Accounts Integration User Guide

Introduction

Elite offers the functionality to import Audit Trail Nominal Journals into most third party accounts packages such as Sage and Xero. This guide is designed to detail how to create journals, batch them together and extract the journal from the system.

Undefined Sales & Analysis Codes

For the journals to be created successfully, all analysis codes should be allocated a corresponding account code taken from your accounting software. If there are any analysis codes that do not have an account code entered, the journal creation process that runs overnight will fail.

If department codes are also required to be specified, they should be entered as the account code, hyphen, department. For example ,1234 would be the account code and 56 is the department:

1234-56

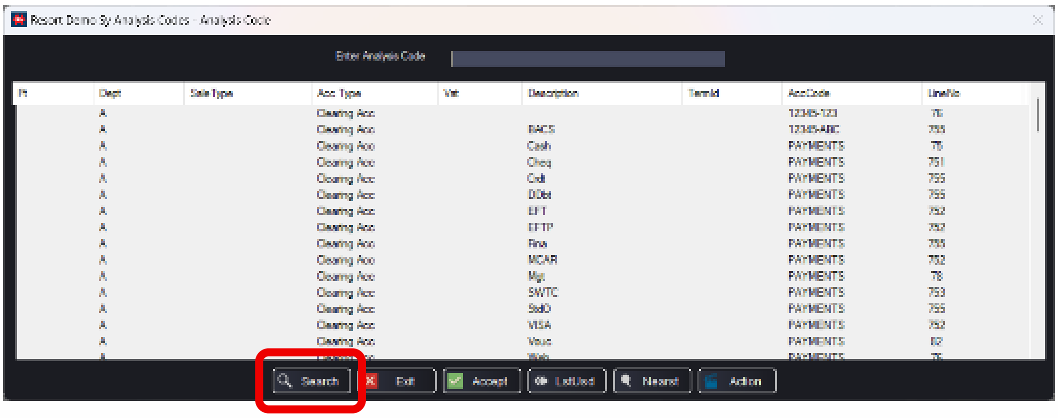
Any analysis codes not required in the accounts system should be set to your suspense or mis-posting code (usually 9999/9998 etc). This may be for example Cost of Sales and Inventory, or Fees Due.

Analysis codes that have the same description, are pointed to the suspense/mis-postings account code and balance to zero will not generate data in the journal at all. Where the analysis codes have different descriptions (e.g. COS, Stock and Inventory) data will be generated in the journal so therefore the 9999999999 account code may need to be set up in your accounts package, however if all related codes are pointed they should balance to zero.

To check that all analysis codes have an account code:

1. From the Elite Desktop, select **Financials > Club Name > Analysis Codes**

2. On the analysis code filter screen, select **Search**.



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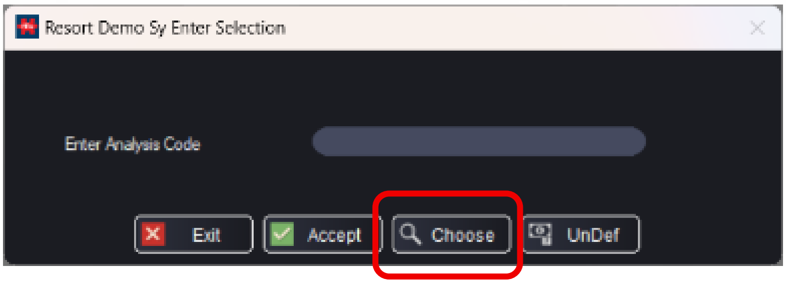
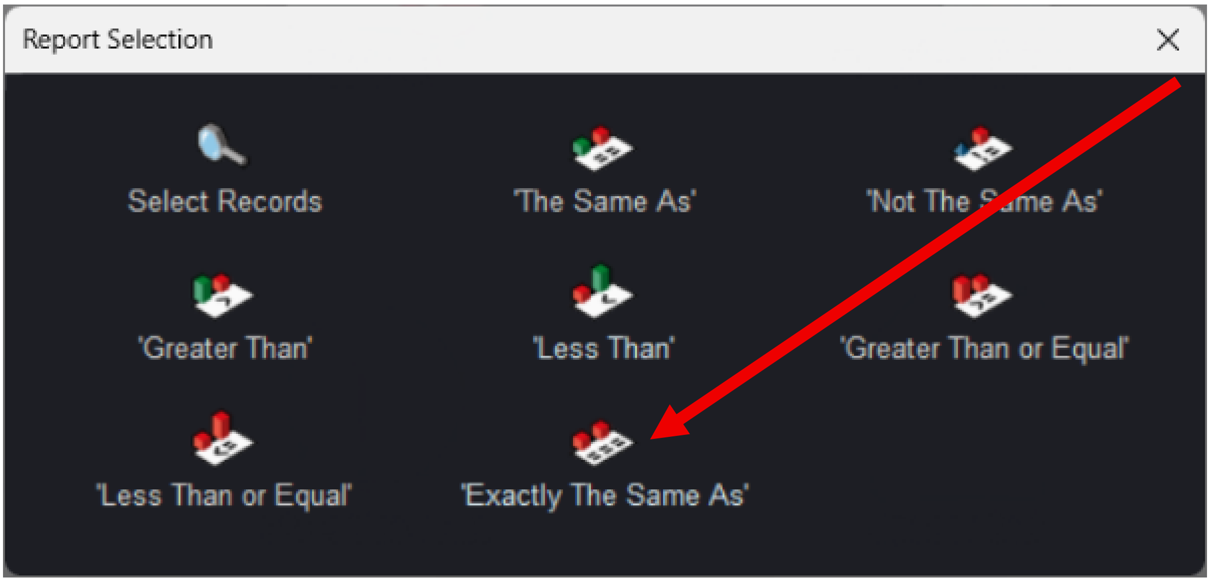
3. On the next screen, select **Choose**.

