

Passport  
Business  
Solutions™

**PBS Version 12.03**

Interface to CounterPoint™ 7



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Passport Business Solutions  
Interface to CounterPoint™ 7  
Updated 02/10/2014

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# Table of Contents

<b>Accounting Interface Overview .....</b>	<b>8</b>
<b>Interfacing CounterPoint to PBS Accounts Payable .....</b>	<b>9</b>
CounterPoint Configuration .....	10
General CounterPoint Setup.....	10
Vendors Setup.....	10
CounterPoint Export Setup .....	11
<b>Passport Business Solutions Configuration .....</b>	<b>17</b>
Import setup.....	17
Data Synchronization.....	17
Account numbers.....	17
Vendors.....	17
Using multiple companies in Passport Business Solutions.....	17
<b>Exporting Accounts Payable Data from CounterPoint.....</b>	<b>19</b>
Overview.....	19
Running the “export” .....	19
Finishing the “export” .....	21
<b>Importing Into PBS Accounts Payable .....</b>	<b>23</b>
Export file location .....	23
Pre-import considerations.....	23
Safeguards.....	23
Special Situations .....	23
File naming.....	24
Import File location and locking.....	24
Unix issues .....	24
Running the Import .....	24
Payables Edit list .....	26
Error Messages During Voucher Import.....	26
Voucher Import Report .....	27
<b>Interfacing CounterPoint to PBS General Ledger .....</b>	<b>33</b>
Overview.....	33
Multi-Company INtegrlty .....	33
CounterPoint Configuration .....	33
<b>PBS General Ledger Configuration .....</b>	<b>42</b>
Exporting General Ledger Data from CounterPoint.....	42
Settings required for proper export .....	43
Exporting .....	44

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Importing into PBS General Ledger Distributions .....	44
Export file location .....	44
Unix/Linux issue .....	45
The PBS Distributions Import Process .....	45
Distributions Import Messages and Error Report .....	46
Multi-company integrity .....	47
<b>PBS Account Linking and Maintenance.....</b>	<b>48</b>
Cross Reference List .....	48
Automated Cross-reference Creation .....	49
Account number Synchronization .....	51
<b>Utilities .....</b>	<b>52</b>
Location of Export/Import Files .....	52
Vendor Data Interface.....	53
Transferring vendor data from CP to PBS .....	56
Running the CP Vendor Export.....	56
Running the Import into Passport Business Solutions .....	56
Transferring vendor data from PBS to CP .....	59
Running the Export from Passport Business Solutions .....	59
Running the CP Vendor Import.....	60
Valid G/L Accounts Data Interface.....	60
Transferring account data from CP to PBS .....	60
Transferring account data from PBS to CP .....	61
<b>Passport Business Solutions Interface Technical Data.....</b>	<b>64</b>
The Voucher Import File .....	64
Voucher record layout.....	64
Voucher field dependencies and requirements .....	67
Distribution record layout .....	68
Voucher import logic .....	69
General Ledger Distribution Import record layout .....	70
<b>Key Terms .....</b>	<b>72</b>

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# Accounting Interface Overview

This document explains the setup and usage of the interface to PBS from Counterpoint version 7.x. If you have Counterpoint Version 8.4 or higher use the SalesPoint documentation.

The accounting interface provides a means of importing Accounts Payable vouchers and General Ledger distributions into Passport Business Solutions from an external purchasing or accounting system. It saves you the time of having to manually enter vouchers into Passport Business Solutions Accounts Payable and distributions in General Ledger that have already been entered in another accounting system.

The import also facilitates the translation of account numbers, so the account numbers in Passport Business Solutions do not need to match the account numbers used in the interfaced system.

Most of this document was written specifically for exporting from CounterPoint and importing into Passport Business Solutions. The import voucher and distributions programs in Passport Business Solutions can be used to import data from other accounting and purchasing systems as well.

The Valid G/L Account and Vendor exports and imports were written to specifically allow data to be shared between Passport Business Solutions with CounterPoint. These utilities are useful when implementing a new system because it reduces data entry by moving the data from one system to the other.



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## Interfacing CounterPoint to PBS Accounts Payable

This chapter describes how to interface CounterPoint (CP) to Passport Business Solutions Accounts Payable (A/P). This interface allows you to export voucher receivings entered in CP and import them into Passport Business Solutions A/P payables file (vouchers). After the vouchers are brought over, you can review them in payables entry, print an edit list, and then post them.

The interface is implemented using an export from CP and an import into Passport Business Solutions. There are two main steps for setting up the interface. The first step is to setup CP for export. The second step is to setup Passport Business Solutions Accounts Payable for import.

Once the setup is complete, you will then be able to interface by following two steps. The first step is exporting selected receivings in CP (known as “Vouchering Receiving”). The second step is running the import into Passport Business Solutions A/P. The frequency at which you decide to interface CP to Passport Business Solutions A/P is up to you. You can do it hourly, daily, weekly, monthly; whenever you decide.

It is recommended that you read this entire chapter before following any of the setup procedures. This will insure that you understand the concepts of what is trying to be accomplished, and apply this to your own unique situation.

The linking of the Passport Business Solutions and CP account numbers is a prerequisite for the interface to work. The information on how to do this is in the Passport Business Solutions Account Links chapter in this document.

Also be aware that because CP and Passport Business Solutions are separate systems, and the integrity between them needs to be maintained manually. If you use multiple companies in the Passport Business Solutions and CP, you will need to insure company synchronization when performing these setup procedures, and when performing the actual interface.

This means you should always be aware of which company you are working with in one system so as to insure using that same company in the other system.

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## COUNTERPOINT CONFIGURATION

This section details the specific steps necessary to setup CP. You do not need to refer to the CP manuals for any of these steps.

If you need more CP information, refer to the CP “Getting started” document (gs.pdf), chapter 16. Note: The document name and data can change; contact your CounterPoint support person if you cannot find this information.

### GENERAL COUNTERPOINT SETUP

In order to allow “exporting” vouchers in CP, you need to have the “Keep received P.O. history” flag set to Yes. To do this, run:

Setup > Purchasing > Control

And insure that this flag is set to Yes. This will cause P.O. receiver history to be kept, which is needed when you export the vouchers.

### VENDORS SETUP

Please bring up the Vendor maintenance screen by running:

Inventory > Vendors > Vendors

#### 11. A/P Sync ?

This field is not applicable to the “Export” mode of interface, which is what we are using. It only applies to the “Direct” interface type. Thus I am just pointing it out so you can ignore it.

#### 12. A/P Vend #

The A/P Vendor number field can be used to create a cross-reference between your CP vendor number and your Passport Business Solutions vendor number. You will need to use this field if your CP vendor number does not EXACTLY match your Passport Business Solutions vendor number.

To use it, enter your Passport Business Solutions vendor number as it appears on your Passport Business Solutions vendor maintenance screen into field number 12.

The field is not required. If it is blank, then the CP vendor number will be exported. Thus for those CP vendor numbers that match your Passport Business Solutions vendor numbers, leave this field blank. For those that do not match, enter the Passport Business Solutions vendor number.

If you are entering a Vendor in CP first and will enter the Vendor in Passport Business Solutions later, remember that you can only enter up to 6 characters in this field and it has to be a unique number.

## COUNTERPOINT EXPORT SETUP

From the CounterPoint menu run:

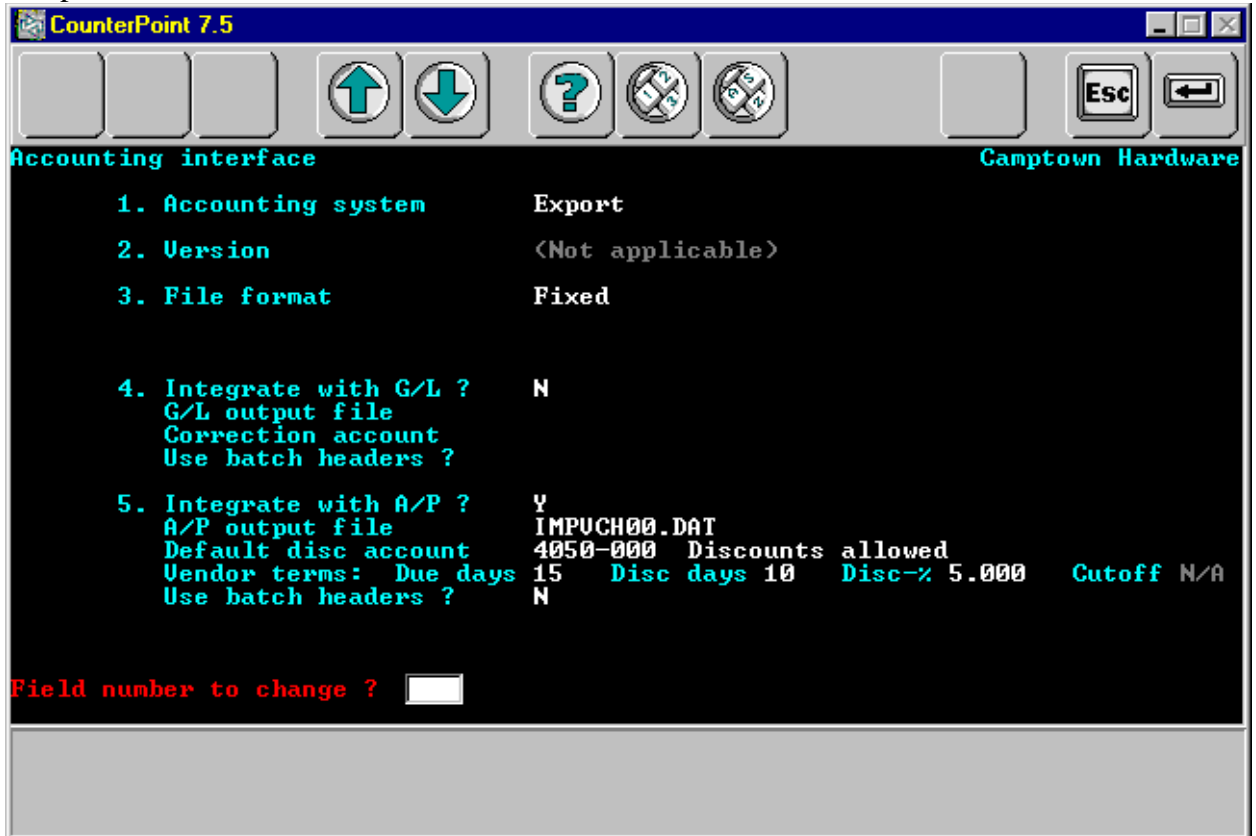
Setup > System > Accounting Interface

Note: Starting with CP Version 7.5.5 you will find it on this menu path:

Setup > Accounting > Interface

## SCREEN ONE SETUP

Setup your screen the same as the following screen shot, but refer to the following exceptions:



The only fields that can differ from above example are “A/P Output file”, “Default discount account”, and “Vendor Terms”. See the CounterPoint Output File section below for details on the file name.

**Note:** If you are using the G/L interface, field #4 will differ from the above example.

## COUNTERPOINT OUTPUT FILE

---

The file name used here must be IMPVCH???.DAT. The ?? is equal to the Passport Business Solutions company ID that corresponds to the company in CP. For example, if the CP company corresponds to your Passport Business Solutions company 00, then the file name in the example above is the one to use.

No path has been entered in the above example. Thus, the export file will be located in the top level CP directory after exporting vouchers. Prior to import into Passport Business Solutions A/P, it will need to be manually moved to the Passport Business Solutions top-level directory. This is because the Passport Business Solutions A/P import requires the file to be in that location.

If there is enough room to enter a path to the Passport Business Solutions top-level directory, then you can enter it with the file name. This way you will not have to manually move the file after export.

Some entries that include a path might be (For Passport Business Solutions Company 00):

Using a Universal Naming Convention (UNC)

```
\\Win_2000\PBS\IMPVCH00.DAT
```

Using a mapped drive letter:

```
G:\PBS\IMPVCH00.DAT
```

Be careful when using drive letters because they are mapped to the computer that is running the CP software. For example, one computer's G: drive can be mapped as the P: drive on another computer. Verify drive letter uniformity on your system if you use this method.

Single user running everything on a local drive:

```
C:\PBS\IMPVCH00.DAT
```

**(UNIX)** For information on mounting NFS drives and going from UNIX to Windows and vice-versa, contact your systems administrator.

The file naming conventions will change when moving to a different operating system environment. Windows to UNIX, Linux to Windows, etc.

## **DEFAULT DISCOUNT ACCOUNT AND VENDOR TERMS**

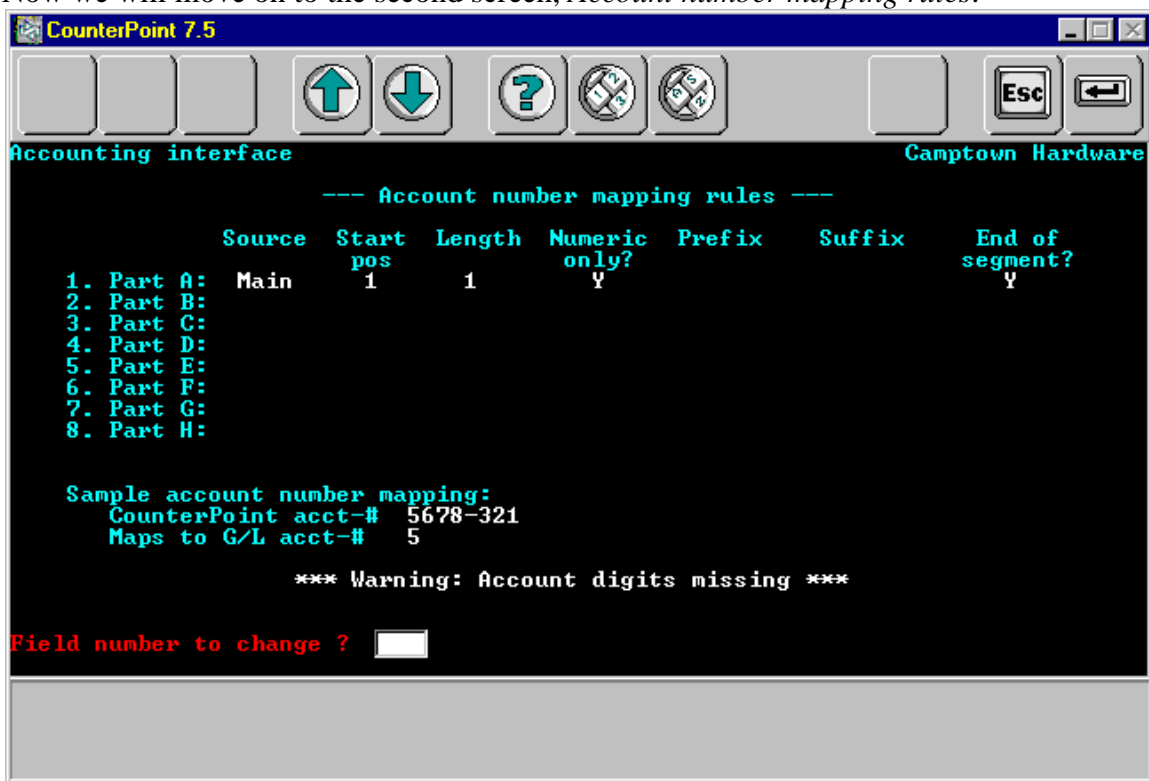
These fields are used when you voucher receivings (export) in CP. They are only used to help speed up the entry of the fields on each voucher you export by allowing you to use these as defaults. Enter values here that reflect the terms that match the majority of your vendors.

When importing the payable entries into Passport Business Solutions, there is an option to use the Passport Business Solutions Vendor terms. If you choose to use the due days, discount days and discount percentage from the Passport Business Solutions Vendor record, then the value to these same CP setup fields are not important. The export file will still contain the data for these fields, but they will not import into Passport Business Solutions.

