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	
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.

😰 In	💈 Invoice Register By Date												
In	Invoice Register By Delivery Date Report												
De	Delivery Date Start 7/25/2016 🖉 Delivery Date End: 7/29/2016 🖉 Select Route: Create Report												
M	↓ ↓ 1 of 4 ▶ ▶ ← ③ ② ⊕ □ □ □ ↓ Page Width ▼ Find Next												
	Run Date 8/8/2	2016									1 of 4 page	5	^
	Time 4:30	:54 PM	Invoice Register fo	or Delivery	: 7/25/201	16 to 7/29/2	2016						
	Inv / Crd #	Cust#	Name	Prod Amt	Prod Cost	GP Amt	GP %	Oth Chrg	Del+Frt	Tax Amt	Net Inv	Delivery Date	
	Invoices												
	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 FLOR AL	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	BARINS & BLOOMS	73.70	32.12	41.58	56.42 %	0.00	9.00	0.00	82.70	07/25/2016	
	33870	258724	GUILTY PLEASURES RLOWERS & 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:
 - a. You must have Quick Books open
 - b. Switch to Single User Mode to prevent an import error by having another user access QB data until the Import process completes.

Φ				- Q	uickBooks Pro	2015 -
Edit View Lists Faile	worites <u>C</u> or	npany C <u>u</u> stomers Vend <u>o</u> rs Employees	Banking Repo	rts <u>W</u> indo	w <u>H</u> elp	
New Company Open or Restore Company Dack Up Company Create Copy Glose Company/Logoff Switch to Multi-user Mode	IY ►	ar Snapshots Customers Vendors Employe	ûn ees Bank Feeds	Docs Q	Ĵ tuickBooks 2016	Reports
Utilities Set Up Intuit Sync Manage Send Company File	► 11 ►	Import Export Synchronize Contacts) Pa	ay Bills	QuickBooks Financing	
Print Save as PDF Print Eorms	Ctrl+P	Copy Company File for QuickBooks Mac Copy Company File for QuickBooks Online Repair File and Network Problems	a			
Send Forms		Host Multi-User Access	ate	Sales		
Shipping	•	<u>V</u> erify Data	ece	eipts		
Update Web Services Exit	Alt+F4	<u>R</u> ebuild Data Condense Da <u>t</u> a				
	Create Invoices	Restore Backup For Earlier QuickBooks Ve	ersion			

7. Click Quick Books Import Tool icon



8. Go to QuickBooks Import Tool:

Quick Bo	ooks Imn						
	ooks imp	ort Utility - v7.0.0					
QuickB	ooks i	mport status ar	nd informatio	n			
Importin	ig: 0000	Total Records		0000	of	0000	Inventory Adjustme
0000 d	of 0000	Purchase Orders		0000	of	0000	Invoice Payments
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ource File:							Browse
ource File:							Browse
ource File:	Import	Data to QuickBooks	Print import log		Def	ine Acc	ounts
ource File:	Import	Data to QuickBooks	Print import log	n	Def	ine Acc	ounts

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

Setup Accounts		-		×
Setup Accounts				
If you are using a sub-acco enter the parent account fo Example: Sales:Flower Sale	unt for any of these items, you will need to llowed by a colon then the sub-account. s			
Inventory Items	Use Accounts from Imported Data			
	Create New Inventory Items as Non-Invent	ory 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 a	nd Customer update after initial creation.			
Export Customer Balan	ces			
Export Directory:			Brows	e
	<u>Save</u> <u>Exit</u>			

Alternate Settings in Import 7.0:

<u>How to setup inventory in Quick Books as Non-Inventory Parts</u>: Click "Define Accounts" then check "Create New Inventory Items as Non-Inventory Parts" Click Save.

3 Setup Accounts	-		\times	XyVIjsWsFoKFJwF6loKul/ed
Setup Account	\$			sbook - Log In, Sig G How to
If you are using a sub-acc enter the parent account I Example: Sales:Flower Sa	 ount for any of these items, you will need to ollowed by a colon then the sub-account. les 			hanges
Inventory Items	🔽 Use Accounts from Imported Data			I U A - co 🖬
	Create New Inventory Items as Non-Inventory Part			>
Inventory Asset:	Inventory Asset			
Cost of Goods Sold:	Purchases			of 0000 lourshaw before
Sales:	Sales			of 0000 Inventoly Adjustments
Invoice Payment				of 0000 Gredit Memor
Bank:	Undeposited Funds	1		
Accounts Receivable				^
Flags and Switches	^e Accounts Receivable and Customer update after initial creation. none			
Flags and Switches Bypass Vendor Export Customer Bala Export Directory:		Brow	ISB	
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Export Directory:		nt import log	rse C	Define Accounts

