GRAND LODGE

FINANCIAL REPORTING SYSTEM

[FRS]

Benevolent and Protective Order of Elks

July 2020

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(https://www.elks.org/grandlodge/auditing/FRSCoordinators.cfm)
or the FRS Help Desk at FRSHelp@elks.org

FOREWORD

Grand Lodge Statute, Section 13.040, mandates the use of the Financial Reporting System [FRS]. The FRS is a cloud based, storage and financial reporting program. The FRS will enable Grand Lodge Area Auditing and Accounting Committee Members to review the financial status of individual Lodges throughout the year. Reports built into the system will provide timely alerts of possible financial problems occurring within the Lodges. By using these reports and reacting to the alerts, financial concerns can be addressed as they arise.

This manual provides information on FRS training and the responsibilities of the Lodge FRS Coordinator, the Lodge Secretary and/or Treasurer, the District Deputy Grand Exalted Ruler (DDGER), and the State FRS Coordinator. Lodges will continue to use their same bookkeeper/accountant, their same financial software *(QuickBooks Desktop is recommended)*, their same Treasurer, Secretary, and Auditing and Accounting Committee. Lodge operations will stay the same.

DISCLAIMER: The information included in this document is based upon information available as of the date on the cover page. The version of QuickBooks used to create this documentation is QuickBooks Desktop Pro 2017. It is not intended to be used with QuickBooks Online, or any other accounting systems.

If you need further assistance with FRS, please contact your FRS State Coordinator (https://www.elks.org/grandlodge/auditing/FRS Coordinators.cfm) or the FRS Help Desk at FRSHelp@elks.org.

Section I
"USERS"
(Lodges)

Getting Started

In the Financial Reporting System (FRS), Lodges are considered "Users". Users do not have direct access to the data stored in FRS. As users, the Lodge submits monthly financial activity to FRS by e-mailing a comma-separated value (.CSV) file to Adaptive Insights. A .CSV file is a standard format for storing data. This is not QuickBooks specific, it is not a financial format, and it is not unique to Excel. The format consists of rows of data with a comma separating individual fields. Each row has the same fields in the same order. A .CSV file can easily store this information and the processing software can easily read it. See Exhibit A, "Saving a file in .CSV format".

The CSV. files are created from the Lodge software accounting program. The Lodge must use the current authorized Uniform Chart of Accounts (COA). Additional information can be found in Section III, "Uniform Chart of Accounts", and in Exhibit B, "FRS Quick Reference"; Exhibit H, "Adopting Chart of Accounts"; and Exhibit J, "File Submission Instructions".

Adaptive will send the Lodge a message stating they have "accepted" the submission. If an "error" message (Exhibit C, "FRS Error Messages") is received, the Lodge will need to correct the error and resubmit the file.

The responsible individual within the Lodge, either the Treasurer or the Secretary, must decide on who will submit the monthly financials to the FRS. Monthly Actual Account Activity and Annual Budgets are e-mailed to Adaptive@Elks.Cloud when ready. If the bookkeeper is outside the Lodge, they will have to be trained on FRS responsibilities and submissions. The outside bookkeeper will provide the Lodge with a .CSV file for the Lodge to e-mail to Adaptive. Monthly financials must be e-mailed to Adaptive by the **third Friday of the month** for the previous month. If inconsistencies or problems are indicated by FRS, then an "Audit" or "Review" may be required as determined by the State Sponsor.

Lodges will not have direct access to the FRS reports. The District Deputy will provide the Lodge Treasurer the standard report "03 P&L Grouped by Department with MTD & YTD" and "01 Balance Sheet" each month (Exhibit D, "Monthly FRS Reports"). Additional types of reports are available upon request (Exhibit E, FRS Reports").

A Lodge can request viewer access by contacting frshelp@elks.org. The fee is an additional $380 a year for this access and it only gives you access to your Lodge's information.

ATTENTION: Lodges with separate "Corporations" must contact the help desk at frshelp@elks.org for instructions for obtaining a "Lodge" number in the 8XXX series for the separate corporation.

Section II
"VIEWERS"
(Grand Lodge Representatives)

Viewers include, but are not limited to, State Sponsors, Special Deputy Grand Exalted Rulers, DDGERs, District Leaders, State FRS Coordinators, and various Grand Lodge personnel. Viewers can produce and forward any of the numerous reports now available for use.

Viewers need to review the training material at elks.org before they are authorized to receive the "login" identifier and a "password" to access FRS. The video will provide the instructions to acquire the login information. The process for accessing the many reports within FRS can be followed by reviewing Exhibit E, "FRS Reports". A Viewer might want to create a desktop icon for Adaptive Insight for quick access to the FRS Reporting program. See Exhibit G, "FRS Desktop Icon" for instructions.

Lodges will work with their District Deputies to produce the most useful reports based on Lodge and Club activity. Reports will be emailed to the Lodge Treasurer who is responsible for distributing the reports as desired. The DDGERs are the first step in retrieving reports from Adaptive for the Lodges.

The DDGERs need to have a working relationship with the Lodges in their district and provide reports to their Lodges when asked.

Section III
"Uniform Chart of Accounts"

The use of the Grand Lodge Uniform Chart of Accounts (COA) is mandatory. A Lodge cannot use their own COAs.

The Lodges must use the primary 5-digit COAs listed in the Uniform Chart of Accounts and use the stated Account identifiers. As an example: 30010 is "Member Dues Regular" and it is the correct way to identify the account. Where the account name is longer than the allotted space, the recommended shortened names are available in the COA document available on elks.org.

Only the COAs listed are acceptable for use and must be used as the identifiers state. A Lodge CANNOT create their own COAs and cannot change what the current authorized COAs represent. The Account Description cannot be changed in primary accounts.

Adaptive looks at the account codes only. If you want you can submit your actuals with the GL account codes minus the descriptions. QuickBooks uses the descriptions as part of the codes.

Lodges can choose to use sub-accounts. The sub-accounts can be up to 7-characters, using the 5-digit primary number then adding numbers or letters such as 3018001, 3018002, etc. but cannot exceed the 7-characters limitation. Lodges cannot have a sub-account of a sub-account.

If necessary, the Lodge can create sub-accounts to keep specific items separate for determining whether the activity is profitable. For example, the Lodge can use 4010001 for ballroom liquor sales and 4010002 for bingo liquor sales. Both these would total into 40100 on the Lodge's Profit and Loss (P&L) report. Locally, the Lodge can generate a report with 4010001 and its equivalent expense line to determine whether the ballroom was profitable.

Should the Lodge need to change a COA in the Lodge accounting program please review Exhibit H, "Revising Chart of Accounts".

The training videos are focused on QuickBooks Desktop software because it is the accounting system most of the Lodges are using. QuickBooks is not a requirement for the FRS. The required files are not specific to QuickBooks in any way. Any accounting package should be able to generate reports like what is required, then manipulated by spreadsheet software such as Excel to create the final file. There are written tutorials for QuickBooks Desktop and QuickBooks Online versions included in Documents. Budgets may be resubmitted at any time, but you must submit the entire fiscal year. NOTE: The FRS program will not accept a negative budget, meaning total income must be equal to or greater than total expenses plus cost of goods sold.

Training material is available on elks.org under the "Lodge Accounting Tab". Lodges may add GL Account numbers to their local COA at any time, as long as they conform with the guidelines previously indicated.

Section IV
Adaptive Insights

Adaptive Insights is a cloud-based Corporate Performance Management (CPM) software. It is easy, powerful, and fast. Adaptive features include interactive dashboards, data visualizations and easy to create charts.

Lodges will not have direct access to monthly financial statements from FRS, as the same information is available directly from the Lodge's accounting software. If the Lodge desires to review the information contained in FRS and compare it to the information in the Lodge's accounting software (recommended periodically), ask your District Deputy for these reports. However, Lodges may request "viewer" access to FRS reports; Lodges will be assessed $380.00 per Lodge year for this access, if desired. This fee is in addition to the annual "user" access fee of $165.00 per Lodge year.

Adaptive Insights will only produce reports based on the data it receives from Lodges. It does not replace the accounting software Lodges are currently using.
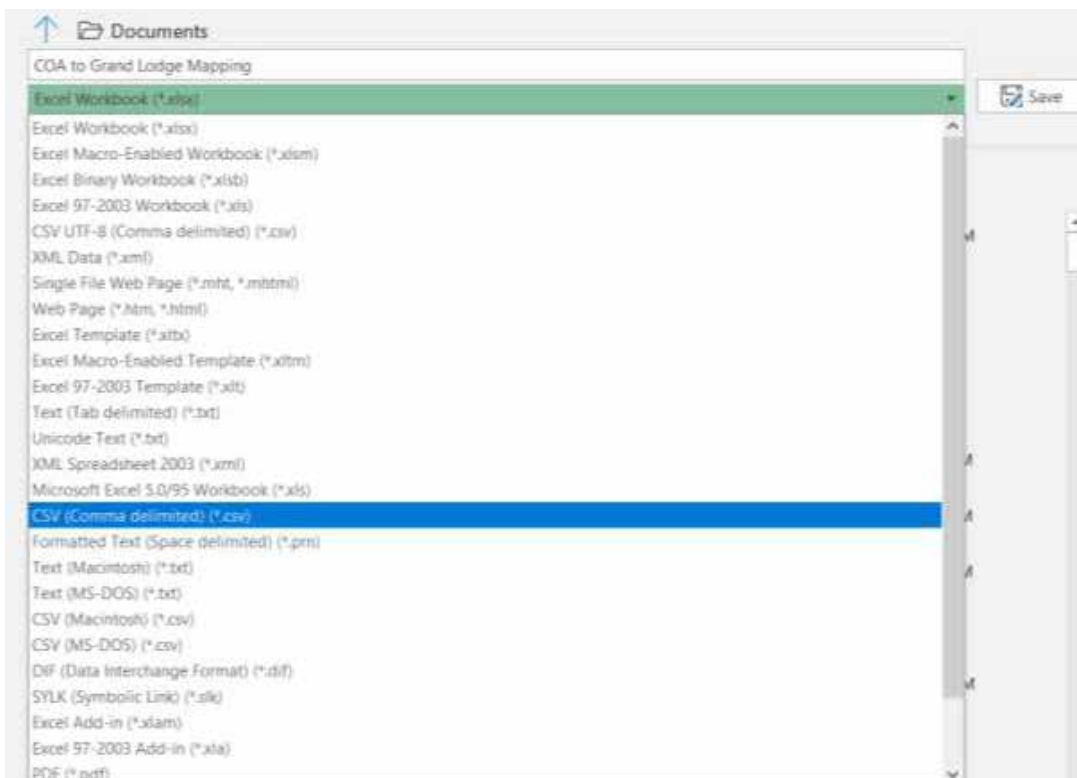
Exhibit A

Saving a File in CSV Format

1. With the desired file open in Excel, click **File** in the menu bar, then choose **Save As** in the menu down the left column of the screen displayed.

2. In the area under the folder (in the example above, it says, "Documents"), the file name is listed first, and the file type is beneath it. To save the file as a CSV (Commas Separated Values) format, **click the down arrow** on the far-right side of the file type, and **choose CSV (Comma delimited) (*.csv)** from the list (highlighted in blue below).

3. Click the **Save** button to the right of the file name and file type lines to save the file.

Exhibit B-1

Running the FRS Monthly Actuals Export – Quick Reference

1. In the QuickBooks Desktop menu bar, click once on Reports, point to Memorized Reports, and then click on FRS Monthly Actuals Export (or the name this report was given when created).

