

GUIDE TO INTEGRATION IMPLEMENTATION

Contents

OVERVIEW	3
Feature Summary	3
CONFIGURATION	4
System Requirements	4
ConnectWise Manage Configuration	4
Configuration of Manage Login	4
Configuration of Integrator Login	5
Configuration of GL Accounts	6
Configuration of the Accounting Package	7
Acomba Configuration	8
Configuration of Acomba Login	8
Mapping Corresponding Data	12
Customers	12
Vendors	13
Members	14
GL Accounts	15
Accounts Receivable	16
Accounts Payable	17
Tax Codes	18
Products	22
Terms	23
Clearing Transactions	24
Installation	25
USING THE APPLICATION	27
Logging In	27
The Main Screen	28

GUIDE TO INTEGRATION IMPLEMENTATION

Running a New Batch	29
Setting up the Batch	29
Selecting Specific Invoices	30
Selecting Specific Expenses	31
Selecting Specific Inventory Transactions	32
Select a Batch ID	32
Run the Batch	33
Validating a Batch	34
Invoices	35
Accounts Receivable	35
Accounts Payable	36
List of Purchases	36
Products	37
Item Costing GL Entry Transactions	37
GL Entries	38
Rerunning an Existing Batch	38
Un-posting Transactions	39
Invoices	39
Batches	39
Synchronizing Invoice Payments	40
Modules	41
Project Mapping Module	41
Additional Notes	41
CUSTOMER SUPPORT	42
Contact Us	42

GUIDE TO INTEGRATION IMPLEMENTATION

Overview

The Mobius Connect for Acoma Integration allows you to import your Manage accounting data directly into your Acoma application.

Feature Summary

Below is a quick list of features available within this integration:

1	Create Customers	
2	Create Vendors	
3	Create Products	
4	Multiple currency	NA
5	Standard Invoices	
6	Agreement Invoices	
7	Miscellaneous Invoices	
8	Down Payment Invoices	
9	Credit Memos	
10	Expenses	
a	. Transfer with Expense as Bill Option	
b	. Transfer without Expense as Bill Option	
11	Procurement	
a	. Item receipts	
b	. Inventory Adjustments	
c	. Inventory Transfers (Multiple Warehouses if available)	NA
12	Sync Invoice Payments	
Feature is fully implemented		
Feature is partially implemented		
Feature is not available		
Feature will be added in future release		
Accounting package does not support feature		NA

GUIDE TO INTEGRATION IMPLEMENTATION

Configuration

System Requirements

In order to use the Mobius Connect for Acoma Integration, you must have the following installed on your network and/or your machine(s):

- Your Manage software must be setup up with login credentials that have access to the Accounting features of Manage. Additionally, your Manage software must have its Accounting Package configured. See [ConnectWise Manage Configuration](#).
- Acoma must be installed.
- Your Acoma software must be setup with login credentials that have access to various parts of the Acoma system that will be used.
- .NET 4.0 Framework or Higher must be installed on your system. If this is not installed, you will be prompted to automatically install it when you attempt to install the integration application.
- Internet Access: While it is not required to have access to the internet every time you wish to run the integration, updates will automatically download as they become available. Therefore, an internet connection is recommended.

ConnectWise Manage Configuration

Before using the integration application, you must ensure that Manage is configured to allow the integration program access to the accounting system.

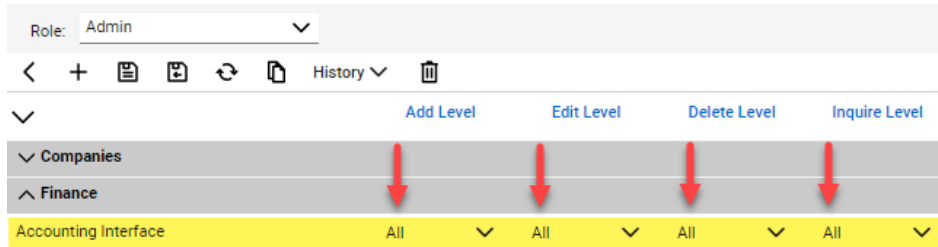
Configuration of Manage Login

In order for the Member to be able to work with the accounting information, they must be assigned as a security role that allows access to the GL Interface. With a default installation, the "Role ID" field must be set to "Admin".

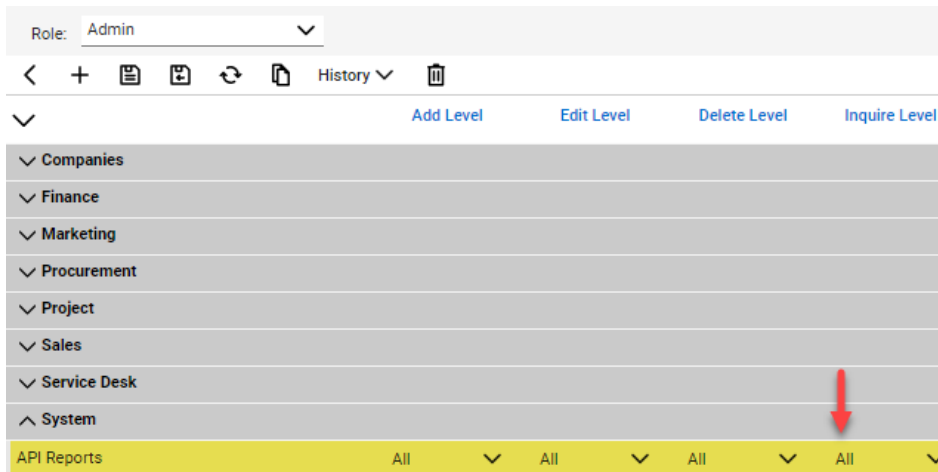
Role ID* Admin	Location* Tampa Office	<input type="checkbox"/> Restrict to this Location	Employee ID
Level* Corporate	Business Unit* Professional Services	<input type="checkbox"/> Restrict to this Business Unit	Vendor Number ADM1XREF
Name* Corporate	Reports To Admin1 Training	<input checked="" type="checkbox"/> Manage Administrator	Type

If, instead, you wish to create your own role rather than use the Manage defaults, you need to ensure that the security role levels setting is set to "All" for "Add Level", "Edit Level", "Delete Level" and "Inquire Level" on the "Accounting Interface" line within the Finance Module, as depicted below:

GUIDE TO INTEGRATION IMPLEMENTATION



Additionally, you need to ensure that the security role levels setting is set to “All” for “Inquire Level” on the “API Reports” line within the System Module, as depicted below.



Configuration of Integrator Login

In addition to accessing the Manage Accounting System, the integration also requires credentials to access the REST API. There are two options for providing credentials to access the REST API: APIKey and MemberImpersonation

Option 1: APIKey Authentication

To setup APIKey Authentication in Manage, navigate to the “API Keys” tab on the member setup for accessing the Accounting System. Enter a description and click Save to generate a Public/Private key-pair. You may want to save the Private Key somewhere as it will not be visible again once you close the API Keys screen.

GUIDE TO INTEGRATION IMPLEMENTATION

Members - Regular > Public API Keys > API Keys

Admin1 Training (Admin1)

Details Skills Certification Delegation Accruals **API Keys** API Logs ⚙️

← + 📄 📄 ↺ History ▾ 🗑️

✓ You have successfully updated this record.

Public API Key

Description: * Mobius Connect

Public Key: * b7rTMK9Phlqf1pKe

Private Key: * avkr5wJcFQCeX1xr

Note: The private key is only available at the time the key is created. Please make a note of it.

Option 2: MemberImpersonation Authentication

To setup MemberImpersonation Authentication in Manage, open the Integrator Login setup table by navigating to *System > Setup Tables* and searching for “Integrator Login”. Click to create a new Integrator Login. Provide a Username and Password, select “All records” for Access Level, and click to enable the “Member API”

Setup Tables > Integrator Login List > Integrator Login

Integrator Login

← + 📄 📄 🗑️

i New integration login

Username: MobiusConnect

Password: ●●●●●●●●

Access Level: All records ▾

Enable Available API(s)

<input type="checkbox"/>	Use legacy callback format
<input type="checkbox"/>	Opportunity Conversion API
<input checked="" type="checkbox"/>	Member API
<input type="checkbox"/>	Marketing API
<input type="checkbox"/>	Purchasing API

Callback URL:

☐ Use legacy callback format

GUIDE TO INTEGRATION IMPLEMENTATION

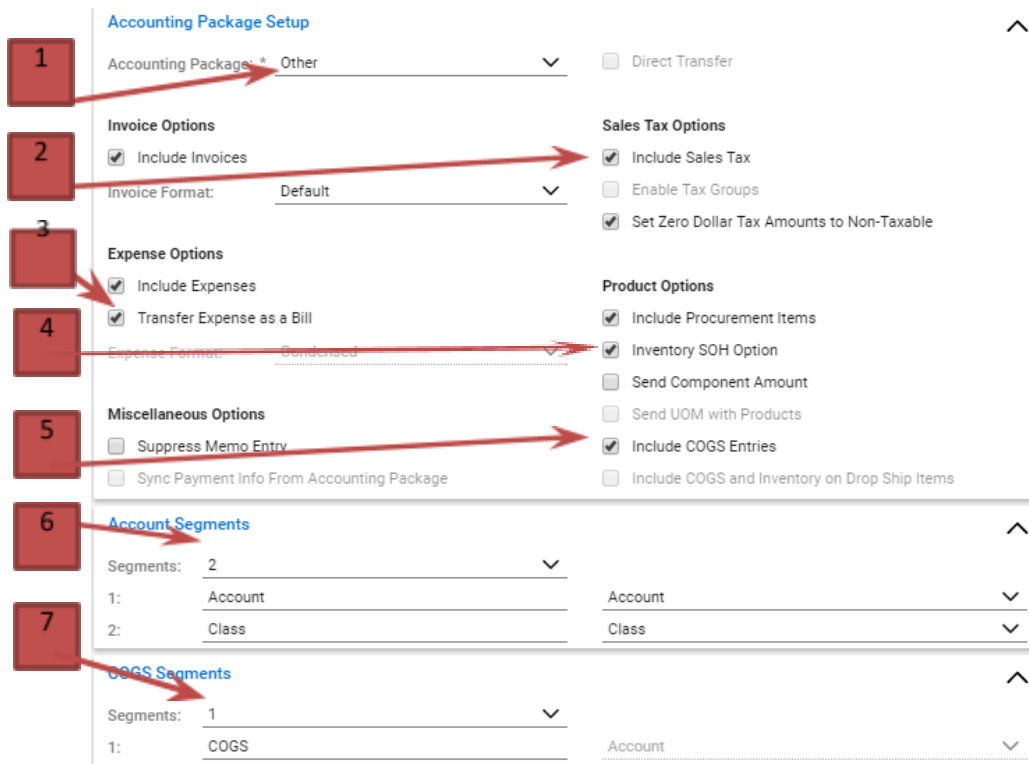
Configuration of GL Accounts

Your company will need to have their GL Accounts properly configured in order for Manage to provide the integration application with the correct information. Because this process is largely specific to your Company, the exact details of this configuration are outside of the scope of this document. Please visit the [ConnectWise University](#) before beginning to set up your GL Accounts, or speak with your ConnectWise Consultant at Consulting@ConnectWise.com for more information.

GUIDE TO INTEGRATION IMPLEMENTATION

Configuration of the Accounting Package

Once your accounts are set up, you will need to set up the Accounting Package. This describes to Manage how your accounts will be exported to Acoma. It has a number of options, some of which are specific to other accounting software (such as QuickBooks). You can set up this screen at *System > Setup Tables > Accounting Package* using the following steps:



The screenshot shows the 'Accounting Package Setup' screen with the following settings highlighted by numbered steps and red arrows:

- Step 1:** Accounting Packages * Other
- Step 2:** Include Sales Tax (checked)
- Step 3:** Transfer Expense as a Bill (checked)
- Step 4:** Inventory SOH Option (checked)
- Step 5:** Include COGS Entries (checked)
- Step 6:** Account Segments (2 segments: 1: Account, 2: Class)
- Step 7:** COGS Segments (1 segment: 1: COGS)

1. Set the "Accounting Package Setup" dropdown to "Other."
2. In the *Sales Tax Options* section, ensure that "Include Sales Tax" is checked.
3. If you will be transferring Expenses, ensure that "Transfer Expense as a Bill" is checked.
4. In the *Product Options* section, ensure that "Inventory SOH Option" is checked.
5. If you will be transferring Costing, ensure that "Include COGS Entries" is checked.
6. In the *Account Segments* section, choose the maximum number of segments an account in your company will have. Ensure that each segment to be a part of your GL Account structure has a type of "Account." (Please note that Classes may be used in certain circumstances.)
7. In the *COGS Segments* section, choose the maximum number of segments a COGS account in your company will have. Ensure that each segment to be a part of your GL Account structure has a type of "Account."

GUIDE TO INTEGRATION IMPLEMENTATION

You'll notice that there are a few other options in the Accounting Package that we have not explicitly mentioned, such as "Include Invoices", "Include Expenses" and "Include Procurement Items." Some of these fields only affect the default values of the Accounting Integration screen built into Manage. This integration does not use that screen; so, these options will have no effect on the integration.

Acomba Configuration

Configuration of Acomba Login

In order to allow the integration to successfully access Acomba, you will need to configure User Permissions within Acomba for the integration user account under File > Input > Company > Users.

1. Under the *Inventory* tab, the user must have access to Products, Purchases, Reception, Product Groups, and Supplier Groups.



GUIDE TO INTEGRATION IMPLEMENTATION

User: integrator

Save

Identification

Number: integrator

Password: integrate

Surname:

Name:

Comment

Privileges CRM

Company	CRM	General Ledger	Accounts Receivable	Point of Sale	Invoicing
Inventory	Accounts Payable	RG	Deferred Processing	Format	Utilities

Input

- ☒ Products
 - ☐ Changes Allowed
 - ☐ Display Cost Prices
 - ☐ Reactivation
- ☒ Purchases
- ☒ Reception
- ☐ Inventory Adjustments
 - ☐ Comment Required
- ☐ Price Adjustments
- ☐ Stocktaking
 - ☐ Deletion
- ☒ Product Groups
- ☒ Supplier Products

Report

- ☐ Inventory Reports
 - ☐ Inventory List
 - ☐ Inventory Changes
 - ☐ Inventory Value
 - ☐ Supplier Products
- ☐ List of Product Groups



GUIDE TO INTEGRATION IMPLEMENTATION

- Under the *Accounts Payable* tab, the user must have access to Suppliers, Transactions, Enter Transactions, and Accounts Payable.

