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 Microsoft Dynamics 365 Business Central.

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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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.

∨ Field Help

Export Settings

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

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. Contact support@chasesoftware.co.za 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 this 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	Defines the financial period in which transactions will be created once imported into the accounting package.
Accounting Period Cut-off Day	Allows you to define if the cut-off is based on the last day of the month, or a specific day (eg. the 25th of each month). This field only appears if the Advanced Period Change checkbox is checked.
Allow 13th Month	This field only appears if the Advanced Period Change checkbox is checked. Some accounting packages cater for a 13th financial period for posting related financial transactions (for example, auditor's adjustments or income and expenditure falling in the year but posted after year end). If the agency's accounting officer permits this practice, check the Allow 13th Month checkbox.
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.
Users with rights to run Export Wizard	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: a) **User Name**, and b) **Export Type:** the type of export operation the user can perform (set in **Access Rights** > **Forms** > **Export Wizard**).