



Exporting Mapping 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-Exporting-Mapping-File>
- This document can be found by visiting <http://www.CHEA-Elks.org> under Accounting Consultants. This link is password protected “AA2019”.
- 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.
- M & M (Morrison & Morrison CPA Inc.) will represent the accounting company who you will send all reports to related to this new accounting systems.



Preparing your QuickBooks accounts

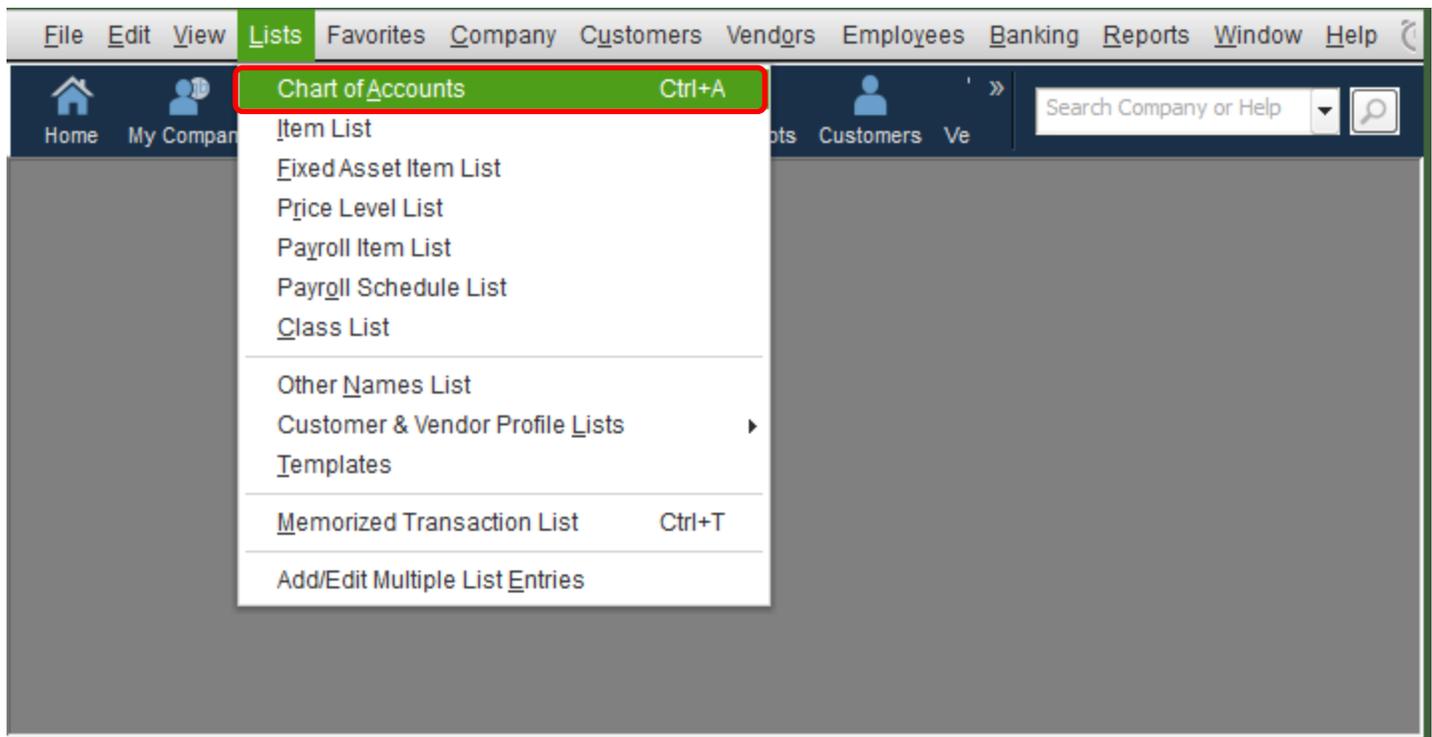
The fastest way to create your account mapping file is to edit existing QuickBooks accounts. Once you put the new account number you can add the mapping standard ELKS account number in the **BANK ACCT. NO. or NOTES or Account No.** field.

