



LESSON 12 Exchanging data

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Lesson objectives

In this lesson, you'll learn how QuickBooks financial software handles the data exchanged with Point of Sale. After completing this lesson, you'll be able to do the following:

- List the information that is exchanged between the products during routine financial exchange and the End of Day procedure
- State in which product to enter list information
- Describe the advantages and limitations of detailed document posting
- Describe how Point of Sale and QuickBooks financial software exchange information about sales, returns, and inventory purchases

Learning resources

The following is a list of additional resources that you might find useful in increasing your understanding of the content covered in this lesson.

- Webinar (recorded): *Exchanging data with QuickBooks*
- Learning Center tutorial: *Importing items from QuickBooks*
- Learning Center tutorial: *Connect with QBFS*
- Learning Center tutorial: *Using charge accounts with QuickBooks*
- Learning Center tutorial: *How purchasing/receiving works with QuickBooks*
- Learning Center tutorial: *Sharing data with QBFS*

Exchange data overview

Point of Sale 6.0 is designed for use with QuickBooks financial software: Pro or Premier Editions (2004 - 2007) or Enterprise Solutions (4.0 - 7.0).

QuickBooks POS helps retailers manage their daily retail business, such as sales and inventory-related activities. QuickBooks financial software tracks financial data. Exchanging information between the two programs is referred to as *financial exchange*. Exchanging financial data between QuickBooks and QuickBooks POS can save businesses time by tracking sales activities in QuickBooks POS, and then transferring the resulting data directly into the financial software, eliminating double data entry.

Several options are available to help you customize how the Point of Sale data is transferred to QuickBooks so that it works for a given client's business model and for how they want to report on their retail activities.

Note: In a setup with multiple workstations, financial exchange with QuickBooks must be done from the Server workstation. Also, in a multi-store setup, only Headquarters can exchange data with QuickBooks.

Financial Exchange allows your clients to get the most from the specialized features of each program by splitting key business activities between the programs as shown in the following table.

Activity	Point of Sale (Retail activities)	QuickBooks (Financial activities)
Add and track inventory items	X	
Order and receive merchandise	X	
Ring up sales and collect sales tax	X	
Run sales and merchandise reports	X	
Add customers or vendors	X	X
Track cost of goods and expenses		X
Pay bills and sales tax		X
Invoice customers		X
Process payroll		X
Run financial reports		X
Banking activities		X

What data is shared?

The following table summarizes the data that is shared between the Point of Sale and QuickBooks company files.

Data type	Point of Sale to QuickBooks	QuickBooks to Point of Sale
New and updated customers	X	X
Payments on account	X	
Customer account balances		X
Customer account limits	X	X
New and updated vendors	X	X
Vendor payment terms	X	X
Inventory items		Optional import
Tips, sales receipts, deposits, and sales taxes collected	X	
Receiving vouchers (receipt of merchandise from vendors)	X	
Vendor billing information	Optional	
Inventory adjustments (quantity or cost)	X	
Cash drawer pay-outs	X	
Inventory transfers (Pro Multi-Store)	X	

Only new data or data updated since the last exchange is sent each time Financial Exchange is run.

In addition, each time a Financial Exchange occurs, the QuickBooks chart of accounts, sales tax items/codes/groups, and payment types are read and made available within Point of Sale for selection when mapping (linking) these items between the programs.

The following data is not shared:

- Employees
- Employee hours
- Purchase orders
- (Pro) Customer orders, though deposits taken on customer orders are sent
- (Pro) Employee commissions

If a client has existing purchase orders in QuickBooks, you can manually re-enter them in Point of Sale. Doing so allows coordinated tracking of purchases, better reporting capabilities, and the ability to create receiving vouchers from these purchase orders when the merchandise arrives.

Refer to “Understanding how QuickBooks handles QuickBooks POS data” on page 387 for more information about how various data types are exchanged with QuickBooks.

Installing and preparing QuickBooks for Financial Exchange

To share data between QuickBooks Point of Sale and QuickBooks financial software, you must use a version of QuickBooks that is supported by Point of Sale and have a QuickBooks company data file set up.

When setting up the financial company file in QuickBooks, make sure you have:

- Sales tax turned on (for clients who collect sales tax)
- Inventory turned on
- Created any accounts necessary to match the Point of Sale default chart of accounts used to transfer data (linking to a custom chart of accounts is covered in “Mapping accounts and payment types” on page 380)
- Set the Integrated Applications preferences in the QuickBooks company file so that they do not block communication with Point of Sale

Detailed instructions for installation and preparing QuickBooks are included in the *QuickStart Guide*.

Accessing information about financial data

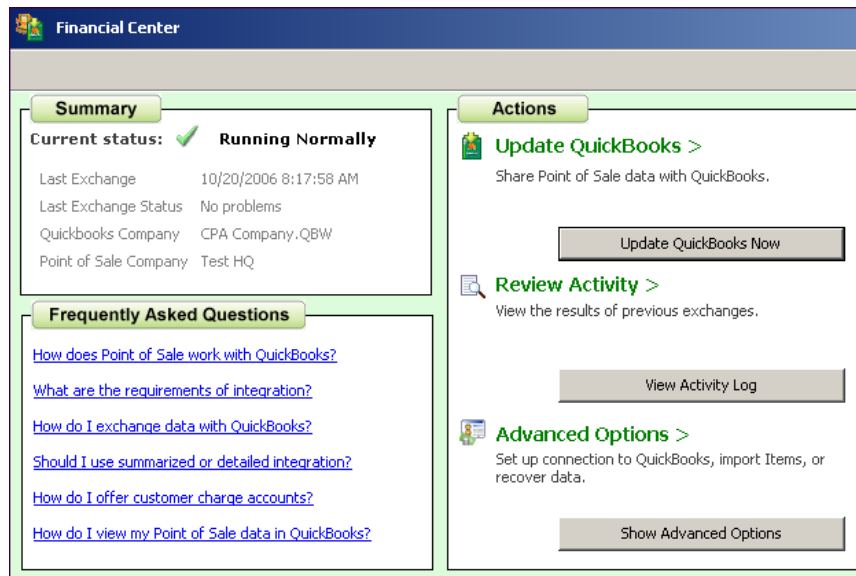
The Financial Center provides a single access point to all activities related to Financial Exchange with QuickBooks as well as a summary of the connection and last completed exchange.

To access the Financial Center:

- From the Financial menu, choose Financial Center.

OR

- Click Financial Center from the Retail Navigator.



From the Financial Center, you can do the following:

- Confirm the connection and last exchange status as well as the names of the company files for both programs
- Initiate a Financial Exchange manually (click Update QuickBooks Now)
- View the Activity Log to see results of previous exchanges
- Set up or modify the connection to QuickBooks
- Import items from QuickBooks
- Recover data (resend for a specified date range) to the QuickBooks company file in the event of a data loss in QuickBooks

The last three options are available after selecting Advanced Options from the Overview page. These activities are detailed later in this lesson.

Connecting to QuickBooks

Assuming QuickBooks has been installed and prepared according to the directions in the *QuickStart Guide*, the QuickBooks Connection Wizard can be used from within Point of Sale to connect the programs.

