Appendix I

Exporting T.O.M.'s Field Trip Invoices to Your Organization's Accounting Software.

T.O.M. has a powerful feature that allows you to export your field trip invoices created by your T.O.M. software to your organization's accounting software. Many School Districts and Contractors have expressed a desire to not only have T.O.M. bill for their field trips but to then take those invoices created for the field trips and export them to their accounting software thus saving the time and expense of having a person rekey the field trip billing information back into their accounting software. T.O.M. Field Trip Invoice Export feature does just that.

T.O.M. comes preprogrammed to export to several popular accounting software products like ACCPAC and IFES.

NOTE: Gecko Microsolutions, Inc. has a standing offer to all of it's customers that if T.O.M. does not currently have an export format that is compatible with your accounting software Gecko will attempt to add that format to your T.O.M. software for NO CHARGE! Just contact Gecko and we will be more than happy to assist you in having T.O.M. share field trip billing information with your accounting software.

Telling T.O.M. What Export Format to Use When Exporting Your Field Trip Invoices

As was previously mentioned T.O.M. has a list of predefined export formats that you can select from. Your first step in using the T.O.M. A/R Export feature is to select what format you want T.O.M. to export the information. To do this you would select the File / Other / A/R Export Settings Option on your Main T.O.M. Menu (Figure I- 1) this will cause the A/R Export Setup Screen to display (Figure I- 2).

Depending on which Export Format you select you will be prompted for different information. Because the list of formats is constantly grown we will not discuss each option that each format screen displays. You should either receive an addendum document describing the detailed fields for you specific format or you should contact a Gecko support representative and he / she can answer any questions you may have.
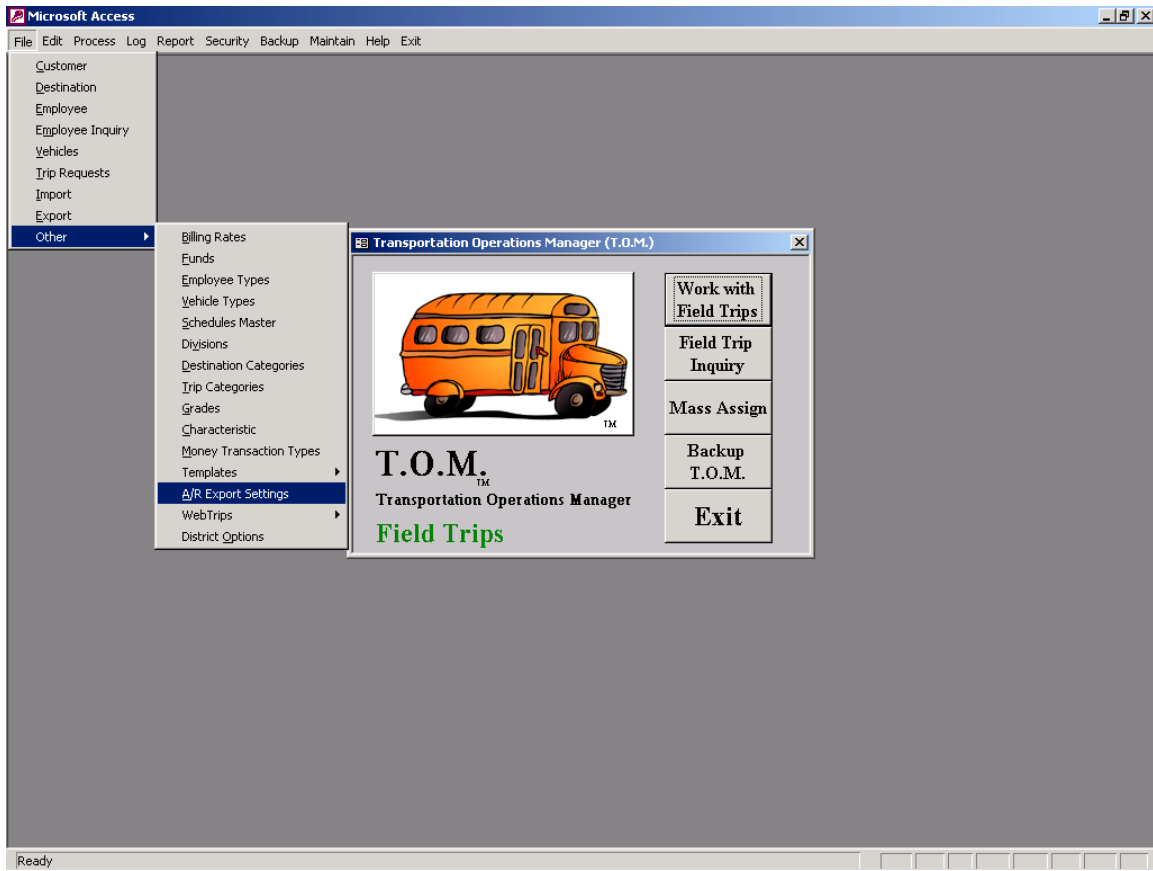
Figure I- 1 – Accessing T.O.M.'s A/R Export Settings Routing

