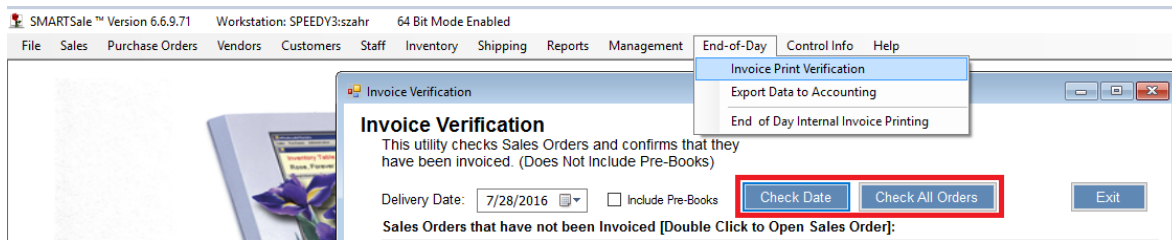


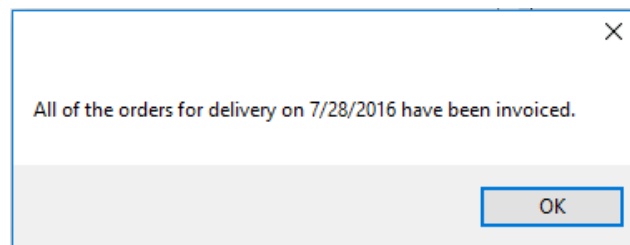
# SMARTSystem- Exporting Data to QuickBooks or your Accounting System

## How to Export Data to QuickBooks from SMARTSystem

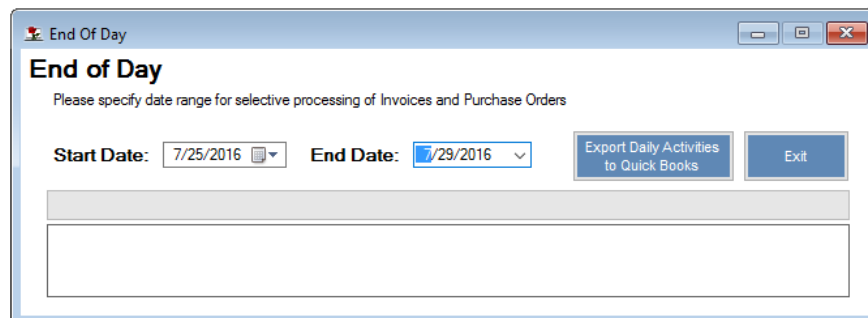
1. Check if the days Sales Orders have been Invoiced. Go to End of Day> Invoice Print Verification



2. If the popup says “All of the orders for delivery on (your date) have been invoiced.” You can continue with export to QuickBooks export. If you receive a list of Invoices those need to be processed before continuing:
  - a. By clicking each sales order listed one at a time to display the sales order
  - b. Invoice the sales order or change the delivery date



3. Pick the Date Range Start >End Date. Then click the “Export Daily Activities to Quick Books” Button. *Note: leave the Start Date set to capture any back dated transactions. Usually, the End Date will be the last full day of operations.*



4. Items will export to Quick Books or your Accounting System:

**End of Day**

Please specify date range for selective processing of Invoices and Purchase Orders

**Start Date:** 7/25/2016 **End Date:** 7/29/2016

**EXPORT COMPLETE** **Exit**

Exporting all inclusive data file Complete.

5. The Report: Invoice Register by Delivery Date will list all invoices and credits transferred for import to Quick Books or your Accounting System.

