

Veco Administration Guides – QuickBooks Import

Introduction

It is possible to import accounting transactions information into QuickBooks from Veco using the instructions below. Veco transactions are imported into QuickBooks as 'General Journal' entries by using a third-party product called 'Transaction Pro Importer 3.0' available from Bay State Consulting.

Please note that Eurolink are not experts in using QuickBooks and the method suggested in this document is for guidance only. It may be possible to configure Veco and QuickBooks differently depending on the results/reports required from QuickBooks.

Requirements

In order to import data into QuickBooks the following software needs to be installed on every desktop where the import process needs to be run:

- Veco ODBC DSN

This is a configuration of the PC to allow third party software to connect to and read data from the Veco SQL Server database.

- QuickBooks (version 2003 or later)

The business accounting software from Intuit.

- Veco onesystem

This is the management and accounting software provided by Eurolink Technology Ltd

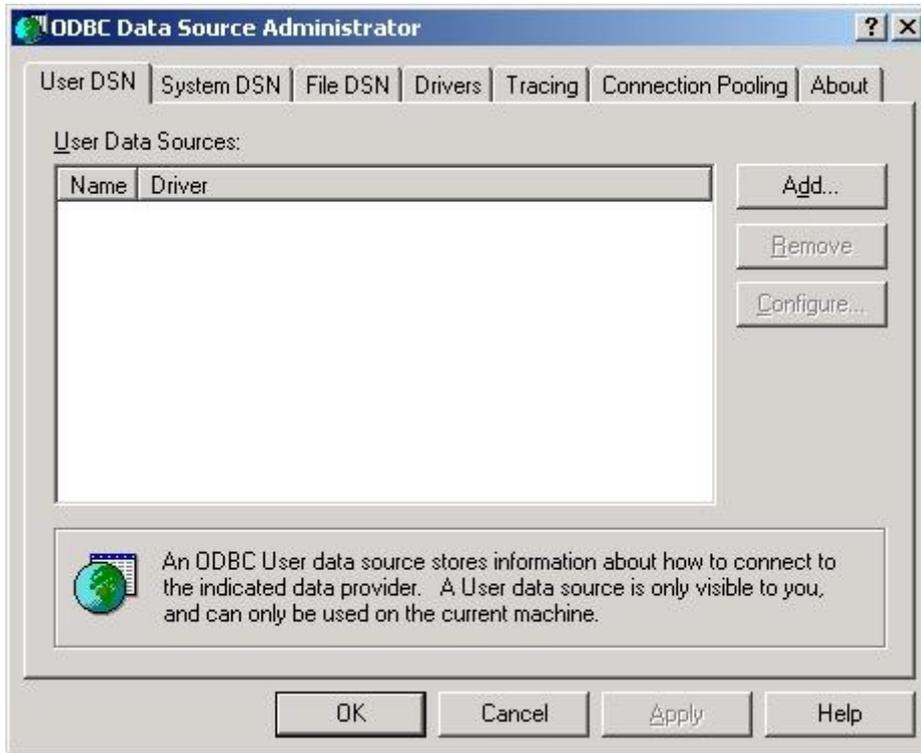
- Transaction Pro Importer 3.0

The software that creates the interface between Veco and QuickBooks. This can be purchased and downloaded from <http://www.baystateconsulting.com/products/01TxnWizard.htm>

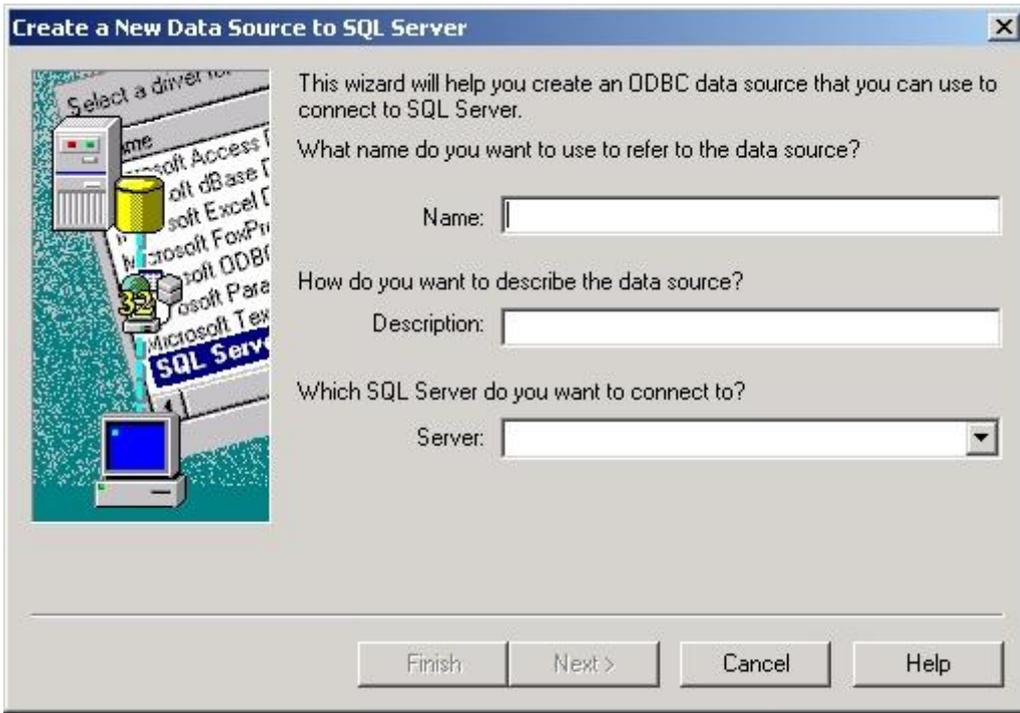
Veco ODBC DSN Configuration

Configure a new ODBC DSN as follows:

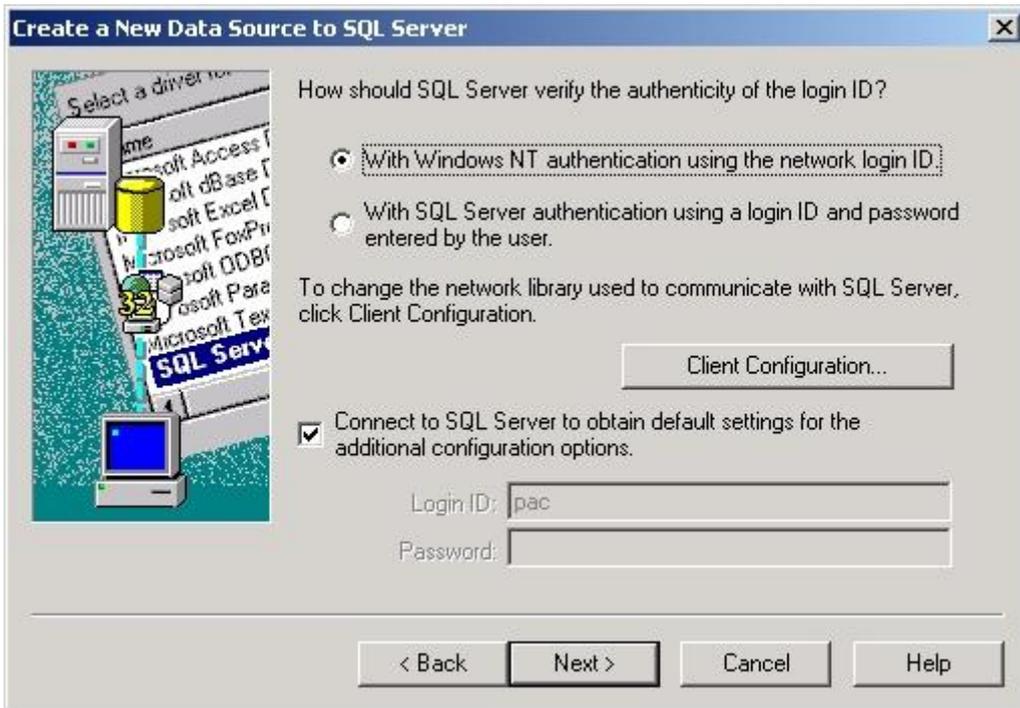
1. From the Windows Taskbar, click 'Start : Run'
2. Type ODBCAD32 and click 'OK'
3. You should see the following:



