

Exporting Accounting Data to External Software

For those companies who use an external accounting software such as QuickBooks or Peach Tree, we have created the ability to export the accounting information to these External Accounting Software.

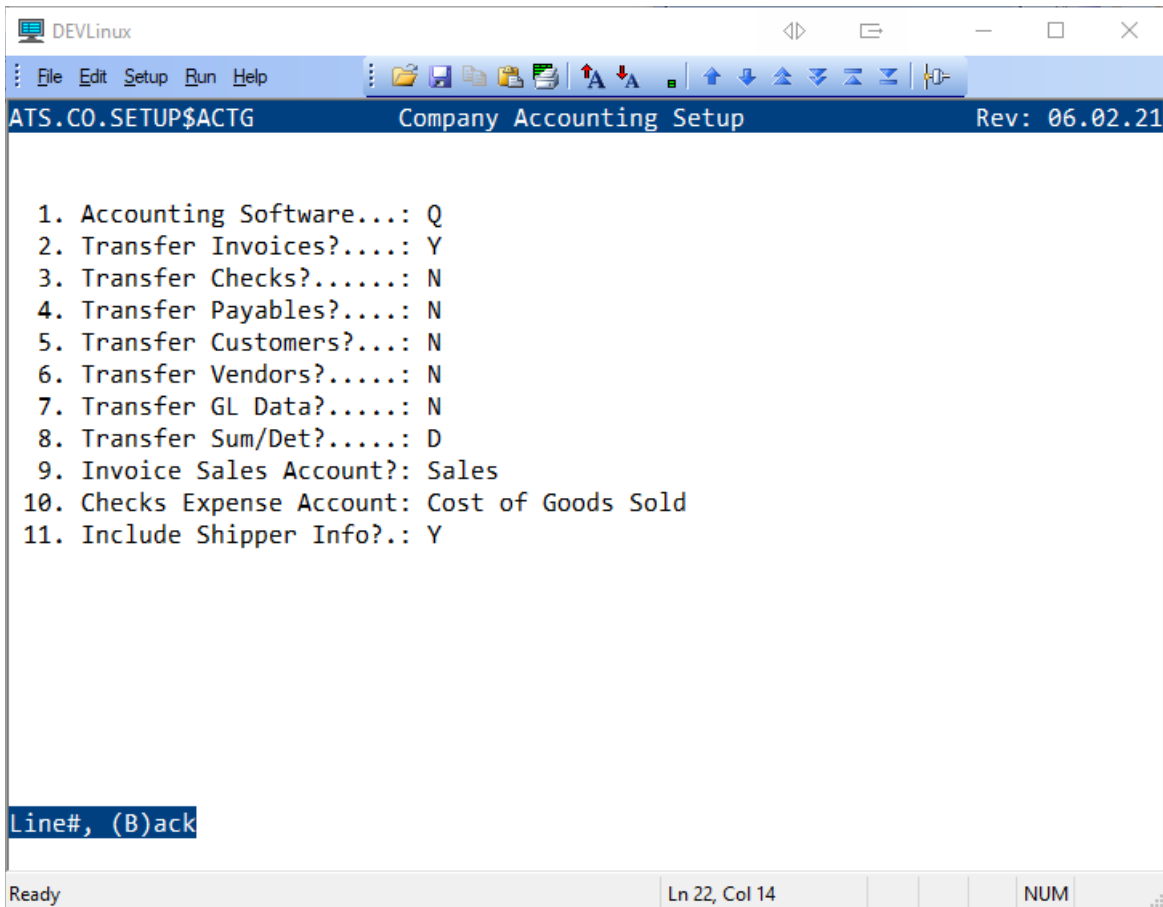
Prior to transferring the data, you must setup certain parameters and definitions that would allow Fastrax to properly transfer the data. These are;

- 1) Setting Parameters in the Company Setup Accounting Screen.
- 2) Setting Customers and Vendors to be properly identified by your Accounting Software.
- 3) Setting Bill Codes to be properly identified by your Accounting Software.
- 4) To transfer Checks setup the bank account to be identified by your Accounting Software.

Setting the Company Parameters for Accounting Transfer.

Under Customs Brokerage -> Operations Administration you will find the Company Setup Program. Go into that screen and update the A(C)counting Information.

These pre-set parameters will allow you to setup how the system will transfer the data.



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These parameters need to be setup so the system can properly control how the data will be transferred.

