

## EOM Accounting Export

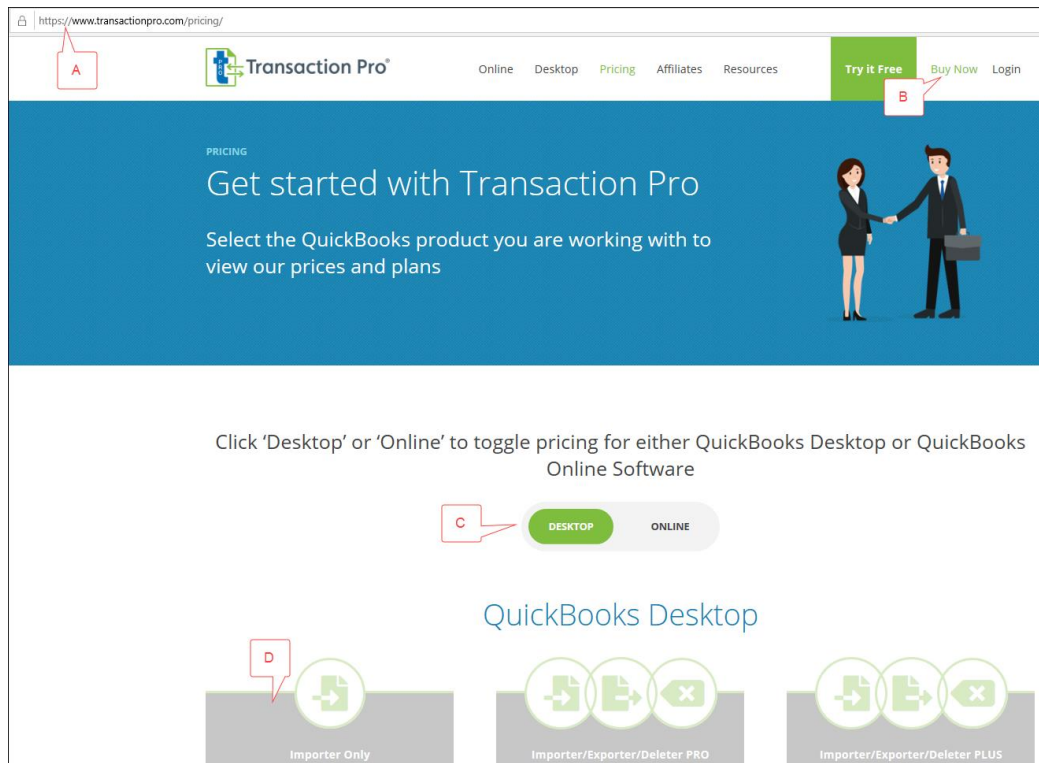
Aspire V5.2 provides the ability for users to export accounting entries from Aspire into a .csv file that can be imported into their accounting system. This new feature can be used for clients using QuickBooks Desktop or QuickBooks Online (The export may also be used with Acumatica, GP and Sage. Please contact your provider for instructions on how to import the file). Using this new feature will save you time each month because you will no longer need to manually enter the revenue and expense journal entries in the Accounting System.

In order to use the Export File Feature with QuickBooks Online or QuickBooks Desktop, you will need to purchase and download Transactions Pro Importer. You may also need to add some additional accounts to your chart of accounts in your Accounting System.

### Transaction Pro Importer

To purchase and download the Transaction Pro Importer follow the steps below:

- A. Visit the Transaction Pro website at [www.transactionpro.com](http://www.transactionpro.com).
- B. At the home page, click on the *Buy Now* link at the top of the page.
- C. In the middle of the page, select your version of QuickBooks: *Desktop or Online*.
- D. Select the *Buy Now* button in the Importer Only or the Importer/Exporter section.
- E. Review your order and *Proceed to Checkout*.
- F. Follow the on-screen instructions on how to download the program.
- G. Be sure to register your Transaction Pro Importer.



