TN 3600 - Overview of Accounting Export Module

Description:

Miracle Service offers an optional module that allows users to export invoice and purchase order information to be imported into a separate accounting application. Miracle Service supports a multitude of the most popular accounting software packages available including QuickBooks, Peachtree, MYOB, SBT, Sage, Simply Accounting, MAS90, and many others.

The export links provided follow the import specifications released by the accounting software, and are most likely available in their help files. Miracle Service provides application-specific technical notes that list the Miracle Service fields that are exported, required file header information, export file type (comma separated or tab delimited), number of files required to export for invoices and purchase orders, etc...

To access the Accounting Exporter, run the Miracle Service Administration application, using an administrative user account. Select 'Exporting' from the main administration menu to display the 'Export Menu' screen.

Important Notes

1. It is imperative that your account setup (general ledger) is properly configured in your accounting software application prior to configuring your Miracle Service account listing. This is to avoid any complications that can occur from modifying account names/numbers, tax setup, etc...

2. This document (and all other accounting specific documents that Miracle Service provides) pertain only to how Miracle Service exports data in a file format recognized by a specific accounting software application. It does not describe the procedures of configuring your accounting software application nor does it provide steps on how to import a data file. It is suggested that you contact the support team of the accounting software you are using regarding any issues in this area.

3. The accounting exporter module offers the ability, for siteadmin users only, to re-export any invoice and purchase order. Caution should be made when doing this as duplicate entries will be made in your accounting software application.

Steps:

1. Setting up your account listing.
2. Configuring the export file setup.
3. Exporting invoices and purchase orders.

Setting up your account listing

The account listing in Miracle Service is the equivalent to your general ledger in your accounting software application. Note that not all of your accounts will be used in Miracle Service. To configure your account listing select 'Accounts' from the 'Export Menu'.

Account Listing

Accounting Package: QuickBooks 2002(U.S.)(By Company Name)

Type	Account	Account Number/Name
-	Accounts Payable	12000
-	Accounts Receivable	11000
-	Expense	Expense
-	Labor Revenue	48700
-	Other Revenue	48700
-	Period Billing Revenue	45010
-	Suspense	48700
-	Travel Revenue	48700
Asset	Computers	12100
Asset	Copiers	12100
Asset	Developer	ASSETS
Asset	Drums	12100
Asset	Fax	12100
Asset	Multi-Function	12100
Asset	Other Equipment	12100
Asset	Paper	12100
Asset	Parts	ASSTES
Asset	Parts-Misc	12100
Asset	Printers	12100
Asset	Rollers	12100
Asset	Supplies	ASSETS
Asset	Supplies-Misc.	ASSTES

Ok

Your account listing includes a set of predefined Miracle Service accounts and a set of accounts created based on your data.

- The predefined accounts include: Accounts Receivable, Accounts Payable, Expense, Labor Revenue, Travel Revenue, Period Billing Revenue, Other Revenue and Suspense.
- Miracle Service will also create a Revenue, Cost of Good Sold and Asset accounts for every inventory category that you have created. These accounts are used to track the moneys for items sold on your invoices or items purchased on your purchase orders.
- A Revenue, Cost of Good Sold and Asset account will be created for each Contract Template that is defined in order to track moneys against a Service Contract. A Revenue and Cost of Good Sold account are also created for each expense that is defined in order to apply expense costs against a Service Contract.*
- Miracle Service will also create a Tax Collected and a Tax Paid account for every tax category that you have created. These accounts are used to track the moneys for taxes that have you paid or have collected on your invoices or purchase orders.
- To link your Miracle Service accounts to the accounts in your accounting software application simply enter the account name/number for the corresponding account types. Account names/numbers do not need to be unique. The only account type that requires a value is the 'Suspense' account. This account is used whenever an account type is blank and is used during exporting.

