

AyaNova PTI 7 Manual

USER MANUAL

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1. Introduction	4
1.1 Welcome to PTI	5
1.2 Overview of PTI features	6
1.3 Overview of PTI use	9
1.4 AyaNova Inventory vs Peachtree Inventory	11
2. Installation & Configuration	14
2.1 Common Issues & Messages	15
2.2 Requirements prior to installation and use	24
2.3 Installation of PTI	25
2.4 PTI Configuration	29
3. Map & Import	39
3.1 Mapping	40
3.1.1 How to manually link (map) existing data	40
3.1.2 How to automatically link (map) existing data	43
3.1.3 How to unlink (unmap)	46
3.1.4 If delete or remove linked (mapped) items in PeachTree	49
3.2 How to import PeachTree data into AyaNova	51
3.2.1 How to import PeachTree data into AyaNova	51
3.2.2 PeachTree customers data that is imported into AyaNova	54
3.2.3 PeachTree vendors data imported into AyaNova	56
3.2.4 PeachTree Items (Stock, Non-Stock, or Assembly) data imported into AyaNova	59
3.2.5 PeachTree Items (Service, Labor, Charge, Non-Stock) data imported into AyaNova...	61
3.3 How to import AyaNova data into PeachTree	64
3.3.1 How to import AyaNova data into PeachTree	64
3.3.2 AyaNova clients data imported into PeachTree	67
3.3.3 AyaNova vendors data imported into PeachTree	70
4. Descriptive Text	74
4.1 What is Descriptive Text?	75
4.2 Editing Descriptive Text	76
4.3 Service workorder data that can be entered as descriptive text	79
5. Invoicing	85
5.1 How to invoice workorders from AyaNova into Peachtree	86
5.2 Taxes for an invoice derived from Sales Tax set for that PeachTree client	89
5.3 No service workorders ready for invoicing	91

5.4	Fix unlinked objects or parts with differing price	93
5.5	Parts invoicing	98
5.6	Discount % set in Parts is applied via a PeachTree invoice	102
5.7	Banked service invoiced out at 0\$	103
5.8	Travel or Service Rate retail charges	104
5.9	Misc Expenses charges	106
5.10	Outside Service charges	108
5.11	Invoicing individual AyaNova service workorders via PTI into PeachTree	109
5.12	Invoicing multiple service workorders for one client into one PeachTree invoice	112
5.13	Invoicing all ready service workorders	115
5.14	What happens after PTI invoices?	118
6.	Go to the AyaNova web site	0
7.	Go to the AyaNova Support Forum	0
	Index	0

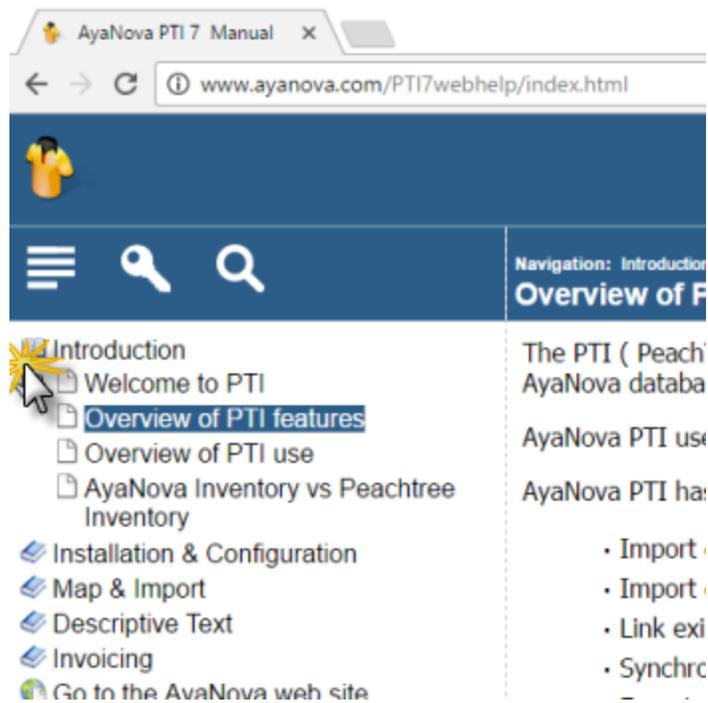
Introduction

1 Introduction

1.1 Welcome to PTI

Use of this online manual:

To view topics, click on the chapter headings to expand as per the screenshot below:



This online manual provides information on configuring and setting up the optional AyaNova PTI (PeachTree Interface), mapping and linking information between AyaNova and PeachTree, and invoicing ready-to-be invoiced AyaNova workorders via PeachTree using PTI.

Screenshots depicted in this manual may not display exactly as your copy of PTI does, as dependant on screen size and skin in use.

You should be familiar with the AyaNova program and with using PeachTree before using PTI

Review the [AyaNova Help](#) along with the trial AyaNova program if you are not yet familiar with the AyaNova program.

1.2 Overview of PTI features

The PTI (PeachTree interface) is an add-on application for use with [AyaNova service management software](#) as a stand-alone application that works between the AyaNova database and PeachTree company data file.

AyaNova PTI uses the latest software interface provided by Sage Software for automating access to PeachTree.

AyaNova PTI has the following features:

- Import clients, vendors and items from the PeachTree company data file into the AyaNova database
- Import clients and vendors from the AyaNova database into the PeachTree company data file
- Link existing AyaNova data with existing PeachTree data
- Synchronize linked parts pricing between the AyaNova database and the PeachTree company data file at the time of invoicing
- Export data from AyaNova service workorders into PeachTree invoices
- Consolidate multiple AyaNova service workorders into one PeachTree invoice

[Import clients, vendors and items from the PeachTree company data file into the AyaNova database](#)

This way data is only entered once and ensures that the AyaNova items match the PeachTree items to facilitate converting AyaNova work orders into PeachTree invoices automatically.

[Import clients and vendors from the AyaNova database into the PeachTree company data file](#)

AyaNova PTI can import AyaNova client and vendor data into PeachTree. An example is a new client requests service. Their client information is entered into AyaNova. When it comes time to invoice in PeachTree, you can just import that AyaNova client's information into PeachTree without the need to manually re-enter again in PeachTree.

[Link existing AyaNova data with PeachTree data](#)

If you already have the same clients, vendors and/or items entered in both AyaNova and PeachTree, just link the existing data.

Linking is different from importing in that the original AyaNova record is preserved as-is and is marked internally with the record in PeachTree that it matches to.

This is also useful when you have records in AyaNova that differ from PeachTree. For example, you may have multiple clients in AyaNova that represent separate locations for service but want to link them all to a single PeachTree client for billing.

This is also useful if you have many pre-existing items in AyaNova as you can link them to PeachTree records without losing their historical data as you would if you started with newly imported items.

If you have already entered in items (clients, parts, rates) into AyaNova, if they have the exact same name as in PeachTree, they can be auto-linked instead of having to be manually individually re-linked.

Synchronize linked part price information between the AyaNova database and the PeachTree company data file

If you have already imported and linked parts into AyaNova via PTI from PeachTree, and you edit the price information in PeachTree or AyaNova, you can synchronize the price information for Parts in AyaNova just before invoicing.

Export data from AyaNova service workorders into PeachTree invoices

AyaNova PTI can be used to quickly and easily turn AyaNova work orders into PeachTree invoices. All billable items in an AyaNova work order can be exported into an invoice in PeachTree. This saves re-entering data manually because the data in the service workorder is directly converted to a PeachTree invoice without any retyping of information.

AyaNova PTI work order export into PeachTree invoice has the following features:

- [Auto select work orders for billing based on AyaNova status.](#)
- [Price protection for parts:](#) AyaNova PTI flags part prices that differ in AyaNova from PeachTree. You can accept the difference, or change the AyaNova service workorder, or change the AyaNova item price, or change the PeachTree price to match the AyaNova service workorder - with a click.
- Automatically ensures that work orders contain only items that are recognized by PeachTree. If an item has not yet been linked to PeachTree you can link it quickly and easily.
- Set [descriptive text](#) to include on invoice for the work order – such as work order number, Quick Description field from work order, unit (client equipment) selected within work order, labor details, etc

- Choice of invoicing out per service workorder, or [consolidate service workorder billable information into one invoice for the same client](#)

Consolidate multiple AyaNova service workorders into one PeachTree invoice

Easily consolidate billable service workorders for the same PeachTree client, or simply select to invoice out each service workorder individually.

PeachTree is a registered trademark of Sage Software, Inc. and its affiliated entities.

1.3 Overview of PTI use

We suggest you perform the following in the following order from installation, configuration, initial mapping before attempting to use PTI for invoicing AyaNova completed service workorders into PeachTree invoices.

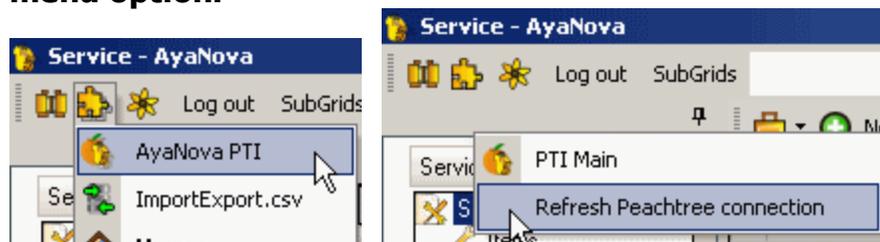
1. [Perform the Installation & Configuration](#) to install and configure PTI for use with your PeachTree company data file and the AyaNova database.
2. **Perform the mapping of existing data between the two databases.**
 - a. Clients
 - i. Link existing clients in both AyaNova and PeachTree (either manually and/or via Auto-Link)
 - ii. [Import non-linked clients from AyaNova to PeachTree](#)
 - iii. [Import non-linked clients from PeachTree to AyaNova](#)
 - b. Vendors
 - i. Link existing vendors in both AyaNova and PeachTree (either manually and/or via Auto-Link)
 - ii. [Import non-linked vendors from AyaNova to PeachTree](#)
 - iii. [Import non-linked vendors from PeachTree to AyaNova](#) (based on type of vendor)
 1. (please note - if Wholesalers are not yet linked before importing PeachTree Items into AyaNova, you will not be able to select those parts in AyaNova in purchase orders)
 - c. Service Rates
 - i. Link existing AyaNova Service Rates with PeachTree (either manually and/or via Auto-Link)
 - ii. [Import non-linked Service Rates from PeachTree to AyaNova](#)
 - d. Travel Rates
 - i. Link existing AyaNova Travel Rates with PeachTree (either manually and/or via Auto-Link)
 - ii. [Import non-linked Travel Rates from PeachTree to AyaNova](#)
 - e. Parts
 - i. Link existing parts in both AyaNova and PeachTree (either manually and/or via Auto-Link)
 - ii. [Import non-linked parts from PeachTree to AyaNova](#)
3. [Edit descriptive text to use on PeachTree invoices](#)

- a. If you print out from AyaNova a detailed completed report for each workorder to accompany the invoice, you might just reference the workorder number(s) on the invoice
 - b. If you do not print out from AyaNova a detailed completed report for each workorder to accompany the invoice, you might have descriptive text include aspects of the data from the workorder(s) to display right on the invoice - such as workorder number(s), schedulable user(s) that performed the service, start and stop Labor times, workorder item summaries, details from each Labor item
4. [Use PTI to invoice AyaNova service workorders into PeachTree](#)
- a. Fix unlinked data or price differences between linked AyaNova and PeachTree parts
 - b. Invoice single or multiple service workorders via PTI into PeachTree.
 - c. Confirm in PeachTree that the service workorder information was invoiced out correctly.
 - d. Confirm in AyaNova that the invoice number for the corresponding service workorder(s) was entered in Invoice #: field, service workorder set to closed, status set to that entered in preferences - and if set to fix differing information.

NOTE:

PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it.

You will need to close PTI and restart it, or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



1.4 AyaNova Inventory vs Peachtree Inventory

A common question asked by AyaNova users when using the optional add-on PTI is "Do I use AyaNova inventory features, or PeachTree's or a combination of both?". The answer to that depends on what you want to do.

AyaNova inventory includes a number of unique features:

Part Requests

- With AyaNova Part Request feature, a user can request a part (and quantity and for a specific warehouse) from the AyaNova service workorder.
- The Part Request is "tied" to that specific service workorder
- Purchasing can easily include in an AyaNova Purchase Order the parts requested to be ordered tied to the specific service workorder
- And when the part is received in AyaNova, if subscribed to the notification "Workorder item part request – parts received", the user logged in who requested the part will be notified the part has been received; and the scheduled user in that service workorder will be notified that the part has been received so that the service can be provided.

Part Inventory

- Quantity on-hand in AyaNova is based on what has been entered into inventory via AyaNova Part Adjustments, entered into inventory via AyaNova Purchase Order Receipts. And quantity on-hand is immediately updated whenever anyone indicates the part quantity set in a AyaNova service workorder has been Used In Service.
- This way you can always see at a glance via the Part Inventory grid what warehouses (if used in AyaNova) have what quantity of what parts on-hand

Serialization

- You can track serial numbers for Parts in AyaNova
- When receiving parts into inventory via an AyaNova Purchase Order Receipt or entering inventory in via an AyaNova Part Adjustment, if the part has been set as serialized, you can enter serial numbers for the received parts
- And in the AyaNova service workorder, when you select a serialized part, AyaNova will automatically identify this setting the part quantity to 1 and opening the Serial Number field so that you can drop down and select from the list of available serial numbers for this part in inventory.

Whereas with Peachtree inventory:

AyaNova is not an accounting program and does not include Accounts Payable. It does not track how much you owe to your vendors, and when to pay them etc.

Because of the above, you might want to use Peachtree inventory only (Peachtree purchase orders, receiving, inventory on hand amounts, etc) **or** you might want to use only AyaNova inventory or you might want to do a combination of both:

If you want to use Peachtree inventory only, so that when receiving it updates your Accounts Payable to your vendors:

Turn off inventory features in AyaNova

- Have all AyaNova users out of AyaNova
- Log in as the AyaNova Administrator
- View Global Settings in the Administration navigation pane
- Set Use Inventory to False
- Save and exit out of AyaNova
- Now log back into AyaNova - you will see in the Inventory navigation pane only the Parts grid is now viewable, as Purchase Orders, Purchase Order Receipts, Part Adjustments and Part Inventory grid is now removed as you will no longer be tracking on-hand amounts or ordering through AyaNova.
- Note that if you turn Use Inventory back on, any parts that you have Used in Service in service workorders while inventory was turned off will not have their amounts updated in previous inventory that was tracked.

Use Peachtree only for entering PO's and receiving inventory

- This way you have only one program that you are entering such data

Only quantity of parts used is entered in AyaNova service workorders

- In an AyaNova workorder, you select a part and enter its quantity.
- [If a part is serialized, just enter the serial number in the Description field in the Part record in the AyaNova service workorder](#)

You might want to use only AyaNova inventory only:

Use AyaNova for entering Purchase Orders and receiving

- Take advantage of AyaNova features such as Part Requests in service workorders to order parts for specific workorders
- Take advantage of AyaNova inventory serial numbers entry and selection in workorders

- To track Accounts Payable, you may want to enter total amounts manually into Peachtree for what you owe vendors that you have purchased for resale

Or you might want to do a combination of both:

- Enter purchase orders and receive in AyaNova, and enter these again in Peachtree

PTI does not have the feature to import AyaNova Purchase Order and Purchase Order Receipt into Peachtree.

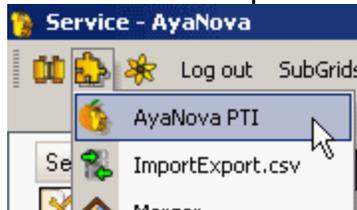
Installation & Configuration

2 Installation & Configuration

2.1 Common Issues & Messages

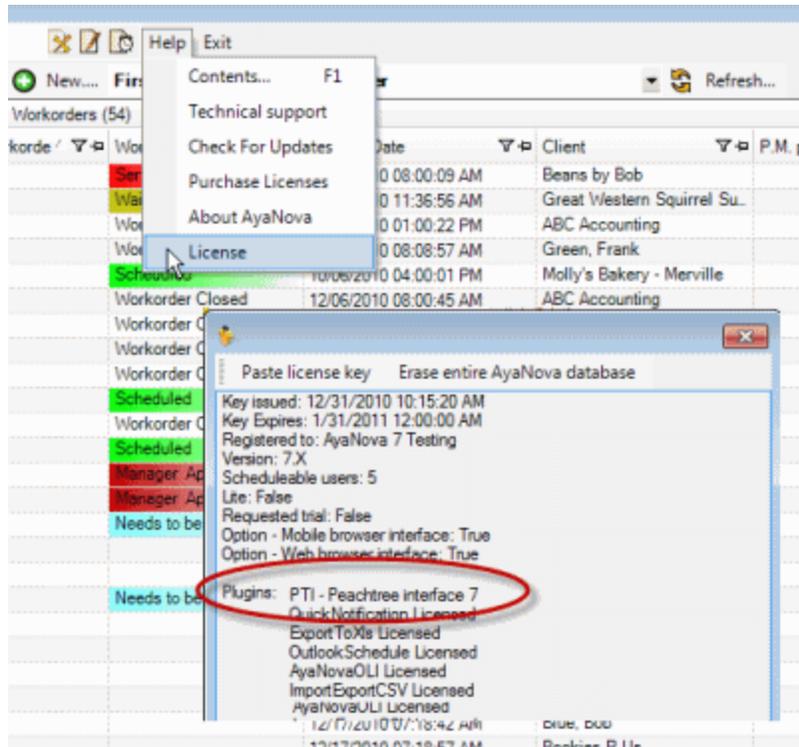
- [PTI menu option is not showing in the plugins menu via AyaNova](#)
- [Message about COM Class Factory error when starting PTI](#)
- [Message that says PeachTree doesn't appear to be running](#)
- [After logging into PTI, receiving the following error "invalid character in the given encoding. Line....."](#)
- [Error message when invoicing "Workorder XX has a labor / travel item that has no rate...."](#)
- [Error importing or linking](#)
- [Issues invoicing](#)

Issue: The PTI menu option is not showing in the plugins menu via AyaNova



This is because of **either** of the following:

1. Either you have not yet completed the installation of PTI as per [Installation of PTI](#)
2. **Or** your AyaNova database is not currently licensed for PTI
 - a. Select main menu Help -> License to view your present licensing
 - View what your present licensing and subscriptions are
 - Any questions, [contact us](#) and include your present information.
 - b. Or purchase the optional add-on PTI license from https://www.ayanova.com/purchase_AyaNova_online.htm



Issue: Starting PTI results in the following error



Solution :

This error occurs because you have installed PTI for a different year version of PeachTree than what is installed on your computer

Example: your computer has US Sage 50 2016 installed, but you accidentally selected PeachTree 2012 during the [installation steps](#)

Issue: As the message states, you are attempting to use PTI without a PTI license - you must have purchased the PTI license prior to use.



Solution :

Select OK to close PTI. Log into AyaNova as manager, and apply your AyaNova activation keycode that is also licensed for PTI, and then return to these steps.

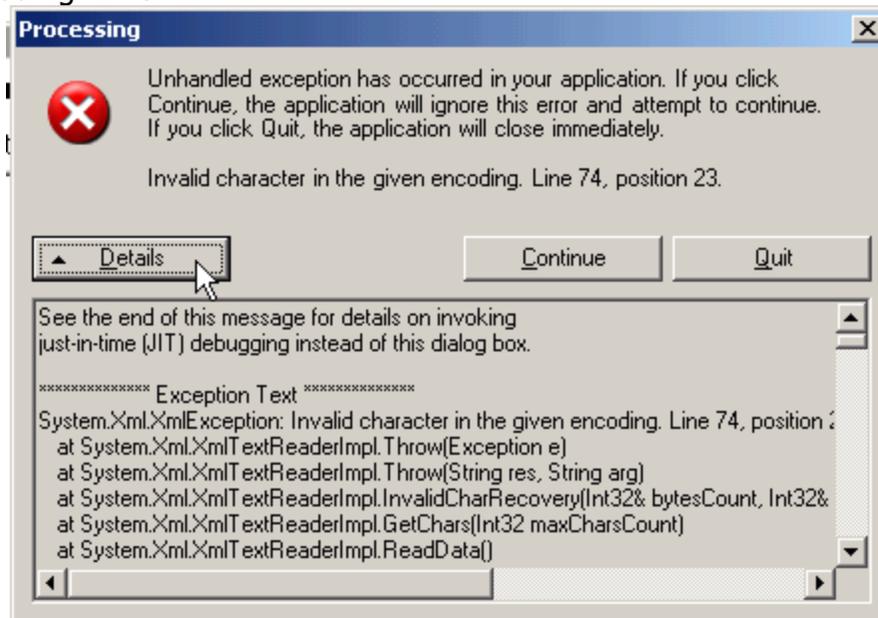
Issue: As the message states, your company PeachTree data file must be running on this computer



Solution :

Run PeachTree and ensure the correct PeachTree company data file is opened
Select Retry, or if had canceled, run PTI again.

Issue: After logging into PTI, receiving the following error "invalid character in the given encoding. Line....."



If you get such a message, **always** click on the **Details** button, it will show an error message that includes: "Invalid character in the given encoding. Line....."

Line number and position number will vary.

Solution:

This is occurring because you have one or more PeachTree customers, vendors, or parts that are using a non-English character. For example, Cárdenas (note the ascent on the á) and although you may have been able to enter them into PeachTree, when exporting or importing using xml PeachTree will not recognize any characters other than English.

1. In Peachtree itself, export the items or the clients or the vendors (depending on at what point you got the initial error opening PTI) to an XML file.
2. If the export stops/crashes at the point it finds an invalid character, then:
 - without closing the error, open the XML file you exported using Internet Explorer
 - view the last item listed in the XML file
 - this will let you know what is the item just before the item in your Peachtree that has the invalid character so that you can edit that item and remove the invalid character
3. If the export does not stop or crash and completes, then:
 - Without closing the error, open the XML file you exported using Internet Explorer
 - it may identify as soon as you open it what item has the invalid character
 - so that you can edit that item in Peachtree, removing the invalid character so that you can then run PTI

OR:

1. Run PTI so that the error occurs.
2. Open up your C:\Documents and Settings\yourname\Local Settings\Temp folder - is there an PTitems.XML file there or something with the XML extension?
3. If so, open it.
4. In some cases, if you open using Internet Explorer, it may tell you right off the bat which item is at fault with the special character. Otherwise, open it and you will need to browse through to find the special character(s) or perhaps do a Search for each special character.

Issue: As the message states, one or more workorders do not have any labor rate (or the message could refer to a Travel rate) selected for a labor item in the ready to be invoiced workorder

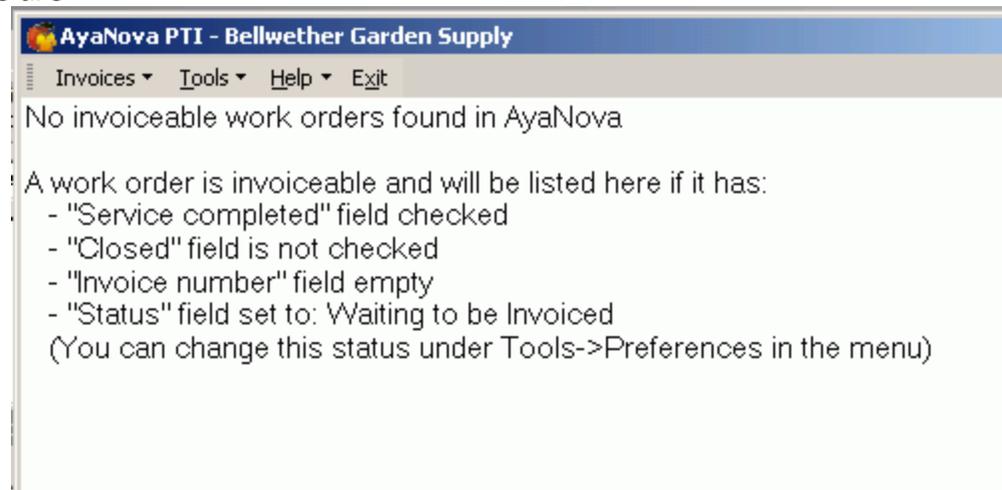
What has occurred is the imported PeachTree parts do not have a Wholesaler set within the part entry screen, and when you create a purchase order and select the vendor from who the parts will be ordered from, the purchase order only displays parts where that vendor has been assigned as the Wholesaler or Alternative Wholesaler. You will need to edit each AyaNova part and set the Wholesaler manually.

Issue: You are trying to import AyaNova rates or parts into PeachTree, but there is no **Drop here to import AyaNova item(s)** under PeachTree in the Map / Import section of PTI for parts or rates as there is for clients or vendors

Solution:

This is correct
Please refer to the section [How to import AyaNova data into PeachTree](#) as AyaNova parts and rates can not be imported into PeachTree - they can only be linked to existing PeachTree items.

Issue: No service workorders display as ready for invoicing even though you are sure there are



Solution:

Please refer to the section in this documentation titled [No service workorders ready for invoicing](#) as if you do have workorders ready for invoicing, one of the required four settings are not applied to the workorder(s)

Issue: You select Invoice Selected Items to PeachTree, but the service workorders continue to display in the PTI list, and the invoices are not created in PeachTree.

Solution:

You have not **selected** what you actually want to invoice. PTI allows you to select individual or multiple service workorders at one time. Use your mouse to click on the object indicator (square to the left of the client name or to the left of the row depicting the service workorder number) and then either right-click and select Selected Items to PeachTree, or select the menu Invoices -> Selected Items to PeachTree. And you can also hold down the CTRL keyboard key, and select multiple service workorders / client names to invoice all ready to invoice service workorders.

[Refer to the section on invoicing for examples](#)

Issue: The Rate set in PeachTree for a [Outside Service charge](#), or a [Misc Expense charge](#) or a [Travel charge, or a Service charge](#) is not what shows in the PeachTree item Rate field - but instead is from what shows is the AyaNova retail charge for that item

Solution:

This is correct and is the way PTI tells PeachTree what to charge for these items.

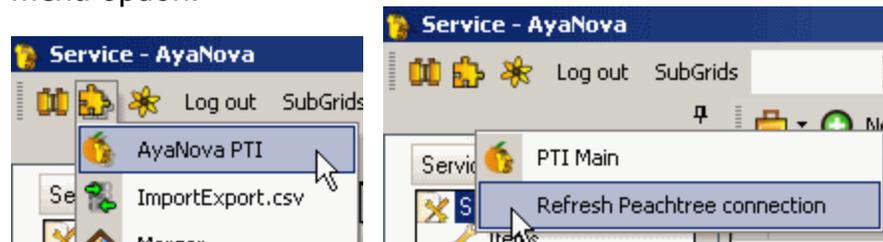
Please refer to the sections under Invoicing regarding these items.

Issue: You've edited service workorders, or edited AyaNova or PeachTree objects, but PTI does not display these changes

Solution:

PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it.

You will need to close PTI and restart it; or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



Issue: You receive the following error when you attempt to invoice



Solution:

If this occurs, exit out of the error. Then open Peachtree, and view the client being invoiced and make sure that such things as its Sales Tax account is set up, that its GL account is set up, etc - as this error indicates that something with the client or what is being invoiced is not yet completely set up in Peachtree itself. Once you have set sales tax for the client, etc don't forget to Save. Refresh the Peachtree connection in AyaNova for PTI again. Now bring up PTI again and invoice again.

Issue: You receive the following error when you attempt to invoice

Invoicing completed with some errors:
 Invoice: Invoicing failed due to the following error:
 An error occurred while importing!

This happened for Field Name: G/L Account

Solution:

The default accounts for Peachtree inventory items have not been set up in Peachtree. Because of this there is nothing for Peachtree to use as the GL Account and thus the error message is thrown when you try to use PTI to invoice into Peachtree.

In Peachtree go: Maintain->Default Information->Inventory Items. Look at the GL Accts/Costing tab and review the defaults that are set.

Included below is an example screenshot which is from a sample company.

In Peachtree go: Maintain->Default Information->Inventory Items. Look at the GL Accts/Costing tab and review the defaults that are set. The window should look similar to the one below which is from the sample company. Make sure that there is something specified for for each in every field and every row.