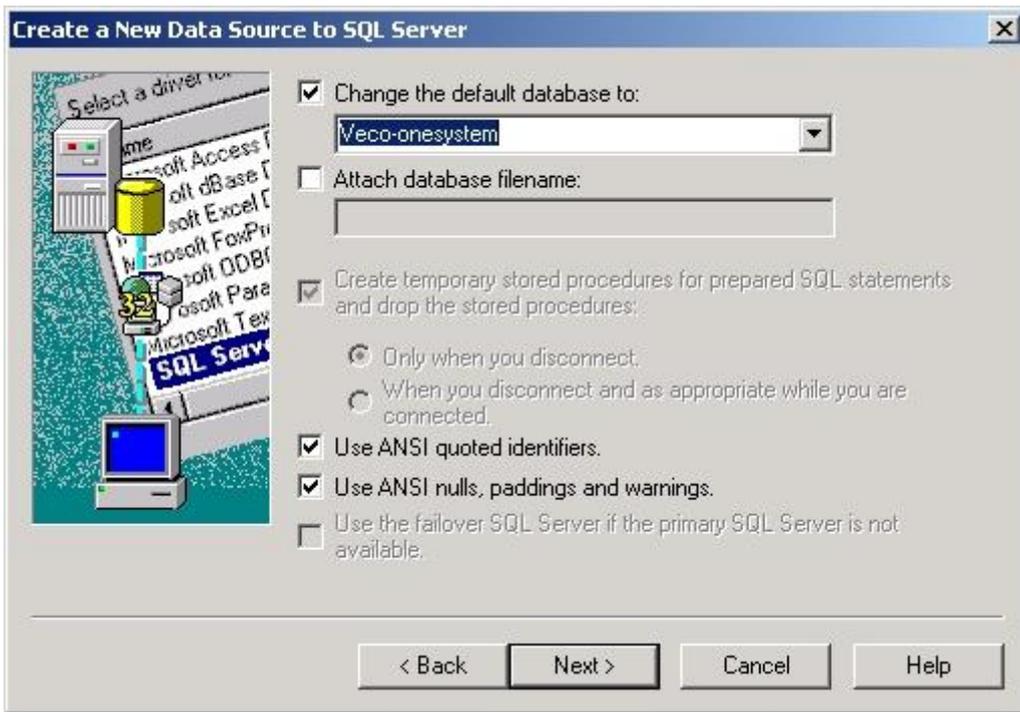
4. Click the tab 'System DSN'
5. Click 'Add'
6. Double-click on 'SQL Server'
7. You should now see the following:



8. Enter a Name of VECO, and in the Server field select the SQL Server where your Veco database is stored.
9. Click 'Next' and you will see this:



10. Click 'With SQL Server authentication using a login ID and password entered by the user.'
11. Enter a 'Login ID' or Eurolink
12. Contact Eurolink for the password relevant to your installation
13. Click 'Next'



14. Tick the box 'Change the default database to:' and select 'Veco-onesystem' from the list.
15. Click 'Next', click 'Finish', then click 'OK'.

QuickBooks Configuration

A number of items in QuickBooks need to be configured to ensure that data is compatible with the data in Veco.

Chart of Accounts

The image shows two overlapping windows from the QuickBooks software. The background window is titled 'Chart of Accounts' and displays a table with the following columns: Name, Type, Balance Total, and Acct. #. The table lists various accounts such as 'Client Account', 'Accounts Receivable', 'Prepaid Insurance', and 'Furniture and Fixtures' with their respective types and balances.

Name	Type	Balance Total	Acct. #
1000 · Client Account	Bank	75.00	1000
1100 · Accounts Receivable	Accounts Receivable	40.00	1100
1310 · Prepaid Insurance	Other Current Asset	0.00	1310
1500 · Furniture and Fixtures	Fixed Asset	0.00	1500
1501 · Cost	Fixed Asset	0.00	1501
1502 · Depreciation	Fixed Asset	0.00	1502
1510 · Computer Equipment	Fixed Asset	0.00	1510
1511 · Cost	Fixed Asset	0.00	1511
1512 · Depreciation	Fixed Asset	0.00	1512
1520 · Office Equipment	Fixed Asset	0.00	1520
1521 · Cost	Fixed Asset	0.00	1521
1522 · Depreciation	Fixed Asset	0.00	1522
1530 · Motor Vehicles	Fixed Asset	0.00	1530
1531 · Cost	Fixed Asset	0.00	1531
1532 · Depreciation	Fixed Asset	0.00	1532
1540 · Custom Software	Fixed Asset	0.00	1540
1560 · Land	Fixed Asset	0.00	1560
1590 · Leasehold Improvements	Fixed Asset	0.00	1590
1640 · Vehicles	Fixed Asset	0.00	1640
1700 · Accumulated Depreciation	Fixed Asset	0.00	1700
1870 · Security Deposits Asset	Fixed Asset	0.00	1870
2000 · Accounts Payable	Accounts Payable	0.00	2000
2480 · Tenant Security Deposits Held	Accounts Payable	0.00	2480
2550 · VAT Liability	Accounts Payable	0.00	2550
3000 · Share Capital Account	Equity	0.00	3000
3070 · Members Drawings	Equity	0.00	3070
3200 · Members Equity	Equity	0.00	3200
4200 · Letting Income	Income	0.00	4200
4240 · Commission Income	Income	0.00	4240
4241 · Property Management Income	Income	0.00	4241

The foreground window is titled 'Edit Account' and is for account number 1000. It contains the following fields and options:

- Account Type: Bank
- Number: 1000
- Account Name: Client Account
- Subaccount of: (empty dropdown)
- Optional Description: (empty text box)
- Bank Acct. No.: 12345678
- Change Opening Balance... button with tooltip: "You can change the opening balance in the account register."
- Remind me to order cheques when I print cheque number: (empty text box)
- Order cheques I can print from QuickBooks: (unchecked checkbox)
- Account is inactive: (unchecked checkbox)
- Buttons: Save & Close, Cancel

1. From the QuickBooks main menu, click 'Lists : Chart of Accounts'
2. Add to or edit the existing Chart of Accounts as required. Items here must eventually match a similar Chart of Accounts in Veco. In particular, the 'Account Number' MUST match the 'Sequence Number' in the Veco Chart of Accounts. If these do not match, the import process will fail. Not all accounts need to exist in both QuickBooks and Veco – only those that are involved in the import process.