Go to the Grand Lodge Website and print out the new chart of accounts. All accounts **MUST** be changed to the new numbers. Remove all dashes and periods in all numbers. Example: 30160 Social Activities this account will have subaccount numbers list them as 3016001 (this way gives you 99 numbers) or 30160a (this way gives you 26 letters). The mapping number for each will be "30160".

Now you are ready to take you chart of accounts to excel to help you figure out the mapping. Once every account has been modified, you're ready to create mapping file to send to "Morrison & Morrison."

Let's get started.

Open **Chart of Accounts** by Going to **Lists** → **Chart of Accounts**.





Once the **Chart of Accounts** is opened **Right-Click** in the center of screen → select **Customize Columns**

The screenshot shows the 'Chart of Accounts' window with a menu bar (File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help) and a toolbar with icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, and Customers. A search bar is present with the text 'Search Company or Help'. Below the search bar is a table of accounts with columns for NAME, TYPE, BALANC..., and ATT... The account '102-03 - Prepaid Dues-Old Account' is selected and highlighted in green. A right-click context menu is open over this account, listing various actions. The 'Customize Columns...' option is highlighted with a red rectangular box. At the bottom of the window, there are dropdown menus for 'Account', 'Activities', and 'Reports', an 'Attach' button, and a checked checkbox for 'Include inactive'.

NAME	TYPE	BALANC...	ATT...
102-04 - Old Restricted Acct Anchor Bank			
102-03 - Prepaid Dues-Old Account			
10100 - Cash on Hand			
10105 - Kitchen Money Bag			
10104 - Bar Money Bag			
10107 - Bingo Money Bag			
10107B - Bar Bingo Progressive			
10107J - Bingo Jackpot Reserve			
10106 - Cabana Money Bag			
10111 - Joker Wild Money			
10109 - Pull Tab Bank Money			
101-03 - Bar Gambling Tackle Box			
10101 - Petty Cash - Office/ Debit Card			
101-10 - Games Machine Money Bag			
101-05 - Clerk Cash			
10200 - Cash in Bank			
10217 - Credit card holding			



→ Click on Bank No. / Note then Click on Add → Click on Move Up or Down depending on where this was placed on the right-hand screen and put under name.

Customize Columns - Chart of Accounts

Available Columns	Buttons	Chosen Columns
1099 Account	Add >	Active Status
Acct. #		Name
Balance	< Remove	Online
Bank No. / Note	Move Up	Type
Description	Move Down	Balance Total
Income Account	Default	Attach
Reimbursed expenses		
Tax Code		
Tax Line		

OK Cancel

Customize Columns - Chart of Accounts

Available Columns	Buttons	Chosen Columns
1099 Account	Add >	Active Status
Acct. #		Name
Balance	< Remove	Bank No. / Note
Description	Move Up	Online
Income Account	Move Down	Type
Reimbursed expenses	Default	Balance Total
Tax Code		Attach
Tax Line		

OK Cancel



So, as you are adding the Bank No. / Note you can see if you missed one or coded one wrong. Now you screen should look like this:

NAME	BANK NO. / NOTE	TYPE	BALANCE TOTAL	ATTACH
10101 - CASH ON HAND	10101	Bank	3,000.00	
ATM MACHINE		Bank	0.00	
10200 - RIVER CITY BANK CHECKING	10200	Bank	-2,274.58	
CENTENNIAL SAVING		Bank	0.00	
10301 - GEN SAVINGS-RIVER CITY	10301	Bank	8,658.18	
1030101 - RIVER CITY SAV-DUES 19/20	10301	Bank	0.00	
1030102 - SAVINGS-REPAIRS FOR RENTAL	10301	Bank	0.00	
1030103 - LANDSCAPE & WEST BAR FUND	10301	Bank	2,547.50	
1030106 - GREY COAT FUND	10301	Bank	1,888.10	
1030107 - RENTAL REPAIR FUND	10301	Bank	0.00	
EASTER GRANT MONEY		Bank	0.00	
BOY SCOUTS		Bank	0.00	
1030201 - BUILDING IMPRV.118-275635	10302	Bank	1,275.07	

You can now export your chart of accounts to Excel so you can map out the numbers before making the changes into QuickBooks. This is done in case you encounter any duplicate number problems, as you don't want to merge any accounts unless you are sure they should be merged.

First create a NEW GROUP in the memorized reports. I would call it "M & M REPORTING" as you will have other reports that you will send on a regular basis.

