

About Morrison & Morrison

For more than 25 years, we've designed, implemented, integrated and supported financial management (ERP), business intelligence (BI) and enterprise performance management (EPM) solutions.

Our team of **CPAs** and **certified consultants** specialize in corporate performance management and business analytics like Adaptive Insights for growing companies and nonprofits.

By combining a roll-up-your-sleeves approach with uniquely flexible methodology, we configure and deliver a design that not only meets your needs, timeline and budget but also **transforms your systems into a comprehensive intelligence solution.**



25+
YEARS OF EPM
IMPLEMENTATION
EXPERIENCE

Automated File Submission Guidelines

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General Ledger Account Mapping File

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

The GL Account Mapping file template can be downloaded [here](#). The file must be saved as a csv file.

Actual Monthly Activity File

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 Beginning Balance File

The Actual Beginning Balance file is a special one-time upload to establish the beginning balances in the system. It is the same format as the Actual Activity file and should be submitted the same way. It should contain opening balances for your balance sheet accounts.

Column	Name	Example	Description
1	Lodge Number	2362	The numerical lodge number
2	Lodge GL Account	10101	The local system account number
3	Date	3/31/2017	The initial date of your
4	Amount	12587.50	The end of period balance for the account.

Use the same template as the Actual Monthly Activity file [here](#). The file must be saved as a csv file.

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.

File Format Guidelines

- All files must be in Comma Separated Values (CSV) format. This is a standard format that has universal support.
- All files must have a header row with the exact headers described here. Please use the sample files for reference.
- All file formats begin with the lodge number in the first column. It should be the simple numeric value assigned to the lodge.
- Fields with actual or budget dollar amounts in them should be formatted as numbers. No \$ or commas should be included. Periods for decimals are allowed.
- Dates should be formatted as MM/DD/YYYY – 07/25/2019

Example Data Files

Click the images below for a full sample file.

General Ledger Account Mapping

	A	B	C
1	LodgeNumber	LodgeGLAccount	ElksStandardGLAccount
2	2362	30100	30100
3	2362	30100.1	30100
4	2362	30100.2	30100
5	2362	30100.3	30100
6	2362	30100.4	30100
7	2362	30100.6	30100
8	2362	30100.7	30100
9	2362	30100.8	30100
10	2362	30102	30102
11	2362	30103	30103
12	2362	30104	30104
13	2362	30110	30110
14	2362	30111.4	30110
15	2362	30111.5	30100
16	2362	30405	30405
17	2362	30450	31100
18	2362	3045001	31100
19	2362	30501	30501
20	2362	30501.3	30501
21	2362	3050101	30501
22	2362	3050102	30501
23	2362	3070001	30700
24	2362	3070002	30700
25	2362	30800	30800

Actual Monthly Activity

	A	B	C	D
1	LodgeNumber	LodgeGLAccount	Date	Amount
2	2362	35502	4/30/2019	4.38
3	2362	36615	4/30/2019	4.38
4	2362	62010.6	4/30/2019	4.38
5	2362	3650600	4/30/2019	4.38
6	2362	3990103	4/30/2019	7
7	2362	32100	4/30/2019	8.75
8	2362	34600	4/30/2019	8.75
9	2362	35300.2	4/30/2019	8.75
10	2362	35507	4/30/2019	8.75
11	2362	61045.6	4/30/2019	8.75
12	2362	3070001	4/30/2019	8.75
13	2362	34904	4/30/2019	8.93
14	2362	9625022	4/30/2019	13.13
15	2362	3900720	4/30/2019	15.31
16	2362	40400	4/30/2019	17.5
17	2362	3450006	4/30/2019	17.5
18	2362	39088	4/30/2019	21.87
19	2362	32601	4/30/2019	26.25
20	2362	35000.3	4/30/2019	26.25
21	2362	3315010	4/30/2019	26.25
22	2362	9625008	4/30/2019	26.25
23	2362	74601	4/30/2019	30.63
24	2362	9330002	4/30/2019	31.5
25	2362	36300.7	4/30/2019	35

Budget - Annual

	A	B	C	D	E
1	LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2	2362	32200.1	2020	Budget	2835
3	2362	33701.2	2020	Budget	2730
4	2362	39008	2020	Budget	945
5	2362	3152004	2020	Budget	735
6	2362	3152008	2020	Budget	1050
7	2362	3152202	2020	Budget	1050
8	2362	3152203	2020	Budget	3150
9	2362	3153005	2020	Budget	1680
10	2362	3315018	2020	Budget	525
11	2362	3315020	2020	Budget	525
12	2362	3315021	2020	Budget	630
13	2362	3315023	2020	Budget	525
14	2362	3315030	2020	Budget	5250
15	2362	3330020	2020	Budget	4410
16	2362	3370201	2020	Budget	368
17	2362	3900701	2020	Budget	105
18	2362	3900705	2020	Budget	1575
19	2362	3900706	2020	Budget	315
20	2362	3900708	2020	Budget	735
21	2362	3900724	2020	Budget	735
22	2362	3900725	2020	Budget	315
23	2362	3900740	2020	Budget	315
24	2362	3900759	2020	Budget	4620
25	2362	3900788	2020	Budget	105

File Submission

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.

