Title: Let’s Start Financial Reporting System (FRS)

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References: Grand Lodge Auditing and Accounting Manual
Uniform Chart of Accounts
Financial Reporting System
Exporting Budget File from QuickBooks

Author: Nancy Miller, PDDGER, Business Practices Committee

DISCLAIMER

The Business Practice Committee of the B.P.O. Elks of the State of Florida has prepared this information to assist the Local Lodges of this Fraternal Order. The FSEA Business Practice Committee is neither responsible nor empowered to be responsible for the establishment of such procedures. The Business Practice Committee acts as a resource to assist Local Lodges. You should always consult your Lodge’s tax and legal advisors before engaging in any endeavors or transactions to ensure compliance with Federal, State, and Local Laws.
How To Access GL Online for Financial Reporting System instructions - via Elks.org

Step 1: Register for an Elks.org User Name and Password

If you do not yet have an elks.org account, open your web browser and visit www.elks.org. Click the "Register" link in the upper right-hand corner of the site:

![Register Link]

Read over the Terms of Service, and then click the link labeled,

"I accept these terms please proceed to registration."

Step 2: You’ll be taken to the Elks.org Online Registration Form:

https://www.elks.org/secure/members/registration.cfm

where you’ll be asked to supply your name, lodge number, membership number, and email address. You’ll also be asked to select the user name and password you’d like to use on elks.org. Please select a password that’s easy to remember, but note that your password must conform to the following guidelines:

- Passwords must be at least 8 characters in length.
- Passwords must have at least one lowercase letter [a-z]
- Passwords must have at least one UPPERCASE letter [A-Z]
- Passwords must contain at least one number [0-9]
- You may use special characters like !, $ and &
FRS (Financial Reporting System)

Let’s Start at the Grand Lodge Website:

https://www.elks.org/

If you don’t have a GL login you will need to register, here is the link to do that! Follow the instructions it’s easy.

https://www.elks.org/secure/elksLogin

The tools that are needed to do the job:

Can be found when you have signed on to GL website as a member, click on Manuals and then Auditing and Accounting. The following links will be there:

Auditing and Accounting Manual (8/1/19)

https://www.elks.org/grandlodge/manuals/downloadPDF

Uniform chart of Accounts

https://www.elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfid=D=124
Member Login to Elks.org

Registered users can log in below, by entering their username and the password selected during registration.

Passwords are now Case Sensitive and must match exactly. If you receive an error, please check your password and try again.

Username
Password
Login

Not Registered?
If you’re an Elk but don’t yet have an Elks.org password, you can click here to register for online access.

Forgot your username or password?
Please click here to recover your information via email.

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Now we are ready to get started with FRS.

On the GL website in the search window with the Search box/magnifying glass, key in FRS or Go here:

https://www.elks.org/grandlodge/auditing/FinancialReporting

Great Job!! Now its easy to learn there are six boxes in the middle of the page that you will be using.

Let’s look at them all and see what they are about.

This first intro will be concentrating on the Training Resource box.

GL has provided training/information packages that we should be taking advantage of. So, let’s get started.

Click on Training Resources:

https://www.elks.org/grandlodge/auditing/trainings.cfm

Don’t worry there is a printed Handbook. For uploading your budget, let me show you where, on the FRS page look at the box on the right.

Latest Updates:

- Frequently Asked Questions(FAQs)
- Exporting Budget File from QuickBooks

The 2nd link that is provided is a Handbook.....
The Benevolent and Protective Order of Elks

Auditing & Accounting Committee

Financial Reporting System

The Elks Financial Reporting System (FRS) is designed to both enhance and simplify local lodge financial reporting, and will replace the Annual Financial Report for all participating lodges. The new system - to be employed by all lodges no later than April 1, 2020 - will not replace 990 or 990T submissions to the IRS, nor will it replace an audit or review if required by your state based on other factors or circumstances. In addition, your Grand Lodge Sponsor may still require a review or audit if there are concerns raised by the data in the FRS.

Please note the Elks FRS does not require anyone to change accounting systems, but all lodges must use the official Elks Chart of Accounts, as documented in the recently updated Auditing and Accounting Manual.

We encourage all Lodges to prepare for the transition to the FRS program by reviewing our Frequently Asked Questions, and attending an online webinar. Any Lodge that is ready to start the process should contact their State Coordinator for assistance.

Latest Updates:
- Frequently Asked Questions (FAQs)
- Exporting Budget File from QuickBooks
Exporting Budget File from QuickBooks

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Assumptions and General Information

- This document was created as a supplement to the instructional videos, which go over this process. Video Link: https://TinyURL.com/Elks_Adaptive
- This document can be found by visiting http://www.Elks.org. Exact placement will be determined by Elks.org website admin.
- This document was created for QuickBooks Pro (Desktop Edition) users. It was not intended to be used with QuickBooks Online, or any other accounting systems.
Exporting Budget file from QuickBooks

From the Reports menu, select Budgets → Budget Overview.

Keep the default budget report and layout, just follow the prompts on the screen (NEXT → NEXT → FINISH):
Select a report layout for the budget report:

Account by Month

Example:

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>100</td>
<td>200</td>
<td>300</td>
<td>400</td>
</tr>
<tr>
<td>Misc Income</td>
<td>500</td>
<td>600</td>
<td>700</td>
<td>800</td>
</tr>
<tr>
<td>Rent Expense</td>
<td>900</td>
<td>1000</td>
<td>1100</td>
<td>1200</td>
</tr>
</tbody>
</table>

Click FINISH to create the report.
This report will allow you to export yearly budget in a monthly format. We need to modify the report to include only the account numbers, and the rollup for the entire year. To do that – use "Show Columns" drop-down and select "Total Only".
This will change the report format for the rollup for the whole year (from April 1st, 2018 through March 31st, 2019). Double check, since standard ELKS fiscal year starts on April 1st.
Locate Excel button, and select “Create New Worksheet”:

Always select “Comma Separated Values” (.CSV) file:

CSV is a universal file format used to transfer data between different systems. Adaptive will accept CSV files from any accounting system, not just QuickBooks.
Click **EXPORT** and save the file in a folder where you can find it. In the example below file is saved on the desktop.

