

SUMMIT SOFTWARE SOLUTIONS



ACHIEVE PEAK PERFORMANCE  
IN YOUR BUSINESS!

# Accounting Guide

TRAINING AND REFERENCE MANUAL

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# Accounting: QuickBooks

## Summit Setup Procedures (QuickBooks)

In order to properly set up Summit to interface with QuickBooks, it is necessary to print out your Chart of Accounts and Item List from QuickBooks. To do this, open QuickBooks and follow these steps:

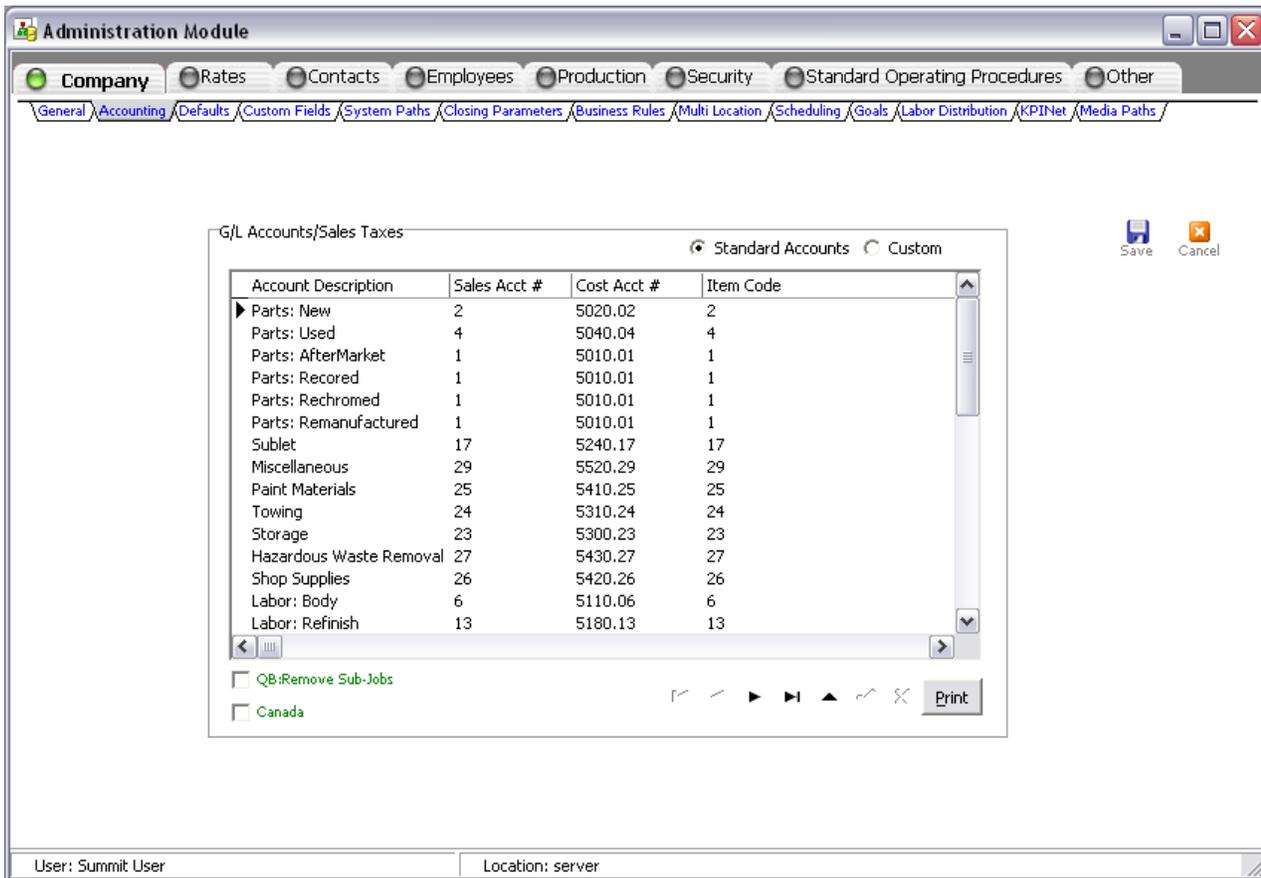
To print out your Item List, in the header choose Reports, and then choose Item Listing.

Click the Print button once the list is displayed.

To print out your Chart of Accounts, choose Lists, and then choose Chart of Accounts.

Choose File, then Print List.

After printing out the lists, log into the Administration module of Summit. Click on the Accounting tab to see the screen below.



The information types that we can export to your accounting system are listed in the Account Description column. Using the lists you printed, fill in the columns for Sales Acct # (Income), Cost Acct # (Cost of Goods Sold), and Item Code (Inventory Item). If you do not use an income type, leave the account numbers blank. Also, make sure to save your work by clicking on the black check mark at the bottom of the screen.

**Note:** The account numbers and item codes must match exactly between the two systems, or errors will occur when importing into QuickBooks.

If you are starting out new in QuickBooks and do not have a Chart of Accounts, contact Tech Support and they can send you a basic account listing to help you set up your accounts. It would also be a good idea to speak with your accountant, as he/she may be able to supply you with a Chart of Accounts. To create new accounts or edit existing ones, please refer to your QuickBooks manual or the help system within the program.

If you do not have a complete Item List or need examples, refer to the table below. It has examples of the entire inventory of standard account item Descriptions, Names and Types, which export from Summit. All of this information is necessary when creating Inventory Items in QuickBooks. If you do not know how to create new items or edit existing ones, please refer to your QuickBooks manual or the help system within the program.

### Example list of Item Codes/Inventory Items

Key	Description	Item Name	Type
1	Parts New	NW	Non-Inventory Parts
2	Parts Used	LK	Non-Inventory Parts
3	Parts Aftermarket	AM	Non-Inventory Parts
4	Parts Recored	RC	Non-Inventory Parts
5	Parts Rechromed	RH	Non-Inventory Parts
6	Parts Remanufactured	RM	Non-Inventory Parts
7	Sublet	SL	Service
8	Miscellaneous	MC	Other Charges
9	Paint Materials	PM	Other Charges
10	Towing	TW	Other Charges
11	Storage	ST	Other Charges
12	Hazardous Waste Removal	HW	Other Charges
13	Shop Supplies	SS	Other Charges
14	Labor Body	LB	Service
15	Labor Refinish	LR	Service
16	Labor Mechanical	LM	Service
17	Labor Frame	LF	Service
18	Labor Glass	LG	Service
19	Labor Structural	LS	Service
20	Labor Electrical	LE	Service
21	Labor Detail	LD	Service
22	Sales Tax	Sales Tax or ST	Sales Tax

Note: The Item Code for Sales Tax is usually already set up when creating a Sales Tax Authority.

Summit can be setup with custom accounts or cost centers. You can setup 21 different custom accounts. Custom accounts are setup the same as standard accounts except you add the description. For more information please contact Summit Support @ 208-947-1738

Once you have entered the account numbers and item codes into Summit, you can print out the General Ledger Accounts Report by clicking the Print List button. This report can be used later for reference or troubleshooting problems.

If you would like to have each RO visible below the customer's name in the Customer List in QuickBooks, do not place a check in the box for Remove Sub-Jobs. Place a check in the box if you prefer to keep your Customer List shorter.

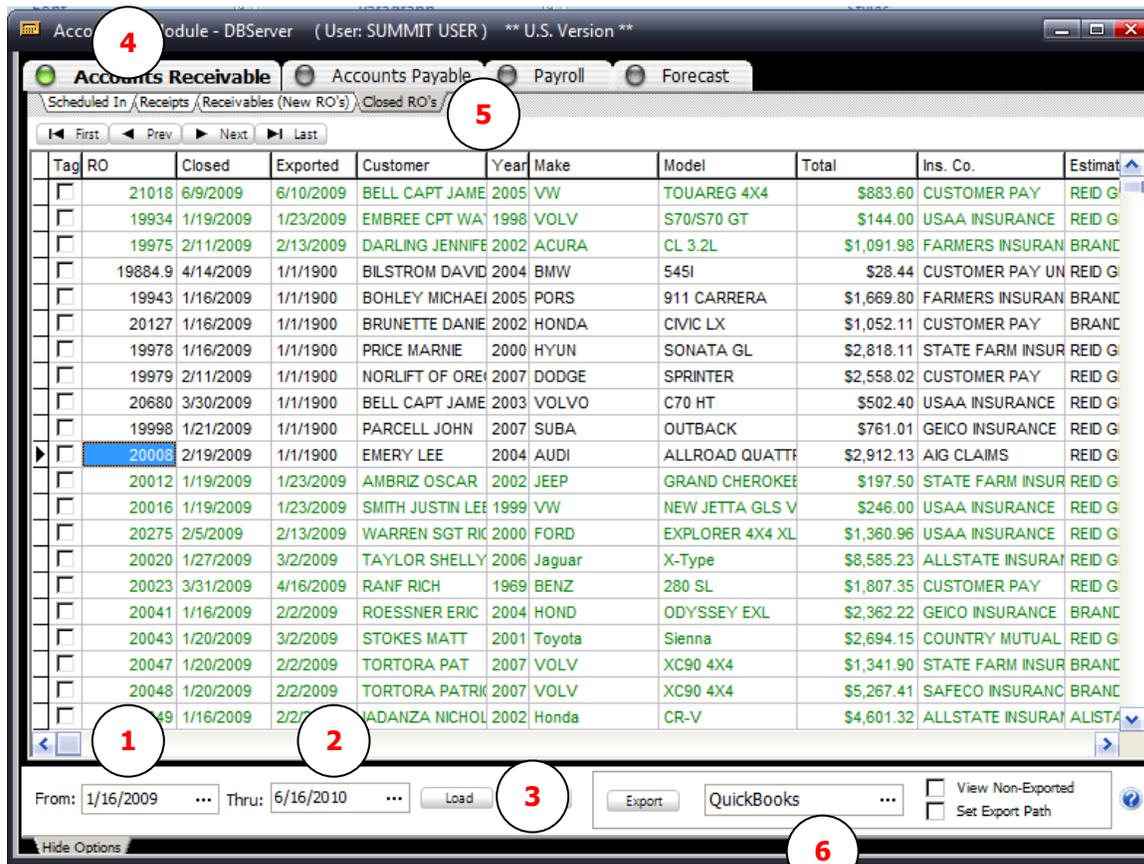
### Setting the Export Path in Summit.

In order for Summit to export data to QuickBooks, the Export Path must be set up. This is also done in the Administration module. Click on the Company button, then the System Paths tab. Locate the Export path line. You cannot type text into the path location, so click on the '...' box at the right end of the path line. This opens up a browse window where you can browse to the location where you want Summit to create the export files.

A default location for QuickBooks to look for files to import is:  
 C:\Program Files\Intuit\QuickBooks\

# Accounting Module

The Accounting module of Summit is where the exporting of data takes place. Log into the Accounting module to see the following screen. At the bottom of the screen, Click on Show Options.



The Accounting module shows information based on the date range you give it for retrieving data. To select your date range, choose the From (1) and Thru (2) dates using the drop down boxes, then click the Load button (3) to search the database for that range.

To set the Accounting module for exporting to QuickBooks, click the A/R button (4), then click the Closed RO's tab (5), and then select QuickBooks from the drop down (6) list located in the bottom right. Summit will remember this selection the next time you log into the Accounting module so that you do not have to choose it every time.

## Exporting from the Accounting Module

Three files are created when exporting from Summit. The AR.IIF file is used for Customer Invoices; the ARPAYMENTS.IIF file is used for customer payments; the AP.IIF file is used for Vendor Invoices. Follow the steps below to export.

