

## E2 Shop System & Simply Accounting

In order to use Simply Accounting with the E2 Shop System to import AR Billing, AP Invoicing, Customers, Vendors, and Parts, you must ensure that the Vendor and Customer Names (only 30 characters in E2; 52 in Simply), GL Accounts, Currency Codes (only 3 characters), Part Numbers (only 30 characters in E2; 52 in Simply), and Tax Code information are set and match in both applications. Please see *Settings in Simply Accounting* below for specifics on Tax Code setup. It's also important to know that new Part Numbers, Currency Codes, Tax Codes, and GL Codes are not automatically added to Simply Accounting via the Import function. Parts can be added from the part import file generated from exporting AR Billing. Currency Codes, Tax Codes, and GL Codes must be manually entered into Simply Accounting as you create them in E2. New Customers and Vendors will be added from the import when they first appear on Billing and Invoicing that gets exported out of E2.

**NOTE:** The interface provided by Simply Accounting only supports the Canadian currency code. The import process is **NOT** available for foreign customers or vendors. We strongly suggest you limit characters for Customer, Vendors, and Parts in Simply Accounting to 30 or you will create duplicates during the import process from E2 to Simply Accounting!

### ***Settings in E2***

To enable the interface, go to File | System | Company Maintenance | Defaults | Interfaces/Documents tab. Select the Simply Accounting Interface radio button. On the XP platform, the import and export file paths will automatically populate with a standard path to the Documents and Settings directory, but this can be changed manually. For Vista and Windows 7 users, you will need to set up your own predetermined file path.

Each part you plan to import to Simply Accounting must have an Inventory GL (that matches an Inventory GL in Simply Accounting) and a Purchasing GL (that matches a COGS GL in Simply Accounting). If you do not have these accounts set, the part will not import over to Simply Accounting.

If you have Product Codes attached to parts in E2, you must verify that the GLs associated with that Product Code match GLs set up in Simply Accounting.

You should collect all the **GL Codes**, **Tax Codes**, and **Currency Codes** that you are currently using in Simply Accounting. Make sure that each of these items matches what is being used in E2 so that you will not see errors on the items you export out and then import into Simply Accounting.

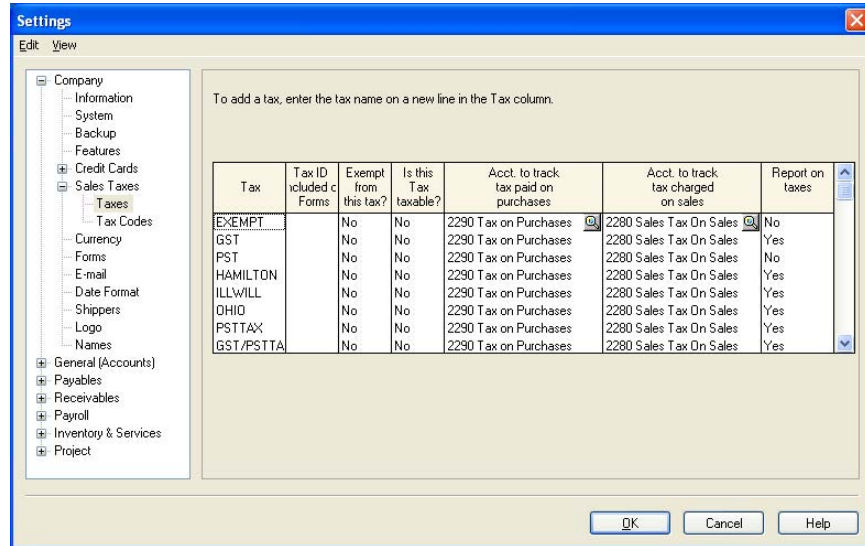
### ***Settings in Simply Accounting***

You must be in Single User Mode to use this interface and you can only export Billing and Invoicing for Customers and Vendors with a Canadian currency code.