On the bottom of the screen: → **Click on Reports then Click on Account Listing.** The Chart of Account Listing will generate. This will produce a report which can be customized to fit the requirements of M & M.



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File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Chart of Accounts

NAME	BANK NO. / NOTE	TYPE	BALANCE TOTAL	ATTACH
10101 - CASH ON HAND	10101	Bank	3,000.00	
ATM MACHINE		Bank	0.00	
10200 - RIVER CITY BANK CHECKING	10200	Bank	-2,274.58	
CENTENNIAL SAVING		Bank	0.00	
10301 - GEN SAVINGS-RIVER CITY	10301	Bank	8,658.18	
1030101 - RIVER CITY SAV-DUES 19/20	10301	Bank	0.00	
1030102 - SAVINGS-REPAIRS FOR RENTAL	10301	Bank	0.00	
1030103 - LANDSCAPE & WEST BAR FUND	10301	Bank	2,547.50	
1030106 - GREY COAT FUND	10301	Bank	1,888.10	
1030107 - RENTAL REPAIR FUND	10301	Bank	0.00	
EASTER GRANT MONEY		Bank	0.00	
BOY SCOUTS		Bank	0.00	
1030201 - BUILDING IMPRV.118-275635	10302	Bank	1,275.07	
TILE ROOF 118-275635	10302	Bank	0.00	
1030202 - EQUIP REPLACEMENT-118-290691	10302	Bank	4,814.94	
1030204 - BUILDING RESTORATION 118-289958	10302	Bank	11,512.81	

Account Activities Reports Attach Include inactive

- QuickReport: 1030202 - EQUIP REPLACEM Ctrl+Q
- Income Tax Preparation
- Account Listing
- Reports on All Accounts

Click **Customize Report**:

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Home My Company Income Tracker Bill Tracker Calendar Snapshots Customers Ve

Search Company or Help

Customize Report Comment on Report Share Template Memorize Print E-mail Excel

Show Filters

4:07 PM
07/30/19

Elks Lodge 2581-13
Account Listing
July 30, 2019

Account	Type	Balance Total	Description
10100 - Cash on Hand	Bank	10,404.25	
10100 - Cash on Hand:10105 ...	Bank	500.00	
10100 - Cash on Hand:10104 ...	Bank	1,500.00	
10100 - Cash on Hand:10107 ...	Bank	1,484.00	

On the **DISPLAY** tab, please clear all check marks and only select **(left margin), Account, Type, Acct. # and Bank No. / Note** columns, as shown on the screenshot below:



Modify Report: Account Listing

Display | Filters | Header/Footer | Fonts & Numbers

COLUMNS

Search Columns

- (left margin) ←
- Active Status ←
- Account ←
- Type ←
- Acct. # ←
- Bank No. / Note ←
- Description

Sort by: **Default**

Sort in: Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help

Now memorized this new report for future use and call it "ACCOUNT LISTING-MAPPING" under the Group "M & M REPORTING". Once you have this report memorized at top of screen → **Click on Excel** → **Click on Create New Worksheet** → **Click on Export**.

Send Report to Excel

WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

- Create new worksheet**
 - in new workbook
 - in existing workbook
- Update an existing worksheet [How it works](#)
- Replace an existing worksheet
- Create a comma separated values (.csv) file

Advanced...

Export Cancel Help



Now you are ready to start figuring out the mapping.

	Account	Type	Acct. #	Bank No. / Note
1				
2	10101 - CASH ON HAND	Bank	10101	10101
3	10200 - RIVER CITY BANK CHECKING	Bank	10200	10200
4	10301 - GEN SAVINGS-RIVER CITY	Bank	10301	10301
5	10301 - GEN SAVINGS-RIVER CITY:10301.1	Bank	10301.1	10301
6	10301 - GEN SAVINGS-RIVER CITY:10301.2	Bank	10301.2	10301
7	10301 - GEN SAVINGS-RIVER CITY:10301.3	Bank	10301.3	10301
8	10301 - GEN SAVINGS-RIVER CITY:10301.6	Bank	10301.6	10301
9	10301 - GEN SAVINGS-RIVER CITY:10301.7	Bank	10301.7	10301
10	10400 - BUILDING IMPRV.118-275635	Bank	10400	
11	10402 - EQUIP REPLACEMENT-118-290691	Bank	10402	
12	10404 - BUILDING RESTORATION 118-28991	Bank	10404	
13	12000 - Undeposited Funds	Other Current Asset	12000	
14	10700 - CREDIT CARD CLEARING	Other Current Asset	10700	
15	10500 - ACCOUNTS RECEIVABLE	Other Current Asset	10500	
16	10600 - PAYROLL CLEARING	Other Current Asset	10600	

