



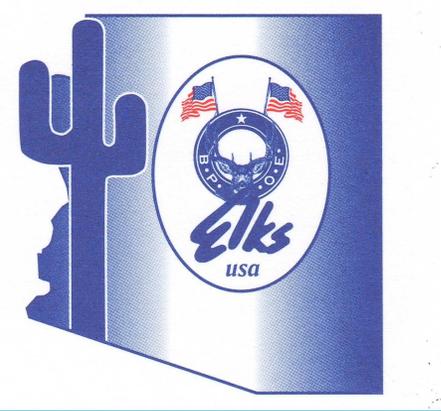
FRS SEMINAR

Arizona Elks Mid Term Convention 2019



Introduction

1. What is FRS?
2. Will lodges have to change their accounting system?
3. What is required for lodges to use this system this year?
4. Will lodges be able to use their existing chart of accounts?
5. What is the time frame to utilize this reporting system?
6. What if a lodge is not using the system by April 1, 2020?
(in house review and compilation will not be allowed)
7. What is the cost to use this system?
8. What is “mapping”? Is this the first step in using this system?
9. How do we do the mapping?



Mapping

1. When does this mapping have to be completed
2. What if we have started using the new Grand Lodge COA – do we still have to do the mapping?
3. Mapping instructions:
 - Mapping example file format

LodgeNumber	LodgeGLAccount	ElksStandardGLAccount
2362	30100	30010
2362	30100.1	30011
2362	30100.2	30012
2362	30100.3	30013



Mapping

For example, one lodge has an account numbered 544.00, which is titled “Linen” and is in the kitchen area of their Chart of Accounts. The new GL COA equivalent would be 50375 and is titled “Laundry/Linen”. It would appear on your mapping file in red below:

LodgeNumber	LodgeGLAccount	ElksStandardGLAccount
2362	544.00	50375
2362	30100.1	30011
2362	30100.2	30012
2362	30100.3	30013



Mapping (cont)

1. QuickBooks desktop version- Elks Mapping File Instructions - see handout on page 8
2. As we go thru these steps, not all of them are listed in your printed instructions.
3. Choose reports, Accountant & Taxes, Account Listing

The screenshot shows the QuickBooks Pro 2016 interface for 'SAMPLE ELKS COMPANY'. The 'Reports' menu is open, and the 'Accountant & Taxes' sub-menu is selected. Within this sub-menu, 'Account Listing' is highlighted. A red arrow points from the 'Account Listing' option in the menu to the 'Account Listing' icon on the main dashboard. Other dashboard icons include 'Enter Bills', 'Create Invoices', 'Statement Charges', 'Statements', 'Refunds & Credits', 'Pay Bills', and 'See Funding Options'. The top menu bar includes 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', and 'Help'.



Mapping (cont)

1. Select “customize” report in the top left corner of the report screen



Test Company 3 - QuickBooks Pro 2016 - [Account Listing]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh Default