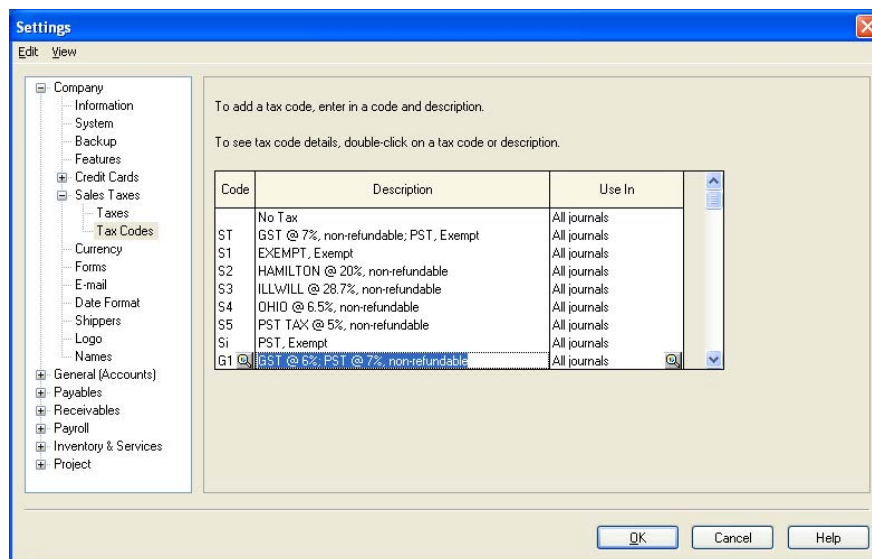
Enter in any GLs you have in E2 that are not in Simply Accounting. These **MUST** be identical, but only the numbers. Simply doesn't look at the description, GL Group Code, Account Class, or its description. Each group of GLs must have a Group Heading GL and Group Total GL – neither of these are used in transactions though. Simply Accounting will use the lowest number GL for the Group Heading and the highest number for the Group Total. So, if you enter a Sales GL of 4000, Simply will force you to make this your Group Heading GL. So, GL numbers in E2 might need to go through the Mass Update utility to accommodate this. Also, Simply GL numbers cannot go above 5999.

Any Inventory GL (raw material, finished goods, WIP parts) in Simply will need to have an Account Class of Inventory, NOT Asset or Current Asset.

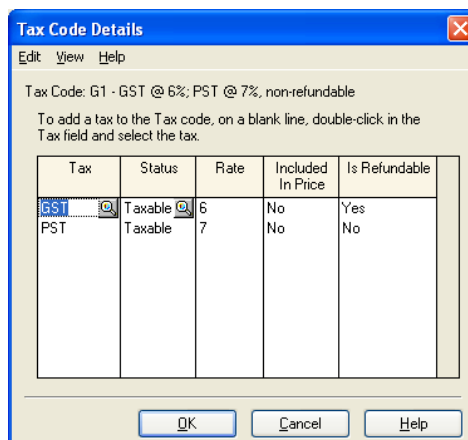
Enter your E2 Tax Codes. The Tax Code and Tax Rate in Simply MUST be identical to the Tax Code and Rate in E2. **Taxes | Tax Name** in Simply Accounting must match the Tax Codes in E2.



The **Tax Codes** in Simply Accounting must match the tax percentages for the Tax Codes in E2.



The **Details** of the **Tax Code** is where users can apply the Taxes and Rates and indicate if it's Included in Price or Refundable.



Currency Codes must be identical between Simply and E2.

You MUST allow the inventory to drop below zero in Simply Accounting. Go to **Setup | Settings | Inventory & Services | Options | Allow inventory levels to go below zero** checkbox and check it. If this is not checked, parts will not import from E2.

