

Export Settings

Exporting is the process of sharing or combining information between two or more systems. Chase allows its financial transactions to be exported to many major accounting packages, such as Pastel, Quickbooks, and Navision.

Before an export can be created, some export settings need to be defined. For more information on Export Settings please see [how to set up an Export](#).

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Screen layout

Export Settings screen

The Export Settings screen allows you to set up the Accounting Package to be used for exporting and provides information to assist with integrating the two systems.

The screenshot shows the 'EXPORT SETTINGS' screen for 'Insika Productions'. The 'Company Code' is 'A' and the 'Accounting Package' is 'Pastel 14 Invoices'. The 'Export Parameters' are 'IPJsPayeExportEnabled=0,UseChaseDocNo=1,PostLinesAsItems=0'. The 'Product Posting Group' is empty. The 'Sales GL Account No.' is empty, and the 'Purchases GL Account No.' is '20.Accounts Receivable'. The 'Provision (WIP) GL Account No.' is empty. The 'Advanced Period Change' checkbox is unchecked. The 'Period Cut-off Date' is '31 January 2017' and the 'Accounting Period' is 'Period 1 for January 2017'. The 'Rights Required to Change Accounting Period' is 'Admin' and the 'Rights Required to run the Export Wizard' is 'Financial'. Below these fields is a table titled 'Users with rights to run Export Wizard'.

User Name	Export Type
Adam	Full Export
Carol Fourie	
Ruth Janson	
API	

Export Wizard screen

On this screen you can view all documents to be exported and export them.

EXPORT WIZARD

New Clients		Client Inv.	Client Cr. N.	New Suppliers	Supplier Inv.	Supplier Cr. N.			
InvNo	InvDate	Amount	Total	JobNo	AccNo	Client Name	InvTitle	PaymentTerms	
<input type="checkbox"/>	20	16 January 2017	147915.00	168623.10.8	4	Trish Beauty Spa - H...	Job 8: Nail Promotio...	30 Days	
<input checked="" type="checkbox"/>	21	17 January 2017	54007.00	61567.98.8	4	Trish Beauty Spa - H...	Job 8: Nail Promotio...	30 Days	
<input checked="" type="checkbox"/>	27	19 January 2017	46300.00	46300.00.6	8	Mhofu	Job 6: BMW 7 series...	On invoice	

Count: 3 248222.00 276491.08

Export Archives screen

This screen shows you all exported documents.

EXPORT WIZARD

Archived exports			
Export Date & Time	Cut-off Date	File Name	
26 January 2017	01 September 2016	ChaseExport-170126100808.zip	Download
26 January 2017	01 January 2017	ChaseExport-170126103551.zip	Download

Field Help

Export Settings

Buttons and Fields	Description
Company	The Agencies company name.
Company Code	Within the accounting package, more than one company can exist, similar to multiple configurations within the Chase database. To ensure the exported files are sent to the correct set of books, the Company Code as set up within the accounting package, is specified here.

Accounting Package	Allows you to identify and select your Accounting Package. Be careful to select the correct version as export formats and methods can differ between different versions of the same package.
Export Parameters	Enter any commands or settings required by your specific accounting package to import information into its database. Details of these elements can be obtained from Chase Support and the package developer's product information.
Production Posting Group	If required by your accounting package, enter a default posting account that is used for categorising products. Ask Chase Support for more information.
Sales GL Accounting No	Enter the account number to which sales transactions (Tax Invoices and Credit Notes) are posted by default.
Purchase GL Account No	Enter the account number to which purchase transactions (Supplier Invoices and Supplier Credit Notes) will be posted.
Provision (WIP) GL Account No	If your agency or accounting package uses provisions for jobs that have been completed but for which all costs have not been accounted by period end, enter the account to which WIP provisions will be posted in the Provision (WIP) GL Account No field.
Advanced Period Change	Allows you to edit the Accounting Period fields.
Period Cut-off Date	Displays the full date selected in the Accounting Period Cut-off Day fields.
Accounting Period	<p>Indicate the financial period in which transactions will be created once imported into the accounting package.</p> <p>a) To indicate the desired financial period, click the first field's drop down arrow and select a period number.</p> <p>b) To indicate the calendar month related to the selected financial period, click the second field's drop down arrow and select from a list of months.</p> <p>c) To indicate the calendar year related to the selected financial period, click the third field's drop down arrow and select from a list of available years.</p>
Accounting Period Cut-off Day	<p>This field only appears if the Advanced Period Change checkbox is checked.</p> <p>In the Accounting Period Cut-off Date field, either:</p> <p>a) Select the Month End radio button to indicate that the financial period ends on the last day of the month, or</p> <p>b) Select the Day radio button to indicate that the financial period ends on the same day every month. Click the drop down arrow of the field that appears and select from a list of days in the month chosen in b) above.</p>

Allow 13th Month	<p>This field only appears if the Advanced Period Change checkbox is checked.</p> <p>If the agency's accounting officer permits a 13th financial period for posting belated financial transactions (for example, auditor's adjustments or income and expenditure falling in the year but posted after year end), check the Allow 13th Month checkbox.</p>
Right Required to Change Accounting Period	This field allows you to specify the user right required to be able to move the accounting period forward or backward when running the Export Wizard.
Right Required to run the Export Wizard	Used to specify the user right required to run the Export Wizard.
A user with rights to run Export Wizard	<p>Displays a list of users associated with the access rights indicated in the Right Required to Change Accounting Period and Right Required to run the Export Wizard above, showing:</p> <p>a) the name of the user in the User Name column, and</p> <p>b) the type of export operation the user can perform (set in Access Rights > Forms > Export Wizard) in the Export Type column.</p>

Export Wizard

Tabs and Buttons	Description
New Clients	All new clients created in Chase will appear on the New Clients tab, waiting to be exported to the accounting package.
Client Inv.	This tab shows you all Tax Invoices ready to be exported with all relevant information.
Client Cr.N.	This tab shows you all Issued Client Credit Notes ready to be exported.
New Suppliers	All new Suppliers created in Chase will appear on the New Suppliers tab, waiting to be exported to the accounting package.
Supplier Inv.	Shows all Supplier Invoices captured and ready to be exported.
Supplier Cr.N.	This tab shows you all captured Supplier Credit Notes ready to be exported.
Report via Excel	This button allows you to download information under these tabs as an Excel spreadsheet.
Export	The Export button is used to export documents under the selected tab.

Export Archives

Columns	Description
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Export Date and Time	Shows the day documents were exported and the time of the export.
Cut-off Date	Shows you the financial period ending on the same day every month.
File Name	Name of all exported files for that day.
Download button	Allows you to download the zip file.