2:48 PM
09/24/19

Account Listing September 24, 2019

Account	Type	Balance Total	Description	Accn...	Tax Line
10101 - Cash on Hand General	Bank	0.00	Cash on Hand General	10101	<Unassigned>
10102 - Cash Petty Cash	Bank	0.00	Cash Petty Cash	10102	<Unassigned>
10103 - Cash Change Funds	Bank	0.00	Cash Change Funds	10103	<Unassigned>
10104 - Cash Bank Bar	Bank	0.00	Cash Bank Bar	10104	<Unassigned>
10105 - Cash Bank Food Serv...	Bank	0.00	Cash Bank Food Service	10105	<Unassigned>
10106 - Cash Bank Others	Bank	0.00	Cash Bank Others	10106	<Unassigned>
10201 - Checking General	Bank	0.00	Checking General	10201	<Unassigned>
10202 - Checking Lottery/Other	Bank	0.00	Checking Lottery/Other	10202	<Unassigned>
10203 - Checking Club	Bank	0.00	Checking club	10203	<Unassigned>
10211 - Checking Special Gro...	Bank	0.00	Checking Special Groups	10211	<Unassigned>
10214 - Checking ENF Grants...	Bank	0.00	Checking ENF Grants Restricted	10214	<Unassigned>
10215 - checking Temp Restr ...	Bank	0.00	checking Temp Restr Charity	10215	<Unassigned>
10216 - Checking Bingo/Game...	Bank	0.00	Checking Bingo/Game Temp. (R)	10216	<Unassigned>
10217 - Checking Lodge Temp...	Bank	0.00	Checking Lodge Temp. Restricted	10217	<Unassigned>
10218 - Checking Permanent R...	Bank	0.00	Checking Permanent Restricted	10218	<Unassigned>
10301 - Savings General Lodge	Bank	0.00	Savings General Lodge	10301	<Unassigned>
10302 - Savings Temporary R...	Bank	0.00	Savings Temporary Restricted	10302	<Unassigned>
10303 - Savings Permanent R...	Bank	0.00	Savings Permanent Restricted	10303	<Unassigned>
90201 - ENF Income	Bank	0.00	ENF Income	90201	<Unassigned>
10500 - Accounts Receivable	Accounts Receivable	0.00	Accounts Receivable	10500	<Unassigned>
10600 - Notes & Contracts Re...	Other Current Asset	0.00	Notes & Contracts Receivable	10600	<Unassigned>
10700 - Interest Receivable	Other Current Asset	0.00	Interest Receivable	10700	<Unassigned>
10801 - Lodge Supplies Inven...	Other Current Asset	0.00	Lodge Supplies Inventory	10801	<Unassigned>

My Shortcuts



Mapping (cont)

1. On display tab, select only 3 columns to display – left margin, Acct # and Bank No./Note

Modify Report: Account Listing

Display Filters Header/Footer Fonts & Numbers

COLUMNS

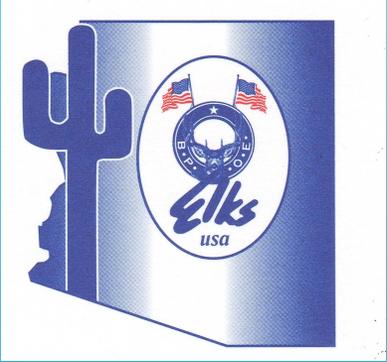
Sort by Default

Sort in Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help



Mapping (cont)

1. On filter tab, change active status to "all"

Modify Report: Account Listing

Display Filters Header/Footer Fonts & Numbers

CHOOSE FILTER

Search Filters 1099 Account

FILTER

- 1099 Account
- Acct. #
- Account
- Active Status
- Attach

All
 No
 Yes

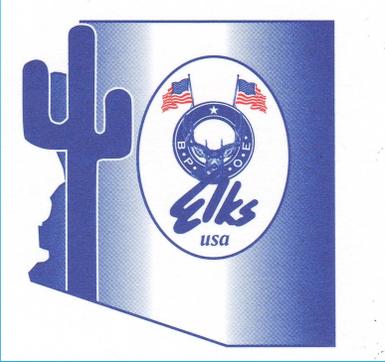
CURRENT FILTER CHOICES

FILTER	SET TO
Active Status	Active

Remove Selected Filter

Revert

OK Cancel Help



Mapping (cont)

1. This is the report that you now should be seeing
2. Select Excel in top of report screen and select “Create New Worksheet”

SAMPLE ELKS COMPANY - QU

Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

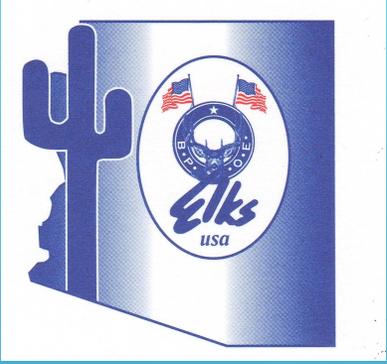
Account Listing

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Heade

3:33 PM
09/22/19

SAMPLE ELKS COMPANY
Account Listing
September 22, 2019

Acct. #	Bank No. / Note
10100	
10101	
10102	
10103	
10200	
10202	
10204	2297
10300	
10301	6100003636
10302	061803718
10303	
10304	
10305	
10306	
1200	
10801	
10802	
10803	
15000	
15001	
15100	
15200	
15300	
15400	
10750	
20101	
462170	4327-3500-1002-8741
20200	
20300	
21000	
21001	
21002	
21003	
21004	

