



# Creating Beginning Balance File from QuickBooks

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## Assumptions and General Information

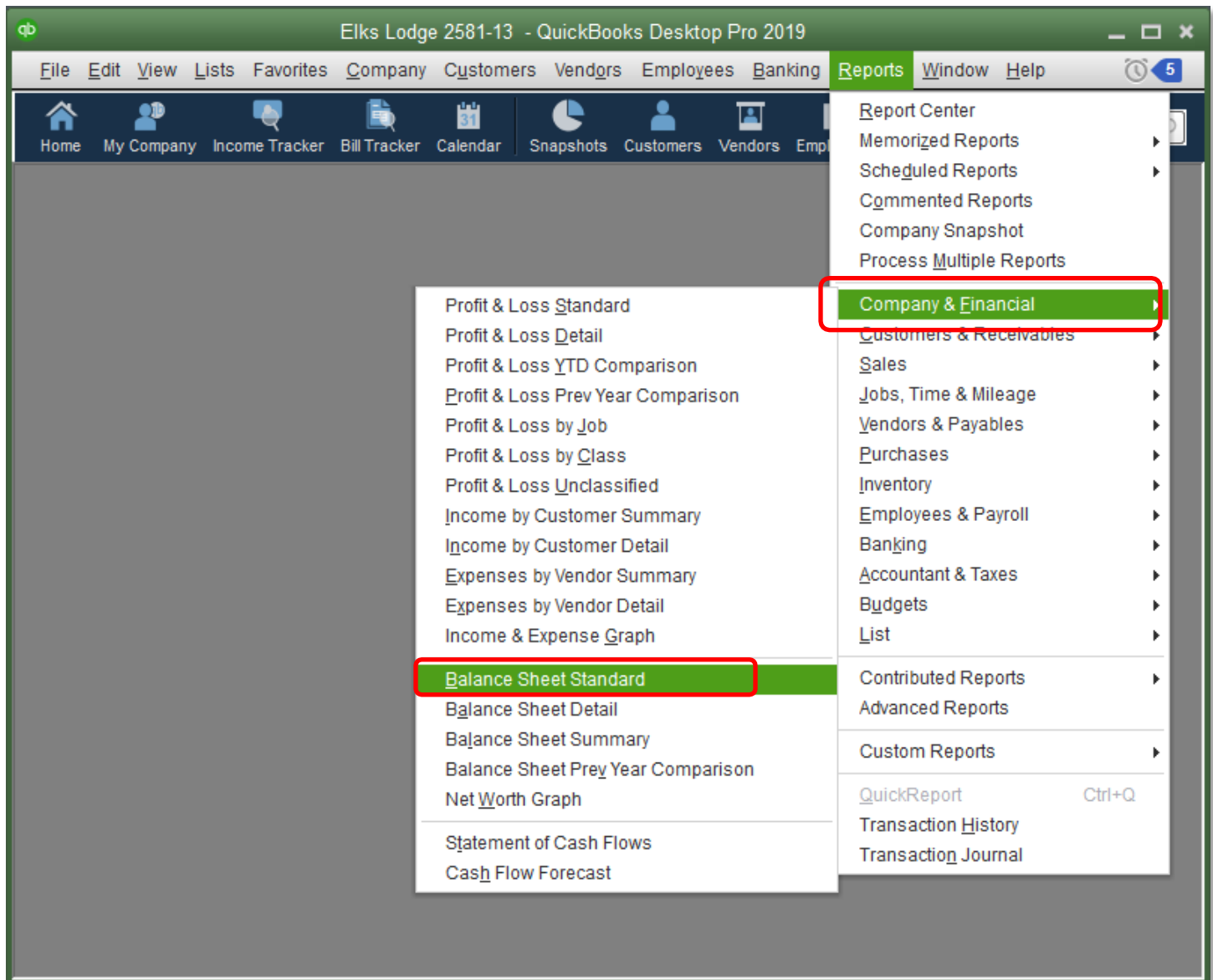
- This document was created as a supplement to the instructional videos, which go over this process. Video Link: <https://www.elks.org/grandlodge/auditing/videos.cfm?videoID=5>
- This document can be found by visiting <https://www.elks.org/grandlodge/auditing/documents.cfm>
- This document was created for **QuickBooks Pro (Desktop Edition)** users. It was not intended to be used with QuickBooks Online, or any other accounting systems.



