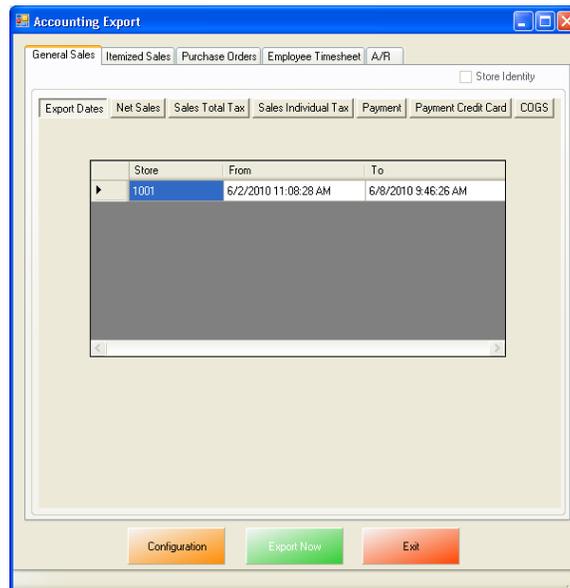# CRE/RPE - QuickBooks Detailed Export Guide

CRE/RPE now exports sales data and other information directly to QuickBooks, making it easier to keep track of all of your company's information.

If you are using Windows 7 please see the **Windows 7 Additional Configuration** section of this document.

Currently pcAmerica integrates with QuickBooks 2007 through 2013* with the following US editions:

- Pro

- Premiere

- Enterprise

*QuickBooks 2012 requires 12.6030 or above for the integration.

*QuickBooks 2013 requires 12.60483 or above for the integration.

Before You Begin - QuickBooks Integration Configuration

QuickBooks Premier - Retail Edition 2009	Open your installed version of QuickBooks. Create your company file (follow the steps of the interview).

Some configuration must be done in QuickBooks so that the data gets sent over correctly.

- **QuickBooks Integration Setup – Tax Rates**

- **QuickBooks Integration Setup – Preferences**

- **QuickBooks Integration Setup – Discount Item**

- **QuickBooks Integration Setup – Local Sales Tax Item**

- **QuickBooks Integration Setup – Opening Bal Equity Account**

- **QuickBooks Integration Setup – Account Information**

Before beginning the integration process tax rates must be setup both in CRE/RPE and QuickBooks, and the rates must match. For more information on creating tax rates in CRE/RPE please see the document titled tax rates located at:

- **http://faq.pcamerica.com**

QuickBooks Integration Setup – Tax Rates

Before beginning the integration process tax rates must be setup both in CRE/RPE and QuickBooks, and the rates must match.

In QuickBooks you will need to create **Sales Tax Items** for EACH tax rate that exists in CRE. If there are no tax rates configured in CRE/RPE a tax rate must still be created for the export to work.

QuickBooks Integration Setup – Preferences

Before beginning the integration process some preferences have to be set.

- In QuickBooks make sure that Inventory and purchase orders are active is checked. **Note:** You will only need to do this if you are using QuickBooks to track inventory and purchase orders.

- In QuickBooks make sure that **Time Format** is set to **Minutes (10:12).**

- In QuickBooks make sure that **Time Tracking** is set to **Yes.**

- In QuickBooks make sure that the **First Day of Work Week** matches what is setup in the setup screen of CRE/RPE under **Work Week Starts On**

QuickBooks Integration Setup – Discount Item

In QuickBooks there must be an item that accounts for all of the discounts in CRE/RPE.

QuickBooks Integration Setup – Local Sales Tax Item

In QuickBooks there must be an item that accounts for all of the Local Sales Tax in CRE/RPE.

Note: This item MUST be named **Local Sales Tax.**

QuickBooks Integration Setup – Opening Bal Equity Account

In QuickBooks there must be an account that is setup for the opening balance equity.

Note: The Account Name **MUST** be Opening Bal Equity, this account must also be an Equity account.

QuickBooks Integration Setup – Account & Item Information

The following links will show the information that can be exported from CRE/RPE to QuickBooks depending on Export Type:
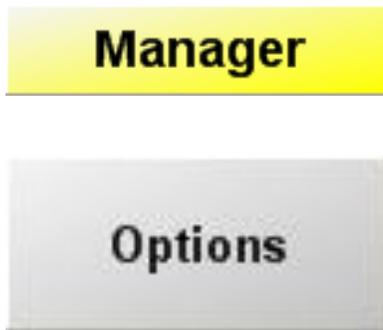
- **General Sales Export - Account Information**
- **Invoice (Itemized) Sales Export - Account Information**
- **Invoice (Itemized) Sales Export - Payment Items**
- **Invoice (Itemized) Sales Export - Gift Card - Account Information**
- **Invoice (Itemized) Sales Export - Employee - Account Information**
- **Customer Export - Account Information**
- **Inventory Export - Account Information**
- **PO (Purchase Order) Export - Account Information**
- **Time Sheet (Employee Wages) Export - Account Information**
- **AR (Accounts Receivable) Export - Account Information**

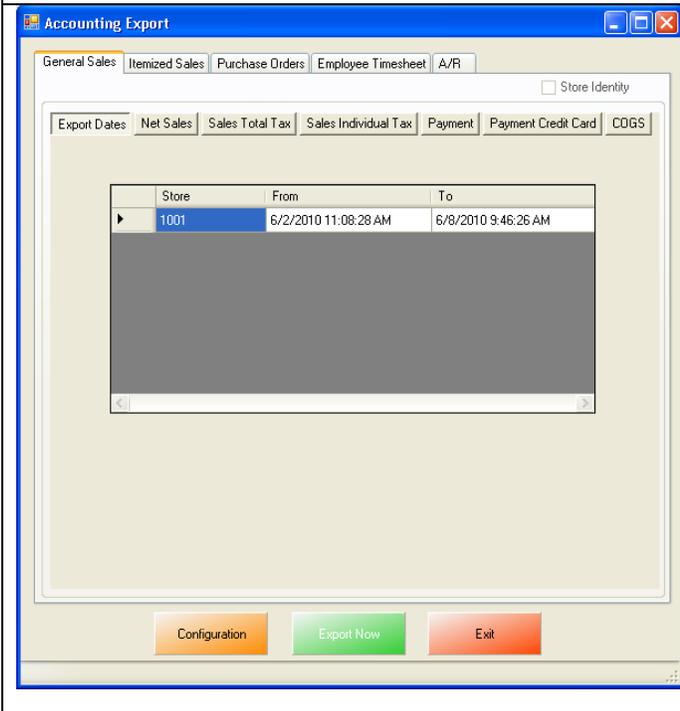**CRE/RPE - QuickBooks Integration Setup**
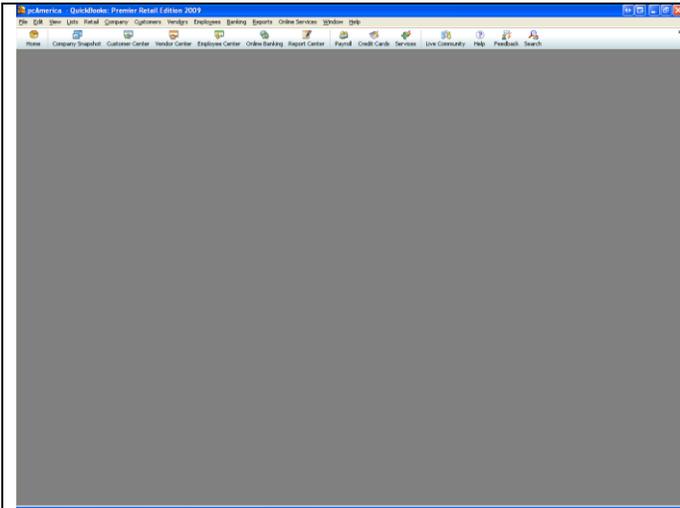
|	
	After QuickBooks has opened close all of the open windows inside of it so it looks like this (pictured left). At this point in time we will need to open CRE/RPE so that we can start the integration process.
	• Open **CRE/RPE**. • Select the **Manager** or **Options** button. • Enter the administrator password (default: admin) where applicable. • Select **Tools** then, **QuickBooks Sales Pass**.
	• At the **Accounting Export** page select the **Configuration** button. **Note**: You may receive some errors when trying to view the next screen, just select Ok to all of them. This is a onetime occurrence due to the integration not being completed. After selecting the correct company file these error message should not appear again.
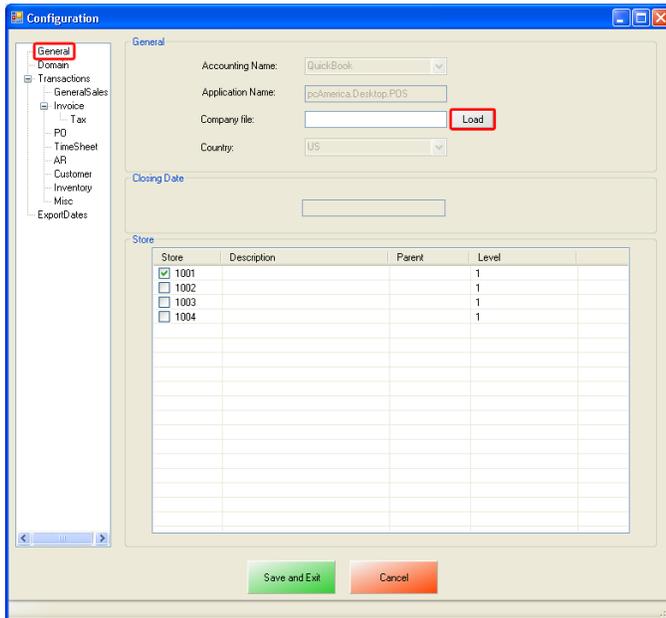
- Select **General** (in the left window).

- For the **Application Name** make sure that it says **pcAmerica.Desktop.POS**.

- To the right of **Company File** select the **Load** button.
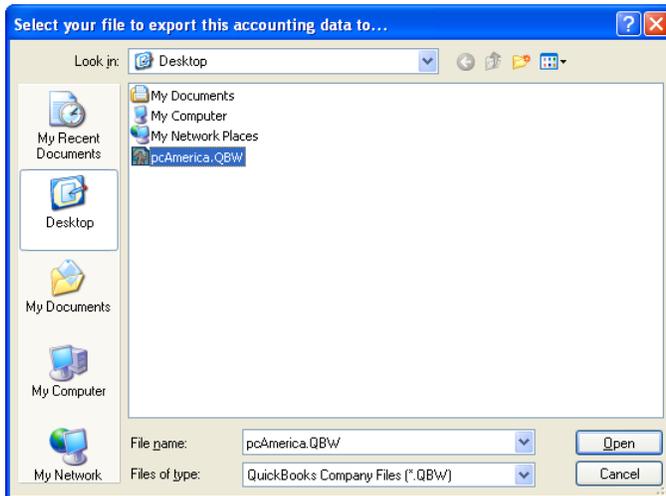
- Locate the company file that you would like to export the data to and select **Open**.

Note: This must be the file that it open in QuickBooks.

After the company file has been selected you must then go back into QuickBooks and select how and when CRE/RPE will be allowed to access the company file.

Note: As a recommendation you may want to select the option to only allow the Company file to be accessed only when QuickBooks is open (for added security).

- Select **Continue**.

- Then select **Yes** that you want to allow access.