### Customer Invoices:

1. Select the correct date range, and then click the green database query button.
2. Click the A/R button, and then select the Closed RO's tab. (Only closed RO's can be exported to QuickBooks).
3. Tag, or check, the box(s) of the invoices you wish to export to QuickBooks. You can export more than one invoice at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.
4. Once all invoices are tagged, click on the Export button (located left of the dropdown button).
5. If an AR.IIF file already exists from previous exports, a message box appears asking you if you wish to delete the old file. Click YES. If you click NO, the old file will not be deleted, and the newly exported files will be written to the bottom the old AR.IIF file, creating a larger batch to be imported.
6. All invoices that have been exported will now be highlighted GREEN to signify that they have been exported. This makes it easy to distinguish between exported and non-exported invoices.

### Customer Payments:

1. Select the correct date range, and then click the green database query button.
2. Click the A/R button, and then select the Receipts tab. Tag, or check, the box(s) of the payments you wish to export to QuickBooks. You can export more than one payment at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.
3. Once all payments are tagged, click on the Export button (located left of the dropdown button). If an ARPayments.IIF file already exists from previous exports, a message box appears asking you if you wish to delete the old file. Click YES. If you click NO, the old file will not be deleted, and the newly exported files will be written to the bottom the old ARPayments.IIF file, creating a larger batch to be imported.
4. All payments that have been exported will now be highlighted GREEN to signify that they have been exported. This makes it easy to distinguish between exported and non-exported invoices. Note: Customer payments cannot be imported to QuickBooks without the customer's name imported first.

### Export Customer Name for QuickBooks:

Exporting Customer Names in Summit is simple. We recommend exporting customer names any time a payment is received. Make sure the export path is set then log into the System module. When a payment is received click on the customer's name in the list. Now you will see the customer's information at the top of the screen. Locate the customer's name at the top of the screen. The customer's name is in blue letters and is underlined. Left mouse click on the customer's name. Click yes on the "Export Customer Information to QuickBooks," confirmation screen

Note: Customer names can be exported multiple times without causing problems in QuickBooks. If you are not sure if you exported, go ahead and export it again. Exporting Customer information multiple times will simply overwrite or update the existing customer name in QuickBooks.

## Vendor Invoices:

Select the correct date range, and then click the green database query button.

Click the A/P button, and then select the Payables tab. (Credit Memos can also be exported by following these instructions after clicking on the Credit Memos tab).

Tag, or check, the box(s) of the invoices you wish to export to QuickBooks. You can export more than one invoice at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.

Once all invoices are tagged, click on the Export button (located left of the dropdown button).

If an AP.IIF file already exists from previous exports, a message box appears asking you if you wish to delete the old file. Click YES. If you click NO, the old file will not be deleted, and the newly exported files will be written to the bottom the old AP.IIF file, creating a larger batch to be imported.

All invoices that have been exported will now be highlighted GREEN to signify that they have been exported. This makes it easy to distinguish between exported and non-exported invoices.

## Importing into QuickBooks

To import files into QuickBooks, you must open QuickBooks in single-user mode. Once done, follow the steps below to import customer invoices and vendor invoices.

1. Choose File, Import, and IIF files. A small import window will appear.
2. Browse to the location of the Export Path set in Summit.
3. Locate the AR.IIF in the window. The file may appear as only AR.
4. Highlight the file, and then click Open.
5. A message window will then appear saying that your data has been imported.

To locate the customer invoice, bring up your Customer List, and then search for the name of the customer. Right-click the customer's name, then choose Quick Report. You should then see the invoice you just imported. To view the invoice, double-click on it.

If the invoice is for a new customer, the customer will automatically be created when importing the invoice. If the customer is old, the newly imported invoice will be found with the previous invoices for that customer. Note: if the spelling of the old customer name is different than the spelling exported by Summit, a new customer will be created.

## Vendor Invoices:

1. Choose File, Import, and IIF files. A small import window should appear.
2. Browse to the location of the Export Path set in Summit, locating the AP.IIF in the window. The file may appear as only AP.
3. Highlight the file, and then click Open.
4. A message window will then appear saying that your data has been imported.

To locate the vendor invoice, bring up your Vendor List, and then search for the name of the vendor. Right-click the vendor's name, then choose Quick Report. You should then see the invoice you just imported. To view the invoice, double-click on it.

If the invoice is for a new vendor, the vendor will automatically be created when importing the invoice. If the vendor is old, the newly imported invoice will be found with the previous invoices for that vendor. Note: if the spelling of the old vendor name is different than the spelling exported by Summit, a new vendor will be created.

# A/R Payments (QuickBooks)

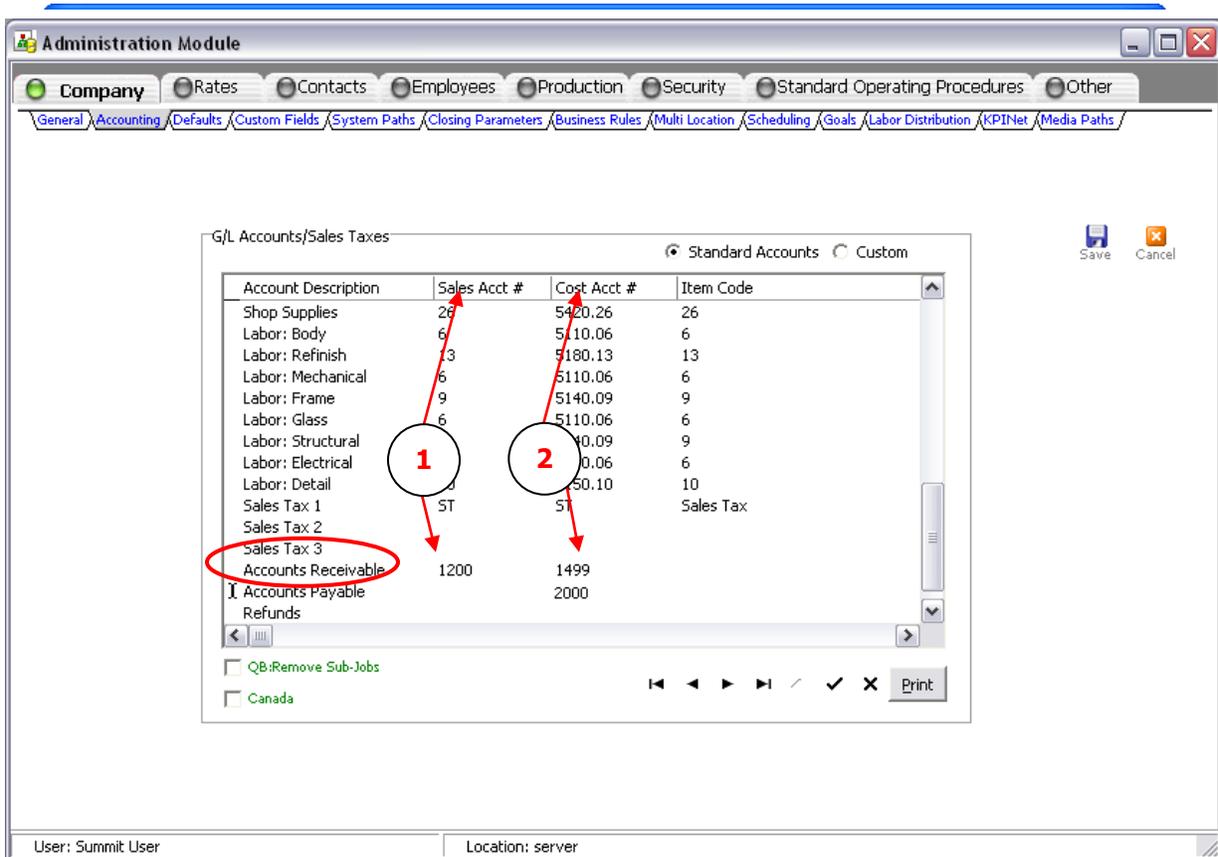
## Software Setup

QuickBooks – You should setup (if not already setup) accounts for Un-deposited Funds and Accounts Receivable. These accounts may be setup by default when you created your company file.

Summit – G/L Setup: In the Administration module, under Company / Accounting, select G/L Account "Accounts Receivable". Set up as follows:

QuickBooks Account  
Accounts Receivable  
Un-deposited Funds

Summit Account  
Accounts Receivable: Sales Acct # Column (1)  
Accounts Receivable: Cost Acct # Column (2)



## **Transferring Data**

Payments are transferred using the same method as Sales and Vendor Invoices in the Accounting Module of Summit. One difference is the customer's name must be in QuickBooks before you can import a payment into QuickBooks.

Exporting Customer Names in Summit is simple. We recommend exporting customer names any time a payment is received. Make sure the export path is set then log into the System module. When a payment is received click on the customer's name in the list. Now you will see the customer's information at the top of the screen. Locate the customer's name at the top of the screen. The customer's name is in blue letters and is underlined. Left mouse click on the customer's name. Click yes on the "Export Customer Information to QuickBooks," confirmation screen

Note: The file ARCUST.IIF file will be created. A customer's name can be exported multiple times. QuickBooks will import it for the first time or will overwrite if the name already exists. Therefore you can export a person from Summit as many times as you like.

## **Verifying Data**

Data that has been imported from Summit into QuickBooks can be verified and processed by selecting the G/L account – Un-deposited Funds. This will list all payments received from Summit. The next step is to double click on each individual payment and then apply it appropriately to the invoice desired.

# Accounting: Business Works

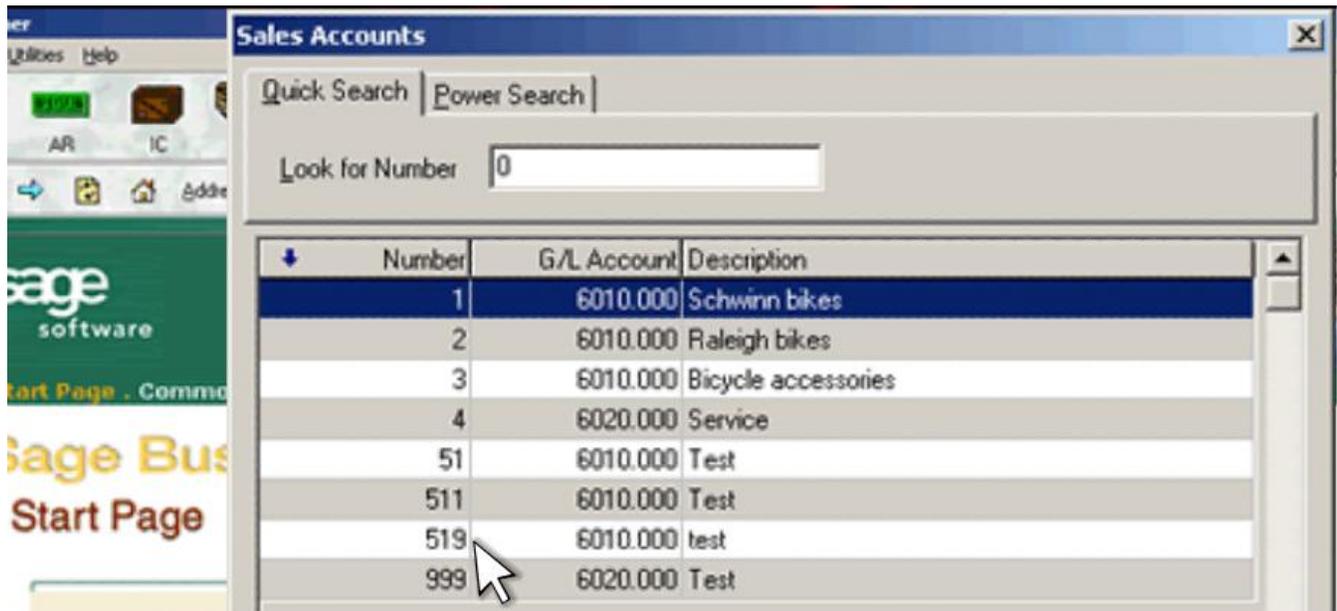
## Summit Setup Procedures

In order to properly set up Summit to interface with Business Works, a few things are required. The workstations that will be used to export to Business Works must have Business Works installed and operational. It is also necessary to print out your Chart of Accounts and Sales Account list. To do this, open Business Works and follow these steps:

1. To print out your Chart of Accounts, first click the General Ledger button.
2. Select Accounts, and then select Print Chart of Accounts.
3. Click Print to print out the list.

