



# Accounting Exports

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# Overview of Accounting Exports

Accounting exports are a simple way for FasTrax Director to export a flat file that contains accounting information. These various files can be imported into a variety of accounting software, such as Quickbooks, Sage BusinessWorks, and Microsoft Dynamics GP (Great Plains).

Below is an image of the account exports. This document will cover assigning all accounting codes that will be used in the accounting exports, as well as exporting the accounting file itself.

The screenshot displays the 'Reports' section of the FasTrax Director software. The left sidebar contains navigation icons for Dashboard, Pricebook, Inventory, Reports, Queue, Maintenance, Loyalty, and Schedules. The main content area is titled 'Reports' and includes tabs for Favorites, List Reports, Sales Reports, Inventory Reports, Scheduled Reports, and Accounting Exports. Under 'Accounting Exports', there are buttons for SC Format, Generic Format, RM Format, BW Format, QB Format, and GP Format. The 'Accounting Export - QB' section is active, showing a 'Select Date Range For The Report' section with 'Start Date' (4/1/2018 12:00:00 AM) and 'Stop Date' (4/30/2018 11:59:59 PM) fields, a 'Quick Dates' link, and a save icon. Below this is an 'Export Path' field set to 'C:\Fastrax\Accounting Exports' and a list of checkboxes: 'Export Invoices' (checked), 'Export Sales' (checked), and 'Use To Extract Flag' (checked). A dropdown menu is set to 'Other'. At the bottom of the interface, a status bar shows '2 Stores Selected To Receive Changes/For Reporting', 'Corporate Mode', '1 Messages', and 'Settings'.



# Setting Up Accounting Codes

In order for the accounting exports to function correctly, accounting codes have to be set across the system and in a specific INI file. Each of the following pages will contain where and what accounting codes exist.

## 1. Store Accounting Code

**Maintenance**

Time Clock | **Stores** | Departments | Dept Groups | Tenders | POS Flags | POS Accounts | Employees | Vendors | House Accounts | Negative Check | L |

Existing Stores

#	Store Name	Address1	Address2	City	State	Zip	Phone	Fax	IPAddress
1	TOBACCO STORE								X
2	ALCOHOL AND WINE STORE								X

Store Details

Store Number:  Store Name:   Active

Address 1:

Address 2:

City:  State:  Zip:

Phone:  Fax:  Bank:  Report Tax Rate:

IP Address:  **Acct Code:**  Pricebook Zone: PRICEBOOK ZONE #0

Payroll Comp:  EIN:

2 Stores Selected To Receive Changes/For Reporting Corporate Mode 1 Messages Settings

2. Department Inv Code
3. Department COGS Code
4. Department AP Code

**Maintenance**

Time Clock | Stores | **Departments** | Dept Groups | Tenders | POS Flags | POS Accounts | Employees | Vendors | House Accounts | Negative Check | L 4 ▶

Existing Departments

Dept #	Name	Dept Group	Inv Code	POS Flag	Add To Sales	Target GM	COGS Code
30	MISC TOBACCO	TOBACCO ACC	123	TAXABLE TOBA...	<input type="checkbox"/>	0	321
31	DOMESTIC CIGARS	CIGARS		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
32	PREMIUM CIGARS	CIGARS		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
33	TOBACCO ACCESSORIES	TOBACCO ACC		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
39	CIG SPECIALS	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
40	HOUSE BRAND PACK	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
41	HOUSE BRAND CARTON	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
44	GENERIC PACK	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
45	GENERIC CARTON	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
46	FULL PRICE PACK	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
47	FULL PRICE CARTON	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
48	IMPORT PACK	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
49	IMPORT CARTON	CIGARETTES		TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	
58	BEER & WINE	ALCOHOL		TAXABLE ALCO...	<input checked="" type="checkbox"/>	0	
60	BEVERAGES	GROCERY		TAXABLE	<input checked="" type="checkbox"/>	0	

Department Details

Dept Number:  Name:  POS Name:

Dept Group:  POS Flag:  **Inv Code:**  **COGS Code:**  **AP Code:**

Open Min Amt:  Open Max Amt:  Target GM:  Add To Sales

Discount 1:  Discount 2:  Discount 3:  Discount 4:  Add To CTN Count

Max % Discnt:  QOH Reorder Point:  Override Order Days:  Override Type:

Has Sales Restriction

When Printing, Sort By Department Name ▼

2 Stores Selected To Receive Changes/For Reporting Corporate Mode 1 Messages Settings



## 5. Tender Acct Code

**Maintenance**

Time Clock | Stores | Departments | Dept Groups | **Tenders** | POS Flags | POS Accounts | Employees | Vendors | House Accounts | Negative Check | L | >

Existing Tenders

Tender Type	Description	Max Change	Max Drawer	Min Sale	Overtender	Payouts	Payins	Open Drawer	Re
80	American Express	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	Cash	500.0000	1000.0000	0.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
40	Debit Card	9999.9900	9999.9900	0.0100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
70	Discover	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Electronic Check	9999.9900	9999.9900	0.0100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Food Stamps	19.0000	150.0000	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
710	Gift Card	9999.9900	9999.9900	0.0100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	House Charge Account	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
500	Manufacturer's Coupon	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
60	MasterCard	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Personal Check	100.0000	0.0000	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
600	Store Coupon	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Traveler's Check	99.9900	500.0000	5.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
0	Unknown Credit Card	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
50	VISA	0.0000	0.0000	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tender Details

Tender Type:  Tender Description:  **Acct Code:**

Min Sale Amount:  Max In Drawer:  Max Change:  Recon Bucket:

Allow Over Tendering  Allow Safe Drops  Require Tender Amount

Allow Payins  Allow Paid Outs  Open Cash Drawer

2 Stores Selected To Receive Changes/For Reporting Corporate Mode 1 Messages [Settings](#)

6. Vendor Acc Code

**Maintenance**

Time Clock | Stores | Departments | Dept Groups | Tenders | POS Flags | POS Accounts | Employees | **Vendors** | House Accounts | Negative Check | L

Existing Vendors

ID	Name	Contact	Address1	Address2	City	State	Zip	Phone1
1	CORE-MARK							
2	STATE LOTTERY							
17	HARDECS							

Vendor Information

ID:  Account #:  Phone #:   
Name:  Fax #:   
Address L1:  Contact:   
Address L2:  **Acct Code:**   
City, State, Zip:     Do Not Export  
Notes:

Stores Assigned To This Vendor:

- 1 - TOBACCO STORE
- 2 - ALCOHOL AND WINE STORE

[Check All](#) [Clear](#)

2 Stores Selected To Receive Changes/For Reporting Corporate Mode 1 Messages [Settings](#)



## 7. Buydowns Account #

**Pricebook**

Item Details | Mass Updates | Pricing Exceptions | **Buydowns** | System Discounts | Vendor Parts | Vendor Part Kits | Commissions | Uplifts | Inactive Items

Filter By Buydown Group: All Groups

Name	Amount	Manufacturer	Start Date	End Date	Sales A
MARLBORO CARTON	\$10.00	PHILIP MORRIS	1/1/2018	6/30/2018 11:59 PM	
MARLBORO PACK	\$1.00	PHILIP MORRIS	1/1/2017	12/31/2017 11:59 PM	
ORB	\$1.00	ITG BRANDS	1/22/2018 8:40 AM	1/23/2018 8:40 AM	
WINSTON CARTON	\$10.00	ITG BRANDS	1/1/2017	2/28/2018 11:59 PM	
WINSTON PACK	\$1.00	ITG BRANDS	1/10/2018	3/31/2018 11:59 PM	
WINSTON PACK PROMO	\$1.00	ITG BRANDS	1/10/2018	1/10/2018 11:59 PM	

Buydown/Promo Name Receipt Text Buydown Group Style Qty

Buydown [ ] [ ] [ ] Date Range Only [ ]  Part Of Carton

Amount: [ ] Manuf [ ] **Account #** [ ] Start Date 4/16/2018 End Date 4/16/2018  Show In Retail Rpt Name In Retail Report [ ]

