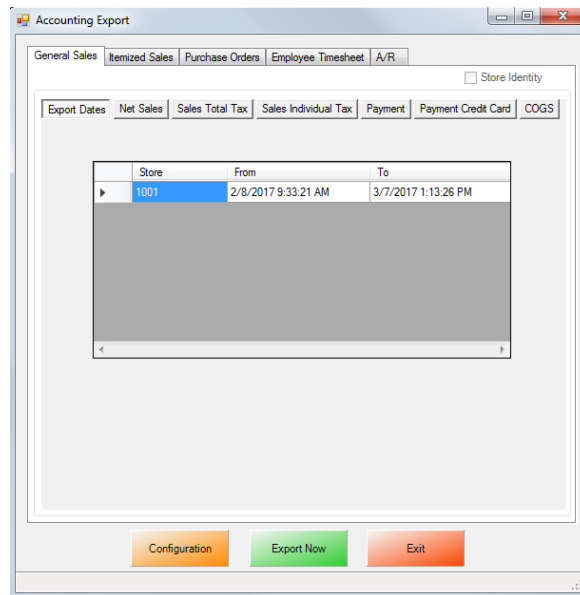


CRE/RPE - QuickBooks Web Portal

Export Guide



CRE/RPE now exports sales data and other information directly to QuickBooks from the Web Portal, 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 2017* with the following US editions:

- Pro
- Premiere
- Enterprise**

*QuickBooks 2012 requires 12.60300 or above for the integration; QuickBooks 2013 requires 12.60483 or above for the integration; QuickBooks 2014 requires 12.60540 or above for the integration; QuickBooks 2015 requires 12.60550 or above for the integration; QuickBooks 2016 requires 12.70140 or above for the integration; QuickBooks 2017 requires 12.80030 or above for the integration.**QuickBooks Enterprise edition is supported with 2016 - current.

Revision History

Document Version	Date	Author	Description of Changes
12	Aug 25, 2017	MP	Updated the format of the document.

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Before You Begin - QuickBooks Integration Configuration



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](#)

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**

Setup Screen

Account Control | Company Info | Couponing | Hardware | Internet Features | Inventory | Invoice Settings

Payment Processing | Quick Invoicing & Alerts | Quick-Add | Receipt | Reports

Restaurant Features | Station Specifics | System Access | Touch Screen

Company Information

Cash Register Express Acct# (for check validation)

pcAmerica.com Tax ID:

1-800-722-6374 Work Week Starts On: Monday

Company Identifier

Store Information

Address 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.

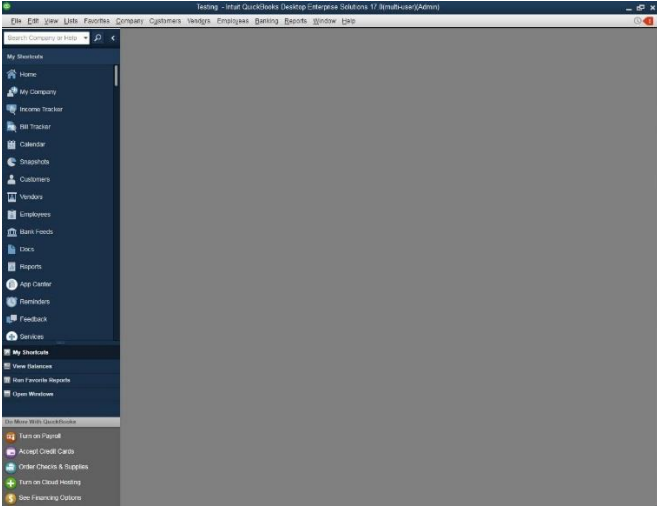

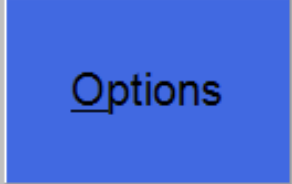
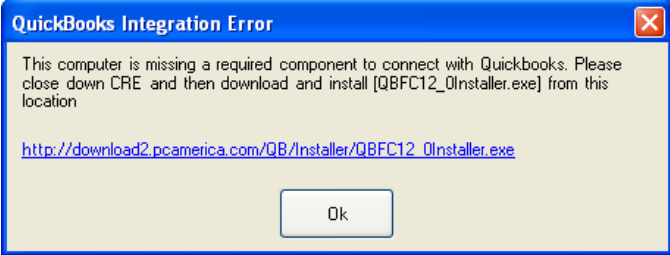

Note: This item MUST be named Local Sales Tax.

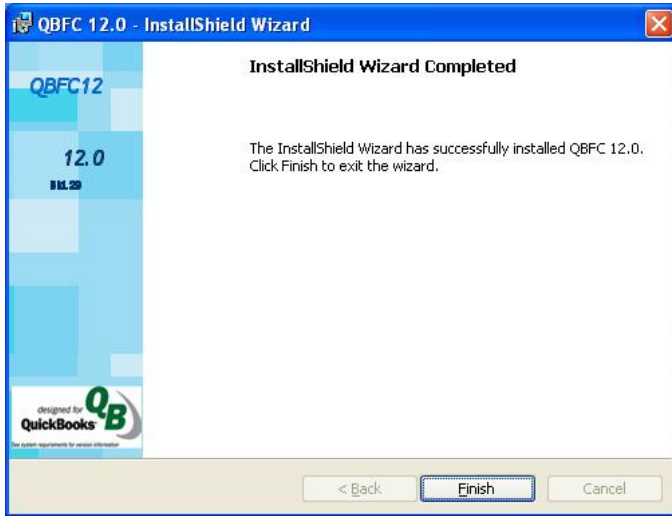
QuickBooks Integration Setup – Opening Bal Equity Account

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

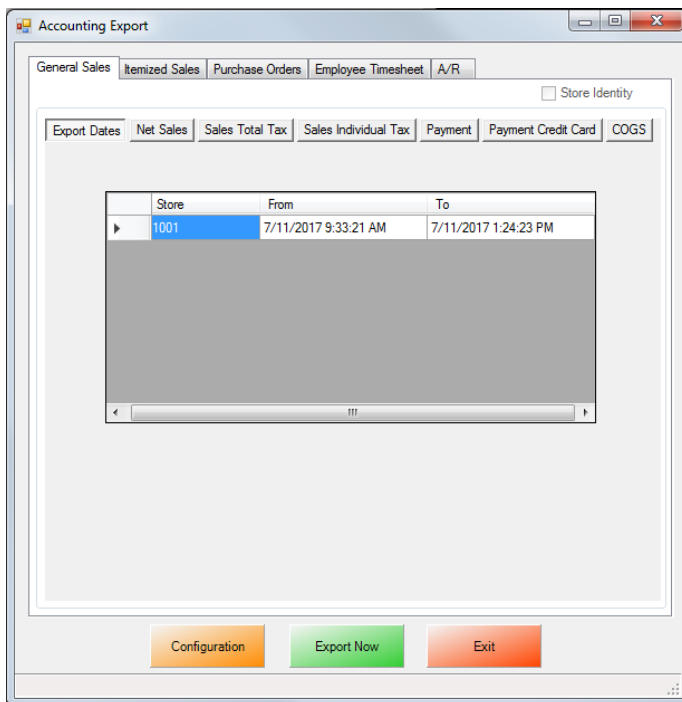
Note: The Account Name **MUST** be Opening Bal Equity, this account must also be an Equity account.

CRE/RPE - QuickBooks Integration Setup

	<p>After QuickBooks has opened close all of the open windows inside of it so it looks like this (pictured left).</p> <p>At this point in time we will need to open CRE/RPE so that we can start the integration process.</p>
	<ul style="list-style-type: none">• Open CRE/RPE.• Select the Manager or Options button.
	<ul style="list-style-type: none">• Enter the administrator password (default: admin) where applicable.• Select Tools then, QuickBooks Sales Pass.
	<ul style="list-style-type: none">• If you receive a message (pictured left) then click the link to begin downloading the required component.• Select Ok.• You MUST install the download file if prompted before beginning the integration.
	<ul style="list-style-type: none">• If you are prompted to run the application, select Run.

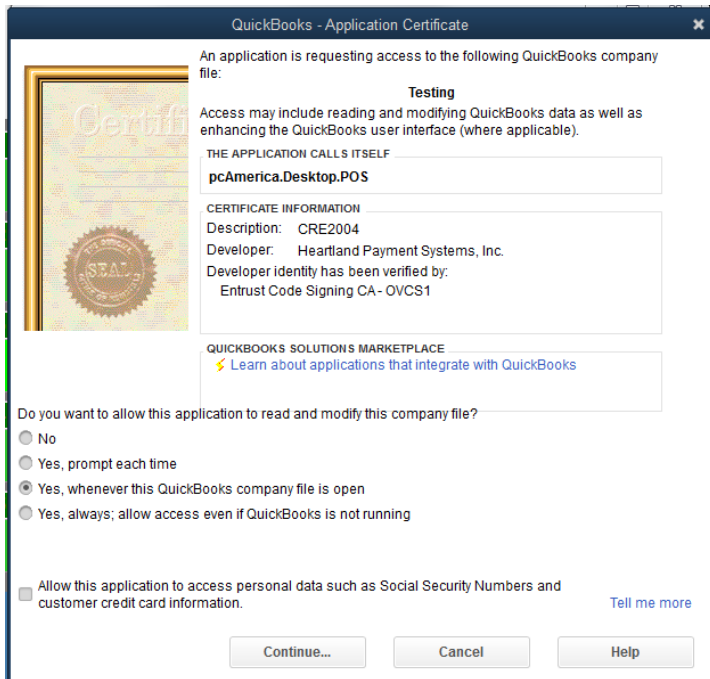


- When the installer has finished Select Finish on this screen.



- At the **Accounting Export** page select the **Configuration** button.

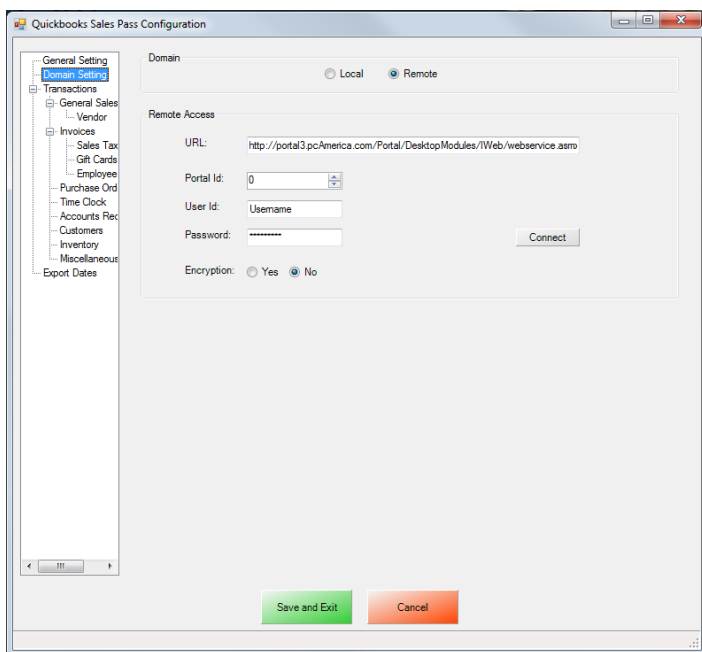
Note: You may receive some errors when trying to view the next screen, just select **Ok** to all of them. This is a onetime occurrence due to the integration not being completed. After selecting the correct company file these error message should not appear again.



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: For added security you may want to select the option to only allow the Company file to be accessed only when QuickBooks is open. The last Yes, always allow option is most often selected.

- Select **Continue**.
- Then select **Yes** that you want to allow access.
- Select **Done** to the **Access Confirmation** window.
- Switch back to CRE/RPE.



- Select the **Domain** tab.
- Under **Domain** select **Remote**.
- Under **Remote Access** enter the following information:
 - **URL** – This is the address of the web portal. **
 - **Portal ID** – This is the specific ID of your portal.
 - **User ID** – This is the username you use to access the web portal.
 - **Password** – This is the password for the user ID you use to access the portal.
 - Select either **Yes** or **No** under **Encryption** (depending on if you use encryption).
- Select **Connect**.