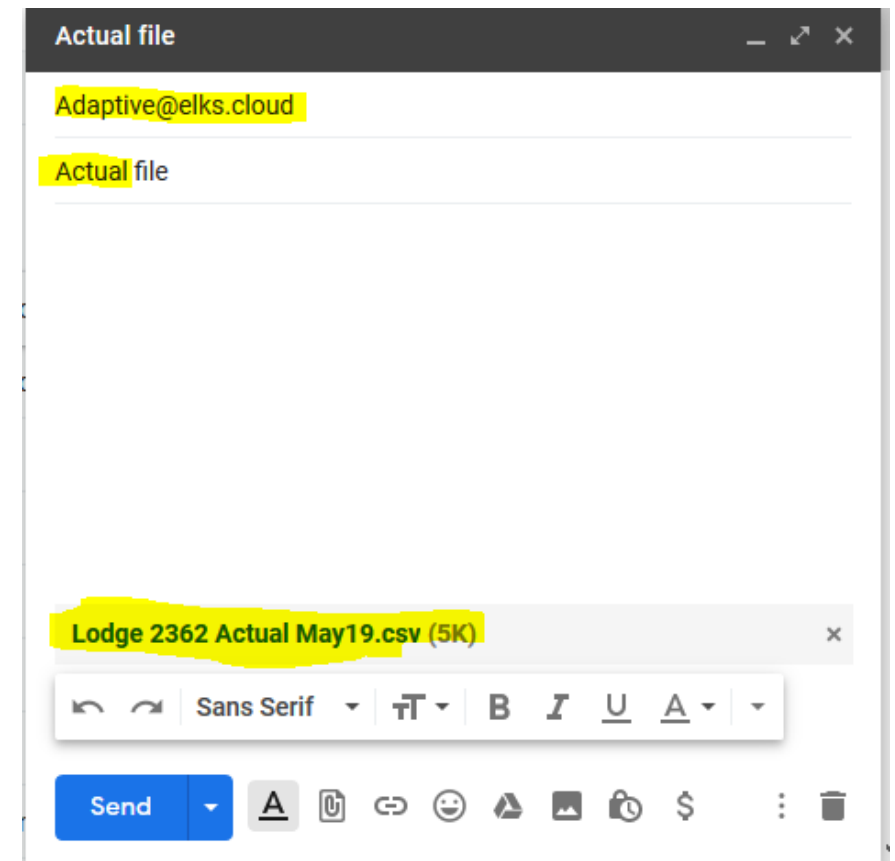
Use your preferred email client to draft a new email. Attach the file. The type of file you are submitting is determined by the Email Subject. Include the following in the subject based on the file type:

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

File Submission - Email

In this example we'll submit an Actual file using Gmail.

- The To address is Adaptive@elks.cloud
- The Subject contains the word Actual – signaling an Actual file.
- The file Lodge 2363 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:

Actuals File Lodge 2362 Actual May19.csv Processed  Inbox x



Adaptive

to me ▾

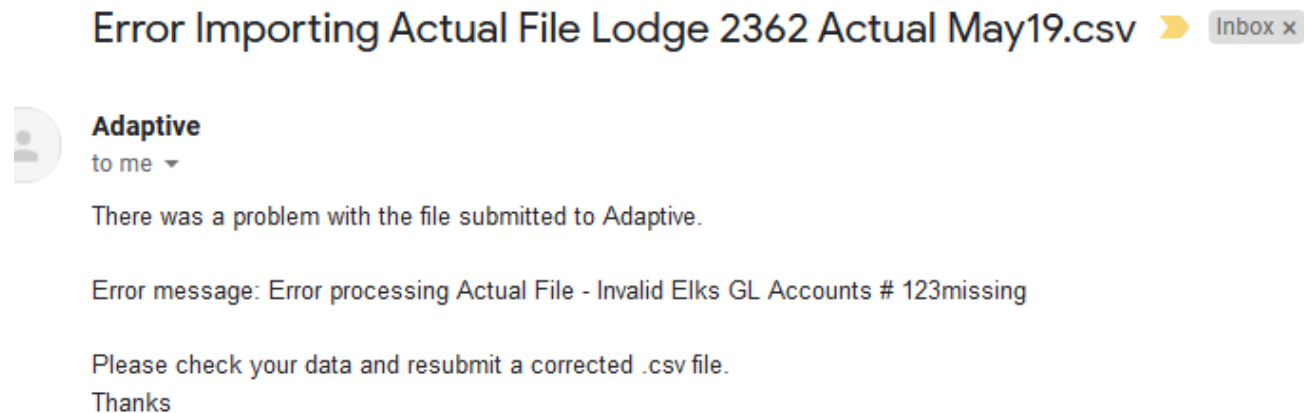
We have successfully processed your file. Thank you!