**Invoice Register By Date**

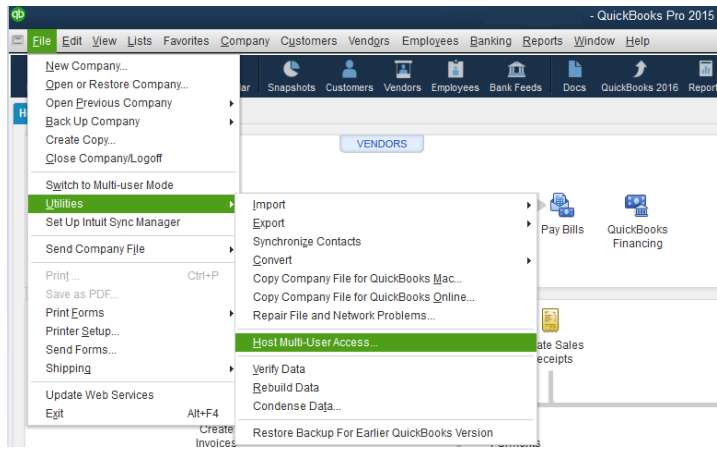
☐ Only Show End of Day Invoices

**Delivery Date Start:** 7/25/2016 **Delivery Date End:** 7/29/2016 **Select Route:** **Create Report**

Run Date: 8/8/2016 Time: 4:30:54 PM Invoice Register for Delivery: 7/25/2016 to 7/29/2016 1 of 4 pages

Inv / Ord #	Cust #	Name	Prod Amt	Prod Cost	GP Amt	GP %	Oth Chrg	Del+Frft	Tax Amt	Net Inv	Delivery Date
<b>Invoices</b>											
33860	103970	ZEIDLER EAST	98.14	60.30	37.84	38.56 %	0.00	0.00	0.00	98.14	07/25/2016
33861	258778	MAYFLOWER GARDENS & GIFTS	62.38	28.41	33.97	54.46 %	0.00	0.00	0.00	62.38	07/25/2016
33862	258778	MAYFLOWER GARDENS & GIFTS	46.00	28.00	18.00	39.13 %	0.00	0.00	0.00	46.00	07/25/2016
33863	258769	PETALS FLOWERS & GIFTS	111.00	53.94	57.06	51.41 %	0.00	10.00	8.47	129.47	07/25/2016
33864	258227	GARY'S FLEUR DE LIS	138.68	67.72	70.96	51.17 %	0.00	0.00	0.00	138.68	07/25/2016
33865	258783	SMITH HOUSE FLORAL	53.25	25.56	27.70	52.01 %	0.00	9.00	0.00	62.25	07/25/2016
33866	258748	GREENHOUSE LLC	273.60	132.53	141.07	51.56 %	0.00	10.00	0.00	283.60	07/25/2016
33867	258769	PETALS FLOWERS & GIFTS	23.75	13.58	10.17	42.84 %	0.00	0.00	1.66	25.41	07/25/2016
33868	958900	T P FLOWER SHOP	40.15	18.59	21.56	53.70 %	0.00	9.00	0.00	49.15	07/25/2016
33869	258766	BARNS & BLOOMS	73.70	32.12	41.58	56.42 %	0.00	9.00	0.00	82.70	07/25/2016
33870	258724	GUILTY PLEASURES FLOWERS & GIFTS	127.50	73.87	53.64	42.07 %	0.00	0.00	0.00	127.50	07/25/2016