VAT Account

In the 'Suppliers' and 'Customers' sections of QuickBooks, ensure you have a supplier/customer called 'HM Revenue & Customs' account to be used for VAT. Regardless of the company name, the 'Supplier/Customer Name' should be called 'HMRC VAT'. This is so that the VAT element of any Veco transactions is transferred to the correct QuickBooks account.

Suppliers and Customers

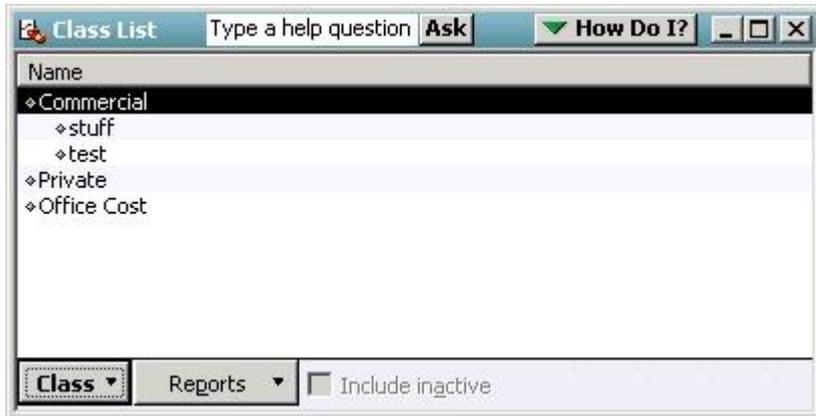
Every Tenant and Supplier in Veco MUST also exist in QuickBooks as a Customer and Supplier respectively. The supplier and customer names MUST be entered EXACTLY the same spelling in both packages otherwise the import process will fail.

Owner Groups (Landlords)

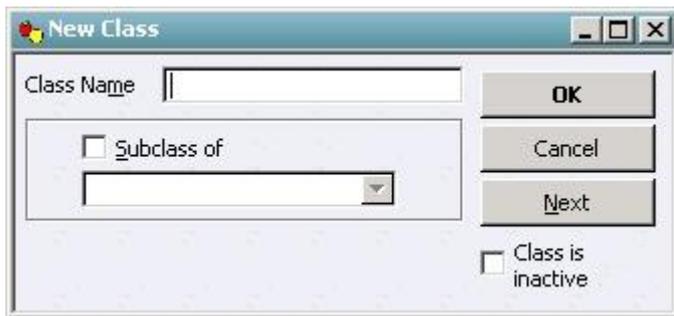
In order to allow the production of financial reports in QuickBooks – (VAT returns etc) - every Owner Group (Landlord) in Veco MUST exist as a QuickBooks 'Class'.

To create a 'Class' in QuickBooks:

1. From the QuickBooks main menu, click 'List : Class List'



2. Click the 'Class' button and choose 'New':



3. Enter a 'Class Name' EXACTLY the same spelling as the Owner Group 'Portfolio Reference' in Veco. If these do not match, or a Class is missing from QuickBooks, the import process will fail.

Veco Configuration

Chart of Accounts

The Veco Chart of Accounts must match the similar list in QuickBooks. In particular, the Veco 'Account Reference' MUST match EXACTLY the QuickBooks 'Account Number'.

In Veco, the Chart of Accounts is configured as follows:

1. From the Veco menu tree, open the 'Accounts Posting' node and click 'Chart of Accounts'.
2. Expand the groupings right-clicking the top 'grouping' area, and choose 'Expand All'.
3. To edit an account double-click an item from the list, or click 'Add New' at the top of the screen to add a new account.

Reference	Name	Heading	Sub-heading	Seq. No.
Type: Asset (Count=1)				
DEBTORS	Debtors (Tenancy) Control	ASSETS		40000
Type: Bank (Count=4)				
CLIENTBANK	Barclays Bank Plc	ASSETS		30101
DEPBANK	Barclays Bank Plc	ASSETS		30102
NONEBANK	Tenant Bank Set as NONE	ASSETS		30103
LANDLORDBANK	Tenant Bank Set as LANDLORD	ASSETS		30104
Type: Capital (Count=9)				
GSE5	Garden/site Maint Res			20116
MRES	Maintenance Reserve			20120
LRES	Lift Reserve			20128
RRES	Roof Reserve			
PRS&D	Previous Years Surplus/Deficit			
PAYL	Landlord Funds	CAPITAL		
OPEN	Opening Balances	CAPITAL		
PAYT	Tenant Funds	CAPITAL		
PROFIT	Profit/Loss	CAPITAL		
Type: Control (Count=1)				
DEPT	Department Transfers Control			
Type: Expense (Count=52)				
MAN	Management Fees	EXPENDITURE		
LETT	Letting Fees	EXPENDITURE		
AGREE	Agreement Fees	EXPENDITURE		
GEN	General Expenses	EXPENDITURE		
ELEC	Electricity	EXPENDITURE		
GAS	Gas	EXPENDITURE		
CLEAN	Cleaning	EXPENDITURE		
INSUR	Insurance Premiums	EXPENDITURE		
TAX	CNR Tax Expense	EXPENDITURE		
SECURE	Security	EXPENDITURE		
REPAIRS	Repairs & Maintenance	EXPENDITURE		

The screenshot shows the 'Account - GEN, General Expenses' dialog box. The 'Account Details' section contains the following information:

- Reference: GEN
- Seq. No.: 20030
- Special: (empty)
- Name: General Expenses
- Heading: EXPENDITURE
- Type: Expense
- Sub-heading: (empty)
- Commission:
- Tax:

The 'Bank Details' section contains the following fields:

- Name: (empty)
- Address: (empty)
- Communication: (empty)
- Sortcode: (empty)
- Account Number: (empty)
- Account Name: (empty)
- Default:

4. It is not possible within Veco to change an existing account reference, therefore edit the Sequence Number ("Seq. No.") to correspond with the Account Number in QuickBooks.
5. Click Save (or Close) to save any changes.

Tenants and Suppliers

Tenants and Suppliers in Veco are types of 'Contact', and are added/edited from the 'Contacts' node on the Veco tree menu. Within QuickBooks, Tenants will be Customers, and Suppliers will be Suppliers.

When entering contact details in Veco, it is important that the 'File As' field is entered EXACTLY the same as in the corresponding record in QuickBooks. Failure to match exactly will result in data not being imported into QuickBooks.

The screenshot shows the 'Contact' form in Veco. The form is divided into several sections:

- Contact Details:** Includes fields for Reference (J0309C4811-F73B0E7E), Title, First Name, Other Names, Surname, Company Name, File As, Address Title, and Address.
- Photo:** A section for uploading a photo, currently showing 'No image data'.
- Occupation and Company Information:** Fields for Occupation, Company Registered No., and VAT Number.
- Registered Address:** A section for entering a registered address.
- Communications:** A section for entering communication details.
- Salutation and Correspondence:** Fields for Salutation, Correspondence Gender, and Yours.
- Date and User Information:** Fields for Date Created, Created By, and Date Modified.