Inventory Item Defaults

General
Ordering
GL Accts/Costing
Taxes/Shipping
Custom

Item Class	GL Sales/Inc	GL Invtry/Wage	GL Cost Sales	Costing
Stock item	40000-00	12000-00	50000-00	FIFO
Master Stock item	40000-00	12000-00	50000-00	FIFO
Serialized Stock item	40000-00	12000-00	50000-00	Specific
Non-stock item	40000-00	77500-00	50000-00	
Description only				
Service	40000-00	77500-00	57000-00	
Labor	40000-00	77500-00	57000-00	
Assembly	40000-00	77500-00	50000-00	FIFO
Serialized Assembly	40000-00	77500-00	50000-00	Specific

These Defaults are used when creating new Items. Click on the cells to access the entry tools. Individual records can be changed as they are created in the Maintain Inventory Items Screen.

GL Freight Account

57500-00 **Freight**
This GL Link is for Freight Charges in Sales/Invoicing

2.2 Requirements prior to installation and use

Computer and Operating System requirements:

- The same computer and operating system requirements as latest released version AyaNova
- Log into the computer itself as Administrator or Administrator level security rights to ensure proper installation

Software requirements:

1. The **latest version** of AyaNova operational on the local hard drive of the computer where AyaNova PTI is to be installed and confirmed connection to the AyaNova database.
 - Licensed for at minimum one AyaNova schedulable user
 - Licensed for PTI
 - Confirm by selecting Help -> License
 - Viewing what your present licensing and subscriptions are
 - Any questions, contact us and include your present information.
2. One of the following compatible versions of Peachtree programs **installed to the local hard drive** of the computer where AyaNova PTI is to be installed. (can not be running a networked copy of the program files)US Editions Only:
 - US Editions Only: Sage 50 2013, Sage 50 2014, Sage 50 2015, Sage 50 2016, Sage 50 2018
 - Peachtree Complete© / Premium™ (for Construction) (for Distribution) (for Manufacturing) (Accountant's Edition)/ Quantum Accounting 2012
 - * Make sure to have the latest PeachTree Updates applied to your compliant version of PeachTree; the latest US Sage 50 updates to your compliant version of US Sage 50
3. **Direct access to your PeachTree company data file** (either located on the computer you are installing AyaNova PTI to, or full network access to the PeachTree company data file if on a network)
4. If PeachTree is licensed for multiple users, the user logged into PeachTree must have full access to all features (except for non-related features such as employee information, online backup).

2.3 Installation of PTI

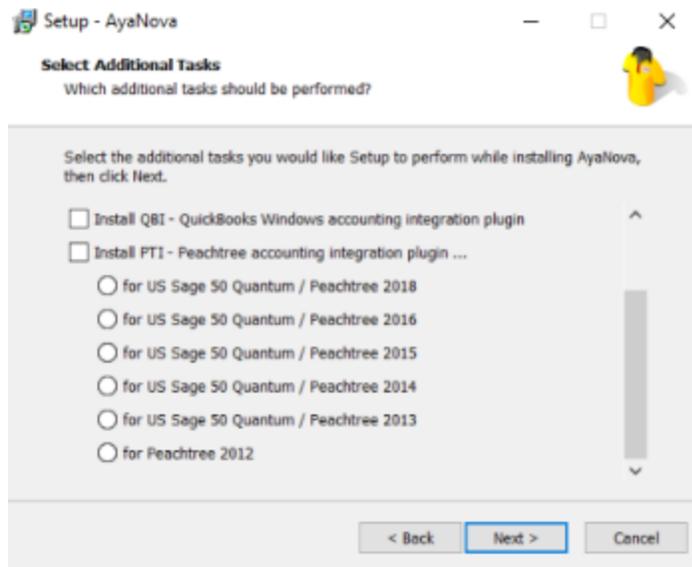
It is always recommended to read through all instructions first, and then perform the actual steps

1. Confirm that the [requirements prior to installation](#) and use have been met.

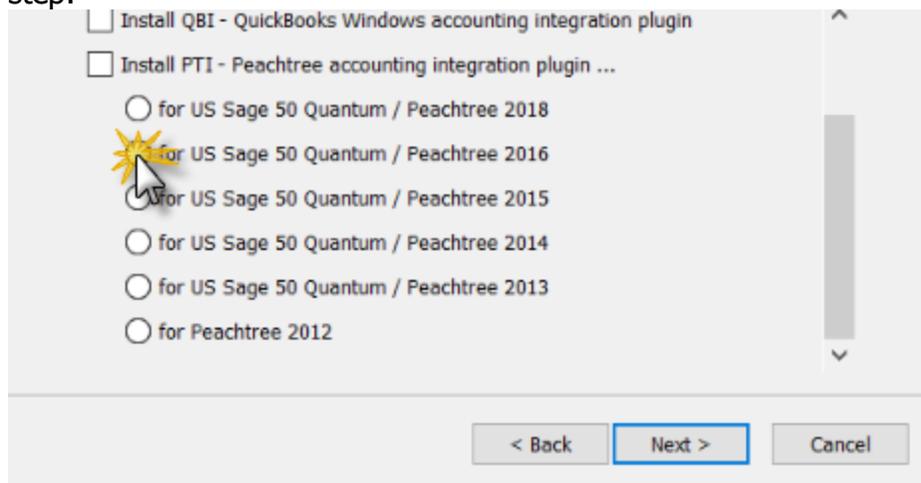
- a. Compatible PeachTree program installed and operational to local hard drive
- b. Latest PeachTree service patches applied
- c. You have confirmed you are able to access your PeachTree company data file
- d. PTI is licensed in your AyaNova database
 - a. Select main menu Help -> License
 - If the Registered To: shows "unregistered trial", then just further down is your trialing licenses where you can confirm if PTI is listed as one of the plugins. If not listed, provide this information along with your email request for a temporary key to fully try out PTI
 - If your Registered To: shows your company name, then just further down in your license information also check to see if PTI is listed as one of the licensed plugins. If not, contact us to request a temporary key to fully try out PTI before purchase.
 - b. Or purchase the optional add-on PTI license from https://www.ayanova.com/purchase_AyaNova_online.htm

2. Install AyaNova and PTI via the AyaNova installation file.

- a. Run the AyaNova installation file AyaNovaSetup.exe, and select PTI where indicated to install to your local hard drive

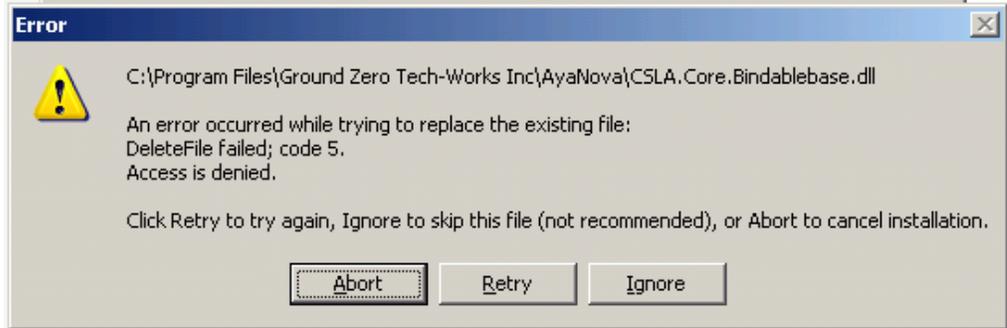


- b. Make sure you select the **correct** year of your PeachTree / US Sage 50 program (Professional, Premium and Quantum are **ALL** compatible). Failure to do so will result in errors when attempting to run PTI at a later step.



- c. Refer to the AyaNova installation steps in the AyaNova Help file for installing AyaNova either for single stand-alone use or for networked use if you require additional assistance.
- d. Do note that if you have already installed AyaNova, just run your *AyaNovaSetup.exe* file **again**, and select to install your PTI version.
 - i. make sure you have AyaNova closed if installing again
 - ii. when asked if you want to overwrite the config.txt, also select **No**.
 - iii. **NOTE**: if you get a message such as below about replacing a file, this is occurring because you have something running. Click Abort, and then check to make sure you do NOT have the AyaNova program

running, nor any of the import/export utilities, and check Services to make sure that the AyaNova Generator is shut off while installing, and IIS to shut down the Default Web Site and AyaNovaDP (the data portal) if installed. Then run the installation again.

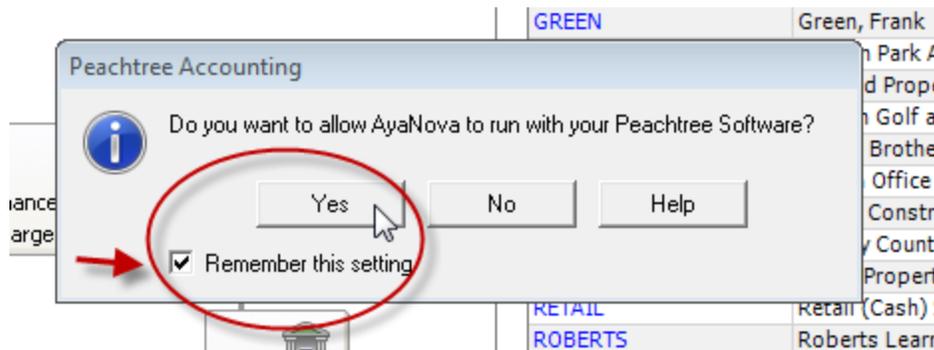


iv.

- e. The PTI program files will be installed to C:\Program Files\Ground Zero Tech-Works Inc\AyaNova\Plugins\PTI
- 3. PTI uses the same configuration file as the AyaNova program so no further program installation steps are needed
- 4. Run your PeachTree program and open your PeachTree company data file
- 5. Run PTI from within the AyaNova program from the main menu Plug-Ins option



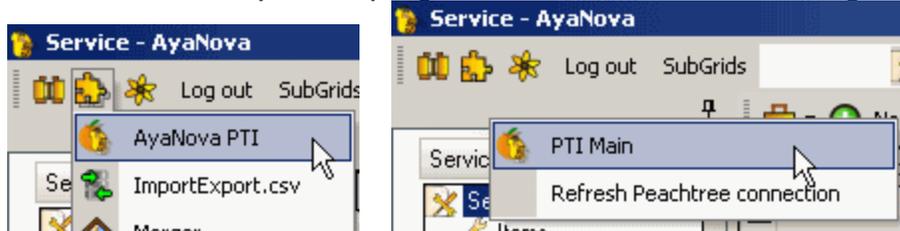
- 6. Display your Peachtree program and company data so that you can checkmark the Remember this setting field, as well as click on Yes to allow AyaNova to run with your Peachtree Software



7. Then view AyaNova again, so that you can now continue with the [PTI Configuration](#)

2.4 PTI Configuration

1. Once installation and database configuration has been completed - run PTI from within the AyaNova program from the main menu Plug-Ins option.

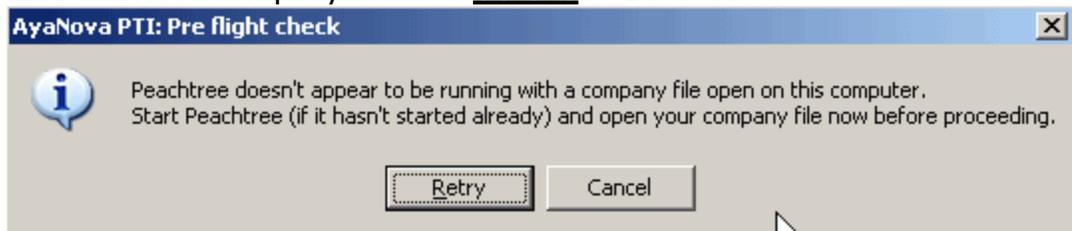


If the PTI menu option is not listed, see [Common Issues & Messages](#)

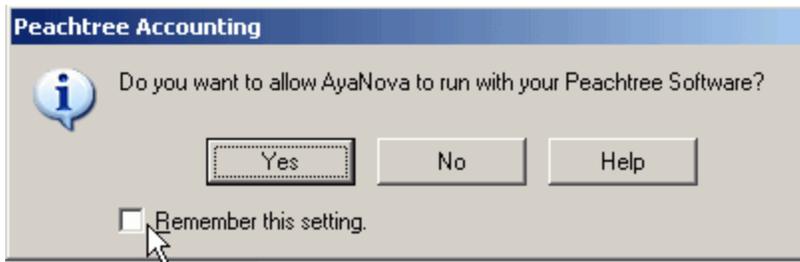
2. If you receive the following error, it is because you have selected the incorrect PeachTree year version than what is installed on your computer - for example, you have PeachTree 2011 installed on your computer, but you selected 2006 in the PTI installation.



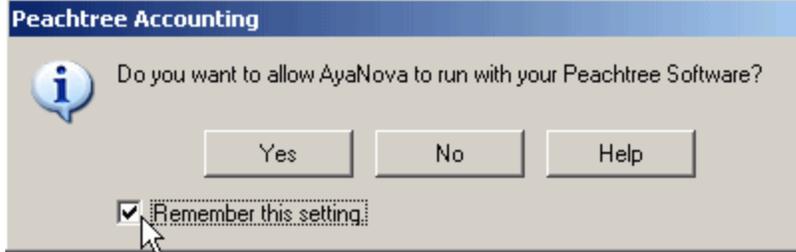
3. AyaNova PTI requires that the PeachTree program be loaded and accessing the PeachTree company data file **before** PTI is loaded.



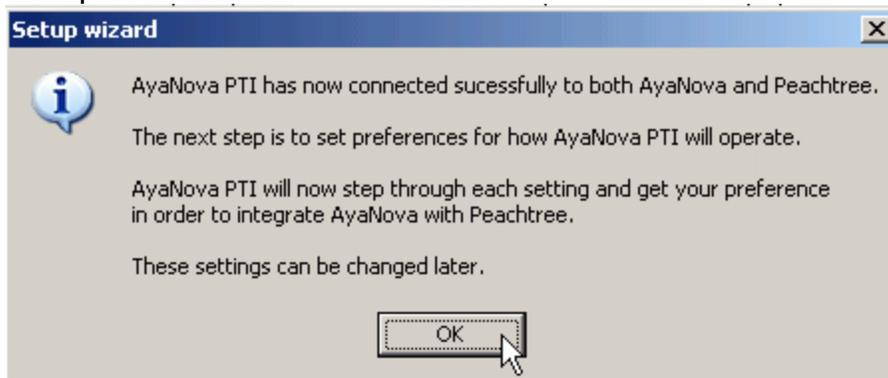
4. PTI will request access to the PeachTree company data file. Select **Yes, Always** for the PTI application to always have access to your PeachTree company data file.



5. Click on the Remember this setting, and then click on Yes to allow this access



6. Now preferences for PTI will be set.

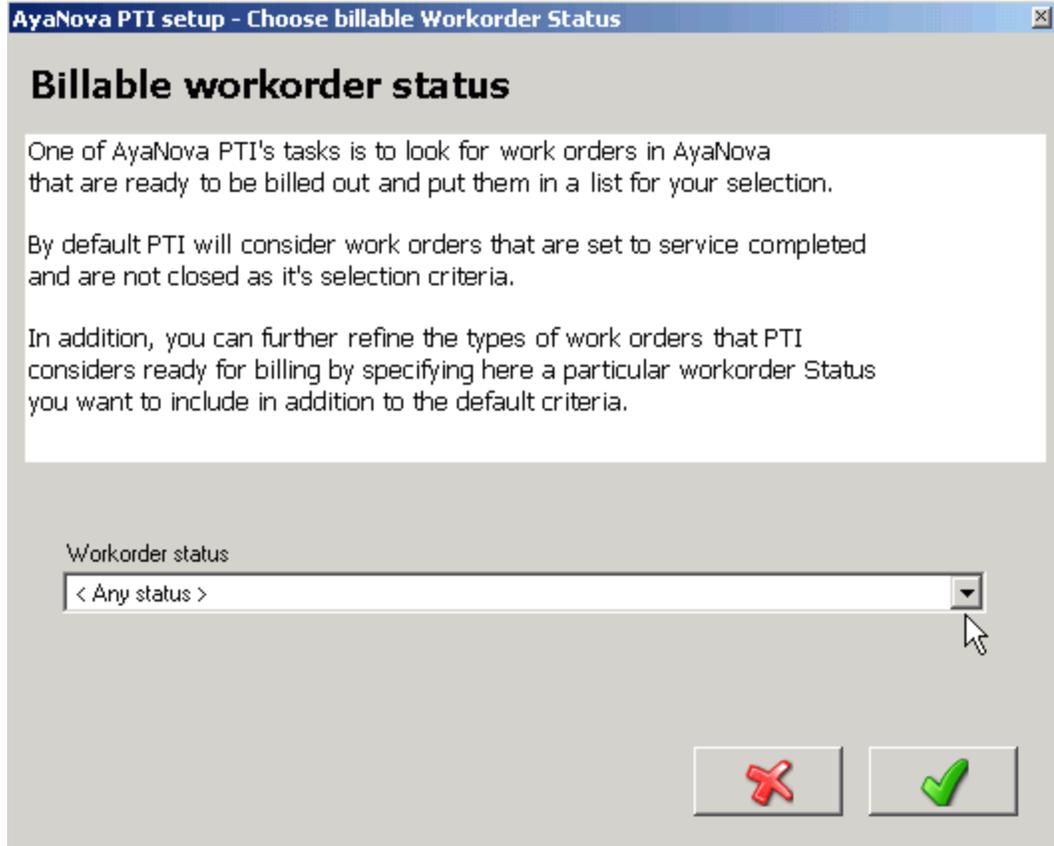


7. Confirm the path and company name of the PeachTree company data file. If this is **not** correct, than select the Cancel button and open the correct PeachTree company data file in the running PeachTree program on this computer. Otherwise, select the OK to continue. <note that path stated in screenshot below is only an example>

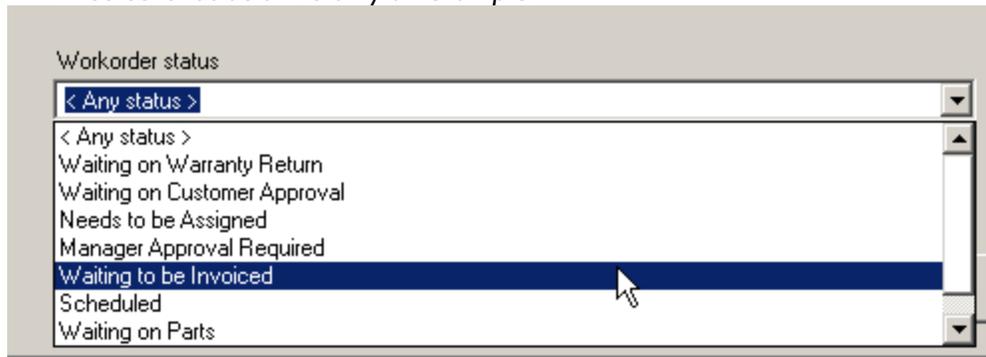


8. As the information on the window states, set the status of the billable workorder.

- a. Click on the drop down arrow

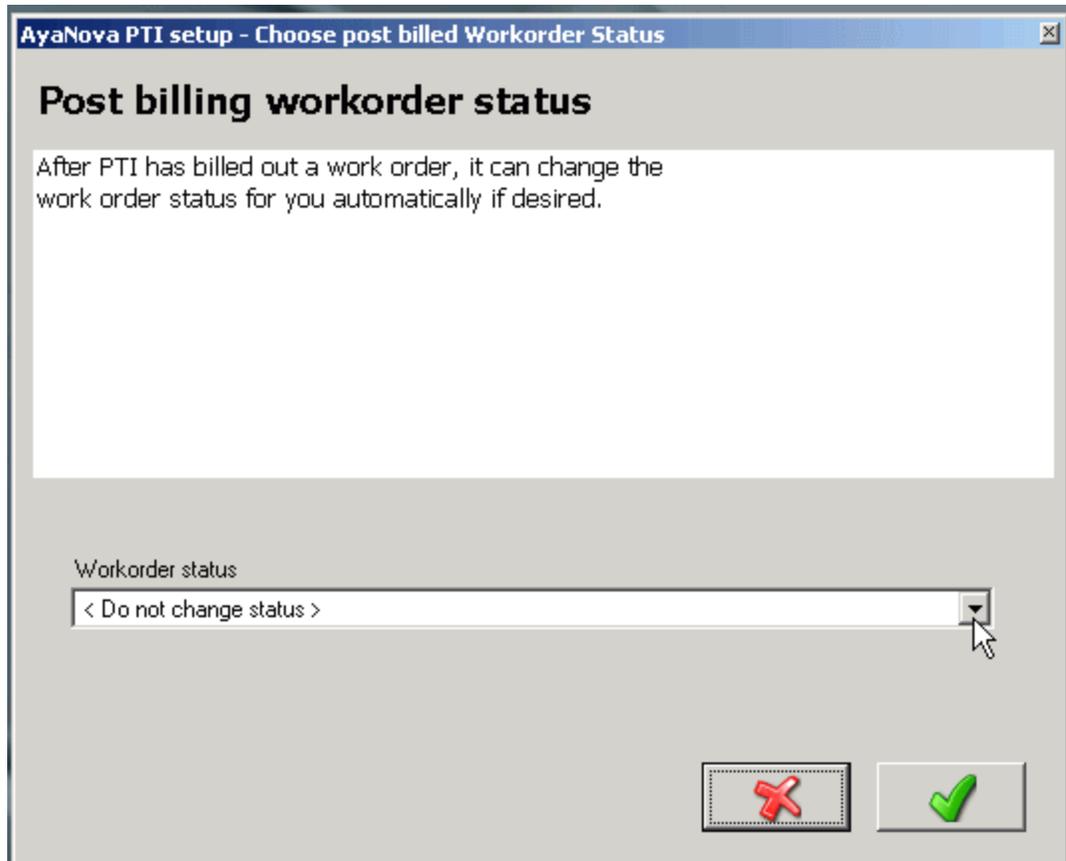


- b. select the workorder status <note that AyaNova Workorder Status selected in screenshot below is only an example>

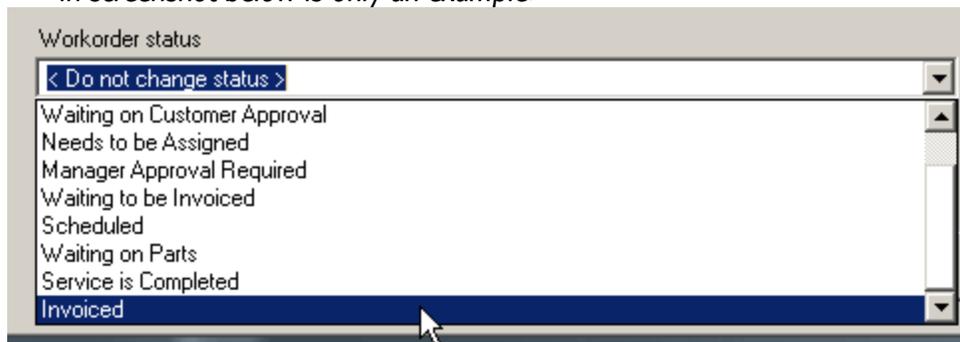


9. As the information on the window states, set the status the workorder will be set to once invoiced.

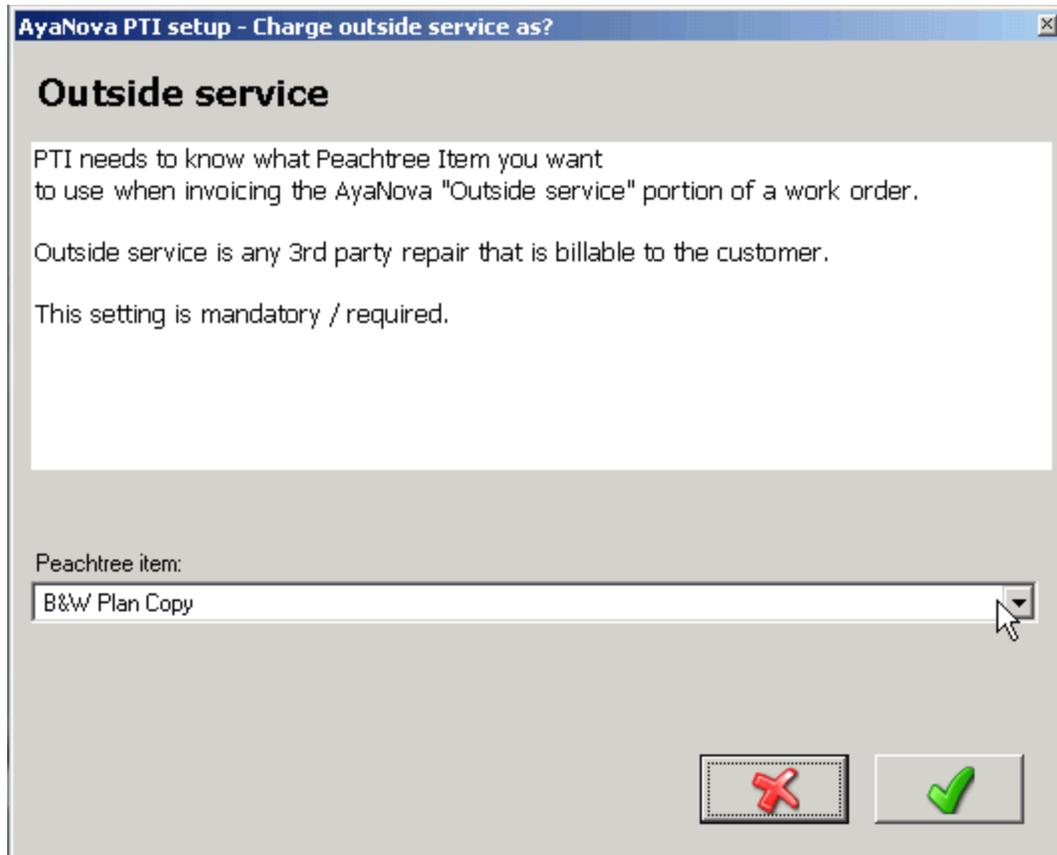
- a. click on the drop down arrow



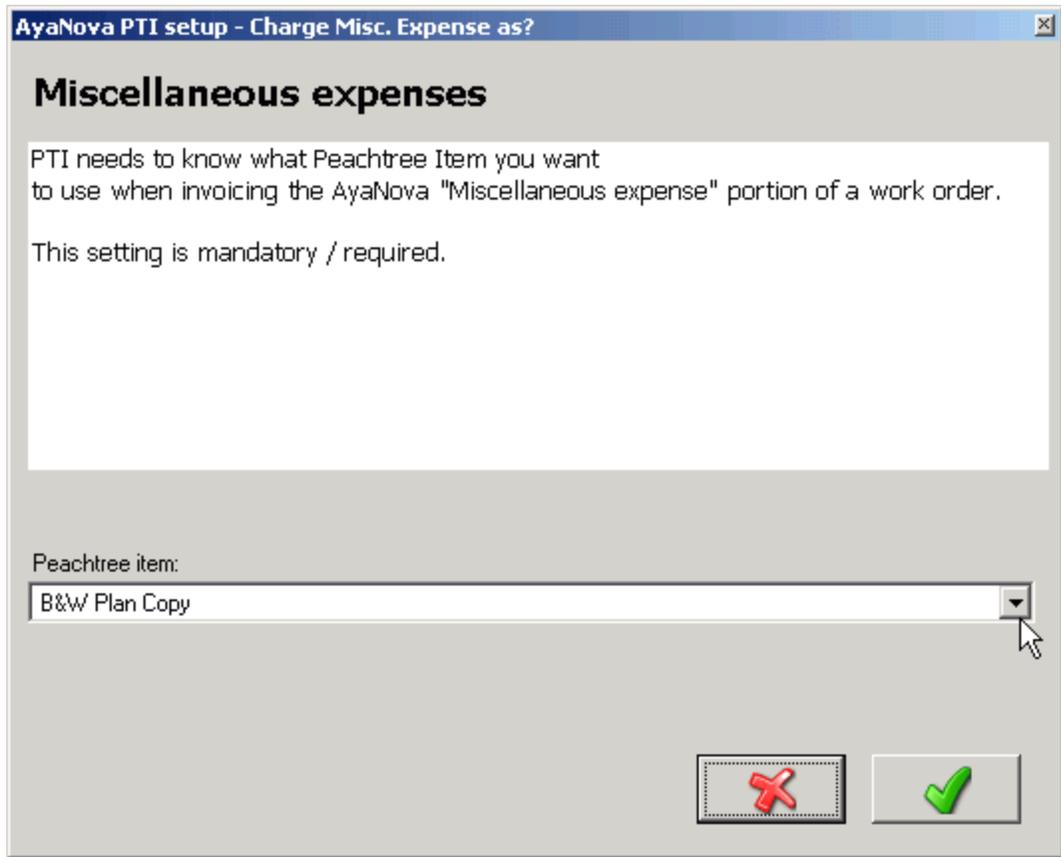
b. select the workorder status <note that AyaNova Workorder Status selected in screenshot below is only an example>