Account #	Account Description	Account Type	Sub Type	PSC-ThroughAcct
	Notes:			
5005.000	Beginning Inventory	Cost of Goods Sold	P	.
	Notes:			
5010.010	Costs, Aftermarket Parts - DNU	Cost of Goods Sold	P	.
	Notes:			
5020.020	Costs, Parts	Cost of Goods Sold	P	.
	Notes:			
5030.030	Costs, Foreign Parts OEM - DNU	Cost of Goods Sold	P	.
	Notes:			
5040.040	Costs, LKQ Parts - DNU	Cost of Goods Sold	P	.
	Notes:			
5050.050	Costs, Glass Parts - DNU	Cost of Goods Sold	P	.
	Notes:			
5100.000	Cost of Goods Sold, Labor-DNU	Cost of Goods Sold		C5199.000
	Notes:			
5110.060	Costs, Body Labor	Cost of Goods Sold	P	.
	Notes:			
5111.060	Overhead/Employee Benefits-DNU	Cost of Goods Sold	P	.
	Notes:			
5120.070	Costs, Mechanical Labor - DNU	Cost of Goods Sold	P	.
	Notes:			
5121.070	Overhead/Employee Benefits-DNU	Cost of Goods Sold	P	.
	Notes:			

To print out your sales accounts, click the Account Receivable button. Select Utilities, Sales Accounts, and then maintain. A window will pop up and you will be able to click on the search button (the binoculars).



Print the Sales Tax List by clicking the AR button, mouse over Utilities, mouse over Sales Taxes and click Print List.

Print Sales Tax

Page: 1

Aug 3, 2005 9:48 am

KS

Sales Tax List

ID	Description	Account	Rate / Cutoff		Total Sales	Taxable Sales	Taxes Collected
GST	GST Tax	2257.000 Frt= No	0.000% None	MTD: QTD: YTD:	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
LT	Labor Tax	2256.000 Frt= No	0.000% None	MTD: QTD: YTD:	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
ST	Sales Tax	2255.000 Frt= No	7.750% None	MTD: QTD: YTD:	-12520.68 -23324.14 -47950.49	271368.73 942291.03 4334794.85	10136.88 35732.91 165105.39

THEARLES Shortcuts Tasks Info ...

In Summit Administration Module / Accounting tab, enter in your Sales Tax ID (1) for the Sales Acct # and the Description (2) for the Item Code for the income type Sales Tax 1.

G/L Accounts/Sales Taxes

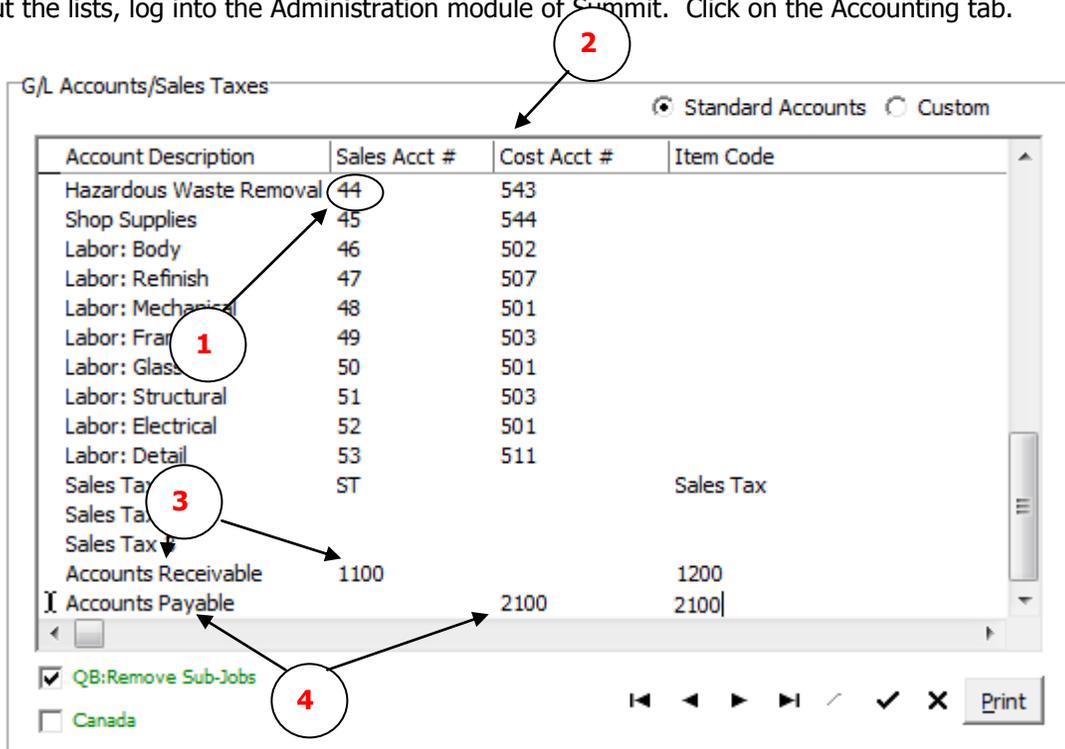
Standard Accounts Custom

Account Description	Sales Acct #	Cost Acct #	Item Code
Hazardous Waste Removal	44	543	
Shop Supplies	45	544	
Labor: Body	46	502	
Labor: Refinish	47	507	
Labor: Mechanical	48	501	
Labor: Fram	49	503	
Labor: Glas	50	501	
Labor: Structural	51	503	
Labor: Electrical	52	501	
Labor: Detail	53	511	
Sales Tax 1	ST		Sales Tax
Sales Tax 2			
Sales Tax 3			
Accounts Receivable	1100		1200
Accounts Payable		2100	2100

QB:Remove Sub-Jobs  
 Canada

Print

After printing out the lists, log into the Administration module of Summit. Click on the Accounting tab.



The information types that we can export to your accounting system are listed in the Account Description column. Using the Sales Accounts list (1) you printed out above, fill in Summit's Sales Acct #. If you do not use an income type, leave the field blank.

Using the Chart of Accounts you printed, fill in the column for Cost Acct # using the appropriate Cost of Goods Sold (2) accounts you want to use. If you do not use a cost type, leave the field blank.

Enter the account number under the Sales Acct # column for your Accounts Receivable (3) account that is in the Business Works Chart of Accounts. Enter the account number for your Accounts Payable (4) account under the Cost Acct # column that is in the Business Works Chart of Accounts.

G/L Accounts/Sales Taxes

Standard Accounts Custom

Account Description	Sales Acct #	Cost Acct #	Item Code
Hazardous Waste Removal	44	543	
Shop Supplies	45	544	
Labor: Body	46	502	
Labor: Refinish	47	507	
Labor: Mechanical	48	501	
Labor: Frame	49	503	
Labor: Glass	50	501	
Labor: Structural	51	503	
Labor: Electrical	52	501	
Labor: Detail	53	511	
Sales Tax 1	ST		Sales Tax
Sales Tax 2			
Sales Tax 3			
Accounts Receivable	1100		1200
Accounts Payable		2100	2100

QB:Remove Sub-Jobs  
 Canada

Make sure to save your work by clicking on the black check mark (1) at the bottom of the screen.

Note: The Account Numbers must match exactly between the two systems, or errors will occur when importing into Business Works.

Once you have entered the account numbers into Summit, you can print out the General Ledger Accounts Report by clicking the Print button to the right of the save checkmark. This report can be used later for reference or troubleshooting problems.

Leave the box for Remove Sub-jobs UNCHECKED, as this feature is for use with QuickBooks only.

Summit can be setup with custom accounts or cost centers. You can setup 21 different custom accounts. For more information please contact your Business Development Manager or Trainer for more information.

## Setting up the BWAccess program.

In order for Summit to import data directly into Business Works, you must first set up another program called BWAccess, provided by us. Follow the steps below to set up the program:

Create a directory called 'BWA' on the C: drive of the computer you will export to Business Works from. (Its path will look like this: C:\BWA.)

Unzip the contents of the provided file into the newly created \BWA folder.

The \bwa folder should now contain 5 files:

apt.ctl

apv.ctl

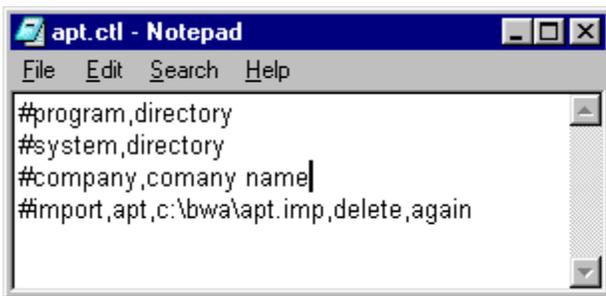
arc.ctl

art.ctl

BWWACCES.EXE

Now that the BWAccess files are in place, you must edit 4 of them to let the program know where to look for your Business Works program directory and company name. Follow the steps below to edit the files.

Highlight the apt.ctl file, then right-click and select Open. Open the file using Notepad. You will then see a window like the following:



There are four lines in the file. Enter in the location of the Business Works program directory, replacing the word 'directory' in lines 1 and 2. This directory may be on the server or a workstation depending on how Business Works was installed. Enter in the name of your Business Works Company on the third line, replacing the words 'company name'. Once you have done this, your screen should look similar to the window below.



Click File, and then Save to save your changes. Close the window.

You must now make the exact same changes to the remaining three files: apv.ctl, arc.ctl, and art.ctl

Once all 4 files have been edited, you will almost be ready to export from Summit.

