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General Ledger Mapping File Format

The GL Account Mapping file is used to translate your local chart of accounts (COA) to the Elks standard COA. It consists of 3 columns, with a row for every account in your COA:

Column	Name	Example	Description
1	Lodge Number	2362	The numerical lodge number
2	Lodge GL Account	30100.1	The local system account number
3	Elks Standard GL Account	30100	The corresponding number in the Elks Standard COA

Mapping Example:

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

The GL Account Mapping file template can be downloaded here. The file must be saved as a csv file.

Actual Monthly Activity File Format

The Actual Monthly Activity file is used to transmit your monthly activity to Adaptive. It consists of 4 columns, with rows for every account with activity for the month:

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.

The Actual Monthly Activity file template can be downloaded here. The file must be saved as a csv file.

Actual Example:

LodgeNumber	LodgeGLAccount	Date	Amount
2362	35502	4/30/2019	4.38
2362	36615	4/30/2019	4.38
2362	62010.6	4/30/2019	4.38
2362	3650600	4/30/2019	4.38
2362	3990103	4/30/2019	7
2362	32100	4/30/2019	8.75
2362	34600	4/30/2019	8.75
2362	35300.2	4/30/2019	8.75
2362	35507	4/30/2019	8.75

Quickbooks

LodgeNumber	LodgeGLAccount	Date	Amount
2581	30100 · Membership Dues - Lodge portion	3/1/2019	-3032.69
2581	10201 · 9804 Lodge Checking-Anchor Bank	3/1/2019	60
2581	28001 · Prepaid Event Deposits	3/1/2019	0
2581	28001 · Prepaid Event Deposits	3/1/2019	500
2581	28001 · Prepaid Event Deposits	3/1/2019	750
2581	28002 · Prepaid Event Expenses	3/1/2019	-400

Annual Budget File

The Actual Monthly Activity file is used to transmit your yearly budget activity to Adaptive. It consists of 5 columns, with a row for every account you plan for in the fiscal year:

Column	Name	Example	Description
1	Lodge Number	2362	The numerical lodge number
2	Lodge GL Account	30100.1	The local system account number
3	Fiscal Year End	2020	The year that the budget ends in. For the FY2019-2020 budget use 2020 for example.
4	Version	Budget	Right now always use Budget
5	Annual Amount	25000	The annual amount budgeted to the account. This amount will be allocated monthly based on prior year actuals.

The Annual Budget file template can be downloaded here. The file must be saved as a csv file.

Budget Example:

LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2362	32200.1	2020	Budget	2835
2362	33701.2	2020	Budget	2730
2362	39008	2020	Budget	945
2362	3152004	2020	Budget	735
2362	3152008	2020	Budget	1050
2362	3152202	2020	Budget	1050
2362	3152203	2020	Budget	3150
2362	3153005	2020	Budget	1680

QuickBooks:

| LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2581	30100 · Membership Dues - Lodge portion	2019	Budget	33000
2581	30101 · Dues - Grand and State Portion	2019	Budget	10125
2581	30102 · Initiation/Reinstatement Fees	2019	Budget	1500
2581	30501 · RV Rental Income - Other	2019	Budget	15000
2581	30502 · RV Rental Expenses	2019	Budget	-300
2581	30502E · RV Expenses - Electricity	2019	Budget	-2400
2581	30503 · Lodge Rental Income - Other	2019	Budget	3000
2581	30504 · Lodge Rental Expenses	2019	Budget	-400
2581	30506 · Grounds / Cabana Rental	2019	Budget	100

File Submission Guidelines

After you have formatted and saved your files, the next step is submitting them for processing to Adaptive. This is done by emailing the CSV files to the Adaptive@Elks.Cloud email address.

Use your preferred email client to draft a new email. Attach the file. The type of file you are submitting is determined by the Email Subject. Include the following in the subject based on the file type:

- **General Ledger Account Mapping File** – Include the word **Map**
- **Actual Monthly Activity File** – Include the word **Actual**
- **Annual Budget File** – Include the word **Budget**

In the sample here we are submitting an **Actual** file using the Gmail client.