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 employee's 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:

Follow the instructions in the following document:

- <http://faq.pcamerica.com/software/accounting/quickbooks-exports/general-sales-export-guide>

The following differences will need to be done to the above document

1. The accounts that have been setup must be specified for each store.
(see: [General Sales Export - Account Selection](#))
2. The timeframe for the export for each store must be specified.
(see: [General Sales Export - ExportDates Configuration](#))
3. The information to be exported must be specified for each store.
(see: [General Sales Export - Final Configuration](#))

General Sales Export - Account Selection

QuickBooks Sales Pass Configuration

Store Setting: [Dropdown]

General Sales

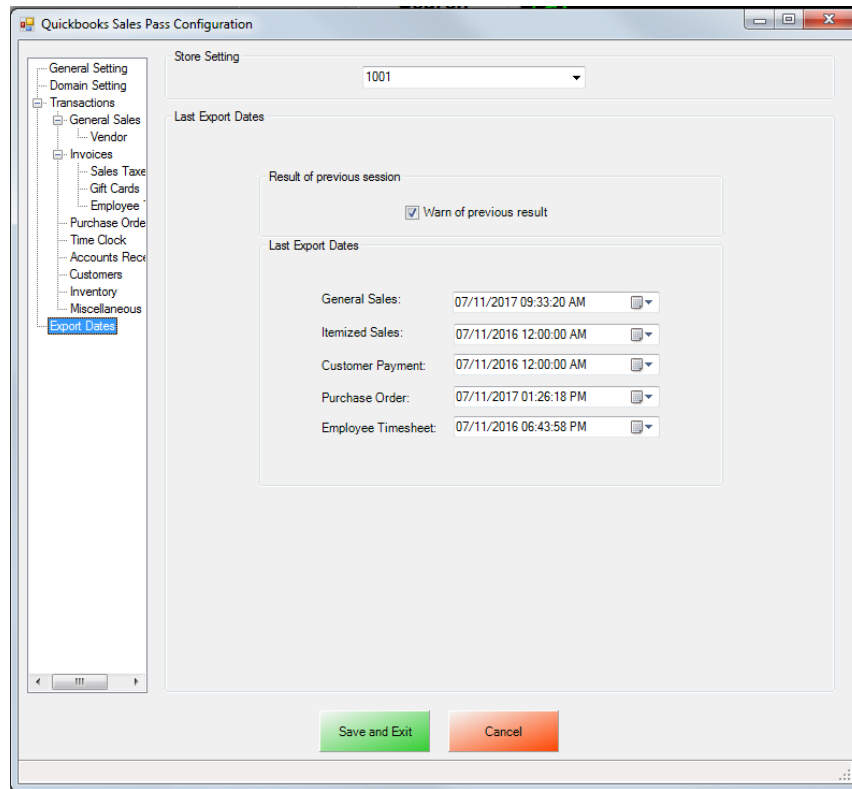
Enable General Sales

	Debit	Credit
Net Sales:	Ask My Accountant	Ask My Accountant
Total Tax:	Ask My Accountant	Ask My Accountant
Taxed Sales:	Ask My Accountant	Ask My Accountant
Non-taxed Sales:	Ask My Accountant	Ask My Accountant
Tax Exempt Sales:	Ask My Accountant	Ask My Accountant
Tax 1:	Ask My Accountant	Ask My Accountant
Tax 2:	Ask My Accountant	Ask My Accountant
Tax 3:	Ask My Accountant	Ask My Accountant
Tax 4:	Ask My Accountant	Ask My Accountant
Tax 5:	Ask My Accountant	Ask My Accountant
Tax 6:	Ask My Accountant	Ask My Accountant
Cash:	Ask My Accountant	Ask My Accountant
Check:	Ask My Accountant	Ask My Accountant
Debit Card:	Ask My Accountant	Ask My Accountant
Credit Card:	Ask My Accountant	Ask My Accountant
Visa:	Ask My Accountant	Ask My Accountant
Master:	Ask My Accountant	Ask My Accountant
Amex:	Ask My Accountant	Ask My Accountant
Discover:	Ask My Accountant	Ask My Accountant
Other Credit Cards:	Ask My Accountant	Ask My Accountant
On Account:	Ask My Accountant	Ask My Accountant
Food Stamp:	Ask My Accountant	Ask My Accountant
Gift Cards:	Ask My Accountant	Ask My Accountant
Secondary Currency:	Ask My Accountant	Ask My Accountant
Cost of Good Sold:	Ask My Accountant	Ask My Accountant

Buttons: Save and Exit, Cancel

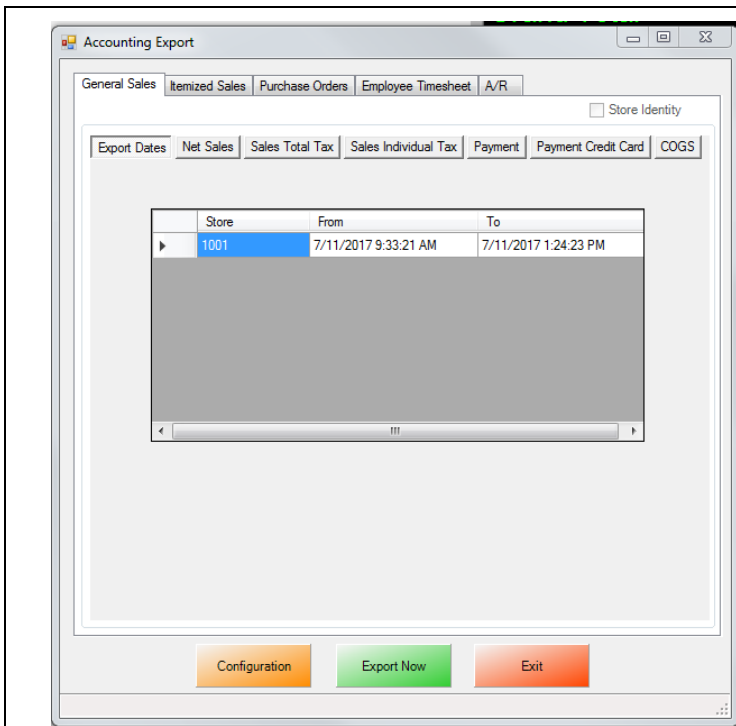
- In CRE/RPE after selecting your Company File you will want to select **GeneralSales** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **General Sales** section you will want to:
- **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



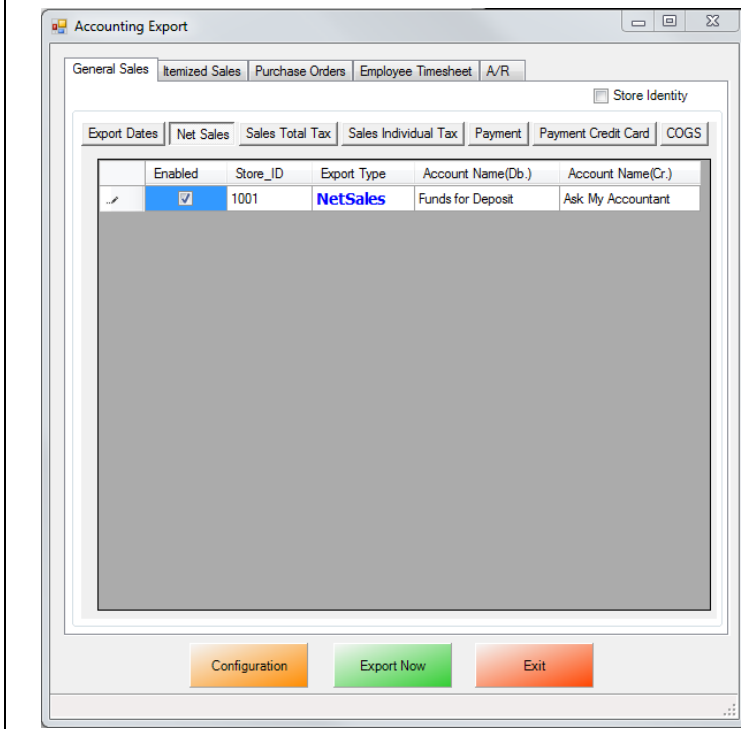
- Select **ExportDates** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **Result of previous 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:
 - **General Sales**
- Select **Save and Exit**.

General Sales Export - Final Configuration



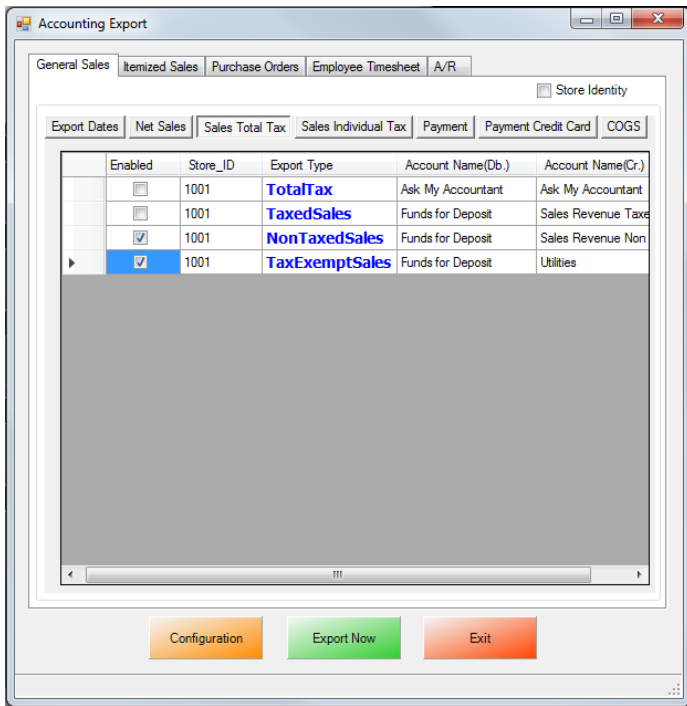
- Under the Export Dates tab we will select the date and time range which will be exported.

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



- Under the Net Sales tab you will see the NetSales Export Type. The information you would like to export will determine whether or not Enabled will be checked for this item. For more information on the export breakdown and groupings please see: [Export Set: Breakdown and Groupings](#)

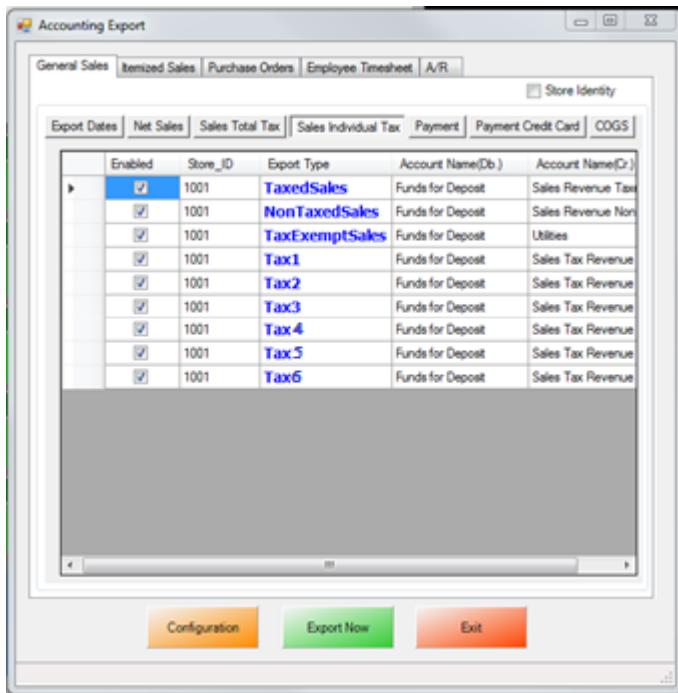
Note: If you decide to select NetSales to export you will want to note that selecting TaxedSales, NonTaxedSales, or TaxExemptSales to export under the Sales Total Tax tab, will cause your sales information to be exported to two different accounts, depending on what was selected under [General Sales Export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



- Under the Sales Total Tax tab select:
 - TotalTax to export the total tax for all sales.
 - TaxedSales to export the taxed sales for the date/time range.
 - NonTaxedSales to export the non taxed sales for the date/time range.
 - TaxExemptSales will export the Tax exempt sales for the date and time range.

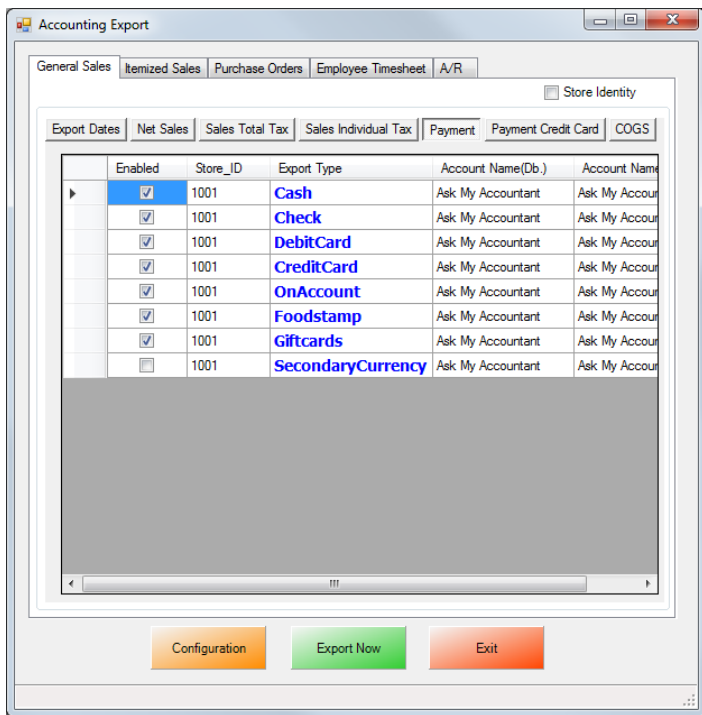
For more information on the export breakdown and groupings please see: [Export Set: Breakdown and Groupings](#)

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](#).

