
PartsWatch How To use the GL Export Document Version R1.0

September 25, 2018

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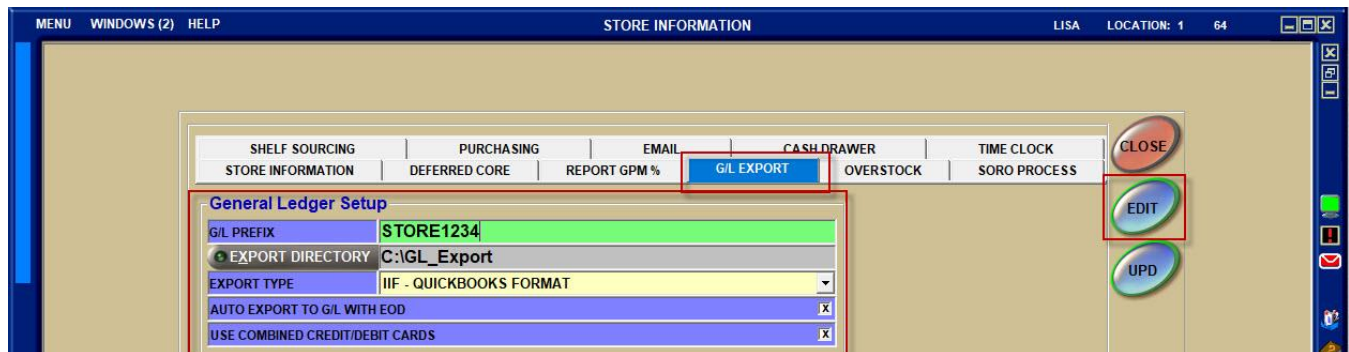
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PROCESS TO USE THE GL EXPORT

G/L Export File Setup: Step 1 of 2

The G/L Export control fields must be set up (per store) before an export can be started.

Menu Path: Controls, Store, Store Info, STORE INFORMATION screen, G/L EXPORT tab



The user must click the EDIT button to begin making any changes to the screen.

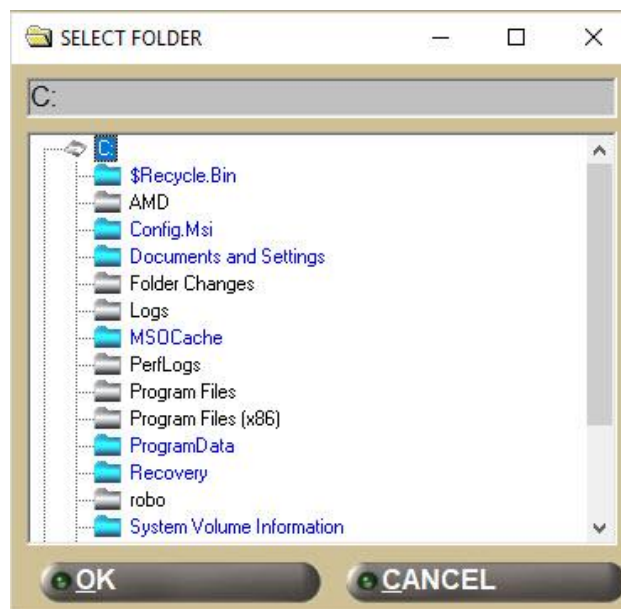
Enter text that will become the prefix of the filename of the file in the G/L PREFIX field. The application will add the close date and time (military 24-hour time) to the end.

For example, if the GL PREFIX entered is STORE1234 and the close date is 12/5/17 2:38:24 pm, the file name is STORE1234_2017_12_5_14_38_24.iif.

Note: There are some special characters not allowed in the G/L PREFIX field, see below:

\	:	?		>	/	*	"	'	<
---	---	---	--	---	---	---	---	---	---

Next, clicking the EXPORT DIRECTORY button will open a SELECT FOLDER pop-up, allowing the user to select where the export file will be saved on the PC. See an example of the pop-up below.



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The EXPORT TYPE field allows the user to determine what type of file format the application will save when the G/L Export is run:

- IIF – QUICKBOOKS FORMAT if the exported file is going to be imported into a desktop version of QuickBooks software.
- CSV – COMMA SEPARATED VALUES if the exported file is going to be imported into a desktop version of any other Accounting software package.

Note: Files in the CSV format can be imported into Microsoft Excel.

If the AUTO EXPORT TO G/L WITH EOD checkbox is checked, the application will automatically export the G/L Export file when a user manually closes the day from the DAY/CASH CLOSE screen.