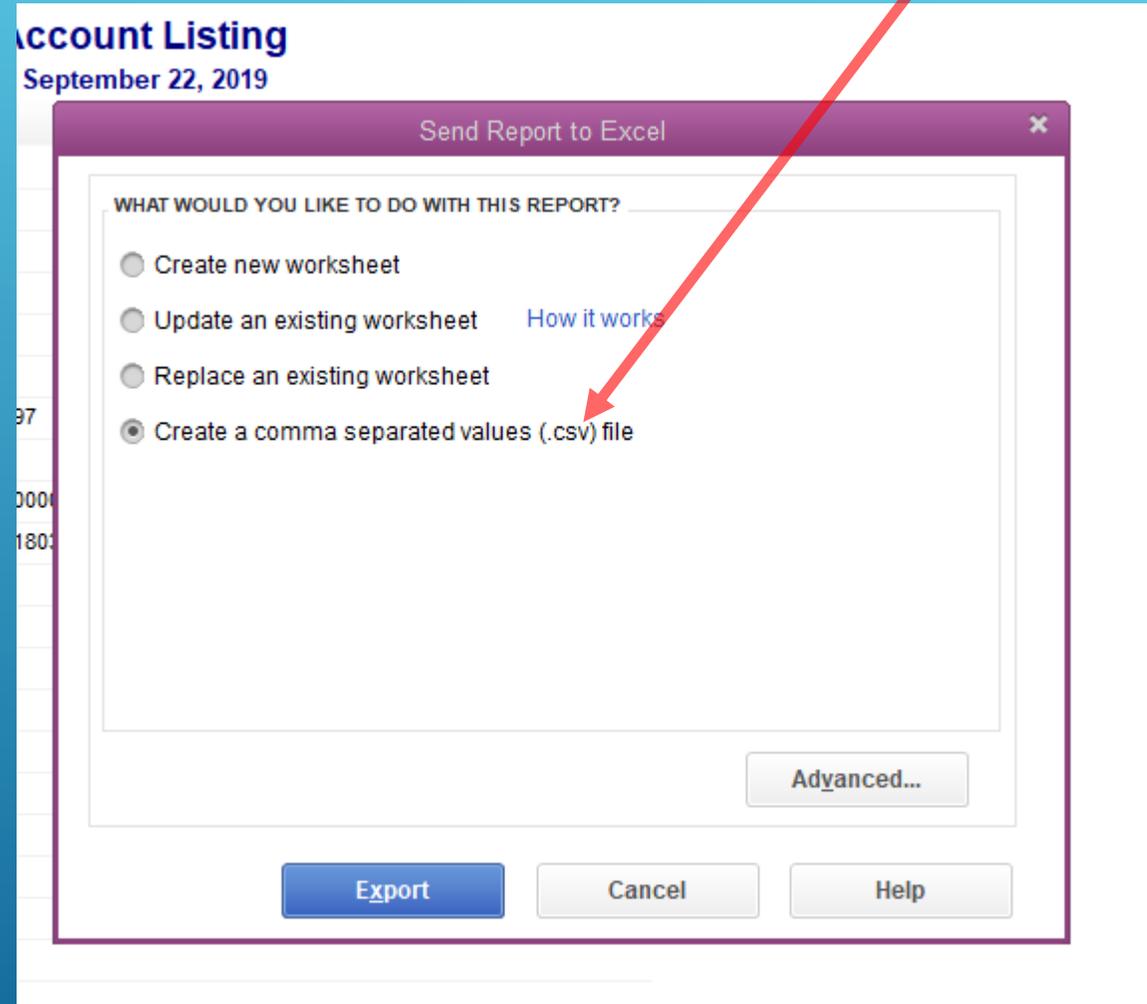


Mapping (cont)