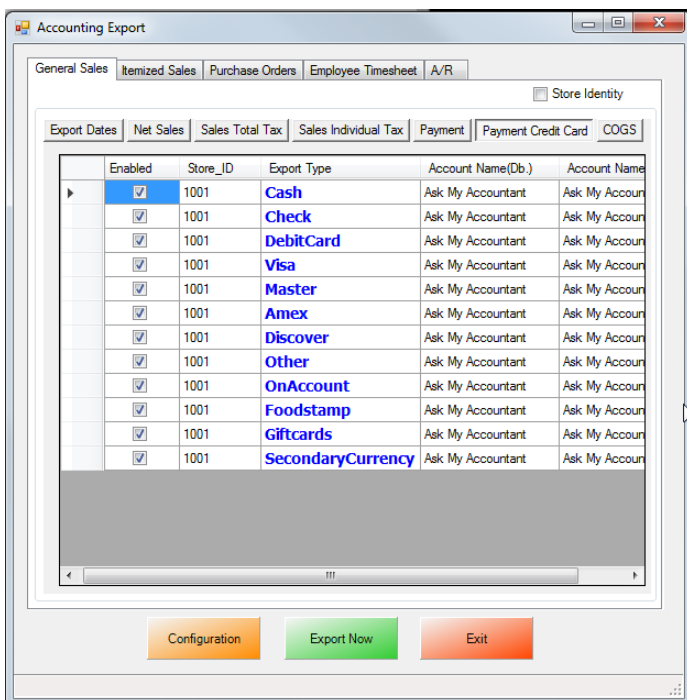


- Optionally if you want to export the tax individually you will select Tax1, Tax2, Tax3, Tax 4, Tax 5, or Tax 6 under Sales Individual Tax as needed instead of TotalTax in the previous screen. For more information on the export breakdown and groupings please see: [Export Set: Breakdown and Groupings](#)

Note: If under **Sales Total Tax** you had previously selected to export **TaxedSales**, **NonTaxedSales**, or **TaxExemptSales** these will also be checked under the **Sales Individual Tax** tab.



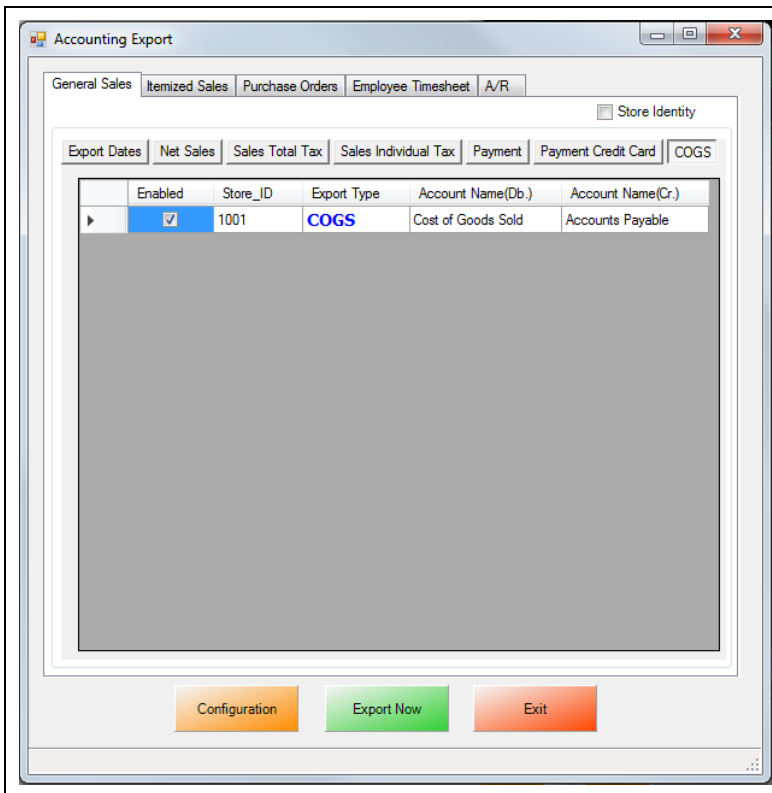
- Under the Payment Tab you can optionally select to export payment types broken down. This will cause all of your payment types to go to different accounts which you will create in QuickBooks. For more information on the export breakdown and groupings please see: [Export Set: Breakdown and Groupings](#)



- 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. For more information on the export breakdown and groupings please see: [Export Set: Breakdown and Groupings](#)

Note: If under Payment tab you had previously selected to export Cash, Check, or Debit Card this will also be selected in Payment Credit Card tab. Enabling both Credit Card and broken down card types (E.g Visa,Master etc.) may result in duplicate entries in your Chart of Accounts.

Please check with your accountant for account mapping that best fits for your business.



- 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. For more information on the export breakdown and groupings please see: [Export Set: Breakdown and Groupings](#)

Note: When running the COGS export all of your CRE/RPE inventory will be export to the QuickBooks Item List. Please see our [QuickBooks Inventory Export Guide](#).

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

Invoice (Itemized) Sales Export

To perform an Invoice (Itemized) Sales Export:

Follow the instructions in the following document:

- http://faq.pcamerica.com/file-lockers/pdf-locker/CRE_QB_ItemizedSales_Export_Guide.pdf

The following differences will need to be done to the above document:

1. The Itemized Sales accounts that have been setup must be selected in CRE/RPE.
(see: [Invoice \(Itemized\) Sales Export - Account Selection](#))
2. The tax rates must be configured in CRE/RPE.
(see: [Invoice \(Itemized\) Sales Export - Tax Rates Configuration](#))
3. The Gift Card accounts and items that have been setup must be selected in CRE/RPE.
(see: [Invoice \(Itemized\) Sales Export – Gift Card Configuration](#))
4. The Employee Tip items and accounts and items that have been setup must be selected in CRE/RPE.
(see: [Invoice \(Itemized\) Sales Export – Employee Tips Configuration](#))
5. An export of Customer information exports must be configured.
(see: [Invoice Itemized Sales Export - Additional Export - Customer](#))
6. An export of Inventory must be configured.
(see: [Invoice Itemized Sales Export - Additional Export - Inventory](#))
7. The export dates must be configured.
(see: [Invoice Itemized Sales Export - Export Dates Configuration](#))
8. The export must be performed.
(see: [Invoice Itemized Sales Export - Final Configuration](#))

Invoice (Itemized) Sales Export - Account Selection

The screenshot shows the 'Configuration' window for 'Invoice (Itemized) Sales Export'. The left sidebar has a tree view with 'Invoice' selected. The main area is divided into 'Store Setting' and 'Itemized Sales'. Under 'Store Setting', there is a dropdown menu for 'All Selected Stores' with a list of store IDs (1001, 1002, 1003). Under 'Itemized Sales', there is a checkbox for 'Enable Itemized Sales'. Below this is a table with three columns: 'A/R', 'Deposit', and 'Payment(Quickbooks)'. Each column has a list of dropdowns for different payment methods. At the bottom, there is a dropdown for 'Account Receivable (For Refund)'.

	A/R	Deposit	Payment(Quickbooks)
Cash:	Cash - A/R	Cash - Deposit	Cash
Check:	Check - A/R	Check - Deposit	Check
Debit Card:	Debit Card - A/R	Debit Card - Deposit	Debit Card
Visa:	Visa Card - A/R	Visa Card - Deposit	Visa
Master:	Master Card - A/R	Master Card - Deposit	Master
Amex:	Amex Card - A/R	Amex Card - Deposit	Amex
Discover:	Discover Card - A/R	Discover Card - Deposit	Discover
Other Credit Cards:	Other Credit Cards - A/R	Other Credit Cards - Deposit	Credit Cards - Other
On Account:	On Account - A/R	On Account - Deposit	On Account
Food Stamp:	Food Stamp - A/R	Food Stamp - Deposit	Food Stamp
Gift Cards:	Gift Cards - A/R	Gift Cards - Deposit	Gift Card
Secondary Currency:	Secondary Currency - A/R	Secondary Currency - Depos	Secondary Currency

- Select **Invoice** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **Itemized Sales** section you will want to:
 - **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)**.

Invoice (Itemized) Sales Export - Tax Rates Configuration

Configuration

Store Setting: 1001

Default Sales Tax

Item Sale Tax: Tax1
Taxable Sales Tax Code: Tax
Non-taxable Sales Tax Code: Non

In order to handle sales tax on invoice discounts, etc., Quickbooks will create a tax item named below. Please select a tax on the list below.

Sales Tax: Sales Tax, OK

Tax Name	Desc	Rate	Agency
Tax 1	Sales Tax	8.25	Federal

Save and Exit, Cancel

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

Note: Each store must be configured separately, meaning that each store must be selected under Store Setting and then the Tax rates must then be configured.

- Under the **Default Sales Tax** section you will want to:
- 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:
- Use the dropdown to select the tax rate to account for each sales tax item from QuickBooks.

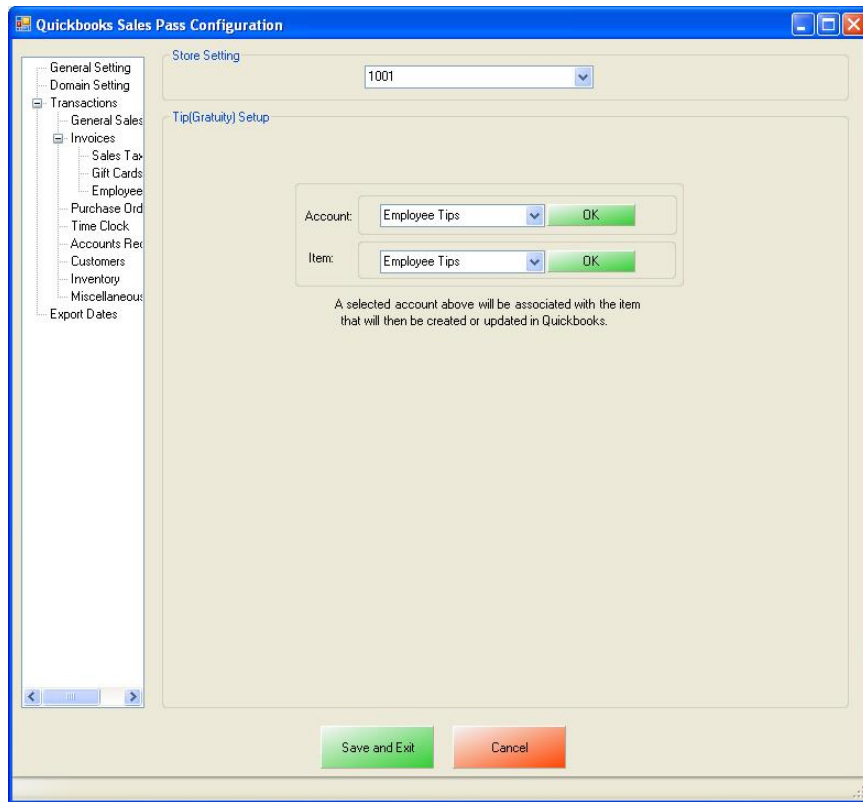
Invoice (Itemized) Sales Export - Gift Card Configuration

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

Note: Each store must be configured separately, meaning that each store must be selected under Store Setting and then the Tax rates must then be configured.