**\*\* Warning \*\*** Make sure the field “Use batch headers?” is NEVER set to Y. It should always be N. This field has nothing to do with batches in Passport Business Solutions A/P. Batches in Passport Business Solutions A/P are discussed in the “A/P Import” documentation.

## SCREEN TWO SETUP

Now we will move on to the second screen, *Account number mapping rules*.



With the interface to Passport Business Solutions A/P, account linking (mapping) must be set up in Passport Business Solutions.

This CP screen requires entry of at least one field in order to move on to the remaining setup screens, so enter the following into field number one:

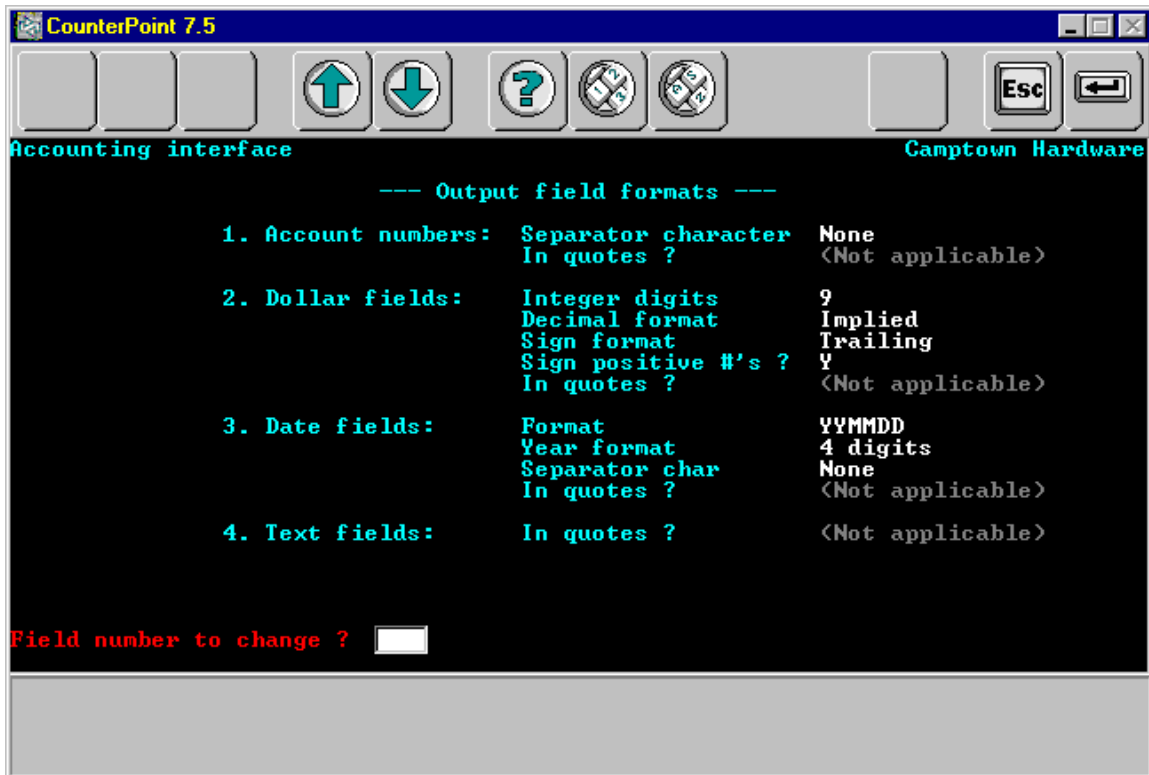
### FIELD 1. PART A:

Source	Enter 'M'
Start Position	Enter '1'
Length	Enter '1'

Numeric only?	Enter 'Y'
Prefix	Enter spaces
Suffix	Enter spaces
End of segment?	Enter 'Y'

### SCREEN THREE SETUP

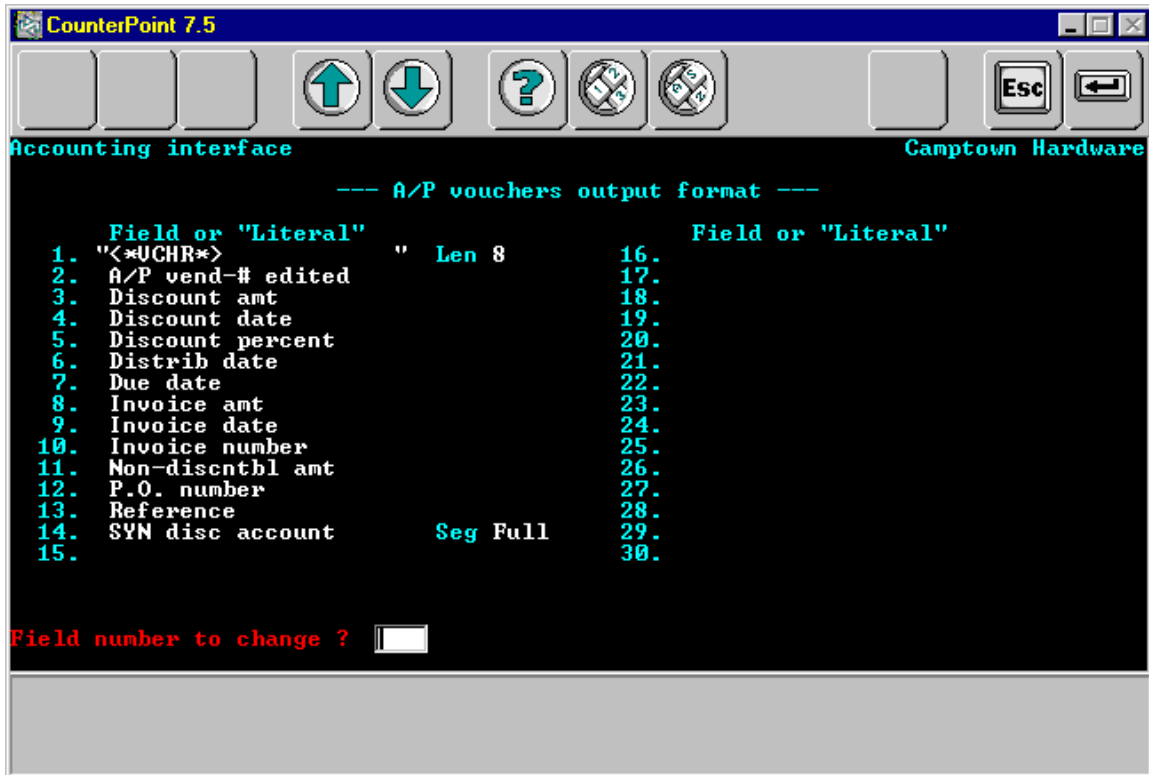
The third screen is *Output field formats*. This screen should be setup as shown below with no exceptions. Your fields must match the screen shot exactly.



After finishing this screen, you may see some G/L setup screens if you are using the G/L interface. Enter through these until you arrive at the "A/P vouchers output format" screen.

## SCREEN FOUR SETUP

On the *A/P vouchers output format* screen you must define the layout of the export voucher.



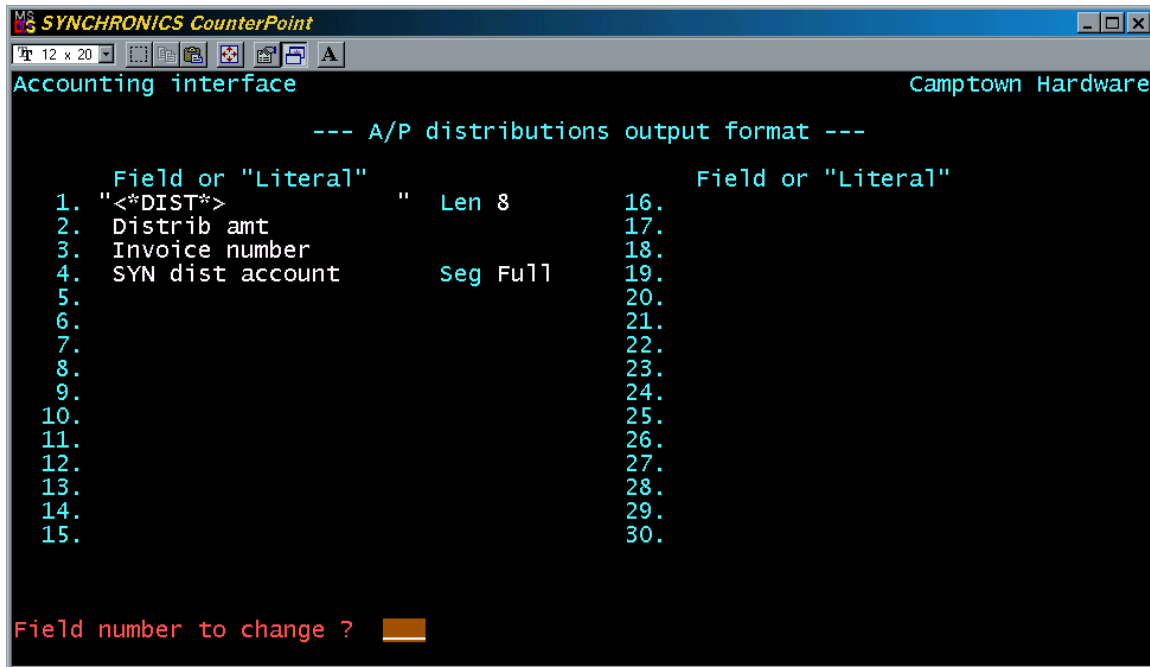
Enter the fields exactly as shown above.

**IMPORTANT:** The first field is a literal. It is used to designate the record type. It must be entered exactly as:

<\*>VCHR\*>

## SCREEN FIVE SETUP

Now we move on to the final screen *A/P distributions output format*. This is where we define the layout of the export distribution.



```
MS SYNCHRONICS CounterPoint
Accounting interface                               Camptown Hardware
--- A/P distributions output format ---
Field or "Literal"                               Field or "Literal"
1. "<*DIST*>"      "   Len 8                    16.
2. Distrib amt                               17.
3. Invoice number                             18.
4. SYN dist account      Seg Full             19.
5.                                             20.
6.                                             21.
7.                                             22.
8.                                             23.
9.                                             24.
10.                                           25.
11.                                           26.
12.                                           27.
13.                                           28.
14.                                           29.
15.                                           30.
Field number to change ?
```

Enter the fields exactly as shown above.

**IMPORTANT:** The first field literal is used to designate the record type. It must be entered as:

```
<*DIST*>
```

This concludes the voucher export setup in CounterPoint.



---

# Passport Business Solutions Configuration

## IMPORT SETUP

### DATA SYNCHRONIZATION

This section details how data in the Passport Business Solutions software must be kept in synchronization with data in the other accounting system.

### ACCOUNT NUMBERS

All imported account numbers (discount account and distribution accounts) will be looked up in the Passport Business Solutions external cross reference account list in order to determine the Passport Business Solutions account to use.

Even if the account numbers in the other accounting system match your Passport Business Solutions account numbers, you still need this list. This is because the imported account number may not match the internal representation of the account number in Passport Business Solutions.

To learn how to setup and use the cross-reference file, refer to Passport Business Solutions Account Links chapter of this document and Chapter 13 of the Passport Business Solutions System Manger PDF document (SY\_PBS.pdf) on the Passport Business Solutions product CD.

If any account numbers are added, changed, or deleted in either accounting system, the other system will need to be updated.

Note: If you do not need to import discount information on the vouchers or distribution records, then you do not need to setup the account cross reference.

### VENDORS

The vendor number on the import voucher must have an exact match in the Passport Business Solutions vendor file or it is considered an error and will not be imported. If any vendor numbers are added, changed, or deleted in either accounting system, the other system will need to be updated.

There are utilities that will export and import vendor data to and from the CounterPoint export format. Refer to the Utilities chapter in this document for more information.

## USING MULTIPLE COMPANIES IN PASSPORT BUSINESS SOLUTIONS

You must insure that you are always working in the same company under Passport Business Solutions that you are working with under the other accounting system. The

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import file name helps with this, as it must contain the two-character Passport Business Solutions company ID for the Passport Business Solutions company it is being imported into. See the *File Naming* section below for more information.

Helpful information for setting up the Passport Business Solutions external cross-reference file:

Step 1 - Print the external system's accounts

To do this under CP, Run:

Setup > Reports > System > Accounts

Step 2 - Setting up the Passport Business Solutions cross-reference file.

When entering the external system's account number, enter the account number as it appears on the report printed above in step 1. This is the account number that will be exported from CP during the interface.

---

# Exporting Accounts Payable Data from CounterPoint

## OVERVIEW

The export process in CP is accomplished by building an export file through selection of receivings to voucher. As each receiving is selected, it is added to the export file along with its distributions. When you are finished selecting the receivings you want to voucher, you will then import the file into Passport Business Solutions A/P. After the file is imported into Passport Business Solutions, Passport Business Solutions will delete it. You can then start the whole cycle over again.

CP has built in safeguards that will prevent you from vouchering the same receiver twice. It does this by flagging the receiver as having been vouchered, and will not permit it to be vouchered again.

Feel free to read the CP documentation in regards to exporting, but keep in mind that you need to follow the exact procedures that we outlined below for it to work with Passport Business Solutions.

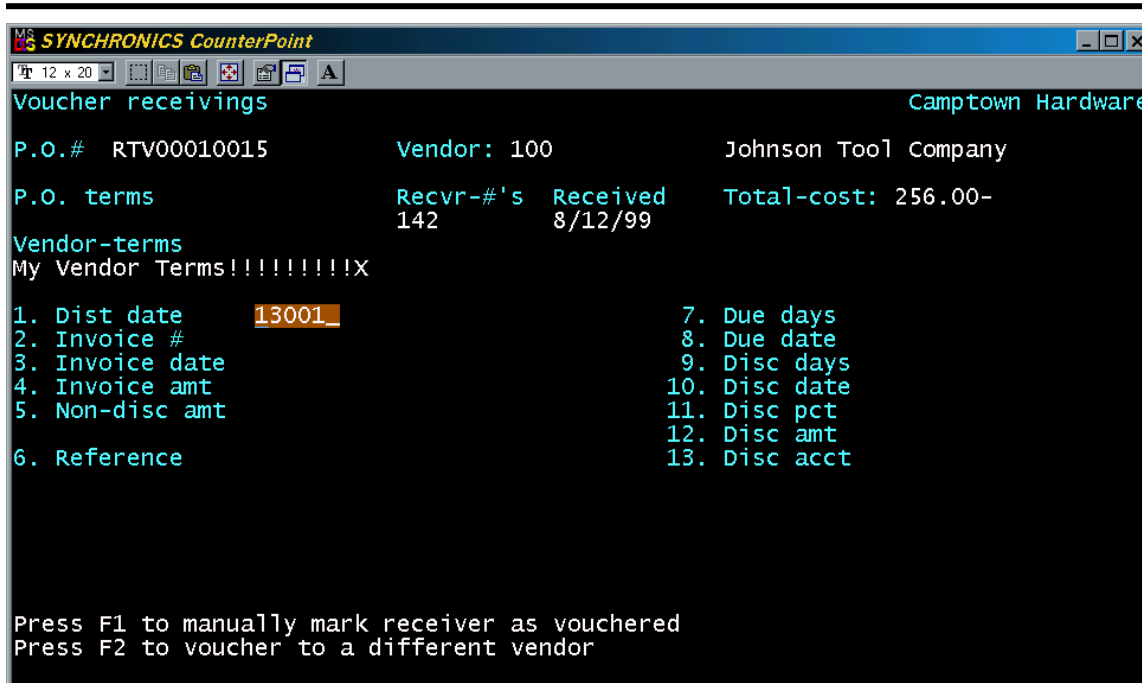
Note: The CP document is wrong in that it doesn't document the export mode when discussing how to voucher receivings. On the bottom of page 1510 of the User Manual (um.pdf) it states that if you answer "Y" to "OK to voucher this receiving?", it will create a voucher in your A/P. This is only true in the "Direct" interface mode. Under the "export" interface mode, it exports the voucher rather than creating it directly into Passport Business Solutions A/P.

