

Transferring Invoices from Autotask to Reckon Accounts.

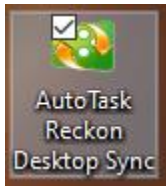
This app will transfer labour, Costs and Contracts.

It has not yet been tested with Expenses, Subscriptions and Milestones.

This App must be installed on the same computer as reckon Accounts desktop

The first time you run it make sure you are logged into Reckon as the Admin user.

1. Run the App after you have Opened Reckon Accounts and logged in.



This window will appear

AutoTask Reckon Desktop Sync v1.0.5.0

[About Us](#)

From date: 04/02/2021 To date: 05/02/2021 Load Invoices

<input type="checkbox"/>	Invoice ID/No.	Invoice Date	Customer	Total Amt.
--------------------------	----------------	--------------	----------	------------

Copyright 2021 Kiss I.T Ltd

Close Settings Import into Reckon

2. Select the date range for the invoices you would like to import.
These are for invoices that already have been processed inside Autotask and been given an Autotask invoice number and Autotask invoice date.
It is not the date range for the services e.g. if you are billing for annual website hosting you do not need to select a 12-24 month period. Its only for the invoice dates range in Autotask.

From date: 04/02/2021 To date: 05/02/2021 Load Invoices

3. Then click on "Load Invoices".

In the middle of the screen this will show. It will take a little time so please be patient



Loading invoices ...

While it is loading invoices Reckon Accounts will freeze as it is syncing invoice numbers.

The invoices need to have been processed in Autotask first and have been marked as **posted**.

This app will show the invoices that are ready to be imported.

Some key features are:

- It will not select negative invoices
- Only invoices that do not yet exist in Reckon Accounts will be automatically selected.
- You can manually select and unselect invoices that have no Reckon Accounts Invoice number.
- It will automatically reselect an invoice if it has been imported and deleted inside Reckon Accounts. As the software does a check by Autotask Invoice number. Be mindful not to reimport it if it was deleted for a reason. E.g. you merged two together after import.

4. Clicking on “Load Invoices ”. will show a screen similar to the below.

<input type="checkbox"/>	Invoice ID/No.	Invoice Date	Customer	Total Amt. (Ex tax)
<input checked="" type="checkbox"/>	29776522	05/02/2021	[REDACTED]	112.50
<input checked="" type="checkbox"/>	29776523	05/02/2021	[REDACTED]	225.00
<input checked="" type="checkbox"/>	29776524	05/02/2021	[REDACTED]	187.50
<input checked="" type="checkbox"/>	29776525	05/02/2021	[REDACTED]	93.75
<input checked="" type="checkbox"/>	29776526	05/02/2021	[REDACTED]	31.25
<input checked="" type="checkbox"/>	29776527	05/02/2021	[REDACTED]	75.00
<input checked="" type="checkbox"/>	29776528	05/02/2021	[REDACTED]	75.00
<input checked="" type="checkbox"/>	29776529	05/02/2021	[REDACTED]	585.00
<input checked="" type="checkbox"/>	29776530	05/02/2021	[REDACTED]	150.00

The right column may show you a status such as

Imported

Skipped

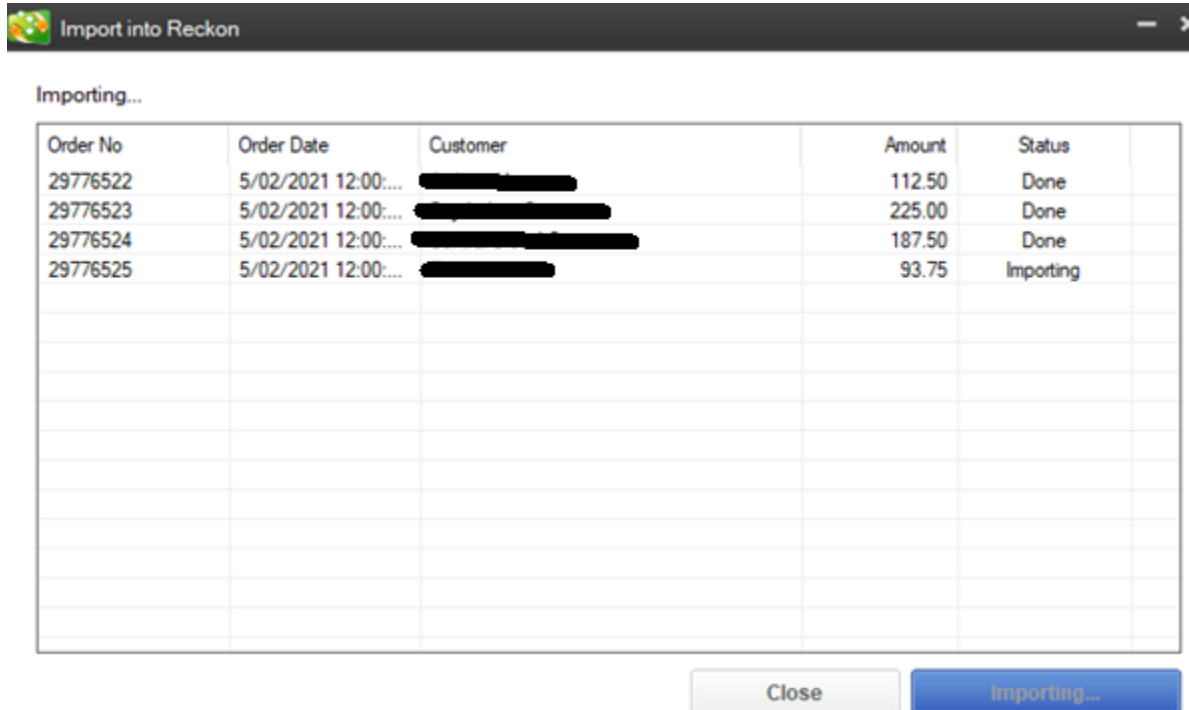
- Imported shows that the invoice number in Reckon Accounts already exists and is matched with one in Autotask
- Skipped is when an invoice has a negative value. Its not possible to make a negative invoice so it is skipped.
- Blank means it has not been imported yet. (these will be automatically Tickets ready for import).
- Note: an invoice that was previously imported and then deleted will trick this app into thinking it was not yet imported. This is useful if two tickets were merged and one deleted, or if a staff member has deleted an invoice for another reason.