At the bottom of the form, there is a 'Dates' section with a table for tracking changes:

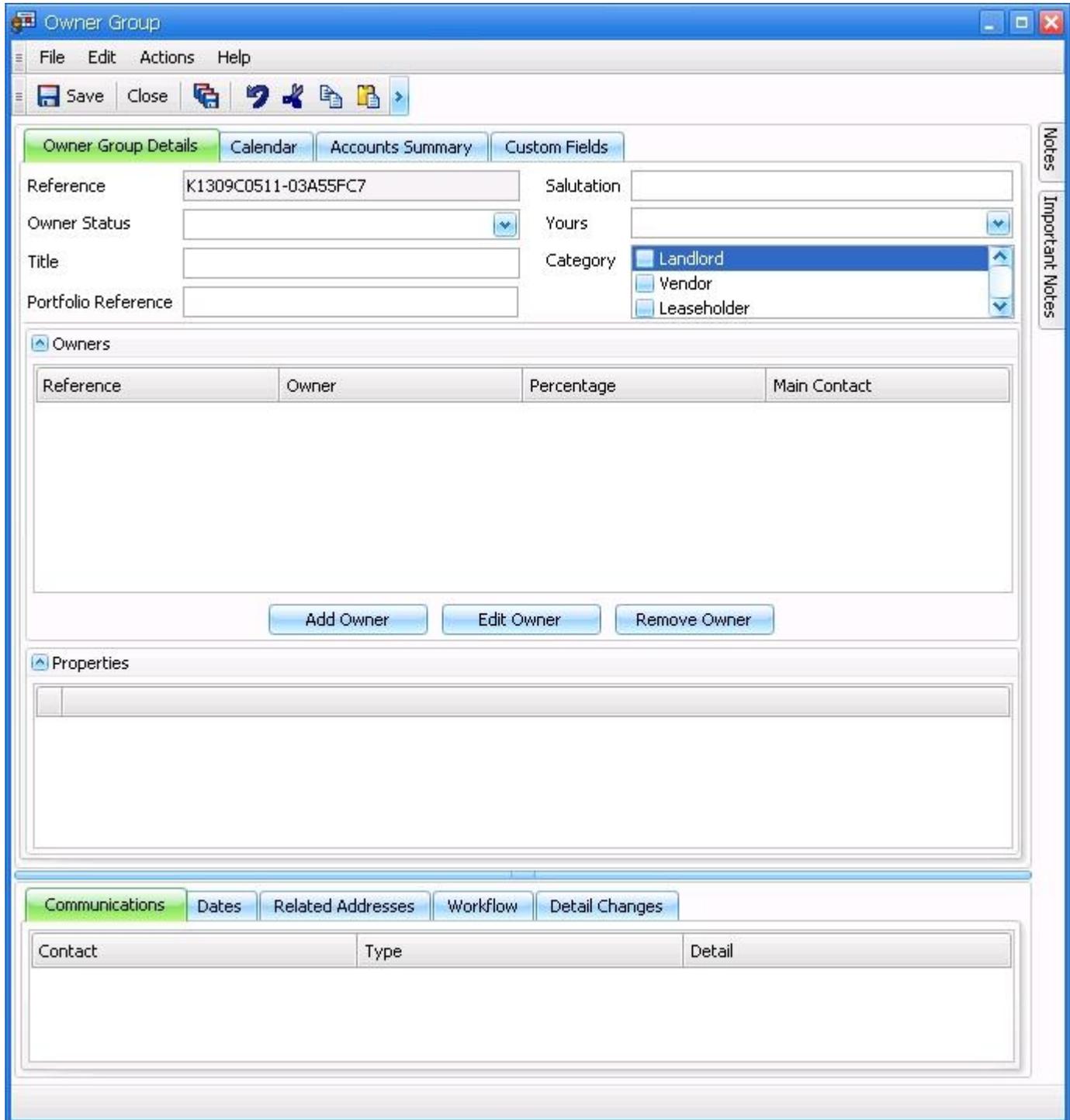
Start Date	End Date	Type	Subject	User	Property	Type
						All

Owner Groups

Owner Groups in Veco are Landlords. These are entered from the 'Owner Groups' node on the Veco tree menu.

When entering Owner Group details, it is important that the 'Portfolio Reference' field is entered EXACTY to match a corresponding 'Class' in QuickBooks. This will allow reports to be produced in QuickBooks by 'Class'.

To allow for further flexibility, in Veco multiple Owner Groups can have the same 'Portfolio Reference'.



Summary

The following fields must match EXACTLY between Veco and QuickBooks:

	QuickBooks	Veco
Chart of Accounts	Account Number	Sequence Number
Suppliers	Supplier Name	Supplier Contact 'File As'
Tenants	Customer Name	Tenant Contact 'File As'
Landlords (Portfolios)	Class	Owner Group 'Portfolio Reference'

Transaction Pro Importer 3.0

“Transaction Pro Importer 3.0” is a utility used to import different types of transactions into QuickBooks from a variety of data sources.

The following is the suggested method of importing Veco transactions into QuickBooks. It is possible to tailor this procedure to suit your requirements. Please discuss alternative requirements with Eurolink.

Transactions in Veco are imported into QuickBooks as ‘General Journal’ entries.

Due to the exact name matching explained earlier all Veco transactions are automatically and correctly registered against the correct Class, Customer, Supplier, and Account within QuickBooks.

Types of Transaction Imported

All types of accounts transaction entered in Veco will be imported into QuickBooks. This includes:

Sales Ledger – Demands, Receipts, Credits, Refunds
Purchase Ledger – Invoices, Payments, Credits, Refunds
Cash Book – Receipts, Payments, Inter Account Transfers
Nominal Ledger – Journals

Sales demands and purchase invoices may contain an element of VAT as appropriate. This will be imported into QuickBooks and recorded against the ‘HMRC VAT’ supplier, and will appear on VAT reports.

VAT reporting within QuickBooks will report General Journal entries as ‘Uncategorised Tax Amounts’. This will then allow the distinction between imported transactions and any accounting entries made directly in QuickBooks.

