

GL Batch Export - Quickbooks Integration

Last Modified on 12/16/2024 1:00 pm PST

Pathway: *Accounting > GL Transaction Processing*

Export GL batches from Navusoft into an Excel file for uploading into QuickBooks using the process outlined here. This documentation outlines the steps within Navusoft, provides recommendations and tips, and includes limited guidance on the recommended QuickBooks application, Axis.

The screenshot shows the 'GL TRANSACTION PROCESSING' interface. At the top, there is a blue header with the title. Below it, a dropdown menu is set to 'Jan 2023' and a green 'LOAD' button is visible. A navigation bar contains tabs for 'Pending', 'In Progress' (with a red '22' badge), 'Posted', and 'Summary'. The main area is a table with columns: 'GL BATCH ID ↑', 'AR PERIOD', and 'CREATED BY'. A context menu is open over batch 1049, listing options: 'Export Batch', 'Print Report', 'Post Batch', 'Reverse Batch', and 'View Linked Batches'. The table data is as follows:

GL BATCH ID ↑	AR PERIOD	CREATED BY
1045	2022-05	Matthew - Admin - NS (Admin) 08/23/2023 2:08 pm
1046	2022-05	Matthew - Admin - NS (Admin) 08/23/2023 2:17 pm
1048	2022-09	Matthew - Admin - NS (Admin) 09/26/2023 2:55 pm
1049	2022-09	Matthew - Admin - NS (Admin) 09/26/2023 2:58 pm
1051	2022-09	David Navarro - Admin-NS (Admin) 10/02/2023 5:24 pm
1052	2022-09	Matthew - Admin - NS (Admin) 10/04/2023 12:46 pm
1053	2022-09	Matthew - Admin - NS (Admin) 10/04/2023 2:20 pm
1055	2022-09	Matthew - Admin - NS (Admin) 10/05/2023 1:22 pm
1056	2023-01	Chris Roberts (Sales) 01/18/2024 3:41 pm
1057	2023-01	America Nelson 04/12/2024 3:24 pm
1059	2023-01	Kristi Peterson - Software Engineer 05/01/2024 1:47 pm

Setup Requirements

The following system settings must be configured to successfully export a GL Batch into a compatible file format for QuickBooks.

1. **System Options**(*Setup > System > System Options*)
 - Integration tab
 - The **Enable ERP Integration** field should not be set to 'External Systems'.
 - **GL Export Format** must be set to 'QuickBooks'.

The screenshot shows the 'SYSTEM OPTIONS SETUP' interface. It has a blue header with the title. Below it, there are tabs for 'System', 'Sales', 'Integration', 'Account', 'Operations', 'Customer Portal', and 'Broker'. The 'Integration' tab is selected. The main area contains several configuration fields. Two fields are highlighted in yellow: 'ENABLE ERP INTEGRATION' set to 'No' and 'GL EXPORT FORMAT' set to 'Quickbooks'. Other fields include 'BI INTEGRATION DATABASE', 'UPS ACCESS KEY', 'USPS ACCESS KEY', and 'ERP ID LABEL' (with 'ERP LABEL' in the input field). On the right side, there are labels for 'EXTERNAL INVOICE S3 FOLDE', 'EXTERNAL INVOICE TASK TYF', and 'EXTERNAL INVOICE APPROVA EMAIL'.

Export Process

The export process is accessed via the GL Transaction Processing screen from the **In Progress** tab, after a GL Batch has been created. It is important to use the specific export process outlined here, as other export options in GL Transaction Processing do not meet the formatting requirements for uploading to QuickBooks.

	A	B	C	D	E	F	G	H	I	J	K	L
1	reference_no	account_name	account_id	transaction_date	line_description	debit	credit	navu_glbatch_id	posting_period	ar_period	navu_batch	division_id
2	1045-B00015514-202	Caribou Coffee	12000-L301	5/11/22	Billing Batch - 15514	208.53		1045	2022-05	2022-05	5/11/22	1003
3	1045-B00015514-202	Java Moose	24060-L301	5/11/22	Billing Batch - 15514 - 2022-05-11 - 2022-05		15.9	1045	2022-05	2022-05	5/11/22	1003
4	1045-B00015514-202	J&S Contracting	40160-L301	5/11/22	Billing Batch - 15514 - 2022-05-11 - 2022-05		192.63	1045	2022-05	2022-05	5/11/22	1003
5	1045-B00015907-202	Style Escape	12000-L301	5/23/22	Billing Batch - 15907	56.79		1045	2022-05	2022-05	5/23/22	1003
6	1045-B00015907-202	Cascade Nutrition	40110-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		3.84	1045	2022-05	2022-05	5/23/22	1003
7	1045-B00015907-202	Tippy Canoes	24060-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
8	1045-B00015907-202	Piggly Wiggly	24060-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
9	1045-B00015907-202	RiverBank	40160-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
10	1045-B00015907-202	The Staple	24060-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
11	1045-B00015907-202	CedarBend	40160-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
12	1045-B00015907-202	WaterShed	24060-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
13	1045-B00015907-202	Farm-to-Table	40160-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003
14	1045-B00015907-202	Peterson's	24060-L301	5/23/22	Billing Batch - 15907 - 2022-05-23 - 2022-05		4.23	1045	2022-05	2022-05	5/23/22	1003

Save As: Quick Book Export-Wk_12_09_24

Tags:

Where: Downloads

File Format: Excel Workbook (.xlsx)

Options...