2. The report will open, and it will display information. You will need to change the dates for the report, as follows:
   - Click the drop down for Dates
   - Choose Custom at the bottom of the list
   - Enter the From date as the April 1 date of the Lodge year
   - Enter the To date as the last day of the month of data you are sending (be sure the range ends with the last day of the calendar month).
   - After entering the To date, press the tab key on the keyboard and the report will refresh

3. The report is now ready to be exported. Click the Excel button below the menu bar, and then click Create New Worksheet.

4. The Send Report to Excel window is displayed. Click the radio button in front of Create a comma separated values (.csv) file and then click the Export button at the bottom of the window.

5. The Create Disk File window will open. Choose the directory where you want to store the file, and name it, Lodge LodgeNumber Actuals mmyy.csv (where LodgeNumber is the number of your Lodge, and yymm is the year and month of the data). Do not put any other words in the file name.

6. Locate the file on the computer and open it in Excel (you can simply double-click the file name and it will open).

7. The data file may include an extra row near the top (usually row 2) and at the end containing a date in the first column. It is necessary to delete these rows (delete the entire row, not just the values in the cells).

8. The column headings must be replaced with the following names (note: the names MUST be entered *EXACTLY* as shown here, and cannot have spaces before, in or after the name):
   - Column A – LodgeNumber
   - Column B – Date
   - Column C – LodgeGLAccount
   - Column D – Amount

Exhibit B-2

9. Type the number of your Lodge in cell A2. Copy the value of cell A2 and paste in column A for every row having data. Do NOT drag the number down, as it may increment the number by one on every row.

10. Check to be sure the Amount column sums to zero. To do this, click on the "D" above the word Amount. At the bottom of the Excel window, there should be an Average, Count and Sum shown – be sure the Sum is 0. Note: sometimes Excel will display a sum with an "E-11" or E-" some number at the end…this is usually fine and is still a sum of 0.

11. Save the file, then attach it to an E-mail, and send it to adaptive@elks.cloud, with the subject being "Lodge nnnn Actuals" (where nnnn is your Lodge number) to submit it to FRS for processing. Do NOT put any other words in the subject or body of the e-mail. A computer processes all these e-mails – no person ever touches it. You should receive an error or successful message back from Adaptive within a few minutes (depending on other processing occurring and internet speeds).

Exhibit C-1

Elks Financial Reporting System Quick Reference Guide - Error Messages: Reason and Fixes

Category	Message	Reason	Potential Fix
E-mail and Attachments	Your file was missing the required .csv attachment	E-mail sent with no attachment	Resend the e-mail with the correct attachment
E-mail and Attachments	We were unable to process the submitted file	The attachment was not a .CSV file type (Comma Separated Values)	Verify the attachment included in the e-mail is a Comma Separated Values (.CSV) format, and the template format is correct (see the appropriate document for creating the file being sent for instructions on how to save as a CSV file type)
E-mail and Attachments	We were unable to determine the type of file you are submitting	The attachment was a .CSV file but the subject of the e-mail did not indicate the file type	The subject line of the e-mail should read: Lodge #### Actuals, or Lodge #### Budget (where #### is your actual Lodge Number)
Actuals	There is a blank column or missing header in your document	Make sure the headers in the .CSV file are in the first row and there are no empty rows before or after them	Be sure there are no blank rows before or after the headers; if this looks correct, go to the first blank column after the data and delete all columns after that; save the file and resubmit; if the problem continues, contact your State FRS Coordinator for assistance
Actuals	Missing Column nnnn (where nnnn is the missing column name)	Make sure the header names EXACTLY match those for the template	Be sure there are not spaces in header names (or at the end of the name), and the case must match; first column heading is LodgeNumber, second column heading is LodgeGLAccount, third column heading is Date, fourth column heading is Amount
Actuals	Error processing Actual File – Invalid Lodge # xxxx	The Lodge Number in the file is invalid	Update the Lodge Number in the file; be sure it is the same number on every row in the file

Exhibit C-2

Elks Financial Reporting System Quick Reference Guide - Error Messages: Reason and Fixes

Category	Message	Reason	Potential Fix
Actuals	Invalid Data in Column Amount	A non-number value exists in the Amount column	Be sure numbers are not in Accounting format in Excel, date columns contain dates, and there are not blank rows at the end of the file; also check headers to be sure they are in the correct order
Actuals	Invalid Data in Column Date	An invalid date was entered in Date column	Be sure date columns contain dates, in the format m/d/yyyy, such as 4/1/2020, and there are not blank rows at the end of the file; also check headers to be sure they are in the correct order
Actuals	Error processing Actual Update for Lodge #### SQL Error Transaction Process ID xxx was deadlocked…	This is a system error due to the system being busy; this is very rare but could happen	Simply resend the e-mail with the attachment; if the message persists 3 times, send an e-mail to your State FRS Coordinator and the FRS Help Desk: FRSHelp@elks.org
Actuals	Error processing Actual File – File is unbalanced	The total of all amounts in the file must equal zero	Make sure debit accounts are positive and credit accounts have a leading "-" sign (negative); check the total of all amounts by summing the Amount column in Excel (do not send the sum – erase it after checking)
Budget	There is a blank column or missing header in your document	Make sure the headers in the .CSV file are in the first row and there are no empty rows before or after them	Be sure there are no blank rows before or after the headers, or blank rows at the end of the file (commas but no data); if all this looks correct, go to the first blank column after the data and delete all columns after that; save the file and resubmit; if the problem continues, contact your State FRS Coordinator for assistance

Exhibit C-3

Elks Financial Reporting System Quick Reference Guide - Error Messages: Reason and Fixes

Category	Message	Reason	Potential Fix
Budget	Missing Column nnnn (where nnnn is the missing column name)	Make sure the header names EXACTLY match those for the template	Be sure there are not spaces in header names (or at the end of the name), and the case must match; first column heading is LodgeNumber, second column heading is LodgeGLAccount, third column heading is FYE, fourth column heading is Version, fifth column heading is Annual (FYE means Full Year Ending and is the four-digit year for March 31 of the budget being submitted; Version is the word Budget, and Annual is the amount in whole dollars (no decimals))
Budget	Error processing Budget File – Invalid Lodge # xxxx	The Lodge Number in the file is invalid	Update the Lodge Number in the file; be sure it is the same number on every row in the file
Budget	Invalid Data in Column Annual	A non-number value exists in the Annual column	Be sure numbers are not in Accounting format in Excel and there are no dollar signs; the amount should be in whole dollars
Budget	Error processing Budget Update for Lodge #### SQL Error Transaction Process ID xxx was deadlocked…	This is a system error due to the system being busy; this is very rare but could happen	Simply resend the e-mail with the attachment; if the message persists 3 times, send an e-mail to your State FRS Coordinator and the FRS Help Desk: FRSHelp@elks.org
Budget	Error processing Budget File – Negative Budget Amounts for yyyy	FRS only accepts "positive" budgets	Make sure the sum of all budgeted income account amounts is greater than or equal to the sum of all budgeted expense account amounts (individual accounts can be negative)

Exhibit C-4

Elks Financial Reporting System Quick Reference Guide - Error Messages: Reason and Fixes

Category	Message	Reason	Potential Fix
Budget	Error processing Budget File – Invalid FYE yyyy	An incorrect year was submitted; budgets are only accepted for up to 2 years into the future	Be sure the year is the same on every row, it is valid and four-digits in length; this is the year as of the last day of the Lodge year (March 31); example – budget for 2020-2021 would have an FYE of 2021
Budget	Error processing Budget Import for Lodge #### SQL error Conversion failed when converting date and/or time from character string	The year for the budget MUST be a four-digit year (not 20 or 21, etc.)	Update the year to be four-digits (e.g. 2020, 2021, etc.), save and re-submit
E-mail and Attachments	Your file was missing the required .csv attachment	E-mail sent with no attachment	Resend the e-mail with the correct attachment
E-mail and Attachments	We were unable to process the submitted file	The attachment was not a .csv file type (Comma Separated Values)	Verify the attachment in the e-mail is a Comma Separated Values (.csv) format, and the template format is correct
E-mail and Attachments	We were unable to determine the type of file you are submitting	The attachment was a .csv file but the subject of the e-mail did not indicate the file type	The subject line of the e-mail should read: Lodge #### Actuals (for an Actual file) Lodge #### Budget (for a Budget file) #### is your Lodge Number

Exhibit D-1

Report 03 P&L Grouped by Department with MTD & YTD

| | Mar-2020 | | | | | | Year to date as of Mar-2020 | | | | | |
| | Actuals | | Budget | | Variance | | Actuals | | Budget | | Variance | |
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
Lodge Income	861	5.6	3,427	12.1	(2,566)	(6.5)	62,531	19.7	41,125	12.1	21,406	7.6
Lodge Gross Profit	861	5.6	3,427	12.1	(2,566)	(6.5)	62,531	19.7	41,125	12.1	21,406	7.6
Lodge Expense	(27,845)	(179.9)	6,043	21.3	(33,888)	(201.2)	92,900	29.3	72,513	21.3	20,387	7.9
Lodge Net Income	28,706	185.5	(2,616)	(9.2)	31,322	194.7	(30,369)	(9.6)	(31,388)	(9.2)	1,019	(0.3)
Bar Income	6,423	41.5	10,498	37.1	(4,075)	4.4	111,609	35.1	125,975	37.1	(14,366)	(1.9)
Bar Cost of Sales	3,595	23.2	4,875	17.2	(1,280)	6.0	53,793	16.9	58,500	17.2	(4,707)	(0.3)
Bar Gross Profit	2,828	18.3	5,623	19.8	(2,795)	(1.6)	57,816	18.2	67,475	19.8	(9,659)	(1.6)
Bar Expenses	3,840	24.8	2,842	10.0	998	14.8	46,612	14.7	34,100	10.0	12,512	4.6
Bar Net Income	(1,012)	(6.5)	2,781	9.8	(3,794)	(16.4)	11,204	3.5	33,375	9.8	(22,171)	(6.3)
Food Service Income	1,827	11.8	2,333	8.2	(507)	3.6	16,602	5.2	28,000	8.2	(11,398)	(3.0)
Food Service Cost of Sales	363	2.3	1,433	5.1	(1,070)	(2.7)	8,222	2.6	17,200	5.1	(8,978)	(2.5)
Food Service Gross Profit	1,464	9.5	900	3.2	564	6.3	8,380	2.6	10,800	3.2	(2,420)	(0.5)
Food Service Expenses	1,987	12.8	3,667	12.9	(1,680)	(0.1)	10,222	3.2	44,000	12.9	(33,778)	(9.7)
Food Service Net Income	(523)	(3.4)	(2,767)	(9.8)	2,244	6.4	(1,842)	(0.6)	(33,200)	(9.8)	31,358	9.2
Resticted Funds Income	6,367	41.1	12,075	42.6	(5,708)	(1.5)	126,806	39.9	144,900	42.6	(18,094)	(2.7)
Restricted Gross Profit	6,367	41.1	12,075	42.6	(5,708)	(1.5)	126,806	39.9	144,900	42.6	(18,094)	(2.7)
Restricted Funds Expenses	5,449	35.2	7,271	25.7	(1,822)	9.5	104,322	32.9	87,250	25.7	17,072	7.2
Restricted Net Income	919	5.9	4,804	17.0	(3,886)	(11.0)	22,484	7.1	57,650	17.0	(35,166)	(9.9)

