

# Benevolent and Protective Order of Elks

# FRS Financial Reporting System

Quick Reference Guide For Quick Books- Online Version

## Creating The Budget Filer

# FRS Financial Reporting System

Quick Reference Guide For Quick Books- Online Version

NOTE- If you are not using the Grand Lodge COA, You have to convert to the May 8, 2020 before you continue Adaptive is only accepting the Elks Standard GL Account. Effective April 1, 2020, all Lodges must be using the updated Chart of Accounts values.

### Running the Budget Report

• From the Dashboard screen click on the gear in the upper right corner of the screen and choose "Budgeting under the Tools menu.

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Dashboard					-		
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	Profit and Loss This month	Expenses	Account and Settings	All Lists	Import Data	User Profile	
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Click the down arrow next to edit and choose Run Budget Overview Report

Budgets				Add budget
Budgets Redesign We made budgets even easi	er to use with more options and better customization. Learn more			×
BUDGETS	PERIOD	CREATED ON	LAST UPDATED	action
Budget FY 19-20	Apr 2019 - Mar 2020	2019-08-03	2019-08-03	Edit 💌
			-	Copy Delete Run Budgets vs. Actuals report Run Budget Overview report

## Exporting the Budget Report

• Click the icon to the left of the gear and export the report to excel

ollapse Sort 🔻 Add notes	_		Export to Excel Export to PDF	□ <b>=                                   </b>
BUDGET OV	ERVIEW: BUDGET	FY 19-20 - F	Y20 P&L CLASSES	
	April 2019 - M	arch 2020		
	April 2019 - M	arch 2020 GRANTS	LODGE OPERATIONS	TOTAL
r Revenue	April 2019 - M	arch 2020 GRANTS	LODGE OPERATIONS	TOTAL
r Revenue 30010 Member Dues Regular	April 2019 - M	grants	LODGE OPERATIONS	<b>TOTAL</b> \$15,094.00
<ul> <li>Revenue</li> <li>30010 Member Dues Regular</li> <li>30011 Member Dues Life</li> </ul>	April 2019 - M	GRANTS	LODGE OPERATIONS 15,094.00 100.00	<b>TOTAL</b> \$15,094.00 \$100.00

### Formatting the Budget File

- Open the file in Excel (Enable Editing if needed) and click on the triangle in the upper left corner of the worksheet to highlight the whole sheet.
  - From the Home tab unmerge all cells
  - With the pointer in any part of the shaded area right click and select Copy. Right click again and select Paste Values. This will replace any formulas that were exported with the actual values of the calculation results.

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2 Budget Overview: Budget FY 19-20 - FY20 P&L Classes	
3 April 2019 - March 2020	
4 Chib Operations County Lodge Operations TOTAL	
5 Revenue Grand Operations Grants Lodge Operations 101AC	
7 3010 Member Dues Regular 15,094.00	5,094.00
8 30011 Member Dues Life 100.00	100.00

## Formatting the Budget File

- Delete any columns with data EXCEPT the column containing the Account Descriptions and the Column containing the line Totals
- Delete any rows above the lines that contain the account descriptions and totals.
- Delete any rows below the last row that contains any account description and total

	A	В	
1	30010 Member Dues Regular	15,094.00	
2	30011 Member Dues Life	100.00	
3	30013 Member Dues Associate	100.00	
4	30035 Initiation Fees	500.00	
146	93215 ENF Domasons	0.00	
147	93215.1 ENF Donations	2,000.00	
148	93215.2 ENF Donations- Purple Pig	100.00	
149	Total 93215 ENF Donations	\$ 2,100.00	
150	Total Other Expenditures	\$ 20,300.00	
151	Net Other Revenue	\$ 4,400.00	
152	Net Revenue	\$ 0.00	
153			
154			
155			
156			
157			
158			
159			
160			

## Formatting the Budget File

Total 9312 Total 9312 Total 9321 Total 9321 Cost of Good

- Highlight Columns A and B
- Sort the data By Column A (A to Z)
- Scroll to the bottom of the list and delete any rows that <u>do not</u> begin with a GL account number