- Select **Done** to the **Access Confirmation** window.
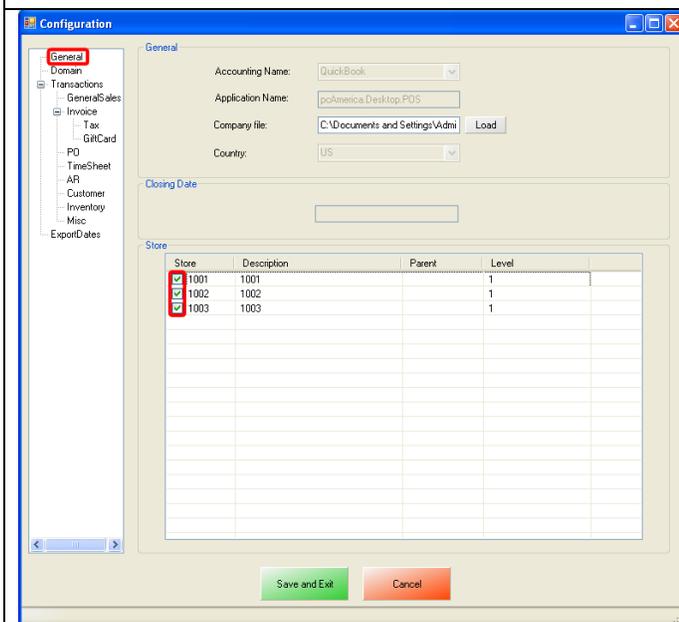
- Select the **General** tab.

- Under **Store** select the stores you would like to be enabled for the export.

Choosing the Type of Export to Perform

Sales Exports:

The **General Sales Export** consists of sales figures (i.e. Net Sales = $7,692.54) being sent to accounts specified in QuickBooks. The data that is exported is similar to what you will find on the top of your Detailed Daily, or End of Day report (under Sales Totals and Breakdown by Payment Type).

The **Itemized Sales Export** consists of itemized invoice data broken down and is the more detailed of the two exports. The information in the itemized invoice export is similar to what is displayed on the Receipt Listing Report. This intricate export may also need additional information exported:

In order to run an Itemized Export, additional information may need to be exported in conjunction with the itemized one, depending on the type of transactions that have been performed:

Note: Any of the following can be exported separately, if you require only the specific information to be sent to QuickBooks.

> **Customer (Customer Information) Export**

> **Inventory Export**

Other Exports:

The **PO (Purchase Orders) Export** will export all of your PO purchase Order information to QuickBooks.

The **Time Sheet (Employee Wages) Export** will export all of your employees hours and wages to QuickBooks.

The **AR (Accounts Receivable) Export** will export all of your A/R (accounts Receivable) data to QuickBooks.

Other Information:

The **Misc** tab will allow you to clear the information in the CRE/RPE Database, which can be helpful when no information is being exported to a new company file.

General Sales Export

To perform a General Sales Export:

1. Accounts must first be created in QuickBooks.

    (see: **General Sales Export - List of Required Accounts**)

2. The accounts that have been setup must be selected in CRE/RPE.

    (see: **General Sales Export - Account Selection**)

3. The timeframe for the export must be specified.

    (see: **General Sales Export - ExportDates Configuration**)

4. The information to be exported must be specified.

   (see: **General Sales Export - Final Configuration**)

General Sales Export - List of Required Accounts

The following is a List of Accounts that need to be created in the QuickBooks Chart of Accounts for **General Sales**:

> **Note**: If you are using the **PCA QB Company File** then disregard this section.

Net Sales	Debit	Credit
Total Tax	Debit	Credit
Taxed Sales	Debit	Credit
Non-taxed Sales	Debit	Credit
Tax 1	Debit	Credit
Tax 2	Debit	Credit
Tax 3	Debit	Credit
Cash	Debit	Credit
Check	Debit	Credit
Debit Card	Debit	Credit
Credit Card	Debit	Credit
Visa	Debit	Credit
Master	Debit	Credit
Amex	Debit	Credit
Discover	Debit	Credit
Other Credit Cards	Debit	Credit
On Account	Debit	Credit
Food Stamp	Debit	Credit
Gift Cards	Debit	Credit
Secondary Currency	Debit	Credit
Cost of Goods Sold	Debit	Credit

Accounts must be created for both debit and credit.
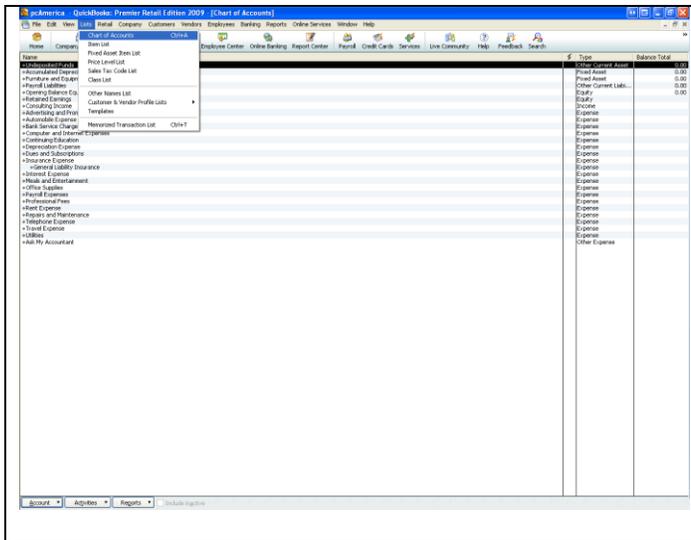
In QuickBooks select Lists from the Top and then select chart of accounts. You will see a list of accounts that are currently setup in QuickBooks. You will want to create accounts that will be associated with the list of accounts in CRE/RPE.

For example Net Sales will have Net Sales - Debit and, Net Sales - Credit (shown above).

Note: pcAmerica does not support the account setup in QuickBooks. Unless you are an avid user of QuickBooks it is recommended that you have an accountant create these accounts.

General Sales Export - Account Selection

Note: The accounts selected above are the accounts setup in the pcAmerica blank QuickBooks company file.

Test general sales accounts (e.g. Net Sales - Debit, Net Sales - Credit) are all income account types.

- In CRE/RPE after selecting your Company File you will want to select **GeneralSales** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **General Sales** section you will want to:

    o **Enable General Sales**, which will allow CRE/RPE to export the General Sales information into QuickBooks.

- The **Debit** and **Credit** columns have dropdowns that are directly referenced from your chart of accounts in QuickBooks. Use the dropdown to select each account you would like the specific information posted to.

**General Sales Export – ExportDates Configuration**
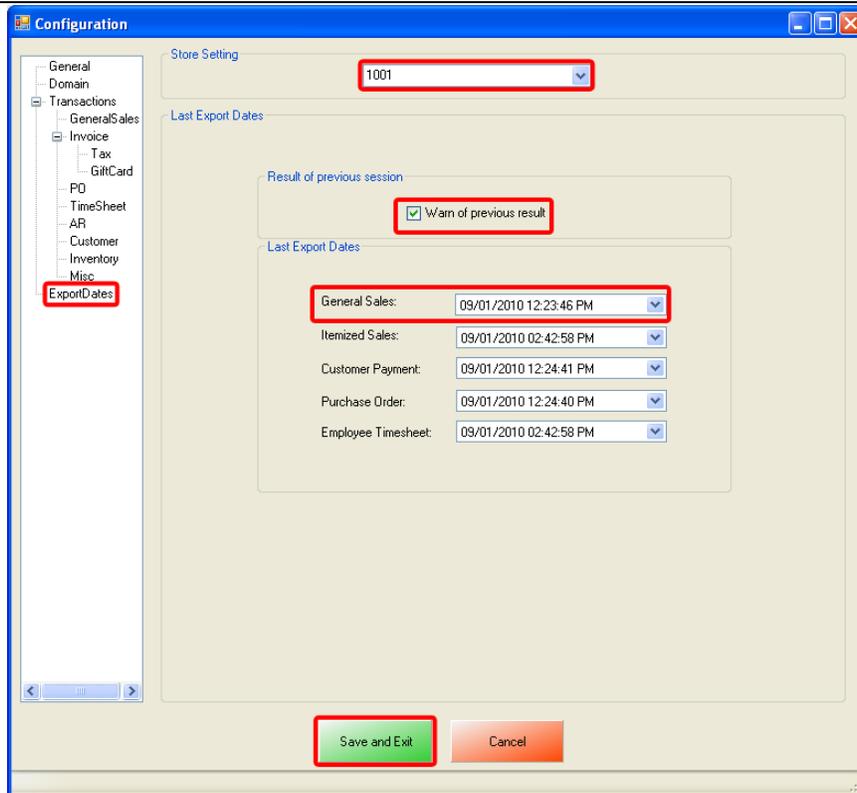
- Select **ExportDates** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Result of previous session** section make sure that **Warn of previous result** is checked. This will let you know whether or not the previous session (export) has completed without an error, regardless of data that was exported.

- Under the **Last Export Dates** section we will need to select the date to being the export from for the following:

  o **General Sales**

- Select **Save and Exit**.

**General Sales Export - Final Configuration**
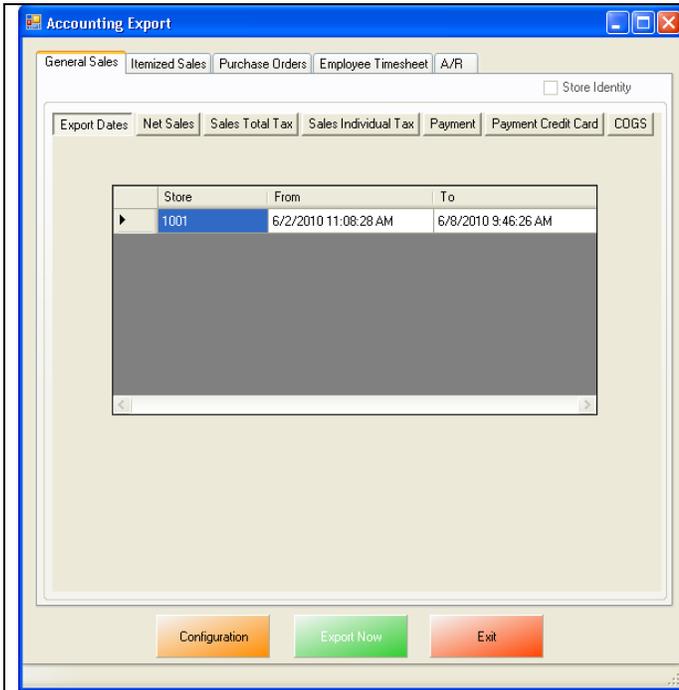
- Under the **Export Dates** tab we will see the date and time range of which the data will be exported.

Note: This date and time range reflects what was selected in the General Sales Export - ExportDates Configuration section of this document to the current date. It can be edited by double clicking the date/time under the **From** or **To** columns.
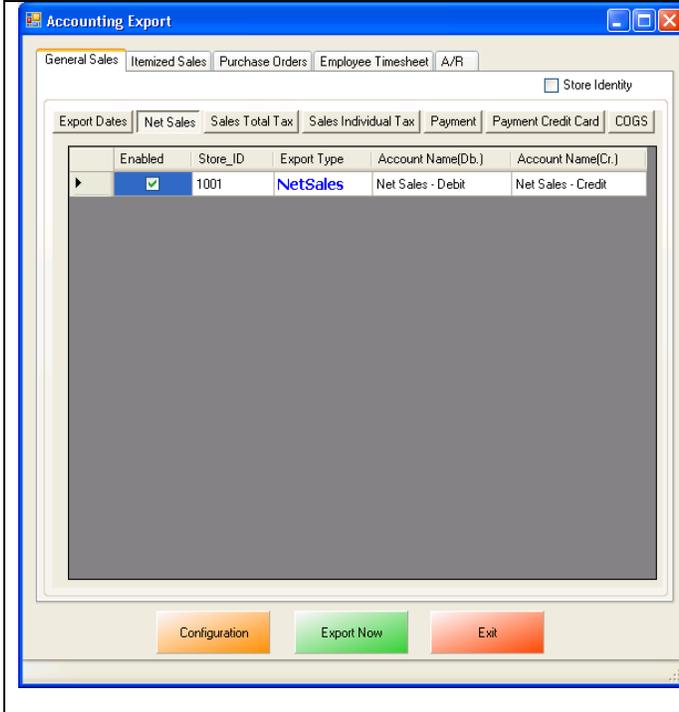

- Under the **Net Sales** tab, selecting **NetSales** will export all of the Net Sales (Credit and Debit) data to QuickBooks.