Select create a comma separated values (csv.) file

1. Hit export

2. Save as “Lodge # (your lodge number) mapping file” and make sure you know where it will be saved – saving it to the desktop is recommended





Mapping (cont)

1. Open the .csv file you just saved – it will look like the screenshot at right
2. Now we need to rename the headers –
 1. Cell A1=LodgeNumber
 2. Cell B1=LodgeGLAccount
 3. Cell C1=ElksStandardGLAccount
3. Add your lodge # to column A for all entries. All Lodge numbers must contain 4 digits, so if your lodge number only has 3 digits, you must add a leading zero.
4. No editing needed for column B items
5. Add the number from the new GL Chart of Accounts in column C that matches your account in column B
6. Save file
7. All you have to do now is send the file and instructions on that a little later.
8. Now we'll explain how to submit your actual data.

	A	B	C	D	E	F	G	H	I
1		Accnt. #	Bank No. / Note						
2		10100							
3		10101							
4		10102							
5		10103							
6		10200							
7		10202							
8		10204	2297						
9		10300							
10		10301	6.1E+09						
11		10302	61803718						
12		10303							
13		10304							
14		10305							
15		10306							
16		1200							
17		10801							
18		10802							
19		10803							
20		15000							
21		15001							
22		15100							
23		15200							
24		15300							



Actual (GL Activity)

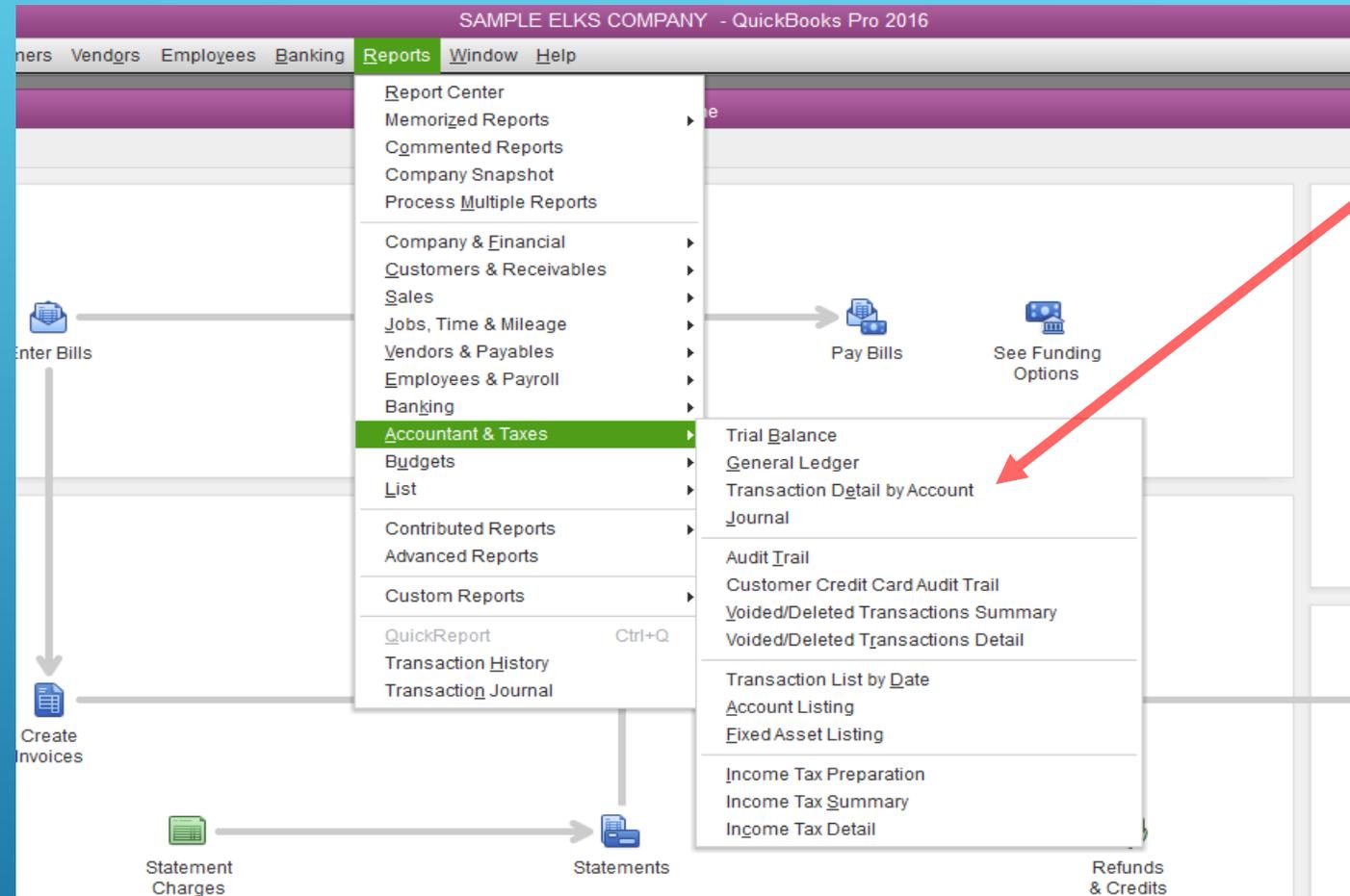
1. What is “Actual”?
2. When does this data have to be submitted?
3. Do we have to submit older data or can we just start submitting for the current month?
4. Actual instructions:
 - Actual example file format

