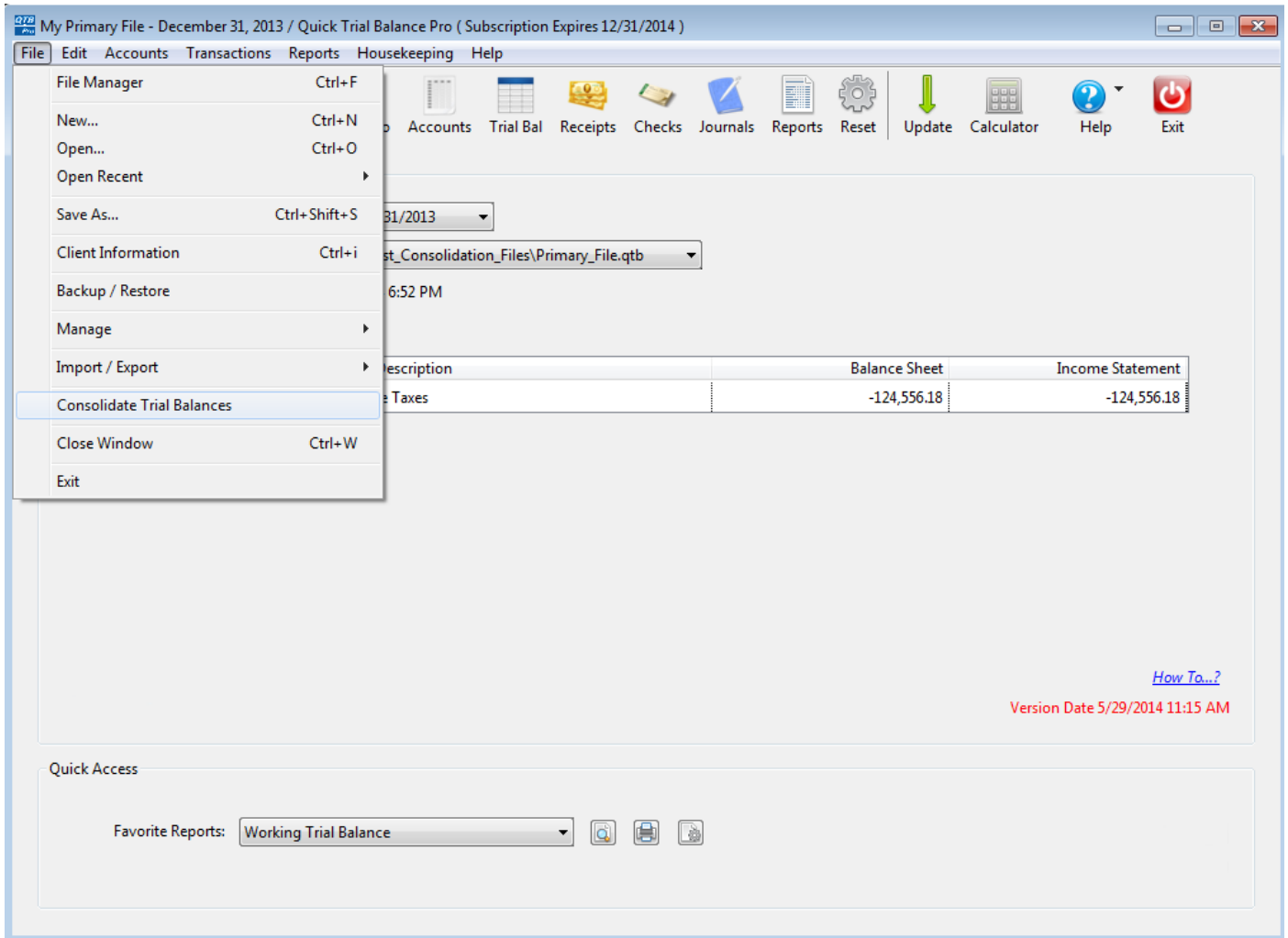


# Consolidate Trial Balances

## Introduction

If you need to combine separately maintained data files to prepare a consolidated tax return or financial statement, you can use the Consolidate Trial Balances option in the File menu.