Exhibit D-2

Report 01 Balance Sheet

Page 2 of 2

	Year to date as of May-2020	Year to date as of May-2019
Assets		
Current Assets		
Bank		
10103 · Cash Change Funds	750	750
10104 · Cash Bank Bar	750	750
10106 · Cash Bank Others	750	750
10201 · Checking Lodge General	1,521	8,259
10214 · Checking ENF Grants Restricted	22,461	42,429
10301 · Savings General Lodge	3,161	3,158
10302 · Savings Restricted Funds	9,501	9,359
Total Bank	**38,894**	**65,454**
Accounts Receivable		
10500 · Accounts Receivable	0	-4
Total Accounts Receivable	**0**	**-4**
Other Current Assets		
10802 · Bar Inventory	5,679	5,679
10803 · Food Inventory	1,236	1,236
10805 · Gaming/Scratchers Inventory	1,014	1,014
Total Other Current Assets	**7,929**	**7,929**
Total Current Assets	**46,823**	**73,380**
Fixed Assets		
15100 · Buildings	201,506	201,506
15200 · Accumulated Depreciation Bldg. and Improvements	-17,228	-13,287
15300 · Furniture/ Fixtures	1,472	1,472
15500 · Equipment/Computers	108,352	70,955
Total Fixed Assets	**294,102**	**260,646**
Total Assets	**340,925**	**334,025**
Liabilities and Equities		
Liabilities		
Current Liabilities		
20000 · Accounts Payable	202	0
20900 · Sales Tax Payable	984	744
21600 · Payroll Tax Liabilities	312	1,360
Total Current Liabilities	**1,499**	**2,104**
Long Term Liabilities		
23200 · Mortgage Payable	0	3,346
Total Long Term Liabilities	**0**	**3,346**
Total Liabilities	**1,499**	**5,450**
Equity		
Unrestricted Funds		
29900 · Equity – Unrestricted Funds	289,777	289,777
Total Unrestricted Funds	**289,777**	**289,777**
Retained Earnings	42,611	41,133
YTD Earnings(Loss)	7,039	-2,335
Total Equity	**339,426**	**328,576**
Total Liabilities and Equities	**340,925**	**334,025**

Exhibit E

Users should work closely with their District Deputy Grand Exalted Ruler to get the reports that will best serve their Lodge. You and the DDGER can choose from this list of reports:

1. 00 P & L with Lodge and Series Sections
2. 00 P & L with Lodge and Series Sections w %
3. 00 P & L with Series Monthly
4. 00 P & L with Series Sections
5. 00 P & L with Summary
6. 03 P & L Grouped by Department with Series Monthly
7. 30 Lodge P & L
8. 30 Lodge P & L w %
9. 40 Bar P & L
10. 40 Bar P & L w %
11. 50 Food Service P & L
12. 50 Food Service P & L w %
13. 61 Bowling Center P & L
14. 61 Bowling Center P & L w %
15. 62 RV Camper Club P & L
16. 62 RV Camper Club P & L w %
17. 63 Motorcycle Club P & L
18. 63 Motorcycle Club P & L w %
19. 64 Fitness Center Club P & L
20. 64 Fitness Center Club P & L w %
21. 65 Golf Club P & L
22. 65 Gold Club P & L w %
23. 66 RV Park P & L
24. 66 RV Park P & L w %
25. 67 Swimming Pool P & L
26. 67 Swimming Pool P & L w %
27. 68 Tennis Center P & L
28. 68 Tennis Center P & L w %
29. 70 Commercial Property P & L
30. 70 Commercial Property P & L w %
31. 71 Gun Range Shooting Club P & L
32. 71 Gun Range Shooting Club P & L w %
33. 72 Other Recreational Centers P & L
34. 72 Other Recreational Centers P & L w %
35. 90 Restricted P & L
36. 90 Restricted P & L w %
37. Lodge P & L w % - by month

Exhibit F-1

Elks Financial Reporting System (FRS) – Report Execution for Lodges

The purpose of this document is to assist "District Deputies"" and other "Viewers" in creating reports from FRS for Lodges

1. Start your internet browser (Google Chrome, Internet Explorer, Microsoft Edge, etc.)

2. Enter the URL https://live.adaptiveplanning.com/app and press enter. The following page is displayed:

3. Enter your Username (shown as Elks below) and Password in the blue box, then click "Submit":

Exhibit F-2

Elks Financial Reporting System (FRS) – Report Execution for Lodges

4. When you are successfully logged in, your "Favorites" folder is displayed. Your folder may or may not have other reports in it compared to what is shown here:

5. In the Folders section on the left side of the window, click on the words, "Shared Reports":
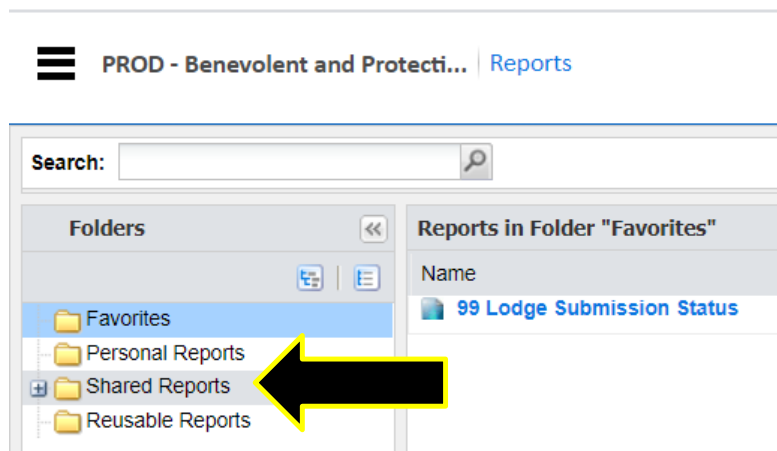
6. The reports in the "Shared Reports" folder are displayed on the right:
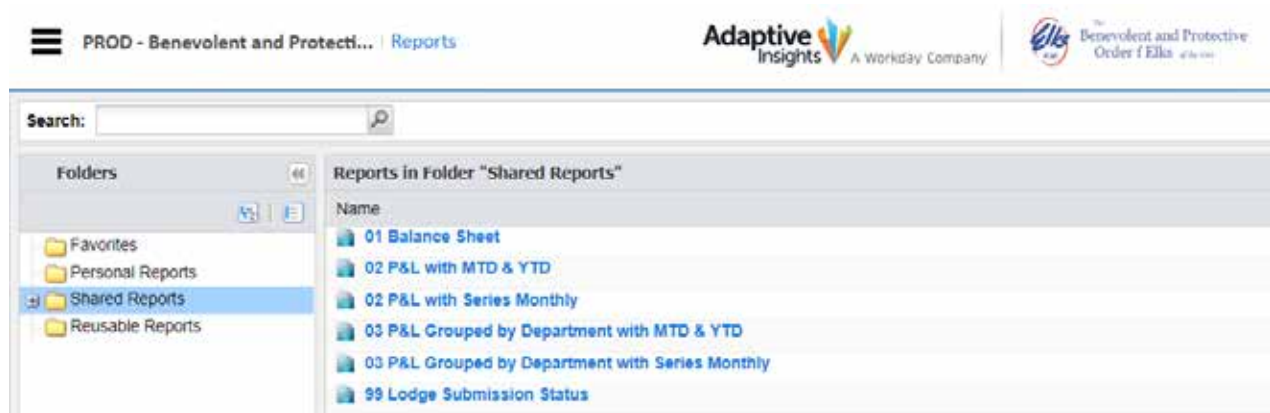
Exhibit F-3

Elks Financial Reporting System (FRS) – Report Execution for Lodges

7. The first report to execute is "01 Balance Sheet". To begin, click once on the words of the report name "01 Balance Sheet":
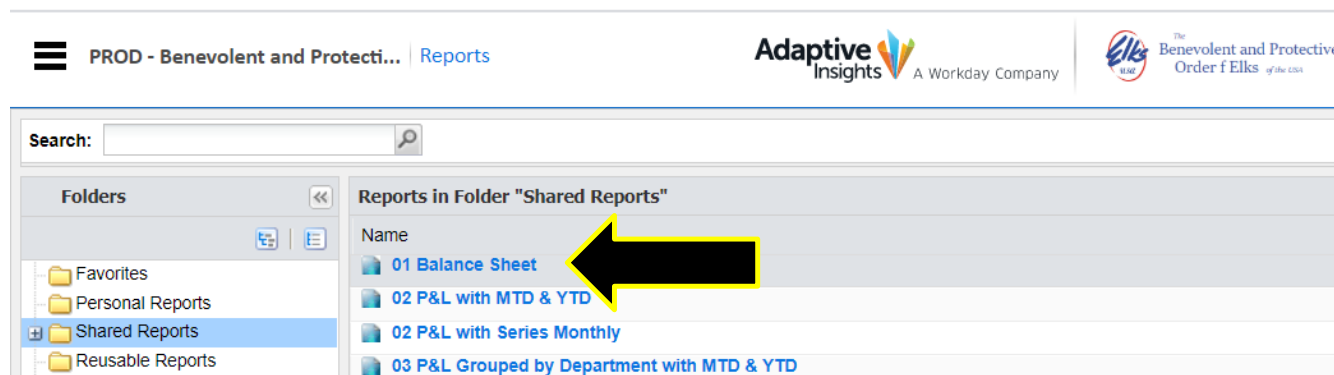
8. The "Specify Report Parameters" screen is displayed for the report:

9. The "Level" shown is the Lodge Number to be used for the report. Click the down arrow on the right side of the choice box (please note – the Lodges shown in the list below may not be the same ones you see):
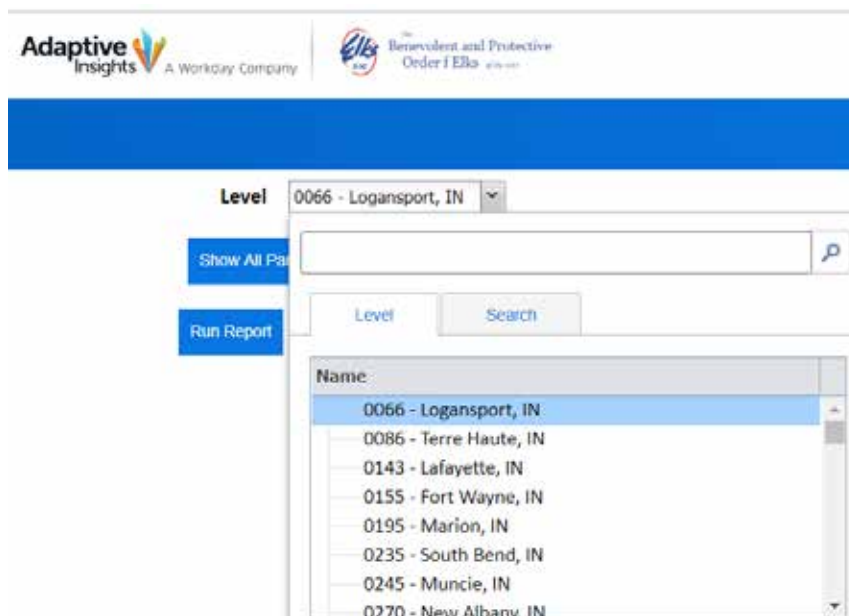
Exhibit F-4

Elks Financial Reporting System (FRS) – Report Execution for Lodges

10. You can either use the scroll bar on the right of the list box to find the desired Lodge, or type the desired Lodge number in the box near the top and click the magnifying glass to show the Lodge in the list box (in the example below, the Lodge number was typed into the search box, and the magnifying glass was clicked):

11. Click once on the Lodge Name in the list to select it for the report "Level":

Exhibit F-5

Elks Financial Reporting System (FRS) – Report Execution for Lodges

12. Click on the "Show All Parameters" button:

13. The "Time" parameter is shown. This is the month the amounts are the report are totaled through:

14. If the displayed month is not the correct month, use the dropdown arrow, and choose the desired month:

15. Once the "Time" parameter is correct, click the "Run Report" button:

Exhibit F-6

Elks Financial Reporting System (FRS) – Report Execution for Lodges

16. The report will execute and be displayed in summary:

Exhibit F-7

Elks Financial Reporting System (FRS) – Report Execution for Lodges

17. All the summarized levels of the report must be "expanded" before saving the data to send (or the information the Lodge receives will be at the summary level shown and will not be very effective).

