ACOWIN – PEACHTREE LINK

The link between ACOWIN and Peachtree allows you to maintain your invoicing, aging and receivables in ACOWIN and maintain your general ledger and financial reporting in Peachtree. Once you have set up your ACOWIN to interface with Peachtree, you will be able to import General Ledger information into Peachtree that you have created in ACOWIN.

Exporting information from ACOWIN to Peachtree:

NOTE: Make sure you define that you are using Peachtree as your accounting package in ACOWIN. To set this up, click on the Accounting Button from the Main Menu in ACOWIN and click on Setup. Click the button for Default Setup and select Peachtree in the Accounting Software field. If you do not define the Accounting Link before you export your batches, Peachtree will not be able to import the file.

NOTE: When you set up your chart of accounts in ACOWIN (Accounting/Setup), the Account Numbers _**MUST**_ be **exactly** the same as they are in Peachtree. If you do not have the same numbers in Peachtree as you do in your ACOWIN software, you will get an error when you try to import the information and it will not import.

NOTE: You may want to set up a new Accounts Receivable account in Peachtree called "A/R – ACOWIN" and a new Sales Tax Account called "Tax – ACOWIN". This will make it easier to reconcile the accounts at the end of the month to make sure you have imported all of your invoices from ACOWIN into Peachtree.

Once you have finished invoicing or applying payments and posting in ACOWIN, you will need to run your export process from ACOWIN (Processes/Export/Export Batches of Journal Entries). **NOTE –** The easiest way to get to the export process is from the last "Step" of the "Steps" drop down menu (located at the top of your screen in the Menu Bar).

1. Once you have selected the batches you want to Export from the Export Table, click the Export Button.
2. When you click the Export Button, you will be prompted where you want to save the Exported File. **NOTE –** TMS suggests you set up a folder that you export all of your ACOWIN Batches into in order to keep your routine consistent.
3. Click the Select Button to select the folder you want to save this file.
4. This will pop up a window telling you the name of the file that was created and what batches were included in that file. The file name will be "TMS-#####" where "#####" indicates a sequence number.

Setting up Peachtree to accept Import
(This step is VERY IMPORTANT and should be followed exactly)

Before you can import into Peachtree, you need to define the import routine to accept the Export File created earlier. You should only have to set up the import routine one time and once you save it, you will reuse the same layout.

1. In Peachtree, click "File" (located at the top of the Peachtree screen in the Menu Bar).
2. Click on "Select Import/Export" from the drop down menu.
3. Click on the icon labeled "General Ledger" on the left hand side of the screen and select the option "General Journal" on the right hand side of the screen.
4. Click the "Import" button at the top of the Window. This will open up a Window that shows you the different fields that you can import into Peachtree.
5. In the "Show" column, **UNCHECK** the following fields:
   a. Date Clear in Bank Rec
   b. Job ID
   c. Used for Reimbursable Expense
   d. Transaction Period
   e. Transaction Number
6. The ONLY Fields that should be **CHECKED** are as follow and should be in the order that they appear below (to make sure that they are in the correct order, the COL # field in Peachtree should have the same numbers as the COL # Column Below):

FIELD	COL #
Date	1
Reference	2
Number of Distributions	3
G/L Account	4
Description	5
Amount	6

7. Once you have the correct fields selected, click on the "Options Tab" at the top of the Window.
8. In the Options Window, click on the right arrow button below the Import/Export File: heading (it is defaulted to C:\General.CSV) and change it to the location of the new folder you created to store your Exports earlier. (You need to have a file in the new folder in order to set up a default location to pick up your files. You can use the file that you created in the Export step above, but be sure to delete that file out of the folder after you Import it into Peachtree under the next heading. See information as to why it should be deleted in the next section). **DO NOT CLICK THE OPTION FOR** "First Row Contains Headings". This option must be **UNCHECKED**.
9. Once you have the "Import/Export File:" defined, click the SAVE Button on the right hand side of the screen. In the Name field save the file as "General Journal TMS" and click Save.

Importing information into Peachtree
(Make sure you have set up the Import routine above)

Once you have exported the information from ACOWIN, you need to go into Peachtree and import the file.

1. In Peachtree, click "File" (located at the top of the Peachtree screen in the Menu Bar).
2. Click on "Select Import/Export" from the drop down menu.
3. Click on the icon labeled "General Ledger" on the left hand side of the screen and select the option "General Journal TMS" on the right hand side of the Window.
4. At the top of the Window click the "Import" icon. (Make sure the only fields checked are Date, Reference, Number of Distributions, G/L Account, Description and Amount. If you set up the Import Routine correctly in the above steps, these are the only options that should be checked. If more or less fields are checked, you need to set up the information correct and save it again).
5. Click the "Options" tab at the top of the screen.
6. Click the right arrow button under the Import/Export File: title and find the file you exported earlier (Should be named TMS-#####). Remember, if you created a standard Export folder and defaulted the General Journal TMS import routine to look in that folder, it will make the file easier to find.
7. Double Click the file (or highlight it and click open) that you want to import and then click the "OK" Button to begin the import.
8. You will see a message stating "You should make a backup before attempting to import. Would you like to continue?" Use your discretion for this question. (If you want to make a backup, click No, make your backup and then start over with your import). If you click Yes, Peachtree will import your file. If there are no errors, you will be taken back to the Import/Export window. If there are errors, you will be warned that there was an error and the file will not import.

NOTE 1 – You may want to create another folder (inside the folder you created earlier for exports) and move the file that you just imported into the new folder leaving the Export folder empty. This way only files that need to be imported into Peachtree will appear in the Export Folder.

NOTE 2 – Another option is to delete the file out of the Export Folder after you have imported it into Peachtree. You can always re-create the export from ACOWIN if the need arises. It is your option whether you want to do either NOTE – 1 or NOTE - 2, but it is highly recommended you do one or the other to help protect against importing the file more than once (see caution below).

CAUTION: Peachtree does not recognize duplicate journal entries in an import situation; therefore if you are not careful you could import the same file multiple times (you can, of course, do a reversing Journal Entry so do not panic if you do make this mistake, it is simply time-consuming)! It would be best to get into an import "habit", i.e. always import and delete or move files at the end of each day/week/month, etc.; have only one person who does importing/deleleting or moving files; check to make sure your last import is in Peachtree General Journal before moving/deleting; make sure your

Account Numbers in ACOWIN are exactly the same as they are in Peachtree. **DO NOT FORGET THESE IMPORTANT STEPS!**