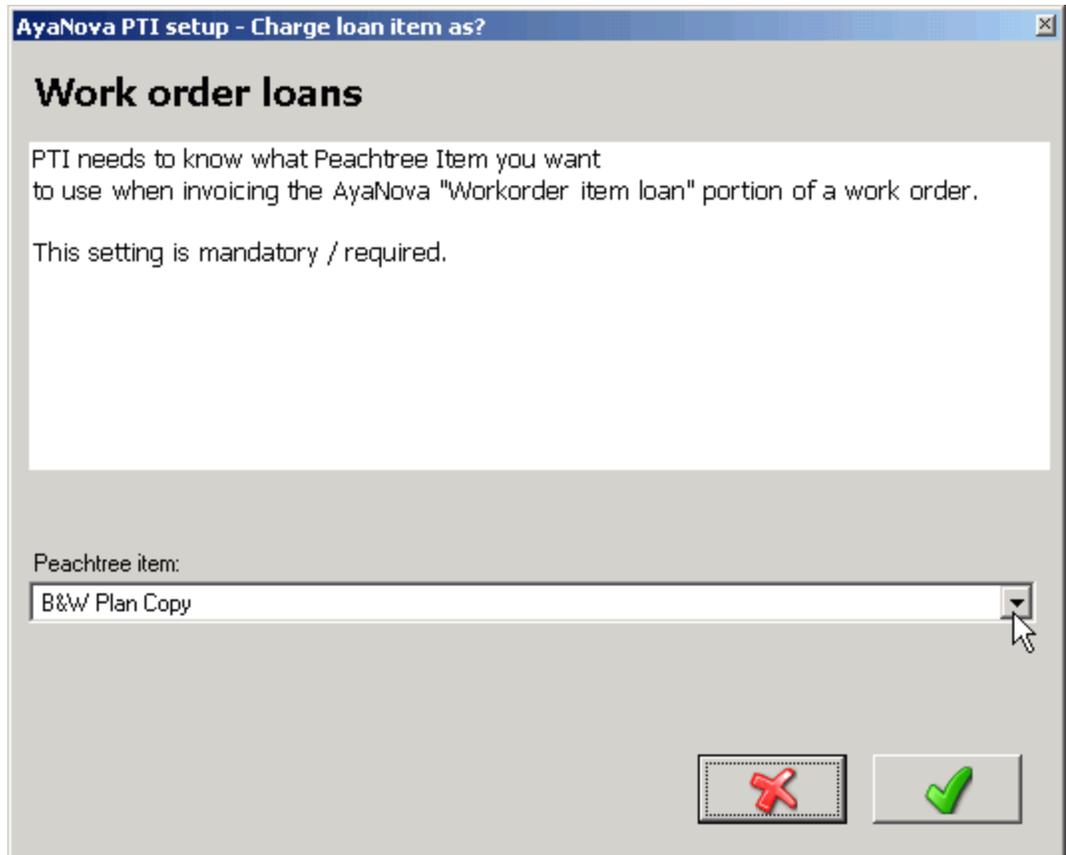
10. As the information on the window states, select the PeachTree item to use when billing Outside Service



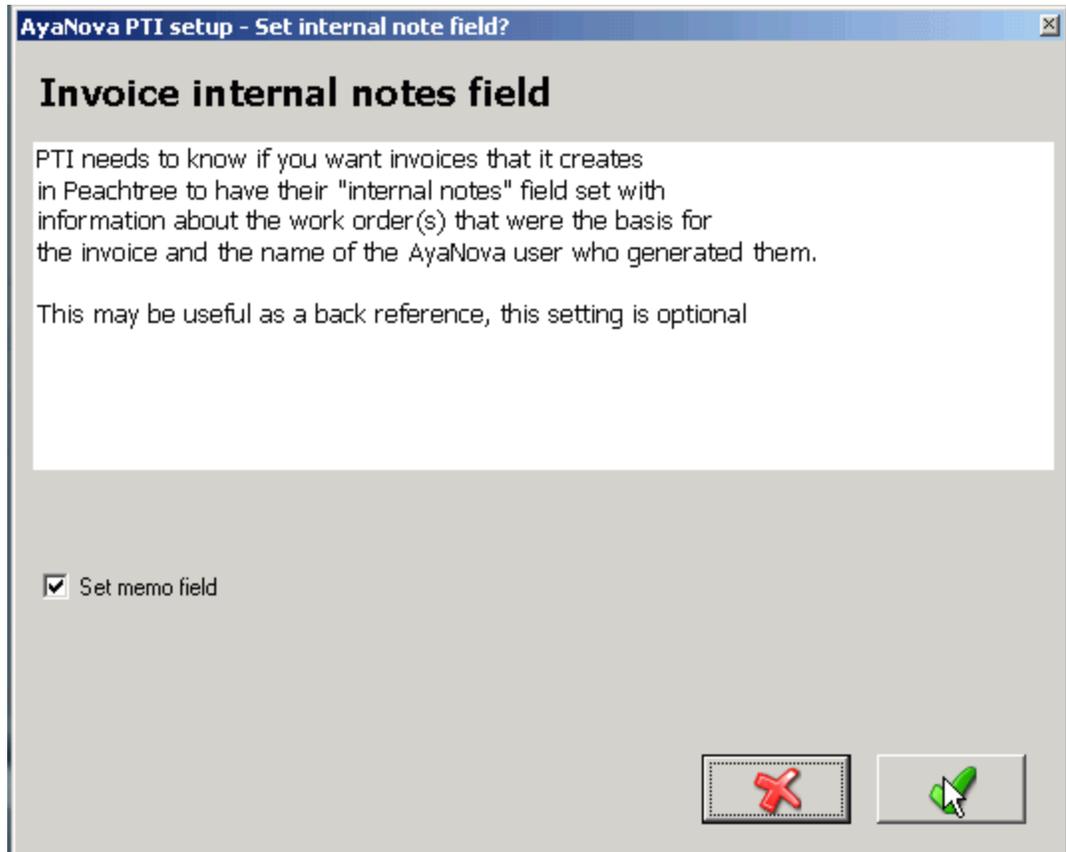
11. As the information on the window states, select the PeachTree item to use when invoicing miscellaneous expenses in a service workorder item.



12. As the information on the window states, select the PeachTree item to use when invoicing loan charges in a service workorder item

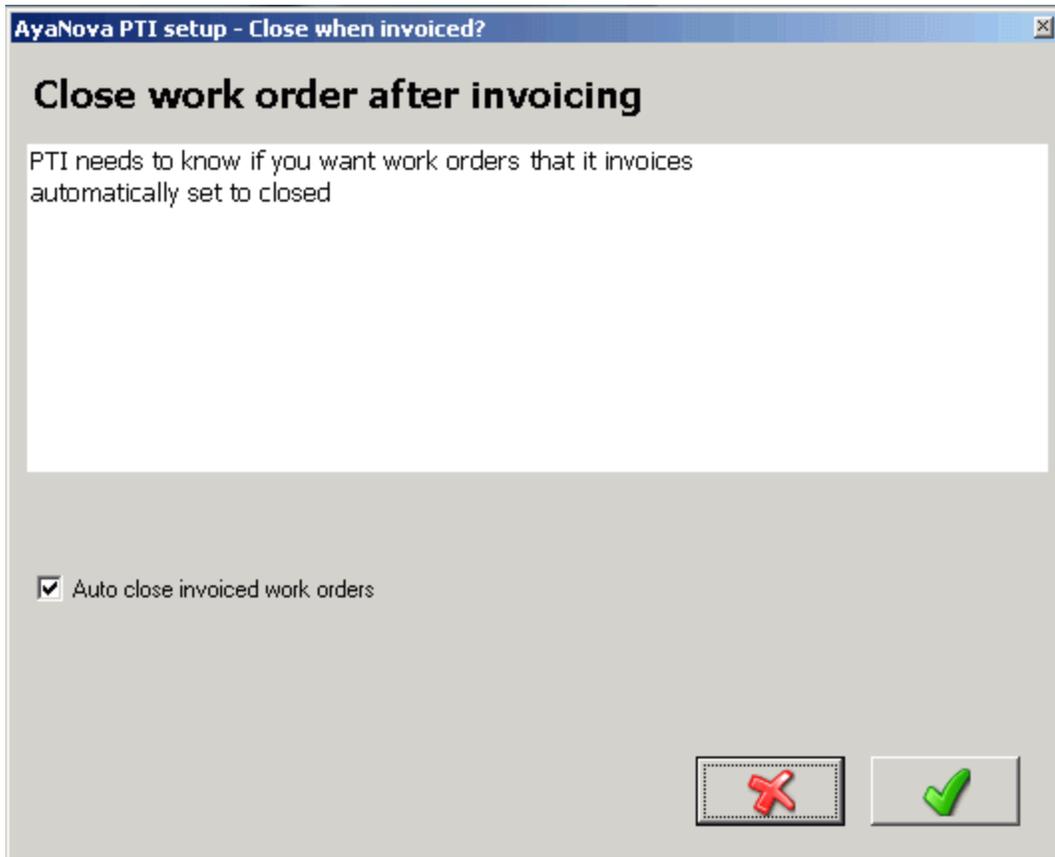


13. As the information on the window states, either uncheck or leave checked to use the PeachTree internal notes field

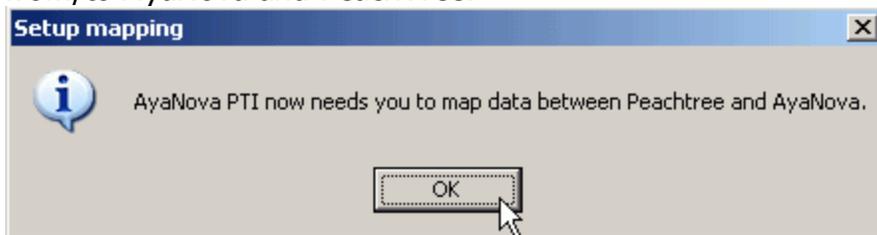


15. As the information in the window states, either check or leave check-marked to have the AyaNova workorder set to the Closed state once the workorder has been invoiced via PTI into PeachTree.

Do note a workorder checked to Closed can not be edited or deleted by anyone - this makes sure that no one bills out customers and then deletes or edits the workorder afterwards. In the event you do need to unClose a workorder, you will need to log into AyaNova as the AyaNova Administrator - see the AyaNova Help file for details.



- 16. Preferences are now completed and you are ready to import and/or link data from/to AyaNova and PeachTree.



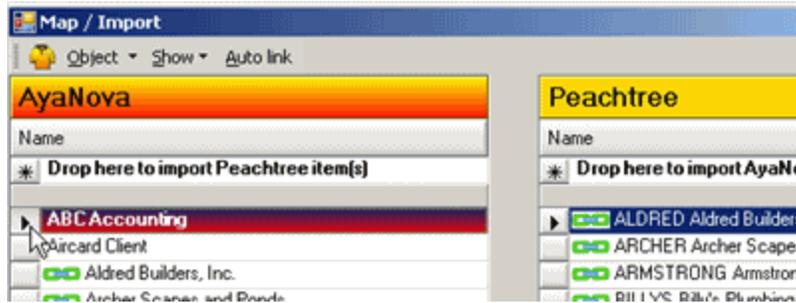
NOTE: You can always change these preferences at any time from within PTI by selecting the menu option Tools -> Preferences and going through the wizard selection of preferences again.



17. The next screen will be the Map & Import screen for PTI

Refer to the [Mapping section](#) for linking existing Peachtree and AyaNova objects
Refer to the [Importing section for importing Peachtree customers, vendors, and items into AyaNova](#)

Refer to the [Importing section for importing AyaNova clients and vendors into Peachtree](#)



Map & Import

3 Map & Import

3.1 Mapping

3.1.1 How to manually link (map) existing data

Mapping (linking) existing data is when you have the object already entered in both AyaNova and PeachTree, and you wish to link the two objects together so that you can use the invoice feature of PTI.

For example:

- If the clients are not linked, PTI will not know which PeachTree customer is to be invoiced for the AyaNova service workorder; or which PeachTree items are to be invoiced out for the AyaNova parts and rates on the service workorder.

Examples of situations when you would use the manual link feature of PTI is:

1. Existing clients in AyaNova are actually billed to a head office that is entered in PeachTree
 - You want multiple AyaNova clients linked to one PeachTree customer (which is the one office that all these AyaNova clients get their invoices sent to).
2. You have manually entered some data in AyaNova that may not have the exact same name as the name in PeachTree
 - So the automatic link Auto-Link feature would not work
3. You want full control over what existing AyaNova data is linked to what existing data in PeachTree
 - So you want to manually link each PeachTree object to each AyaNova object

NOTE: mapping (linking) objects **does not** update information from one object to the other - it links the two objects **only**.

To manually link an AyaNova object to a PeachTree object by selecting and dragging the AyaNova object to the specific PeachTree object:

1. If not already viewing the Map & Import screen select the menu Tools -> Map & Import



2. Select what type of object you wish to map & import by selecting the menu Object <In the following screenshot we have selected to map & import Clients>



3. Find on the AyaNova side the AyaNova object you want to link, and find on the PeachTree side the PeachTree object you want to link. <in this example its the AyaNova client Beans By Bob and the PeachTree customer Brian Hutcheon>

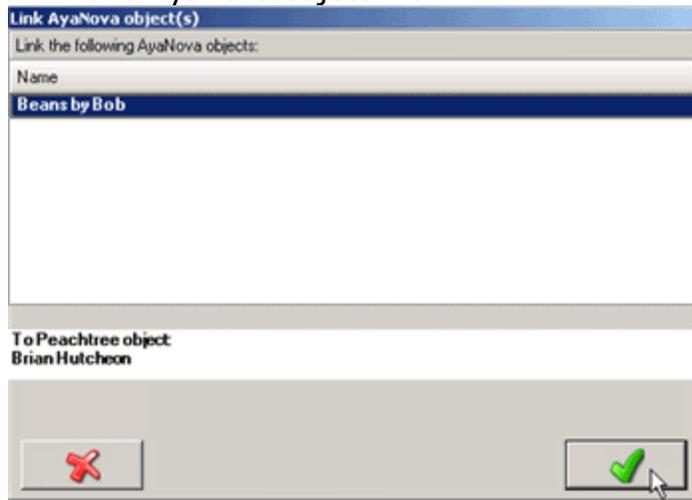
4. **Click and hold down on the indicator** (the square to the left of the AyaNova object's name) <you will note that the object indicator now shows an arrow within it>



5. Now **drag** it to the PeachTree object and release **overtop of the PeachTree object** <you will note your cursor changes to a  while dragging it>



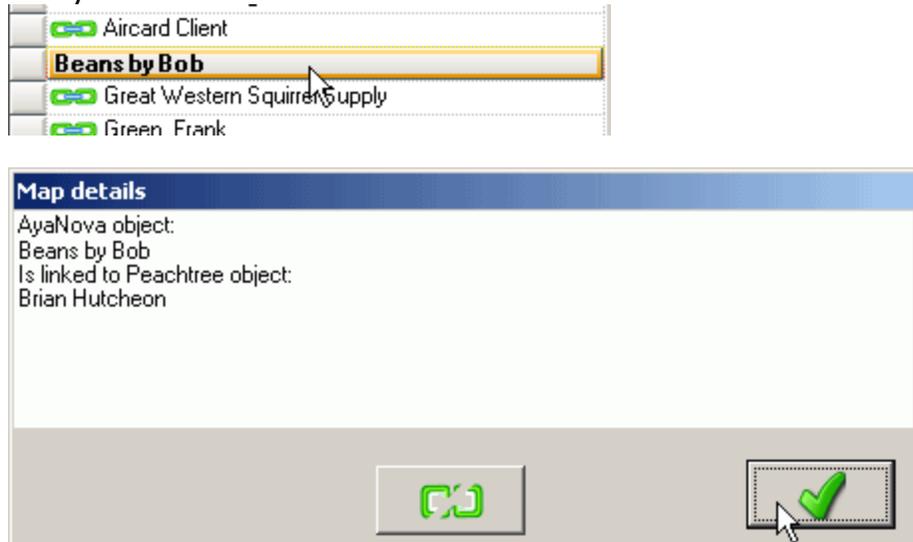
6. PTI will pop up a window to confirm this is the PeachTree object you wish to link this AyaNova object with



7. Now the two objects will show the linked symbol



8. And if you click on the client itself - it will open a window and say who it is presently linked to



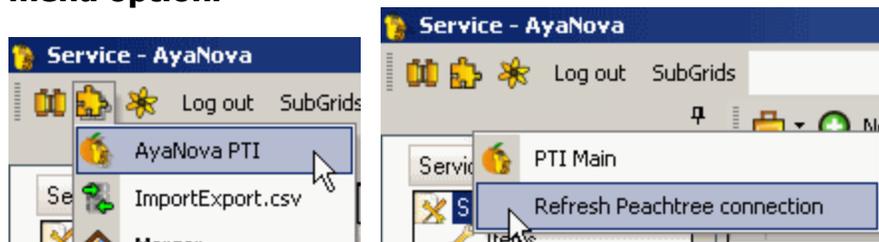
9. You can also select multiple AyaNova objects at one time by holding down the CTRL key on your keyboard and then select the object indicator of each item, and then dragging all at the same time to the PeachTree object you want them all to link to.

10. You can also select multiple AyaNova object at one time by holding down the SHIFT key on your keyboard, select the first listed object, and the last listed object, and all will be selected so you can then drag all to manually link at the same time to the PeachTree object.

NOTE:

PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it.

You will need to close PTI and restart it, or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



3.1.2 How to automatically link (map) existing data

Linking existing data is when you have the object already entered in both AyaNova and PeachTree, and you wish to link the two objects together so that you can use the invoice feature of PTI.

For example:

- If the clients and parts objects are not linked, PTI will not know which PeachTree customer is to be invoiced for the AyaNova service workorder; or which PeachTree items are to be invoiced out for the AyaNova parts and rates on the service workorder.

An example of the situation when you would use the automatic link feature of PTI is:

You have manually entered in clients, parts, rates, vendors with the same name/number as that in your PeachTree

- Automatic linking will compare names of each object and link that which it most believes is correct which saves you time rather than manually linking.

The automatic link **does not** update information from one object to the other - it links the two objects only.

The automatic link feature compares one field of the PeachTree object to that of a corresponding AyaNova object.

The automatic link **does not** compare other fields of information for the object - only one specific field as identified below:

The fields that are compared during Auto-Link

The automatic link feature will compare the following field of data between the two objects and then automatically link if they are the same:

PeachTree customer entry
Name

AyaNova client entry
Client Name

PeachTree vendor entry
Name

AyaNova vendor entry
Vendor Name

PeachTree Item entry
Item ID
Description for Sales

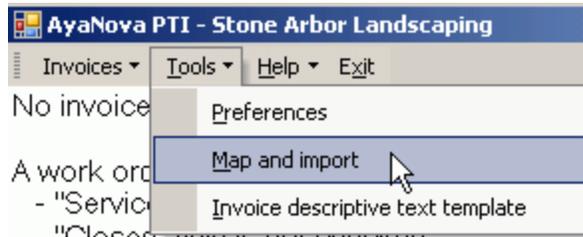
AyaNova Part entry
Part Number
Part Name

PeachTree Item entry
Description

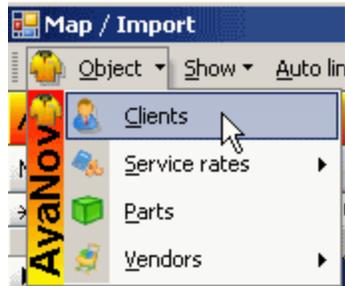
AyaNova Rate entry
Rate Name

To automatically link AyaNova objects with PeachTree objects of the same name is just selecting the Auto Link menu option:

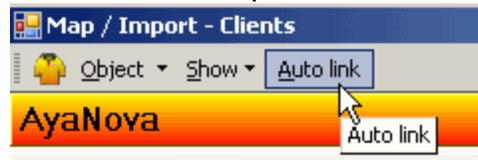
1. If not already viewing the Map & Import screen select the menu Tools -> Map & Import



2. Select what type of object you wish to map & import by selecting the menu Object <In the following screenshot we have selected to map & import Clients>



3. Select the menu option Auto Link

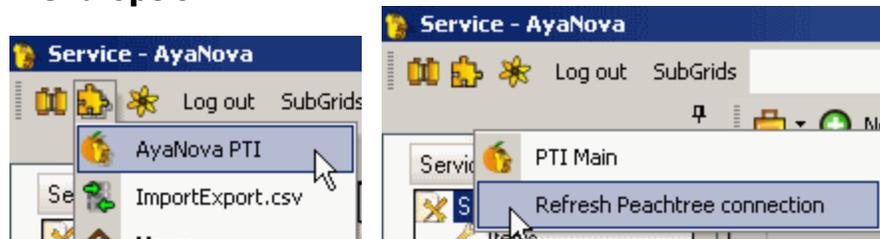


4. AyaNova objects now linked will display the link symbol

NOTE:

PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it.

You will need to close PTI and restart it, or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



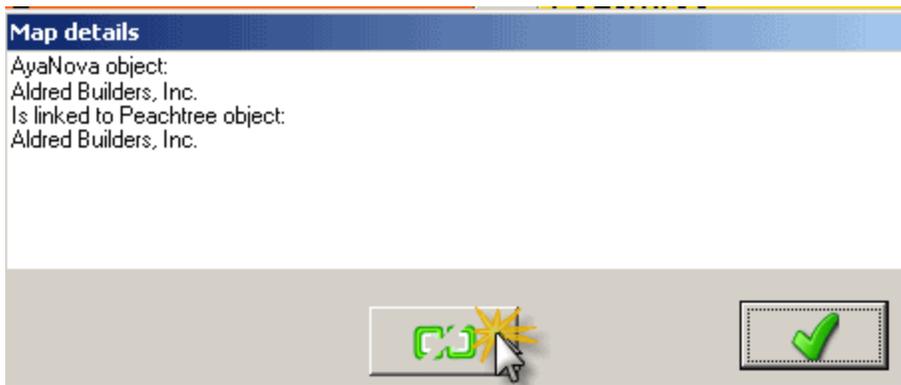
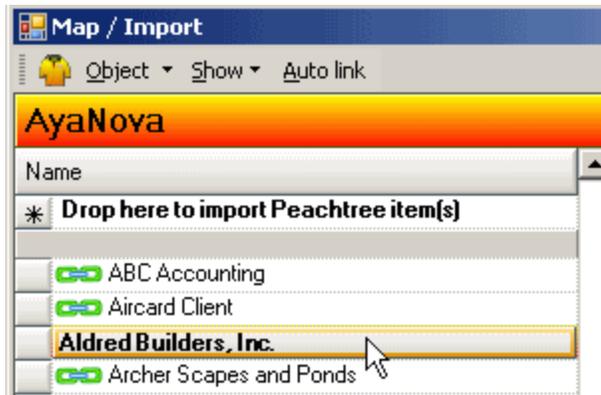
3.1.3 How to unlink (unmap)

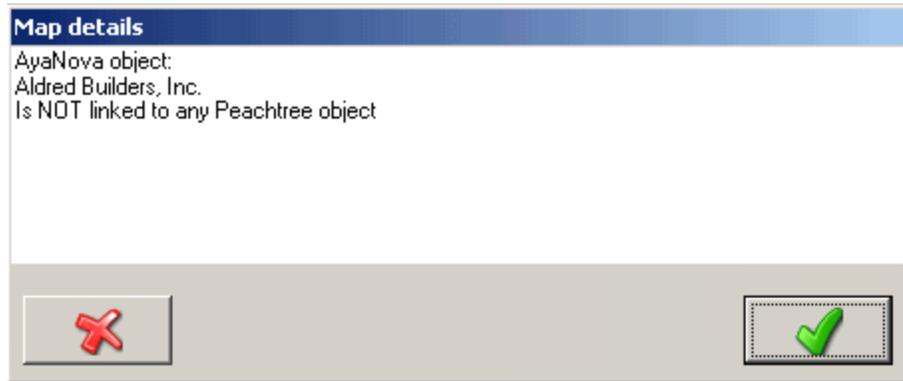
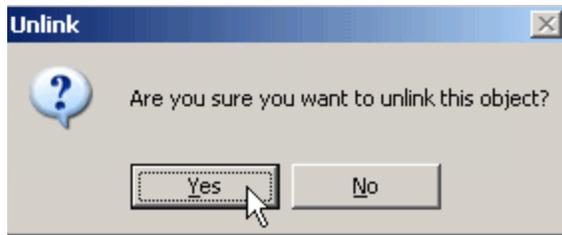
Unlink (unmap) either via the linked AyaNova object or via the linked PeachTree object.

It is not possible to unlink multiple objects at once. Each object must be unlinked manually.

Unlink by the linked AyaNova object:

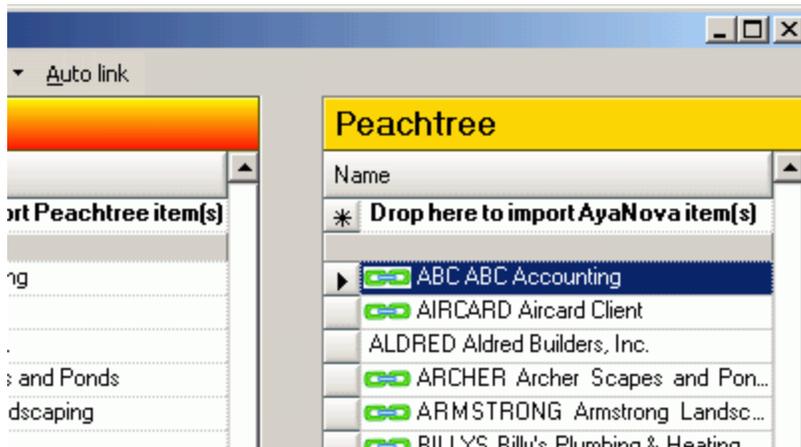
Unlink by selecting the linked AyaNova object to display the information on the PeachTree object linked to, and select the Unlink button.