## Exporting Initial Opening Balance Sheet Data from QuickBooks

Beginning Balance file is a one-time only special file, that you need to send to Adaptive to establish the Opening Balance Sheet Data. It's in the same format as you monthly ACTUALS file, with one important difference – Initial Opening Balance Sheet data is expected instead of the GL transactions.

From the **Reports** menu, select **Company & Financial** → **Balance Sheet Standard**.



Once the report is opened, it will default to the current month. We will need to make some adjustments. We want to change the dates to the **LAST DAY OF THE CALENDAR YEAR** before we are starting our actuals data. We are suggesting you go back two years to the beginning of the fiscal year 2017-2018. If you don't have the data going back that far, you could go back to the beginning of the fiscal year 2018-2019. Important note – **The date must be March 31<sup>st</sup>** of whatever year you're going to submit the data. In the example below, we will be starting with year 2017.



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We are setting the date to **3/31/2017**. (The date chosen will change based on the instructions given by either your Auditing and Accounting committee member or the FRS Help Desk.) Notice how the report dates also change to **March 31, 2017**:

Elks Lodge 2581-13 - QuickBooks Desktop Pro 2019

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employee

Search Company or Help

Balance Sheet

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

Dates Custom As of 03/31/2017 Show Columns Total only Sort By Default

Report Basis: ☒ Accrual ☐ Cash Show Filters

6:19 PM  
09/04/19  
Accrual Basis

Elks Lodge 2581-13  
Balance Sheet  
As of March 31, 2017

Mar 31, 17

ASSETS

Current Assets

Checking/Savings

10100 • Cash on Hand

10105 • Kitchen Money Bag 400.00

10104 • Bar Money Bag 1,500.00

10107 • Bingo Money Bag

10107J • Bingo Jackpot Reserve 200.00

10107 • Bingo Money Bag - Other 350.00

Total 10107 • Bingo Money Bag 550.00

10106 • Cabana Money Bag 150.00

10109 • Pull Tab Bank Money 40.00

10101 • Petty Cash - Office/ Debit Card 1,030.20

Total 10100 • Cash on Hand 3,670.20

10200 • Cash in Bank

This is the Opening Balances Data that we will need to send to Adaptive. Just like the other reports, we will export it to CSV format, and will make necessary changes in Excel before the file is ready to be sent.



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Locate **Excel** drop-down button on the top-right side of the report → **Create New Worksheet**.

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File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Vendors Employee Search Company or Help

### Balance Sheet

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

Dates Custom As of 03/31/2017 **Create New Worksheet** Update Existing Worksheet Sort By Default