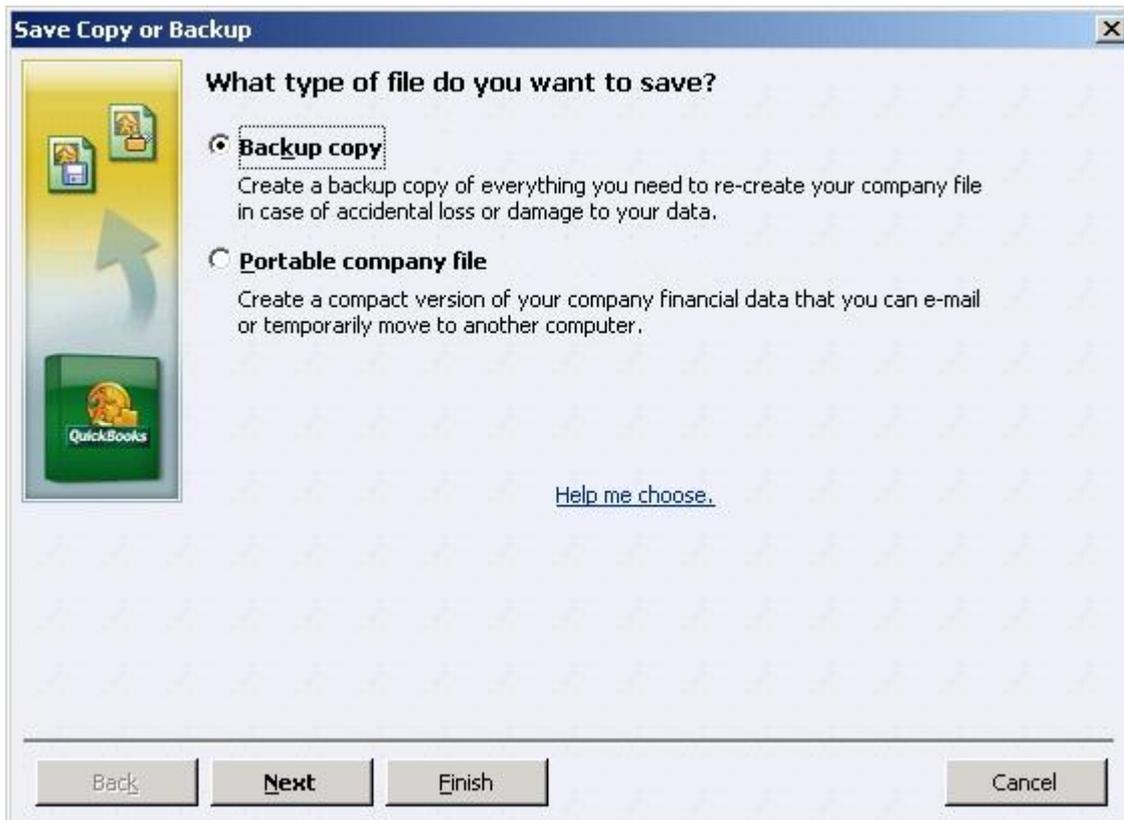
Date Range

Only transactions that relate to the current accounting period will be imported into QuickBooks so it is important that the import procedure is run at the very end of an accounting period prior to running a Veco Period End Routine. This allows for any changes/corrections to be made before the data is imported.

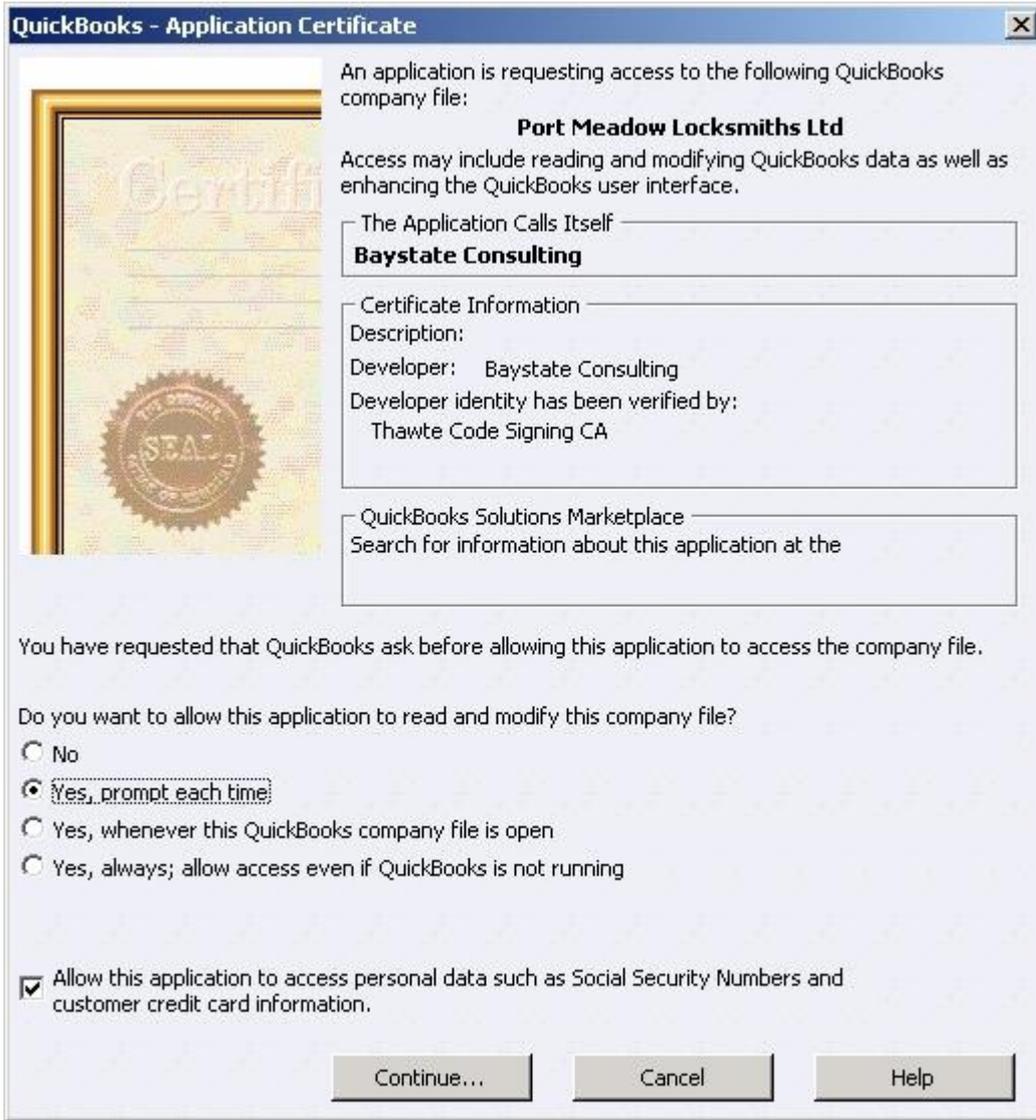
Note: It is not possible for Veco to know which transactions have already been imported, so it is important that the import routine is not run more than once in any given accounting period otherwise duplicates will occur in QuickBooks. Eurolink has no way of removing duplicates and if this happens it would be necessary to restore from a backup. This guide provides details of how to make a backup immediately before running the Importer routine.

Importing Veco Transactions into QuickBooks

1. Open QuickBooks and load the correct QuickBooks Company
2. Create a backup of the company data:
 - a. Click 'File : Save Copy or Backup'
 - b. Choose 'Backup copy'
 - c. Click 'Next' for further options, or click 'Finish' as appropriate.