Note: If you decide to select **NetSales** to export you will want to note that selecting **TaxedSales**, **NonTaxedSales**, or **TaxExemptSales** to export under the Sales Total Tax tab, will cause your sales information to be exported to two different accounts, depending on what was selected under General Sales Export - Account Selection.
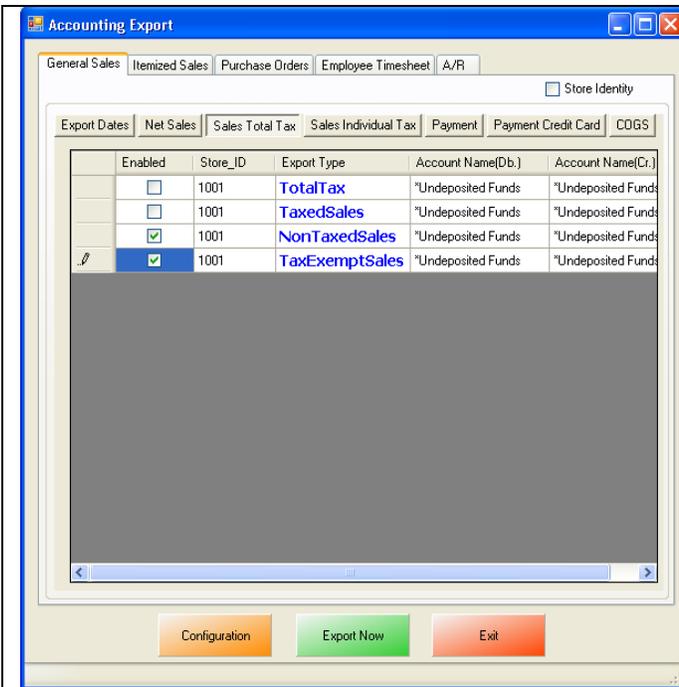
- Under the **Sales Total Tax** tab select:

  o **TotalTax** to export the total tax for all sales.

  o **TaxedSales** to export the taxed sales data.

  o **NonTaxedSales** to export the non taxed sales data.

  o **TaxExemptSales** will export the Tax exempt sales data.

Note: If you decide to select **TotalTax** to export you will want to note that selecting **Tax1**, **Tax2**, or **Tax3** to export under the **Sales Individual Tax**, will cause your Tax information to be exported to two different accounts, depending on what was selected under **General Sales Export - Account Selection**.
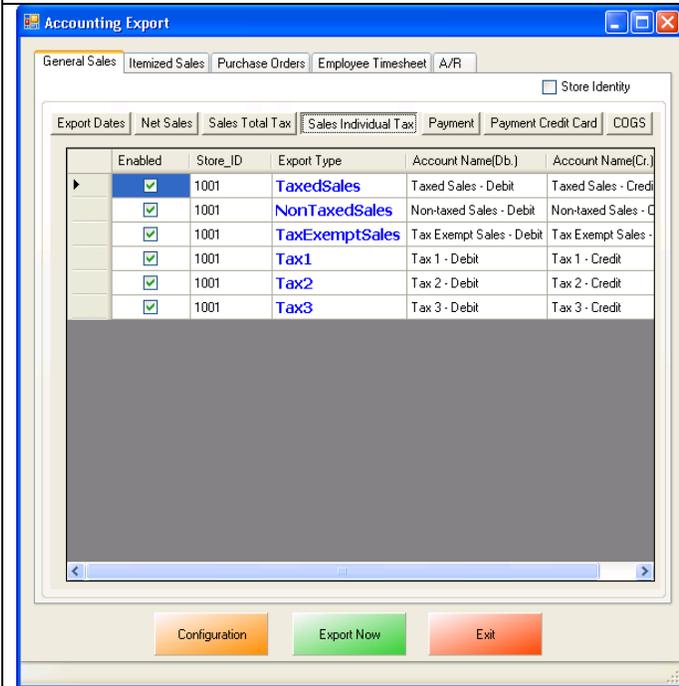

- Under **Sales Individual Tax** tab you can select **Tax1**, **Tax2**, or **Tax3** if you want to export the tax individually.

Note: If under **Sales Total Tax** you had previously selected to export **TaxedSales**, **NonTaxedSales**, or **TaxExemptSales** they will be checked under Sales Individual Tax.
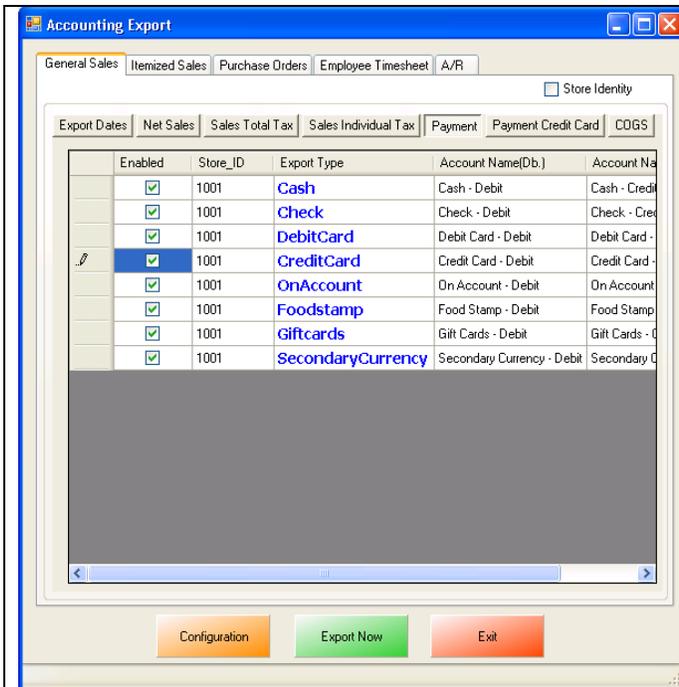
- Under the **Payment Tab** you can optionally select to export payment types broken down. This will cause all of your payment types to go to different accounts in QuickBooks.
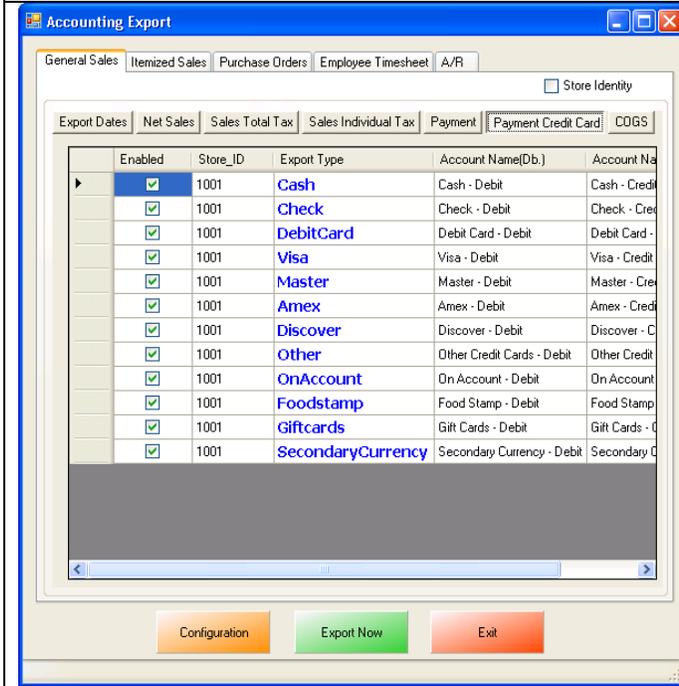
- To further Breakdown the payment types by credit card type you will want to use the **Payment Credit Card** Tab. This will help if you want to export your credit cards, broken down to separate accounts in QuickBooks.
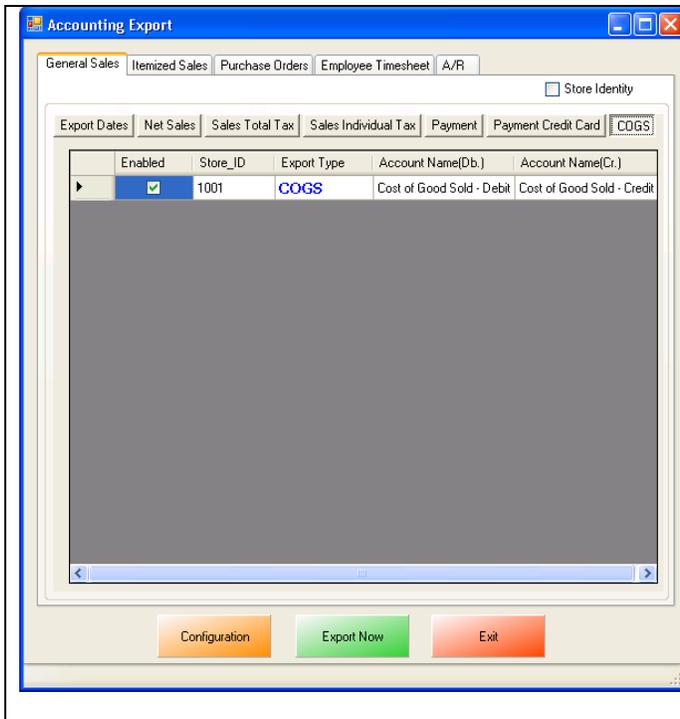
- Selecting **COGS** or **Cost Of Goods Sold** will export the cost as well as the price to help you determine the profit margin in QuickBooks.

When finished selecting what to export select **Export Now** to begin sending General Sales data to QuickBooks.

If there are issues exporting data to QuickBooks please try running the export with the **PCA QB Company File**.

Invoice (Itemized) Sales Export

To perform an Invoice (Itemized) Sales Export:

1. Accounts must first be created in QuickBooks for all the Itemized sale export information.

    (see: **Invoice (Itemized) Sales Export - List of Required Accounts**)

2. Payment Items must first be created in QuickBooks.

    (see: **Invoice (Itemized) Sales Export - List of Required Payment Items**)

3. The Itemized Sales accounts that have been setup must be selected in CRE/RPE.

    (see: **Invoice (Itemized) Sales Export - Account Selection**)

4. The tax rates must be configured in CRE/RPE.

    (see: **Invoice (Itemized) Sales Export - Tax Rates Configuration**)

5. Accounts and Items must first be created in QuickBooks for all the Gift Card export information.

    (see: **Invoice (Itemized) Sales Export - GiftCard - List of Required Accounts and Items**)

6. The Gift Card accounts and items that have been setup must be selected in CRE/RPE.

    (see: **Invoice (Itemized) Sales Export - GiftCard Configuration**)

7. An export of Customer information exports must be configured.

    (see: **Invoice Itemized Sales Export - Additional Export - Customer**)

8. An export of Inventory must be configured.

    (see: **Invoice Itemized Sales Export - Additional Export - Inventory**)

9. The export dates must be configured.

    (see: **Invoice Itemized Sales Export - Export Dates Configuration**)

10. The export must be performed.

    (see: **Invoice Itemized Sales Export - Final Configuration**)

Invoice (Itemized) Sales Export - List of Required Accounts

The following is a List of Accounts that need to be created in the QuickBooks Chart of Accounts for **Invoice (Itemized) Sales**:

> **Note**: If you are using the **PCA QB Company** File then disregard this section.

Cash	A/R	Deposit
Check	A/R	Deposit
Debit Card	A/R	Deposit
Visa	A/R	Deposit
Master	A/R	Deposit
Amex	A/R	Deposit
Discover	A/R	Deposit
Other Credit Cards	A/R	Deposit
On Account	A/R	Deposit
Food Stamp	A/R	Deposit
Gift Cards	A/R	Deposit
Secondary Currency	A/R	Deposit

In QuickBooks accounts must be created for both **A/R (accounts Receivable)** and **Deposit**.