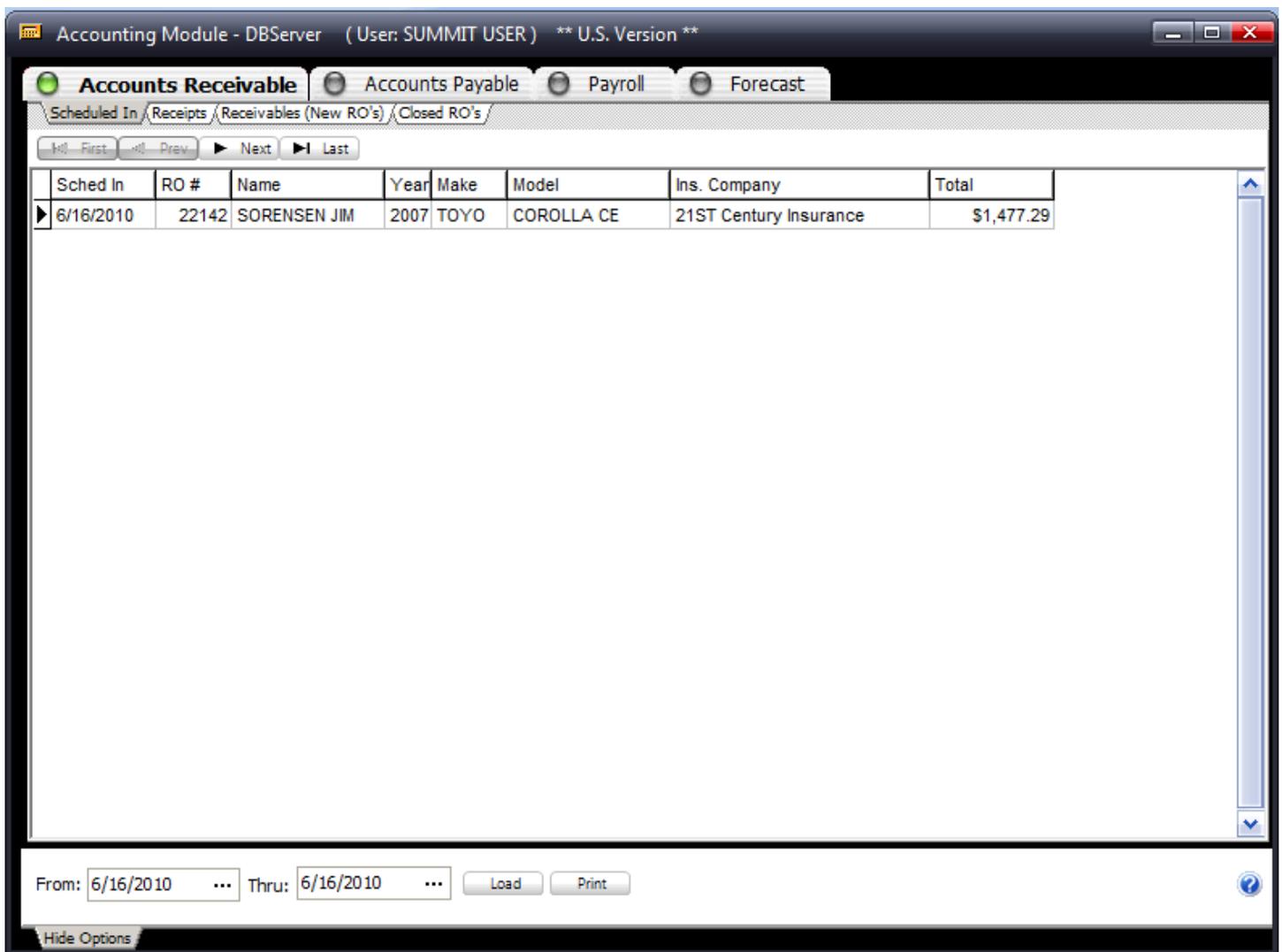
## Setting the Export Path in Summit.

The Export path for Summit must be set before exporting data to Business Works. This is done in the Administration module of Summit. Click on the Company button, then the System Paths tab. Locate the Export path line. You cannot type text into the path location, so click on the `...' box at the right end of the path line. This opens up a browse window where you can browse to the location where the \bwa folder from the previous section was created.

The default location for the export path on a workstation is C:\bwa.

## Summit Accounting Module for BusinessWorks

The Accounting module of Summit is where the exporting of data takes place. Log into the Accounting module to see the following screen.



The screenshot displays the Summit Accounting Module interface. The window title is "Accounting Module - DBServer (User: SUMMIT USER) \*\* U.S. Version \*\*". The main menu includes "Accounts Receivable", "Accounts Payable", "Payroll", and "Forecast". The "Accounts Receivable" tab is active, showing a sub-menu with "Scheduled In", "Receipts", "Receivables (New RO's)", and "Closed RO's". Below the menu is a navigation bar with "First", "Prev", "Next", and "Last" buttons. The main area contains a table with the following data:

Sched In	RO #	Name	Year	Make	Model	Ins. Company	Total
6/16/2010	22142	SORENSEN JIM	2007	TOYO	COROLLA CE	21ST Century Insurance	\$1,477.29

At the bottom of the screen, there is a date range filter: "From: 6/16/2010 ... Thru: 6/16/2010 ..." with "Load" and "Print" buttons. A "Hide Options" button is also visible in the bottom left corner.

The Accounting module shows information based on the date range you give it for retrieving data. When first logging into the module, it brings up all relevant information for the current day. If you would like to select a different date range, choose the 'From' and 'Thru' dates using the drop down boxes, then click the green database query button to search the database for that range.

To set the Accounting module for exporting to Business Works, click the A/R button, click the Closed RO's tab, and then select Business Works from the drop down list located to the right of the printer icon. Summit will remember this selection the next time you log into the Accounting module so that you do not have to choose it every time.

## **Exporting from the Accounting Module**

### **Customer Invoices:**

Select the correct date range, and then click the green database query button.

Click the A/R button, and then select the Closed RO's tab. (Only closed RO's can be exported to Business Works).

Tag, or check, the box(s) of the invoices you wish to export to Business Works. You can export more than one invoice at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.

Once all invoices are tagged, click on the Export to Accounting button.

You will see a couple of windows appear on the screen displaying text. These windows will show the progress of the files importing into Business Works. They will also list any errors if they occur during the process. If everything imports correctly, you can close the windows.

All invoices that have been exported will now be highlighted GREEN to signify that they have been sent. This makes it easy to distinguish between exported and non-exported invoices.

Exporting Customer Names in Summit is simple. We recommend exporting customer names any time a payment is received. Make sure the export path is set then log into the System module. When a payment is received click on the customer's name in the list. Now you will see the customer's information at the top of the screen. Locate the customer's name at the top of the screen. The customer's name is in blue letters and is underlined. Left mouse click on the customer's name. Click yes on the "Export Customer Information to BusinessWorks," confirmation screen

Note: Customer names can be exported multiple times without causing problems in BusinessWorks. If you are not sure if you exported, go ahead and export it again. Exporting Customer information multiple times will simply overwrite or update the existing customer name in BusinessWorks.

### **Vendor Invoices**

Select the correct date range, and then click the Lightning Bolt button.

Click the A/P button, and then select the Payables tab. (Credit Memos can also be exported by following these instructions after clicking on the Credit Memos tab).

Tag, or check, the box(s) of the invoices you wish to export to Business Works. You can export more than one invoice at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.

Once all invoices are tagged, click on the Export button.

You will see a couple of windows appear on the screen displaying text. These windows will show the progress of the files importing into Business Works. They will also list any errors if they occur during the process. If everything imports correctly, you can close the windows.

All invoices that have been exported will now be highlighted GREEN to signify that they have been sent. This makes it easy to distinguish between exported and non-exported invoices.

During the import process, you may receive an error, which terminates the importing. For each error, there is a code and a description as shown in the following example:

1312/4/1: INVALID AR TRANSACTION

The error code is '1312', with the description of Invalid AR Transaction. This is obviously not very descriptive, so we have provided you with a list of error codes and descriptions for Business Works on the next page. Use the list to help determine what is wrong. If you cannot resolve the problem, please call Technical Support for more help.

## Return & Error Codes (Business Works)

### Command Line / Control File Return and Error Codes

Code	Description
0	All commands completed successfully
1	One or more commands failed, returned only when the /CONTINUE parameter is used
2*	Invalid parameter passed to BWACCESS
3*	No control file specified
4*	Specified control file could not be found or opened
5*	Insufficient memory available to run BWACCESS
6*	Disk error encountered reading the control file
7	Unrecognized command in the control file
8	Invalid directory specified in /PROGRAM command
9	Invalid directory specified in /SYSTEM command
10	Invalid company ID or no company ID in /COMPANY command (must be 8 or fewer characters for BusinessWorks v12 or 15 characters for BusinessWorks Gold)

11	Specified company is using an older version of BusinessWorks (i.e., using version before 12.xx)
12	Invalid number of parameters in command
13	Invalid data type in /EXPORT or /IMPORT command
14	Invalid format specified in /EXPORT command
15	Invalid APPEND/OVERWRITE mode in /EXPORT or /READ
16	Unable to create or write to /EXPORT or /READ file
17	Invalid output file path specified in /EXPORT or /READ
18	Invalid output file name specified in /EXPORT or /READ
19	Invalid parameter in /EXPORT command
20	Unable to open required BusinessWorks data file(s)
21	Invalid data file location in /READ command
22	Invalid parameter in /READ command
23	Index key not found in /READ command
24	Invalid parameter in /IMPORT command
25	/IMPORT file not found
26	Invalid format in the /IMPORT file
27	No active payroll states
28	Insufficient disk space to import
29	Unable to import, posting account(s) not defined
30	Unable to import, company in use (network environment only)
31	Specified company is using version of BusinessWorks Payroll that is earlier than v12.9
41*	Library: Network system lock failure
42*	Library: Memory allocation failure
43*	Library: Memory release failure
44*	Library: Not enough FCB's
45*	Library: Not enough disk space
46*	Library: General file system failure
47*	Library: File open failure
48*	Library: File read/write failure
49*	Library: File positioning failure
50*	Library: Duplicate key in index file
51*	Library: Wrong version of file

52*	Library: Index file failure
53*	Library: Data file has been corrupted
54*	Library: Unable to open internal LIST
204	Current version number returned for the /VERSION parameter when using the Windows version of BWACCESS. Please note that this value has been changed for the current versions of BWACCESS. * indicates a fatal error (i.e., BWACCESS processing stops immediately) <i>Introduction</i>
1001	Unable to Add or Update the specified ID, information is missing
1002	Unable to Delete the specified ID (e.g., account has been posted to, etc.)
1003	ID already exists, unable to Add
1004	ID not found, unable to Change or Delete
1005	Invalid number of parameters on import file line
1006	Invalid transaction type (1st parameter) specified on import file line
1007	Unspecified error detected on import line, unable to process
1008	Transaction date is to a prior or future month, which is not currently allowed
1009	Transaction date is prior to start of current fiscal year or more than 1 month in future
1010	Transaction date more than 12 months ago or more than 1 month in future
1011	Transaction date is prior to start of fiscal year and no retained earnings account is present
1101	Invalid sequence number in G/L transaction
1102	Invalid journal number in G/L transaction, must be 0 to 13
1103	Invalid date specified in G/L transaction
1104	Invalid or unknown account specified in G/L transaction or COA import
1105	Invalid amount specified in G/L transaction
1106	G/L transaction is out-of-balance
1107	Invalid department number in G/L account
1108	Invalid account attribute specified in COA import
1109	Invalid account type specified in COA import
1110	Retained Earnings account already defined or not a posting account
1111	Invalid consolidation ending account specified in COA import
1201	Vendor already has maximum allowable number of invoices on file
1202	Zero amount specified for A/P transaction
1203	Duplicate invoice number for vendor