To do this, click on the ⊞ sign on every summary line where it exists. Be sure to scroll down the report to verify you have expanded all the summaries:

18. Once all summarized levels are expanded, the report can be exported. There are two options for saving the report – Excel or PDF. To save the report, click the "Export Report" button at the right side of the blue tool bar:

Exhibit F-8

Elks Financial Reporting System (FRS) – Report Execution for Lodges

a. To save the report as an Excel file, click the "XLS Export to Excel" choice, and the file is exported:
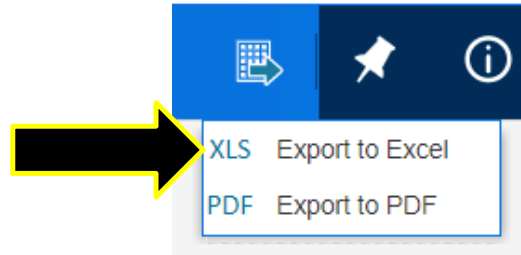
b. To save the report as a PDF file, click the "PDF Export to PDF" choice, and the file is exported:
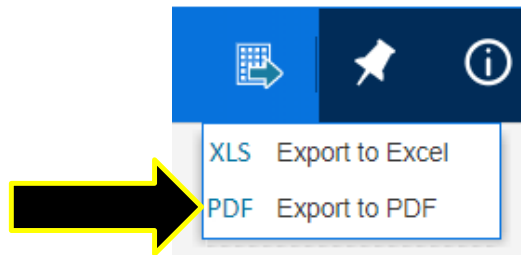
19. The second report to execute is "03 P&L Grouped by Department with MTD & YTD". To begin creating this report, click the word "Reports" above the blue tool bar, and to the right of "PROD – Benevolent and Protective Order of Elks":
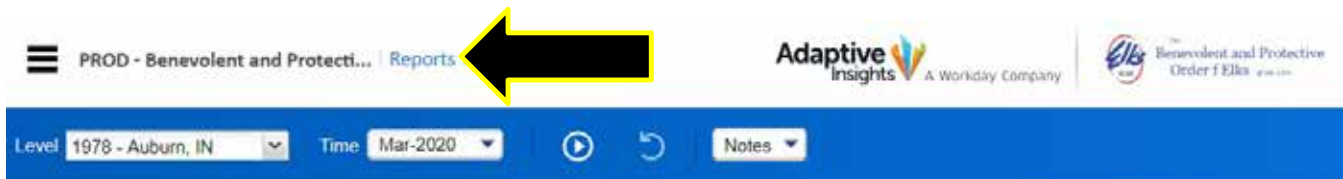
20. The reports in the "Shared Reports" folder are displayed on the right:
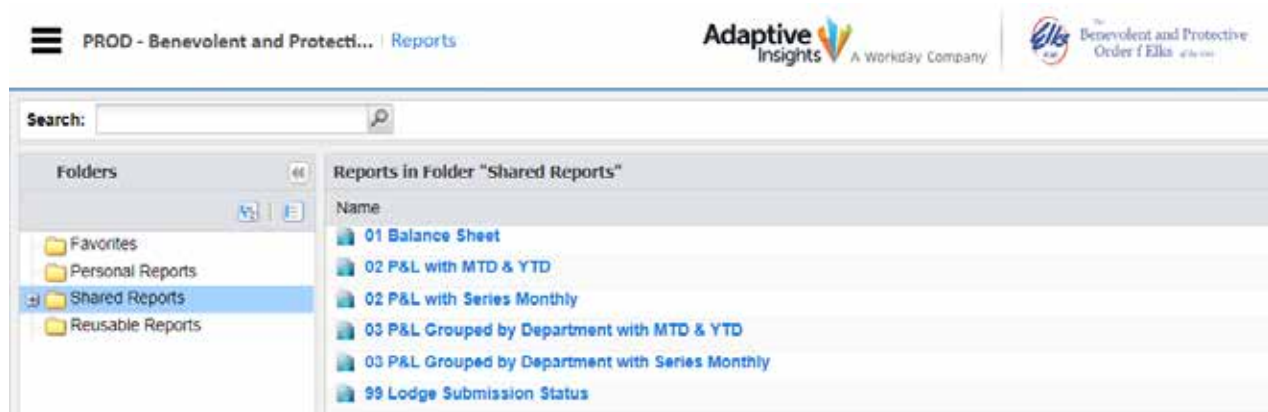
Exhibit F-9

Elks Financial Reporting System (FRS) – Report Execution for Lodges

21. To execute this report, click once on the words of the report name, "03 P&L Grouped by Department with MTD & YTD":
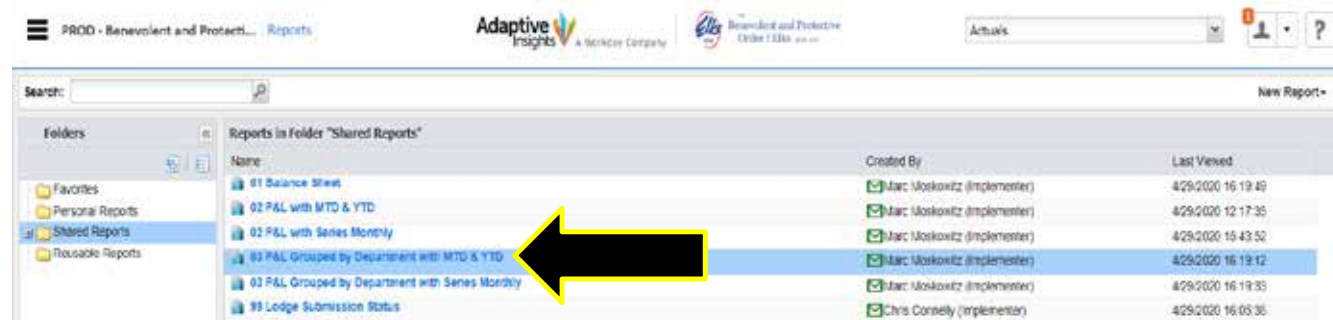
22. The "Specify Report Parameters" screen is displayed for the report:

23. The "Level" shown is the Lodge Number to be used for the report. Click the down arrow on the right side of the choice box (please note – the Lodges shown in the list below may not be the same ones you see):
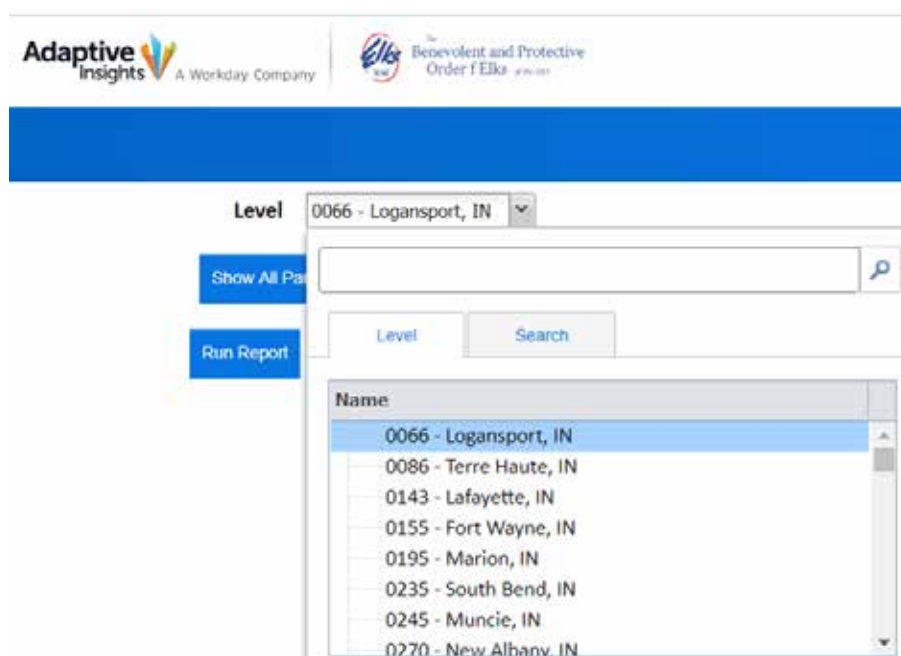
Exhibit F-10

Elks Financial Reporting System (FRS) – Report Execution for Lodges

24. You can either use the scroll bar on the right of the list box to find the desired Lodge, or type the desired Lodge number in the box near the top and click the magnifying glass to show the Lodge in the list box (in the example below, the Lodge number was typed into the search box, and the magnifying glass was clicked):

25. Click once on the Lodge Name in the list to select it for the report "Level":

Exhibit F-11

Elks Financial Reporting System (FRS) – Report Execution for Lodges

26. Click on the "Show All Parameters" button:

27. The "Time" parameter is shown. This is the month the amounts are the report are totaled through:

28. If the displayed month is not the correct month, use the dropdown arrow, and choose the desired month:

29. Once the "Time" parameter is correct, click the "Run Report" button:

Exhibit F-12

Elks Financial Reporting System (FRS) – Report Execution for Lodges

| | Time | Mar-2020 ▼ |
| Level | 1978 - Auburn, IN ▼ |

Run Report   Cancel

30. The report will execute and be displayed in summary:

| | Mar-2020 | | | | | | Year to date as of Mar-2020 | | | | | |
| | Actuals | | Budget | | Variance | | Actuals | | Budget | | Variance | |
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
⊞ Lodge Income	861	5.6	3,427	12.1	(2,566)	(6.5)	62,531	19.7	41,125	12.1	21,406	7.6
Lodge Gross Profit	861	5.6	3,427	12.1	(2,566)	(6.5)	62,531	19.7	41,125	12.1	21,406	7.6
⊞ Lodge Expense	(27,845)	(179.9)	6,043	21.3	(33,888)	(201.2)	92,900	29.3	72,513	21.3	20,387	7.9
Lodge Net Income	28,706	185.5	(2,616)	(9.2)	31,322	194.7	(30,369)	(9.6)	(31,388)	(9.2)	1,019	(0.3)
⊞ Bar Income	6,423	41.5	10,498	37.1	(4,075)	4.4	111,609	35.1	125,975	37.1	(14,366)	(1.9)
⊞ Bar Cost of Sales	3,595	23.2	4,875	17.2	(1,280)	6.0	53,793	16.9	58,500	17.2	(4,707)	(0.3)
Bar Gross Profit	2,828	18.3	5,623	19.8	(2,795)	(1.6)	57,816	18.2	67,475	19.8	(9,659)	(1.6)
⊞ Bar Expenses	3,840	24.8	2,842	10.0	998	14.8	46,612	14.7	34,100	10.0	12,512	4.6
Bar Net Income	(1,012)	(6.5)	2,781	9.8	(3,794)	(16.4)	11,204	3.5	33,375	9.8	(22,171)	(6.3)
⊞ Food Service Income	1,827	11.8	2,333	8.2	(507)	3.6	16,602	5.2	28,000	8.2	(11,398)	(3.0)
⊞ Food Service Cost of Sales	363	2.3	1,433	5.1	(1,070)	(2.7)	8,222	2.6	17,200	5.1	(8,978)	(2.5)
Food Service Gross Profit	1,464	9.5	900	3.2	564	6.3	8,380	2.6	10,800	3.2	(2,420)	(0.5)
⊞ Food Service Expenses	1,987	12.8	3,667	12.9	(1,680)	(0.1)	10,222	3.2	44,000	12.9	(33,778)	(9.7)
Food Service Net Income	(523)	(3.4)	(2,767)	(9.8)	2,244	6.4	(1,842)	(0.6)	(33,200)	(9.8)	31,358	9.2
⊞ Resticted Funds Income	6,367	41.1	12,075	42.6	(5,708)	(1.5)	126,806	39.9	144,900	42.6	(18,094)	(2.7)
Restricted Gross Profit	6,367	41.1	12,075	42.6	(5,708)	(1.5)	126,806	39.9	144,900	42.6	(18,094)	(2.7)

Time Mar-2020 ▼   Level 1978 - Auburn, IN ▼

Notes ▼

PROD - Benevolent and Protecti... ... › 03 P&L Grouped by Department ...

