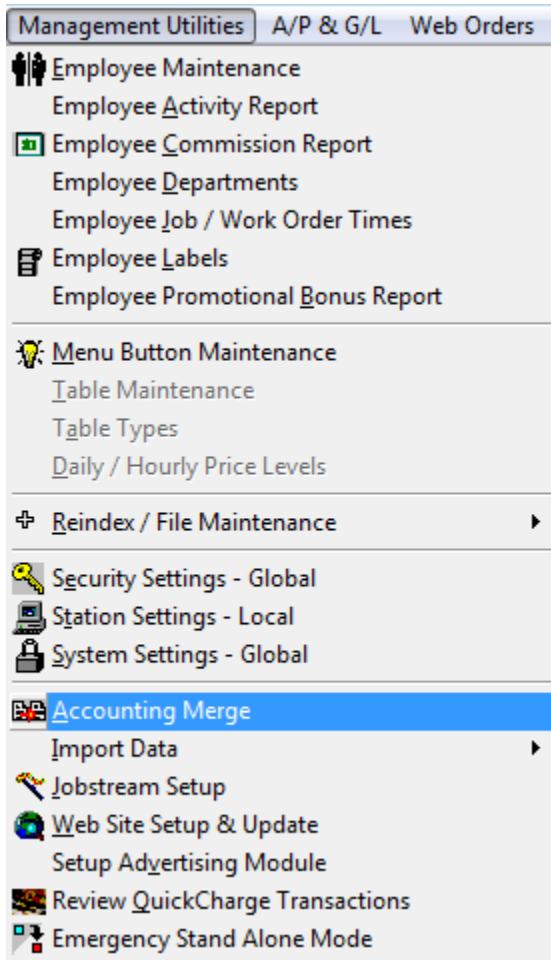




# Active Software & Hardware Systems

## Accounting Merge Setup

1) Setup the Accounting Merge G/L Accounts



2) Enter the G/L Accounts exactly as they are setup in your accounting software Chart of Accounts.

3) Select the Accounting Software and enter the location where your export file will be saved and the name of the export file.



# Active Software & Hardware Systems



4) Select the Date Range to export End of Day Sales Data from the Management System. On the right side of the screen will display the last time data was exported and the date range used. This will help to prevent importing the same date range into your accounting software more than once.



5) Click the Export button

6) After the Export file has been created, open your accounting software and Import the file from the location where it was saved.

7) Check the General Ledger Journal Entry to confirm the data was imported correctly.