



Aspect Software, Inc.
Back-office software for restaurateurs

User's Guide & Answers to Frequently Asked Questions for Exporting Sales, Invoices, and Payroll.
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Overview - Exporting Payroll

Aspect exports payroll information to a number of popular payroll services and accounting packages.

The payroll services supported include: ADP, Paychex, PcPayroll, PrimePay, RapidPay, Topps, Millenium, OneSource, Extra Pay, Pay Systems of America, Heartland/Paychoice, Summit and Co-Advantage Resources.

Accounting packages supported include: AG Edwards, BusinessWorks, Great Plains and MAS 90.

Your payroll company or package is not going to recognize the employee names that are imported to Aspect from your POS system and it will not recognize the job codes like 'server', 'kitchen', etc. either. Because of this, you will need to enter a number for each employee and a number for each job code that your payroll company or package can recognize.

Employee Numbers

You are probably already aware that your payroll company or package identifies employees by number. Before exporting, you need to enter the same numbers into Aspect. To do this, select Employee Records from the Payroll menu. Double-click on each employee and press the More button. The third field down, named 'Payroll Number' is where you will enter the payroll number for each employee.

If you are lucky, your payroll company or package might use the last 4 or 5 digits of the employee's social security number as their employee number. If this is the case, you can skip this step, assuming you have entered SSN's on your POS system. You will be given the option to use the SSN when you create the export file.

It is not likely, but if the employee number happens to match the POS Number that is being imported from the POS system, you can import this number into the Payroll Number field. To do this, select POS Definitions from the Settings Menu. Double-click on your POS system and then click Setup. Double-click on Employee Definitions or Employee Records. Note the number on the top right next to 'Index of Key'. Scroll down in the list at the bottom until you find 'Employee Payroll

Number'. Double-click on this line and enter the same number there next to Field. Press Ok to close these windows. The next time you import from the POS the payroll number will be imported as well.

If you are using an HSI POS system, the employee number might be included as a 'reference number' on HSI. If this is the case, you can import this number as the payroll number. To do this, select POS Definitions from the Settings Menu. Double-click on 'Hospitality Systems, Inc.' and then click Setup. Double-click on Employee Records. Scroll down in the list at the bottom until you find 'Employee Payroll Number'. Double-click on this line and enter 26 as the Field. Press Ok to close these windows. The next time you import from the POS the HSI reference number will be imported as the payroll number.

Job Code Numbers

To enter identifying numbers for each job code, select Job Codes from the Settings menu. You will need a list of the numbers used by your payroll company or accounting software to identify each job.

Double-click on any job code in the list. The identifying numbers will be entered on the right-hand side of the screen in the section labeled 'Job Number and Earnings Codes'. DO NOT change the number immediately to the right of the job code name. This number is used to identify the job code on your POS system.

Each payroll company and accounting package handles job codes a little differently. Here is how to enter the codes for each specific service or package:

For ADP and Topps, the only thing required is an identifier for the job code in the 'Regular Hours' field. If ADP uses E1, for example, enter that next to 'Regular Hours'. Leave the rest of the fields blank.

Paychex requires a 'Job Number' and earnings codes for 'Regular Hours', 'Overtime Hours', 'Tips' and 'Sales'.

PcPayroll, PrimePay and OneSource require only a 'Job Number'.

Millennium requires earnings codes for 'Regular Hours', 'Overtime Hours' and 'Tips'. A job number is not required.

Paychoice requires a 'Job Number' and earnings codes for 'Regular Hours', 'Overtime Hours' and 'Tips'. The Job Number entered is exported as the Labor/Dept. Code to Paychoice.

Summit requires a 'Job Number' and earnings code for 'Tips'

Co-Advantage Resources requires a 'Job Number' and earnings codes for 'Regular Hours', 'Overtime Hours', 'Tips' and 'Sales'.

Check with your payroll representative if you do not know what values to use when entering these codes.

Creating the export file

When you have entered employee numbers and job code numbers, you are ready to create the export file. To do this, select Labor Reporting from the Navigator, select Labor Detail Report and enter appropriate dates. When the report opens, right-click anywhere on the window and select the desired export routine from the pop-up menu.