Column	Name	Example	Description
1	Lodge Number	2362	The numerical lodge number
2	Lodge GL Account	30100.1	The local system account number
3	Date	1/31/2019	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.



Actual (cont)

1. QuickBooks desktop version- Elks GL Activity File Instructions - see handout on page 8
2. Choose reports, Accountant & Taxes, Transaction Detail by Account





Actual (cont)

1. Select "customize" report in the top left corner of the report screen

Transaction Detail by Account

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header

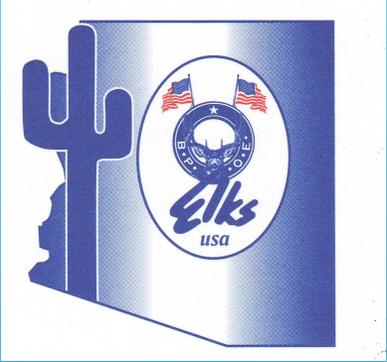
Dates Custom From 10/01/2007 To 10/30/2007 Total By Account list Sort By Default

2:24 PM
10/13/19

SAMPLE ELKS COMPANY
Transaction Detail by Account
October 1 - 30, 2007

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount
10200 - Checking Accounts								
10204 - New Checking								
General Journal	10/01/2007	CR				✓	30201 - Fees...	645.50
General Journal	10/01/2007	CR		cc		✓	30201 - Fees...	24.00
Liability Check	10/02/2007	0	1st National Bank o...	23-7131516		✓	-SPLIT-	-624.54
General Journal	10/02/2007	CR				✓	40101 - Liquo...	748.43
General Journal	10/02/2007	CR		cc		✓	40101 - Liquo...	11.25
Check	10/02/2007	4482	Republic/United			✓	-SPLIT-	-395.47
Check	10/02/2007	4483	Pat Kelly			✓	38009 - Picnic	-17.43
Paycheck	10/03/2007	5134	Bahner, Stacey L			✓	-SPLIT-	-293.31
Paycheck	10/03/2007	5135	Blackwood (Janito...			✓	-SPLIT-	-433.52
Paycheck	10/03/2007	5136	Henry, Ann			✓	-SPLIT-	-75.72
Paycheck	10/03/2007	5137	Huggins, Roger			✓	-SPLIT-	-211.59
Paycheck	10/03/2007	5138	Ireson, Ashley N			✓	-SPLIT-	-22.53
Paycheck	10/03/2007	5139	Johnston, Brenda Jo			✓	-SPLIT-	-256.99
Paycheck	10/03/2007	5140	Laird, Mary D			✓	-SPLIT-	-91.20
Paycheck	10/03/2007	5141	Nelson, Gwenda G			✓	-SPLIT-	-478.21
Paycheck	10/03/2007	5142	Nordgren, Martha			✓	-SPLIT-	-274.64
Paycheck	10/03/2007	5143	O'Leary, Patrick			✓	-SPLIT-	-188.99
Paycheck	10/03/2007	5144	Telles, Sheri M			✓	-SPLIT-	-69.63



