

# **GAS MANager**

## **Version 9**



# **G/L Export User's Guide**

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# **GAS MANager G/L Export User's Guide**

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## **License Agreement**

Permission to use the GAS MANager software is granted through the License Agreement.

## **Disclaimer**

Custom Data Centre (Stettler) Ltd. accepts no liability for direct, indirect, incidental or consequential damages resulting from the use of this software.

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## **Accounting Expertise**

Custom Data Centre is associated with [Gitzel & Company Chartered Professional Accountants](#). This relationship provides Custom Data Centre with the accounting expertise that makes it possible for us to provide our customers with software that satisfies current accounting standards.

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## Introduction

GAS MANager has been designed to allow the user to employ the accounting system of their choice. GAS MANager already provides reports that will assist in the recording of transactions in the general ledger system that reflect GAS MANager processing. However, if the user's accounting software will permit the importing of journal entries, the GAS MANager G/L Export program can further simplify the keeping of accurate financial records.

This program allows the user to prepare a file containing journal entries that reflect the user's selection criteria. The user may select transactions by date range and by transaction type. The export file will be prepared in the format required by the selected accounting software.

GAS MANager G/L Export can prepare journal entries that are suitable for import by NewViews (DOS), Simply Accounting, QuickBooks or Samco Power Accounting. If you decide to use accounting software that is not currently supported, and your software permits the importing of journal entries, we will be happy to add your software to the list of supported accounting software.

# Chapter 1 – Export Requirements

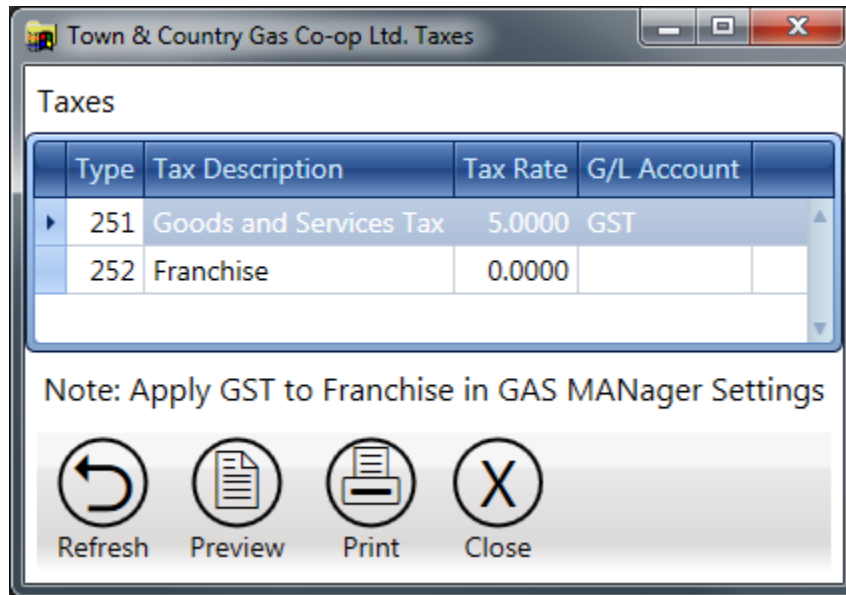
Town & Country Gas Co-op Ltd. Transaction Types

Transaction Types Note: Type must be between 1 and 32767.

Type	Transaction Description	G/L Account	GST	Franchise
* Click here to add a new row				
0	** Reserved **		<input type="checkbox"/>	<input type="checkbox"/>
251	** Reserved for Taxes **		<input type="checkbox"/>	<input type="checkbox"/>
252	** Reserved for Taxes **		<input type="checkbox"/>	<input type="checkbox"/>
256	** Reserved for Future Use **		<input type="checkbox"/>	<input type="checkbox"/>
257	** Reserved for Future Use **		<input type="checkbox"/>	<input type="checkbox"/>
258	** Reserved for Future Use **		<input type="checkbox"/>	<input type="checkbox"/>
259	** Reserved for Future Use **		<input type="checkbox"/>	<input type="checkbox"/>
1	Payment	1006	<input type="checkbox"/>	<input type="checkbox"/>
3	Payment Reversal	1006	<input type="checkbox"/>	<input type="checkbox"/>
5	Operating Charge	5000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Operating Charge Reversal	5001	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Penalty Charge	5002	<input type="checkbox"/>	<input type="checkbox"/>
11	Penalty Charge Reversal	5003	<input type="checkbox"/>	<input type="checkbox"/>
15	Meter Reading Charge	5004	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25	NSF Payment	1110	<input type="checkbox"/>	<input type="checkbox"/>
26	NSF Payment Fee	5008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27	NSF Payment Fee - Bank	5009	<input type="checkbox"/>	<input type="checkbox"/>
40	Consumption Charge	5010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
42	Delivery Charge	5020	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Find    Unlock Taxes    Delete    Refresh    Preview    Print    Close

