

1.1 Accounting Integration Consulting

Service Description

With dozens of types of accounting software available, we know that our customers need to be able to extract data from eTapestry to send to the accounting team. This service exists to help you use either a pre -built Accounting Export or to build a Custom Accounting export, as well as, create the proper queries to allow you to export data for your accounting software.

Standard Prebuilt Exports:

- Colleague Export
- Evansville Export
- Financial Edge Export
- ForFUND Export
- FundWare Export
- Intacct Export
- MIP Export
- MYOB Export
- NBA Export
- Norton Export
- Quickbooks Desktop Export

Common Custom Exports:

- QuickBooks Online Export (third party tool required)
- Sage, Peachtree
- Any accounting system that allows for journal entry imports using excel or .csv file. Customer must provide export definition file from the vendor.

Important Note: This consulting does not include assistance with the setup of the accounting software you are using, or exporting data from that software. It is exclusively aimed at assisting you with setting up your eTapestry database so that you can export your data from eTapestry in a format compatible with importing into your accounting software.

Remote Preparation

Your organization's prep work includes:

- Sign up to request consulting: <https://app.etapestry.com/hosted/ConsultingRequestForm/index.php>
- Finish training listed in Pre-Consulting Worksheet:
<https://app.etapestry.com/hosted/ConsultingRequestForm/Pre-Consulting Worksheet Accounting Integration.doc>
- Return completed Pre-Consulting Worksheet and required information from Accounting system back to consulting@etapestry.com

- You will receive a scheduling link to sign up for time with a consultant

Delivery Process

You will work with a consultant through the following steps. Once these steps are complete we will consider the service delivered and close your project. If you determine you need additional assistance in this or any other area, you can request additional consulting services using the request form below:

<https://app.etapestry.com/hosted/ConsultingRequestForm/index.php>

1.2 Project Approach

The following describes the implementation approach for **Accounting Integration Consulting**.

Project Approach		
Phase	Purpose	Overview of Tasks
Prepare	To coordinate with the consultant to schedule dates and times for each session. To provide consultant with necessary information from your accounting system and accountant.	<ul style="list-style-type: none"> • Complete preconsulting survey • Email consultant Chart of Accounts (with detail), sample transaction report, definition file (if necessary) • Schedule first 2 consultations making sure that your bookkeeper/accountant can attend
First Session	To discuss high level integration needs, software import requirements and overview of eTapestry data export process.	<ul style="list-style-type: none"> • Discuss Chart of Accounts and eTapestry Fund Setup. Determine what changes/revisions may need to be made. • Review predefined Accounting Export overview • OR if a custom export is necessary review definition file from accounting vendor to determine custom export needed in eTapestry • Discuss query needs to run export • Discuss setup of Accounting Reconciliation report to use in conjunction with accounting export
Configure	To configure eTapestry Accounting Integration based on areas discussed during the Review phase.	Configure the following Functional Areas: <ul style="list-style-type: none"> • Consultant will create and configure necessary queries, User Defined Fields and export/report based on first session. • Customer will add/revise Funds and G/L codes to eTapestry based on first session. • Consultant will test queries and export
Second Session	To test and run accounting export	<ul style="list-style-type: none"> • Walkthrough setup of queries and steps of running either standard or custom export • Run test export out of eTapestry • Customer imports file into accounting system • Any revisions to query or export from eTapestry to be made if necessary

Project Approach

Wrap Up

To complete the activities required to formally end the implementation project.

- Create an engagement summary document that outlines the following:
 - List of queries and exports/reports created
 - Fund setup
 - Any special instructions regarding customization