

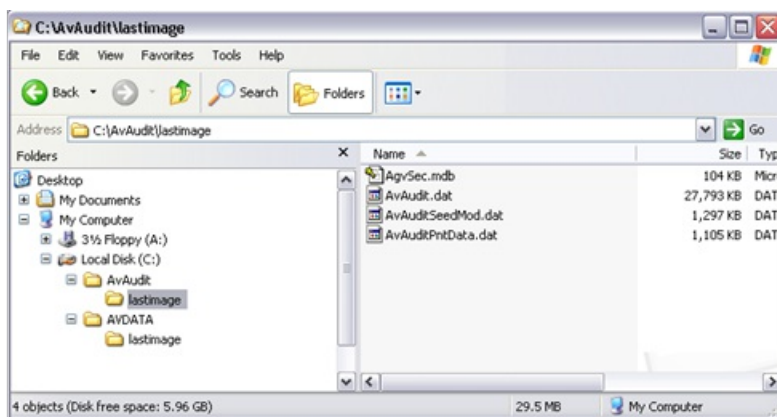
Transferring End-of-Month Data to your Auditor

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Some customers need to give their auditor a copy of their data prior to month end, so that the auditor can make the necessary adjusting entries. These journal entries are then exported from the auditor's data into the live Agvance data. The following instructions demonstrate how to set up the process.

Setup

1. Create a folder called AvAudit on your data server, at the same level as your data folder. For example, if your data folder sits directly on the E: drive on your network and is called avdata, then the path to your data is E:\avdata. You would set up another folder directly on your E: drive called AvAudit, so the path to that folder would be E:\AvAudit.
2. Create a copy of your live data at Hub / Utilities / Create/Refresh Play Data. Name the copy of the data AvAudit and point the dataset to the AvAudit folder created in step 1.
3. Set up an icon on your desktop that you can use to access this dataset. To do this, right-click on your Agvance icon and choose Create Shortcut from the pop-up menu. Right-click on the new icon and choose Rename from the menu. Rename the icon to AvAudit. Right-click on the new icon once more, choose Properties, and change the Start In path to point to the AvAudit folder on the data server.
4. Right before ending the month, refresh your play dataset at Hub/Utilities/Create/Refresh Play Data.
5. Log into the AvAudit dataset and make an on-demand database image at Hub/Utilities/Make Database Image. This is the image your auditor will use to create the journal entries that will be imported into your live data.
6. If you end your month and then make journal entries into your prior month that need to be included in the audit data, follow the instructions at the end of this document to export those journal entries from your live data and then import them into your audit data. This situation can occur if you close your month and then receive your bank statement and need to record a bank fee in the appropriate month.
7. The files the auditor needs will be in X:\AvAudit\LastImage (where X is the drive in which your data is stored). The files should be called AgvSec.mdb, AvAudit.dat, AvAuditPntData.dat, and AvAuditSeedMod.dat.



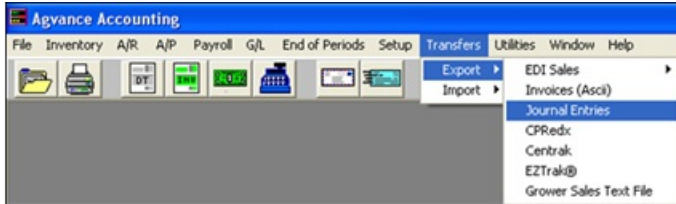
8. Once the files are transferred to the auditor's computer, he or she can restore the data following the

instructions found on Agvance Support Online.

9. Your auditor will make journal entries into his copy of your month-end data, and then export those into a file that you can read into your live data.

Exporting Journal Entries

1. In Accounting, go to *Transfers / Export / Journal Entries*.



2. Enter the path to the folder to which you would like to export the journal entry file. Specify the range of journal entry numbers to be exported. Only general-type journal entries will be exported.



3. The transfer file will be named AdjJourn.xml, and will overwrite any AdjJourn.xml file that already exists in the folder named in the Transfer File Path field.