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QUICKBOOKS ACCOUNT ENTRY AND EDITING
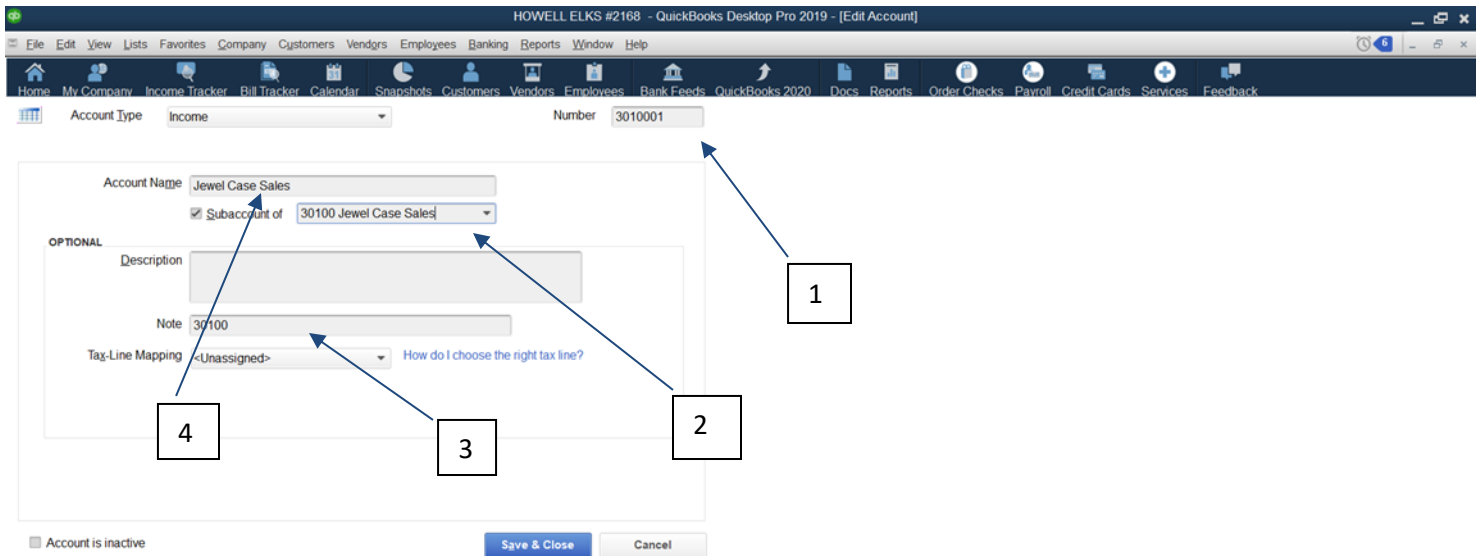
In Box "1", insert the primary account number here; if this is the mapping of a sub account then the subaccount number would be inserted here. **Example of subaccount code 30100 primary/3010001 the subaccount**

Account name will only be the name of the account, no number should be in this box.

If a sub account number is inserted in Box 1, then check the "sub account of" box (item "2" above) and enter the primary account number. This primary number should be the first 5 digits of the number entered in Box 1 , and be the same as shown in Box 3.

Box 4 should be the account description only and should not contain an account number, it can contain a checking account number as an identifier but the number must follow the name of the account.

In Box 3, enter the primary account number.

"Save and Close" this Account entry and go to the next line item on the Chart of Accounts and repeat.

Actual Monthly Activity File Format

The Actual Monthly Activity file is used to transmit your monthly activity to Adaptive. It consists of 4 columns, with rows for every account with activity for the month:

Column	Name	Example	Description
1	Lodge Number	2362	The numerical lodge number
2	Lodge GL Account	30010	The local system account number (this is a sub account)
3	Date	01/31/2020	The period where the activity takes place. Use standard US date format mm/dd/yyyy
4	Amount	12587.50	The sum of the debit – credit activity for the lodge GL account for the period in question.

The Actual Monthly Activity file template can be downloaded from Elks.org. The Actual file must be saved as a csv file as adaptive will only be able to except cvs files.

Actual Example: Note actuals can be sent with account codes only or with descriptions ether way will work.