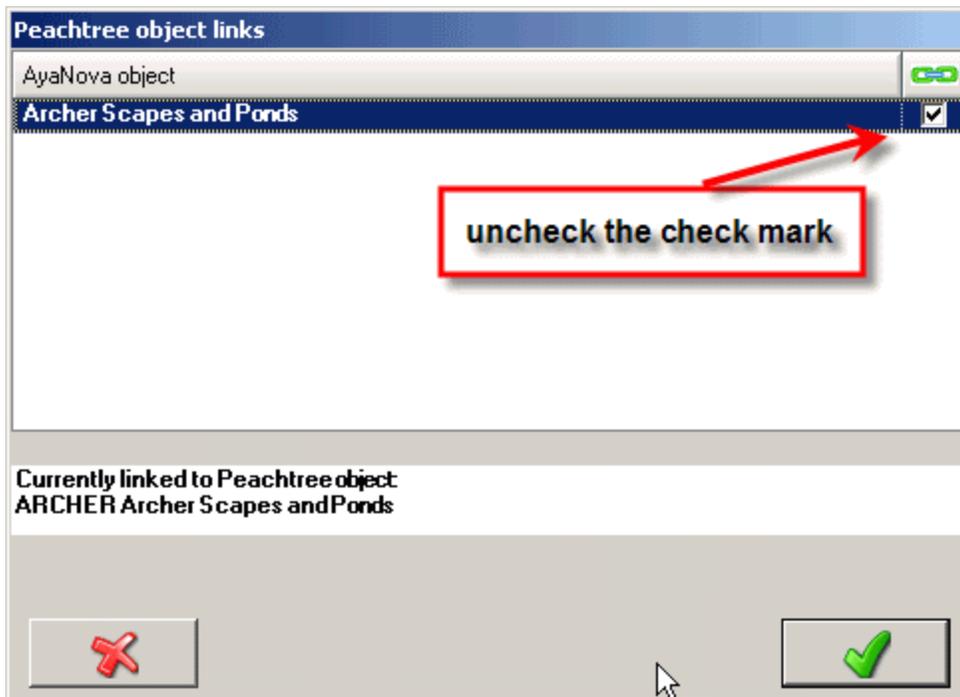
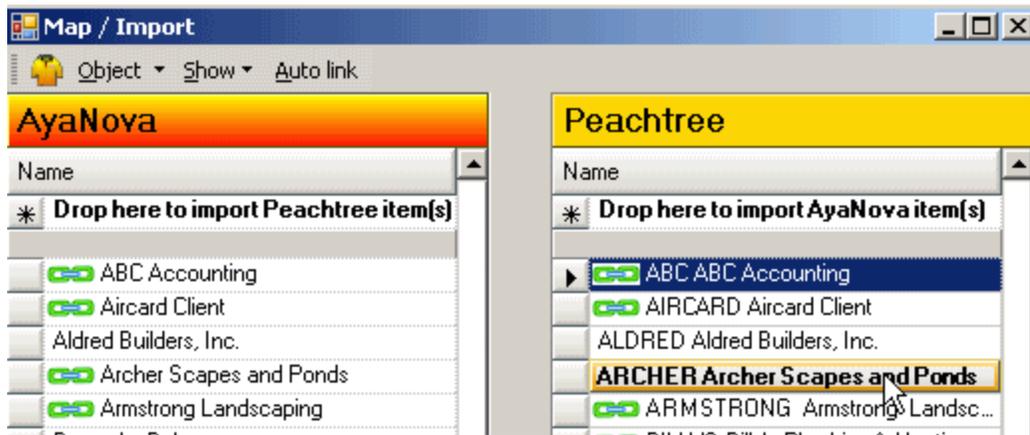


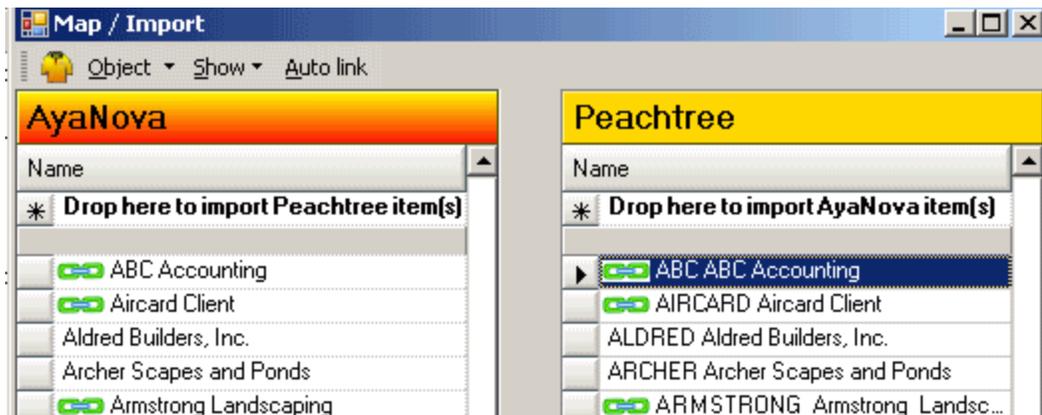
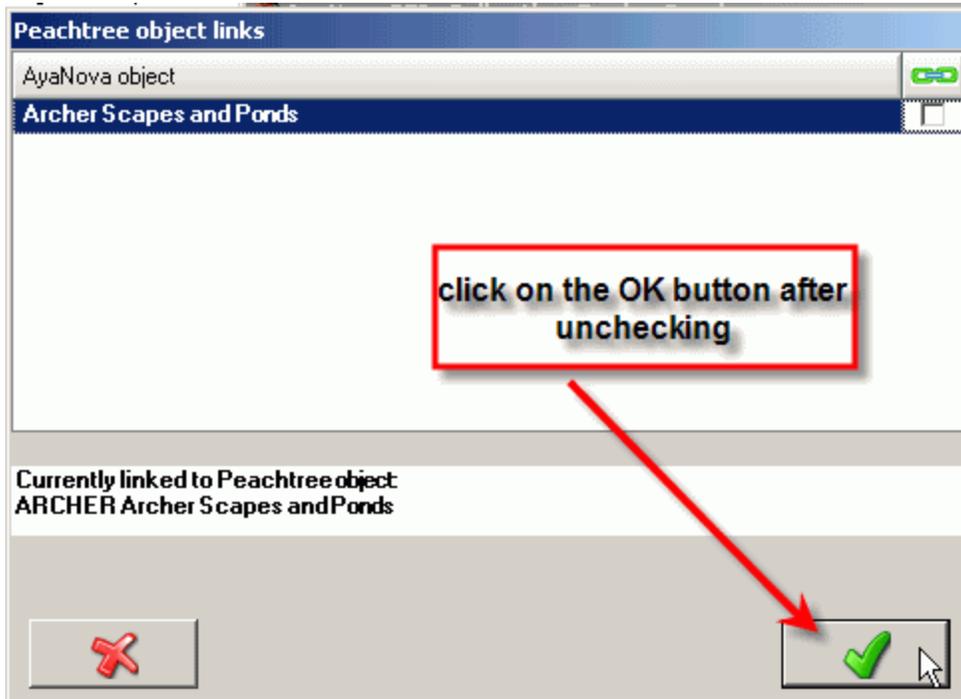


Unlink by the linked PeachTree object:

Unlink by selecting the linked PeachTree object to display the information on the AyaNova object linked to, and select to uncheck the linked AyaNova object.



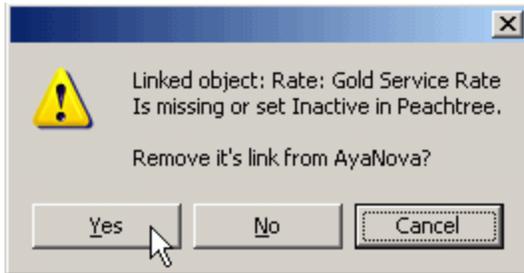




3.1.4 If delete or remove linked (mapped) items in PeachTree

Every time once you log into PTI, PTI will run a pre-flight check to obtain a cache of PeachTree data, AyaNova data, to see if you have configured your preferences, and will compare existing linked PeachTree objects with AyaNova objects.

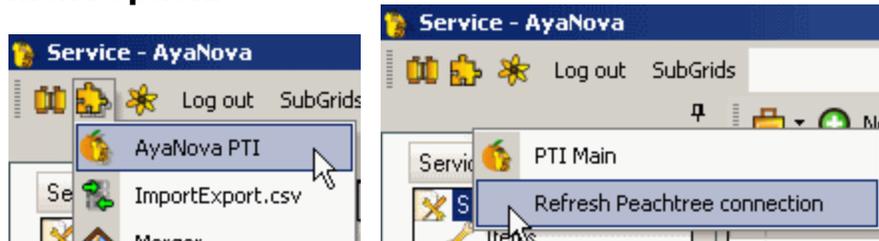
PTI will prompt each unlinked or missing PeachTree object one by one, identifying the item "item name" is missing or set to Inactive in PeachTree and confirming if you want to remove the link. PTI will prompt yes no cancel.



- If you select **YES** the item will be unlinked.
- If you select **NO**, PTI will go on to the next mismatch in the list if any.
- If you select **CANCEL**, PTI will abort the startup and shut down itself.

Do note that if you delete or set to inactive something in PeachTree after you have already successfully logged into PTI, as PTI will already have its populated cache of PeachTree items - **PTI will not know that you have since deleted or set to inactive.**

You will need to close PTI and restart it, or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



3.2 How to import PeachTree data into AyaNova

3.2.1 How to import PeachTree data into AyaNova

If you have just finished configuring PTI for the first time, after the following message PTI will open to the **Map/Import** screen defaulting to displaying the AyaNova client objects on the left and the PeachTree customers on the right



Or if you need to import objects at any time, select the menu **Tools**, than **Map and import** to open the **Map/Import** screen which defaults to showing the AyaNova clients on the left and PeachTree customers on the right.



Select the menu **Object** to drop down to select which objects (clients, parts, vendors, rates) you want to import.



Basic steps to import

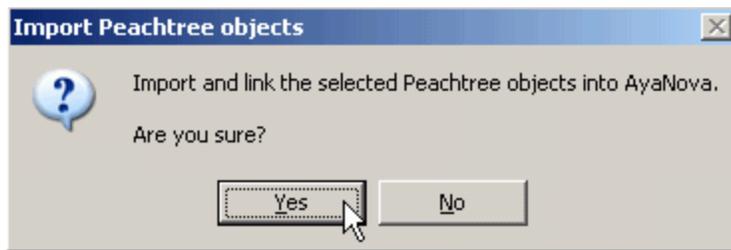
1. Click and hold down on object indicator (the square to the left of the PeachTree item (customer, vendor or item)) <you will note that the object indicator now shows an arrow within it>



2. Now drag it to the **Drop here to import PeachTree item(s)** <you will note that your cursor changes to a  while being dragged and then to a  when overtop of the Drop here to import >



3. Release over the **Drop here to import PeachTree item(s)** and confirmation that you want to import will display.



4. You can also import multiple PeachTree items at one time by select the first PeachTree item and than holding the SHIFT key when you select the last PeachTree item – which highlights all those listed. And than drag and drop as above.



5. Or select the first PeachTree item, hold the CTRL key and individually select more PeachTree items <note how only the items selected are highlighted> . And then drag and drop as above.

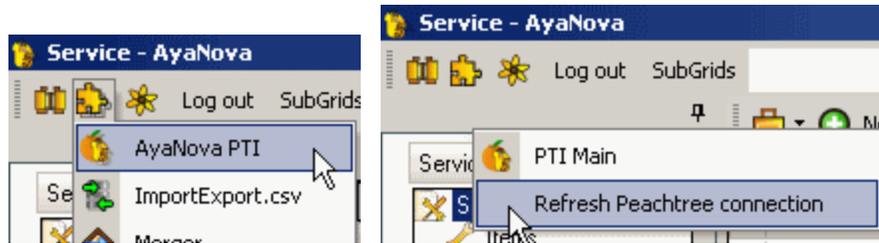


The same applies to importing PeachTree Vendors as AyaNova vendors, PeachTree items as AyaNova parts, and importing PeachTree items (service) as AyaNova rates - you drag and drop which items you want to import into the **Drop here to import PeachTree item(s)** location.

NOTE:

PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it.

You will need to close PTI and restart it, or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



3.2.2 PeachTree customers data that is imported into AyaNova

The following identifies **the only information** that is imported into the AyaNova client from a PeachTree customer :

If the information is not listed here, it does not get imported from the AyaNova client via PTI into a PeachTree customer.

The fields of data that are imported from a PeachTree Customer object to an AyaNova Client object are:

	<u>PeachTree customer</u>	<u>AyaNova client</u>
1	Name	Client Name
2	Contact:	Contact
3	Telephone 1:	Business
4	Telephone 2:	Home
5.	Fax:	Fax
6.	Email	Email
7	Account No.	Account Number
8	Web Site	Web Address
9	Bill To Address	Postal Address
10	Ship To Address 1	Physical Address

PeachTree client fields identified:

Customer ID: BILLYS
Name: Billy's Plumbing & Heating **1**

Prospect
 Inactive

General | Sales Defaults | Terms and Credit | Payment Defaults | Custom Fields

Contact: Bill Harton **2**
Bill to Address **9**

Address: Box 1256

City, ST Zip: Flowery Branch AK 30022
Country: USA
Sales Tax:

Copy to Ship to Address 1

Customer Type:
Telephone 1: 2508983331 **3**
Telephone 2: 2508983332 **4**
Fax: 2508983333 **5**
E-mail: billy@billysplumbingheating.com **6**
Web Site: www.billysplumbingheating.com **8**
Account #: 23589 **7**

Beginning Balances:
Current Balance on Mar 15, 2007 0.00

Ship to Address 1

Ship Name: Billy's Plumbing & Heating **10**
Address: 2685-10A Detroit Ave

City, ST Zip: Flowery Branch AK 30022
Country: USA
Sales Tax:

Copy From Bill to Address

AyaNova client fields identified:

Billy's Plumbing & Heating

Active
 Client name: Billy's Plumbing & Heating (1)
 Account Number: 23589 (7)
 Region: DEFAULT
 Web Address: www.billysplumbingheating.com (8)
 Dispatch Zone: -
 Client Group: - (2)
 Contact: Bill Harton
 Email: billy@billysplumbingheating.com (6)
 Business: 2508983331 (3)
 Fax: 2508983333 (5)
 Home: 2508983332 (4)
 Mobile:
 Pager:
 Physical Address (10):
 2685-10A Detroit Ave
 Flowery Branch AK 30022
 USA
 Postal Address (9):
 Box 1256
 Flowery Branch AK 30022
 USA

3.2.3 PeachTree vendors data imported into AyaNova

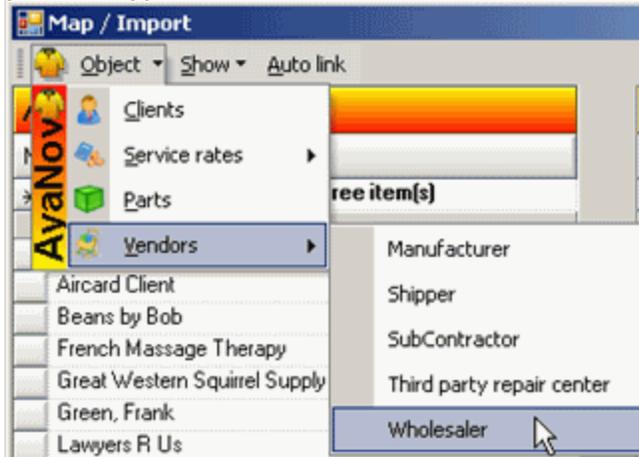
The following identifies **the only information** that is imported into the AyaNova vendor from a PeachTree vendor :

If the information is not listed here, than it does not get imported.

NOTE the following:

- The AyaNova vendor type set in the imported vendor entry screen is dependant on the PTI object vendor type selected before importing. For example, if you

select Wholesaler, than any PeachTree vendors imported would be set as the AyaNova type Wholesaler.



The fields of data that are imported from a PeachTree Vendor object to an AyaNova Vendor object are:

	<u>PeachTree vendor</u>	<u>AyaNova vendor</u>
1	Name	Vendor Name
2	Contact:	Contact
3	Telephone 1:	Business
4	Telephone 2:	Home
5.	Fax:	Fax
6.	Email	Email
7	Account No.	Account Number
8	Web Site	Web Address
9	Mail To Address	Postal Address
10	Remit To Address 1	Physical Address

PeachTree vendor fields identified:

AyaNova vendor fields identified:

The screenshot shows the 'Caldwell Tools Company' record in PeachTree. The interface includes a toolbar with icons for printing, saving, and deleting. The main form is divided into several sections:

- Vendor Information:** Vendor Name (1) 'Caldwell Tools Company', Account Number (7) 'HPF967', Web Address (8) 'www.peachtree.com', and Vendor Type (9) 'Wholesaler'.
- Contact Information:** Contact (2) 'Carl Caldwell', Email (6) 'ccaldwell@sample.peachtree.com', Business (3) '770-555-7130', Fax (5) '770-555-5848', Home (4) '770-555-7131', Mobile, and Pager.
- Address:** Postal Address (9) 'Box 2356, 2356 Steve Reynolds Place, Norcross GA 30093, USA'. A zoomed-in view of the 'Physical Address' (10) field shows the same address details.

3.2.4 PeachTree Items (Stock, Non-Stock, or Assembly) data imported into AyaNova

The following identifies **the only information** that is imported into the AyaNova part from a PeachTree item :

If the information is not listed here, than it does not get imported. Actual serial numbers from a serialized Peachtree part is not imported into AyaNova. If you wish to keep inventory in both Peachtree and AyaNova, you would need to set the AyaNova part to track serial numbers, and make an AyaNova Part Adjustment to enter into inventory the quantity On-Hand.

Actual on-hand amounts are not imported into AyaNova.

Only the following PeachTree Item Classes can be imported as an AyaNova Part:

- Stock Item
- Serialized Stock Item
- Non-Stock Item
- Assembly
- Serialized Assembly
- Master Stock Item
- Charge Item

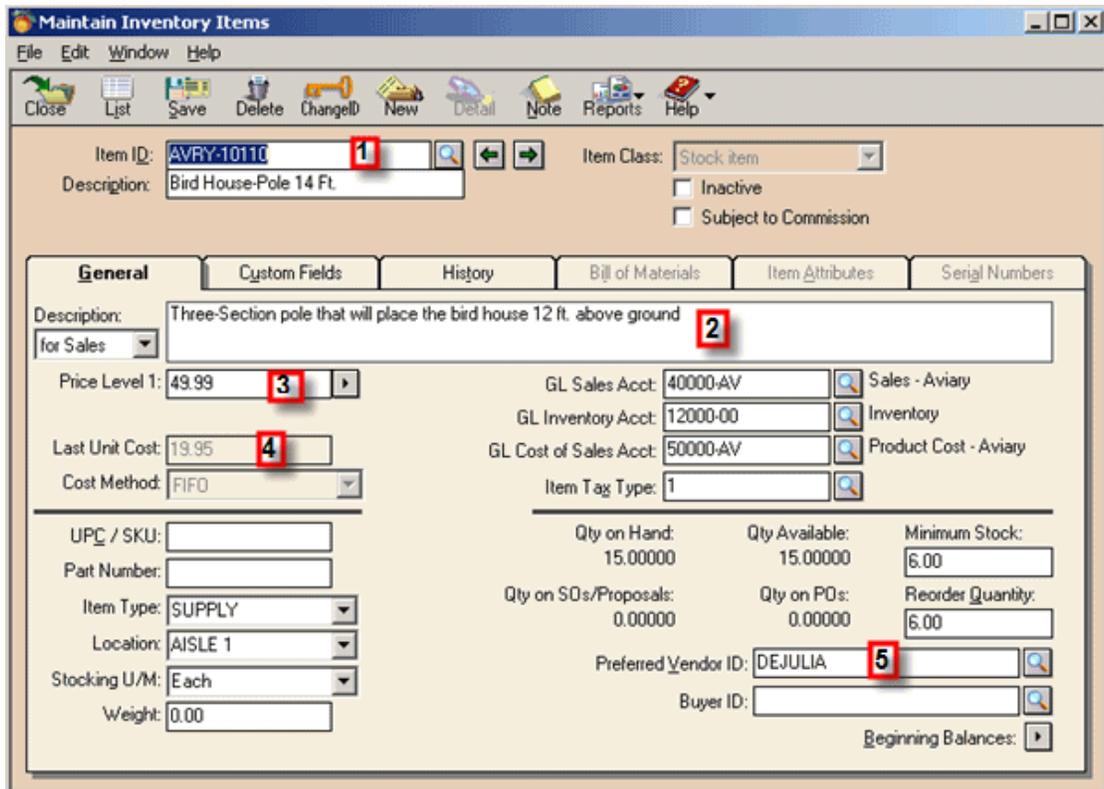
The fields of data that are imported from a PeachTree Item (of type Inventory or Non-inventory) object to an AyaNova Part object are:

<u>PeachTree Item</u>	<u>AyaNova part</u>
1 Item ID	Part Number
2 Description for Sales	Part Name
3 Price Level 1	Retail Charge
4 Last Unit Cost	Cost
5 Preferred Vendor	Wholesaler***

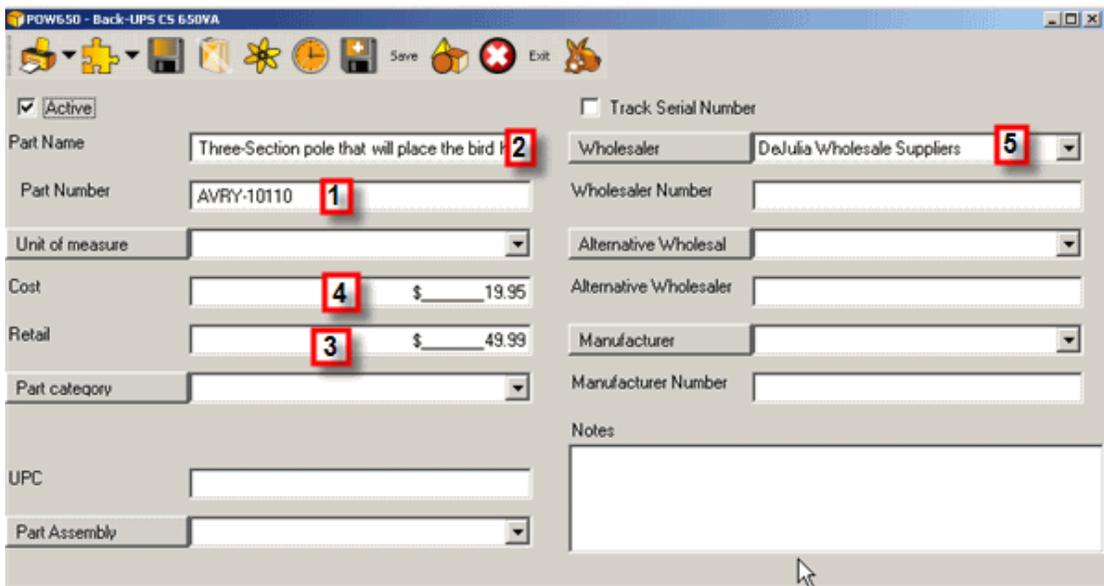
NOTE : Only if the preferred PeachTree vendor is linked with an AyaNova vendor that is of type Wholesaler. Before importing PeachTree items into AyaNova, make sure you have already imported or linked AyaNova Vendors that are set as type Wholesaler and PeachTree vendors - otherwise the part will not have an associated vendor and not be able to be selected in purchase orders without additional editing in AyaNova***

Example:

PeachTree Item (inventory) fields identified:



AyaNova Part fields identified:



3.2.5 PeachTree Items (Service, Labor, Charge, Non-Stock) data imported into AyaNova

The following identifies **the only information** that is imported into the AyaNova rate from a PeachTree item :

If the information is not listed here, than it does not get imported.

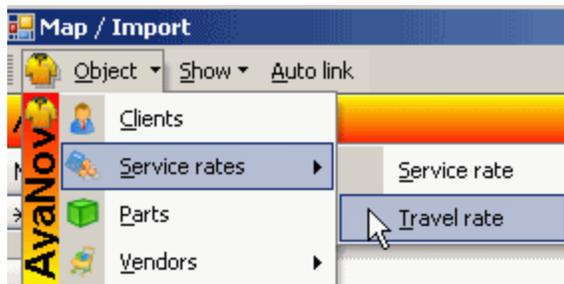
Only the following PeachTree Item Classes can be imported as an AyaNova Service Rate or a Travel Rate:

- Service
- Labor
- Charge Item
- Non-Stock Item

The fields of data that are imported from a PeachTree Item (of type Service or Other Charge) object to an AyaNova Rate object are:

	<u>PeachTree Item</u>	<u>AyaNova rate</u>
1	Description	Rate Name
2	Description for Sales	Description
3	Price Level 1	Retail Charge
4	Last Unit Cost	Cost
		Rate Type*

*Whether a PeachTree Item (of type Service or Other Charge) is imported as a Service type or a Travel type is dependant on that you selected Travel rate or Service rate in PTI



PeachTree Item (Service, Labor, Charge Item, Non-Stock Item) fields identified:

Item ID: TOPL-5010
 Description: Labor **1**

Item Class: Labor
 Inactive
 Subject to Commission

General | Custom Fields | History | Bill of Materials | Item Attributes | Serial Numbers

Description: Topiary Labor Service **2**
 for Sales

Price Level 1: 75.00 **3**
 Last Unit Cost: 55.00 **4**

GL Sales Acct: 40000-00 Sales
 GL Salary / Wages Acct: 77500-00 Wages Expense
 GL Cost of Sales Acct: 57000-00 Direct Labor
 Item Tax Type: 1

UPC / SKU:
 Part Number:
 Item Type:
 Location:
 Stocking U/M:
 Preferred Vendor ID:

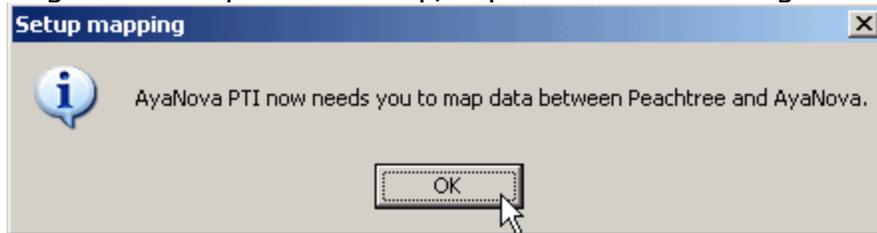
AyaNova Rate fields identified:

Account Number	Rate Name 1	Rate Type	Retail Charge 3	Cost 4	Description 2	Active	Co
	Labor	Service	\$75.00	\$55.00	Topiary Labor Service	<input checked="" type="checkbox"/>	
RAT001-S	No Charge Service	Service	\$0.00	\$0.00		<input checked="" type="checkbox"/>	

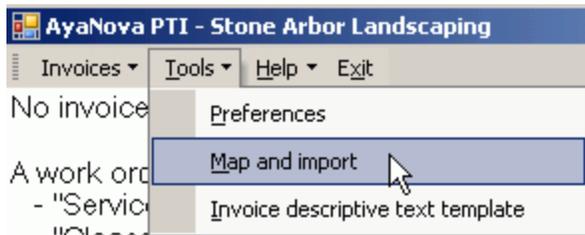
3.3 How to import AyaNova data into PeachTree

3.3.1 How to import AyaNova data into PeachTree

If you have just finished configuring PTI for the first time, after the following message PTI will open to the Map/Import screen defaulting to the Clients objects.



Or if you need to import objects at any time, select the menu **Tools**, than **Map and import** to open the **Map/Import** screen which defaults to showing the AyaNova clients on the left and PeachTree customers on the right.



Select the menu **Object** to drop down to select which objects you want to import



NOTE: Only AyaNova clients and/or vendors can be imported into PeachTree. AyaNova Parts and Rates can not be imported into PeachTree due to limitations of the PeachTree SDK.

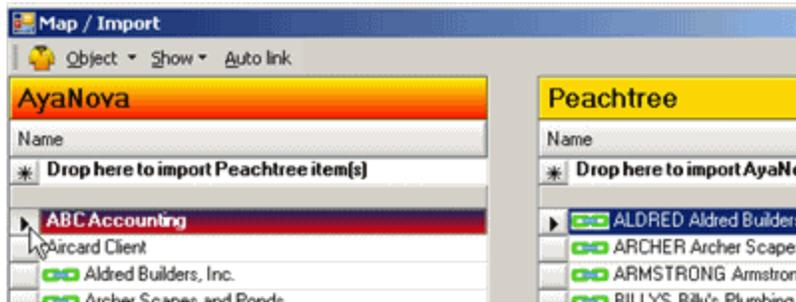
NOTE: When importing an AyaNova vendor into PeachTree, the PeachTree vendor type is not set as the vendor type set in the AyaNova vendor because in PeachTree you could have set up any vendor type, whereas AyaNova vendor types are pre-set.

NOTE: AyaNova Tax Codes **are not** importable into PeachTree. An invoice in PeachTree created via PTI uses the tax codes set up for its Items - it does not refer to the tax code selected in the AyaNova service workorder.

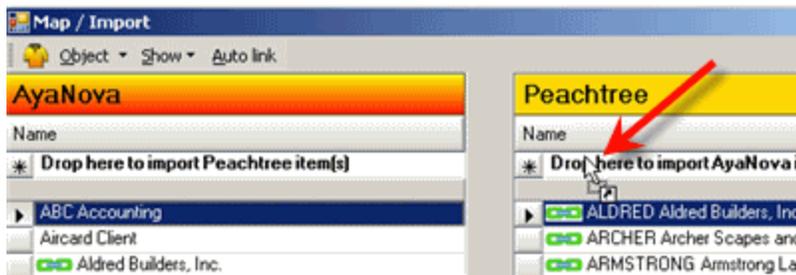
NOTE: PeachTree fields are limited in size to AyaNova fields - so importing text from an object in AyaNova into PeachTree may result in characters being cut off. For example, the client name in PeachTree is limited to 39 characters

Basic steps to import

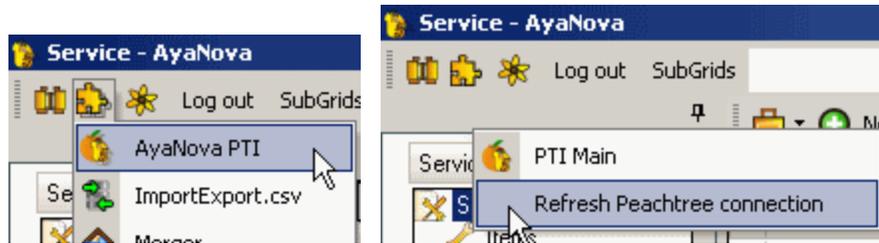
1. Click and hold down on the object indicator (the square to the left of the AyaNova client or vendor) <you will note that the object indicator now shows an arrow within it>



2. Now drag it to the **Drop here to import AyaNova item(s)** <you will note that your cursor changes to a  while being dragged and then to a  when overtop of the Drop here to import >



3. Release over the **Drop here to import AyaNova item(s)** and confirmation that you want to import will display.



3.3.2 AyaNova clients data imported into PeachTree

The following identifies the only information that is imported into the PeachTree customer from an AyaNova client:

If the information is not listed here, than it does not get imported.