Before attempting to create an export file, ensure that all of the transaction types that are to be exported have been associated with a valid G/L Account number/name. The GAS MANAGER **Transaction Type** table can be opened from the **Lists** section of the GAS MANAGER menu. Record a G/L Account number/name in the **G/L Account** column for each transaction type that will be exported.



You must also be sure that all of tax types that are to be exported have been associated with a valid G/L Account number/name. The GAS MANager **Tax Type** table can be opened from the **Lists** section of the GAS MANager menu. Record a G/L Account number/name in the **G/L Account** column for each tax type that is in use.

GAS MANager is unable to verify the accuracy of the G/L Account numbers/names that are recorded in the Transaction Types table. If the G/L Account numbers/names that are provided to GAS MANager are incorrect, your accounting software will be unable to import the journal entries from the G/L Account G/L Export file. This could result in your accounting system containing some, or none, of the requested journal entries, and may even result in your accounting records being out of balance.

## Chapter 2 – Creating an Export File

G/L Account for A/R

G/L Program

Additional Settings

**Date Range**

Current Export

Prior Export

From 03/01/2013

To 03/31/2013

**Transaction Description From**  Billing Summary Report  Transaction Type Table

**Export Folder** C:\Program Files (x86)\GAS MANAGER\GMExport\ **Browse**

Select	Transaction Description	Type	GL Account
<input type="checkbox"/>	Payment	1	1006
<input type="checkbox"/>	Payment Reversal	3	1006
<input type="checkbox"/>	Operating Charge	5	5000
<input type="checkbox"/>	Operating Charge Reversal	6	5001
<input type="checkbox"/>	Penalty Charge	10	5002
<input type="checkbox"/>	Penalty Charge Reversal	11	5003
<input type="checkbox"/>	Meter Reading Charge	15	5004
<input type="checkbox"/>	NSF Payment	25	1110

Select All Deselect All Preview Print Create File Show All User's Guide Exit

When GAS MANAGER G/L Export is opened for the first time, the program window will look like the above example. At this point, the program has not been configured for use with a specific accounting system so this is where we must start.

Begin by typing the Name/Number of the Accounts Receivable account that will be used to track the value of the accounts receivable transactions produced by GAS MANAGER.

Now click the arrow button on the **G/L Program** section header.

Select the accounting software that you would like to import the journal entries into. The selection that you make here will determine the structure and layout of the GAS MANager G/L Export file.

In the case of QuickBooks 2008 or higher, there are at least 2, and possibly 4 additional fields that must be completed.

	<u>GST</u>	<u>Franchise</u>
<u>Tax Agency</u>	<b>Receiver General</b>	<b>Optional</b>
<u>Tax Item</u>	<b>GST (1) on Sales</b>	<b>Optional</b>

Beginning with QuickBooks 2008, a change in the method of handling sales taxes was introduced. Each sales tax now has a Tax Item which is associated with a Tax Agency. QuickBooks 2008 users have no choice in how they will handle GST but if your co-op must deal with franchise taxes you have the option of handling this tax using the same model as that used for GST. If you elect to handle franchise taxes in this way, then you will also need to provide the proper Tax Agency and Tax Item for this tax. If your co-op does not have to deal with franchise taxes, or if you employ a single balance sheet account for franchise tax purposes, then you may leave the Franchise column empty,

If you are unsure about which values to enter here, you can determine these values by doing a little exploring in your QuickBooks company file. Open you Item List and scroll to the bottom of the list until you find the sales tax item for GST at the current rate. Now edit the sales tax item to see the details about the selected sales tax item.