Report Basis: ☒ Accrual ☐ Cash Show Filters

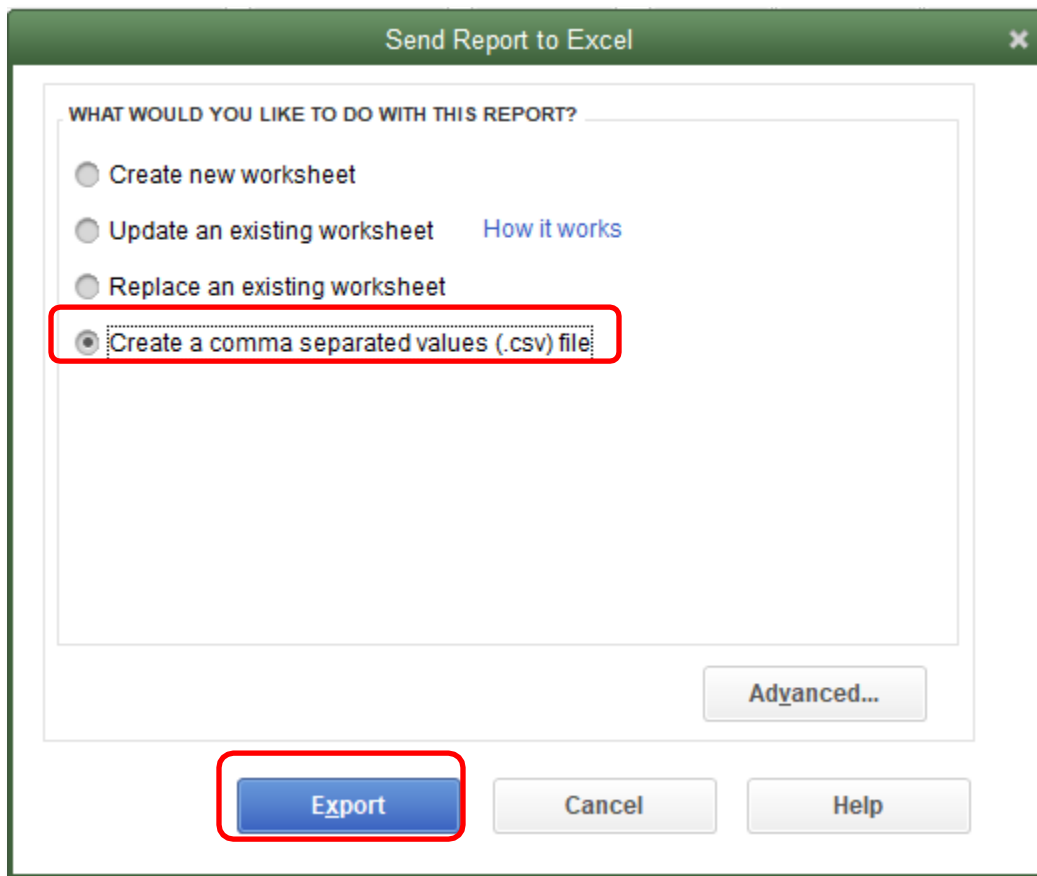
6:19 PM  
09/04/19  
Accrual Basis

## Elks Lodge 2581-13 Balance Sheet As of March 31, 2017

	Mar 31, 17
▼ 10100 • Cash on Hand	
10105 • Kitchen Money Bag	400.00
10104 • Bar Money Bag	1,500.00
▼ 10107 • Bingo Money Bag	
10107J • Bingo Jackpot Reserve	200.00
10107 • Bingo Money Bag - Other	350.00
Total 10107 • Bingo Money Bag	550.00
10106 • Cabana Money Bag	150.00
10109 • Pull Tab Bank Money	40.00
10101 • Petty Cash - Office/ Debit Card	1,030.20
Total 10100 • Cash on Hand	3,670.20
▼ 10200 • Cash in Bank	
10217 • Credit card holding	-19.00
10201 • 9804 Lodge Checking-Anchor Bank	12,492.93
10216 • 5904 Gambling Checking	24,129.05