Cancel Save

1. Create a GL batch. For detailed instructions, refer to the [GL Transaction Processing](#) documentation. Note that batch types do not need to match when creating a GL batch for purposes of exporting to QuickBooks.
2. From the **In Progress** tab, right-click on a batch and select **Export Batch**. This will generate an Excel export file.
 - o **Important:** When the file is ready, verify that there are no '0' values in the credit/debit columns. QuickBooks will reject the file upload if any cells contain a '0' value. Instead of '0', these cells should be left empty/blank.
3. Save the file in Excel as a Workbook (.xlsx) format to prepare it for QuickBooks upload.
 - o **Note:** When the file is first generated, it will generate in file format **.CSV**, which is not a supported format.

QuickBooks Recommended Import Process

This content is based on using the recommended Axis Import App for QuickBooks. While other apps may also work, we have found the Axis app to be the most user-friendly and compatible option.



The documentation provided is based on an external system and may not reflect the latest version of the Axis app in QuickBooks. **Image unavailable.**

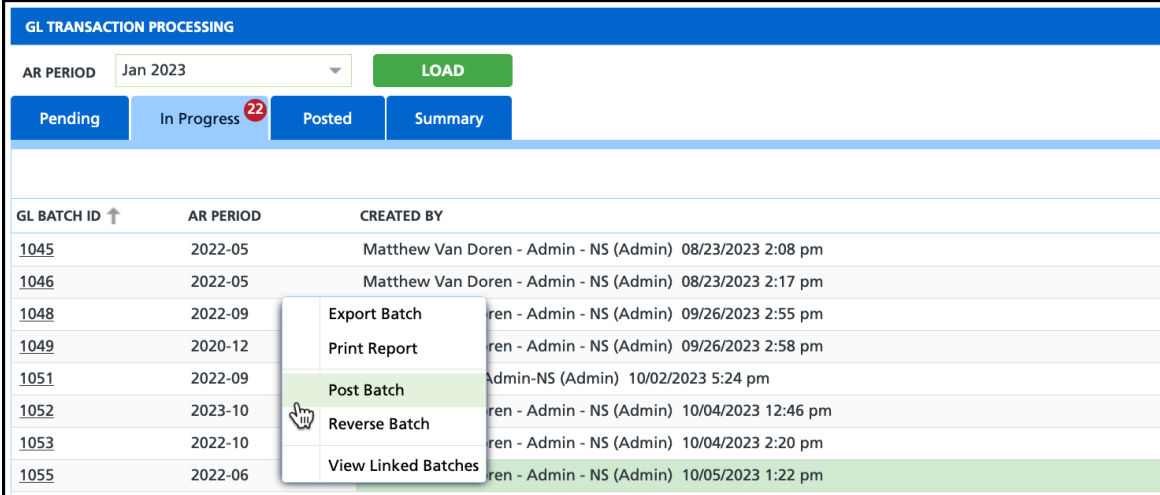
1. Find and launch the Axis application in QuickBooks:
2. This can be searched and launched from **Find Apps**, or **Apps** in QuickBooks. Once you have launched the Axis app, the following steps apply:
 - o Select **Axis** from the index. This will open the Axes screen.
 - o Select **GL Import** from the Axes screen. This will open the GL Import screen.
 - o Select **Make a New Connection** from the GL Import screen and then select File Upload to search the GL

batch file you would like to import.

- Set up your data mapping. Once the mapping is complete, it will only need to be updated if there are changes to your upload file. Mapping is saved for future uploads.
 - *If this is a new process to you, please submit a ticket to Navusoft Support for assistance with mapping.*
- Once mapping is complete or the existing mapping has been reviewed and confirmed no changes are necessary, click **next** until you see your uploaded file on the screen.
 - From the file, drag and drop the **DocNumber** column header to the upper left corner where it says "Drag a column header and drop it here to group by that column". This sorts the GL batch into the respective AR batch types - payment, billing, etc. that the GL batch included.
- Select **Import to QuickBooks**.

Post GL Batches in GL Transaction Processing

Upon verifying the upload into QuickBooks was successful, you can then proceed to post the GL batch in GL Transaction Processing. The process to post a batch can be found in the following documentation: [Create and Process a Batch - GL Transaction Processing](#).



The screenshot displays the 'GL TRANSACTION PROCESSING' interface. At the top, there is a blue header bar. Below it, a white area contains an 'AR PERIOD' dropdown menu set to 'Jan 2023' and a green 'LOAD' button. A navigation bar below that has four buttons: 'Pending', 'In Progress' (with a red notification badge showing '22'), 'Posted', and 'Summary'. The main area is a table with columns for 'GL BATCH ID', 'AR PERIOD', and 'CREATED BY'. A context menu is open over the row with GL Batch ID 1052, showing options: 'Export Batch', 'Print Report', 'Post Batch' (highlighted), 'Reverse Batch', and 'View Linked Batches'. The table data is as follows:

GL BATCH ID	AR PERIOD	CREATED BY
1045	2022-05	Matthew Van Doren - Admin - NS (Admin) 08/23/2023 2:08 pm
1046	2022-05	Matthew Van Doren - Admin - NS (Admin) 08/23/2023 2:17 pm
1048	2022-09	Matthew Van Doren - Admin - NS (Admin) 09/26/2023 2:55 pm
1049	2020-12	Matthew Van Doren - Admin - NS (Admin) 09/26/2023 2:58 pm
1051	2022-09	Matthew Van Doren - Admin - NS (Admin) 10/02/2023 5:24 pm
1052	2023-10	Matthew Van Doren - Admin - NS (Admin) 10/04/2023 12:46 pm
1053	2022-10	Matthew Van Doren - Admin - NS (Admin) 10/04/2023 2:20 pm
1055	2022-06	Matthew Van Doren - Admin - NS (Admin) 10/05/2023 1:22 pm
1056	2022-07	Chris Feigchild (Sales) 01/18/2024 2:41 pm