



## Aljex Great Plains Integration Step 1 – What it does

- Aljex copies all financial transactions to Great Plains
- Any vendor or customer added to Aljex is automatically copied to Great Plains
- Aljex is used for invoicing
- Aljex is used for aged accounts payable
- Aljex is used for writing checks to vendors
- Aljex is used for accounts receivable
- Aljex is used for receiving payments from customers
- Aljex is used for bank reconciliation
- Great Plains OR Aljex can be used for non-carrier “trade bills”
- Great Plains is used for financial reporting

**Q:** If Aljex does so much, why use the Great Plains Interface?

**A:** The interface gives you access to instant financial reporting without having to manually enter data into your general ledger.

**Q:** Do I need the Great Plains Interface?

**A:** No, most Aljex clients make manual journal entries created from the “close month” option. For most clients, these entries take about 5 minutes to enter. These journal entries give you almost the same financial reporting as the Great Plains interface.

**Q:** What is the big difference?

**A:** More detail flows into Great Plains with the interface.

**Q:** What exports each time I post?

**A:** Cash Disbursed, Cash Received, A/P, A/R, Other Income, New Customers and Vendors that are active and have never been exported

**Q:** Is there any duplication?

**A:** No. Transactions will only be exported one time.



## Aljex Great Plains Interface Step 2 – What do you need to do?

Upon receipt of this signed authorization and payment for the Great Plains integration, follow the instructions in this document to proceed.

Aljex will provide the data format that the client will need to conform to. The client will also be responsible for creating the templates and the control program that will import the data using Integration Manager.

Any customization to what is provided will be billed on an hourly basis.

If the client wants the process automated, that would also be billed separately.

When the requirements are completed, an appointment will be scheduled with our programming department to begin the integration.

### 1. Requirements

- Great Plains installed on a PC or server.
- Integration Manager installed on a PC or server.
- Chart of Accounts setup in Aljex and Great Plains. Only the chart of accounts you plan to export from Aljex will need to be added.

### 2. Please email the following to [servicedesk@descartes.com](mailto:servicedesk@descartes.com)

- What version of Great Plains do you have?
- Who is your company contact for Great Plains integration setup & training?
- What is their availability?

### 3. Please verify the existence of the following accounts:

- Carrier Advance - Asset
- Carrier Advance Fee – Income
- Quick Pay Deduction – Income



4. Add the following accounts (optional):
  - A/P Aljex, TYPE = Accounts Payable, as a Sub-account of Accounts Payable.
  - A/R Aljex, TYPE = Accounts Receivable, as a Sub-account of Accounts Receivable
5. When you have finished updating the chart of accounts in Great Plains, please export the chart of accounts and email it to [servicedesk@descartes.com](mailto:servicedesk@descartes.com) along with a list of the chart of accounts you want added to Aljex.
6. After the setup is complete, we will generate a sample import file from Aljex in which you can import into Great Plains to ensure the chart of accounts used in the import file are correct.
7. Once the chart of accounts used in the Sample file are verified correct, our programmer will demonstrate the Aljex Accounting Export procedure that takes around an hour.
8. The sample file will not affect your company's LIVE data if you import it into a Test data environment (See #9). To import your sample file into your company production file, do the following:

**We strongly suggest making a backup before every import not just this test data.**

- Backup Great Plains LIVE data.
- Import the sample file and verify chart of accounts used in the import.
- Restore the previous backup and go about your business.

NOTE: During the process above, any changes made will be lost when the backup is restored.

9. Test Environment Setup:
  - Select a previous backup to restore and rename the Great Plains data file to "Company Name TEST TEST". Open the Great Plains TEST file and change the Company Name too. Changing the data file name and the company name to TEST TEST will assure there is no confusion.
  - Import the sample file and verify chart of accounts used in the import.
  - Delete TEST file when done.
10. Support/Training for the Great Plains interface is provided for 90 days after the first live export. Additional Support/Training will be billed at our current hourly rate.



Great Plains Integration is a one-time flat fee of \$4100.00. Any customization to what is provided will be billed on an hourly basis. If the client wants the process automated, that would also be billed separately. If you have read this description of what the integration will do for your company and would like to proceed, please sign below and forward along with your payment (see address below).

**I have read the above and understand what is required for my Great Plains Interface**

---

Signature

---

Print Your Name & Company Name

---

Date

**Please email a signed copy to [servicedesk@descartes.com](mailto:servicedesk@descartes.com) to initiate the Great Plains process.**