	F	ile Home Insert Page Layout Formulas 🖉 🛙	ata Review	View	Develope	ACRO	DBAT I	ower Pivot	🖓 Tell me	what you want	to do	
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		A		В	1	с	D	Ε	F	G	н	
	1	30010 Member Dues Regular			15,094.00							
	2	30011 Member Dues Life			100.00							
	3	30013 Member Dues Associate			100.00							
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	5	30045 Painstatements	Cast		20.001					2	~	1
	7	30150 Miscellaneous	Son							5.12	^	
	8	30165 Other Lodge Activities-Members	Add	tevel × Dele	ite Level	Copy Level	1 m	Options.		My data has	headers	
	9	30180 Lodge Fund Raisers	Cabura			5.14 Di			Charles .		_	
	10	30180.9 Lodge Fundraisers- Motorcycle Raffle	Sort by	Column A		Values			A to Z			
	11	Total 30180 Lodge Fund Raisers		CONTREPA		values			AIDZ			
	12	40105 Beer/Wine Sales										
	13	40105.1 Beer/Wine Sales- Wine Sales										
	14	40105.2 Beer/Wine Sales- Beer Sales										
) Vetera	ns Activities		\$		1,200.00							
3 State I	Major Project	Donations	\$		2,500.00	-				OF		
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SENF D	onations		\$		2,100.00							
ls Sold												
3												

## Formatting the Budget File

- You should now have only two columns of data. Column A should contain the account number and description.
- Column B should contain the corresponding annual budget total for that account.

1	A	В
	30180.9 Lodge Fundraisers- Motorcycle Raffle	8,500.00
	30235.1 Convention GL	2,500.00
	30235.2 Convention GL- Nat. Convention VA Room	150.00
	30270.1 Insurance G/L- Lodge Property Insurance	2,000.00
	30270.2 Insurance G/L- Officer Insurance	850.00
	30305.1 Lodge Supplies GL- Membership Cards	100.00
	30305.2 Lodge Supplies G/L- Grand Lodge Supplies	500.00
	30315.1 Miscellaneous/Unassigned- Business License	400.00
	30315.2 Miscellaneous/Unassigned- Contingency	2,000.00
)	30330.1 Office Supplies- Bank Supplies	100.00
	30330.2 Office Supplies- Plaques and Awards	350.00



- In cell C1 type the following formula
  - =Trim(A1)
  - Hit <enter>
- Now highlight cell A1, right click and copy.
- Highlight all of the cells in column C from cell C2 to the bottom of the list.
- With the pointer over any of the shaded cells right click and Paste Formula. This will remove any leading spaces in any account or sub-account description.
- Highlight column C
- Right Click and Copy
- With the pointer over any shaded cell in the column right click and Paste Values. This will replace the Trim formula with the actual results of the calculations.





## Formatting the Budget File

- Once again highlight Column C
- From the Data Ribbon Choose text to columns



onvert Text to Column	s Wizard - Step 1 of 3			?	×
e Text Wizard has determ	nined that your data is De	elimited.			
this is correct, choose Ne	d, or choose the data ty	e that best describ	xes your data.		
riginal data type					
Doose the file type that I					
ginal data type cose the file type that best describes your data. © pelmined - Characters such as commas or tabs separate each field. O Fixed width - Fields are aligned in columns with spaces between each fi		ach field.			
O Fixed width - Fiel	ds are aligned in column	s with spaces betw	een each field.		
review of selected data:					
Preview of selected data: 1 - TRIM(A1) 2 - TRIM(A2) 4 - TRIM(A3) 4 - TRIM(A3) 4 - TRIM(A3) 4 - TRIM(A3) 4 - TRIM(A3) 4 - TRIM(A3) 4 - TRIM(A3)	<u>.</u>				
Preview of selected data: 1-TRIM(A1) 2-TRIM(A2) 1-TRIM(A3) 4-TRIM(A5) 6-TRIM(A5) 6-TRIM(A7) 1-TRIM(A7) 4-TRIM(A8) 5					
Preview of selected data 1-FRIM(A1) 2-FRIM(A2) 1-FRIM(A2) 1-FRIM(A3) 1-FRIM(A3) 2-FR					-

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30180.9 Lodi 30235.1 Com 30235.2 Com 30270.1 Ina 30270.2 Ins 30305.1 Lodi 30305.1 Lodi 30305.1 Misc	ye vention vention urance urance je ge gelaneous/Unas	signed-	Tundraisers- GL GL- G/L- G/L- Supplies Supplies Supplies	Motorcycle Nat. Lodga Officer SL- SL- License	Baffle Convention Property Insurance Membership Grand	* * *
•		Cancel	< <u>B</u> ack	Sea	s Ei	> iish

• In the Text to Column Wizard make sure the data type is set to delimited and click next.

