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Give your managers the right tools and support
(614) 799-0856

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Visit us on the web: www.bullseye-controls.com

Exporting Invoices from Aspect for QuickBooks



The process for importing Aspect invoices to QuickBooks is the same as importing sales. You must first create an export file from Aspect and then import that file with QuickBooks. You can filter the export file to include any date range or type of invoices you want.

NOTE: Aspect vendors, inventory items, and inventory groups must be properly setup before you can export invoices to QuickBooks. Call Bullseye Controls for more details.

CROSS-CHECK ASPECT INVOICES AND HARD COPIES

1. Log on to Aspect
2. Go to **Invoice Entry** from the navigator *(or from top menu **Inventory > Edit Invoices**)*
3. Use the binoculars to filter the list of invoices for the date range you want, and print the ledger
4. **Get out the actual hard copy for all invoices that came with delivery for the date range**
5. Compare the filtered invoice ledger in Aspect with the actual invoices and confirm data:
 - **Invoice Date**
 - **Invoice Number**
 - **Due Date (if applicable)**
 - **Invoice Amount**

Invoice Ledger

Use the binoculars to sort the display of the **Invoice ledger** to view the invoices you want to export

Sort by date and filter by week-to-date or month-to-date.

Try another sort and filter if you can't locate an invoice – *the date or vendor may have been entered wrong*

Compare the **actual hard copy invoices** with the invoices listed before creating the export file

| Date | Number | Vendor | Due Date | Amount | Paid By | Posted |
|----------|-----------|------------------------|----------|----------|-------------|--------|
| 02-08-03 | 039193030 | Orlando Baking Co | 02-08-03 | 114.18 | Outstanding | Yes |
| 02-08-03 | 1027936 | U.s. Food Service | 02-08-03 | 2,014.46 | Outstanding | Yes |
| 02-10-03 | 90611 | Davia Bakery | 02-10-03 | 30.20 | Outstanding | Yes |
| 02-10-03 | 64399 | Instant Whip Foods | 02-10-03 | 100.80 | Outstanding | Yes |
| 02-10-03 | 319863 | Multi-Flow Dispensers | 02-10-03 | 287.55 | Outstanding | Yes |
| 02-10-03 | 041193040 | Orlando Baking Co | 02-10-03 | 81.08 | Outstanding | Yes |
| 02-10-03 | 16277 | Restaurant Tea Service | 03-12-03 | 73.95 | Outstanding | Yes |
| 02-10-03 | 63426 | Stone Oven Bakery | 02-10-03 | 31.50 | Outstanding | Yes |
| 02-11-03 | 042193039 | Orlando Baking Co | 02-11-03 | 95.52 | Outstanding | Yes |
| 02-11-03 | 1043335 | U.s. Food Service | 02-11-03 | 2,876.89 | Outstanding | Yes |
| 02-11-03 | 1043334 | U.s. Food Service | 02-11-03 | 64.68 | Outstanding | Yes |
| 02-11-03 | 1050567 | U.s. Food Service | 02-11-03 | 48.58 | Outstanding | Yes |
| 02-11-03 | 56472 | Vienna Distributing | 02-11-03 | 704.42 | Outstanding | Yes |
| 02-12-03 | 1819 | Davia Bakery | 02-12-03 | 37.45 | Outstanding | Yes |
| 02-12-03 | 0063521 | Stone Oven Bakery | 02-12-03 | 31.50 | Outstanding | Yes |
| 02-12-03 | 1063028 | U.s. Food Service | 02-12-03 | 41.26 | Outstanding | Yes |
| 02-13-03 | 14267 | Phoenix | 02-13-03 | 177.80 | Outstanding | Yes |
| 02-13-03 | 75334 | State Fish | 02-13-03 | 328.40 | Outstanding | Yes |
| 02-13-03 | 1067555 | U.s. Food Service | 02-13-03 | 1,550.02 | Outstanding | Yes |
| 02-13-03 | 1057256 | U.s. Food Service | 02-13-03 | 10.73 | Outstanding | Yes |
| 02-14-03 | 1620 | Davia Bakery | 02-14-03 | 35.70 | Outstanding | Yes |
| 02-14-03 | 044193036 | Orlando Baking Co | 02-14-03 | 99.48 | Outstanding | Yes |
| 02-14-03 | 270672 | Pierre's Ice Cream Co. | 02-14-03 | 185.40 | Outstanding | Yes |
| 02-14-03 | 278104 | Pierre's Ice Cream Co. | 02-14-03 | 290.10 | Outstanding | Yes |
| 02-14-03 | 63614 | Stone Oven Bakery | 02-14-03 | 31.50 | Outstanding | Yes |
| 02-15-03 | 046193533 | Orlando Baking Co | 02-15-03 | 101.22 | Outstanding | Yes |
| 02-15-03 | 36700 | Vienna Distributing | 02-15-03 | 300.84 | Outstanding | Yes |
| 02-17-03 | 14655 | Davia Bakery | 02-17-03 | 39.20 | Outstanding | Yes |
| 02-17-03 | 048193034 | Orlando Baking Co | 02-17-03 | 58.96 | Outstanding | Yes |
| 02-17-03 | 270673 | Pierre's Ice Cream Co. | 02-17-03 | 185.40 | Outstanding | Yes |