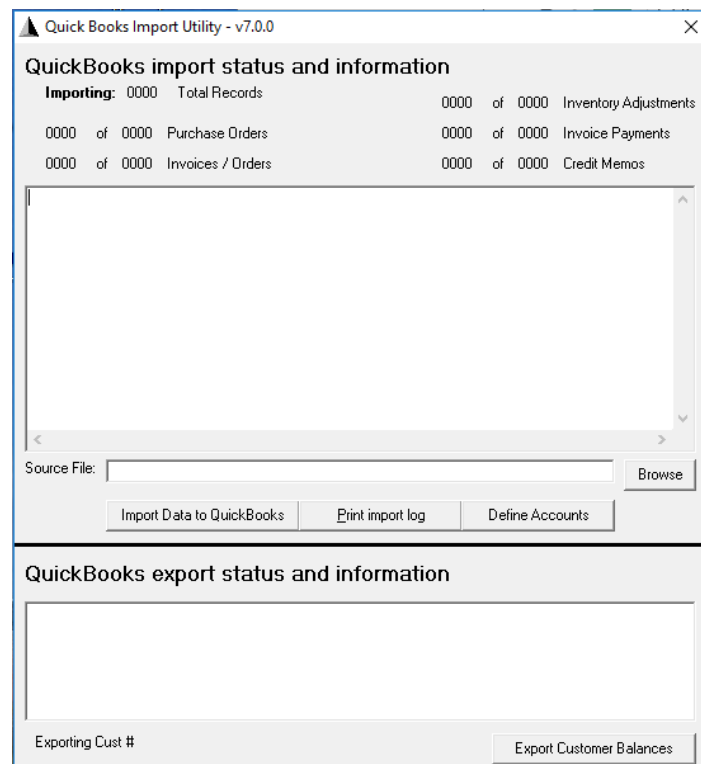
6. Using the Quick Books Import Tool:
- You must have Quick Books open
  - Switch to Single User Mode to prevent an import error by having another user access QB data until the Import process completes.



7. Click Quick Books Import Tool icon



8. Go to QuickBooks Import Tool:



9. You need to Define Accounts first before first use to start Export process. Your Accounts will likely look different from the below example:

The 'Setup Accounts' dialog box is shown with the following settings:

- Inventory Items:**
  - ☒ Use Accounts from Imported Data
  - ☐ Create New Inventory Items as Non-Inventory Parts
  - Inventory Asset: Inventory Asset
  - Cost of Goods Sold: Purchases
  - Sales: Sales
- Invoice Payment:**
  - Bank: Undeposited Funds
  - Accounts Receivable: Accounts Receivable
- Flags and Switches:**
  - ☐ Bypass Vendor and Customer update after initial creation.
- Export Customer Balances:**
  - Export Directory: [Empty field] [Browse]
- Buttons: [Save] [Exit]

Alternate Settings in Import 7.0:

How to setup inventory in Quick Books as Non-Inventory Parts:

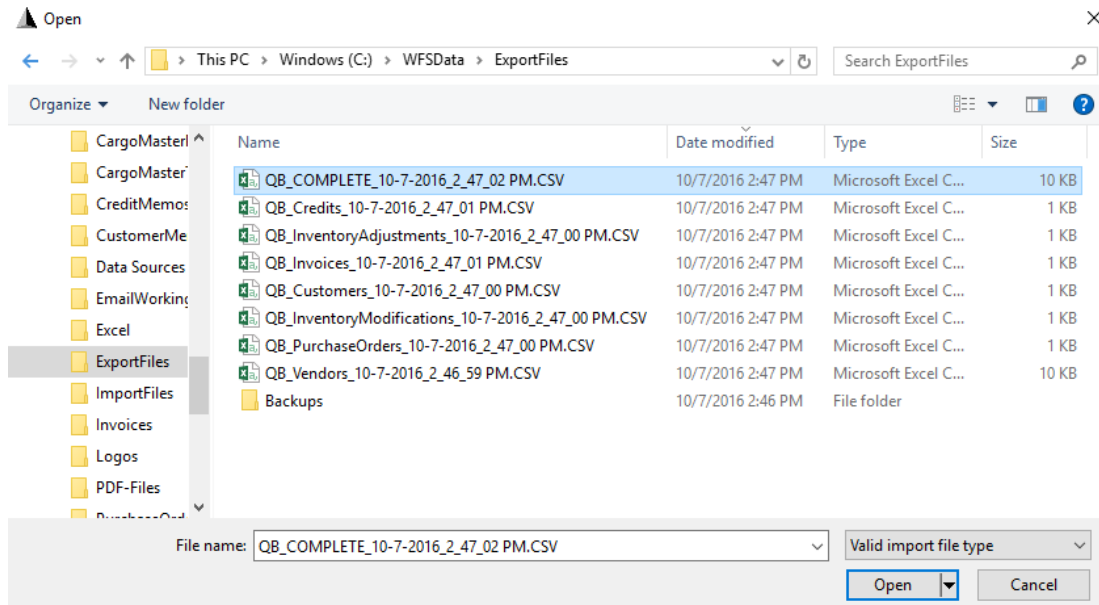
Click “Define Accounts” then check “Create New Inventory Items as Non-Inventory Parts” Click Save.