> **Note**: An account must also be created for **Accounts Receivable** (for refunds).
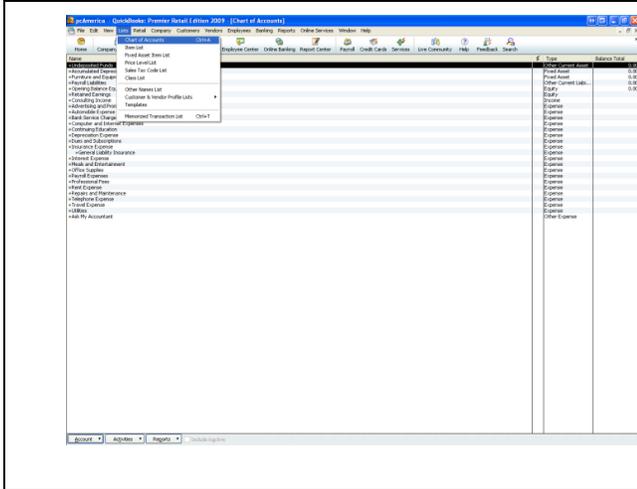
In QuickBooks select Lists from the Top and then select chart of accounts. You will see a list of accounts that are currently setup in QuickBooks. You will want to create accounts that will be associated with the list of accounts in CRE/RPE.

For example Cash will have Cash - A/R and, Cash - Deposit.

Note: pcAmerica does not support the account setup in QuickBooks. Unless you are an avid user of QuickBooks it is recommended that you have an accountant create these accounts.

Note: Each of the payment types (described above) must have a payment item created in the QuickBooks item list.

Invoice (Itemized) Sales Export - List of Required Payment Items

The following is a List of Payment Items that need to be created in the QuickBooks Item List for **Invoice (Itemized) Sales**:

Note: If you are using the **PCA QB Company File** then disregard this section.

Cash
Check
Debit Card
Visa
Master
Amex
Discover
Other Credit Cards
On Account
Food Stamp
Gift Cards
Secondary Currency

	In QuickBooks select **Lists** from the top and then select **Item List**. You will see a list of Items that are currently setup in QuickBooks. You will want to create the Payment Items specified above.

Invoice (Itemized) Sales Export - Account Selection

- Select **Invoice** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Itemized Sales** section you will want to:

  o **Enable Itemized Sales**, which will allow CRE/RPE to export the Itemized Sales information into QuickBooks.

- The **A/R** and **Deposit** columns have dropdowns that are directly referenced from your chart of accounts in QuickBooks. Use the dropdown to select each account you would like the specific information posted to.

- The **Payment(QuickBooks)** column has dropdowns that are directly referenced from your Item List in QuickBooks. Use the dropdown to select each item you would like the information posted to.

- If refunds are being processed use the dropdown to select an account for the data to be exported to under **Account Receivable (For Refund)**.
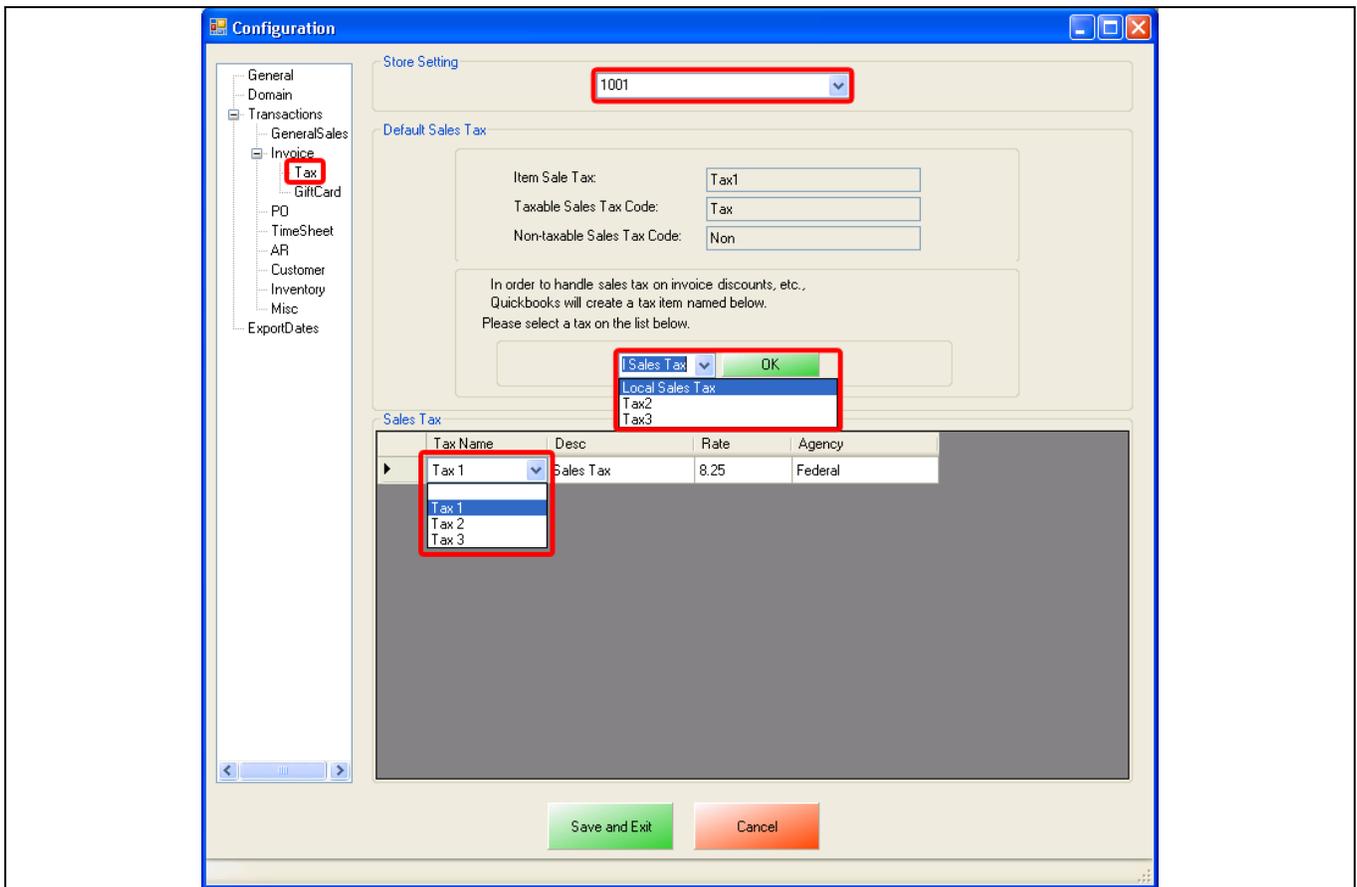
- Select **Tax** on the left.

- On the top select your store id (e.g. **1001**) under **Store Setting**.

- Under the **Default Sales Tax** section you will want to:

  o Use the dropdown to select the tax rate to account for all the sales tax on invoice discounts, then select **OK**.

- Under the **Sales Tax** section you will want to:

  o Use the dropdown to select the tax rate to account for each sales tax item from QuickBooks.

Invoice (Itemized) Sales Export - Gift Card - List of Required Accounts and Items

Note: If you are using the **PCA QB Company File** then disregard this section.

The following is a List of Gift Card Accounts that need to be created in the QuickBooks chart of accounts for Gift Card Sales and Redemption:

- **Gift Card - Sales**

- **Gift Card - Redeem**

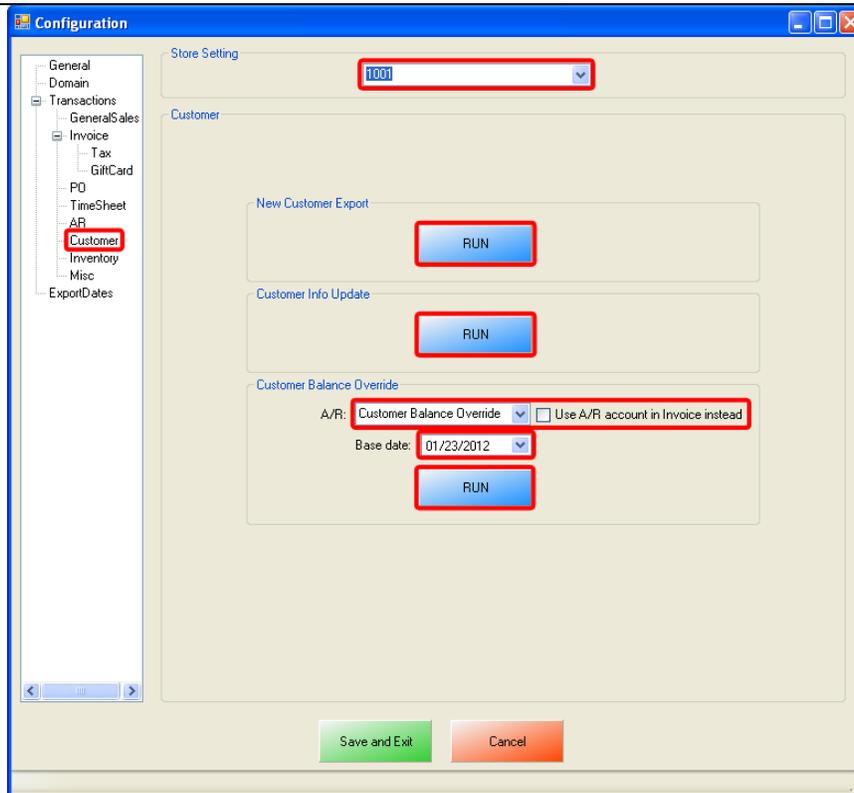**Note:** Both of these accounts must be created as **Other Current Liability** account types in QuickBooks.

Invoice (Itemized) Sales Export - Gift Card Configuration

- Select **GiftCard** on the left.

- On the top select your store id (e.g. **1001**) under **Store Setting**.

- Under the **Sale** section you will want to:

  o Use the dropdown to select the account for all the Gift Card Sales (next to Account), then select **OK**.

  o Type in the name of the Item to account for all the Gift Card Sales (next to item), then select **OK**. If you are using the **PCA QB Company File** then type in **Gift Card Sale**. If the item doesn't exist in the company file you will be asked if you would like to add it.

- Under the **Redeem** section you will want to:

  o Use the dropdown to select the account for all the Gift Card Redemption (next to Account), then select **OK**.

  o Type in the name of the Item to account for all the Gift Card Redemption (next to item), then select **OK**. If you are using the **PCA QB Company File** then type in **Gift Card Redeem**. If the item doesn't exist in the company file you will be asked if you would like to add it.

Invoice (Itemized) Sales Export - Additional Export - Customer

The transactions that have been performed will determine what other exports will be required. In most cases you will need to export the Customer information.

- An account must first be created in QuickBooks for the Customer export information.

  (see: **Invoice (Itemized) Sales Export - Customer Export - Required Account**)

- The Customer account that has been setup must be selected in CRE/RPE.

  (see: **Invoice (Itemized) Sales Export - Customer Export - Account Selection and Setup**)

Invoice (Itemized) Sales Export - Customer Export - Required Account

Note: If you are using the **PCA QB Company File** then disregard this section.

The following account needs to be created in the QuickBooks chart of accounts for the Customer Balance Override - A/R (Accounts Receivable):

- **Customer Balance Override - A/R**

<table>
<tr>
<td></td>
<td>

In QuickBooks select Lists from the Top and then select chart of accounts. You will see a list of accounts that are currently setup in QuickBooks. You will want to create accounts that will be associated with the list of accounts in CRE/RPE.

For example Cash will have Cash - A/R and, Cash - Deposit.

Note: pcAmerica does not support the account setup in QuickBooks. Unless you are an avid user of QuickBooks it is recommended that you have an accountant create these accounts.

