1. Open your QuickBooks program

2. Click on "Reports" at the top of the QuickBooks window

3. Click on "Company & Financials" in the drop-down box

4. Another drop-down box will appear, click on "Balance Sheet Standard"

    Ideally, we would like the lodge to submit last years budget and actual data into the system in order to make use of all of the features that the FRS has. It is not necessary to do this but it will assist the Auditing & Accounting Committee during their reviews.

5. Once the "Balance Sheet" report has opened you will want to change the "As of" date to March 31, 2018. If you are working on entering data for the fiscal year end of 2020 click on the date field in the "As of" box and enter 03/31/2018. In the "Totals" box click on the "V" and select "Total only".

6. In the report ribbon at the top of the report click on "Hide Header"

7. In the report ribbon at the top of the report click on "Export".

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

9. The Excel spread sheet will have several rows that have a blank amount or are a "Total". These rows must be deleted except for the rows labeled "ASSETS" and "LIABILITIES & EQUITY". Highlight each row and then click the Excel ribbon tab "Delete".   Repeat until all rows that have a blank amount or are a "total" row are deleted.

10. Next expand the left columns in order to enter the headers in row 1.

11. Once that is done click on Row "1," Column "A." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
                                "LodgeNumber"

12. Enter our lodge number in Column A, Row 2. Then copy the lodge number into every row to the end of the data.

13. Click on Row "1," Column "B." Type the following column heading exactly as it appears with no spaces (NOTE without the Enter your lodge number quote marks);
                                "Date"

14. In Column B, Row 2 enter 03/31/YYYY where "YYYY" is the year prior to the fiscal year end that you are going to enter your beginning actual data. Example if you are going to enter actual data for lodge year 2018-2019 then the date entered would be "03/31/2018" and if the actual beginning data is for 2019-2020 then the data entered is "03/31/2019".

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

<div align="center">"LodgeGLAccount"</div>

16. Next you have to make sure that all accounts/numbers if not already in column "C" are moved into that column.

17. Before you leave the "LodgeGLAccount" column the last item in the column is labeled "Net Income". This corresponds to the ElksStandardGLAccount number 29040, this label needs to be changed to that account number. ***This also means that you need to add the "LodgeGLAccount" number 29040 and the ElksStandardGLAccount number 29040 to your mapping file.***

18. Click on Row "1," Column "D." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);

<div align="center">"Amount"</div>

19. Next you have to make sure that all amounts if not already in column "D" are moved into that column.

    The amount data entered in the "Beginning Balance" file like the "Actual" file must total up - 1"to zero.   When the Balance sheet was created in QuickBooks "Assets" and the "Liabilities & Equity" were equal and there or balanced.

20. In order to get to a net zero for the amounts in this file we need to change the sign of the "Liabilities & Equity" values. This done by going to Column "E" and the first row below the Liabilities & Equity with a value. Type "=" and then click on the cell in column "D". Next type "*-1" and then hit the "Enter" key.

21. Click on the cell you have just modified and copy that cell down to the rest of the rows which contain data.

22. Next go back to the top of the cells you have just created and click on the top cell.   Hold down the left mouse key and drag down until all of the modified cells are highlighted and release left mouse key.   Next hold down the "CTRL" key and hit the "C" key. This copies all of the highlighted cells.

23. More the cursor to the left, into Column "D", to the top cell containing amount data for Liabilities & Equity data and click on it.

24. Then move the cursor to the top command ribbon of the Excel spreadsheet and click on the "V" under the "Paste" command. In the top down box select "Paste Values". The values will be placed in Column "D"

25. Next highlight column "E" and any columns to the right that contain any data and then click the Excel ribbon tab "Delete".

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

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

28. Name the file using the following convention; the name is required to start with "Actual." As an example, "Actual file for Lodge 1684 for yyyymm" then click save. "yyyymm" is the year and month of the data that is being saved. In the "Save As" box click on the drop down "V" and select "CSV (Comma delimited)" by clicking on it.   Click on "Save."

29. 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.

30. 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 36 to insure the extra commas have been deleted.

You now have successfully created and saved your actual file. You are ready to attach the file to an email message to send to the Adaptive@Elks.cloud.