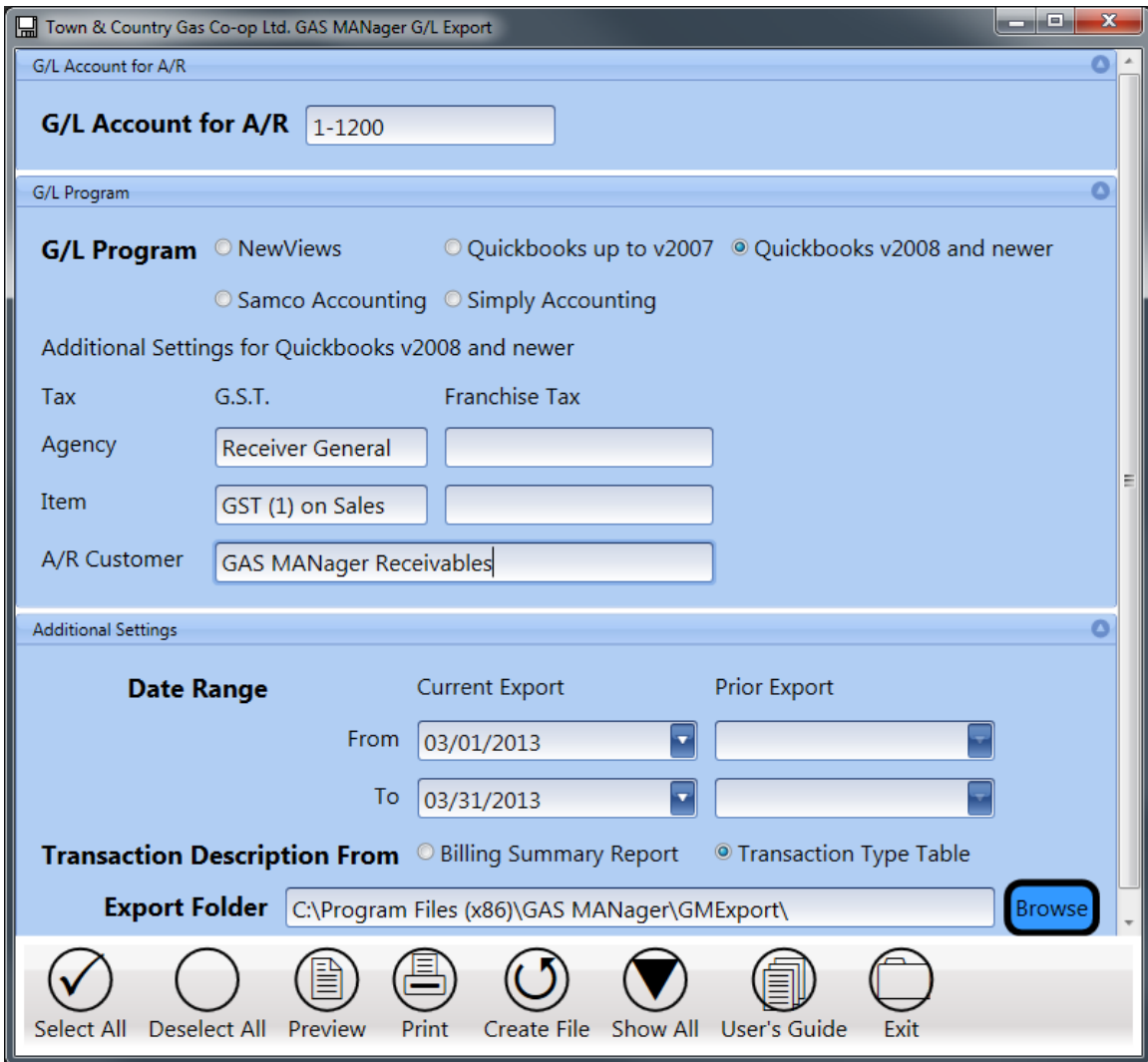
Name	Description	Type	Account	On Hand	On Sales Order	Price
▶ Travel Expenses	Travel Expenses	Other Charge	5240 · Travel			0.00
▶ Subtotal	Subtotal	Subtotal				
▶ GST (1) On Sales	GST On Sales	Sales Tax Item	2200 · GST/HST Payable			5.0%
▶ GST (1) On Pu...	GST On Purchase	Sales Tax Item	2200 · GST/HST Payable			5.0%
▶ GST (2) On Sales	GST On Sales	Sales Tax Item	2200 · GST/HST Payable			0.0%
▶ GST (2) On Pu...	GST On Purchase	Sales Tax Item	2200 · GST/HST Payable			0.0%
▶ GST Instalments	Instalments and net tax paid (Line 110)	Sales Tax Item				0.0%
▶ GST Adjustme...	GST Adjustments on sales (Line 104)	Sales Tax Item				0.0%
▶ GST (ITC) Adj...	GST Adjustments on purchases (Line ...)	Sales Tax Item				0.0%

The values that you need to enter the GAS MANager G/L Export program can be found in the **Sales Tax Name** and **Tax Agency** fields.

