

# Legacy General Ledger Module

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**IMPORTANT** The information in this section applies only to those customers that use the legacy General Ledger module. For information on the Accounting module, see [Accounting Application and QuickBooks Integration](#) on page 20–1.

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The General Ledger (GL) Export function allows you to export general ledger files to third-party accounting software. Using the GL module will help you save time as you will no longer need to update figures manually and key them into your third-party accounting software. Once the system is set up, the automatic posting also increases the accuracy of your bookkeeping system. You may perform exports on a daily, weekly, or monthly basis, although weekly exports are recommended. Transactions are exported by sale date.

Basic GL settings such as bank, wire service, and credit card account numbers are defined in Mercury Administration. See [GL Export Screen](#) on page 24–16 for more information on how to access and maintain these settings.

## Setting Up Your System for General Ledger Export

In order to complete a GL export, you must first complete the following four steps to set up the process correctly.

- » [Step 1: Creating GL Account Numbers in Third-Party Accounting Software](#)
- » [Step 2: Setting Up Your Third-Party Software](#)
- » [Step 3: Assigning GL Account Numbers to Products](#)
- » [Step 4: Creating GL Export Defaults](#)

### Step 1: Creating GL Account Numbers in Third-Party Accounting Software

Create the appropriate account numbers in your third party accounting software (if you have not done so already). Currently, your system is designed to export general ledger files to either QuickBooks or Peachtree software. While Peachtree does not put any restrictions on the account numbers you choose, QuickBooks requires that you use account numbers that are 5 numbers in length, for example, 12345.

After creating your account numbers and completing the appropriate procedure in [Step 2: Setting Up Your Third-Party Software](#) on page 21–2, be sure to print out your Chart of Accounts from

Peachtree or QuickBooks so you may match the account numbers to your products and accounts in [Step 3: Assigning GL Account Numbers to Products](#) on page 21-3.

## Step 2: Setting Up Your Third-Party Software

Refer to the additional configuration information, depending on which third-party accounting software package you have chosen, in addition to studying your QuickBooks or Peachtree manual. The additional procedures are required in order to make each import go quickly and smoothly.

### Peachtree 2000 Configuration Information

#### TASK

To perform your first export if you are using Peachtree 2000 as your third-party accounting software:

- 1 After setting up your store name and accounting information in Peachtree, on the **File** menu, click **Select Import/Export**.
- 2 In the left pane, click **General Ledger**. In the right pane, click **General Journal**.
- 3 Click **Import**.
- 4 When the **General Journal** opens, click the **Field** tab.
- 5 Click **Deselect All**.
- 6 Click in the **Show** column so a red check mark appears in front of the following options:
  - » **Date**
  - » **Reference**
  - » **Number of Distributions**
  - » **G/L Account**
  - » **Description**
  - » **Amount**
- 7 Click the **Options** tab.
- 8 Click on the arrow under **Import/Export File** and choose the location and file name of your default Peachtree export file. Click **Save**.
- 9 When the **Save As** window opens, type a name for the **General Journal** name and a description. For example, you may wish to type **GL Import** as a file name and **File Import** as a description. Click **OK**. This will save your GL import settings so that you don't have to reselect the fields you want imported each time you run an import into Peachtree. It also saves the location and file name you created for the import.
- 10 Click **OK** in the **General Journal** window.
- 11 Click **Yes** if you wish to make a backup of your file by default, before exporting. Or, click **No**, if you do not wish to make a backup by default.

#### NOTE

If you run a General Ledger report after importing transactions from FTD Mercury, and the report is blank, check the date on the report. If the date on the report is not within the date range of the transactions, you will need to change the system date. To do this, select **Tasks > System > Change Account Period**, click the arrow, and then select the correct date range. You may then rerun the General Ledger report.

### QuickBooks Configuration Information

If you have chosen QuickBooks as your third-party accounting software, you will need to follow the procedure below before you perform your first export.

As you create your Chart of Accounts in QuickBooks, each account must have a type associated with it. This allows QuickBooks to import account information correctly from FTD Mercury. There are at least three accounts (**FTD Incoming Wire Receivable**, **FTD Outgoing Wire Payable**, and

**Credit Cards**) that need to be assigned a particular account type in the **Type** field in order to avoid import errors. If you are a member of any additional wire services you will also need to set up your **TEL Incoming Wire Receivable** and **Outgoing Wire Payable** accounts similarly. Thus, this procedure will need to be completed at least three times, once with each account specified in the list in the procedure.

**TASK** To configure QuickBooks for each account:

- 1 Double-click the **QuickBooks Pro** icon on your desktop.
- 2 Click **Chart of Accounts** in the left hand menu.
- 3 Click **Account** at the bottom of the **Chart of Accounts** window.
- 4 Choose **New**.
- 5 When the **New Account** window opens, type the name of the account you wish to set up in the **Name** field, and then click the arrow in the **Type** list and choose the correct account type according to the list below:
  - » If you are setting up **FTD Incoming Wire Receivable** in the **Name** field, choose **Accounts Receivable** in the **Type** field.
  - » If you are setting up **FTD Outgoing Wire Payable** in the **Name** field, choose **Other Current Liability** in the **Type** field.
  - » If you are setting up **Credit Cards** account in the **Name** field, choose **Bank** in the **Type** field.
- 6 Type the appropriate information into the remaining fields of the window.
- 7 Click **OK** after adding each account type.