## RUNNING THE "EXPORT"

To bring up the export screen select:

System > Accounting Interface > Payables > Voucher Receivings

Now select a P.O. and the receivers for the P.O. that you want to voucher. You will then be presented with the following screen:



### 1. Dist date:

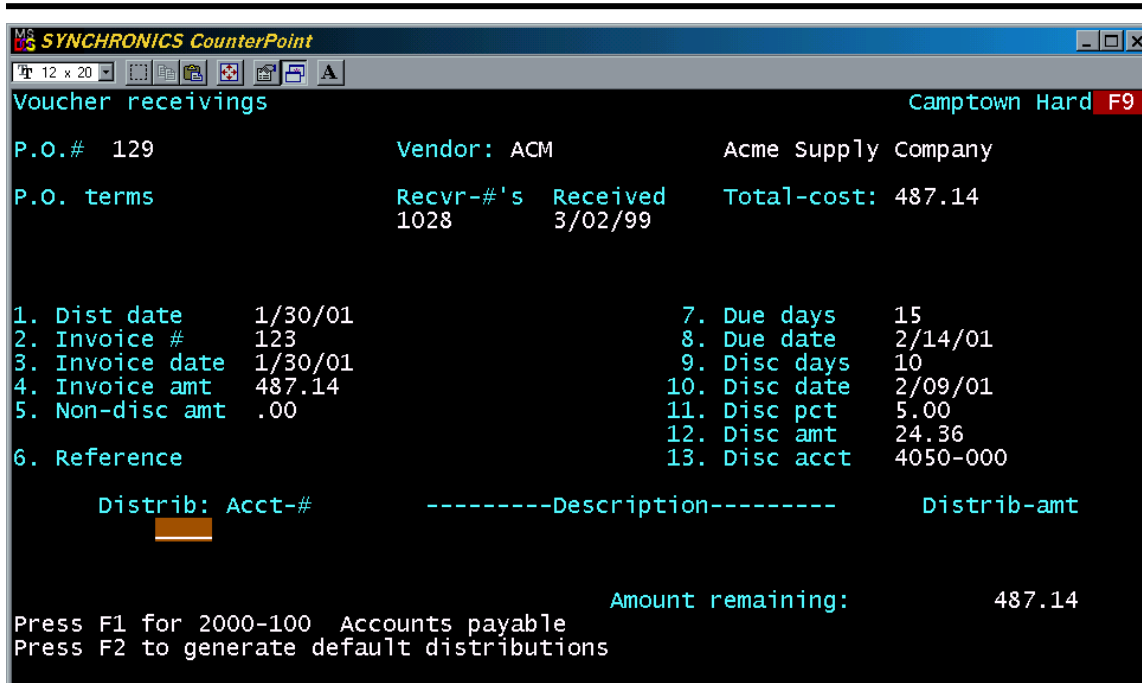
The <F1> key is used to manually mark receivers as vouchered. Doing this means an export record will NOT be created for the voucher. You may want to use this if you don't need to bring a receiving over to Passport Business Solutions A/P, but want to mark it as vouchered in CP.

F2 is used to create the voucher for a vendor other than the vendor to whom the P.O. was created. For more information, see "Factoring a voucher," page 1511 of the CP User Manual (um.pdf). The page number and document name could change. Contact Synchronics support if you cannot find the information. If you use this, the new vendor number that is entered will be the one exported with the voucher.

### Remaining fields:

Fill in the information you want to export into the remaining fields. All of these fields are exported as entered, except Due day(s) and Disc day(s). These two fields are only used on this screen to calculate the due date and disc date respectively.

After entering the voucher fields, you will be presented with the distributions area, as in:



Here you will be required to completely distribute the invoice amount. Each distribution you enter will be exported individually when the voucher is exported below.

After completely distributing the invoice amount, you will be asked “OK to voucher this receiver?” Answer Yes to complete the voucher and create the export records.

You should then see the message:

“Receiver vouchered to A/P - voucher-#### Press ENTER”

The #### represents the invoice number you entered on the voucher screen.

WARNING – If you don’t see this message and the screen just goes back to the “P.O. #” entry field, then it means that the program could NOT create the export records. This is a problem in CP where they do not display any file errors that occur when trying to write the export records. Thus if the export file is in use when you do an export, it will not work, and you will not see any messages. In this case, the receiving would not be marked as vouchered, so you can just voucher it again after resolving why the export file could not be written to.

## FINISHING THE “EXPORT”

After you are finished exporting all your vouchers, make sure to back out of the program until you get to the menu. If you don’t do this, the export file will remain locked.

Now you can run the import into Passport Business Solutions A/P > Payables... Import.

Note: You may want to bring the source documents you used to voucher the receivings over to Passport Business Solutions A/P to verify that all the vouchers import correctly.



---

# Importing Into PBS Accounts Payable

## EXPORT FILE LOCATION

The export file that was created in CP needs to be located in the top level Passport Business Solutions directory.

Please refer to how you setup your CP payables export to determine the location of the export file. If the export does not put the file directly into the Passport Business Solutions top-level directory, then you will need to manually move it there.

**IMPORTANT:** If you need to move the file, make sure that you **MOVE** it and do not copy it. If you copy the file, then the next export will be appended to the current one. This will cause the current vouchers to be imported a second time into Passport Business Solutions A/P!

## PRE-IMPORT CONSIDERATIONS

There are some considerations regarding the import.

### SAFEGUARDS

Start out slowly to insure everything is working properly. This means you should only export and import a few vouchers to start with. This will insure that everything is understood and functioning properly. Remember that after importing, you still have the ability to edit the imported transactions, and even delete them if you so choose. During the import, any errors and warnings that occur on an import record will be printed to the import report. The import report will also print totals for number of errors, number of warnings, number of vouchers created, and number of distributions created. After the import completes, the import file is deleted if there are no warning messages. This is done to insure that it is not imported twice. If errors occurred, you will need to correct them and run the import again. Record error and warning data can be found on the Voucher Import report as well as the import data itself.

## SPECIAL SITUATIONS

### *When using Batch Controls under A/P*

The import will prompt for a batch prior to importing. All vouchers imported will be assigned to the batch selected.

### *When using PBS Purchase Order*

No receiver numbers are brought over during the import. If receivers need to be assigned, you will need to do this manually after importing the voucher.

---

### *When using PBS Job Cost*

The import will only create “non job” distributions, meaning the distributions will not contain job numbers. If you want the distributions to apply to jobs, you will need to delete the distributions after importing, and re-enter them with appropriate job information.

#### **FILE NAMING**

The import file must be named as:

IMPVCH?? .DAT

The ?? represents the Passport Business Solutions company. Thus for company 00, the file name would be:

IMPVCH00.DAT

For company PS it would be

IMPVCHPS.DAT

#### **IMPORT FILE LOCATION AND LOCKING**

Prior to running the import, the import file must be located in the top level Passport Business Solutions directory.

This can be accomplished in one of two ways. First, the other accounting system can export directly to the file in this location. Second, you can manually move the file to this location after exporting from the other accounting system.

Prior to importing, the program will test the import file to see if it is in use. If not, it will lock it before importing the records. Thus if you are using the direct method, there may be file locking issues between the two accounting systems. See the *Running the Import* section below for more information.

#### **UNIX ISSUES**

If the import file is moved between a Unix and Windows system or vice versa, you will need to insure that proper FTP ASCII protocols are followed. This will insure that the correct CR/LF conversion is performed.

#### **RUNNING THE IMPORT**

This section details the step-by-step procedure for running the import in Passport Business Solutions.

See the PBS A/P documentation for details on how the file is backed up during import.

To start the import, select

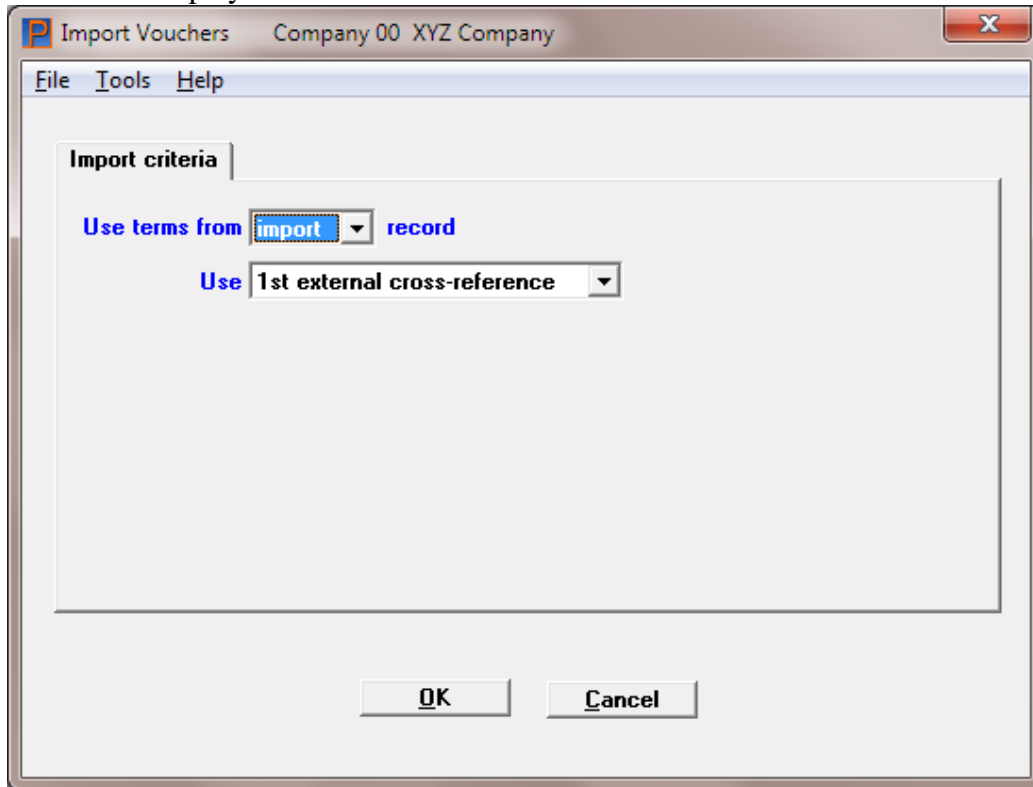


## AP > Payables > Import

If you are using batch controls in A/P, you will be prompted to enter a batch. This batch screen is the same as if you were entering the vouchers as opposed to importing them. The imported vouchers will be assigned to the batch you enter.

### Graphical Mode

Whether you selected a batch or you are not using batches the following graphical mode screen will display:



Enter the import terms.

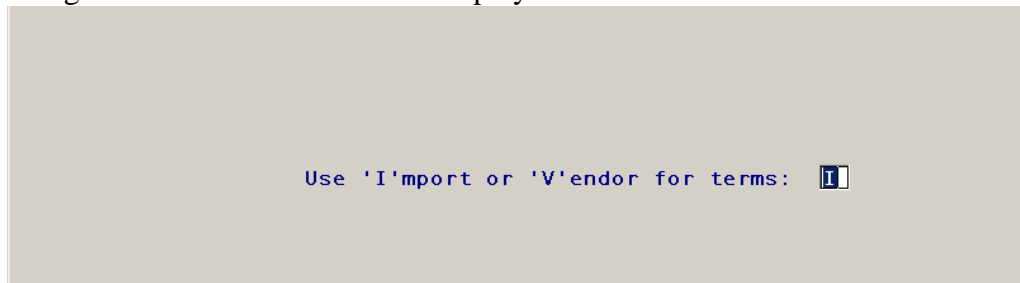
Select the cross reference setup.

Select OK to continue or Cancel to go back to the menu without importing.

The import starts. As records are imported, they are displayed on the screen. If there are errors with the data being imported a message displays; see [Voucher Import Report Error Messages](#). Go to [Payables Edit list](#).

### Character Mode

Using character mode this screen displays:



---

There are some potential error messages that could display. These are documented later in this section. Enter this field:

**Use 'I' mport or 'V' ender for terms:**

Choose **I** to use the terms from the import file or **V** to use the terms from the PBS vendor file.

**Do you want to continue?**

Enter **Y** if you want to continue or **N** to cancel the import.

**Enter cross reference:**

Select the G/L account cross-reference list that you have setup for the A/P import.

You must set up a G/L account reference list before you can import payables. You do this under *Account links* found on the Ctl menu.

**Are you sure ?**

Select **Y** to start the import, or **N** to abort the import.

If you select **Y** you will be prompted to enter a printer destination for the Import Report.

The import starts. As records are imported, they are displayed on the screen. If there are errors with the data being imported a message displays.

## **PAYABLES EDIT LIST**

After the import is completed, it is recommended that you print the Passport Business Solutions Payables edit list to view the imported vouchers. This should be done to validate that the totals from the export accounting system match the totals of the imported records.

## **ERROR MESSAGES DURING VOUCHER IMPORT**

Possible Import file error messages – These are the messages you may receive when starting the import:

***Import file not found***

Insure that the file is named correctly and located in the top level Passport Business Solutions directory.

***Import file is empty***

There are no records in the import file.

***Vouchers are on file. Ok to continue with import?***

The program will check to see if any vouchers are already on file. Select **N** to abort the import or **Y** to continue the import. This gives you the option to stop the import.

It is recommended that you only import into an empty voucher file. The payables file will only contain those vouchers that were imported.

***Errors found during import. Import file anyway ?***

Select **Y** to import the file or **N** to abort the process.

When the import is finished, you will be presented with one of three possible messages:

***Import completed, processed with errors***

---

This message indicates some or all import records had errors. You will need to correct the errors by editing the payables records. The report will have information about the errors. Also the edit list may help you find the errors.

***Import completed successfully.***

This message indicates some the records imported without errors.

## **VOUCHER IMPORT REPORT**

This report is printed during the import. It will list all the records imported as well as any warnings or errors that are found on the import records. All possible error and warning messages are described at the end of this document.

If any record receives an Error during the import, then all records will not be imported. The file will remain in the top-level Passport Business Solutions directory. If any record receives a warning, all records will still be imported.

The records printed on the report are imported exactly as they appear from the import file. The only exception is that the voucher record is longer than 132 characters, thus a record is wrapped to a second line.

To view the contents of specific fields in a record, refer to the Voucher record layout from this manual to see where the field is located in the record.

### *Voucher Import Report Error Messages*

The following are a list of the voucher import error messages with a description of each.

#### **DISTRIBUTION ACCT NOT FOUND IN CROSS REFERENCE**

The distribution account on the import distribution was not found in the account cross-reference file.

#### **VENDOR NOT ON FILE**

The vendor on the import voucher was not found in the Passport Business Solutions vendor file.

#### **VENDOR # IS BLANK**

The vendor number on the import voucher is blank

#### **NON-DISCOUNT AMOUNT IS NOT NUMERIC**

The non-discount amount on the import voucher is not numeric.

#### **NON-DISCOUNT AMOUNT INCONSISTENT WITH INVOICE AMOUNT**

This indicates one of two things based on the invoice amount. If the invoice amount is greater than zero, then it indicates the non-discount amount is greater than the invoice

---

amount. If the invoice amount is less than zero, then it indicates the non-discount amount is less than the invoice amount or it is greater than zero.

**INVOICE NUMBER IS BLANK**

The invoice number on the import voucher is blank

**INVALID DISTRIBUTION AMOUNT**

The distribution amount on the import distribution is either zeros or not numeric.

**INVALID DISTRIBUTION DATE**

The distribution date on the import voucher is either zeros or not numeric.

**INVALID INVOICE DATE**

The invoice date on the import voucher is either zeros or not numeric.

**INVALID INVOICE AMOUNT**

The invoice amount on the import voucher is either zeros or not numeric.