1204	Invalid or unknown vendor specified for A/P transaction
1205	Invalid invoice number specified for A/P transaction
1206	Invalid amount (too small, too large, zero amount) specified for A/P transaction
1207	Invalid due date or terms specified for A/P invoice
1208	Invalid discount amount specified for A/P invoice
1209	Invalid G/L posting account specified for A/P transaction
1211	G/L portion of A/P transaction is out-of-balance, no default account
1214	Invalid purchase order number
1215	Invalid vendor purchase order number
1301	Customer already has maximum allowable number of invoices on file
1302	Zero amount specified for A/R transaction
1303	Duplicate invoice number for customer
1304	Invalid or unknown customer specified for A/R transaction
1305	Invalid invoice number specified for A/R transaction
1306	Invalid amount (negative, too large, etc.) specified for A/R transaction
1307	Invalid due date or terms specified for A/R transaction
1308	Invalid discount amount specified for A/R invoice
1309	Invalid check number specified for A/R payment
1310	Invalid sales rep number specified for A/R invoice
1311	Invalid sales account number specified for A/R transaction
1312	Invalid or unknown sales tax ID specified for A/R invoice
1313	Invalid cash account number specified for A/R payment
1315	Invalid distribution invoice number (for payments, debits or credits)
1316	Distribution invoice number not found (for payments, debits or credits)
1317	Distribution invoice number is closed (for payments or credits)
1318	Invalid debit memo amount, exceeds customer's Open Credit balance
1319	Transaction date is greater than end of current month, A/R currently does not allow future posting
1401	Product line is required when adding a part to inventory
1402	Invalid or unknown part number for I/C transaction
1403	Invalid quantity (e.g., negative issues) specified for I/C transaction
1404	Zero quantity specified for I/C transaction
1405	Invalid cost or price amount specified for I/C transaction
1406	Invalid date specified for I/C transaction

1407	Invalid warehouse specified when adding a part to inventory
1501	An active state is required when adding an employee to payroll
1502	Invalid pay type specified for payroll employee
1503	Invalid pay rate per (base time unit) specified for payroll employee
1504	Invalid pay rate specified
1505	Invalid or unknown employee specified in payroll time card
1506	Invalid pay amount specified for payroll time card
1507	Invalid time card entry type specified for payroll time card
1508	Invalid field #3 (commission or piece rate ID or hours) for payroll time card
1509	Invalid field #4 (sales, pieces, gross amount or hourly rate) for payroll time card
1510	Invalid field #4 (gross amount or shift number) specified for payroll time card
1511	Invalid worker's comp code specified for payroll time card
1512	Invalid or unknown task code ID specified for payroll time card
1513	Invalid payroll time card job code
1514	Invalid payroll time card job phase
1515	QTD amount greater than YTD amount
1516	Invalid payroll hours
1601	Invalid or unknown job ID specified for job cost phase or detail
1602	Invalid or unknown phase ID specified for job cost detail
1603	Invalid date specified for job cost job, phase or detail
1604	Invalid price specified job cost job or detail
1605	Invalid cost specified for job cost job or detail
1606	Invalid overhead method specified for job cost phase
1607	Invalid overhead % or amount specified for job cost phase
1608	Invalid job code ID specified for job cost detail
1609	Invalid quantity specified for job cost detail
1610	Invalid priority specified for job cost detail
1611	Cannot import job cost information job or phase is currently in progress
1612	Cannot import job cost phase detail into non-detail phase

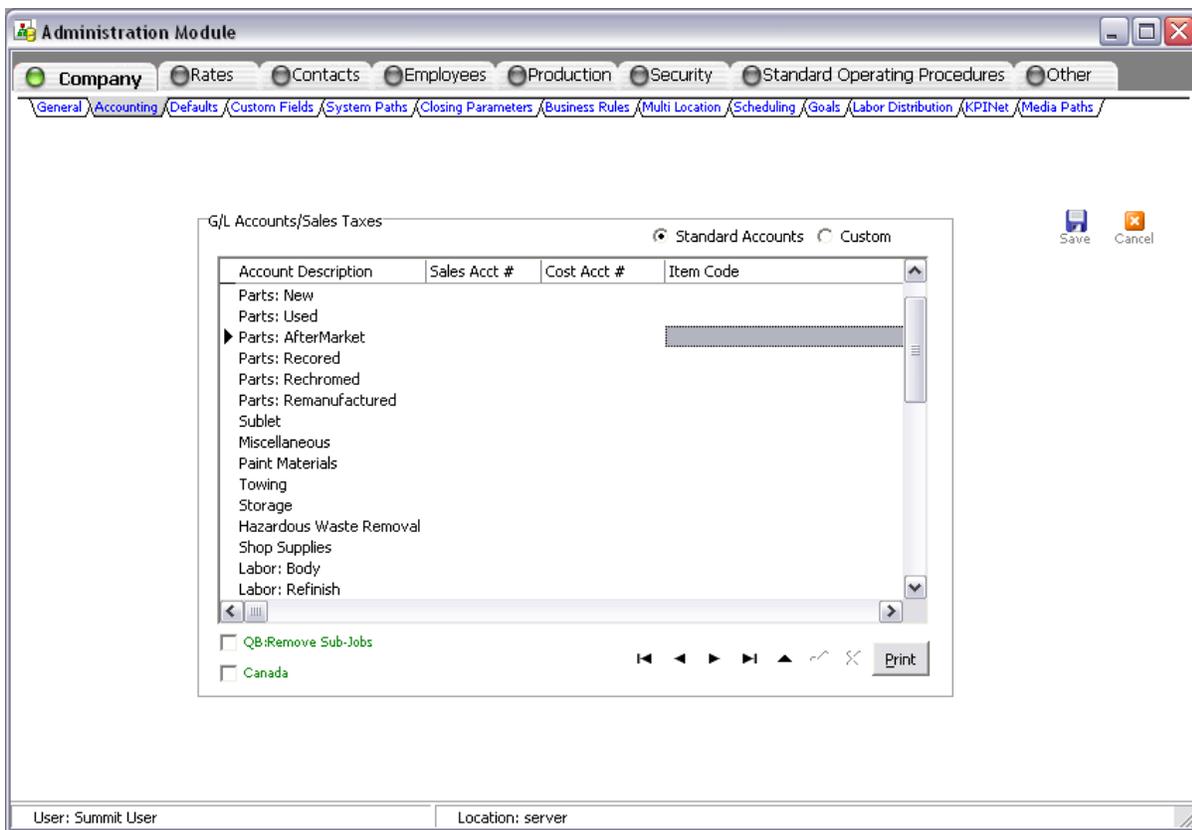
# Accounting: Peachtree

## Summit Setup Procedures (Peachtree)

In order to properly set up Summit to interface with Peachtree, it is necessary to print out your Chart of Accounts and Item List from Peachtree. To do this, open Peachtree and follow these steps:

1. Choose Reports from the menu bar, and then choose General Ledger. This opens the Reports window.
2. Double-click on Chart of Accounts, and then click the Print icon to print the report.
3. Close the Chart of Accounts window, and then choose Inventory from the Reports window.
4. Double-click on Item List, and then click the Print icon to print the report.

After printing out the lists, log into the Administration module of Summit. Click on the Accounting tab to see the screen below.



The information types that we can export to your accounting system are listed in the Account Description column. Using the lists you printed, fill in the columns for Sales Acct # (Account type – Income), Cost Acct # (Account type – Cost of Goods Sold), and Item Code (Inventory Item). If you do not use an income type, then leave the account numbers blank. Also, make sure to save your work by clicking on the black check mark at the bottom of the screen.

**Note:** The account numbers and item codes must match exactly, or errors will occur when importing into Peachtree.

Do not put a check in the box for Remove Sub-Jobs. This box is reserved for QuickBooks users.

Once you have entered the account numbers and item codes into Summit, you can print out the General Ledger Accounts Report by clicking the Print List button. This report can be used later for reference or troubleshooting problems.

If you are starting out new in Peachtree and do not have a Chart of Accounts, it would also be a good idea to speak with your accountant, as he/she may be able to supply you with a Chart of Accounts. To create new accounts or edit existing ones, please refer to your Peachtree manual or the help system within the program.

If you do not have a complete Item List or need examples, refer to the table below. It has examples of the entire inventory item Descriptions, Names and Types, which are possible to export from Summit. All of this information is necessary when creating Inventory Items in Peachtree. If you do not know how to create new items or edit existing ones, please refer to your Peachtree manual or the help system within the program.

### Example List of Item Codes/Inventory Items

Key	Account ID (Income/Cost)	Description	Type	Item Name
1	4000/5000	Parts New	Non-Inventory Parts	NW
2	4001/5001	Parts Used	Non-Inventory Parts	LK
3	4002/5002	Parts Aftermarket	Non-Inventory Parts	AM
4	4003/5003	Parts Recored	Non-Inventory Parts	RC
5	4004/5004	Parts Rechromed	Non-Inventory Parts	RH
6	4005/5005	Parts Remanufactured	Non-Inventory Parts	RM
7	4006/5006	Sublet	Service	SL
8	4007/5007	Miscellaneous	Other Charges	MC
9	4008/5008	Paint Materials	Other Charges	PM
10	4009/5009	Towing	Other Charges	TW
11	4010/5010	Storage	Other Charges	ST
12	4011/5011	Hazardous Waste Removal	Other Charges	HW
13	4012/5012	Shop Supplies	Other Charges	SS
14	4013/5013	Labor Body	Service	LB
15	4014/5014	Labor Refinish	Service	LR
16	4015/5015	Labor Mechanical	Service	LM
17	4016/5016	Labor Frame	Service	LF
18	4017/5017	Labor Glass	Service	LG
19	4018/5018	Labor Structural	Service	LS
20	4019/5019	Labor Electrical	Service	LE
21	4020/5020	Labor Detail	Service	LD
22	2300/	Sales Tax	Sales Tax	Sales Tax or ST

Important setup information: The Sales Tax Code from Peachtree should be entered as the Item Code for Sales Tax in the Summit account setup. The Sales Tax Authority should be entered as the Cost Acct # for Sales Tax in Summit.

Summit can be setup with custom accounts or cost centers. You can setup 21 different custom accounts. Custom accounts are setup the same as standard accounts except you add the description. Contact your Business Development Manager or Trainer for more information.

## Setting the Export Path in Summit.

In order for Summit to export data to Peachtree, the Export Path must be set up. This is also done in the Administration module. Click on the Company button, then the System Paths tab. Locate the Export Path line. You cannot type text into the path location, so click on the '...' box at the right end of the path line. This opens up a browse window where you can browse to the location where you want Summit to create the export files.

Creating Import Templates in Peachtree (note: instructions created using Peachtree Accounting 8.0)

In order to import information into Peachtree, templates must be created for the four files that Summit creates: customer.csv, sales.csv, vendor.csv, and purchase.csv. Using the table below listing all fields necessary for the templates, follow the steps below for creating your import templates in Peachtree.