## GL Account Numbers

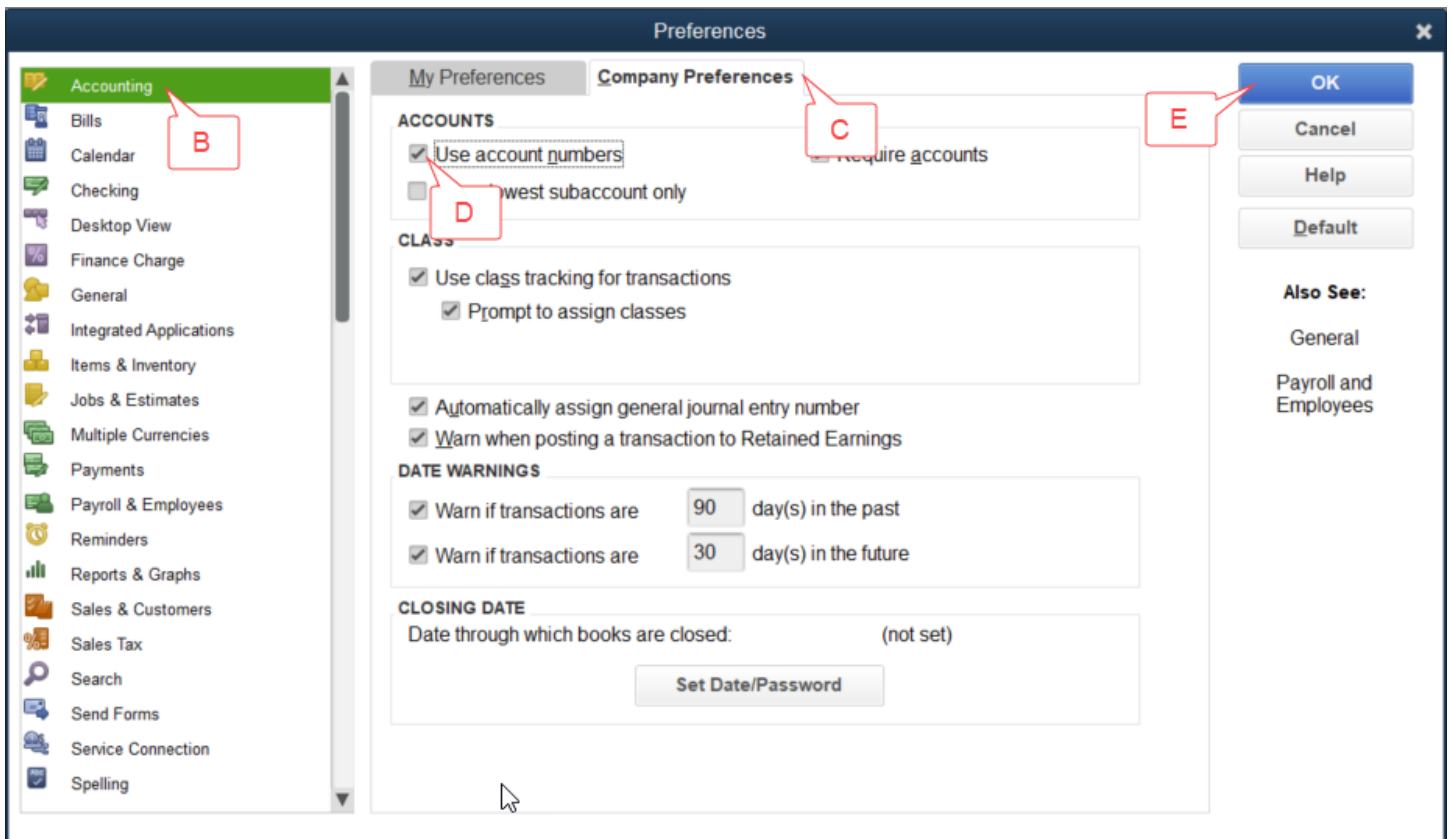
For the import to work properly you will need to use Account Numbers in QuickBooks and possibly add some account numbers to your Chart of Accounts.