Select **"Create a comma separated values (.csv) file"** → then **Export**

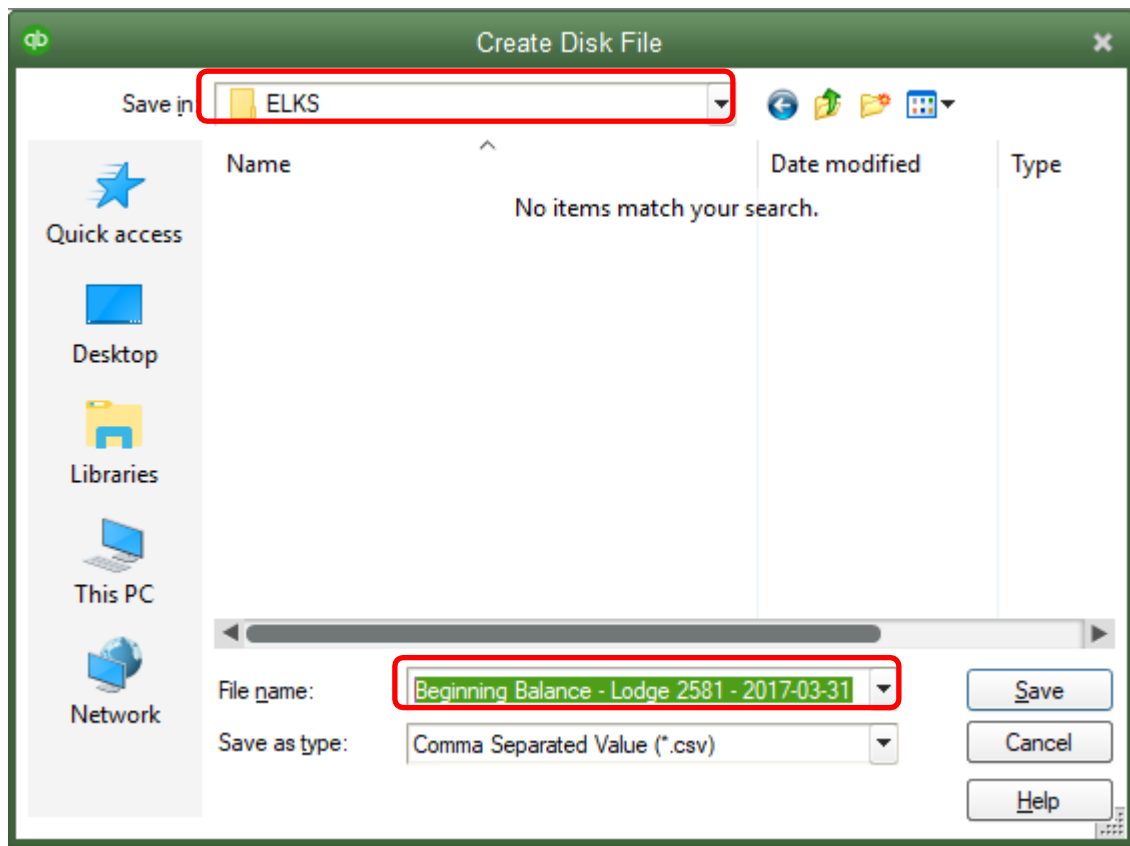


The image shows a dialog box titled "Send Report to Excel" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?" containing four radio button options: "Create new worksheet", "Update an existing worksheet" (with a blue link "How it works" to its right), "Replace an existing worksheet", and "Create a comma separated values (.csv) file". The fourth option is selected and highlighted with a red rectangular box. Below these options is an "Advanced..." button. At the bottom of the dialog, there are three buttons: "Export" (highlighted with a red rectangular box), "Cancel", and "Help".

Save it to a folder **where you can later find it.**

We recommend naming your file **"Beginning Balance - Lodge - Date.CSV"**

For example, **Beginning Balance - Lodge 2581 – 2017-03-31.CVS**



This completes the “QuickBooks” portion.

Next we must continue in Excel and make necessary changes before the file can be sent to Adaptive.

1. Download and open **Actual.CSV** template file: <https://www.elks.org/grandlodge/auditing/documents.cfm>
2. Locate and open the file you saved a moment ago.

Beginning Balance file will have the same column headers as the Actual file, so we can use **Actual.CSV** as our template:

A	B	C	D	E
LodgeNumber	LodgeGLAccount	Date	Amount	





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## Cleaning up Beginning Balance file in Excel

Once you open your exported file, right away you will see there are only two columns, and it's not formatted in any way of that we need:

	A	B	C
1		31-Mar-17	
2	ASSETS		
3	Current Assets		
4	Checking/Savings		
5	10100 · Cash on Hand		
6	10105 · Kitchen Money Bag	400	
7	10104 · Bar Money Bag	1500	
8	10107 · Bingo Money Bag		
9	10107J · Bingo Jackpot Reserve	200	

**First, we will remove rows with no amounts** by selecting columns A and B, adding a filter to these columns, and then selecting only blank values. Use the drop-down in cell B1, unselect all, scroll down and select **(Blanks)**:

The screenshot shows an Excel spreadsheet with two columns, A and B. Column A contains asset names, and column B contains dates. The filter menu is open over column B, showing options to sort and filter. The 'Filter by Color' option is selected, and the '(Blanks)' option is checked in the list of values.

	A	B
1		31-Mar-17
2	ASSETS	
3	Current Assets	
4	Checking/Savings	
5	10100 · Cash on Hand	
6	10105 · Kitchen Money Bag	400
7	10104 · Bar Money Bag	1500
8	10107 · Bingo Money Bag	
9	10107J · Bingo Jackpot Reserve	200
10	10107 · Bingo Money Bag	
11	Total 10107 · Bingo Money Bag	
12	10106 · Cabana Money Bag	
13	10109 · Pull Tab Bag	
14	10101 · Petty Cash	
15	Total 10100 · Cash on Hand	
16	10200 · Cash in Bank	
17	10217 · Credit card	
18	10201 · 9804 Lodge	
19	10216 · 5904 Gamb	
20	10214 · 2089 New	
21	Total 10200 · Cash	
22	Total Checking/Savings	

Filter menu options:

- Sort Smallest to Largest
- Sort Largest to Smallest
- Sort by Color
- Clear Filter From "31-Mar-17"
- Filter by Color
- Number Filters
- Search
- 101489.52
- 113618.75
- 144079.55
- 154897.41
- 183350.88
- 257698.3
- 277356.88
- 306123.92
- (Blanks)

