

1. Open your QuickBooks program
2. Click on "Reports" at the top of the QuickBooks window
3. Click on "Budgets" in the drop-down box
4. Another drop-down box will appear, click on "Budget Overview"
5. A "Budget Report" pop-up window will appear. In this window you click on the drop-down symbol "v" and select the budget (year) to be used for the report, then click "Next"
6. The "Budget Report" pop-up window will reappear with "Select a report layout for budget report." In the selection box select "Account by Month," then click "Next"
7. The "Budget Report" pop-up window will then display "Click FINISH to create report." Click on "Finish"
8. The "Profit & Loss Budget Overview" pop-up window will appear. At the top of the window beside "Columns" click on the drop-down symbol "v" and click on "Year"
9. The "Profit& Loss Budget Overview" pop-up window should show your accounts and the total for the year budget. Next click on "Hide Headings" at the top of the window. The report headings will be removed.
10. Next click on "Export" at the top of the window and an "Export Report" pop-up window will appear.
11. In the pop-up window which appears click on "Create New Worksheet." A new pop-up window "Send Report to Excel" will appear
12. 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"
13. This will cause an Excel file to be opened. This file will be the budget file used for the FRS after it is modified as follows
14. Once you have the values in Column C look at all the values to make sure that there is not a comma in any value. If there are no commas go to step 19.
15. If there are commas go to the top of column C and click on it to highlight the entire column. Click on the dropdown tab, "v," on the "Format" tab on the command ribbon. The drop down menu for the formatting options will appear.
16. Select "Format Cells..." by clicking on it. The "Format Cells" pop up window appears.
17. Select "Number" and click on it. Then click on "OK."

18. Highlight Row "1" and right click on it. Click on "Delete"
19. Click on Row "1," Column "A." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
"LodgeNumber"
20. Click on Row "1," Column "B." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
"LodgeGLAccount"
21. Click on Row "1," Column "C." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
"FYE"
22. Click on Row "1," Column "D." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
"Version"
23. Click on Row "1," Column "D." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
"Annual"
24. 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)
25. Next copy your lodge number into every cell in column "A" that the row has a lodge account number.
26. The last rows of the spreadsheet of the budget report are "Totals." Since these values are not needed by the FRS highlight the rows and delete them.
27. Starting in Row 2, Column B make sure that your lodge account numbers are displayed only in column "B" (NOTE you may have to expand the width of the column)
28. In the Excel spreadsheet file click on the cell in Row "2", Column "C" enter your end year of the fiscal year the budget number are reporting. I.E., for FY 2019-2020 you would enter 2020. (NOTE you may have to expand the width of the column)
29. Click on the cell in Row "2", Column "D" enter the word "Budget"
30. Next copy the word "Budget" into every cell in column "D" that the row has a lodge account number
31. You are now ready to save your FRS mapping file. At the top of the Excel screen click on "File"

32. In the drop-down click on "Save As." Choose a file location to save the file to which you will remember.
33. Name the file using the following convention; the name is required to start with "Budget." As an example, "Budget file for Lodge 1684 for yyyyymm" then click save. "yyyyymm" 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."
34. 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.
35. 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 34 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.