### Templates Table

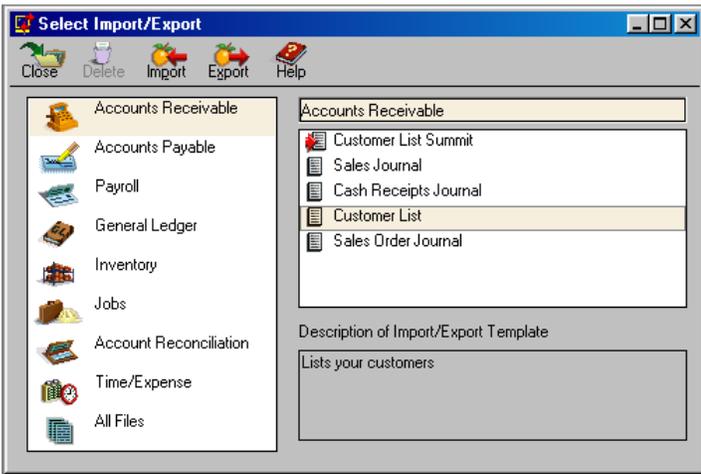
Customer Template	Sales Template	Vendor Template	Purchase Template
Customer Id	Customer ID	Vendor ID	Vendor ID
Customer Name	Invoice #	Vendor Name	Invoice #
Bill to Address-Line One	Date	Address-Line One	Date
Bill to Address-Line Two	Date Due	City	Date Due
Bill to City	Accounts Receivable Account	State	Accounts Payable Account
Bill to State	Sales Tax Code	Zip Code	Number of Distributions
Bill to Zip	Number of Distributions	Telephone 1	Quantity
Telephone 1	Quantity	Fax Number	Item ID
Fax Number	Item ID		Description
E-mail Address	Description		G/L Account
	G/L Account		Amount
	Tax Type		
	Amount		
	Sales Tax Authority		

### Customer Template

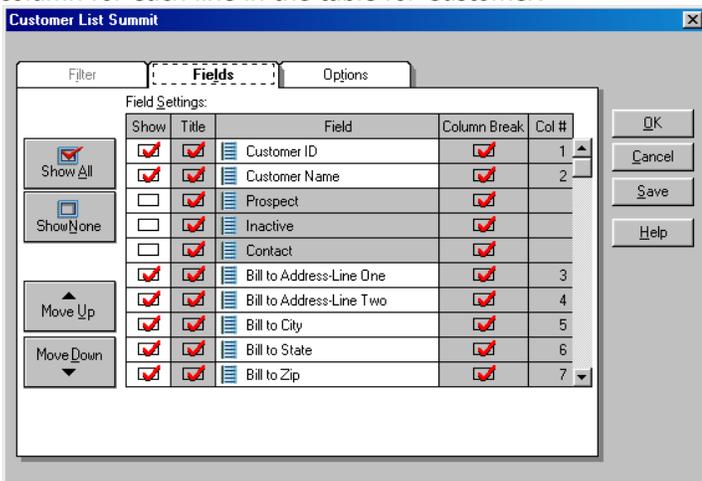
Open Peachtree

Choose File, the Select Import/Export. The Import/Export window will appear.

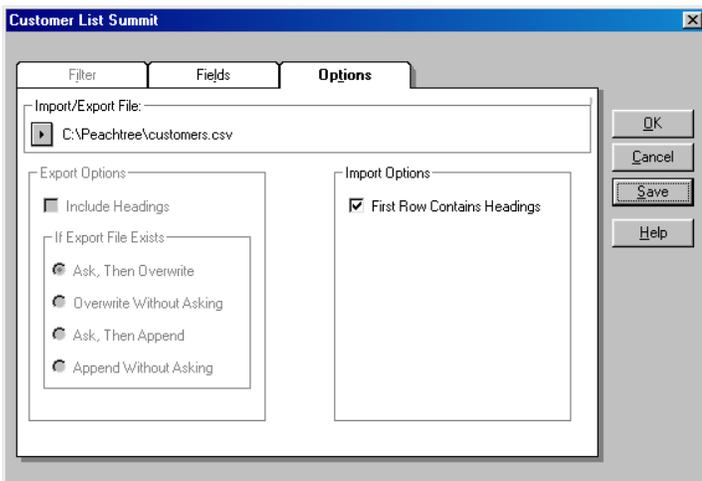
Choose Accounts Receivable on the left side of the window, and then select Customer List on the right side. Click the Import button to bring up the template window.

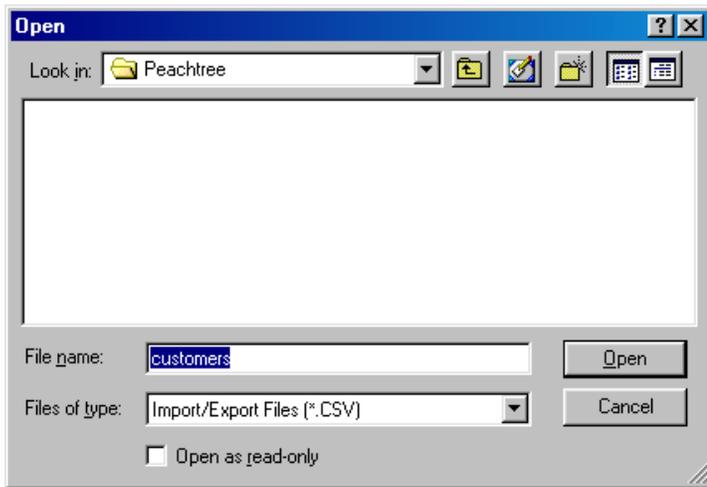


Click on the Fields tab. Using the Template Table above, scroll down the list placing a check in the box of the Show column for each line in the table for Customer.

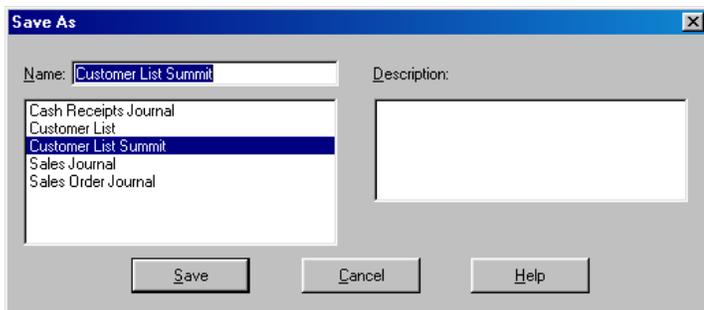


Click the Options tab. Place a check in the box below Import Options for including First Row headings. Next, click the arrow box under Import/Export File to browse to the location where Summit will be creating the file for importing. Also, enter in 'customers' for the file name. Click Open. The example in the window below is C:\Peachtree\customers.csv. Click Save once the path and filename are correct.



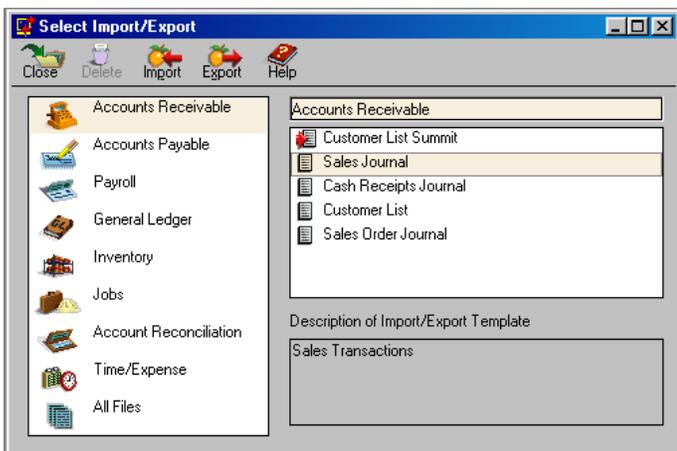


Enter in a new name for the template you just created. The example below is named Customer List Summit, which describes this as a template for Summit. Click Save.

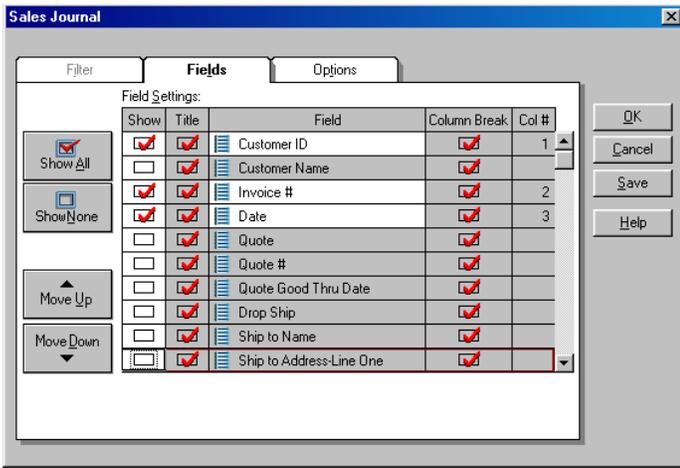


## Sales Template

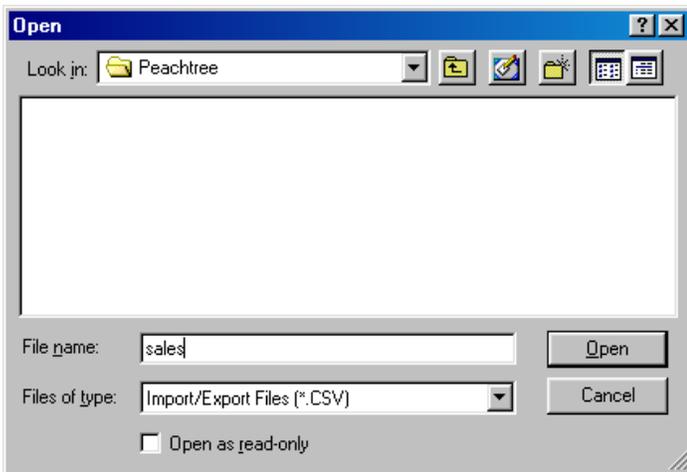
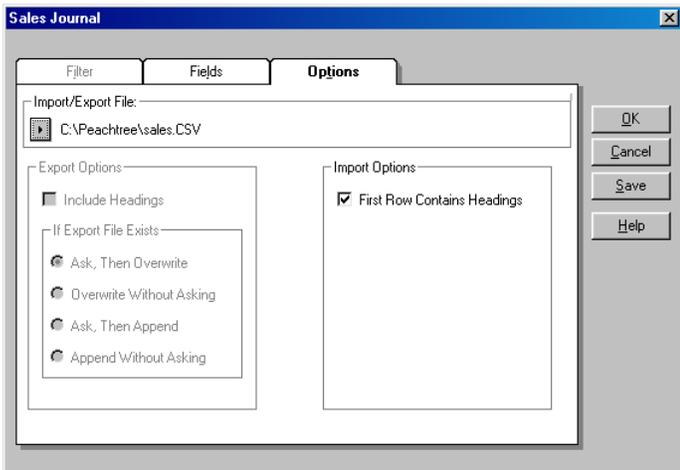
Choose File, the Select Import/Export. The Import/Export window will appear. Choose Accounts Receivable on the left side of the window, and then select Sales Journal on the right side. Click the Import button to bring up the template window.



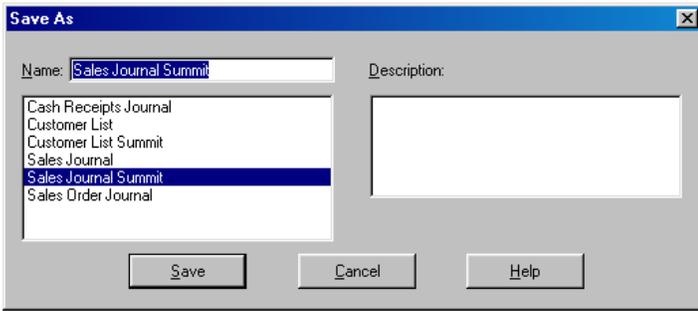
Click on the Fields tab. Using the Template Table above, scroll down the list placing a check in the box of the Show column for each line in the table for Sales.



Click the Options tab. Place a check in the box below Import Options for including First Row headings. Next, click the arrow box under Import/Export File to browse to the location where Summit will be creating the file for importing. Also, enter in 'sales' for the file name. Click Open. The example in the window below is C:\Peachtree\sales.csv. Click Save once the path and filename are correct.