If you are not currently using Account Numbers in your Chart of Accounts, you can turn the functionality on in *Preferences*. To turn the feature on in:

### QuickBooks Desktop



To enable account numbers in QuickBooks Desktop:

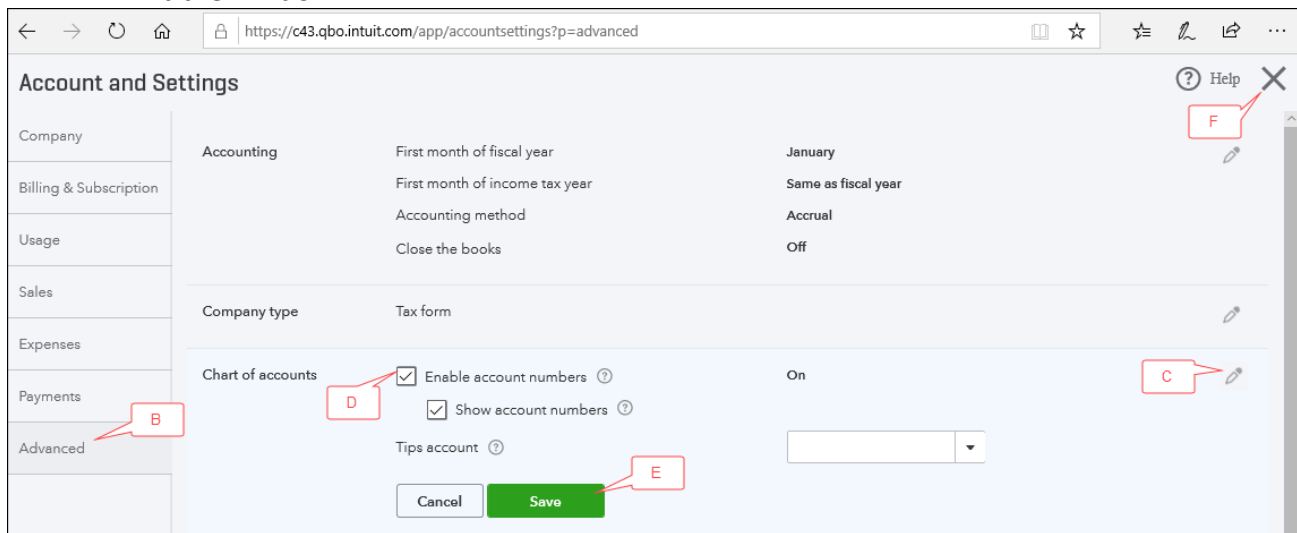
- A. Click on the *Edit* option in the menu bar and select *Preferences* from the drop-down menu.
- B. Select *Accounting* from the options in left.
- C. Select the *Company Preferences* tab.
- D. Under the Accounts section at the top of the window, click to put a checkmark in the option, *Use Account Numbers*.
- E. Select the *OK* button.



## QuickBooks Online

To enable account numbers in QuickBooks Online:

- A. Go to Settings icon  and select *Account and Settings*.
- B. Select *Advanced*.
- C. Select Edit icon  in the *Chart of Accounts* section.
- D. Select *Enable Account Numbers*. If you want the account numbers to show on reports and transactions, select *Show Account Numbers*.
- E. Select *Save*
- F. *Exit* the window.



### Account Numbers to Add to the Chart of Accounts

The following accounts (**Account Name** - *Account Type*) will need to be added to your Accounting System if they are not already setup. Assign account numbers that are consistent with your current account numbering format.