NOTE the following:

- The Peachtree client's Sales Tax is **not** set on import. You will need to manually select once the client has been imported.

The fields of data that are imported from an AyaNova Client object to a PeachTree Customer object are:

	<u>AyaNova client</u>	<u>PeachTree customer</u>
1	First 20 characters of first word of name unless there is a space	Customer ID
2	Client Name	Name
3	Account Number	Account No.
4	Web Site	Web Address
5.	Contact	Contact
6	Business	Telephone 1
7	Fax	Fax
8	Home	Telephone 2
9	Email	Email
10.	Postal Address	Bill To Address
11.	Physical Address	Ship To Address 1

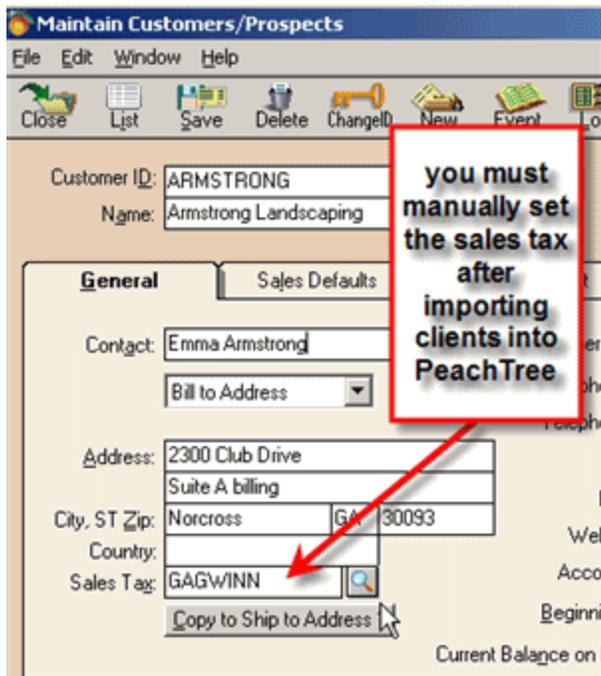
AyaNova client fields identified:

The screenshot shows a software interface for a company profile. The title bar reads "My Company Name". Below the title bar is a toolbar with icons for printer, puzzle, floppy disk, folder, atom, clock, and link. The main form contains the following fields and callouts:

- 1**: Client name field containing "My Company Name".
- 2**: A small text field next to the Client name field.
- 3**: Account Number field containing "656565".
- 4**: Web Address field containing "www.mycompany.com".
- 5**: Contact field containing "Billy Brown".
- 6**: Business phone field containing "555-888-1111".
- 7**: Fax field containing "555-888-2222".
- 8**: Home phone field containing "555-888-3333".
- 9**: Email field containing "bb@mycompany.com".
- 10**: Postal Address field containing "1st line postal st address", "2nd line postal st address", "3rd line postal st address", "4th line postal st address", "cityname mystate 23232", "United States".
- 11**: Physical Address field containing "1st line physical st address", "2nd line physical st address", "3rd line physical st address", "4th line physical st address", "cityname mystate 23232", "United States".

PeachTree customer fields identified:

NOTE: An AyaNova client imported into PeachTree does not set the client's Sales Tax in PeachTree. Therefore BEFORE you do any invoicing for this client, you need to manually set this in PeachTree for the imported client - otherwise this client won't have any taxes charged in invoices.



3.3.3 AyaNova vendors data imported into PeachTree

The following identifies the only information that is imported into the PeachTree vendor from an AyaNova vendor:

If the information is not listed here, than it does not get imported.

NOTE the following:

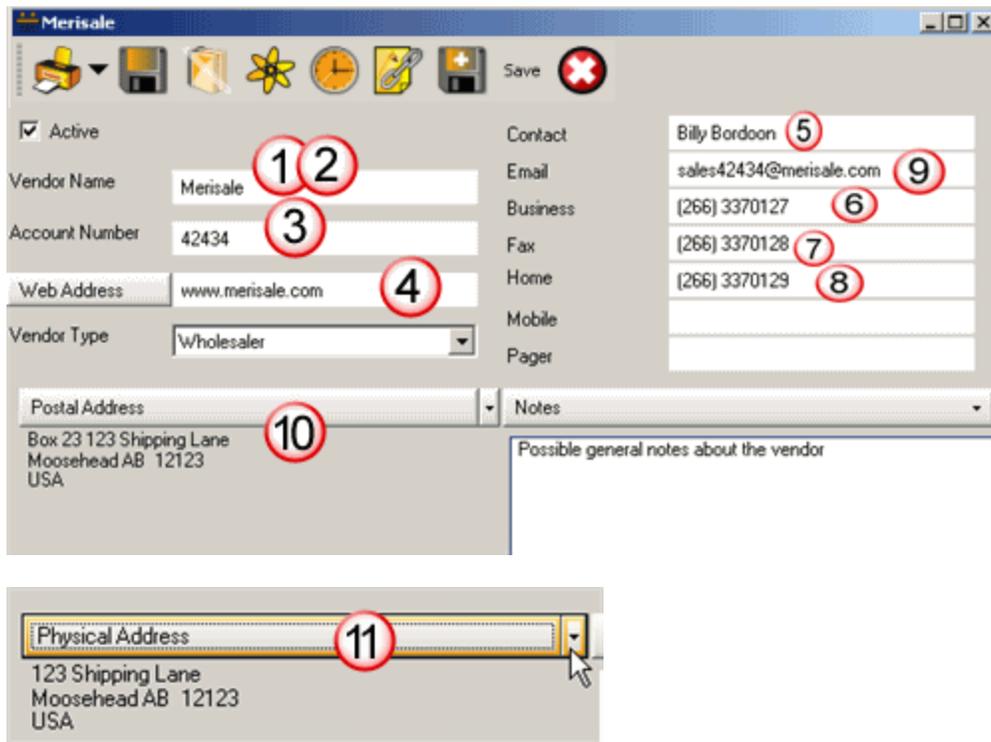
- The PeachTree vendor type is not set when the AyaNova vendor is imported.
- After importing an AyaNova vendor into PeachTree, you must manually select an Expense Account # for this Vendor before saving and exiting in PeachTree

The fields of data that are imported from an AyaNova Vendor object to a PeachTree Vendor object are:

	<u>AyaNova Vendor</u>	<u>PeachTree Vendor</u>
1	First 20 characters of first word of name unless there is a space	Vendor ID
2	Client Name	Name
3	Account Number	Account No.
4	Web Site	Web Address
5.	Contact	Contact

- | | | |
|-----|------------------|--------------------|
| 6 | Business | Telephone 1 |
| 7 | Fax | Fax |
| 8 | Home | Telephone 2 |
| 9 | Email | Email |
| 10. | Postal Address | Mail To Address |
| 11. | Physical Address | Remit to Address 1 |

AyaNova vendor fields identified:



PeachTree vendor field identified:

NOTE: When you view a Vendor that was imported into PeachTree, and go to exit its entry screen, you will receive the following:



You need to manually select an Expense Account # for this Vendor before saving and exiting in PeachTree.

The screenshot shows the 'Maintain Vendors' application window. At the top, there is a menu bar with 'File', 'Edit', 'Window', and 'Help'. Below the menu is a toolbar with icons for 'Close', 'List', 'Save', 'Delete', 'ChangeID', 'New', 'Event', and 'Log'. The main area contains the following fields and controls:

- Vendor ID: HP
- Name: HP / Compaq
- Tabbed interface with three tabs: 'General', 'Purchase Defaults' (selected), and 'Custom Fields'.
- Under the 'Purchase Defaults' tab:
 - Purchase Rep: [Empty field]
 - Expense Acct: [Empty field] (highlighted with a red box)
 - Tax ID #: [Empty field]
 - Ship Via: None (dropdown menu)
 - Terms: 2% 10, Net 30 Days
- On the right side, there is a 'Custom Fields' section with the following options:
 - Form Delivery Op
 - Delivery Method
 - CC Purchas
 - Replace Item ID

Descriptive Text

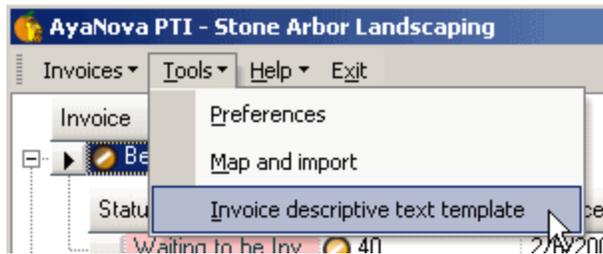
4 Descriptive Text

4.1 What is Descriptive Text?

When you use PTI to invoice out billable items from an AyaNova workorder into a Peachtree invoice, you could print a workorder report from AyaNova and physically provide the report along with the Peachtree invoice.

OR you could specify Descriptive Text to show on the Peachtree invoice - which is text from the AyaNova workorder that was billed out

Descriptive Text is set via the Tools -> Invoice descriptive text template menu option from the main PTI screen

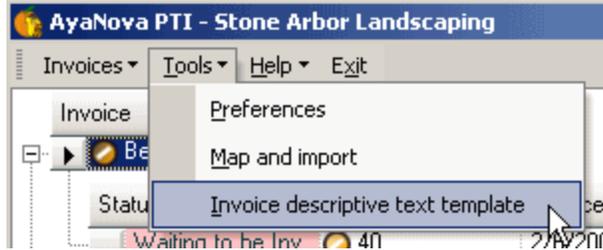


You can set as much or as little descriptive text about the service workorder(s) to display in the Peachtree Notes part of an invoice.

You can use the pre-set defaults, and/or edit directly what you wish to display, and/or have no additional text display

4.2 Editing Descriptive Text

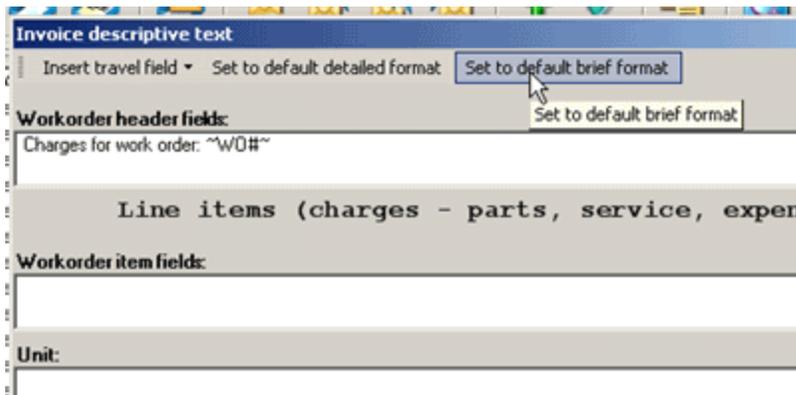
1. From the main PTI screen select **Tools -> Invoice descriptive text template**



2. You can use either the **default brief format**, or the **default detailed format**, or **edit the format manually**

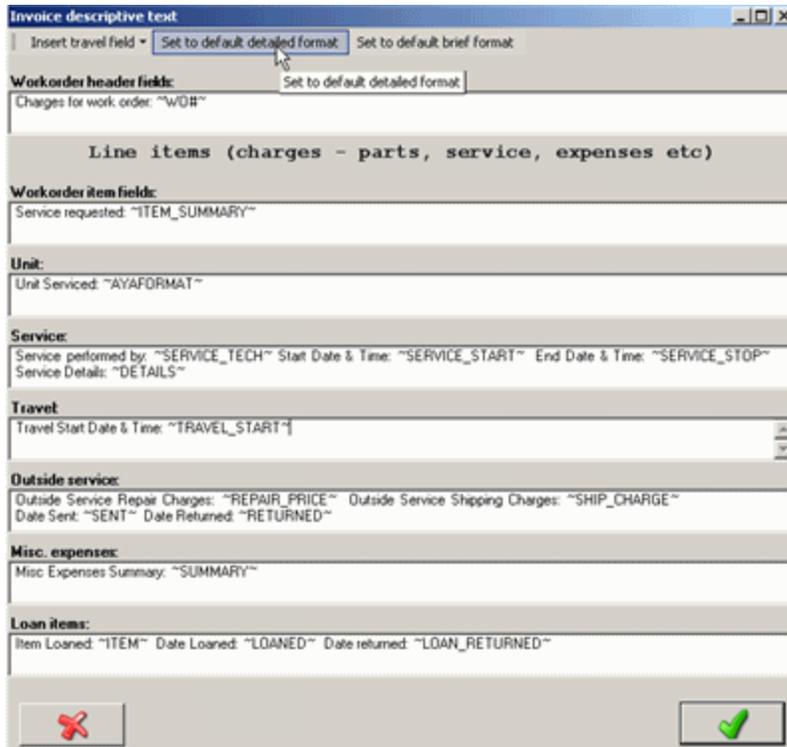
A. Set to default brief format

To display just the text "Charges for the workorder:" and the workorder number, than just select the menu option **Set to default brief format**. This is useful so that the client can reference the included Detailed Completed Service Workorder report you have printed out to include with the PeachTree invoice - especially if you have a lot of detail in the service workorder which the PeachTree invoice may span many many pages to display.



B. Set to default detailed format

Or if you do want the PeachTree invoice to display text about everything billable from the service workorder, than select the menu option **Set to default detailed format**. Do note PeachTree invoices are limited in the amount of text that can display, so your invoice may span multiple pages. It is up to you to test what descriptive text meets your needs.



C. Editing the text and service workorder data to display:

You can edit specifically what text you want to display and what data from the AyaNova service workorder by placing your cursor with the text area, entering any text, and then select the menu option **Insert xxxxx field** (where xxxxx will be the section of the AyaNova service workorder it corresponds to)

Do not manually type in data field tokens for an incorrect section - for example, do not enter ~WO#~ in the Unit: text area field. That is why the menu option at the top is for selection for that specific text area.

For example, let's say if a specific unit in a workorder item was selected for service, you want the following to display on the PeachTree invoice:

Serial Number of serviced equipment: *unit's actual serial number*

1. Click in the Unit: text area and you will note that the menu changes to **Insert unit field:**
2. Type in the text (and/or replace the existing text and data fields) you want to display such as **Serial Number of serviced equipment:**
3. Then select the menu option Insert unit field: to drop down the list of selectable data fields from the Unit section of the service workorder and select **~UNIT_SN~**
4. Note how the **~UNIT_SN~** is inserted into that text area.

Unit:	Serial Number of serviced equipment: ~UNIT_SN~
Service:	

NOTE: There are no carriage <ENTER> returns in PeachTree Notes fields - all will display as if entered on one line

NOTE: Always be aware that the PeachTree invoice is very limited in the amount of descriptive text that can display - so if you do use the Default Detailed Format, the invoice will more than likely span more than one page.

Select the Note menu item to see what is imported in Customer Note that will print on the invoice

Customer ID: DASH

Bill To: Dash Business Systems
1448 Steve Reynolds Blvd.
Norcross, GA 30093

Ship to: Ship to 1

Date: Feb 28, 2007

Invoice No.: WO64TEST13642PM

Quantity	Item	WO#
		64
1.00	AVRY-10200-4ft-WHTE	Birdbath-Plastic-4ft-White
2.00	EQFF-13120	Bell-Gro Plant All-Purpose f
1.00	EQLW-14160	Bell-Gro Rotary Broadcast
2.00	TOOL-35270	Bell-Gro Garden Digging Sp
1.00	TOOL-35260	Bell-Gro Scoop Barn/Snow
3.00	TOOL-35250	Bell-Gro Round-Point Amer
1.50	LAND-17400	Landscaping Design

Apply to Sales Order: 0.00 **Apply**

Note

Use Ctrl+Enter to move to the next line of the note.

Customer Note | Statement Note

Note: Charges for work order: 64 Service requested: this is text from Alexander Start Date & Time: 2/28/2007 1:30:44 PM End Date & Time: 2/28/2007 1:33:38 PM Service Details: here is text entered into AyaNova workorder from a second item summary Service performed by: Hank Rea Date & Time: 2/28/2007 2:33:19 PM Service Details: here is text about labor performed Service performed by: Hank Rea Date & Time: 2/28/2007 2:33:38 PM Service Details: this labor item show not be charged out as w

Print: Before Line Items After Line Items

4.3 Service workorder data that can be entered as descriptive text

We will identify here the service workorder data fields that are selectable to be included via descriptive text in a Peachtree invoice's Notes section via PTI

Where ever you see text that is preceded and followed by a ~ symbol in each of the text areas - these are referred to as **tokens**

Tokens in the descriptive text template denotes to PTI to obtain the data for that token from the service workorder if applicable.

For example, ~W0#~ will be replaced by the service workorder number.

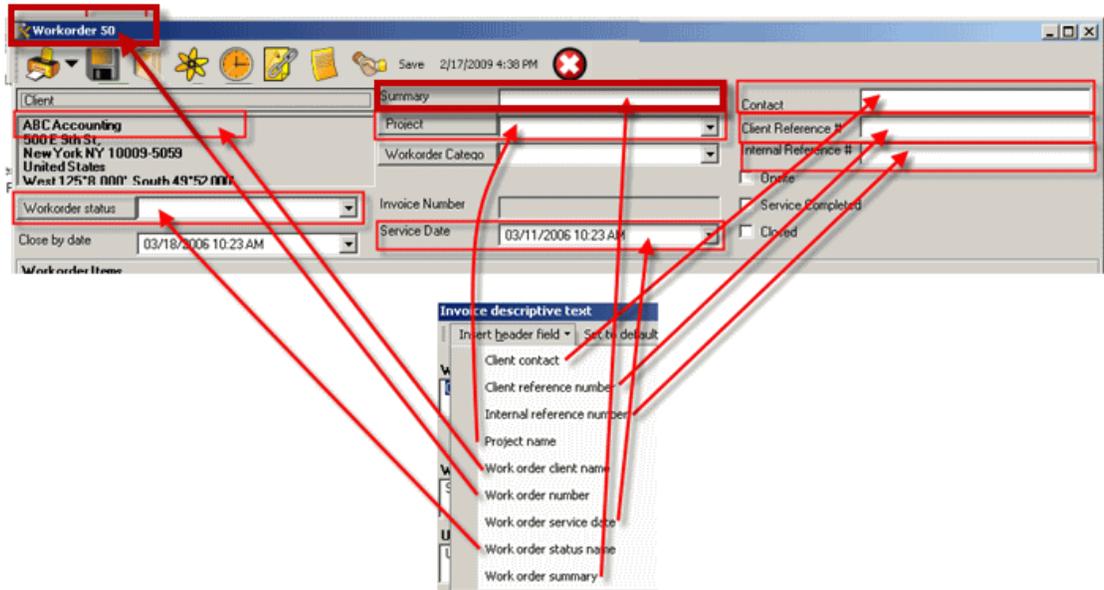
Each of the text areas corresponds to a section of a AyaNova service workorder.

If the service workorder data field is not listed here, than it can not be entered as descriptive text on a PeachTree invoice via PTI - it is suggested to enter it manually in the PeachTree invoice itself, or instead print out a Detailed Completed Workorder report to accompany the invoice so that all details are provided to the client along with the invoice.

From the service workorder header fields text area section:

Screenshot below shows the correspondence of the service workorder header fields with the selection in the descriptive text template.

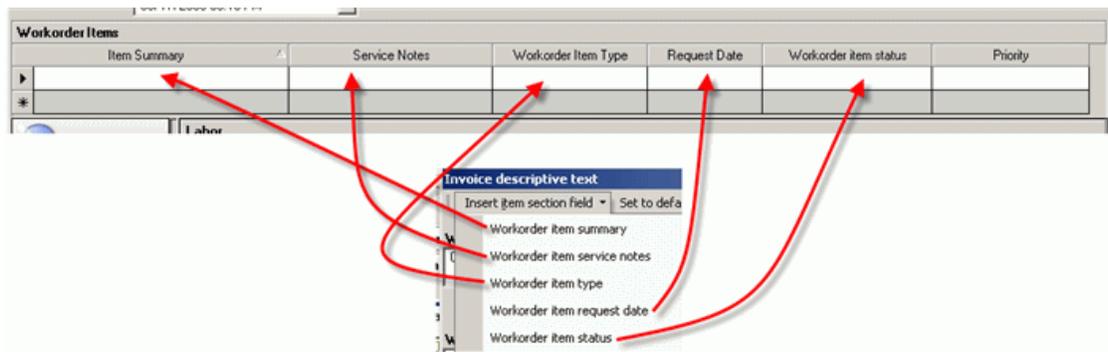
- Select **Client contact** to insert the ~CONTACT~ token to represent the data from the billable service workorder's Contact field into the workorder header fields text area
- Select **Client reference number** to insert ~CREF#~
- Select **Internal reference number** to insert ~OURREF#~
- Select **Project name** to insert ~PROJ~
- Select **Workorder client name** to insert ~CLIENT~
- Select **Workorder number** to insert ~WO#~
- Select **Workorder service date** to insert ~SERVDATE~
- Select **Workorder status name** to insert ~STAT~
- Select **Workorder summary** to insert ~DESC~



From the workorder items fields text area section:

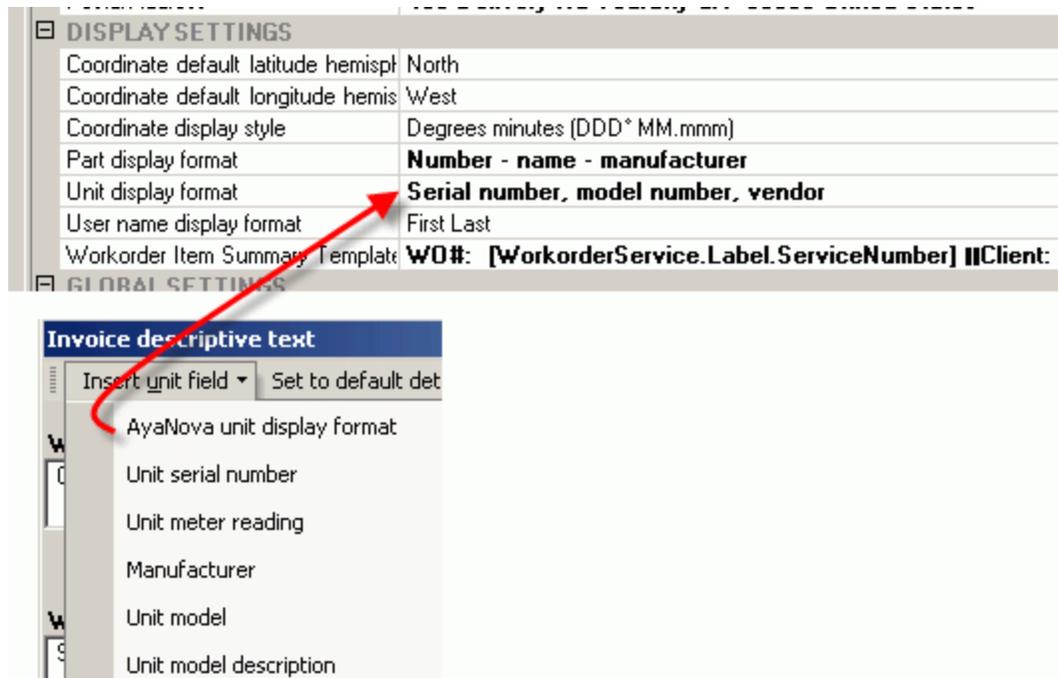
Screenshot below shows the correspondence of the service workorder item fields with the selection in the descriptive text template.

- Select **Workorder item summary** to insert the ~ITEM_SUMMARY~ token to represent the data from the billable service workorder item's Item Summary field into the workorder items text area
- Select **Workorder item service notes** to insert ~ITEM_SERVICE_NOTES~
- Select **Workorder item type** to insert ~ITEM_TYPE~
- Select **Workorder item request date** to insert ~ITEM_REQUEST_DATE~
- Select **Workorder item status** to insert ~ITEM_STATUS~



From the Unit text area section:

- Select **AyaNova unit display format** to insert the ~AYAFORMAT~ token to represent the Global Settings format of the selected unit in that billable service workorder into the Unit text area
- Select **Unit serial number** to insert ~UNIT_SN~
- Select **Unit meter reading** to insert ~UNIT_METER~ (note - only a meter reading that was entered via the meter reading steps as outlined in the AyaNova Manual TUTORIAL: Entering a Meter Reading to Auto-include the Service Workorder Number)
- Select **Manufacturer** to insert ~UNIT_MAKE~
- Select **Unit model name** to insert ~UNIT_MODEL_NAME~
- Select **Unit model number** to insert ~UNIT_MODEL_DESC_NUMBER~

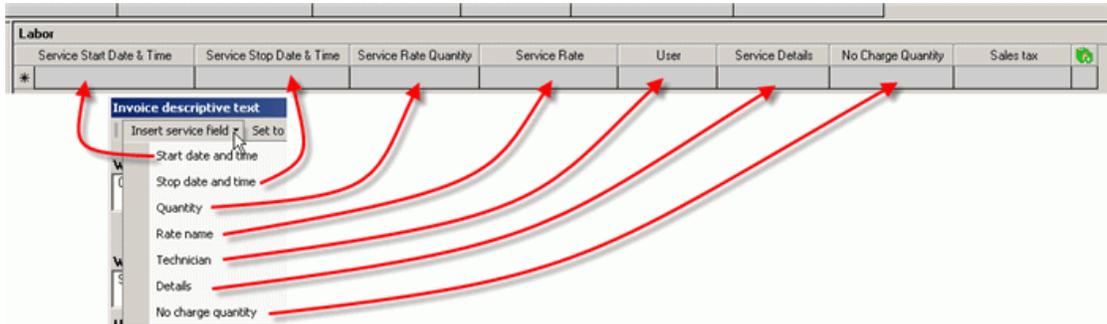


From the Labor text area section:

Screenshot below shows the correspondence of the service workorder Labor with the selection in the descriptive text template.

- Select **Start date and time** to insert the ~SERVICE_START~ token to represent the Labor record's Start Date & Time into the Service text area
- Select **Stop date and time** to insert ~SERVICE_STOP~
- Select **Quantity** to insert ~SERVICE_QUANTITY~
- Select **Rate name** to insert ~RATE_NAME~
- Select **Technician** to insert ~SERVICE_TECH~ (this is the schedulable user that is selected in the Labor record)

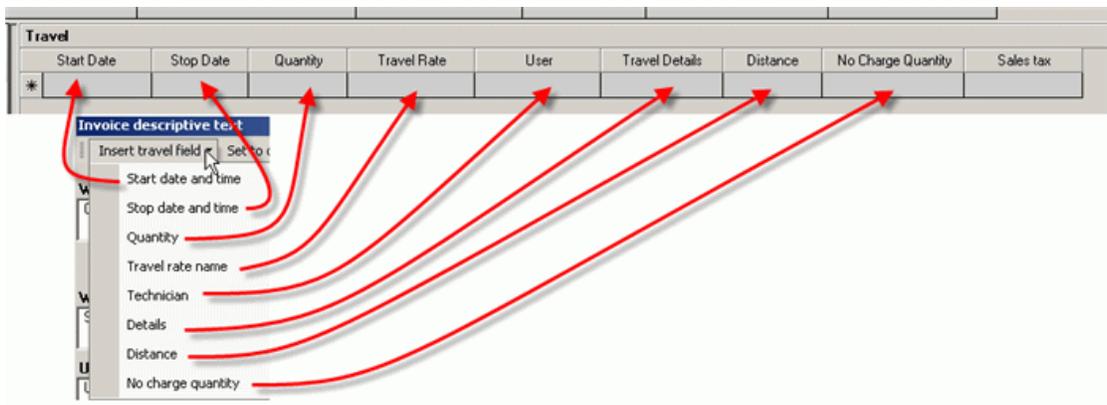
- Select **Details** to insert ~DETAILS~
- Select **No charge quantity** to insert ~NO_CHARGE_QUANTITY~



From the Travel text area section:

Screenshot below shows the correspondence of the service workorder Travel with the selection in the descriptive text template.