If you are using social security numbers as the employee number, make sure to turn on that checkbox and set the number of digits to use.

If you are exporting to ADP, the export file names will be filled in for you when you enter the Company Code and Batch ID. For all other exports, enter a file name manually. The file name you enter will be the default the next time you export. If you do not specify a directory, the file(s) will be created in the Aspect folder. If you are not familiar with file names and folders, ask your system administrator.

When you have exported the file, you are ready to import it into your accounting package or into software provided by your payroll service. Consult the documentation provided with these packages for information on the import process.

Overview - Exporting Invoices

If you are entering invoices in Aspect to calculate inventory usage and cost, you can export these invoices to popular accounting packages including: BusinessWorks, Great Plains, MAS 90, Navision, Peachtree, Quickbooks and Solomon.

To do this, you will need to enter codes that your accounting package will understand for each inventory group (meat, dairy, etc) and for each vendor. You will NOT enter identifying codes for each inventory item in Aspect. Individual items are not exported to your accounting package, only the totals for each inventory group.

Inventory Group Codes

To enter codes for each group, select Inventory Setup from the Navigator and click on Inventory Groups. Double-click on any group. You will notice a space for a G/L Account for that group. This is where you enter the code used by your accounting package to identify the group.

If you are exporting to Quickbooks, you will enter the Quickbooks account number if you are using numbers in Quickbooks. Otherwise, you will enter the text description used by Quickbooks, for example, 'cost of sales:food'. Sub-accounts in Quickbooks are separated by a colon (:).

You do not have to export each group to a separate account in your accounting package. For example, all of the food groups defined in Aspect might be exported to a single Food account in your accounting package.

Vendor Codes

To enter identifying codes for your vendors, select Inventory Setup from the Navigator and click on Vendors. Double-click on any vendor. To the right of the vendor name is a place for a Code. Enter the number used to identify the vendor in your accounting package here. DO NOT enter anything in the line labeled 'G/L Account'. This field is no longer used.

If you are exporting to Quickbooks, you do not need to enter a code for each vendor. However, you do need to make sure that the vendor names in Aspect match those in QuickBooks exactly. If they are spelled differently, Quickbooks will add a new vendor during the import using the spelling in Aspect. Case does not matter, but spelling and spaces do.

Creating the Export File

When you have entered codes for each inventory group and vendor, you are ready to create the export file. To do this, select Inventory Maintenance from the Navigator and click on Invoices. Right-click anywhere on this window and select the appropriate export routine from the pop-up menu.

Enter the name you wish to use for the export file. If you do not specify a folder, the file will be created in the Aspect folder. If you are unfamiliar with file names and folders, check with your system administrator.

Select the range of dates that you wish to export. Also, turn on the appropriate checkboxes in the 'Invoices paid by' section. Generally, you will turn all of these on to make sure you export every invoice. Most users don't record the way an invoice was paid in Aspect. If you do, then you can select which checkboxes you wish to turn on.

When you enter an invoice in Aspect, there is a checkbox on the bottom left that indicates whether or not the invoice has been 'Posted to A/P'. A check here means that the invoice has already been exported. If it's not checked, it hasn't. When you create the export file, there are two checkboxes at the bottom of the export window that let you determine which invoices to export. Generally, you will want to leave the one labeled 'Export invoices that have already been posted' turned off, and the one labeled 'Mark invoices as posted after exporting' turned on. This will cause the program to export only those invoices that have not already been exported and to mark each invoice as posted when it is exported.

If you need to export a group of invoices a second time, turn on the checkbox labeled 'Export invoices that have already been posted'.

When you have created the export file, you are ready to import it into your accounting package. Refer to the documentation supplied with your accounting package for instructions on importing the file. It's a good idea to back up the data in your accounting package before importing.

Overview - Exporting Sales

Sales information imported from your POS system including sales, tax, discounts, charges, etc. may be exported to several popular accounting packages including: Great Plains, Quickbooks, Peachtree and MAS 90.

Sales information is exported in the form of a general ledger transaction. The transaction consists of debits and credits and the sum of the debits must equal the sum of the credits.

