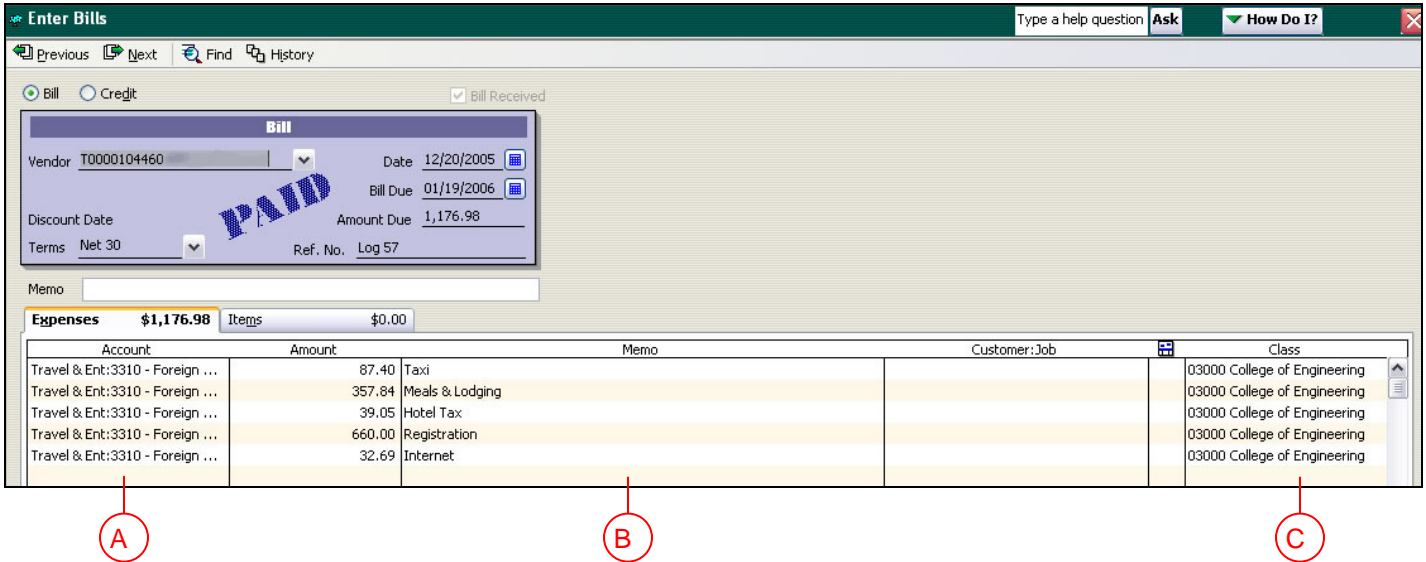


TAMUQ Finance Transactions in QuickBooks

To better facilitate the data export from QuickBooks to FAMIS, the following procedures need to be followed for every QuickBooks transaction.

The following image shows the QuickBooks check writing screen. There are three important fields – Account, Memo and Class – that need to be filled out according to the predefined formats below.



A. Account

The QuickBooks Account field feeds into the FAMIS Object Class field. The format must be as shown above: Category followed by a colon, followed by the description. For example:

Travel & Ent:3310 - Foreign Travel

Please note: There is no space before or after the colon.

B. Memo

The QuickBooks Memo field feeds into the FAMIS Description field. Every FAMIS transaction requires a description. Ensure that every QuickBooks transaction line item has an entry in the Memo field.

C. Class

The QuickBooks Class field feeds into the FAMIS Support Account field. Every FAMIS transaction requires a Support Account. Ensure that every QuickBooks transaction line item has an entry in the Class field.

For QuickBooks transactions that should not be in the data feed to FAMIS:

If there is reason to not include a transaction in the FAMIS data feed process, the Account and Class fields must be in a format that does not include both the Account and Class number. The example below shows use of the Account field without including an Account number while the Class field is blank. Transactions modeling this example are not sent in the FAMIS data feed.

The screenshot shows the 'Write Checks' window for 'Commercial Bank of Qatar (001)'. The check details are as follows:

Account	Amount	Memo	Customer:Job	Class
Cash:Commercial Bank (Salari...	684.93	emergency payroll payment - August salary		

Account

There is descriptive information in the Account field, but no Account number. Please note: There is no space before or after the colon.

Memo

There is descriptive information in the Memo field.

Class

There is no information in the Class field.

Important Note:

All transactions should be in one and only one of the following formats:

Transactions sent to FAMIS: Require both an Account number in the Account field and a Class entry.

Transactions not sent to FAMIS: Require both no Account number in the Account field and no Class entry.

Any transaction not following one of the above formats – such as a transaction with an Account number but without a Class entry – ruins the format of the entire feed. An investigation into the error occurs and the entire feed has to be recreated.