PLU	Description	\$ Amount	Price	Sale Price
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Stores:

- 1 - TOBACCO STORE
- 2 - ALCOHOL AND WINE STORE

[Check All](#) [Clear](#)

Check By Zone PRICEBOOK ZONE #0 [Check](#)

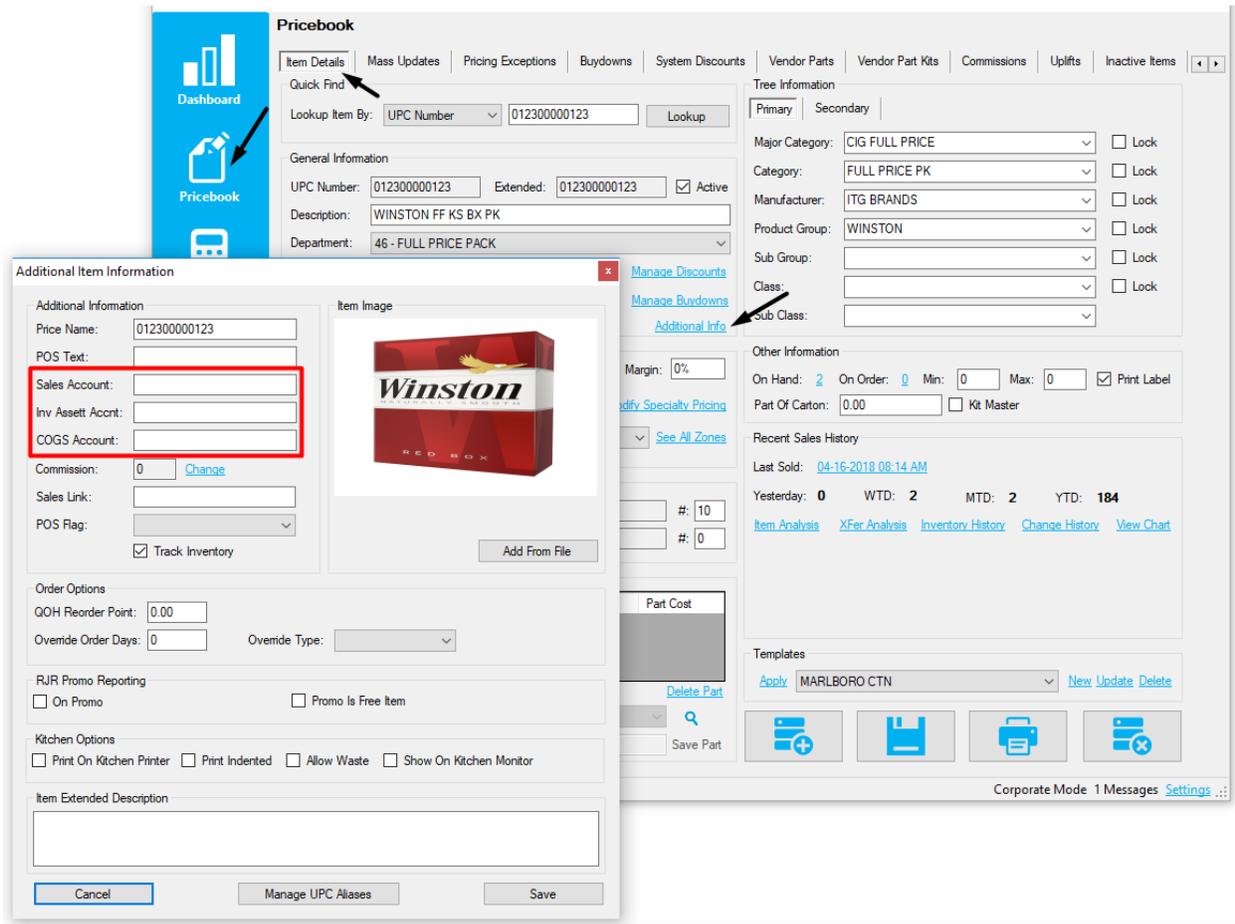
[Manage Items In Buydown](#)

Num Items: 0

Print Summary Report

2 Stores Selected To Receive Changes/For Reporting Corporate Mode 1 Messages [Settings](#)

- 8. Item Sales Account
- 9. Item Inv Assett Acctn
- 10. COGS Account



As a note, items pull their accounting codes from the department that they are in. This field is used if an item needs to utilize an accounting code that is different than the department that it is in.