The screenshot shows the 'User: integrator' configuration window. The 'Privileges' tab is selected, and the 'Accounts Payable' sub-tab is active. In the 'Input' section, the following items are checked and highlighted with red boxes: 'Suppliers', 'Transactions', 'Enter Transactions', and 'Accounts Payable'. The 'Report' section on the right contains several unchecked items: 'Supplier Reports', 'List of Suppliers', 'Supplier Record', 'Aged Trial Balance', 'Upcoming Payments', 'Purchase Record', 'List of Checks', and 'Weekly Report'. The 'Save' button is located in the top right corner.

- Under the *General Ledger* tab, the user must have access to Accounts, and Transactions.



GUIDE TO INTEGRATION IMPLEMENTATION

User: integrator

Identification
 Number: integrator
 Password: integrate
 Surname:
 Name:

Comment

Privileges | CRM

Inventory | Accounts Payable | RG | Deferred Processing | Format | Utilities
 Company | CRM | General Ledger | Accounts Receivable | Point of Sale | Invoicing

Input
☒ Accounts
☒ Transactions
☐ Reconciliation
☐ Autoreconciliation
☐ Batches
☐ Ratios
☐ Addresses
☐ End of Period

Report
☐ List of Accounts
☒ With Transactions
☐ Transaction Reports
☒ Current Transactions
☒ Batch Transactions
☐ Financial Reports
☒ Trial Balance
☒ Balance Sheet
☒ Income Statement
☒ Ratio
☒ GIFI
☐ Tax Report
☐ List of Addresses

- Under the *Accounts Receivable* tab, the user must have access to Customers, Accounts Receivable Transactions, Enter Transactions, and Accounts Receivable.



GUIDE TO INTEGRATION IMPLEMENTATION

The screenshot shows the 'User: integrator' configuration window. The 'Privileges' tab is selected, and the 'CRM' sub-tab is active. The 'Input' section on the left has three red boxes highlighting the following checked items: 'Customers', 'Accounts Receivable Transactions' (with its sub-item 'Enter Transactions' also checked), and 'Accounts Receivable'. The 'Report' section on the right has several checked items under 'Customer Reports' and 'Daily Report'. The 'Utilities' tab is also visible at the top of the privileges section.

5. Under the *Utilities* tab, the user must have access to Import Data, Import Transactions, Into Current Period, Into Previous Period, Into a Batch, and According to Transaction Period.



GUIDE TO INTEGRATION IMPLEMENTATION

User: integrator

Identification

Number: integrator

Password: integrate

Surname:

Name:

Comment

Privileges CRM

Company CRM General Ledger Accounts Receivable Point of Sale Invoicing

Inventory Accounts Payable RG Deferred Processing Format Utilities

Input

☐ Financial Calculator

☐ Calendar

☒ Import Data

☐ Export Data

☐ Modify Chart of Accounts

☐ Check Idle Files

☐ Search

☒ Import Transactions

☒ Into Current Period

☒ Into Previous Period

☒ Into a Batch

☒ According to Transaction Period

☐ Card Deactivation

Report

- Under the *Invoicing* tab, the user must have access to Invoices, Invoicing, Invoice Entities, Insufficient Quantity Products Allowed, Purchase Entries, Negative Quantity Without Comments, Sales Representatives, and Changes Allowed.



GUIDE TO INTEGRATION IMPLEMENTATION

User: integrator

Save

Identification

Number: integrator

Password: integrate

Surname:

Name:

Comment

Privileges CRM

Inventory	Accounts Payable	RG	Deferred Processing	Format	Utilities
Company	CRM	General Ledger	Accounts Receivable	Point of Sale	Invoicing

Input

- ☒ Invoices
- ☒ Invoicing
- ☒ Invoice Entries
- ☐ Upon Authorization
- ☒ Insufficient Quantity Products Allowed
- ☐ With Warning
- ☐ Upon Authorization
- ☐ Order Entries
- ☐ Upon Authorization
- ☐ Open Order Entries
- ☐ Upon Authorization
- ☐ Bid Entries
- ☐ Upon Authorization
- ☒ Purchase Entries
- ☐ Upon Authorization
- ☐ Format Entries
- ☐ Upon Authorization
- ☐ Credit Line Authorization
- ☐ Price Change Allowed
- ☐ Upon Authorization
- ☐ Profit Visible
- ☐ Profit Coded
- ☐ Profit Amount
- ☐ Automatically Accept Sales Rep.
- ☐ Change Sales Rep.
- ☐ Deletion Allowed
- ☐ Upon Authorization
- ☒ Negative Quantity Without Comments
- ☐ Create Purchase from Order
- ☐ Upon Authorization
- ☐ Cash-out and Paid-out Entry
- ☐ Discount %
- ☐ Upon Authorization
- ☐ Discount \$
- ☐ Upon Authorization
- ☐ Global Discount %
- ☐ Upon Authorization
- ☐ Global Discount \$
- ☐ Upon Authorization
- ☐ Total Price Override \$
- ☐ Upon Authorization
- ☐ Discount Equal to Taxes
- ☐ Upon Authorization
- ☐ Authorize Credit
- ☐ Modify Point of Sale Toolbars
- ☐ Non-inventoried Products Allowed

Shipping

- ☒ Sales Representatives
- ☒ Changes Allowed
- ☐ Territories
- ☐ Customer Discount
- ☐ Open Cash Drawer Without Transaction

Report

- ☐ Invoicing Reports
 - ☒ Invoices
 - ☒ Orders
 - ☒ Open Orders
 - ☒ Bid
 - ☒ Purchase
- ☐ Sale Report
 - ☒ Products
 - ☒ Cost Price
 - ☒ Sales Representative Statement
 - ☒ Sales Representative Analysis
 - ☒ Territory Analysis
 - ☒ Daily Sales
 - ☒ Best-selling Product
 - ☒ Statistics/Hours

GUIDE TO INTEGRATION IMPLEMENTATION

Mapping Corresponding Data

There is data in Manage that will have corresponding data in Acomba. For example, when you create an invoice in Manage for the Company “Acme Inc.”, the integration program will need to create an Invoice in Acomba for the Customer “Acme Inc.”. In order to know against which Acomba Customer this invoice will be created, Manage needs some way to associate the “Acme Inc.” in Manage with the “Acme Inc.” in Acomba. This process of associating data is known as *mapping*.

The following sections will describe what data needs to be mapped. When an improper mapping is found, the integration program will fail before attempting to export any data, giving you the information needed to fix the mapping.

Customers

Companies in Manage are mapped to **Customers** in Acomba. The “Account” field on the Manage *Finance* > *Company Finance* screen needs to match the “Number” field on the *Input* > *Accounts Receivables* > *Customers* screen in Acomba. **Note:** If a Customer in Manage has an invoice to be imported into Acomba and the customer does not exist in Acomba, a new Customer will be created in Acomba automatically.



GUIDE TO INTEGRATION IMPLEMENTATION

Company: Gold Test Company

Company: * Gold Test Company Phone: (413) 230-7362
 Type: * Customer Fax: (555) 555-5555
 Status: * Active Web Site:
 Company ID: * GTC

Finance Details

Account ID: **GTCXREF** Billing Terms: Net 10
 Vendor ID: Invoice Template:
 Tax ID: Email Template:
 Tax Code: Complexington Sales Tax Pricing Schedule: Test

Customer: GTCXREF

Number: **GTCXREF** Sorting Key:

Address File File (continued) Tax Miscellaneous

Address
 Name: Gold Test Company
 C/O: Contact McGee
 Address: 123 Fake St
 City: Springfield MA
 Country: US
 ZIP/Postal Code: MA 01010

Telephone

Description	Number	Ext.
Telephone	555 555-5555	
Fax		

Internet
 Web Site:

Description	E-Mail	Mailing	Acct. Stat.
Main E-mail		<input type="checkbox"/>	<input type="checkbox"/>
Personal E-mail		<input type="checkbox"/>	<input type="checkbox"/>
Other E-mail		<input type="checkbox"/>	<input type="checkbox"/>

GUIDE TO INTEGRATION IMPLEMENTATION

Vendors

Companies flagged as Vendors in Manage are mapped to **Suppliers** in Acoma. The “Vendor XRef” field on the *Manage Finance > Company Finance* screen needs to match the “Number” field on the *Input > Accounts Payable > Suppliers* screen in Acoma. **Note:** If a Vendor in Manage has an invoice to be imported into Acoma and the Vendor does not exist in Acoma, a new Vendor will be created in Acoma automatically.



GUIDE TO INTEGRATION IMPLEMENTATION

Company: Gold Test Vendor

Company:	* Gold Test Vendor	Phone:	(555) 555-5555
Type:	* Vendor	Fax:	(555) 555-5555
Status:	* Active	Web Site:	
Company ID:	* GTV		

Finance Details

Account ID:		Billing Terms:	Net 10
Vendor ID:	GTVXREF	Invoice Template:	
Tax ID:		Email Template:	
Tax Code:	Complexington Sales Tax	Pricing Schedule:	Test

Supplier: GTVXREF

Number: GTVXREF

Sorting Key:

Address | File | Sales Representative

Address

Name: Gold Test Vendor

C/D: Contact McGee

Address: 123 Fake St

City: Springfield MA

Country: US

ZIP/Postal Code: MA 01010

Telephone:

Description	Number	Ext.
Telephone	555 555-5555	
Fax		

Internet

Web Site:

Description	E-Mail	Mailing
Main E-mail:		<input type="checkbox"/>
Personal E-mail:		<input type="checkbox"/>
Other E-mail:		<input type="checkbox"/>

GUIDE TO INTEGRATION IMPLEMENTATION

Members

Reimbursable expenses in Manage are created as **Payable Transactions** in Acoma. Therefore, for each member with an expense, a Supplier will need to be set up in Acoma that corresponds to the Member. The “Vendor Nbr” field on the *Manage System > Members* screen needs to match the “Number” field on the *Input > Accounts Payable > Suppliers* screen in Acoma.

GUIDE TO INTEGRATION IMPLEMENTATION

Members - Regular > Detail
New Member

< + [Icons] DELETE UNUSED TIMESHEETS HISTORY ▾ [Icon]

Overview

Login

Member ID* Admin1	License Class* Regular ▾	Nc
Password*	<input type="checkbox"/> Disable Online	[]
Confirm*	<input type="checkbox"/> Enable Mobile Edition	

Profile

First Name* Admin1	Country ▾	De
Middle Initial	Time Zone* US Eastern ▾	(
Last Name* Training	Report Card ▾	(

Hire Date* ▾

Photo
[BROWSE]

Title

System

Role ID* Admin ▾	Division* ▾	<input type="checkbox"/> Restrict to this Division	Employee ID
Level* Corporate (Level 1) ▾	Department* ▾	<input type="checkbox"/> Restrict to this Department	Vendor Number ADM1XREF
Name* Corporate ▾	Reports To ▾	<input type="checkbox"/> Manage Administrator	Type ▾

Supplier: ADM1XREF

Number: ADM1XREF

Sorting Key: []

Address | File | Sales Representative

Address:

Name: Training T. Admin1

C/O: []

Address: []

City: []

Country: CA

ZIP/Postal Code: []

Telephone:

Description	Number	Ext.
Telephone	813 111-1111	
Fax		

Internet

Web Site: []

Description	E-Mail	Mailing
Main E-mail:		<input type="checkbox"/>
Personal E-mail:		<input type="checkbox"/>
Other E-mail:		<input type="checkbox"/>

GUIDE TO INTEGRATION IMPLEMENTATION

GL Accounts

The "Account" field on the *System > Setup Tables > GL Accounts* table in Manage must be consistent with the "Number" field on the *Input > General Ledger > Accounts* screen in Acoma. **Note:** Accounts will not be automatically created in Acoma. Additionally, Accounts in Acoma can only contain numerical values; so, it is important that the account value in Manage is setup to reflect this limitation.

Setup Tables > General Ledger List > GL Account

GL Account

< + [Icons] History [Settings] [Dropdown]

GL Account Setup [Lock] [Dropdown]

Account Type: * Accounts Receivable [Dropdown] Product ID: [Text]

Table: * My Company: Owner [Dropdown] Inventory: [Text]

Record: * mobius [Dropdown] Sales Code: [Text]

Account Subcategory: 11000 COGS: [Text]

Account: 11000 [Help] [Min] [Max] [Close]

[Icons] [New]

Number: 11000 Category: Assets Opening Balance: 0.00

Description: Accounts Receivable Book Balance: 0.00

Alias Number: [Text] ☐ Always Use Alias GIFI Number: [Text]

Alias Description: [Text]

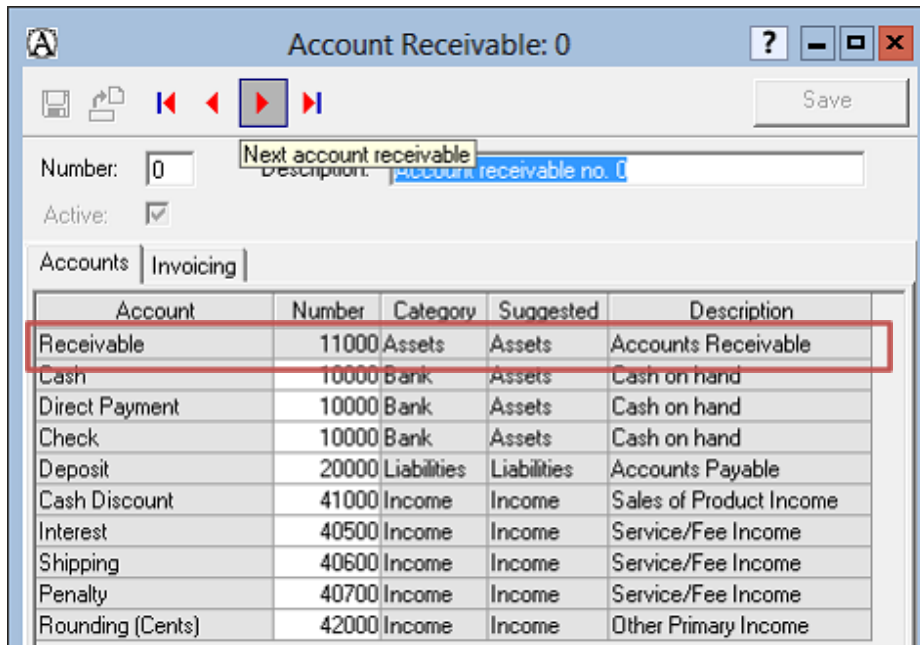
OFX Description: [Text] Associated Descriptions

	Balance	Budget 1	Budget 2	Budget 3
0	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	0.00	0.00

GUIDE TO INTEGRATION IMPLEMENTATION

Accounts Receivable

Receivable accounts in Acomba need to be defined in the *Input > Accounts Receivable > Accounts Receivable* screen. Click the Right arrow to create a new AR setup or modify “Account Receivable: 0” to assign the correct Receivable account.