3. From your desktop double-click the icon for 'Transaction Pro Importer 3.0'
4. Because external software is attempting to access QuickBooks, you will see the following prompt:



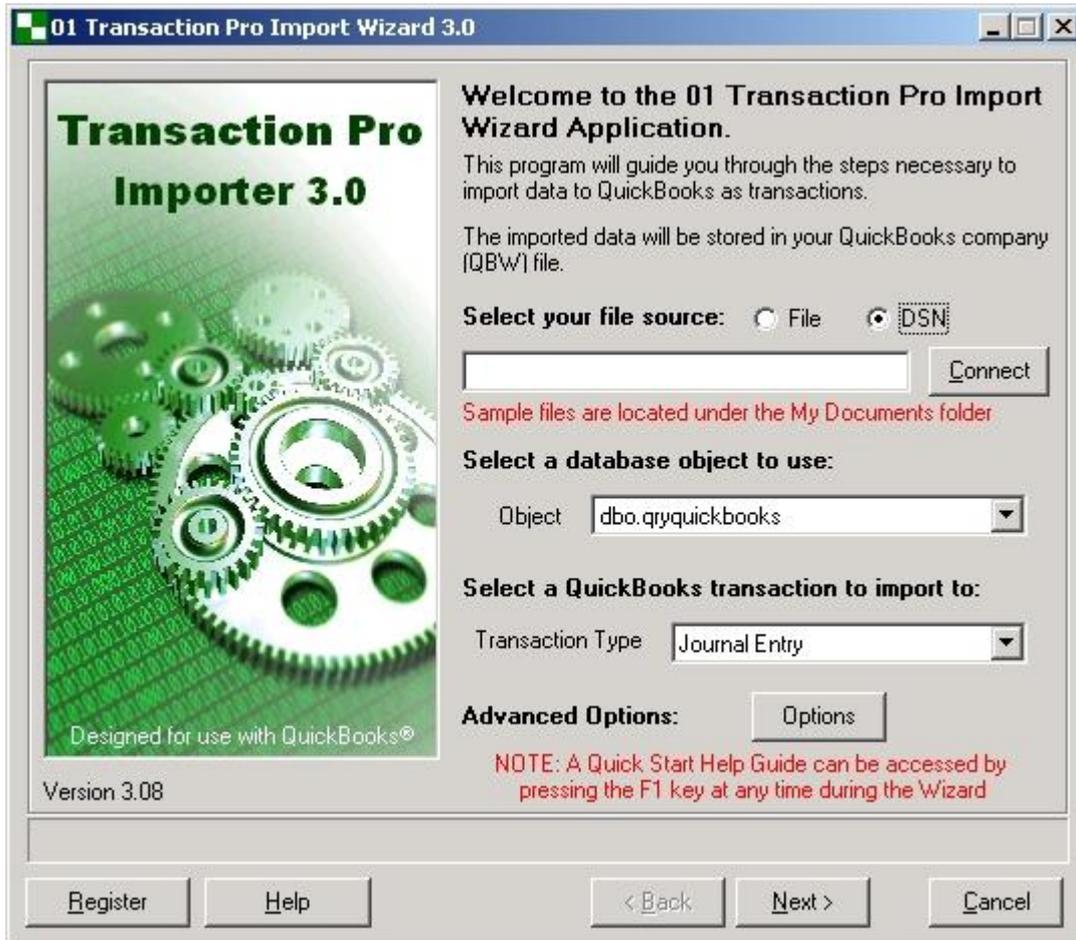
5. To the question “Do you want to allow this application to read and modify this company file” select any option apart from “No”.

6. Click ‘Continue’

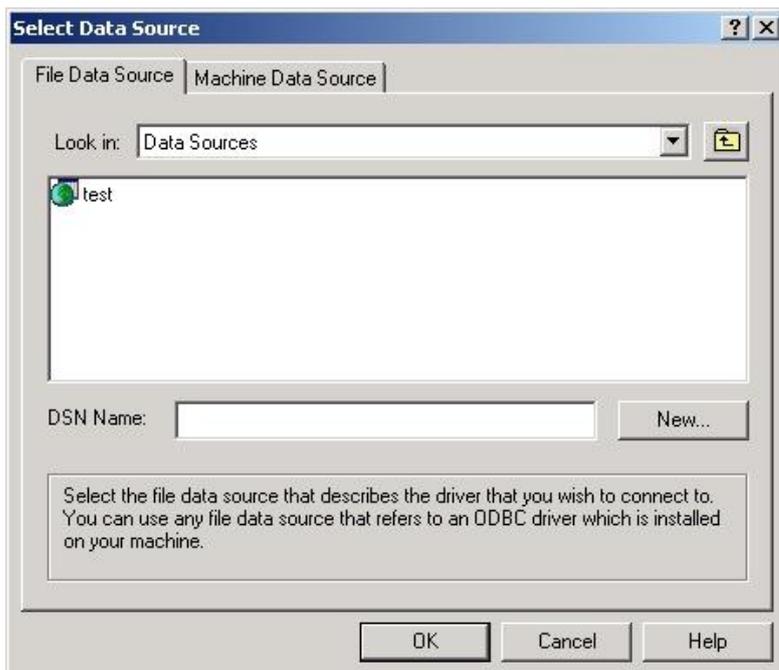


7. Click ‘Done’

- The 'Transaction Pro Importer 3.0' software will open. Close the 'help' windows that may appear until this screen is shown:



- The first time of running you need to enter some configuration details. At the field "Select your file source" click 'DSN' and then click 'Connect'