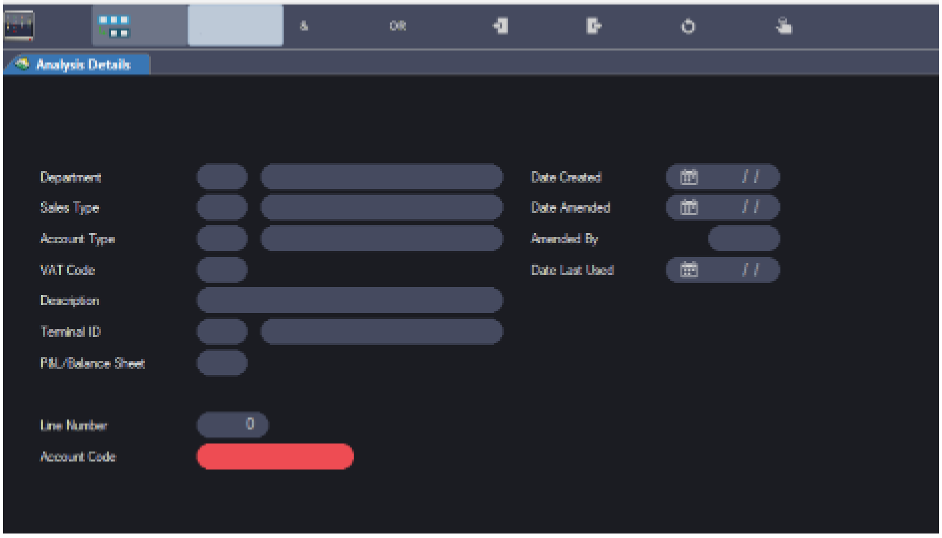


This will bring you to the **ESP comparison logic tool** that will allow you to search the analysis codes.