Buttons: OK, Cancel



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All blank rows can now be deleted. Click on Row numbers on the left side to select all rows (except the header row), right click and DELETE:

	A	B
1		31-Mar-17
2	ASSETS	
3	Current Assets	
4	Checking/Savings	
5	10100 - Cash on Hand	
8	10107 - Bingo Money Bag	
16	10200	
23	Other	
24	10800	
33	Fixed Assets	
34	15000	
36	15300	
41	15100	
45	15001	
52	LIABILITIES	
53	Liabilities	
54	Current	
55	Accounts	
58	Other	
60	21600	
66	28000	
70	28100	

Once all blank rows are deleted, we can remove the filter from column B, so we can see all the values again. It should look like this:

	A	B
1		31-Mar-17
2	10105 - Kitchen Money Bag	400
3	10104 - Bar Money Bag	1500
4	10107J - Bingo Jackpot Reserve	200
5	10107 - Bingo Money Bag - Other	350





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Now we should **sort this data by column A** (GL accounts in alphabetical order).  
Use existing filter in **column A**, and select **Sort A to Z**:

	A	B
1		31-Mar-17
2	1010	400
3	1010	1500
4	1010	200
5	1010	350
6	Total	550
7	1010	150
8	1010	40
9	1010	1030.2

The result will be a list of all numeric accounts on top, and all Total Rows on the bottom. **We don't need the Total rows.**

	A	B
58	29023 · Scholarship Fund	12886.02
59	29900 · Retained Earnings	154897.41
60	29922 · French Roast Reserve	1776.87
61	29923 · Veterans Reserve Fund	1696.48
62	32000 · Unrestricted Net Assets	-2635.42
63	Net Income	27615.54
64	Total 10100 · Cash on Hand	3670.2
65	Total 10107 · Bingo Money Bag	550
66	Total 10200 · Cash in Bank	97589.66

Everything **below Net Income** row will be deleted, but before we do that, there are three values we want to take a note of: **Total Assets** and **Total Liabilities & Equity**. This is a balance sheet, so these two values must match. For this example, I am writing down **257698.3**, and **deleting all TOTAL rows below NET INCOME**.

	A	B
82	Total 29920 · RESTRICTED RETAINED EARNINGS	3473.35
83	Total Accounts Payable	739.47
84	<b>TOTAL ASSETS</b>	<b>257698.3</b>
85	Total Checking/Savings	101259.86
86	Total Current Assets	113618.75
87	Total Current Liabilities	59198.45
88	Total Equity	183350.88
89	Total Fixed Assets	144079.55
90	Total Liabilities	74347.42
91	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>257698.3</b>



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

In my example, the result appears as follows - only numeric accounts are present, and the last row is Net Income:

	A	B
58	29023 · Scholarship Fund	12886.02
59	29900 · Retained Earnings	154897.41
60	29922 · French Roast Reserve	1776.87
61	29923 · Veterans Reserve Fund	1696.48
62	32000 · Unrestricted Net Assets	-2635.42
63	Net Income	27615.54

Next step – **we must make sure values in column B add up to zero**. If we highlight all values in column B, including Net Income, and look at the notification bar – it will report a sum of all the values, but it is not equal to zero. **That's NOT going to work, and we must fix it.**

	A	B	C	D	E	F	G	H
56	29021T · Bldg Fund - For Table Cloth Pur	12						
57	29022 · Reserved for Cub Scout Pack	175.54						
58	29023 · Scholarship Fund	12886.02						
59	29900 · Retained Earnings	154897.41						
60	29922 · French Roast Reserve	1776.87						
61	29923 · Veterans Reserve Fund	1696.48						
62	32000 · Unrestricted Net Assets	-2635.42						
63	Net Income	27615.54						
64								
65								
66								

Beginning Balance - Lodge 2581

Average: 8312.848387 Count: 62 Sum: 515396.6

Follow instructions below to fix the spreadsheet so that the sum of all values adds up to zero.

**Liabilities and Equities** are “Credit” accounts, and just like on the Income Statement, all credit accounts **must have negative values**. In the next step we will manually adjust these values to be negative.