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

🗧 🔶 👻 🛧 📙 > Thi	s PC > Windows (C:) > WFSData > ExportFiles	ٽ ~	Search ExportFiles	م ر
Organize 👻 New folde	r		:== :==	- 🔳 🔮
CargoMasterl ^	Name	Date modified	Туре	Size
CargoMaster	B QB_COMPLETE_10-7-2016_2_47_02 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	10 KB
CreditMemos	QB_Credits_10-7-2016_2_47_01 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
CustomerMe	🚯 QB_InventoryAdjustments_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
Data Sources	QB_Invoices_10-7-2016_2_47_01 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
EmailWorking	QB_Customers_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
Evcel	🚯 QB_InventoryModifications_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
	QB_PurchaseOrders_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
ExportFiles	QB_Vendors_10-7-2016_2_46_59 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	10 KB
ImportFiles	📙 Backups	10/7/2016 2:46 PM	File folder	
Invoices				
Logos				
PDF-Files				
n				
File na	me: QB_COMPLETE_10-7-2016_2_47_02 PM.CSV	~	Valid import file ty	pe v
			Open	Cancel

Click Open.

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

	800	ks Imp	ort Utility	- v7.0.0							:	×
QuickBooks import status and information												
Import	ting:	0000	Total R	(ecords				0000	of	0000	Inventory Adjustmen	ts
0000	of	0000	Purchase	e Orders				0000	of	0000	Invoice Payments	
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<											>	
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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:

, <u>,</u>								
A Quick Books Import Utility - v7.0.0 X								
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							
	^							
	Quick Books Import X							
	Processed a total of 8 Records.							
	ОК							
<	v							
Source File: C:\WFSData\ExportFiles\/	28_COMPLETE_10-7-2016_2_47_02 PM.CSV Browse							
Import Data to DrickBooks	Print import log Define à coounte							
Import Data to quickbooks	Eine inporting Denne Accounts							
QuickBooks export status and	information							
Exporting Cust #	Export Customer Balances							

13. Process Complete

14. Export Customer Balances

QuickBooks export status and information	
RIVERSIDE WHOLESALE FLORIST RUJAHN & MALANEY ROKAY FLORAL-BATTLE CREEK ROKAY FLORAL-PLYMOUTH ROSES & MORE, INC	^
ROY HOUFF #1-OAN PARK ROY HOUFF #12-NASHVILLE	v
Processing ROY HOUFF #2-WHEELING Exported: 301	Export Customer Balances

15. Complete

16.



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:\WFSData\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.

🛕 Open				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This	PC → Windows (C:) → WFSData → ExportFiles	ٽ ~	Search ExportFiles	م
Organize 🔻 New folder		• 🔳 🔞		
CargoMasterl ^	Name	Date modified	Туре	Size
CargoMaster	QB_COMPLETE_10-7-2016_2_47_02 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	10 KB
CreditMemos	QB_Credits_10-7-2016_2_47_01 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
CustomerMe	QB_InventoryAdjustments_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
Data Sources	QB_Invoices_10-7-2016_2_47_01 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
EmailWorking	QB_Customers_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
- Excel	QB_InventoryModifications_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
Event Film	QB_PurchaseOrders_10-7-2016_2_47_00 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	1 KB
Exportriles	🚯 QB_Vendors_10-7-2016_2_46_59 PM.CSV	10/7/2016 2:47 PM	Microsoft Excel C	10 KB
ImportFiles	📙 Backups	10/7/2016 2:46 PM	File folder	
Invoices				
Logos				
PDF-Files				
n				
File na	me: QB_COMPLETE_10-7-2016_2_47_02 PM.CSV	~	Valid import file typ	oe v
	L		Open	Cancel

- 18. If you need to check what was in the "QB COMPLETE" file you can go to the file in C:\WFSData\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:

Export Customer Balances

When completed close the QB Import Tool.

Open SMARTSystem, File, Import and Import Customer Balances.

Ľ	E SI	MARTSale	™ Version 6.4.6.54	Work	stati	on: Johns HP			
	File	Sales	Purchase Orders	Vendo	rs	Customers	Staff	Inventory	Shipping
1		Import		•		Import Cust	tomers		
		Database			Import Cust	tomer Ba	alances		
		Restore [Database			Import Vend	dors		
		Log Off				Import Ship	To Info	rmation	
		Evit				Import Inve	ntory		22442am 31.588
l	-	LAIL		-		Import Tax	Codes		

The following screen will be displayed:

🖶 Import Customer Balance	s - F1=Help	
Import Custome	er Balances	
Import files must be in If you choose to impo	either Tab or Comma delimited ASCII format. rt a Comma delimited file, please use quoted text identifiers.	
File to be imported:		Browse
	Impor	t Customer Balances
Status: idle		

Click "Browse" to select the folder for Import:

C:\WFSData\ImportFiles

Click on "customerbalances.txt" to select.

∑ Open					2
Organize 🔻 New folder				=	0
 Rob SMART Ba Sage Simply Accoun SMART System 	Name	Date modified	Туре	Size	
	퉬 Backup	12/30/2013 10:38 PM	File folder		
	customerbalances.txt	9/11/2013 3:01 PM	Text Document	70 KB	

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.