Account Receivable: 0

Number: 0

Active: ☒

Next account receivable Description: Account receivable no. 0

Accounts | Invoicing

Account	Number	Category	Suggested	Description
Receivable	11000	Assets	Assets	Accounts Receivable
Cash	10000	Bank	Assets	Cash on hand
Direct Payment	10000	Bank	Assets	Cash on hand
Check	10000	Bank	Assets	Cash on hand
Deposit	20000	Liabilities	Liabilities	Accounts Payable
Cash Discount	41000	Income	Income	Sales of Product Income
Interest	40500	Income	Income	Service/Fee Income
Shipping	40600	Income	Income	Service/Fee Income
Penalty	40700	Income	Income	Service/Fee Income
Rounding (Cents)	42000	Income	Income	Other Primary Income

You can create up to 5 AR setups. The integration will use whichever AR setup your receivable account matches. When creating a new AR setup, be sure to check the “Active” checkbox.



GUIDE TO INTEGRATION IMPLEMENTATION

Account Receivable: 1

Number: Description:

Active: ☒

Accounts | Invoicing

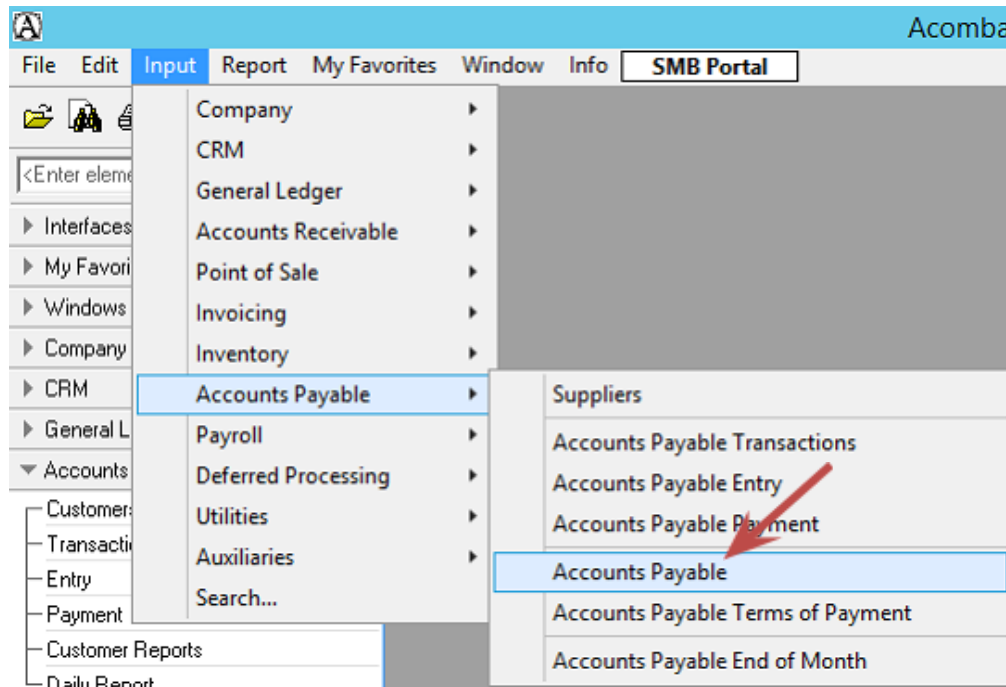
Account	Number	Category	Suggested	Description
Receivable	11500	Assets	Assets	Accounts Receivable
Cash	10000	Bank	Assets	Cash on hand
Direct Payment	10000	Bank	Assets	Cash on hand
Check	10000	Bank	Assets	Cash on hand
Deposit	20000	Liabilities	Liabilities	Accounts Payable
Cash Discount	40000	Income	Income	Service/Fee Income
Interest	40500	Income	Income	Service/Fee Income
Shipping	40600	Income	Income	Service/Fee Income
Penalty	40700	Income	Income	Service/Fee Income
Rounding (Cents)	42000	Income	Income	Other Primary Income



GUIDE TO INTEGRATION IMPLEMENTATION

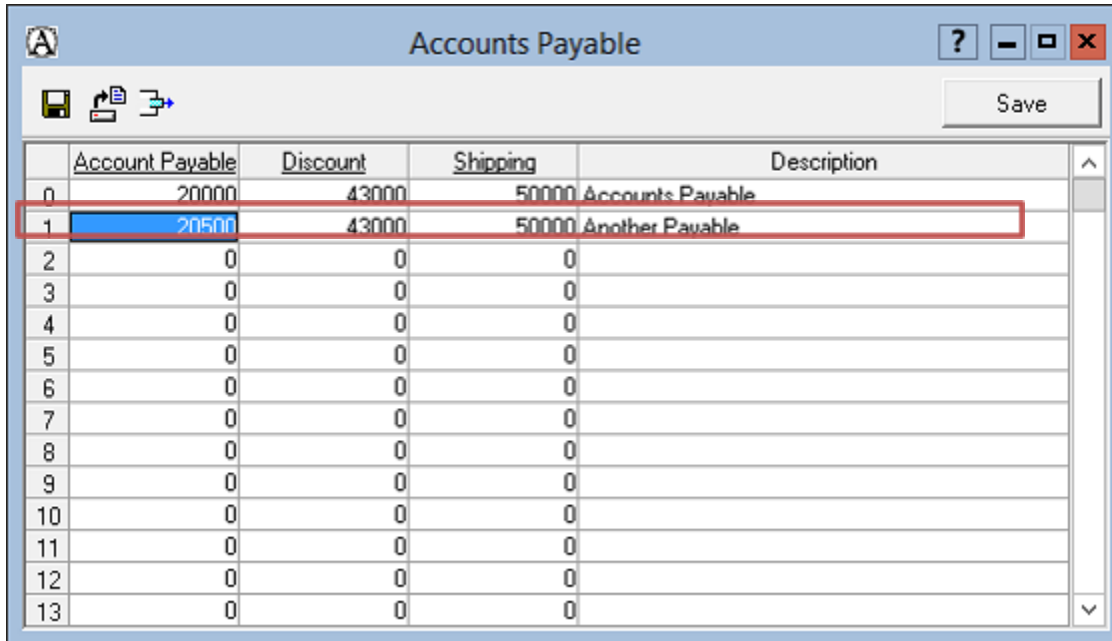
Accounts Payable

Payable accounts in Acomba need to be defined in the *Input > Accounts Payable > Accounts Payable* screen.



Enter the Payable account in an available line. You can define up to 20 Payable accounts.

GUIDE TO INTEGRATION IMPLEMENTATION



	Account Payable	Discount	Shipping	Description
0	20000	43000	50000	Accounts Payable
1	20500	43000	50000	Another Payable
2	0	0	0	
3	0	0	0	
4	0	0	0	
5	0	0	0	
6	0	0	0	
7	0	0	0	
8	0	0	0	
9	0	0	0	
10	0	0	0	
11	0	0	0	
12	0	0	0	
13	0	0	0	

Tax Codes

In order to allow for the proper calculation of tax in both Manage and Acomba, you need to map the Tax Code you have set up in Manage to the tax code you have set up in Acomba. Manage and Acomba allow for up to 5 levels to be defined for each Tax Code. Each Tax Level has a Tax Code Xref field that should match the Tax Code. To setup your tax in Manage, navigate to the *System > Setup Tables > Tax Codes* screen.



GUIDE TO INTEGRATION IMPLEMENTATION

Tax Code* <div style="border: 1px solid red; padding: 2px;">COMPLEX</div>		Caption on Invoice* Sales Tax	<input type="checkbox"/> Default
Name* Complexington Sales Tax		Effective Date* Sat, 12/1/2012	<input type="checkbox"/> Display each level on the invoice
Country United States		Cancel Date	<input type="checkbox"/> Calculate PST on GST (Canada)

Tax Level 1

Rate Type Percent	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.01	<input checked="" type="checkbox"/> Tax Services	Unit Minimum
Taxable Max 0	<input checked="" type="checkbox"/> Tax Expenses	Unit Maximum
Caption COMPLEX1		
Tax Code Cross Reference <div style="border: 1px solid red; padding: 2px;">COMPLEX</div>	Agency Cross Reference COMAGNC1	

Tax Level 2

Rate Type Percent	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.02	<input checked="" type="checkbox"/> Tax Services	Unit Minimum
Taxable Max 0	<input checked="" type="checkbox"/> Tax Expenses	Unit Maximum
Caption COMPLEX2		
Tax Code Cross Reference <div style="border: 1px solid red; padding: 2px;">COMPLEX</div>	Agency Cross Reference COMAGNC2	

Tax Level 3

Rate Type Percent	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.03	<input checked="" type="checkbox"/> Tax Services	Unit Minimum
Taxable Max 0	<input checked="" type="checkbox"/> Tax Expenses	Unit Maximum
Caption COMPLEX3		
Tax Code Cross Reference <div style="border: 1px solid red; padding: 2px;">COMPLEX</div>	Agency Cross Reference COMAGNC3	



GUIDE TO INTEGRATION IMPLEMENTATION

In Acoma you will first need to define Taxes (Agency Xref in Manage), and then map those Taxes to a Tax Group (Tax Code in Manage). To setup a new Tax, navigate to *Input > Company > Taxes*. For each Manage Tax Level create a new Tax.

Tax Level 1

Rate Type Percent	▼	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.01	Taxable Max 0	<input checked="" type="checkbox"/> Tax Services	Unit Minimum
Caption COMPLEX1		<input checked="" type="checkbox"/> Tax Expenses	Unit Maximum
Tax Code Cross Reference COMPLEX		Agency Cross Reference COMAGNC1	

GUIDE TO INTEGRATION IMPLEMENTATION

GL Account Setup
🔒 ⬆

Account Type: * Sales Tax Payable
Table: * My Company: Owner
Record: * mobius_f
Account: 23100

Product ID:
Inventory:
Sales Code:
COGS:

Set the tax rate on the Tax Rate Tab. **Note:** Tax rates in Manage use a decimal value while tax rates in Acomba use percent values. In this example, .01 in Manage maps to 1% in Acomba. Tax rate in Acomba must be set in row 1.

A
Tax: COMAGNC1
? [-] [X]

📄 🔍 💾 🔄 ✕ ⏪ ⏩ ⏴ ⏵ 🔗 ⏴ 📄
Save

Number: COMAGNC1
Description: Complex Tax Level 1
Tax Number:

Abbreviations
Language 1: COMAGNC1
Language 2:
Language 3:

Accounts	Tax Rate	Purchase	Sales	
	Rate	Credit	Minimum	Maximum
0	0.000	100.00	0.00	0.00
1	1.000	100.00	0.00	0.00
2	0.000	100.00	0.00	0.00
3	0.000	100.00	0.00	0.00
4	0.000	100.00	0.00	0.00
5	0.000	100.00	0.00	0.00
6	0.000	100.00	0.00	0.00
7	0.000	100.00	0.00	0.00
8	0.000	100.00	0.00	0.00
9	0.000	100.00	0.00	0.00



GUIDE TO INTEGRATION IMPLEMENTATION

Tax Level 1

Rate Type
Percent



☒ Tax Products

☐ Apply Single Unit Limit

Tax Rate

0.01

Taxable Max

0

☒ Tax Services

Unit Minimum

Caption
COMPLEX1

☒ Tax Expenses

Unit Maximum

Tax Code Cross Reference
COMPLEX

Agency Cross Reference
COMAGNC1



GUIDE TO INTEGRATION IMPLEMENTATION

After defining each Manage Tax Agency Xref in Acomba as a Tax, you are ready to create a Tax Group that your Manage Tax Code will map to. Navigate to *Input > Company > Tax Groups* to create a new Tax Group. **Note:** The Acomba Tax Group Number must match your Manage Tax Code. Select each tax created for this group in the Tax Number column, and use the dropdown to select the tax rate in the Tax Rate column.