6. If the invoice ledger does not match actual invoices, **edit Aspect invoices** and make any changes needed.

- **You may find you are missing invoices in Aspect that you thought were entered. Try changing the date range or the vendor filter; you may have entered the wrong date or vendor name**
- **You may be missing hard copies for invoices that were entered in Aspect. Find them!**
- **You should have credit invoices in Aspect to match credits from your vendor; make sure the numbers match**



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CREATE ASPECT EXPORT FILE

7. From the **Aspect Invoice Ledger** window select **Edit > Export to QuickBooks**
8. Complete the **QuickBooks A/P Export** window
9. Click **OK** to create the export file

Note: You can create one export file that contains several invoices. The *Dates, Invoices paid by, and Posting* selections allow you to filter which invoices will be included in the export file. A policy for how to mark the *Invoices paid by* selection will help control what goes to QuickBooks

- Name the export file with the ending date of the invoices. **Sep24** in the example
- Pick the date range that includes the invoices you want
- Filter the selected invoices by using the ***Invoice paid by*** check boxes
- Use the ***Mark Invoices as Posted*** and ***Include Posted invoices*** options to keep track of what invoices are already in an export file
- The G/L account should be ***Accounts Payable***
- Fill in the ***Class*** if you are using classes in QuickBooks

QuickBooks A/P Export

File name: C:\ASPECT\DEMO\INV\IMP\SEP24 [Browse]

Dates: From: Sun, Sep 21, 2003 To: Wed, Sep 24, 2003

Invoices paid by:

Cash Petty Cash

Charge Outstanding

Check Other

Include invoices that have already been posted

Mark invoices as posted after exporting

G/L account for accounts: Accounts Payable

Quickbooks Class (Optional): store1

Ok Cancel

TIP: We suggest creating a folder to store invoice export files so you know where to find them. We use C:\Aspect\InvExp. Limit the name of export files to 5 characters, such as Sep24

If you need to export an invoice that has already been exported you can either:

- A. Check the box for “include invoices already posted” and select a date range
- B. Open the invoice and uncheck the “posted” box in the lower left corner

NOTE: “Posted” indicates an invoice has been exported, not that it was imported to QuickBooks.

Importing an Aspect Invoice File With QuickBooks

1. Open QuickBooks for the company being used
2. Go to **File > Utilities > Import**
3. Browse to find the export file that was created in Aspect – *Look under file types “All files (*.*)”*
4. Select the file, and click OPEN to import the file – *QuickBooks will give you a confirmation if the file was imported correctly*
5. In QuickBooks, view the **vendor detail** to confirm the correct data has been imported

For More Information On Using QuickBooks With Aspect Call Bullseye Controls