Retail Pro® 8 Series

Accounting Link 3.2

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About this Guide

This document explains how to use Retail Pro® Accounting Link 3.2.

If you believe the information presented here is incomplete or inaccurate, we encourage you to contact us at emanuals@retailpro.com.

The software described herein is furnished under a license agreement.

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10/15/2008	Updated document for MAS 90 4.2

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Overview and Installation

About Accounting Link

The Accounting Link serves as an information bridge between Retail Pro and your third-party accounting software. The Accounting Link can be used in conjunction with a variety of accounting software packages.

Using the Accounting Link, you can:

- Import transaction data from Retail Pro and post the data to the appropriate module (G/L, A/P, A/R, or Payroll) in your accounting software.
- Transfer A/R customer and A/P vendor information from Retail Pro to your accounting software A/R and A/P modules, and update current records and create new records for any new customers and vendors.
- Transfer associate names, commission information, and time card data from Retail Pro to the Payroll module of your accounting software.
- Transfer A/R customer account status information from the A/R module of your accounting software to your Retail Pro customer records.

The Accounting Link contains the following modules:

Receipts	Provides access to receipts.
Vouchers	Provides access to vouchers.
Slips	Provides access to transfer slips.
Memos	Provides access to adjustment memos.
Payroll	Provides access to payroll.

Installing the Accounting Link

Note: The Accounting Link CD-ROM includes an auto-run utility; the installation should start up automatically once the CD-ROM is inserted in its drive. If it does not start automatically, see Step 1 below.

1. With the Accounting Link CD-ROM in the disc drive, run **AutoRun.exe** from the CD.

   Result: The installation wizard begins.
2. Follow the wizard screen prompts, and then choose **Typical** as the type of setup.
3. When the installation is complete, click **Finish**.
4. Restart the computer to allow the installation to take effect.

   Note: The Accounting Link is installed to the **\Retail\AcctLink** folder.

Location of Retail Pro Data and History Files

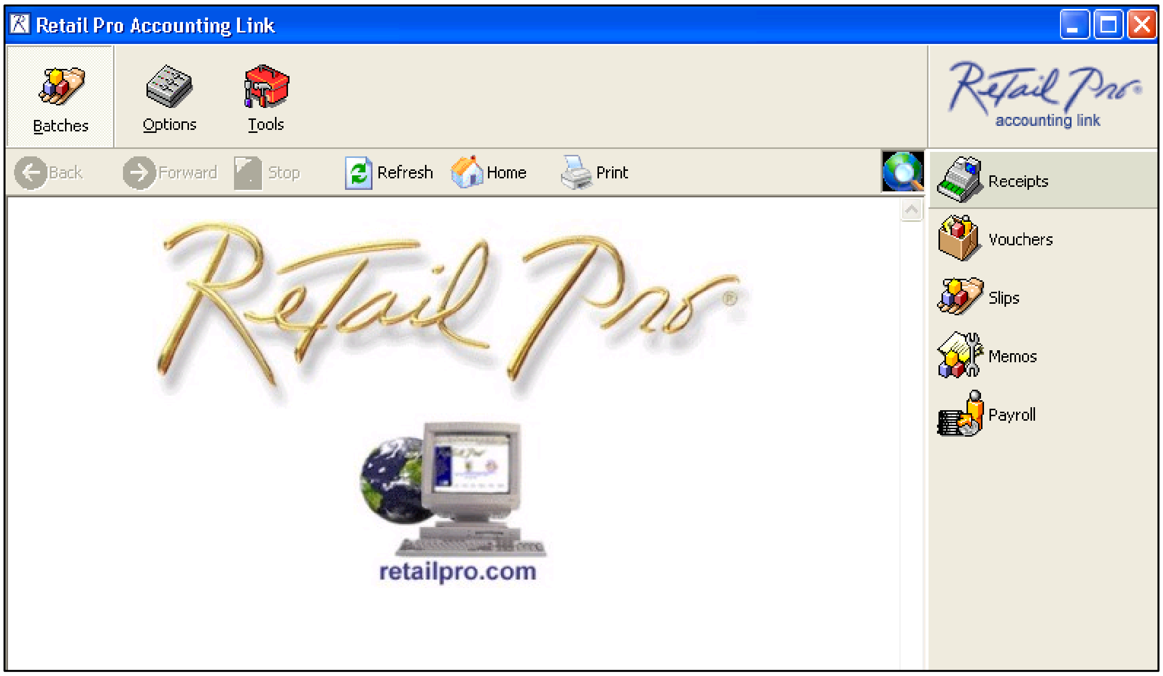
The Accounting Link folder is installed at the same level as the **\Retail** directory. Accounting Link automatically looks for Retail Pro data and history files in the particular workstation's **\Retail** directory.

Accessing Accounting Link

To launch Accounting Link:

1. Double click the Accounting Link shortcut icon or browse to the **Retail > AcctLink** folder at your Retail Pro installation and double-click the **ACCTLINK.exe** icon.
2. Select a **Workstation Number** from the drop-down list, and then click **OK**.

   Result: The Accounting Link Home Screen displays.



Batches

Select Batches on the top menu to access a side menu for choosing document types.

Side Menu

Select one of the document types to see a list of all batches created for that document type. By default, you will only see batches that have not been sent to the accounting system (batches flagged as Marked or Preview). You can optionally include batches that have been sent to the accounting system (archived batches).

Troubleshooting

See the table below for common troubleshooting issues associated with using Accounting Link and the suggested steps to resolve them.

Activity	What to Check
Reading	Is the date range of the Read correct?
	Are your accounting modules defined in the Accounting Link preferences?
	For A/R transactions, is there an A/R tender or fee? Is there an A/R customer?
	For A/P transactions, are an A/P vendor and the invoice # or invoice date on the voucher?
	Exception: Purchase Clearing account is enabled in Link Preferences.
Posting	Is the path to each accounting program you use correct?
	Are the stores for which you are posting defined exactly the same in the accounting software as in Retail Pro? For example, Store 001 is not the same as Store 1.
	Were customers updated? (receipts only)
	Were vendors updated? (vouchers only)
	Are the associates who are represented on the batches defined in the accounting software? Read receipts, update associate information (either manually in the accounting software or use Accounting Link Update feature if supported by your accounting program), and then post the batch.
	Is commission configured in the accounting software? Check that miscellaneous setup settings are defined.
	Is there an A/R tender or fee?
	Is there an A/R customer?
Updating	Are the export flags for A/R customers or A/P vendors set correctly?

Configuring Related Programs

Accounting Link Security

Using Security Administrator, you can control employee access to the following Accounting Link features:

Batches		
Launch Accounting Link	View Active Batches	View Archived Batches
Read/Unmark	Post	Delete
Options		
Initialize Customers/Vendors	Preferences	Access/Print Logs
Printer Settings		

Reference: For information on using Security Administrator, see Technical Supplement F1: Security Administrator.

A/R Customers

For each accounting customer record, you must select either **Export** or **Yes** in the **AR** field. Both flags indicate that any receipts involving the customer should be read for later posting to the customer's A/R account.

Export Select this option if you want to establish an A/R account for the customer in your accounting software.

The Export flag indicates that the customer record is to be exported to your accounting software during the next Accounting Link Customer Update. Once exported to the accounting software, the flag on the Retail Pro customer record changes to **Yes**.

Yes Select this option to indicate that the customer has an A/R account in your accounting software.

Receipts involving an A/R customer and containing an A/R tender will be read for later posting to both the G/L and A/R accounting modules (A/R tenders are defined in Link preferences).

A/P Vendors

For each accounting vendor record, you must select either **Export** or **Yes** in the **AP** field.

Export Select this option when you want to establish an A/P account in your accounting software for a vendor. Selecting export not only flags the vendor record but also indicates that a voucher involving this vendor should be read for later posting to Accounts Payable. The flag indicates that the vendor record is to be exported to your accounting software during the next Accounting Link Vendor Update. Once exported to the accounting software, the flag on the Retail Pro vendor record is automatically changed to **Yes**.

Yes Select this option to indicate that the vendor has an A/P account in your accounting software. Vouchers involving this vendor will be read for later posting to Accounts Payable.

Fee Types

If Accounting Link reads a receipt or voucher that contains a fee type, it compares the fee type to the fee types defined in Retail Pro. If a corresponding fee type is detected, then the fee amount is assigned to the particular field. If a corresponding fee type is not detected, Accounting Link assigns the fee amount to the **Fee 8** field (the 'catch all' fee field for Accounting Link).

This is done to accommodate fee types that may have been used on older receipts and vouchers but are no longer defined in Retail Pro.

A **Payments on Account (POA)** fee type should be defined if you are going to accept payments. (Such a transaction will have an A/R fee instead of an A/R tender.)

Configuring Accounting Link

Accounting Link Options

Options > Preferences > Accounting Link

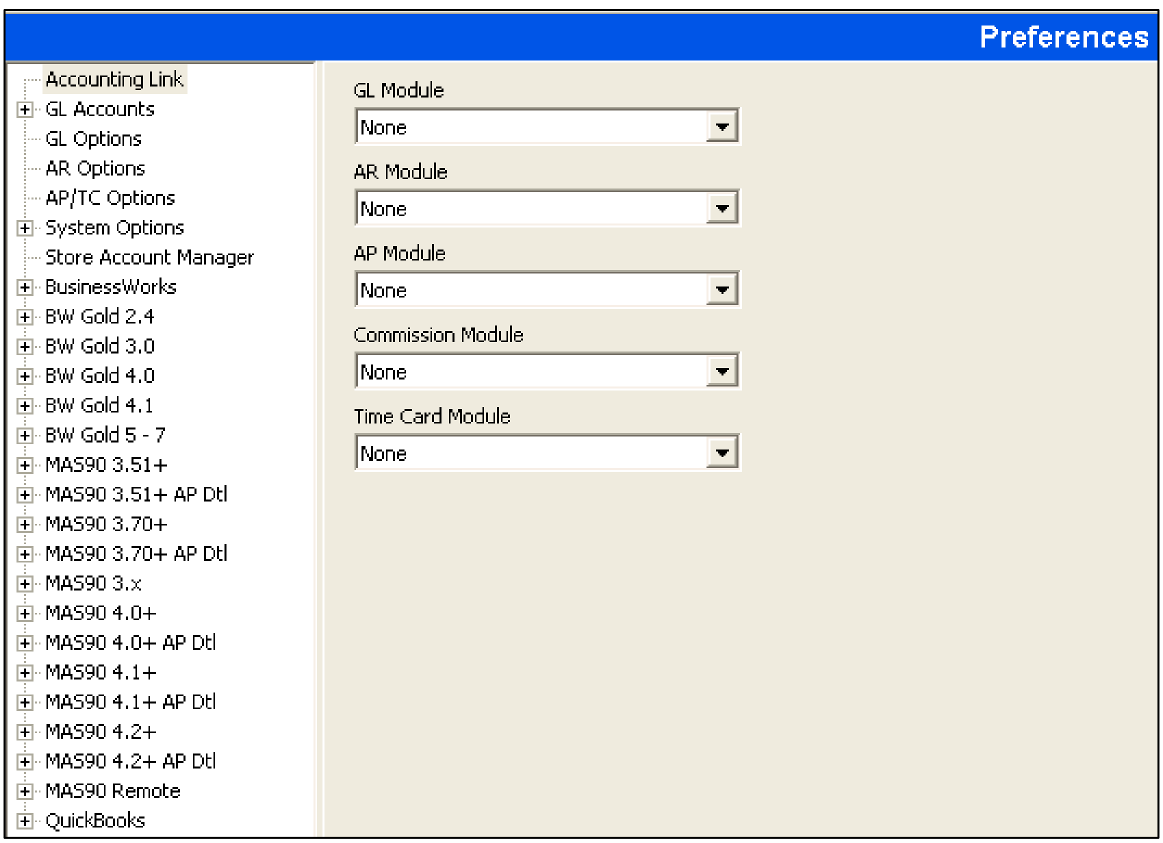
Select the accounting software that Accounting Link is to use when posting your General Ledger, Accounts Receivable, Accounts Payable, Commission, and Time Card information.

Normally, the same software is used for all accounting needs, but it is possible to post to various accounting programs. In other words, you can post your General Ledger information to one accounting program, your A/R information to a different accounting program, and so on.

Select **None** if using an accounting program not listed. The software you specify determines default values you must specify elsewhere in preferences, including the account format necessary for posting files.

To select your accounting software:

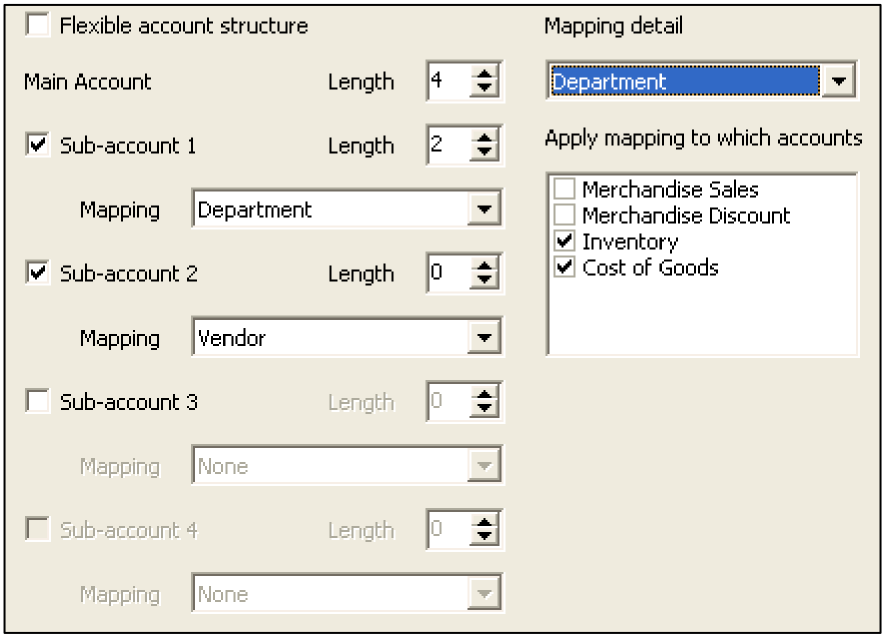
1. Select the field to display the pre-defined list of accounting software modules. (Alternatively, click the arrow for the drop-down menu.)



2. Choose an accounting software for each module you want to use.
3. Select **Save** on the side menu.

GL Accounts Options

In this preference category, you define the account ID format and account mapping, and then assign sub-account values to the mapping selections.



Account ID Format

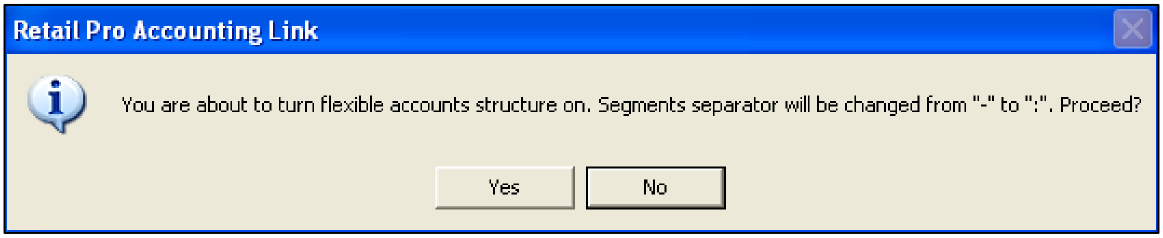
You must specify the format used in your accounting software for account IDs. The format defined in Accounting Link must match that of your accounting software exactly in order for information to post successfully.

An account ID can be made up of one or more segments. In the accounting software, the segments represent a hierarchy of accounts and sub-accounts. Each successive segment provides more detail.

Accounting Link allows up to five segments, with 1 to 6 characters for one main account segment and four sub-account segments.

Flexible Account Structure

When you select **Use flexible account structure**, a warning dialog displays.



If you select Yes, then the separator between each of your segments is changed from a hyphen (-) to a colon (:). Selecting this preference allows Accounting Link to use characters for account names in the store account manager. Typically, this preference is only set when using Quick Books as your accounting software.

Account ID Format Requirements:

- An account ID must consist of at least one segment – the main account segment.
- All selected segments must be at least one character in length.
- Active sub-account segments must be selected in increasing numerical order. For example, in order to select the sub-account segment 3, sub-account segments 1 and 2 must already be selected.

Accounting Mapping

Account mapping allows you to create reports based on a specific sub-account or combination of sub-accounts, such as by store or by store/department. The combinations available depend on how many segments you define in your account ID format.

For example, let's say you would like to report on sales for each Retail Pro department individually as well as see the combined sales total. To accomplish this, each department's sales data needs to be posted to its own sub-account in the accounting software. Therefore, an account segment must be mapped to Department and sub-account values must be assigned to each of the departments on which you want to report.

The account ID structure and mapping in Link preferences must be identical to the structure and mapping you defined in your accounting software.

Specify account ID format and sub-account mapping:

1. **Main Account segment**: Specify the number of characters for the main account segment. Either use the selection arrows or enter the value.
2. **Sub-account segments**: In order, select a segment and specify the number of characters the segment should be.
3. **Mapping selection**: For each sub-account segment, click the drop-down arrow and select its mapping from the displayed list.

Inactive Retail Pro Records

If you inactivate data records in Retail Pro, Accounting Link does not automatically purge these records, and instead marks them as inactive.

In some cases, it may be necessary to edit sub-accounts for an inactive department because there are related documents that still reflect details about the inactive department. For values that do not use the active/inactive status, Accounting Link checks existing known fields against fields in Retail Pro, and advises you that field variations exist.