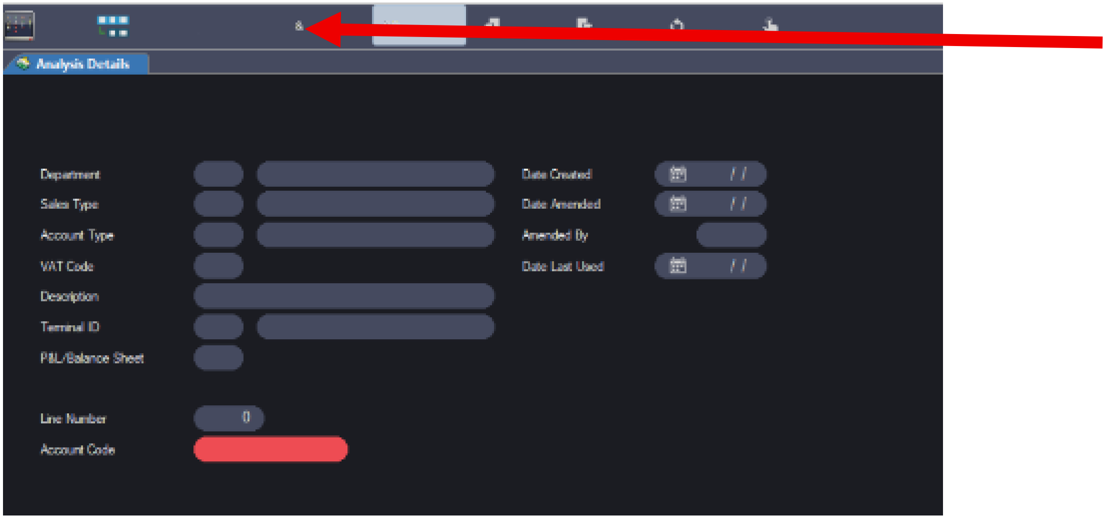
4. Click on **'Exactly The Same As'**



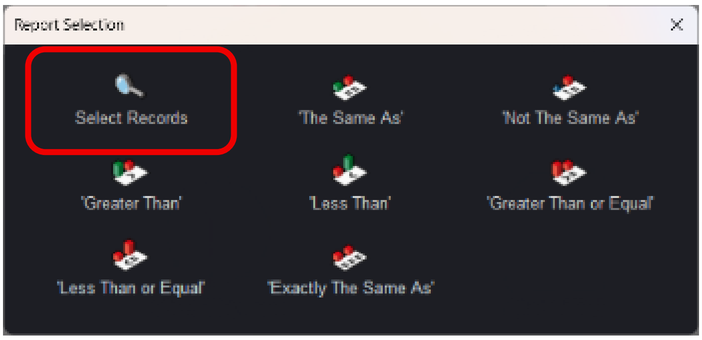
5. Next, click into the field **labelled Account Code** and click **Select** on the toolbar at the top of the screen followed by the **Enter** button on your keyboard. The Account Code field should then turn red as shown below.



6. Now select **'&'** (AND) from the toolbar at the top of the page.



7. Select **Select Records** from the on screen menu.



This will produce any analysis codes that do not have an account code set against them. These can be assigned an account manually in the column labelled **AccCode**.

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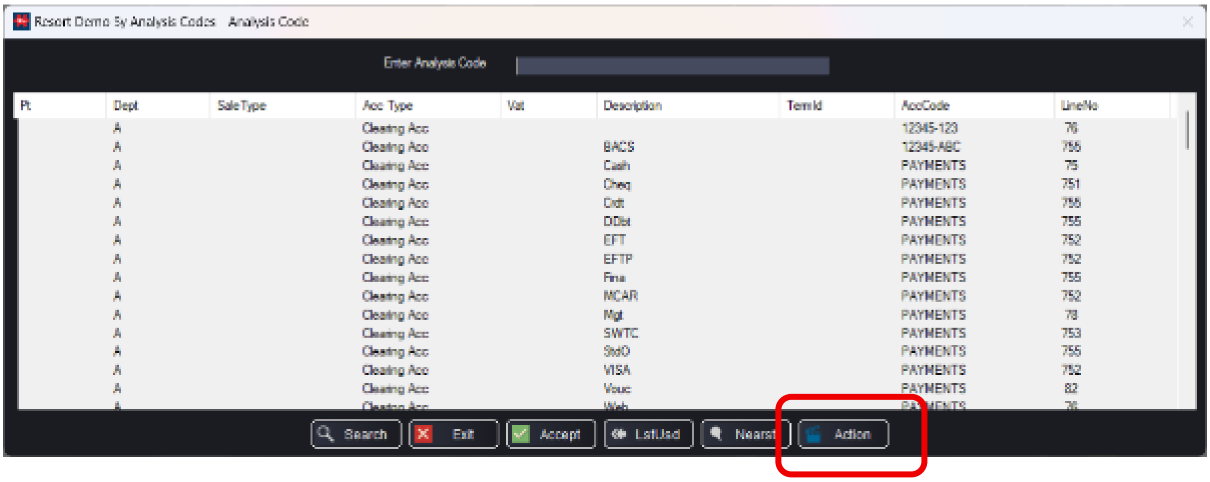
Generating the Journals