*Only applies to the following links: A+ Order Entry, Peachtree Quantum (Sales Journal), Peachtree Quantum (SO, No Ship-To), QuickBooks 2002(U.S.)(By Company ID), QuickBooks 2002(U.S.)(By Company Name), QuickBooks 2008 (Can)(By Company Name), QuickBooks 2009-10 (AU) (By Company ID), QuickBooks 2009-10 (AU) (By Company Name), QuickBooks Direct (CAN by Company ID), QuickBooks Direct (CAN by Company ID), QuickBooks Direct (US by Company Name), QuickBooks Direct (US by Company ID)

Configuring the export file setup

To configure the export file settings select 'File Setup' from the 'Export Menu'.

1. Select the name of your accounting software from the drop-down box labeled 'Accounting Package'.
2. Enter the path and filename (including valid file extension) of the export file(s). You many need to specify more than one path and filename depending on your accounting software. Be sure to use a valid file type that your accounting software accepts (i.e. .txt or .csv).
3. Select 'Ok' to save and close your modifications.

Exporting Invoices and Purchase Orders

To export invoices and/or purchase orders select 'Documents' from the 'Export Menu'.

Type	Document Number	Customer/ Supplier ID	Company Name	Date	Amount	Exported	Select
I	080703-0002	BKS001	BK's Law Office	7/3/2008	$42.80	No	
I	080703-0003	CVC001	Credit Woodland Cancer Centre	7/3/2008	$0.00	No	
I	080703-0004	FLE001	Fleet Painting & Supplies	7/3/2008	$1,509.95	No	
I	080703-0005	INN001	Innovative Solutions	7/3/2008	$0.00	No	
I	080703-0006	KING001	Kingsway Trucking	7/3/2008	$0.00	No	
I	080703-0007	KING001	Kingsway Trucking	7/3/2008	$0.00	No	
I	080703-0008	KING001	Kingsway Trucking	7/3/2008	$26.74	No	
I	080722-0003	AIR001	Airlines International	7/22/2008	$159.86	No	
I	080723-0002	INT001	International Jewelers	7/23/2008	$149.36	No	
I	100304-0001	KING001	Kingsway Trucking	3/4/2010	$0.00	No	
I	100304-0002	KING001	Kingsway Trucking	3/4/2010	$0.00	No	
I	100304-0009	KING001	Kingsway Trucking	3/4/2010	$0.00	No	
I	100308-0002	KING001	Kingsway Trucking	3/8/2010	$4.46	No	

Display Only ○ Invoices ○ Purchase Orders ⊙ Both

Accounting Package: QuickBooks 2002(U.S.)(By Company Name)

☐ Show Exported Documents
☐ Hide Zero Dollar Invoices
☐ Hide Zero Dollar P.O.s

☐ Show for A Date Range

☐ Export Customer Message to QuickBooks (SB)

Select All   Deselect All

The default view of the documents screen displays a list of all invoices and purchase orders that have not yet been exported from Miracle Service. Only printed invoices and received purchase orders are available to be exported.

Filters

1. Display Only: this filter allows you to select to view only invoices, only purchase orders or both invoices and purchase orders.
2. Show Exported Documents: this filter allows you to view and re-export previously exported invoices and purchase orders.
3. Hide Zero Dollar Invoices: this filter allows you to hide all invoices that are worth $0.00.

4. Hide Zero Dollar Purchase Orders: this filter allows you to hide all purchase orders that are worth $0.00.
5. Show for a Date Range: this filter allows you to enter a starting and ending date that will only display invoices and purchase orders with dates within the given range.

Report

Miracle Service provides a report that displays a summary of all transactions that you have selected to export. The account name/numbers and totals are displayed per transaction, as well as, summed to view account totals.

Account Totals	Account Name/Number	Total Amount
	Accounts Receivable	$308.88 DB
	Asset Developer	$66.00 CR
	Asset Paper	$6.00 CR
	Asset Toner	$46.00 CR
	COGS Developer	$66.00 DB
	COGS Paper	$6.00 DB
	COGS Toner	$46.00 DB
	Developer Revenue	$79.90 CR
	GST Collected	$18.19 CR
	Paper Revenue	$90.00 CR
	PST Collected	$20.79 CR
	Sales Discounts	$10.00 CR
	Toner Revenue	$90.00 CR

Related Notes:

N/A