The connection wizard is automatically launched when a connection is necessary to complete a Financial Exchange task or can be launched manually at anytime from the following areas:

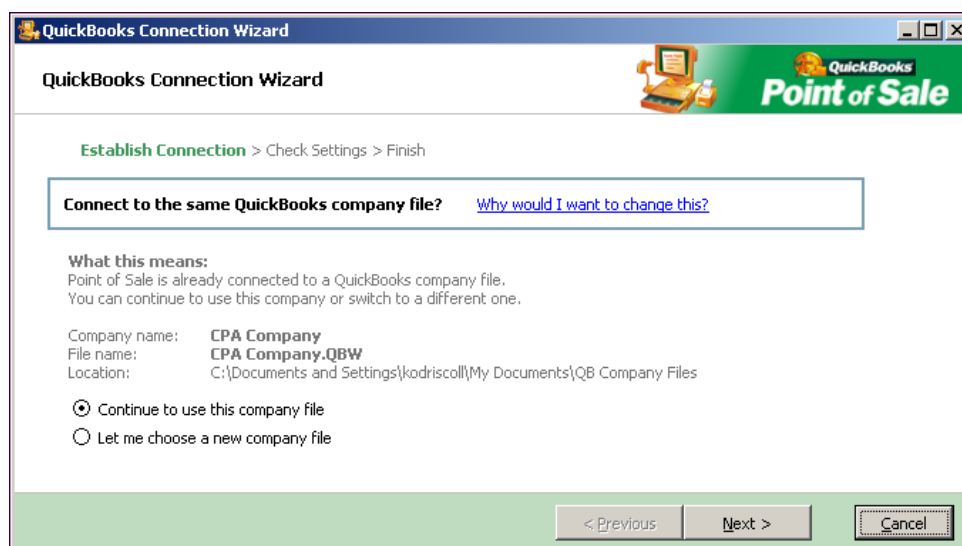
- The Use with QuickBooks page of the Setup Interview (select Setup Interview from the File menu)

- The Financial page of Company preferences (select Preferences, and then choose Company from the Edit menu)
- The Financial Center

To use the connection wizard:

- 1 Start QuickBooks and open your financial company file. Log in as a user with “Admin” rights.
- 2 Switch to Point of Sale and launch the connection wizard from any of the areas described above.

You can use <Alt+Tab> to switch between the programs as necessary during this procedure.



- 3 Follow the wizard’s on-screen prompts until the connection is completed.
- 4 Close the Connection Wizard when finished.

Once the connection has been established, Point of Sale reconnects to the same QuickBooks company file on subsequent exchanges. It is not necessary to run the connection wizard again unless there has been a change in the configuration, such as when moving, renaming, or creating a new QuickBooks company file. The wizard notifies you that it cannot locate the prior file in these cases and prompt you to tell it the new file or location to which you want to connect.

Note: If using the Remote Data Sharing (RDS) option to connect to QuickBooks financial software, you cannot complete Financial Exchanges unless your financial software is running and your financial software company file is open.

Importing QuickBooks data

Data from an existing QuickBooks company file (customers, vendors, and inventory) can be imported to Point of Sale. Importing existing QuickBooks data greatly decreases the amount of data entry that has to happen and reduces the overall setup time.

During the import process, you can specify how the QuickBooks item descriptive fields are populated to the Point of Sale item descriptive fields.

QuickBooks item descriptive fields	Can be populated to one of these Point of Sale fields...
Sales Description	Description 1 (printed on sales receipts) or Description 2
Purchase Description	Description 1 or Description 2
Item Name/Number	Alternate Lookup

Note: In Point of Sale, the names of the Description 1 and Description 2 fields can be renamed to better meet your needs and printed documents customized (Pro) to include the fields you wish.

Active customer and vendor records in QuickBooks are imported to Point of Sale automatically the first time a financial exchange is run. (Records marked as inactive are not exchanged between the two programs.)

Importing inventory items from QuickBooks is optional. Point of Sale displays a reminder each time the Point of Sale Item list is opened.

To import QuickBooks items:

1 Select “Yes, I want to import items from QuickBooks now” when prompted.

OR

Select “Import QuickBooks Items” from the Financial menu or from the Advanced Options page of the Financial Center. You can choose this option any time.

2 In the Item Fields window displayed, specify the item information in QuickBooks to transfer to each Point of Sale item description field.

3 On the Item Selection window, answer “Yes” to import only selected QuickBooks items or “No” to import all QuickBooks items.

4 If importing only selected items, use the Select Items to Import page to specify which QuickBooks items should be imported and then click OK.

If the checkbox to the left of an item is checked, that item is imported.

Keep the following in mind when importing items:

- Imported items should be reviewed in Point of Sale as described in the next section to change department assignments, enter UPC codes if applicable, and add or edit other information not included in the QuickBooks item records.
- The quantity of imported items is zeroed out in QuickBooks and a corresponding general journal entry made to adjust the Inventory Asset account. To balance against these entries, adjustment memos are created in Point of Sale and sent to QuickBooks with the next Financial Exchange so that the inventory value is unchanged. From this point on, quantities of the imported items is tracked in Point of Sale, and transactional documents created in Point of Sale will update the inventory value accordingly as they are sent to QuickBooks.
- Specific item information (quantities, cost, prices, etc.) is not shared between Point of Sale and QuickBooks in routine Financial Exchanges.
- If there are financial software items that were not imported and are not going to be used in QuickBooks POS, track those items in QuickBooks, performing all activities regarding these items—purchasing, receiving, reporting—in QuickBooks.

Reviewing imported data

Point of Sale tracks certain information and offers some features that were not available in QuickBooks, and other information fields, while included in both programs, are handled slightly differently. To take full advantage of Point of Sale features and tracking capability, you should review and make necessary edits to all imported data as described here.

Reviewing imported customers

We recommend you review and edit imported customer records for the following:

- Make sure that the “Use with QuickBooks” checkbox is selected to continue sharing information for imported customers.
- Review and edit customer information fields for price discounts, sales tax handling, notes, and, for Pro users, any custom customer fields you use, as this information can be imported from and shared with the financial software as long as they are named exactly the same in both programs.

Reviewing imported vendors

Non-merchandise vendors, such as utility companies and the agencies to which your client pays sales tax, are stored in the vendor list in QuickBooks. As such, these agencies are imported to Point of Sale as vendors.

Do not delete these vendors in Point of Sale. To remove these vendors from view in the vendor list, select the Inactive checkbox on the vendor records and filter the vendor list to show only active vendors.

You may also want to enter or edit other imported vendor information:

- Vendor web site addresses for one-click access (requires Internet connection)
- Ensure the vendor account number and payment terms are what your client wants applied to purchase orders and receiving vouchers created in Point of Sale
- (Pro) Enter any information for custom vendor fields that may have been set up in Point of Sale, as this information can be imported from and shared with the financial software as long as they are named exactly the same in both programs

Reviewing imported inventory items

The imported items are assigned the following item types in Point of Sale:

QuickBooks item type	Point of Sale item type
Inventory Part	Inventory
Non-Inventory Part	Non-Inventory
Service	Service
Other Charge	Non-Inventory
Assembly	Assembly
Group	Group

Review the entries in the following fields for the imported items in QuickBooks POS and modify them as needed:

QuickBooks POS field	Description
Item Type	Review the assigned item types and modify as necessary.
Department	QuickBooks does not use departments, so all imported items will be assigned to a single department, named "QuickBooks Financial Software." To track and report sales using departments that are more pertinent to your client's business, define new departments and then assign the imported items to them in inventory.
Attribute (default label)	QuickBooks does not have a comparable field. Make entries in this field to further classify items by color, a second size, a pattern, or any other product trait that varies within your client's item groupings.
Size (default label)	QuickBooks does not have a comparable field. If your client's merchandise is categorized by sizes, you can make an entry in this field to facilitate purchasing and reporting.
Price Levels	The price from QuickBooks is placed in the Regular Sales Price field on imported items. Additional price levels, if used, are not calculated for imported items. Manually enter a price or markdown percentage for each price level on the item record, as desired.
Styles (Pro)	To use the styles feature, all items to be grouped into a style must be modified so that they have identical Department and Description 1 fields.
UPC Codes	Enter or scan the item UPCs into the UPC field in Point of Sale inventory to list items on documents by scanning the UPC codes.
QuickBooks Information	Review and edit the QuickBooks accounts (COGS, Income, and Inventory Asset) used when posting item sales data to QuickBooks.
Other Item Fields	Review and edit other Point of Sale item fields to take advantage of features important to your client's business.
Custom Fields (Pro)	Custom field information can be imported from and shared with the financial software as long they are named exactly the same in both programs.