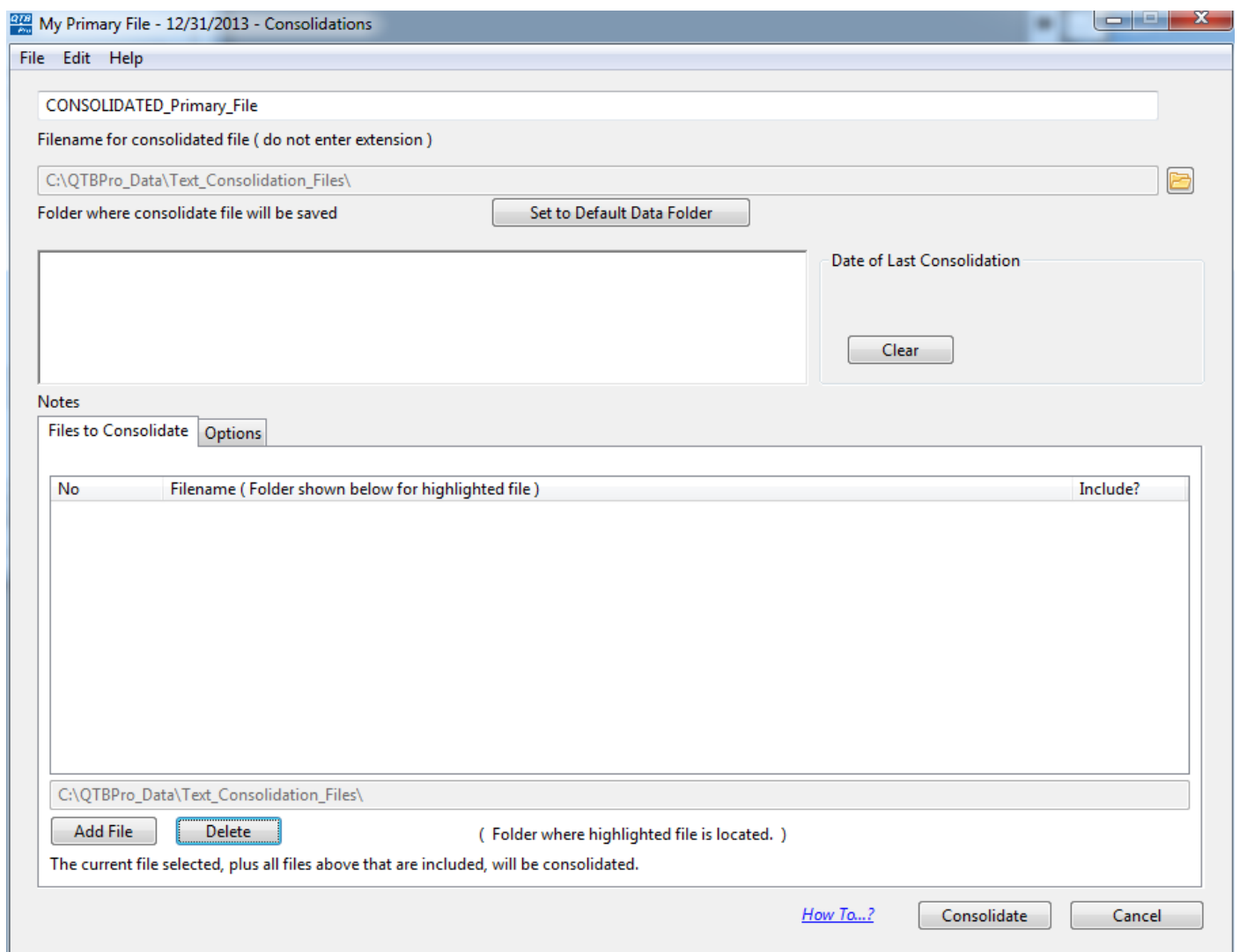
# Consolidation Basics

When you select the Consolidate Trial Balances option, you will see the following screen. A new file will be created with the data consolidated from all the file you select.

The file you have selected will be included in the consolidation plus any additional files you select. The file you currently have selected is called the "primary" file because the new consolidated file will be based on the information contained in it... for example, the year-end, number of books, book descriptions, group codes, etc. will be assigned to the consolidated file based on the primary file.

The other files selected are called secondary files and the only information that will be copied from them are the account numbers and names and the current and prior year balances.

The information you enter for your consolidation is automatically saved.



## Filename and Folder

You will need to provide a name for the consolidation file although a default one will be entered for you based on the name of the primary file.

You will also need to select a folder where the consolidated file will be saved. The default folder is where the primary file is located.

You then use the Add File button to select additional files that will be included in the consolidate.

My Primary File - 12/31/2013 - Consolidations

File Edit Help

CONSOLIDATED\_Primary\_File

Filename for consolidated file ( do not enter extension )

C:\QTBPro\_Data\Text\_Consolidation\_Files\

Folder where consolidate file will be saved

Set to Default Data Folder

Date of Last Consolidation

Clear

Notes

Files to Consolidate Options

No	Filename ( Folder shown below for highlighted file )	Include?
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C:\QTBPro\_Data\Text\_Consolidation\_Files\