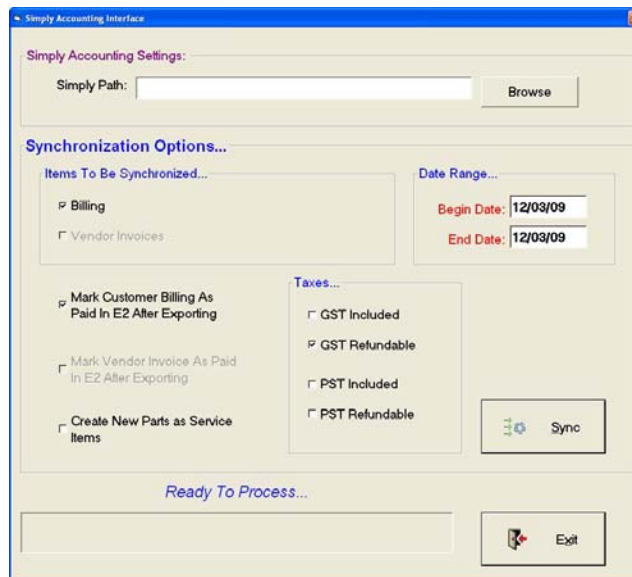
## Part Numbers

Only parts in E2 that are defined in the parts database will be included in the Part Import File created for Simply Accounting. Undefined parts on an **AR | Bill** will not be added. When you run the import process for **AR | Billing** in Simply, you will be forced to select a matching part for each item on your Bill so if you have undefined parts in E2 that you use on Bills, you MUST have a “dummy” part set up or select a part that exists in Simply that you can match these to or the import process will fail.

Another issue with part naming conventions that you should consider is that E2 parts have a 30 character limitation. Simply Accounting parts have a 52 character limitation. But on the Simply Accounting Import screen where users have to “match” each part on the bill to one that exists, the character limitation on the part number is only 14. If for example your company uses similar names for parts and distinguishes them at the end with dimensions or other identifiers, these will be truncated and you might have a long list of parts that look like duplicates. The description that displays on this Import matching screen includes more information and it will be helpful in this import process if those descriptions begin with the crucial identifiers that distinguish your parts.

## Creating Export Files in E2

To export **AR | Billing** and **AP | Invoices**, complete the documents in these areas. Then click the **Simply** button on the main navigator to launch the **Simply Accounting Interface** screen.



1. First set the **Simply Path** using the Browse button to navigate to where you are saving the IMP and CSV export files. This path cannot be saved so you will have to set it each time you run the export process, but it should match the path you set in **Company Maintenance** on the **Interfaces/Documents** tab.
2. Your **Items To Be Synchronized** will default to **Billing** or **Vendor Invoices**, depending on what module you are working in.
3. Your Date Range will default to “today” for both the Begin and End dates. You can change these to accommodate your export procedures.

4. The **Mark ... As Paid In E2 After Exporting** will automatically be checked for both **Billing** and **Vendor Invoices** exports, but you can uncheck these if you do not want these items marked that way.
5. **Create New Parts as Service Items** will only be available from the **Billing** module and users will have to decide if they want their parts to go over this way. If this is not selected, your parts will go over as **Inventory Items**.
6. The **Taxes** section tells the export how to handle your GST and PST when it builds the export file. The **GST Refundable** check box will be checked by default since most GST dollars have the possibility of refunds. This is directly related to how you have your GST set up in Simply Accounting. The **Included...** options and the **PST Refundable** are also directly related to how you have these Tax Codes set up in Simply Accounting and they must match or the import process will fail when you attempt it in Simply.
7. Then click the **Sync** button. Your export files will be created quickly, but the process bar will indicate when the export is complete.
8. Your export files will be automatically named and saved in the path specified. These files will be named uniquely and never overwrite any previously exported files. Naming conventions are:

BillingImportMMDDYY\_XXXXXX.IMP

PartImportMMDDYY\_XXXXXX.CSV

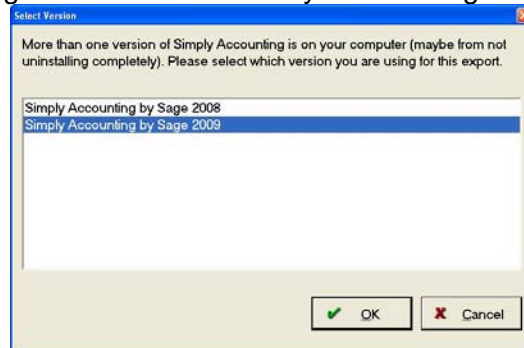
VendorImportMMDDYY\_XXXXXX.IMP

\*where XXXXXX is hours, minutes, seconds and is automatically generated when the file is created

When you run the export from the Billing module, your PartImport...CSV file will be automatically generated according to items it sees on your customer bills. Remember, only parts defined in E2 will be written to this PartImport file.