Managing daily financial exchanges

By default, Financial Exchanges are carried out using a pre-defined chart of accounts and payment types that "link" the programs and determine how data is posted to QuickBooks.

Also, with the default configuration, Point of Sale sales and receiving information is sent to QuickBooks in a summarized format that does not include item detail.

If the default accounts and payment types do not exist in QuickBooks, Point of Sale will create them, with a few exceptions where they must be created manually. If one of the default accounts is missing in QuickBooks, the connection wizard displays a message and provides instructions for adding it.

If the default accounts and payment types do not meet your needs, or if you want to send sales and receiving information with item detail, you can customize the Financial Exchange settings so that Point of Sale data is posted to QuickBooks in the manner you prefer.

This section describes:

- How to initiate Financial Exchanges
- How to verify a successful exchange
- How to handle bank deposits in QuickBooks
- How to resolve exchange errors

Initiating financial exchanges

The easiest way to transfer daily Point of Sale data to QuickBooks is to select the Financial Exchange option in the End of Day procedure. The End of Day procedure can be used to perform a number of store closing actions, including settling credit and debit card batches, running a Z-Out Store Close report, backing up data, and exchanging information with QuickBooks.

For complete information on Financial Exchange in the End of Day Procedure, refer to Lesson 9, “Running end of day procedures.”

Running a manual update

Financial Exchanges can be initiated at any time outside of the End of Day procedure. This type of exchange does not differ from that conducted during End of Day; both methods send all data that has not yet been sent to QuickBooks financial software. Retailers might use this feature to do mid-day billings from their financial software and want to be sure that they have up-to-the-minute QuickBooks POS data.

Note: In a multi-store configuration, updates can only be run from the QuickBooks POS Server workstation.

To run a manual update:

- 1 Make sure that QuickBooks financial software is running and the company file is open.
This is not necessary if the Integrated Applications preference has been set to allow QuickBooks POS to log in automatically.
If using RDS, the Server Application AND QuickBooks financial software must be running and the company file open.
- 2 From the Financial menu, select Update QuickBooks.

Verifying the exchange of individual transactions

Point of Sale offers several ways for you to check the exchange status of individual transactions:

- The QB Status field in Point of Sale lists.
- The ability to view linked transactions created in QuickBooks financial software.
- The Financial Exchange activity log, which is especially useful for troubleshooting exchange errors.
- Financial Exchange reports, available from the Report Center.

The QB Status field is available to add to the Point of Sale list for each data type sent to QuickBooks (customers, vendors, sales history, receiving history, adjustment history, and transfer history). This field shows the exchange status of a document:

- **Not Posted**—not yet sent to QuickBooks
- **Completed**—successfully sent to QuickBooks
- **Error**—attempting to send the transaction to QuickBooks resulted in an error
- **Unbilled Purchases**—(vouchers only) merchandise has been received on a voucher but has yet to be billed, document sent to unbilled purchases in QuickBooks.

The Unbilled Purchases entry is displayed only if you have selected to enter vendor billing information in Point of Sale.

Viewing corresponding QuickBooks transactions

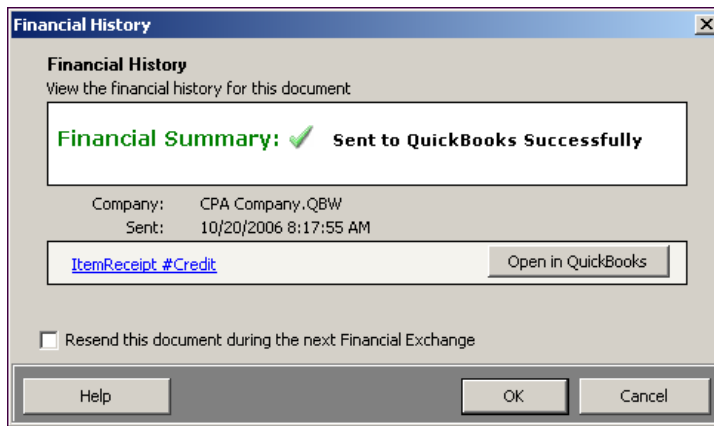
Once an exchange has occurred, you can quickly open QuickBooks and view the corresponding transaction(s) or records by selecting View Financial History from the I Want To menu in Point of Sale lists. This feature is available in the customer, vendor, and all transactional document history lists.

This feature is particularly useful for viewing QuickBooks documents and journal entries when using the detailed item information posting method. If using the default summarized posting method, the corresponding QuickBooks documents are the summarized documents that combine receipts and vouchers by day.

Refer to Chapter 32 of the User’s Guide for instructions to switch to detailed item information posting.

To view a transaction in QuickBooks:

- 1 In the Point of Sale list, highlight the record or document of interest.
 - 2 Select View Financial History from the I Want To menu.
 The Financial History window is displayed, showing the exchange status and containing a link to view the transaction. Note that some documents result in more than one QuickBooks document or entry.
- Click Open in QuickBooks to launch QuickBooks and view a transaction or record.



The window shows the exchange status, as applicable:

For documents:

- **Sent to QuickBooks Successfully**—The document has been sent to QuickBooks
- **Not sent**—The document has not been sent yet
- **Problem sending to QuickBooks**—The document had an error when trying to send it

For customer and vendors:

- **Synchronized with QuickBooks**—Record has been synchronized and no changes have been made on the Point of Sale side
- **Pending Synchronization**—Record has data to be shared with QuickBooks (or it hasn't been shared yet but is flagged to do so)
- **Not shared with QuickBooks**—Customer or vendor is not flagged to be shared with QuickBooks
- **Problem Synchronizing with QuickBooks**—The customer or vendor had a problem exchanging

Other options on this window include (availability depends on status):

- **Resend this record during the next exchange**—Select this checkbox to resend the document during the next Financial Exchange. You might do this if you had to restore an older QuickBooks backup and this document is now missing in QuickBooks.

Note: This may result in the document being listed twice in the financial history window, but the link to the original document will no longer work.

- **Mark this document as successfully sent**—Select this checkbox if you do not want this document sent to QuickBooks during the next Financial Exchange. You might make this choice if you restore a Point of Sale backup that was created before the document was sent to QuickBooks. Sending it again in this case would result in duplicates in QuickBooks.

Note: Resending documents may result in multiple entries in financial history.

If you choose to re-send a document, the Financial History window includes listings for two exchanges to QuickBooks. If you re-sent the document because a restore of an older QuickBooks backup resulted in the document being lost in QuickBooks, then the original link to view the document is no longer functional.

Also, if you change the QuickBooks document in QuickBooks, the link from Point of Sale may no longer function (example: converting an item receipt to a bill).

Refer to the Chapter 31 of the User's Guide for more information and examples of how various data types are handled in QuickBooks.

Handling bank deposits after financial exchanges

With the default exchange configuration, sales payments received in Point of Sale are placed in the following accounts:

Payment type	QuickBooks account
Cash	Cash in Drawer
Check, Credit Card, Debit Card	Undeposited Funds

To perform a bank deposit in QuickBooks once you have completed a Financial Exchange, you need to transfer the funds from the Cash In Drawer account to the Undeposited Funds account.

To transfer the funds:

- 1 From the Banking menu in QuickBooks, select Transfer Funds.

- 2** Select the accounts to transfer from and to.
Normally this would be a transfer from the Cash In Drawer account to the Undeposited Funds account. If you have set up custom account mappings between Point of Sale and QuickBooks, you may need to specify the other accounts that you use.
- 3** Enter the amount of monies to be transferred.
- 4** Save the transfer.
- 5** From the Banking menu, select Deposit.
- 6** Select the items in the list you wish to deposit and click OK.

Resolving exchange errors

If an error occurs during a Financial Exchange, QuickBooks POS displays a message in the Financial Exchange summary window. The first step to resolving the error is to view the error entry in the Activity Log for that exchange.