**P.O. IS FOR A DIFFERENT VENDOR**

This will only occur if you are using the Passport Business Solutions PO module and the P.O. # on the imported voucher was found in the Passport Business Solutions PO file. The error indicates that the vendor number on the import record does not match the vendor number for the corresponding Passport Business Solutions PO.

**INVC # ON DISTRIBUTION DOES NOT MATCH VOUCHER INVC #**

The invoice number on the import distribution record does not match the invoice number on the corresponding voucher.

**DISTRIBUTION WITHOUT VALID VOUCHER**

The import distribution record does not have any corresponding voucher record.

**UNKNOWN RECORD TYPE**

The import record is not a voucher or a distribution.

**ERROR WRITING BALANCING DIST. FILE STATUS = ##**

---

Indicates an I-O error occurred when trying to create a balancing distribution. This error should never occur, and indicates a severe problem. You should write down the message, and contact your support rep.

**ERROR WRITING NEW AP TRX REC. FILE STATUS = ##**

Indicates an I-O error occurred when trying to create the A/P transaction. This error should never occur, and indicates a severe problem. You should write down the message, and contact your support rep.

**ERROR WRITING NEW AP DISTRIBUTION REC. FILE STATUS = ##**

Indicates an I-O error occurred when trying to create an A/P distribution. This error should never occur, and indicates a severe problem. You should write down the message, and contact your support rep.

---

## *Voucher Import Report Warning Messages*

The following are a list of the import warning messages and a description of each.

### **VENDOR'S STATUS IS "NO PURCHASES"**

The vendor on the imported voucher has a status of "No Purchases"

### **DISCOUNT AMOUNT AND PERCENT ARE INCONSISTENT**

This indicates a problem with either the discount amount and/or the discount percent on the imported voucher. The three possible problems are:

1. One of the two amounts is zero while the other is not.
2. There is a discount amount and percent, but the non-discount amount is equal to the invoice amount, thus no discount is allowed.
3. The calculated discount ((invoice amount – non-disc amount) \* discount percent) is not equal to the imported discount amount.

In all three of these situations, the discount amount, discount percent, and discount account will NOT be imported. They will be set to "None" on the voucher.

### **DISCOUNT DATE IS LATER THAN DUE DATE**

The discount date on the imported voucher is later than the due date. The voucher will be created with no discount date.

### **DISCOUNT DATE IS EARLIER THAN INVOICE DATE**

The discount date on the imported voucher is earlier than the invoice date. The voucher will be created with no discount date.

### **DISCOUNT PERCENT IS NOT NUMERIC**

The discount percent on the imported voucher is not numeric. The discount amount, discount percent, and discount account will NOT be imported. They will be set to "None" on the voucher.

### **DISCOUNT AMOUNT IS NOT NUMERIC**

The discount amount on the imported voucher is not numeric. The discount amount, discount percent, and discount account will NOT be imported. They will be set to "None" on the voucher.

### **INVOICE # FOUND ON EXISTING VOUCHER FOR VENDOR**

This indicates that there is an A/P transaction on file with the same invoice number and same vendor number found on the import voucher.

### **INVOICE # FOUND IN VENDOR'S HISTORY**

---

This indicates that there is an A/P vendor history record on file for the same invoice number and same vendor number found on the import voucher.

**DUE DATE INVALID**

Either the due date is not numeric, zeros, or less than the invoice date. In this case, it will be set to the imported invoice date.

**DISCOUNT ACCOUNT NOT FOUND IN CROSS REFERENCE**

The discount account on the imported voucher could not be found in the cross-reference file. The discount amount, discount percent, and discount account will NOT be imported. They will be set to "None" on the voucher.

**DISCOUNT DATE NOT NUMERIC**

The discount date on the imported voucher is not numeric. The voucher will be created with no discount date.

**PURCHASE ORDER NOT ON FILE**

This warning can only occur when using the PBS Purchase Order module.

The purchase order number on the imported voucher could not be found in the Purchase Order Header file.

**CALCULATED DUE DAYS EXCEEDS 998**

When calculating the due days from the due date, the number of days exceeded 998. It will be set to 999.

**CALCULATED DISCOUNT DAYS EXCEEDS 998**

When calculating the discount days from the discount date, the number of days exceeded 998. It will be set to 999.

**TOTAL DISTRIBUTION AMOUNT NOT = INVC AMT. DISTRIBUTIONS BROUGHT INTO BALANCE**

The total of the imported distributions does not match the invoice amount on the imported voucher. A distribution will be created to make up the difference. The account number used will be the vendor's default distribution account.

A distribution will not be created if a distribution was already imported with the vendors default distribution account. In this case, the amount in difference will be applied to the existing distribution.

**NO DISTRIBUTIONS FOR VOUCHER! DEFAULT DISTRIBUTION CREATED**

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There were no distributions in the import file for the imported voucher. A distribution will be created using the invoice amount from the imported voucher, and the account number from the vendor's default distribution account.



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# Interfacing CounterPoint to PBS General Ledger

## OVERVIEW

This document describes how to interface PBS General Ledger to CounterPoint 7. The interface allows you to import accounting distributions generate from Counterpoint into the PBS General Ledger Distributions. After the distributions are brought over, you can then review them, print an edit list, and post.

The interface is implemented using an export from CP and an import into Passport Business Solutions.

There are two main steps for setting up the interface. The first step is to setup CP for export. The second step is to setup Passport Business Solutions for import. Once everything is setup, you will then be able to interface by following two steps. The first step is running the export in CP, and the second step is running the import into Passport Business Solutions G/L. The frequency at which you decide to interface CP to Passport Business Solutions G/L is up to you. You can do it daily, weekly, monthly, or whenever you decide.

It is recommended that you read this entire document before following any of the setup procedures. This will insure that you understand the concepts of what is trying to be accomplished, and apply this to your own unique situation.

Also be aware that because CP and Passport Business Solutions are separate systems, integrity between them needs to be maintained manually by you. This is covered in the section *Ongoing Maintenance*.

## MULTI-COMPANY INTEGRITY

If you use multiple companies in the Passport Business Solutions and CP, you need to insure company synchronization when performing these setup procedures, and when performing the actual interface.

This means making sure that you are logged into the same companies in both CP and Passport Business Solutions.

## COUNTERPOINT CONFIGURATION

This section details the specific steps necessary to setup CP. You do not need to refer to the CP manuals for any of these steps. But if you need additional CP information, refer to the CP “Getting Started” document *gs.pdf*.

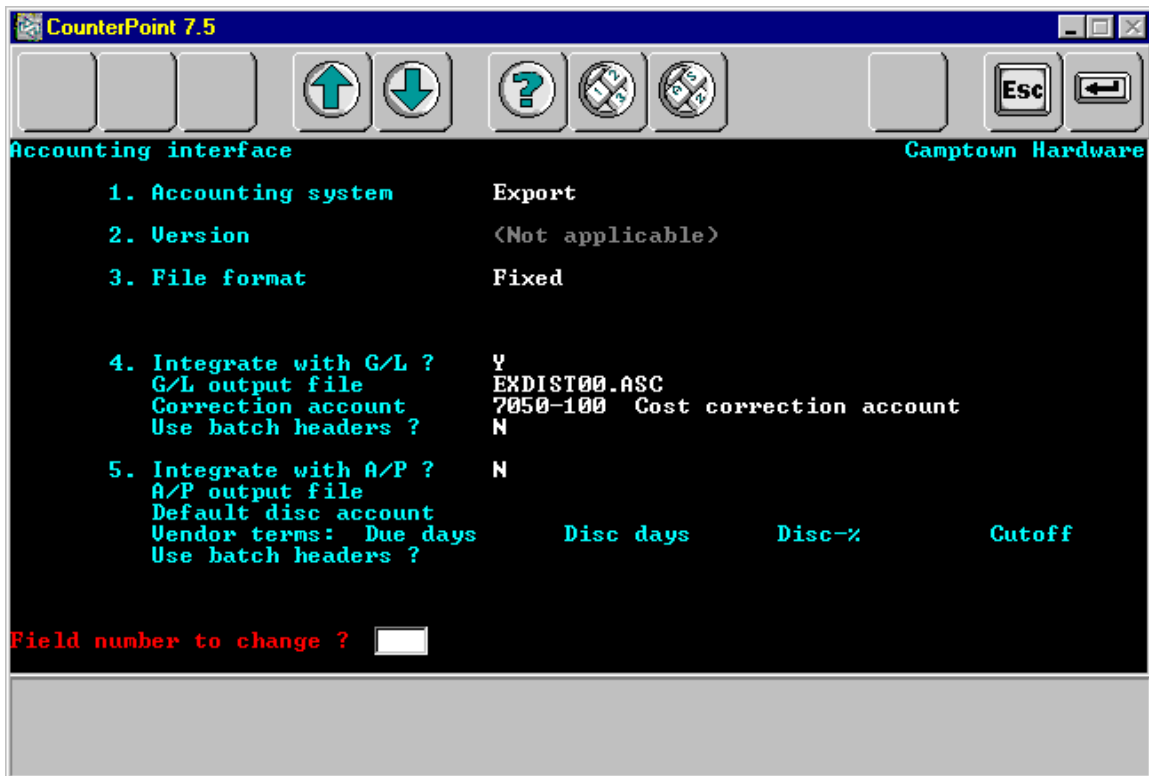
From the CounterPoint menu run:

Note: With CP Version 7.5.5 you will find it on this menu path:

Setup > Accounting > Interface

### SCREEN ONE SETUP

Setup your screen the same as the following screen shot, but refer to the following exceptions:



The only fields that can differ from above screen are “G/L Output file” and “Correction Account”, both under # 4. (Note: If you are using the A/P interface, field #5 may differ from the above example)

### G/L OUTPUT FILE

The file name used here must be EXDIST??.ASC where ?? is equal to the Passport Business Solutions company ID that corresponds to the company you are working with in CP. In our example, the CP demo company Camptown Hardware corresponds to the Passport Business Solutions company 00.

No path is entered in the above example. Thus the file is placed in the top level CP directory after running the CP export. Prior to import into Passport Business Solutions

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G/L, it will need to be manually moved to the Passport Business Solutions G/L data directory for the company you are working with. This is because the Passport Business Solutions G/L import requires the file to be in that location. So if the Passport Business Solutions company is '00', then you must put the file in the directory 'GL00'.

### **Entering a path**

If there is enough room to enter that path to the Passport Business Solutions G/L Data file directory, then you can enter it with the file name. This way you will not have to manually move the file after export.

Some entries that include a path might be (For Passport Business Solutions Company 00):

Using Universal Naming Conventions (UNC's)

```
\\Win_2000\PBS\GL00\EXDIST00.ASC
```

Using a mapped drive letter:

```
G:\PBS\GL00\EXDIST00.ASC
```

Be careful when using drive letters because they are mapped to the computer that is running the CP software. For example, one computer's G: drive can be mapped to a different location than another computer's G: drive.

Single user running everything on a local drive:

```
C:\PBS\GL00\EXDIST00.ASC
```

For information on mounting NFS drives and going from Unix to windows and vice-versa contact your system administrator. If you enter a specific path, make sure you enter the correct slashes per the operating system requirement; / for UNIX/Linux and C:\ for Windows.

## **CORRECTION ACCOUNT**

This field is not needed. You can set the field to 'none' or enter any account number to complete the entry.

It is intended to be used to "Correct" any out-of-balance situation when exporting distributions. For example, if debits don't equal credits for the exported distributions, the account that is entered here would be used to create a balancing distribution.

Instead of using this functionality, we will instead just import the out of balance distributions into Passport Business Solutions. The correcting entry can then be added manually in Passport Business Solutions before posting. This has the built in safeguard that Passport Business Solutions will not allow posting if the distributions are out of balance.

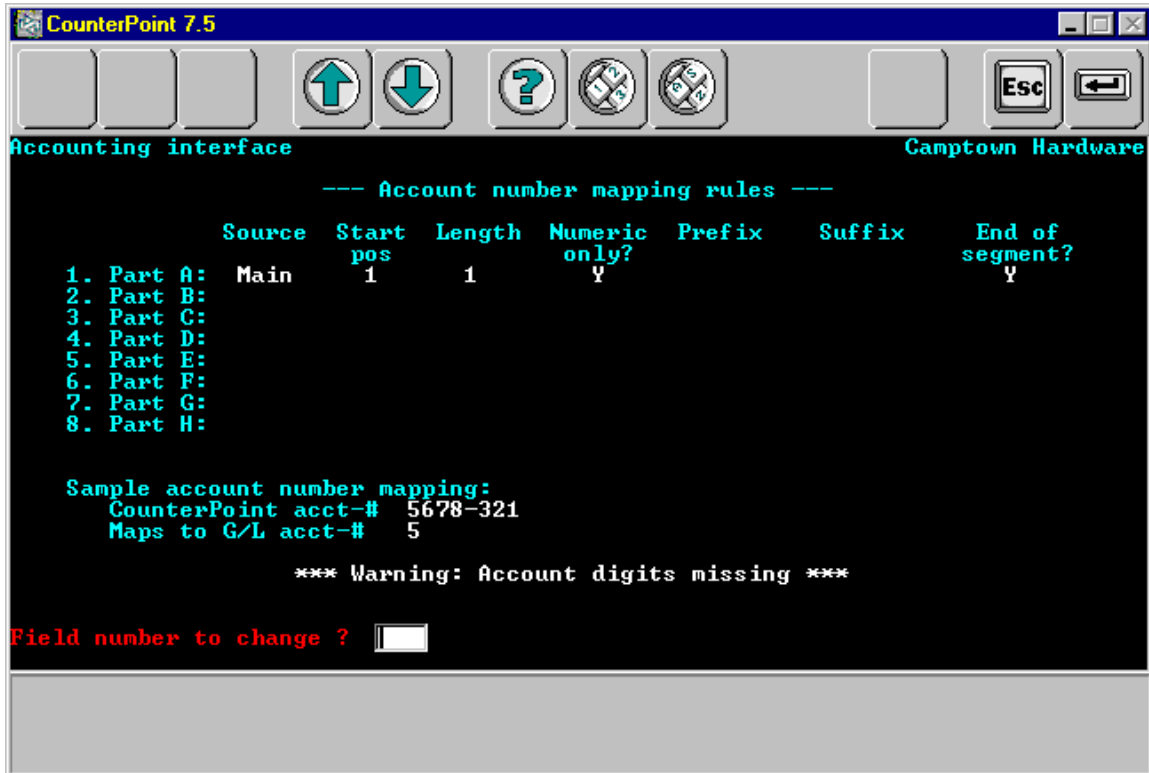
---

## USE BATCH HEADERS

**\*\*Warning\*\*** Make sure the field “*Use batch headers?*” is NEVER set to Y. It should always be N.

## SCREEN TWO SETUP

Now we will move on to the second screen in the CP setup, “Account number mapping rules.”



For the interface to Passport Business Solutions G/L, we do not use account mapping.

This CP screen requires entry of at least one field in order to move on to the other setup screens, so we will enter something into field number one just to “fake” it out and get by it.