5. When ready click on the Imp[ort into reckon Button

Import into Reckon

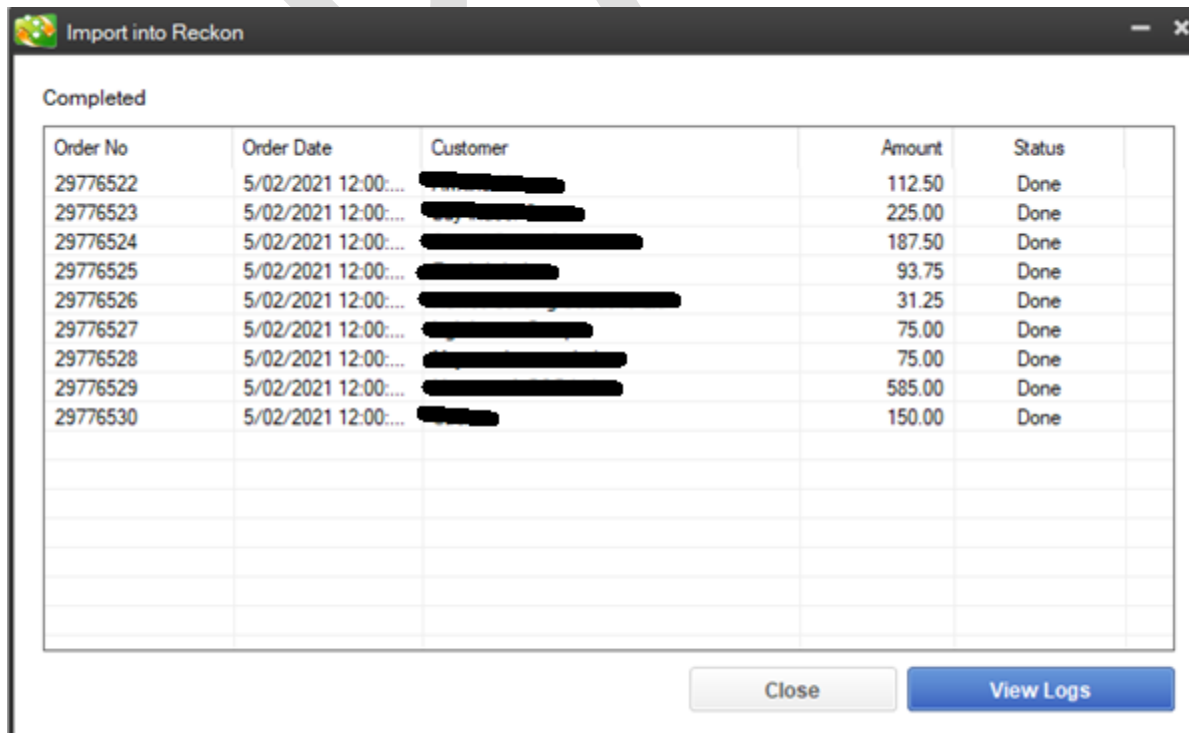
You will now get an importing popup windows. As below.

It will go through the invoices one by one and import them



Order No	Order Date	Customer	Amount	Status
29776522	5/02/2021 12:00:...	[REDACTED]	112.50	Done
29776523	5/02/2021 12:00:...	[REDACTED]	225.00	Done
29776524	5/02/2021 12:00:...	[REDACTED]	187.50	Done
29776525	5/02/2021 12:00:...	[REDACTED]	93.75	Importing

Once finished. You will get the View logs button replace Importing.



