Creating the Financial Reporting System Mapping File from QuickBooks 08/20/19

1. Open your QuickBooks program

2. Click on “Edit” at the top of the QuickBooks window

3. In the drop-down box click on “Preferences…”

4. In the pop-up window click on “Company Preferences” tab

5. Click on “Accounting” in the column on the right of the pop-up window

6. Make sure the “Use account numbers” is checked. Then click “OK”

7. Click on “Company” at the top of the QuickBooks window

8. Click on “Chart of Accounts” in the pop-up window

9. Once the “Chart of Accounts” pop-up window appears look to see if “Bank No./Note” appears as a column. If it does not click on “Account” at the bottom of the pop-up window. If it does skip to step 15

10. In the drop-down box under “Account” click on “Customize Columns”

11. The “Customize Columns – Chart of Accounts” pop-up window will appear

12. Click on “Bank No./Note” and high light it

13. Click on “Add” and it will appear in the right box on the “Customize Columns – Chart of Accounts” pop-up window

14. Click on “OK.” The “Customize Columns – Chart of Accounts” pop-up window will disappear

15. The “Chart of Accounts” pop-up window appears with the “Bank No./Note” column

At this point we will assume that you have not entered any of the Standardized Chart of Accounts numbers.

16. Click on each account number to high light it

17. Right click and a drop-down box will appear

18. Click on “Edit Account”

19. The “Edit Account” pop-up window will appear

20. In the “Number” input field enter the the lodges account number

21. In the “Bank No./Note” input field enter the Grand Lodge Standardized Chart of Accounts number that the lodges account number will map to

22. Click on “Save & Close.” The “Chart of Accounts” pop-up window appears

23. Repeat steps 16 through 22 until all of the active lodge account numbers have a corresponding Grand Lodge Standardized Chart of Accounts number under the “Bank No./Note” heading

Once step 23 is complete you are ready to create the mapping file to be sent to Adaptive for use in the FRS.

24. With the “Chart of Accounts” pop-up window still on the screen click on “Report” at the bottom of the window

25. A drop-down box will appear, click on “Account Listing.” The “Account Listing” report (or pop-up window) will appear on the screen

26. At the top of the “Account Listing” pop-up window click on “Customize Report”

27. A pop-up widow “Modify Report – Account Listing” appears. We want to get the report columns down to two columns, “Account” and “Bank No./Note”

28. Click on all of the checked titles/headings to un-check them

29. Next select “Bank No./Note” and click on it to check it

30. Click on “OK” at the bottom of the pop-up and the “Account Listing” pop-up window will reappear with only the two columns, “Account” and “Bank No./Note” appearing

31. Once you have the listing described above in step 24 click on “Excel” at the top of the “Account Listing” pop-up window

32. In the drop-down box which appears click on “Create New Worksheet.” A new pop-up window “Send Report to Excel” will appear

33. Ensure that the radio button next to “Create new worksheet” and the radio button next to “in new workbook” are both checked. The click on “Export”

34. This will cause an Excel file to pop-up. This file will be the mapping file used for the FRS after its is modified as follows

35. In the Excel spreadsheet file click on the cell in Row “2”, Column “A” enter your lodge number. (NOTE you may have to expand the width of the column)

36. Next copy your lodge number into every cell in column “A” that the row has a lodge account number.

37. Once your lodge number in in every row click on Row “1,” Column “A.” Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
“LodgeNumber”

38. Click on Row “1,” Column “B.” Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
“LodgeGLAccount”

39. Click on Row “1,” Column “C.” Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
“ElksStandardGLAccount”

40. You are now ready to save your FRS mapping file. At the top of the Excel screen click on “File”

41. In the drop-down click on “Save As.” Choose a file location to save the file to which you will remember.

42. Name the file using the following convention; the name is required to start with “Map.” As an example, “Mapping file for Lodge 1684.” In the “Save As” box click on the drop down “V” and select “CSV (Comma delimited” by clicking on it. Then click save.

43. The final step is to make sure that there are no commas at the last position in each line of data in the “CSV” file. This can be done by opening the CSV file using the Windows Accessory Notepad. Open Notepad and then open the CSV file look at the lines of data. If there are no commas in the last position of each line of data than you are done. Close Notepad.

44. If there are commas at the end of the lines of data, then close Notepad. Reopen the CSV file with Excel. Highlight the last empty column and all the columns to the right. On the Excel ribbon tab click on the delete tab. Resave the CSV file. Repeat step 43 to insure the extra commas have been deleted.

You now have successfully created and saved your mapping file. You are ready to attach the file to an email message to send to the Adaptive@Elks.cloud once you are registered as the lodge contact for the FRS.

> ***NOTE: If when you exported your lodge chart of accounts and it shows the description for the account number as shown in this example, “10101 · Cash On Hand” then you must strip out the number portion. The mapping file can handle only the numeric account number in the “LodgeGLAccount” field. Excel has formulas that can help you accomplish this using the following procedure.***
> ***First go to the first cell in an empty column to the right of the column containing the description with the account number embedded. Next click on “Formulas” and then in the ribbon tabs click “Text” tab. Then click on “LEFT” in the dropdown box. A pop-up box will appear labeled Function Arguments. The cursor will be flashing in the “Text” box. Click on the cell to the left of the current cell which contains account number and description. The cell***

identifier will be placed the "Text" field. Next press the "TAB" key. The cursor will be flashing in the "Num_chars" field. Enter the number of characters that you want to pull from the description as the numeric account number. Then click "OK" in the pop-up box. The number of characters will now appear in the cell you have been working in. Copy this cell down the column until every account number/description has the account number striped out. The number my not be exactly correct since the formula pulled the same number of characters from each account number/description. You may need to add or subtract charters as needed to have a correct account number.