

Using the General Ledger Interface:

1. Initial Setup

- a. Starting at the VisionWare Main Menu, go to 'Utility Menu', click on 'Practice Control Files', and finally click on 'Practice Control File'. In the 'Accounting Interface' area, make sure "Simply Accounting V4" is selected and press the SAVE button.
- b. Starting at the VisionWare Main Menu, go to 'Utility Menu', click on 'General Ledger Interface', and finally click on 'Maintain GL Account File'. Type the appropriate Doctor Number and press <enter>. You may press the <ESC> to bring up a window for a listing of all doctors. Once the appropriate Doctor Number selected, enter the corresponding Simply Accounting account numbers into the appropriate fields. When fully entered, press the SAVE button and repeat for all other active doctors in the practice.
- c. The General Ledger Interface stores all financial transactions in a temporary file until an Import File is prepared. After the GL Import File is created, the temporary file is cleared out. Just before starting to use the General Ledger Interface for the first time, we will need to clear it out to prevent previous months or years worth of transactions from being incorrectly imported into Simply Accounting. For example, if you wish to start importing GL files starting the month of December, you will need to 'Prepare GL Import File' after the Final Financial Summary on the last business day in November to empty the temporary file.

2. Monthly Steps

*(to be done after the Final Daily Summary
on the last business day of the month)*

- a. Click 'Print GL Import Listing' and print to printer. It is important that you print the reports first, since you cannot print them after you have clicked 'Prepare GL Import Files'.
- b. Click 'Prepare GL Import File' and select appropriate doctor. Repeat until all active doctors have been prepared. Make sure you keep track of which doctors have been prepared so you don't accidentally prepare their import file a second time.
- c. After Preparing GL Import Files in VisionWare, the files are created in the C:\VISION folder on the server (main computer). Since the files are deleted and recreated every month, it is a good idea to rename them (using the month name) or move them to a different location. Many offices choose to burn them to CD or copy them to a USB drive so they can transport the files to their Accountant to be imported into Simply Accounting. Here are the file names for each doctor in VisionWare:

Doctor #1 – GLIMPORT.D01
Doctor #2 – GLIMPORT.D02
...
Doctor #9 – GLIMPORT.D09

- d. In Simply Accounting, use the program's Import feature for each of the monthly doctor files created.

NOTES:

1. Never create a Third Party Claim and then Process the Payment on the same day. It will cause a \$0 posting to be recorded and possibly cause errors in VisionWare or Simply Accounting.
2. An import listing cannot be printed after a file has been prepared. Always print first.
3. It is a good idea to move the import files (ex. GLIMPORT.D01) to a folder (ex. DEC2006) or rename the file to something unique (ex. GLIMPORTDEC2006.D01).