- **Checking Account** - *Bank*
- **Accounts Receivable** – *Accounts Receivable*
- **Accounts Payable** – *Accounts Payable*
- **Inventory Holding** – *Other Current Asset*
- **Inventory Holding Material** – *Other Current Asset*
  - Sub account of Inventory Holding
- **Inventory Holding Equipment** – *Other Current Asset*
  - Sub account of Inventory Holding
- **Inventory Holding Subcontractor** – *Other Current Asset*
  - Sub account of Inventory Holding
- **Inventory Holding Other** – *Other Current Asset*
  - Sub account of Inventory Holding
- **Over/Under (Earned Revenue > Invoiced Revenue)** – *Other Current Asset*

- Only required if you are reporting Earned Revenue
- **Sales Tax Payable – Other Current Liability**
  - Needed only if you bill tax to your customers
- **Over/Under (Invoiced Revenue > Earned Revenue) – Other Current Liability**
  - Only required if you are reporting Earned Revenue
- **Revenue – Income**
  - Revenue Account for each division if the COA is setup to that detail
- **Revenue Variance – Income**
  - Only required if you are reporting Earned Revenue
- **Invoice Adjustments – Income**
- **Miscellaneous Invoice Revenue - Income**
- **Cost of Goods Sold Material – Cost of Goods Sold**
- **Cost of Goods Sold Equipment – Cost of Goods Sold**
- **Cost of Goods Sold Subcontractor – Cost of Goods Sold**
- **Cost of Goods Sold Other – Cost of Goods Sold**
  - COGS Account for each division if the COA is setup to that detail

## Aspire Setups

After you have downloaded Transaction Pro and added the required GL Account Numbers in your Accounting System, you will need to complete the setups in Aspire located in *Application Configuration* and in the *Divisions* and *Payment Categories* of the *Manage Lists*.

### **Application Configuration**

In the *Application Configuration* you will need to enable the End of Month Accounting Export feature and map accounts to the Accounting System Chart of Accounts. To open the *Application Configuration* screen:

- Hover over your username in the upper, right-hand corner of Aspire and select *Administration* from the menu.
- From the *Administration/System Overview* screen, click on the pencil icon in the upper right-hand corner to open the *Application Configuration* screen.
- Select the *Accounting Sync* tab
- Click to put a checkmark in the field labeled, *Enable EOM Export*. When this box is selected additional fields will be displayed at the bottom of the screen. Complete the fields that are appropriate for your company.


The additional fields that are displayed include:

- **Export Revenue Type** (required): Select either *Invoiced* or *Earned* depending on how you report revenue on your Profit & Loss Statement. If you select *Invoiced*, the debit amounts under *A/R* on your *End of Month* report on the *Revenue* tab will be used as the credit amounts to your revenue accounts. If you choose *Earned*, the credit amounts under *Earned Revenue* will post as credits to your revenue accounts.

- **Sales Tax Payable** (optional): If you charge sales tax to your customers, enter the GL Liability account number from your Chart of Accounts. The amount from the *End of Month* report, *Revenue* tab, under the *Revenue* section for *Sales Tax* will post as a credit to this account.
- **AR Account** (required): Enter your Accounts Receivable account number. The total of the amounts from the *End of Month* report, *Revenue* tab, in the *A/R* section will post as a debit to this account.
- **Sales Tax Vendor Account** (optional): If you charge sales tax to your customers you will need to complete this field. Enter the Vendor name, **exactly** as it appears in QuickBooks in Vendor Center.
- **Equipment Account** (required): Enter your Inventory Holding – Equipment Rental account number. The amount from the *End of Month* report, *Expense* tab, for *Holding Equipment* will post as a credit to this account.
- **Other Account** (required): Enter your Inventory Holding – Other account number. The amount from the *End of Month* report, *Expense* tab, for *Holding Other* will post as a credit to this account.
- **Invoice Adjustments Account** (required): Enter the Invoice Adjustments account number. The amount from the *End of Month* report, *Revenue* tab, under the *Revenue* section for *Invoice Adjustments* will post as a credit to this account.
- **Over/Under Account**: This field will be required if you selected *Earned* for the *Export Revenue Type*. Enter either the Invoiced Revenue > Earned Revenue account number or the Earned Revenue > Invoiced Revenue account number. The amount from the *End of Month* report, *Revenue* tab, under the *Revenue* section for *Over/Under* will post as a debit or credit to this account.
- **Misc. Invoice Account** (required): Enter the Miscellaneous Invoice account number. The amount from the *End of Month* report, *Revenue* tab, under the *Revenue* section for *Misc. Invoices* will post as a credit to this account.
- **Material Account** (required): Enter your Inventory Holding – Material account number. The amount from the *End of Month* report, *Expense* tab, for *Holding Material* will post as a credit to this account.
- **Sub Account** (required): Enter your Inventory Holding – Subcontractor account number. The amount from the *End of Month* report, *Expense* tab, for *Holding Sub* will post as a credit to this account.

