Heartland

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CRE/RPE - QuickBooks PO

(Purchase Order) Export Guide

	es iter	mized Sales P	urchase Ord	ers Employee Timeshe	et A/R		
						Store I	dentity
Export Da	ates 1	Vet Sales Sal	es Total Tax	Sales Individual Tax	Payment	Payment Credit Card	COGS
	L	Store	Fro		То		
	•	1001	2/8	/2017 9:33:21 AM	3/7/201	7 1:13:26 PM	
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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.

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

If you are using Windows 7 please see the <u>Windows 7 Additional Configuration</u> section of this document.

Currently pcAmerica integrates with QuickBooks 2007 through 2018* with the following US editions:

- Pro
- Premiere
- Enterprise** Is supported in QuickBooks 2016 and newer **

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Important Notes:

- QuickBooks 2012 requires 12.60300 or above
- QuickBooks 2013 requires 12.60483 or above
- QuickBooks 2014 requires 12.60540 or above
- QuickBooks **2015** requires 12.60550 or above
- QuickBooks 2016 requires 12.70140 or above
- QuickBooks **2017** requires 12.**8003** or above
- QuickBooks **2018** requires 12.**8030** or above
- As of Quickbooks 2018, a password is **required** for the company file.

Revision History

Document Version	Date	Author	Description of Changes
12	Aug 25, 2017	MP	Updated the format of the
			document.
13	January 5, 2018	MP	Added support for QB 2018



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.

- <u>QuickBooks Integration Setup Tax Rates</u>
- QuickBooks Integration Setup Preferences
- QuickBooks Integration Setup Discount Item
- <u>QuickBooks Integration Setup Local Sales Tax Item</u>
- <u>QuickBooks Integration Setup Opening Bal Equity Account</u>
- QuickBooks Integration Setup Account & Item 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:

• <u>http://faq.pcamerica.com</u>

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

count Control	Company Info	Couponing	Hardware	Internet Features	Inventory	Invoice Setting
Payment Proce	ssing Qu	uick Invoicing &	& Alerts	Quick-Add	Receipt	Reports
Restaurant Features Station Spec		cifics	System Access	T	Touch Screen	
Company Inform	nation					
Cash Register Express			Acct#((for check validation)		
	pcAmerica.com		Tax ID:			
	1-800-722-6374		Work V	Veek Starts On:	Monday	•
			Compa	any identifier		
Store Informatio						
Address	/n		_	Store Description		
City				Store ID		1001
State				Square Footage		0
Zip Code				Population Served		0
Phone #						
E-mail Address						
_						
Scale			Update			Exit

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:

• PO (Purchase Order) Export - Account Information

PO (Purchase Order) Export – Account Information

The following is a List of Account Pending information that will be exported from CRE. Accounts will need to be created in QuickBooks to send the appropriate data to.

• A/P (Accounts Pending)

The following is a List of Vendor Payout information that will be exported from CRE. Accounts will need to be created in QuickBooks to send the appropriate data to.

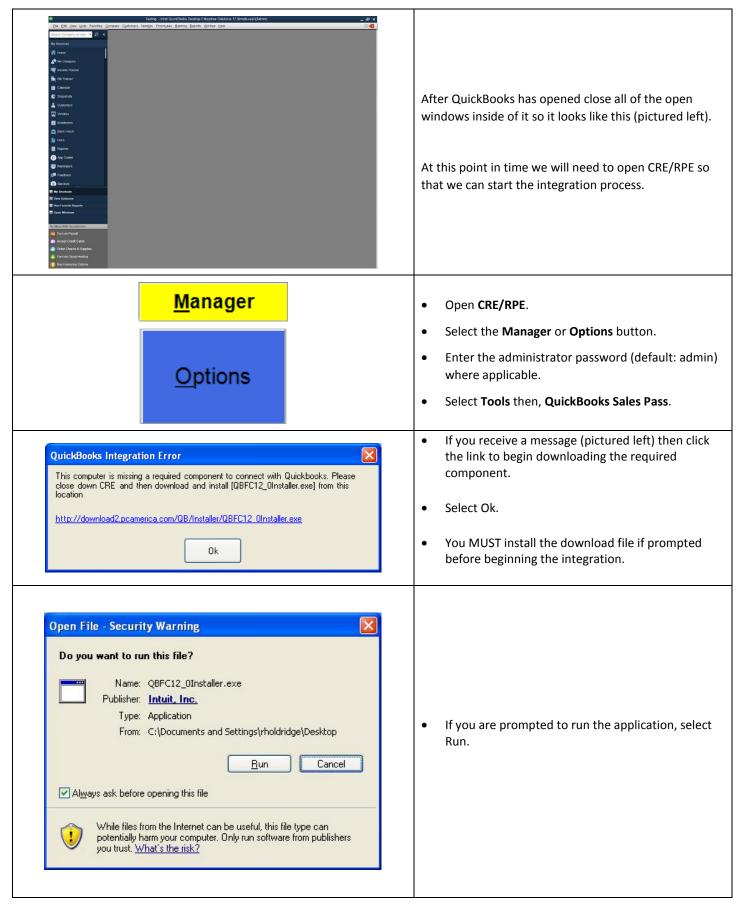
- Vendor Payout Expense
- Vendor Payout Bank
- Vendor Payout Credit Card

The following is a List of information that will be exported from CRE pertaining to the update of Inventory. Accounts will need to be created in QuickBooks to send the appropriate data to.