Tax Number	Collected	Claimable	Tax Rate	Tax Type	Amount
COMAGNC1	23100	23100	1) Rate = 1.000 %	Non Taxable	
COMAGNC2	23100	23100	1) Rate = 2.000 %	Non Taxable	
COMAGNC3	23100	23100	1) Rate = 3.000 %	Non Taxable	
COMAGNC4	23100	23100	1) Rate = 4.000 %	Non Taxable	
COMAGNC5	23100	23100	1) Rate = 5.000 %	Non Taxable	

Tax Level 1

Rate Type: Percent

Tax Rate: 0.01

Caption: COMPLEX1

Tax Code Cross Reference: COMPLEX

☒ Tax Products
☒ Tax Services
☒ Tax Expenses

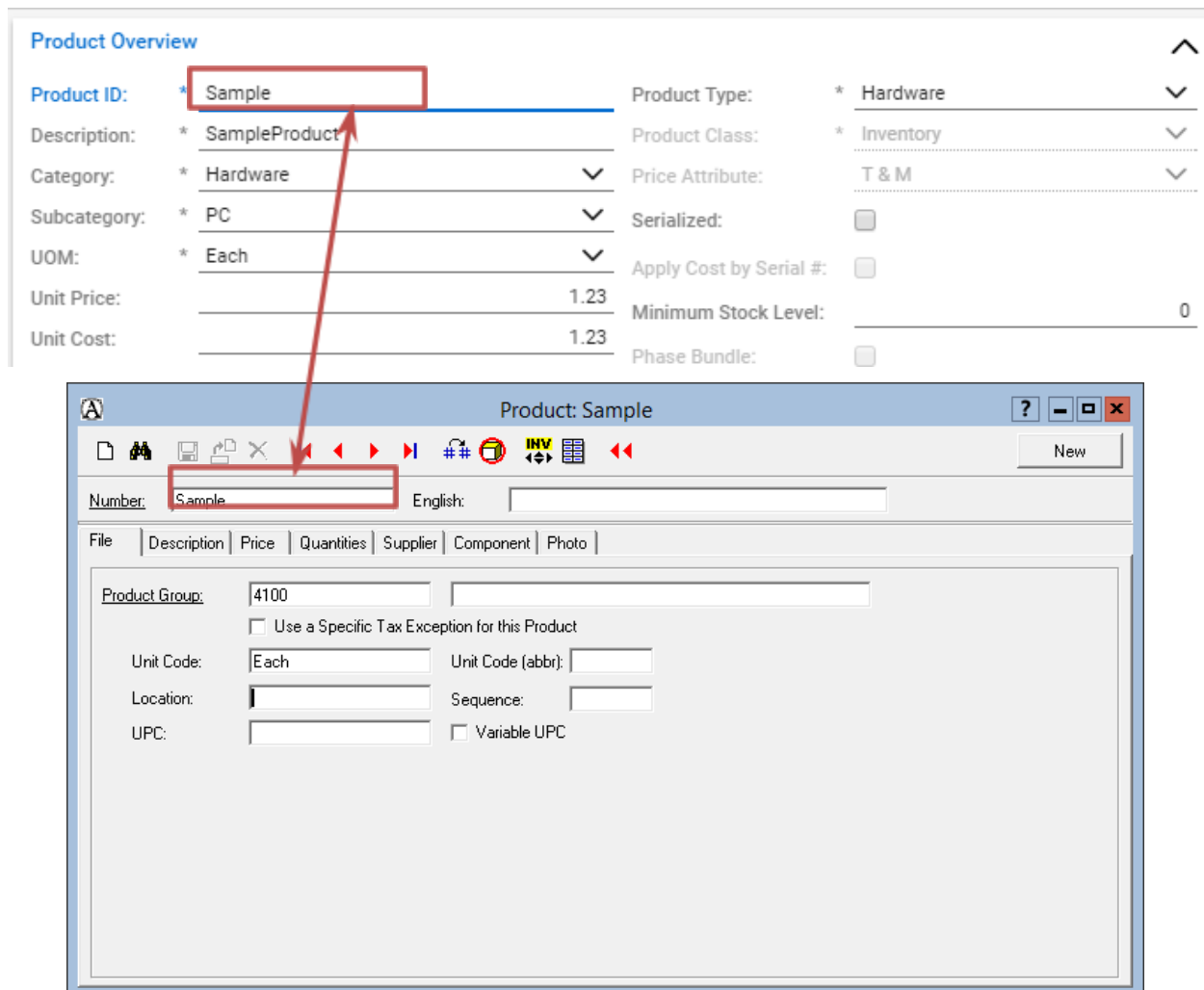
☐ Apply Single Unit Limit
 Unit Minimum: _____
 Unit Maximum: _____

Agency Cross Reference: COMAGNC1

GUIDE TO INTEGRATION IMPLEMENTATION

Products

If you have Products in Manage that you keep track of, then the “Product ID” field on the *Procurement > Product Catalog* screen in Manage must be consistent with the “Number” field on the *Input > Inventory > Products* screen in Acoma. **Note:** If a Product on an invoice in Manage is not found in Acoma, it will be automatically created. Please note that Acoma does not support serialization of products; so, any serialized products in Manage will be created in Acoma as non-serialized.



The image shows two screenshots from a software application. The top screenshot is the 'Product Overview' form, and the bottom screenshot is the 'Product: Sample' form. A red arrow points from the 'Product ID' field in the top form to the 'Number' field in the bottom form, indicating that these fields must contain the same value for integration.

Product Overview Form Fields:

- Product ID: * Sample
- Description: * SampleProduct
- Category: * Hardware
- Subcategory: * PC
- UOM: * Each
- Unit Price: 1.23
- Unit Cost: 1.23
- Product Type: * Hardware
- Product Class: * Inventory
- Price Attribute: T & M
- Serialized: ☐
- Apply Cost by Serial #: ☐
- Minimum Stock Level: 0
- Phase Bundle: ☐

Product: Sample Form Fields:

- Number: Sample
- English:
- Product Group: 4100
- Unit Code: Each
- Unit Code (abbr):
- Location:
- Sequence:
- UPC:
- Variable UPC: ☐



GUIDE TO INTEGRATION IMPLEMENTATION

Terms

Terms of Payment must be setup in Acoma before transactions using Terms can be transferred from Manage. The “Terms Xref” field in the *System > Setup Tables > Billing Terms* must match the “Number” field on the *Input > Accounts Receivable > Accounts Receivable Terms of Payment* screen. The “Due Days” field *should* match the “Payment due in” field, but it is not required to pass validation.

Billing Terms

Description*

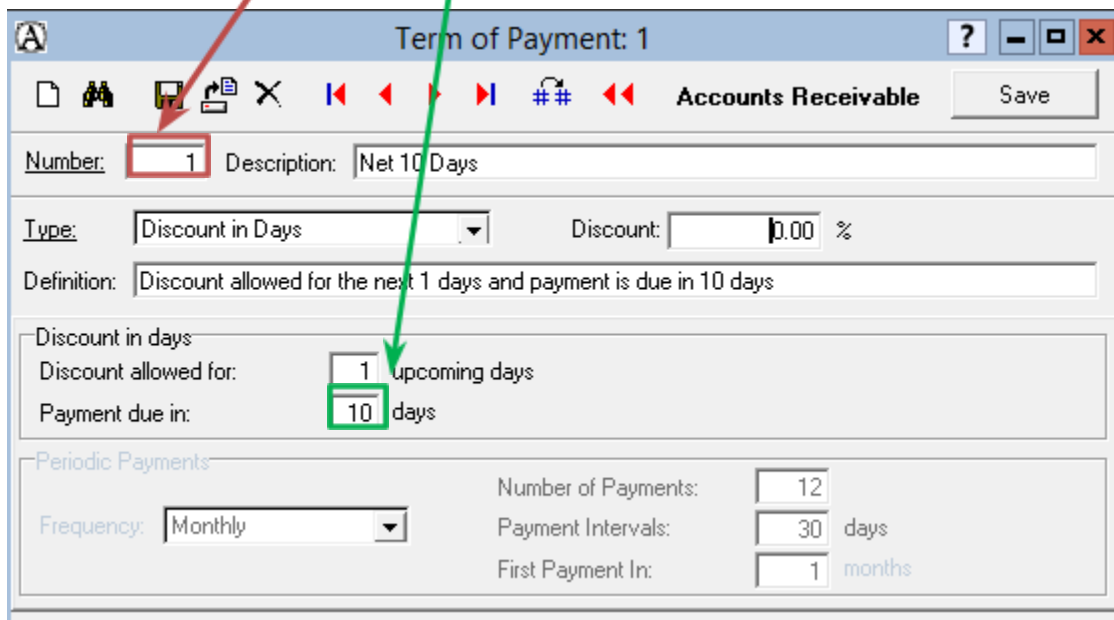
Net 10

Due Days*

10

Terms Xref

1



Term of Payment: 1

Accounts Receivable Save

Number: 1 Description: Net 10 Days

Type: Discount in Days Discount: 0.00 %

Definition: Discount allowed for the next 1 days and payment is due in 10 days

Discount in days:

Discount allowed for: 1 upcoming days

Payment due in: 10 days

Periodic Payments

Frequency: Monthly

Number of Payments: 12

Payment Intervals: 30 days

First Payment In: 1 months

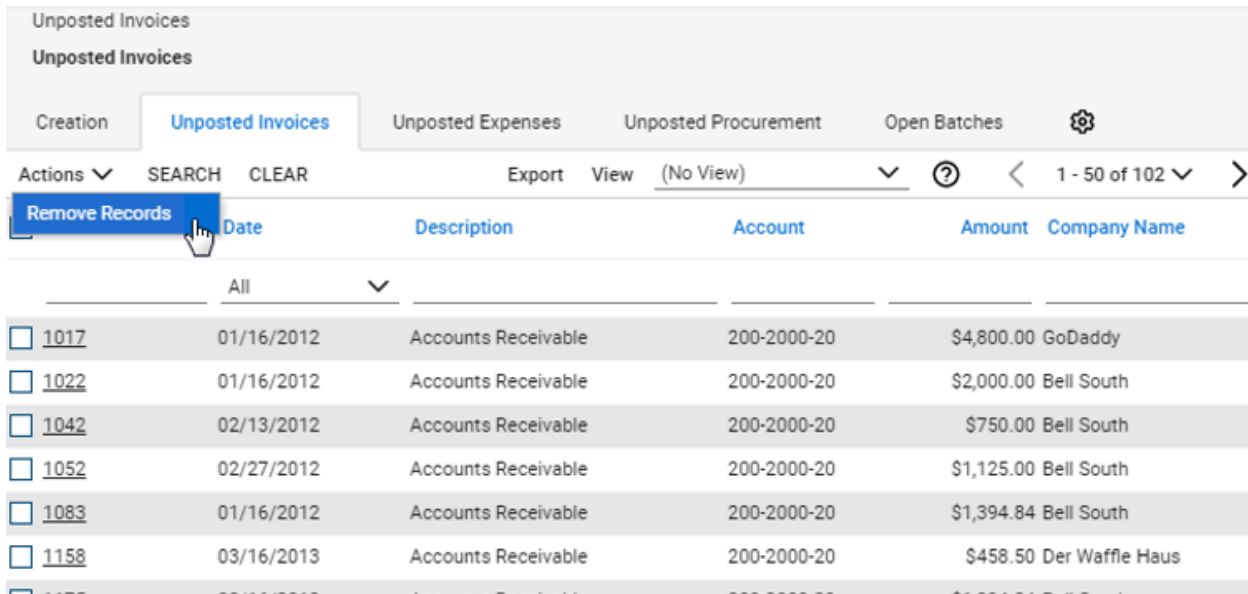
GUIDE TO INTEGRATION IMPLEMENTATION

Clearing Transactions

If you do not have any transactions in Manage that you have already exported to an accounting package, you can skip this section.

If you currently have transactions in Manage that you have either manually created in Acoma (or otherwise created in accounting software, and therefore have no need to account for them in Acoma), you will not want the integration application to export those transactions into Acoma again.

To remove unnecessary records from Manage so that the integration does not attempt to export them, navigate to the *Finance > Accounting Interface*. Go to the Unposted tab to remove unnecessary records. Select the transactions, then click “Actions” > “Remove Records”.



The screenshot shows the 'Unposted Invoices' section of the software. It includes tabs for 'Creation', 'Unposted Invoices', 'Unposted Expenses', 'Unposted Procurement', and 'Open Batches'. Below the tabs is a table of transactions. A blue button labeled 'Remove Records' is highlighted with a mouse cursor. The table has columns for 'Date', 'Description', 'Account', 'Amount', and 'Company Name'. The first row shows a transaction for 'Accounts Receivable' on '01/16/2012' with an amount of '\$4,800.00' from 'GoDaddy'.

	Date	Description	Account	Amount	Company Name
<input type="checkbox"/> 1017	01/16/2012	Accounts Receivable	200-2000-20	\$4,800.00	GoDaddy
<input type="checkbox"/> 1022	01/16/2012	Accounts Receivable	200-2000-20	\$2,000.00	Bell South
<input type="checkbox"/> 1042	02/13/2012	Accounts Receivable	200-2000-20	\$750.00	Bell South
<input type="checkbox"/> 1052	02/27/2012	Accounts Receivable	200-2000-20	\$1,125.00	Bell South
<input type="checkbox"/> 1083	01/16/2012	Accounts Receivable	200-2000-20	\$1,394.84	Bell South
<input type="checkbox"/> 1158	03/16/2013	Accounts Receivable	200-2000-20	\$458.50	Der Waffle Haus

You will receive a pop up to confirm this action. Please enter a Batch Number and click “Save”.

GUIDE TO INTEGRATION IMPLEMENTATION

Remove Records



Removing records will not transfer to the accounting package or export to a file. To bring records back, please go to the Open Batches tab to delete the batch.

Enter Batch Number: *

SAVE

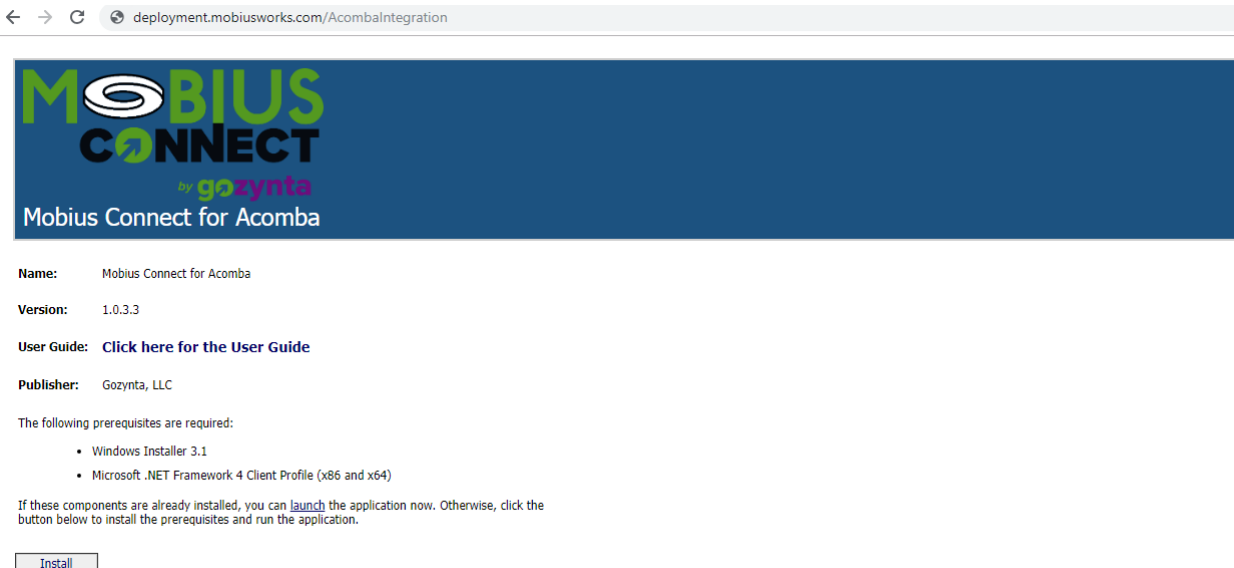
CANCEL

GUIDE TO INTEGRATION IMPLEMENTATION

Installation

To install the Mobius Connect for Acomba Integration, follow the instructions below. Note that the steps and screen shots are from a machine that already had the .NET Framework installed. Also, the browser in the examples is Internet Explorer.

