

## Guide for Adopting the May 2020 COA Revisions

The May 2020 Revision to the Grand Lodge Chart of Accounts (COA) contains several new accounts to better achieve the goal of standardizing the reporting across all Lodges (i.e., overhead allocation) and to align with the reporting goals of Grand Lodge. In addition, there were deletions made to attempt to eliminate some complexity that was present. Finally, there were many accounts that were renamed to better clarify the purpose for the account in the COA.

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

For those accounts listed in the revisions section of the Chart of Accounts recommendations were provided as to where these accounts should now be reported. In most cases, this will require the creation of a subaccount under the recommended account. The following procedure is recommended to handle these changes. Fortunately, QuickBooks will automatically move all historical data if these steps are followed. **Note: there will be no need for the Lodge to resubmit any 2019 – 2020 data related to these account deletions. The FRS has been adjusted to move the 2019 – 2020 data to the recommended account.** Lodges should simply begin using the recommended accounts beginning their April 2020 submissions.

### TO TRANSFER DELETED ACCOUNT(S) TO NEW ACCOUNT(S)

1. Make sure that the “new” account is already set up in QuickBooks. If not then follow the steps in the section TO ADD AN ACCOUNT TO THE CHART OF ACCOUNTS.
2. Select **Lists** from Menu Bar
3. Select **Chart of Accounts** from drop-down list
4. From the Menu at the bottom of the screen select the **Account** pop-up list or simply right click on the account to change.
5. From the pop-up menu select **Edit Account**
6. Edit the Account Number to change to the new account including subaccount if necessary.
7. Edit the Account Name if necessary
8. Click the checkbox next to Subaccount of and select the “new” account number. Make sure that the first five digits of the account number exactly match the first five digits of the account in the Subaccount of drop-down list.
9. Select **Save & Close**. If you are moving one account into an existing account you may get a message box titled “Merge”. Select Yes if you want the history to merge into the existing account. Otherwise select No and go back and make the account into a subaccount.

### TO ADD AN ACCOUNT TO THE CHART OF ACCOUNTS

1. Select **Lists** from Menu Bar
2. Select **Chart of Accounts** from drop-down list
3. From the Menu at the bottom of the screen select the **Account** pop-up list
4. From the pop-up list select **New**
5. Select the Account Type from the list provided (including Other Account Types), then select **Continue**
6. Enter the new Account Number and Account Name in the areas designated. Enter the optional Description, Note and Tax-Line Mapping if desired.
7. Select **Save & Close** if finished or **Save and New** to enter additional accounts.

### TO RENAME AN EXISTING ACCOUNT

*(Note: renaming is not necessary but recommended. The FRS system only uses the account number.)*

1. Select **Lists** from Menu Bar
2. Select **Chart of Accounts** from drop-down list
3. From the Menu at the bottom of the screen select the **Account** pop-up list or simply right click on the account to change.
4. From the pop-up menu select **Edit Account**
5. Change the Account Name and add the optional Description and Tax-Line Mapping if desired.
6. Select **Save & Close**.

In this latest release of the Chart of Accounts there were many accounts added based on recommendations of the Lodges, their outside Accounts and the Grand Lodge Auditing and Accounting Committee. For those Lodges that were using a workaround to one of the new accounts provided it is strongly recommended that the Lodge Edit the previous account and change it to the newly provided account following steps similar to those outlined in TO TRANSFER DELETED ACCOUNT(S) TO NEW ACCOUNT(S) above. This will preserve the transaction history.