### **Division Account Numbers**

When the *Enable EOM Export* checkbox is checked, Aspire will add additional fields to the *Division* screen available under the *Manage Lists* option in the *Administration* screen. These fields allow the user to specify account numbers in the accounting system that tie to each division. To open the *Manage Lists* screen:

- Hover over your username in the upper, right-hand corner of Aspire and select *Administration* from the menu.
- From the *Administration/System Overview* screen, click on the *Manage Lists* icon  in the *Application* section.


- In the *List Name* drop-down field, select *Division*.
- Click on a *Division* name to select it.

The additional fields that will be added to this screen include:

- **Revenue Account Number** (required): Enter the Revenue account number for this division. The amount from the *End of Month* report, *Revenue* tab will post to this account for this division. If you are reporting Invoiced Revenue, the amount in the *A/R* section will post as a credit to this account number. If you are reporting Earned Revenue, the amount under the *Revenue* section will post as a credit to this account number.
- **Material Expense Account Number** (required): Enter the Cost of Goods Sold Material account number for this division. The amount from the *End of Month* report, *Expense* tab, for the *Material* expense will post as a debit to this account.
- **Equipment Expense Account Number** (required): Enter the Cost of Goods Sold Equipment Rental account number for this division. The amount from the *End of Month* report, *Expense* tab, for the *Equipment* expense will post as a debit to this account.
- **Sub Expense Account Number** (required): Enter the Cost of Goods Sold Subcontractor account number for this division. The amount from the *End of Month* report, *Expense* tab, for the *Sub* expense will post as a debit to this account.
- **Other Expense Account Number** (required): Enter the Cost of Goods Sold Other account number for this division. The amount from the *End of Month* report, *Expense* tab, for the *Other* expense will post as a debit to this account.

### **Payment Category Account Number**

When the *Enable EOM Export* checkbox is checked, Aspire adds an *Account Number* field to the *Payment Category* screen available under the *Manage Lists* option on the *Administration* screen. A *Payment Category* is a list of choices that can be added to *Credit Memos* in Aspire if the 'Credit as Expense' box is checked.

- Hover over your username in the upper, right-hand corner of Aspire and select *Administration* from the menu.
- From the *Administration/System Overview* screen, click on the *Manage Lists* icon  in the *Application* section.
- In the *List Name* drop-down field, select *Payment Category*.
- Click on a *Payment Category Name* to select it.

This field allows the user to specify account numbers in the accounting system that tie to each payment category (i.e. Maintenance Credit, Discount, Bad Debt, etc.). In the *Account Number* field enter in the account number you want associated to this payment category.

## Exporting the End of Month Revenue and Expenses

Once end of month accounting export has been set up as described above, the *End of Month Report* provides options in the *Bulk Actions* menu for performing the export:

1. Export Revenue
2. Export Expense

By default, the file will be created for the Last Month's amounts. If you need amounts for an earlier period, select the date range before creating the export file. The export for Revenue and Expense can be done from any of the tabs in the *End of Month* report.

After selecting the export needed, a message will appear letting you know the download has completed. The exported .csv file can then be opened or saved and used to import the data into your Accounting System.