The Activity Log allows you to review details of data shared between QuickBooks financial software and QuickBooks POS. It summarizes what information has been imported, added, and updated between the two programs.

Viewing the Activity Log

The Activity Log is a useful tool for troubleshooting problems that arise during Financial Exchange and can help you locate problematic data. If an error occurs during Financial Exchange, a message is displayed in the exchange summary window. If you see such a message, click View Activity Log for further details.

Only the last 30 days of active data are stored in the log (days in which no data was exchanged do not count as part of the 30). If data is shared multiple times a day, a separate log entry is made and time-stamped for each. The log contains information regarding the specific document or data that caused the error, which can help you troubleshoot the problem.

To review the Activity Log for errors:

- 1** Select a date from the left side of the window, and, if applicable, a time of day to narrow the entries even further.
To see only the errors in the displayed log, select the Show Errors Only checkbox. Review the error message for clues as to the problem.
- 2** Click a blue hyperlink in an entry, if available, to take you to the corresponding record or transaction in Point of Sale.
- 3** When finished reviewing logs, click Close to exit the window.

To view the Activity Log at other times:

- Select View Activity Log from the Financial menu or from the Financial Center.

Customizing financial exchanges

Point of Sale offers several ways to customize how data is sent to QuickBooks. You can:

- Switch to sending detailed item information on sales and receiving documents and/or account changes
- Map Point of Sale fields to accounts & payment types of your choosing
- Map individual item transactions to Income, Cost of Goods Sold, and Inventory Asset accounts, and departments and stores to sub-accounts, of your choosing
- Change how vendor billing information is handled
- Customize sales tax mapping
- Change the order in which customer names are sent to your financial software

Switching to detailed document posting (Item Information)

By default, sales and receiving documents are sent to QuickBooks in a summarized format. This streamlines Financial Exchange and presents data in a concise format. In most cases, sending summarized data is the most efficient way to transfer data.

If you prefer, you can send these documents with item descriptions for sales charged to customer accounts only, or all receipts and vouchers. Detailed document posting provides:

- The ability to print reports or statements in QuickBooks showing item information (e.g., the specific items sold or received)
- The ability to see individual sales documents in QuickBooks, rather than consolidated documents
- The ability to run reports or do customer mailings with customer information from receipts
- Detailed document posting DOES NOT mean that inventory information (item quantities, costs, etc.) is sent to QuickBooks

We recommend you read the discussion below about the effects of using detailed document posting before making a change in this setting.

To switch to detailed posting of receipts and vouchers:

- 1** In Point of Sale, select Preferences, and then choose Company from the Edit menu.
- 2** On the Financial preferences page, select to whether to send detailed information only for sales charged to customer accounts, or to send detailed information for all receipts and vouchers.
- 3** Click Save.

Important information about detailed posting

Here is how the two formats differ in how they send Point of Sale data to QuickBooks:

Sending with summarized item totals: (default)

- Certain documents are consolidated by day. For example, all receipts paid by cash, credit/debit/gift card, and gift certificate for a particular day are consolidated and sent to QuickBooks as a single receipt for the total amount of sales in each type.
- Sales documents do not list individual items. Instead, items are consolidated by tax code. For example, if you have a tax code called “Tax,” the total amount of all items sold on a document that belong to that tax code are listed under an item called “POS Tax Sales.”
- Item receipts/bills/credits created from vouchers do not list individual items.
- Customer information is not included on consolidated receipts (but is included on an invoice form if the sale was paid by account charge).

Sending with detailed item descriptions:

- Receipts are never consolidated.
- Sales receipts and documents created from vouchers (bills, credits, item receipts) list individual items, including serial numbers, if recorded.
- Receipts include customer information, if the Use with QuickBooks flag is selected in the customer record, regardless of the payment method.

Note: Detailed posting applies only to receipts and to bills/credits and item receipts created from vouchers. If you send detailed data, documents such as adjustment memos are still sent in a consolidated format. Likewise, general journal transactions for vouchers do not show individual items.

(For more information regarding the specific data that is sent to QuickBooks financial software in both summarized and detailed formats, refer to Section VII of the User’s Guide.)

Sending detailed item descriptions for documents using the account payment method:

- Receipts from customer charge account transactions include item and customer information
- All documents that did not involve a charge to a customer account are sent in summarized format.

For more information regarding the specific data that is sent to QuickBooks financial software in both summarized and detailed formats, see Section VII in the User’s Guide.

Inactive items created in QuickBooks for detailed exchanges

Before choosing to send data to QuickBooks in detailed format, consider the following information:

- When using detailed item posting, Point of Sale creates an inactive, non-inventory item in QuickBooks for each item sold or received on Point of Sale documents sent to QuickBooks. It is these inactive items that are listed on the QuickBooks documents created during Financial Exchanges.
- An item is only created once. Subsequent appearances of the item on sent documents will not create another inactive QuickBooks item.
- These items are made inactive, non-inventory items so that they don't show up in the default QuickBooks item list view. This is because they are tracked in Point of Sale, not in QuickBooks, and you should not use them in QuickBooks for other purposes or edit them. These items are meant to be used solely for the purpose of detailed Financial Exchanges.

Note: If you have changed the account mappings in Point of Sale after inactive items have been created in QuickBooks, note that the inactive items cannot be edited by Point of Sale to reflect the new account mappings; however, Point of Sale data will be posted to the new accounts. This is due to a limitation of the exchange process that does not allow editing of the account field of a QuickBooks item after the item has been initially defined. Refer to “Mapping accounts and payment types” on page 380 for more information.

Item list limit in QuickBooks

QuickBooks financial software has an Item list limit, while Point of Sale does not. If a business has a large inventory and uses detailed posting, there is a risk of reaching the maximum number of inventory items allowed in QuickBooks because of the inactive items created.

If you reach the maximum, additional new items (items that do not already have an inactive item created for them in QuickBooks) will be listed on documents in the default, summarized format. To free some space in the QuickBooks item list, delete old or unused items. Refer to your QuickBooks documentation for more information.

Alternatively, Pro and Premier Edition users may wish to consider upgrading to the Enterprise Solutions version, which provides a significantly higher Item list limit.

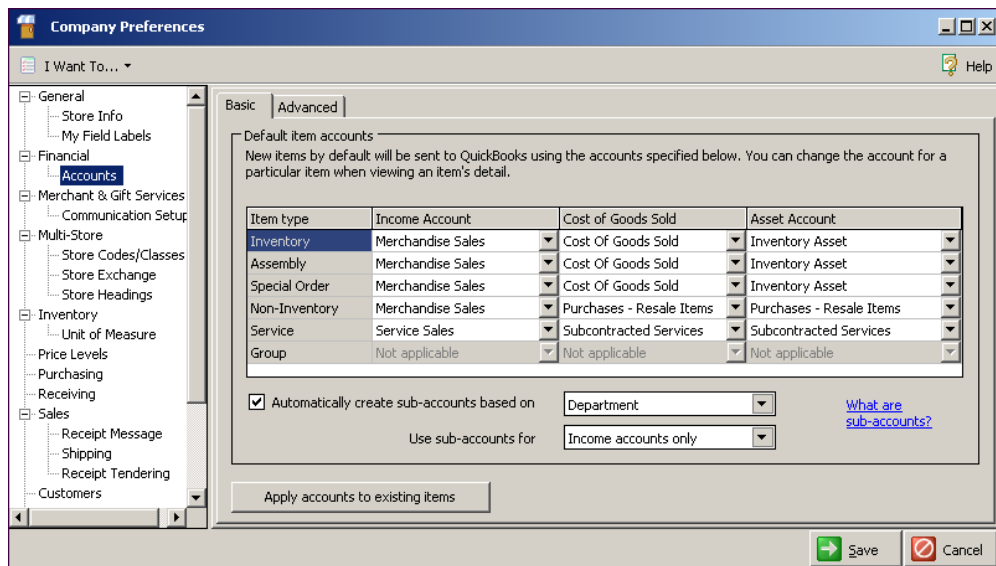
Mapping accounts and payment types

A default set of QuickBooks accounts and payment types are used by QuickBooks POS to post data to QuickBooks financial software. However, you can choose to map custom accounts using the procedures below. Custom accounts and payment types can be mapped for items, documents, and other transferred QuickBooks POS data.