 Set the delimiter to Space and click next

## Formatting the Budget File

- In the final screen of the wizard, with the column data format set to general click Finish.
- You have now separated the Account Numbers from the account descriptions on every line.
- From here we will finish the formatting and prepare the file to be submitted.

onvert Te	xt to Columns	Wizard - Step 3	of 3		?	×
, his screen le	ets you select ea	ch column and set	the Data Format.			
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estination: Data provie Ceneral 30235.1 30235.2 30270.2 30270.2 30355.2 30355.2 30355.2	SCS1 w Reneral Lodge Convention Insurance Dodge Lodge Niscellaneo	us/Onasaigned	Ceneral Fundralsers- GL G/L- G/L- Supplies Jupplies Jupplies Jupplies	Ceneral Motorcycle Nat. Lodge Officer GL- G/L- License	Concrol Saffle Convention Proventy Instrance Memburahip Grand	LE HE D

• Highlight and delete any columns to the right of Column C (the Column that contains only the account numbers.

	Get & Transform	Connections	Sort & I	ilter				Data Tools			Forecast		Outline	
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1	30180.9 Lodge Fundraisers- Motorcycle F	affle	8,500.00	30180.9	Lodge	Fundraiser	Motorcy	cle Raffle		1.00				
2	30235.1 Convention GL		2,500.00	30235.1	Conventio	nGL								
3	30235.2 Convention GL- Nat. Convention	VA Room	150.00	30235.2	Conventio	nGL-	Nat.	Conven	nVA	Room				
4	30270.1 Insurance G/L- Lodge Property In	surance	2,000.00	30270.1	Insurance	G/L-	Lodge	Property	rurance					
5	30270.2 Insurance G/L- Officer Insurance		850.00	30270.2	Insurance	G/L-	Officer	Insurance						
6	30305.1 Lodge Supplies GL- Membership	Cards	100.00	30305.1	Lodge	Supplies	GL-	Mamharel	hiCar	-				
7	30305.2 Lodge Supplies G/L- Grand Lodg	e Supplies	500.00	30305.2	Lodge	Supplies	G/1							
8	30315.1 Miscellaneous/Unassigned- Busi	ness License	400.00	30315.1	Miscellane	Business	Lie	Delete all rov	vs to the righ	t of the				
9	30315.2 Miscellaneous/Unassigned- Cont	ingency	2,000.00	30315.2	Miscellane	Contingen	cy	account numb	er column (c					
10	30330.1 Office Supplies- Bank Supplies		100.00	30330.1	Office	Supplies-	Bank				- A.			
11	30330.2 Office Supplies- Plaques and Aw	ards	350.00	30330.2	Office	Supplies-	Plaques	and	Awards					
					- 111	-								

1	A	В	C C	D	E	F
1		8,500,00	30180.9			
2		2,500.00	30225.1	/		
3		150.00	30235.2	<b>3</b>	Cut	
4		2,000.00	30270.1	10	Copy	
5		850.00	30270.2	1	Paste Options:	
6		100.00	30305.1		<u>.</u>	
7		500.00	30305.2			
8		400.00	30315.1		Paste <u>Special</u>	
9		2,000.00	30315.2		Incort	
10		100.00	30330.1		Insert	
11		350.00	30330.2		Delete	
12		600.00	30330.4		Clear Co <u>n</u> tents	
13		2,700.00	30400.1		Format Cells	
14		500.00	30400.2		Eonnac cens	
15		300.00	30440.1		Column Width	
16		450.00	30460.1		Hide	
17		150.00	30460.2		Unhide	
18		800.00	30475.2	-		
19		1.430.00	40105.1	0.11	in las	

- Highlight Column A
  - With the pointer over any shaded cell right click and select Clear Contents
  - This will delete all of the data in column A
- Highlight Columns C, D & E
  - Right Click and Cut

## Formatting the Budget File

- Highlight Column B.
  - With the pointer over the shaded portion of column B right click and "Insert Cut Cells"
- Highlight Column C
  - With the pointer over the shaded area in column C right click and Delete.
- Highlight Row 1
  - With the pointer over the shaded area right click and Insert to insert a new row at the top of the sheet



- Type the column headers EXACTLY as shown below.
- If the headers are not exactly the same as the example the report will be rejected.