You can choose if Accounting Link should adopt the new values (potentially losing existing data) or continue to use existing values. If you opt to use the Retail Pro data, all previous values and defined information are deleted.

Assigning Account Mapping Values

You can assign values to the related components of each sub-account segment mapped in **Options > Preferences > GL Accounts**. If necessary, you can also assign multiple departments to the same sub-account. Specify the following account ID format and sub-account mapping:

Main Account	Specify the number of characters for the main account segment. Use the selection arrows or enter the value directly.
Sub-account	Select a segment and specify the number of characters the segment should contain.
Mapping	For each sub-account segment, click the drop-down arrow and select a mapping option from the list.

Note: Departments that are not mapped to a specific sub-account are mapped to a default sub-account with a value of 00. All non-mapped departments *and* all 'not found' departments are mapped to the same sub-account with a zero value. Also, sub-account values must be assigned to GL Accounts subcategories that you have already mapped.

Mapping Detail

The **Mapping detail** section of **Options > Preferences > GL Accounts** allows you to specify the account value types to which each sub-account mapping should be applied.

Note: This option is not available for any sub-account utilizing Store Number or Store ID.

From the drop-down list, select a sub-account mapping, and then select any or all of the following account types:

- Merchandise Sales
- Merchandise Discount
- Inventory
- Cost of Goods

With this level of detail defined, Accounting Link posts only the transaction values that meet the selected mapping to the mapping accounts. Transaction values not related to the selected mapping detail are posted per the accounts defined in the Store Account Manager preferences.

Sub-Account Mapping

You need to assign sub-account values for your segments. For example, if you map departments for a segment of your account ID, then you should assign sub-account values to the listed departments.

Note: If the subcategories are not populated (e.g. your Retail Pro departments are not listed in the Departments subcategory), click Save and then re-enter the Accounting Link preferences. The save process populates necessary information from Retail Pro.

To assign sub-account values:

Select **GL Accounts > [Name]**. *Example:* **GL Accounts > Departments**

1. Enter sub-account values in the right-hand **Sub-account** column.

The following fields are available for sub-account mapping:

None	Select None if you don't want to map any sub-account fields.
Department	A list of departments defined in Retail Pro displays. You can assign a sub account value to each department.
Vendor	A list of vendors defined Retail Pro displays. You can assign a sub-account value to each vendor.
Price Level	A list of price levels defined in Retail Pro displays. You can assign a sub-account value to each price level.
Discounts	A list of discount levels defined in Retail Pro displays. You can assign a sub-account value to each discount level.
Inventory UDF 1-4	A list of all entries defined for Inventory UDF 1-4 fields displays. You can assign a sub-account value to each Inventory UDF entry.
Customer UDF 3-8	A list of all entries defined for Customer UDF 3-8 fields displays. You can assign a sub-account value to each Customer UDF entry.
Tax Area	A list of all tax areas defined in Retail Pro displays. You can assign a sub-account value to each tax area.

GL Options

Options > Preferences > GL Options

In General Ledger Options, you select the receipt tenders you want Accounting Link to recognize and optionally enable special accounts.

GL Tenders

Specify which tenders are to be included when receipts are read into Accounting Link. Only tenders that are selected will be recognized by Accounting Link and posted to the accounting software General Ledger. Your choices are:

Cash	Payments
Check	Store Credit
Credit Card	Deposit
COD	Gift Certificate
Charge	

Select G/L Tenders

Select every G/L tender that you want Accounting Link to recognize.

When reading transactions, a split tender receipt containing any tender not selected will not be read for G/L and Accounting Link will display an error message.

Purchase Clearing Account

Note: Some accounting programs may not support this feature.

A Purchase Clearing account tracks merchandise that has been received into inventory, but for which no bill has yet been received. (From an accounting standpoint, since the merchandise is now on the store shelves, it should be considered as adding value to inventory.) Since no bill has been received, you do not know how much must actually be paid for the merchandise, and, therefore, cannot know how much to enter into the accounting software as Payable.

Later, during posting, if there is no invoice number or invoice date on a voucher, the voucher amount is posted to the PC account automatically. When the bill does arrive, you make any necessary changes to the voucher, enter the invoice number, and re-read the now completed voucher. Posting this new batch removes the original amount from the Purchase Clearing account and posts the correct amount to Accounts Payable.

Since only received merchandise is involved, the Purchase Clearing account only affects vouchers.

Enable this option if you want to use a PC Account. Additionally, the account must be defined in Accounting Link preferences (**Options > Preferences > Store Account Manager**) and your accounting software.

If the PC account option is not selected, any voucher that does not include an invoice number and invoice date is ignored by Accounting Link.

To enable Purchase Clearing Account:

1. Select **Use Purchase Clearing Account for Vouchers**.

Merchandise Sales

You have the option to display and post merchandise sales information as either:

- A single net sales account, including any line-item discounts.
- Two separate accounts, one for the original merchandise sales amount and one for the discount amount.

To define preferred merchandise sales option:

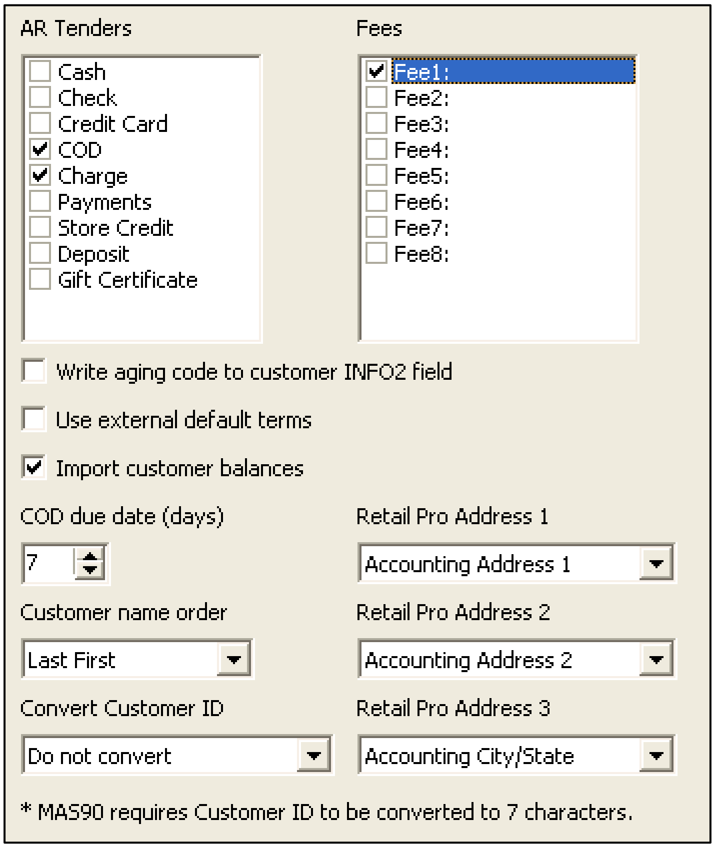
1. To display and post as a single net sales account, do not select the option.

   To display and post as two separate accounts, select Split Merchandise Sales into Original Sales Amount and Discount Amount.

Accounts Receivable Options

Tenders and Fees

Specify which Retail Pro tenders and fees should post to Accounts Receivable. A receipt must include an A/R tender or A/R fee, and an A/R customer, to be posted to Accounts Receivable.



A receipt cannot be posted to Accounts Receivable if either of the following conditions exists:

- Receipt contains both an A/R tender and an A/R fee.
- Receipt includes an A/R tender or fee, but not an A/R customer.

Specify the tenders and fees that are to be posted to A/R:

1. Select the A/R tender(s).
2. Select the A/R fee(s).

Fees

Fees are transaction charges in Retail Pro that need not be associated with a particular line item. They are often used for services, such as gift-wrapping or alterations. One fee is commonly set up as a Payment on Account (POA). A POA allows a customer to make a payment on an A/R account through Retail Pro.

Write Aging Code to Customer INFO 2 Field

An indication of how tardy the customer has been in making payments. Imported to the Info 2 field in Retail Pro.

The stages of Aging Status must be defined in the accounting software.

Using External Default A/R Terms

You can specify whether to use the terms defined within your accounting software or to use the terms information from Retail Pro.

If you choose to use the values generated in Retail Pro, then you can further specify a due date for the COD tender. The COD due date is defined as the number of days following the transaction date. The minimum that can be set is 1 day and the maximum is 99 days. This date applies only to A/R transactions using COD, when COD has been configured as an A/R tender.

If using the accounting software terms (external terms), Accounting Link will not post any Retail Pro terms information, including due date and discount available, when sending A/R batches.

To specify A/R Default Terms:

1. To use accounting software default terms, select **Use External Default Terms**.

   Note: To use Retail Pro terms information, the check box should be clear.

2. If using Retail Pro terms, define the COD due date (the default is 7 days).

Customer Information

Import Customer Balances

Select to import customer credit balances. The balance is the positive or negative dollar value associated with the Customer Accounts Receivable account.

Customer Name Order

In Retail Pro, a customer's name can be entered into separate First Name and Last Name fields each with a 30-character maximum. Depending on the accounting software, the two Retail Pro Name fields may be combined, and, if necessary, shortened for posting.

The Name fields can be combined as either:

- **Last First** – Last Name followed by First Name
- **First Last** – First Name followed by Last Name

Converting Customer IDs

Retail Pro supports a Customer ID of up to 9 characters in length (9 is the default length). Some accounting programs use fewer characters for their Customer IDs. Therefore, the Retail Pro Customer ID may need to be converted as it is read into Accounting Link. Such conversions affect Customer IDs that are found on receipts as well as those on customer records.

The Customer ID conversion option allows the ID to be read into Accounting Link in one of four ways:

Do not convert	Read the Customer ID exactly as it currently exists in Retail Pro. If an error is generated during posting, the Customer IDs of such records and receipts must then be manually edited before they can be posted. To maintain uniqueness, you can use the customer's phone number as the Customer ID. *Note:* Non-A/R receipts will be read regardless of the length of the Customer ID.
Convert 9 Chrs to 7	Convert the Retail Pro 9-character Customer ID to 7 characters. First, if necessary, leading zeros are added to the ID to make a total of 9 digits. Then the 1st and 4th characters of the 9-digit ID are removed. Removing these particular characters maintains unique Customer Ids *Note:* This type of conversion supports unique Customer IDs for up to 99 single-station (A) stores with a maximum of 99,999 customers for each store.
Convert to 9 Chrs	Convert the current Retail Pro Customer ID to 9 characters, padding with leading zeros if necessary.
Convert to 7 Chrs	Convert the current Retail Pro Customer ID to 7 characters, padding with zeros or truncating, as necessary. *Warning:* This may result in non-unique Customer IDs. A customer's receipts, etc., could then erroneously be posted to another customer's account.

Customer Address Configuration

Retail Pro supports three general address fields and a ZIP code field. The various accounting programs support a variety of address fields. As a result, the Retail Pro address fields need to be configured to populate the accounting address fields, as appropriate.

The accounting address fields to which you can configure your Retail Pro customer address fields are:

- **None**
- **Accounting Address 1**
- **Accounting Address 2**
- **Accounting City/State**

(Only one Retail Pro address field can be assigned to each accounting address field.)

If you are using only Address fields 1 and 3 in Retail Pro, you will want to configure the addresses so that a blank line does not appear on accounting bills for the unused address field. In this case, Retail Pro Address 1 and Address 3 must be configured to populate specific accounting address fields and Address 2 configured to **None**.

Note: City and State are normally combined in the Retail Pro Address 3 field. To accommodate accounting programs that store this information in two separate fields, separate City and State with a comma when entering that information in Retail Pro.

Define customer ID conversion, specify customer name format, and configure customer address fields:

1. Specify how Customer IDs are to be read into Accounting Link.
2. Select how you want the Customer name to appear in Accounts Receivable.

   Note: Customer names may be truncated per your accounting software's name limit.
3. For each Retail Pro address field, specify to which, if any, accounting address field it should be configured.

Retail Pro System Preference: Allow Duplicate Customer IDs

System Preferences > Point Of Sale > Customers > Allow Duplicate Customer IDs

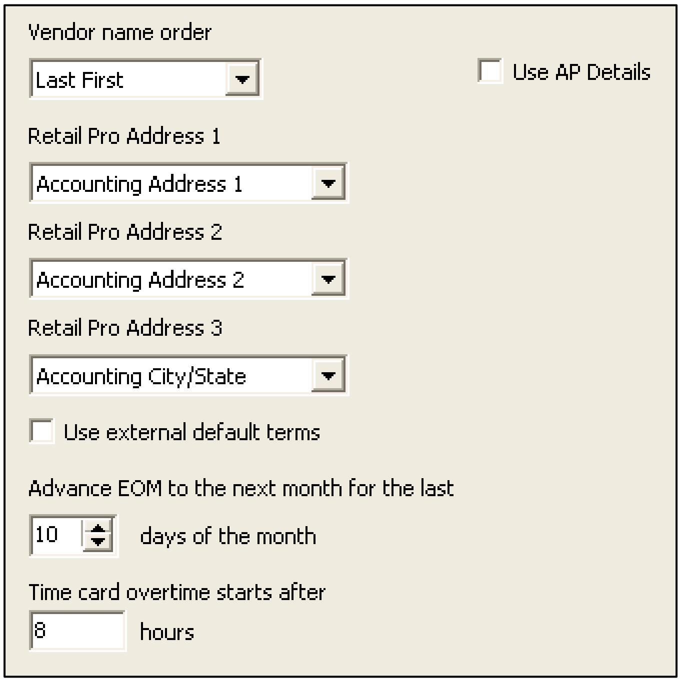
If the above preference is selected in Retail Pro, two or more customers can have the same Customer ID. This will create a problem with A/R customers who share an ID. Information associated with the Customer ID is sequentially merged during updating via Accounting Link.

As a result, amounts (such as balances) end up being combined and recorded for each customer who shares the Customer ID. As such, it is recommended that retailers who use the Accounting Link do not select this Retail Pro preference.

Accounts Payable and Time Card Options

Options > Preferences > AP/TC Options

In this preference, you can define overtime hours and specify A/P information for vendors, including default vendor terms.



Vendor name order

This option is similar to the A/R customer name order option except that here it applies to the A/P vendor contact name.

Retail Pro Address 1-3

For each Retail Pro vendor address field, specify to which, if any, accounting address field it should be configured.

Use external default terms

Use the default terms specified in the accounting software. See Default AP Terms.

Advance EOM to next month for the last

Specify a number of days before the end of the month when you want to begin reporting for the next month.

Time card overtime starts after

Specify when overtime hours begin. See Time Card Overtime

Use AP Details

This preference should be used only when using the "+AP dtl module" for MAS 90. Select this preference to use AP details when posting AP information in MAS 90 through Accounting Link.

Default A/P Terms

You can specify whether to use the vendor terms defined within your accounting software (i.e. external default terms) or to use the vendor terms information from Retail Pro.

If using the accounting software terms, Accounting Link will not post any Retail Pro terms information, including due date and discount available, when sending A/P batches.

If you choose to use Retail Pro's terms then you can further specify an End of Month (EOM) date for EOM terms. EOM terms include %Days, EOM, and Payments.

EOM is a terms type in which the payment is due at the end of the month. If the purchase is made near the end of the month, there may only be a few days before it would be considered due. To accommodate for this, after a certain date, purchases can be considered to be "in the next month" for payment purposes. For example, if the EOM date is set to 10, a purchase made anytime during the last 10 days of September would be considered as an October purchase, and the EOM payment date would be October 31, not September 30.

To specify A/P Default Terms:

- To use accounting software default vendor terms, select **Use external default terms**.
- To use Retail Pro vendor terms information, the check box should be clear.
- If using Retail Pro vendor terms, you have the option to also define the number of days at the end of a month that are to be considered "in the next month" for an EOM payment date. (This option is unavailable if external terms were selected in Step 1.)

Time Card Overtime

Note: This option setting is required by some accounting programs.

In Retail Pro, the amount of time an associate has worked is determined by means of Check In and Check Out receipts. Each pair of receipts indicates the total amount of time that the associate has worked, with no distinction between regular and overtime hours. Some accounting programs require that this information be posted as separate Regular and Overtime entries.

In the Accounting Link, in order to create separate entries, you must specify the number of hours per day after which the Overtime pay rate is to be applied (i.e. how many hours a day should be posted at the Regular pay level).

As an example, if all time worked in excess of 8 hours each day is considered as overtime, you would enter **8** in **Time card overtime starts after 8 ☐ hours**.

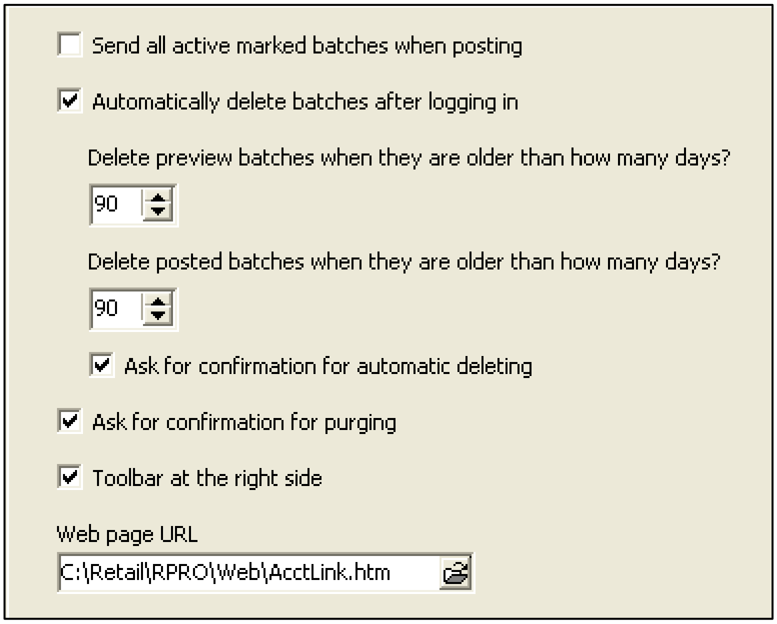
To specify regular hours:

- Enter the number of hours (per day) that is calculated at the Regular pay rate. Any hours over this number will be considered as overtime hours.
- Enter partial hours in decimal format.