Accounting Software...: F=FastTrax, Q=QuickBooks, P=PeachTree, O=Other
CURRENTLY (06/21) the only two formats supported are QuickBooks and PeachTree.

Transfer Invoices?.....: Enter Y to transfer Invoices; otherwise enter N.

Transfer Checks?.....: Enter Y to transfer Checks; otherwise enter N.

Transfer Payables?.....: Enter Y to transfer Payables; otherwise enter N.

Transfer Customers?...: Enter Y to transfer Customer information or O to Transfer ONLY new customers added; otherwise enter N.

Transfer Vendors?.....: Enter Y to transfer Vendor information or O to Transfer ONLY new Vendors added; otherwise enter N.

Transfer GL Data?.....: Enter Y to transfer GL Data; otherwise enter N.

Transfer Sum/Det?.....: Enter S for Summary or D for Detail.

If the above 'Transfer Invoices' and/or 'Transfer Checks' = Y

SUMMARY

Only sends the total dollar amount of the invoices and/or total dollar amount of the checks.

DETAIL

Detail sends the detail Charge Code information for Invoices and/or for Checks, each File# and Charge Code the check is paying.

Invoice Sales Account?: If the above 'Transfer Sum/Det = S, and the above 'Transfer Invoices' = Y, you MUST enter the Sales Account to Credit.

Checks Expense Account: If the above 'Transfer Sum/Det = S, and the above 'Transfer Checks' = Y you MUST enter the Expense Account to Debit.

Include Shipper Info?..: Enter Y to send Shipper Address Information.

Transferring Invoices to QuickBooks or Peach Tree.

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To properly transfer invoice information to either system you MUST do the following.

- 1) Make sure the Account Codes of the customers set in your Accounting Software match the EDI Corporate Accounts in the FasTrax Customer Account Setup.
- 2) Make sure the Charge Codes setup in FasTrax match your Accounting Software GL Account Name.
- 3) Make sure the External Bank Name is defined in the Bank Code Setup in FasTrax to match the bank name in your software.

Adding the Corporate Account ID to FasTrax.

Go to the Customer Setup Program in FasTrax, Enter the Customer Name or ID, then select **(B)illing Info** under Module Options then enter the Customer ID as identified in your Accounting System into the "**Corporate Acct#:**" field.

ATS.CM.ENTRY\$B Customer Master - (Accounting Information) Rev: 03.31.21

Customer.: ACETEST ACE TEST

1. Bill To Account #.....:		3. Statement Required (Y/N)?..: Y
2. OK to Invoice (Y/N)?.....:		5. Batch Invoices (Y/N)?.....:
4. Automated Billing (Y/N)?...: Y		
6. Email Address to Send.....: sam.a.powell@gmail.com		
7. Fax# to Send Statement....:		
8. Send Statement Via?.....: P		
9. Collections Contact Name...: Sam Powell		
10. Collections Contact Phone.: 719 310-7355		
11. Credit Limit.....:		
12. Charge Late Fees? (Y/N)...:		13. # of days Considered Late:
14. Monthly Percentage Charge?: 1.50		15. Minimum Monthly Charge...:
16. Current Credit Status.....:		
17. Credit Message...:		
18. Invoice Terms?...: 15		
19. Corporate Acct#...:		
20. Reporting Code...:		
21. Invoice Remarks:		

Line#, (Q)uit, (B)ack, (P)ost

Ready Ln 22, Col 30 NUM

NOTE: If the corporate Acct# information is **NOT** specified system will NOT allow you transfer the invoice.

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Setting up a Vendor for transferring to your Accounting System.

In the Accounts Payable -> Setup & Maintenance Menu go to Vendor Master Setup. Enter the vendor code or name then update the "Corp Acct#:" Field to match the account or name the vendor.

DEVLinux

File Edit Setup Run Help

ATAP0900 Vendor Master Maintenance Rev/01.01.00

Entered On: 07/09/98 By: ROOT

Account No...: 10005

2. Name.....: POWELL FREIGHT

3. Address - 1..: STRASSE 1

4. Address - 2..:

5. City.....: BREMEN

6. State.....: FN

7. Zip Code.....:

8. Telephone	Contact Name	Email
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9. Payment Cycle: 1 10. Separate Cks : 11. Type.....:

12. Pay Status...: 13. 1099 (Y/N) ? : N 14. E. I. No. :

15. 1099 Type	Description	16. B/C	Description	Std Amnt
---------------	-------------	---------	-------------	----------

17. Company	G/L Acct	Description
-------------	----------	-------------

18. Remit To Name: 19. C-TPAT Certified (Y/N)?:

20. Corp. Acct#..:

Line#, (Q)uit, (TOP), (D)iscou...s, (P)ost

Ready Ln 22, Col 53 NUM

NOTE: If the Corporate Acct# information is **NOT** specified system will use the Vendor Name as the Corporate Account#

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Setting up the Charge Codes with the proper Account Information.