The 'Setup Accounts' dialog box is shown with the following settings:

- Inventory Items:**
  - ☒ Use Accounts from Imported Data
  - ☒ Create New Inventory Items as Non-Inventory Parts
  - Inventory Asset: Inventory Asset
  - Cost of Goods Sold: Purchases
  - Sales: Sales
- Invoice Payment:**
  - Bank: Undeposited Funds
  - Accounts Receivable: Accounts Receivable
- Flags and Switches:**
  - ☐ Bypass Vendor and Customer update after initial creation.
- Export Customer Balances:**
  - Export Directory: C:\WFSD\data\ImportFiles\ [Browse]
- Buttons: [Save] [Exit]

In the background, the 'Import Data to QuickBooks' dialog box is visible, with the 'Define Accounts' button highlighted.

10. Click the Browse button to Navigate to the file you want to import. Choose the most recent file in C:\WFSDData\ExportFiles (Be sure that the file you are importing says “COMPLETE” and there is more than 1KB of data):



Click Open.

11. Your source file will appear in the Browse box.

Quick Books Import Utility - v7.0.0

### QuickBooks import status and information

Importing:	0000	Total Records	0000	of	0000	Inventory Adjustments		
	0000	of	0000	Purchase Orders	0000	of	0000	Invoice Payments
	0000	of	0000	Invoices / Orders	0000	of	0000	Credit Memos

Source File: C:\WFSDData\ExportFiles\QB\_COMPLETE\_10-7-2016\_2\_47\_02 PM.CSV

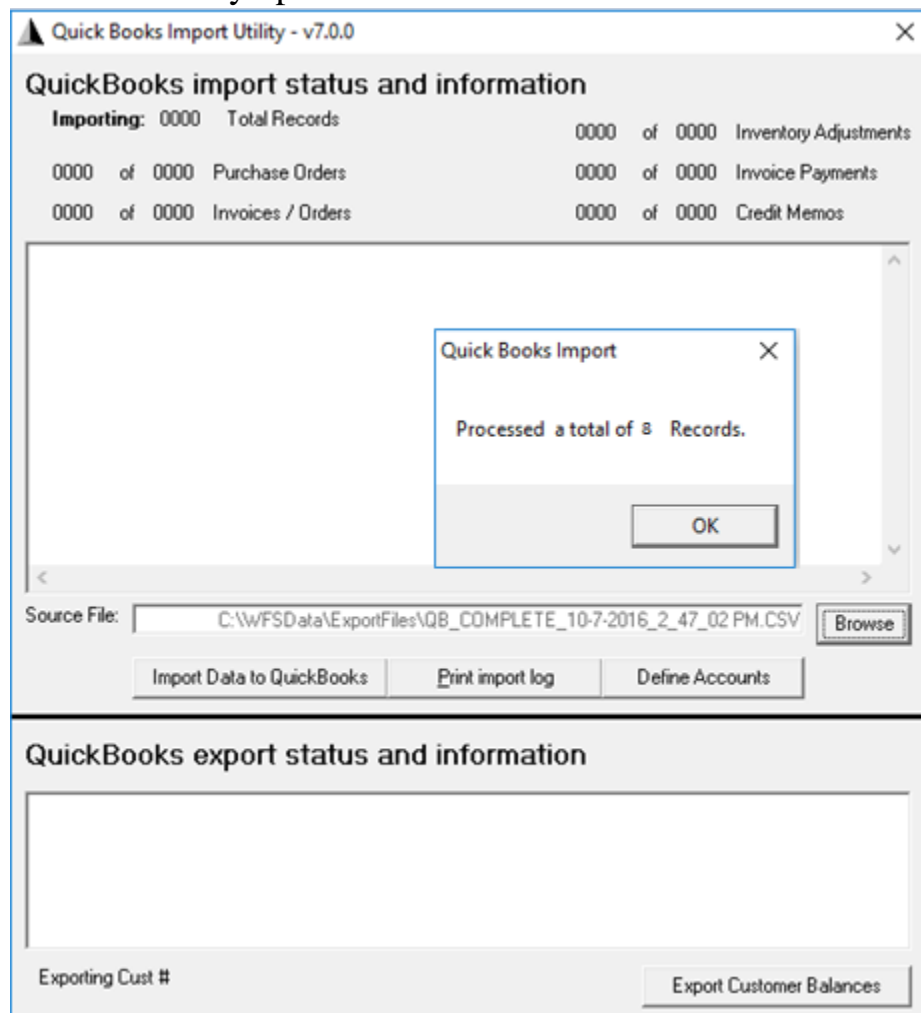
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### QuickBooks export status and information