Thus we will enter the following fields so that we can move on to the next screen:

### FIELD 1. PART A

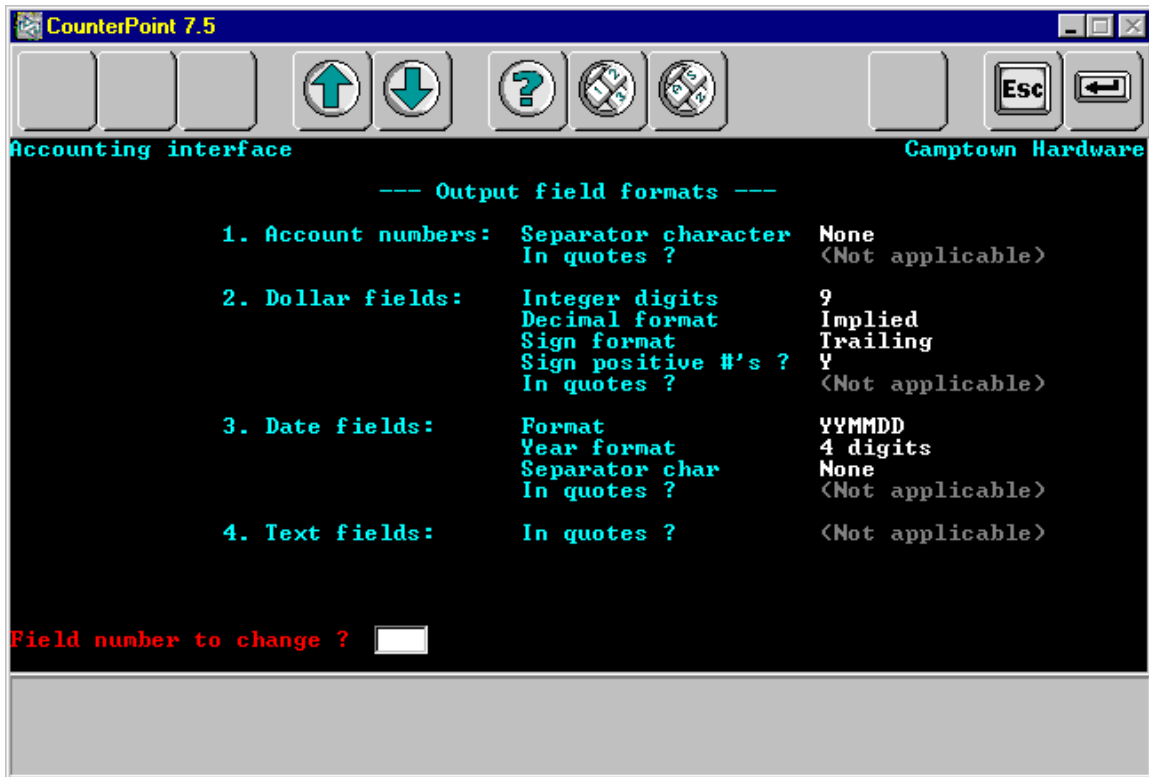
Source	Enter 'M'
Start Position	Enter '1'
Length	Enter '1'
Numeric Only?	Enter 'Y'
Prefix	Enter spaces
Suffix	Enter spaces
End of segment?	Enter 'Y'

Before leaving this screen, you need to write down the length of your CP account number. To do this, look at the “CP acct-#” field. To calculate the length, start with the leftmost digit and include the separator character.

So in the example above, the length of the CP account number, “5678-321” is eight. Now we can move on to the next screen.

## SCREEN THREE SETUP

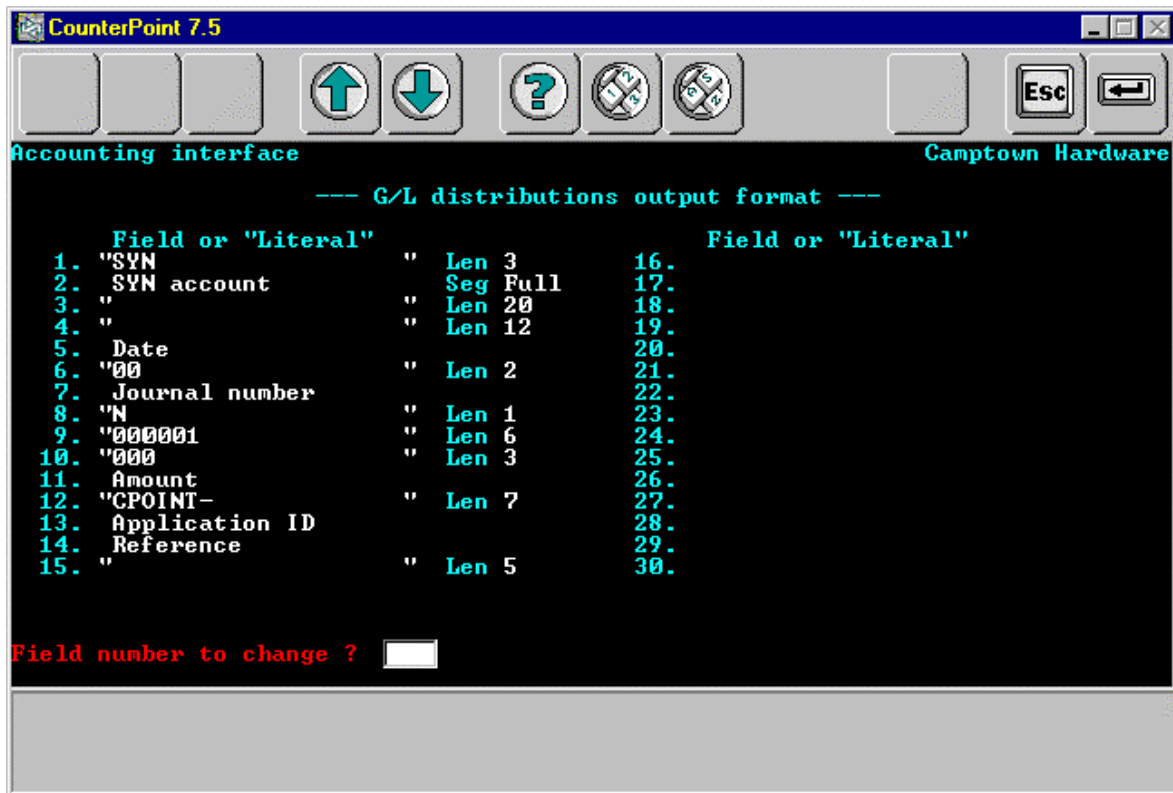
The third screen in the CP setup is “Output Field Formats”. This screen should be setup as shown below with no exceptions.



Your fields must match the screen shot exactly. The last screen shot shows the screen with the optional document number field.

## SCREEN FOUR SETUP

Now you will finish the CP setup by completing the fourth screen, “G/L distribution output format”.



Please note that all the fields that are quoted represent literals. To create these fields, you select Literal from the field type. If the literal is to be blank, just press enter when prompted for the literal, otherwise type in the literal as shown above.

You need to enter your fields exactly as shown above, and then see if the following exception applies.

The above example is only valid if the length of your CP account number (recorded from the previous setup screen) is eight. If the length is not eight, you need to make some changes as outlined below. If it is eight, then you are finished with the CP setup.

## ALTERING THE EXPORT LAYOUT FOR DIFFERENT CP ACCOUNT NUMBER LENGTHS:

The Passport Business Solutions G/L Import expects the account number import field to be 40 characters long. That is why in the above example, which is written for a CP account with a length of 8, fields three and four “Pad” the CP account number with 32 trailing spaces.

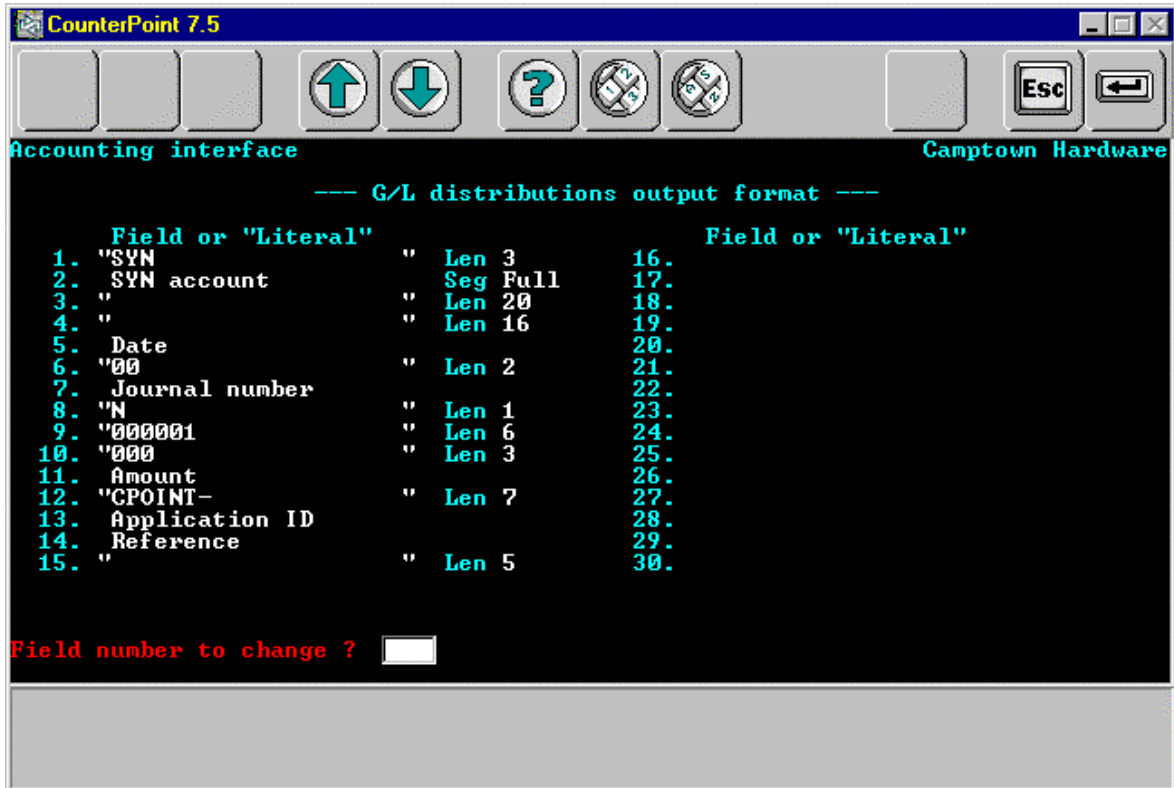
You need to adjust this padding to accommodate the difference between the 40 characters that Passport Business Solutions G/L import expects, and the length of your CP Account number.

Beware that this setup screen only allows literals to be a maximum of 20 characters in length.

Some Examples:

- If the length of your CP account number is 4, then you would change the length of field four to 16. This is because CP account length (4) + field three length (20) + field four length (16) = 40.

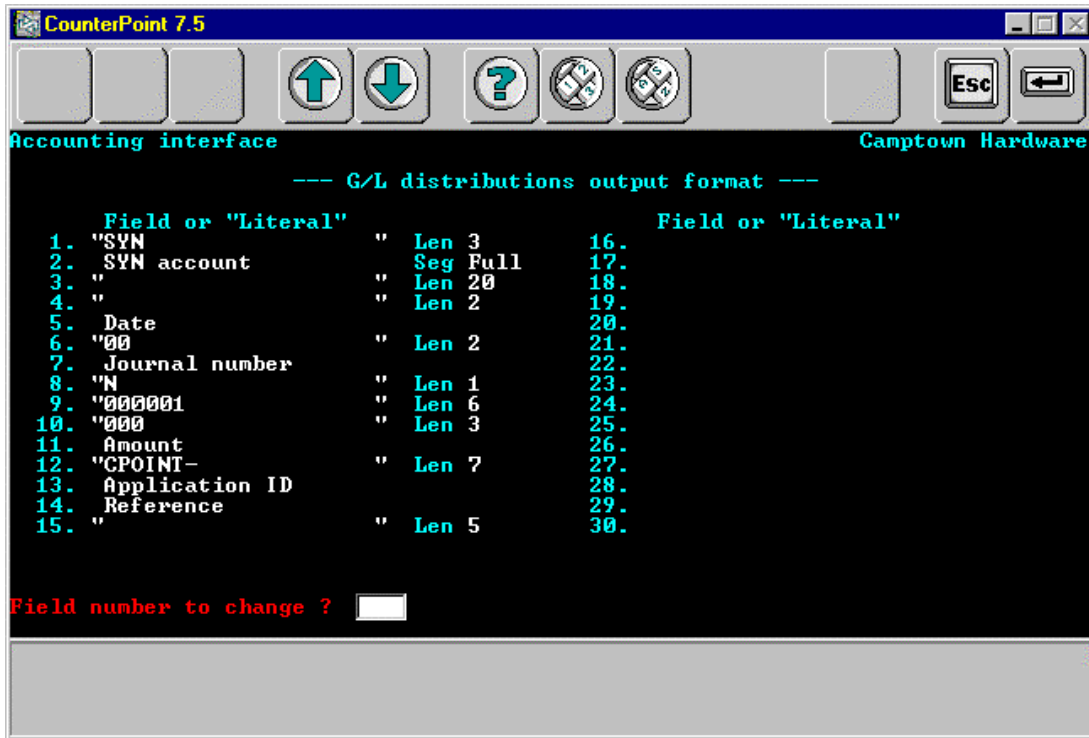
Here is a screen shot:



r

CP account number is 18, then you would change field four to 2 because  $18 + 20 + 2 = 40$ . Here is a screen shot:





In both of these examples note that the length of the CP account number plus the lengths in fields three and four always equal 40. This is what you need to accomplish with your CP account number.

The document number may also be added. Here is a screen with the document number:



You have now completed the CP G/L setup. If you are using the A/P interface, there will be a couple of A/P setup screens to go through before you return to the CP menu.

---

# PBS General Ledger Configuration

The main aspect of setting up Passport Business Solutions General Ledger (G/L) is the creation of an “account number cross reference” list.

This list is needed to translate CP account numbers into Passport Business Solutions account numbers during the import process.

Even if your account numbers in CP match your Passport Business Solutions account numbers, you still need this list. This is because the exported CP account number is formatted prior to export, and does not match the internal representation of the account number in Passport Business Solutions.

Please refer to the Passport Business Solutions “Account Links” chapter to setup this list. At the same time, be aware of the following issues as they relate to the steps contained in the Passport Business Solutions documentation:

Passport Business Solutions Step 1 - Print your external system’s accounts

To do this under CP, Run:

Setup > Reports > System > Accounts

Passport Business Solutions Step 3 - Setting up the Passport Business Solutions cross-reference file.

When entering the external system’s account number, enter the account number as it appears on the report printed above in step 1. This is the account number that will be exported during the interface.

## EXPORTING GENERAL LEDGER DATA FROM COUNTERPOINT

Exporting is the first step for interfacing CP to Passport Business Solutions General Ledger (G/L). After completing this step, you will need to perform the import into Passport Business Solutions G/L.

These instructions will show you how to run the export in CP, and the settings you need to use. These instructions must be followed in order to export the distributions in the correct format for the Passport Business Solutions G/L import. Beyond the described settings, you should refer to the CP manuals for detailed information on all the other settings that are available in the export.

The export (called “Distributions” by CP) is described in chapters 89 and 92 of the CP “User Manual” (um.pdf).