- Under the **Gift Card Sale** section you will want to:
 - Use the dropdown to select the account in QuickBooks for all the Gift Card Sales information to be sent to (next to Account), then select **OK**.
 - Type in the name of the Item to account for all the Gift Card Sales (next to item), then select **OK**. If the item doesn't exist in the company file you will be asked if you would like to add it.
- Under the **Gift Card Redemption** section you will want to:
 - Use the dropdown to select the account in QuickBooks for all the Gift Card Redemption information to be sent to (next to Account), then select **OK**.
 - Type in the name of the Item to account for all the Gift Card Redemption (next to item), then select **OK**. If the item doesn't exist in the company file you will be asked if you would like to add it.
- Under the **Point Redemption** section you will want to:
 - Use the dropdown to select the account in QuickBooks for all the Point Redemption information to be sent to (next to Account), then select **OK**.
 - Type in the name of the Item to account for all the Point Redemption (next to item), then select **OK**. If the item doesn't exist in the company file you will be asked if you would like to add it.
- Under the **Free Gift Card Issued** section you will want to:
 - Use the dropdown to select the account in QuickBooks for all the Free Gift Card Issued information to be sent to (next to Account), then select **OK**.
 - Type in the name of the Item to account for all the Free Gift Card Issued (next to item), then select **OK**. 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 – Employee Tips Configuration



- Select **Employee Tips** on the left.
- On the top under **Store Setting** select your store id (e.g. **1001**).
Note: Each store must be configured separately, meaning that each store must be selected under Store Setting and then the Tax rates must then be configured.
- Under the **Tip (Gratuity) Setup** section you will want to:
 - Use the dropdown to select the account in QuickBooks for all the Employee Tip information to be sent to (next to Account), then select **OK**.
 - Type in the name of the Item to account for all the Employee Tips (next to item), then select **OK**. 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.

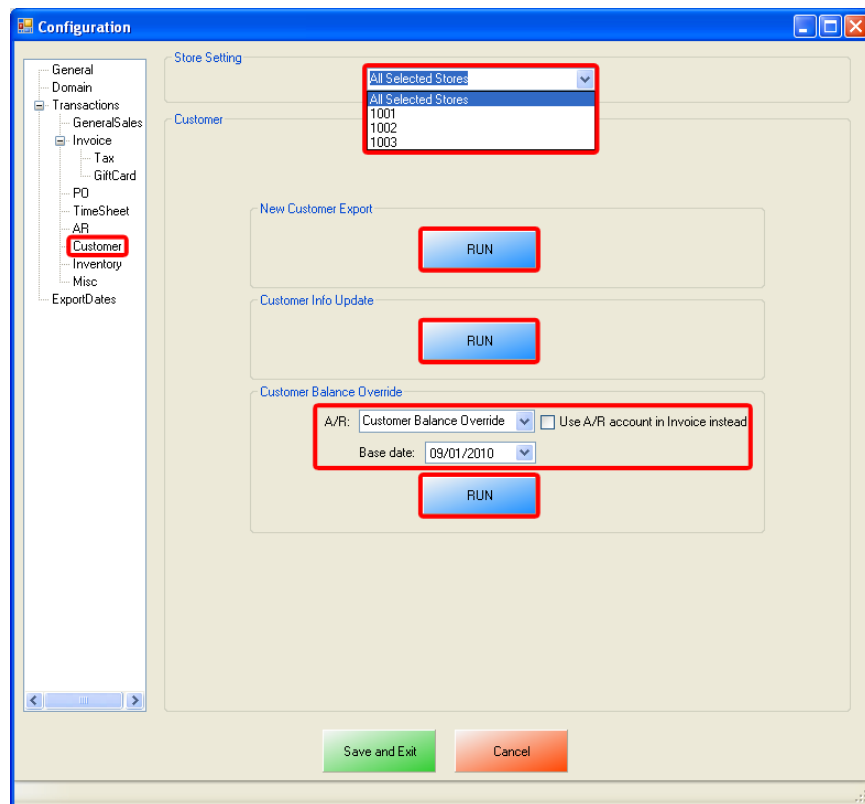
An account must be created in QuickBooks for the Customer Balance information to be sent to for the **Customer Balance Override - A/R (Accounts Receivable)** information.

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.

- 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 - Account Selection and Setup



- Select **Customer** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Select **Run** under the **New Customer Info Export** to export your customer information.
- Under **Customer Balance Override**:
 - Use the dropdown to select the account to export all the Customer Balance A/R data to.
 - Optionally you can select to use the **A/R Account** setup in the [Invoice Itemized Section](#) (provided you are doing the Invoice (Itemized) Sales Export).
 - 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.

Note: The **Customer Balance Override** should only be run if the balances in CRE/RPE vs. QuickBooks differ.

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

Invoice (Itemized) Sales Export - Additional Export - Inventory

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

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

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

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

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

- **Coupon Item - Account**

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

- **Discount - Item Discount**
- **Discount - Account**

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

- **Stock Level Override - Income**
- **Stock Level Override - Expense**

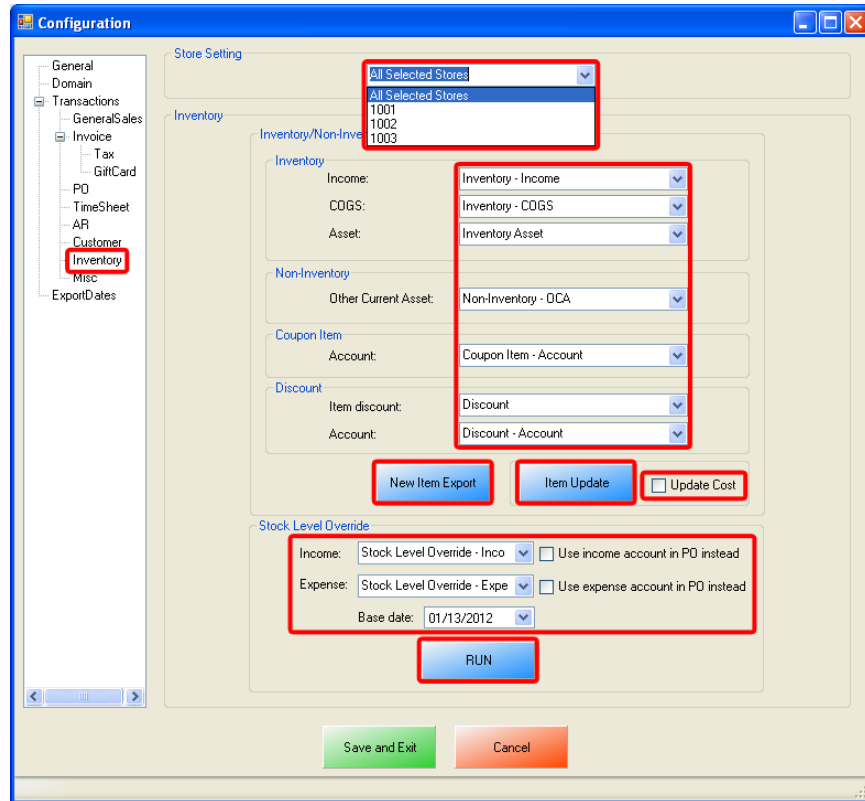
Note: pcAmerica does not support the account setup in QuickBooks. Unless you are an avid user of QuickBooks it is recommended that you have an accountant create this account.

- 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 - Account Selection and Setup



- Select **Inventory** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **Inventory/Non-Inventory/Coupon Items Export** section we will need to do the following:
 - 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](#)).
 - 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:
 - 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](#).
 - Use the dropdown to select the **Base Date** (which is when the override will begin from).
 - Select **Run** to export the inventory stock levels to QuickBooks. When you are prompted select **OK** to the message "**The Execution is Finished**".

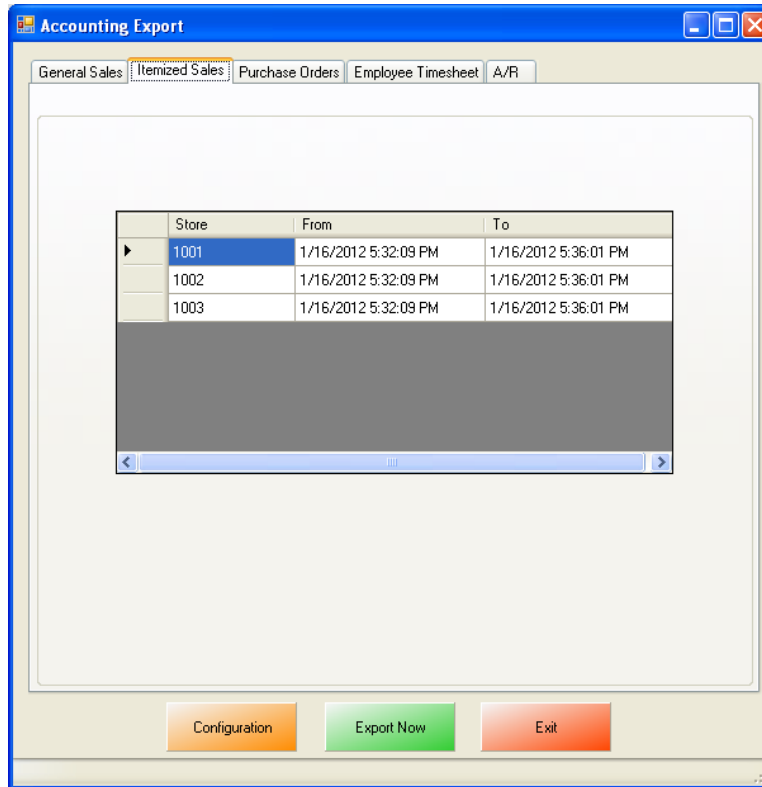
Invoice (Itemized) Sales Export - Export Dates Configuration

The screenshot shows the 'Configuration' window for 'ExportDates'. The left-hand tree view has 'ExportDates' selected. The main configuration area is divided into several sections:

- Store Setting:** A dropdown menu is set to 'All Selected Stores'. A red box highlights this dropdown and its list of options (1001, 1002, 1003).
- Result of previous session:** A checkbox labeled 'Warn of previous result' is checked. A red box highlights this checkbox.
- Last Export Dates:** A list of dropdown menus for different transaction types, all showing the date '01/13/2012 03:29:17 PM'. The 'Itemized Sales' dropdown is highlighted with a red box.
- Buttons:** At the bottom, there are two buttons: 'Save and Exit' (green) and 'Cancel' (orange). A red box highlights the 'Save and Exit' button.

- Select **ExportDates** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- 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, for each store that you will be running the export for.
- 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:

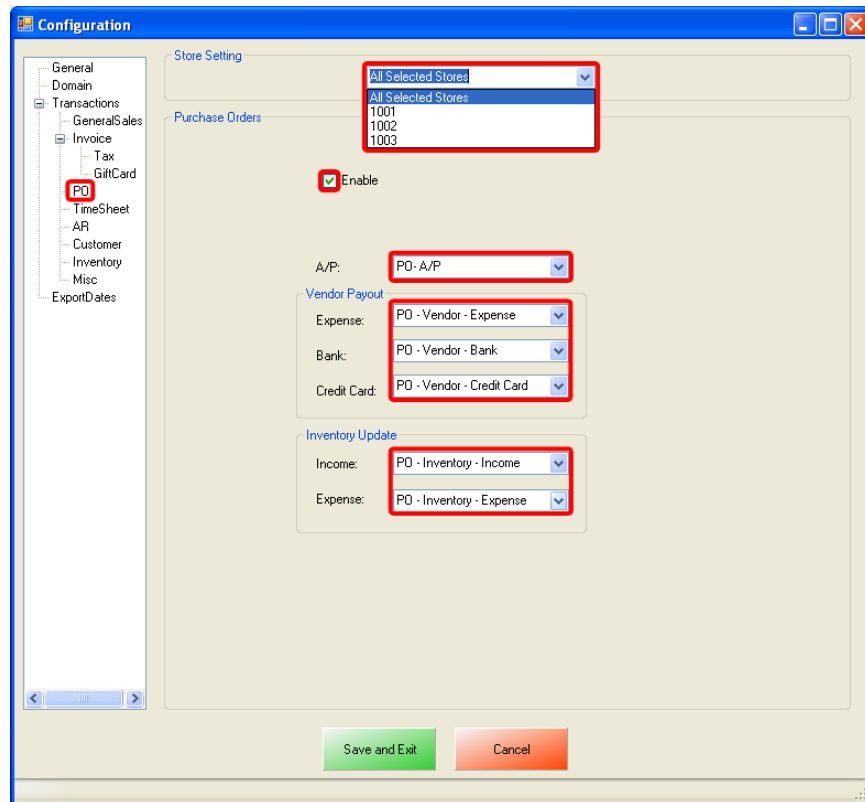
Follow the instructions in the following document:

- http://faq.pcamerica.com/file-lockers/pdf-locker/CRE_QB_PO_Export_Guide.pdf

The following differences will need to be done to the above document:

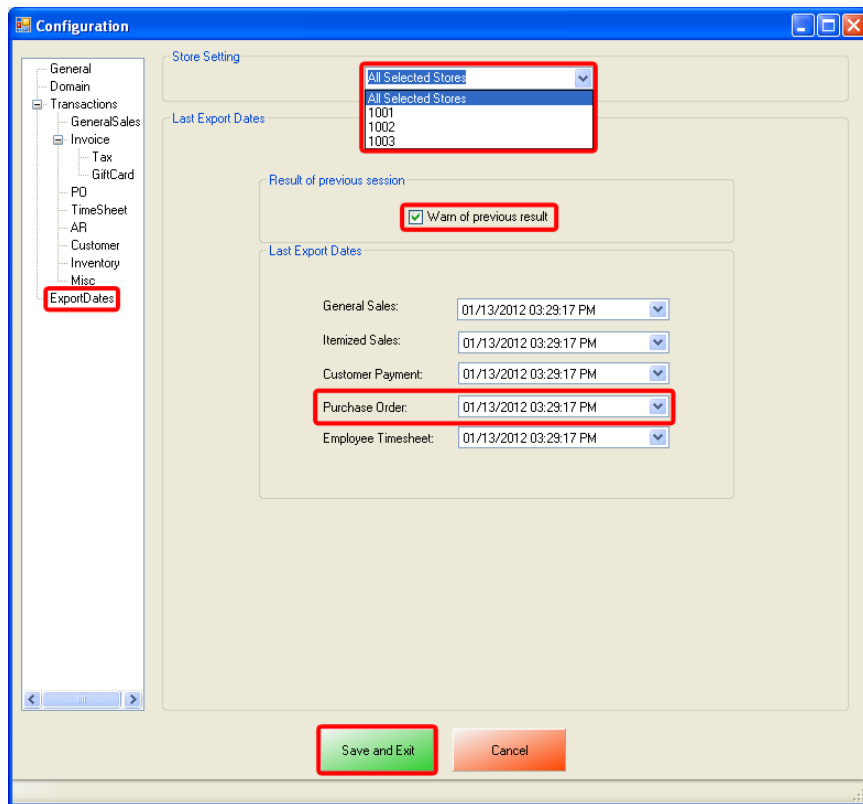
1. The accounts that have been setup must be selected in CRE/RPE.
(see: [PO \(Purchase Order\) Export - Account Selection](#))
2. The timeframe for the export must be specified.
(see: [PO \(Purchase Order\) Export - ExportDates Configuration](#))
3. The information to be exported must be specified.
(see: [PO \(Purchase Order\) Export - Final Configuration](#))

PO (Purchase Order) Export - Account Selection



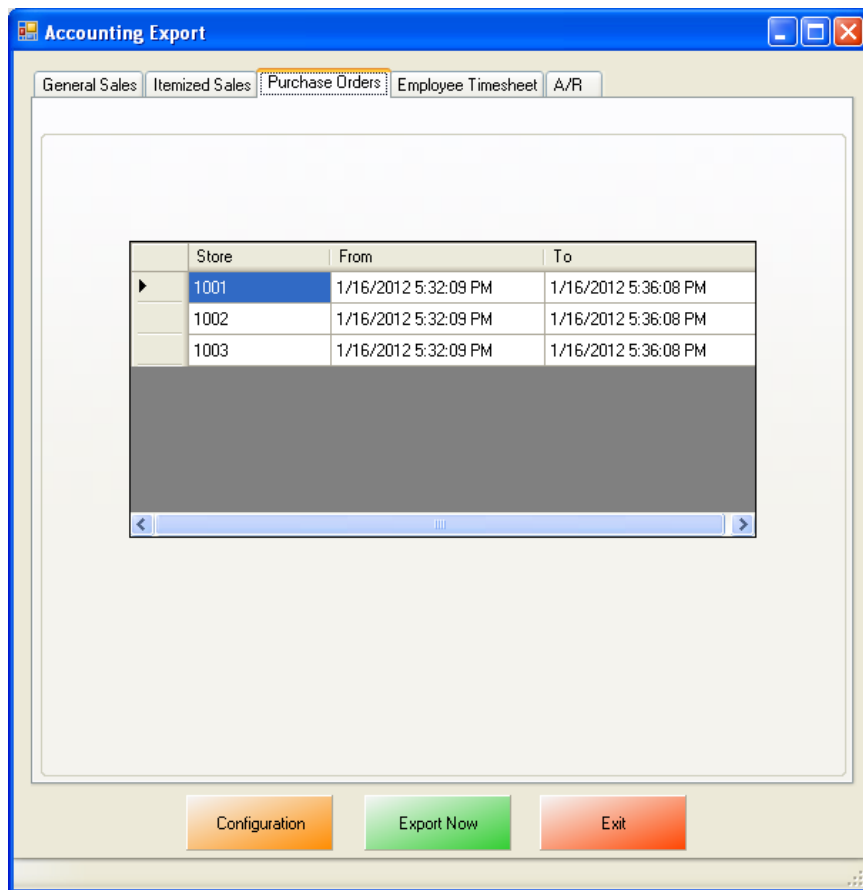
- Select **PO** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **Purchase Orders** section we 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



- Select **ExportDates** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- 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:
 - **Purchase Order**
- Select **Save and Exit**.

PO (Purchase Order) Export - Final Configuration



- Select the **Purchase Orders** tab.
- Verify that the date range is correct, for each store that you will be running the export for.
- 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:

Follow the instructions in the following document:

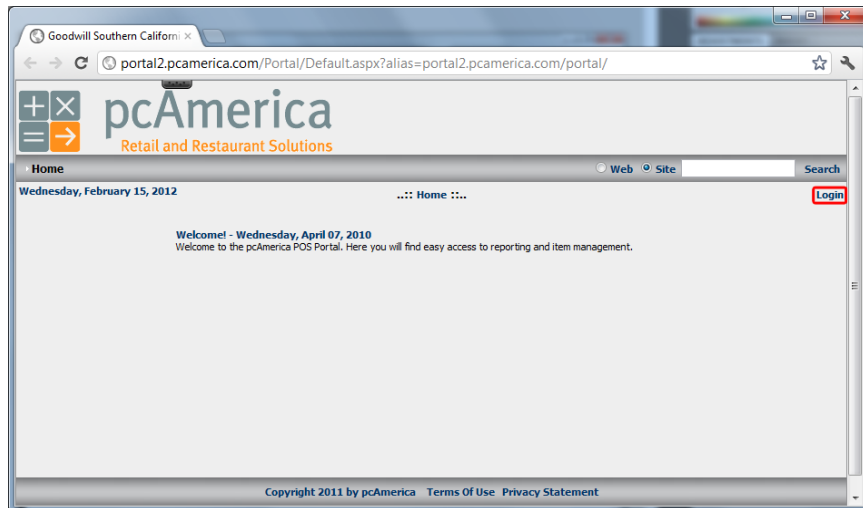
- http://faq.pcamerica.com/file-lockers/pdf-locker/CRE_QB_TimeSheet_Export_Guide.pdf

The following differences will need to be done to the above document:

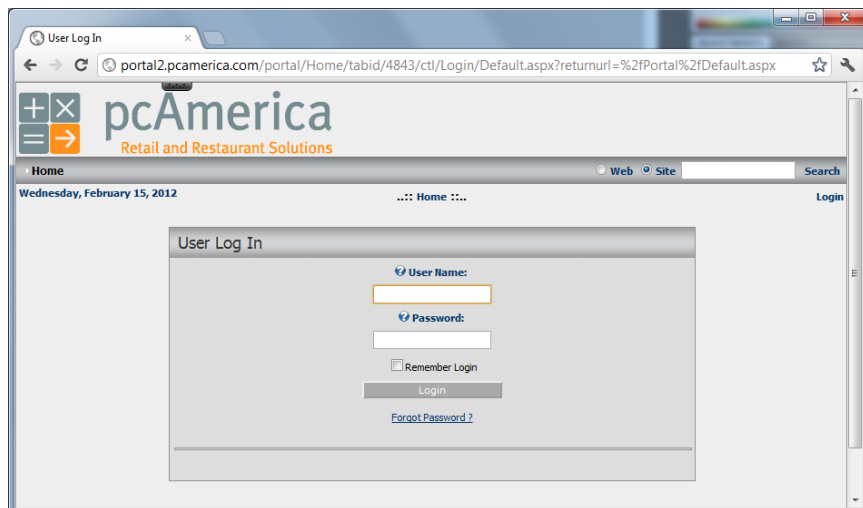
1. Employees must be correctly configured in CRE/RPE.
(see: [Time Sheet \(Employee Wages\) Export - Web Portal Configuration](#))
2. The account that has been setup must be selected in CRE/RPE.
(see: [Time Sheet \(Employee Wages\) Export - Account Selection](#))
3. The timeframe for the export must be specified.
(see: [Time Sheet \(Employee Wages\) Export - ExportDates Configuration](#))
4. The information to be exported must be specified.
(see: [Time Sheet \(Employee Wages\) Export - Final Configuration](#))

Time Sheet (Employee Wages) Export - Web Portal Configuration

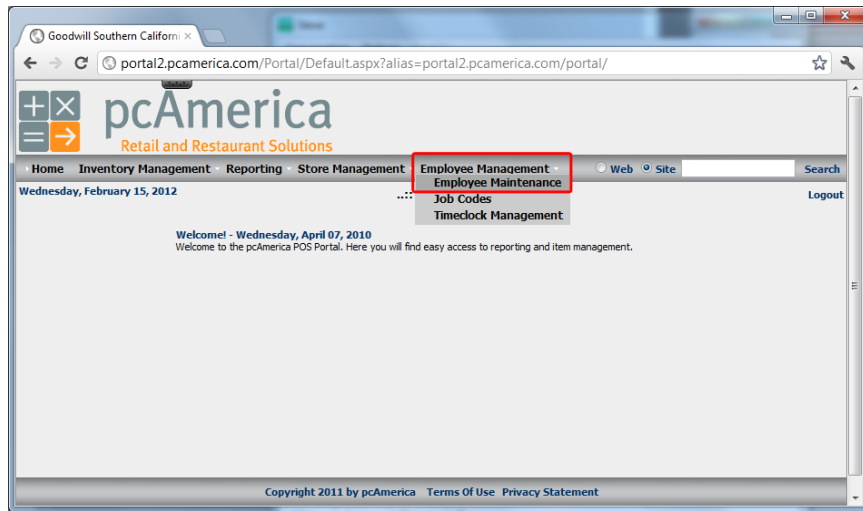
On the Web Portal every employee, for each store that will be exported must have a first and last name entered into the web portal database.



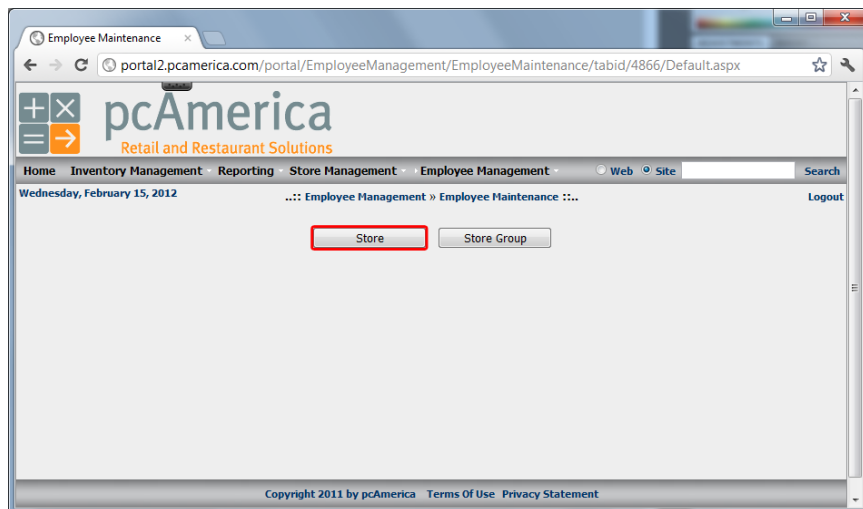
1. Access the Web Portal.
2. Select **Login** on the right.