Levels: 1978 - Auburn, IN
Currency: United States of America, Dollars

Exhibit F-13

Elks Financial Reporting System (FRS) – Report Execution for Lodges

31. All the summarized levels of the report must be "expanded" before saving the data to send (or the information the Lodge receives will be at the summary level shown and will not be very effective). To do this, click on the ⊞ sign on every summary line where it exists. Be sure to scroll down the report to verify you have expanded all the summaries:

	Mar-2020						Year to date as of Mar 2020					
	Actuals		Budget		Variance		Actuals		Budget		Variance	
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
⊟ Lodge Income	861	5.6	3,427	12.1	(2,566)	(8.5)	62,531	19.7	41,125	12.1	21,406	7.6
30010 - Members Dues Regular	87	0.6	1,292	4.6	(1,205)	(4.0)	15,048	4.7	15,500	4.6	(452)	0.2
30011 - Members Dues Life	0	0.0	21	0.1	(21)	(0.1)	0	0.0	250	0.1	(250)	(0.1)
30020 - GL Per-Capita Fees	0	0.0	475	1.7	(475)	(1.7)	5,906	1.9	5,700	1.7	206	0.2
30021 - State Assoc. Per-Capita	0	0.0	58	0.2	(58)	(0.2)	22	0.0	700	0.2	(678)	(0.2)
30022 - District Per-Capita Fees	0	0.0	15	0.1	(15)	(0.1)	6	0.0	175	0.1	(169)	0.0
30035 - Initiation Fees	260	1.7	42	0.1	218	1.5	520	0.2	500	0.1	20	0.0
30045 - Reinstatements	0	0.0	0	0.0	0	0.0	30	0.0	0	0.0	30	0.0
30105 - Bulletin Advertising	0	0.0	17	0.1	(17)	(0.1)	51	0.0	200	0.1	(149)	0.0
30130 - Interest	1	0.0	8	0.0	(7)	0.0	101	0.0	100	0.0	1	0.0

32. Once all summarized levels are expanded, the report can be exported. There are two options for saving the report – Excel or PDF. To save the report, click the "Export Report" button at the right side of the blue tool bar:

   a. To save the report as an Excel file, click the "XLS Export to Excel" choice, and the file is exported:
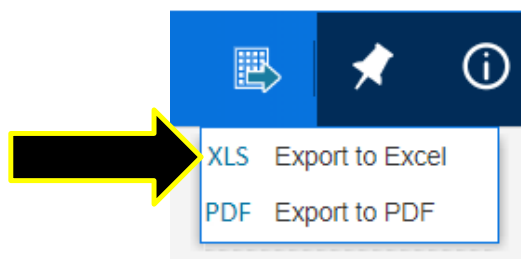
Exhibit F-14

Elks Financial Reporting System (FRS) – Report Execution for Lodges

b. To save the report as a PDF file, click the "PDF Export to PDF" choice, and the file is exported:
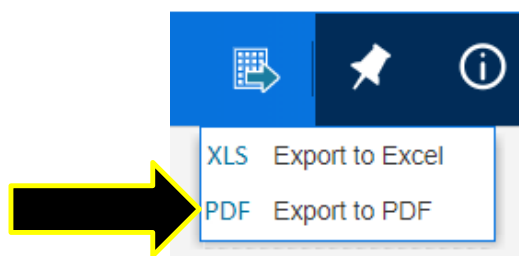
33. To log out of the FRS reporting website, click the down arrow to the right of the person icon in the upper left corner of the page, above the blue tool bar:

34. Click the "Log out" link in the box displayed:

35. You should be returned to the log in page, and the message, "You have logged out of the application." Should be displayed below the Adaptive Insights logo:
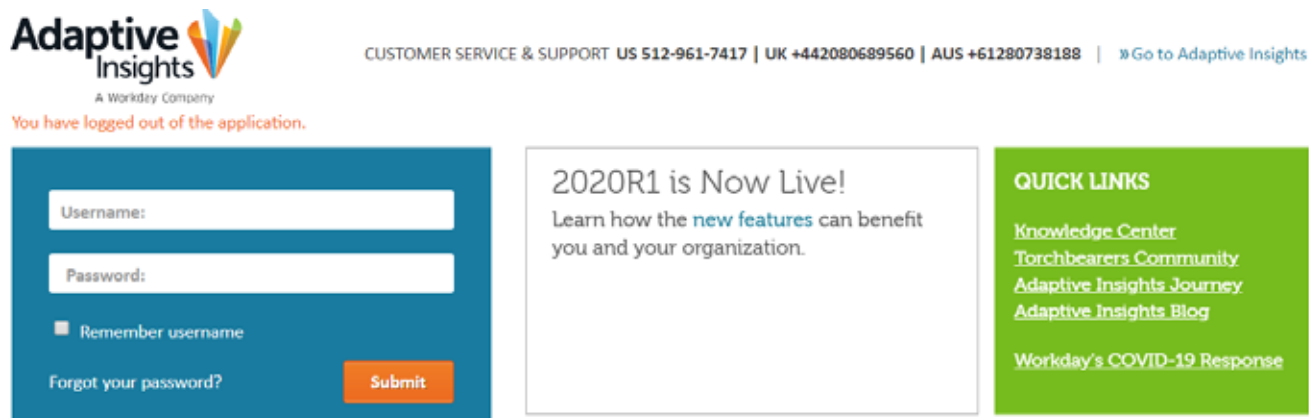
36. Save the files created and e-mail them to the Lodge contact.

Exhibit F-15

Elks Financial Reporting System (FRS) – Report Execution for Lodges

37. Some Lodge contacts may not know how to create reports from QuickBooks Desktop to verify the FRS data against. Send them the following information for creating the reports:

To create the Balance Sheet Report from QuickBooks, follow these steps:

- In the menu bar, click Reports, point to Company & Financial, and choose Balance Sheet Standard
- Change the as of date to the last day of the month for the report from FRS and press the tab key to leave the field (the report will then refresh)
- Check the balances in the report from QuickBooks against the balances in the report from FRS

To create the Income Statement Report from QuickBooks, follow these steps:

- In the menu bar, click Reports, point to Company & Financial, and choose Profit & Loss Standard
- Change the date range to be from the first day of the Lodge year to the last day of the month for the report from FRS and press the tab key to leave the from date field (the report will then refresh)
- Check the balances in the report from QuickBooks against the <u>Year to Date</u> balances in the report from FRS
- Change the date range to be from the first day of the month to the last day of the month of the FRS report and press the tab key to leave the from date field (the report will then refresh)
- Check the balances in the report from QuickBooks against the <u>Month to Date</u> balances in the report from FRS

Please note – the amounts shown in the reports are rounded to the nearest whole dollar, so there may be some $1 differences here and there. Also, the FRS report will not show data in sub-accounts – they are all rolled into the 5-digit Standard Chart of Account numbers.

Exhibit G-1

HOW TO CREATE A DESKTOP ICON FOR ADAPTIVE INSIGHTS

1. Open your Internet Browser. We recommend Google Chrome. This has proven to be the most stable browser, but any browser can be used.

2. Open your web Browser and search on Adaptive Insights. Adaptive should be at the top of the listed URL but find this entry:

> Adaptive Insights
> www.adaptiveplanning.com
>
> Plan better. Budget faster. Forecast smarter. Workday Adaptive
> Planning (formerly **Adaptive Insights**) provides planning software to
> thousands of companies that ...
> Rating: 4.5 - 250 votes
> About Us · Forecasting & Financial ... · Contact Us · Watch Demo
> You visited this page on 5/27/20.
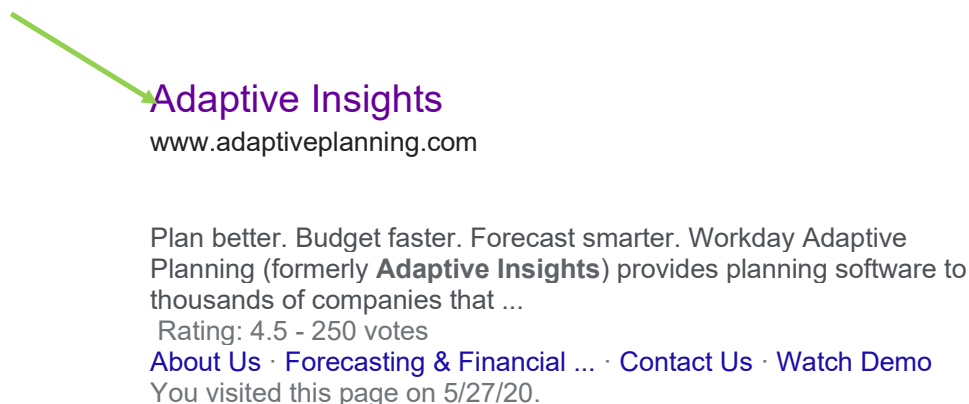
3. When you double click on the name, it will open to this page (Figure 1).

4. Populate the log in frame with your username and password.

5. Find the three horizontal dots in the upper right corner of the screen. Note: if you are using Internet Explorer or other web browser the dots may be in a vertical line.

6. On the drop-down menu that opens, scroll down, and click on More Tools. Other browsers may show Pin to taskbar.

7. The nest menu will say Create Shortcut. Click on it.

8. Another box may appear asking you to name the icon. The default is login and you may keep it or change it. You can also change the name later. Click okay or Create.

9. Open your desktop and find the Adaptive insight logo. This is your shortcut. If you pinned the icon to your taskbar you will find the logo on your taskbar.

10. Place your cursor on your desktop icon and right mouse click to bring up a menu and click on pin to taskbar. Find the Adaptive logo on the task bar.

11. You now have two shortcuts to the Adaptive Reports. Double clicking on the desktop icon or clicking on the task bar icon when open the log in page already populated with your credentials, simply click submit.