- The To address is to **Adaptive@elks.cloud**
- The Subject contains the word Actual – signaling an Actual file.
- The file **Lodge 2362 Actual May19.csv** is attached. Don't forget to include your file! The file name is not critical to the import process however we recommend something that includes the lodge number, file type and date for your reference.
- When you're ready Send the file. Within 5 minutes you'll receive a reply with a success message or a detailed description of issues that need to be corrected
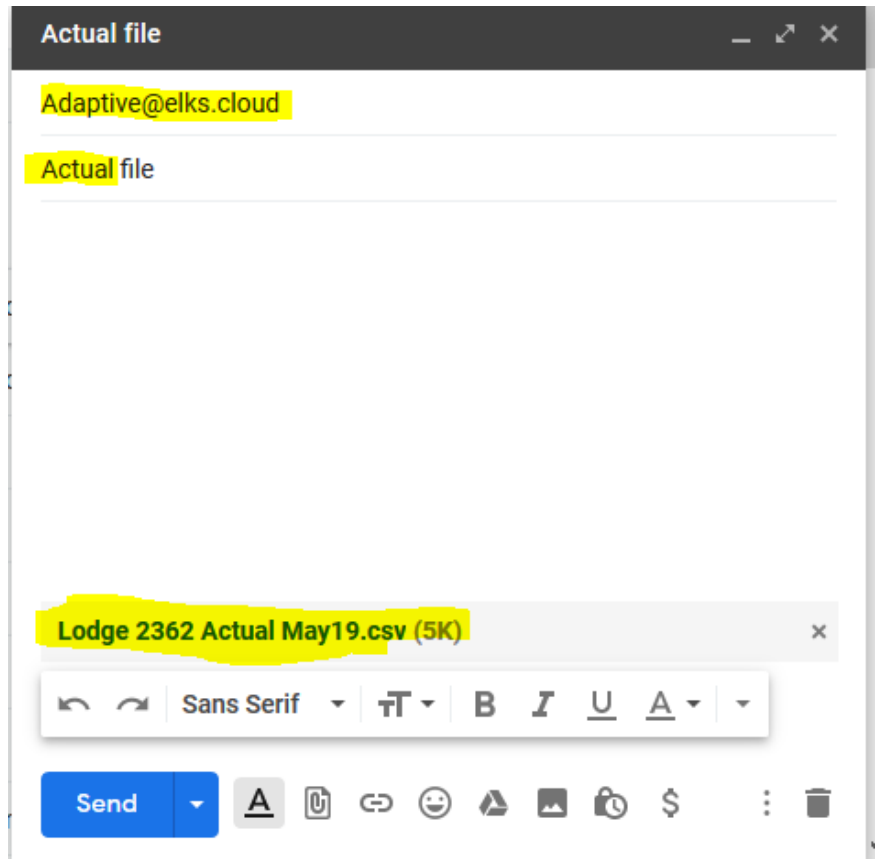
File Submission – Results

Ideally if your data is valid, you'll receive a success message:

If there was an issue with the data, you will receive a detailed error message:

The error in this instance is the file contained an unknown Lodge GL Account. Correct the account number with a valid one or add the account to your Mapping file and re-submit that before re-submitting your Actuals again.

Support

Email support at elkshelp@morrmorr.com.

QuickBooks Export Instructions

QuickBooks - Elks Mapping File Instructions

1) Select Reports -> Accountant & Taxes -> Accounting Listing
2) Select customize report (in top left of pop up window)
    a. On display tab choose the below 3 specific columns
        i. Left Margin
        ii. Accnt. #
        iii. Bank No./Note
    b. Only filter tab change active status to "All"
3) Select excel (in top of accounting listing window) and select create a comma separated values (.csv) file
    a. Hit export
4) Create disk file window pops up
    a. We recommend saving the file name as "Lodge # Mapping file".
5) Open .CSV file that was just saved
    a. Update header file names in row 1 of .CSV file (see screenshot)
        i. A1 = LodgeNumber
        ii. B1 = LodgeGLAccount
        iii. C1 = ElksStandardGLAccount

6) Add your lodge number to column A for all rows with data
7) Save File
8) Submit the file as directed above to Adaptive@elks.cloud with the subject including the word **Map**

QuickBooks - Elks GL Activity file

1) Select Reports -> Accountant & Taxes -> Transaction Detail by Account
2) Select customize report (in top left of pop up window)
    a. On display tab choose the below 4 specific columns and select ok
        i. Left Margin
        ii. Date
        iii. Account
        iv. Amount
    b. It the bar choose the specific date periods that will be loaded (i.e., most months will be the prior month start and end date).
    c. Select excel in the top of the window and select create a comma separated values (.csv) file
        i. Hit export
    d. Open .CSV file that was just saved
        i. Cut the Account field from Column C and insert it before the Date field into Column B. This will move the Date into column C.
        ii. Update header file names in row 1 of .CSV file (see screenshot)
            1. A1 - LodgeNumber
            2. B1 - LodgeGLAccount
            3. C1 – Date
            4. D1 – Amount
        iii. Validate that the amount total in column D is equal to zero

3) Save File
4) Submit the file as directed above to Adaptive@elks.cloud with the subject including the word **Actual**

1. Select Reports -> Budgets & Forecasts -> Budget Overview
2. Select the Budget you wish to Export. Click Next.
3. Select "Account by Month". Click Next.
4. Click Finish
5. Select customize report (in top left of pop up window)
   a. On display tab make sure the Dates From and To are the full calendar year
   b. Under Columns and Rows switch Display columns by "Totals only"
   c. Select excel in the top of the window and select create a comma separated values (.csv) file
      i. Hit export
   d. Open .CSV file that was just saved
      i. There will be two columns on the new .csv file. Column A will have the GL account and B will have the budget amount.
      ii. Filter by Column B and delete all blank rows.
      iii. Sort by Column A [A-Z]. Delete all summary and total lines (Gross Profit, anything starting with Total)
      iv. Insert a new column in Column A. Change the header row to LodgeNumber and fill in all the rows with your Lodge number.
      v. Change the Column B header to LodgeGLAccount
      vi. Insert 2 new columns between the LodgeGLAccount and Amount.
      vii. Enter "FYE" in the Header row of Column C. Add the ending year of the budget in all rows (ex. 2019)
      viii. Enter Version in Column D. Enter the word "Budget" in all rows.
      ix. Update the header in Column E to "Annual". This year will have your budget amount.
      x. Your header names should be as follows when you are done:
         1. A1 - LodgeNumber
         2. B1 - LodgeGLAccount
         3. C1 – FYE
         4. D1 – Version
         5. E1 - Annual
6. Submit the file as directed above to Adaptive@elks.cloud with the subject including the work **Budget**