To run the export in CP select:

System > Accounting Interface > Distributions

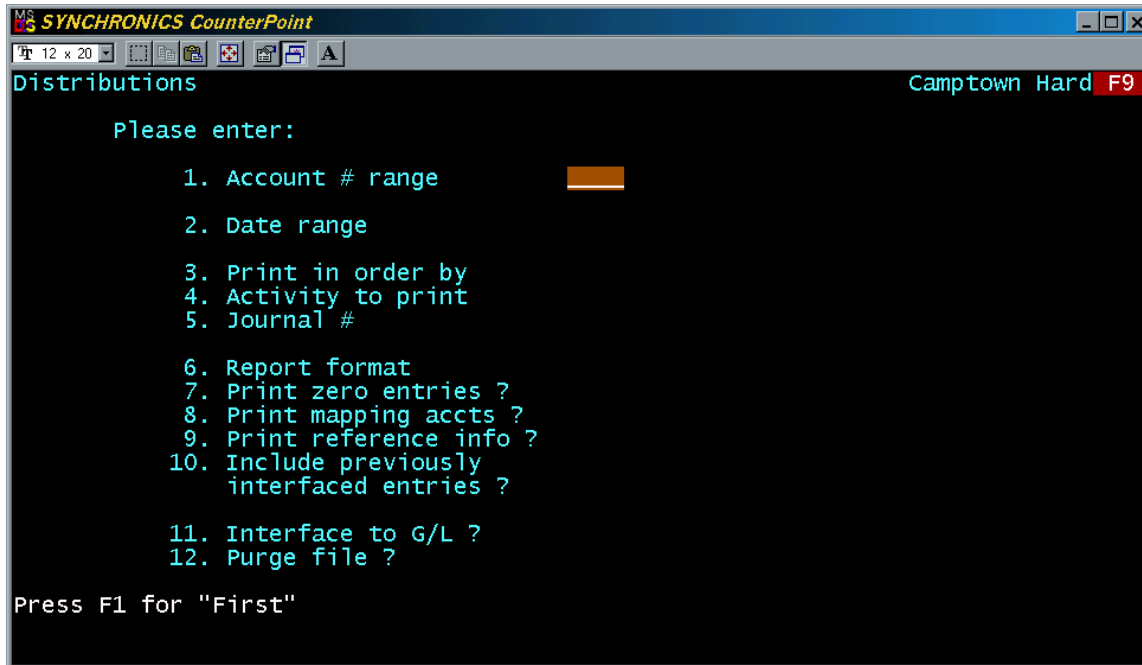
---

In CP Version 7.5.5 the menu location has changed.

To run the export in CP 7.5.5 select:

Accounting > General ledger > Distribution report

You will then see the following screen:



## SETTINGS REQUIRED FOR PROPER EXPORT

(Note: These are the only required settings. For all other fields, enter settings that will select the transactions you wish to export.)

Item "6. Report Format" must be set to **Detail**

Item "11. Interface to G/L" must be set to **Yes**

After entering Item 11 it is possible to receive the following message:

**There are unposted G/L transactions on file.**

**Are you sure you wish to interface now ?**

---

This message is a warning that an export file already exists.

Under normal procedures, in which you export from CP and then immediately import into Passport Business Solutions G/L, you will never receive this message. This is because the import into Passport Business Solutions G/L deletes the export file after importing it. If for some reason you forget the Passport Business Solutions G/L import step, and then run this export again, you will receive this message.

If you answer 'Yes' to "Are you sure you wish to interface now ?", the program will continue and the export records will be APPENDED to the existing export file. This means you are never at risk to losing an export if you forget to import it into Passport Business Solutions G/L.

If you answer 'No', then it will change the field "11. Interface to G/L?" to 'No'. If you run the program with this set to 'No', then no export records will be written to the export file. To summarize, you should never receive this message if you follow the procedure of exporting from CP and then immediately importing into Passport Business Solutions G/L. The warning is illustrated here only to inform you of possible error conditions.

## EXPORTING

After you finish with this screen you will be prompted to enter a printer. The report that is created by this program is very important. It contains a list of exported distributions, which should be compared to the Passport Business Solutions G/L distributions after importing. This will insure that the export and import worked properly.

After you select a printer, the program will print the report and create the export file.

If the export was successful, you will see the message:

**Processing complete - press ESC**

If you do not see this message, then the export did not work.

## IMPORTING INTO PBS GENERAL LEDGER DISTRIBUTIONS

Importing is the second step for interfacing CP to Passport Business Solutions General Ledger (G/L) Distributions. You should perform this only after successfully exporting from CP.

### EXPORT FILE LOCATION

The export file that was created in CP needs to be located in the Passport Business Solutions G/L data directory for the company you are importing. For example, for company 00 the file needs to be in the G/L00 directory.

Please refer to your CP G/L Export setup to determine the location of the export file. If the export does not put the file directly into the G/L data directory, then you will need to manually move it there.

---

**IMPORTANT:** If you need to move the file, make sure that you **MOVE** it and not copy it. If you copy the file, then the next export will be appended to the current one. Thus the current distributions will be imported a second time into Passport Business Solutions G/L!

## UNIX/LINUX ISSUE

If the file is moved between a Unix/Linux and Windows system or vice versa, you will need to insure that proper FTP ASCII protocols are followed. This will insure that the correct CR/LF conversion is performed.

## THE PBS DISTRIBUTIONS IMPORT PROCESS

Start the Passport Business Solutions G/L import by running:

GL > Distributions > Get Distributions

Fill in the fields to Get Distributions:

1. Interface with which system?

Enter 'EX – External Cross-Reference'

This is the Passport Business Solutions import setting.

2. Cutoff date

**Warning:** Any import transactions that are dated beyond this date will be dropped from the import. This means they will not be brought into the G/L Distributions file. Instead, they are written to a file named EXDIST??NEW. This file will be located in the G/L data directory for the Passport Business Solutions company you are working with. For example, the file for company 00 would be:

(UNX) GL00\EXDIST00.NEW

It is recommended that you enter a date that is later than the latest date in the transactions that you exported in CP. This way, the CP export procedure controls what records are exported through the ranges you enter there, and the Passport Business Solutions import will bring them all in without the possibility of losing any.

3. Type of interface

This tells the import how to compress imported transactions. For more information on distribution compression, see your Passport Business Solutions G/L manual (GL\_PBS.pdf).

4. Purge distribution file?

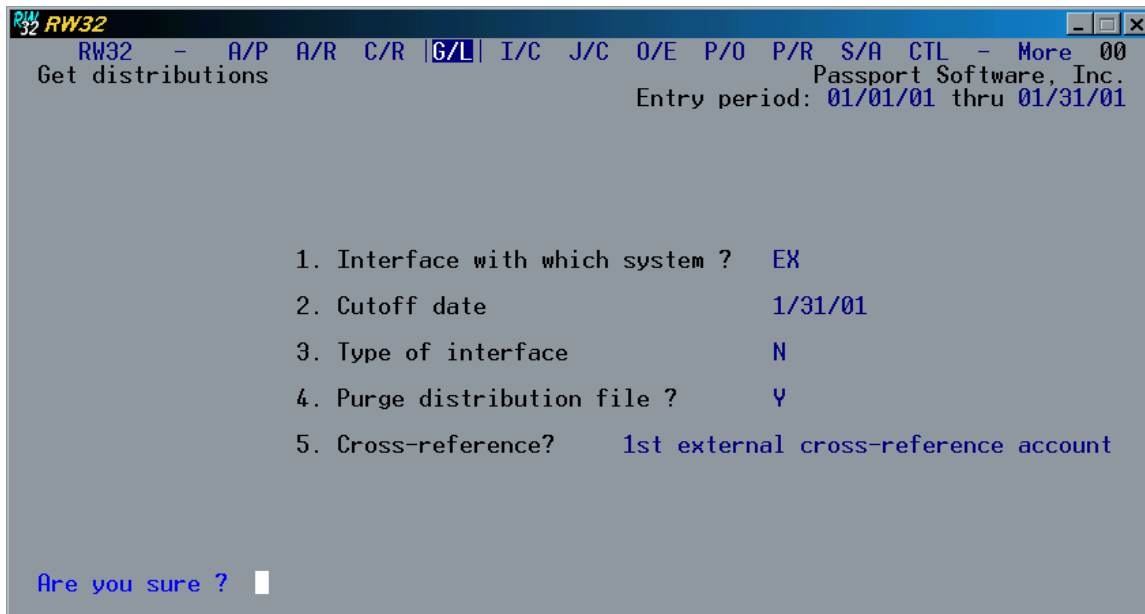
This defaults to <Y> Yes and cannot be changed.

## 5. Cross-Reference?

This indicates which cross reference list to use when looking up account numbers during import.

You should enter '1' to use the first list unless you were already using external cross-references prior to setting up Passport Business Solutions G/L for interfacing to CP. In this case enter 2 for second.

Here is a sample screen:



```
RW32 - A/P A/R C/R |G/L| I/C J/C O/E P/O P/R S/A CTL - More 00
Get distributions                                     Passport Software, Inc.
                                                    Entry period: 01/01/01 thru 01/31/01

1. Interface with which system ?   EX
2. Cutoff date                     1/31/01
3. Type of interface               N
4. Purge distribution file ?       Y
5. Cross-reference?                1st external cross-reference account

Are you sure ? █
```

After entering all the fields and continuing, you will be asked, "Are you sure?" Answer yes to begin the import.

### *After a Successful Import:*

You can now browse the distributions that were imported and/or print an edit list.

It is recommended that you compare the imported transactions to the report that was printed during the CP export to insure a proper interface occurred.

If the data is OK, now the G/L distributions can be posted.

## **DISTRIBUTIONS IMPORT MESSAGES AND ERROR REPORT**

### **EX DISTRIBUTIONS COMPLETE - <ESC> = EXIT**

This indicates that the import completed successfully.

---

## **EX DISTRIBUTION FILE IS NOT AVAILABLE**

This indicates that the CP export file could not be found. Insure that it is in the G/L data directory for the company that you are working with.

## **ERRORS ENCOUNTERED - SEE REPORT FOR DETAILS**

This indicates that there is an account number in the file that does not match the Account Links. Before you get this message, you will be asked to select a printer to print the Ex Distributions Exception (Get Distributions) Report. Starting at column 4 this report indicates the account number(s) that do not have a matching number in the Account links. The import will not take place until the problem has been corrected.

You will have to correct the missing Account Link number. You may first have to enter the account in the Valid G/L Account file and the Chart of Accounts. Once this has been done, you can set up the Account Link and import the distribution again.

## **MULTI-COMPANY INTEGRITY**

If you are using multiple companies, it is important to insure that all the steps you perform in Passport Business Solutions G/L are within the company that corresponds to the exported company from CP.

---

# PBS Account Linking and Maintenance

This chapter is an addendum to the current Passport Business Solutions documentation regarding the Account links cross-references. It covers documentation for a new feature added to the “Account Links” entry screen.

Although this document was written to support the A/P Voucher Import, and the interface of CP to A/P and G/L, it is generic information, and is written as such. The documentation for A/P Import and the instructions for interfacing CounterPoint to G/L and A/P both refer to this data in this chapter.

## CROSS REFERENCE LIST

Passport Business Solutions allows two external cross-reference lists. If you are currently using one of them, please use the other when following the procedures below. If you are currently using both, then you will not be able to use the CounterPoint to Passport Business Solutions interface.

The following steps outline how to manually set up the cross-reference list.

(Note: If your account structure and content is the same in the external system and Passport Business Solutions, you may be able to use the automated list setup procedure outline below in *Automated cross-reference creation*)

*Step 1 - Print out your external system’s accounts listing*

*Step 2 - Enable the PBS cross-reference file:*

Run Passport Business Solutions company maintenance:

CTL > Company Information

On the first screen, set field, “10. Use cross-reference file?” to Yes.

*Step 3 - Setting up the PBS cross-reference file.*

Run Passport Business Solutions account links maintenance:

CTL > Account Links > Enter

For every account that is in the external system’s accounts list:

Enter the corresponding Passport Business Solutions account into field 1.

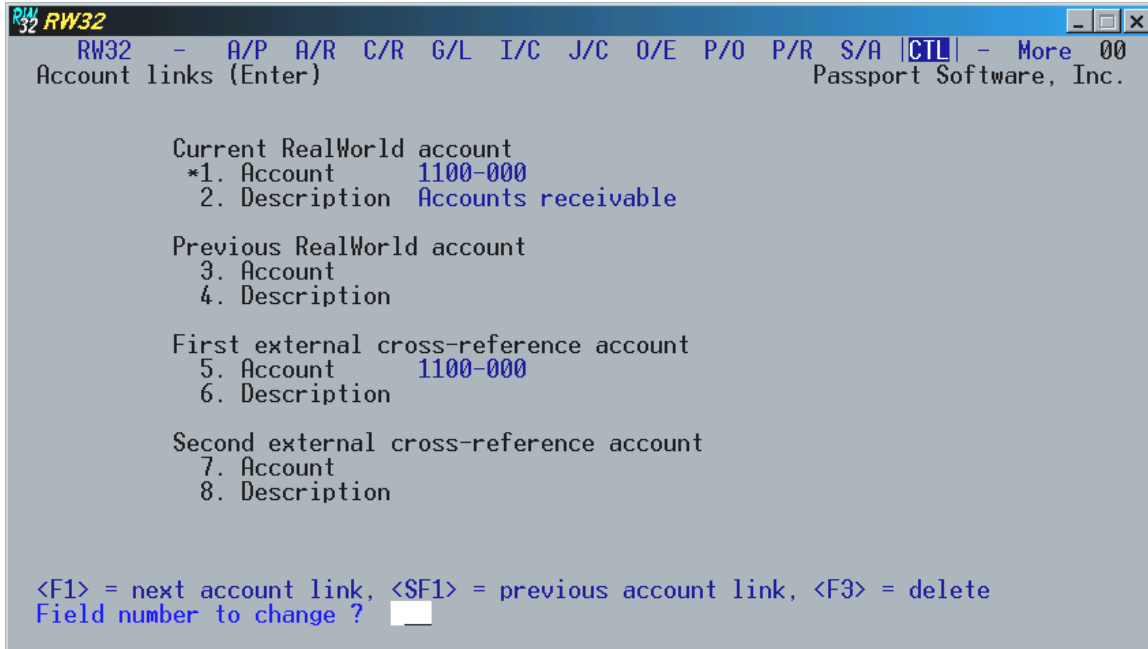
Into field #5, enter the external system’s account number in the same format that matches the external system export.



You can leave field # 6 blank.

(Note: If you are setting up the second cross reference list, then use fields 7 and 8 instead)

Here is a simple example:



As you can see, the cross-reference list can be very powerful if you have completely different account structures and/or values between an external system and Passport Business Solutions. On the other hand, it is very tedious if you have the same structure and values in the external system and your Passport Business Solutions system. To relieve this tedium there is the Automated Cross-Reference Creation.

## AUTOMATED CROSS-REFERENCE CREATION

To ease the creation of the cross-reference list, we have created an automated process. You can use this process if your Passport Business Solutions account numbers are the same in structure and content to your external account numbers.

To clarify further, you should only use this if all or most of your account numbers in Passport Business Solutions “Look” the same as the account numbers exported from the external system. For example, if the exported account number from the external system is:

1000-000

The corresponding Passport Business Solutions account number “looks” like:

1000-000

---

After that you can use this process.

The process creates the cross-reference list automatically from your Chart of Accounts file by using the formatted Passport Business Solutions account number (the one you see on reports and on the screen) for the external cross-reference account number. (Note: For users without G/L, the list will be created from the Valid G/L file).

The reason the word “Looks” is quoted above is to indicate how this list works and why it is needed. Passport Business Solutions stores your accounts in a much different format than the way they are displayed and printed. For example, when you see on a report or the screen a Passport Business Solutions account like:

1000-100

It is really stored internally as:

00000000000000000100000001000000

Thus when attempting to directly lookup the external account 1000-100 in the Passport Business Solutions account file, a match will not be found!

Thus a cross-reference is needed to map the external account number, 1000-100 to the internal Passport Business Solutions account 00000000000000000100000001000000.

When you enter this mapping on the cross-reference screen, on the screen it appears you are mapping 1000-100 to 1000-100, but it is really mapping the external account it to the internal Passport Business Solutions representation.

The automated cross-reference creation saves you the time of having to enter these manually when your Passport Business Solutions account display structure and content matches the external exported account.

To use this function follow these steps:

Run Passport Business Solutions account links maintenance:  
CTL > Account Links > Enter

At field # 1 press <F5> for “Auto Create External Lists”

Answer ‘Yes’ to “Do you wish to continue?”.

Enter ‘1’ to select creation of the first list.

Answer ‘Yes’ to “Do you wish to continue”

The function will now create your cross-reference list.

---

## ACCOUNT NUMBER SYNCHRONIZATION

Any Valid G/L Account or General Ledger Chart of Accounts added to Passport Business Solutions will need to be added to CP or vice versa. You can enter these manually. In addition, you will need to update the Account links cross-reference in Passport Business Solutions.

