1. Open your QuickBooks program

2. Click on "Reports" at the top of the QuickBooks window

3. Click on "Accountant & Taxes" in the drop-down box

4. Another drop-down box will appear, click on "Transaction Detail by Account"

5. Once the "Transaction Detail by Account" report has opened you will want to make sure you are pulling data for correct month. This can be done by verifying the "From" and "To" dates at the top of the window. You want to make sure that the "From" date is the first day of the month and the "To" date is the last day of the month.

6. Once you have verified the dates are correct click "Modify Report" or "Customize Report" which ever your version of QuickBooks has in the report ribbon at the top of the report. A pop-up window will appear.

7. In the "Columns" box un-check all items except, "(left margin)", "Date", "Account" and "Amount". Those four items must have check mark next to them. Once this is done click on "OK" and the Transaction Detail by Account report will reappear modified

8. In the report ribbon at the top of the report in the "Total By" field it says "Account List". Click on the "V" and a drop-down box appears. Scroll until you find "Total Only" and click on it. The Transaction Detail by Account report will reappear again, modified

9. In the report ribbon at the top of the report click on "Hide Header"

10. In the report ribbon at the top of the report click on "Export".

11. In the drop-down box 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 pop-up. This file will be the actual activity file used for the FRS after it is modified as follows

14. In the Excel file highlight Row 2 and delete it.

15. 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)

16. Next copy your lodge number into every cell in column "A" that the row has a lodge account number.

17. The last row of the Excel report is the Total. Since this value is not needed by the FRS highlight the row and delete it.

18. Next highlight any blank column that is between columns containing data and delete it.

19. Once you have the values in Column D 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 28.

20. It there are commas go to the top of column D 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.

21. Select "Format Cells…" by clicking on it. The "Format Cells" pop up window appears.

22. Select "Number" and click on it. Then click on "OK."

23. Once that is done click on Row "1," Column "A." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
                              "LodgeNumber"

24. Click on Row "1," Column "B." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
                              "Date"

25. Click on Row "1," Column "C." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
                              "LodgeGLAccount"

26. Click on Row "1," Column "D." Type the following column heading exactly as it appears with no spaces (NOTE without the quote marks);
                              "Amount"

27. You are now ready to save your FRS mapping file. At the top of the Excel screen click on "File"

28. In the drop-down click on "Save As." Choose a file location to save the file to which you will remember.

29. Name the file using the following convention; the name is required to start with "Actual." As an example, "Actual file for Lodge 1684 for yyyymm" then click save. "yyyymm" 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."

30. 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.

31. 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 36 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.