To illustrate this, suppose you had \$1000 in food sales that you wanted to export. You couldn't just export \$1000 in food sales because you've got to have both debits and credits. What you could do is export \$1000 in food sales and \$1000 in cash indicating that you sold \$1000 worth of food and deposited \$1000 in the bank.

Before you even begin to set up the export routine in Aspect, sit down with a piece of paper or a spreadsheet and decide what you are going to export. Use actual numbers from a particular day and organize them into two columns - debits and credits. When you add up the debits they must equal the credits. They simply must. If they don't, keep working on it. Your accounting package will reject the export if they do not add up.

For an idea of what you should be putting into the transaction, select Daily Sales from the Sales Reporting tab of the Navigator and take a look at the daily sales report in Aspect. Your debits will include all of the sales and tax figures listed on the left. Your credits will include the charges and other deductions listed on the right. Over/short will be treated as a debit that can be either positive or negative.

When you've listed all of the fields that will go into the transaction and you have used numbers from an actual day to ensure that they balance, you are ready to create the export routine in Aspect.

If this all sounds foreign (even if it doesn't), you may want to speak with your accountant about helping you with this. You can also find people who specialize in providing support for various accounting packages.

Importing a Chart of Accounts From Your Accounting Package

When you create the export routine in Aspect, you will list each number that you want to export and the G/L account that number will go to in your accounting package. To make this easier, Aspect will import a list of G/L accounts from your accounting package so you do not have to key them into Aspect. Refer to the documentation supplied with your accounting package for instructions on exporting the list of G/L accounts. Try to export the file to the Store1 folder located beneath the Aspect folder.

If you are using Quickbooks, also include classes and vendors in the export.

Creating the Export Routine

In order to create an export file from Aspect, you will need to define the transaction that will be exported. To help with this, select Sales Setup from the Settings Menu and then select Sales Input Setup. This window displays a list of all the numbers displayed in Aspect's Daily Sales report. You will see a description of each number and a field in the column labeled 'Field1' that defines the number to be displayed. Select Print from the File menu to print this list. Chances are that the transaction you created on paper includes the numbers listed in this window.

To create the export routine, select Sales Reporting in the Navigator and then click on Daily Sales. Click the Export button. Select the accounting package that you will be exporting to and press Setup.

Before you do anything else, turn on the checkbox at the bottom labeled 'Include this transaction in the export'. Next, select 'Load Chart Of Accounts' and select the chart of accounts that you exported from your accounting package.

You are now ready to list each of the numbers that will go into the transaction. Double-click on the first line in the scrolling list. In the drop-down list at the top, select the field that you wish to export, for example, 'Actual Food' to export food sales. Refer to the list you printed to determine the appropriate field.

In the drop-down list next to 'Account', select the G/L account that this number will go to in your accounting package. The account type should be filled in for you if you imported the chart of accounts from your accounting package. If you did not import a chart of accounts, you may enter the account number and account type manually.

The Credit/Debit field will probably be the opposite of what you expect. Sales figures will be debits. Charges and discounts will be credits. Select 'Reverse Sign' on the line you add for over/short.

If you are exporting to Quickbooks, you may also enter a class. In Quickbooks, you must also indicate which numbers represent sales tax and a vendor for those numbers.

When you have defined all of the lines in the transaction, press Close.

Creating the Export File

To export the file, select Export from the Daily Sales Report and enter a name for the export file. If you do not specify a folder, the file will be created in the Aspect folder.

Enter the starting and ending dates of the range that you wish to export. The checkbox labeled 'Mark records as posted after exporting' should be turned on. The checkbox labeled 'Export records that have already been posted' should be turned off. If you need to export the same range of dates a second time, turn this checkbox on. A 'Batch Id' is only required for MAS 90 and Great Plains.

Press Ok to create the export file. If any of the exported transactions are out of balance, you will see a message indicating this. If this happens, you must edit the transaction as before and make certain that the debits and credits balance. To help with this, you might wish to open the exported file in Notepad or Excel to view the numbers that were exported.

When you have created an export file with no out-of-balance transactions, you are ready to import it into your accounting package. Refer to the documentation provided with your accounting package

for information about importing the file. It's a good idea to back up the data in your accounting package before importing.