If the AUTO EXPORT TO G/L WITH EOD checkbox is unchecked, a user must manually export the G/L Export file from the G/L EXPORT screen after closing the day.

The USE COMBINED CREDIT/DEBIT CARDS field determines whether or not the exported file will combine all credit cards and debit cards, or keep them separate. Set this checkbox based on how you manage credit card information in your General Ledger.

G/L Account Code Setup: Step 2 of 2

The G/L ACCOUNT CODE SETUP screen is used to link the application total fields included in the G/L export to the unique General Ledger account numbers from your Accounting package.

Menu Path: Controls, System, G/L Acct Codes, G/L ACCOUNT CODE SETUP screen

TRANS ID	TRANSACTION DESCRIPTION	ACCOUNT TYPE	G/L ACCOUNT
100	Sales - Goods (Cash)	Income	
110	Sales - Goods (Charge)	Income	
120	Total Returns - Goods (Cash)	Income	
130	Total Returns - Goods (Charge)	Income	
140	Labor Sales (Cash)	Income	
150	Labor Sales (Charge)	Income	
160	Labor Credits (Cash)	Income	
170	Labor Credits (Charge)	Income	
180	Core Sales (Cash)	Income	
190	Core Sales (Charge)	Income	
200	Core Returns (Cash)	Income	
210	Core Returns (Charge)	Income	
220	Freight Sales (Cash)	Income	
230	Freight Sales (Charge)	Income	
240	Freight Returns (Cash)	Income	
250	Freight Returns (Charge)	Income	
260	Finance Charges (FC)	Income	
270	Recurring Charges (RC)	Income	
280	Discount Credits (DC)	Income	
290	Credit Memos (CM)	Income	
300	Debit Memos (DM)	Income	
310	Restocking Fees	Income	
320	Coupons Tendered	COGS	
330	Cost Of Goods Sold	COGS	
340	Cost Of Goods Sold - Core	COGS	
350	Transfer Cost Of Goods Sold	COGS	
360	Transfer Cost Of Goods Sold - Core	COGS	
370	Store Use Cost Of Goods Sold	COGS	
375	Store Use Cost Of Goods Sold - Core	COGS	

Enter each G/L ACCOUNT number from the accounting package next to the correct total value under the TRANSACTION DESCRIPTION that the total will be updated to. The field allows up to 50 alphanumeric and special characters.

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If multi-store, check the ALL STORES field if the same G/L account numbers are used across the stores; or leave unchecked and set up the G/L Account Codes for each store.

The TRANS ID is for information only and can be used when contacting support to identify a total field.

The Transaction Description field name identifies whether the total is cash or charge and does not show cash and charge as separate fields unless necessary.

The ACCOUNT TYPE field is for information only and identifies the type of Account (e.g. Income or Expense, Asset or Liability) for each field in the TRANSACTION DESCRIPTION column. This ACCOUNT TYPE can help you map the application transactions to the appropriate GL Account in your Accounting package.

Click this link to access the [G/L Mapping Worksheet](#) used to assist with mapping the application transactions to your GL accounts. **Note:** You only need to map the application transactions you want to import into your Accounting package.

G/L Export Report

The totals that were included in each export file can be output into a report from the GENERAL LEDGER EXPORT screen. Printing or previewing the G/L Export Report is a good way to find out the closeout totals, and see a breakdown of what the G/L Export is going to look like.

Menu Path: Closeouts, GL Export, GENERAL LEDGER EXPORT screen

Select the EXPORT DATE from the list of each end-of-day close within the past six months. The most recent end-of-day close date displays at the top of the list.

Select the LOCATION if different from the current location.

Click DISPLAY, PREVIEW or PRINT to view the totals.

The report output contains the following:

- TRANS ID
- TRANSACTION DESCRIPTION
- G/L ACCOUNT as set up in the G/L ACCOUNT CODE SETUP screen. **Note:** Not reported if a G/L ACCOUNT is not set up for a transaction.
- DEBIT AMOUNT \$
- CREDIT AMOUNT \$
- The DEBIT AMOUNT \$ and CREDIT AMOUNT \$ fields are totaled at the bottom and if balanced, should match.