LodgeNumber	LodgeGLAccount	Date	Amount
2362	30010	4/30/2019	4.38
2362	30400	4/30/2019	4.38
2362	3040001	4/30/2019	4.38
2362	3040002	4/30/2019	4.38
2362	3045001	4/30/2019	7
2362	30490	4/30/2019	8.75
2362	30495	4/30/2019	8.75
2362	3049501	4/30/2019	8.75
2362	30700	4/30/2019	8.75

Quickbooks

LodgeNumber	LodgeGLAccount	Date	Amount
2581	30010 · Membership Dues - Lodge portion	3/1/2019	-3032.69
2581	10201 · 9804 Lodge Checking-Anchor Bank	3/1/2019	60
2581	21801 · Prepaid Event Deposits	3/1/2019	0
2581	21801 · Prepaid Event Deposits	3/1/2019	500
2581	21801 · Prepaid Event Deposits	3/1/2019	750
2581	21802 · Prepaid Event Expenses	3/1/2019	-400

Annual Budget File

The Actual Monthly Activity file is used to transmit your yearly budget activity to Adaptive. It consists of 5 columns, with a row for every account you plan for in the fiscal year:

Column	Name	Example	Description
1	Lodge Number	2362	The numerical lodge number
2	Lodge GL Account	30010	The local system account number
3	Fiscal Year End	2020	The year that the budget ends in. For the FY2019-2020 budget use 2020 for example.
4	Version	Budget	Right now always use Budget
5	Annual Amount	25000	The annual amount budgeted to the account. This amount will be allocated monthly based on prior year actuals.

The Actual Budget file template can be downloaded from Elks.org. The Budget file must be saved as a CSV file as adaptive will only be able to except CSV files.

Budget Example:

LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2362	30010	2020	Budget	2835
2362	3001002	2020	Budget	2730
2362	30490	2020	Budget	945
2362	31520	2020	Budget	735
2362	3152001	2020	Budget	1050
2362	3152202	2020	Budget	1050
2362	3152203	2020	Budget	3150
2362	31530	2020	Budget	1680

QuickBooks:

| LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2581	30010 · Membership Dues - Lodge portion	2019	Budget	33000
2581	3001001 · Dues - Grand and State Portion	2019	Budget	10125
2581	30045 · Initiation/Reinstatement Fees	2019	Budget	1500
2581	30050 · Other Members Fees	2019	Budget	15000
2581	30250 · DD clinics	2019	Budget	-300
2581	30055 · Lodge Training Other	2019	Budget	-2400
2581	30112 · Rents Lodge	2019	Budget	-3000
2581	30470 · Lodge Expenses - Other	2019	Budget	800
2581	30465 · Utilities - trash	2019	Budget	1200

File Submission – Results

After you have formatted and saved your files, the next step is submitting them for processing to Adaptive. This is done by emailing the CSV files to the Adaptive@Elks.Cloud email address.

Use your preferred email client to draft a new email. Attach the file. The type of file you are submitting is determined by the Email Subject. Include the following in the subject line based on the file type **(VERY IMPORTANT):**

- **Actual Monthly Activity File** – Must include the word **Actual** on the subject line
- **Annual Budget File** – Must include the word **Budget** on the subject line

In the sample here we are submitting an **Actual** file using the Gmail client.

- The To address is: **Adaptive@elks.cloud**
- The Subject contains the word Actual – signaling an Actual file.
- The file **Lodge 2362 Actual May19.csv** is attached. Don't forget to include your file! The file name is not critical to the import process however we recommend something that includes the lodge number, file type and date for your reference.
- When you're ready Send the file. Within 5 minutes you'll receive a reply with a success message or a detailed description of issues that need to be corrected

Actual file

Adaptive@elks.cloud

Actual file

Lodge 2362 Actual May19.csv (5K)