	A	B	с	D	
<sup>ິ</sup> ນ1	LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2		30180.9			8,500.00
_					

- In cell A2 type your Lodge number. All Lodge numbers must be 4 digits long.
- For Lodges with a number fewer than 4 digits use leading zeros. To keep the leading zeros from disappearing type an apostrophe (') before the first zero. (Example- 246 becomes '0246
- Highlight Cell A2. Right click and Copy.
- Highlight the rest of the cells in column A to the bottom of the list. Right click and Paste.
- In Cell C2 type the year this budget pertains to (I.E. 2020). Copy and Paste in Column C the same way you did the Lodge number.
- In CellD2 type the word Budget. Once again copy and paste in column D.
- Your finished budget file should look like the example to the right:

≎∕	А	В	С	D	E
1	LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2	0159	30180.9	2020	Budget	8,500.00
3	0159	30235.1	2020	Budget	2,500.00
4	0159	30235.2	2020	Budget	150.00
5	0159	30270.1	2020	Budget	2,000.00
6	0159	30270.2	2020	Budget	850.00
7	0159	30305.1	2020	Budget	100.00
8	0159	30305.2	2020	Budget	500.00
9 '	0159	30315.1	2020	Budget	400.00
10	0159	30315.2	2020	Budget	2,000.00
11	0159	30330.1	2020	Budget	100.00
12	0159	30330.2	2020	Budget	350.00
13	0159	30330.4	2020	Budget	600.00
14	0159	30400.1	2020	Budget	2,700.00
15	0159	30400.2	2020	Budget	500.00
101	0150		2020		200.00

## Saving and Sending

File	Home					Excel Macro-Enabled Workbook (* view)
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	- 1(a)			0.000		Text (Tab delimited) (*.txt)
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	A	В	c	D E	Organize * Nev	Microsoft Excel 5.0/95 Workboos v x(s)
1	LodgeNumber	LodgeGLAccount p	YE Version	Annual	House Finance	CSV (Comma delimited) (*.csv)
2	2268	20900.00	2020 Budget	8,500.00	Jundary EV 10	Tast (Maristoch) (* tut)
3	2268	40130.60	2020 Budget	2,500.00	o vaden PT 13	Text (MS-DOS) (* txt)
4	2268	10500.00	2020 Budget	150	Microsoft Excel	CSV (Macintosh) (*.csv)
5	2268	20900.00	2020 Budget	2,000.00		CSV (MS-DOS) (".csv)
6	2268	20900.00	2020 Budget	850	Dropbox	DIF (Data Interchange Format) (*,dif)
7	2268	20900.00	2020 Budget	100	In EXCTAND	SYLK (Symbolic Link) (".slk)
8	2268	40130.60	2020 Budget	500	git realisam	Excel Add-in (".xlam)
9	2268	10500.00	2020 Budget	400	This PC	Excel 97-2003 Add-in (*ala)
10	2268	20900.00	2020 Budget	2,000.00		PDF (* pdf)
11	2268	20900.00	2020 Budget	100	· · · ·	Ars Document (1201) Shirt Onen VMI Spreadsheat (1201)
12	2268	20900.00	2020 Budget	350	File name:	OpenDocument Socialities ( 1 ods)
13	2268	40130.60	2020 Budget	600	Save as hope	Evcel Workbook (* visu)
14	2268	10500.00	2020 Budget	2,200.00	sere as type	
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16	2268	11000.00	2020 Budget	300	The second s	a second s
17	2268	10500.00	2020 Budget	450		Save Thumbnal
18	2268	11000.00	2020 Budget	150		
19	2268	10500.00	2020 Budget	800		
20	2268	11000.00	2020 Budget	1,430.00	A Mida Eolden	Tools      Save Cancel
21	2268	10500.00	2020 Budget	16,000,00	re nove roopers	

- Save this file as a .csv file
- After saving the file email as an attachment to Adaptive@elks.cloud
- **IMPOTANT** Include the word "Budget" in the subject line of the email
- Within a few minutes you should receive a response from Adaptive confirming that the file submission was successful.

daptiv	e@e	lks.cl	oud								
02	254	Budg	get								
2268	Sept	2019	Actu	al.c:	s <b>v</b> (10	04K)				×	

#### Recap

When the file is finished it should have only five columns- Lodge Number, Lodge GL Account Number, Fiscal Year Ending, Version and the Budgeted Amount

- Once submitted this file does not have to be resubmitted until the next fiscal year when the new year's budget is created.
- For assistance creating your Budget file from Quick Books Online Version please contact your FRS Coordinator.