When transferring check information (I.e., ACH Debits) and you entered Y in the Company setup for Accounting of the detail information, system will include the File Number and the Charge Code that was used when the actual check was issued. Therefore, it is IMPORTANT the Charge Code has the proper External Payable Account defined in the Charge Codes Setup.

Go to Accounts Receivable -> Setup & Maintenance Menu -> Bill Codes Setup Menu -> Bill Code Entry.

Enter the bill code you wish to update and complete the "Ext Actg Item Number:", the "External Rev Acct:" and the "External Payable Acct:" fields.

```
ATS9000 Bill Codes Entry / Update Rev: 08.29.22
Bill Code.....: 01
1. Description.....: Customs Duty
2. GL Revenue Acct #: 2000
3. GL Payout Acct #.: 2000
4. GL Adjustment Acct:
5. Status, (A/I)....: A
6. Standard Vendor#..: 1
7. Standard Amount...: 0.00
8. Profile Code.....:
9. Sales Report Group: D
10. Misc Report Group.: DC
11. Search Code.....: 7501
12. AP Payout Option..: F
13. Rate Type F/W/Q/C.: F
14. Associated Code...:
NEXT 3 PROMPTS WORK WITH EXTERNAL ACCOUNTING PROGRAMS - EX: QUICK BOOKS
15. Ext Actg Item Number.:
16. External Rev Acct....:
17. External Payable Acct.:
18. Applications.: 1> CB Customs Brokerage Charges
                  2> AR AR Manual Billing
                  3> IB Import Breakbulk Charges
19. Valid Depts...: 1> 01 CUSTOMS BROKERAGE
                  2> 02 Import Break-Bulk
                  3+ 03 LOS ANGELES AIR EXPORT
Line#, (Q)uit, (S)tation Defaults, (H)ard Copy, (P)ost
```

NOTE: It is VERY important for the Customer Master Corporate Account, as well as the Charge Code, the definition is exact, including the Upper and Lower casing.

If no Item Number, External Rev or Payable Account is setup, the system will not allow you transfer the invoice.

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Setting the Bank Account.

Go to Accounts Payable -> Setup & Maintenance and then into Bank Code Setup. Enter your Bank Code then enter A for Additional Info

```
DEVLinux
File Edit Setup Run Help
ATF.BANK.SETUP$A Bank Setup - Additional Information Rev: 06.01.21

1. Print Check Routine.....: *ATF626$DESKTOP
2. Form Routine Name.....: 10
3. Print Blank Page Add Sheet?: Y
4. Add Sheet Routine.....: *ATF626$DESKTOP.ADD

5. EDI Subroutine Name.....:
6. EDI User Login Name.....:
7. EDI User Login Password....:
8. External Bank Name: ACH Acce...
9. Valid Department(s)....:

10. Valid User(s).....:

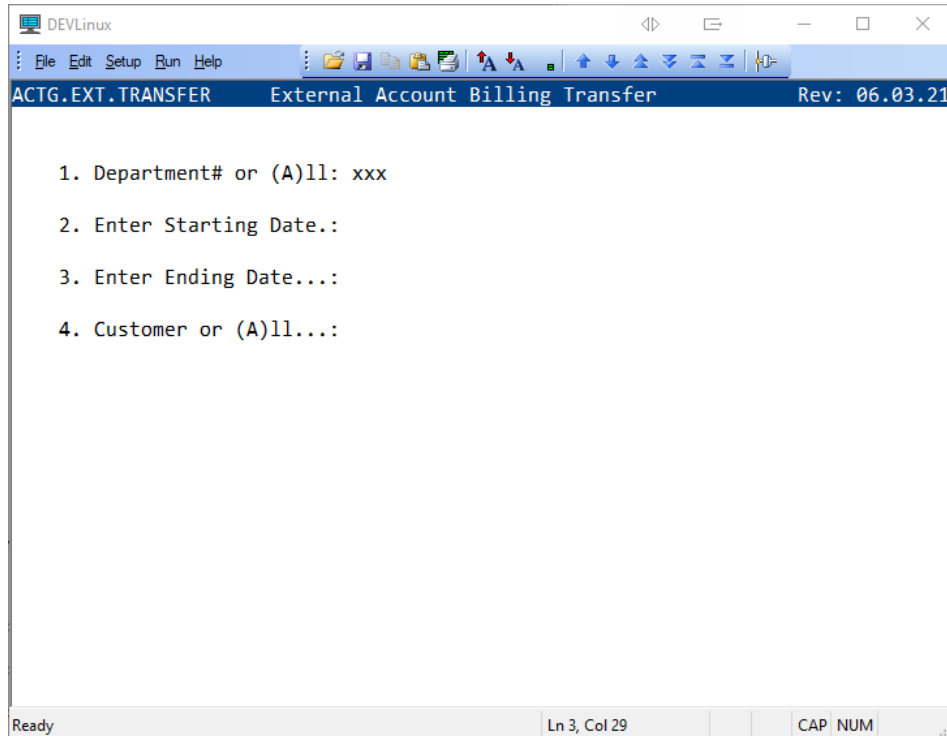
Line#, (B)ack
Ready Ln 22, Col 14 NUM
```