In order to complete your Chart of Accounts, continue creating your remaining GL accounts in the **Chart of Accounts** window.

## Step 3: Assigning GL Account Numbers to Products

Assign the appropriate GL account numbers from your Peachtree or QuickBooks Chart of Accounts to each of the products in FTD Mercury through the **Product Entry** window. The **GL Account Number** field allows you to type in the GL account number to which each product or fee should be exported. You will need to repeat the process below for all of the products and fees in your product list.

**TASK** To assign GL account numbers to products:

- 1 On the **FTD Mercury Main Menu**, in the **Search** area, click **Product**. The **Product Search** window opens.
- 2 Type the product code, description, or part of the description and click **Search**. The **Get All** button will list all products in your product code database. You may also type the wire service name (for example, FTD) and then click **Get All** to retrieve all products for that wire service.
- 3 When you find the product you are looking for, double-click on the product to open the **Product Entry** window with much of the product's information filled in.
- 4 In the **GL Account Number** field, type the GL account number to which this product or fee should be exported. For example, if you assigned the 82669 account number to your Fresh Flowers Account in Peachtree or QuickBooks, type 82669 in this field for all fresh flowers products.
- 5 If all the information is correct, click **Save**.

**TIP**

To add a new product to your product list, click the Add button and the Product Entry window will reappear. For more information refer to [Adding New Products](#) on page 8–5.

## Step 4: Creating GL Export Defaults

Basic GL settings, such as bank and wire service account numbers are defined in Mercury Administration. See [GL Export Screen](#) on page 24–16 for more information on how to set up these default GL settings so your export will work properly.

## General Ledger Export Window

FTD Mercury keeps track of all your store’s transactions. During the General Ledger export process, your system will search through the file containing those transactions. FTD Mercury will then send all transactions made up to and through your chosen end (sale) date to their appropriate accounts in either QuickBooks or Peachtree. Once the file is sent to your third-party accounting software, all transactions included in the export are cleared out of the transaction file, so your system starts fresh after each export.

Transactions that are part of an open Point of Sale session will not be exported until a z-out has been performed and the session is closed.

Mercury orders attached in Order Entry will not be exported if they have one of the following order-related messages associated with them:

**Table 21-1: Order-Related Messages that Prevent Exports**

| Order Type      | Related Messages           |
|-----------------|----------------------------|
| Outgoing        | CAN Pending, DENY, CONfirm |
| Attach Incoming | FORward, REJect            |

## Exporting the General Ledger File

**IMPORTANT** Because your first export will include all transactions since you began using FTD Mercury, you should export all transactions prior to your first export. For example, if you wish to create a file for transactions occurring in August of 2000, but your system contains transactions prior to August, you will need to first export all transactions before and including July 31, 2000 by exporting with the end date of July 31, 2000. You should then create an export file with an end date of August 31, 2000. When you import the file in QuickBooks or Peachtree, be sure to import only the August 2000 file.

**TASK** To perform a General Ledger export:

- 1 On the **Management** menu, click **General Ledger Export**.
- 2 In the **End Date** list, click the arrow and select the cut-off date of the export. The export will include all billing records not previously exported, up to and including the date in this field.
- 3 The **File Name** field will display the path to the file that will be exported. To change this path, click the **Search** button and choose the new file to be exported.
- 4 Click the arrow in the **Store Name** list and choose the name of the store (if you have multiple stores) for which you wish to perform this export.
- 5 Click **Export**.
- 6 Click **Yes** to overwrite the previous file that was exported (this will not affect your General Ledger Export History), or **No** if you wish to send a file without overwriting the previous one.

**NOTE** Once your FTD Mercury transactions have been exported to QuickBooks or Peachtree, any updates to those transactions cannot be imported into those programs through a second GL export. Instead, you will need to change the transaction information manually in either QuickBooks or Peachtree.

## General Ledger Export History Window

The **General Ledger Export History** window allows you view the date of each export as well as the credit and debit totals for each export. You may also use this feature to return to a previous export run so you may recreate or delete the most recently run file.

**TASK** To return to a previous export run so you can re-create or delete the most recently run file:

- 1 On the **Management** menu, click **GL Export History**.
- 2 In the **Store Name** list, click the arrow and select the store for which you want to view export history.
- 3 When the **General Ledger Export History** window populates with export run dates, select a run date and click **Export** to create the export file.
- 4 Follow the General Ledger export process as you normally would (see [General Ledger Export Window](#) on page 21–4) or click **Delete** to delete the selected export run.