Edit Item		Type a help question	Ask	How Do I?
Type	Sales Tax Item	Use to calculate a single sales tax at a specific rate that you pay to a single sales tax agency.		
Sales Tax Name	GST (1) On Sales			
Description	GST On Sales			
Tax Rate (%) or Amt	5.0%	Tax Agency (vendor that you collect for)	Receiver General	
Assign this item to a line of the tax agency's sales tax return.				
Sales Tax Return Line	Line 103 GST/HST collected or collectible			
<a href="#">What sales tax line do I choose?</a>				

When entering these values in the GAS MANager G/L Export program you must enter these values exactly as they appear in QuickBooks or the sales tax journal entries will fail to import.

If you are importing transactions into QuickBooks 2008, or newer, and you are using a customer account to track GAS MANager accounts receivable, enter the Customer Name in the **A/R Customer** field, otherwise leave A/R Customer field empty.



If your computer monitor is unable to display the entire program window, the G/L Program section may now be contracted by clicking the arrow button on the **G/L Program** section header. Once you have completed your first export, the settings in this section will be remembered and you will not have to open the G/L Program section again, unless you change your accounting system.

Town & Country Gas Co-op Ltd. GAS MANager G/L Export

G/L Account for A/R

**G/L Account for A/R** 1-1200

G/L Program

Additional Settings

**Date Range**

Current Export      Prior Export

From 03/01/2013      [ ]

To 03/31/2013      [ ]

**Transaction Description From**  Billing Summary Report     Transaction Type Table

**Export Folder** F:\GAS MANager GL Export\ **Browse**

Select	Transaction Description	Type	GL Account
<input type="checkbox"/>	Payment	1	1006
<input type="checkbox"/>	Payment Reversal	3	1006
<input type="checkbox"/>	Operating Charge	5	5000
<input type="checkbox"/>	Operating Charge Reversal	6	5001
<input type="checkbox"/>	Penalty Charge	10	5002
<input type="checkbox"/>	Penalty Charge Reversal	11	5003
<input type="checkbox"/>	Meter Reading Charge	15	5004
<input type="checkbox"/>	NSF Payment	25	1110

Select All    Deselect All    Preview    Print    Create File    Show All    User's Guide    Exit

Select the date range for which transactions are to be exported. To export the transactions for a specific billing period, select the day after the previous bill run as the Start Date and the day of the current bill run as the End Date. Operating Charges and Consumption Charges are dated on the G/L End Date specified during the Bill Run.

Choose a format for the description field of the imported journal entries. You may choose to use the description that has been provided in the **Transaction Type** table, or you may elect to use the Transaction Descriptions that are recorded during the Bill Run.

Choose a destination folder for the G/L Export file. The default destination folder on 32-bit Windows systems is C:\Program Files\GAS MANager\GMExport\ and on 64-bit Windows systems the default destination is C:\Program Files (X86)\GAS MANager\GMExport\. If your computer user account does not permit you to create files in this folder, or if this folder is not accessible by the person who will import the transactions into the accounting records, then a different destination folder should be specified.

Select the **Transaction Types** for which journal entries are to be exported. Most users will select all transaction types except payments and payment adjustments. This is because bank deposits are typically recorded in the accounting system as the deposits are made.

Prepare and review the G/L Export report by clicking either the **Preview** or **Print** button.

Preview Report

Report Date: Jun 26, 2014

Town & Country Gas Co-op Ltd.