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

Select all values starting from Accounts payable account 20000, down to the last value including Net Income:

	A	B	C	D	E	F	G
55	29021H · Building Fund - Heat Pump	1263					
56	29021T · Bldg Fund - For Table Cloth Pur	12					
57	29022 · Reserved for Cub Scout Pack	175.54					
58	29023 · Scholarship Fund	12886.02					
59	29900 · Retained Earnings	154897.41					
60	29922 · French Roast Reserve	1776.87					
61	29923 · Veterans Reserve Fund	1696.48					
62	32000 · Unrestricted Net Assets	-2635.42					
63	Net Income	27615.54					
64							

Beginning Balance - Lodge 2581

Average: 6781.534211 Count: 38 Sum: 257698.3

**IMPORTANT VALIDATION STEP:** Notice how the SUM of the selected values is equal to **257698.3**, which is precisely the amount equal to Total Assets we wrote down earlier. This means the selected range of values is correct, and nothing is missing.

Next, we flip the values of the selected cells by **multiplying them by -1**. To do that, we use a formula as shown below:

	A	B	C	D
26	20000 · Accounts Payable	739.47	=B26*-1	
27	20900 · Sales Tax Payable	767.36		
28	21601 · FICA & FWH Payable	833.64		
29	21602 · FUTA Payable	30.62		
30	21603 · Dept Labor & Industries Payable	124.55		
31	21604 · Employment Security Payable	18.88		
32	23200 · Loan Payable - WSEA	15148.97		

In our example, we will copy the formula created in cell **C26** to C63, which is the last row in my example.

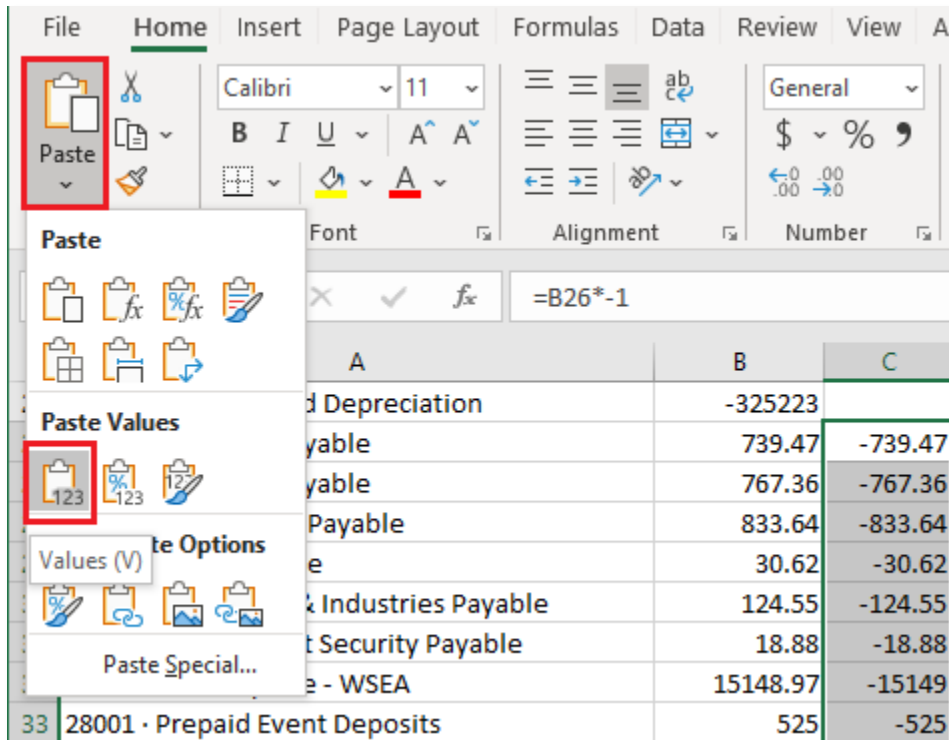
	A	B	C	D
58	29023 · Scholarship Fund	12886.02	-12886	
59	29900 · Retained Earnings	154897.41	-154897	
60	29922 · French Roast Reserve	1776.87	-1776.87	
61	29923 · Veterans Reserve Fund	1696.48	-1696.48	
62	32000 · Unrestricted Net Assets	-2635.42	2635.42	
63	Net Income	27615.54	=B63*-1	
64				

Result should be – values in column C are exact reverse of values in column B.



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

Next step will require a bit of trickery – we will need to **copy the values in the C column and paste them over the formulas “As Values” in column B**. This effectively inverts the values in column B, which is what we wanted in the first place. After that, we no longer need formulas in column C. It can be deleted.  
See supplemental video going over this process if the screenshots are confusing.