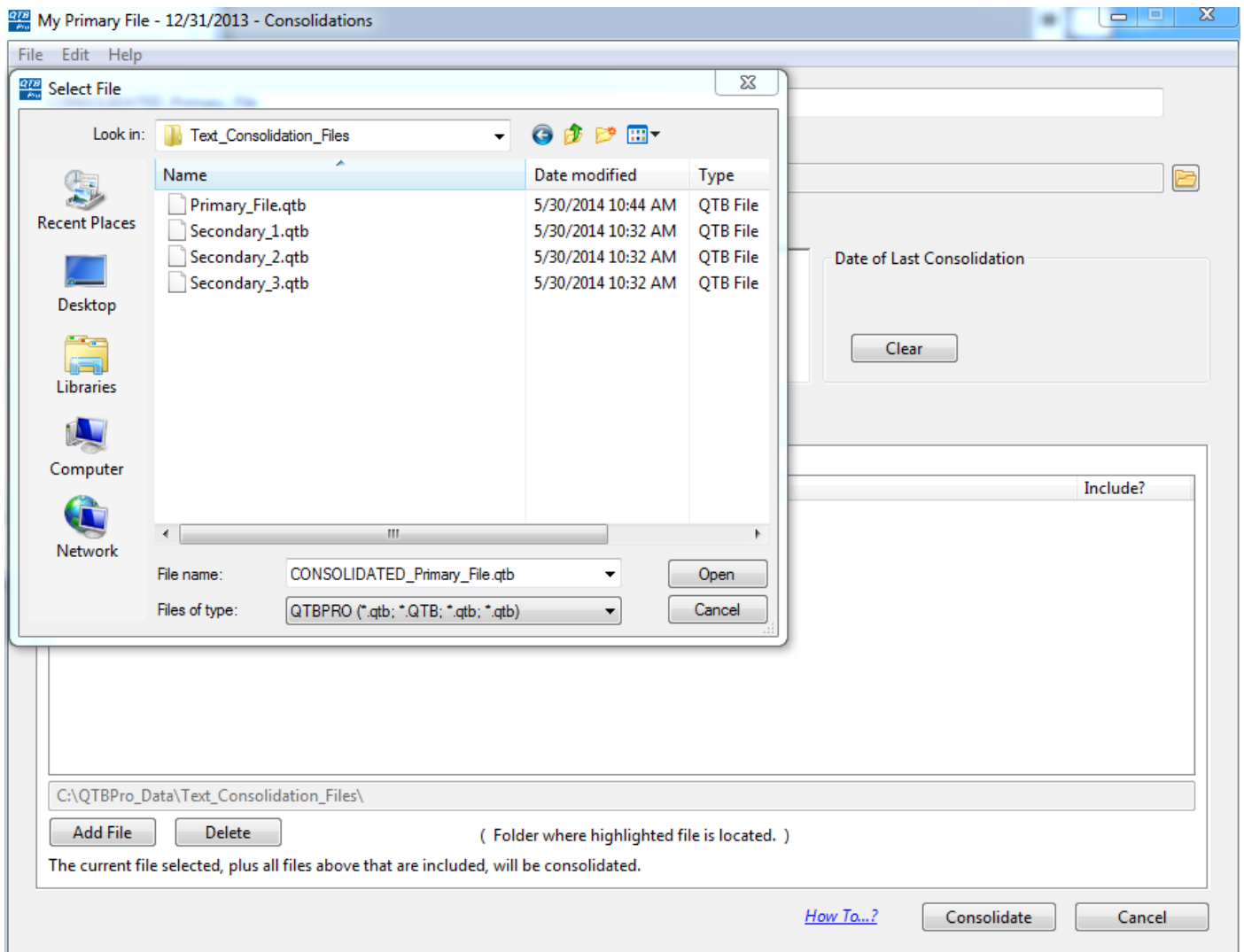
Add File Delete ( Folder where highlighted file is located. )

The current file selected, plus all files above that are included, will be consolidated.

[How To...?](#) Consolidate Cancel

## Select Secondary Files

When you click the Add File button, a navigation dialog will be displayed that allows you to select files that you want to be included in the consolidation.



## Secondary Files

For each file that you select there is an Include check box that indicates if the file will be included in the consolidation or omitted. You can use this include selected files and QTBPRO will automatically uncheck the Include check box if the file is not found or not accessible.

When you click on a file, the folder where that file is located is displayed in the text field just below the list of files.

If you want to remove a file permanently, use the Delete button next to the Add File button.

My Primary File - 12/31/2013 - Consolidations

File Edit Help

CONSOLIDATED\_Primary\_File

Filename for consolidated file ( do not enter extension )

C:\QTBPro\_Data\Text\_Consolidation\_Files\

Folder where consolidate file will be saved Set to Default Data Folder

Date of Last Consolidation

Clear

Notes

Files to Consolidate Options

No	Filename ( Folder shown below for highlighted file )	Include?
0	Secondary_1.qtb	<input checked="" type="checkbox"/>
1	Secondary_2.qtb	<input checked="" type="checkbox"/>
2	Secondary_3.qtb	<input checked="" type="checkbox"/>

C:\QTBPro\_Data\Text\_Consolidation\_Files\

Add File Delete ( Folder where highlighted file is located. )

The current file selected, plus all files above that are included, will be consolidated.