When you print out the worksheet (print using gridlines). In column "F" pencil in the mapping number. You will have some account numbers that you can't find so assign a number as close as you can. Once you have mapped out all the accounts create a backup before changing any account numbers that needs to be changed and adding the mapping numbers. Be careful when merging an account together. If you have to restore because something went wrong, you can start over again with the backup.

→ Click on FILE → Click on **BACKUP COMPANY** → Click on **CREATE LOCAL BACKUP** and follow the remaining steps.

Create Backup

Make a backup copy of everything you need to recreate your company file in case of accidental loss or damage to your data.

Do you want to save your backup copy online or locally?

- Online backup
Get automatic, online backup for your QuickBooks data and other important documents using Intuit's online backup solution (fees may apply).
[Try now or learn more](#)
- Local backup
Save locally to a removable storage device (such as a CD or USB flash drive) or to a folder on your network.

Click **Options** to change your current backup settings.



Right-click or "CTRL E" on every account you will be mapping, and Edit Account:

The screenshot shows a software window with a menu bar (File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help) and a toolbar with icons for Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, and Customers. A search bar is present. Below the toolbar is a search field with 'Look for account name or number' and 'Search' and 'Reset' buttons. A table lists accounts with columns for NAME, TYPE, BALANC..., and ATT... The account '102-03 - Prepaid Dues-Old Account' is selected, and a context menu is open over it. The 'Edit Account' option is highlighted with a red box. Other options in the menu include Find..., Refresh, New, Delete Account, Make Account Active, Customize Columns..., Write Checks, Make Deposits, and Enter Credit Card Charges.

IMPORTANT: Note field will vary based on the Account type. You may see **Bank Acct. No.** or **Note** or **Account No.** description. They are just note fields. This is where you must enter the corresponding Standard ELKS account number. *In the screenshots below you see examples of filled out note fields:*

The screenshot shows the 'Edit Account' dialog box. The 'Account Type' is set to 'Bank' and the 'Number' is '10200'. The 'Account Name' is 'CHECKING GENERAL'. There is a 'Subaccount of' dropdown. Under the 'OPTIONAL' section, the 'Description' field is empty. The 'Bank Acct. No.' field is filled with '10200' and highlighted with a red box. Other fields include 'Routing Number', 'Tag-Line Mapping' (set to '<Unassigned>'), and a 'Change Opening Balance...' button. There are checkboxes for 'Remind me to order checks when I reach check number' and 'Order checks I can print from QuickBooks'. At the bottom, there are buttons for 'Set Up Bank Feeds...', 'Save & Close', and 'Cancel'.

Don't forget to **Save & Close**, and repeat for every account that must be mapped.



Exporting account mapping file from QuickBooks for M & M:

From the Memorized Report List click on the report we made "Account Listing-Mapping" and it will produce the report which we be customized to fit M & M requirements.

Click **Customize Report**:

WOODLAND ELKS LODGE #1299 - QuickBooks Accountant Desktop 2016

Accountant Company Customers Vendors Employees Banking Reports Window Help

Account Listing Mapping

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh Default

Elks Lodge 2581-13
Account Listing
July 30, 2019

Account	Type	Acct. #	Bank No. / Note
10101 - CASH ON HAND	Bank	10101	10101
10200 - CHECKING GENERAL	Bank	10200	10200
10301 - GEN SAVINGS-RIVER...	Bank	10301	10301
10301 - GEN SAVINGS-RIVER...	Bank	1030101	10301
10301 - GEN SAVINGS-RIVER...	Bank	1030102	10301
10301 - GEN SAVINGS-RIVER...	Bank	1030103	10301
10301 - GEN SAVINGS-RIVER...	Bank	1030106	10301
10301 - GEN SAVINGS-RIVER...	Bank	1030107	10301
1030201 - BUILDING IMPRV.11...	Bank	1030201	10302
1030202 - EQUIP REPLACEME...	Bank	1030202	10302
1030204 - BUILDING RESTOR...	Bank	1030204	10302
10500 - ACCOUNTS RECEIVA...	Other Current Asset	10500	10500
1050001 - Undeposited Funds	Other Current Asset	1050001	10500

