Microsoft Dynamics® GP

Export Financial Data

Contents

Introduction

Export Financial Data allows you to export the ACCON account balance report for Belgium and ETAFI account balance report for France to a format that can be imported by the legal authorities of Belgium and France.

Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics® GP online Web site (http://go.microsoft.com/fwlink/?LinkID=161199) for the most current documentation.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to give you an understanding of how to use the features of Export Financial Data, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Export Financial Data, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following chapters:

- Chapter 1, "Report," describes how to export the ACCON and ETAFI account balance reports for the specified criteria.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Report

Use this information to select the account range and specify the period for which to export the ACCON or the ETAFI account balance reports.

You must select BE or FR as the country code in the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company) to export the ACCON account balance report for Belgium and the ETAFI account balance report for France.

This information is divided into the following sections:

- *Export file overview*
- *Selecting and exporting the balance file*
- *Selecting an account range*

Export file overview

Use the ETAFI export file to export financial data required by the French legal authorities. The ETAFI export file contains the ETAFI account number, the account description, the beginning net change balance, sum of the debit amounts for all periods excluding beginning balance, sum of the credit amount for all periods excluding beginning balance and the total period balance of the year for the specified account range.
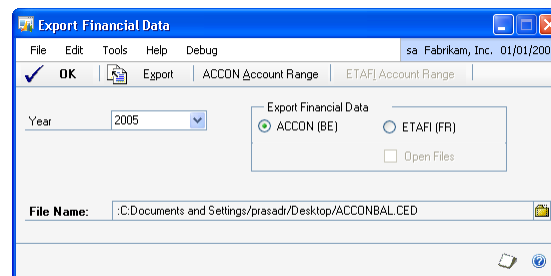
Use the ACCON export file to export financial data required by the Belgium legal authorities. The ACCON export file contains the ACCON account no., the total debit amount for all the periods including beginning balance and the total credit amount including beginning balance of the year for the specified account range.

Selecting and exporting the balance file

Use the Export Financial Data window to export the selected balance file for a specific year and to a specified location. The fields in the window change depending on the file you choose to export.

To select and export the balance file:

1. Open the Export Financial Data window.
   (Reports >> Financial >> Export Financial Data)

2. Select the year for which to export the balance file.

3. Select whether to export the financial data for the ACCON (BE) or for the ETAFI (FR) report.

4. Mark the Open Files option if you have selected to export the ETAFI balance report for an open year.

5. Choose the file name and the location to export the ACCON or the ETAFI Accounts balances report in the File Name field. The default file names are ACCONBAL.CED for the ACCON balance file and ETAFIBAL.CED for ETAFI balance file respectively.

6. Choose ACCON Account Range to select the range of accounts for the ACCON balance report. Refer to *Selecting an account range* on page 6 for more information. This button is available if you have selected ACCON (BE) as the Export Financial Data option.

7. Choose ETAFI Account Range to select the range of accounts for the ETAFI accounts balances report. Refer to *Selecting an account range* on page 6 for more information. This button is available if you have selected ETAFI (FR) as the Export Financial Data option.

8. Choose Export to export the balance information for the selected accounts to the specified file.

9. Choose OK to close the window.

Selecting an account range

Use the Export Account Range window to select the account range to include in the selected report. You can select multiple account ranges in this window. The window name depends upon the export financial data option selected in the Export Financial Data window.

To select an account range:

1. Open the Export Account Range window.
    (Reports >> Financial >> Export Financial Data >> select ETAFI (FR) as the Export Financial Data option >> ETAFI Account Range) OR
    (Reports >> Financial >> Export Financial Data >> select ACCON (BE) as the Export Financial Data option >> ACCON Account Range)
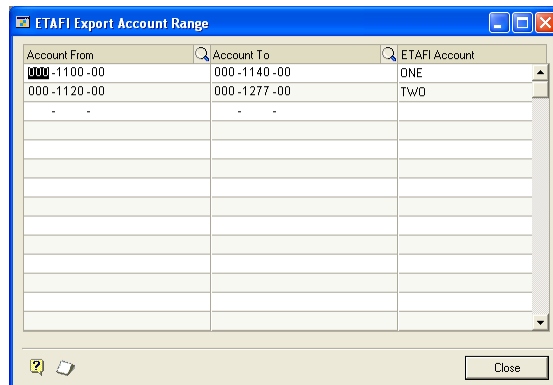
2. Select the range in the Account From and Account To columns.

3. Enter a name for the account range. This is the name that appears at the beginning of each range in the report.

4. Chose OK to return to the Export Financial Data window.

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