System Options

Options > Preferences > System Options

System options include defining batch deletion and purging instructions, choosing the placement of the side toolbar, and specifying the default web page that is to be displayed in the Accounting Link.



Send all active marked batches when posting

If selected, Accounting Link sends all marked batches when posting batches.

Deleting/Purging Options

The Accounting Link is designed to store information only temporarily, whereas in both Retail Pro and the accounting software, data is stored for an extended period. Normally, batches should remain in the Link only for as long as it is necessary to review and then post them.

There are two "housekeeping" functions in the Link, Delete and Purge. Only Preview and Posted batches are affected by these functions. (Marked batches cannot be deleted/purged. They remain in the Link until posted or unmarked.) Delete removes a batch from Link use and flags it as purge-ready. The Purge function then permanently removes a previously deleted batch from the system. Deleting unneeded batches helps to keep the Link working efficiently and keeps the number of batches you work with to a minimum.

In addition to being able to selectively delete batches in each transaction area, you can configure the system to automatically delete Preview and Posted batches after a specified "age" is reached. You can further define whether user confirmation is required for the deletion. If there are batches of the specified age or older, automatic deletion, with the optional confirmation, takes place upon login.

Purge occurs when Link preferences is accessed and if there are any purge-ready batches. You can specify whether user confirmation is required before batches are purged. (Be sure to enter preferences on a regular basis to trigger this purge action.)

If either confirmation is active in preferences, you have the option to delete/purge the batches when asked. Choosing to not delete/purge at the time just means that you will be asked again the next time you login/access preferences.

Configure Preview and Posted batch automatic deletion and purge:

1. Specify whether to enable automatic deletion upon login.

   If this function is not selected, skip to Step 2.

2. For each Preview and Posted batch:

   - Select the age at which batches should be flagged as delete-ready (the default is 90 days).
   - Specify whether user confirmation is required for automatic deletion to proceed.

3. Specify whether user confirmation is required for purge to proceed when Link preferences are accessed and purge-ready batches exist.

   (Note: If a purge is cancelled, it can be resumed when Link preferences are re-entered.)

Placement of the Side Toolbar

You have the option to have the Accounting Link side toolbar on the right or left side of the window. This feature can be used to accommodate a right- or left-handed user or simply personal preference.

Select this option to display the toolbar on the right side of the window.

If not selected, the toolbar is displayed on the left side of the window by default.

Display a Web Page in the Accounting Link

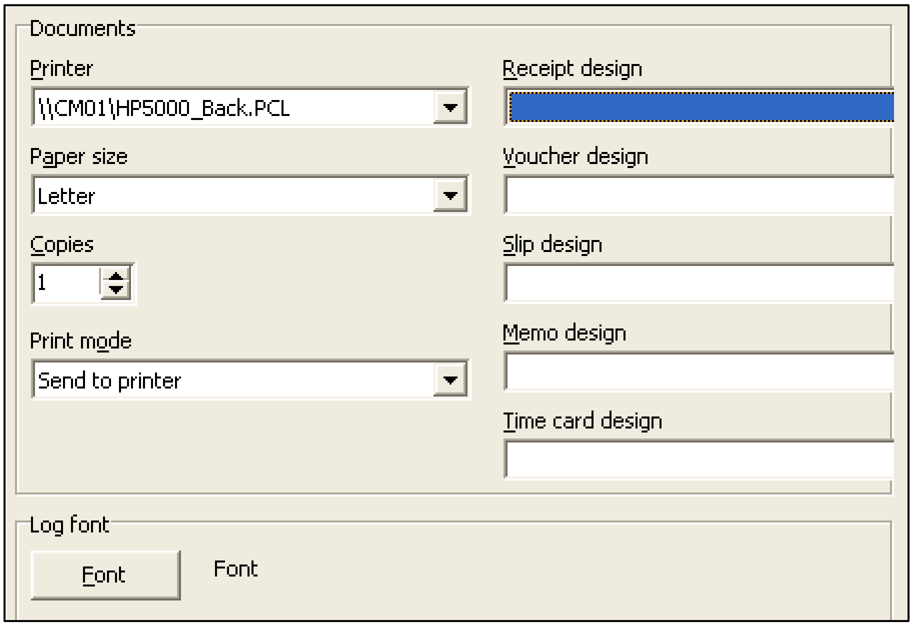
You can define the address for a web page that you want to display in the Accounting Link window. In order for the page to be displayed, you must have Internet access and have Internet Explorer installed on the computer. If a web address is specified, the Accounting Link will attempt to establish Internet access immediately after login. If access is not available, a message is shown stating that a link to the page was not possible. If a web address is not specified, the area where the web page is normally displayed will be blank.

Specify a web page address:

1. Enter a web address in the **Web page URL** field (the default is the Accounting Link HTML page in the …\RPRO directory).

Options > Preferences > System Options > Printing

In this preference, you can define various printing options, specify the document designs you want to use when printing, and choose the font to be used when logs are displayed or printed.



Define printing options:

1. Specify your printer, paper size, and the default number of copies.
2. Select a print mode.
   - **Send to printer**: Send the information directly to the printer.
   - **Show printer setup**: Open the printer setup window so that print settings can be viewed/changed before choosing to print the information.
   - **Show preview**: Display a preview of what is to be printed. You can then choose to print the information from the preview window.

Designs

For each transaction type, specify the design that should be used when batch information is printed. Accounting Link contains several default designs, and you can create alternate designs using the Retail Pro Document Designer.

Note: If a design is not specified for a particular transaction type, the Print feature will not be active when you are working with any batches of that transaction type.

Log Font

Select the type of font to use for log files.

Store Account Manager

Options > Preferences > Store Account Manager

The Store Account Manager options page is where you:

- Indicate active stores.
- Identify accounting companies.
- Define account Ids for individual stores and/or the whole company.
- (optionally) Combining certain tenders for posting.

Note: The accounting companies and their Chart of Accounts (COA) should already be defined in your accounting software.

Store Records

Accounting Link automatically creates store records by reading the information from Retail Pro. Stores cannot be added manually via Accounting Link.

Store Profiles

An accounting company is the company to which the selected store's information is to be sent in the accounting software. An accounting company code must be defined for all active stores, including the Main.

Specify the accounting company code for each listed store and make the stores active:

1. For every store, select the **Company** field and enter the code for the accounting company you want to use with the related store. The company is defined in the accounting software.

   Note: Be sure to enter the accounting company code, not the company name.

2. Select **Use** to indicate that a store is active for use with the Accounting Link.

If the Use flag is selected, Accounting Link will attempt to post information to the accounts you have defined. If an account does not exist, Accounting Link will not be able to post the related information. Instead a message is generated for the batch log.

Additionally, a store must be active (and have a code defined in Retail Pro) in order for AR status information to be sent from the accounting software to Retail Pro during a customer update.

If the Use flag is not selected, Accounting Link will not attempt to post information for the particular store nor retrieve AR status information from the accounting software for that store.

Delete Old Stores

There may be the case where stores still exist in Accounting Link but are no longer in use in Retail Pro. Those stores should be deleted so that they are no longer listed in the Store Account Manager preference and no attempt is made to process information for them.

1. Click **Delete Old Stores**. Any former Retail Pro stores are removed from the list.

   Reminder: As with any other preferences settings, if you do not click **Save** when you are finished working in preferences, the setting — or deletion in this case — does not occur.

Account IDs

Account IDs are usually numerical but in some accounting programs they can be descriptive names. Account IDs can be defined for selected stores as well as for the entire company. When you select a store in the upper field, the COA for that store is displayed in the table.

If a COA has not yet been defined, the default Link COA is displayed. If **Entire Company** is selected, account IDs that differ between stores are not displayed. For example, Store 001 has Cash assigned to account ID 1010-00 and Store 002 has Cash assigned to 1020-00. When **Entire Company** is selected, the account ID field for Cash contain *VARIES* because the stores differed for this account ID. Conversely, if all stores have Cash assigned to 1010-00, that account ID is displayed when **Entire Company** is selected.

Account IDs are displayed with either dash (-) separators for a fixed account structure or colon (:) separators for a flexible account structure. Conversion to the software-specific separator is performed automatically by Accounting Link when data is posted or when Accounting Link compares COAs. This gives Accounting Link the flexibility to work with a variety of accounting programs.

Mapped segments of an account ID cannot be edited. If you want to remove segment mapping, do so through the GL Accounts preference, but remember that the accounts you define here must be defined for the relevant accounting company as well. (The Check COA function, explained later in this section, determines if any accounts are needed in the accounting company COA.)

Assigning Accounts for Multiple Stores at One Time

If most of your stores are to have the same Account IDs assigned to them, assign those IDs by selecting **Entire Company**. This populates the Account IDs for every store. Then select individual stores and make any necessary store-specific assignments.

Assign/Edit Account IDs for the selected store or for the entire company:

1. Click an account's Account ID field to enter edit mode.
2. Provide the account information using one of the following methods::
   - Enter or edit the Account ID.
   - Copy an account from the accounting software's COA:

     Click the selection button to display the accounting software COA. Select the particular account from the list that you want to copy and click OK. (Alternatively, you can double-click the account to copy it.) The Account ID in the table now matches the account in the accounting software COA.

     During posting, Accounting Link will attempt to post information to these accounts (structured and mapped as you have defined in GL Accounts and with the proper accounting software separators). If those accounts do not exist in the accounting software, an error message is generated, displayed, and temporarily stored in a batch log.

Access to the Accounting Software Chart of Accounts

For Accounting Link to display the accounting software's Chart of Accounts in the above step, the following must be completed:· All necessary General Ledger configurations for the accounting company are complete in the accounting software.· The path to the accounting software is defined in **Options > Preferences > Accounting Software**.· The selected store is flagged as active and a valid accounting company is defined in **Options > Preferences > Store Account Manager**.

Accounting Software Chart of Accounts

The COA that is displayed is for the accounting company assigned (per your earlier Store Account Manager preference setting) to the selected store. If you are defining accounts for the entire company rather than a particular store, and multiple accounting companies are involved, the COA for the current location as defined in Retail Pro is displayed. Use the displayed accounting company COA to modify your Link accounts or simply to confirm that an account exists in the accounting company COA.

Consolidating by Company, Region, or Store

Assigning the same Account ID to a particular account type allows custom consolidation options. For example, assigning the same inventory account to a group of stores can provide a regional consolidation within your accounting software. Within the same accounting company, each store's accounts are tracked individually. As a result, you can combine the various consolidation options. Within the same accounting company, inventory can be combined for all stores, sales can be tracked on a regional basis, and adjustments can be tracked on a store-by-store basis – all at the same time.

Multi-Store – Multiple Companies or Multiple Accounts

Many accounting programs can maintain accounting records for more than one company. Each company's records are completely separate, and each company has its own balance sheet and income statement. Alternatively, within an accounting company, you can assign each store (or group of stores) a different sub-account value. This would allow you to maintain separate inventory sub-accounts for each of your stores. You can then generate reports for a particular store and still have the ability to report on the entire company.

Options (Tender Consolidations)

You have the option to handle certain multiple tenders as a single tender for accounting purposes. This commonly applies to the combination of Cash and Checks because their combined value is what is deposited at the bank each evening. When the bank statement is later received, the deposit amounts can be quickly scanned to compare with the combined cash and check totals – without having to manually add the values.

This feature can also be applied to the Credit Card 2 (CC2) and Credit Card 3 (CC3) tenders. In Retail Pro, as the defaults, these two tenders are assigned to MasterCard and Visa, respectively. Most credit card processors treat these cards as the same, so it may be beneficial to have those tenders combined. As in the above option, this makes a later comparison easier. (The sum is stored in the CC2 field.)

If this option is selected, and the default CC2 and CC3 assignments have not been altered, the MasterCard and Visa tenders will be combined. If CC2 and CC3 have been reassigned then whatever you have defined for them will be combined if this option is selected.

To specify tender consolidation:

1. Select to combine cash and check tenders and/or CC2 and CC3 tenders.
2. Per your selection(s), assign the pair of tenders the same account ID in the accounts table.

Chart of Accounts

Check COA

Check COA can only be used with active stores that have a defined accounting company code.

Once your Link accounts are defined, you should check to see if any accounts are missing in the accounting software. The Check COA function scans the related accounting company's COA and compares it with your Link COA for the selected store. (If Entire Company is selected then Check COA scans the accounting software COAs for all of the active stores.)

Every account in Accounting Link COA must have a match in the accounting company COA – including all sub-accounts. (The accounts listed here in the Store Account Manager preference are the accounts to which the structure and mapping, as defined in the GL Accounts preference, are applied. The structure, mapping, and account IDs are compared when Check COA is selected.)

If any discrepancies are detected, the missing accounts are listed. (Sample information is shown in the log example below.) Re-enter your accounting software and create the needed accounts. Use Check COA again to make sure that all necessary accounts were created.

COA Log

If any discrepancy messages were generated when the accounting software COA was last compared to Accounting Link COA (using Check COA), they are stored in a COA log. An example COA log entry is shown at the right. A COA log is stored only temporarily. It remains available for review only until the next scan of an accounting software COA.

Reset COA

If necessary, you can reset the list of accounts for the currently selected location (entire company or an individual store) to the default COA. As with any Accounting Link Preference modification, you must select **Save** when exiting Preferences in order to retain the change.

Note: The default COA is stored in **Defaults.ini** in the GL module of the accounting software's directory in the Accounting Link. For example:
…\Retail\AcctLink\Modules\BW\GL\Defaults.ini.

Warning! For the default accounts to be accurate, you should change them represent your own accounts.

Using Accounting Link

Initialize Customers and Vendors

When you Initialize Customers or Initialize Vendors, Accounting Link transfers the entire AR customer or AP vendor records (those marked Yes and Export in the AR or AP field) from Retail Pro to the accounting software.

Note: You must define a Retail Pro Accounts Payable vendor in your accounting software before Accounting Link can post any AP voucher information for that vendor.

To initialize customers or vendors:

1. Click **Options** on the top menu of the Accounting Link main screen.
2. Click **Initialize Customers** or **Initialize Vendors** on the side menu.

   Result: A progress bar displays to indicate the data transfer.

Purchase Clearing

The purchase clearing account tracks merchandise that has been received into inventory, but for which no bill (vendor invoice) has yet been received. Because no bill has been received, you will not know the "Payable" amount to enter into the accounting software.

The use of purchase clearing is optional. To enable purchase clearing, select the **Use Purchase Clearing Account for Vouchers** option in **Preferences > GL Options**. If the purchase clearing option is not selected, any voucher that contains an AP vendor but not a vendor invoice number and vendor invoice date is ignored.

You should reconcile all Purchase Clearing transactions prior to closing a period. To do this, ensure that all vouchers created during the period are assigned to the appropriate vendor invoice.

The Purchase Clearing displays vouchers that do not possess completed payee information. If a voucher has completed Payee information, it bypasses purchase clearing and is instead posted to the next batch during an AP read.

General Purchase Clearing Rules

Action	Effect
Goods received without a vendor invoice	Credit to purchase clearing
Vendor invoice received on voucher in purchase clearing	Debit to purchase clearing
Goods returned to vendor without a vendor invoice	Debit to purchase clearing
Goods and vendor invoice received on voucher	No posting to purchase clearing
Goods returned to vendor with vendor invoice	No posting to purchase clearing

Miscellaneous Transaction Information

Vouchers

Purchase Clearing Account

In order for Accounting Link to read any Purchase Clearing account vouchers, you must select the PC account feature in Accounting Link preferences:

Options > Preferences > GL Options > Use Purchase Clearing Account for Vouchers.

If the PC account option is not selected, any voucher that does not include an invoice number or invoice date is ignored by Accounting Link.

Multiple Vouchers Sharing One Invoice

When you receive an order, the merchandise may arrive in several different packages over several days. However, when the billing invoice for that order is finally received, the entire order is listed along with the total cost. This invoice information must now be used on all vouchers that are associated with the order. Since duplicate invoice information is not allowed in most accounting software, Accounting Link must combine the vouchers.

When read into Accounting Link, the vouchers are displayed separately for review purposes. However, when posting the batch, Accounting Link combines any vouchers that have the same Payee, invoice date and invoice number). In effect, Accounting Link posts the information as if it were from one voucher.

When combining vouchers, all value fields will be sum totals. Document information such as document number, date, due date, terms, etc., will be taken from the last voucher read.

It is the responsibility of the user to ensure that all of the vouchers that reference a given invoice are available for posting and that the Read date range encompasses the complete set of vouchers.

Slips

Only verified Out Slips will be read by Accounting Link. When reading a verified Out Slip, Accounting Link recreates the corresponding In Slip. Thus, in Accounting Link List View, two transactions represent the transfer. Using the From and To store information, Accounting Link determines which inventories to affect. Since each store can have a separate inventory account, a transfer between stores may result in an amount shifting from one account to another. If the From and To stores share the same account ID, no net change occurs, and no posting to that account takes place.