ф	l	4	В		С	D	E	
1	Lodge	Number	LodgeGLAcco	ount	FYE	Version	Annual	
2		0159	301	180.9	2020	Budget	8,500.00	
3		0159	302	235.1	2020	Budget	2,500.00	
4		0159	302	235.2	2020	Budget	150.00	
5		0159	302	270.1	2020	Budget	2,000.00	
6		0159	302	270.2	2020	Budget	850.00	
7		0159	303	305.1	2020	Budget	100.00	
8		0159	303	305.2	2020	Budget	500.00	
9		0159	303	315.1	2020	Budget	400.00	
10		0159	303	315.2	2020	Budget	2,000.00	
11		0159	303	30.1	2020	Budget	100.00	
12		0159	303	30.2	2020	Budget	350.00	
13		0159	303	30.4	2020	Budget	600.00	
14		0159	304	100.1	2020	Budget	2,700.00	
15		0159	304	100.2	2020	Budget	500.00	
16		0159	304	40.1	2020	Budget	300.00	
17		0159	304	60.1	2020	Budget	450.00	
18		0159	304	160.2	2020	Budget	150.00	
19		0159	304	175.2	2020	Budget	800.00	
20		0159	401	105.1	2020	Budget	1,430.00	
21		0159	401	.05.2	2020	Budget	16,000.00	
•		Budge	t Overview	(	Ð			

## Creating The Monthly Actuals File FRS Financial Reporting System

## Quick Reference Guide For Quick Books- Online Version

NOTE- The monthly actuals file must be submitted to <u>Adaptive@elks.cloud</u> prior to the 3<sup>rd</sup> Friday of the month immediately following the month being submitted.

### Running the Report

- From the Reports Menu choose the Transaction Detail by Account Report.
  - Click on the three dots to the right and then click customize.

Sales	make better business decisions, (ell me mole (1:40)	Test drive Advanced		
Workers	Standard Custom reports Management r	eports	Q, Find repair by name	
Reports				
Taxes	Y For my accountant			
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Live Bookkeeping	Reconciliation Reports	合	Transaction List by Date	Customize
	Recurring Template List	A 1	Transaction List with Splits	0 1

Report period	
Last Month	11/2019 to 09/30/2019
Accounting method Cash Accrual Number format Divide by 1000 Without cents	Negative numbers -100 ▼ Show in red
tows/Columns Sroup by Month • Select and reorder columns 	Reset to default
II 🖌 Debit II 🖌 Credit	

In the Customize Screen select your

reporting period.

٠

- Expand the Rows and Columns section
  - Group by Month
  - Select the following columns and arrange in the following order:
    - Account #
    - Date
    - Debit
    - Credit
- Run Report and export to Excel

## Formatting the Excel File

- In column F on the line of the first transaction listing create the calculation to subtract the number in the credit column from the number in the Debit column.
  - Note- The purpose of this calculation is to turn credits into negative numbers and debits into positive numbers.

a	Δ	в	c	D	F	F	G
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6		Septer	nber 2019				
ł			10.00				
		Account #	Date	Debit	Credit		
Septembe	r 2019						
<u>6</u>		20900	09/01/2019		0.02	=D7E7	
		40,130.60	09/01/2019		1.89		
		10500	09/01/2019	2.00			
)		20900	09/01/2019		0.03		
L		20900	09/01/2019	0.00			
2		20900	09/01/2019		0.01		
3		40,130.60	09/01/2019		0.71		
4		10500	09/01/2019	0.75			
5		20900	09/01/2019		1.38		
5		20900	09/01/2019		0.22		
7		20900	09/01/2019		0.32		
3		40,130.60	09/01/2019		32.08		

- In column F from the cell with the new calculation copy and paste this calculation to every transaction line in the report. The sum of the new numbers in column F should be \$0.00.
- Next, highlight column F. Right click and Copy. Mouse over the shaded column, right click and choose **Paste Values**
- Highlight column F once again. Right click and format cells. Choose number from the Number tab.
- Highlight column B and using the same process as you did in column F change the cell format to "Text".

