

EOM Accounting Export to Excel to enter manually

Aspire V5.2 provides the ability for users to export the End of Month Revenue Tab and Expense tab entries from Aspire into a .csv file that can be imported into the accounting system OR entered manually.

Aspire Setups

To be able to export the EOM Revenue and Expense tab, you will need to complete the setups in Aspire located in *Application Configuration* and in the *Divisions* and *Payment Categories* of the *Manage Lists*.

As you go through the setup, you can enter a chart of accounts number or just a description of the account that each line will be coded to on the export.

For example, at A/R Account you could enter 11000 (as the chart of accounts number) or enter Accounts Receivable as a description from the Chart of Accounts. What you enter there will show on the export under the Account column.

Before the setup process, make sure these accounts are setup in the chart of accounts in the Accounting system.

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 or just use the description throughout this setup.

- **Accounts Receivable** – *Accounts Receivable*
- **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

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 or a description 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 or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts. 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 a description from your Chart of Accounts **OR** the Earned Revenue > Invoiced Revenue account number or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts. 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 or a description from your Chart of Accounts 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 or a description from your Chart of Accounts 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 or a description from your Chart of Accounts 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 or a description from your Chart of Accounts 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 or a description from your Chart of Accounts 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 or a description from your Chart of Accounts that tie to each payment category (i.e. Maintenance Credit, Discount, Bad Debt, etc.). In the *Account Number* field enter in the account number or a description from your Chart of Accounts 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.

Exporting the End of Month Revenue and Expenses

This is how the export will look in the excel file.

The Account file will be the information you have entered in each section in Aspire. If you use chart of account numbers, that number will show under Account. If you choose to enter a description, that description will show under Account.

Date	Ref	Account	Class	Debit	Credit	Memo	Payee
5/31/2018	EOM Rev	A/R		342878.9		EOM Revenue	Aspire System
5/31/2018	EOM Rev	Enh Rev	Enhanc		30230.68	EOM Revenue	Aspire System
5/31/2018	EOM Rev	Irr Rev	Irrig		11995.96	EOM Revenue	Aspire System
5/31/2018	EOM Rev	Maint Rev	Mainte		254973.4	EOM Revenue	Aspire System
5/31/2018	EOM Rev	Turf Rev	Turf		24946.66	EOM Revenue	Aspire System
5/31/2018	EOM Rev	Other Inc			1452.22	EOM Revenue	Aspire System
5/31/2018	EOM Rev	Sales Tax Payable			19419.22	EOM Revenue	Sales & Use Tax Division
5/31/2018	EOM Rev	Disc Given		139.24		EOM Revenue	Aspire System

The following lines on the EOM Revenue tab will export as one total. To breakout this total to more detail, you will need to drill into the \$ amount of each one on the End of Month Revenue tab and manually adjust the detail on the journal entry into your accounting system:

Invoice Adjustments (will only export if the exporting as Earned Revenue)

Misc. Invoices

Revenue Variance (will only export if the exporting as Earned Revenue)