To deal with this situation, a Transfer Offset (TO) account exists for each store. The TO account is for amounts that have come from somewhere but cannot be currently defined. Later, manual adjustment must be made in order to balance the books.

As an example, merchandise is transferred from Store 001 to Store 002. Each store has its own company. The amount taken from the inventory in Store 001 is balanced by placing the same amount into the TO account of the Store 001 company. In Store 002, the amount added to the inventory is balanced by taking the same amount from the TO account of the Store 002 company.

If "Require Matching In Slips to file pairs" is selected in the Retail Pro System Preferences, then the Accounting Link will not read the Out Slips until the Matching In Slip is recorded). Only former slips are read.

Stores that have Different Accounting Companies

Situations where Retail Pro stores are set up with different accounting companies should be quite rare. From strictly an accounting viewpoint, it is questionable to allow the use of transfers in such a situation. It would be better for one store to 'sell' the merchandise to another. This would create standard invoices and vouchers that could then be posted with ease through Accounting Link.

Memos

Accounting Link only reads Quantity and Cost memos since those memos directly affect the value of inventory. Price memos are not read because price changes do not affect inventory value.

Note: In Retail Pro System Preferences, if the Adjustments option **Save Store Quantities In Price/Cost Memos** is selected, Accounting Link may create multiple transactions from a Cost memo (one for any store affected). So, where one memo may be read by Accounting Link, more than one memo transaction may be displayed for the batch.

Payroll – Time Cards

Since Retail Pro creates a Check In or Check Out receipt every time an associate checks in or out, respectively, Accounting Link reads pairs of receipts when creating time cards. Each Check In must have a Check Out in order to be read and marked.

Reading Transaction Data from Retail Pro

The Read function imports selected information from Retail Pro to the Accounting Link. All data is tracked and later posted by *batches*. Each batch is a collection of documents read into Accounting Link. A Batch includes one of the following transaction types:

- Receipts
- Vouchers
- Slips
- Memos
- Payroll (Check In/Check Out receipts).

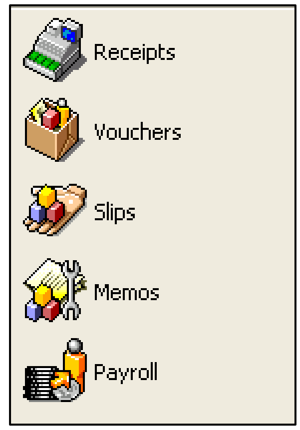
Note: Receipts and vouchers include return receipts and return vouchers, respectively. Information is read according to the selected transaction type and a specified date range.

The major features of the Read function are:

- Each transaction type is read as a separate action. You control what is imported: receipts, vouchers, slips, memos, or payroll information.
- Data is read for a selected date range.
- Imported data is stored in sequentially numbered batches. The same counter is used for all of the transaction types, giving each batch in Accounting Link database a unique identification.
- In addition to the Batch #, there is a sequentially numbered Batch ID located in the Batch Description that is transaction-type specific. The Batch ID can be modified to a more descriptive ID, thus making the batch easier to identify at a later time.
- Within a transaction type, individual batches can be created for each store.
- Data can be read in Preview mode or in Marked mode. In Preview mode, Retail Pro history files are not marked (i.e. not flagged as having been read). The data is only available for preview. In Marked mode, the appropriate history file is marked as having been read, enabling the data to be posted into Accounting.
- Data read in Preview mode cannot be posted. This is to help prevent the same data from being posted more than once. In order to post the data, the Batch must be read in Marked mode.
- Data read in Marked mode can be unmarked if it is determined that corrections need to be made before the information can be posted. (Note: Posted batches can also be unmarked, but manual cancellation of the posted data in the accounting software *must* be done before the data is re-read and re-posted.)

Importing Data from Retail Pro

To import data from Retail Pro:



1. Select **Batches** from the top menu.
2. Select **Receipts, Vouchers, Slips, Memos**, or **Payroll** from the side menu.

   Note: If data has been previously read for the transaction type, the latest batch is displayed.

3. Select **Read** from the top menu.
4. The Read Batch dialog displays. Enter or select from the following options:

Read Batch as

A batch can be read in one of two modes: Preview or Marked. The choice determines whether or not the related Retail Pro transactions are flagged as having been read and can be posted to the accounting software.

Marked transactions are flagged as read in Retail Pro and the batch can be posted.

Preview transactions are not flagged and the batch cannot be posted. To post the data, you must re-read the information in Marked mode. Preview mode allows you to check a batch for errors before reading it in as Marked.

Batch Description

A Batch Description is automatically assigned to the batch but can be edited. Batches for *each* transaction type are sequentially numbered. You may choose to retain this number or not. To edit the Batch Description, click the field and make your modifications.

Create single batch for each store

Select to have a separate batch created for each store's transactions (all will have the same Batch Description). This will allow you to review and post batches on a store basis.

Document Date Range

Define the Start and End dates for the transactions you want to read. To specify the date range, do one of the following:

Accept the default range (last used End Date to current date).

Type the beginning and ending dates in the appropriate date fields. Enter month, day, and year as separate inputs.

For each date field, click the drop-down arrow to display a calendar. Choose the date you want by selecting it on the calendar.

5. Click **OK** to begin the data import.

Note: If no transactions are found for your selected transaction type within the specified date range, the following message is displayed: *There is nothing to read for this date range.* Since there was no information to import, no batch was created.

Posting Data to Accounting Software

Posting a Batch

When you post a batch, Accounting Link transfers batch information to the appropriate modules in your accounting software. Until batches are posted, none of the information they contain appears in the accounting software.

When posting a batch, The AcctLink transfers the batch information to the appropriate module in your accounting software, based on your selection in Preferences > System > Options. You have a choice of:

- Post a single batch
- Post all active marked batches

Note: No flags are set within Retail Pro during posting.

The major features of the Post function are:

- Consolidate each batch as you prefer. Consolidating by Transactions will post a journal entry to the General Ledger for each transaction within a batch, Consolidating by Store will post a journal entry for each store within a batch, Consolidating by Company with post a single journal entry for the one batch.

  Select the date to which you want the batch data posted. (The accounting program must support this feature.)
- If any part of a batch cannot be posted, then none of the batch is posted. This eliminates the need to determine what part of a batch was not posted and/or make adjusting entries for a partial posting. (This depends on how information is transferred to the accounting program.) An exception is MAS90/200. If there is an error in the batch, data will be passed to MAS90/200, and must be removed from MA90/200 before re-posting the corrected batch.
- Post multiple vouchers for the same vendor invoice.
- Post vouchers that do not yet have a vendor invoice number or date to a Purchase Clearing account. (The accounting program must support this feature.)

To post a batch to Accounting Software:

Note: The Marked batch that you want to post must be selected (i.e. displayed in either List or Form View).

1. Select or display the batch that you want to post.
2. Select **Post** from the top menu.
3. Select the Posting date. You can leave the date as displayed, enter a different date, or click the drop-down arrow to use a calendar to select a date.
4. Specify which consolidation level you want to use for this batch.

Note: The level that you select becomes the default the next time the Post Batch window is displayed.

5. Select **OK** to start the posting.

   Result: A progress bar indicates the posting activities as they occur.

Negative Total Commission Amount

For some accounting programs, a transaction that contains a negative total commission amount for an associate cannot be successfully posted. (Please refer to your accounting software manual.) If not posted, the values must be manually entered in the accounting software.

Unmarking a Posted Batch

If a Marked batch contains errors, you can unmark it. This changes the batch status to Preview and, in Retail Pro, resets the accounting flags for the batch transactions. Then you can correct the errors in Retail Pro and re-import the information to Accounting Link.

A Posted batch can also be unmarked but do so cautiously because you do not want to mistakenly re-post data. Only if a batch did not import correctly into the accounting software should you unmark it and try to re-post it. Check the accounting software accounts thoroughly before choosing to unmark a batch and attempting to re-post it.

If you want to unmark a batch that did post correctly, you must manually adjust the related data in the accounting software before unmarking it and re-posting the data – this includes any PCA (purchase clearing account) postings that might be involved. (If PCA postings are affected, more than one related batch might have to be unmarked.) In some cases, the accounting software may not allow data to be re-posted if the receipt or voucher has not been "un-posted," but you should not rely on that safety measure occurring.

To unmark a batch:

1. Select the Marked (or Posted) batch that you want to unmark in either List View or Form View.
2. Choose **Unmark** from the top menu.
3. Select **Yes** to confirm the action.

You can unmark posted batches, but you must then manually cancel the posted data in the accounting package before you reread and post the batch again. Typically, you only want to unmark a posted batch if the batch did not post correctly.

To unmark a posted batch:

1. Select the batch that you want to unmark.
2. Click **Unmark** (***<Alt+U>***) from the top menu.

Consolidation Levels

General Ledger consolidation can make managing information easier. Accounting Link modifies how the data is presented to the accounting software according to the consolidation level you select.

Consolidating by Transaction

Consolidating by Transaction posts a journal entry for each transaction within a batch. For example, five transactions results in five journal entries, one for each transaction.

Data From the Batch Transactions Posted on a Store Basis for Each Company

Data that posts to the same account for the same account type, for the same store, will be summed together. Thus, a single entry is made for each account for each store within a company.

For example, for all of the transactions involving Store 001, all Cost of Goods data that posts to the same account would be consolidated to a single Store 001 entry.

Consolidation by Company

Company Data from the transactions in the batch is posted on a company basis. All transaction data that posts to the same account ID for the same account type, for every store in the company, will be summed together. Thus, a single entry is made for each account type for the company.

For example, for all of the stores in the company, all Cost of Goods information that posts to the same account ID would be consolidated to a single company entry.

A/R, A/P, Commission, and Time Card Consolidations

A/R transactions are not consolidated. A/P transactions are consolidated if the Payee code, invoice number and invoice date on a voucher matches those of any other voucher read into the same batch. There is a single entry for the combined information. Commission data is consolidated by associate name. There is a single entry for each associate with the total commission earned. Time card data is consolidated by associate name. The data is exported in the format required by the specific accounting software.

Other Posting Consolidations

Vouchers posted the first time (that do not include an invoice number) will:

- Credit the Purchase Clearing account with the sum of extended item cost.
- Debit Inventory by the sum of the extended item cost.
- Assign the PC flag to the voucher.

Vouchers posted a second time (that include an invoice number) will:

- Debit the Purchase Clearing account with the stored PC amount.
- Credit the Payable account with the voucher total.
- Debit the Freight account with the Freight amount.
- Debit the Fee account with the Fee amount.
- Debit the Tax account with the Tax amount.
- Credit the Discount account with the Discount amount.
- Debit the Inventory account with the sum of extended item cost less the PC Total.

Reviewing Batch Information

Batch Types

Preview Batches

Create a Preview batch to review the contents of a batch before sending it to an accounting package. To send a Preview batch to an accounting package, the batch must be reread as a Marked batch. You can use Preview batches for:

- Daily account reconciliation
- End of day procedures
- General review of data prior to a given audit period

Marked Batches

Marked batches are ready for posting to a given accounting package. You cannot edit documents in a marked batch. Data editing must be done in Retail Pro.

You can change a marked batch to a preview batch.

Archived Batches

Archived batches are batches that have been posted to an accounting package but not yet purged from the system. You cannot edit documents within an archived batch. To be purged, a batch must be in "Posted" status.

Deleting a Batch

In Accounting Link preferences, you can schedule the deletion of batches as they reach a certain "age." When working with batches of any transaction type, you have the option to delete individual Preview and Posted batches for that particular transaction type. You can delete the current batch, or delete a batch stored in Active Batches or Archived Batches. Whenever a batch is deleted, it is flagged as purge-ready. (When you next enter Link preferences, purge-ready files may be purged from the Accounting Link database.)

To delete a batch:

1. Select the Preview or Posted batch that you want to delete.
2. Click **Delete** on the top menu.

Result: You are asked to confirm the deletion.

Note: A Marked batch cannot be deleted. It must be unmarked, thus changing its status to Preview. Then, as a Preview batch, it can be deleted.

Searching a Batch

The search mode is based on how the information is currently sorted. For example, you can search for a particular transaction by sorting by transaction number (Doc #).

To search for a batch:

1. From the List View, sort the data by the column you want to search by clicking on the column header by which you want to search.

   Or

   While in the body of the List View, simply begin typing the characters of the entry you want to find in the Find field.

   Result: The first match that is found is highlighted.
2. Since the column is sorted, use the down-arrow to move to the next match.

Printing Batch Summaries

You can print a summary of a batch for review:

To print a batch summary:

Important!: Before printing a batch summary, document designs need to be configured through document designer. Reference: See Retail Pro Tool Supplement *TS02 Document Designer*

1. Select the batch that you want to print.
2. Click **Print** (***<Alt+P>***) from the top menu.
   Result: The Print dialog displays.
3. Change the print settings, if necessary, and then click **OK**.

Note: Alternatively, you can print batch information by holding down the left mouse button and dragging across the columns you want to print, Right-click on the selected columns, and select Print. The Batch will preview on the screen, then click on the print icon at the top of the preview screen)

Managing Displayed Information

In List View, each row contains information for one transaction in a batch. Each transaction's information is displayed across the row in columns. You can scroll as necessary, or rearrange columns using the drag-and-drop procedure. Using Page Manager, you can add/delete columns for a customized List View for each of the transaction types.

In Form View, information is displayed as batch-specific, transaction-specific, or a combination of both. It all depends on the design of the form. If the information is transaction-specific, select the transaction while in List View and then change to Form View.

Using Page Designer, you can add/delete information fields for a customized Form View for each of the transaction types.

Batch Logs

Accounting Link maintains a log for each batch. This log can be viewed regardless of the state a batch is in. When the batch is purged from the system, so is its log file.

Batch Log Errors

If any errors occur when a batch is read or posted, a log is created which contains the error message(s). The log remains "attached" to the batch until the batch is deleted. When you select to work with a batch, the **Batch Log** button is available only if there is a log file related to that batch.

To view a batch log:

1. Choose the batch that has a log file.
2. Select **Batch Log** from the side menu.

   Result: The log is displayed in the font you specified in Link preferences.
3. Edit and print the Batch log:

   Note: Any changes you make to the log are not saved. You can edit the log so that you can annotate it and print only the information that you want.)
4. Using normal text editing, add any comments that you want to include in the log.
5. Right-click for a pop-up menu, then select the available action that you want and follow normal Windows procedures.

Batches Read by Store Share a Batch Log

If you create a single batch for each store during an import, and any errors occur for any of the batches, the errors are recorded in a single multi-store batch log. That batch log is "attached" to all of the batches that were created during that import. Situations where a log entry may exist but the batch does not:· If none of the transactions for a store could be read, no batch would be created for that store, but an error message would appear in the multi-store batch log.· If a batch has been deleted, its log will remain in the multi-store batch log. Only when the last batch of that group of batches is deleted is the multi-store batch log deleted.

Updating Customer, Vendor, Associate Information

About Update and Initialize

Accounting Link reviews all customers and associates in Retail Pro. Accounting Link sends to the accounting software new customers whose records are marked Export or Yes in the AR field. Accounting Link also sends new associates.

Depending on your accounting software, the Accounting Link can update customer, vendor, and associate information in your accounting software and in Retail Pro.

A/R customer records and A/P vendor records can be transferred from Retail Pro to the accounting software A/R and A/P modules, respectively. Associate names can be transferred from current batch information (commission information on receipts and Check In/Out receipts). Additionally, customer status information can be transferred from the accounting program to Retail Pro during a customer update.

Listed below are the key features of the Update function:

- A/R customer and A/P vendor records from Retail Pro can be used to create those records in the accounting software.
- A/R customer, A/P vendor, and associate information can be updated from the relevant transaction screens (i.e. customers and associates from the receipts screen, vendors from the vouchers screen, and associates from the payroll screen) in Retail Pro. The customer and vendor updates transfer the A/R customers and A/P vendors marked for export in Retail Pro (marked **Export**).
- Associate information can be transferred to the accounting software from time cards and receipt commission information found in the current batch. This quickly establishes your associate information in the accounting software so that the batch can be posted.
- All Retail Pro A/R customer and A/P vendor records that are set to Yes or Export can be transferred to the accounting software using the separate customer and vendor initialize options found in Options.
- Depending on your Accounting Software, Customer status information is transferred from the accounting software's A/R module to Retail Pro. This information can include account balance, credit limit, and aging status.

Note: The update of customer and vendor information does not occur automatically, except in QuickBooks, based on the AP or AR field setting. All other accounting software must run the Update Utility for Customer and Vendor information to be updated.

Note: When working with associate information, the accounting package must have associate information defined prior to any successful posting of commission or timecard details.

No Review Available for Update/Initialization

A batch is not created during an update/initialization. Therefore, there is no opportunity to review the information or cancel the process once it is started.

Customer Information

From Retail Pro to Accounting Software

A Retail Pro Accounts Receivable customer must be defined in your accounting software before any A/R transaction information can be posted for that customer.

Use Accounting Link to send Customer information from Retail Pro to the accounting software. You can then edit the record in the accounting software to enter additional information, if necessary. It is not recommended that you enter this information into your accounting software directly. If a new customer is yet to be defined in the accounting software but is reflected in a batch transaction, Accounting Link can transfer the minimum amount of information necessary so that the batch can be posted.

Accounting Link's Update and Initialize functions give you the option to update your accounting software with only those Retail Pro customers records marked for export (Update) or exporting all Retail Pro A/R customer information on records set to Yes or Export (Initialize).