We only need to export three columns: **Left Margin**, Lodge **Account Number** and the **Notes** field which represents standard ELKS GL Account number. *To do that, on the DISPLAY tab, please clear all check marks and only select (left margin), Acct. # and Bank No. / Note columns, as shown on the screenshot below:*

Modify Report: Account Listing

Display Filters Header/Footer Fonts & Numbers

COLUMNS

Search Columns

- (left margin) ←
- Active Status
- Account
- Type
- Acct. # ←
- Bank No. / Note ←
- Description

Sort by: Default

Sort in: Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help



Now your Account Listing report is ready.
This is how your data should appear before it is exported to a file:

4:48 PM
07/30/19

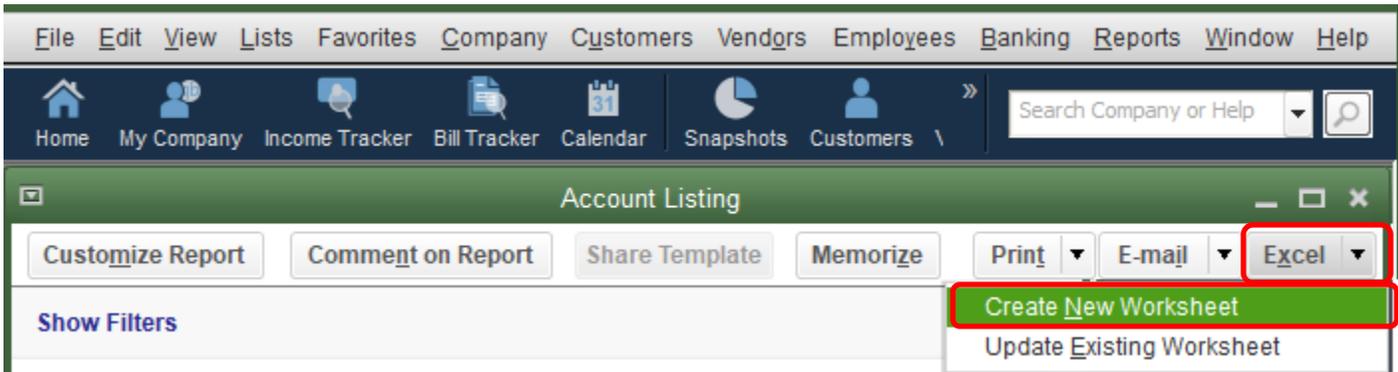
Elks Lodge 2581-13
Account Listing
July 30, 2019

Acct. #	Bank No. / N...
10100	10101
10105	10101
10104	10101
10107	10101
10107B	10101
10107J	10101
10106	10101
10111	10101
10109	10101