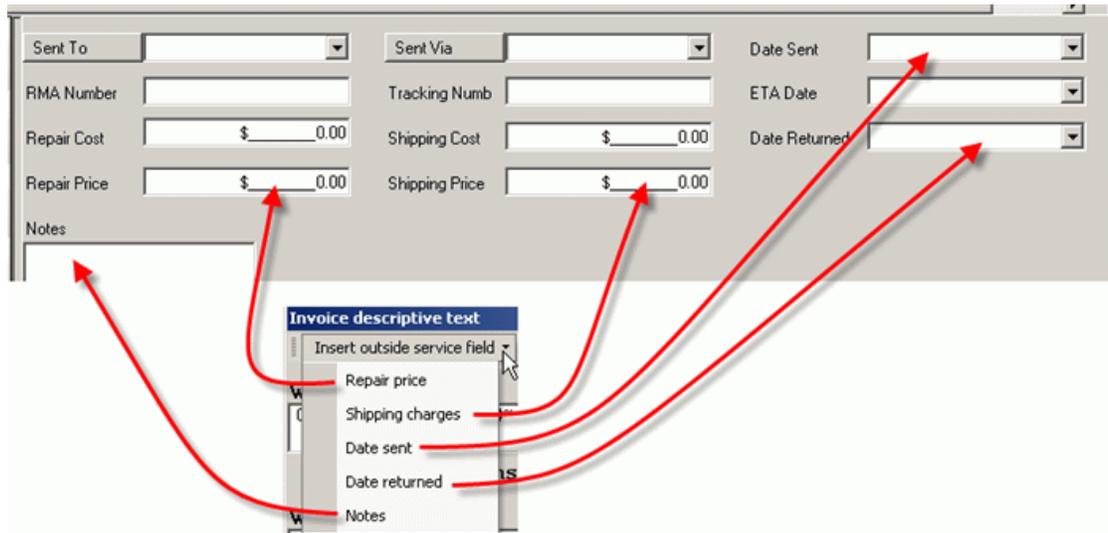
- Select **Start date and time** to insert the token ~TRAVEL_START~ to represent the Travel's record Start Date & Time of the invoiced workorder item into the Travel text area
- Select **Stop data and time** to insert ~TRAVEL_STOP~
- Select **Quantity** to insert ~TRAVEL_QUANTITY~
- Select **Travel rate name** to insert ~TRAVEL_RATE_NAME~
- Select **Technician** to insert ~TRAVEL_TECH~
- Select **Details** to insert ~TRAVEL_DETAILS~
- Select **Distance** to insert ~TRAVEL_DISTANCE~
- Select **No charge quantity** to insert ~TRAVEL_NO_CHARGE_QUANTITY~



From the Outside Service text area section:

Screenshot below shows the correspondence of the service workorder Outside Service with the selection in the descriptive text template.

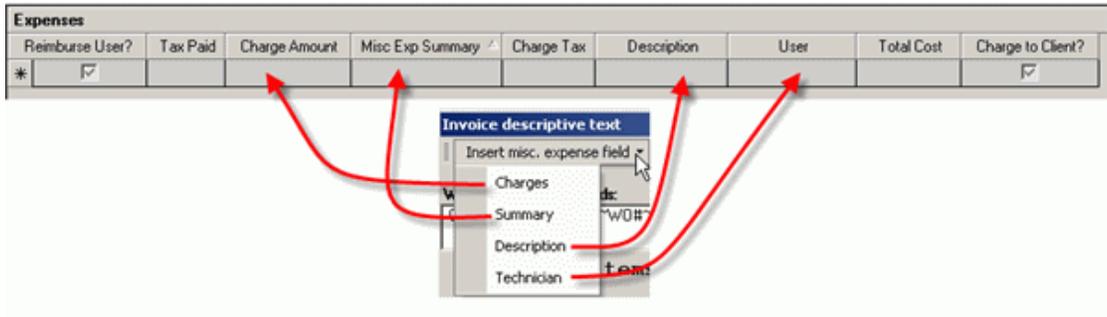
- Select **Repair price** to insert the token ~REPAIR_PRICE~ to represent the Repair Price field from the Outside Service section of the service workorder item into the Outside Service text area
- Select **Shipping charges** to insert ~SHIP_CHARGE~
- Select **Date sent** to insert ~SENT~
- Select **Date returned** to insert ~RETURNED~
- Select **Notes** to insert ~NOTES~



From the Expenses text area section:

Screenshot below shows the correspondence of the service workorder Expenses with the selection in the descriptive text template.

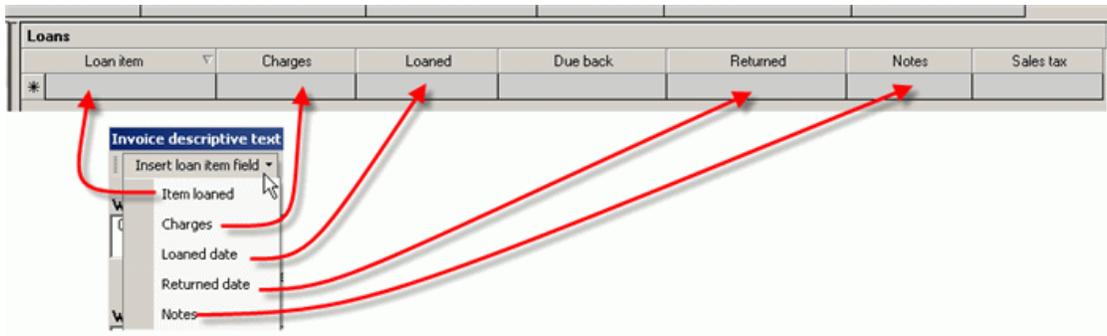
- Select **Charges** to insert the token ~CHARGES~ to represent the Charge Amount field from the Expenses record for the invoiced workorder item into the Misc.Expenses text area
- Select **Summary** to insert ~SUMMARY~
- Select **Description** to insert ~DESCRIPTION~
- Select **Technician** to insert ~TECH~



From the Loans text area section:

Screenshot below shows the correspondence of the service workorder Loans with the selection in the descriptive text template.

- Select **Item loaned** to insert the token ~ITEM~ to represent the Loan Item from the Loans section of the service workorder item that is invoiced into the Loans text area
- Select **Charges** to insert ~CHARGE~
- Select **Loaned Date** to insert ~LOANED~
- Select **Returned Date** to insert ~LOAN_RETURNED~
- Select **Notes** to insert ~LOAN_NOTES~



Invoicing

5 Invoicing

5.1 How to invoice workorders from AyaNova into Peachtree

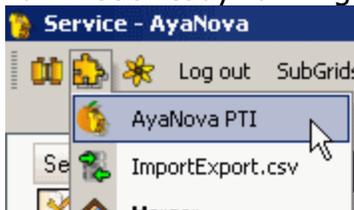
Now that you have done the following...

- installed PTI
- set your [PTI Preferences](#),
- have edited your [Descriptive Text](#) so that text from the AyaNova workorder shows on the Peachtree invoice if desired
- have [linked existing data between AyaNova and Peachtree](#)
- and/or [imported Peachtree data \(customers, vendors, items\) into AyaNova](#)
- and/or [imported AyaNova data \(clients, vendors, rates, parts\) into Peachtree](#)

... now you are now ready to invoice AyaNova workorders into PeachTree invoices.

To invoice AyaNova workorders into PeachTree invoices, all you have to do is:

1. Make sure your Peachtree program is running on your computer with your Peachtree company data file open
2. Start the PTI program from within the AyaNova program from the Plug-Ins menu if not already running



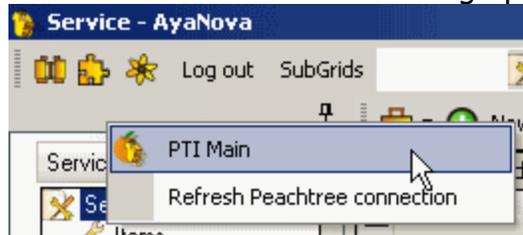
3. PTI will read the Peachtree data in, and then you click OK to confirm this is the Peachtree company data file to use



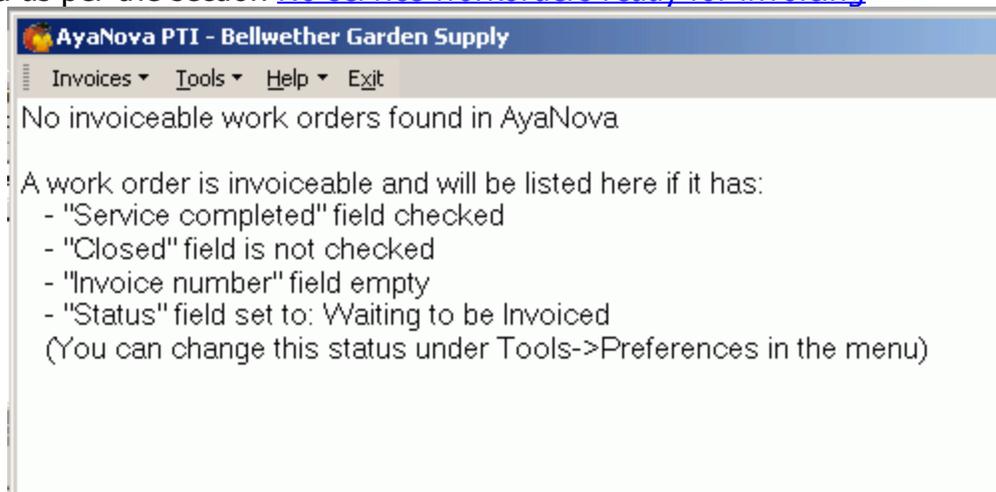
4. Then select from the PlugIns again



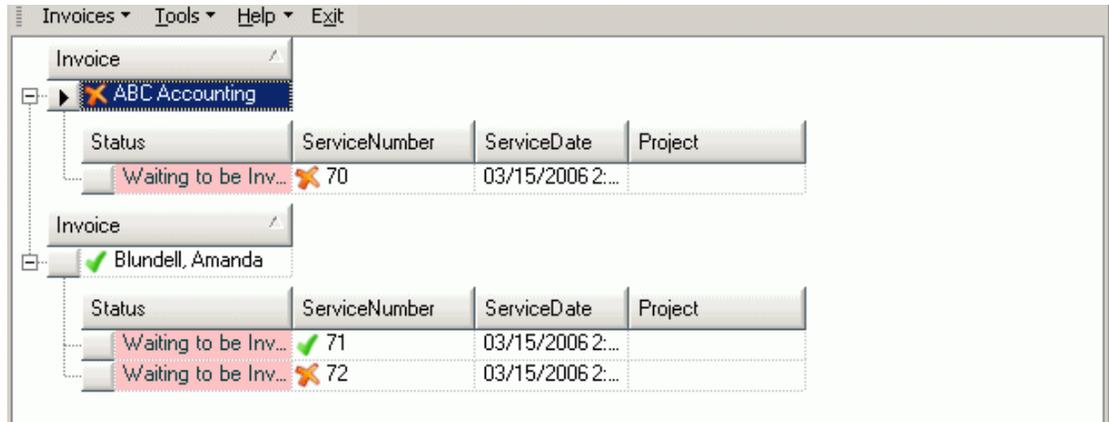
5. And click on PTI Main to bring up PTI Main screen



If it states no invoiceable work orders found in AyaNova, but you do have workorders that need to be invoiced, then you need to check as per the message and as per the section [No service workorders ready for invoicing](#)



If it displays client names and workorder numbers with a red X  beside them, that tells you that you have either clients not linked between AyaNova and Peachtree, or parts not linked, or parts with different prices etc. Refer to the section [Fix unlinked objects or parts with differing price for details](#)



If you want [a single AyaNova workorder to be invoiced out in a single Peachtree invoice](#)

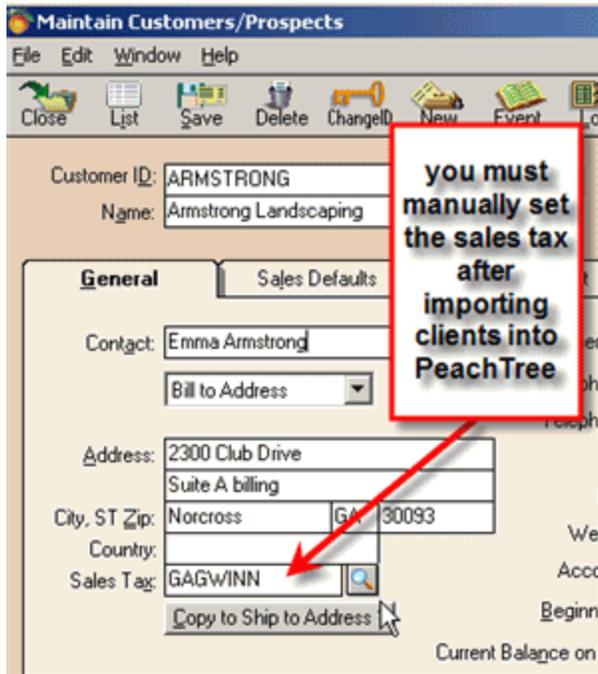
If you want [multiple AyaNova workorders for the same client to be invoiced out to a single Peachtree invoice](#)

If you have a number of service workorders all for different clients ready for invoicing, you can have PTI have Peachtree [invoice all workorders at one time into respective invoices](#)

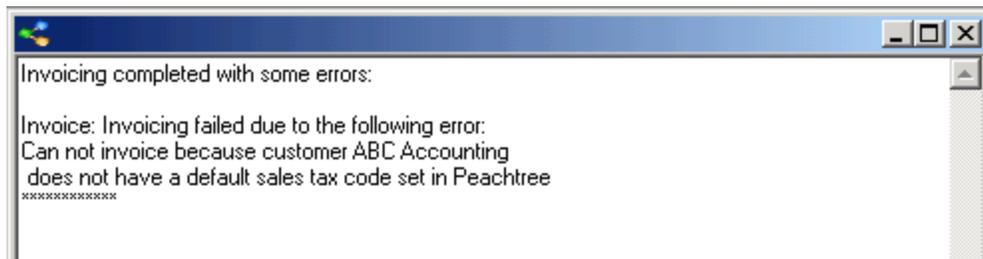
Refer to [What happens when PTI invoices?](#)

5.2 Taxes for an invoice derived from Sales Tax set for that PeachTree client

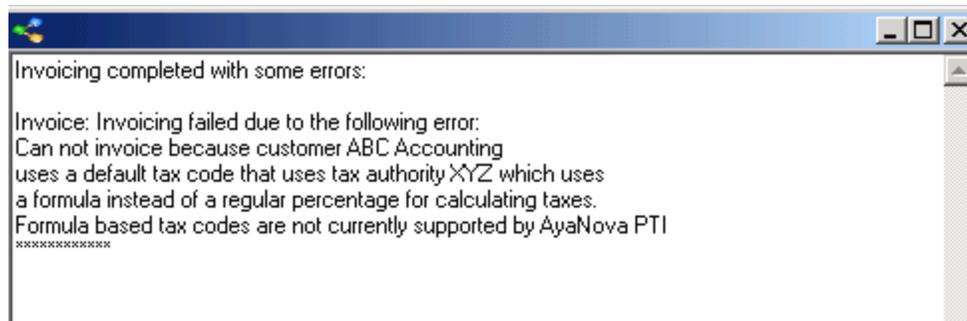
NOTE: An AyaNova client imported into PeachTree **does not** set the client's Sales Tax in PeachTree. Therefore **BEFORE** you do any invoicing for this client, you need to manually set this in PeachTree for the imported client - otherwise this client won't have any taxes charged in invoices.



Otherwise when you attempt to invoice via PTI, you will get the following message:



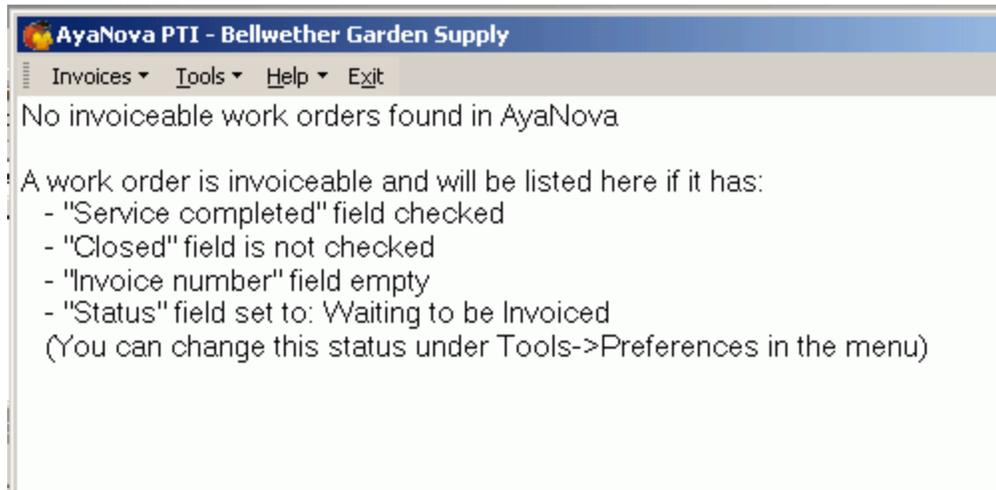
NOTE: if a PeachTree client has Sales Tax that is set as a formula instead of a Single Tax Rate - PTI will be unable to invoice for this client and will pop up the following message



NOTE: PeachTree Tax Codes **are not** importable into AyaNova. An invoice in PeachTree created by PTI uses the tax codes set up for the PeachTree Item - PTI does not refer to the tax code selected in the AyaNova service workorder.

5.3 No service workorders ready for invoicing

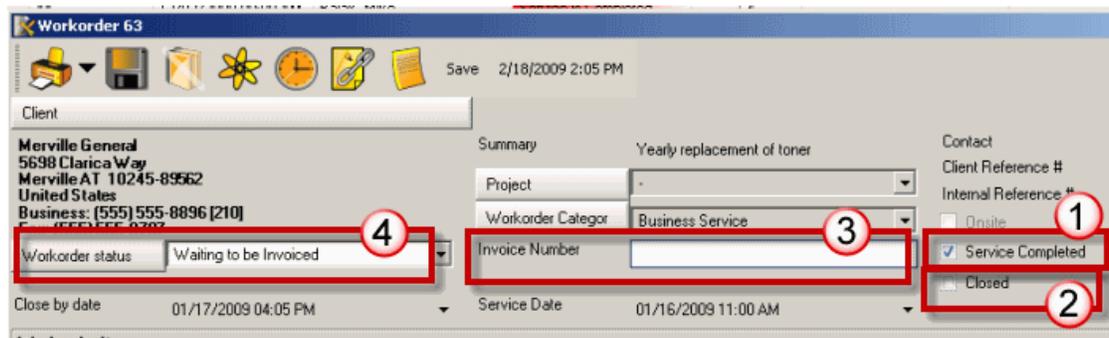
If the main PTI screen displays as the screen shot below:



As the message states - **there are no service workorders that meet the four setting requirements** to be able to have PTI ready them for invoicing into PeachTree.

If you do have service workorders that you know are ready for invoicing but the above message displays when you start PTI - close out of PTI and **check that the service workorders do meet the four requirements** - then run PTI again:

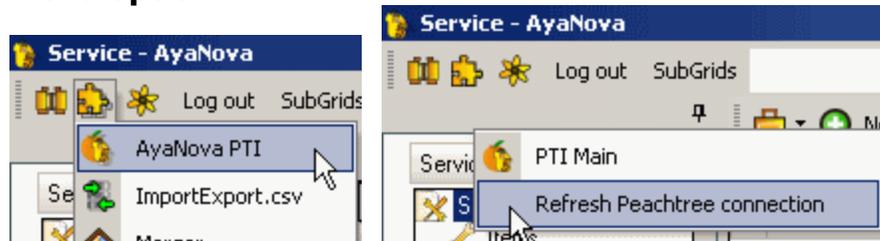
1. The Service Completed field **is** check-marked
2. The Closed field **is not** check-marked
3. The Invoice #: field **is empty**
4. The Workorder Status **is set to** that selected in Preferences for Billable Workorder Status <screen shot above and below may not reflect what you have actually selected in your preferences>



NOTE:

PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it.

You will need to close PTI and restart it, or if the new information was entered in Peachtree, you can select the Refresh Peachtree connection menu option.



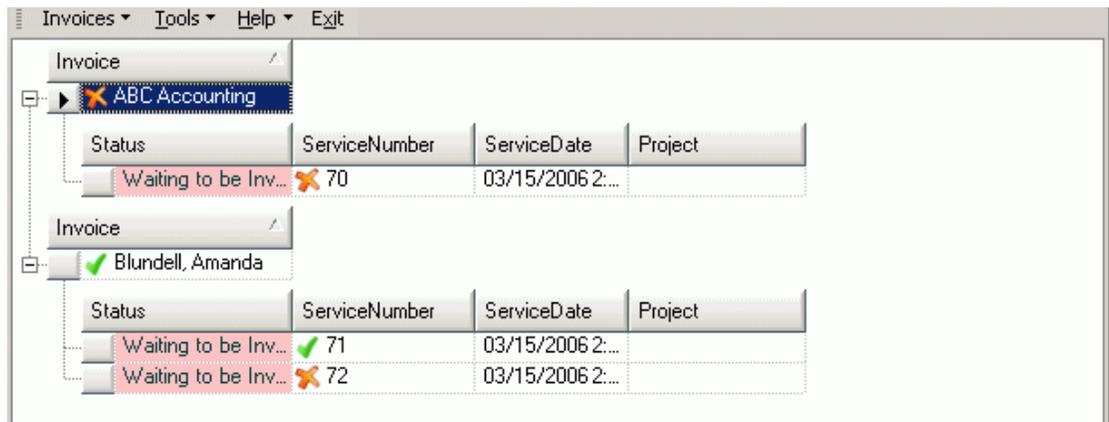
5.4 Fix unlinked objects or parts with differing price

When service workorders are deemed as ready for invoicing, at that time PTI will bring to your attention if the following information in the AyaNova object is different from that in the PeachTree object:

- AyaNova client, part or rate in the billable service workorder is not linked to an existing PeachTree customer or item.
- AyaNova part retail charge in a service workorder that is ready for invoicing **does not** match the retail charge of the PeachTree Item.

If PTI determines that there are unlinked objects or that price information is not the same between the PeachTree item and the AyaNova item, PTI will display either the unlinked client or the service workorder number with an  image next to it to indicate it needs fixing before continuing.

If no issues, PTI displays an  image next to it to indicate there are no problems - it is presently linked and/or does not have any price differences



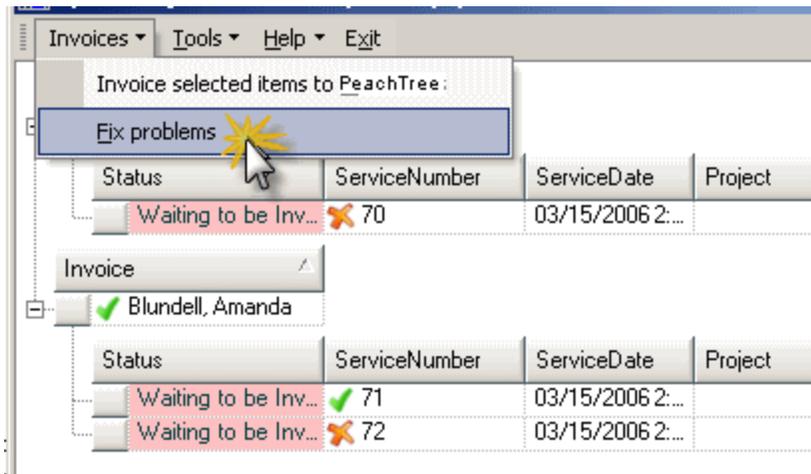
In the screenshot above:

- The client ABC Accounting has an  image next to it because it is not presently linked to a PeachTree customer
- The client Blundell, Amanda has an  image next to it as it is presently linked to a PeachTree customer.
- The service workorder 70 has an  image next to it as it is not ready to be invoiced as it has a problem (either unlinked items or price differences)

- The service workorder 71 has an  image next to it as it is ready to be invoiced - parts billable in this service workorder are linked and do not have any price differences
- The service workorder 70 has an  image next to it as it is not ready to be invoiced as it has a problem (either unlinked items or price differences)

NOTE - PTI only obtains PeachTree and AyaNova information when PTI loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it. You will need to close PTI and restart it. first

To fix issues, select the menu option Invoices -> Fix Problems



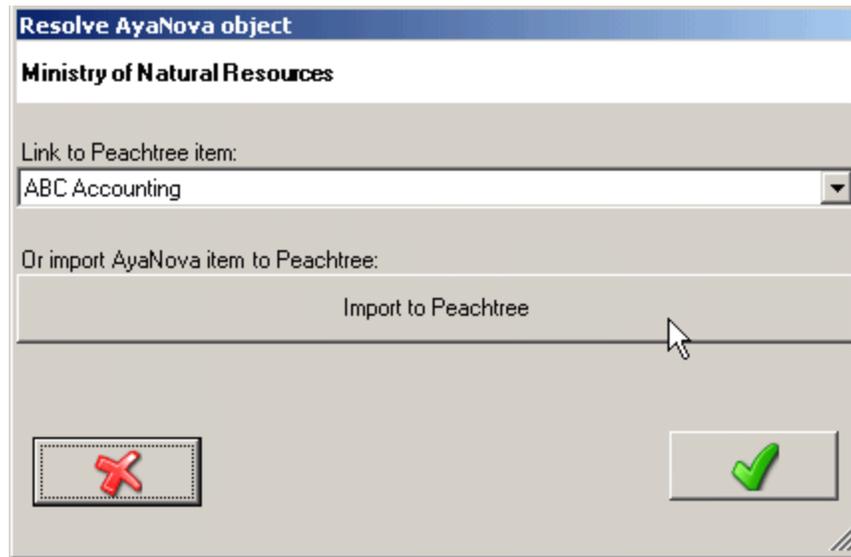
This will display a list of all issues affecting all billable service workorders as shown in the screen shows below regarding the problems that you can fix via PTI.

Problem is *NotLinkedToPTI*

The AyaNova client, part or rate in the billable service workorder is not linked to a PeachTree customer or item, and has to be fixed before continuing.

If object is an AyaNova client:





Note that PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it. You need to close PTI and open it again.

If object is an AyaNova part or rate:

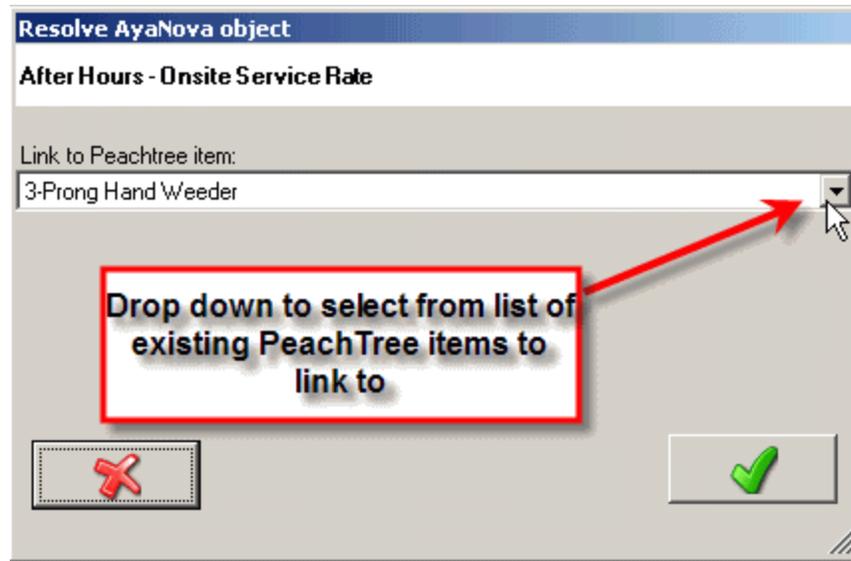


Note when fixing a Part or a Rate, you **can not import the AyaNova part or rate into PeachTree** - your option is to **link** it to an existing PeachTree item **only**.