In the next step we will modify the resultant CSV file by removing extra rows and adding necessary columns before it can be submitted to Adaptive.

*Note – as you’re making changes to the CSV file – please don’t forget to save often, to avoid redoing everything all over.*
Cleaning up Budget file in Excel

Please locate the file created in the previous step and open it in Excel.

The data is made up of two columns:
- Column A - Account Number
- Column B - Annual Budget Amounts

As you can see, there will be a lot of cleanup to perform before the file can be submitted:
- All rows with blank values in column B should be removed
- All rows that do not contain account number in column A should be removed (Summaries, Totals, etc.)
- Three more columns should be added to the CSV file before it can be submitted (LodgeNumber, FYE, Version)

To do that, highlight columns A and B, as shown in the screenshot below, then look for Sort & Filter → Filter:
Now, use filter drop-down box in column B, deselect All, scroll down and select "(Blanks)":
The result is a filtered list of all rows with blank values in column B. All these rows should be deleted. To do that, click on row number 2, then hold down the SHIFT key and ERROW DOWN key until all rows are selected. In the example below, the last row number is 432. Right-click on selected rows → Delete Row.

Once all blank rows are deleted, go back to the B Column filter, and check "Select All" to display remaining rows:

That will display remaining rows, where the Annual Budget Amounts are not blank.
Now we must remove unwanted "total and summary" rows where there are no valid account numbers. To accomplish that – use the filter in column A, and select "Sort A to Z":

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apr '18 - Mar '19</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
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<td>6</td>
<td></td>
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<td>7</td>
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<td></td>
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<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>
By doing so, GL Accounts starting with a number will be at the top. If your Lodge is using numeric account numbers, all valid accounts will be at the top, and all unwanted rows will be on the bottom. Those rows must also be deleted.
To do that, scroll down until we do not have account numbers anymore. In the example below, the last valid account number (93208) is in row 241. All rows below will be deleted.

Example: Click row number 242, hold SHIFT key and ARROW DOWN key to select all rows below. Right-click on selected rows and select DELETE:

That completes the Data Cleanup step.
Next – we must add required three columns to our Budget CSV file before it can be submitted.
Finalizing Budget file in Excel and sending to Adaptive

For this step, please locate and download Budget template file from ELKS.org. The template file contains correct headers for your CSV file. Alternatively, you can create this file for your records. Simply copy the following cells to Excel and save it as **ELKS Budget Import Template.xlsx**

<table>
<thead>
<tr>
<th>LodgeNumber</th>
<th>LodgeGLAccount</th>
<th>FYE</th>
<th>Version</th>
<th>Annual</th>
</tr>
</thead>
</table>

Prepare your import CSV file by inserting three extra columns (use Video link on the first page to see how it's done). Right click on Column A and select INSERT. That will add a column to the left.

Repeat twice to insert two columns between your **GL Account number** column and your **Annual Budget Amount** column. If you did this right, **GL Account numbers** will be in **Column B**, and **Annual Budget Amounts** will be in **Column E**, as shown on the screenshot below:
In the next step we will copy the correct headers (from our budget template file) in row 1:

<table>
<thead>
<tr>
<th>LodgeNumber</th>
<th>LodgeGLAccount</th>
<th>FYE</th>
<th>Version</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>30100</td>
<td>Membership Dues - Lodge portion</td>
<td></td>
<td></td>
<td>33000</td>
</tr>
<tr>
<td>30101</td>
<td>Dues - Grand and State Portion</td>
<td></td>
<td></td>
<td>10125</td>
</tr>
<tr>
<td>30102</td>
<td>Initiation/Reinstatement Fees</td>
<td></td>
<td></td>
<td>1500</td>
</tr>
<tr>
<td>30501</td>
<td>RV Rental Income - Other</td>
<td></td>
<td></td>
<td>15000</td>
</tr>
<tr>
<td>30502</td>
<td>RV Rental Expenses</td>
<td></td>
<td></td>
<td>-300</td>
</tr>
<tr>
<td>30502E</td>
<td>RV Expenses - Electricity</td>
<td></td>
<td></td>
<td>-2400</td>
</tr>
</tbody>
</table>

The last step is to type in the values in the LodgeNumber, FYE and Version columns:

- Type your Lodge Number in cell A2 and copy it down to the last row with GL Account Values.
  - If your Lodge number starts with a zero, please type *apostrophe, followed by the lodge number*.

- If your report range was FY2018-2019, Fiscal Year End (FYE) values will be 2019. Copy it down to the last row with GL Account Values.

- At this point, Version column will always have word "Budget"
  - In the future we will implement logic to allow for multiple budget version.
Once the header values are correct, all rows have correct values, SAVE the file, and send it to adaptive@elks.cloud.

Make sure to include word BUDGET in the subject line, otherwise the file will be rejected.

You should get a response within 5 minutes. If there are any issues with the file or if it was rejected, please do not reply to the error email, but rather forward it to ElksHelp@morrmore.com.

As always, if you have any questions, email our help desk at ElksHelp@morrmore.com