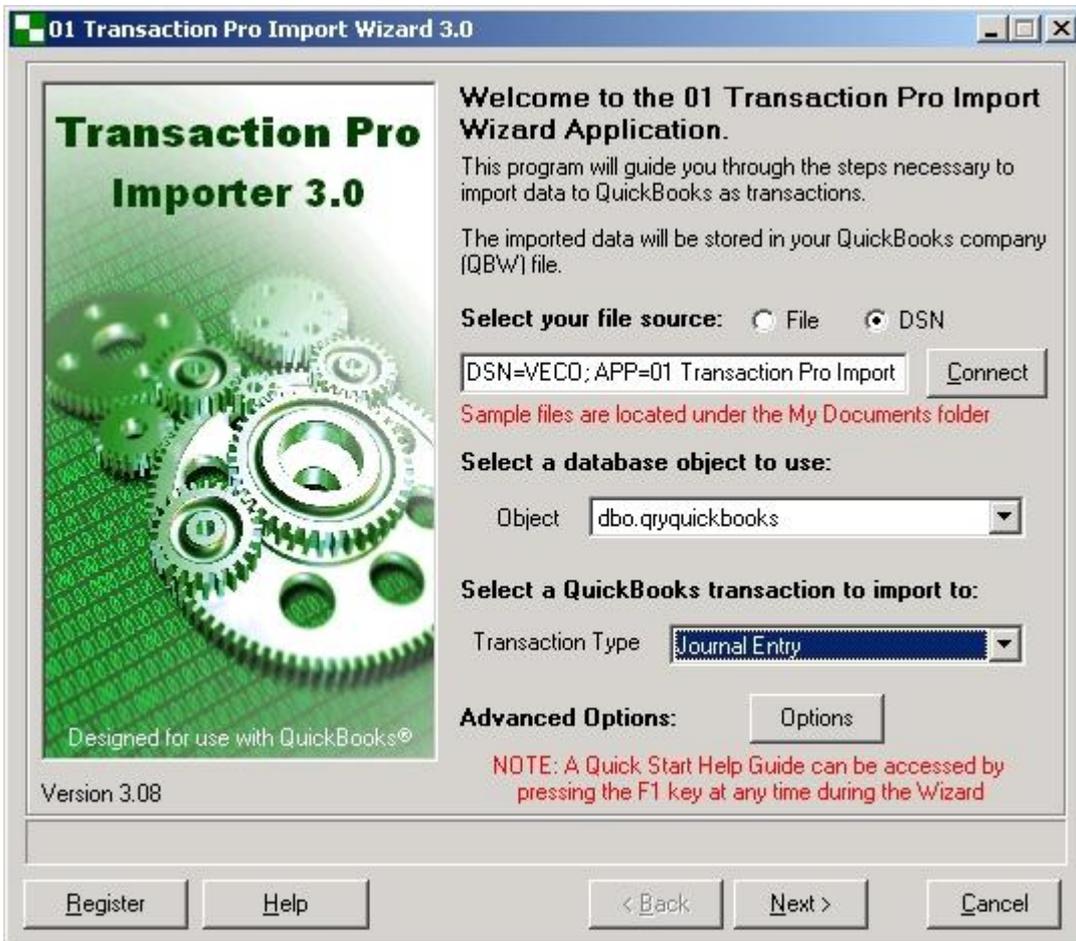


- Click the tab 'Machine Data Source' and then double click the 'Veco' DSN as previously configured.

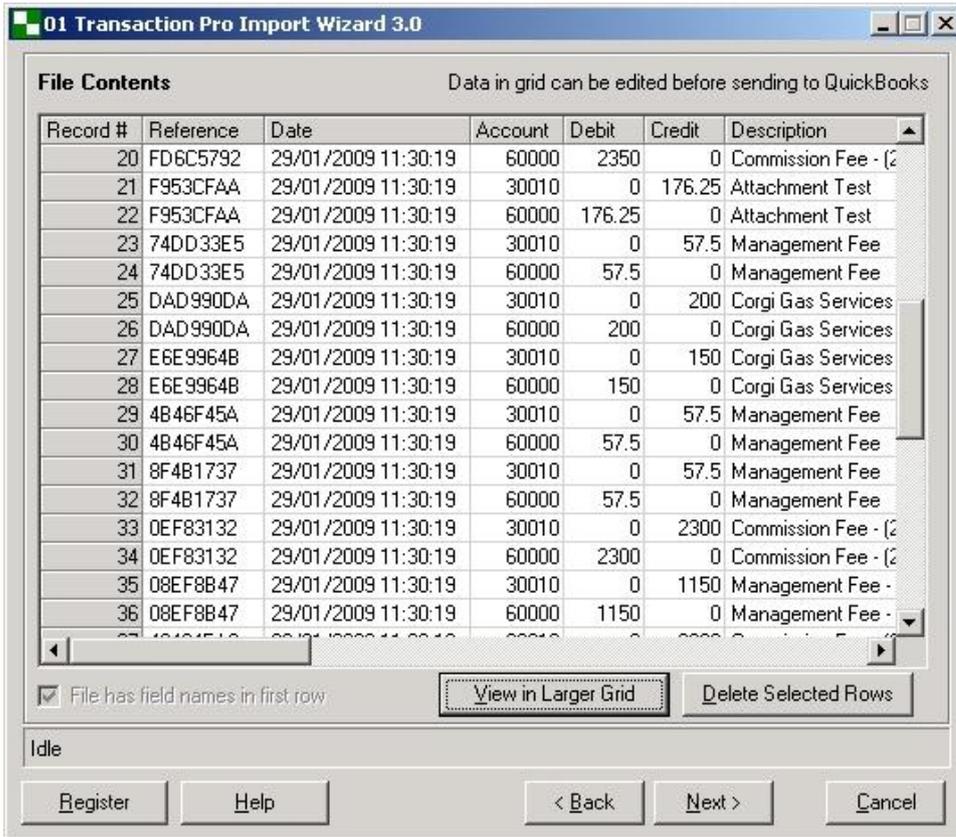
11. If you see the following window, click 'Use Trusted Connection' and click 'OK'. Otherwise, enter the Login ID and password used when configuring the Veco ODBC DSN - (See "Veco ODBC DSN Configuration" above).



12. At the prompt "Select a database object to use", select 'dbo.qryQuickBooks'
13. At the prompt "Select a QuickBooks transaction to import to", select 'Journal Entry'



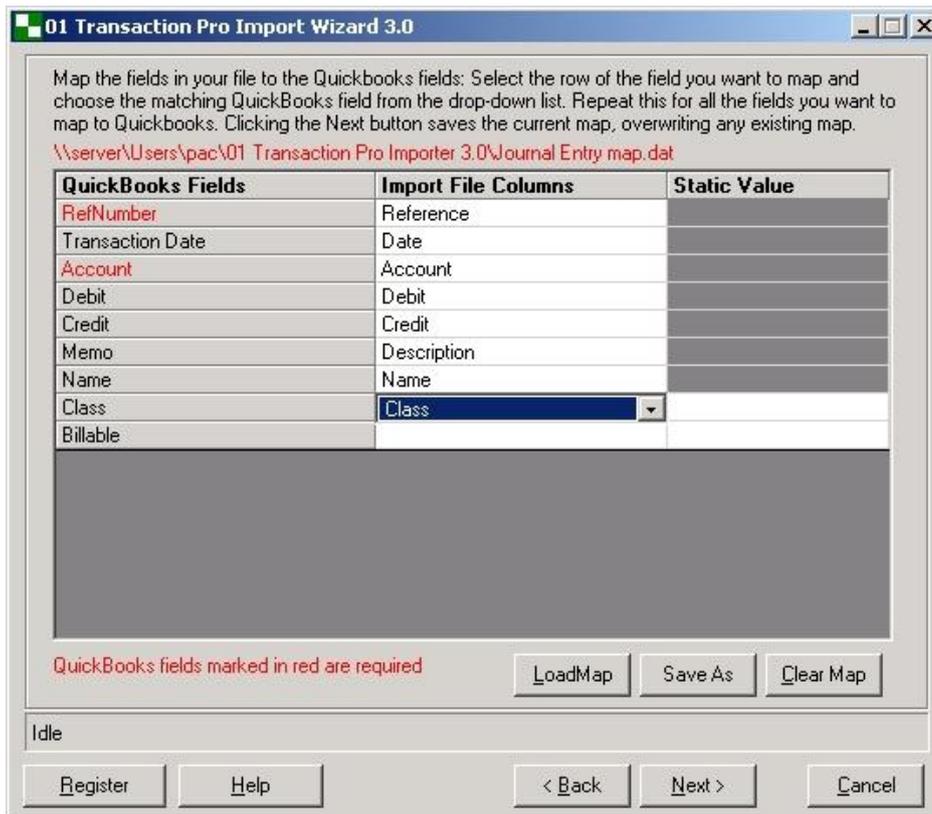
14. Click 'Next'
15. A 'File Contents' grid will be display to show you which transaction will be imported.