Only the accounts and payment types already defined in the QuickBooks chart of accounts are available for selection here. If necessary, add the accounts and payment types you want to use in QuickBooks before continuing.

To map accounts and payment types:

- 1 From the Edit menu, select Preferences, and then choose Company.
- 2 Select Accounts under Financial on the left of the window.



- 3 On the Basics tab, select a default Income, Cost of Goods Sold, and Asset account for each item type (not all item types use all accounts).
 - Click in a field and then select an account from the drop-down list. All of the QuickBooks accounts are available for selection in each field. The accounts specified here are assigned to new items added to inventory.
 - Change the accounts for individual items in inventory as needed. See “Mapping individual item accounts in inventory” on page 382
 - Specify sub-accounts for department and store information as needed. See “Mapping QuickBooks sub-accounts by department or store” on page 383 for more information.

These changes only affect items added after the changes are made. To apply the changes to existing inventory items, click Apply Accounts to Existing Items. This option globally resets the mapped accounts for all existing items in Point of Sale.

- 4 On the Advanced tab, for each QuickBooks POS field on the left, select an account or payment type from the list in the QB Account column. Scroll through each list to view all of the mapping choices.

All of the QuickBooks account and payment types are available from the drop-down selection lists.

In the future, you can reset the account mappings to the default accounts by selecting Reset to Defaults on this tab.

- 5 Click Save to record the changes and exit preferences.

The updated account mappings go into effect with the next Financial Exchange with QuickBooks.

Note: Generally, Point of Sale does not place limitations on the QuickBooks account types you can map for item Income, COGS (costs), and Asset amounts, with exceptions as listed below. There is the same freedom in account usage as in QuickBooks.

Exceptions: You cannot map item income to Sales Tax Payable, Accounts Payable, Accounts Receivable, Undeposited Funds, or Non-Posting account types.

Mapping to accounts other than income, COGS, and asset types may produce unusual results, but can be beneficial. For example, you may want to map costs associated with Point of Sale service and non-inventory items to an expense account if you pay an outside vendor for those services.

Mapping individual item accounts in inventory

The item account mapping preferences set above are assigned to new items as they are added to inventory. This increases the efficiency with which you can add a new item. However, there may be circumstances under which you want individual item sales and costs to be posted to accounts other than the defaults.

Use the following procedure to assign different QuickBooks COGS and Income and Asset accounts on an item-by-item basis.

To map an individual item to different QuickBooks accounts:

- 1 From the QuickBooks POS item list, highlight the item you are changing and then click Edit Item.
- 2 Select the Additional Info tab on the item form.
- 3 Select new accounts from the drop-down lists.
- 4 Click Save.

The new account mappings go into effect during the next conducted Financial Exchange with QuickBooks.

Note: If you have changed the account mappings in Point of Sale after conducting Financial Exchanges, the inactive items that have been created in QuickBooks for posting cannot be edited by Point of Sale to reflect the new mappings. However, Point of Sale data is posted to the correct (new) accounts. This is due to a limitation of the exchange process that does not allow editing of the account field of a QuickBooks item after the item has been initially defined.

Mapping QuickBooks sub-accounts by department or store

If desired, you can map to QuickBooks financial software sub-accounts according to department. Select Accounts from the Financial category in Company preferences.

To automatically create sub-accounts:

- Select the “Automatically create sub-accounts based on” checkbox.

When this option is turned on, default item accounts are appended with sub-accounts. For example, a service item might normally default to the “Sales:Service” income account based upon its type, but when assigned to the Clothing department it would be defaulted to “Sales:Service:Clothing.”

The image shows a software interface with a checked checkbox labeled "Automatically create sub-accounts based on". To its right is a dropdown menu currently showing "Department". Below this, there is a label "Use sub-accounts for" followed by another dropdown menu currently showing "Income, COGS, and asset".

The first sub-account options are:

- Department (default)
- Store, then department (multi-store only)
- Department, then store (multi-store only)

When store and department are used, they are each a level of hierarchy (stores under departments or departments under stores).

The second sub-account options are:

- Income, COGS, and asset
- Income accounts only

These determine whether the sub-accounts will be created for all accounts (income, COGS, and asset) or just for income accounts (the default).

When sub-accounts are being used, this is indicated in the item record.

Changing how vendor billing information is handled

You can enter vendor billing information for merchandise purchases in QuickBooks or on receiving vouchers in Point of Sale. With either option, you actually pay the vendor bills in QuickBooks. This setting controls how the vouchers created in Point of Sale become a bill in the QuickBooks Accounts Payable account.

Note: See “Verifying vendor billing settings” on page 76 for important information about how this setting changes when upgrading QuickBooks POS.

To change where vendor billing information is entered:

- 1** From the Point of Sale Edit menu, select Preferences, and then choose Company.
- 2** On the Receiving preferences page, select the checkbox to “Enter Billing Information in Point of Sale” or clear the checkbox if you want to enter billing information in QuickBooks.
- 3** Click Save.

Entering billing information in QuickBooks

If you elect to enter billing information in QuickBooks, use this option to handle all vendor billing tasks in QuickBooks. This is the default setting for new Point of Sale users.

- The vendor billing fields (payee, terms, bill date, invoice/reference #) are not available on the voucher form in Point of Sale
- All vouchers are sent immediately to QuickBooks as item receipts
- When the billing information is received from the vendor, enter it in QuickBooks and the item receipt is converted to a bill in Accounts Payable

Note: QuickBooks 2005 - 2007 work as described above. If your client is using QuickBooks 2004 or earlier, vouchers cannot be posted to QuickBooks as item receipts as described. If clients are using QuickBooks 2004 or earlier and choose to enter billing information in QuickBooks, vouchers are always sent as bills. Manually change the bill to an item receipt, and then apply payment to it by clearing the Bill Received checkbox at the top of the bill.

If the vendor billing information received and entered in QuickBooks includes charges or adjustments not entered on the original voucher in Point of Sale, such as a freight charges, discounts, or fees, there will be a difference between the documents in the two programs unless you also edit the voucher in Point of Sale to add these items.

Entering billing information in QuickBooks POS

Entering billing information in Point of Sale is the default setting if you have upgraded from QuickBooks Point of Sale Version 4 or earlier. If you’ve updated from Version 5, the settings from that version are retained.

- The vendor billing fields (payee, terms, bill date, invoice/reference #) are added to the voucher form in Point of Sale.
- When the billing information is received from the vendor, edit the voucher to enter the billing information along with any freight charges or fees.
- Receiving vouchers are sent to QuickBooks in different ways, depending on whether billing information (Invoice/Ref#) has been entered:
 - If billing information is received and entered when the voucher is created, the voucher is sent directly to Accounts payable as a bill.
 - If billing information has not been entered, the voucher is sent to the Unbilled Purchases liability account. When billing information is entered later in Point of Sale, the voucher is sent a second time as a bill to Accounts Payable and removed from the Unbilled Purchases account.
 - If the Already Paid checkbox is selected, whether billing information is entered or not, the voucher is sent as an item receipt. This option can be used, for example, if the merchandise has been prepaid for with a credit card or cash.

Customizing sales tax mappings

Sales tax amounts collected in Point of Sale are sent to QuickBooks according to the sales tax mappings specified for each Point of Sale tax code used. Tax codes and the QuickBooks tax mappings used by Point of Sale are defined on the Sales Tax page of Company preferences.