Exhibit G-2
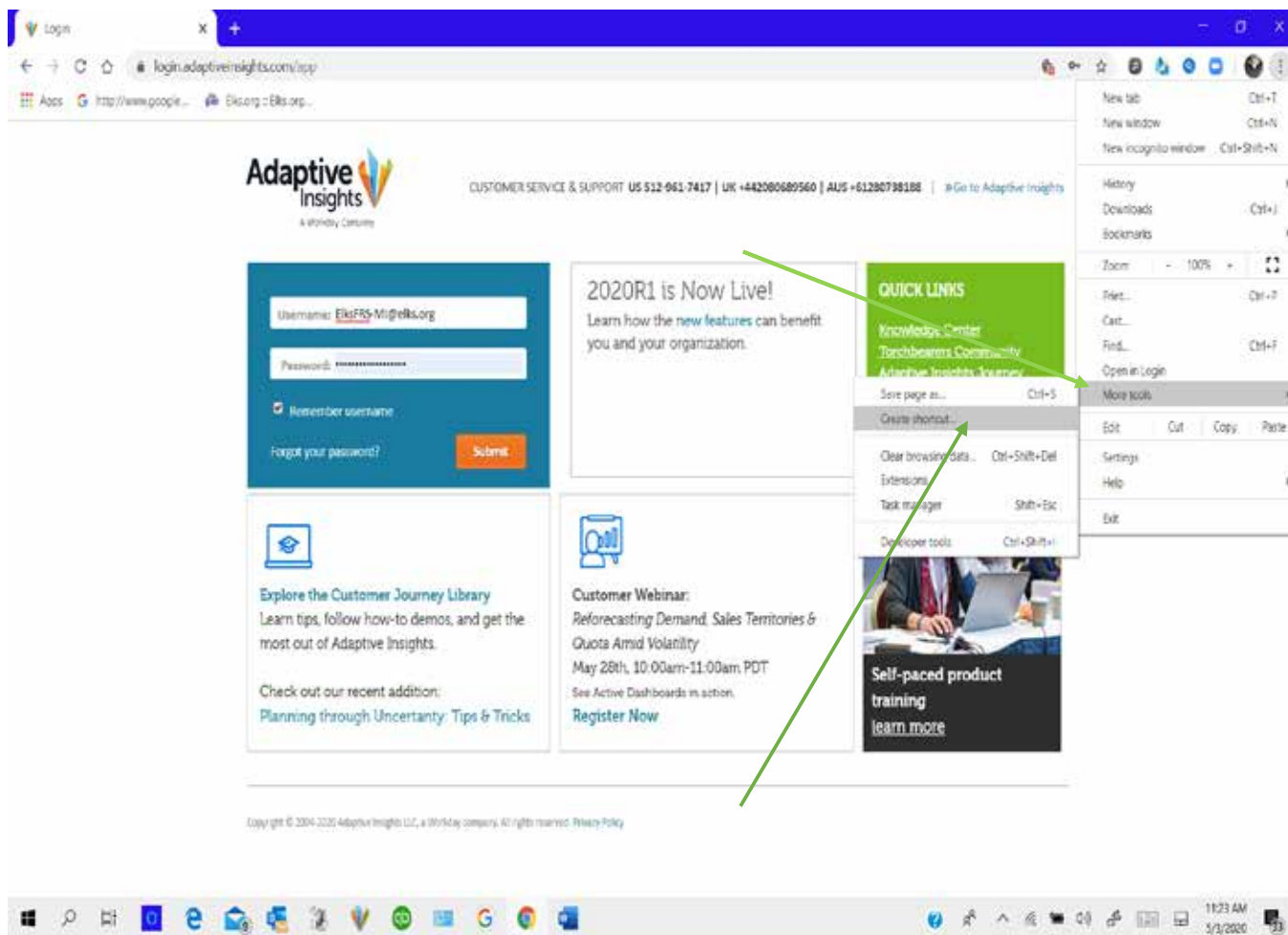
Exhibit G-3

Exhibit G-4
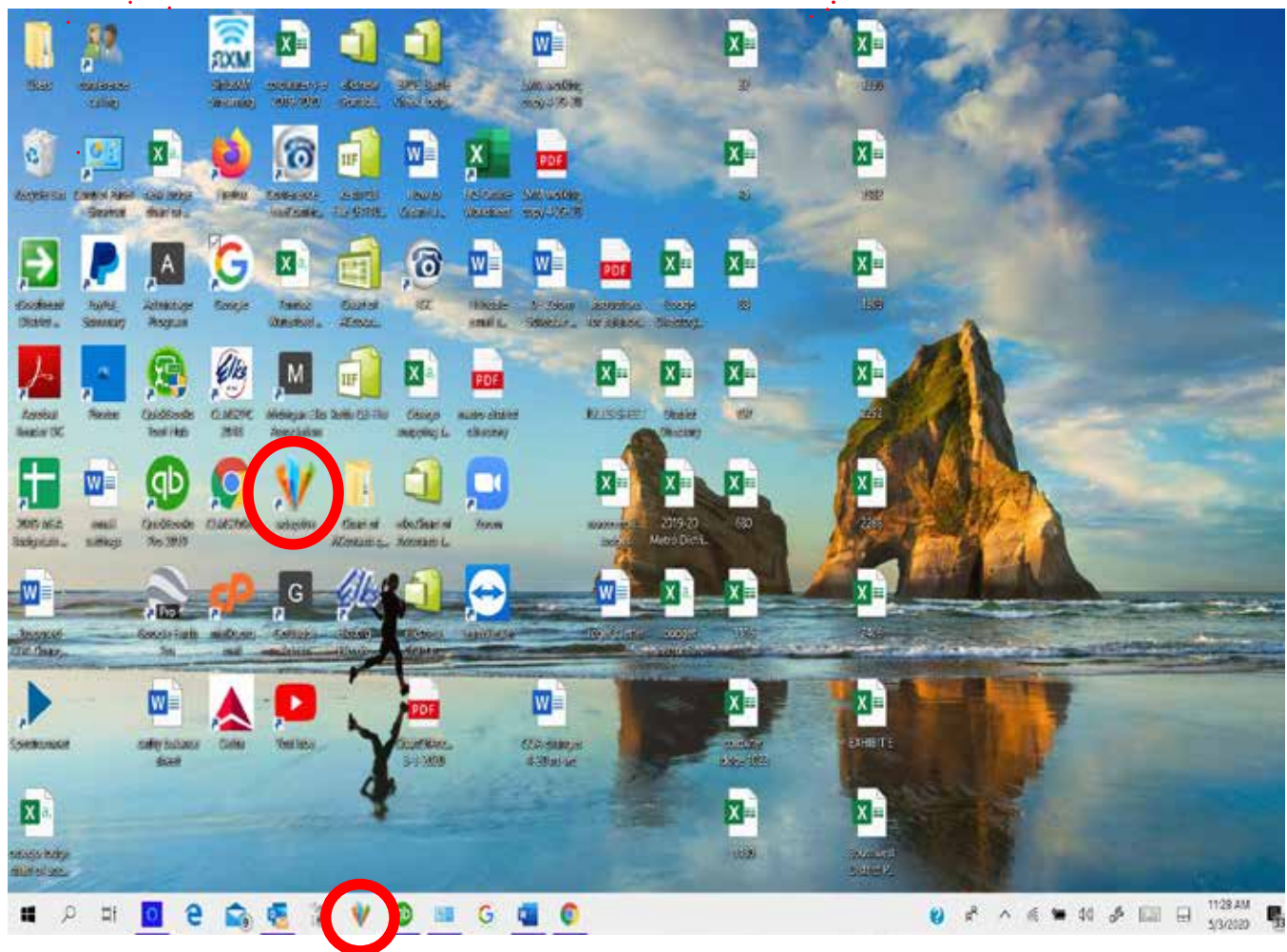
Exhibit H-1

Guide for Adopting Chart of Accounts (COA) Revisions

Revisions to the Grand Lodge Chart of Accounts (COA) contain new accounts to better achieve the goal of standardizing financial reporting across all Lodges and to align with the reporting goals of Grand Lodge. In addition, deletions are made to eliminate complexity in the previous COA. Accounts may also be renamed to better clarify the purpose for the account in the COA.

As QuickBooks Desktop is the recommended software package for Lodges, this guidance is specific to QuickBooks. Users of other software packages may have to follow different steps.

For accounts listed in the revision section of the COA recommendations were provided as to where those accounts should now be reported. In most cases, this will require the creation of a subaccount under the recommended account. The following procedures are recommended to handle these changes. Fortunately, QuickBooks will automatically move historical data if these steps are followed. *Note: there is not a need for a Lodge to resubmit prior year data related to account deletions. The Financial Reporting System (FRS) has been adjusted to move the data to the recommended account.* Lodges should begin using the recommended accounts with submissions for the new Lodge year.

Adding an Account to the Chart of Accounts

1. Click **Lists** from the menu bar on the QuickBooks home page, then choose **Chart of Accounts** from the drop-down list.

Exhibit H-2

2. Along the bottom of the displayed Chart of Accounts window are four menu buttons. Click the **Account** button and select **New** from the displayed menu.

New	Ctrl+N
Edit Account	Ctrl+E
Delete Account	Ctrl+D
Make Account Inactive	
Hide Inactive Accounts	
✔ Hierarchical View	
Flat View	
Customize Columns...	
Import from Excel ...	
Use	Ctrl+U
Find Transactions in...	
Print List...	Ctrl+P
Re-sort List	

Account ▼ Activities ▼ Reports ▼ Attach ✔ Include inactive

3. The Add New Account: Choose Account Type window is displayed. Choose the Account Type for the New Account based on the COA; please note some account types may be found in the drop-down for Other Account Types. After making the selection, click the **Continue** button:

Choose **one** account type and click Continue.

Categorize money your business earns or spends

○ Income

○ Expense

Or, track the value of your assets and liabilities

○ Fixed Asset (major purchases)

◉ Bank

○ Loan

○ Credit Card

○ Equity

○ Other Account Types   <select>   ▼

Bank Account

Create one for each cash account, such as:

• Petty cash
• Checking
• Savings
• Money market

More...

Help me choose the right account type.   Continue   Cancel

Exhibit H-3

4. The Add New Account window is displayed. Enter the Account Number from the COA in the **Number** field, and the QuickBooks Description from the COA in the **Account Name** field. Additional information in the window is optional, and it can be completed if you choose to. If you wish to add another account after this one, click the **Save & New** button, otherwise click the **Save & Close** button.

| Account Type | Bank ▼ | | Number | 10250 |

Account Name Undeposited Funds | Select from Examples

☐ Subaccount of ▼

OPTIONAL

Description

Bank Acct. No.

Routing Number

Tax-Line Mapping <Unassigned> ▼ How do I choose the right tax line?

Enter Opening Balance... Should I enter an opening balance?

Remind me to order checks when I reach check number

☐ Order checks I can print from QuickBooks Learn more

Save & Close Save & New Cancel

a. To add a new subaccount of a new or existing account, first create the "main" account. Then follow the procedure above to create the 7-digit subaccount number, making sure the first 5 digits of this account number are the same as the "main" account. After entering the Account Name, check the box for **Subaccount of** and choose the "main" account number from the drop-down list.

| Account Type | Expense ▼ | | Number | 3032001 |

Account Name Office-Postage

☑ Subaccount of | 30320 · Office Expenses ▼

Exhibit H-4

To Transfer a Deleted Account to a New Account

1. Verify the "new" account has been established in QuickBooks. If not, follow the steps above to add a new account.

2. Click **Lists** from the menu bar on the QuickBooks home page, then choose **Chart of Accounts** from the drop-down list.