Figure I- 2 – An Example of the A/R Export Setup Screen

Exporting Your Field Trip Invoices to Your Accounting System

Once you have set the A/R Export Format T.O.M. is to use you can then at any time then choose to export you field trip billing information to your accounting system. (NOTE: You can only export billing information on field trips that have ALREADY BEEN BILLED.) To instruct T.O.M. to export a group of field trip invoices select File / Export on your main T.O.M. Menu (Figure I- 3) this will cause the Invoice Export Screen to display (Figure I- 4).
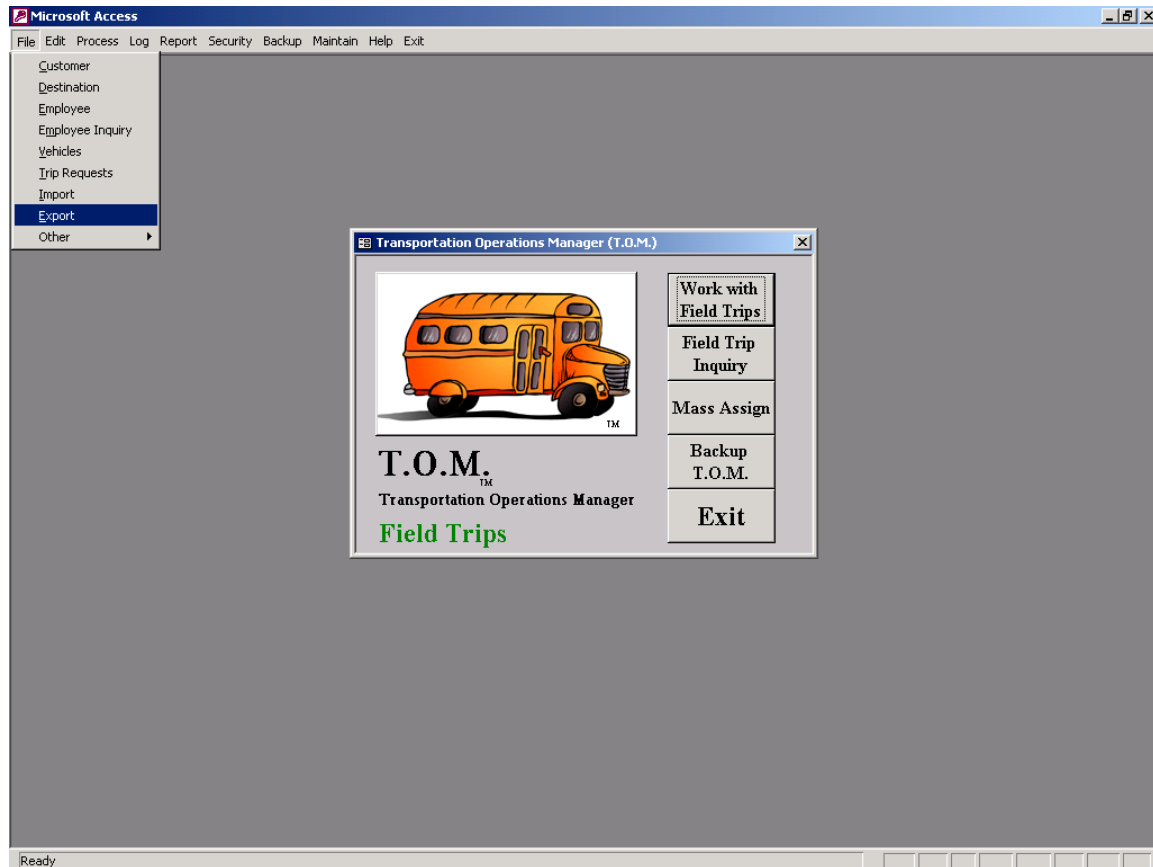

Figure I- 3- Selecting the T.O.M. Field Trip Invoice Export Option

Figure I- 4 – T.O.M.'s Invoice Export Screen

The Invoice Export form () allows you to specify a field trip Bill Date Range and / or a field trip Departure Date Range.   You may also use T.O.M's convenient preprogrammed Dates list to automatically fill in the date ranges for you. Once you enter in the desired date range(s) you would click the OK button. T.O.M. will then gather all field trips that match the date range(s) you entered, extract their billing information and place it in an export file. The name of the export file itself will depend on what export format you selected in the A/R Export Settings screen (). Again you will either have a separate set of documentation giving you the specific details for your selected export format setting or you should contact a Gecko representative to find out what the name of your specific export file will be. When you select your export format you would also specify what location your export file should be placed.

T.O.M. will automatically delete an old export file that is found in the location you specified before creating a new export file. You may then use your accounting software's import routing to then import T.O.M.'s field trip invoices.   NOTE: Most commercial accounting software packages prefer to perform this type of two stop importing process rather than having a program like T.O.M. export the field trip invoices directly into the accounting software's database. Usually, most commercial accounting software has filtering logic placed in their importing features to prevent imported data to cause imbalances or other accounting problems in the software's database. Hence, T.O.M. simply creates a export file that is compliant in format to the accounting software's import format.