

Accounting Exports

When you export to your accounting software from SRS, you'll never have to worry about double entry. All of your receivables will be entered in SRS, and the payables handed in your accounting. We export to all of the following 3rd party accounting systems.

A screenshot of the 'Accounts' tab in the SRS software. The top bar shows 'Accounts', 'Transactions', 'Checks', 'Journal Entries', and 'Accounts Payable'. Below the top bar, there is a section for 'Corporation: SRS FH Corp' and 'Accounting Start Date: 1/1/2010'. A table lists accounts with columns 'AccountNum' and 'Name'. The table contains the following data: 5000 Accounts Payable, 1100 Accounts Receivable, 3900 Accrued Sales Tax, 3910 Accrued Taxes, 1310 Acct Rec Funeral, 6005 Advertising, -99 ARbad, -88 ARgood, 3920 Auto Insurance, and 5002 Auto Loan. Below the table, there is a form for adding a new account with fields for 'Name', 'Type', 'Account #', and a checkbox for 'Needs COGS Account'. The 'Name' field is filled with 'Accounts Payable', 'Type' is 'Accts Payable', and 'Account #' is '5000'. There are 'New', 'Save', and 'Delete' buttons at the bottom.

Click on the Accounting icon on the top bar, then the Accounts tab. Here is where you'll find your Chart of Accounts we can import from your accounting system. If you add a new account in your accounting, you will simply need to add it in SRS as well. To add a new account, click the new button, type in the name then save at the bottom.

Next, let's visit your defaults. Navigate to the Defaults tab. These defaults will allow the program to send the funds to the correct accounts. They're also a safety net if there isn't a special account assigned. If specific types of payments, discounts, interest, or refunds are required to flow into specific income accounts, select the payment and adjustment type, which branch it applies to, and the accounts to debit and credit. This list can be edited in the dropdown setup.

A screenshot of the 'Defaults' tab in the SRS software. The top bar shows 'Accounts', 'Transactions', 'Checks', 'Journal Entries', 'Accounts Payable', 'Defaults', 'Export', 'Payroll', 'Search', and 'Reports'. Below the top bar, there is a section for 'Corporate Default Accounts' with dropdown menus for 'Acct Rec: Accounts Receivable', 'Cash: Undeposited Funds', 'Checking: Checking', 'Discounts: Discounts', and 'Refund: Refunds'. To the right, there is a section for 'You may choose specific A/R and Sales Tax Default Accounts per Branch Below' with dropdown menus for 'Branch: Simons', 'Acct Rec: Accounts Receivable', and 'Sales Tax: NEW SALES TAX'. There is a 'Save' button at the bottom right.

Now let's set up your accounts for all the items in your price list. You can get there from either Billing or Settings. From the Funeral Home Info tab, click on your price list, then the General Price List info tab. For each category, you'll want a default account. We can put an account in for you, but double check it's the correct one you want to use. Use the dropdown to select or change the income account and be sure to hit Save.

You are welcome to assign a Cost of Goods Sold and Inventory account as well but this is optional. You can copy these default income accounts to every item by click the Copy Default Accounts and Tax to Category Items button. Keep in mind, the defaults you are working on only applies to the branch selected at the top. If you want to copy these income accounts for another branch, click Send this Category to Select Chapels, then choose the location. This will copy the accounts for each items, but you'll still need to assign a default income account.

Check All Clients	
Quickbooks	Peachtree
BusinessWorks	NAVision
Simply Acctng	MAS 90/200
QB Journal	Acc Pac
Passport	MYOB
Sage 50	Dynamics

Now that the setup is complete, let's learn how to export your contracts to your accounting software. Navigate your way to Accounting, then click on the Export tab. This table shows a list of clients whose contracts, payments or bills haven't been exported yet during the months selected. Check the box under this column named Export Now, or click Check All Clients if you want to export everything in the box. Select which accounting program you use from the option on bottom. After clicking, a box will appear. It's asking where you want to save the IIF file to. If you have a file on your computer for your accounting exports already, save it there. If not, create a file you'll remember.

After your file is saved, simply open your accounting software and import the file you saved.

We recommend creating a same case, entering a sample contract, then selecting this case to export. This will easily demonstrate how the case moves from SRS to your accounting. Be sure to go back in both systems and delete the sample case!