Actual (cont)

1. On display tab, select only 4 columns to display – left margin, Date, Account and Amount

Modify Report: Account Listing

Display Filters Header/Footer Fonts & Numbers

COLUMNS

Sort by: Default

Sort in: Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help



Actual (cont)

1. This is the report that you should now be seeing.
2. In the bar below the words "Customize Report" select the specific date periods that you want to send.
3. Select in "Total By" "Totals Only"
4. Select "Excel" in the top bar and then select "Create New Worksheet"

Transaction Detail by Account

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide He

Dates Custom From 09/01/2007 To 09/30/2017 Total By Total only Sort By De

3:10 PM
09/29/19
Accrual Basis

SAMPLE ELKS COMPANY
Transaction Detail by Account
September 2007 through September 2017

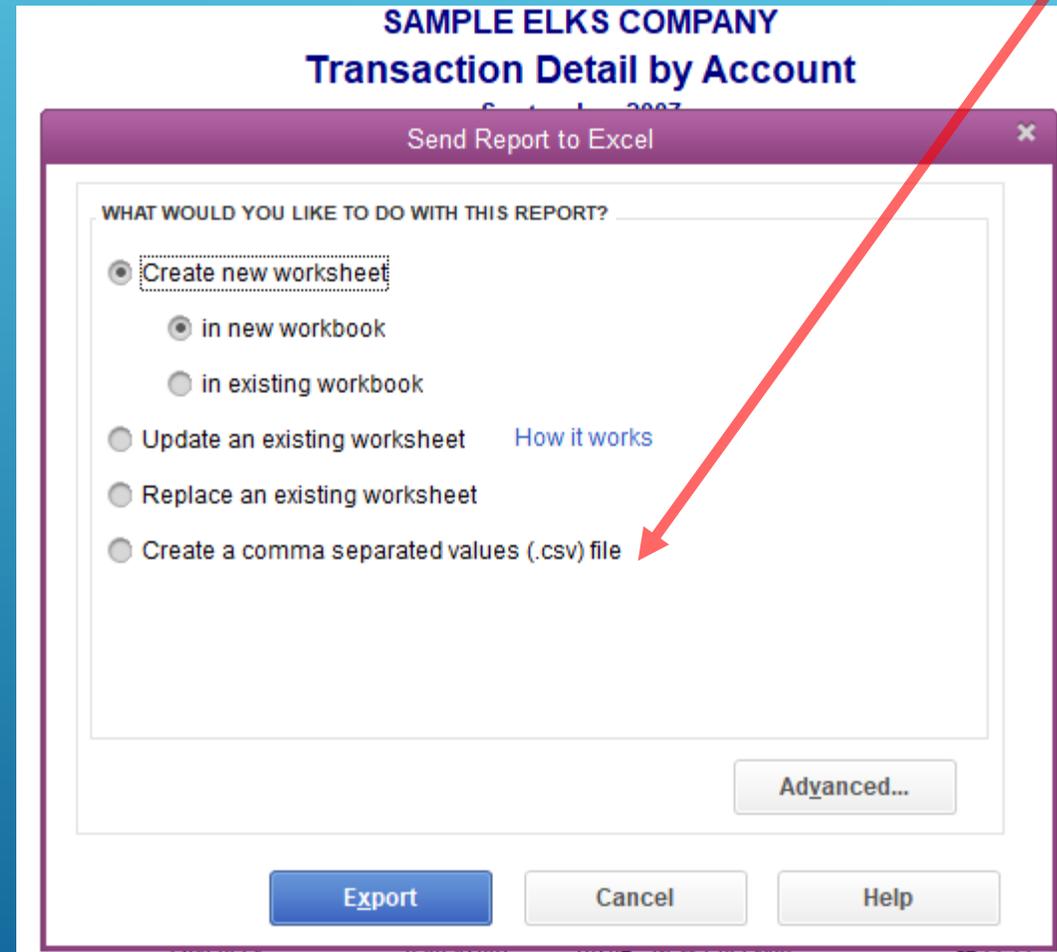
Date	Account	Amount
Sep '07 - Sep 17		
09/01/2007	31522 - Youth Activities Fund...	-483.00
09/01/2007	38524 - Youth Activity Fund R...	6.50
09/01/2007	31509 - Picnic	-20.00
09/01/2007	40101 - Liquor-Members Loun...	-194.50
09/01/2007	40201 - Beer-Members Lounge	-225.50
09/01/2007	40401 - Wine Members Lounge	-47.50
09/01/2007	40303 - Soda-Members	-63.25
09/01/2007	40701 - Cigarette Sales	-6.00
09/01/2007	45100 - Meals Furnished Empl...	5.75
09/01/2007	40705 - Shuffleboard	-93.75
09/01/2007	43000 - Club Cash (Over)/Short	0.50
09/01/2007	10204 - New Checking	1,100.25
09/01/2007	10204 - New Checking	20.50
09/01/2007	20101 - Accounts Payable	-12.26
09/01/2007	35502 - Repairs	12.26
09/01/2007	10204 - New Checking	-21.54
09/01/2007	38524 - Youth Activity Fund R...	21.54
09/01/2007	10204 - New Checking	-125.00
09/01/2007	38524 - Youth Activity Fund R...	125.00