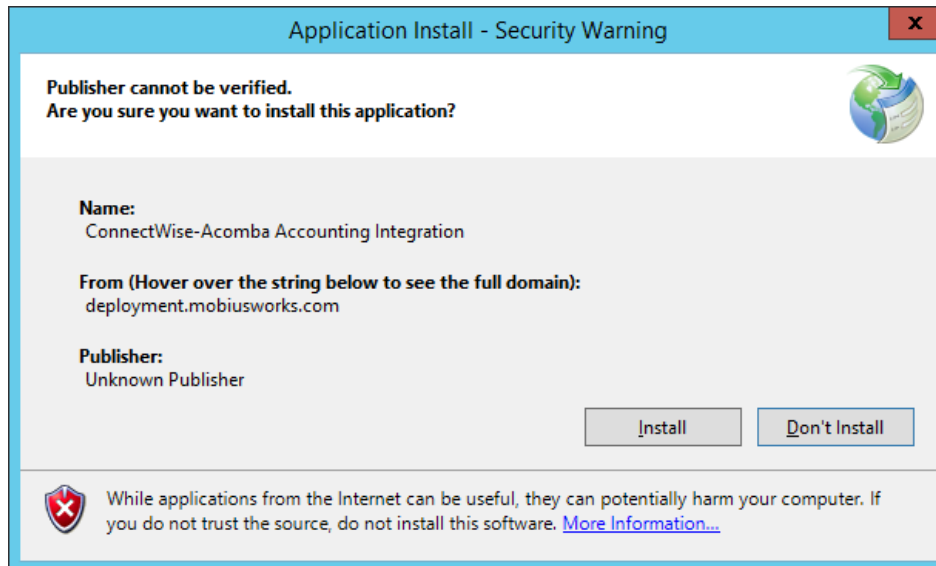
1. Go to the installation page: deployment.mobius-connect.com/AcombaIntegration.



2. Click **Install**.



GUIDE TO INTEGRATION IMPLEMENTATION

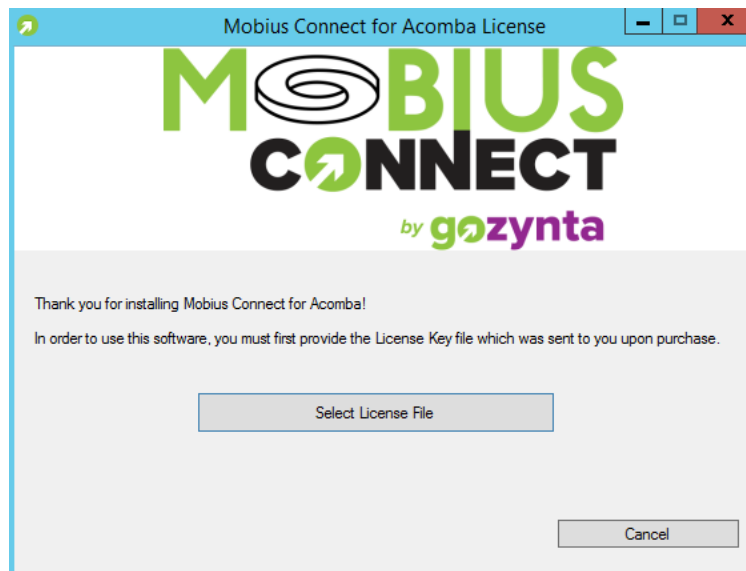


GUIDE TO INTEGRATION IMPLEMENTATION

The installation creates a Mobius Connect for Acomba Integration desktop icon.



The application will also open immediately after installation. You will be required to activate the integration with the license key file. Click “Select License File” to install your license file and activate the integration.



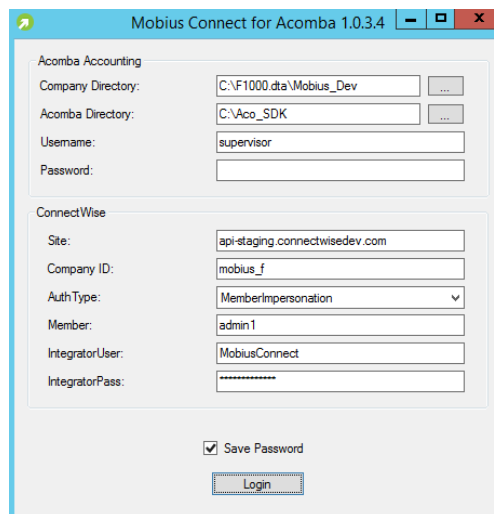
If you do not have a license file, please contact your ConnectWise Account Manager at AccountManager@ConnectWise.com.

GUIDE TO INTEGRATION IMPLEMENTATION

Using the Application

Logging In

The first time you run the application, you will be prompted for both your Acomba and Manage credentials. They will be retained on the Login screen for your convenience when you run the application the next time.



1. Enter the following Acomba information in the Login screen:
 - **Company Directory:** This is the directory for your company data. By default, your company directory will be a folder with the name of your Acomba company under “C:\F1000.dta\”. Click the ... button to bring up a menu to help you choose the correct directory.
 - **Acomba Directory:** This is the directory where the Acomba application is installed.
 - **Username & Password:** The login credentials of the user account that you have configured in Acomba.
2. Enter the following ConnectWise Manage information in the Login screen:
 - **Site:** The domain name of the Manage site. For example, “connectwise.mycompany.com”. **Please note:** Do not include the “https://” part of the URL.
 - **Company ID:** Your company database ID as assigned by Manage
 - **Auth Type:** Select the method of Authentication setup in [ConnectWise Manage Configuration](#)
 - **MemberImpersonation:** If using MemberImpersonation **AuthType**, enter your **Member, Integrator User, and Integrator Pass**
 - **APIKey:** If using APIKey **AuthType**, enter your **Public Key and Private Key**
3. **Save Password:** Check this box if you would like your Acomba and Manage passwords saved for the next time you run the application.

GUIDE TO INTEGRATION IMPLEMENTATION

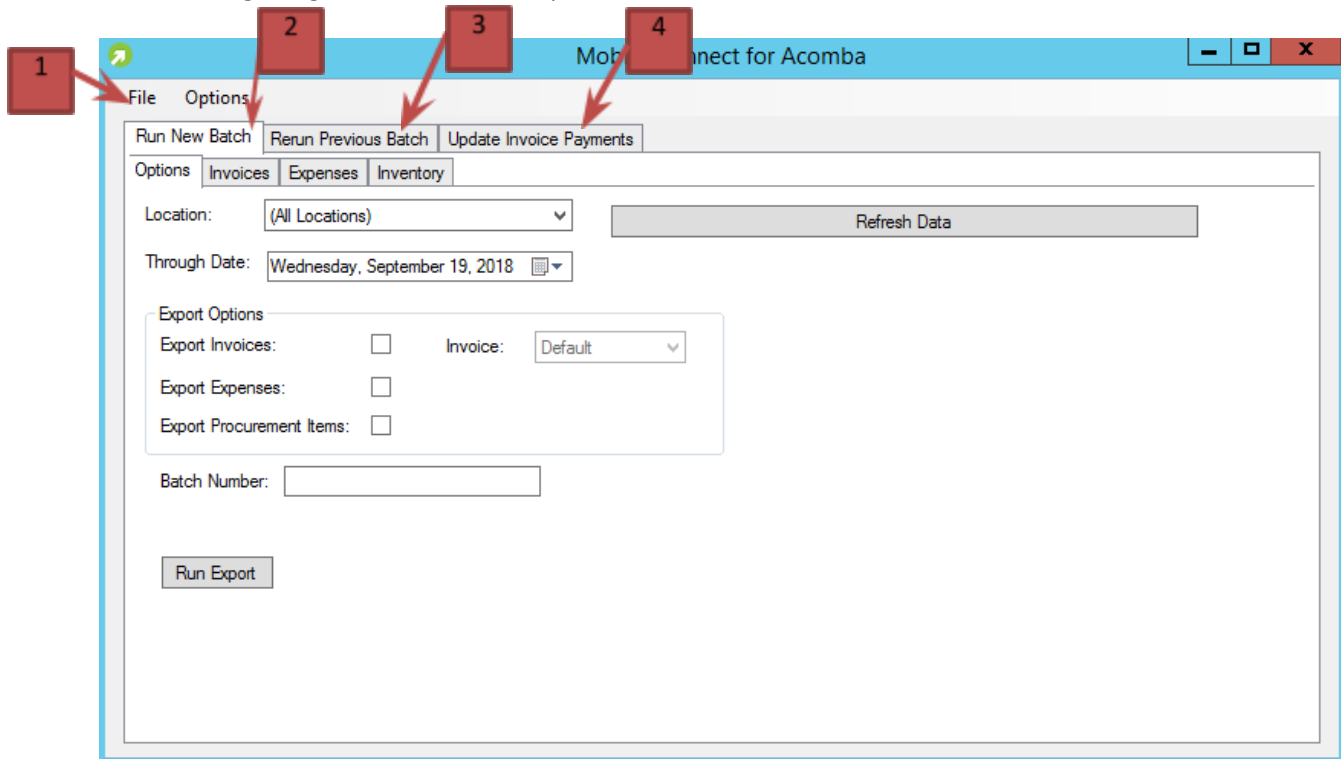
4. Click **Login**.

Your passwords will be encrypted using Window's built-in cryptography system. Therefore, the saved password will only be allowed to be used by the currently logged in user on the same machine.

GUIDE TO INTEGRATION IMPLEMENTATION

The Main Screen

The following is a guide of the various parts of the Main Screen.



1. **File Menu:** The file menu gives you the ability to exit the application, or logout and return to the login form.
2. **Run New Batch Tab:** This tab allows you to select transactions and options needed to run a batch, which will export a list of transactions from Manage and import them into Acomba.
3. **Rerun Previous Batch:** This tab allows you to select a batch that was previously run. This is useful for running a batch that successfully imported to Acomba, but for reasons (such as a backup restore on the Acomba system), needs to be run again.
4. **Update Invoice Payments:** This will look for updated balances on Accounts Receivable invoices in Acomba and update the corresponding Manage invoice with the amount that has been paid.

GUIDE TO INTEGRATION IMPLEMENTATION

Running a New Batch

Setting up the Batch

The following explains how to use the integration application to run a new batch. This operation will export transactions that you select from Manage and import them into Acoma. When the operation finishes, a new “Batch” is created in Manage that remembers the transactions that were part of the batch.

1. **Select Location** – If you are going to import records from a specific office location, choose the location from the dropdown box. To import records from all available locations, leave the field blank. If you have a location that is not present in the combo box, then that location does not have any transactions to export.
2. **Select Through Date** – If you wish to only select transactions that occurred up to a certain date, select that date as the “through date”. Transactions that occurred after the “Through Date” will not show as transactions that you can select for the batch.
3. **Select Export Options** – Select the various options that will control the export. These options are described below:
 - a. **Export Invoices** – Check this box to have AR Invoices exported as part of the batch. Leaving this box unchecked means that AR Invoices will not be exported as part of the batch.
 - b. **Invoice** - This dropdown allows you to select the level of detail that is shown on an invoice line. For example, the invoice line for a Service Ticket in Manage might show in its description “Ticket #1234 – Set up computer for new hire”. With “Default” selected, this invoice line will simply say “Service.” The “Condensed” option will provide brief details and the “Detailed” option will provide extensive details.
 - c. **Export Expenses** – Check this box to have reimbursable exported as part of the batch.
 - d. **Export Procurement Items** – Check this box to have inventory transactions (Item Receipts, Inventory Adjustments, and Inventory Transfers) included as part of the batch.

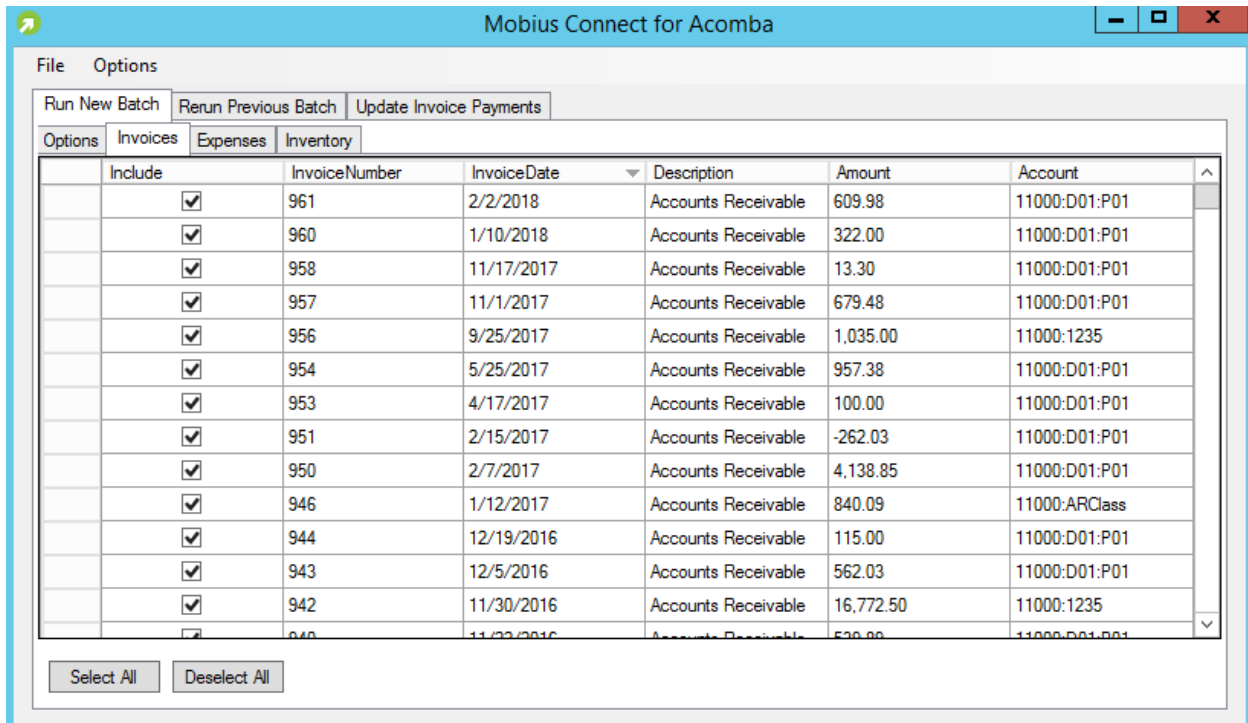
You may sometimes find that a transaction you expected to be listed is not because of some missed step somewhere along the way (such as an invoice never having been marked as “Closed”). After performing this step, you can press “Refresh Data” in order for that transaction to show up in the list of transactions.