When updating or initializing, Accounting Link sends the A/R customer information to all of the accounting companies currently defined for all of the active stores (**Options > Preferences > Store Account Manager**). This ensures that users who have different companies for different stores will not lose A/R information.

Accounting Software > Retail Pro

For some accounting programs, customer account information, such as account status and balance, can be transferred from the program's A/R module to the appropriate customer records in Retail Pro. The information can then be used at point of sale to determine credit approval. The transfer of this information is part of the customer update function that, in addition to sending customer information to the accounting software, requests credit information from the accounting software.

When importing A/R account information, the Accounting Link checks the Retail Pro store number and matches it through the Store Account Manager preference setting to an accounting company. It then imports all of the information from that accounting company and attempts to find a match in the Retail Pro customer file using the Customer ID field. If no match is found, the information for that account is not used.

Exported Information can include:

Account Balance	The positive or negative dollar value associated with the Customer A/R account.
Credit Limit	The maximum dollar value allowed on the account.
Aging Status	An indication of how tardy the customer has been in making payments. Imported to the Info 2 field in Retail Pro. The stages of Aging Status must be defined in the accounting software.

Warning: If a Customer ID matches the ID of more than one customer account, Accounting Link writes account information to all of the matching customer accounts that it encounters.

Vendor Information

From Retail Pro to Accounting Software

This is similar to Accounts Receivable customers. A Retail Pro Accounts Payable vendor must be defined in your accounting software before any A/P voucher information can be posted for that vendor.

Associate Information

From Retail Pro to Accounting Software

This is similar to Accounts Receivable customers. A Retail Pro associate must be defined in your accounting software before any commission or time card information can be posted for that associate.

Update Function

The Update function updates customer/vendor/associate information in the accounting software and the customer status information in Retail Pro.

From the relative transaction window, click **Update** to:

- Send information from the Retail Pro A/R customer or A/P vendor records that are marked for export.
- Send associate information from commission information on receipts in the current receipt batch or from paired Check In/Check Out receipts in a payroll batch.
- Send A/R customer status information from the accounting software's A/R module to Retail Pro. (This action is part of the Update Customers & Associates update.)

Result: A progress bar indicates the data transfer.

Initialize Function

The Initialize function transfers information from all of the A/R customer or A/P vendor records. Initialize sends the A/R customer or A/P vendor information to the accounting software from all the records that are flagged as **Yes** or **Export**.

To Initialize:

1. Click **Options** on the main screen.
2. Choose one of these options from the side menu:

   Initialize Customers
   Initialize Vendors

   Result: A progress bar indicates the data transfer.

MAS 90

Accounting Link Configuration for MAS 90

If you're using a version of MAS 90 with Accounting Link, you must define preference settings for the software. You need only specify the settings for the modules you will use (i.e., Time Cards, General Ledger, Commissions, Accounts Receivable, and/or Accounts Payable).

Note: The available modules are determined by what you chose when installing Accounting Link.

MAS 90 Version Compatibility

Accounting Link can be used with the following MAS 90 versions:

MAS 90 3.x	MAS 90 3.51	MAS 90 3.70
MAS 90 4.	MAS 90 4.1	MAS 90 4.2

MAS 200 4.2

The file format used by MAS 200 4.2 is identical to the file format used by MAS 90 4.2, and should be compatible with Accounting Link; however, testing has only been performed with MAS 90. Users should do their own testing before using Accounting Link with MAS 200 4.2.

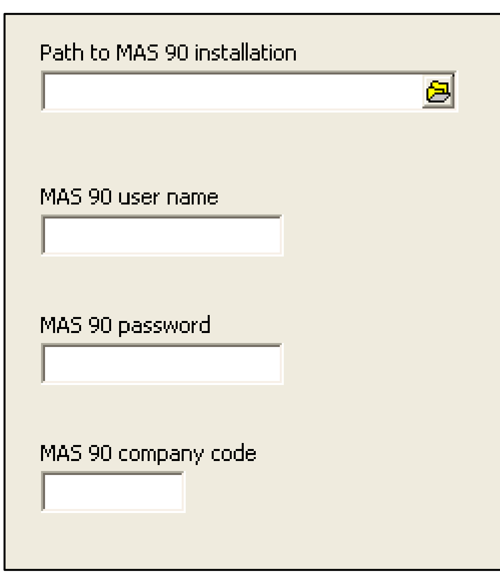
Options > Preferences > MAS90 X.X

Installation Path

For each version of MAS 90 you are using, specify the path to the installation using one of the following methods:

- Enter the path to the MAS 90 Directory.
- Click the Folder icon and browse for the path.

In addition, enter your MAS 90 user name, password, and company code.



Options > Preferences > MAS90 X.X > GL

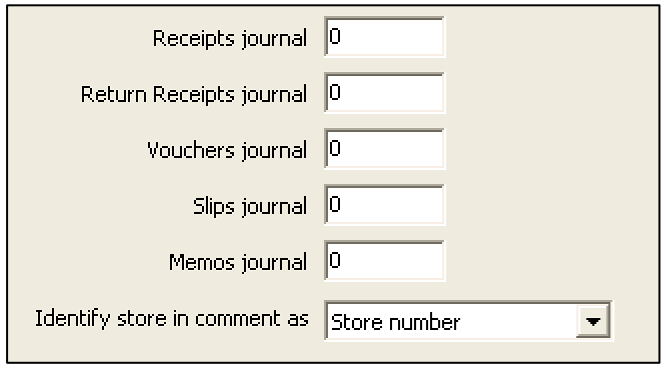
General Ledger

The General Ledger is a group of accounts that store the current balances of various asset, liability, income, and expense accounts. In many accounting programs, one or more journals record the detailed information about how the balance of a particular account was derived.

Based on the transaction type, you can specify the code of a journal through which to post data. Each transaction type may be assigned to the same or a different journal as any of the other transaction types. A journal code consists of up to four characters.

Transaction types are:

- Receipts journal
- Return Receipts journal
- Slips journal
- Memos journal
- Vouchers journal



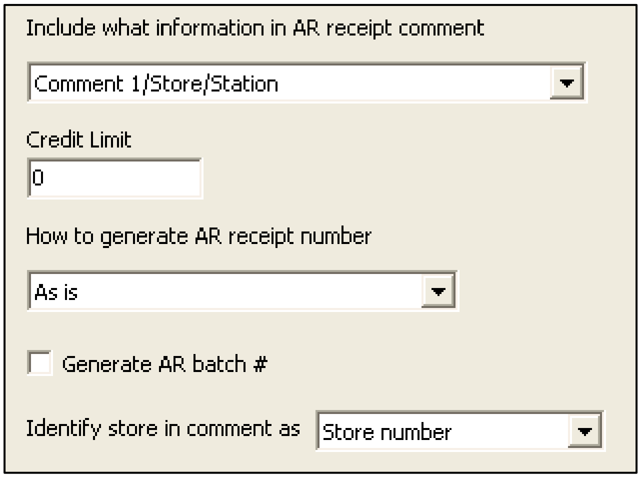
To assign a journal code, you must know which journals are available, and applicable. The default code is zero, but you can define your own source journal codes. Please refer to your MAS 90 documentation for additional information on journals and their codes.

Options > Preferences > MAS90 X.X > Commissions

No settings are required.

Options > Preferences > MAS90 X.X > AR

Specify whether to include particular information in A/R receipt comments, define a default credit limit, determine how A/R receipt numbers are generated, and choose to have A/R batch numbers generated and assigned.



A/R Receipt Comment	You can specify information that you want to have included in the A/R receipt Comment field.
A/R Credit Limit	The Credit Limit is updated from Accounting Link to MAS90. Accounting Link then updates the credit limit in Retail Pro.

A/R Receipt Number

While most users would prefer, for ease of tracking, that the accounting transaction number be the same as the Retail Pro 5-digit document number, it may not be possible. This is because duplicate receipt numbers can exist in Retail Pro but are not allowed in most accounting programs. You can use the same numbers only if duplicates do not exist in your Retail Pro. If duplicates do exist, A/R transaction numbers must be generated (optionally including the Retail Pro store number as part of the A/R transaction number). The four options for A/R transaction numbering are:

As Is	Use the same number as Retail Pro. Select this only if duplicate document numbers do not exist in Retail Pro.
Store #	Create a unique number by adding the Retail Pro store number (2-digits only) to the beginning of the Retail Pro document number. *Example:* Store 001, document number 48 would be numbered as Transaction 0100048. (See note below.)
Append Store #	Create a unique number by adding the Retail Pro store number (2-digits only) to the end of the Retail Pro document number. Example: Store 001, document number 48 would be numbered 0004801.
Sequential #	Use 7-digit sequential numbering not associated with Retail Pro.

Generate AR Batch #

If selected, the store number and date will be used as a batch number for A/R transactions.

To define your A/R options:

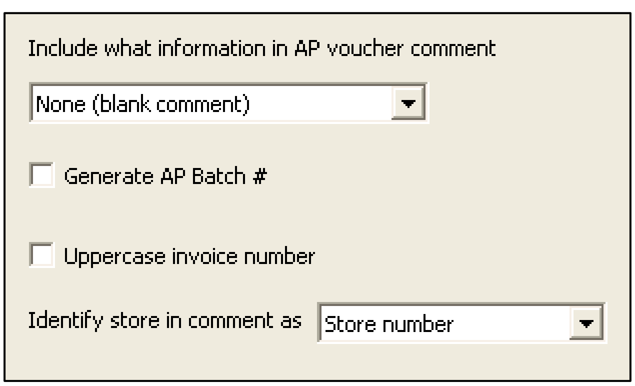
- Specify the Retail Pro information that is to be included in the A/R receipt Comment field: Click the down-arrow and select from the displayed list.
- Specify a default credit limit: Select the Credit Limit field and enter the credit limit amount.
- Specify how A/R transaction numbers are to be generated: Click the down-arrow and select from the displayed list.
- Specify whether to have Accounting Link generate A/R batch numbers using store number and date: Select to have A/R batch numbers generated and assigned.

Append Store Number Limitations

MAS 90 uses a seven-digit receipt number. The Retail Pro document number uses five of those digits, leaving only two digits available for a store number. Retail Pro requires up to three digits for a store number, but since the maximum number of stores possible is 240, a digit must be dropped.

As examples, 02 would represent Store 002, and 19 would represent Store 019. This limits the number of represented stores to 100 (the Main and 01 through 99). This limitation avoids the scenario of two stores represented by the same number, such as having both Stores 019 and 119 represented by 19. Use Prepend or Append only if this limitation does not pose a problem.

Options > Preferences > Mas90 X.X > AP



Include what information in AP voucher comment

Specify whether to include particular information in A/P voucher comments,

You can specify information that you want to have included in the A/P voucher Comment field. Some users prefer to not use comments so that they can use the field for other purposes within their accounting software.

Generate AP Batch #

If selected, a batch number will be generated for the AP batch.

Uppercase invoice number

If selected, the invoice number will be displayed in uppercase characters.

Identify store in comment as

Select how to identify stores when store info is placed in the comment field:

Store number (001, 002, etc.)

Or

Store ID

Configuring MAS 90

Please refer to the MAS 90 manual for complete and detailed instructions for all MAS 90 procedures.

Warning: When you create new MAS 90 data files or a Chart of Accounts for a company, any previously entered data or accounts are deleted.

MAS 90 A/P Accounts and Vendors

Define these settings after you create A/P data files for a company.

MAS 90+ > Modules+ > Accounts Payable+ > Setup > Division Maintenance

Division Number	00	The default division for all A/P entries is 00. If you use additional divisions, note that all vendor accounts posted from Accounting Link will have a division of 00.All G/L accounts must be correctly defined for this division.

A/P Vendors

Use the Accounting Link to send Vendor information from Retail Pro to the accounting software. You can then edit the record in the accounting software to enter additional information, if necessary.

For A/P Vendor information to post to the accounting software correctly, the vendor must be defined in the accounting software.

If a new A/P vendor not yet be defined in the accounting software, Accounting Link can send the minimum amount of information necessary to post the batch. Other vendor information that you maintain in MAS 90 can be updated at a later time.

Create accounts for each of your A/P vendors:

Manually (not - recommended)	You can enter vendor information manually in MAS 90. However, the vendor number must match the Retail Pro vendor account number. Refer to your MAS 90 manual for complete instructions.
Automatically (minimal information)	MAS 90+ > Modules+ > Accounts Payable > Main > Vendor Maintenance You can create accounts automatically for all vendors who are defined as A/P vendors in Retail Pro. The only requirement is that the Retail Pro vendor record be marked appropriately with **Yes** or **Export** in the AP field.

In Accounting Link, select:

Batches > Vouchers > Update Vendors > Options > Initialize Vendors

MAS 90 A/R Accounts

A/R Customers

Use Accounting Link to send Customer information from Retail Pro to MAS 90. You can then edit the record in MAS 90 to enter additional information, if necessary.

For A/R Customer information to post to the accounting software correctly, the customer must be defined in the accounting software. If a new A/R customer is not yet defined in the accounting software, Accounting Link can send the minimum amount of information necessary to post the batch. Other customer information that you maintain in MAS 90 can be updated at a later time.

Create accounts for each of your A/R customers

Manually

Customer information can be manually entered in MAS 90. A requirement is that the customer number must match the Retail Pro Customer ID (add leading zeros to make a 7-digit number). Refer to your MAS 90 manual for complete instructions.

MAS 90+ > Modules+ > Accounts Receivable > Main > Customer Maintenance

Automatically (minimal information)

Accounts can be created automatically for all customers who are defined as A/R customers in Retail Pro. The only requirement is that the Retail Pro customer record be marked appropriately with **Export** in the AR field.

In Accounting Link, select:

Batches > Receipts > Updt Cust & Assoc

Note: For MAS 90, only customer information is updated when this feature is selected. Associate information is not updated.

OR

Options > Initialize Customers

Update A/R Customer Information Before Posting a Batch

It is recommended that before posting a Receipts batch you use Accounting Link Update Customers feature. This defines in MAS 90 any new A/R customers that might be represented in the batch transactions. When the batch is posted, all of the relevant customers are recognized by MAS 90.

MAS 90 A/R Accounts and Customers

MAS 90+ > Modules+ > Accounts Receivable+ > Setup

After A/R data files have been created for a company, define the following:

A/R Setup Options	Setting	Description Notes
Accounts Receivable Options > Main > Sales Tax Reporting	Checked	Checked = feature is on *Note:* Sales Tax Code RP must be defined as described below.
Additional > Salesperson Commission Reporting	Checked	Checked = feature is on *Note:* Salesperson Code 0000 must also be defined as described below.
Integrate > Post Cost of Goods Sold to General Ledger	Checked	Checked = feature is on *Note:* Sales Code RPRO must also be defined, with correct account numbers, as described below.
Division Maintenance > Division No.	00	The default division for all A/R entries is 00. If you use additional divisions, all customer accounts posted from Accounting Link will have a division of 00. All G/L accounts must be correctly defined for this division.
Bank Code Maintenance > Bank Code	R	All cash receipts entries posted from Retail Pro will default to Bank Code R.
Sales Tax Account Maintenance > Tax Code	RP	All receipt entries posted from Retail Pro will default to Sales Tax Code RP.
Salesperson Maintenance >Salesperson No.	0000	All receipt entries posted from Retail Pro will default to Salesperson Code 0000.
Sales Code Maintenance >Sales Code Or Miscellaneous Item Maintenance>Item code (in MAS 90 v4.10 and above)	RPRO	All receipts posted form Retail Pro will have a default Sales Code RPRO. Define this sales code as follows: Description: Retail Pro Link Sales Account: A/R account number COG Account: A/R account number Inventory Account: A/R account number Unit of Measure: (leave blank) Standard Cost: (.000) Standard Price: (.000) Tax Class: TX or NT Calculate Commission: (do not select) Enter Description: (do not select) Enter Cost Amount: (do not select)

No Postings to G/L

Account numbers defined within the MAS 90 Accounts Receivable module are designed to offset each other, ultimately resulting in no postings to the General Ledger from Accounts Receivable. This is because charge receipts and payments on account are already posted directly to the General Ledger from Accounting Link.

MAS 90 GL Accounts

You must define a Chart of Accounts for each accounting company. You can use whatever account IDs you want for the various accounts. However, in order to successfully post data via Accounting Link, these conditions must be met:

- All of the accounts that are needed by the Accounting Link must exist in MAS 90. You can copy a Chart of Accounts from another company or create a Chart of Accounts from scratch.
- The account IDs defined in MAS 90 and Accounting Link must be identical.

Create a Chart of Accounts

Please refer to your MAS 90 manual for detailed instructions to create your Chart of Accounts.

1. Define the account number format and sub-account mapping using General Ledger Options.
2. Assign sub-account values and copy the sub-account ranges to accounts (as needed) using Department Maintenance. If assigning stores, the sub-account values must match the store codes defined in Retail Pro System Preferences.

General Ledger Parameter

After G/L data files have been created for a company, define the following parameter:

1. MAS 90+ > Modules+ > General Ledger+ > Setup > Source Journal Maintenance

GL Source Journal Maintenance Options	Setting	Description/Notes
Source Journal	Suggest: RP	All general ledger journal entries posted from Retail Pro will default to this Source Journal. You may enter a code of your own choice: RV for vouchers slips and memos RI for receipts and return receipts

Library Master Tax Code

Create a Retail Pro Tax Code:

1. MAS 90+ > Modules+ >Library Master > Common > Sales Tax Code maintenance

Sales Tax Code Maintenance Options	Setting	Description/Notes
Tax Code Tax Rate	RP .000000	Create a tax code so that it can be defined as the default tax code for all receipt entries posted from Retail Pro. Define this code with a .000000% tax rate.