</td>
</tr>
</table>

Invoice (Itemized) Sales Export - Customer Export - Account Selection and Setup

- Select **Customer** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Select **Run** under the **New Customer Info Export** to export your customer information.

- Select **Run** under the **Customer Info Update** to update your customer information.

- Under **Customer Balance Override**:

  o Use the dropdown to select the account to export all the Customer Balance A/R data to.

  o Optionally you can select to use the **A/R Account** setup in the **Invoice Itemized Section**.

- Select the **Base Date** (which is when the information will be exported from).

- Select **Run** under the **Customer Balance Override** to override your customers account.

The information exported can be checked through the Customer Center in QuickBooks.

Invoice (Itemized) Sales Export - Additional Export - Inventory

- Accounts must first be created in QuickBooks for all the Inventory export information.

  (see: **Invoice (Itemized) Sales Export - Inventory Export - List of Required Accounts**)

- The Customer account that has been setup must be selected in CRE/RPE.

  (see: **Invoice (Itemized) Sales Export - Inventory Export - Account Selection and Setup**)

Note: All of your inventory (including: Standard Items, Kit Items, Choice Items, Modifier Items, Modifier Groups) will be exported to QuickBooks as standard inventory. Coupon Information will be exported to an account specified.

Invoice (Itemized) Sales Export - Inventory Export - List of Required Accounts

Note: If you are using the **PCA QB Company File** then disregard this section.

The following is a List of Inventory Accounts that need to be created in the QuickBooks chart of accounts for Inventory information:

- **Inventory** - **Income**

- **Inventory** - **COGS (cost of goods sold)**

- **Inventory** - **Asset**

The following Non-Inventory account needs to be created in the QuickBooks chart of accounts for Other Current Asset information:

- **Non-Inventory** - **Other Current Asset**

The following Coupon Item Account needs to be created in the QuickBooks chart of accounts for Coupon Item Account information:

- **Coupon Item - Account**

The following is a List of Discount Accounts that need to be created in the QuickBooks chart of accounts for Discount information:

- **Discount - Item Discount**

- **Discount - Account**

The following is a List of Stock Level Override Accounts that need to be created in the QuickBooks chart of accounts for income and expense information:

- **Stock Level Override - Income**

- **Stock Level Override - Expense**

In QuickBooks select Lists from the Top and then select chart of accounts. You will see a list of accounts that are currently setup in QuickBooks. You will want to create accounts that will be associated with the list of accounts in CRE/RPE.

Invoice (Itemized) Sales Export - Inventory Export - Account Selection and Setup

- Select **Inventory** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Inventory/Non-Inventory/Coupon Items Export** section we will need to do the following:

  o Use the dropdown to select each account you would like the specific information posted to, under the **Inventory**, **Non-Inventory**, **Coupon Item** and **Discount** sections. This information will be sent to QuickBooks when the Invoice (Itemized) Export has been executed (see: **Invoice Itemized Sales Export - Final Configuration**).

  o Select **New Item Export** to export the inventory to the QuickBooks Item List. When you are prompted select **OK** to the message **The Execution is Finished,** the inventory will then be located in the QuickBooks Item List.

    ▪ If the inventory has been exported and you would like to update the inventory information select **Item Update**, then select **OK** to the message **The Execution is Finished**.

      - Optionally select **Update Cost** to update the cost of the inventory from Inventory Maintenance.

- Under the **Stock Level Override** section we will need to do the following:

  o Use the dropdown to select each account you would like to export the **Income**, and **Expense** data to. Optionally you can select to use the **Income**, and **Expense** accounts in the **PO (Purchase Order) Export Section**.

  o Use the dropdown to select the **Base Date** (which is when the override will begin from).

  o Select **Run** to export the inventory stock levels to QuickBooks. When you are prompted select **OK** to the message "**The Execution is Finished**".

Invoice (Itemized) Sales Export - Export Dates Configuration

- Select **ExportDates** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Result of previous session** section make sure that **Warn of previous result** is checked. This will let you know whether or not the previous session (export) has completed without an error, regardless of data that was exported.

- Under the **Last Export Dates** section we will need to select the date to being the export from for the following:

  - **Itemized Sales**

- Select **Save and Exit**.

Invoice (Itemized) Sales Export - Final Configuration
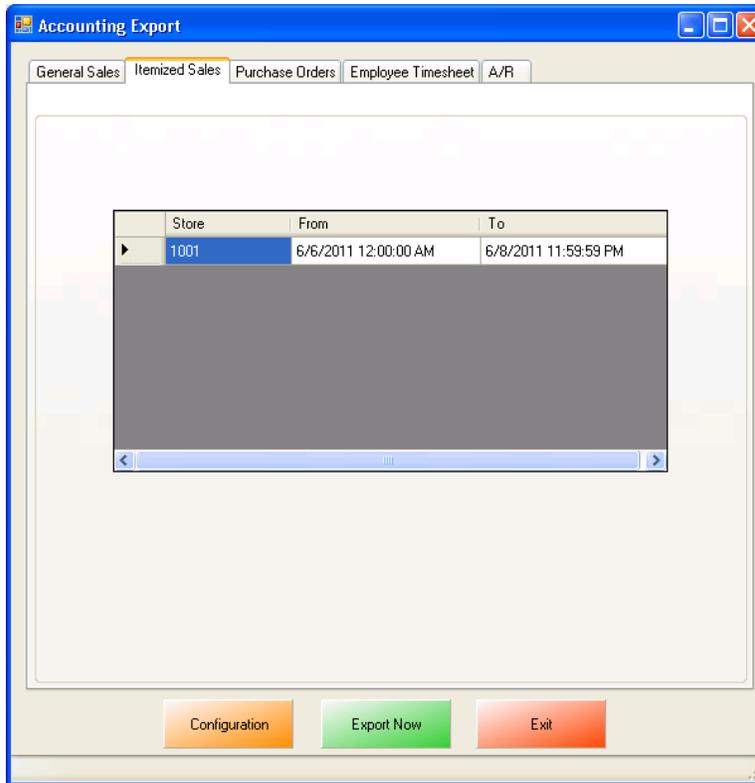
- Select the **Itemized Sales** tab.

- Verify that the date range is correct.

- Select **Export Now** this will send the Itemized Sales information to QuickBooks.

Note: This date and time range can be edited by double clicking the date/time under the From or To columns.

PO (Purchase Order) Export

To perform a PO (Purchase Order) Export:

1. Accounts must first be created in QuickBooks.

   (see: **PO (Purchase Order) Export - List of Required Accounts**)

2. The accounts that have been setup must be selected in CRE/RPE.

   (see: **PO (Purchase Order) Export - Account Selection**)

3. The timeframe for the export must be specified.

   (see: **PO (Purchase Order) Export - ExportDates Configuration**)

4. The information to be exported must be specified.

   (see: **PO (Purchase Order) Export - Final Configuration**)

PO (Purchase Order) Export - List of Required Accounts

Note: If you are using the **PCA QB Company File** then disregard this section.

The following account needs to be created in the QuickBooks chart of accounts for Purchase Orders with Pending Accounts:

- **A/P (Accounts Pending)**

The following is a List of Vendor Payout Accounts that need to be created in the QuickBooks chart of accounts for payout information:

- **Vendor Payout - Expense**

- **Vendor Payout - Bank**

- **Vendor Payout - Credit Card**

The following is a List of Inventory Update Accounts that need to be created in the QuickBooks chart of accounts for Inventory update information:

- **Inventory Update - Income**

- **Inventory Update - Expense**

PO (Purchase Order) Export - Account Selection
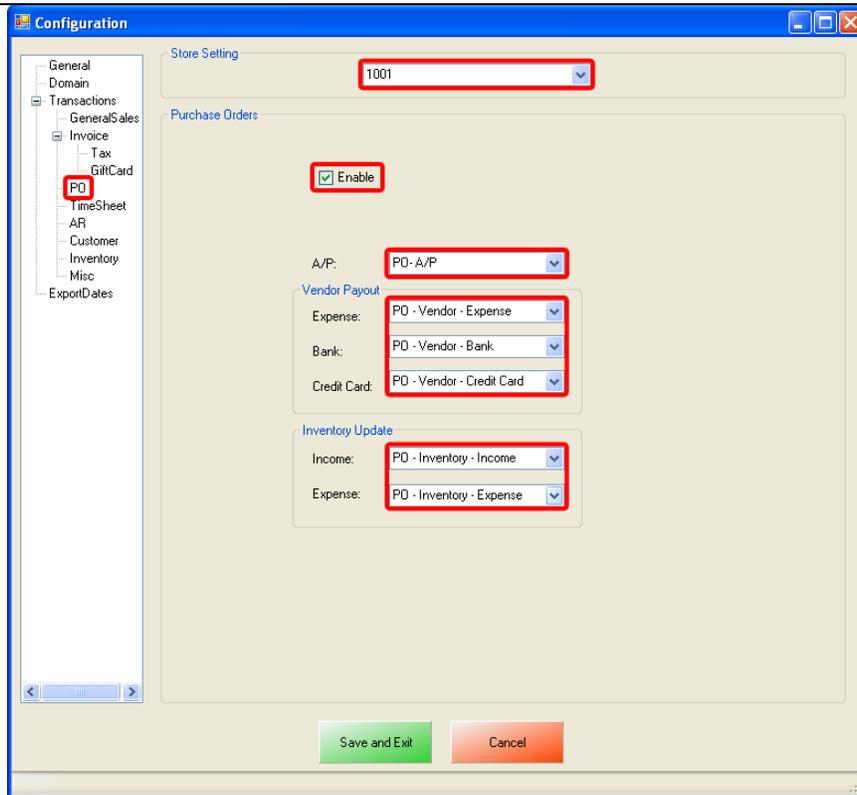
- Select **PO** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Purchase Orders** section we will need to do the following:

  o Select **Enable** to send the Purchase Order information to QuickBooks.

  o Use the dropdown to select the account you would like the specific information posted to, for all the Pending PO information for the **A/P** sections.

- Under the **Vendor Payout** section we will need to do the following:

  o Use the dropdown to select each account you would like to export the **Expense**, **Bank** and **Credit Card** data to.

- Under the **Inventory Update** section we will need to do the following:

  o Use the dropdown to select each account you would like to export the **Income** and **Expense** data to.

PO (Purchase Order) Export - Export Dates Configuration
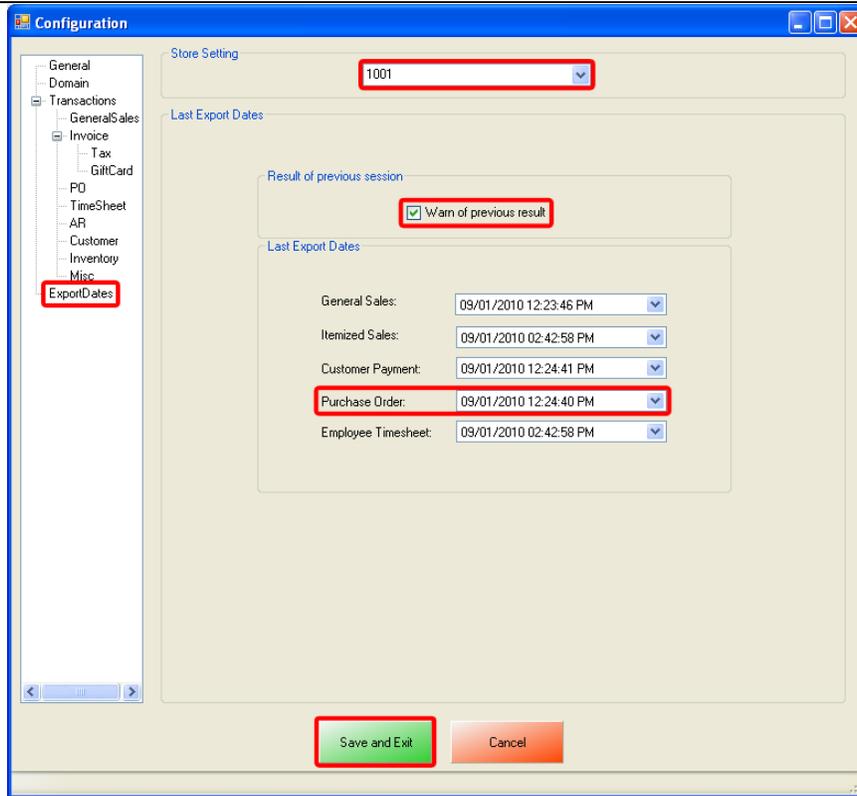
- Select **ExportDates** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Result of previous session** section make sure that **Warn of previous result** is checked. This will let you know whether or not the previous session (export) has completed without an error, regardless of data that was exported.