 Reply

 Forward

File Submission - Error

If there was an issue with the data, you'll receive a detailed 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.

Example Data Files - Quickbooks

Click the images below for a full sample file.

General Ledger Account Mapping

	A	B	C
1	LodgeNumber	LodgeGLAccount	ElksStandardGLAccount
2	2581	10100	10101
3	2581	10105	10101
4	2581	10104	10101
5	2581	10107	10101
6	2581	10107B	10101
7	2581	10107J	10101
8	2581	10106	10101
9	2581	10111	10101
10	2581	10109	10101
11	2581	101-03	10101
12	2581	10101	10101
13	2581	10200	10201
14	2581	10217	10201
15	2581	10201	10201
16	2581	10216	10201
17	2581	10214	10201
18	2581	10500	10500
19	2581	11100	11100
20	2581	11000	11000
21	2581	10700	10700
22	2581	10800	10806
23	2581	10806	10806
24	2581	10802	10802
25	2581	10803	10803

Actual Monthly Activity

	A	B	C	D
1	LodgeNumber	LodgeGLAccount	Date	Amount
2	2581	30100 · Membership Dues - Lodge portion	3/1/2019	-3032.69
3	2581	10201 · 9804 Lodge Checking-Anchor Bank	3/1/2019	60
4	2581	28001 · Prepaid Event Deposits	3/1/2019	0
5	2581	28001 · Prepaid Event Deposits	3/1/2019	500
6	2581	28001 · Prepaid Event Deposits	3/1/2019	750
7	2581	28002 · Prepaid Event Expenses	3/1/2019	-400
8	2581	315-14 · Sweetheart Supper Inc.	3/1/2019	0
9	2581	28110 · Prepaid Dues 2018-2019	3/1/2019	3032.69
10	2581	315-70 · Night in New Orleans - Income	3/1/2019	-500
11	2581	315-70 · Night in New Orleans - Income	3/1/2019	-750
12	2581	315-70 · Night in New Orleans - Income	3/1/2019	-60
13	2581	390-70 · Night in New Orleans - Expense	3/1/2019	400
14	2581	10201 · 9804 Lodge Checking-Anchor Bank	3/2/2019	0
15	2581	10201 · 9804 Lodge Checking-Anchor Bank	3/2/2019	565.08
16	2581	10201 · 9804 Lodge Checking-Anchor Bank	3/2/2019	316
17	2581	29013 · ENF Prepaid	3/2/2019	-10
18	2581	28120CC · CC Dues Holding Account 2019-20	3/2/2019	222
19	2581	315-70 · Night in New Orleans - Income	3/2/2019	-565.08
20	2581	315-70 · Night in New Orleans - Income	3/2/2019	-210
21	2581	28130 · Prepaid Dues 2019-2020	3/2/2019	-162
22	2581	28130 · Prepaid Dues 2019-2020	3/2/2019	-81
23	2581	28131 · Prepaid National Dues 2019-2020	3/2/2019	-34
24	2581	28131 · Prepaid National Dues 2019-2020	3/2/2019	-17

Budget - Annual

	A	B	C	D	E
1	LodgeNumber	LodgeGLAccount	FYE	Version	Annual
2	2581	30100 · Membership Dues - Lodge portion	2019	Budget	33000
3	2581	30101 · Dues - Grand and State Portion	2019	Budget	10125
4	2581	30102 · Initiation/Reinstatement Fees	2019	Budget	1500
5	2581	30501 · RV Rental Income - Other	2019	Budget	15000
6	2581	30502 · RV Rental Expenses	2019	Budget	-300
7	2581	30502E · RV Expenses - Electricity	2019	Budget	-2400
8	2581	30503 · Lodge Rental Income - Other	2019	Budget	3000
9	2581	30504 · Lodge Rental Expenses	2019	Budget	-400
10	2581	30506 · Grounds / Cabana Rental	2019	Budget	100
11	2581	30801 · Donations received - Other	2019	Budget	600
12	2581	30802 · Tall Elks	2019	Budget	3650
13	2581	30803 · ENF	2019	Budget	2000
14	2581	30805 · French Roast Funds Allocated	2019	Budget	0
15	2581	30808 · Heat Pump	2019	Budget	1000
16	2581	30811 · Veteran's Reserve Funds Used	2019	Budget	100
17	2581	31000 · Legacies & Bequests	2019	Budget	700
18	2581	31100 · Miscellaneous Income - Other	2019	Budget	500
19	2581	31102 · CC Fees Collected	2019	Budget	0
20	2581	31104 · Dart Income	2019	Budget	100
21	2581	31106 · Pin Sales	2019	Budget	200
22	2581	31107 · Pool Table Income	2019	Budget	100
23	2581	31108 · Pool Table Expenses	2019	Budget	-100
24	2581	315-01 · Vet Dinner Dance Income	2019	Budget	625



Support

Email support at CHEAAcctg@yahoo.com

Debra Mello

CHEA FRS Coordinator