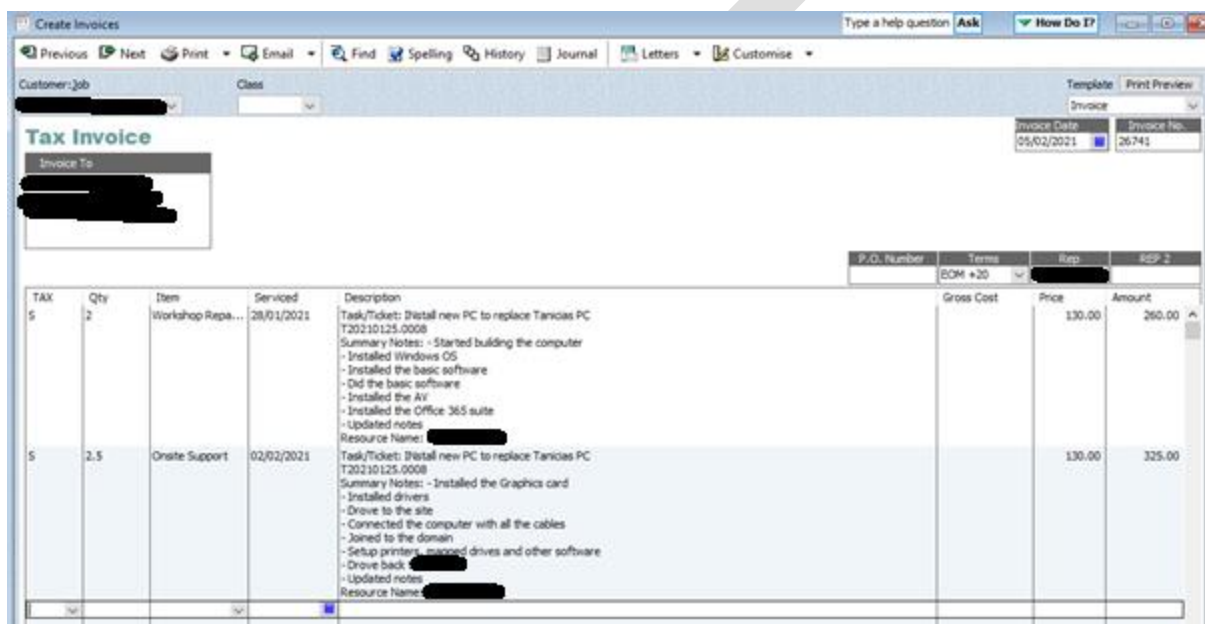
Order No	Order Date	Customer	Amount	Status
29776522	5/02/2021 12:00:...	[REDACTED]	112.50	Done
29776523	5/02/2021 12:00:...	[REDACTED]	225.00	Done
29776524	5/02/2021 12:00:...	[REDACTED]	187.50	Done
29776525	5/02/2021 12:00:...	[REDACTED]	93.75	Done
29776526	5/02/2021 12:00:...	[REDACTED]	31.25	Done
29776527	5/02/2021 12:00:...	[REDACTED]	75.00	Done
29776528	5/02/2021 12:00:...	[REDACTED]	75.00	Done
29776529	5/02/2021 12:00:...	[REDACTED]	585.00	Done
29776530	5/02/2021 12:00:...	[REDACTED]	150.00	Done

6. You can now click on Close

7. Go to Reckon accounts and you will find the invoices have been imported with the dates of the invoice Date in Autotask.
8. The Invoices will have no class set and GST/taxes will have been added.
9. If you want to do due diligence, The invoice numbers in Reckon Accounts should now match the ones in under Autotask History.

Inside Reckon Accounts

The invoices will look similar to the one below.



Just for a reference. An example of how labour looks when it is imported is.

Qty	Item	Serviced	Description
0.75	Remote Support	25/01/2021	Task/Ticket: Email setup for Tim and Adjustment for Angela. T20210125.0010 Summary Notes: - Logged into Office 365 admin portal using Angela's account - Created admin user - Created new user - Changed Angela's password - Assigned the roles for the new user - Updated the customer - Updated notes Resource Name: [Redacted]

This is an example of a cost coming through. In this case a hardware item.

Qty	Item	Serviced	Description
1	Hardware	04/02/2021	Cost Name: Hardware [Redacted] Contracted Rates Cost Description: Power supply Unit Cooler Master MWE Gold 650W Resource Name: [Redacted]

In this example contracts are imported as follows:

Qty	Item	Serviced	Description
1	Service Contracts	16/02/2021	Service: MAV-WKS-DY [16.02.2021 - 15.02.2022] Contract Name: ██████████ Annual Antivirus Subscription Annual Managed Antivirus Workstation Module

DRAFT