- Inventory Update Income
- Inventory Update Expense

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 this account.

CRE/RPE - QuickBooks Integration Setup



👹 QBFC 12.0 - Ins	tallShield Wizard 🛛 🔀	
QBFC12 12.0	InstallShield Wizard Completed The InstallShield Wizard has successfully installed QBFC 12.0. Click Finish to exit the wizard.	• When the installer has finished Select Finish on screen.
Export Dates Net Sa	re From To	 At the Accounting Export page select the Configuration button. Note: You may receive some errors when trying view the next screen, just select Ok to all of the This is a onetime occurrence due to the integra not being completed. After selecting the corre company file these error message should not appear again.

	QuickBooks - Application Certificate	×
Correll Ac en p c c c c c c c c c c c c c c c c c c	application is requesting access to the following QuickBooks company :: Testing cess may include reading and modifying QuickBooks data as well as hancing the QuickBooks user interface (where applicable). #E APPLICATION CALLS ITSELF ccAmerica.Desktop.POS ERTIFICATE INFORMATION escription: CRE2004 eveloper: Identity has been verified by: Entrust Code Signing CA- OVCS1	After selecting the Configuration button you may be prompted to 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).
Do you want to allow this applica No Yes, prompt each time Yes, whenever this QuickBoo Yes, always; allow access ev	en if QuickBooks is not running ss personal data such as Social Security Numbers and	 Select Continue. Then select Yes that you want to allow access. Select Done to the Access Confirmation window. Switch back to CRE/RPE.
✓ Quickbooks Sales Pass Configuration General Setting Domain Setting Output Output Control Sales Tax Off Cardo Sales Tax Off Cardo Purchase Ord Needenhanout Store Store Store Vertage Image: Control Store Store Image: Control Output Store Image: Control Store Image: Control Store Image: Control Store Image: Control Output Store Image: Control Image: Control	netion Product Name: Intuit QuickBooks Desktop Enterprise Solutions 17.0 Country: US Application Name: pcAmerica Desktop POS Company file: C1QB/Testing QB/V	 Select the General tab. Under Store select the store(s) you would like to be enabled for the export.

PO (Purchase Order) Export

To perform a PO (Purchase Order) Export:

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

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

- The timeframe for the export must be specified.
 (see: PO (Purchase Order) Export ExportDates Configuration)
- 3. The information to be exported must be specified.

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

Other Information:

The <u>Misc</u> 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.

PO (Purchase Order) Export - Account Selection

General Setting Domain Setting Transactions	1001 💌	
General Sales General Sales Vendor → Vendor → Invoices General Sales → Vendor → Sales Taxes → Gift Cards → Employee Tps → Purchase Order → Three Order	ers I Enable	
- Interodoc - Accounts Receival - Customers - Inventory - Miscellaneous Export Dates	∆/P: Ask My Accountant Vendor Payout Expense: Bank: Ask My Accountant Credit Card:	
	Inventory Update Income: Ask My Accountant Expense: Ask My Accountant	
« <u> </u>	Save and Exit	

- 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:
 - Select **Enable** to send the Purchase Order information to QuickBooks.
 - 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:
 - 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:
 - 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

	Pass Configuration		
General Setting	Store Setting	•	
- Transactions		·	
General Sales	Last Export Dates		
☐ Invoices — Sales Taxe — Gift Cards	Result of previous session		
Employee	Va Wa	arn of previous result	
Time Clock Accounts Rece	Last Export Dates		
Customers Inventory			
	General Sales:	07/11/2017 09:33:20 AM	
	Itemized Sales:	07/11/2016 12:00:00 AM	
	Customer Payment:	07/11/2016 12:00:00 AM	
	Purchase Order:	07/11/2017 01:26:18 PM	
	Employee Timesheet:	07/11/2016 06:43:58 PM	
< <u> </u>			
< >	Save and Evit	Cancel	
< <u> </u>	Save and Exit	Cancel	
	Save and Exit	Cancel	
j	Save and Exit	Cancel	
j	Save and Exit	Cancel	
j	Save and Exit	Cancel	
j	Save and Exit	Cancel	
j	Save and Exit	Cancel	
jl			
elect Export Dates on the left. n the top under Store Setting sele	ect your store id (e.g. 1001).	
ect Export Dates on the left. the top under Store Setting sele der the Result of previous sessi	ect your store id (e.g. 1001 on section make sure that). Warn of previous res	ult is checked. This will let you known will let you known will let you known will let you known 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

	Accounting Export General Sales Itemized Sales Purchase Orders Employee Times	sheet A/R	
	Store From	То	
	▶ 1001 7/11/2017 11:11:13 AM	7/11/2017 11:59:59 PM	
	<	•	
	Configuration Export Now	Exit	
		.:	
 Coloratale a Dunale Or 	ders tab.		
• Select the Purchase Or			

Note: This date and time range can be edited by double clicking the date/time field 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 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.