## Importing the .csv File into QuickBooks

### QuickBooks Online

To open the Transaction Pro Importer in QuickBooks Online and import the file:

- A. Click on *Apps* in the navigation bar on the left-hand side of the screen
- B. Click on the *My Apps* option at the top of the screen
- C. Find the *Transaction Pro* app and select *Launch* in the *Action* drop down box
- D. Select the *Import* option to open the Choose Import Type window
- E. Select *Journal Entries* from the options listed
- F. Drag and drop the Revenue or Expense .csv file into the box OR click to open File Explorer to browse to the location of the saved Revenue or Expense .csv file from Aspire and click *Open*
- G. Click the *Select File and Sheet* button in the lower, right-hand corner
- H. At the Select File and Sheet screen, click *Import Sheet* to open the Match Columns to QuickBooks Fields screen
- I. Match the *QuickBooks Fields* with *Import Column* headers from the Aspire export file.

<b>QuickBooks Field</b>	<b>Import Column</b>
RefNumber	Ref
TxnDate	Date
PrivateNote	Memo
Account	Account
LineAmount	Debit
Entity	Payee
Class	Class

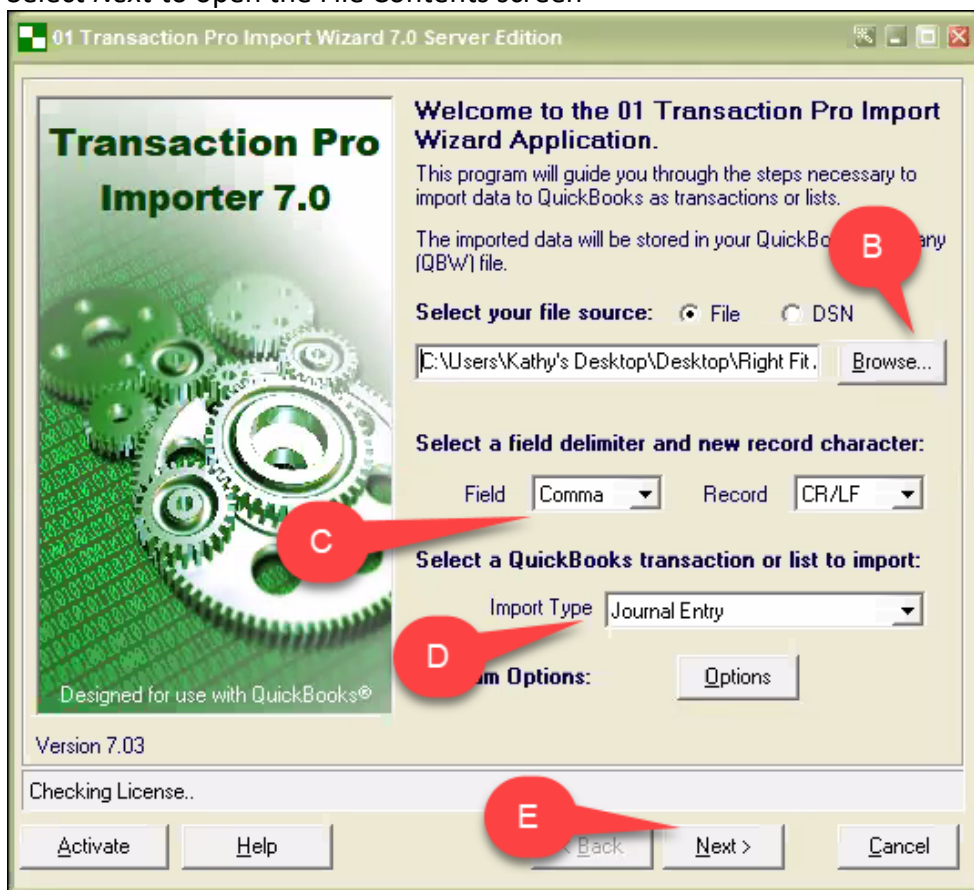
- J. Click the *Preview and Import* button in the lower, right-hand corner to open the Preview screen
- K. Review the import file and make any necessary corrections



- L. Click on the *Options* button in the upper, right-hand corner to open the Import Options screen and select the option to *Enable Account Numbers on Transactions*
- M. Click the *Import* button in the lower, right-hand corner. A confirmation box will open; click *Yes*
- N. If there are any errors in the file a warning message will appear at the top of the screen in red font and the cell(s) causing the error will be highlighted in red
- O. If the import is successful you will receive a message highlighted in green at the top of the page reading, *"Your data was imported successfully"*
- P. Close the window by clicking the *X* in the upper, right-hand corner
- Q. Repeat steps D – P to import the other (Revenue or Expense) Journal Entry
- R. Review the journal entry that exported in the accounting system for accuracy.