In order to post sales tax properly in QuickBooks, there must be corresponding tax items and codes in QuickBooks. Point of Sale automatically creates these items and codes in QuickBooks, if necessary.

In some circumstances, such as when your client wants to use sales tax groups in QuickBooks, you may want to set up your client's own sales tax groups in QuickBooks and then map Point of Sale's tax codes to those tax groups. Point of Sale cannot automatically create sales tax groups in QuickBooks.

To custom map sales tax to QuickBooks:

- 1** In Point of Sale, select Preferences from the Edit menu, then choose Company.
- 2** In the left panel, click Sales Tax.

- 3 Click Edit Tax Code or Add Tax Code as appropriate.
The Edit Tax Code wizard opens.

Edit Tax Code

Enter Tax Code information
Use Tax Codes to calculate the sales tax for different types of merchandise or services.

Tax Code Name

Enter a code and name for this tax code. This name will be used on all documents and reports.

Tax Code: (max. 3 characters)

Tax Code Name:

Tax Code Mark

You can optionally assign a 1-character "mark" to identify items sold with this tax code.

Printed "Mark": (max. 1 character)

Example printed receipt with mark:

DESCRIPTION	QTY	PRICE	EXT PRICE
Sweatshirt	1	\$ 21.99	\$ 21.99 T

Help < Back Next > Cancel

- 4 Enter tax code information and rates on the first two pages of the wizard
- 5 On the third page of the wizard, select the QuickBooks tax item/group and tax code from the drop-down lists, OR leave these fields blank and Point of Sale will map to or create tax items and codes of the same name in QuickBooks.
If this same tax code already exists in other Point of Sale tax locations and you want to apply the same changes, repeat the steps to edit the tax code in each location.
- 6 Select Save.

Changing the order in which customer names are sent to QuickBooks

Point of Sale and QuickBooks both have First and Last name fields for customers. However, QuickBooks also has a full Customer Name field.

If the full name field in QuickBooks has been edited to be in a different order than the default, you can change this setting in Point of Sale so full customer names are sent in the same manner.

This setting affects how customer name is sent to this field

These fields are the same in both programs.

Sample QuickBooks Customer Record

To change the customer name order:

- 1 In Point of Sale, select Preferences, and then choose Company from the Edit menu.
- 2 On the Financial preferences page, select one of the three name order options:
 - <last>,<first>
 - <first><last>
 - <title><first><last>
- 3 Click Save.

Understanding how QuickBooks handles QuickBooks POS data

This section provides detailed information and examples of how QuickBooks handles Point of Sale data. Unless indicated otherwise, these examples assume you are using the default chart of accounts and summarized posting.

To view a specific record, transaction, or document created in QuickBooks that corresponds to a Point of Sale record or transaction, refer to “Verifying the exchange of individual transactions” on page 374.

Sales and return receipts

Sales receipts in QuickBooks POS are sent to QuickBooks financial software as follows:

- **Cost of Goods Sold**—A general journal transaction is created in QuickBooks.
 - If using summarized posting, a single receipt is created for the cost of goods sold for the day.

- If using detailed item posting, a single journal entry is created with a separate line item for each QuickBooks POS transaction. This make it easier to reverse out a specific change if necessary.

The Point of Sale receipt number is added to the memo line.

- **Sales receipts paid by cash, credit/debit card, and gift certificate are exported as sales receipts**—If you send summarized data to QuickBooks financial software, one sales receipt is created in QuickBooks financial software listing all cash, credit/debit card, and gift certificate transactions per day.

Note the following about this summarized receipt:

- Both the sales tax and total at the bottom of the receipt are \$0. This is because QuickBooks POS Items (in the item column) are used to allocate the sales amounts to various accounts and balance the receipt before subtotaling.
- In this example, these QuickBooks POS items affect the following accounts (using default chart of accounts):

POS Item	QuickBooks Account (Type)	Increase/Decrease
POS Sta Sales	Sales: Merchandise (Income)	Increased
POS Subtotal	n/a	n/a
State Tax	Sales Tax Payable (Liability)	Increased
POS Cash	Cash in Drawer (Bank)	Increased
POS VISA	Undeposited Funds (Bank)	Increased

- “POS Sta Sales” corresponds to taxable sales using the State Tax code. If you use multiple tax codes, each one used on this date is broken out as a separate item.
- If you sell different item types (service, non-inventory, etc.) you may see multiple entries of the same tax code sales, each reflecting the account mappings of the various item types, so that item sales are allocated to the appropriate accounts.
- Debit, or gift payments, if included in the daily sales, would also result in increases in the Undeposited Funds account.

If you send documents with item detail, each Point of Sale receipt creates a corresponding individual document in QuickBooks with the specific items and customer listed (if customer record set to exchange).

- **Sales receipts paid by check are exported as sales receipts**—These receipts are never consolidated with other transactions, even if you are sending summarized data.
- **Sales receipts paid by charge to account are sent as invoices**—These invoices are never consolidated with other transactions, even if you are sending summarized data. Sending detailed information allows you to send statements to customers from QuickBooks showing the specific items purchased.

- **Return receipts are exported as credit memos**—If you send summarized data to QuickBooks, a single credit memo is created listing all return receipt transactions for cash, check, credit/debit/gift card, and gift certificate, per day. Since cash and card amounts are totaled per day, these payment types will only appear on a credit memo if the total amount paid in for cash or a particular credit card type (VISA, MasterCard, etc.) is negative. Return receipts that credit a customer’s account are always sent to QuickBooks as an individual credit memo. If you send detailed data to QuickBooks, each return receipt creates an individual, corresponding credit memo.

Keep the following notes in mind about sales and return receipts:

- By default, discounts are incorporated into the net price of the items sent to QuickBooks financial software. The net price is the original price of the item minus any line item discount and the proportional amount of any global discount. If you prefer, discounts can be handled by sending separate original price and discount amounts. This setting is changed on the Financial page of Point of Sale company preferences.
- If a receipt paid by check or charge to account also contains other payment types (cash, credit card, etc.), those payments will appear on the same receipt or invoice created in QuickBooks.
- If the daily returns for any of the summarized payment types (check, credit card, gift) exceed the daily sales for that payment type, then the daily summarized sales are posted as a credit memo and an invoice instead of as a separate sales receipt and credit memo. This is due to one or more of the following limitations in QuickBooks documents:
 - The QuickBooks POS payment types used by Point of Sale to balance documents cannot be positive on a sales receipt (thus the credit memo/invoice combination is used)
 - Negative document total is not allowed
 - Negative sales tax total is not allowed
- If new items are added to inventory while receipts are being created, but not assigned an item cost, you may need to periodically make a manual adjustment to the inventory value in QuickBooks. This action transfers sales data to QuickBooks but does not make an adjustment in the Cost of Goods Sold (COGS) account because the items sold have a \$0 cost at the time of sale.

Payments on account

Payments on account taken in Point of Sale result in the creation of one of the following documents in QuickBooks:

- Customer payment—if paid by cash, check, credit card, or debit card
- Credit memo—if paid by gift card or gift certificate (this is unusual)

In QuickBooks, apply the payment or credit to open invoices for the customer, so that corresponding account balances are updated.

If the Receive Payments preference in QuickBooks (located under Sales & Customers Company preferences) is set to “Automatically Apply Payments,” the customer payments are applied to open invoices following QuickBooks rules. If this preference is not selected, you must manually apply the payments.

Gratuities (tips)

Tips on non-cash transactions are sent to the Employee Tips Payable account. When the tips are paid to the employee using the Point of Sale Pay-Out feature (see below), this account is decreased by the amount paid.

Cash drawer pay-outs

Pay-outs are sent to QuickBooks as general journal transactions against the account specified when the pay-out was created in Point of Sale.

If a pay-out is used to pay tips to employees, choose the Employee Tips Payable account.