MAS 90 Miscellaneous Information

Account Format and Mapping

MAS 90 allows up to three segments containing a maximum of 9 alphanumeric characters. Mapping is available for the second and third segments.

Note: MAS90 v4 expands this limit significantly

Reference: See GL Account Options.

A/R Customer Information

MAS 90 supports a Customer ID of 7 characters.

The customer's full name is stored in MAS 90 in a single field with a 30-character maximum.

Address fields supported by MAS 90 are three general address fields, and individual fields for City, State, ZIP code and Count. (Note: City and State are normally combined in Retail Pro Address 3. When entered in Retail Pro, this information must be separated by a comma is order for it to be exported as separate field entries for MAS 90.)

Reference: See Customer Information.

Time Card

In Retail Pro, the amount of time an associate has worked is determined by means of Check In and Check Out receipts. Each pair of receipts indicates the total amount of time that the associate has worked, with no distinction between regular and overtime hours. Using that total time, MAS 90 calculates each associate's overtime. Therefore, the Overtime option in the Accounting Link Preferences only affects time card information displayed in Accounting Link. It does not create a separate Overtime entry for posting since MAS 90 does not require it.

Customer and Vendor Information

It is recommended that you use Accounting Link to bring customer and vendor information into MAS 90, and if necessary, edit the record to ensure the data is complete. Accounting Link Update function can be used as necessary after that.

During a customer update, in addition to the information that is sent to MAS 90, the following information is exported from MAS 90 to Retail Pro:

Account Balance	The positive or negative dollar value associated with the Customer Accounts Receivable account.
Credit Limit	The maximum dollar value allowed on the account.
Aging Status	An indication of how tardy the customer has been in making payments. Imported to the Info 2 field in Retail Pro. The stages of Aging Status must be defined in MAS 90.

Associate Information

Associate information must be entered directly into MAS 90. Accounting Link Update and Initialize functions cannot relay Associate information to MAS 90. A Retail Pro associate must be defined in your accounting software before any commission or time card information can be posted for that associate.

Posting Information

Select the date you want the batch data posted. This is used with MAS 90 Commission data. Your choices are to leave the date as displayed, enter a different date, or click the drop-down arrow to use a calendar to select a date.

Partial batches can be posted due to how information is transferred.

MAS 90 Payroll

For Payroll (Commission and Time Card) information to post to the accounting software correctly, the associate must be defined in the accounting software. Employee information must be entered into MAS 90 directly. It cannot be relayed via Accounting Link Update or Initialize functions.

Reference: Refer to your MAS 90 manual for complete instructions for configuring the Payroll module.

After Payroll data files have been created for a company, define the following:

Tax states:

Any states for which you must report employee earnings must be defined in MAS 90. At least one state must be specified before you can define payroll employees.

Enter information for each required state using:

MAS 90+ > Modules+ > Payroll > Setup > Tax Table Maintenance

Payroll employees and commission information:

Manually enter associate information using: MAS 90+ > Modules+ > Payroll > Main > Employee Maintenance

For each associate, enter in the appropriate information.

Define the Commission Rate as .000%.

(A commission rate should not be defined in MAS 90 because commission is calculated by Retail Pro before information is read to Accounting Link.)

Update Associate Information Before Posting a Batch

Before posting a Receipts batch containing commission data or a Payroll batch with time card data, you must first define in MAS 90 any new associates that might be represented in the batch transactions. This ensures that when the batch is posted, all of the relevant associates are recognized by MAS 90.

QuickBooks

Accounting Link Configuration for QuickBooks

Options > Preferences > Quickbooks

Preference settings must be defined for all of the accounting programs that you are going to use with Accounting Link. For each accounting program, you need only specify the settings for the modules you will use. For QuickBooks, the modules include: General Ledger, Accounts Receivable, and Accounts Payable (neither Time Card nor Commission modules are available since payroll information is not exported to QuickBooks). The modules that are listed in preferences are determined by what you chose when installing the Accounting Link. All available modules are shown in this documentation.

Specify the path to the accounting software:

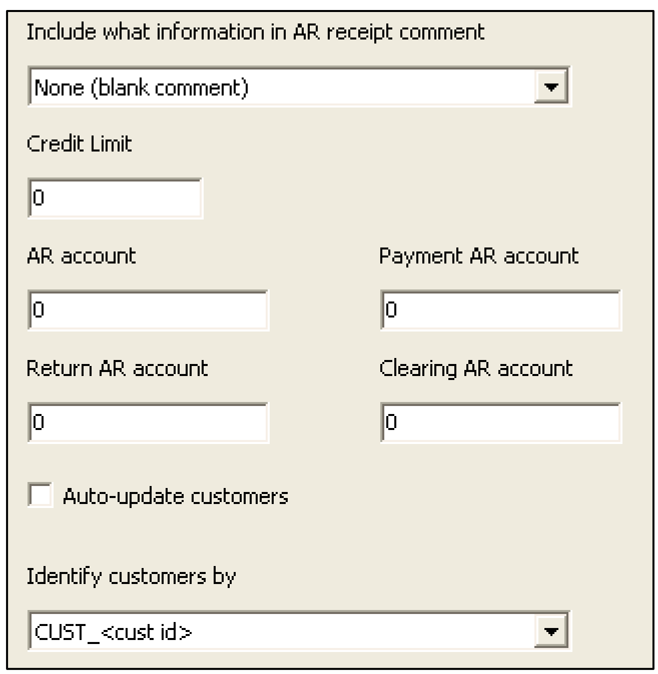
- Enter the path to the QuickBooks accounting program.
- Click the Folder icon and browse for the path .

Options > Preferences > Quickbooks > GL

No settings are required.

Options > Preferences > Quickbooks > AR

Specify whether to include particular information in A/R receipt comments, define a default credit limit, specify A/R accounts, choose whether to update customer information automatically, and choose how to identify customers in QuickBooks.



A/R Receipt Comment

You can specify information that you want to have included in the A/R receipt Comment field.

A/R Credit Limit

If an A/R customer does not have a credit limit already defined in Retail Pro, the limit specified here will be assigned to that customer.

A/R Accounts

QuickBooks requires that each A/R transaction type be assigned to an account. The A/R accounts you enter in Link preferences determine to which QuickBooks accounts A/R transactions will be posted. The accounts listed here must match accounts defined in QuickBooks. If necessary, return to QuickBooks to define such A/R accounts.

The Payment AR Account is used when Payments on Account is an accepted transaction. If payments are going to be accepted, an account must be specifically defined for this purpose in QuickBooks, typically Accounts Receivable.

The Clearing AR Account serves the same role as an A/R Offset account. An Offset account is an account that is set up for elimination of a long or short position by making an opposite transaction, thus keeping Accounts Receivable balanced. An account must be specifically defined for this purpose in QuickBooks.

The AR Account, Payment AR Account, and Return AR Account should be accounts assigned a Type of Accounts Receivable in QuickBooks. The Clearing AR Account should be assigned to a Type other than Accounts Receivable, typically “Other Current Asset.

Auto-update Customers

Select to automatically create an A/R customer update file when posting A/R transactions. The file containing the information for any new A/R customers will then be bundled with the transaction information file. (During import to QuickBooks, the customer information should be imported first so that it is in place before the transaction information is imported.) By selecting this option, there is no need to export and then import a customer update file separately. To retain control as to when A/R customer information is updated, do not select this option.

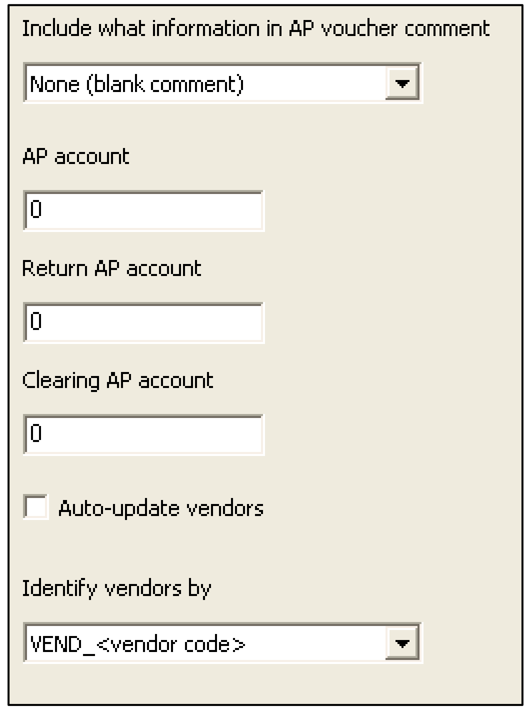
Identify Customers

In QuickBooks, customers are identified by their Customer Name. Customers that are imported from Retail Pro can have their Customer Name configured in one of two formats. CUST_<cust id> or <last name>,<first name>_<cust id>. For example, say you had a customer in Retail Pro whose name was Larry Smith and whose customer ID was 1198. Selecting the first format would import his Customer Name as CUST_1198, and selecting the second format would import his Customer Name as Smith, Larry_1198.

Note: if the customer only has a Company Name in Retail Pro, the <last name>,<first name>_<cust id> will appear as “,_1198”

Options > Preferences > Quickbooks > AP

Specify whether to include particular information in A/P voucher comments, specify A/P accounts, choose whether to update vendor information automatically, and choose how to identify vendors in QuickBooks.



Include what information in AP Voucher Comment

You can specify information that you want to have included in the A/P voucher Comment field. Some users prefer to not use comments so that they can use the field for other purposes within their accounting software.

A/P Accounts

QuickBooks requires that each A/P transaction type be assigned to an account. The A/P accounts you enter in Link preferences determine to which QuickBooks accounts A/P transactions will be posted. The accounts listed here must match accounts defined in QuickBooks. If necessary, return to QuickBooks to define such A/P accounts.

The Clearing AP Account serves the same role as an A/P Offset account. An Offset account is an account that is set up for elimination of a long or short position by making an opposite transaction, thus keeping Accounts Payable balanced. An account must be specifically defined for this purpose in QuickBooks.

The AP Account and Return AP Account should be assigned a Type of Accounts Payable in QuickBooks. The Clearing AP Account should be assigned to a Type other than Accounts Payable, typically “Other Current Liability”.

Auto-update Vendors

Select to automatically create an A/P vendor update file when posting A/P transactions. The file containing the information for any new A/P vendors will then be bundled with the transaction information file. (During importation to QuickBooks, the vendor information should be imported first so that it is in place before the transaction information is imported.) By selecting this option, there is no need to export and then import a vendor update file separately. To retain control as to when A/P vendor information is updated, do not select this option.

Identify Vendors

In QuickBooks, vendors are identified by their Vendor Name. Vendors that are imported from Retail Pro can have their Vendor Name configured in one of two formats. VEND_<vendor code> or <vendor name>_V<vendor code>. For example, say you had a vendor in Retail Pro whose name was Francine’s Fashions and whose vendor code was FRA. Selecting the first format would import the vendor’s Vendor Name as VEND_FRA, and selecting the second format would import the Vendor Name as Francine’s Fashions_VFRA.

Configuring QuickBooks

You need to configure QuickBooks before you use it with Accounting Link for any of your Retail Pro accounting needs.

The QuickBooks' EasyStep Interview guides you through the entire process to establish your accounting company. You also have the option to enter only minimal information in the Interview and then enter the rest of the needed information using the various QuickBooks menu options. If unfamiliar with QuickBooks, it is recommended that you complete the entire EasyStep Interview.

To establish an accounting company:

1. Select **File > New Company** and follow the steps provided.

Customer Information

AcctLink should link overall Retail Pro A/R customers and inventory vendors due to the specific naming requirements of each in order to avoid errors. Only operations vendors should be manually added to QB .

1. Select **Lists** from the QuickBooks top menu, then select the type of list with which you want to work.
2. Click the **Customer: Job** or **Vendor** button for a pop-up menu.
3. Create a **New** member for the list or **Edit** the currently highlighted customer/vendor.
4. For the Account field on the Additional Info tabbed page, enter:

   Retail Pro Customer ID for a customer

   Retail Pro vendor account number for a vendor

Associate Information

Payroll information cannot be exported from the Accounting Link to QuickBooks. Define all of your associates (and related information) within QuickBooks.

QuickBooks User's Guide and On-line Help

Refer to the QuickBooks User's Guide and on-line help for complete instructions for all QuickBooks procedures. This topic provides basic information based on QuickBooks Pro 2002.

QuickBooks Export/Import of Information

If QuickBooks is specified as the accounting software for a module in Link preferences, information for that module cannot be imported directly into QuickBooks. Instead, information is stored in QuickBooks-compatible files and must be manually imported into QuickBooks.

Note: Account Status information cannot be exported from QuickBooks to Retail Pro.

The QuickBooks Chart of Accounts (COA) must be exported to a file for Accounting Link to access the COA when running functions, such as Check COA. Accounting Link accesses the file whenever QuickBooks COA information is required. Files are imported and exported to the main QuickBooks directory. They are text files that are in the QuickBooks import/export file format and have an **.IIF** extension.

Note: You must be in Single-user Mode in order to import information. Only the QuickBooks Administrator can export and import information.

Exporting QuickBooks Chart of Accounts to a File

In QuickBooks, with the appropriate company file open:

1. Select **File > Utilities > Export**.
2. Select Chart of Accounts and click **OK**.
3. Enter the filename.

   Note: The file name must be in the format: COA_company name.iif. If the company name is not exactly as you have defined it in QuickBooks, Accounting Link will not recognize the file.
4. The file must be saved in the default directory or Accounting Link will not be able to locate it.
5. Click **Save**.

Exporting Link Information to a File

The Accounting Link automatically creates a file when you:

- Post data
- Update customer information
- Update vendor information
- Save any changes to the Chart of Accounts

Importing Information from a File to QuickBooks

Customer/vendor information should be imported before receipt/voucher batch information is imported. Then, if any transactions involve a new customer/vendor, the necessary information is already in place in QuickBooks. If auto-update is selected in Link preferences, the relevant update file is automatically included in the receipt/voucher batch.

In QuickBooks, with the appropriate accounting company open:

1. Select **File > Utilities > Import**.
2. Browse to the file that contains the information you want to import.

   Note: The file extension must be IIF.
3. Select **Open**.

   Result: The information is imported.

QuickBooks Recommendations

QuickBooks documentation recommends that company data be backed up prior to data importation. It also recommends that after importing data, you review the information to ensure it imported correctly.

Note: No customer balance information is transferred from QBFS to Retail Pro customers. The transfer of AR information in the case of QBFS and the accounting link is one way.

Business Works

Accounting Link Configuration for BusinessWorks

Business Works Version Compatibilty

Accounting Link can be used with the following versions of BusinessWorks

BusinessWorks	BW Gold 2.4	BW Gold 3.0
BW Gold 4.0	BW Gold 4.1	BW Gold 5-7

Options > Preferences > BusinessWorks

Preference settings must be defined for all of the accounting programs that you are going to use with Accounting Link. For each accounting program, you need only specify the settings for the modules you will use — Time Cards, General Ledger, Commissions, Accounts Receivable, and/or Accounts Payable.

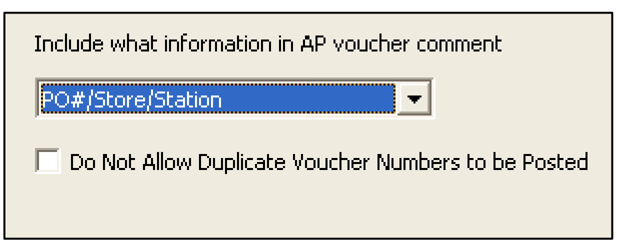
Specify the path to your BusinessWorks software using one of the following options:

- Enter the path to the BusinessWorks accounting program.
- Click the Folder icon and browse to the path.

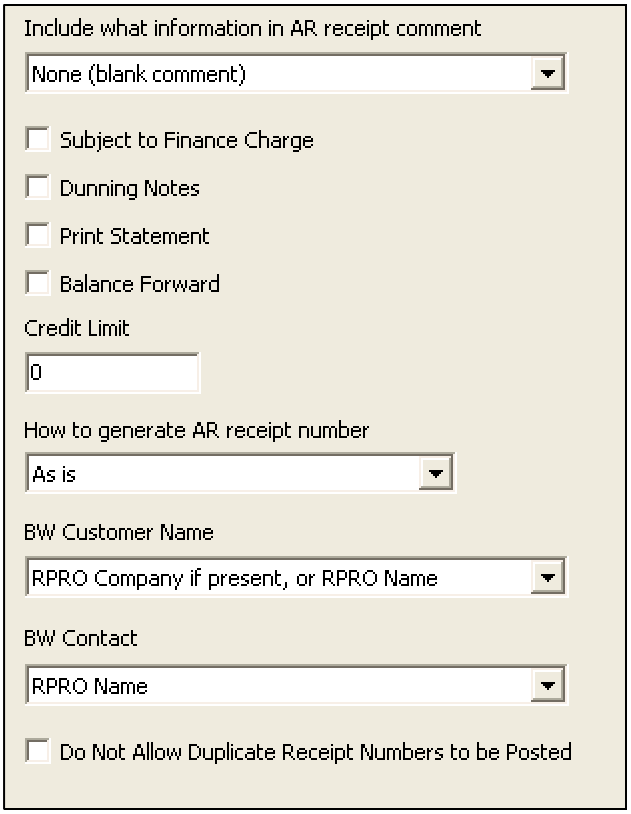
Options > Preferences > BusinessWorks > AP

Specify information that you want to have included in the A/P voucher Comment field. Some users prefer to not use comments so that they can use the field for other purposes within their accounting software.