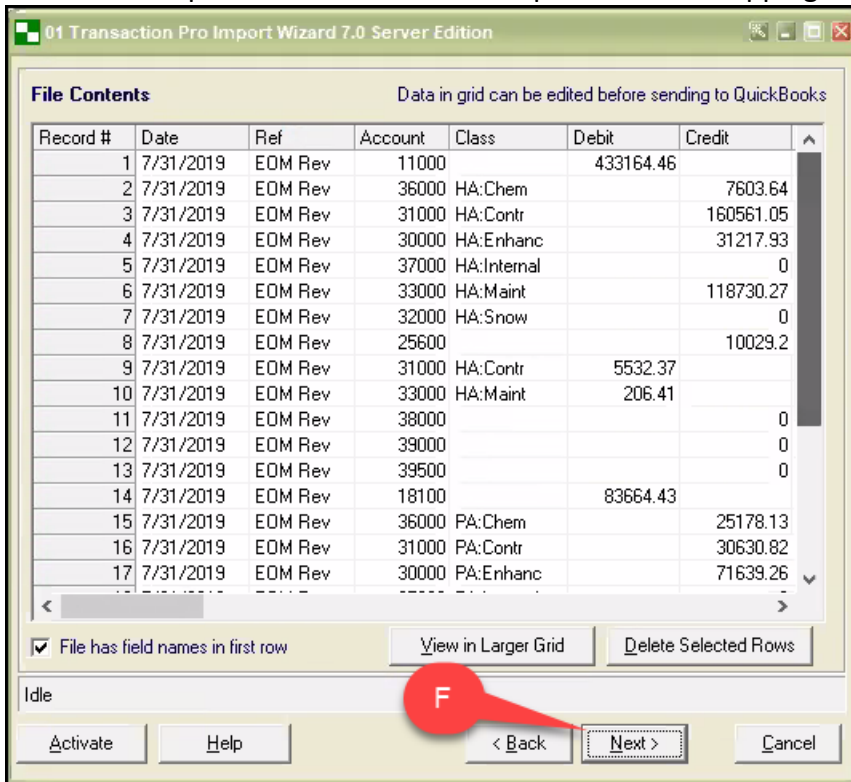
### QuickBooks Desktop

- A. Open the Transaction Pro Importer program
- B. Click the *Browse* button to open File Explorer and find the Revenue or Expense .csv file that was exported from Aspire and click *Open*
- C. If the box to select the *Field Delimiter* shows, choose *Comma*
- D. Select the QuickBooks transaction *Import Type* of *Journal Entry*
- E. Select *Next* to open the File Contents screen