# Quickbooks Specific Accounting Codes

The Quickbooks export has a few extra fields that need to be set. These can be found by navigating to the following location: Reports Module – Accounting Exports Tab – QB Format – Manage Account Codes

The screenshot shows the QuickBooks Reports interface. The 'Reports' section is active, with 'Accounting Exports' selected. Under 'Select Export To Run', the 'QB Format' button is highlighted. A modal dialog box titled 'Manage Accounting Export Codes' is open, displaying two sections: 'Tax Settings' and 'Export Accounting Codes'. The 'Tax Settings' section includes fields for 'Tax Name Field Value' and eight 'Tax Rate X Account Code' fields, each with a 'More Information' link. The 'Export Accounting Codes' section includes fields for 'Invoice Account Name', 'PayIns Account Code', 'PayIns Offset Code', 'PayOuts Account Code', 'PayOuts Offset Code', 'Mobile Coupons Code', 'Loyalty Coupons Code', 'Freight Account Code', 'Buydowns Account Code', and 'Buydowns Offset Code', each with a 'More Information' link. In the background, the 'QB Format' report settings are visible, showing a date range of 8/29/2018 and a time of 11:59:59 PM. A dropdown menu is set to 'Other', and an arrow points to a 'Manage Account Codes' link below it. 'Save' and 'Close' buttons are at the bottom of the dialog box.



1. Tax Name Field Value
2. Tax Rate 1 Account Code
3. Tax Rate 2 Account Code
4. Tax Rate 3 Account Code
5. Tax Rate 4 Account Code
6. Tax Rate 5 Account Code
7. Tax Rate 6 Account Code
8. Tax Rate 7 Account Code
9. Tax Rate 8 Account Code
10. Invoice Account Name
11. PayIns Account Code
12. PayIns Offset Code
13. PayOuts Account Code
14. PayOuts Offset Code
15. Mobile Coupons Code
16. Loyalty Coupons Code
17. Freight Account Code
18. Buydowns Account Code
19. Buydowns Offset Code

Manage Accounting Export Codes ×

**Tax Settings**

Tax Name Field Value:  [More Information](#)

Tax Rate 1 Account Code:  [More Information](#)

Tax Rate 2 Account Code:  [More Information](#)

Tax Rate 3 Account Code:  [More Information](#)

Tax Rate 4 Account Code:  [More Information](#)

Tax Rate 5 Account Code:  [More Information](#)

Tax Rate 6 Account Code:  [More Information](#)

Tax Rate 7 Account Code:  [More Information](#)

Tax Rate 8 Account Code:  [More Information](#)

**Export Accounting Codes**

Invoice Account Name:  [More Information](#)

PayIns Account Code:  [More Information](#)

PayIns Offset Code:  [More Information](#)

PayOuts Account Code:  [More Information](#)

PayOuts Offset Code:  [More Information](#)

Mobile Coupons Code:  [More Information](#)

Loyalty Coupons Code:  [More Information](#)

Freight Account Code:  [More Information](#)

Buydowns Account Code:  [More Information](#)

Buydowns Offset Code:  [More Information](#)



## The Different Accounting Export Formats

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There are several different accounting export formats. They all can be found within Director in the following location:  
Reports Module – Accounting Exports

Below are the different formats:

**RM Format** – The Richmond Masters format

**BW Format** – The BusinessWorks format

**QB Format** – The Quickbooks format

**GP Format** – The Great Plains format

All formats have the following varied parameters that can be altered when running the export:

1. Date Range (start and stop date)
2. Export Path (where the exported file is sent via Director)
3. The option to export invoices
4. The option to export sales

*FasTraxPOS*