If the account numbers are the same in both systems, you can use the accounts file interface utility to keep the Valid G/L accounts and CP accounts in sync. In Passport Business Solutions you will still need to update the Account links cross-references and Chart of Accounts if you use this method. To create the General Ledger Chart of Accounts, you can enter them manually or use the 'Set up chart of accounts' utility.

---

## Utilities

There are two utilities provided with Passport Business Solutions that will convert the CounterPoint Vendors and Accounts export files to and from the Passport Business Solutions Vendor and Valid G/L Account files.

Note: The Data Import module provides a great deal more flexibility than these utilities for moving any external data into PBS.

These utilities provide a means to enter the data into either Passport Business Solutions or CounterPoint and then transfer it to the other. Therefore the data can go in either direction. This is especially useful when you are implementing a new installation and the Vendor or Account data has been already entered in either Passport Business Solutions or Counterpoint and you would like to transfer this data to the other system, thus saving data entry time.

When the systems are both active and running, the best way to update changes to these files is to input the data manually. If this is not practical or the Vendor or Account data has changed significantly, you can use these utilities to ‘refresh’ the data in either system. Note: If you plan on doing this, there would need to be some strict controls put into place so that the data remains true.

For exporting and restoring in CP, you will need to use the standard CP file utilities.

You must be a Passport Business Solutions administrative user to run these utilities.

### LOCATION OF EXPORT/IMPORT FILES

The default location where the CounterPoint utilities place the export files is in *Syn\<company>\exports* with SYN being the top-level directory. Passport Business Solutions normally places the export files in the top-level directory but with CP it is done differently. Counterpoint does not have the company number as part of the export file name like PBS so the same export file name is used for all companies. Therefore the data from one company must be exported to a different directory than another company or the data will be overwritten each time. The default location for the CP export files can be changed in the CP Company information, but this documentation assumes that you have not done this.

For Passport Business Solutions Windows, you can use the *File export* and *File import* windows and navigate to the location.

For Passport Business Solutions UNIX or Linux, because there can be multiple companies in CounterPoint and corresponding companies in Passport Business Solutions, under the top-level Passport Business Solutions directory, to keep the data separated by company the CounterPoint formatted export data files go in unique directories. For example with company 00, you will need to create a directory in the top-level Passport Business

---

Solutions area called *CPT00* and Passport Business Solutions will export and import the files to and from this directory. You will need to create additional directories for each company with the company number as the variable. Examples: Passport Business Solutions Company 01 = *CPT01*, Passport Business Solutions Company PS = *CPTPS* and so on.

## **VENDOR DATA INTERFACE**

The Passport Business Solutions utility export and import vendor data format is the same as the CP Vendor export format. Because of this, you can use the standard CP file utilities when transferring data between CP and Passport Business Solutions.

The field sizes between both systems are different in most cases. Therefore for this data transfer to work you will have to limit the size of the input data on certain fields or you must allow these fields to be truncated during the transfer. With the exception of the Address and City fields, all the Passport Business Solutions fields are shorter than the fields in CounterPoint. Therefore when initially setting up both systems you may encounter fewer errors when you input the data in Passport Business Solutions and then transfer it to CounterPoint.

The Vendor number must be a unique field in both Passport Business Solutions and CP.

---

### **CP A/P Vendor number field becomes PBS Vendor number**

With the CP A/P Vendor number field, you must enter only 6 characters in this field and it must be a unique number for each vendor. It can be the same as the CP Vendor number as long as it is only 6 characters in length. When importing the file exported out of CP, this field will become the Passport Business Solutions Vendor number.

### **PBS Reference number field becomes CP Vendor number**

In the case of the Passport Business Solutions Reference number, this must also be unique for each Passport Business Solutions vendor and must be no longer than 12 characters. This field becomes the Vendor number in CP. If the vendor numbers are the same in both systems, then it can only be 6 characters in length because that is the maximum size of the Passport Business Solutions vendor number.

There is an option on the export from PBS to use the PBS Vendor number instead of the Reference number field. This will only work if the Vendor numbers are the same in both systems. Then Vendor numbers do not have to be keyed into the reference field and there is no doubt that the number is unique.

The table below shows data about the field size and the default file values.

<b>Field</b>	<b>PBS input field sizes</b>	<b>CounterPoint input field sizes</b>	<b>Default import value into PBS when the record does not exist.</b>
Vendor number	6	12	None – unique with each record
A/P Vend # (in CP only)	N/A	30	This field gets imported into PBS Vendor number and must be unique in CP for every Vendor.
Reference number (in PBS only)	15	12	This field corresponds to the CP Vendor number field and must be unique for every Vendor. (You can leave this field blank if you export from PBS and choose the option of using the PBS Vendor number.)
Vendor name	25	25	None – varies with file
Vendor name format flag	1	1	C = Company
Get's 1099 flag?	1	N/A	N = No
Address 1	30	25	None – varies with file
Address 2	30	25	None – varies with file
City	16	15	None – varies with file
State	2	2	None – varies with file
Zip	10	10	None – varies with file

Country	3	15	None – varies with file
Contact 1	15	25	None – varies with file
Contact 2	15	25	None – varies with file
Phone 1	12	20	None – varies with file
Phone 2	12	20	None – varies with file
Fax 1/Fax number	12	20	None – varies with file
Terms description	15	25	None – varies with file
Vendor type	3	5	None – varies with file
Email 1	25	50	None – varies with file
Category (in PBS) – Vendor type (in CP)	3	5	None – varies with file
A/P Sync?	N/A	1	None – not available
Comments 1	N/A	25	None – not available
Comments 2	N/A	25	None – not available
Comments 3	N/A	25	None – not available
Payment group	3	N/A	Default entered value
Terms type	1	N/A	Default entered value
Due days	3	N/A	Default entered value
Discount percent	5	N/A	Default entered value
Discount days	3	N/A	Default entered value
Cutoff days	2	N/A	Default entered value
Vendor status code	1	N/A	Default entered value
Fax 2	12	N/A	Blank
Email 2	25	N/A	Blank
1099 ID #	9	N/A	Blank
A/P account #	32	N/A	A/P Control information
Discount account #	32	N/A	A/P Control information
Default distribution acct #	32	N/A	A/P Control information
Current balance		N/A	0
Purchases PTD YTD & Last year		N/A	0
Discounts PTD YTD & Last year		N/A	0
Payments PTD YTD & Last year		N/A	0
Last Purchase date		N/A	00/00/00
1099 YTD		N/A	0
1099 amount next year		N/A	0
Last check #		N/A	0
Last check date		N/A	00/00/00
Last check amt		N/A	0

During the import into Passport Business Solutions, if the vendor number exists in Passport Business Solutions, then the only the fields on the file will be updated.

---

## TRANSFERRING VENDOR DATA FROM CP TO PBS

You will first export the vendor data from CP and then import the data into Passport Business Solutions. The following are the steps for transferring vendor data from CP to Passport Business Solutions.

### RUNNING THE CP VENDOR EXPORT

1. From the CounterPoint menu select  
File utilities > Inventory
2. You will be at the **Inventory file utilities** selection screen. Select 2. *Export a file* and then select 29. *Vendor file*.
3. You will be prompted to create a new or append an existing file. Select 'Create new export file'.
4. You will then be prompted for a starting and ending file key. You can select all records, a range of records or an individual record.

The name of the file is "IMVENF.EXP".

The CounterPoint utilities place the export file in *Syn\<CompanyName>\exports*. The company name is a variable. *Syn* is the default top-level directory when installing CP, but may be different in some cases.

In UNIX and Linux you must copy or move the file to the directory *CPTXX* that must be located in the top-level Passport Business Solutions directory, with *XX* being the company number that you will be importing into Passport Business Solutions. If you have not done so, you must create this directory before you copy the file.

The next step is to import the file into Passport Business Solutions.

#### Import defaults

The import will create new records when they do not exist. When they do exist, then certain fields will be updated. The Passport Business Solutions Vendor file has more fields than will be in the CounterPoint Vendor export file. During the import of the CP Vendor file into Passport Business Solutions the fields that are not in the CounterPoint file will be given defaults or in some cases a value of '0'.

The account number defaults come from the Accounts Payable Control information.

For some fields you can set a value when doing the import.

### RUNNING THE IMPORT INTO PASSPORT BUSINESS SOLUTIONS

We recommend that you have a current backup of Passport Business Solutions before you run any import into Passport Business Solutions.

As stated earlier in this document, when importing the Passport Business Solutions Vendor number comes from the CP A/P Vendor number field and must be no longer than 6 characters. If it is neither is true, you will be given some options.



- If the A/P Vendor number is missing you will be give the option to use the CP Vendor number, key in a vendor number manually or use the CP Vendor number for all records. You can only do this if you plan on having the vendor number be the same for both systems.
- If the A/P vendor number is too long you will be given the option to use the CP Vendor number, key in a vendor number manually, truncate the vendor number, or truncate all vendor numbers.

The CP A/P Vendor number field must be unique for each record. The import program does NOT check for this. If there are duplicate numbers, then some data will be lost or incorrect.

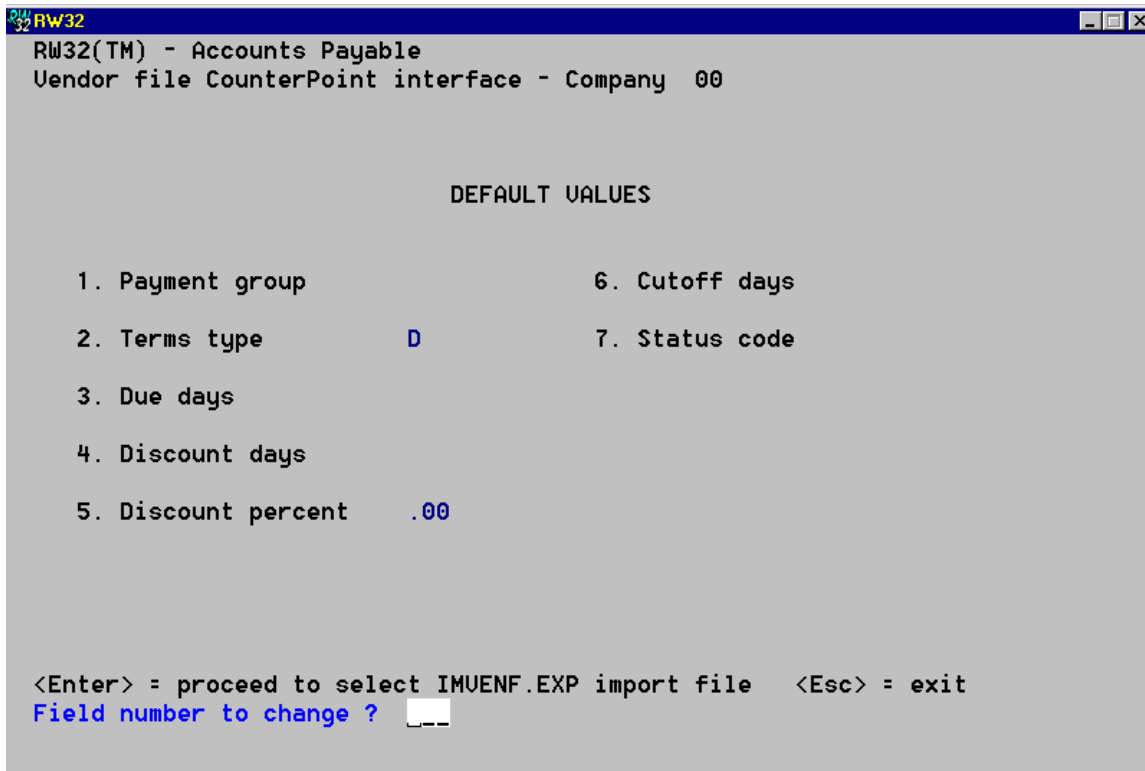
The following are the steps for importing CP vendors into RW3.

1. To run the utility in the Passport Business Solutions top-level directory type:

```
cpvenutil
```

Select the <Enter> key.

2. Enter user ID and then <Enter>. If you are using multiple companies in Passport Business Solutions, you will first be prompted for the company number. Enter the company number and then user ID.
3. Then you will be given the option to <I>mport or <E>xport a file. Select <I> and then the <Enter> key.
4. The Default Values screen, similar to the following, will display.



---

Here you enter the default values for certain fields as discussed in the “Import Defaults” section earlier in this chapter. The field “Terms type” requires a value. For the other fields you can either enter a value or leave them blank. Every Vendor imported will have these values.

5. From ‘Field number to change ?’ enter the default values as needed and select the <Enter> key.
6. In Windows an import dialog box will display, like the one below, and you have the option of navigating to and selecting the file.



In UNIX or Linux the file will start importing.

7. In Windows, once you have found IMVENF.EXP file click on the **Open** button. Click on **Cancel** if you decide not to import the file.
8. During the import, if any vendor numbers are invalid, you will be prompted with options for correcting them.
9. Next a screen will display that indicates the number of records updated and the number of records added.

This completes the transfer of Vendor data from CP to Passport Business Solutions. You can now view and change the defaulted fields as necessary in Passport Business Solutions A/P Vendors <Enter>.

---

## TRANSFERRING VENDOR DATA FROM PBS TO CP

You will first export the vendor data from Passport Business Solutions and then import (restore) the data into CP. The following are the steps for transferring vendor data from Passport Business Solutions to CP.

We recommend that you have a current backup of your CP system, in particular the vendor file, before you run this import into CP.

### RUNNING THE EXPORT FROM PASSPORT BUSINESS SOLUTIONS

1. To run the utility in the Passport Business Solutions top-level directory type:

```
cpvenutil
```

Select the <Enter> key.

2. Enter user ID and then <Enter>. If you are using multiple companies in Passport Business Solutions, you will first be prompted for the company number.
3. Then you will be given the option to <I>mport or <E>xport a file. Select <E> and then the <Enter> key.
4. You will be given the option to use the A/P Vendor number instead of the using the Reference number field. Select the appropriate option.

If the Vendor numbers in CP are the same as the Vendor numbers in PBS, then select the option to make the numbers the same.

5. In Windows you will then be see a file export windows like below. Navigate to the directory where you can import the file into CP and click on Save. If there is an existing IMVENF.EXP file, when you click on Save there is a warning message about overwriting the file. Click on the Cancel or select <Esc> if you want to exit without saving the file.



In UNIX the export file will be located in CPTXX under the top-level Passport Business Solutions directory with xx being the company number. You will have to move the file to a location where it can be imported into CP.

---

## RUNNING THE CP VENDOR IMPORT

**\*\* IF YOU HAVE EXISTING VENDOR DATA IN CP \*\***

**BACK UP THIS DATA BEFORE YOU RUN THIS IMPORT!**

Printing the Vendor report in CP before the import can be very useful. You can then run the CP Vendor report again after the import to compare the differences and verify that the data is what you expect.

1. From the CounterPoint menu select  
File utilities > Inventory
2. You will be at the **Inventory file utilities** selection screen. Select *3. Restore from an export file* and then select *29. Vendor file*.
3. You will be prompted to “Create new file” or “Add records to existing file” or “Replace records in an existing file”.  
  
“Create new file” will overwrite everything in the file. “Add records” will just add accounts that are not in the file. The “Replace records” will add new records that are not there and update the data on existing account records. If the CP account file is empty, you will want to create a new file. If you have existing records, consult with your CP support/administrator on which option you should use. There is also some additional information in the CP document called FileUtilities.pdf.
4. Review the Vendors in CP and/or run the vendor report to verify that the data is what you expect.

You are now finished with the process of transferring vendor data from Passport Business Solutions to CP.

## VALID G/L ACCOUNTS DATA INTERFACE

If you are using the same account structure and numbers in both systems, then you can use the accounts import and export to reduce the data entry for either system. If you are not using the same structure or the numbers do not match then **DO NOT** use this utility.

This utility does **NOT** import into the General Ledger Chart of Accounts or create entries in the Account links cross-references. These entries will still need to be created.