Send
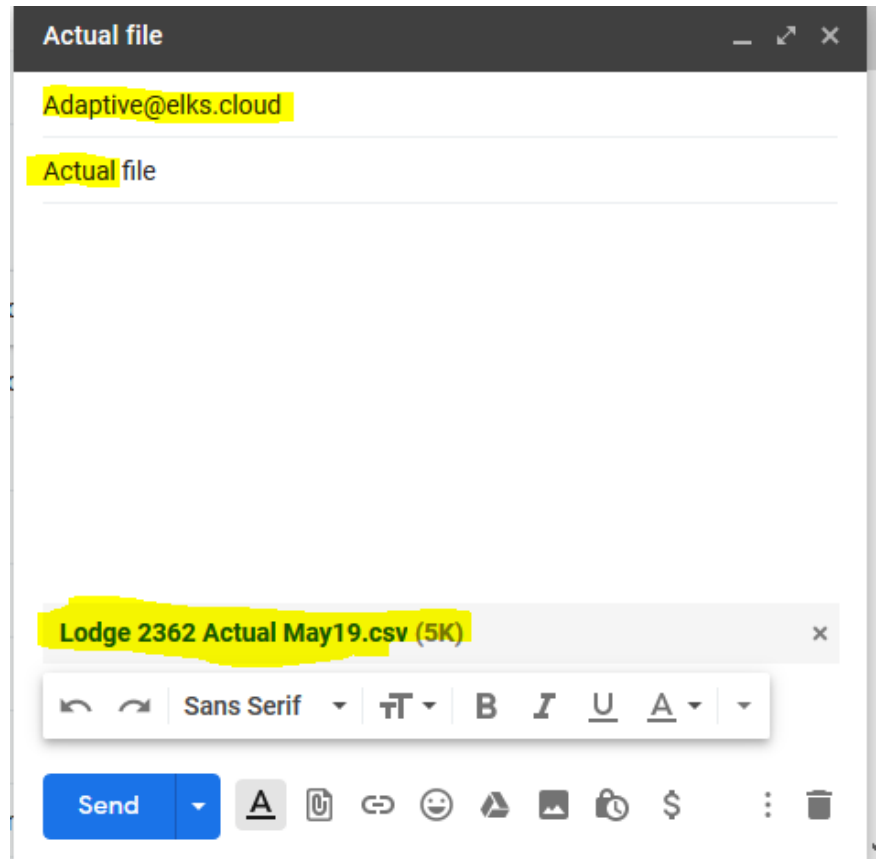
File Submission – Results

In this example we'll submit a Budget file using Gmail.

> The To address is:
> **Adaptive@elks.cloud**

☐ The Subject contains the word **Budget** and your Lodge # signaling a Budget file.

☐ The file **Budget 2020 #NNNN.csv** is attached. Don't forget to include your file! The file name is not critical to the import process however we recommend something that includes the lodge number, file type and date for your reference.

☐ When you're ready Send the file. Within **5 minutes** you'll receive a reply with a success message or a detailed description of issues that need to be corrected
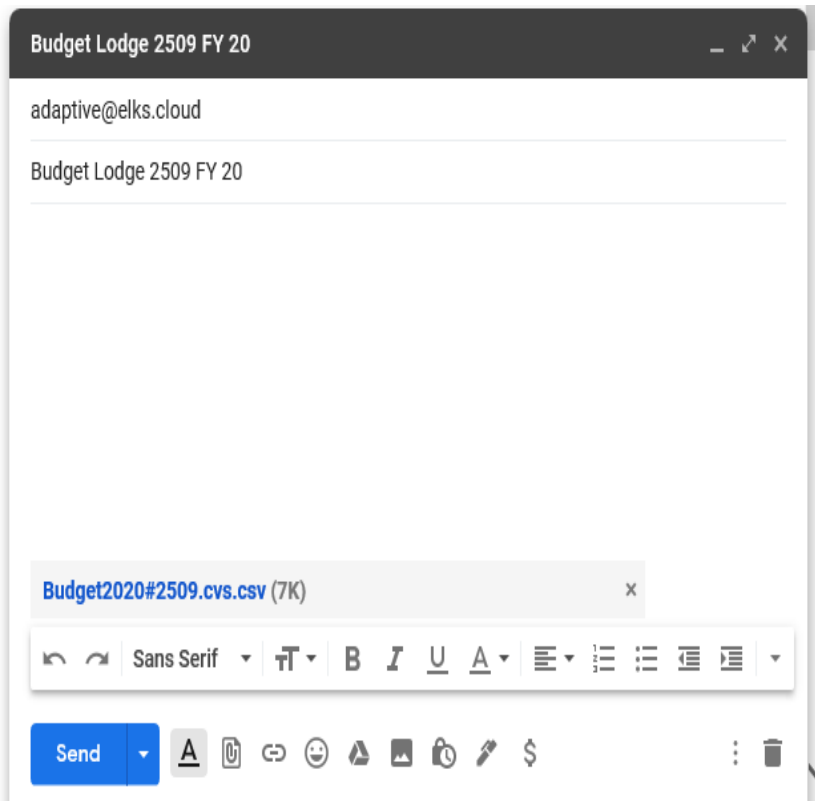
File Submission – Results