Exporting Cust #

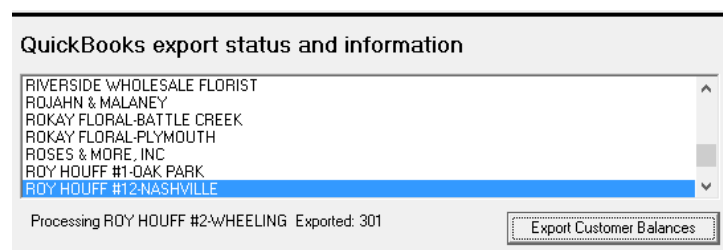
Click the Import Data to QuickBooks button.

12. If the import was successful, you will receive a popup with the number of records successfully uploaded:

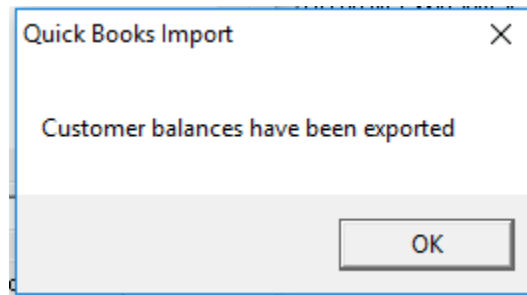


13. Process Complete

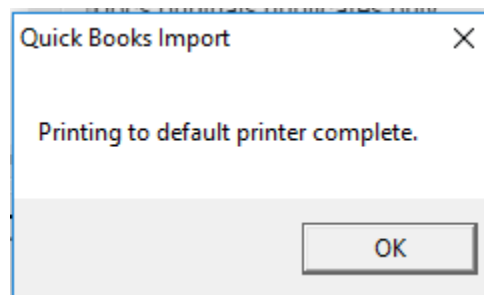
14. Export Customer Balances



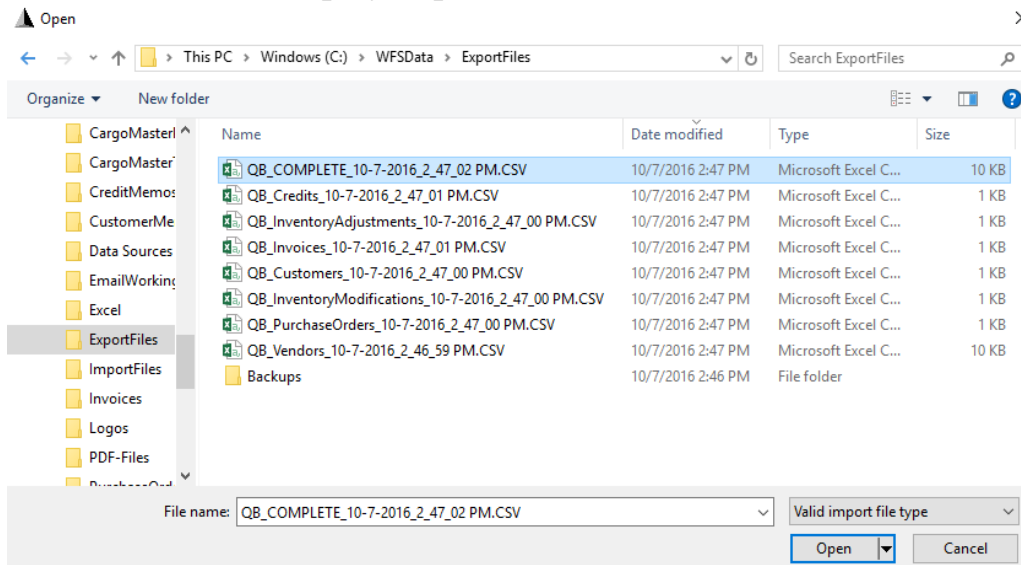
15. Complete



16. Print Import Log



17. The Today's Invoice Register report is automatically created. It is strongly suggested that you print it as a record of what will be exported to QuickBooks after the QuickBooks Import Utility is run. Files are created at this location on your computer: **C:\WFSDData\ExportFiles**, as shown below. When you run this again, the old files will move to the Backups folder and the new ones will display in place of the old ones.



