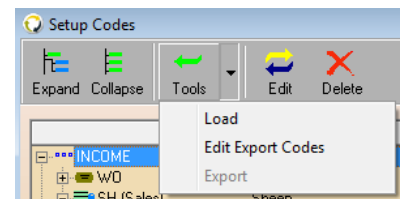
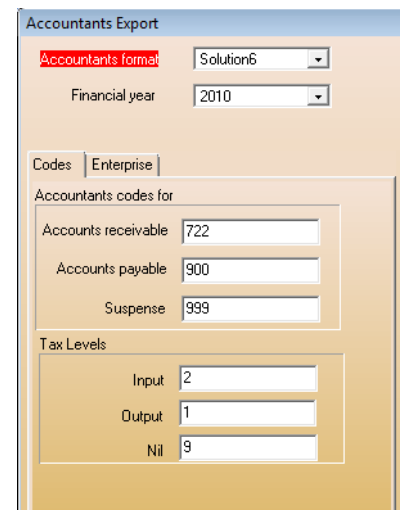


Exporting Transactions to Solution 6 - MAS4

Step by Step:

1. Restore the client's Cashmanager RURAL backup file for the year end.
2. Print the Accountant's Report with the following options:-
 - a. Print summary only.
 - b. Print 'Accountant's codes'.
3. Review the 'Accountant's report'.
 - a. Print detailed account codes (Analysis by code report) for codes which seem abnormal.
4. In the Cashbook - recode any coding errors found.
5. Check all accounts have Accountant's codes.
 - a. Go to Setup | Codes and click on Tools and 'Edit export codes' to remedy (see image to right).
6. Reprint the Accountant's Report – summary only.
7. Recheck the Accountant's Report and if correct continue:-
 - a. Print Bank Reconciliation for the year showing unreconciled.
 - b. Check dates of unreconciled and if necessary delete stale or unnecessary transactions.
8. Check GST setup is GST exclusive – Setup | Business | GST
9. Check Setup | Bank Account – Enter your Ledger code (eg 710)
 - a. From the transaction screen click on the Export menu and click on Accountant.
 - b. Fill in your Ledger codes in a similar way to the example on right.
 - c. Complete the Tax level codes as per the example.
 - d. Save the file in C:\<client folder>\<Client ID Sol6.txt> (or whatever your drive and folder is)
 - e. Click OK.
10. Go to Sol6, check the year is correct i.e. Ledger rolled to the correct year.

Example ledger codes

- Then back up the client file.**
11. Import Cashmanager RURAL (Concept Cash Manager) to Sol6.
 - a. Select:- Utilities, Import, 3rd Party Transactions. Next.
 - b. Confirm that current ledger backup exists by ticking the box and then enter Next.
 - c. Select the file C:\<client folder>\<Client ID Sol6.txt>
 - d. Select 'Delimited Comma' and enter Next.
 - e. Check suspense account is matches your setup - 999? and select Next.
 - f. Choose 'No mapping – File contains standard account codes' and select Next.
 - g. Check the number of transactions with unknown codes. If this number is large, check the codes are correct in Cashmanager RURAL as in step 5 above and check the codes exist in Sol6. Terminate the import, make the required changes and restart the import.
 - h. If the transactions are OK, proceed with the import.
 - i. Print the report file to disc (save in the client folder).
 - j. Check the printout for errors and rejections. – Use windows explorer, find the file and open in Notepad. If there are errors, restore Sol6 and restart the process.
- N.B.** Delete the Txt file before restarting the process.