## AR Exports & Select Version

When running the Billing export, the process may find more than one version of Simply Accounting on your workstation. If it does, the interface must clarify which version you will use to create the Part Import file. You will see the **Select Version** screen display all the possible versions it has found remnants from that could be used. Please highlight the current version you are using and click **OK** to continue.



## Importing the E2 Files in Simply Accounting

### Importing the Part File

Go to **File | Import/Export | Import Records**. Under **Import Records** select Simply Accounting import format. Then click **Next**. We do not interact with the **Back up** procedure so do not use this button in conjunction with E2 export files. In the **Inventory Field** click **Browse** and navigate to the PartImport.csv file. Select it and then click **Open**. Back on the import screen, click **Next** to import the parts. Then click **Finish**.

***If there are any importing issues, you will receive a pop up window indicating the issues that need correction.***

Please note that each part to be imported must have 3 GLs associated – Asset, Revenue, and Expense. The Asset GL will pull the Inventory GL from the General tab on the part in E2. The Revenue will pull the Sales GL from the Product Code attached to the part in E2. The Expense GL will pull the Purchasing GL from the Purchase tab on the part in E2. If in the part file, the Asset or Expense GL does not exist you will receive an error message stating such. If you do not have a Revenue GL, Simply Accounting will bring up the Chart of Accounts and force you to select a Revenue GL.

## Importing AR Billing

Go to **File | Import/Export | Import Transactions**. Select the **Import purchase invoices, purchase quotes or sales invoices, sales orders** option and click **Next**. We do not interact with the **Back up** procedure so do not use this button in conjunction with E2 export files. Click **Next** again and use the Browse button for **Enter the name of the import file** field and navigate to the BillingImport.csv file. Select it and then click **Open**. Back on the import screen, click **Next** to import the Billing. Then click **Finish**.

***If there are any importing issues, you will receive a pop up window indicating the issues that need correction.***

When importing, if the customer already exists in Simply it will pop up a message for *each* Customer that exists and you must click OK to each prompt. Then you will continue to the **Simply Accounting Import – Select Item or Account** screen where you verify each item on the bill to the corresponding part existing in Simply. It defaults to select **Item**. Simply Accounting will attempt to make the best match for each part on the bill being imported, but users may have to scroll through the list if an exact match cannot be located and highlight it manually before clicking **Select** to move to the next item or the next bill in the import file. If the part does not exist in Simply Accounting Inventory you must select a part from the list and this part you select will over write the part on the invoice.

Please refer back to the *Part Numbers* section earlier in this document that discusses naming conventions to make this part of the import run smoothly. The Part Name in Simply Accounting can hold 52 characters (under Inventory & Service) but on the **Simply Account Import – Select Item or Account** screen where you match the parts as illustrated in the previous paragraph, it only shows the first 14 characters. So if parts that are similar for the minimum first 14 characters, they will need to put the part number or at least the ending of the part that makes it different at the beginning of the part's Description field so it will display and they can select the correct part.

## Importing AP Invoices

Go to **File | Import/Export | Import Transactions**. Select the **Import purchase invoices, purchase quotes or sales invoices, sales orders** option and click **Next**. We do not interact with the **Back up** procedure so do not use this button in conjunction with E2 export files. Click **Next** again and use the Browse button for **Enter the name of the import file** field and navigate to the VendorImport.csv file. Select it and then click **Open**. Back on the import screen, click **Next** to import the Invoices. Then click **Finish**.

***If there are any importing issues, you will receive a pop up window indicating the issues that need correction.***

When importing, if the vendor already exists in Simply it will pop up a message for *each* Vendor that exists and you must click OK to each prompt. Then you will continue to the **Simply Accounting Import – Select Item or Account** screen where you verify each COGS GL account (GLs in the grid) on the Invoice to the corresponding account in Simply Accounting. It will default to **Item** so you must switch the radio button to **Account**. Unlike the **Item** side when importing Billing where it attempts to locate the match, users will scroll through the Chart of Accounts and select the appropriate matching account. Then click **Select** to move to the next account or the next Invoice in the import file. If the GL account does not exist in the Simply Accounting chart of accounts you must select a GL account from the list and this account will overwrite the one originally on the invoice.