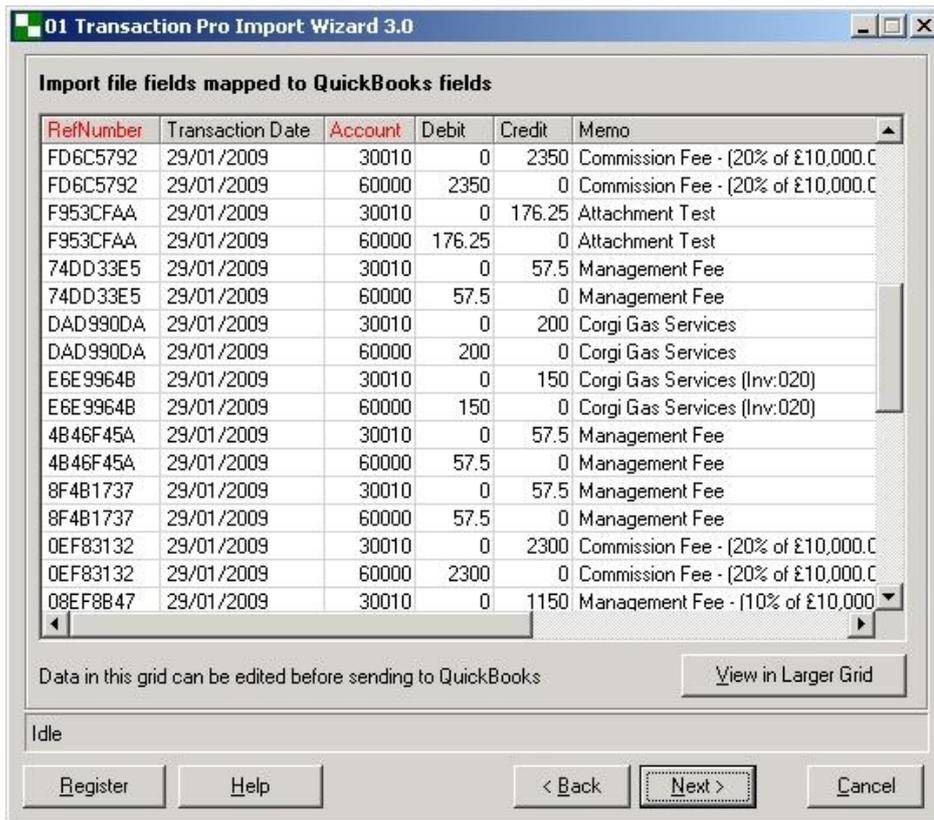
16. Click 'Next'

17. At the next screen, ensure the 'Import File Columns' are selected as shown. This is only necessary the first time of running.

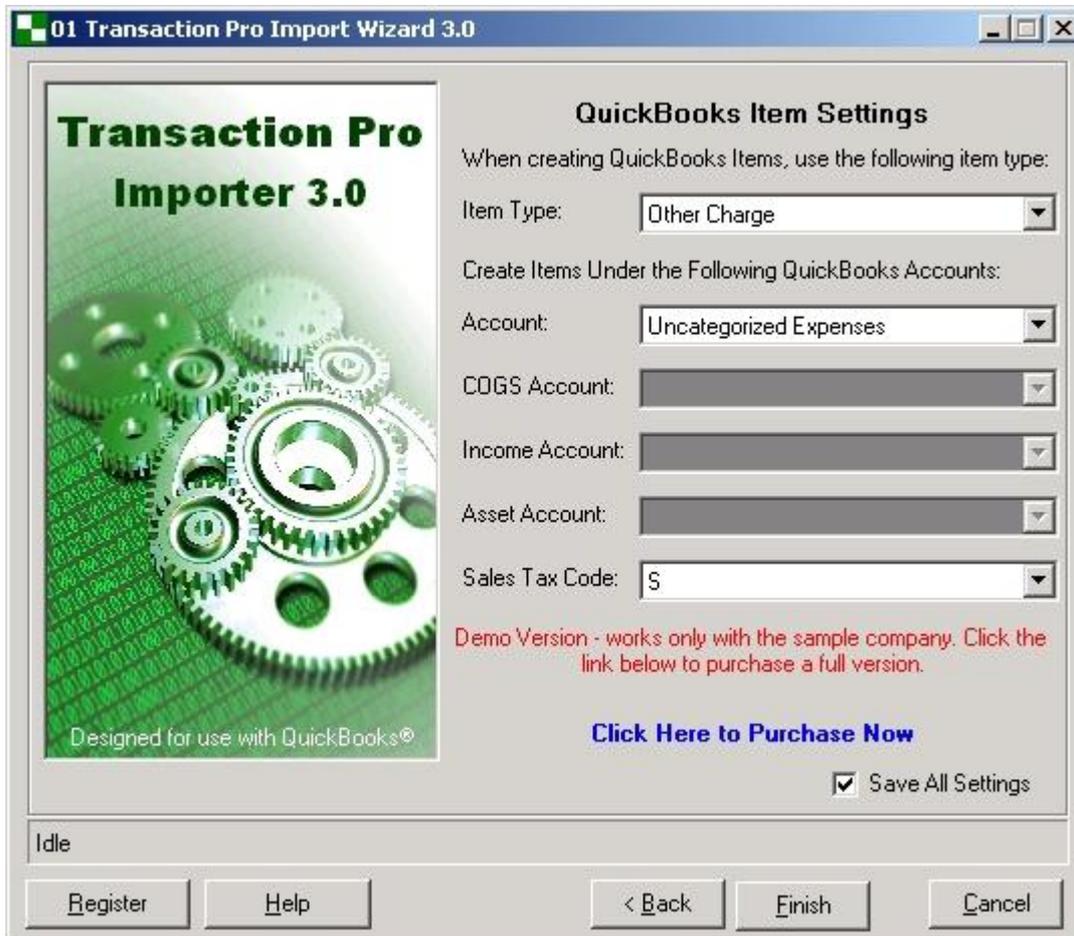
18. After configuring, click 'Next'



19. You will now be shown how the imported data will be mapped in QuickBooks:



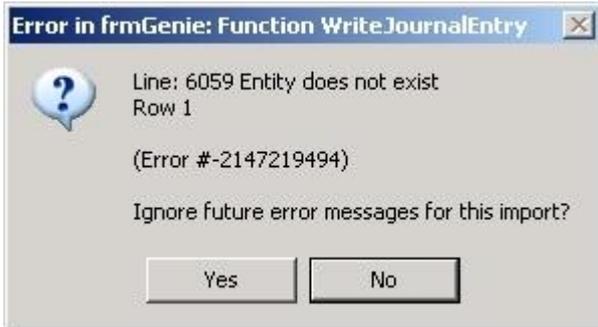
20. Click 'Next', and at the next screen select the options show below:



21. Now click 'Finish' and then 'OK' to begin the import process.



22. If an error occurs you may see the following message:



The error may either show that an "Entity" or "Account" does not exist. If you see this message, click "No" to cancel the whole procedure. These errors occur because a name ("Entity") or an account reference ("Account") does not match between Veco and QuickBooks. Unfortunately, the exact details are not displayed. You will need to rerun the whole procedure and manually review the data at stage 19 above to identify the problem and then correct it within Veco or QuickBooks.

23. If Veco transactions have imported successfully you will see this final prompt. Click 'OK' to see a list of the successfully imported transactions.



23. It is important that the transaction have been successfully import BEFORE running the Veco Period End Routine.

Future Development

As this is the first version of the Veco to QuickBooks transaction import facility, we are happy to receive suggestions for improvements to suit your own requirements within QuickBooks.