Ideally if your data is valid, you'll receive a success message:

Actuals File Lodge 2362 Actual May19.csv Processed ▶ Inbox ×

Adaptive
to me ▾

We have successfully processed your file. Thank you!

↩ Reply   ➡ Forward

If there was an issue with the data, you will receive a detailed error message:

Error Importing Actual File Lodge 2362 Actual May19.csv ▶ Inbox ×

Adaptive
to me ▾

There was a problem with the file submitted to Adaptive.

Error message: Error processing Actual File - Invalid Elks GL Accounts # 123missing

Please check your data and resubmit a corrected .csv file.
Thanks

The error in this instance is the file contained an unknown Lodge GL Account. Correct the account number with a valid one or add the account to your Mapping file and re-submit that before re-submitting your Actuals again.

Support

Email support at: frshelp@elks.org.
Or for FRS or QuickBooks Desktop or Online support at: frshelp@elks.org.

QuickBooks - Elks GL Activity file
1)   Select Reports -> Accountant & Taxes -> Transaction Detail by Account
2)   Select customize report (in top left of pop up window)
a.   On display tab choose the below 4 specific columns and select ok
i.   Left Margin
ii.   Date
iii.   Account
iv.   Amount
b.   In the bar choose the specific date periods that will be loaded (i.e., most months will be the prior month start and end date).
c.   Go to the Total Box in QuickBooks and change from "Account List to "Total"
d.   Select excel in the top of the window and select create a comma separated values (.csv) file
i.   Hit export
e.   Open .CSV file that was just saved
i.   Cut the Account field from Column C and insert it before the Date field into Column B. This will move the Date into column C.
ii.   Update header file names in row 1 of .CSV file (see screenshot)
1.   A1 - LodgeNumber
2.   B1 - LodgeGLAccount
3.   C1 – Date
4.   D1 – Amount
iii.   Validate that the amount total in column D is equal to zero

3)   Save File
4)   Submit the file as directed above to adaptive@elks.cloud to be changed with the subject including the word Actual

1. Select Reports -> Budgets & Forecasts -> Budget Overview
2. Select the Budget you wish to Export. Click Next.
3. Select "Account by Month". Click Next.
4. Click Finish
5. Select customize report (in top left of pop up window)
    a. On display tab make sure the Dates From and To are the full calendar year
    b. Under Columns and Rows switch Display columns by "Totals only"
    c. Select excel in the top of the window and select create a comma separated values (.csv) file
        i. Hit export
    d. Open .CSV file that was just saved
        i. There will be two columns on the new .csv file. Column A will have the GL account and B will have the budget amount.
        ii. Filter by Column B and delete all blank rows.
        iii. Sort by Column A [A-Z]. Delete all summary and total lines (Gross Profit, anything starting with Total)
        iv. Insert a new column in Column A. Change the header row to LodgeNumber and fill in all the rows with your Lodge number.
        v. Change the Column B header to LodgeGLAccount
        vi. Insert 2 new columns between the LodgeGLAccount and Amount.
        vii. Enter "FYE" in the Header row of Column C. Add the ending year of the budget in all rows (ex. 2019)
        viii. Enter Version in Column D. Enter the word "Budget" in all rows.
        ix. Update the header in Column E to "Annual". This year will have your budget amount.
        x. Your header names should be as follows when you are done:
            1. A1 - LodgeNumber
            2. B1 - LodgeGLAccount
            3. C1 – FYE
            4. D1 – Version
            5. E1 – Annual
    e. Column C1 – FYE, is always the ending year of the current lodge year. The budget for 2020-2021 will display the FYE as 2021; **The budget for 2019-2020 will display the FYE as 2020**. An incorrect FYW number will throw the budget into the wrong year and invalidate any reports showing budget entries.

Submit the file as directed above to Adaptive@elks.cloud with the subject including the word **Bud**