Receiving vouchers

Receiving vouchers can be sent to QuickBooks in a variety of ways depending on where you elect to enter vendor billing information. Refer to “Changing how vendor billing information is handled” on page 384 for more information about setting this option.

- If you enter vendor billing information in QuickBooks, receiving vouchers are always sent to QuickBooks as item receipts to Accounts Payable. When the bill arrives and you enter the information in QuickBooks, the item receipt is converted to a bill.

QuickBooks 2005 - 2007 work as described above. If your client is using QuickBooks 2004 or earlier, vouchers cannot be posted to QuickBooks as item receipts as described. If clients are using QuickBooks 2004 or earlier and choose to enter billing information in QuickBooks, vouchers are always sent as bills. Manually change the bill to an item receipt, and then apply payment to it by clearing the Bill Received checkbox at the top of the bill.

- If you enter vendor billing information in Point of Sale, receiving vouchers are sent to QuickBooks in different ways, depending on whether billing information (Invoice/Ref#) has been entered:
 - If billing information is received and entered when the voucher is created, the voucher is sent as a bill to Accounts Payable.
 - If billing information has not been entered, the voucher is sent as a general journal transaction and posted to the Unbilled Purchases liability account.

When billing information is entered later in Point of Sale, the voucher is sent a second time as a bill to Accounts Payable and removed from the Unbilled Purchases account, and the QB Status becomes *Complete* once the voucher is sent with an Invoice/Ref #.

- If the Already Paid checkbox is selected on the Point of Sale voucher, whether billing information is entered or not, the voucher is sent as an item receipt. This option is typically used if the merchandise has been paid for prior to or at the time of receipt. You will have to manually apply the previous payment to the document in QuickBooks.
- If the voucher has a negative total and no billing information has been entered, the voucher is sent as a bill. This scenario would suggest that a vendor return was made on a receiving voucher. The Invoice/Ref # field will be auto-filled with an entry of "Credit" and the invoice date will be set to match the voucher date when posting to QuickBooks. This type of voucher cannot be edited later to add an Invoice/Ref # (a manual adjustment would have to be created, if necessary).

Fees, freight, and discounts on vouchers

If a voucher with fees, freight and/or discounts is sent as a general journal transaction (in other words, the voucher does not have an Invoice/Ref# number recorded on it), the fees and discounts are not taken into account on the journal entry. Instead, the final bill sent to QuickBooks once an invoice for the voucher has been received is adjusted to reflect any fees or discounts. If spreading fees, freight and discounts, this affects item costs.

Detailed item information

If you send detailed item information to QuickBooks, individual items are listed on the item receipt, bill, or vendor credit created in QuickBooks. However, information on General Journal transactions created for vouchers never shows individual items.

Return vouchers

When return or reverse vouchers are sent, a Vendor Credit is created in QuickBooks.

When a return or reversed voucher is sent to QuickBooks after the original voucher was sent during a previous Financial Exchange, the Vendor Credit is not automatically applied to the Vendor Bill that was previously created. This must be done manually in QuickBooks. Select Pay Bills from the Vendor menu and apply the credit to the applicable Vendor Bill.

If you are recording billing information in Point of Sale:

- If you enter vendor billing information in Point of Sale and the Invoice/Ref # field on the voucher does not have an entry when sent, then it is auto-filled with "Credit." If it does have an entry, that entry is carried to the QuickBooks Ref. No. field.

- If you do not enter billing information in Point of Sale, the Ref. No. field on the QuickBooks credit memo contains an entry of “Paid.”

Adjustment memos

Memos are shared with QuickBooks financial software as General Journal transactions. A single journal transaction is made for the accumulated inventory adjustments for each day.

Many activities in Point of Sale result in the creation of adjustment memos, and thus a general journal transaction in QuickBooks:

- Manually editing an item’s average unit cost or quantity
- Updating a physical inventory
- Building or breaking assembly items
- Deleting an item with an on-hand quantity

Customers

New and edited customer records are always exchanged between QuickBooks POS and QuickBooks if the “Use with QuickBooks” flag is set on the customer record.

Customers’ account balances are adjusted to reflect any charges on account made in Point of Sale. The charge is added to the customer’s Current Balance in QuickBooks upon exchange. Payments on account can also be made in QuickBooks; account balance information in Point of Sale is overwritten with any differing information from QuickBooks during Financial Exchange.

If you wish to adjust a customer’s credit limit, this can be done from within Point of Sale or within QuickBooks. The most recent edits between the two programs are reflected in both programs upon the next Financial Exchange.

Note: Occasionally, you may end up with the same customer with two records in Point of Sale. This occurs, most likely, when two associates enter the same customer with slightly different name spellings. The Merge Customers feature in Point of Sale can be used to combine the duplicates into a single record. When merging customers in Point of Sale, you also have the option to delete or make inactive the duplicate in QuickBooks. See “Merging duplicate customers” on page 205 for more information.

Exceeding customer account balances (multi-store)

Customers’ balances are not updated immediately in Point of Sale at all store locations to reflect new account sales or payment on account. The customer’s balance information is communicated between stores during a Store Exchange. Because of this, a customer could possibly exceed his/her account limit by making multiple purchases on account at different store locations.

For example, say a customer had a \$100 credit limit. The customer charges \$60 on one receipt, then goes to another store locations and charges \$50 on a second receipt in Point of Sale before a Store Exchange occurs. The second charge is allowed in Point of Sale because the customer's balance at the second store has not yet been updated to reflect the first charge.

- Upon receiving both receipts at Headquarters, the second receipt will cause an error upon sending to QuickBooks; the posting of this receipt will not be allowed because it would cause the customer's balance to exceed his credit limit. In this case, the receipt must be reversed in Point of Sale, or the Credit Limit field edited to a higher amount, in order for the receipt to be posted successfully on the next exchange.

Vendors

New and edited vendors are normally shared between QuickBooks POS and QuickBooks. The exceptions to this are:

- Vendors flagged as inactive in both programs are not exchanged.
- If you check the inactive flag when initially adding a new vendor in QuickBooks POS, that vendor will not be sent to QuickBooks. However, if you list the inactive vendor on a voucher, when that voucher is exchanged, the vendor will be created in QuickBooks.

Note: If you find duplicate vendor records in Point of Sale, use the Merge Vendors feature to combine the duplicates into a single record. For more information, see "Merging duplicate vendors" on page 102.

Vendor payment terms

Vendor terms are used to calculate when a bill is due and what (if any) discount percentage should be applied to the bill.

The default vendor terms defined in QuickBooks are automatically populated to the vendor record in Point of Sale. Changing the default terms in either program updates the other with the same change.

If you are entering vendor billing information in Point of Sale, adding different terms to a voucher in Point of Sale will add those terms to QuickBooks on the next exchange. The new terms will also be carried to the bill created in QuickBooks. Changing the terms on an individual document does not update the default terms specified in either program.

Customer order deposits (Pro)

Although customer orders created in Point of Sale are not sent to QuickBooks, deposits and deposits used as payment create either sales receipts or invoices in QuickBooks, depending on the payment type.

Deposits taken

Deposits taken on customer orders are recorded on sales receipts in Point of Sale and sent to QuickBooks in the same manner as other sales receipts.

If you send summarized data to QuickBooks, customer order deposits taken by cash, credit card, or gift certificate/card appear on the consolidated sales receipt for the day, and the amount of the deposit is added to the consolidated total for the appropriate payment type(s) and the POS SO Deposit item, which increases the Unearned Revenue liability account.

Note that while these deposit receipts show a link in Point of Sale to the general journal transaction created for the day in QuickBooks, they in fact do not affect the Cost of Goods Sold or Income Asset accounts since the items on a customer order are not actually sold when a deposit is taken.

A customer order deposit paid by check or charge on account is always sent to QuickBooks as an individual sales receipt or invoice, respectively. No general journal entry is created for these transactions.