In addition, you can select to not allow duplicate voucher numbers to be posted.



Options > Preferences > AR



A/R Receipt Comment

Specify information that you want to have included in the A/R receipt Comment field. The following can be included when updating BusinessWorks A/R customer information:

- Subject to Finance Charge
- Dunning Notes
- Print Statement
- Balance Forward

Credit Limit

Customer credit limit. For A/R customer in Retail Pro, the limit specified here will be assigned to that customer.

How to Generate A/R Receipt Number

While most users would prefer, for ease of tracking, that the accounting transaction number be the same as the Retail Pro 5-digit document number, it may not be possible. This is because duplicate receipt numbers can exist in Retail Pro but are not allowed in most accounting programs. You can use the same numbers only if duplicates do not exist in your Retail Pro. If duplicates do exist, A/R transaction numbers must be generated (optionally including the Retail Pro store number as part of the A/R transaction number).

The four options for A/R transaction numbering are:

As Is	Use the same number as Retail Pro. Select this only if duplicate document numbers do not exist in Retail Pro.
Prepend Store #	Create a unique number by adding the Retail Pro store number (2-digits only) to the beginning of the Retail Pro document number. Example: Store 001, document number 48 would be numbered as Transaction 0100048. (See note below.)
Append Store #	Create a unique number by adding the Retail Pro store number (2-digits only) to the end of the Retail Pro document number. Example: Store 001, document number 48 would be numbered 0004801. (See note below.)
Sequential #	Use 7-digit sequential numbering not associated with Retail Pro.

BW Customer and Contact Names

Select what to display in the Business Works Customer Name and Contact Name fields:

RPRO Company, if present, or RPRO Name	Use the Retail Pro Company, if available. If not, use the Retail Pro Name.
RPRO Name, if present, or RPRO Company	Use the Retail Pro Name, if available. If not, use the Retail Pro Company.
RPRO Company	Use the Retail Pro Company.
RPRO Name	Use the Retail Pro name
Leave Blank	Leave the Customer Name field blank

Options > Preferences > BusinessWorks > Commissions

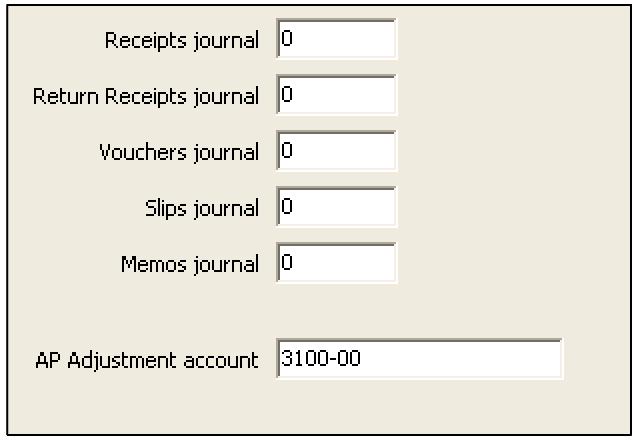
No settings are required.

Options > Preferences > BusinessWorks > GL

The General Ledger is a group of accounts containing current balances of various asset, liability, income, and expense accounts. In many accounting programs, one or more journals record the detailed information about how the balance of a particular account was derived.

Based on the transaction type, you can specify the code of a journal through which to post data. Each transaction type may be assigned to the same or a different journal as any of the other transaction types. A journal code consists of up to four characters. Transaction types are:

- Receipts journal
- Return Receipts journal
- Vouchers journal
- Slips journal
- Memos journal



To assign a journal code, you must know which journals are available, and applicable. The General Journal code is zero. Please refer to your BusinessWorks Help file for eight other G/L journal codes that are available, four of which are user-definable.

You can also enter an AP Adjustment Account number to which to post adjustment information.

Options > Preferences > BusinessWorks > Time Cards

No settings are required.

Append/Prepend Store Number Limitations

BusinessWorks uses a six-digit receipt number. The Retail Pro document number uses five of those digits, leaving only one digit available for a store number.

Note: Since Retail Pro requires up to three digits for a store number because the maximum number of stores possible is 240, two digits must be dropped. This limits the number of represented stores to 10 (the Main and 1-9). This limitation avoids the scenario of two stores represented by the same number.

Configuring Business Works

If you are going to use BusinessWorks for any of your Retail Pro accounting needs, you need to configure it before you begin to use the Accounting Link.

The following specifications are completed from within the BusinessWorks accounting software.

Note: Please refer to the BusinessWorks manual for detailed instructions for all BusinessWorks procedures.

Accounting Companies

Establish an accounting company:

1. Go to System Manager > Maintenance > Maintain Companies and create a new company ID.
2. Switch to the new company immediately after creating it or through System Manager > Utilities > Switch Companies
3. Go to System Manager > Maintenance > Company Information and enter company information (name, address, telephone numbers).

Create as many companies as you require.

GL Accounts

Warning: When you create new BusinessWorks G/L data files or install a new Chart of Accounts (COA) for a company, any previously entered accounts or G/L data are deleted.

A COA needs to be designed for each accounting company created. You can use whatever account IDs you wish for the various accounts. However, in order to post receipts and vouchers via Accounting Link successfully, these conditions must be met:

- All the accounts that are needed by Accounting Link must exist in BusinessWorks.
- You can create a Chart of Accounts and the necessary data fields from scratch, you can install and, if necessary, modify an Accounting Link Chart of Accounts, or you can copy a previously designed Chart of Accounts from another company.

The account numbers in BusinessWorks and the account IDs in Accounting Link must be identical.

Create G/L Data Files and Chart of Accounts – for each company:

General Ledger > Utilities > Create G/L Data Files

1. Enter information. (COA selection described below.)
2. Initial Chart of Accounts Option choices include: Scratch, Another Company, and Sample Charts.

To create your own Chart of Accounts:

1. Select **Scratch** and then, as prompted, type **Create**.

To copy another company's Chart of Accounts:

1. Select **Another Company** and follow the screen prompts.

To use the Accounting Link's Chart of Accounts:

1. Select Sample Charts.

   Note: There are two Retail Pro COAs from which to choose. Select the one specified in the next line since it includes many more accounts.

   From the drop-down list of sample charts, select **RTI-Retail Pro Chart Of Accounts**.

   As prompted, type **Create** and the accounts are created automatically.

   Most of the RTI-Retail Pro COA account numbers match the default account IDs suggested in Accounting Link Preferences. Any discrepancies will be detected when you run Check COA.

BusinessWorks Setup Mode

When you initially set up the A/R and A/P modules for a new company in BusinessWorks, you are automatically placed in BusinessWorks Setup mode. The purpose of Setup mode is to allow you to enter open receipts or beginning account balances in A/R or A/P without affecting G/L. Manual entries made directly to A/R or A/P while in Setup mode are not posted to G/L at that time. You must exit from Setup mode before BusinessWorks will post such entries to the General Ledger.

Conversely, the Accounting Link posts directly to A/R, A/P, and G/L. When you post data to A/R or A/P via Accounting Link, entries will be posted to G/L even if BusinessWorks is in Setup mode. (i.e. The status of the BusinessWorks Setup mode has no effect on the Accounting Link.)

To post from Retail Pro to A/R or A/P without affecting G/L:

1. In Accounting Link, Options > Preferences > Accounting Link, set GL Module to **None**.
2. Read in the information.
3. Post the batch(es).
4. Redefine the GL Module in Link Preferences.

   Result: When you exit BusinessWorks Setup mode, the entries are posted to the General Ledger.

Business Works Account Mapping

In BusinessWorks, you can set up sub-accounts called departments. Departmentalization allows you to produce reports for a specific department. A department can represent a store, vendor, Retail Pro department, price level, discount level, tax area, inventory user-defined category, or customer user-defined category. A department can also represent a group. A typical use would be for each store in a multi-store company to be considered as a department. Then you can produce reports on a store basis, as well as for the entire company.

Account mapping consists of assigning department numbers to G/L accounts.

A department number (01-999) is assigned to each department. Each account ID has the format of xxxx.xxx, a 4-digit segment followed by a 3-digit segment (that specifies department number).

Note: If representing stores, the department number range limits the number of possible stores to 999. When creating your G/L accounts, you would create a separate account for each department on which you would like to report.

Store Departments

In the case of departments representing stores, the department numbers must match the store codes as defined in Retail Pro System Preferences. If you have Store 001 defined as code 1, Store 002 as code 2, and the Main as code 99, you must use 01, 02, and 99 as the department codes in BusinessWorks. You can then create the following account numbers for each account you choose to report on by department (in this case, by store): xxxx.001 xxxx.002 xxxx.099

Other Departments

If you departmentalize by something other than stores, assign the department codes in BusinessWorks. Then, in Accounting Link Preferences (in the appropriate GL Accounts subcategory), define the same numbers as the sub-account values. You can define groups by assigning the same department number to those you want to group.

If an account is not assigned a department number, it defaults to .00 for the segment.

To define department accounts:

1. Create departments:

   General Ledger > Departments > Maintain Departments

2. For one department, assign its number to each G/L account that you want to be able to report on by department: (In Step 3, these sub-accounts are then copied to other departments.)

   General Ledger > Accounts > Maintain Chart Of Accounts

3. Create all of the sub-accounts needed for one of your departments by creating new accounts with the correct department segment. For example, for Store 1, you might create accounts such as 1010.01, 5100.01, and so on, all with the department segment of 01.

4. Copy sub-accounts to other departments:

   General Ledger > Accounts > Copy Departmental Accounts

   You can choose to copy all accounts or specify a range of accounts to copy. Copy sub-accounts to each of the other departments in turn.

Business Works A/P Accounts

Accounts Payable > Utilities > Maintain A/P Parameters

Define general parameters for using Accounts Payable.

Enter the applicable account ID for each of the posting accounts you want to use.

If you are using the default Accounting Link Chart of Accounts, the following accounts are available: 3100 Accounts Payable 1010 Cash in Bank.

For A/P Vendor information to post to the accounting software correctly, the vendor must be defined in the accounting software.

Create accounts for each of your vendors

Manually: The only requirement is that the Vendor ID must match the Retail Pro vendor code. Vendor information can be entered manually in BusinessWorks using:

Accounts Payable > Vendors > Maintain Vendors

Accounts can be created automatically for all vendors who are defined as A/P vendors in Retail Pro. To define an A/P vendor, the Retail Pro vendor record must be marked appropriately with **Yes** or **Export** in the AP field.

The vendor information that is transferred is minimal compared to what can be defined in BusinessWorks. Manually define other information from within BusinessWorks. Additionally, in Preferences, if you choose to use external default terms then you must manually define them in BusinessWorks.

Update A/P Vendors Before Posting a Batch

It is recommended that before posting a Vouchers batch you use Accounting Link Update Vendors feature. This defines, in BusinessWorks, any new A/P vendors that might be represented in the batch transactions. This ensures that when the batch is posted, all of the relevant vendors are recognized by BusinessWorks.

Business Works A/R Accounts

Warning: When you create new BusinessWorks A/R data files for a company, any previously entered accounts and data are deleted.

To create A/R Accounts:

1. Create A/R data files for the current company:

   Accounts Receivable > Utilities > Create A/R Data Files

   Enter information and follow screen prompts.

2. Define your A/R parameters:

   Accounts Receivable > Utilities > Maintain A/R Parameters

   Define general parameters for Accounts Receivable.

3. Define customer payment terms:

   Accounts Receivable > Utilities > Maintain Payment Terms

   Set up customer payment terms. Code 1 (Prepaid) cannot be modified. Code 2 (COD) does not allow a discount amount to be defined. Codes 3-99 are user-definable.

4. Define the G/L accounts to be used when posting receivables:

   Accounts Receivable > Utilities > Maintain Posting Accounts

   Define the accounts to use for posting to G/L.

   If you are using the default Accounting Link Chart of Accounts, the following accounts are available: 1110 Accounts Receivable – Trade, 1010 Cash in Bank.

5. For A/R Customer information to post to the accounting software correctly, the customer must be defined in the accounting software.

   Create accounts for each of your A/R customers:

   Manually: The only requirement is that Customer ID must match the Retail Pro Customer ID. Customer information can be entered manually in BusinessWorks using:

   Accounts Receivable > Customers > Maintain Customers

   Automatically (minimal information): Accounts can be created automatically from Retail Pro for all customers defined as A/R customers. The only requirement is that the Retail Pro customer record be marked appropriately with YES or EXPORT in the AR field. The customer information that is transferred is minimal compared to what can be defined in BusinessWorks. Manually define other information from within BusinessWorks.

   In Accounting Link, select:

   Batches > Receipts > Updt Cust & Assoc

   OR Options > Initialize Customers

Update A/R Customers Before Posting a Batch

It is recommended that before posting a Receipts batch you use Accounting Link Update Customers feature. This defines, in BusinessWorks, any new A/R customers that might be represented in the batch transactions. This ensures that when the batch is posted, all of the relevant customers are recognized by BusinessWorks.

In addition, run Update Customers after posting all AR batches. Running Update Customers will update the Charge Balance field in Retail Pro with the updated customer balances from BusinessWorks.

Business Works G/L Accounts

When you create new BusinessWorks G/L data files or install a new Chart of Accounts for a company, any previously entered accounts or G/L data are deleted.

Design a Chart of Accounts (COA) for each accounting company that you create. You can use whatever account IDs you wish for the various accounts. However, in order to post receipts and vouchers via Accounting Link successfully, these conditions must be met:

- All the accounts that are needed by Accounting Link must exist in BusinessWorks.
- You can create a Chart of Accounts and the necessary data fields from scratch, you can install and, if necessary, modify an Accounting Link Chart of Accounts, or you can copy a previously designed Chart of Accounts from another company.
- The account numbers in BusinessWorks and account IDs in Accounting Link must be identical.

Chart of Accounts

Create G/L Data Files and Chart of Accounts for each company. Go to **General Ledger > Utilities > Create G/L Data Files** and enter the necessary information. Initial Chart of Accounts Option choices include Scratch, Another company, and Sample charts.

To create your own Chart of Accounts:

1. Select **Scratch** and then, as prompted, type **Create**.

To copy another company's Chart of Accounts:

1. Select **Another Company** and follow the screen prompts.

To use the Accounting Link's Chart of Accounts:

1. Select Sample Charts.
2. From the drop-down list of sample charts, select **RTI-Retail Pro Chart of Accounts**.
3. As prompted, type **Create** and the accounts are created automatically.

Most of the Retail Pro COA account numbers match the default account IDs suggested in Accounting Link Preferences. Any discrepancies will be detected when you run Check COA.

BusinessWorks Payroll

For Payroll (Commission and Time Card) information to post to the accounting software correctly, you must first define the associate in the accounting software. It is recommended that you enter this information into BusinessWorks directly, since more information is required there than what is used in Retail Pro. However, if a new associate is not yet defined in the accounting software, Accounting Link can send the minimum amount of information necessary to post the batch. Other associate information that you maintain in BusinessWorks can be updated at a later time.

Warning: When you create new BusinessWorks Payroll data files for an accounting company, any previously entered data is deleted.

Create payroll data files for an accounting company

Payroll > Utilities > Create Payroll Data Files

1. Enter information and follow screen instructions.

Define your commission schedule

Payroll > Utilities > Maintain Commissions

1. Enter the ID: RPRO.
2. Clear the checkbox for **Use Table**

   Note: A commission table should not be used in BusinessWorks because commission is calculated by Retail Pro before information is read to Accounting Link.

Activate tax states

Any states for which you must report employee earnings must be activated. At least one state must be activated before you can define payroll employees. Go to **Payroll > Taxes >Activate States** and enter information for each required state.

Great Plains Link

Great Plains Link (GP Link) is a module within Retail Pro® Accounting Link that allows you to communicate your Retail Pro data with Microsoft® Business Solutions Great Plains accounting software. GP Link is a stand-alone program that interacts transparently with the two programs.

Before you begin using GP Link, you must:

- Install GP Link (**GPInt.exe**) on your computer.
- Configure Accounting Link preferences for your Great Plains software.
- Establish a connection between your computer's ODBC data source and the SQL database that Great Plains uses to store data (if the connection does not already exist).

Installing GP Link

You should install GP Link on a computer that also has Microsoft Great Plains and Microsoft Integration Manager installed. If you cannot install GP Link on the computer where those two programs are installed, choose a computer that has access to both of those programs via a network.

To install GP Link:

1. Double-click the **GPLinkInstall.exe** icon in your installation CD or folder.

The GP Link Installation Wizard guides you through the installation process.