- Under the **Last Export Dates** section we will need to select the date to being the export from for the following:

  o **Purchase Order**

- Select **Save and Exit**.

PO (Purchase Order) Export - Final Configuration
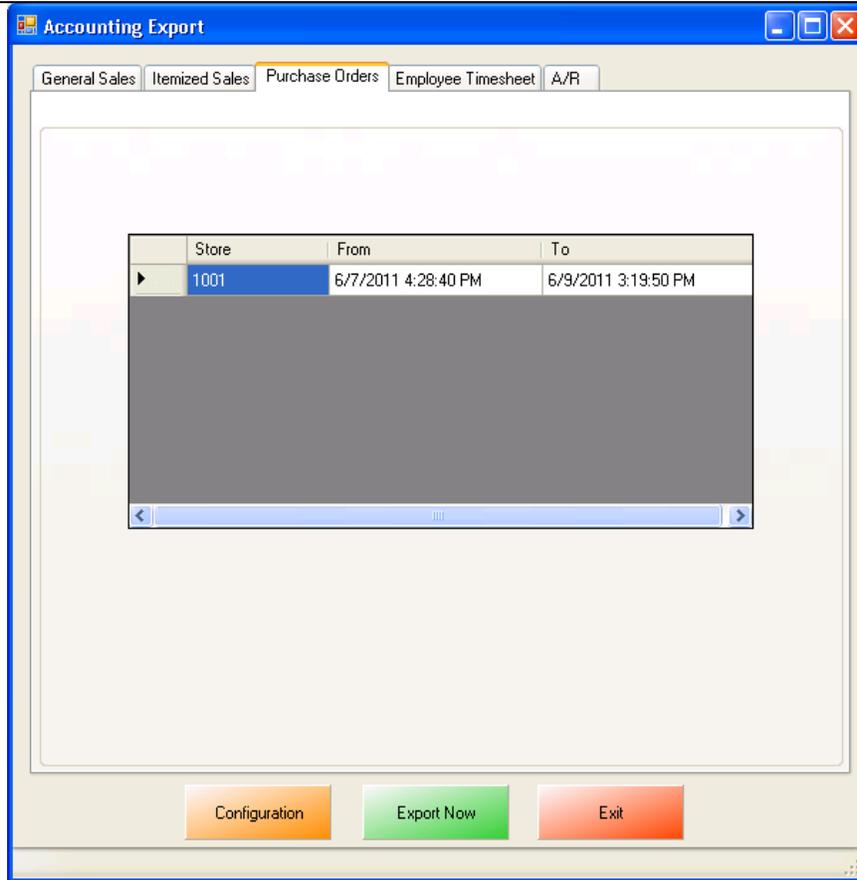
- Select the **Purchase Orders** tab.

- Verify that the date range is correct.

- Select **Export Now** this will send the Purchase Order information to QuickBooks.

Note: This date and time range can be edited by double clicking the date/time under the From or To columns.

Time Sheet (Employee Wages) Export

To perform a Time Sheet (Employee Wages) Export:

1. An account must first be created in QuickBooks.

   (see: **Time Sheet (Employee Wages) Export - Required Account**)

2. Employees must be correctly configured in CRE/RPE.

   (see: **Time Sheet (Employee Wages) Export - CRE/RPE Configuration**)

3. The account that has been setup must be selected in CRE/RPE.

   (see: **Time Sheet (Employee Wages) Export - Account Selection**)

4. The timeframe for the export must be specified.

   (see: **Time Sheet (Employee Wages) Export - ExportDates Configuration**)

5. The information to be exported must be specified.

   (see: **Time Sheet (Employee Wages) Export - Final Configuration**)

Time Sheet (Employee Wages) Export - Required Account

Note: If you are using the **PCA QB Company File** then disregard this section.

The following Employee Time Sheet account needs to be created in the QuickBooks chart of accounts for Employee Wages:

- **Expense (for Wage)**

Time Sheet (Employee Wages) Export - CRE/RPE Configuration

In CRE/RPE every employee must have a first and last name entered into the system.

	1. Open **CRE/RPE**. 2. Select the **Manager** or **Options** button. 3. Enter the administrator password (default: admin) where applicable. 4. Select **Administrative** then, **Employee Maintenance**.
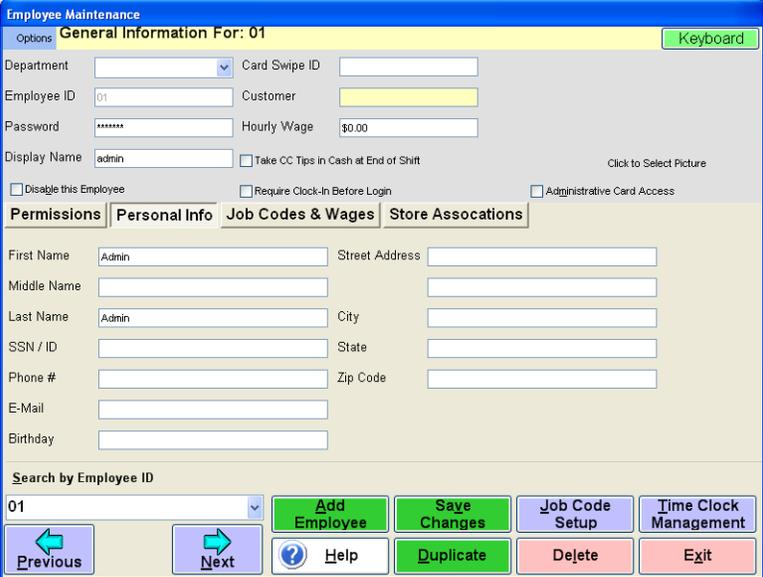
5. Select the **Personal Info** tab.

6. Each employee (including 01 and 100101) **MUST** have a **First Name** and **Last Name** entered on this page.

7. When done adding the first and last name select **Save Changes**. This process will need to be repeated for each employee in the database.

8. Select **Exit**.

Time Sheet (Employee Wages) Export - Account Selection
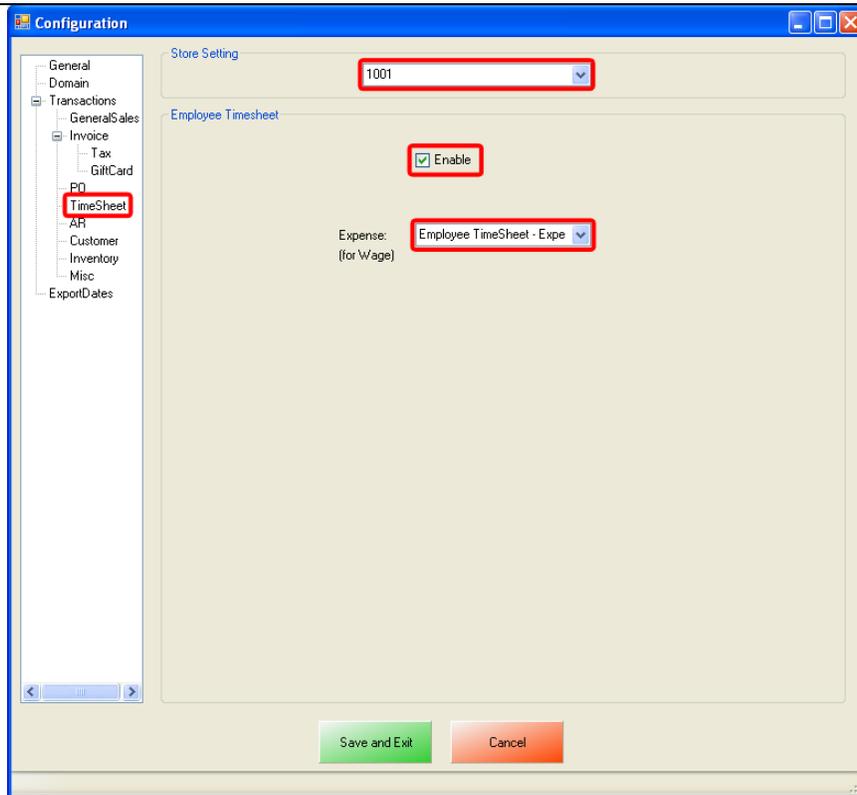
- Select **TimeSheet** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Employee Timesheet** section we will need to do the following:

  o Select **Enable** to send the Employee Wage information to QuickBooks.

  o Use the dropdown to select the account you would like the specific information posted to, for the **Expense (for Wage)**.

Time Sheet (Employee Wages) Export - ExportDates Configuration

- Select **ExportDates** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Result of previous session** section make sure that **Warn of previous result** is checked. This will let you know whether or not the previous session (export) has completed without an error, regardless of data that was exported.

- Under the **Last Export Dates** section we will need to select the date to being the export from for the following:

   o **Employee Timesheet**

- Select **Save and Exit**.

Time Sheet (Employee Wages) Export - Final Configuration
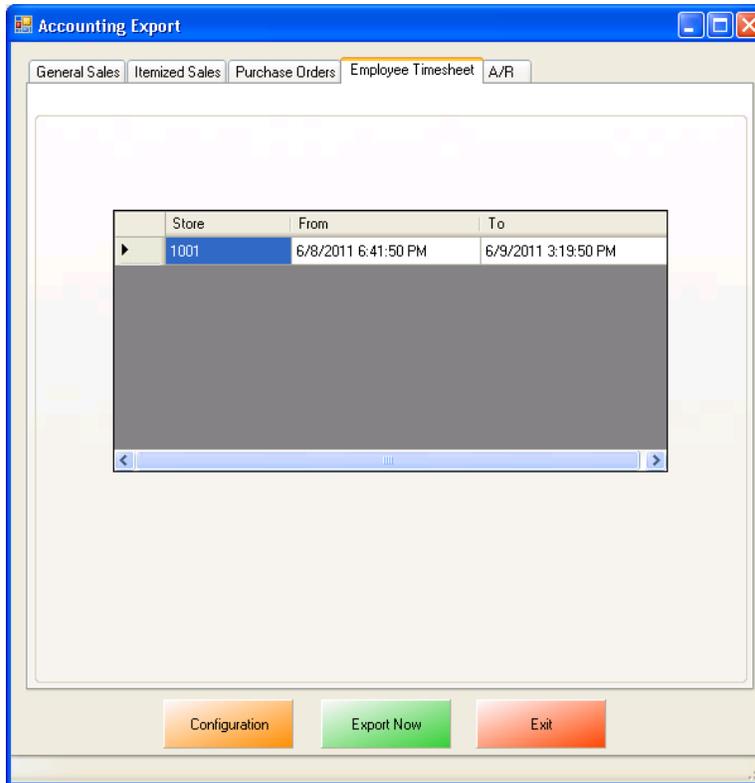
- Select the **Employee Timesheet** tab.

- Verify that the date range is correct.

- Select **Export Now** this will send the Employee Timesheet information to QuickBooks.

Note: This date and time range can be edited by double clicking the date/time under the From or To columns.