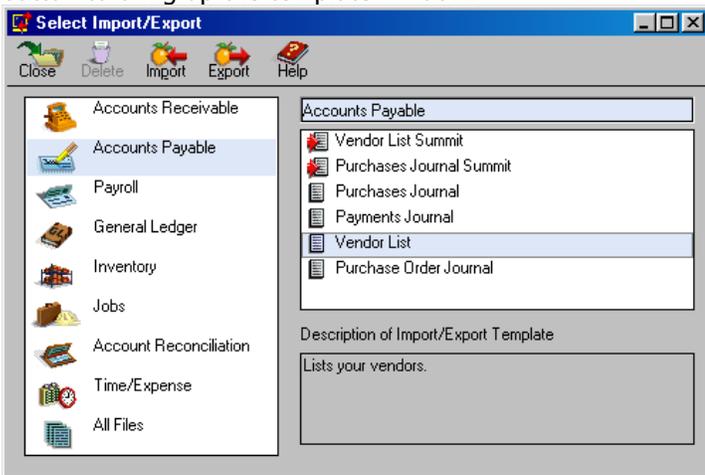
Enter in a new name for the template you just created. The example below is named Sales Journal Summit, which describes this as a template for Summit. Click Save.



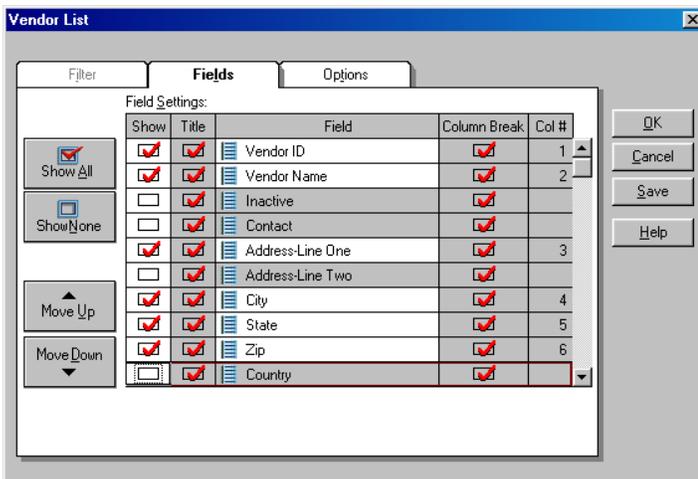
## Vendor Template

Choose File, the Select Import/Export. The Import/Export window will appear.

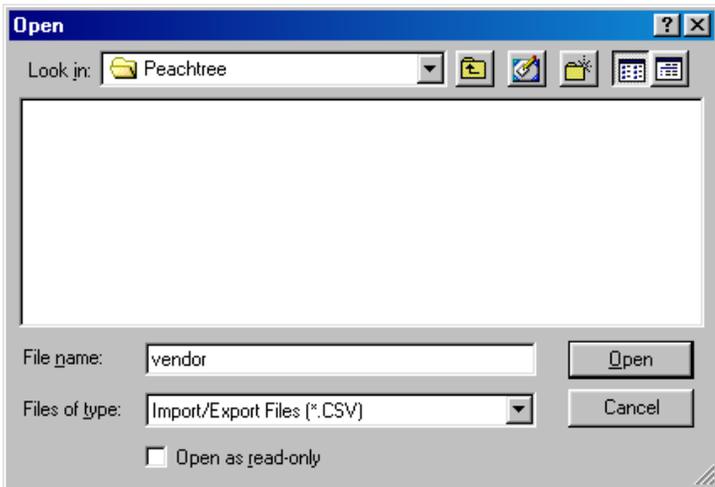
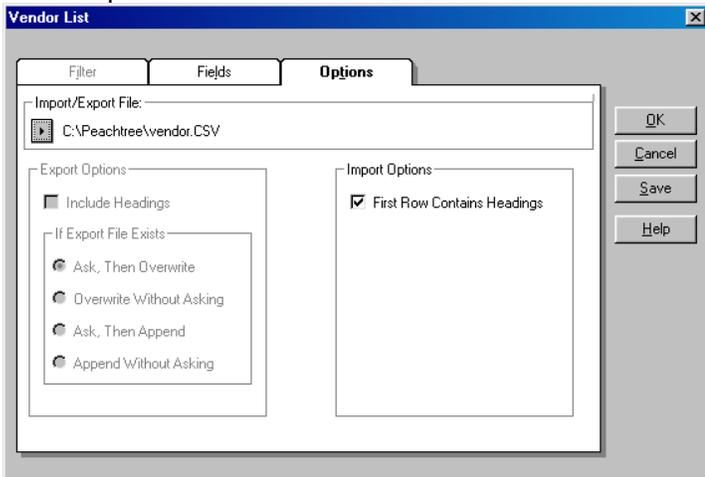
Choose Accounts Payable on the left side of the window, then select Vendor List on the right side. Click the Import button to bring up the template window.



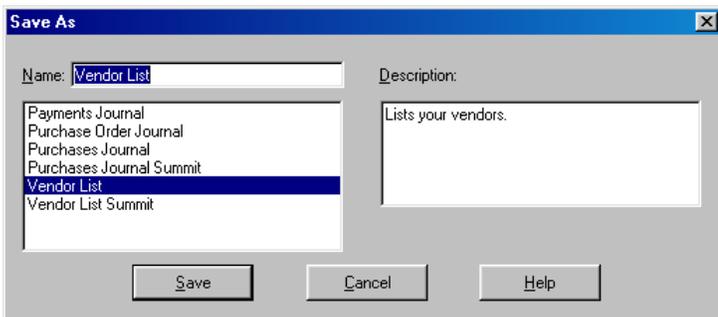
Click on the Fields tab. Using the Template Table above, scroll down the list placing a check in the box of the Show column for each line in the table for Vendor.



Click the Options tab. Place a check in the box below Import Options for including First Row headings. Next, click the arrow box under Import/Export File to browse to the location where Summit will be creating the file for importing. Also, enter in 'vendor' for the file name. Click Open. The example in the window below is C:\Peachtree\vendor.csv. Click Save once the path and filename are correct.

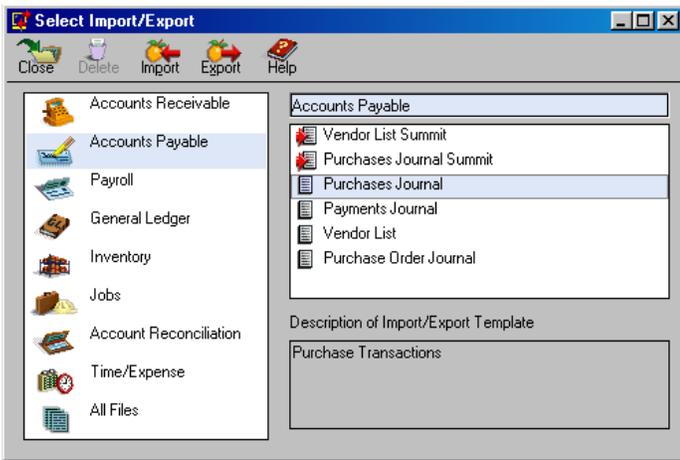


Enter in a new name for the template you just created. The example below is named Vendor List Summit, which describes this as a template for Summit. Click Save.

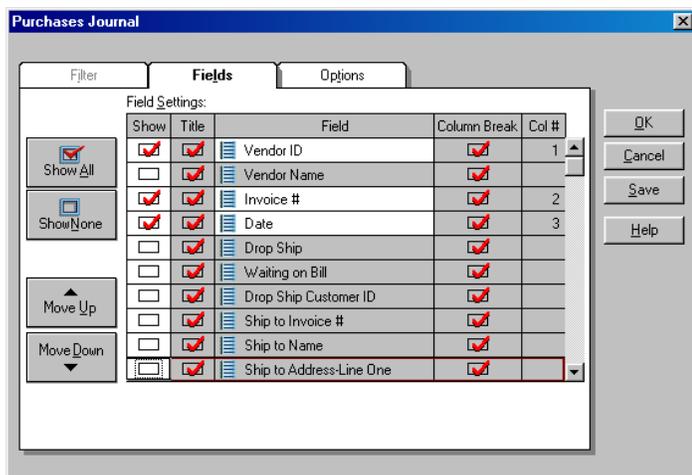


## Vendor Template

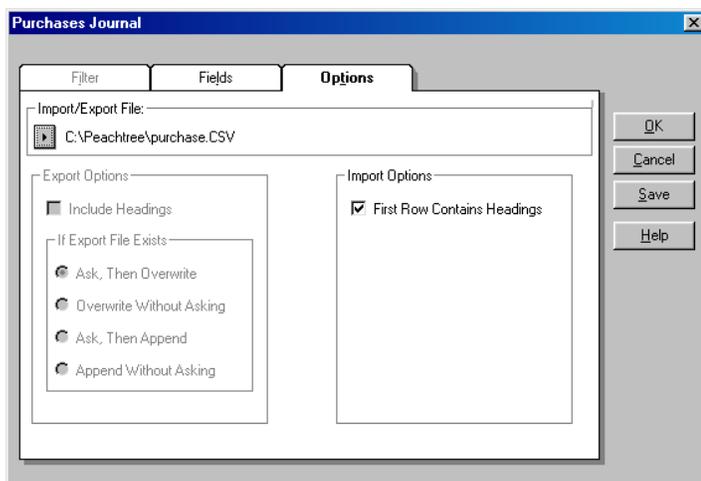
Choose File, the Select Import/Export. The Import/Export window will appear. Choose Accounts Payable on the left side of the window, then select Purchases Journal on the right side. Click the Import button to bring up the template window.

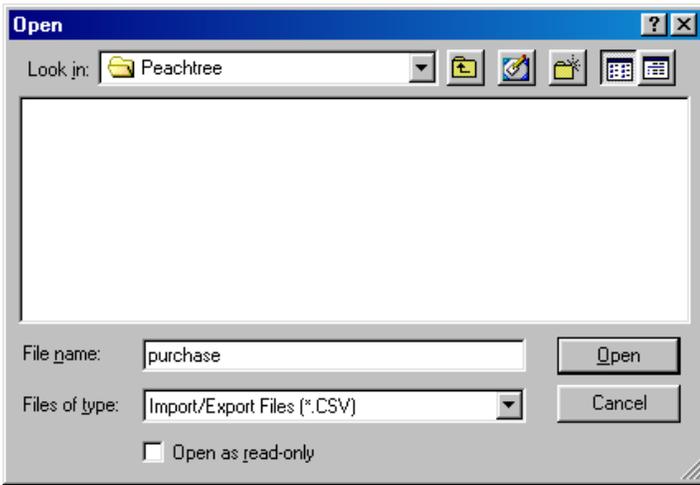


Click on the Fields tab. Using the Template Table above, scroll down the list placing a check in the box of the Show column for each line in the table for Purchase.

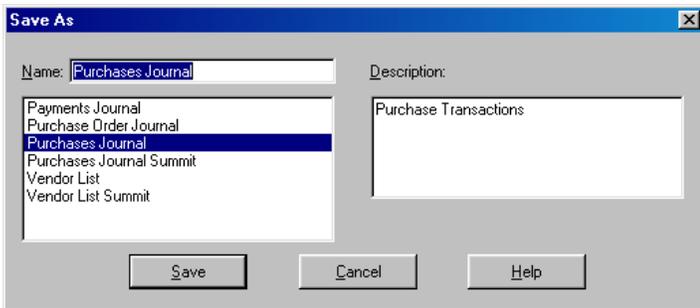


Click the Options tab. Place a check in the box below Import Options for including First Row headings. Next, click the arrow box under Import/Export File to browse to the location where Summit will be creating the file for importing. Also, enter in 'purchase' for the file name. Click Open. The example in the window below is C:\Peachtree\purchase.csv. Click Save once the path and filename are correct.