3. Enter the **User Name** and **Password** and then select **Login**.

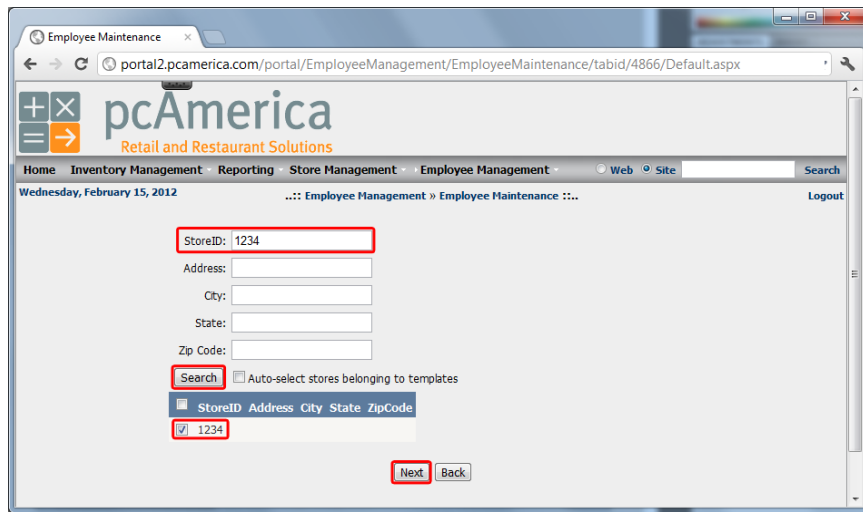


4. Select **Employee Management**, then select **Employee Maintenance**.

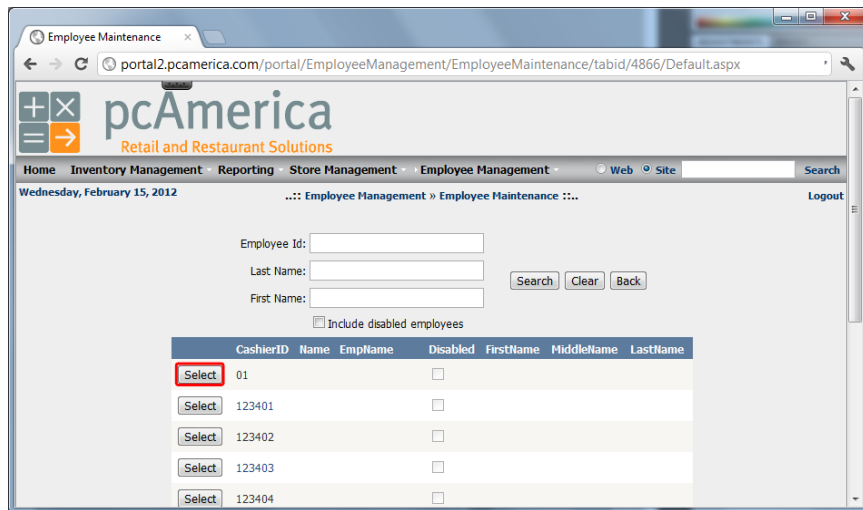


5. Select either **Store** or **Store Group** (whichever is applicable).

In this example we are selecting **Store**.



6. Optionally you can search for the store which you would like to add the employee first and last names to.
7. After finding the store/store group, select the checkbox next to the **StoreID** and then select **Next**.



8. Press **Select** next to the **CashierID**.

Employee Maintenance

portal2.pcamerica.com/portal/EmployeeManagement/EmployeeMaintenance/tabid/4866/Default.aspx

Retail and Restaurant Solutions

Inventory Management Reporting Store Management Employee Management

esday, February 15, 2012 ...: Employee Management » Employee Maintenance :::

General Information for:

Employee ID: 01 Card Swipe ID: _____

Password: Hourly Wage: _____

Display Name: _____ Overtime starts after this many hours: _____

GL Number: _____

Disable this employee Take CC Tips in Cash at End of Shift Require Clock-In Before Login Administrative Card Access

Personal Info Permission Job Codes and Wages Store Associations

First Name: Admin Street Address 1: _____

Middle Name: _____ Street Address 2: _____

Last Name: Admin City: _____

SSN/ID: _____ State: _____

Phone #: _____ Zip Code: _____

E-Mail: _____

Birthday: _____

Add Cashier

Update Delete Cancel

Copyright 2011 by pcAmerica Terms Of Use Privacy Statement

9. Enter the following information:

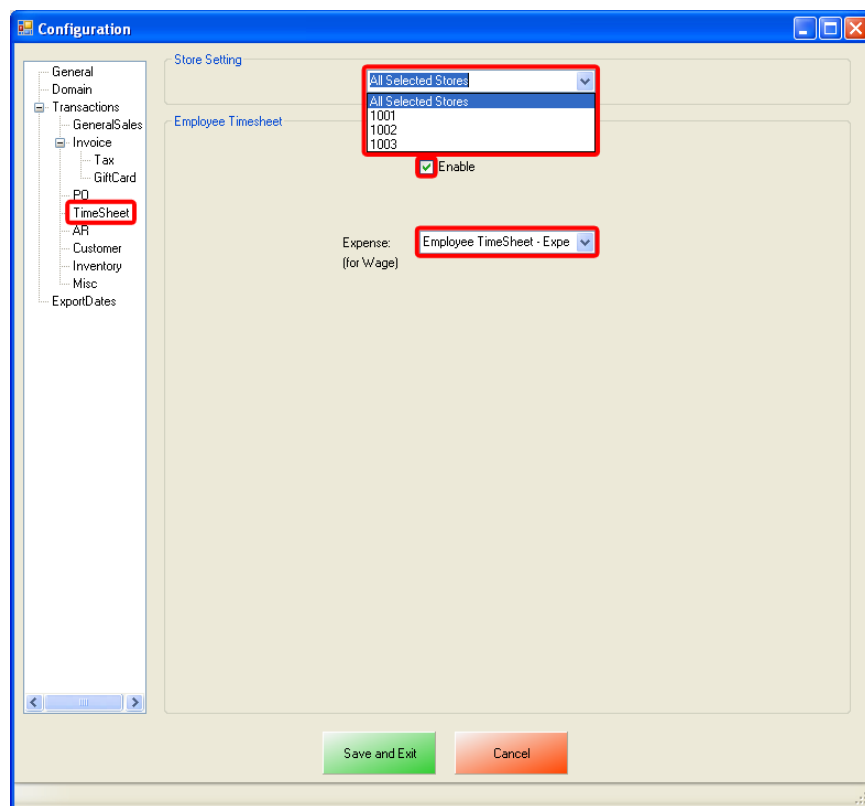
- **First Name**
- **Last Name**

10. When finished select **Update**.

This process will need to be repeated for each employee on each store that the export will be performed.

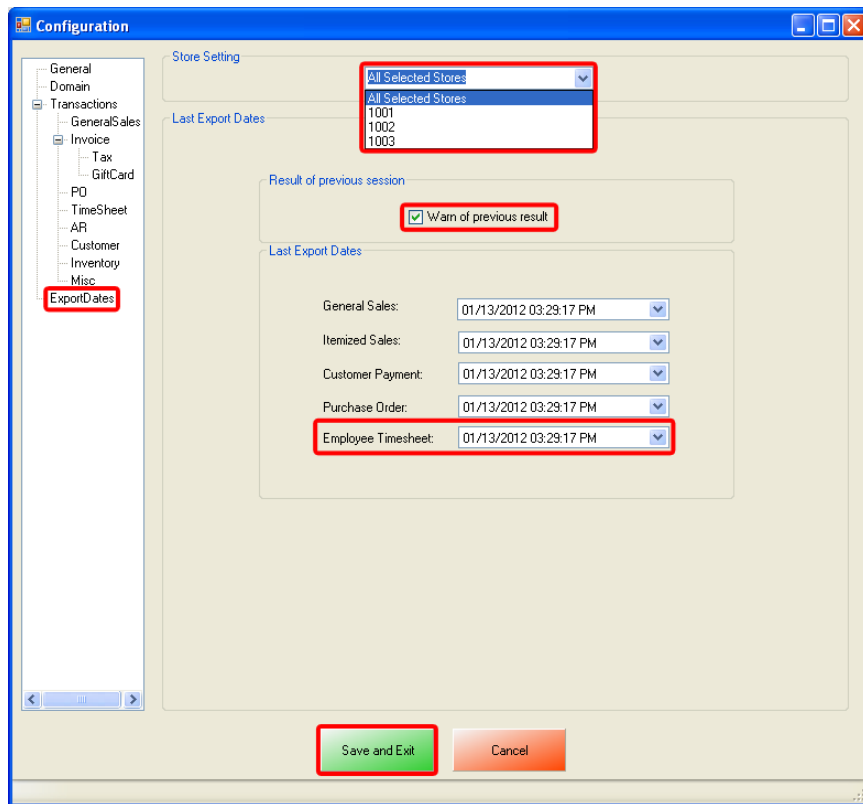
For example: If there are three stores that you will be exporting information from you will need to configure first and last names for each employee at each store.

Time Sheet (Employee Wages) Export - Account Selection



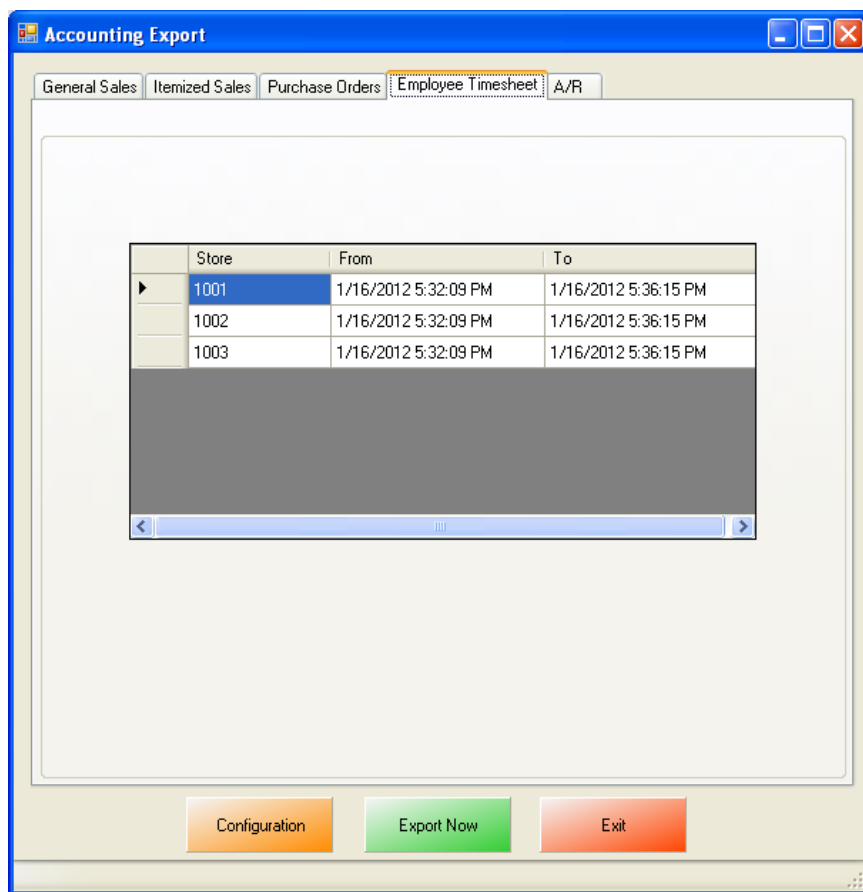
- Select **TimeSheet** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **Employee Timesheet** section we will need to do the following:
 - Select **Enable** to send the Employee Wage information to QuickBooks.
 - 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 either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- 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:
 - **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, for each store that you will be running the export for.
- 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:

Follow the instructions in the following document:

- http://faq.pcamerica.com/file-lockers/pdf-locker/CRE_QB_AR_Export_Guide.pdf

The following differences will need to be done to the above document:

1. The accounts that have been setup must be selected in CRE/RPE.
(see: [AR \(Accounts Receivable\) Export - Account Selection](#))
2. The timeframe for the export must be specified.
(see: [AR \(Accounts Receivable\) Export - ExportDates Configuration](#))
3. The information to be exported must be specified.
(see: [AR \(Accounts Receivable\) Export - Final Configuration](#))

AR (Accounts Receivable) Export - Account Selection

Quickbooks Sales Pass Configuration

Store Setting: 1001

Account Receivable

Enable

A/R: AR - A/R Use the accounts in Invoice instead

Deposit: AR - Deposit Use the accounts in Invoice instead

(Bank/Other Curr Asset)

Payment method mapping

CRE	Quickbooks	CRE	Quickbooks
Cash:	Cash	Visa:	Visa
Check:	Check	Master:	MasterCard
Debit card:	Debit Card	Discover:	Discover
Gift card:	Gift Card	Amex:	American Express
EBT:	EBT	Other credit card:	Cash

Store Credit

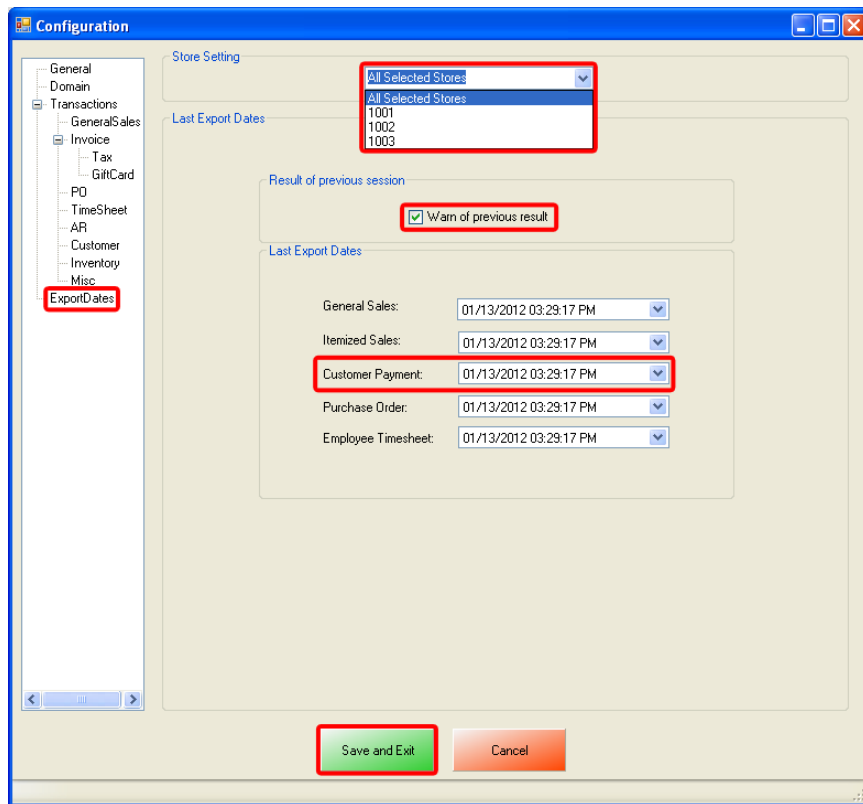
A selected item below will be used to create Store Credit for On-Account customer.