**GAS MANAGER G/L Export to Quickbooks 2008=>**

For Period : 03/01/2013 to 03/31/2013

Transactions: 3, 5, 6, 10, 11, 15, 25, 26, 27, 40, 42, 43, 44, 49, 50, 51, 55, 56, 57, 60, 61, 80, 90, 92, 94, 251

Tax	GL Account	Tax Agency	Tax Item
Goods and Services Tax	GST	Receiver General	GST (1) on Sales
Franchise Tax			

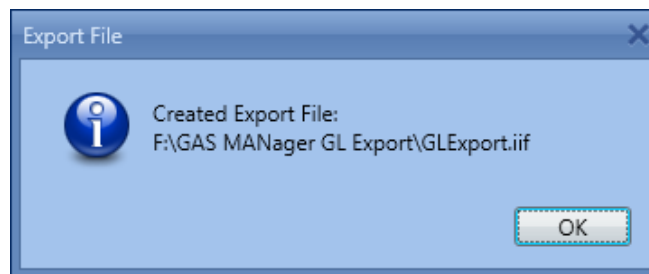
G/L Date	Description	Amount	G/L Account
3/31/13	Budget Billing	-18.90	5080
	Consumption Charge	-427692.38	5010
	Delivery Charge	-133653.90	5020
	Goods and Services Tax	-28280.82	GST
	Idle Riser Charge	-30.00	5090
	Operating Charge	-500.00	5000
	Water Costs	-7574.00	7000
	Water Service Fee	-10.00	7002
	Water System Costs	-4733.75	7001
	GAS MANAGER G/L Import	602493.75	1-1200 GAS MANAGER RECEIVABLES

Page: 1 / 1

Zoom: 100%

This report should be reviewed to ensure that the export file will contain the desired transactions.

Once the report has been approved, the next step is to create the export file. Click the **Create File** button to generate a file containing the selected transactions in a format that is suitable for import into the chosen G/L software. When the G/L export file has been created, a message showing the exact name and location of the file is displayed.



After the G/L Export file has been created, the following settings are saved so that they can be recalled the next time that GAS MANAGER G/L Export program is opened.

- G/L Account for A/R.
- Settings defined in the G/L Program section.
- Start Date and the End Date
- Export Folder.

If the G/L Export program is used to export Payment transactions on a daily basis, then the Start and End date selected should both be set to the payment date and only the Payment Transaction Type should be selected. Once the billing is completed, the Start Date would be the day after the previous billing run and the End Date would be the current billing date. The Transaction selection would then include all Transaction Types except Payments.

If only one G/L Export is to be performed for each billing cycle, the G/L export should be performed immediately after the bill run. The Start Date would be the day after the previous billing run, the End Date would be the current billing date, and the Transaction selection would be set to include all Transaction Types.

## Chapter 3 – Importing Journal Entries

***Before importing journal entries into your accounting software, you should make a backup copy of your accounting records.***

For the most current instructions on how to import journal entries into your accounting software, refer to the documentation that is provided with your software. For your convenience, some general guidelines regarding the importing of transactions into each of the supported accounting systems can be found below.

### **3.1 NewViews (DOS)**

Create a GAS MANager Import Journal with a Normal Credit Balance. Importing GAS MANager G/L Export journal entries into this journal will provide a single location that contains only journal entries that were imported from GAS MANager. This will make it easier to locate these transactions in the future.

If you are going to be exporting payment transactions from GAS MANager, create a Cash On Hand account. The use of a Cash On Hand account makes it possible for the NewViews Bank account to appear like the monthly bank statement. If you were to import GAS MANager transactions and have them posted directly to the NewViews Bank account, the debit entries in this account would not properly represent the bank deposits. This is because a bank deposit may only be made every two or three days. But if GAS MANager payments were processed every day, then the NewViews Bank account would contain a transaction for each day on which payments were processed. It is easier to reconcile the NewViews Bank account with the monthly bank statement if the debit entries on the bank statement can be matched to transactions in the NewViews Bank account. By posting GAS MANager payment transactions to a Cash On Hand account these transactions can be allowed to accumulate until a bank deposit is going to be made. The bank deposit is recorded by debiting the NewViews Bank account and crediting the Cash On Hand account. This relieves the Cash On Hand account of its balance, and transfers the accumulated cash and cheques that were on hand, to the Bank account.

#### **Importing GLEXPOR.TXT to NewViews**

1. Start NewViews and open your gas co-op books.
2. Open the GAS MANager Import Journal and change to the Ledger or Open view.
3. Move to a blank line.
4. Issue a /Block Import command.
5. Type the path and filename of the GAS MANager G/L Export file and press Enter. (i.e. C:\Program Files\GAS MANager\GMExport\GLEXPOR.TXT ) The path and filename were given in the final message of the G/L Export process.