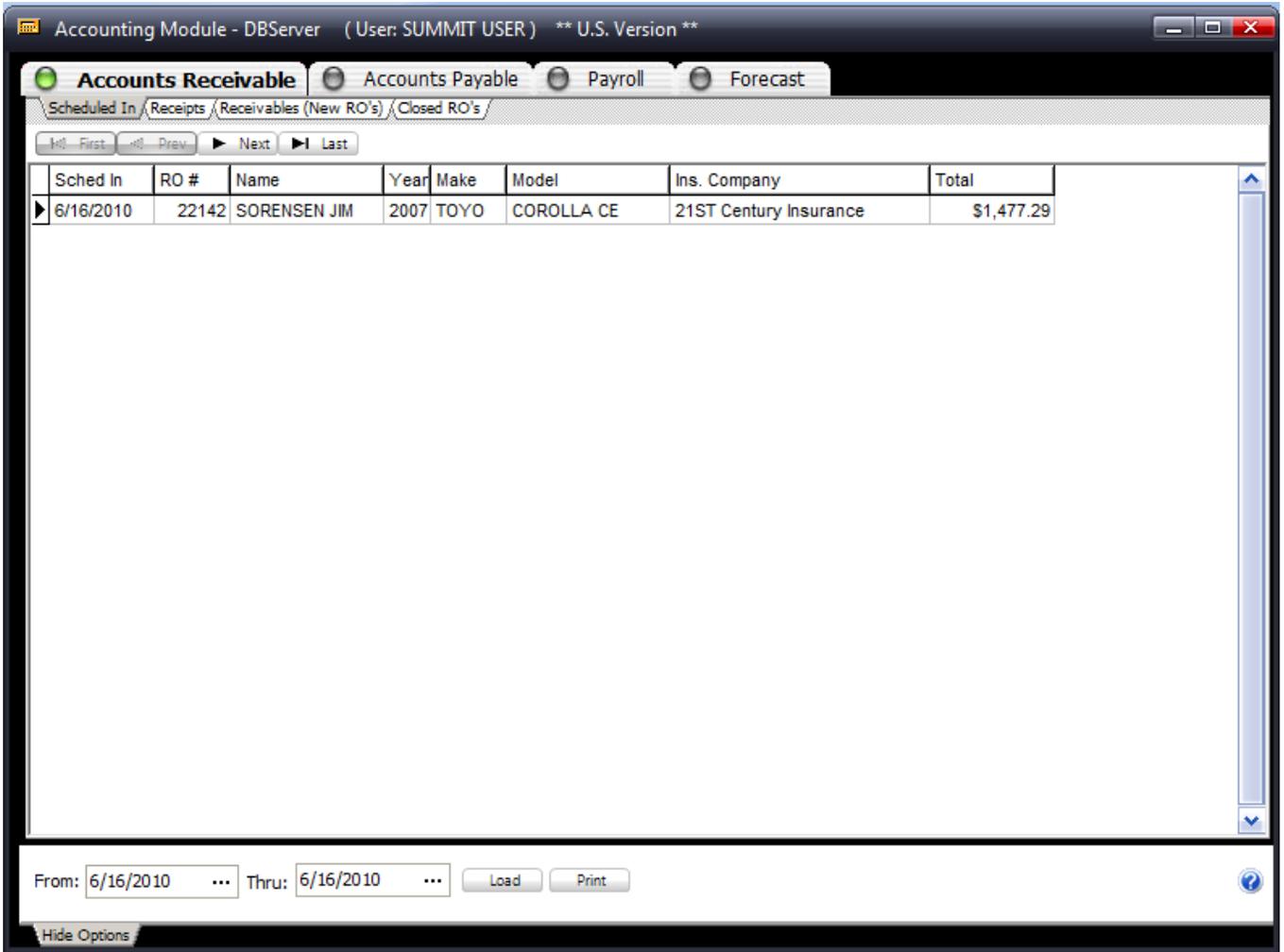


Enter in a new name for the template you just created. The example below is named Purchases Journal Summit, which describes this as a template for Summit. Click Save.



## Summit Accounting Module (Peachtree)

The Accounting module of Summit is where the exporting of data takes place. At the login screen, choose the Accounting module, enter in your username and password, and then click OK. You will see the following screen:



The screenshot shows the Summit Accounting Module interface. The window title is "Accounting Module - DBServer (User: SUMMIT USER) \*\* U.S. Version \*\*". The main menu includes "Accounts Receivable", "Accounts Payable", "Payroll", and "Forecast". The "Accounts Receivable" menu is expanded, showing sub-options: "Scheduled In", "Receipts", "Receivables (New RO's)", and "Closed RO's". The "Scheduled In" sub-option is selected. Below the menu is a navigation bar with "First", "Prev", "Next", and "Last" buttons. The main area displays a table with the following data:

Sched In	RO #	Name	Year	Make	Model	Ins. Company	Total
6/16/2010	22142	SORENSEN JIM	2007	TOYO	COROLLA CE	21ST Century Insurance	\$1,477.29

At the bottom of the window, there is a date range filter: "From: 6/16/2010 ... Thru: 6/16/2010 ...". There are "Load" and "Print" buttons next to the date range. A "Hide Options" button is located at the bottom left of the window.

The Accounting module shows information based on the date range you give it for retrieving data. When first logging into the module, it brings up all relevant information for the current day. If you would like to select a different date range, choose the 'From' and 'Thru' dates using the drop down boxes, then click the 'Lightning Bolt' button to search the database for that range.

To set the Accounting module for exporting to Peachtree, click the A/R button, then click the Closed RO's tab, and then select Peachtree from the drop down list located at the bottom. Summit will remember this selection the next time you log into the Accounting module so that you do not have to choose it every time.

## Exporting from the Accounting Module

Four files are created when exporting from Summit. Two files (customer.csv and sales.csv) are created for customer invoices, while the other two (vendor.csv and purchase.csv) are for vendor invoices. Follow the steps below to export invoices from Summit.

### Customer Invoices:

Select the correct date range, and then click the green query database button.

Click the A/R button, and then select the Closed RO's tab. (Only closed RO's can be exported to Peachtree).

Tag, or check, the box(s) of the invoices you wish to export to Peachtree. You can export more than one invoice at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.

Once all invoices are tagged, click on the Export button.

If export files already exist from previous exports, a message box appears asking you if you wish to delete the old files. Click YES. If you click NO, the old files will not be deleted, and the newly exported files will be written to the bottom the old export files, creating a larger batch to be imported.

All invoices that have been exported will now be highlighted GREEN to signify that they have been sent. This makes it easy to distinguish between exported and non-exported invoices.

### Vendor Invoices

Select the correct date range, and then click the Lightning Bolt button.

Click the A/P button, and then select the Payables tab. (Credit Memos can also be exported by following these instructions after clicking on the Credit Memos tab).

Tag, or check, the box(s) of the invoices you wish to export to Peachtree. You can export more than one invoice at a time, so tag all that you wish to export. Note: during the first few exports, it is best to send over only one or two at a time to make sure everything is set up. This makes it easier to troubleshoot if the data doesn't import correctly the first time.

Once all invoices are tagged, click on the Export button (Red Arrow).

If export files already exist from previous exports, a message box appears asking you if you wish to delete the old files. Click YES. If you click NO, the old files will not be deleted, and the newly exported files will be written to the bottom the old export files, creating a larger batch to be imported.

All invoices that have been exported will now be highlighted GREEN to signify that they have been sent. This makes it easy to distinguish between exported and non-exported invoices.

### Export Customer Name for PeachTree

Exporting Customer Names in Summit is simple. We recommend exporting customer names any time a payment is received. Make sure the export path is set then log into the System module. When a payment is received click on the customer's name in the list. Now you will see the customer's information at the top of the screen. Locate the customer's name at the top of the screen. The customer's name is in blue letters and is underlined. Left mouse click on the customer's name. Click yes on the "Export Customer Information to QuickBooks," confirmation screen

Note: Customer names can be exported multiple times without causing problems in QuickBooks. If you are not sure if you exported, go ahead and export it again. Exporting Customer information multiple times will simply overwrite or update the existing customer name in QuickBooks.

## Importing into Peachtree

Follow the steps below to import your data into Peachtree.

### Customer Invoices:

To import customer invoices into Peachtree, you must import the 'customer.csv' file followed by the 'sales.csv' file. Invoices cannot be imported if the customer hasn't been imported first!!!

Open Peachtree

Choose File, Select Import/Export. The Import/Export window will appear.

Choose Accounts Receivable on the left side of the window, then select Customer List Summit (or the name you created for your customer template) on the right side. Click the Import button to bring up the template window.

Click the Option tab, and then double-check the location and name of the customer file (customer.csv) you are importing. If it is correct, click OK. A window asking if you would like to proceed will appear. Click YES. After the file imports, you will be returned to the Import/Export window.

Now choose Sales Journal Summit (or your sales template) from the left side of the Import/Export window.

Click the Option tab, and then double-check the location and name of the sales file (sales.csv) you are importing. If it is correct, click OK. A window asking if you would like to proceed will appear. Click YES. You will again be returned to the Import/Export window, which you can then close. Your files are now imported.

### Vendor Invoices:

To import vendor invoices into Peachtree, you must import the 'vendor.csv' files followed by the 'purchase.csv' file. Invoices cannot be imported if the vendor hasn't been imported first!!!

Open Peachtree

Choose File, Select Import/Export. The Import/Export window will appear.

Choose Accounts Payable on the left side of the window, then select Vendor List Summit (or the name you created for your vendor template) on the right side. Click the Import button to bring up the template window.

Click the Option tab, and then double-check the location and name of the vendor file (vendor.csv) you are importing. If it is correct, click OK. A window asking if you would like to proceed will appear. Click YES. After the file imports, you will be returned to the Import/Export window.

Now choose Purchases Journal Summit (or your purchase template) from the left side of the Import/Export window.

Click the Option tab, then double-check the location and name of the purchase file (purchase.csv) you are importing. If it is correct, click OK. A window asking if you would like to proceed will appear. Click YES. You will again be returned to the Import/Export window, which you can then close. Your files are now imported.

## Understanding WIP Reports

This covers the WIP Reports #0200 & #0201.

The purpose of the Accounting WIP Reports is to show what costs roll over from the previous month to the following month. Unlike the other WIP reports, these two reports were designed specifically for accounting purposes.

NOTE: The Reports do not use a beginning date; this allows you to receive ALL the outstanding costs the Shop has in Open Jobs. For example: if you have Old Open RO's that still show costs, the Report will show the jobs. RO's that do not have costs associated with them will NOT be on the Report.

Keep in mind, with Reports #0200 & #0201 there is a possibility - due to the date selected - that one or more closed RO's may show up on the Report.

Example:

Job #100 was opened and created on 1-1-05.

Job #100 was completed and closed on 2-2-05.

Report #0201 ran for date 1-31-05. Due to the RO being closed AFTER 1-31-05, the RO will show up on the Report. If the RO was closed on 1-31-05 AND the Report ran on 1-31-05, then the RO would NOT be on the Report.

The Accounting Reports are not concerned with the RO state (open/closed) at the time the Report is run, only if the RO was OPEN on or before the End Date. If the RO was closed on or before the End Date it will NOT show up on the Report. Any transactions that have taken place AFTER the END Date on the Report will NOT be on the Report.