If the above field 'External Bank Name' is left blank, the system will use the Bank Name defined in the bank setup first screen.

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How to transfer the data.

In Accounts Receivable -> Month End Procedures you will find a new option called "Transfer Accounting Info"



This program will allow you to enter the date range of Invoices and/or Checks you wish to transfer.

Department# or (A)ll..: Enter Department# or A for All

Enter Starting Date...: Enter Starting Date - For Invoices this will be Invoice Date and for Checks this will be Check Date.

Enter Ending Date.....: Enter Ending Date - For Invoices this will be Invoice Date and for Checks this will be Check Date.

Customer or (A)ll.....: Enter the Customer Account or Name or A for All.

Once you have entered the above information system will select the requested transactions with the date range given that were not previously transferred and will create a file based on the format requested and save it to your PC under the folder of C:\ACCOUNTING.

The File name will be QB{DATETIME}.iif or PT{DATETIME}.csv

PLEASE MAKE SURE THE FOLDER EXISTS PRIOR TO RUNNING THE PROGRAM.

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When transferring to QuickBooks system will create the following:

- 1) A line item for every customer that is being transferred that was not previously transferred. It will include the following information.

```
!CUST  NAME      COMPANYNAME  BADDR1  BADDR2  BADDR3  BADDR4  BADDR5  CTYPE  TERMS  LIMIT  CONT1  CONT2
      PHONE1  PHONE2  FAXNUM  EMAIL   NOTE    NOTEPAD
CUST  ACE TEST ACE TEST 5427 BLOSSOM ST          HOUSTON TX 77007          Net 15          Sam
Powell Sam Powell 719-320-1222          sam.a.powell@gmail.com ACETEST FIRST SALE
CUST  HAMPTON FORGE LIMITED HAMPTON FORGE LIMITED 442 HIGHWAY 35 N FL 2 ADDRESS 2 EATONTOWN NC
28409 ALN Net NET 30 10000.00 CYNDI          cyndi@fastrax.net
      HAMFOR testing, LINE 2, LINE 3, LINE 4,2 LINE 1, 2 LINE 2, 2 LINE 3
CUST  SAM POWELL SAM POWELL 123 MAIN ST.          COLORADO SPRINGS CO 80133 CANADA
      Due on receipt 123.45 SAM POWELL SAM POWELL 123-123-1233 SAM@FASTRAX.NET
      10043
```

- 2) A line item for every Vendor being transferred that was not previously transferred. It will include the following information.

```
!VEND  NAME      COMPANYNAME  PRINTAS ADDR1  ADDR2  ADDR3  ADDR4  ADDR5  VTYPE  TERMS  CONT1  CONT2
      PHONE1  PHONE2  FAXNUM  EMAIL  1099  NOTE    NOTEPAD
VEND  Yamko Truck LinesYamko Truck LinesYamko Truck Lines19640 Rancho Way Dominguez Hills CA 90221
      Due on receipt LORETTA/DEBBIE FAX NO. 213 636-4600 213 637-1984
      25
VEND  POWELL FREIGHT POWELL FREIGHT POWELL FREIGHT STRASSE 1 BREMEN FN
```

NOTE: The Customer and Vendor information will only be transferred ONCE. If changes are made to the Customers or Vendors in FasTrax, they must be manually done in your Software as they will NOT be transferred again.

