



A FIDUCIAL COMPANY

Federated Export

When you export to Federated you must have the Federated Purchased Feature, the Accounting Export Purchased Feature, and a chart of accounts. You must have a solid internet connection and default accounts set. Lastly, you must be able to access Federated's web service.

There are two paths you can take to export to Federated. One is through the billing screen, while the other is through the accounting screen. Select the client you would like to export to Federated and clicking on the billing tab. From there, you can create a contract and apply payments as you normally would.

Date	Invoice #	Total	Due
5/15/2017	9876734	506,800.00	500,000.65
5/15/2017	9876736	3,100.00	1,880.00
5/15/2017	9876737	9,775.00	5,708.48

Invoice #: 9876734 Date: 5/15/2017

- ☐ Invoice Notes
- ☐ Invoice Taxes
- ☐ Purchasers
- ☐ Commissions
- ☐ Print History
- ☐ Payment Schedule
- ☐ Trusting

However, because you are a Federated client, when you lock an invoice, a dialog box prompting to export the invoice and any payments or adjustments on the invoice will appear. You can handle exporting the initial contract with this easy process only once per invoice. As soon as the case is locked, any future changes to this contract will be exported to Federated in a separate section.

Invoice #: 9876734 Date: 5/15/2017

Miscellaneous

Entered By:

Last Billed: 5/12/2017

Bad Debt:

Original Invoice Exported: ☒

Exclude from Interest Calc:

Income Always Reported:

Invoice Type:

Interest Rate (APR): 18 %

Export to Accounting Software

If you want to confirm the invoice was exported, simply click the miscellaneous tab on the right side and see if original invoice exported is checked.

You will also notice there is a place to view if any payments or adjustments were exported. These will go to Federated if you've entered them prior to locking.

Now, let's explore how to push changes to Federated *after* the initial contract is exported. We made two sample changes to the case after the export. Notice these transactions are not marked as exported yet.

Invoice Items		Payments & Adjustments		CD Investor	C/A Reconcile	Periodic Debit
Date	Type	Name	Entry By	Inc	Dec	Balance
5/17/2017	Discount	Obituary	Simons, S		\$20.00	\$503030.65
5/17/2017	Payment		Simons, S		\$100.00	\$503050.65
5/17/2017	Payment Reve...		Simons, S	\$100.00		\$503150.65
5/17/2017	Payment		Simons, S		\$100.00	\$503050.65
5/17/2017	Payment		Simons, S		\$100.00	\$503150.65
5/17/2017	Payment		Simons, S		\$100.00	\$503250.65
5/12/2017	Check		Simons, S		\$5000.00	\$503350.65
5/12/2017	Finance Charge		Simons, S	\$250.65		\$508350.65
5/12/2017	Check		Simons, S		\$1000.00	\$508100.00
5/11/2017	Payment		Simons, S		\$50.00	\$509100.00
5/11/2017	Payment		Simons, S		\$1000.00	\$509150.00

+ PAYMENT
+ DISCOUNT
+ ADJUSTMENT (+)
+ INTEREST
+ REFUND

Date: 5/17/2017

Type: Discount

Note:

Amount: \$20.00

Receipt #: 268

Choose Items to Discount Default %: 0

Item	Inc	Amount
Obituary	<input checked="" type="checkbox"/>	\$20.00

☐ Pending

☐ Transaction Exported

In order to re-export the changes, you need to go to the Accounting tab, which is the second path previously mentioned. When selecting the Accounting tab, a Federated tab will be visible for you to select. Once you click on that Federated tab, you will be presented with three different exporting options: *Checks*, *Invoices*, and *Journal Entries*. Let's go through each one.

Checks

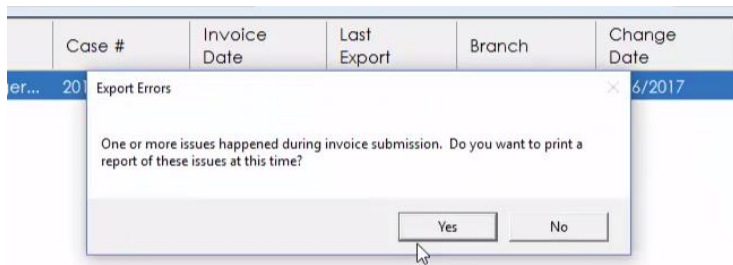
Invoices

Journal Entries

Bank Account: Checking

When selecting the Invoice tab the accounts are controlled by the corporation dropdown. You will notice that the previous case you were pushing changes on is listed. To send all of the changes you've made to this and all other invoice changes, simply click the Check All button then click "Export Invoices". If an invoice was previously exported, it will only send the changes and not the entire invoice again.

When dealing with *invoices*, Federated would primarily like their clients to export invoices from the Billing Screen at the time the invoice gets locked. However, invoices can still be exported from this screen. The primary reason you will use this tab is to Export payments and adjustments to an already exported invoice.



If there was an error during your export, a dialogue box will appear, click yes to allow you to access the Export Error Report. It will tell you what your error was. And take note that the invoice WILL NOT export until the error is corrected and you re-export from the Accounting screen.

Export Errors	
1	<div>Lang, Fitzgerald Invoice</div> <div>Error sending invoice to F</div> <div>BL0790 - The Debtor State Zip must be 5 numeric characters.</div>

When dealing with *checks*, Federated would like their clients to export checks at the end of every month in a single bulk export. But you can send checks individually if needed. 'This Month' and 'Last Month' options are here to easily select date ranges of exportable items. Mark the boxes next to the checks that will be exported. To export these selected checks, simply click the Export Check(s) button.

The last section, *Journal Entries*, is for exporting the general journal entries that might not be covered in Checks or Invoices— think Receipts. Just as before, multiple journal entries can be exported at a time by checking multiple boxes and clicking the Export Journal Entries button.

Alright and there you have it! Now you know how to export to Federated using SRS software. If you have any questions at do not hesitate to give us a call!