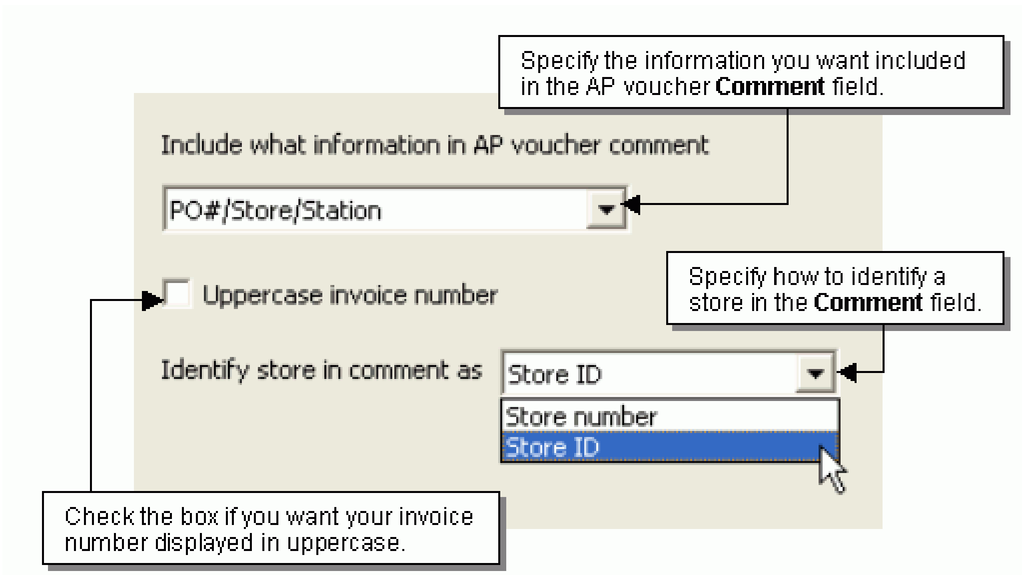
Note: During installation, the Wizard requires that you enter the path to the Integration Manager (IMRun.exe).

Configuring GP Link

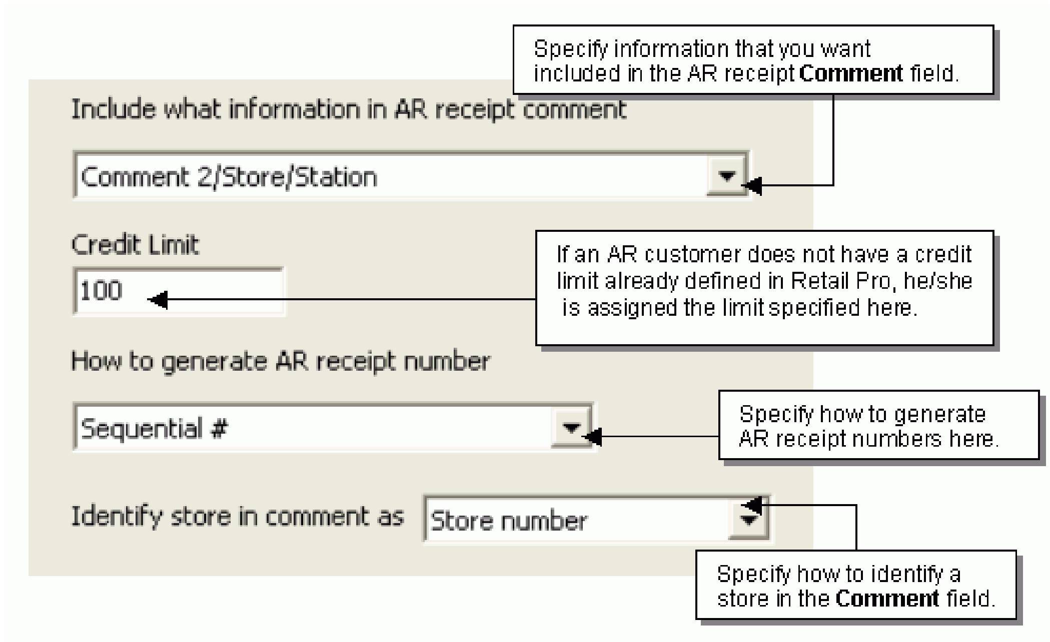
The modules listed in Accounting Link Great Plains preferences are determined by the options you chose when installing Accounting Link and GP Link. Before you begin using Accounting Link with your Great Plains software, specify the settings below.

Note: Refer to Great Plains documentation for information about setting preferences in your Great Plains software.

Great Plains A/P Accounts



Great Plains A/R Accounts



Generating AR Receipt Numbers

The accounting transaction number cannot be the same as the Retail Pro 5-digit document number, because duplicate receipt numbers can exist in Retail Pro but are not allowed in Great Plains. If duplicate numbers exist in Retail Pro, A/R transaction numbers must be generated.

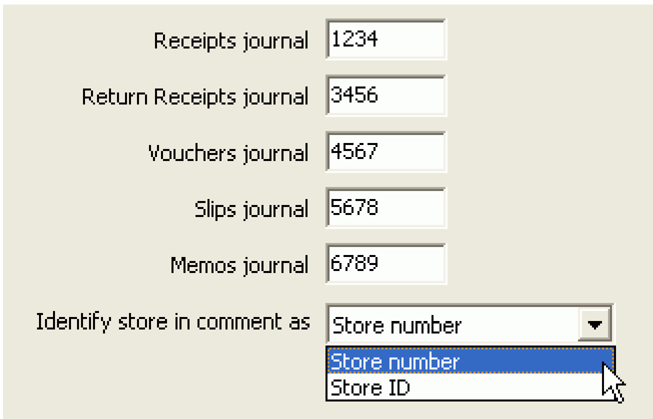
The four options for A/R transaction numbering are:

As is	Use the same number as Retail Pro. Select this only if duplicate document numbers do **not** exist in Retail Pro.
Prepend store #	Create a unique number by adding the Retail Pro store number (2 digits only) to the beginning of the Retail Pro document number.
Append store #	Create a unique number by adding the Retail Pro store number (2 digits only) to the end of the Retail Pro document number.
Sequential #	Use 7-digit sequential numbering not associated with Retail Pro.

Great Plains G/L Accounts

The General Ledger is a group of accounts that store the current balances of various asset, liability, income, and expense accounts.

You can specify the code of a journal through which to post data for a specific transaction type. Each transaction type can be assigned to the same journal as any of the other transaction types, or to a different journal. Journal codes consist of up to four characters.



Note: To assign a journal code, you must know which journals are available, and applicable.

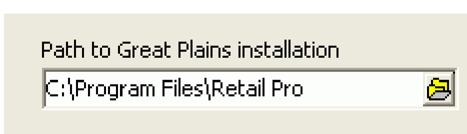
Path to GP Link Installation

GP Link launches automatically and operates in the background as work with Accounting Link. However, for Accounting Link to communicate with Great Plains, you must identify the location of your GP Link installation in Accounting Link preferences.

To identify the path to your GP Link installation:

1. From the Accounting Link home screen, select **Options > Preferences**.
2. Select **Great Plains 7.x** on the left menu.
3. In the **Path to Great Plains installation** field, enter the location of your **GPInt.exe** installation or click the folder icon to browse to a location.

   Note: Enter the location of your **GPInt.exe** installation, not the path to your Great Plains installation.

4. Click **Save** to exit.

Connecting ODBC to SQL

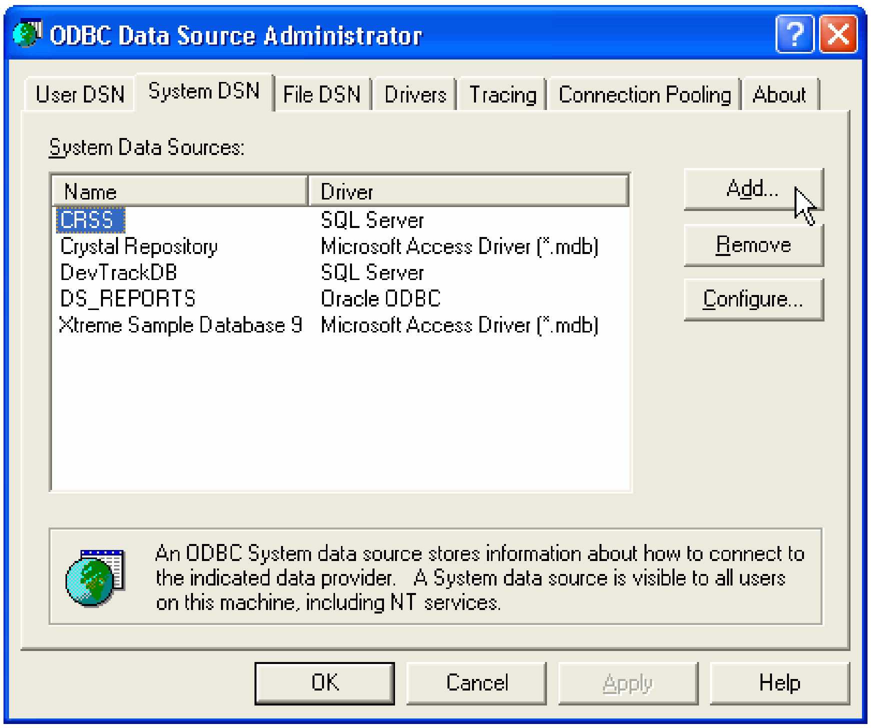
Great Plains software requires access to a Microsoft® SQL Server 2000. Before using GP Link, you must have a connection between your system's ODBC data source and the Great Plains SQL database.

To set up an ODBC connection:

1. From your Windows desktop, follow this path:

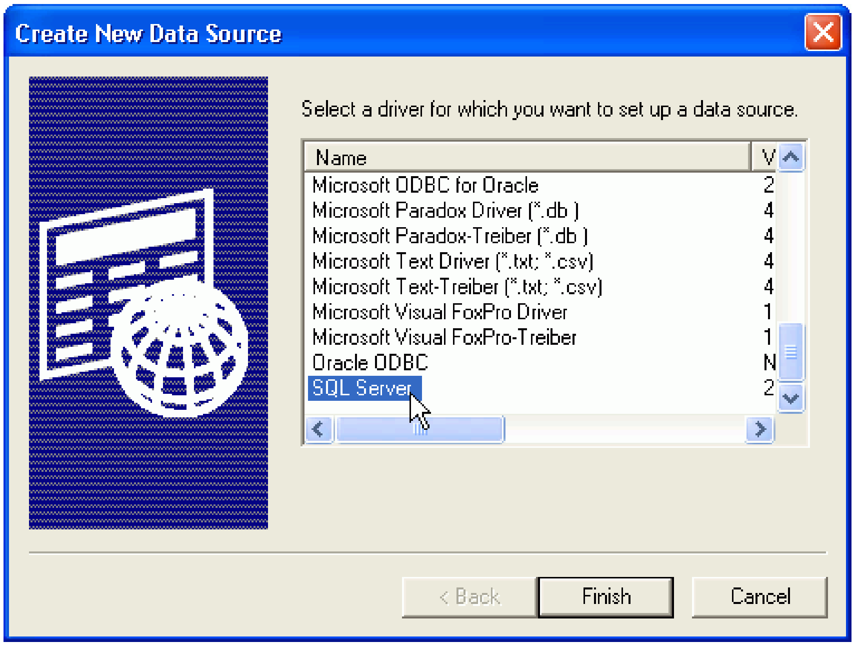
   Start > Settings > Control Panel > Administrative Tools > Data Sources (ODBC)

   Result: The **ODBC Data Source Administrator** dialog displays.



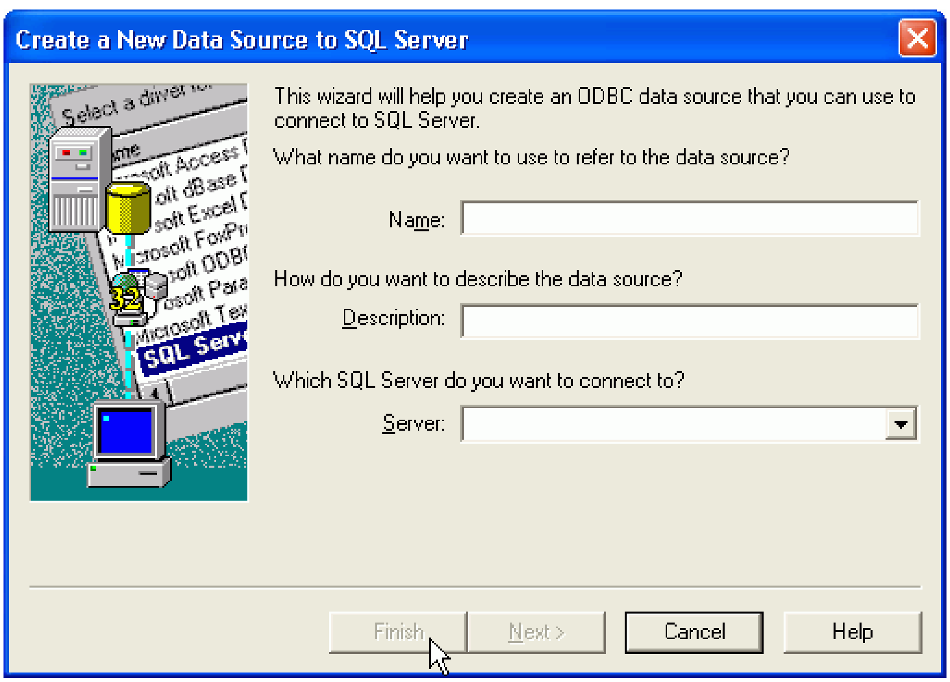
2. Select the **System DSN** tab, and then click **Add**.

   Result: the **Create New Data Source** dialog displays.



3. Select **SQL Server**, and then click **Finish**.

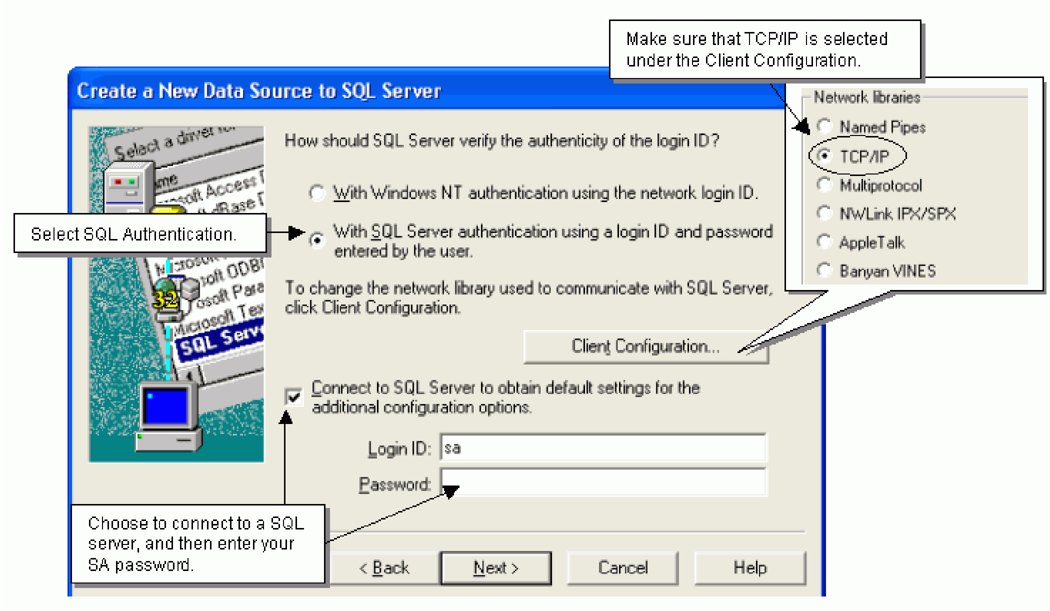
   Result: The **Create New Data Source to SQL Server** dialog displays.



4. In the configuration dialog, identify your SQL server, and then click **Next**.

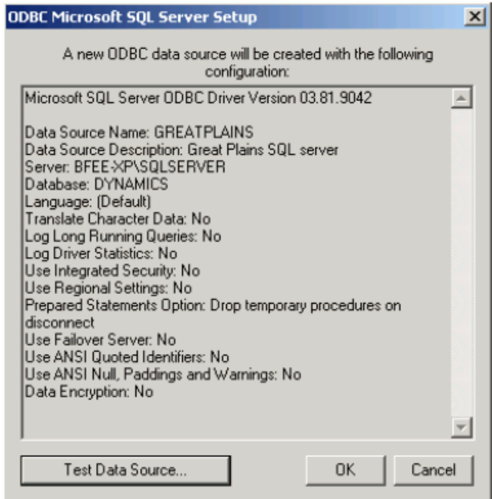
Name	GREATPLAINS
Description	Great Plains SQL Server
Server	(select the name of your SQL server from the drop-down list, or enter it manually)

5. Configure the SQL log-in settings, and then click **Next**.



6. Select **Change the default database to:** and choose **Dynamics** from the drop-down menu.
7. Click **Next**.
8. On the final screen, clear all the check boxes and click Finish to complete the ODBC connection setup.

   Result: A confirmation screen displays with the details of your server setup.



Exchanging Retail Pro Data

GP Link launches automatically as you perform various operations in Accounting Link. You can perform four types of operations in Accounting Link to interact with your Great Plains software:

Read Import information from Retail Pro to Accounting Link.

Review Review active or archived batch information in either List View or Form View. You can un-mark batches, delete batches, and print batch information.

Update Update Great Plains records with Retail Pro data, or vice versa.

- Retail Pro to Great Plains: A/R customer, A/P vendor, and associate information.
- Great Plains to Retail Pro: A/R customer status information.

Post Export information from Accounting Link to Great Plains.

Reference: See Using Accounting Link for more information about each of these operations.

File/Directory Information

Accounting Link places import, export, and log files in a shared directory structure. The default location for these files is in a "company" folder within the **RProAL** folder of your directory. The "company" folder name is the name of your company.

Important File Locations

Shown below are some important file locations within the **RProAL** folder.

Note: In the examples below, "ccc" refers to the company folder in your own installation.

\ccc\export	Contains export files (files produced by Accounting Link for GP Link). Each time you process out data, GP Link overwrites any existing files in this directory.
\ccc\import	Contains import files (files produced by GP Link for Accounting Link).
\ccc\processed	Contains export files that have already been processed by GP Link. GP Link moves export files that were successfully processed into this folder, and overwrites any existing files in the folder.

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