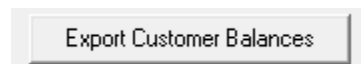


18. If you need to check what was in the “QB COMPLETE” file you can go to the file in C:\WFSDData\ExportFiles and right click file and choose OPEN with>Notepad. You can File >Save As >Documents file if needed.
19. Do not delete the Backup files this may be your only source of past information from the EOD. They cannot be replaced. Although there are additional backup measures in place deleting files is not recommended. If you have a question, please call support 727-483-5306.

### **Import Back into SMARTSystem**

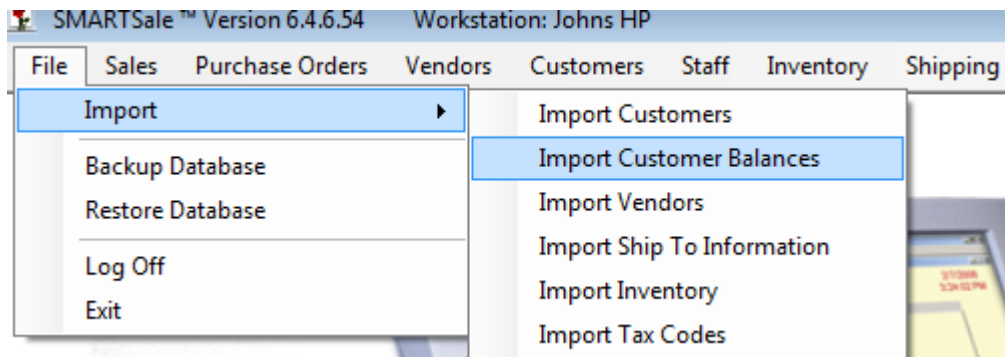
If you have not done so from the earlier steps above:

Click on the “Export Customer Balances” and the export from Quick Books will begin:

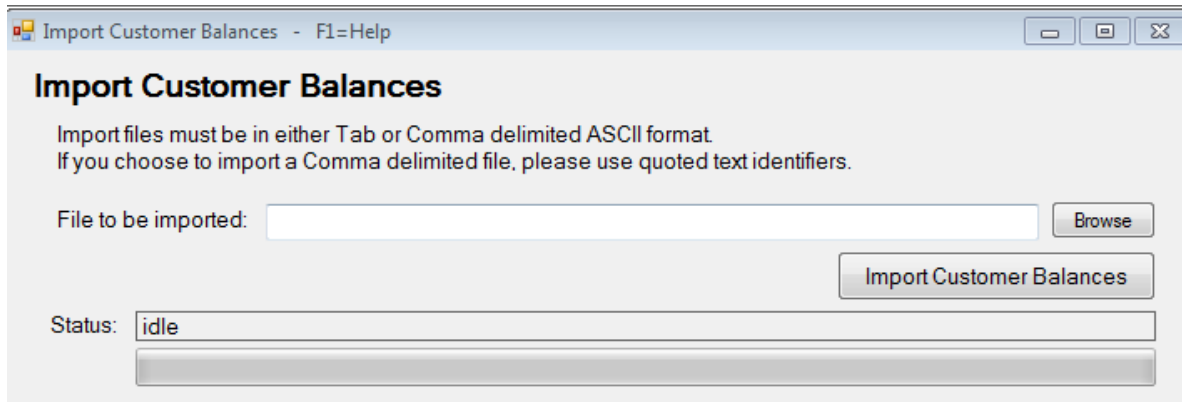


When completed close the QB Import Tool.

Open SMARTSystem, File, Import and Import Customer Balances.



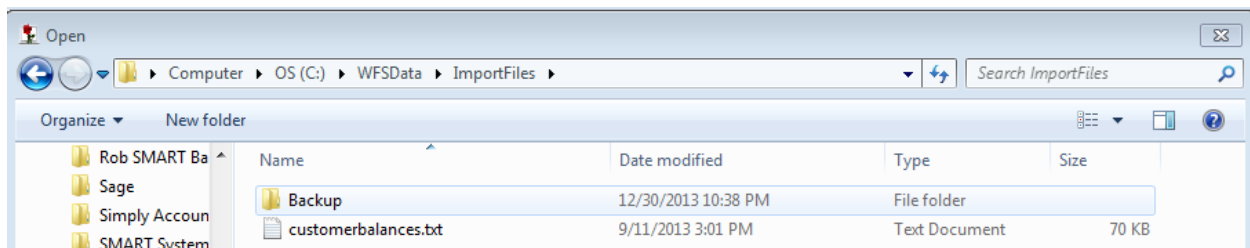
The following screen will be displayed:



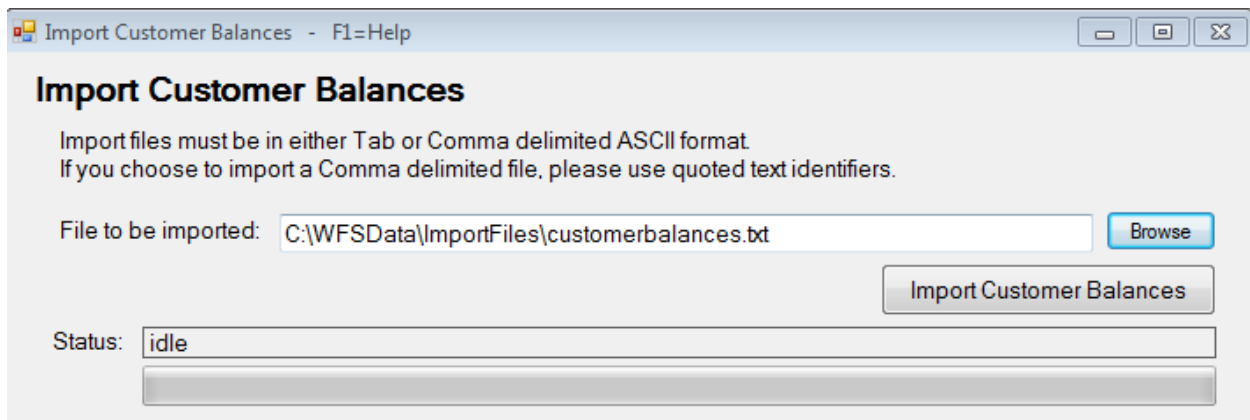
Click “Browse” to select the folder for Import:

C:\WFSDData\ImportFiles

Click on “customerbalances.txt” to select.



Click on “Import Customer Balances” and your customer balances will be updated in the SMARTSystem:



When completed close this “Import Customer Balances” screen.

This completes the entire End-of-Day cycle from beginning to end.