuickBooks file (.qbw)
- Log in as ADMIN, if multiple users are set up
- Know where the file is located. (Press Ctrl 1 within QuickBooks for the path)
- Print and approve reports for testing the export file: (Get the answers!)
 - "As of" Print Trial Balance, if not using departments
 - If also using class codes for departments, print P&L with class code columns
- "Date Range" Comparative Balance Sheet with sub-column "\$ Change"
 - Print P&L report for desired date range
- Turn on "Name Only" in the report preferences to activate account numbers in reports.
Edit>Preferences>Reports & Graphics>Company Pref.>Name Only
- Verify that all class codes are active, if you will be exporting class codes as department codes.
(Even unused codes) List>Class list. Select Show inactive. Drag off the X's to re-activate.
- Minimize QuickBooks so that it is open in the background
- Open TBX program

Create Write-Up CS journal entry file:

- Browse and find open client QuickBooks file.
- Select date range or "as of" date. (mm/dd/yyyy)
- Select Account Status Non-Zero
- Do not select Export Accounts Names
- Select Export Classes as Departments, if needed.
 - Assign CS department codes to the QuickBooks class codes
- Select "As Write-Up CS" button
 - Enter CS Client's 5-letter file name
 - Select the month in which the journal entry will import
 - Enter a CS approved journal entry number. (Must be under 100)
 - Enter the Journal Entry date, (mm/dd/yyyy)
 - Enter a default account number to capture blank accounts
 - Enter desired memo for journal entry
 - Select OK. DO NOT CHANGE FILE NAME. Select desired Save in location and SAVE
- Press EXPORT button to export
- View the file in Notepad when offered. The figures will be way over to the right.
Verify a few of the first and last figures for accuracy.

Import Write-Up CS journal entry file:

- Verify that there is only the one desired .GLT file in the saved location. All .GLT files will import!
- Backup client write-up file
- Verify that you are in the correct G/L period
- Choose Import from the Utilities menu
- Browse for the location of the GLT file. If the file is there, the client name will appear.
- Select import. The JE will import into the General Journal
- Find and Edit the JE. Scroll down through the account numbers.
Follow prompts if an account number is not found. Set up account or select another account.
- Print reports and compare to QuickBooks financials