Drop down the list of available PeachTree items to link this AyaNova object to.

If there is not an equivalent PeachTree item, you will need to manually enter it into PeachTree, restart PTI and than link to it.

Note that PTI only obtains PeachTree and AyaNova information when PTI first loads - so if you enter new information into either PeachTree or AyaNova with PTI running - PTI will not be aware of it



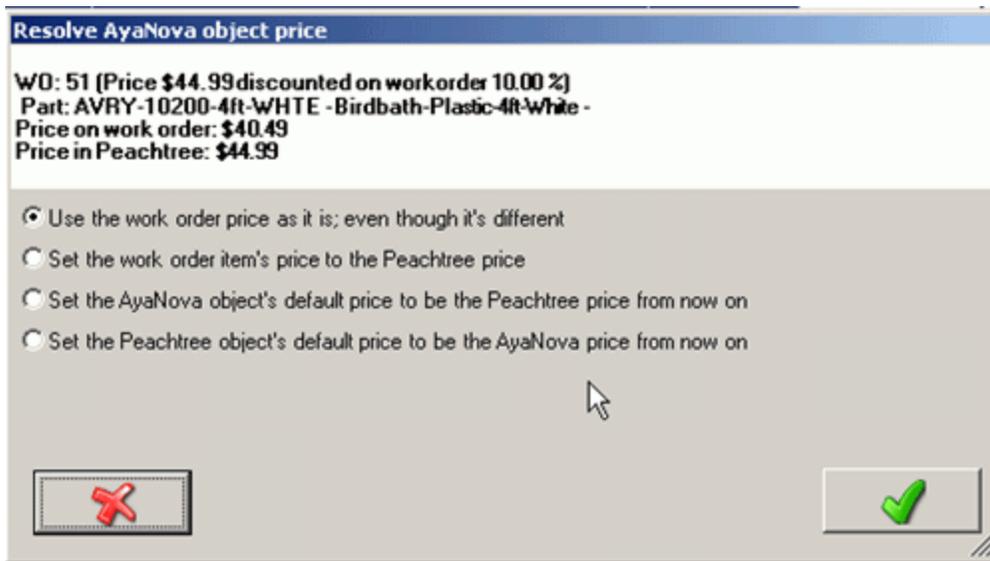
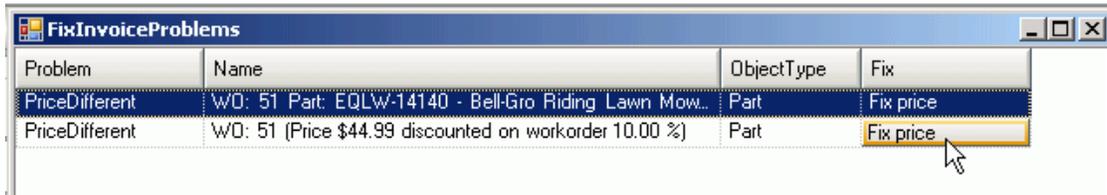
Problem is *PriceDifference*

Before invoicing, if there is a price difference, on a part by part basis you will have the choice of:

- 1. Use the workorder price as it is; even though it's different**
 - Leaving the retail price as is in AyaNova service workorder, and invoicing out at that AyaNova retail price in the PeachTree invoice.
 - ***if selected, but you close PTI before invoicing, you will need to select this again when you open PTI again as PTI will note again that there is a difference.*
- 2. Set the workorder item's price to the PeachTree price**
 - Updating the retail price and cost in the AyaNova service workorder to that of PeachTree part, and invoicing out at the PeachTree retail price.
 - ***if selected, this affects the workorder item part price immediately, even if you close PTI before invoicing*
- 3. Set the AyaNova object's default price to be the PeachTree price from now on**
 - Updating the retail price in the AyaNova service workorder to that of PeachTree part , and updates the AyaNova part retail price in the AyaNova object to that of the PeachTree object, and invoicing out at the PeachTree retail price.
 - ***if selected, this affects the AyaNova part object price, as well as the part price in the service workorder immediately, even if you close PTI before invoicing*
- 4. Set the PeachTree object's default price to be the AyaNova price from now on**

- Leaving the retail price as is in AyaNova service workorder, update the retail price in the PeachTree object to that of the AyaNova part retail price, and invoicing out at that AyaNova retail price in the PeachTree invoice
- ***if selected, this affects the PeachTree part price immediately even if you close PTI before invoicing*
- Do note that only PeachTree items that are of Inventory type can have their default price changed

Note that the first two just change the workorder price and do not affect the AyaNova item or the PeachTree item for other use - whereas the last two actually change the price of the item as well as the workorder price.



Automatic synchronization is not a feature of PTI

5.5 Parts invoicing

There are four different scenarios when invoicing out AyaNova parts into Peachtree via PTI

Scenario 1: Non-serialized AyaNova part linked to a non-serialized Peachtree part

Scenario 2: Non-serialized AyaNova part linked to a serialized Peachtree part

Scenario 3: Serialized AyaNova part linked to a serialized Peachtree part

Scenario 4: Serialized AyaNova part linked to a non-serialized Peachtree part

Scenario 2

With scenario 2, PTI will take whatever is typed in the AyaNova Description field as the serial number for the Peachtree invoices linked part. If the AyaNova part selected in the AyaNova workorder does not have a Description, PTI will return the following error:

Invoicing completed with some errors:

Invoice: Invoicing failed due to the following error:

*An error occurred while importing! This happened for Field Name: Serial Number

If you receive this error, you **must** close PTI, open and edit the AyaNova work order's part to enter a Description for that linked Peachtree serialized part stating the part's serial number, and then run PTI again to be able to invoice.

Scenario 2 & 3

Note with scenario 2 and 3, that **PTI is not able to determine what the actual Peachtree serial numbers are for the Peachtree part** - the makers of Peachtree do not provide us with the ability to determine this. You will need to check your Peachtree invoice after PTI is finished invoicing to confirm that the correct serial number is used on the Peachtree invoice so that your Peachtree inventory is correctly updated.

Do this by selecting the part line in the Peachtree invoice, and then select the Serial menu option in the Peachtree invoice. If the serial number provided by AyaNova does not match an existing serial number in Peachtree, it will show there is an error. You can select the correct serial number and de-select the incorrect serial number.

Apply to Sales: 2,899.00		
m	Description	Unit Pr
	WO#: 68	
	Riding Lawn Mower - 14 Horse Power	2,89
	SN: JOY--1111	

this is the serial number from the AyaNova workorder

Customer ID: MERVILLE

Bill To: Merville General
5698 Clarica Way
Merville, AT 10245-8962 United States

Ship To: Ship to 1
Name
Address Line 1
Address Line 2
City ST Zip
Country

Date: Oct 10, 2007
Invoice No: 1068

PAST DUE

Customer PO Ship Via Ship Date Terms Sales Rep

Apply to Sales Order: 0.00 **Apply to Sales: 2,899.00**

Quantity	Item	Description	Unit Price	Tax	Amount	Job
1.00	EQLW-14200	Riding Lawn Mower - 14 Horse Power	2,899.00	2	2,899.00	
		WO#: 68	0.00	2		
		SN: JOY--1111	0.00	2		

select the serialized part and click on Serial menu option

Type a serial number or select from the list:

Find

Select	Serial Number	Status
<input type="checkbox"/>	1489996-LM	Available
<input type="checkbox"/>	1489997-LM	Available
<input type="checkbox"/>	1489998-LM	Available
<input checked="" type="checkbox"/>	JOY--1111	Error
<input type="checkbox"/>	JOY1111	Available
<input type="checkbox"/>	JOY1112	Available
<input type="checkbox"/>	JOY1113	Available

select the correct Peachtree serial number (identified by status "Available") and deselect the incorrect AyaNova serial number

Select	Serial Number	Status
<input type="checkbox"/>	1489996-LM	Available
<input type="checkbox"/>	1489997-LM	Available
<input type="checkbox"/>	1489998-LM	Available
<input type="checkbox"/>	JOY--1111	Error
<input checked="" type="checkbox"/>	JOY1111	Available
<input type="checkbox"/>	JOY1112	Available
<input type="checkbox"/>	JOY1113	Available



save the invoice

Select	Serial Number	Status
<input type="checkbox"/>	1489996-LM	Available
<input type="checkbox"/>	1489997-LM	Available
<input type="checkbox"/>	1489998-LM	Available
<input checked="" type="checkbox"/>	JOY1111	Sold
<input type="checkbox"/>	JOY1112	Available
<input type="checkbox"/>	JOY1113	Available

now via the menu Serial you will see that the correct Peachtree serial is taken out of inventory

Ship via		Ship Date	Terms	Days ME
Apply to Sales: 2,899.00				
Description	Unit Price	Tax		
WO#: 68	0.00	2		
Riding Lawn Mower - 14 Horse Power	2,899.00	2		
SN: JOY--1111	0.00	2		

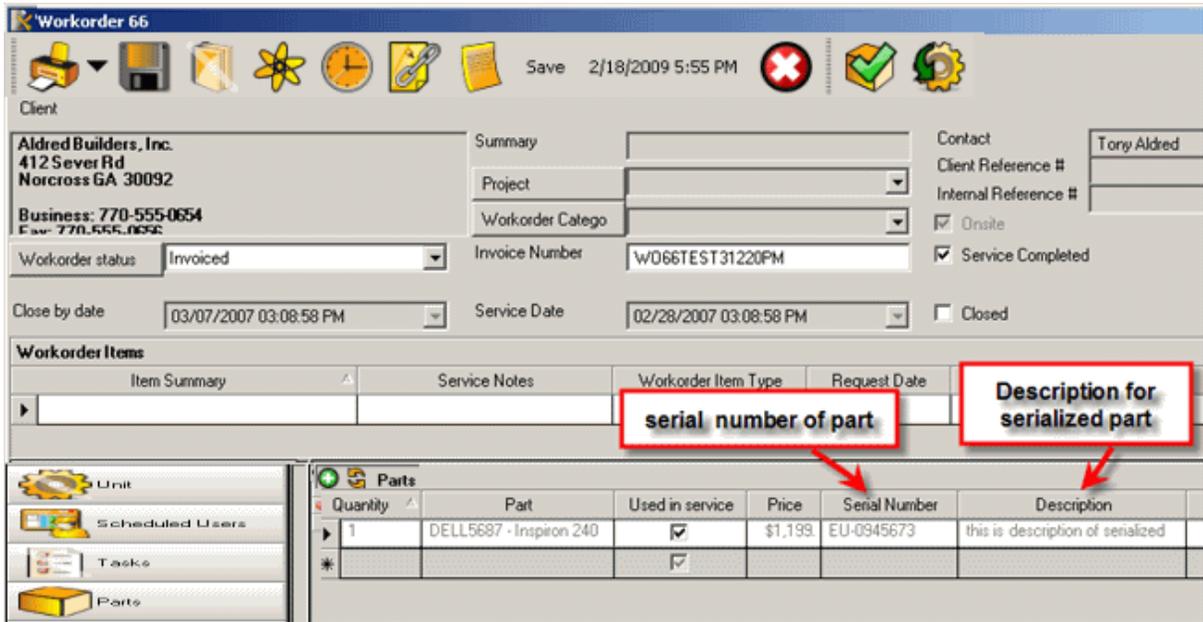
do note that the invoice line will continue to display as was first created and does not affect inventory - edit if desired

Scenario 3 & 4

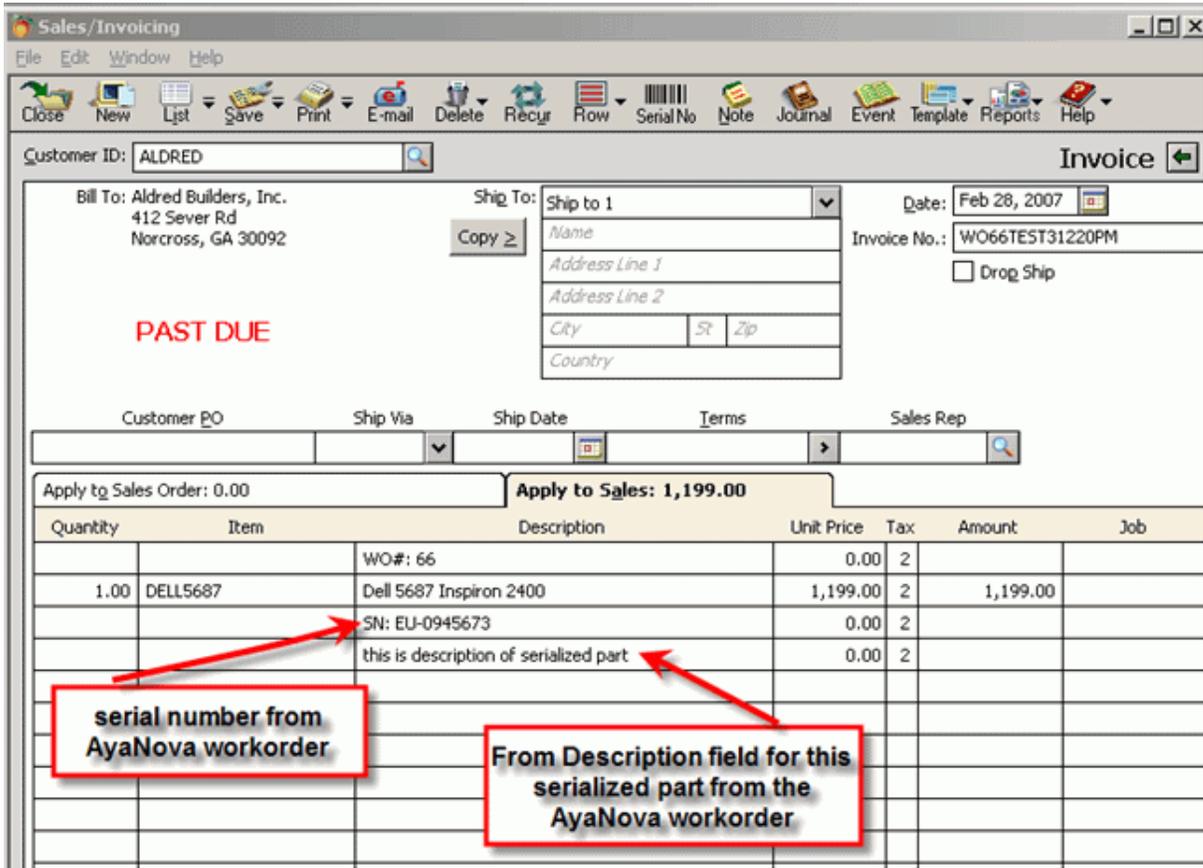
With scenario's 3 and 4, a part in an AyaNova workorder that is serialized will have the AyaNova part's serial number display under the invoiced part in the Peachtree invoice.

The Description field from a part in an AyaNova workorder will now also display under the invoiced part in a PeachTree invoice unless it is empty or contains the exact same serial number of that in the Serial Number field in the workorder's part.

From the AyaNova workorder



From the PeachTree invoice



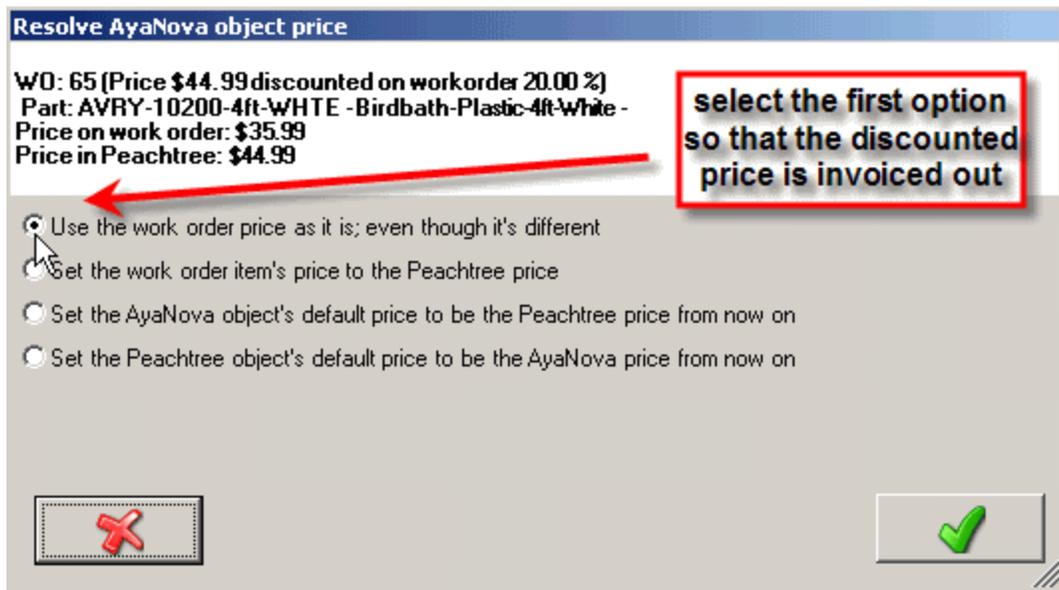
5.6 Discount % set in Parts is applied via a PeachTree invoice

PTI **does** apply discounts set in the AyaNova workorder to the PeachTree invoice

If you have applied a discount on a part record in an AyaNova workorder, that net price which is the AyaNova part price X the discount will be identified by PTI

If the AyaNova net price (part price X discount) is different than that of the PeachTree item price, PTI will identify that there is a price problem that needs to be addressed and will identify it as due to a discount (i.e **Price XX.XX discounted XX% on workorder**)

If you do want the discount applied, than select to **Use the work order price as it is, even though it is different**



5.7 Banked service invoiced out at 0\$

PTI **does** identify when a labor item in an AyaNova workorder has been banked via Banked Service, and will invoice it at 0\$ amount.

This way, if your client has pre-paid for service, and you have banked the service charges against their pre-paid amount, the client will not be re-billed for that service via an invoice from PeachTree - the quantity of the rate will show in the PeachTree invoice, but the dollar amount billed will be \$0

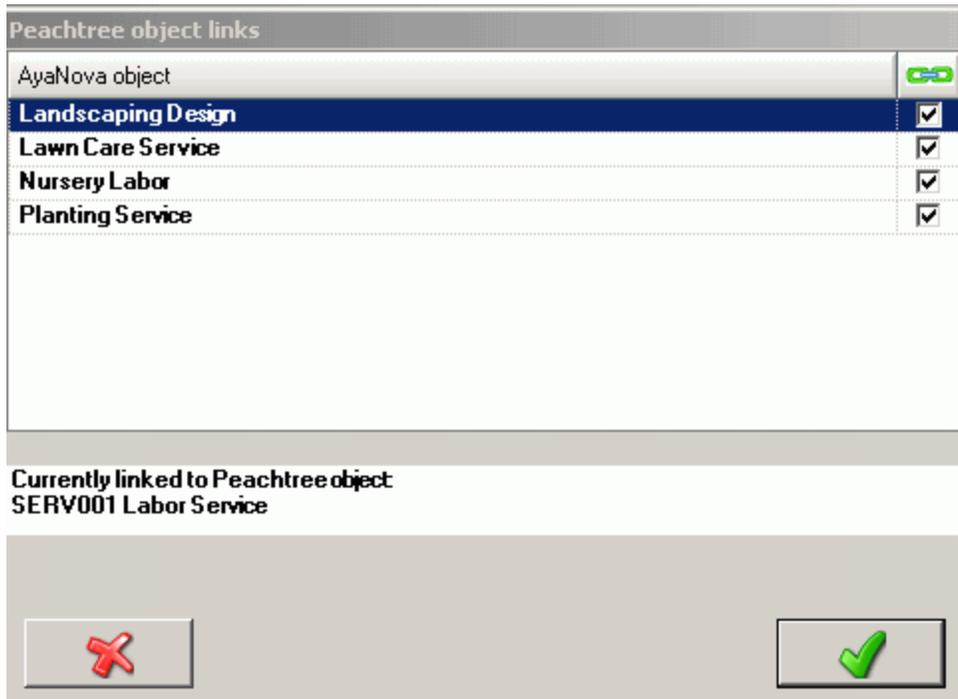
5.8 Travel or Service Rate retail charges

AyaNova PTI will take by default the AyaNova Service Rate's or Travel Rates Retail Charge price no matter what is the Rate set for the linked item in PeachTree.

This is because a large majority of users will have multiple AyaNova rates all at different retail prices linked to one PeachTree item that is used for billing out service.

You are **not** notified if there is a discrepancy between the AyaNova rate's Retail Charge and the linked PeachTree item's Rate.

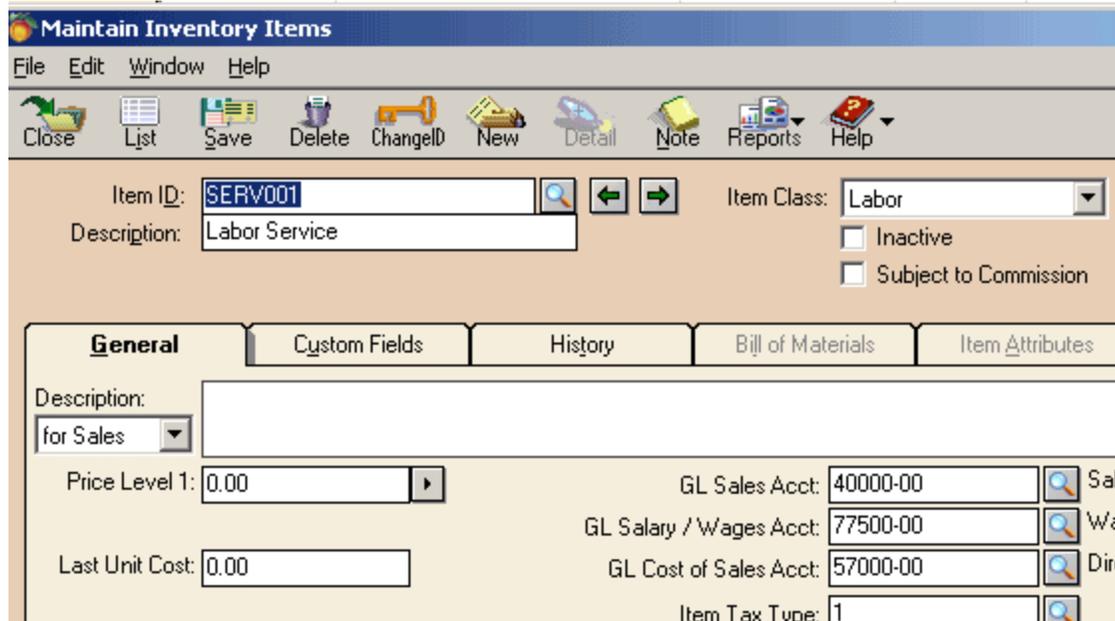
In the two screen shots below, the PeachTree item SERV001 is linked to multiple AyaNova service rates. This way PeachTree has only one rate that is used for bill out of service, and AyaNova maintains the different rates for each service.



And in AyaNova, each of these rates has their own Retail Charge.

Account Number	Rate Name	Rate Type	Retail Charge	Cost	Description
	Nursery Labor	Service	\$39.99	\$0.00	Nursery Prep and Labor
	Planting Service	Service	\$19.99	\$0.00	Planting Service
	Lawn Care Service	Service	\$39.99	\$0.00	Lawn and Turf Care Ser
	Landscaping Design	Service	\$49.99	\$0.00	Landscaping Design

The PeachTree item SERV001 shows a rate of \$0.00

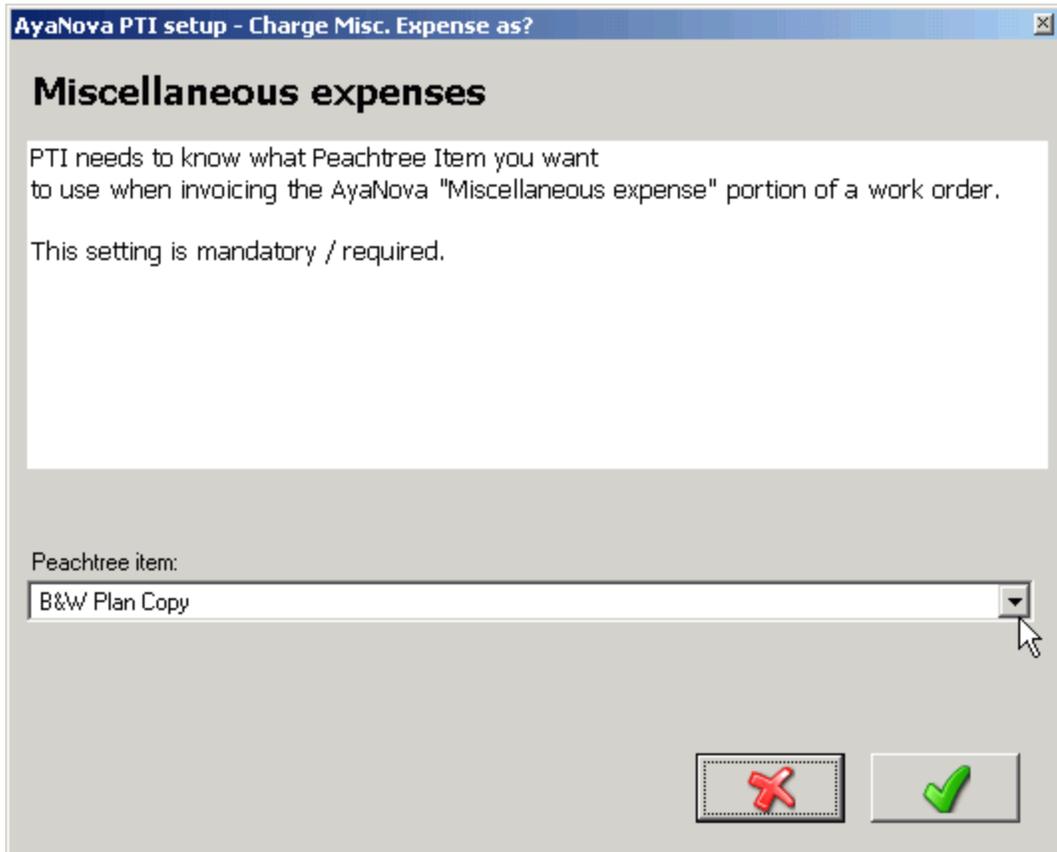


With this PTI feature, no matter what the rate price level in PeachTree, the rate is always billed out at the AyaNova rate's Retail Charge

It is always recommended to create a specific rate in AyaNova for every Retail Charge.

5.9 Misc Expenses charges

AyaNova PTI will use the PeachTree item selected in Preferences as the item to use when billing Expenses.



AyaNova PTI will take the AyaNova service workorder Expenses Charge Amount price no matter what is the price set for the linked item in PeachTree.