The following is an example of the G/L Export Report:

G/L EXPORT REPORT				
LOCATION: 1 - DEV LOCATION 1				
EXPORT DATE: 11/28/2017 2:37:02 PM				
TRANS ID	TRANSACTION DESCRIPTION	GL ACCOUNT	DEBIT AMOUNT \$	CREDIT AMOUNT \$
100	Sales - Goods (Cash)	Sales Revenue		745.12
110	Sales - Goods (Charge)	Sales Revenue		349.22
120	Total Returns - Goods (Cash)	Sales Revenue	35.00	
130	Total Returns - Goods (Charge)	Sales Revenue	49.00	
140	Labor Sales (Cash)	Labor Revenue		20.00
150	Labor Sales (Charge)	Labor Revenue		40.00
160	Labor Credits (Cash)	Labor Revenue	10.00	
170	Labor Credits (Charge)	Labor Revenue	20.00	
180	Core Sales (Cash)	Sales Revenue		76.50
190	Core Sales (Charge)	Sales Revenue		18.00
200	Core Returns (Cash)	Sales Revenue	4.50	
210	Core Returns (Charge)	Sales Revenue	9.00	
220	Freight Sales (Cash)	Freight Revenue		96.00
230	Freight Sales (Charge)	Freight Revenue		192.00
240	Freight Returns (Cash)	Freight		

Manual General Ledger Export

A user can export the G/L export file from the GENERAL LEDGER EXPORT screen. This manual export is not required if the G/L export file is automatically exported by the system. However, it is a good idea to first export the G/L Export file manually before setting it up to run automatically, so that users can become familiar with the process and numbers exported.

Menu Path: Closeouts, GL Export, GENERAL LEDGER EXPORT screen

[illegible]

Click the DISPLAY button to see all of the totals that will be included in the export, or click PREVIEW or PRINT to report the totals. The G/L Export Report is an easy way to see everything that will be included in the G/L Export.

The LAST EXPORT DATE field shows the date and time that the G/L file was last exported.

The EXPORT DATE field shows a list of each end-of-day close within the past six months, with the most recent end-of-day close date displayed at the top of the list.

The drop-down always lists the last six months' worth of closes. Exporting a date will not remove it from the list. This way, it's available for re-export if needed for any reason. If the same EXPORT DATE is again selected, the export file is rewritten over the previously saved file without any indication that the file already exists.

Select a date to export or "ALL SINCE LAST EXPORT" to export all days since the last time the export was run.

The program does not track the exported dates so it is important to be extremely careful and not re-export and subsequently re-import the same dates more than once to the accounting package.

The export is done per location. The LOCATION field defaults to the current location. If multi-store permissions are available, then enter a location or select a single location from the BROWSE LOCATIONS window to export the file for that location.

Should another location be selected, the screen fields are re-set to match the data specific to the selected store.

Check the INCLUDE ZERO BALANCES field to export transaction totals that have a zero amount; and leave it unchecked to only export transaction totals with a value greater than zero.

Check the USE COMBINED CREDIT/DEBIT CARDS field to display, report and export credit/debit card transactions as a single total, or uncheck it to display, report and export credit/debit card transactions as separate totals.

Click the EXPORT button to initiate the G/L file export. The export can be initiated as often as needed during the same day.

Once the EXPORT button is clicked, the program will create the file in the directory specified in the STORE INFORMATION screen. When successfully completed, a prompt will open indicating that the export is complete.

Click OK to close the prompt and continue working. If the export fails for any reason, (mainly because the file path is not correct or is unavailable) a prompt displays to contact Customer Support.

If ALL SINCE LAST EXPORT is selected for the EXPORT DATE but there are no new close files found, the system prompts that no export files were created.

The export files will remain in the designated directory, so be sure to manually delete the files after importing them to the accounting package.

Automatic General Ledger Export

Once users have verified that all PartsWatch totals are being exported to the correct GL account, checking the AUTO EXPORT TO G/L WITH EOD field in the STORE INFORMATION screen will allow the system to automatically run the export.

Note: It is recommended that the user first learn how to manually run the G/L Export, so that they become more familiar with the process and are able to understand what is happening when the system runs it automatically.

Note: G/L export is only automatically initiated by the system when the end-of-day close is run manually. If the end-of-day close is run automatically by the system, the G/L export will not be automatically initiated. The value of the AUTO EXPORT TO G/L WITH EOD field in the STORE INFORMATION screen will be ignored.

If the export is automatically initiated by the system, the LAST EXPORT DATE is updated with each automatic G/L export and the EXPORT DATE field and EXPORT button are unavailable on the GENERAL LEDGER EXPORT screen.

Each time the end-of-day is closed manually from the DAY / CASH CLOSE screen, the G/L file will be automatically exported, allowing the end-of-day process to be one step instead of two.

The end-of-day close is normally manually performed daily and the G/L export file contents will match the close period. Should the end-of-day close be performed for periods other than single days, the G/L export file will still contain all transactions for each close period though multiple days may be exported.

The automatically exported (.iif or .csv) files will remain in the designated directory, so be sure to manually delete the files after importing them to the accounting package.