Item: Store Credit (Other charge/Service item)

Save and Exit Cancel

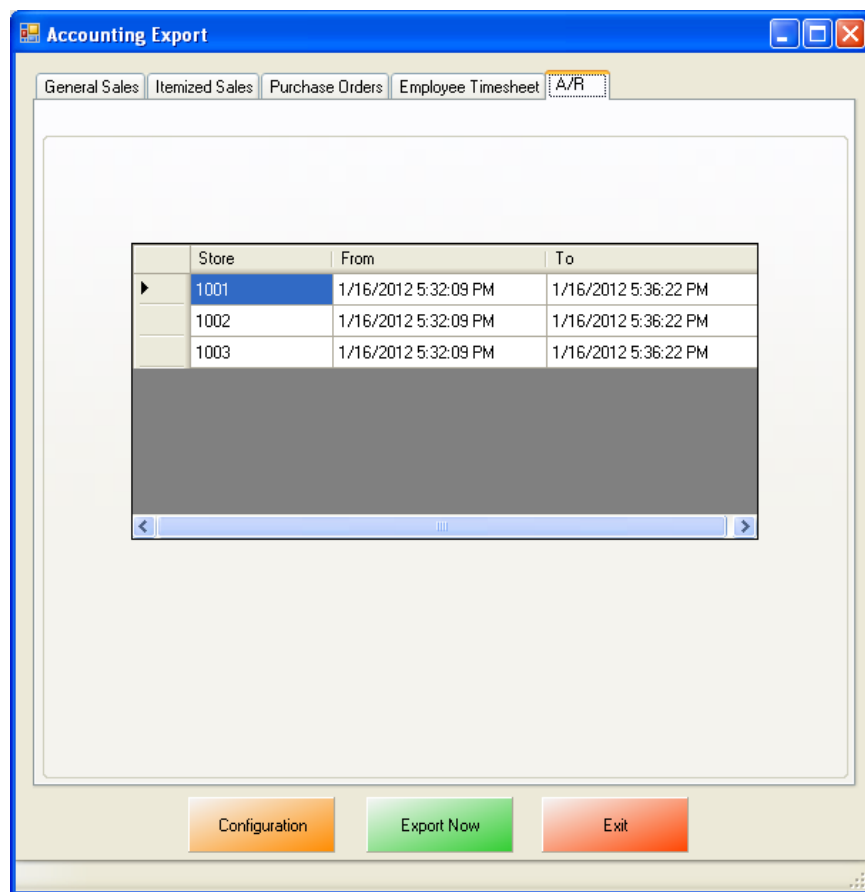
- Select **AR** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- Under the **Account Receivable** section we will need to do the following:
 - Select **Enable** to send the Account Receivable information to QuickBooks.
 - 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:
 - Use the dropdowns to select each corresponding payment method you would like to export the information to.
- Under the **Store Credit** section we will need to do the following:
 - Use the dropdown to select the item to create Store Credits for On-Account Customers.

AR (Accounts Receivable) Export - ExportDates Configuration



- Select **ExportDates** on the left.
- On the top under **Store Setting** select either All Selected Stores or, select your store id (e.g. **1001**). For more information on selecting and configuring your store information please see: [Store Setting Configuration](#)
- 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:
 - **Customer Payment**
- Select **Save and Exit**.

AR (Accounts Receivable) Export - Final Configuration



- Select the **AR** tab.
- Verify that the date range is correct, for each store that you will be running the export for.
- 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

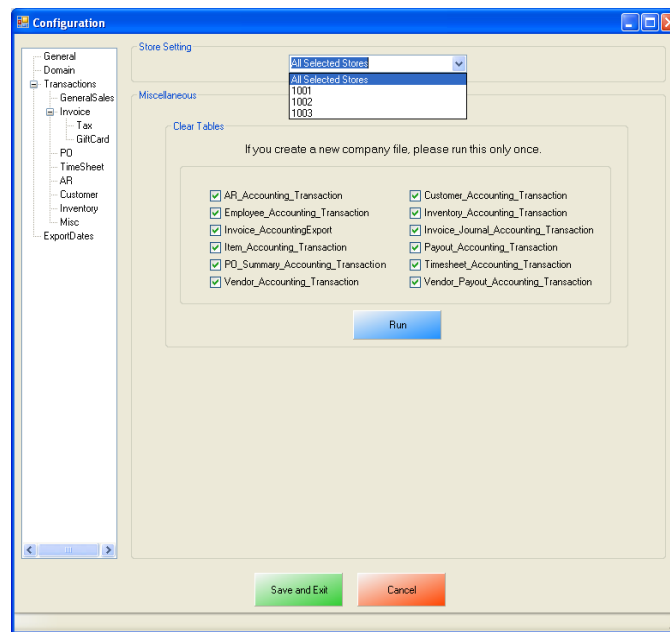
When an export has been performed, information gets put into the database in order to prevent duplicate data from being exported.

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 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**.

Store Setting Configuration

Using the dropdown under Store Setting settings can be configured by one of two ways:

- By selecting, **All Selected Stores** – This option will use all the **Stores** that have been checked on the General tab. Any accounts selected when this option is used will make all of the selected stores export to the accounts specified. This option is good to be used when you will be exporting all of your information to one set of accounts, which will not be separated per store.
 - For example, If you are doing a general sales export and would like to export all of your stores (1001, 1002, 1003) net sales information to one account (i.e. Net Sales - Credit), you would use this method. Using the dropdown, select the All Selected Stores and then select the accounts you would like to export to.

By selecting each **Store ID** separately (i.e. **1001, 1002, 1003**), for **Stores** that have been checked on the General tab. The accounts can then be selected separately per store (i.e. Net Sales – Debit 1001 selected for store 1001, Net Sales – Debit 1002 selected for store 1002). After selecting the store, the accounts must be selected per store, this will only export the selected stores information.

- For example, If you are doing a general sales export and would like to export all of your stores (1001, 1002, 1003) net sales information to separate accounts (i.e. Net Sales – Credit 1001 and Net Sales – Credit 1002), you would use this method. The first store you would like to configure (i.e. 1001) needs to be selected then select the accounts you would like to export this specific stores information to. Using the dropdown select the second store you would like to configure (i.e. 1002) then select the accounts you would like to export this specific stores information to, repeat this process for each store that you would like to export information for.


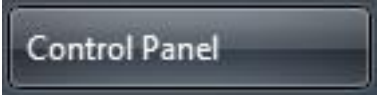
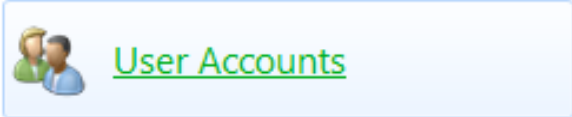
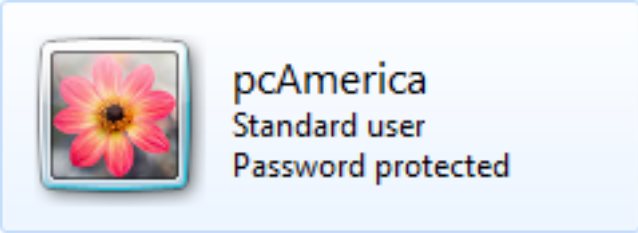
Windows 7 Additional Configuration

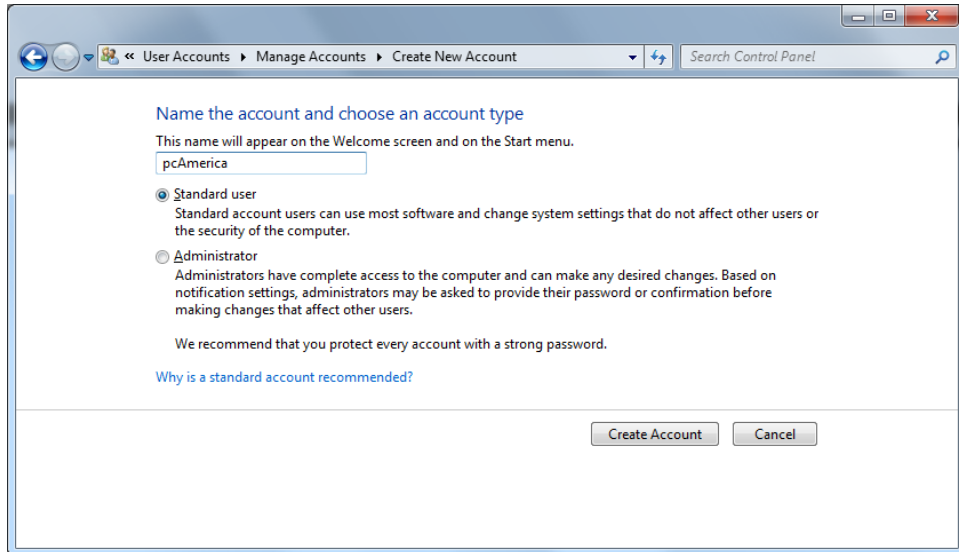
If you are using Windows 7 some additional configuration is required:

- 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).

	<ul style="list-style-type: none">• Select Start.
	<ul style="list-style-type: none">• Select Control Panel.
	<ul style="list-style-type: none">• Select User Accounts.
	<ul style="list-style-type: none">• If a standard user account already exists then we can use it to perform the export.
<p>Create a new account</p>	<ul style="list-style-type: none">• 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**.

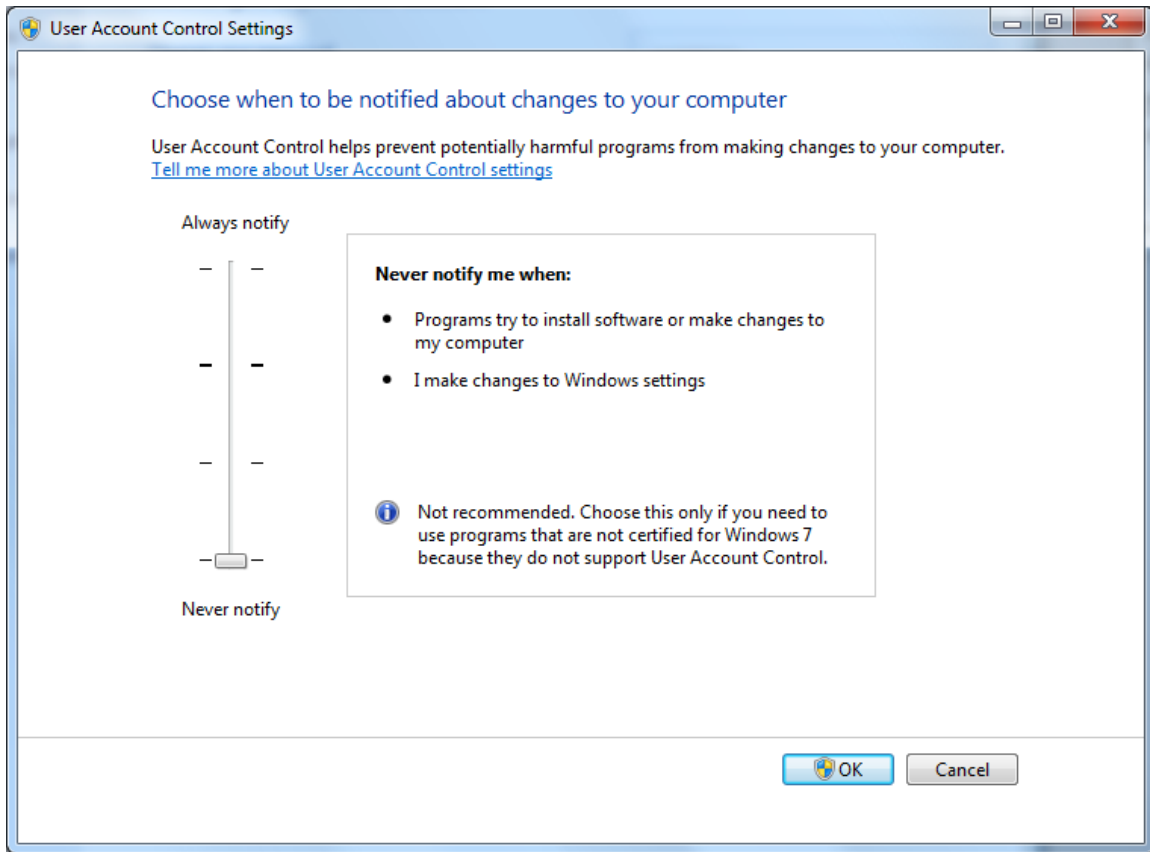
Note: You can add a password for this user for added security.