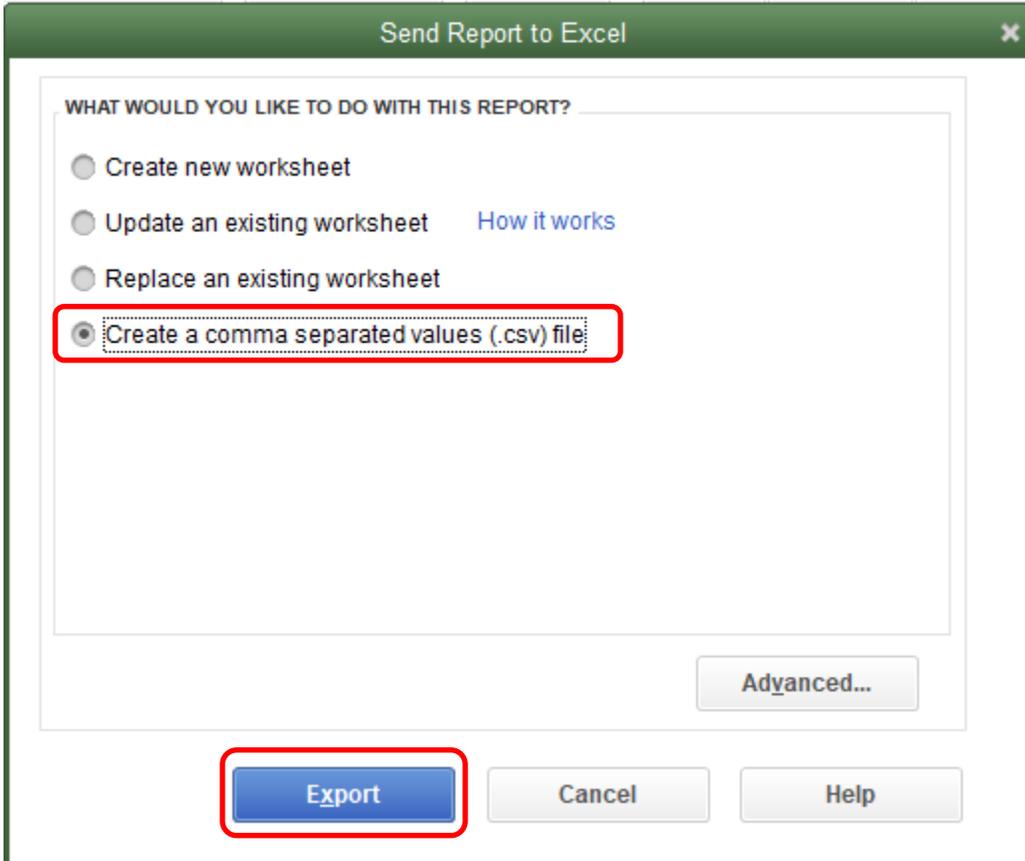
Memorize this report as a new report in QuickBooks in case you have to resend another mapping file. Name this file "LodgeNumber Mapping" and put under the grouping reports "M & M REPORTING".



Locate **Excel** drop-down button on the top-right side of the report → **Create New Worksheet**.