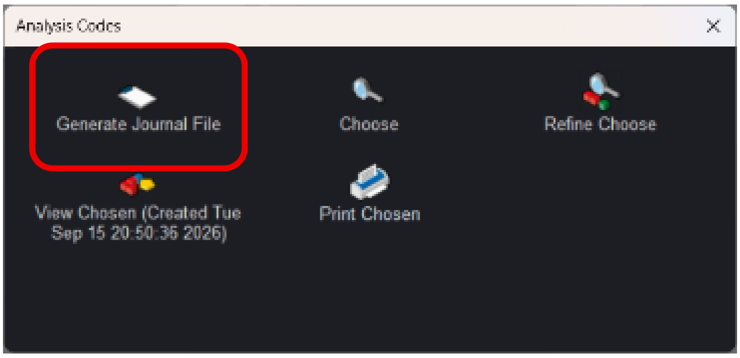
When all analysis codes are allocated an Account Code from your accounts package software, Elite will create a daily journal overnight for the previous full day's trade. If this has not been successful, the first user to login in the morning will be prompted that there are Undefined Accounts Codes. These will need to be pointed before the journal for the previous day can be created. See our Analysis Code Pointing User Guide for assistance if needed.

Once the Account Codes have then defined, it is possible to manually force the creation of any historic journals rather than waiting for the next day:

8. To manually create the journal, From the Elite Desktop, select **Financials > Club Name > Analysis Codes** .
9. Select **Action** from the analysis code filter screen.



10. From the next menu, select **Generate Journal File**.



If successful, you will be returned to the menu screen. If there are any issues such as analysis codes without an account code, an error message will display. If there are no journals to manually create, the Generate Journal File option will not display on the Action Menu.

Journals are stored on the ESP server and can now be batched together to import into your accounting software.

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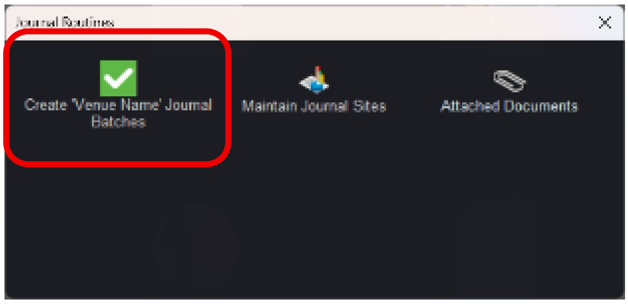
Generating the Batch Journal File

Journals can be created in batches so that multiple days can be amalgamated into a single journal for import. When batching journals together, Elite will automatically batch journals from the date that the last batching routine was completed up until the last full day of trade.

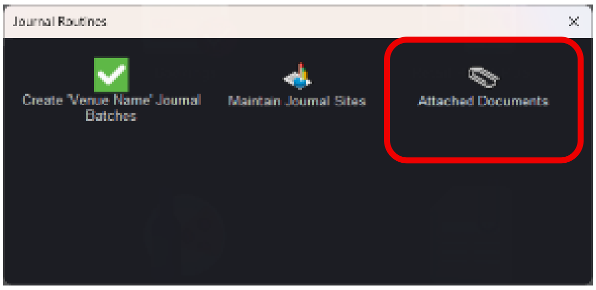
To batch journals together:

11. , From the Elite Desktop, go to **Financials > Club Name > Accounts Journal Routines**
12. Select the option to **Create (Club Name) Journal Batches.**

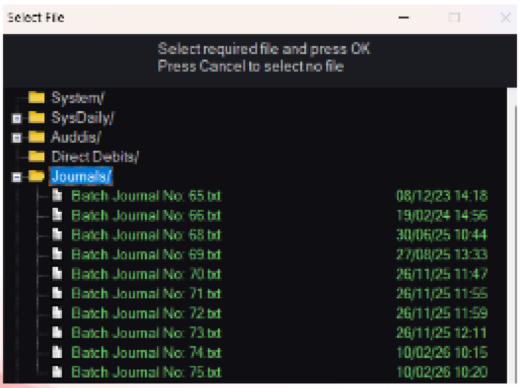


If successful, you will be returned to the same menu. If there are any issues, such as undefined sales, you will see an error message on the screen detailing the issue which will need to be resolved before attempting this routine again.

13. To retrieve the Batch File, select the **Attached Documents** option from the **Accounts Journal Routines** menu.



14. Batch Journal files stored under the folder named Journals (the name of this folder may differ depending on the site set up). Locate the desired batch journal and double click to open it on your PC desktop.



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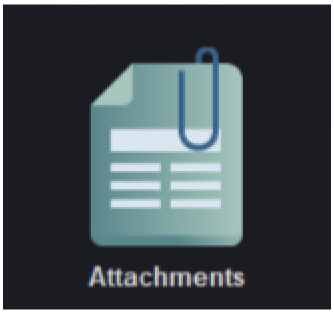
15. You can also access the batch journal files from the **Attachments** area on the Elite Desktop.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.