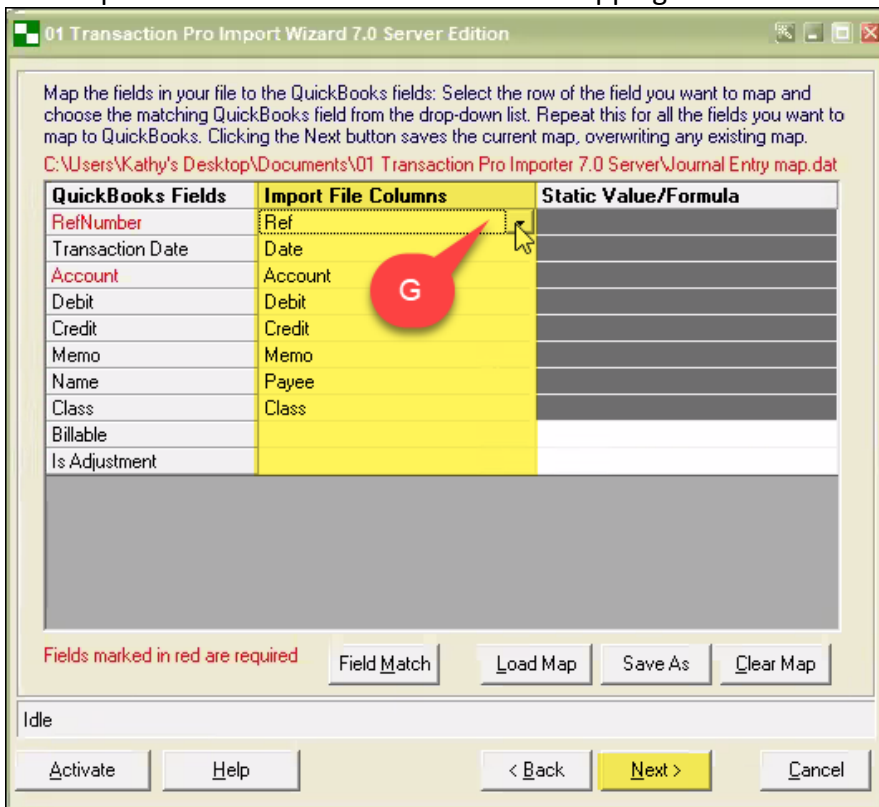




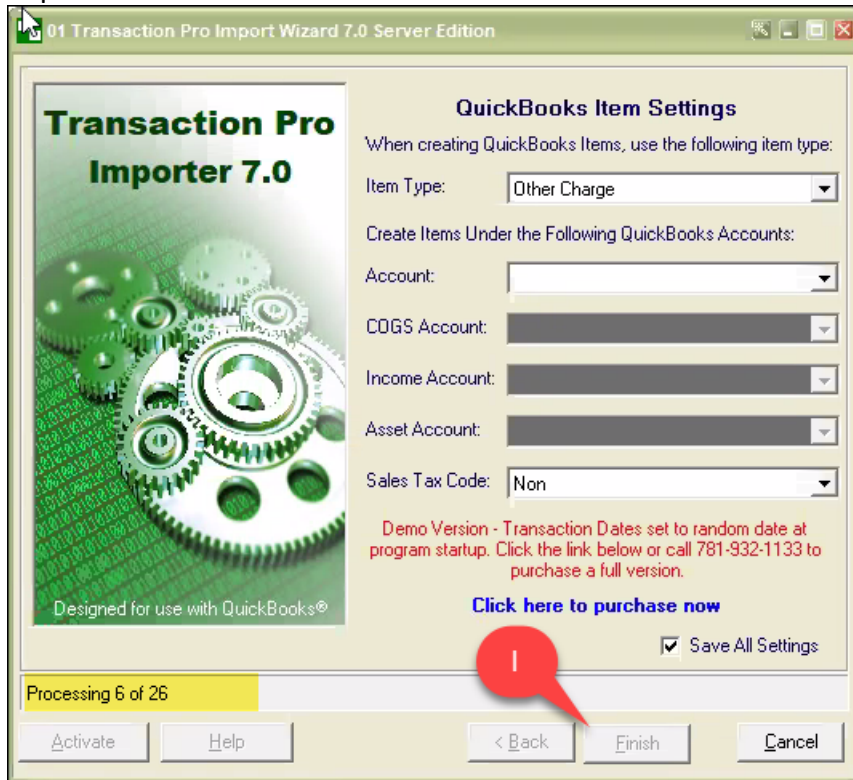
F. Review the Aspire file and click *Next* to open the field mapping screen



G. Map the *Import File Column* fields in the Aspire .csv file to the *QuickBooks Fields* from the drop-down list. Click *Next* to save the mapping



- H. Review the data and make any necessary edits and then click the *Next* button to open the QuickBooks Item Settings screen
- I. Click *Finish* to start the import of the file. The progress bar will display the status of the import



- J. Repeat steps A – I to import the other (Revenue or Expense) Journal Entry
- K. Review the journal entry that exported in the accounting system for accuracy.