Customers Invoice_Accounting_Transaction Invertary Invoice_Accounting_Transaction Invoice_Accounting_Transaction Invoice_Accou	 General Setting Domain Setting Transactions General Sales Invoices Sales Taxes Git Cards Employee T Purchase Orden Time Cock 	Configuration
☑ Round average cost of item	- Inventory Miscellaneous	Invoice_AccountingExport Invoice_Journal_Accounting_Transaction Image: Image
	< b	

- 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.

Section Secti	nt - 4, Search Control Panel			
Name the account and choose an account ty				
This name will appear on the Welcome screen and on the Spectrum ca	Start menu.			
© Standard user				
Standard account users can use most software and cha	nge system settings that do not affect other users or			
the security of the computer.				
Administrators have complete access to the computer a				
notification settings, administrators may be asked to pr making changes that affect other users.	rovide their password or confirmation before			
We recommend that you protect every account with a s	strong password			
	auong password.			
Why is a standard account recommended?				
	Create Account Cancel			
 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.			

	😵 User Account Control Settings										
	Choose when to be notified about changes to your computer User Account Control helps prevent potentially harmful programs from making changes to your computer. <u>Tell me more about User Account Control settings</u>										
	Always notify										
	- Never notify me when:										
	Programs try to install software or make changes to my computer I make changes to Windows settings										
	(i) Not recommended. Choose this only if you need to										
	use programs that are not certified for Windows 7 ————————————————————————————————————										
	Never notify										
	OK Cancel										
 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 .
CRE.NET Properties General Sharing Security Previous Versions Customize Object name: C:VProgram Files (x86)/CRE.NET Group or user names: Administrators (RHYNOHOME\Administrators) & Users (RHYNOHOME\Users) & TrustedInstaller Image: TrustedInstaller	•	Select the Security tab. Select Edit , to change permissions for the folder.

Permissions for CRE.NET Security Object name: C:\Program Files (x86)\CRE.NET Group or user names: CREATOR OWNER CREATOR OWNER SYSTEM Administrators (RHYNOHOME\Administrators) Users (RHYNOHOME\Users) TrustedInstaller Add Remove Permissions for Administrators Allow Deny Full control Modify Read & execute List folder contents Read Leam about access control and permissions	• Select Add
OK Cancel Apply	
Select Users or Groups Image: Constraint of the second s	 Enter the username of the user that was created in the previous section (in our exampl pcAmerica). Select OK.

Security Object name: C:\Program Files	(x86)\CRE.NET			
Object name: C:\Program Files Group or user names: CREATOR OWNER CREATOR OWNER	IEVAdministrators) pcAmerica) s) Add	Remove Deny	•	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>):

CcountingExportConfig - Notepad	
jile Edit Format View Help	
?xml version="1.0"?> Quickeooksetrings xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema"> <	E
<pre><appname>pcAmerica.besktop.POS</appname> cfileTopprest_Vist_normania.besktop.POS cfileTopprest_Vist_normania.besktop.POS</pre>	
<pre><operiode>cc/operiode> <contry>vSc/courts</contry></operiode></pre>	
<pre>cchkIrwoicespiits/false/chkIrwoicespiits cchkPopeleitonfalse/chkPopeleitons cchkIrmesheetpeleitonsfalse/chkIrmesheetpeleitons cchkIrmesheetpeleitonsfalse/chkIrmesheetpeleitons cchkIrmesheetpeleitonsfers/alse/chkIrmesheetpeleitons</pre>	
<pre><chkpreviousresultsfalse< <domains="" <ggeneralinfos="" <glocations_ocal<="" chkpreviousresults="" locations<="" pre=""></chkpreviousresultsfalse<></pre>	
<pre><localsetting-< td=""><td></td></localsetting-<></pre>	
<pre>vurbintc://portal/ supports//portal/portal/pesktopModules/IWeb/webservice.asmx <user <pre>vurbind</pre></user </pre>	
<pre><td></td></pre>	
<pre></pre>	
50res <tranjypes>InvgiceTotal</tranjypes>	
<pre>cyreferienceInfo> <accountingpreferences <isassigningjournalentrynumbers>true</isassigningjournalentrynumbers> <isrequiringaccounts></isrequiringaccounts></accountingpreferences </pre>	
<tsus falsec="" injaccount="" isus="" numbers=""> <tsus injacultitrailstec="" injacunt="" isus="" numbers=""> <tsus injaclasstracking="" injaclasstrackingstrue="" isus=""> <closingace.pool1-01 closingate=""></closingace.pool1-01></tsus></tsus></tsus>	
	-
4	▶ at

• 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.