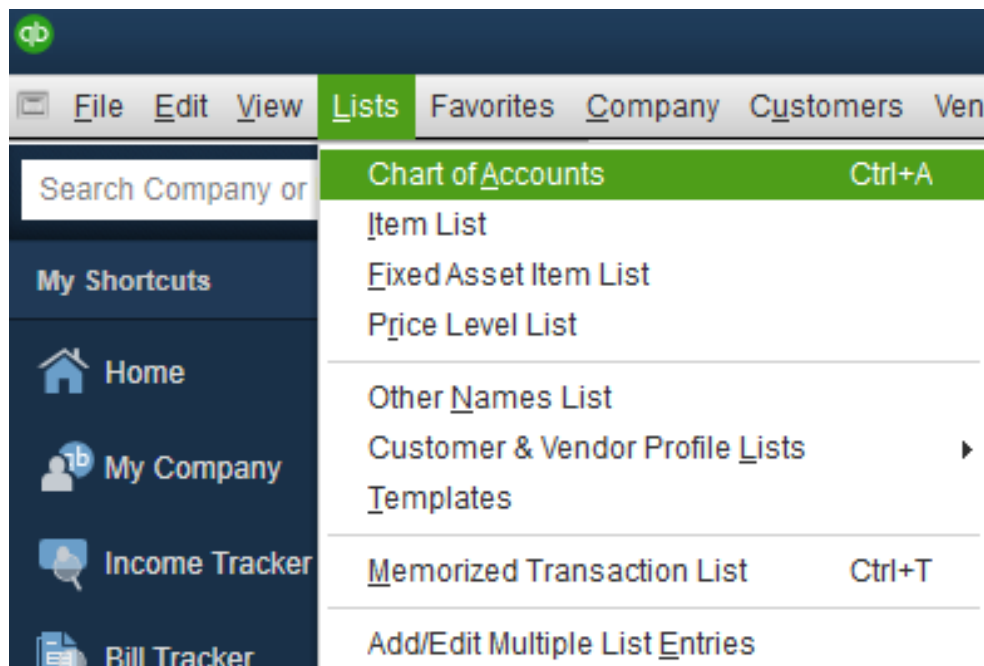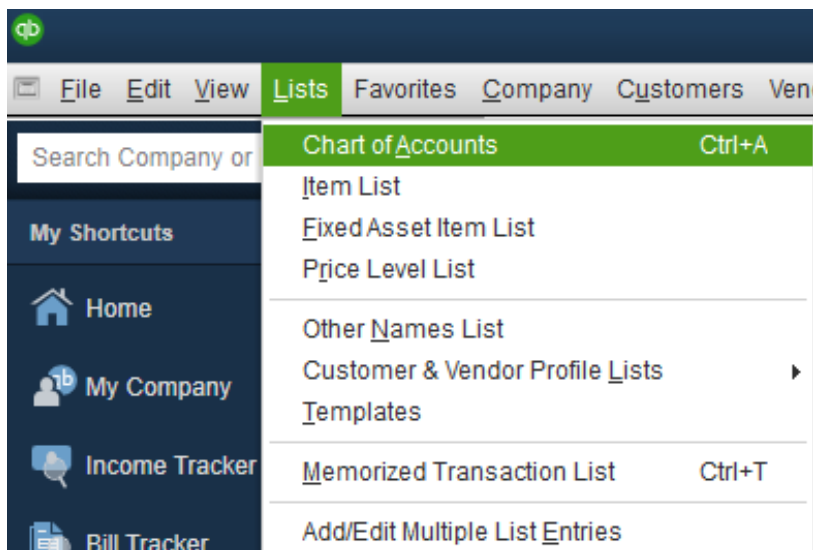
3. Scroll through the list of accounts to find the account to be updated. Click once on this row.
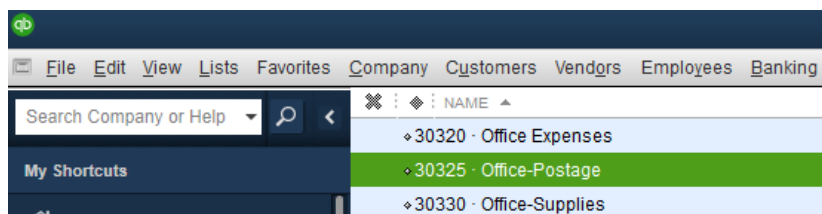
4. Along the bottom of the displayed Chart of Accounts window are four menu buttons. Click the **Account** button and select **Edit Account** from the displayed menu.
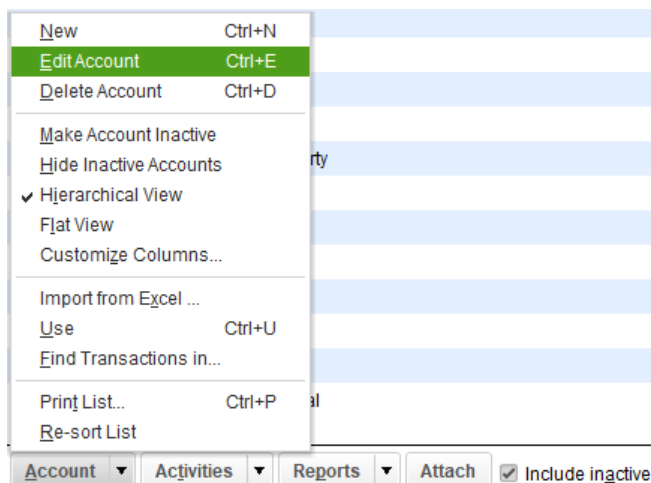
Exhibit H-5

5. The Edit Account window is displayed. Make the appropriate changes to the account (in this example, the number is changed, and the subaccount information has been entered). When the changes have been made, click the **Save & Close** button.

Account Type: Expense   Number: 3032001

Account Name: Office-Postage

☑ Subaccount of: 30320 · Office Expenses

OPTIONAL

Description:

Note:

Tax-Line Mapping: <Unassigned>   How do I choose the right tax line?

☐ Account is inactive   **Save & Close**   Cancel

6. If you are changing an account number to an existing account number, you may be asked to "merge" the accounts. If this window is displayed, click **Yes**.

Merge

⚠ This account number is already being used. Would you like to merge them?

Yes   No

Exhibit H-6

To Rename an Existing Account

1. Click **Lists** from the menu bar on the QuickBooks home page, then choose **Chart of Accounts** from the drop-down list.
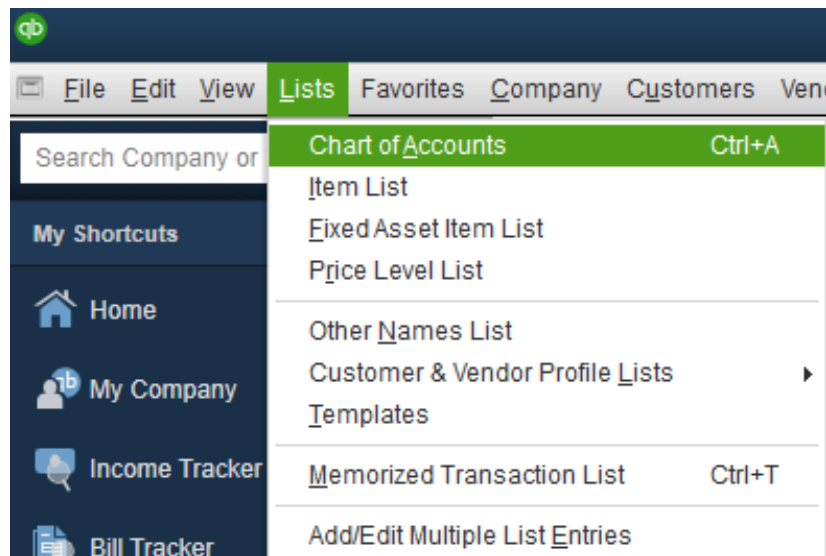
2. Scroll through the list of accounts to find the account to be updated. Click once on this row.
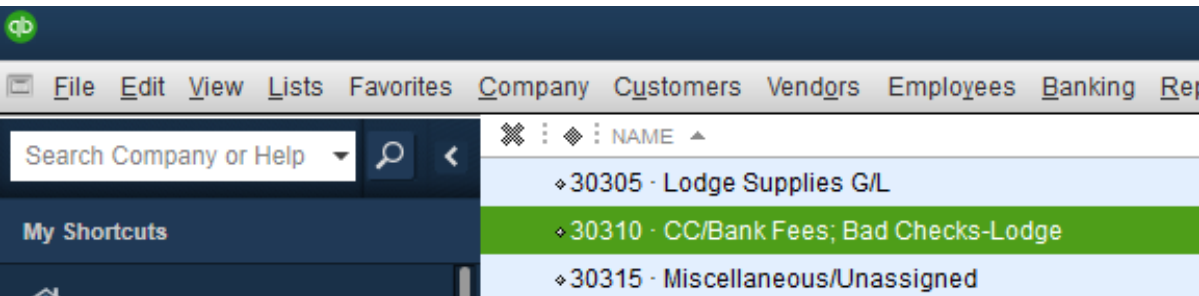
3. Along the bottom of the displayed Chart of Accounts window are four menu buttons. Click the **Account** button and select **Edit Account** from the displayed menu.
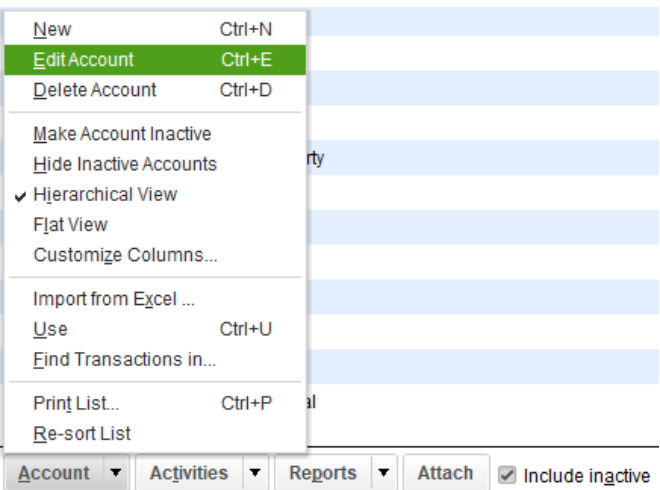
Exhibit H-7

4. The Edit Account window is displayed. Change the **Account Name,** as necessary. When finished, click the **Save & Close** button.

Note: renaming accounts is not necessary but is recommended. The FRS system only uses the account number when receiving data from Lodges. However, reports from FRS will have the standard COA account name, and these may differ from the name the Lodge has if they are not renamed.

Exhibit I-1

Formatting Columns in Excel

1. With the file open in Excel, click the column of data you want to update the format in (for this example, we have an actual file and a cell is mis-formatted in column D).