GUIDE TO INTEGRATION IMPLEMENTATION

Note that transactions in Manage are set up to use the accounts as they existed at the time the transaction was closed. For example, if the Manage GL Setup Table has 1100 set for Accounts Receivable, then the invoice will be tagged with 1100 when it is closed. If you then change the Accounts Receivable account in the Manage GL Setup Table to 1200, the invoice will STILL use the old account, 1100. To update a closed invoice to use the new account, set the invoice to an "Open" status, save the change, then set it back to a "Closed" status, and save again. This will effectively "reset" the GL accounts against which the invoice is set.

Selecting Specific Invoices

By clicking on the "Invoices" tab, you can explicitly control which invoices you want to include in the batch.



The screenshot shows the 'Mobius Connect for Acomba' application window. The 'Invoices' tab is selected, displaying a table of transactions. Each row has an 'Include' checkbox, which is checked for all visible rows. The table columns are: Include, InvoiceNumber, InvoiceDate, Description, Amount, and Account. Below the table are 'Select All' and 'Deselect All' buttons.

Include	InvoiceNumber	InvoiceDate	Description	Amount	Account
<input checked="" type="checkbox"/>	961	2/2/2018	Accounts Receivable	609.98	11000:D01:P01
<input checked="" type="checkbox"/>	960	1/10/2018	Accounts Receivable	322.00	11000:D01:P01
<input checked="" type="checkbox"/>	958	11/17/2017	Accounts Receivable	13.30	11000:D01:P01
<input checked="" type="checkbox"/>	957	11/1/2017	Accounts Receivable	679.48	11000:D01:P01
<input checked="" type="checkbox"/>	956	9/25/2017	Accounts Receivable	1,035.00	11000:1235
<input checked="" type="checkbox"/>	954	5/25/2017	Accounts Receivable	957.38	11000:D01:P01
<input checked="" type="checkbox"/>	953	4/17/2017	Accounts Receivable	100.00	11000:D01:P01
<input checked="" type="checkbox"/>	951	2/15/2017	Accounts Receivable	-262.03	11000:D01:P01
<input checked="" type="checkbox"/>	950	2/7/2017	Accounts Receivable	4,138.85	11000:D01:P01
<input checked="" type="checkbox"/>	946	1/12/2017	Accounts Receivable	840.09	11000:ARClass
<input checked="" type="checkbox"/>	944	12/19/2016	Accounts Receivable	115.00	11000:D01:P01
<input checked="" type="checkbox"/>	943	12/5/2016	Accounts Receivable	562.03	11000:D01:P01
<input checked="" type="checkbox"/>	942	11/30/2016	Accounts Receivable	16,772.50	11000:1235

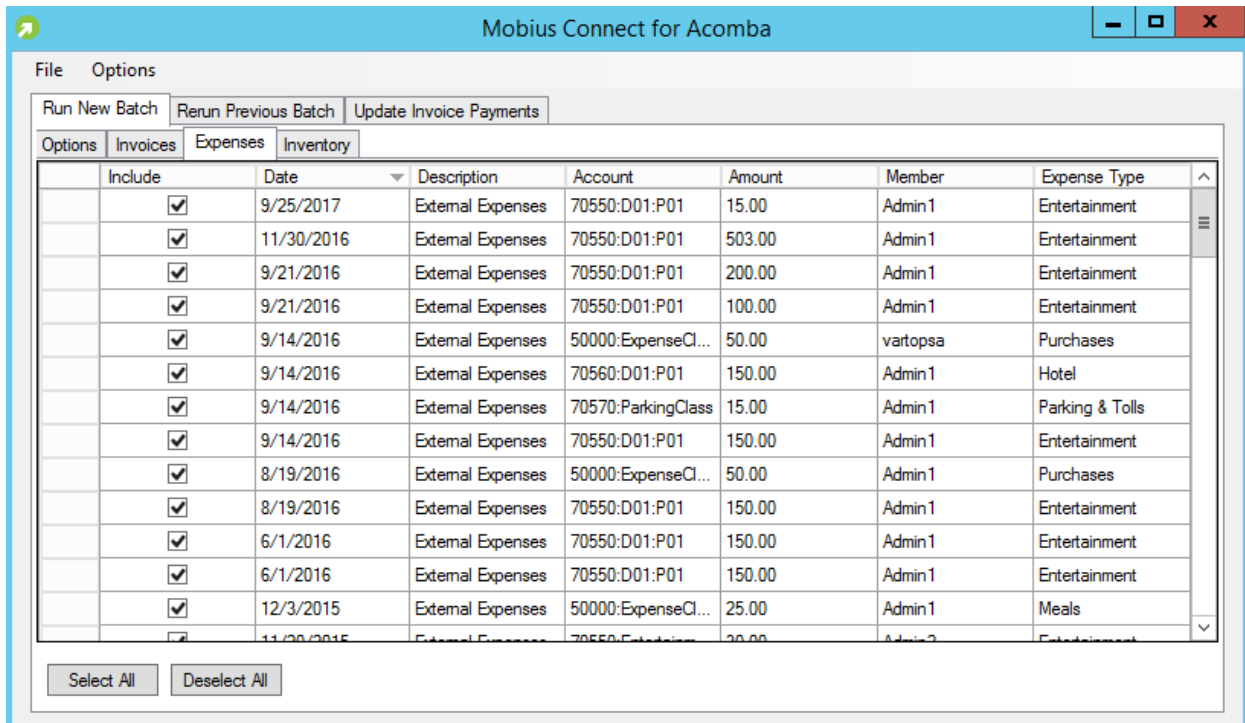
Checking the checkbox in the "Include" column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the "Include" column will cause the transaction to NOT be included in the batch. You may also click the "Select All" or "Deselect All" buttons to check or uncheck all transactions, respectively.



GUIDE TO INTEGRATION IMPLEMENTATION

Selecting Specific Expenses

By clicking on the “Expenses” tab, you can explicitly control which reimbursable expenses you want to include in the batch.



Mobius Connect for Acoma							
File Options							
Run New Batch Rerun Previous Batch Update Invoice Payments							
Options Invoices Expenses Inventory							
	Include	Date	Description	Account	Amount	Member	Expense Type
	<input checked="" type="checkbox"/>	9/25/2017	External Expenses	70550:D01:P01	15.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	11/30/2016	External Expenses	70550:D01:P01	503.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	9/21/2016	External Expenses	70550:D01:P01	200.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	9/21/2016	External Expenses	70550:D01:P01	100.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	50000:ExpenseCl...	50.00	vartopsa	Purchases
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	70560:D01:P01	150.00	Admin 1	Hotel
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	70570:ParkingClass	15.00	Admin 1	Parking & Tolls
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	70550:D01:P01	150.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	8/19/2016	External Expenses	50000:ExpenseCl...	50.00	Admin 1	Purchases
	<input checked="" type="checkbox"/>	8/19/2016	External Expenses	70550:D01:P01	150.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	6/1/2016	External Expenses	70550:D01:P01	150.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	6/1/2016	External Expenses	70550:D01:P01	150.00	Admin 1	Entertainment
	<input checked="" type="checkbox"/>	12/3/2015	External Expenses	50000:ExpenseCl...	25.00	Admin 1	Meals
	<input checked="" type="checkbox"/>	11/20/2015	External Expenses	70550:Entertain...	20.00	Admin 1	Entertainment

Select All Deselect All

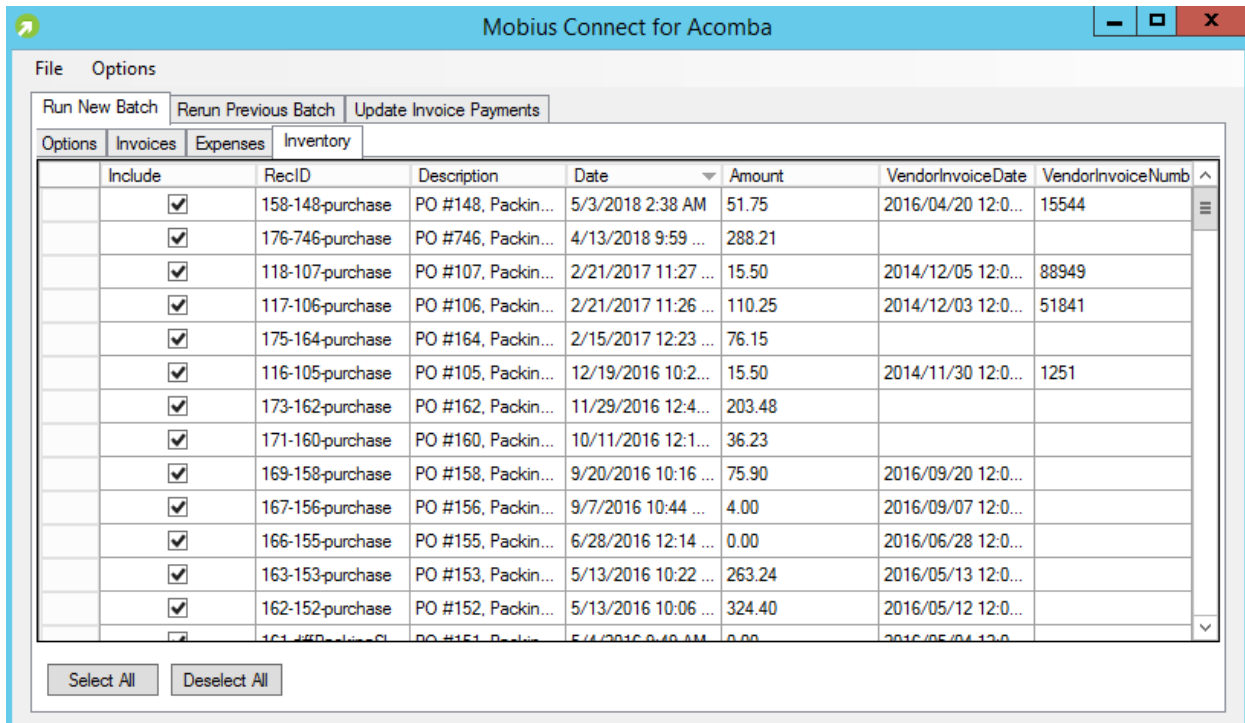
Checking the checkbox in the “Include” column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the “Include” column will cause the transaction to NOT be included in the batch. You may also click the “Select All” or “Deselect All” buttons to check or uncheck all transactions, respectively.



GUIDE TO INTEGRATION IMPLEMENTATION

Selecting Specific Inventory Transactions

By clicking on the “Inventory” tab, you can explicitly control which inventory transactions you want to include in the batch.



Mobius Connect for Acoma							
File Options							
Run New Batch Rerun Previous Batch Update Invoice Payments							
Options Invoices Expenses Inventory							
	Include	RecID	Description	Date	Amount	VendorInvoiceDate	VendorInvoiceNum
	<input checked="" type="checkbox"/>	158-148-purchase	PO #148, Packin...	5/3/2018 2:38 AM	51.75	2016/04/20 12:0...	15544
	<input checked="" type="checkbox"/>	176-746-purchase	PO #746, Packin...	4/13/2018 9:59 ...	288.21		
	<input checked="" type="checkbox"/>	118-107-purchase	PO #107, Packin...	2/21/2017 11:27 ...	15.50	2014/12/05 12:0...	88949
	<input checked="" type="checkbox"/>	117-106-purchase	PO #106, Packin...	2/21/2017 11:26 ...	110.25	2014/12/03 12:0...	51841
	<input checked="" type="checkbox"/>	175-164-purchase	PO #164, Packin...	2/15/2017 12:23 ...	76.15		
	<input checked="" type="checkbox"/>	116-105-purchase	PO #105, Packin...	12/19/2016 10:2...	15.50	2014/11/30 12:0...	1251
	<input checked="" type="checkbox"/>	173-162-purchase	PO #162, Packin...	11/29/2016 12:4...	203.48		
	<input checked="" type="checkbox"/>	171-160-purchase	PO #160, Packin...	10/11/2016 12:1...	36.23		
	<input checked="" type="checkbox"/>	169-158-purchase	PO #158, Packin...	9/20/2016 10:16 ...	75.90	2016/09/20 12:0...	
	<input checked="" type="checkbox"/>	167-156-purchase	PO #156, Packin...	9/7/2016 10:44 ...	4.00	2016/09/07 12:0...	
	<input checked="" type="checkbox"/>	166-155-purchase	PO #155, Packin...	6/28/2016 12:14 ...	0.00	2016/06/28 12:0...	
	<input checked="" type="checkbox"/>	163-153-purchase	PO #153, Packin...	5/13/2016 10:22 ...	263.24	2016/05/13 12:0...	
	<input checked="" type="checkbox"/>	162-152-purchase	PO #152, Packin...	5/13/2016 10:06 ...	324.40	2016/05/12 12:0...	
	<input checked="" type="checkbox"/>	161-151-purchase	PO #151, Packin...	5/4/2016 9:46 AM	0.00	2016/05/04 12:0...	

Select All Deselect All

Checking the checkbox in the “Include” column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the “Include” column will cause the transaction to NOT be included in the batch. You may also click the “Select All” or “Deselect All” buttons to check or uncheck all transactions, respectively.

Select a Batch ID

Once you select the transactions that you want to export in the batch, you must pick a Batch Number.