Actual (cont)

Select create a comma separated values (csv.) file

1. Hit export
2. Save as “Lodge # **(your lodge number)** actual file” and make sure you know where it will be saved – saving it to the desktop is recommended





Actual (cont)

	A	B	C	D	E	F
1		Date	Account	Amount		
2		7-Sep				
3		9/1/2007	31522 · Youth Act	-483		
4		9/1/2007	38524 · Youth Act	6.5		
5		9/1/2007	31509 · Picnic	-20		
6		9/1/2007	40101 · Liquor-M	-194.5		
7		9/1/2007	40201 · Beer-Mer	-225.5		
8		9/1/2007	40401 · Wine Me	-47.5		
9		9/1/2007	40303 · Soda-Mer	-63.25		
10		9/1/2007	40701 · Cigarette	-6		
11		9/1/2007	45100 · Meals Fur	5.75		
12		9/1/2007	40705 · Shufflebo	-93.75		
13		9/1/2007	43000 · Club Cash	0.5		
14		9/1/2007	10204 · New Che	1100.25		
15		9/1/2007	10204 · New Che	20.5		
16		9/1/2007	20101 · Accounts	-12.26		
17		9/1/2007	35502 · Repairs	12.26		
18		9/1/2007	10204 · New Che	-21.54		
19		9/1/2007	38524 · Youth Act	21.54		
20		9/1/2007	10204 · New Che	-125		
21		9/1/2007	38524 · Youth Act	125		
22		9/1/2007	10204 · New Che	-500		
23		9/1/2007	24752 · Other Co	500		
24		9/2/2007	40101 · Liquor-M	-107.25		
25		9/2/2007	40201 · Beer-Mer	-126.75		
26		9/2/2007	40401 · Wine Me	-4.25		
27		9/2/2007	40303 · Soda-Mer	-7.75		
28		9/2/2007	40701 · Cigarette	-24		
29		9/2/2007	43000 · Club Cash	-0.5		