Select **“Create a comma separated values (.csv) file”** → **Export**



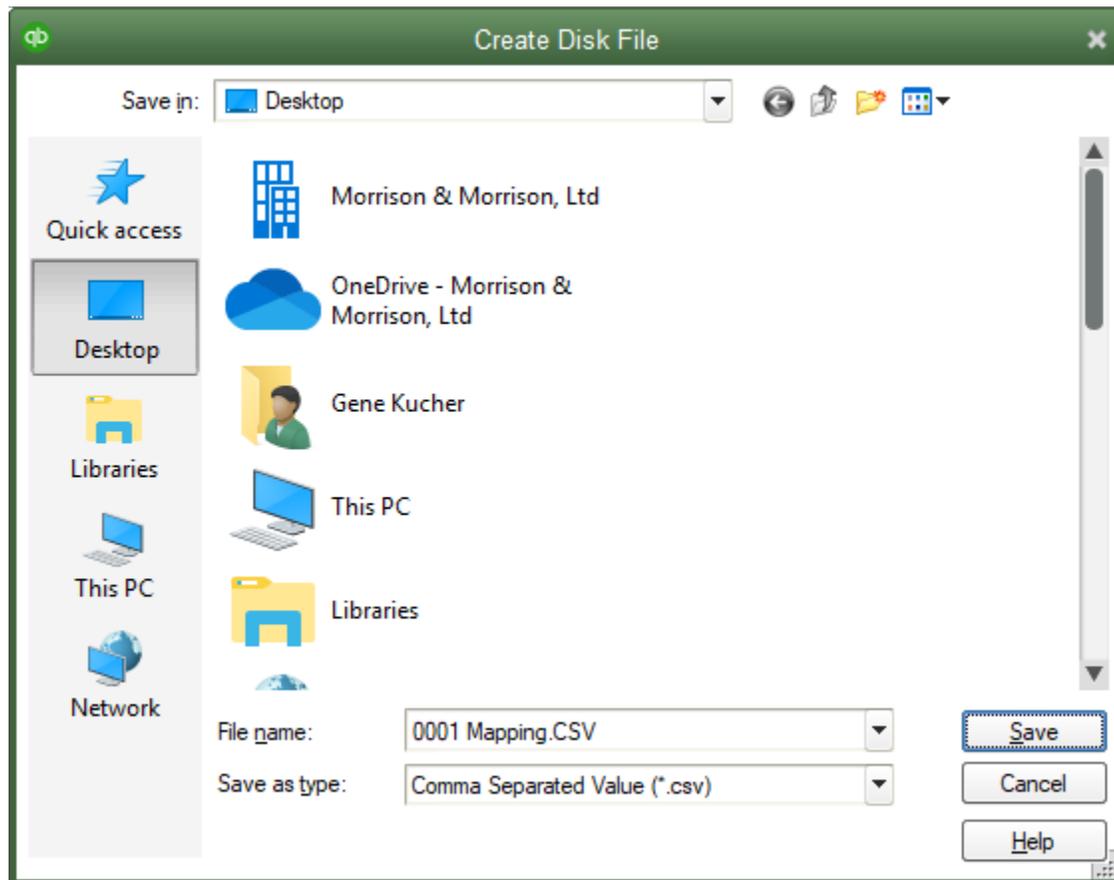


Save it to a folder **where you can later find it.**

We recommend naming your file **“LodgeNumber Mapping.CSV”**

For example, **0001 Mapping.CVS**

See screenshot below - saving 0001 Mapping.csv file to my Desktop:





Finalizing changes to the Mapping file in Excel

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



You must replace the column headers with the following values:

LodgeNumber **LodgeGLAccount** **ElksStandardGLAccount**

These values must be typed (or better yet, copied) exactly as shown below:

	A	B	C	D
1	LodgeNumber	LodgeGLAccount	ElksStandardGLAccount	
2		10100	10101	
3		10105	10101	
4		10104	10102	
5		10107	10101	
6		10107B	10101	
7		10107J	10101	
8		10106	10101	
9		10111	10101	
10		10109	10101	
11		101-03	10101	
12		10101	10102	
13		10200	10201	
14		10217	10106	
15		10201	10201	
16		10216	10202	
17		10214	10214	
18		10500	10500	
19		11100	11100	
20		11000	11000	
21		10700	10700	



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Next, type your Lodge number in every field under LodgeNumber column header, starting with cell A2.
 If your Lodge number starts with a zero, please type apostrophe, followed by the lodge number (see example below).

	A	B	C	D
1	LodgeNumber	LodgeGLAccount	ElksStandardGLAccount	
2	'0001	10100	10101	
3		10105	10101	
4		10104	10102	
5		10107	10101	
6		10107B	10101	
7		10107J	10101	
8		10106	10101	
9		10111	10101	
10		10109	10101	

Make sure to copy the Lodge number value to every row, as shown below:

	A	B	C
1	LodgeNumber	LodgeGLAccount	ElksStandardGLAccount
2	'0001	10100	10101
3	'0001	10105	10101
4	'0001	10104	10102
5	'0001	10107	10101
6	'0001	10107B	10101
7	'0001	10107J	10101
8	'0001	10106	10101
9	'0001	10111	10101
10	'0001	10109	10101
11	'0001	101-03	10101
12	'0001	10101	10102

IMPORTANT: Please make sure there are no other rows with dates or any other values. If there is blank row you must delete that line. Only data allowed in this file is the **header row with column names**, followed by **multiple rows with values for these columns** (Lodge Number, Lodge GL account, and corresponding Elks standard GL account). Most likely there will be one or two rows with report date at the top or at the bottom. If you find these rows – please delete them.

If you have more than one set of books (General, Bingo, or Restricted Accounts) you must send it as one file. You will need to follow the steps above for each set of books then create one file by cutting and pasting. After you have completed this to one file, then you will email to M & M.

Once the header values are correct, and all rows have correct Lodge number value, **SAVE** the file, and send it to adaptive@elks.cloud. After you have submitted the file, they will let you know if they encounter any problems, if they did, they will let you know what the ERRORS were. You will then correct and resend until it is successful.



When sending the file to adaptive@elks.cloud the subject line needs to have:
YOUR LODGE NAME WITH THE NUMBER: MAPPING (i.e. Lodge 0001-MAPPING).

Once the final MAPPING file has successfully been processed with M & M email the confirmation showing it was completed to me. Also send the final chart of accounts you created in the memorized report list named "ACCOUNT LISTING-MAPPING". Should you need further help or have questions please email: CHEAAcctg@yahoo.com.

From
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