	Septer	mber 2019			
	Account #	Date	Debit	Credit	
September 2019					
	20900.00	09/01/2019		0.02	-0.0
	40130.60	09/01/2019		1.89	-1.8
ut 🥜	10500.00	09/01/2019	2.00		2.0
004	20900.00	09/01/2019		0.03	-0.0
lasta Ontion	20900.00	09/01/2019	0.00		0.0
	20900.00	09/01/2019		0.01	-0.0
	40130.60	09/01/2019		0.71	-0.7
aste Values (V)	10500.00	09/01/2019	0.75		0.7
sert Copied Cells	20900.00	09/01/2019		1.38	-1.3
elete	20900.00	09/01/2019		0.22	-0.2
lear Contents	20900.00	09/01/2019		0.32	-0.3
	40130.60	09/01/2019		32.08	-32.0
ormat Cells	10500.00	09/01/2019	34.00		34.0
olumn Width	10500.00	09/01/2019		41.40	-41.4
ide	11000.00	00/01/2010	41.40		A1 A
	Alignment Fo	nt Border	Fill Protectic	'n	
General					

## Formatting the Excel File

- In column A on the line of the first transaction type the Lodge number
- In column A copy and paste the Lodge number to every transaction line in the report.
- Delete columns D and E (the credit and debit columns).

• .

	A	В	С	D	E
2	Transaction De	tail by A	ccount		
3	Septem	ber 2019			
4					
5		Account #	Date		
6	September 2019				
7	2268	20900.00	09/01/2019	-0.02	
8	2268	40130.60	09/01/2019	-1.89	
9	2268	10500.00	09/01/2019	2.00	
10	2268	20900.00	09/01/2019	-0.03	
11	2268	20900.00	09/01/2019	0.00	
12	2268	20900.00	09/01/2019	-0.01	
13	2268	40130.60	09/01/2019	-0.71	
14	2268	10500.00	09/01/2019	0.75	
15	2268	20900.00	09/01/2019	-1.38	
16	2268	20900.00	09/01/2019	-0.22	
17	2268	20900.00	09/01/2019	-0.32	
18	2268	40130.60	09/01/2019	-32.08	
19	2268	10500.00	09/01/2019	34.00	
20	2268	10500.00	09/01/2019	-41.40	
21	2268	11000.00	09/01/2019	41.40	
22	2268	10500.00	09/01/2019	-2.00	
	Transaction Detai	I by Account	+		

Ready

• Delete any rows above or below the lines that contain the transaction data

- Delete any columns containing data to the right of column D
- Insert one line at the very top of the report and type the following column labels
  - LodgeNumber
  - LodgeGLAccount
  - Date
  - Amount

4	Α	В	С	D	E	
1	LodgeNumber	LodgeGLAccount	Date	Amount		
2	പ്പ 2268	20900.00	09/01/2019	-0.02	_	
3	2268	40130.60	09/01/2019	-1.89		
4	2268	10500.00	09/01/2019	2.00		
5	2268	20900.00	09/01/2019	-0.03		
6	2268	20900.00	09/01/2019	0.00		
7	2268	20900.00	09/01/2019	-0.01		
8	2268	40130.60	09/01/2019	-0.71		
9	2268	10500.00	09/01/2019	0.75		
10	2268	20900.00	09/01/2019	-1.38		
11	2268	20900.00	09/01/2019	-0.22		
12	2268	20900.00	09/01/2019	-0.32		
13	2268	40130.60	09/01/2019	-32.08		
14	2268	10500.00	09/01/2019	34.00		
15	2268	10500.00	09/01/2019	-41.40		
16	2268	11000.00	09/01/2019	41.40		
17	2268	10500.00	09/01/2019	-2.00		
18	2268	11000.00	09/01/2019	2.00		