Manage recommends that you use a separate batch for Invoice, Expense, and Inventory transactions. In order to ensure that your batch numbers stay unique and easy to understand, a naming convention is also recommended. A common naming convention might be the date, initials of the person running the batch, and the type of batch being run. For example, if John Doe were to run three batches on January 1st of 2013, he might run the integration three times with the following batch numbers:

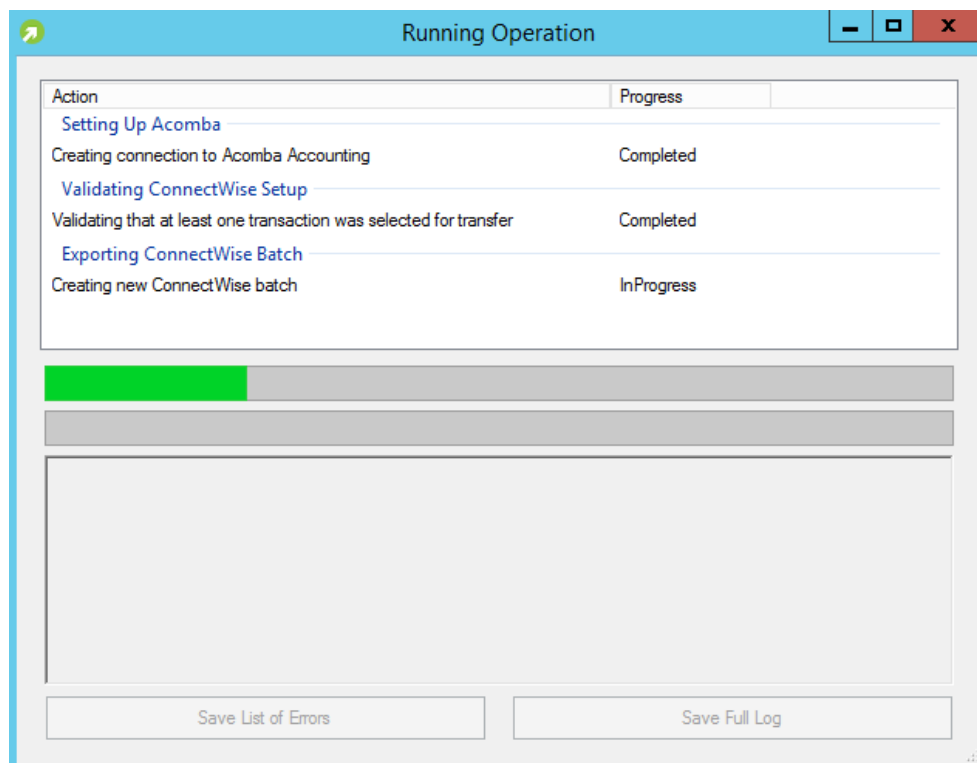
GUIDE TO INTEGRATION IMPLEMENTATION

- 20130101JD-I (Used for all invoice transactions)
- 20130101JD-E (Used for all reimbursable expense transactions)
- 20130101JD-P (Used for all inventory transactions. “P” stands for “Procurement”)

Determine which Batch Number you wish to use, and type it into the “Batch Number” field.

Run the Batch

Click “Run Export”. This will start the export process.



Once started, a screen will appear that provides the status of the export process. When the export process completes, you will have a description of the results in the lower part of the screen. At this point, you can save a log of the results:

- Click “Save List of Errors” to create a file that contains the list of errors that occurred. You might have to fix issues with various transactions and then rerun. Having this list of errors is helpful for listing those errors.

GUIDE TO INTEGRATION IMPLEMENTATION

- Click “Save Full Log” to create a file that contains much more information on the errors and the cause of those errors. This log is useful if you have a question on a specific error message and would like to send it to a Mobius Works support technician, as it provides us a great deal of information that helps us discover what happened.

When the export finishes, you will be left in one of three states. You should read the text in the output screen to determine the results of your batch. In general, you will experience one of three results:

GUIDE TO INTEGRATION IMPLEMENTATION

1. The batch failed

In this case, an error occurred before any transactions started to be imported into Acoma. These errors might be as simple as not being able to connect to either Manage or Acoma.

Additionally, this integration performs a number of validation checks before starting to push transactions to Acoma. An example validation is to check to make sure that a Vendor has been mapped successfully and the Vendor ID it was mapped to exists in the Acoma system. If any such validations fail, the batch will fail entirely.

You should fix whatever the error messages indicate, and try to run the batch again. Because no transactions were exported, just as if you had never run the batch.

2. The batch completed successfully

In this case, the batch was run successfully. All selected transactions were exported to Acoma and no errors occurred. Additionally, Manage was updated with the information of all the transactions, creating a new “Batch” with the Batch ID provided that stores the list of transactions that were selected. These transactions will no longer show in the integration screen since they are considered to have been transferred to Acoma.

3. The batch completed, but some transactions contained errors

In this case, all the validation passed, and at least one transaction was successfully imported into Acoma. However, there were some transactions that failed. In this case, a batch is still created with the transactions that did successfully transfer. Since a batch was created for the successful transactions, another batch will need to be created once the unsuccessful transactions are corrected based on the suggestion(s) in the error message.

For example, assume that John Doe ran batch “20130101JD-I”, which pushed 25 successful invoices to Acoma, but failed on three invoices. John should correct the issues described by the error messages, and then create another batch for these last three. This new batch number could be called “20130101JD-I-1”

Validating a Batch

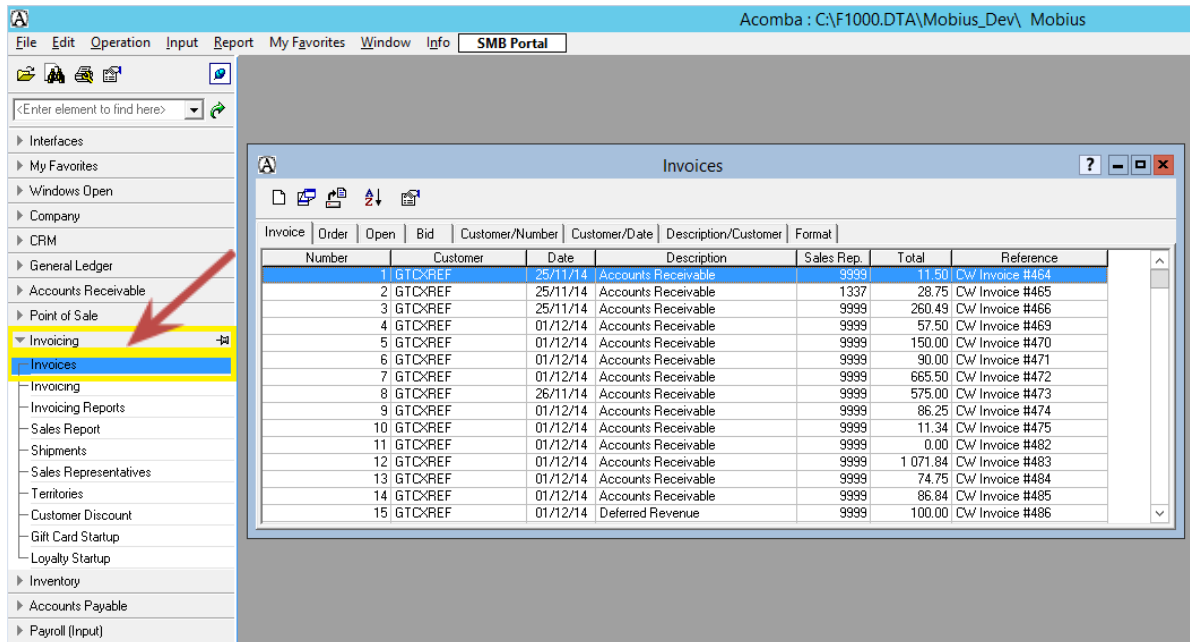
Although the integration program itself performs a number of validations (such as checking to make sure that an account specified on a transaction is an account in Acoma), it is a good idea to check some of the data to ensure that things have worked reliably.



GUIDE TO INTEGRATION IMPLEMENTATION

Invoices

To verify invoices in Acomba, on the left side column navigate to *Invoicing > Invoices*:



Invoice Number	Customer	Date	Description	Sales Rep.	Total	Reference
1	GTCXREF	25/11/14	Accounts Receivable	9999	11.50	Cw Invoice #464
2	GTCXREF	25/11/14	Accounts Receivable	1337	28.75	Cw Invoice #465
3	GTCXREF	25/11/14	Accounts Receivable	9999	260.49	Cw Invoice #466
4	GTCXREF	01/12/14	Accounts Receivable	9999	57.50	Cw Invoice #469
5	GTCXREF	01/12/14	Accounts Receivable	9999	150.00	Cw Invoice #470
6	GTCXREF	01/12/14	Accounts Receivable	9999	90.00	Cw Invoice #471
7	GTCXREF	01/12/14	Accounts Receivable	9999	665.50	Cw Invoice #472
8	GTCXREF	26/11/14	Accounts Receivable	9999	575.00	Cw Invoice #473
9	GTCXREF	01/12/14	Accounts Receivable	9999	86.25	Cw Invoice #474
10	GTCXREF	01/12/14	Accounts Receivable	9999	11.34	Cw Invoice #475
11	GTCXREF	01/12/14	Accounts Receivable	9999	0.00	Cw Invoice #482
12	GTCXREF	01/12/14	Accounts Receivable	9999	1 071.84	Cw Invoice #483
13	GTCXREF	01/12/14	Accounts Receivable	9999	74.75	Cw Invoice #484
14	GTCXREF	01/12/14	Accounts Receivable	9999	86.84	Cw Invoice #485
15	GTCXREF	01/12/14	Deferred Revenue	9999	100.00	Cw Invoice #486

Accounts Receivable

To verify Accounts Receivable Transactions in Acomba, on the left side column navigate to *Accounts Receivable > Transactions*:



GUIDE TO INTEGRATION IMPLEMENTATION

Acomba : C:\F1000.DTA\M

File Edit Operation Input Report My Favorites Window Info **SMB Portal**

<Enter element to find here>

- Interfaces
- My Favorites
- Windows Open
- Company
- CRM
- General Ledger
- Accounts Receivable**
 - Customers
 - Transactions**
 - Entry
 - Payment
 - Customer Reports
 - Daily Report
 - Customer Selection
- Point of Sale
- Invoicing
- Inventory

Accounts Receivable Transactions

Date	Customer	Customer/Date	Description	Payment	PAD On Hold	Number	Archived
25/11/14	GTCXREF	1	Invoicing				
25/11/14	GTCXREF	2	Invoicing				
25/11/14	GTCXREF	3	Invoicing				
26/11/14	GTCXREF	8	Invoicing				
01/12/14	GTCXREF	4	Invoicing				
01/12/14	GTCXREF	5	Invoicing				
01/12/14	GTCXREF	6	Invoicing				
01/12/14	GTCXREF	7	Invoicing				
01/12/14	GTCXREF	9	Invoicing				

Accounts Payable

To verify Accounts Payable Transactions in Acomba, on the left side column navigate to *Accounts Payable* > *Transactions*:



GUIDE TO INTEGRATION IMPLEMENTATION

Acomba : C:\F100

File Edit Operation Input Report My Favorites Window Info **SMB Portal**

<Enter element to find here>

- Interfaces
- My Favorites
- Windows Open
- Company
- CRM
- General Ledger
- Accounts Receivable
- Point of Sale
- Invoicing
- Inventory
- Accounts Payable**
 - Suppliers
 - Transactions**
 - Entry
 - Payment
 - Supplier Reports
 - List of Checks
 - Weekly Report

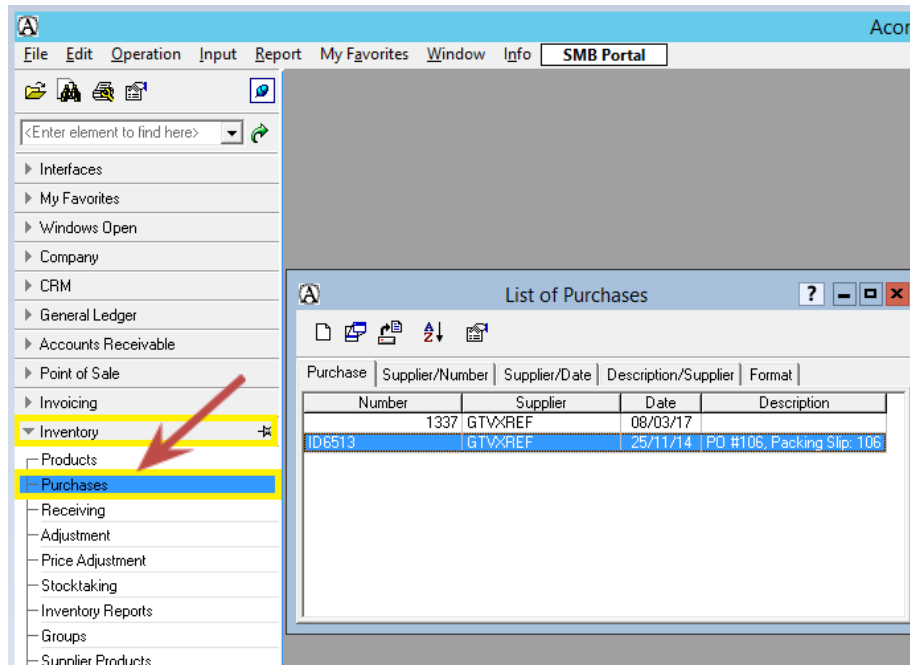
Accounts Payable Transactions

Date	Supplier	Supplier/Date	Description	Payment	Payment on Hold	Check	Archived
25/11/14	GTVXREF	154848	Invoice				
25/11/14	GTVXREF	ID6513	Invoice				
02/12/14	GTVXREF	ID6801	Invoice				
04/12/14	GTVXREF	ID6864	Invoice				
05/12/14	ADM1XREF	6799Admin1	Invoice				
26/12/14	ADM1XREF	7490Admin1	Invoice				
08/03/17	GTVXREF	515484	Invoice				

GUIDE TO INTEGRATION IMPLEMENTATION

List of Purchases

To verify Purchases in Acoma, on the left side column navigate to *Inventory > Purchases*:

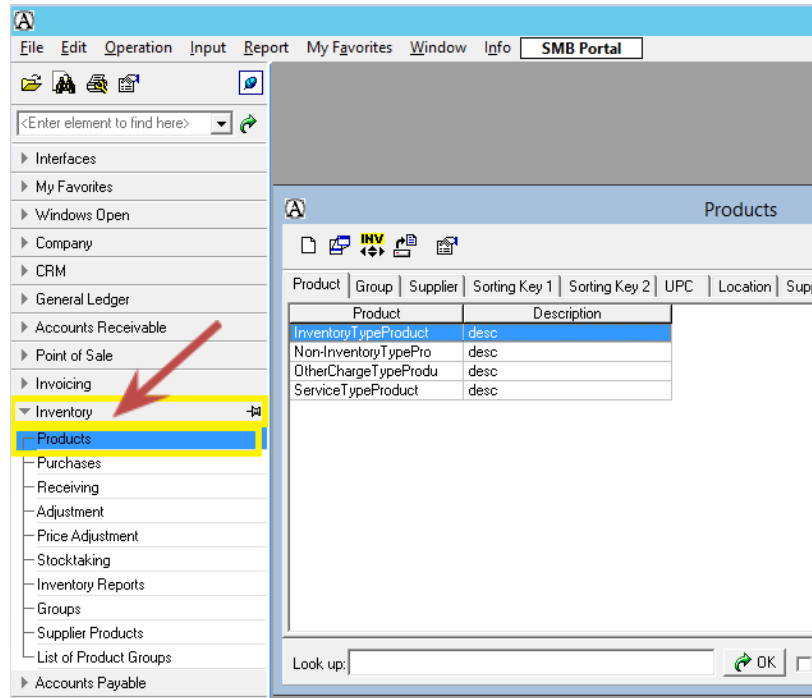


Products

To verify Products in Acoma, on the left side column navigate to *Inventory > Products*:



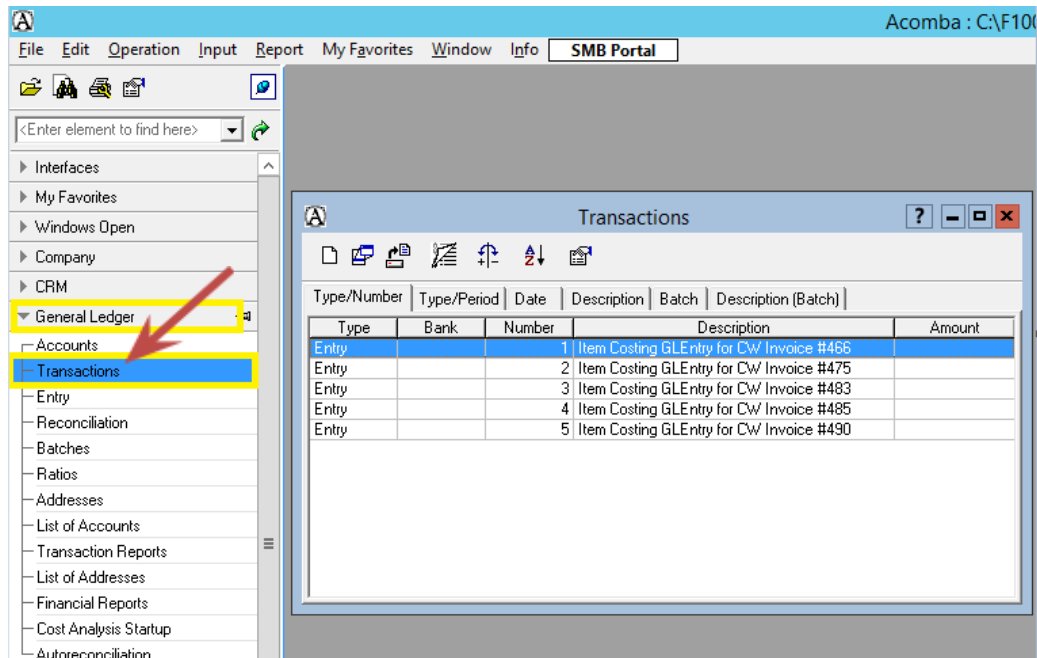
GUIDE TO INTEGRATION IMPLEMENTATION



Item Costing GL Entry Transactions

To verify Item Costing GL Entry Transactions in Acomba, on the left side column navigate to *General Ledger > Transactions*:

GUIDE TO INTEGRATION IMPLEMENTATION



GL Entries

Acomba doesn't have Product Types; so, transactions follow the following format based on Manage Item Types:

1. **Manage Inventory**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Inventory *Debit*
 - o Sale (AR Invoice)
 - Inventory *Credit*
 - COGS *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
2. **Manage Non-Inventory, Service, Other Charge (or NULL/Unknown)**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*

GUIDE TO INTEGRATION IMPLEMENTATION

- COGS *Debit*
- o Sale (AR Invoice)
 - Revenue *Credit*
 - Accounts Receivable *Debit*

Rerunning an Existing Batch

There might be a rare case where you have previously run a batch, and you wish to run that batch against your Acomba software again. For example, you might have run a batch successfully, only to have the Acomba software require to be restored from a backup, thus losing all of the changes. In this case, you'd want to rerun the batch.

One way to do this would be to use the Accounting Interface screen in Manage to delete the batch, but this means that you would have to carefully select the transactions again, which could be error-prone.

Another possibility is to click the "Rerun Existing Batch" tab in the integration program. In this tab you would type in the Batch ID, then click "Run" rerun the batch. The batch is then rerun against the Acomba database.

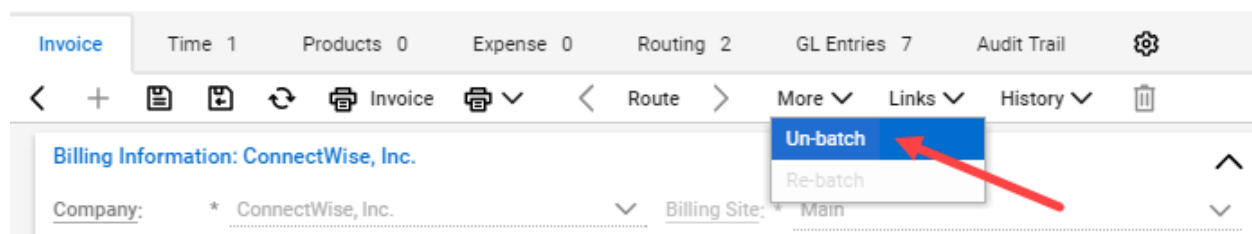
WARNING: While this can be useful, this feature can be used to duplicate transactions in the Acomba system. This could occur if the transactions created in the Acomba system as a result of the first run of the batch still exist in the Acomba system when the batch is rerun! ***Use caution when rerunning batches!***

GUIDE TO INTEGRATION IMPLEMENTATION

Un-posting Transactions

Invoices

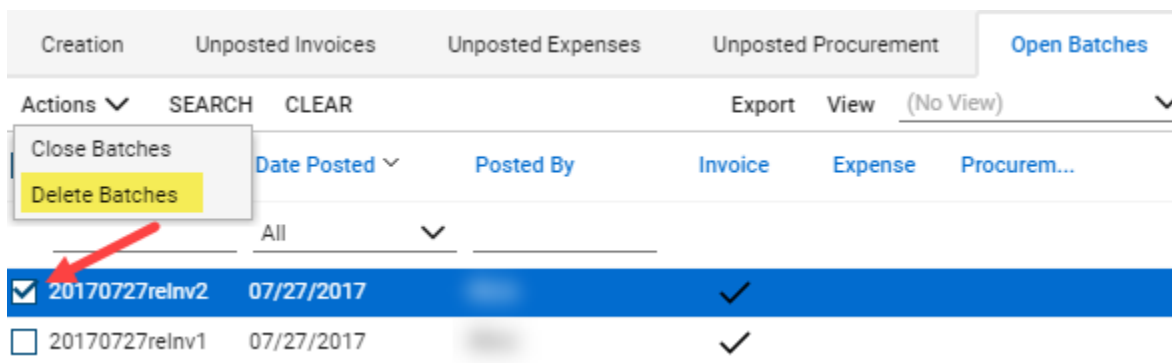
If you feel you've made an error on a particular invoice, you have the ability to un-batch it individually. Go to the Invoice, and click on "More" > "Un-batch".



Click **OK** to the verification message. The invoice will then be un-batched and will return to the unposted Invoices list in the integration, ready to be exported. Please note that this did not delete the invoice from your accounting package. You will need to do that manually.

Batches

If you feel you have made an error and need to restore some of the transactions that have been previously batched from the "Unposted" tabs, you can delete the batch in Manage at *Finance > Accounting Interface > Open Batches*. Click the checkmark next to the batch, then click "Actions" > "Delete Batches".



Click **OK** to the verification message. The batch will then be deleted, and the transactions are again listed on the "Unposted" tabs, ready to be exported. Please note that this did not delete the transactions from your accounting package. You will need to do that manually.

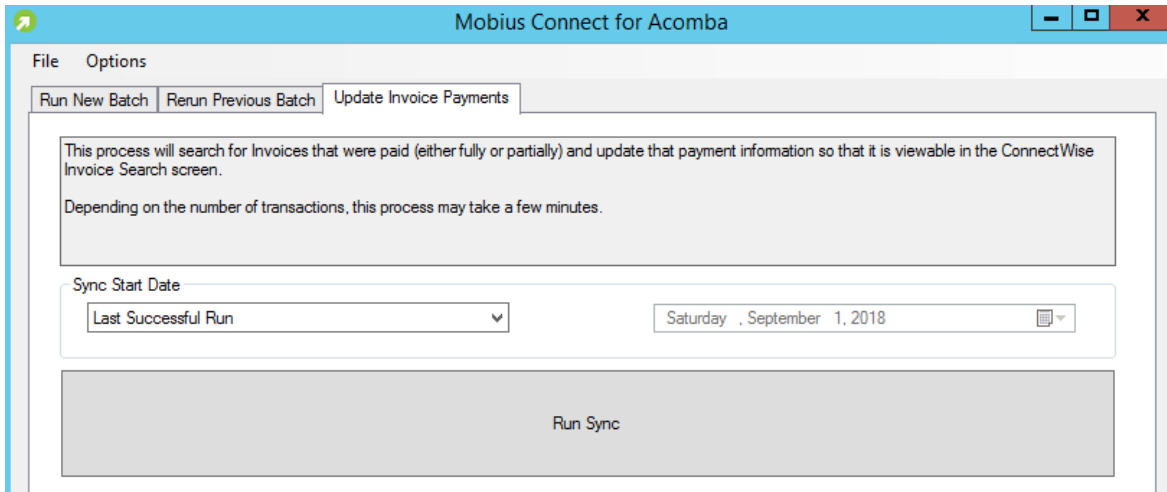
GUIDE TO INTEGRATION IMPLEMENTATION

If you choose Close instead of Delete, then the transactions will stay posted and you will no longer be able to see the batch. In this case, you will need to contact your ConnectWise Consultant at Consulting@ConnectWise.com to restore it for you if you ever need it again. As a result, it is recommended to never Close a Batch in Manage.

Synchronizing Invoice Payments

Your typical workflow will include creating invoices in Manage, and exporting those invoices to Acoma. However, when you receive payments from customers, you will use Acoma to record that the payment was received. Since it is useful to be able to look at an invoice in Manage and know if that invoice has been paid without needing to access Acoma, the integration program allows you to synchronize payment updates so that Manage shows you what payments have been made to invoices. Use the following steps to accomplish this:

1. At the integration main form, click on the “Update Invoice Payments” tab.



2. Select the “Start Date”. You will have the following options for a Start Date:
 - **Last Successful Run:** Will synchronize all invoices that were updated with new payment info in Acoma since the last time the current user ran a synchronization on the current computer.
 - **Past Week:** Will synchronize all invoices that were updated with new payment info in Acoma in the past 7 days.
 - **Past Two Weeks:** Will synchronize all invoices that were updated with new payment info in Acoma in the past 14 days.

GUIDE TO INTEGRATION IMPLEMENTATION

- **Past Month:** Will synchronize all invoices that were updated with new payment info in Acoma since the current day in the past month (e.g., if today is the 10th of April, all invoices updated on March 10th and later will be synced).
- **Custom Date:** Will synchronize all invoices that were updated with new payment info in Acoma since a date of your choosing up until today.

3. Click “Run Sync”.

All invoices that were updated on or after the Start Date will have their payment info updated in Manage. This info includes the total amount that has been paid, and the date that the invoice was paid in full. You can view these results in Manage “Invoice Search” screen, by accessing Finance -> Invoice Search. Each invoice will have a “Paid Amount” and “Date Paid” field. Note that the “Date Paid” field will only be filled with a date if the invoice was paid in full.

Unlike transactions, it is perfectly valid to update an invoice even after it has been updated. If an invoice has a \$50 payment received on March 1, 2020, and you run the invoice synchronization more than once over that day, the second time will just leave the paid amount in Manage at \$50, and no harm will be done. Therefore, if you are unsure of the last date that a synchronization was run, it is better to pick a date far in the past.

Modules

Certain configurations may call for a more customized solution. In this situation, a module can be developed to meet your needs. Following are a list of currently developed modules. Do not hesitate to inquire if you require a custom solution not already available.

Project Mapping Module

The project mapping module maps the Manage GL AR account “Class” to an Acoma Project for AR Invoices. Acoma Project Numbers are numerical. In order to successfully use this module Manage GL AR account “Class” values must also be numerical. When this module is activated and “enabled” Manage AR Invoices will transfer to Acoma and apply the GL AR account “Class” value to the Acoma Invoicing interface “Project” field. Projects in Acoma must be created prior to transfer.

If your Project is not being assigned:

Possible root cause:

1. Your license doesn't have the project mapping module.
2. Project mapping module is not enabled.
3. Your General Ledger Account Receivable doesn't have a Class value.

GUIDE TO INTEGRATION IMPLEMENTATION

4. The Class value is not numerical. It should always be numerical.
5. Project doesn't exist in Acoma.
6. You're trying to map not a receivable account but an account of another type. This module works only for receivable accounts (AR).

Additional Notes

Following are a few recommended settings to prevent Acoma from providing feedback to the integration that ultimately prevents certain actions from completing successfully.

1. **Turn Off Automatic Advice In Acoma**

This prevents Acoma from trying to provide “useful” feedback to the integration. If this option is enabled and an action occurs which activates the “Automatic Advice”, the integration will **NOT** be able to successfully transfer the batch it is processing. To disable Automatic Advice, go to *Setup > User Preferences > View > Uncheck Automatic Advice*. **Automatic Advice is user specific and must be disabled for the user account that the integration will be using to connect to Acoma.**

2. **Allow Transactions In The Future**

In the event that you need to post invoices that are beyond your session date, you will need to enable “Allow Transactions In The Future”. To do so go to *Setup > Settings > Company > System > Check Allow Transactions in the Future*. **This does not allow for posting transactions prior to your fiscal period.**

Customer Support

If you have any questions, please feel free to contact our consulting team at Help@ConnectWise.com or www.ConnectWise.com/chat.

Contact Us

For more information about any of our products or services, please feel free to contact your Account Manager at AccountManager@ConnectWise.com.

Don't have an Account Manager yet? No problem! Please feel free to contact us at <http://www.connectwise.com/contact-us>.