AR (Accounts Receivable) Export

To perform an AR (Accounts Receivable) Export:

1. Accounts must first be created in QuickBooks.

    (see: **AR (Accounts Receivable) Export - List of Required Accounts and Items**)

2. The accounts that have been setup must be selected in CRE/RPE.

    (see: **AR (Accounts Receivable) Export - Account Selection**)

3. The timeframe for the export must be specified.

    (see: **AR (Accounts Receivable) Export - ExportDates Configuration**)

4. The information to be exported must be specified.

    (see: **AR (Accounts Receivable) Export - Final Configuration**)

AR (Accounts Receivable) Export - List of Required Accounts and Items

Note: If you are using the **PCA QB Company File** then disregard this section.

The following is a List of Account Receivable accounts that need to be created in the QuickBooks chart of accounts for exporting Accounts Receivable information:

- **AR - A/R**

- **AR - Deposit**

The following is a List of Payment Items that need to be created in the QuickBooks Item List for **Accounts Receivable Export**:

Cash
Check
Debit Card
Visa
Master
Amex
Discover
Other Credit Cards
On Account
Food Stamp
Gift Cards
Secondary Currency
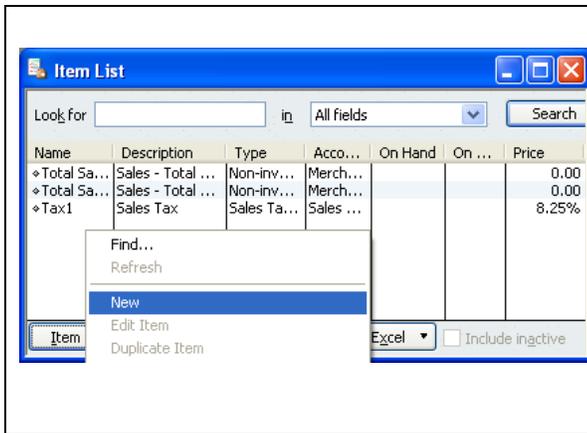
In QuickBooks select **Lists** from the top and then select **Item List**. You will see a list of Items that are currently setup in QuickBooks. You will want to create the Payment Items specified above.

AR (Accounts Receivable) Export - Account Selection

- Select **AR** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Account Receivable** section we will need to do the following:

  o Select **Enable** to send the Account Receivable information to QuickBooks.

  o Use the dropdown to select the accounts you would like the specific information posted to, for the **A/R** and **Deposit** information.

- Under the **Payment method mapping** section we will need to do the following:

  o Use the dropdowns to select each corresponding payment method you would like to export the information to.

AR (Accounts Receivable) Export - ExportDates Configuration
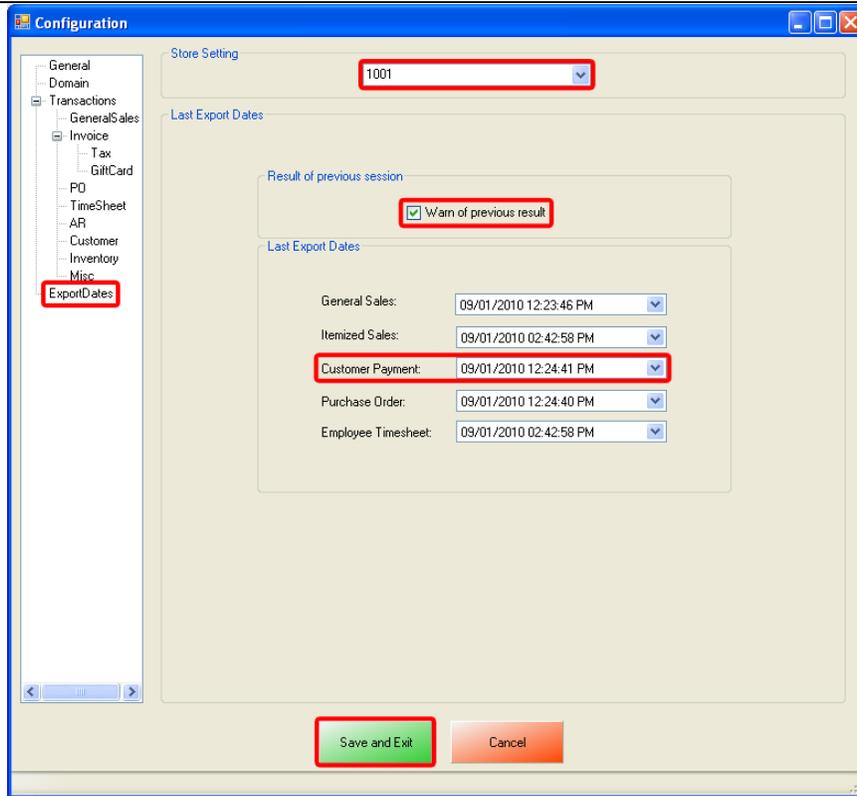
- Select **ExportDates** on the left.

- On the top under **Store Setting** select your store id (e.g. **1001**).

- Under the **Result of previous session** section make sure that **Warn of previous result** is checked. This will let you know whether or not the previous session (export) has completed without an error, regardless of data that was exported.

- Under the **Last Export Dates** section we will need to select the date to being the export from for the following:

  o **Customer Payment**

- Select **Save and Exit**.

AR (Accounts Receivable) Export - Final Configuration
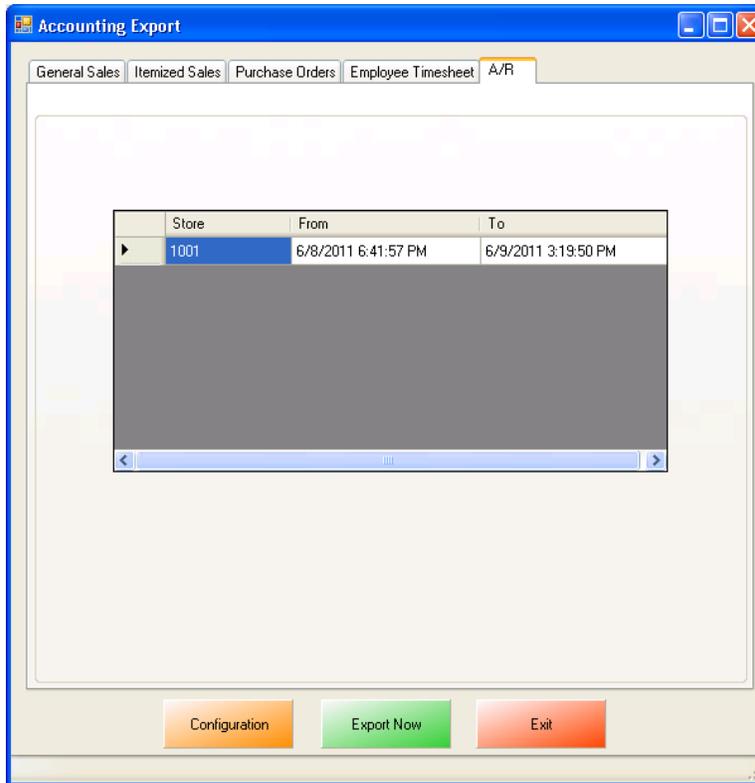
- Select the **AR** tab.

- Verify that the date range is correct.

- Select **Export Now** this will send the AR information to QuickBooks.

Note: This date and time range can be edited by double clicking the date/time under the From or To columns.

Misc Tab

When an export has been performed, information gets put into the database in order to prevent duplicate data from being exported. The **Misc** tab is used to clear the export information from the CRE/RPE database for a few reasons, some of which may include:

- If a test export has been performed (usually happens when an export to test the integration has been performed).

- If a new company file is being used (usually happens when old company file gets lost).

Either of the above scenarios will require the following also be done in QuickBooks:

- A new QB company file or different accounts in the existing company file MUST be used, if this is not done the data will be duplicated rendering the existing company file useless.
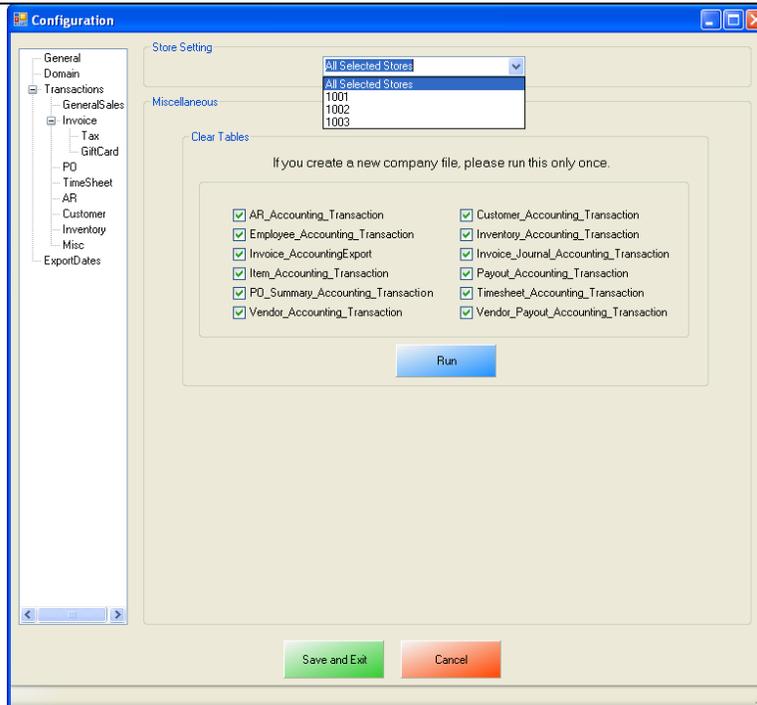
- Select the **Misc** tab.

- On the top under **Store Setting** select either All Selected Stores (which will clear the information for all the stores) or, select your store id (e.g. **1001**) – which will clear the information for each store that is selected.

- Check the types of accounting information to be cleared.

- Select **Run**.

Windows 7 Additional Configuration

If you are using Windows 7 some additional configuration is required:

- Accounts must first be created in QuickBooks.

  (see: **Windows 7 Additional Configuration - Creating a Standard User and Disabling UAC**)

- The accounts that have been setup must be selected in CRE/RPE.

  (see: **Windows 7 Additional Configuration - Assigning the Correct CRE.NET Folder Permissions**)

Windows 7 Additional Configuration - Creating a Standard User and Disabling UAC

Before beginning the integration process a standard user must be created in windows 7 for the export to take place. Here we must also disable User Account Control (UAC).
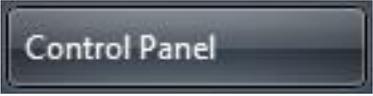
	• Select **Start**.
Control Panel	• Select **Control Panel**.
User Accounts	• Select **User Accounts**.
pcAmerica Standard user Password protected	• If a standard user account already exists then we can use it to perform the export.
Create a new account	• If a standard User account does not exist then select **Create a new account**.
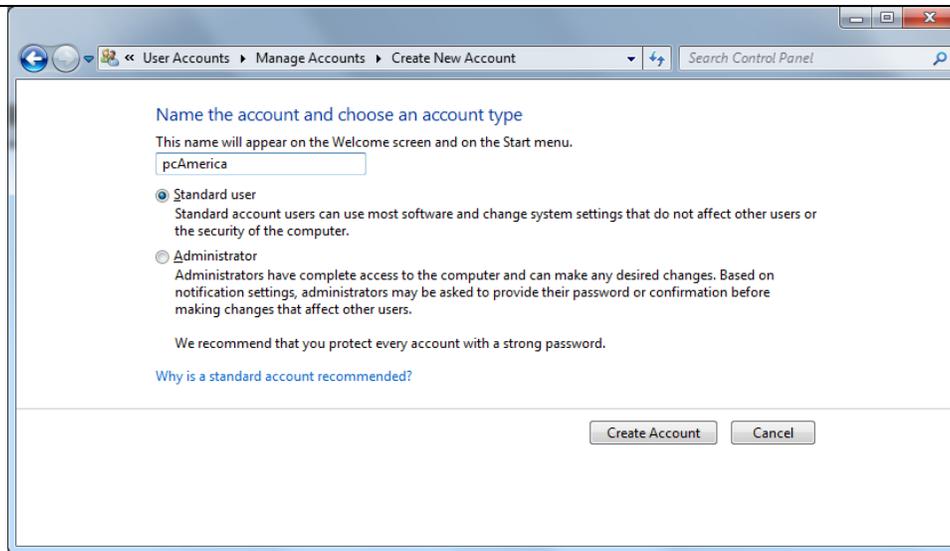
- Enter a username for the account.