[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**.

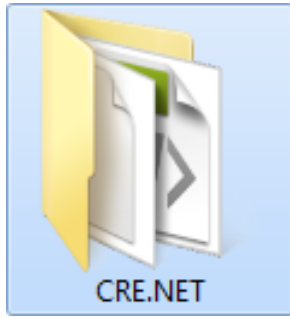


- Move the slider to the bottom so that the selection changes to **Never notify**.
- Select **OK**.

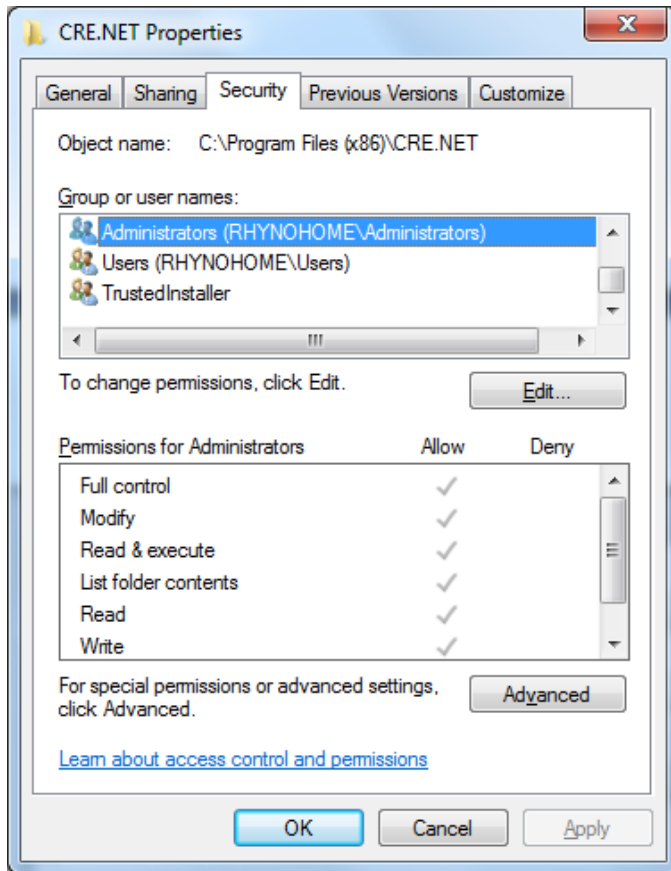
Note: You will need to restart after making any changes to this page.

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

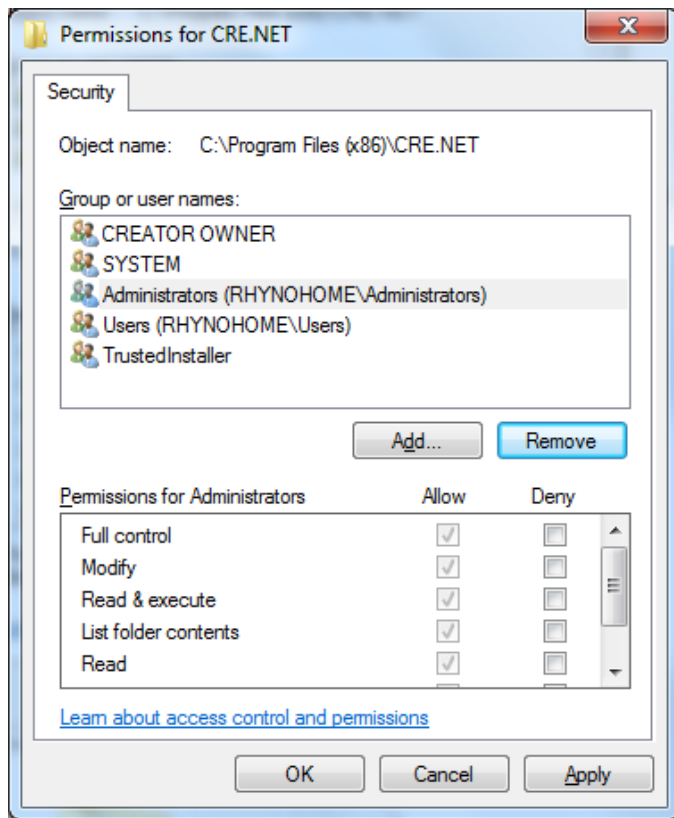
After creating the standard user account we must then add Full Control permissions to the CRE.NET folder for that user. Navigate to the folder C:\Program Files (C:\Program Files(x86) for windows 7 64 bit users).



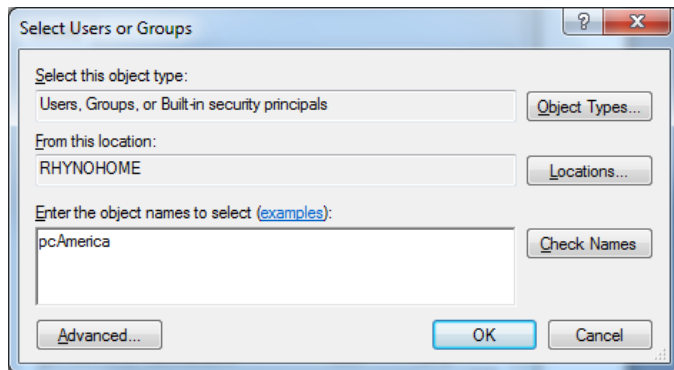
- Right-click the CRE.NET folder, then select **Properties**.



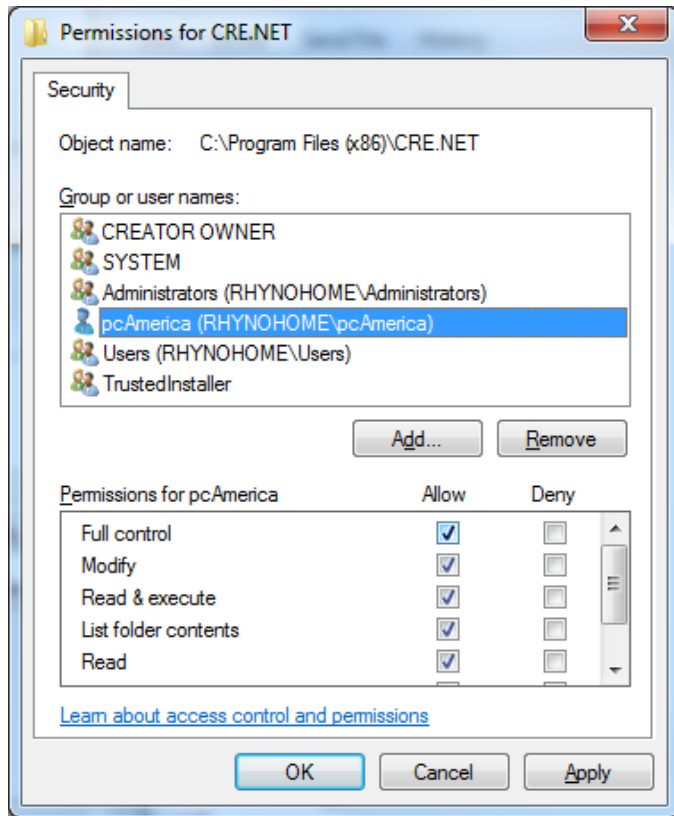
- Select the **Security** tab.
- Select **Edit**, to change permissions for the folder.



- Select **Add...**



- Enter the username of the user that was created in the previous section (in our example **pcAmerica**).
- Select **OK**.



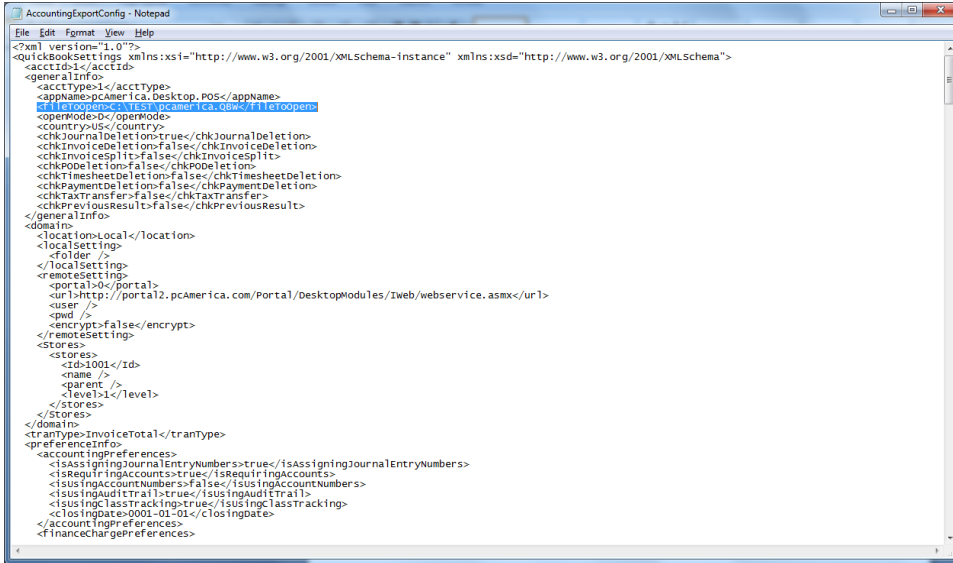
- Select **OK** to the permissions window.
- Select **OK** to the CRE.NET properties window.

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>):



```
AccountingExportConfig - Notepad
File Edit Format View Help
<?xml version="1.0"?>
<QuickBooksSettings xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
  <acctId>1</acctId>
  <generalInfo>
    <acctType>1</acctType>
    <appName>pcAmerica.Desktop.POS</appName>
    <fileToOpen>C:\TEST\pcamerica.QBW</fileToOpen>
    <operMode>D</operMode>
    <country>US</country>
    <chkJournalDeletion>true</chkJournalDeletion>
    <chkInvoiceDeletion>false</chkInvoiceDeletion>
    <chkInvoiceSplit>false</chkInvoiceSplit>
    <chkPODeletion>false</chkPODeletion>
    <chkTimesheetDeletion>false</chkTimesheetDeletion>
    <chkPaymentDeletion>false</chkPaymentDeletion>
    <chkTaxTransfers>false</chkTaxTransfers>
    <chkPreviousResult>false</chkPreviousResult>
  </generalInfo>
  <domain>
    <locationsLocal>
      <location>
        <localSetting>
          <folder />
        </localSetting>
      </location>
    </locationsLocal>
    <remoteSetting>
      <portal>0</portal>
      <url>http://portal2.pcamerica.com/Portal/DesktopModules/Tweb/webservice.asmx</url>
      <user />
      <pwd />
      <encrypt>false</encrypt>
    </remoteSetting>
    <stores>
      <store>
        <id>1001</id>
        <name />
        <parent />
        <level>1</level>
      </store>
    </stores>
  </domain>
  <trantype>InvoiceTotal</trantype>
  <preferenceInfo>
    <accountingPreferences>
      <isAssigningJournalEntryNumbers>true</isAssigningJournalEntryNumbers>
      <isRequiringAccounts>true</isRequiringAccounts>
      <isUsingAccountNumbers>false</isUsingAccountNumbers>
      <isUsingAuditTrail>true</isUsingAuditTrail>
      <isUsingClassTracking>true</isUsingClassTracking>
      <closingDate>0001-01-01</closingDate>
    </accountingPreferences>
    <financeChargePreferences>

```

- 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.