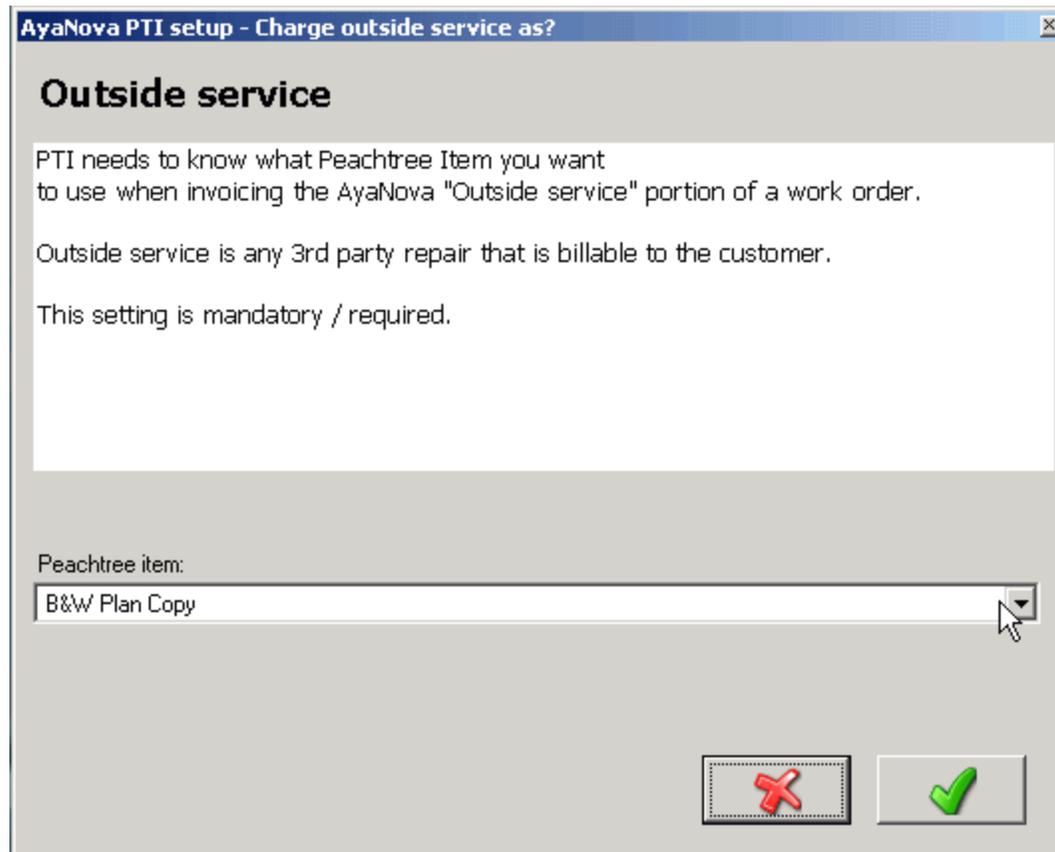
You are **not** notified if there is a discrepancy between the AyaNova service workorder Expenses Charge Amount price and the linked PeachTree item's price.

Also note that PTI takes the Charge Amount **only**, as PTI does not transfer the taxes identified on service workorders.

The Charge Amount is transferred to the PeachTree invoice, and the default tax as set in PeachTree is applied. Therefore ensure that the tax setting in PeachTree for the Expenses is set correctly - or edit the invoice after PTI creates it - or for future charges, edit the PeachTree item tax setting default.

5.10 Outside Service charges

AyaNova PTI will use the PeachTree item selected in Preferences as the item to use when billing Outside Service charges.



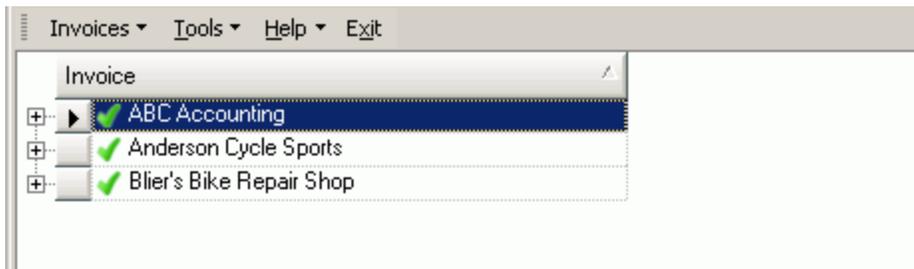
AyaNova PTI will take by default the AyaNova service workorder Outside Service Repair Price + Shipping Price combined no matter what is the price set for the linked item in PeachTree.

You are **not** notified if there is a discrepancy between the Outside Service combined Repair Price + Shipping Price amount and the linked PeachTree item's price.

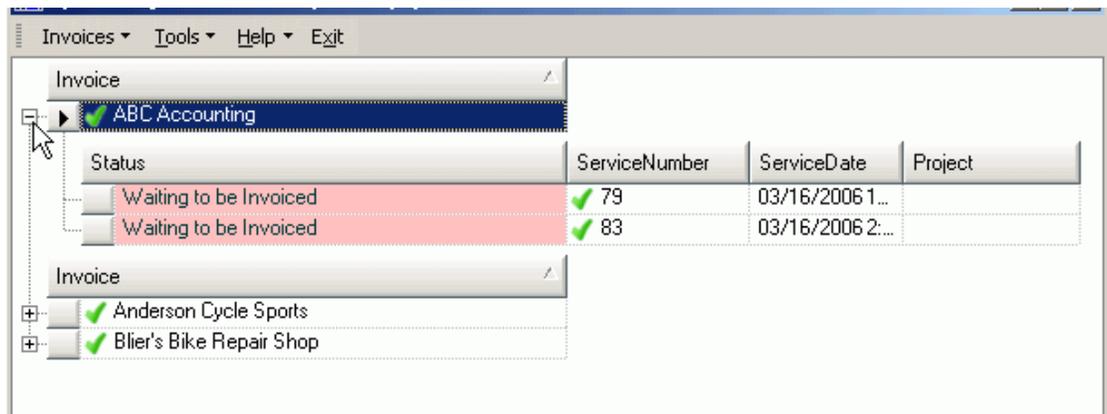
5.11 Invoicing individual AyaNova service workorders via PTI into PeachTree

If you have a number of service workorders ready for invoicing that are all for the same client, you can have PTI have PeachTree invoice each service workorder individually by selecting the specific workorder to be invoiced.

1. PTI lists by the client. In the screenshot below we have service workorders ready to be invoiced for three different clients.

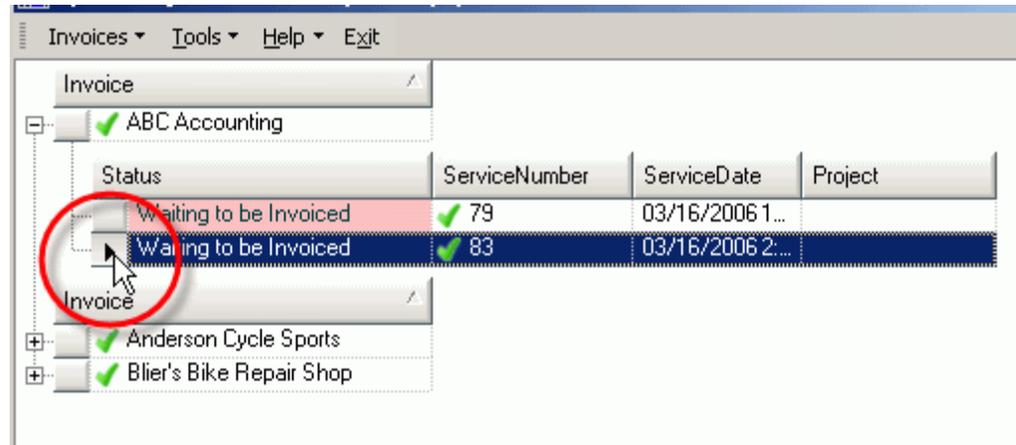


2. You can expand to see what workorders are for each client by select the beside each client name <note how the image turns to a image when you select it to show it is expanded>

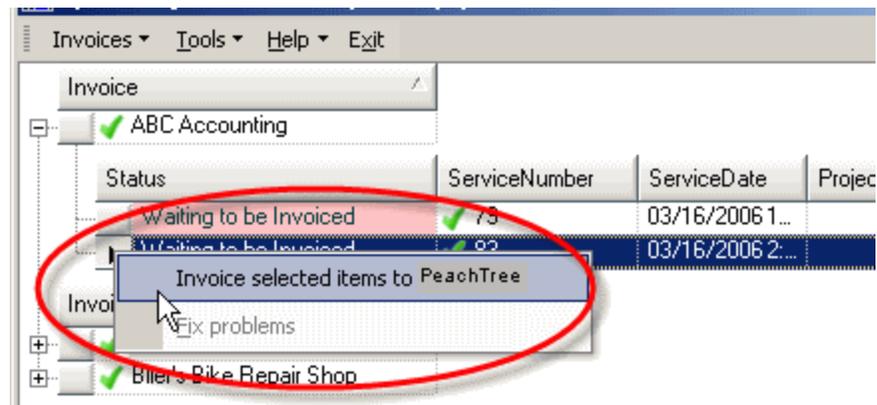


3. To invoice a **specific AyaNova service workorder into one PeachTree invoice**

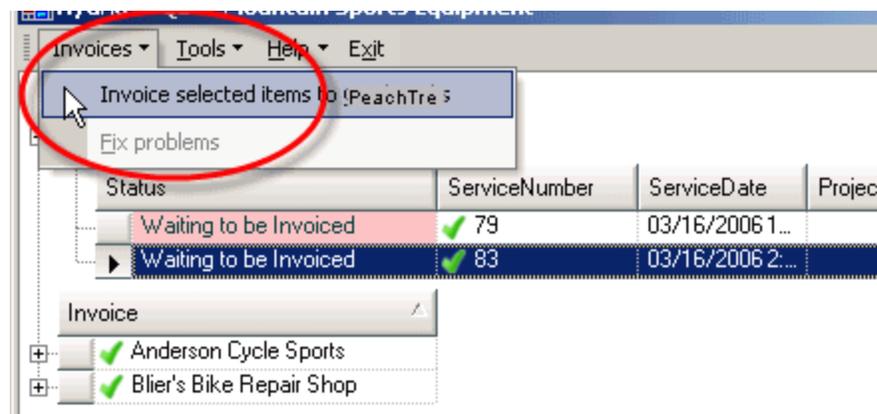
a. Select the object indicator (the square to the left of the workorder row if multiple workorders are listed - or if the client has only one workorder, you can select the object indicator to the left of the client name)



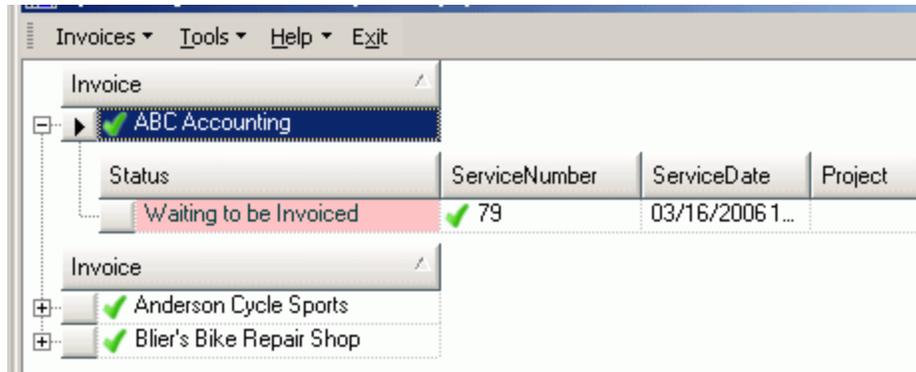
b. Now either right-click and select **Invoice selected items to PeachTree**



c. Or with that object indicator selected, select the menu **Invoices -> Invoice selected items to PeachTree**



4. Once a service workorder has been invoiced, it no longer displays in the list and you can continue invoicing individually or multiple service workorders for the same client.

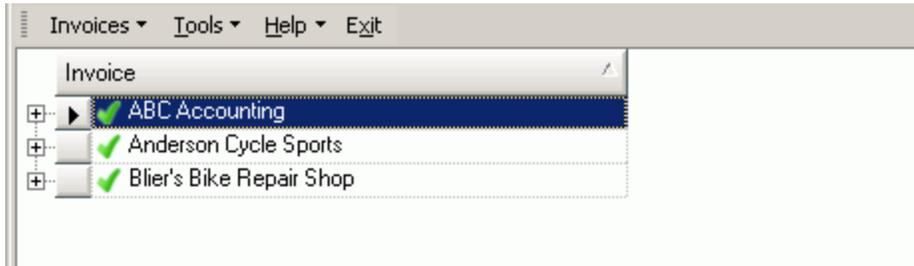


Do be aware because of the PeachTree invoice space limitations, your descriptive text may cause the invoice to span many pages.

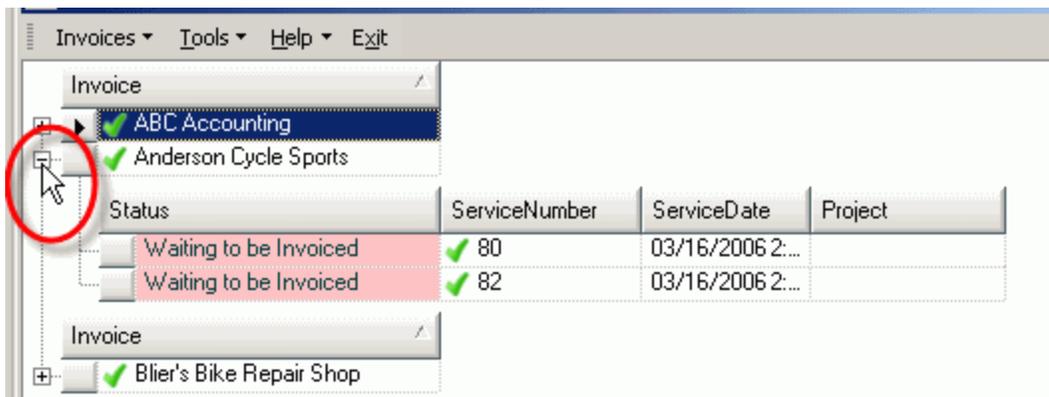
5.12 Invoicing multiple service workorders for one client into one PeachTree invoice

If you have a number of service workorders ready for invoicing that are all for the same client, you can have PTI have PeachTree invoice all those **into one invoice** to the same linked PeachTree client.

1. PTI lists by the client. In the screenshot below we have service workorders ready to be invoiced for three different clients.

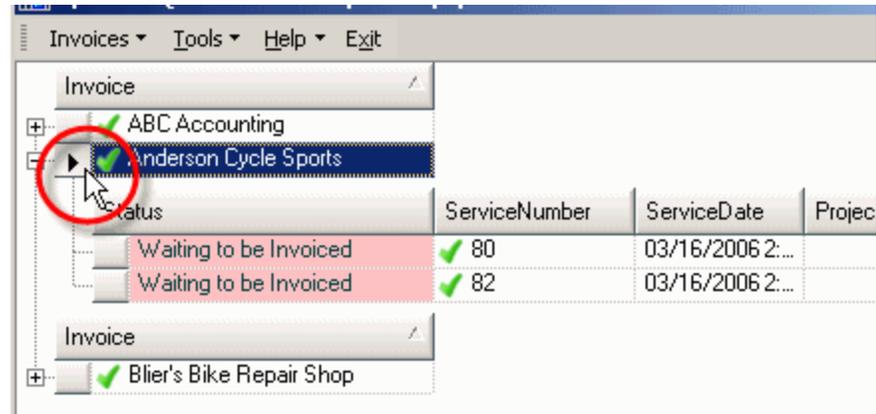


2. You can expand to see what workorders are for each client by select the  beside each client name <note how the  image turns to a  image when you select it to show it is expanded>

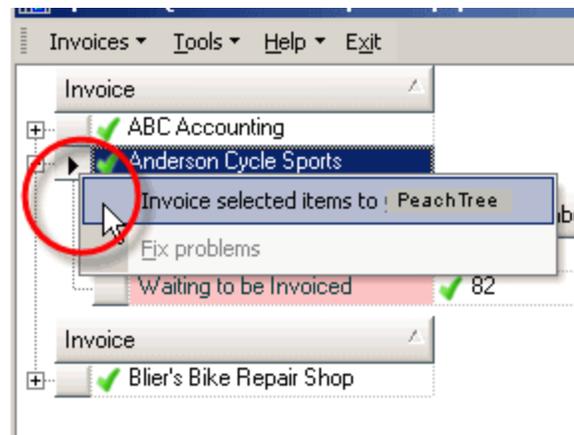


3. To invoice **all AyaNova service workorders for one client into one PeachTree invoice**

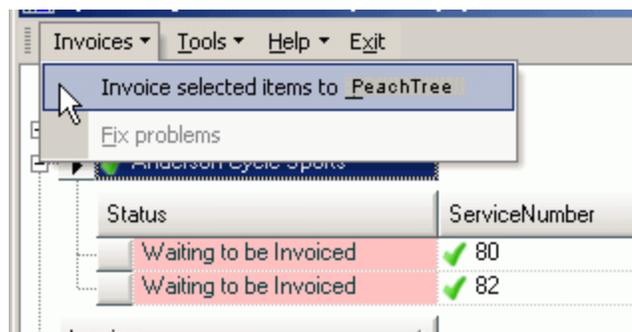
a. Select the object indicator for the client (the square to the left of the client name)



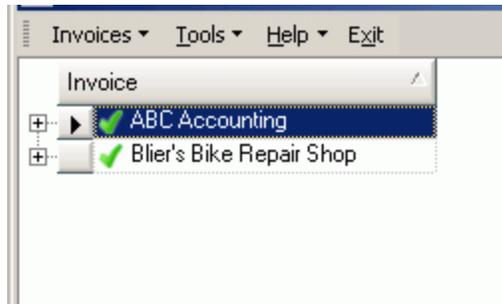
b. Now either right-click and select **Invoice selected items to PeachTree**



c. Or with that that client object indicator selected, select the menu **Invoices -> Invoice selected items to PeachTree**



4. Once all service workorders for a client have been invoiced, the client no longer displays in the list as there are no further workorders for that client to invoice

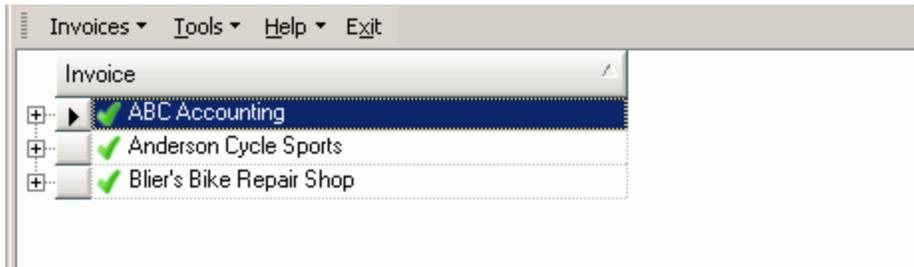


Do be aware because of the PeachTree invoice space limitations, your descriptive text may cause the invoice to span many pages.

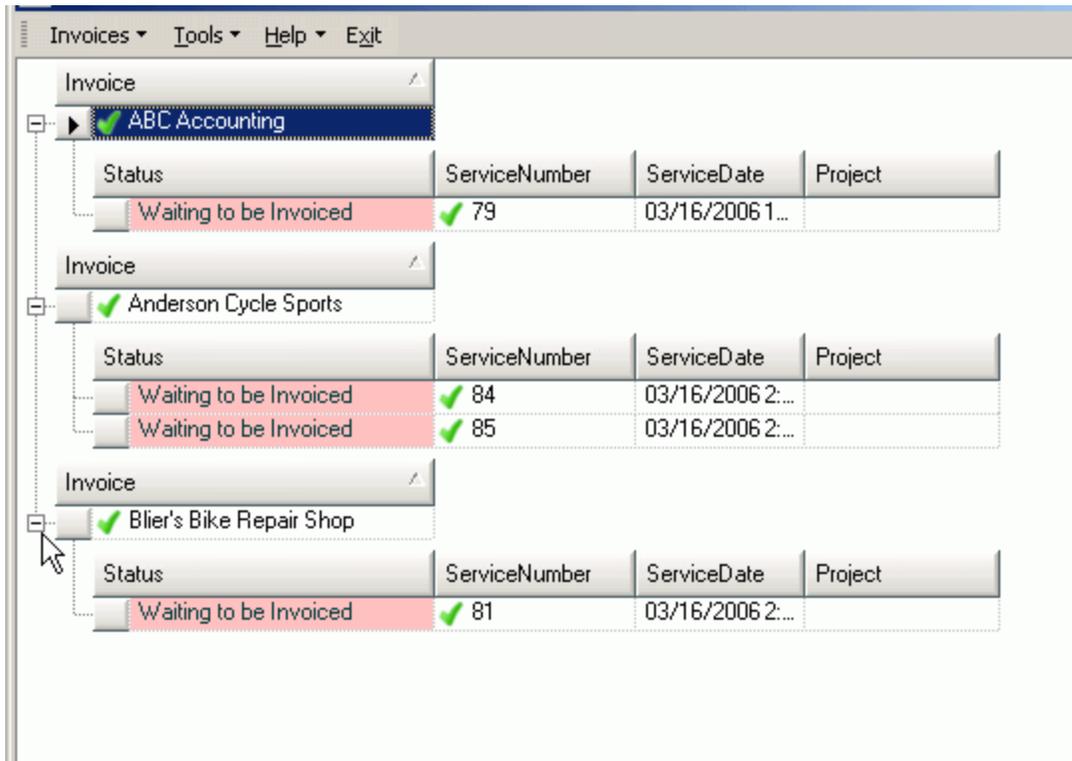
5.13 Invoicing all ready service workorders

If you have a number of service workorders all for different clients ready for invoicing, you can have PTI have PeachTree invoice all workorders at one time into respective invoices.

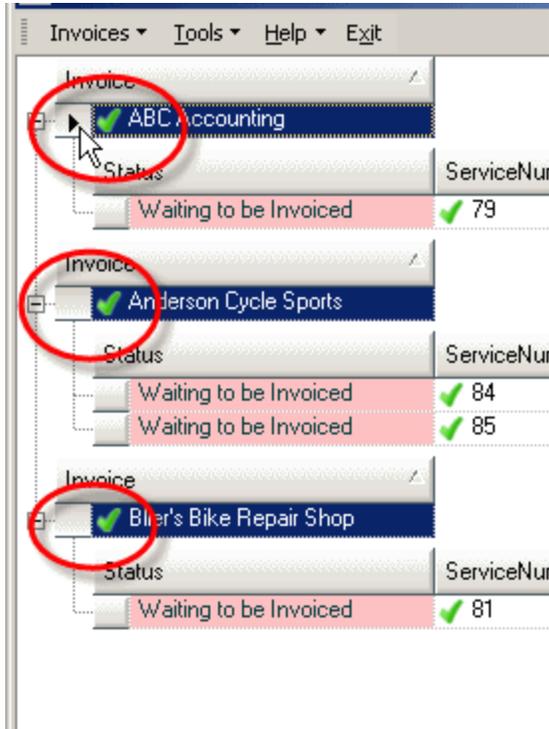
1. In the screenshot below we have service workorders ready to be invoiced for three different clients.



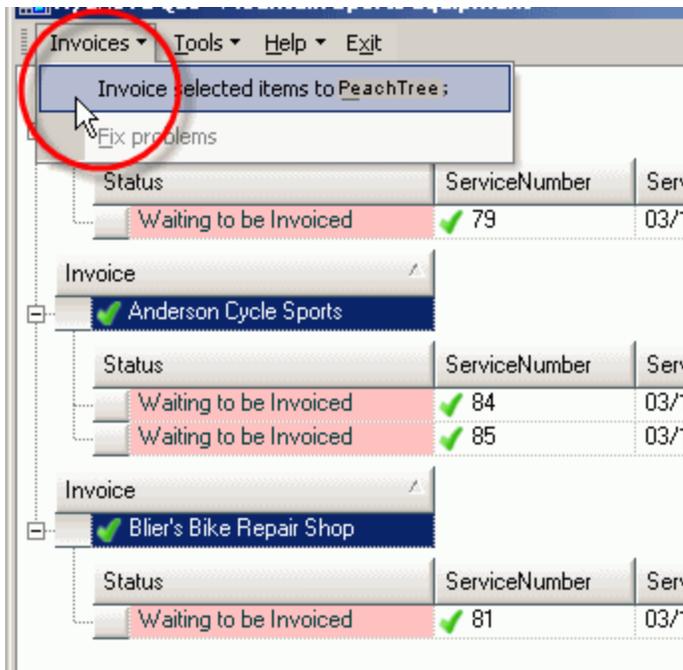
2. If we expand each of the clients, we can see that two of the clients have multiple service workorders to be billed out



3. In our example here, we do want workorders for the same client to be billed on the same invoice, so we will hold the CTRL key from our keyboard and select the object indicator for each of the three clients



4. Now we select the menu Invoices ->



5. There will be **three** invoices created in PeachTree

One invoice for client ABC Accounting that is for the workorder #79

One invoice for Anderson Cycle Sports that is for the workorder #84 **and** for the workorder #85

One invoice for Blier's Bike Repair Shop that is for workorder #81

5.14 What happens after PTI invoices?

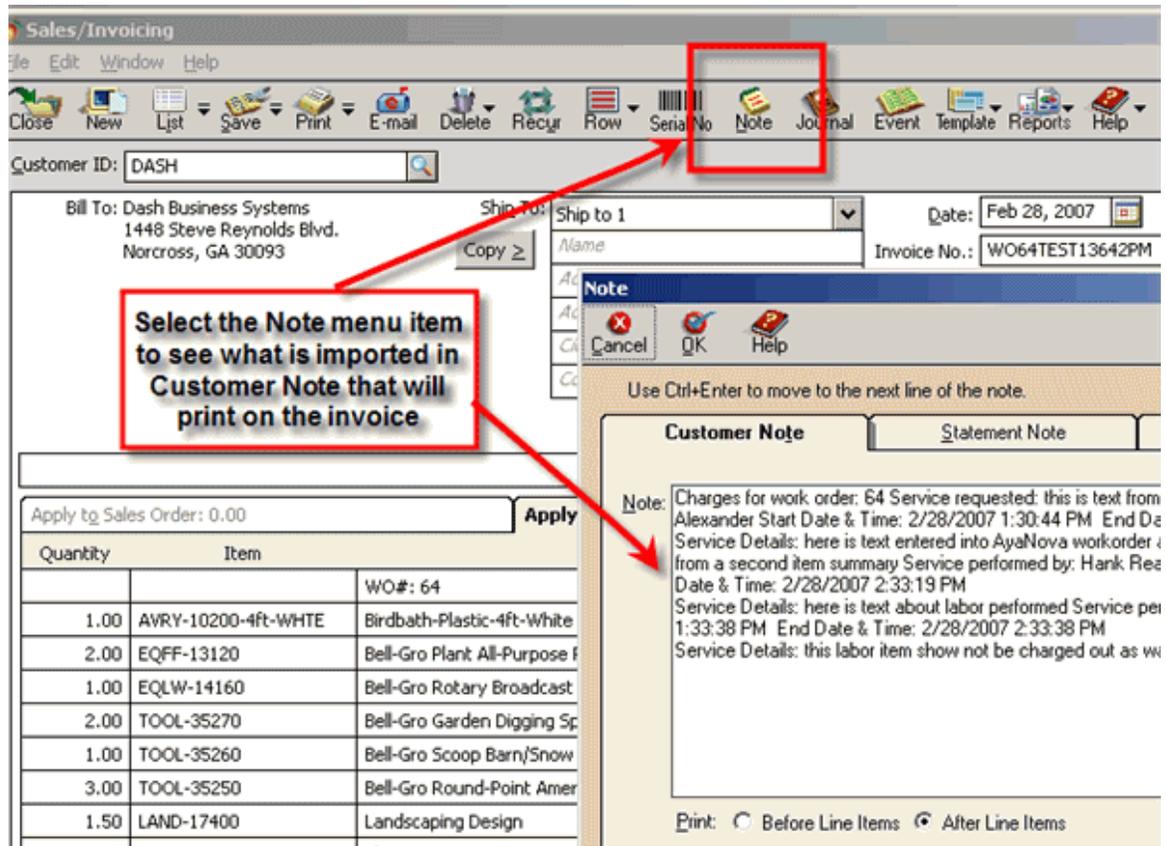
1. PTI display screen:

The listed clients and their billable workorders will no longer display in the list as they have now been invoiced

2. In the PeachTree invoice:

Workorder header descriptive text (if applicable) is placed before any charges
Billable items for that service workorder are than listed

- Parts are listed first, than Service, than Travel, than Expenses, Loans and Outside Service charges.
- If multiple workorder items with the same parts or labor etc, all billable items are billed out individually - for example, if billed out the same labor rate in multiple workorder items in the same workorder, each billable amount per labor item is listed separately
- Additional Descriptive Text set in PTI is than listed for that service workorder (if set to use Descriptive Text) via the Customer Note field
- If multiple workorders billed on the same invoice, than the next workorder billable information is listed starting with workorder header descriptive text if applicable and so on as above - do note that as the Customer Note field is limited in the number of characters, if the descriptive text is more than the characters allowed, than the descriptive text will be cut off from displaying



3. In the AyaNova service workorder:

AyaNova service workorder(s) have the following fields updated

- Workorder Status in the workorder header area is updated to the status set in Preferences for Post billing workorder status
- The Invoice #: field is filled with the PeachTree invoice number
- The AyaNova service workorder is set to the Closed state and can no longer be edited by any user if this is set as a preference in the PTI Preferences. Do note if for some reason you have to unClose a workorder, log in as the AyaNova Administrator to do so. Refer to the AyaNova Help file for details.