## Saving and Sending

ᆔ	<b>5</b> d	B 4	÷	Virgini	a+Beach+BPOE+#2268_T	Excel Workbook (* xlsx) Excel Macro-Enabled Workbook (* vlcm)
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				Excel Binary Workbook (*xish)
File	Home	insert Page	Layout Formula	s Data Review	w View Develo	Excel 97-2003 Workbook (*.xls)
	🔏 🖓	bri ~ 10	• A A =	=	General	XML Data (*xml) Single File Web Page (*.mht;.mhtml) Web Page (*.mht;.html)
Paste	I B	$I  \underline{U} \cdot \underline{\Box}$	≊ · <mark>≜</mark> ·⊜		<b>⊡</b> · \$ · %	Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm)
Clip	board 15	Font	5	Alignment	Save As	Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txt)
F5	×	$\times \checkmark f_x$			← → ∽ ↑	Unicode Text (*.txt)
	А	В	с	DE	Organize • Nev	Microsoft Excel 5.0/95 Workbool (xis)
1	LodgeNumber	LodgeGLAccount	Date	Amount	Hourse Einand	CSV (Comma delimited) (*.csv)
2	2268	20900.00	09/01/2019	-0.02	in nouse rinene	Formatted Text (Space delimited) (".prn)
3	2268	40130.60	09/01/2019	-1.89	Vaden FY 19	Text (Macintosh) (".txt)
4	2268	10500.00	09/01/2019	2.00	Mar Carrow Com	(Ext (MS-DOS) (".txt)
5	2268	20900.00	09/01/2019	-0.03	Microsoft Excel	CSV (MS-DOS) (* csv)
6	2268	20900.00	09/01/2019	0.00	# Drophox	DIF (Data Interchange Format) (*.dif)
7	2268	20900.00	09/01/2019	-0.01	Chopbox	SYLK (Symbolic Link) (*.slk)
8	2268	40130.60	09/01/2019	-0.71	FASTeam	Excel Add-in (*.xlam)
9	2268	10500.00	09/01/2019	0.75	DTI: DC	Excel 97-2003 Add-in (*.xla)
10	2268	20900.00	09/01/2019	-1.38	Inis PC	PDF (*.pdf)
11	2268	20900.00	09/01/2019	-0.22	· · · · · ·	XPS Document (*.xps)
12	2268	20900.00	09/01/2019	-0.32	Eile namer	Strict Open XML Spreadsheet (*.xlsx)
13	2268	40130.60	09/01/2019	-32.08	File name:	OpenDocument Spreadsheet (*.ods)
14	2268	10500.00	09/01/2019	34.00	Save as type:	Excel Workbook (*.xisx)
15	2268	10500.00	09/01/2019	-41.40	Authors	Apache POI Tags: Add a tag
16	2268	11000.00	09/01/2019	41.40		and the set
17	2268	10500.00	09/01/2019	-2.00		
18	2268	11000.00	09/01/2019	2.00		Save Thumbnail
19	2268	10500.00	09/01/2019	-34.00		
20	2268	11000.00	09/01/2019	34.00		
21	2268	10500.00	09/01/2019	-2.00	∧ Hide Folders	Tools  Save Cancel
22	2268	11000.00	09/01/2019	2 00		4

- Save this file as a .csv file
- After saving the file email as an attachment to Adaptive@elks.cloud
- **IMPOTANT** Include the word "Actual" in the subject line of the email
- Within a few minutes you should receive a response from Adaptive confirming that the file submission was successful.

226	-8 Sep	t 2019	Actu	al.cs	v (10	4K)				×	

When the file is finished it should have only four columns- Lodge Number, Lodge GL Account Number, Date and Amount

- Lodges are required to submit the actuals file on a monthly basis by the third Friday of each month for the month prior.
- If a Lodge makes corrections to a month that has already been submitted a new actuals file for that month must be created and the month's data re-submitted.
- For assistance creating your actuals file from Quick Books Online Version please contact your FRS Coordinator.

LodgeNumber	LodgeGLAccount	Date	Amount
2268	20900	9/1/2019	-0.02
2268	40130.6	9/1/2019	-1.89
2268	10500	9/1/2019	2
2268	20900	9/1/2019	-0.03
2268	20900	9/1/2019	0
2268	20900	9/1/2019	-0.01
2268	40130.6	9/1/2019	-0.71
2268	10500	9/1/2019	0.75
2268	20900	9/1/2019	-1.38
2268	20900	9/1/2019	-0.22
2268	20900	9/1/2019	-0.32
2268	40130.6	9/1/2019	-32.08
2268	10500	9/1/2019	34
2268	10500	9/1/2019	-41.4
2268	11000	9/1/2019	41.4
2268	10500	9/1/2019	-2
2268	11000	9/1/2019	2
2268	10500	9/1/2019	-34
2268	11000	9/1/2019	34
2268	10500	9/1/2019	-2