If you send detailed information to QuickBooks, deposits are sent as their own receipt (cash, check, credit card, gift certificate) or invoice (charge to account). Since the items on the order have not yet been sold, the individual items listed on a customer order do not appear on the documents created in QuickBooks and no general journal entry is made.

Deposits applied to sales

When customer order deposits are applied to the final sales receipt in Point of Sale (to actually sell the items), the new sales receipt is sent in the same manner as other sales receipts and a general journal entry is made to reflect the effect on Cost of Goods Sold and Inventory Asset Accounts. The Customer Deposits (liability) account is decreased by the amount of the deposit used.

If you send summarized data to QuickBooks, deposits used that were originally paid by cash, credit/debit/gift card or gift certificate appear on the consolidated receipt for the day. Sales Order deposits used on receipts paid by check or charge to account will appear on the corresponding receipt or invoice created in QuickBooks.

If you send detailed information to QuickBooks, deposits used appears on the individual corresponding sales receipt (cash, check, card, gift certificate) or invoice (charge to account) created in QuickBooks.

Transfer slips (Pro Multi-Store)

A transfer of merchandise between stores does not result in any net change in inventory value, it only records the physical location of the merchandise. However, if freight charges are entered on the slip or if you have elected to track stores by class in QuickBooks, transfer slips are sent and create a general journal transaction to update the store Inventory Asset accounts accordingly.

Freight charges are posted to the Freight In and POS Inventory Adjustments accounts and, if tracking stores by class, the Inventory Asset accounts for each store class are updated.

Recovering QuickBooks data

If a QuickBooks financial software data file is damaged or lost, you can try to restore it from recent backups. However, performing a backup from an outdated file could cause the loss of sales data that has been regularly sent from QuickBooks POS to QuickBooks. The Recover QuickBooks option allows you to resend point-of-sale data to QuickBooks.

This feature should be used only in the following two situations:

- QuickBooks data is corrupted and there is no backup or an outdated backup.
- You start a new QuickBooks company file and want to populate it with QuickBooks POS data.

Recover QuickBooks provides a way to specify a date range and send all data from this range, whether or not previously sent, to QuickBooks.

Note: If you use this feature for any purpose other than specified above, you may overwrite important information or create duplicate entries in the company file.

The Recover QuickBooks option is only available from the QuickBooks POS Server workstation. Try to restore QuickBooks data from backups before using the recover procedure.

Depending on the size of the database, the date range you specify, and your computer speed, the data recovery process may take a considerable amount of time to complete. Once started, the process must be allowed to complete. Errors may result in duplication or missed records if you attempt to stop and restart the process.

Note: If you are unsuccessful restoring the QuickBooks data file, you should contact Intuit technical support for data recovery assistance. There may be a fee for this service.

To recover from a total QuickBooks financial software data loss (no backup):

Use the steps below if you have been unable to restore QuickBooks data and/or have started a new company file. All vendors, customers, and transactional data within the specified date range will be sent.

- 1** Follow the QuickBooks Integration section of the *QuickStart Guide* to prepare the new company for Financial Exchange before selecting Recover Quickbooks.
- 2** From the Financial menu in QuickBooks POS, select Recover QuickBooks.
- 3** Read the Recovery warning, and then click Continue.
- 4** Select a date range as far back as you would like to resend point-of-sale data to the new company file (typically, the date when you or your client first started using QuickBooks POS).
- 5** Type Yes to confirm the recovery.
- 6** Click Continue to start the exchange.

To recover if QuickBooks backup is out of date:

This situation means that you have an intact QuickBooks company file but recent sales activity has been lost due to the backup being outdated. Restore from the QuickBooks backup first, then use the Recover QuickBooks option in QuickBooks POS to send only the data and transactions from the first day *after* the date of the QuickBooks backup file through the current date.

For example, it is March 1. The company file is damaged, and the most recent QuickBooks backup is from February 27:

- 1** Restore QuickBooks from the February 27 backup.
- 2** From the Financial menu in QuickBooks POS, select Recover QuickBooks.
- 3** Read the Recovery warning, and then click Continue.
- 4** Specify a beginning date of February 28 and an ending date of March 1.
- 5** Type Yes to confirm the recovery.
- 6** Click Continue to send the data within the specified dates to QuickBooks.
- 7** Resume routine End of Day Financial Exchange procedures.

Using remote data sharing

Financial Exchange typically happens with both QuickBooks POS and QuickBooks installed on the QuickBooks POS Server workstation. However, if your client has a network configuration with QuickBooks installed on a different computer, it is still possible to share data using *remote data sharing* (RDS). Remote data sharing allows a user to share data over a network using the RDS Server and the RDS Client applications.

Note: The RDS utility is developed separately from Point of Sale and while it does provide additional security, due to the complexity of its operation it is recommended only for more technically savvy users.

For more information about RDS, see Chapter 29 of the User's Guide. Specific instructions for installing the RDS applications are available in Appendix E of the User's Guide.

On your own exercises

On your own exercises are designed to provide you with an opportunity to practice some of the tasks and procedures covered in the lessons.

Typically, on your own exercises are performed in Practice Mode in QuickBooks POS. Since exchanging data between QuickBooks POS and QuickBooks is not possible in Practice Mode, there are no exercises for this lesson.

Please refer to Chapters 29-32 of the User's Guide if you have additional questions about exchanging data between QuickBooks POS and QuickBooks.

Review questions

- 1** Information about which of the following is regularly exchanged between QuickBooks POS and QuickBooks during Financial Exchange?
 - a** Inventory items
 - b** Purchase orders
 - c** General company information
 - d** Vendors

- 2** Information from which of the following documents is NOT exchanged between QuickBooks POS and QuickBooks?
 - a** Purchase orders
 - b** Paid outs
 - c** Receiving vouchers
 - d** Return vouchers

- 3** When offering purchase on account, in which product do you define customer credit (account) limits?

- 4** When you export a return receipt from QuickBooks POS, what type of document is created in QuickBooks?
 - a** Sales Receipt
 - b** Credit Memo
 - c** Invoice
 - d** None of the above

- 5** How are adjustment memos from QuickBooks POS handled in QuickBooks?

- 6** True or False: You can adjust a customer's credit limit from within QuickBooks POS.

- 7** What two types of documents are created in QuickBooks when a customer pays off a charge on account?

- 8** When using detailed posting, inactive, non-inventory items are created in QuickBooks for every individual item listed on QuickBooks POS receipts and vouchers. These items include which of the following QuickBooks POS information:
- a** Alternate Lookup
 - b** Attribute
 - c** Size
 - d** All of the above
- 9** When using the detailed posting format, which of the following documents show detailed item information in QuickBooks?
- a** Inventory adjustments
 - b** General journal transactions from vouchers
 - c** Item receipts/bills created from vouchers
 - d** Sales receipts
- 10** In what areas of QuickBooks POS do you map to custom accounts for financial exchange?
- _____
- 11** What tool can help you troubleshoot problems that arise during Financial Exchange?
- _____
- 12** List three ways you can use QuickBooks POS to verify the exchange status of individual transactions.
- _____
- _____
- _____
- 13** True or false: When a return or reversing voucher is sent to QuickBooks, a vendor credit is created.
- _____

Answers to questions are located on the following page.

Answer key

- 1** D
- 2** A
- 3** Both QuickBooks POS and QuickBooks. Customer account limits may be set in either program and are updated during the next financial exchange.
- 4** B
- 5** As general journal entries, consolidated by day
- 6** True
- 7** Credit memo
Customer payment
- 8** D
- 9** C, D
- 10** Company preferences and inventory (item cost, income, and inventory asset accounts)
- 11** Financial Exchange Activity Log
- 12** The QB Status field in Point of Sale lists
View linked transactions created in QuickBooks financial software
The Financial Exchange activity log
Financial Exchange reports
- 13** True

Notes

Use this section to keep a list of any questions you have as you're working through the lesson. Keep this page nearby and ask the questions when you attend the live webinar sessions.