- Select **Standard user**.

- Select **Create Account**.

Note: You can add a password for this user for added security.

Go to the main User Accounts page	- Select **Go to the main User Accounts page**, at the bottom of the window.
Change User Account Control settings	- Select **Change User Account Control settings**.
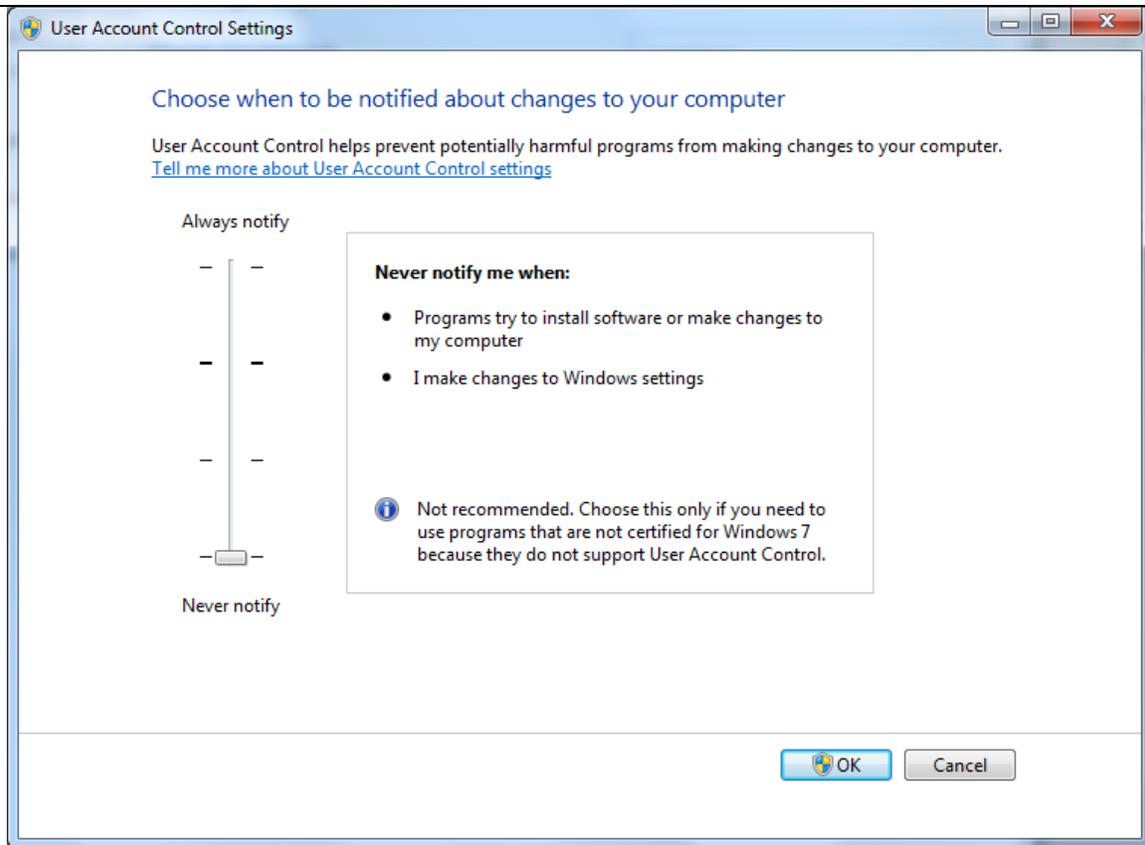
- Move the slider to the bottom so that the selection changes to **Never notify**.

- Select **OK**.

Note: You will need to restart after making any changes to this page.

Windows 7 Additional Configuration - Assigning the Correct CRE.NET Folder Permissions

After creating the standard user account we must then add Full Control permissions to the CRE.NET folder for that user. Navigate to the folder C:\Program Files (C:\Program Files(x86) for windows 7 64 bit users).
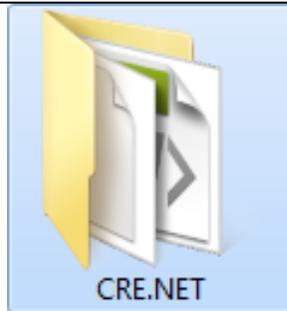
CRE.NET	• Right-click the CRE.NET folder, then select **Properties**.
	• Select the **Security** tab. • Select **Edit**, to change permissions for the folder.
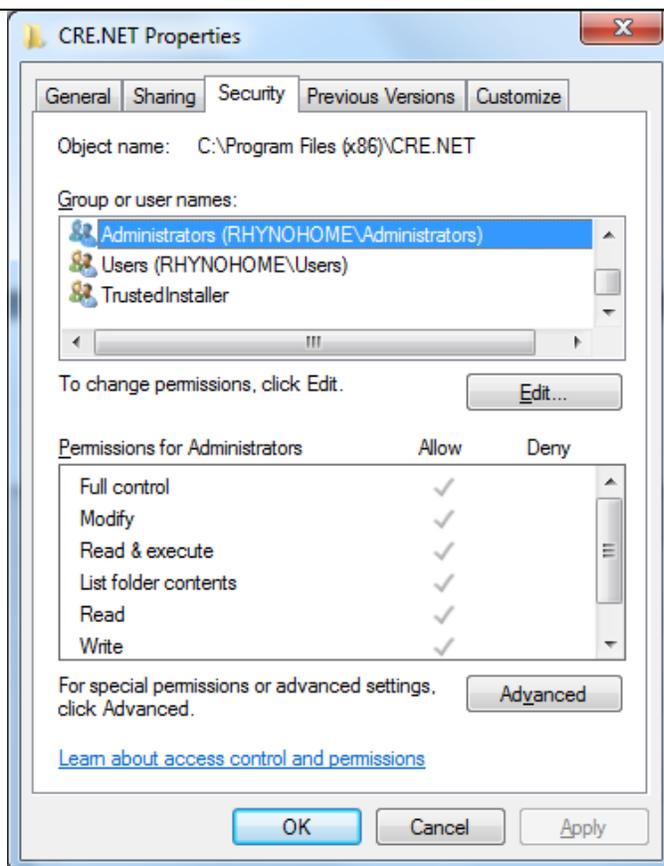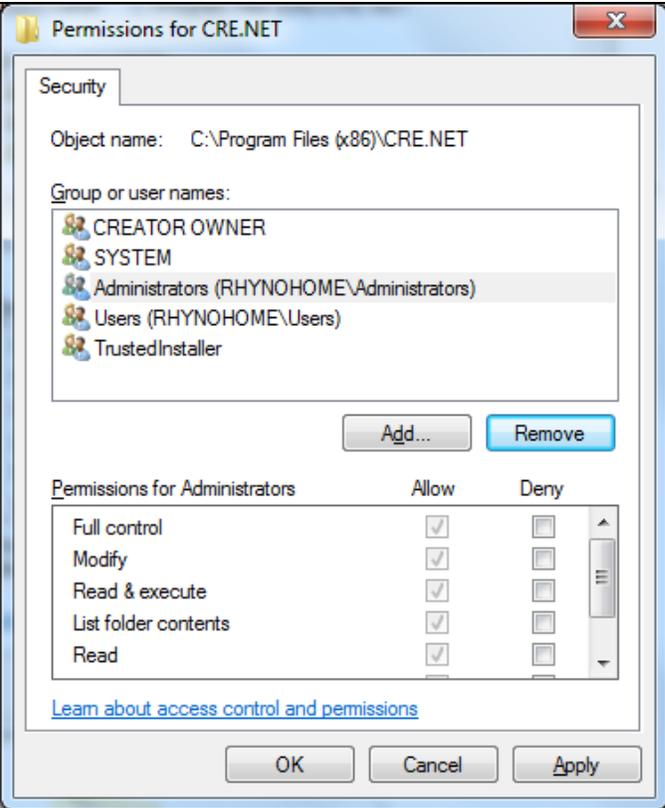
- Select **Add...**
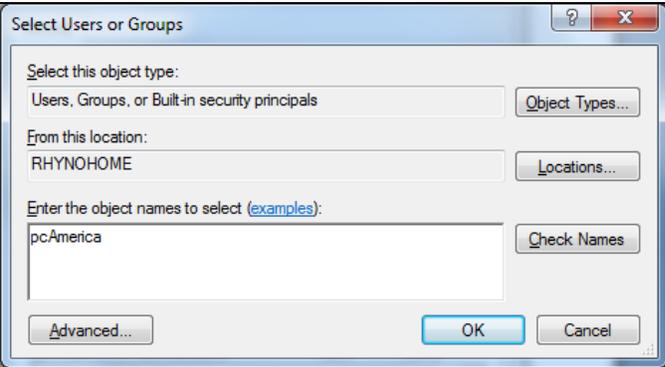
- Enter the username of the user that was created in the previous section (in our example **pcAmerica**).

- Select **OK**.
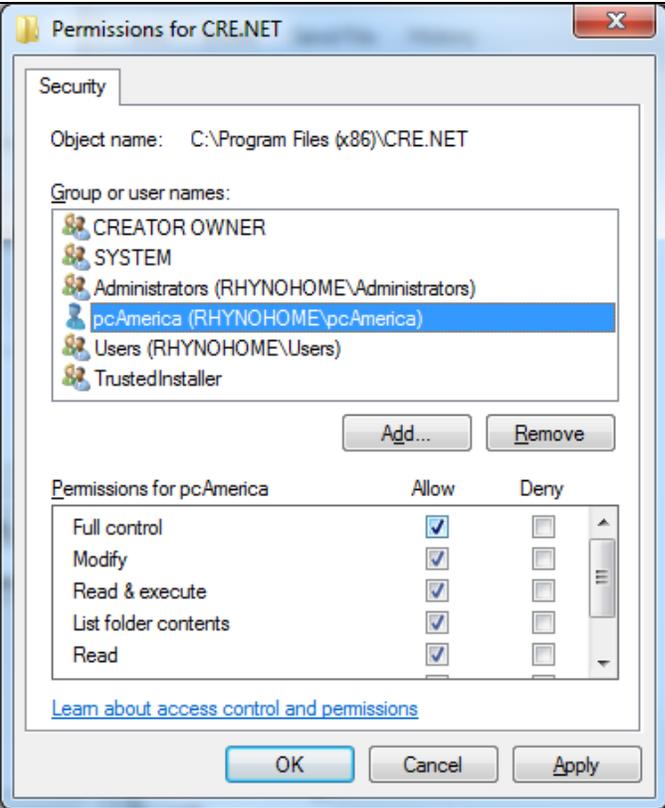
- Select **OK** to the permissions window.

- Select **OK** to the CRE.NET properties window.

Note: You will need to repeat this process to the location where the QuickBooks company file is located.

Troubleshooting QuickBooks Integration

If when trying to select the company file you receive an error message stating "The Company File Is In Use" please follow the steps below:

- Navigate to the folder C:\Program Files\CRE.NET (C:\Program Files(x86\CRE.NET) for windows 7 64 bit users).

- Right-click the **AccountingExportConfig.xml** file, then select **Edit**.

- We will need to change the line <fileToOpen> to the location of where your company file is saved (for example, <fileToOpen>C:\TEST\pcamerica.QBW</fileToOpen>):

- When done select **File**, then select **Save**.

Note: If you are still experiencing issues with the integration please see below:

- Make sure that UAC is turned off.

- Make sure that you are logged in as a standard user.

- Try re-creating the company file under the standard user.

- Try running the export with the **PCA QB Blank Company File**.