## TRANSFERRING ACCOUNT DATA FROM CP TO PBS

You will first export the account data from CP and then import the data into Passport Business Solutions. The following are the steps for transferring account data from CP to Passport Business Solutions.

### Running the CP Accounts Export

1. From the CounterPoint menu select  
File utilities > System
2. You will be at the **System file utilities** selection screen. Select *2. Export a file* and then select *1. Account file*.

- 
3. You will be prompted to create a new or append an existing file. Select *Create new export file*.
  4. You will then be prompted for a starting and ending file key. You can select all records, a range of records or an individual record.

The name of the file is “SYACTF.EXP”.

By default the CounterPoint utilities place the export file in *Syn\<CompanyName>\exports*. The company name is a variable. Syn is the default top-level directory when installing CP, but may be different in some cases.

In UNIX and Linux you must copy or move the file to the directory CPTXX in the top-level Passport Business Solutions directory, with XX being the company number that you will be importing into Passport Business Solutions. If you have not done so, you must create this directory before you copy the file.

The next step is to import the file into Passport Business Solutions.

### **Running the import into Passport Business Solutions**

We recommend that you have a current backup of Passport Business Solutions before you do an import into Passport Business Solutions.

1. To run the utility in the Passport Business Solutions top-level directory type:

```
cpactutil
```

Select the <Enter> key.

2. Enter user ID and then <Enter>. If you are using multiple companies in Passport Business Solutions, you will first be prompted for the company number. Enter the company number and then user ID.
3. Then you will be given the option to <I>mport or <E>xport a file. Select <I> and then the <Enter> key.
4. In Windows an import dialog box will display and you have the option of navigating to and selecting the file. In UNIX or Linux the file will start importing.
5. In Windows, once you have found SYACTF.EXP file click on the Open button or click on Cancel if you decide not to import the file.
6. Next a screen will display that indicates the number of records updated and the number of records added.

This completes the transfer of Account data from CP to Passport Business Solutions. You can now view and change as needed the Passport Business Solutions Valid G/L Accounts.

### **TRANSFERRING ACCOUNT DATA FROM PBS TO CP**

You will first export the account data from Passport Business Solutions and then import (restore) the data into CP. The following are the steps for transferring accounts from Passport Business Solutions to CP.

---

## Running the export from Passport Business Solutions

We recommend that you have a current backup your CP system before you do an import into CP.

1. To run the utility in the Passport Business Solutions top-level directory type:

```
cpactutil
```

Select the <Enter> key.

2. Enter user ID and then <Enter>. If you are using multiple companies in Passport Business Solutions, you will first be prompted for the company number.
3. Then you will be given the option to <I>mport or <E>xport a file. Select <E> and then the <Enter> key.
4. In Windows you will then be see a file export window like below.



Navigate to the directory where you can import the file into CP and click on Save. If there is an existing SYACTF.EXP file a warning will appear when you attempt to overwrite this file. Click on the Cancel or select <Esc> if you want to exit without saving the file. You must save it with the name SYACTF.EXP.

In UNIX the export file will be located in CPTXX under the top-level Passport Business Solutions directory with xx being the company number. You will need to move the file to the correct CP directory before restoring the file in CP. For more information where to put the file read the section *Location of Export/Import File* earlier in this chapter.

5. Now you are ready to import the file into CP.

## Running the CP Accounts Import

---

**\*\* IF YOU HAVE EXISTING ACCOUNTS DATA IN CP \*\***

**BACK UP THIS DATA BEFORE YOU DO THIS IMPORT!**

Printing the Accounts report in CP before the import can be very useful. You can then run the CP Accounts report again after the import to compare the differences and verify that the data is OK.

The following are the steps for importing the accounts data:

1. From the CounterPoint menu select  
File utilities > System
2. You will be at the **System file utilities** selection screen. Select *3. Restore from an export file* and then select *1. Account file*.
3. You will be prompted to “Create new file”, “Add records” or “Replace records in an existing file”.  
“Create new file” will overwrite everything in the file. “Add records” will just add accounts that are not in the file. The “Replace records” will add new records that are not there and update the data on existing account records. If the CP account file is empty, you will want to create a new file. If you have existing records, consult with your CP support/administrator on which option you should use. There is also some additional information in the CP document called FileUtilities.pdf.
4. Review the Accounts in CP and/or run the account report to verify that the data is what you expect.
5. You are now finished with the process of transferring Account data from Passport Business Solutions to CP.

---

# Passport Business Solutions Interface Technical Data

Most of this document was written specifically for exporting from CounterPoint into and importing into Passport Business Solutions. The import program in Passport Business Solutions can be used to import data from other accounting and purchasing systems. This chapter provides the technical data to create the export file needed for import into Passport Business Solutions.

## THE VOUCHER IMPORT FILE

The import file is a fixed-field-length ASCII import. The records can be variable length (meaning trailing spaces are not required) but the records cannot exceed 213 characters.

The file can contain two types of records, vouchers and distributions. These two record types are organized with a voucher record first, then the distributions for that voucher following it. You can have up to 999999 distributions for each voucher. It is also permitted to have a voucher without any distributions. (Please refer to the "Import Process" section on page 44 for more information on this). A logical example of the file would be:

```
Voucher record for invoice 123
    Distribution record for invoice 123 for account 1000
    Distribution record for invoice 123 for account 2000
    Distribution record for invoice 123 for account 3000
Voucher record for invoice 334
    Distribution record for invoice 334 for account 1000
Voucher record for invoice 556
    Distribution record for invoice 556 for account 1000
Voucher record for invoice 883
Voucher record for invoice 99913
Voucher record for invoice ABC123
    Distribution record for invoice ABC123 to account 1000
END-OF-FILE
```

## VOUCHER RECORD LAYOUT

POSITION	LENGTH	DESCRIPTION
1	8	Literal < *VCHR* >



9	6	Vendor number
15	25	Not used
40	11	Discount Amount
51	8	Discount Date
59	7	Not used
66	5	Discount percent
71	8	Distribution Date
79	8	Due Date
87	12	Invoice Amount
99	8	Invoice Date
107	15	Invoice Number
122	12	Non-discount amount
134	15	Purchase order number
149	25	Reference
174	40	Discount account

## VOUCHER FIELD FORMATTING

**LITERAL <\*VCHR\*>** - The first eight characters of the voucher record must contain <\*VCHR\*>

**DISCOUNT AMOUNT** – Eight-digit whole number with two decimal digits and a trailing sign. The decimal point is implied. Examples:

400.10 should be formatted as 0000040010+

-400.10 should be formatted as 0000040010-

0 should be formatted as 0000000000+

**INVOICE AMOUNT** – Nine-digit whole number with two decimal digits and a trailing sign. The decimal point is implied. Examples:

400.10 should be formatted as 00000040010+

-400.10 should be formatted as 00000040010-

0 should be formatted as 00000000000+

**NON-DISCOUNT AMOUNT** – Nine-digit whole number with two decimal digits and a trailing sign. The decimal point is implied. Examples:

400.10 should be formatted as 00000040010+

-400.10 should be formatted as 00000040010-

0 should be formatted as 00000000000+

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**VENDOR NUMBER** –

Numeric vendor number:

Can be in alphanumeric format with trailing blanks as in: (b = blank)

100bbb

2000bb

Or numeric format with leading zeros as in:

000100

002000

Alphanumeric vendor number:

Needs to be left justified with trailing spaces. For example: (b = blank)

ABC should be formatted as ABCbbb

A1 should be formatted as A1bbbb

**ALL DATE FIELDS** - Need to be in YYYYMMDD format. Thus, July 4, 2001 needs to be formatted as:

20010704

**DISCOUNT PERCENT** – Two digit whole number with two decimal digits and a trailing sign. The decimal point is implied. Examples:

10.20 should be formatted as 1020+

0 should be formatted as 0000+

**INVOICE NUMBER** – No formatting required. Imported as is.

**PURCHASE ORDER NUMBER** –

Numeric P.O. number:

Can be in alphanumeric format with trailing blanks as in: (b = blank)

100bbbbbbbbbbbb

2000bbbbbbbbbbbb

---

Or in numeric format with leading zeros as in:

000000000000100

0000000000002000

Alphanumeric P.O. number:

Needs to be left justified with trailing spaces. For example: (b = blank)

ABC should be formatted as ABCbbbbbbbbbbbbbb

A1 should be formatted as A1bbbbbbbbbbbbbb

**DISCOUNT ACCOUNT** – No formatting required. Imported as is.

**REFERENCE** – No formatting required. Imported as is.

## VOUCHER FIELD DEPENDENCIES AND REQUIREMENTS

### REQUIRED FIELDS

These fields are required when importing vouchers. Without any one of these fields in the file, the Passport Business Solutions import will not work.

Field	Requirement
Literal	Must be <*VCHR*>
Vendor Number	Must be a valid PBS vendor
Distribution Date	Must be non zero
Invoice Amount	Must be non zero
Invoice Date	Must be non zero
Invoice Number	Cannot be blank

### OPTIONAL FIELDS

These fields are optional. The table below shows what they should contain when they are not used.

<i>Field</i>	<b>Value when not used</b>
Non-discount amount	Zero
Discount Date	Zero
Discount Amount	Zero

Discount Date	Zero
Discount account	Spaces
Due Date	Zero
Discount percent	Zero
Purchase order number	Spaces
Reference	Spaces
Discount account	Spaces

**Additional information:**

The Due Date cannot be less than the invoice date. If so it will be set to the invoice date.

The Discount date cannot be less than the invoice date, or greater than the due date. If so it will be set to zeros.

The Discount amount and discount percent must be used together. Thus one cannot be zeros while the other holds a value.

The Discount account is only used if there is a discount percent and discount amount. The imported account will be looked up in the account cross-reference file. If not found, it will be set to spaces, and the discount amount and discount percent will be set to zeros.

**DISTRIBUTION RECORD LAYOUT**

This is the layout of the distributions for the voucher import.

Position	Length	Description
1	8	Literal <*DIST*>
9	12	Distribution Amount
21	15	Invoice number
36	40	Distribution Account

**DISTRIBUTION FIELD FORMATTING**

**LITERAL <\*DIST\*>** - The first eight characters of the distribution record must contain <\*DIST\*>

**DISTRIBUTION AMOUNT** – Nine-digit whole number with two decimal digits and a trailing sign. The decimal point is implied. Examples:

- 400.10 should be formatted as 00000040010+
- 400.10 should be formatted as 00000040010-
- 0 should be formatted as 000000000000+

---

**INVOICE NUMBER** – No formatting required. Imported as is.

**DISTRIBUTION ACCOUNT** – No formatting required. Imported as is.

#### **DISTRIBUTION FIELD DEPENDENCIES AND REQUIREMENTS.**

The distribution record as a whole is optional. If used, all fields are required.

**INVOICE NUMBER** – Must match the invoice number on the voucher that the distribution follows in the import file. This is used as a safeguard to insure proper matching of distributions to vouchers.

**DISTRIBUTION ACCOUNT** – The account must be found in the account cross-reference file.

### VOUCHER IMPORT LOGIC

This section covers special logic used to create Passport Business Solutions A/P vouchers from the import voucher records.

The following Passport Business Solutions A/P voucher fields are loaded as follows.

#### **VOUCHER NUMBER**

This is assigned using the next available voucher number. It works the same way as if you entered the voucher manually.

#### **VOUCHER TYPE**

When importing the voucher type will be set to 'Regular'.

#### **"RPT ON 1099?"**

This is set to "Y" if the vendor has a 1099 ID # setup in the PBS vendor file.

#### **DISCOUNT DAY(S)**

The discount day(s) is calculated using the imported invoice date, the imported discount date, and the vendor's PBS Terms type. If you choose to use the Vendor terms, then the discount days from the PBS Vendor file is used.

#### **DUE DAY(S)**

The due days(s) are calculated using the imported invoice date, the imported due date, and the vendor's PBS Terms type.

#### **IMPORTING DISTRIBUTIONS**

This section covers special logic used to create Passport Business Solutions A/P distributions from the import distributions records.

The distributions created will always be in balance with the voucher invoice amount. To do this, the program will create a distribution under the following conditions:

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## NO DISTRIBUTION RECORDS

This occurs when there are no distribution records for a voucher. It will cause a distribution to be created for the complete voucher invoice amount. The distribution will use the account number from the Vendor's "default distribution account number" field.

## TOTAL DISTRIBUTION AMOUNT DOES NOT EQUAL INVOICE AMOUNT

This occurs when the accumulated total of the distributions imported does not equal the invoice amount. This will cause a distribution to be created that contains an amount equal to the difference. The distribution will use the account number from the Vendor's "default distribution account number" field.

As distributions are created, the program will first check to see if it has already created a distribution for the same account number. If so, the amount of the distribution will be added to the existing distribution. Thus if you have a record sequence like this:

Voucher for invoice ABC – Invoice amount = \$200

Distribution to invoice ABC, Account 1000, amount \$150

Distribution to invoice ABC, Account 1000, amount \$50

Only one distribution will be created using account 1000 and an amount of \$200.

## GENERAL LEDGER DISTRIBUTION IMPORT RECORD LAYOUT

This is the import layout to G/L distributions when using an external cross reference file.

POSITION	LENGTH	DESCRIPTION
1	3	Literal <SYN> (User ID)
4	40	External account number
44	8	Distribution date
52	6	Distribution journal number
58	1	Cost correction flag
59	6	Sequence number
65	15	Distribution amount
80	10	Source
90	25	Reference
115	15	Document number

EXDIST fields to import into GL distributions:

EX-DIST-ACCT-NO is used to look at the 1<sup>st</sup> or 2<sup>nd</sup> reference in the GL Account Link file (EGLFIL) to get the new account number to create the distributions. Thus EX-DIST-ACCT-NO is the cross-reference (1<sup>st</sup> or 2<sup>nd</sup>) between the external account number and PBS account #.

EX-DIST-DAT is the distribution date and is compared to the Cut-off date to decide whether a distribution should be imported.

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EX-DIST-JRNL-NO is the journal number. This value will not be used when the chart of account is set to compress.

EX-DIST-AMT is the distribution amount.

EX-DIST-SRC is the distribution source and will be set to "EX" if not loaded.

EX-DIST-CORR-FLG is the correction flag.

EX-DIST-SEQ-NO This field is not used during the import.

EX-DIST-REF and EX-DIST-DOC-NO are the reference and document number respectively for account numbers with a compression code of "N."

For account with "D"ate compression, the reference is set "Net change for date/jrnl" and the document number is cleared.

For account with "P"eriod compression, the reference is set " Net change for the period" and the document number is cleared.

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## Key Terms

### **ACCOUNTS PAYABLE (A/P)**

Accounts Payable is an accounting module in Passport Business Solutions and will often be abbreviated as A/P.

### **COUNTERPOINT (CP)**

CounterPoint is a product of Synchronics, Inc. of Memphis, TN. CounterPoint will often be abbreviated as CP.

### **EXPORT/IMPORT**

To simplify this document, the word “Export” has been substituted for the CP term “Voucher receiving”. In CP, the term “Voucher Receiving” is used to cover the process of selecting a Purchase Order for vouchering, selecting the receivers to voucher, entering payment information, entering the distributions, and then exporting the voucher and distributions. Since all of these steps are needed to produce an export record set, they will be referred to as “Exporting”. This will become clearer as you further understand the CP process.

Import is simply transferring data from a properly formatted text file into Passport Business Solutions.

### **GENERAL LEDGER (GL)**

General Ledger is an accounting module in Passport Business Solutions and will often be abbreviated as G/L.

### **PASSPORT BUSINESS SOLUTIONS**

In this document, Passport Business Solutions™ Accounting and Business Software may be abbreviated as PBS. Passport Business Solutions (original name was RW32) is a version of the RealWorld/GreatPlains Classic Version 8.6 enhanced by Passport Software, Inc.