2. Click on the "**D**" above the cell with the word "Amount" to highlight the column.

	A	B	C	D
1	LodgeNumber	Date	LodgeGLAccount	Amount
2	9876	8/1/2019	20000	-172
3	9876	8/1/2019	40210	172
4	9876	8/1/2019	20000	-539.64
5	9876	8/1/2019	30400	539.64
6	9876	8/1/2019	20000	-361.98
7	9876	8/1/2019	40485	325.78
8	9876	8/1/2019	50490	2/5/1900
9	9876	8/1/2019	20000	-411.76
10	9876	8/1/2019	40460	193.02

3. Click once on "**Home**" in the menu bar. The ribbon should look like the following:
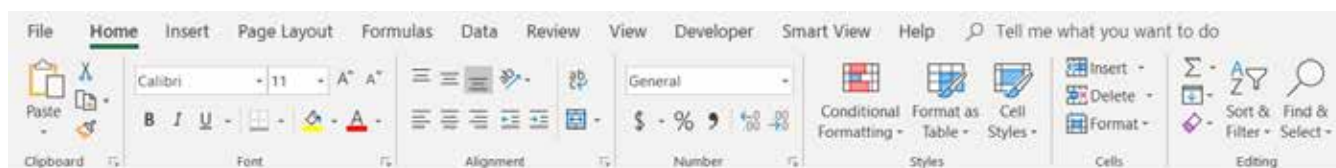
4. Click on the dropdown box at the top of the "**Number**" section of the ribbon.
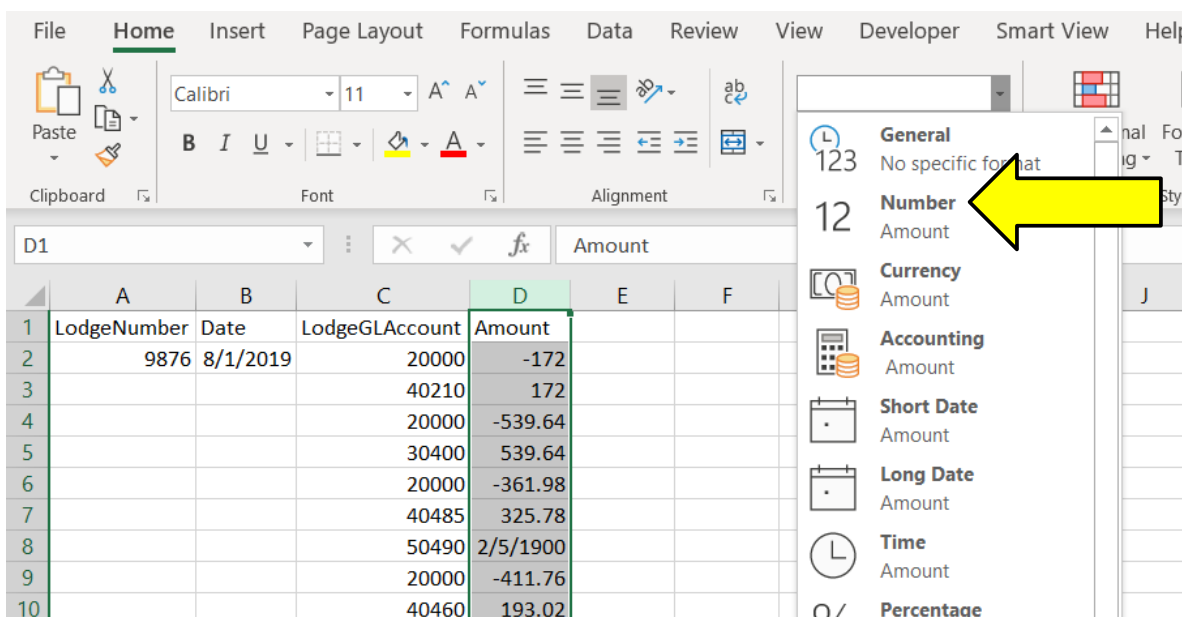
Exhibit I-2

Once the new format is chosen, the values in the column are updated to the chosen format. Notice the information shown in cell D8 has changed from 2/5/1900 to 36.20.

	A	B	C	D
1	LodgeNumber	Date	LodgeGLAccount	Amount
2	9876	8/1/2019	20000	-172.00
3			40210	172.00
4			20000	-539.64
5			30400	539.64
6			20000	-361.98
7			40485	325.78
8			50490	36.20
9			20000	-411.76
10			40460	193.02

5. Review the data to be sure all changes were made as expected, then save the file.

Exhibit J-1

Table of Contents

Exhibit J-2

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

Exhibit J-3

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

Exhibit J-4

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

Exhibit J-5

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
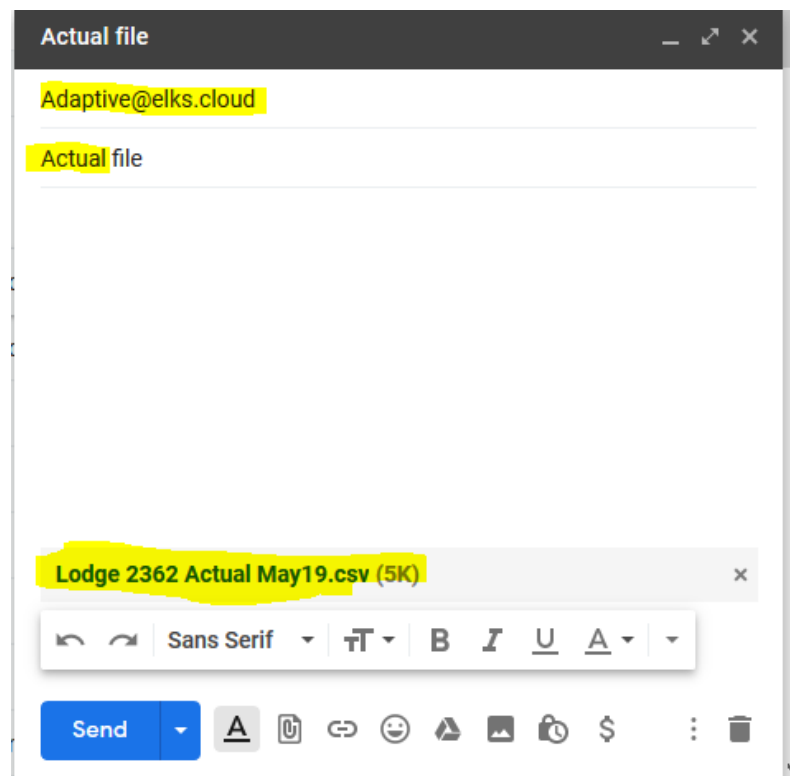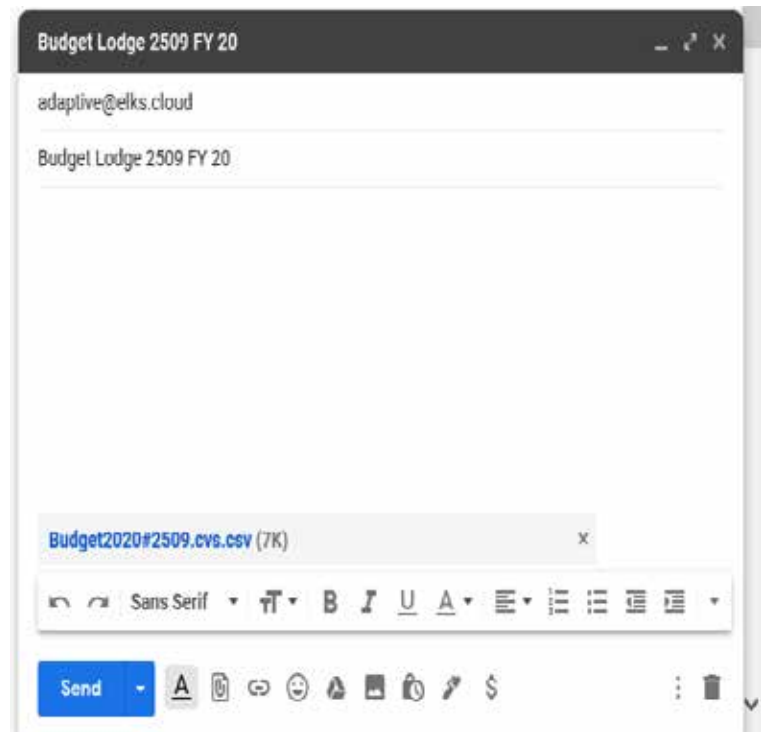
Exhibit J-6

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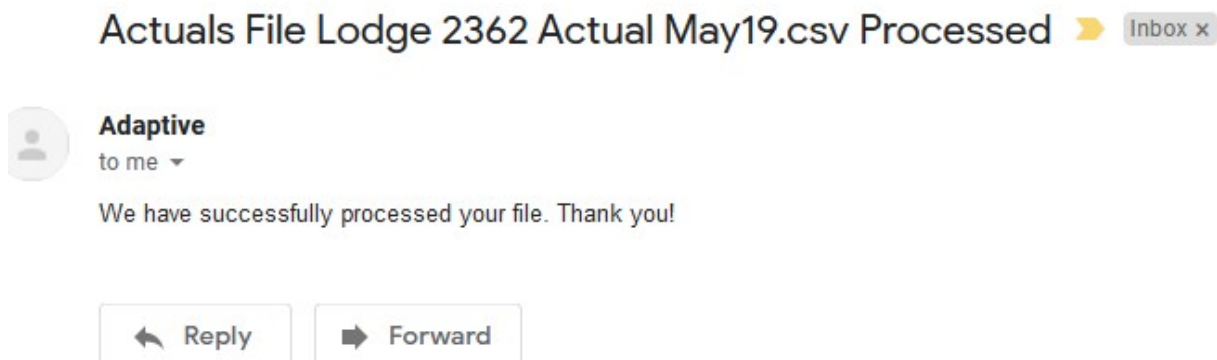
If there was an issue with the data, you will receive a detailed error message:

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: ecg2@charter.net

Exhibit J-7

QuickBooks - Elks GL Activity File

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

Exhibit J-8

QuickBooks - Elks Budget File

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 **Budget**

Exhibit K

"How to edit unrestricted equity"

When first creating a QuickBooks file one of the steps is to establish a Chart of Accounts (COA). This is usually done in the initial set up based on the type of business that is selected. The COA created by QuickBooks will include three special QuickBooks accounts. These three accounts are 32000 Unrestricted Net Assets (may be named Retained Earnings); 30000 Opening Balance Equity and 12000 Undeposited Funds (may only be created if/when you set up items to track sales).

Open the Chart of Accounts by selecting Lists/Chart of Accounts.

1. Find account 12000 Undeposited Funds and edit it either by using the down arrow next to Account at the bottom of the window or by right clicking on the account. Change the Account number to 10250.

2. Next check if the Lodge has account 29900 in the COA. If so, check the amount in the Balance Total column of the QuickBooks account listing. If the Balance total column is anything other than blank the account will have to be temporarily renumbered and renamed. It is suggested that the Lodge use 29999 as the account number and Temporary Unrestricted Equity as the account description. If the Balance Total column is blank than nothing more need to be done.

3. Next find account 32000. This account should have the Balance total column as blank. Edit the account again using the arrow by Account or by right clicking. Change the account number to 29900 and the Account name to Equity Unrestricted Funds. Since this is one of QuickBooks required accounts it can only be edited.

4. Next find account 30000 and edit it. Change the account number to 29900 and the Account name to Equity Unrestricted Funds. When asked to merge the accounts answer Yes or OK to any pop-up messages. This should result in the two accounts being merged.

5. Finally, if you had to edit account 29900 in step 2, edit the 29999 account to 29900 and the description to Equity Unrestricted Funds. Again, answer Yes or OK to any messages about merging accounts.

The local Unrestricted Equity accounts should now be compliant with the Uniform Chart of Accounts.

[FRS]

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