To validate if you got it right, select all values in column B, like we did earlier, and check the notification area – the SUM should be equal to zero. In our example, we see a weird looking number with an “E-11” in it. That’s just a way Excel represents a very small fraction, which is very close to zero, but not quite. This is normal rounding error, and the sum should be considered a ZERO.

	A	B	C
57	29022 · Reserved for Cub Scout Pack	-175.54	
58	29023 · Scholarship Fund	-12886.02	
59	29900 · Retained Earnings	-154897.41	
60	29922 · French Roast Reserve	-1776.87	
61	29923 · Veterans Reserve Fund	-1696.48	
62	32000 · Unrestricted Net Assets	2635.42	
63	Net Income	-27615.54	
64			
Beginning Balance - Lodge 2581			
Ready		Average: -4.69417E-13   Count: 62   Sum: -2.91038E-11	

This concludes the “data adjustment” portion of the instructions.



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

Next steps should be familiar – all we need to do is add necessary columns and headers before we can send this file to Adaptive. In this step we will utilize the Actuals Template file we opened earlier:

A	B	C	D	E
LodgeNumber	LodgeGLAccount	Date	Amount	

Let's insert a column by **right-clicking on column B**, and selecting **Insert**, and by **right-clicking on column A**, and selecting **Insert**:

Result should have four columns, with our **account names in column B**, and **amounts in column D**:

A	B	C	D
			31-Mar-17
	10101 - Petty Cash - Office/ Debit Card		1030.2
	10104 - Bar Money Bag		1500
	10105 - Kitchen Money Bag		400
	10106 - Cabana Money Bag		150
	10107 - Bingo Money Bag - Other		350
	10107J - Bingo Jackpot Reserve		200
	10109 - Pull Tab Bank Money		40

Next, we copy/paste the correct headers from our Actuals template:

A	B	C	D
LodgeNumber	LodgeGLAccount	Date	Amount
	10101 - Petty Cash - Office/ Debit Card		1030.2
	10104 - Bar Money Bag		1500
	10105 - Kitchen Money Bag		400



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

Now we have to populate the new columns with correct values.

- All cells in Column A should have your **Lodge Number** (in our example 2581),
- For Lodges with a number fewer than 4 digits, you only need to type in your lodge number, you do not need to add any “leading zeros”. For example, if your lodge number is 0159 you only need to type 159. If your lodge number is 0059 you only need to type 59. If your lodge number is 0009 you only need to type 9.
- All cells in Column C should have the **last date before the beginning of the fiscal year** for which we are submitting the data (in our example it's 3/31/2017):

	A	B	C	D
58	2581	29023 · Scholarship Fund	3/31/2017	-12886.02
59	2581	29900 · Retained Earnings	3/31/2017	-154897.41
60	2581	29922 · French Roast Reserve	3/31/2017	-1776.87
61	2581	29923 · Veterans Reserve Fund	3/31/2017	-1696.48
62	2581	32000 · Unrestricted Net Assets	3/31/2017	2635.42
63	2581	Net Income	3/31/2017	-27615.54
64				

**VERY IMPORTANT** – please deleted a few columns after column D. Even though they appear empty, Excel may include them in the final CSV file, and that will cause errors.

Final step is to deal with the last row – “**NET INCOME**”. Since NET INCOME is a calculation, QuickBooks did not export it as a five-digit account number. In our example, we setup a Retained Earnings account **29900** in QuickBooks, which is what Net Income will roll over when the year rolls over. All we have to do is **replace “Net Income” with “29900”**, as shown in the screenshot below.

	A	B	C	D
58	2581	29023 · Scholarship Fund	3/31/2017	-12886.02
59	2581	29900 · Retained Earnings	3/31/2017	-154897.41
60	2581	29922 · French Roast Reserve	3/31/2017	-1776.87
61	2581	29923 · Veterans Reserve Fund	3/31/2017	-1696.48
62	2581	32000 · Unrestricted Net Assets	3/31/2017	2635.42
63	2581	29900	3/31/2017	-27615.54
64				

Your Beginning Balance CSV file is now complete. Double check everything, hit **SAVE**, and e-mail the CSV file to [adaptive@elks.cloud](mailto:adaptive@elks.cloud), just like you have sent your Actuals and Budget files.

**VERY IMPORTANT** – Make sure the subject line in your email contains word **ACTUAL**. Example Subject Line:  
**ACTUAL – Beginning Balance – Lodge 2571.**