[How To...?](#) Consolidate Cancel

# Consolidation Options

There are some additional options for consolidations. You can set these options by clicking the Options tab.

Options include two different types of consolidation, the option to always overwrite the consolidation file or to just update the balances, and whether you want to generate an audit file that shows the details for the consolidation.

Note that if your consolidation type is to Merge accounts, the consolidation file will ALWAYS be overwritten when you click the Consolidate button. The reason for this is because accounts are being added to the consolidation file rather than being combined, QTBP Pro can not determine if an account is already in the consolidation file or needs to be added.

The audit file will be created in the same folder as the consolidation file.

The screenshot shows a software window titled "My Primary File - 12/31/2013 - Consolidations". The window has a menu bar with "File", "Edit", and "Help". Below the menu bar is a text input field containing "CONSOLIDATED\_Primary\_File". Underneath this is the label "Filename for consolidated file ( do not enter extension )". Below that is a text input field containing "C:\QTBP Pro\_Data\Text\_Consolidation\_Files\" with a folder icon to its right. Below this is the label "Folder where consolidate file will be saved" and a button labeled "Set to Default Data Folder". To the right of these fields is a section labeled "Date of Last Consolidation" with a "Clear" button below it. Below these fields is a "Notes" section with two tabs: "Files to Consolidate" and "Options". The "Options" tab is active and contains the following content: "Consolidation Type" with two radio buttons, "Combine" (selected) and "Merge". Below this is the text: "Combine - Duplicate accounts number will have their balances combined so the account only appears one time." and "Merge - All accounts will be merged into the consolidated file. Accounts may appear more than once if included in more than one file." Below this is a checkbox labeled "Always overwrite consolidated file?" with the text "Caution - If you overwrite the consolidation file, any group codes or adjustments or prior consolidated balances will be lost." Below that is a checked checkbox labeled "Generate consolidation audit file?" and a "Format" dropdown menu set to "Excel". Below this is the text: "The audit file will show the details of the consolidation but will increase the time required to create the consolidation files." At the bottom right of the dialog are three buttons: "How To...?", "Consolidate", and "Cancel".

# Excel Audit File

After the conversion is completed and the audit file (if selected) is created, if you select Excel as the format, the audit file will be opened automatically. If you select CSV as the audit file format, you will see a message indicating it has been created, the filename, and the folder where it was created.

The format of the audit file as shown below is as follows:

1. A list of the files included in the consolidation and the folder where the files are located. File number 0 is the primary file (the file selected).
2. Next will be a list of the accounts for each book being maintained and the balances that were copied to the consolidation file.

The screenshot shows an Excel spreadsheet with the following data:

Files included in consolidation						
File No	Filename	Folder				
0	Primary_File.qtb	C:\QTBPRO_Data\Test_Consolidation_Files\				
1	Secondary_1.qtb	C:\QTBPRO_Data\Test_Consolidation_Files\				
2	Secondary_2.qtb	C:\QTBPRO_Data\Test_Consolidation_Files\				
3	Secondary_3.qtb	C:\QTBPRO_Data\Test_Consolidation_Files\				
1 - Income Taxes - TX						
Account No	Account Name	File 0	File 1	File 2	File 3	TOTAL
101	Cash in Drawer	1734.00		1734.00	1734.00	6936.00
102	MidCity Bank - 66378	23824.81		23824.81	23824.81	95299.24
110	Inventory	80922.62		80922.62	80922.62	323690.48
120	Computers	5458.92		5458.92	5458.92	21835.68
121	Computers - A/Depr	-5208.54		-5208.54	-5208.54	-20834.16
130	Furniture & Fixtures	43623.65		43623.65	43623.65	174494.60
131	Furniture & Fixtures - A/Depr	-43767.30		-43767.30	-43767.30	-175069.20
205	Payroll Liabilities	0.00		0.00	0.00	0.00
206	Sales Taxes Payable	117.52		117.52	117.52	470.08
210	Note Payable - Pro-Ware, LLC	-520731.14		-520731.14	-520731.14	-2082924.56
301	Capital - JJF	289469.28		289469.28	289469.28	1157877.12
401	Sales	-170237.20		-170237.20	-170237.20	-680948.80

## Consolidation completed

You will see a message after the consolidation is completed (you may have to close the Excel audit file before you will see this message) indicating that you will be returned to the Home screen where you can then select the consolidated file.

You may want to make a note of the filename assigned to the consolidated file and the folder where it was created.