### **3.2 QuickBooks**

#### **3.2.1 QuickBooks <= 2007**

Importing GLEXPOR.IIF to QuickBooks versions up to and including v2007

1. Start QuickBooks and open your gas co-op books.
2. Ensure that the books have been opened in Single-User mode using an Administrator user account.
3. Select **File, Import, IIF Files...** from the menu,
4. Change the Import box to the path of the GLEXPOR.iif file. (i.e. C:\Program Files\GAS MANager\GMExport)
5. Click on GLEXPOR.iif and it will appear in the File Name box.
6. Click on Open to start the import.

### **3.2.2 QuickBooks 2008 =>**

Importing GLEXPOR.IIF to QuickBooks version 2008 or higher

1. Start QuickBooks and open your gas co-op books.
2. Ensure that the books have been opened in Single-User mode using an Administrator user account.
3. Select **File, Utilities, Import, IIF Files...** from the menu,
4. Change the Import box to the path of the GLEXPOR.IIF file.  
(i.e. C:\Program Files\GAS MANAGER\GMExport)
5. Click on GLEXPOR.IIF and it will appear in the File Name box.
6. Click on Open to start the import.

### **3.3 Simply Accounting**

If you are going to be exporting payment transactions from GAS MANager, create a Cash On Hand account. The use of a Cash On Hand account makes it possible for the Simply Accounting Bank account to appear like the monthly bank statement. If you were to import GAS MANager transactions and have them posted directly to the Bank account, the debit entries in this account would not properly represent the bank deposits. This is because a bank deposit may only be made every two or three days. But if GAS MANager payments were processed every day, then the Simply Accounting Bank account would contain a transaction for each day on which payments were processed. It is easier to reconcile the Simply Accounting Bank account with the monthly bank statement if the debit entries on the bank statement can be matched to transactions in the Simply Accounting Bank account. By posting GAS MANager payment transactions to a Cash On Hand account these transactions can be allowed to accumulate until a bank deposit is actually made. The bank deposit is recorded by debiting the Simply Accounting Bank account and crediting the Cash On Hand account. This relieves the Cash On Hand account of its balance, and transfers the accumulated cash and cheques that were on hand, to the Bank account.

#### **Importing GLEXPOR.TXT to Simply Accounting**

1. Start Simply Accounting and open your gas co-op books.
2. Enter the Session Date.
3. From the menu, select "File" and then "Import General Journal Entries..."
4. Change the Look In: box to the path of the GLExpport.txt file.  
(i.e. C:\Program Files\GAS MANager\GMExport)
5. Click on GLExpport.txt and it will appear in the File Name box.
6. Click on Open to start the import.

### **3.4 Samco Power Accounting**

Importing GLEXPOR.TXT to Samco Power Accounting

1. Start Samco.
1. Ensure that there are no unposted transactions in the General Journal Trx file.
2. Select 4, Import transactions from the Process General Journal transactions menu.
3. Ensure that the correct File Name is specified before continuing.
4. Once the import has completed, print and review the transaction edit list.  
To print an edit list showing only the import transactions, restart the Samco accounting system and login with the initials IMP.
5. Post the imported transactions.

## Chapter 4 – Software Support

For software support, contact Custom Data Centre at:

Phone: (403) 742-2144

Fax: (855) 742-8416

E-Mail: [custdat@customdatacentre.com](mailto:custdat@customdatacentre.com)

The following page is an example of the information that should be provided to us in the event that a program error occurs. This page can be photocopied, completed and faxed to our office at the above fax number. Be sure to include a cover page listing your Co-op's name, phone number, and the name of a contact person when faxing information. You may also email the required information to the above email address.

If you are reporting a program error, every effort will be made to provide a corrected version of the affected program as soon as possible.

All requests for urgent program modifications will be reviewed by Custom Data Centre. Requests for non-urgent program modifications should be presented for discussion at the GAS MANAGER User Group Meeting. Implementation of these modifications will be at the discretion of Custom Data Centre.



# ***GAS MANager G/L Export Software Support Request***

***Write down the error message:***

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***What action(s) were you performing before the error occurred:***

---

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***What actions did you take after the error occurred:***

---

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***Can you reproduce the error? \_\_\_\_\_***

***Has the configuration of your computer or network changed recently?  
For example, has any new hardware or software been installed?***

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Fax this form to: (855) 742-8416

Please include a cover page with your Co-op's name, phone number and contact person.

You may also email the above information to [custdat@customdatacentre.com](mailto:custdat@customdatacentre.com)