1. Open the .csv file you just saved – it will look like the screenshot at right
2. Cut the account column from Column C and insert it before the date into column B. This will move the date over to Column C
3. Now we need to rename the headers –
 1. Cell A1=LodgeNumber
 2. Cell B1=LodgeGLAccount
 3. Cell C1=Date
 4. Cell D1=Amount
4. Add your lodge # to column A for all entries
5. Delete any extraneous lines – see blue arrow
6. Validate that the total in column D equals “0”
7. Save file
8. All you have to do now is send the file and instructions on that are coming up.



Sending your files

1. You now have to attach and email your file to adaptive@elks.cloud
2. The mapping file must have the word “map” in the subject line
3. The actual activity file must have the word “actual” in the subject line
4. The budget file must have the word “budget” in the subject line
5. The beginning balance file must have the words “actual – beginning balance” in the subject line.



Other files you will have to send

1. All submissions go to the same place
adaptive@elks.cloud
2. In addition to the mapping file and the activity (actual) files, you will also have to send a budget file and a beginning balance file.
3. When sending activity files, it's suggested that you send 2 prior years of data and also the current YTD, and then begin sending your data monthly.
4. Instructions for sending the budget file are on page 9 in the instructions you have been using
5. Instructions for sending the beginning balance file have been handed out as a separate document.



Other information

1. How do you handle corrections if you sent incorrect data?
2. Are these instructions good for all accounting systems?
3. How to get help if the files you send are rejected? elkshelp@mormorr.com



How to use the new GL COA

1. Every lodge in the country will need to begin using the new Grand Lodge Chart of Accounts effective no later than 4/1/20
2. If you have gone online this lodge year and submitted data using your existing COA, you will have to redo everything beginning next lodge year.
3. That means you will have to create a new company that utilizes the new accounts, and no accounts will be allowed other than those in the COA sent out by Grand Lodge. (continued)



How to use the new GL COA – (cont)

1. However, you will be allowed to create sub accounts within a certain format under the approved GL accounts.
 2. Subaccounts may be created in one of three ways:
 - a. You would use the GL account, then a dash (or a period) and the numbers 1-9, or the letters a-z. The former will give you up to 9 sub accounts, and the latter up to 26.
 - b. If you need more sub accounts, you would not use the dash or the period, and then you can add numbers 01-99, giving you up to 99 sub accounts.
- (continued)



How to use the new GL COA – (cont)

1. A sample of each type of sub account is listed here:
 1. Main GL account=30600 Fund Raiser Expense
 2. Sub account type 1=30600.1 or 30600-1
 3. Sub account type 2=30600.a or 30600-a
 4. Sub account type 3=3060099 or 3060001
2. Again – the only accounts that may be added are sub accounts – no main accounts may be added without Grand Lodge Auditing & Accounting Committee approval. The total of all sub accounts must equal the total in the main account, which means you may never make any entries directly into any main account under which you have created sub accounts.
3. I have created importable COA files both in Excel and in the native QuickBooks format – just send me an email and I can send it to you and then you just need to import it into your new blank company – no typing required.



Some final thoughts

1. Do you need to submit a new mapping file once you start using the new GL COA – yes!!! But it should be easy as all account numbers should be the same. You can map more than one of your accounts to a single GL account, as you would need to do for all sub accounts.
2. How you can you see the data online that you have submitted?
3. All of the instructions I have provided to you are also available at ArizonaElks.org as well as at Elks.org. In addition there are videos and webinars that you can watch to help you with these processes and you can always obtain help from your district chairs or myself..



Questions

1. Both myself as well as our four District Chairmen are available to come to your lodge and help you through this process – we want to make sure that Arizona has 100% of our lodges online by the final due date.
2. We will now take questions from the audience– if you have a question, please step up to the microphone in the aisle and then please give your name and lodge number and state your question or questions.
3. Thank you all for attending!