

# Magaya and QuickBooks Integration

## Introduction

Magaya software and QuickBooks™ can be set up so you can export invoices and bills from your Magaya system into QuickBooks.

The following explains the steps needed to prepare both your systems before you export any accounting transactions.

## Preparation

The following must match exactly in both your Magaya system and in QuickBooks:

- Chart of Accounts names
- Items and Services names
- Customer names
- Vendor names
- Carrier names

Other account names and items do not need to match, only the ones that will be exported from Magaya into QuickBooks.

The Magaya system comes with many accounts by default in its “Chart of Accounts” and items and services in its “Items and Services”. These accounts, items, and services relate specifically to the logistics industry, while QuickBooks does not include items specific for this industry because it is a general purpose accounting program.

For example, in the Magaya “Chart of Accounts”, there are accounts for freight. The Magaya system comes with a list of Cost accounts and a list of Income accounts by default, as shown in the following screenshot.

Chart of Accounts	
Chart of Accounts	
Name ▲	Type
Freight Cost	Cost Of Goods Sold
Freight Income	Income
Ground Freight Cost	Cost Of Goods Sold
Ground Freight Income	Income
Income Tax Expense	Expense
Income Tax Payable	Other Current Liabilities
Insurance Cost	Cost Of Goods Sold
Insurance Income	Income
Inventory Asset	Other Current Assets
Inventory Cost	Cost Of Goods Sold

The Magaya system uses parent accounts only in the “Chart of Accounts”.

In the Magaya “Items and Services” there aren’t parent accounts or subitems. There is a separate entry for Cost and another for Expense. Each entry corresponds to an account in the “Chart of Accounts”. Here is a screenshot of the Magaya “Items and Services” list:

Magaya "Items and Services" list with cost and income entries grouped together		
Items and Services		
Description ▲	Code	Account Name
Agent profit share	AGT-COST	Agent Liquidation Cost
Agent profit share	AGT-INC	Agent Liquidation Income
Air Freight Service	AIRFGT-INC	Air Freight Income
Air Freight Service Cost	AIRFGT-COST	Air Freight Cost

In QuickBooks, incomes and expenses are tracked as just one entry. You will need to make one cost entry and one income entry for each in the QuickBooks “Chart of Accounts” list.

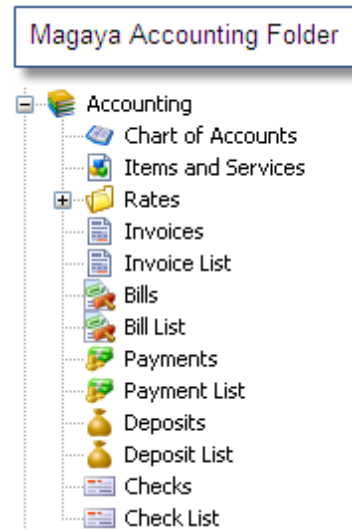
If you are using subitems in QuickBooks, you will need to change this for the items that you want to export from Magaya into QuickBooks. Magaya does not use subitems in its “Items and Services”; each entry is created at the root level.

Options for changing this in QuickBooks include making the subitem inactive or deleting it so you can create a new one. Because every company may want to handle this process in its own way, Magaya Corporation does not provide instructions for this. Your choices will depend on factors such as if you want to continue to use QuickBooks and Magaya together, or if you want to use Magaya instead of QuickBooks for your accounting needs. Please see your QuickBooks documentation or consult a QuickBooks expert.

*Note:* After you set up your QuickBooks entries, you can export that list out of your QuickBooks system and import it into your Magaya system instead of creating the same list in your Magaya system manually.

## Procedure

Here is an overview of the process, starting with new accounts and other information in both systems. We will start with the steps necessary in the Magaya system:



- 1) Create a new Account Definition in the Magaya "Chart of Accounts".

For example, create a new Account Definition for a Documentation Fee. The account type for this example is an Income account. The other fields are optional.

A screenshot of the "Account Definition" dialog box in the Magaya software. The dialog has a blue title bar with a close button. It contains two tabs: "Definition" (selected) and "Notes". The "Definition" tab has several input fields: "Type" (a dropdown menu set to "Income"), "Name" (a text box containing "Documentation Fee"), "Account Number" (an empty text box), "Parent Account" (a dropdown menu), and "Currency" (a dropdown menu set to "USD United States Dollar"). There is also an "Inactive" checkbox which is unchecked. At the bottom of the dialog, there is a "MAGAYA TIP" button and three standard buttons: "OK", "Cancel", and "Help".

For detailed steps on creating accounts, see the *Magaya Software Accounting Manual*.

- 2) Create a new Income item (or Expense item) in “Items and Services” for the account you just created in step 1.
- 3) Create a new Customer in Maintenance > Customers.
- 4) Create a new invoice (or bill) that uses the account and customer you created in steps 1 - 3 above.
- 5) Filter the list of invoices (or bills) to see only the invoices you want to export.

Click the Actions button and select “Export to QuickBooks” from the pop-up menu. This opens a dialog box. Navigate to the location that you want to save the file. Later, you will retrieve this file when you are ready to import it into QuickBooks.

Next, go to your QuickBooks program:

- 1) Follow steps 1 - 3 above in your QuickBooks program. See your QuickBooks documentation for instructions on entering new accounts, etc.
- 2) Import the file that you saved in step 5 above. To import into QuickBooks, go to File > Utilities > Import > IIF. (*Note: This QuickBooks information is current as of December 2011. If it has changed, please refer to the latest QuickBooks documentation.*)

Locate the file you saved and import it.

That completes the process.

*Document revision date:* January 30, 2012