- 3) It will create the transaction information for every invoice being transferred. If Summary is Selected only the total invoice amount due will be transferred and if Detail is selected, then the invoice line-item information will be included.

Sample Data:

```
!TRNS  TRNSID  TRNSTYPE DATE  ACCNT  NAME  CLASS  AMOUNT  DOCNUM  MEMO  CLEAR  TOPRINT  DUEDATE  TERMS
      PAID  SHIPDATE PONUM
!SPL  SPLID  TRNSTYPE DATE  ACCNT  NAME  CLASS  AMOUNT  DOCNUM  MEMO  CLEAR  QNTY  PRICE  INVITEM
      PAYMETH TAXABLE REIMBEXP EXTRA
!ENDTRNS
TRNS  003805  INVOICE 05/13/2021 Accounts Receivable ACE TEST 1009.67 01.4074600
      N N 05/28/2021 04/02/20
SPL  003806  INVOICE 05/13/2021 Duty Charges -964.67 Customs Duty N
      -1 964.67 01
SPL  003807  INVOICE 05/13/2021 Sales -45 Entry Fee N -1
      45.00 02
ENDTRNS
```

- 4) It will create the transaction information for every check being transferred. If Summary is Selected only the total check amount due will be transferred and if Detail is selected, then the check line-item information will be included.

Sample Data:

```
!TRNS  TRNSID  TRNSTYPE DATE  ACCNT  NAME  CLASS  AMOUNT  DOCNUM  CLEAR  TOPRINT
!SPL  SPLID  TRNSTYPE DATE  ACCNT  NAME  CLASS  AMOUNT  DOCNUM  CLEAR  QNTY  REIMBEXP
!ENDTRNS
TRNS  000001  CHECK 04/27/21 Bank of America Yamko Truck Lines 1000.00 2082 Y N
SPL  000002  CHECK 04/27/21 Cost of Goods Sold 1000.00 01.4077494 Y 1
      HASBEEN
ENDTRNS
```

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NOTE: Once the invoices have been transferred and marked as transferred, they will be treated the same as if they had been printed. Make No changes, in FasTrax, to that invoice. It MUST be voided and reissued.

Once the file is saved to your drive then use your accounting software to load it. Once you've verified that data is properly loaded you can return to the FasTrax menu and answer the following question.

DO NOT ANSWER THIS QUESTION WITHOUT FIRST VERIFYING

Have all the records been loaded and accepted in your Accounting Software?

Enter Y if they have which will mark records as transferred, otherwise

Enter N to leave them unmarked and try again.

Enter (Y)es or (N)o

As stated, if you answer Y the system will mark the invoices as transferred and N will leave them unmarked to let you try again.

After the records have been accepted and updated system will generate a report to Excel with the list of Invoices and Checks that have been transferred.

Report will look something like this.

Transferred Invoices Report							
Invoice#	Inv Date	Bill To	Bill to Name	Shipper	Charge Amnt	Payout Amnt	Profit
01.4077246	04-12-21	ACETEST	ACE TEST	ACOTEC NV	45.00	-	45.00
01.4077247	04-12-21	ACETEST	ACE TEST	ACOTEC NV	45.00	-	45.00
01.4077494	04-27-21	ACETEST	ACE TEST	DELTA ELECTRONICS MEXICO SA DE CV	1,045.00	1,000.00	45.00
01.4077499	04-28-21	ACETEST	ACE TEST	JOSE VALENTINO	345.00	180.00	165.00
Total ->					1,480.00	1,180.00	300.00

These simple procedures will allow you to transfer data into your accounting software. If there are additional items, you want transferred please call us at (719) 445-0698 to discuss further.

NOTE: It is highly recommended that if your Accounting Software allows you to create a copy of the company you create one for testing purposes until you are sure that it has posted properly, and all your data is properly transferred.

ATSi is NOT responsible for incorrectly posted data.

If your Accounting software does not allow you to do that then start by transferring a very small amount of data so you have less data to clean up or delete.

The cost for the use of this options has a one-time setup fee of \$150.00 This will help us (ATSi) recover the cost of this additional development. If you need help with your accounting software or learning how to import information there will be an additional hourly charge.

Exporting Accounting Data to External Software

Additionally, we can help you export the Charge Codes List and load them into your Accounting Software if your software allows it, or we can also help with export certain data from your Accounting software to load it into Fastrax.

Please contact us at