

13.0 Quick Books Interface

Micro\$ale can be setup to create export files in Quick Books format (**iif** file extension) that contain the daily financial data. The data in these files can be imported into Quickbooks.

13.1 Setup

Go to the reports menu in Micro\$ale. Click on the Daily Sales Summary button. Click on the **Account Setup** button in the bottom left-hand corner of the screen.

Creating Accounts

Click on **Chart of Accounts** at the top of the “**Export Files**” window, and click **Add / Edit Account**.

In the white box under *Account Names*, type the name of the accounts you have setup in Quickbooks, and click *Add to List* or *Save*. Add each account one at a time. There are some default accounts setup in Micro\$ale. If you do not want to use these accounts, pull the arrow down, select the account to remove, and click *Delete*. Do this separately for each account you want to remove.

Click Exit or the “x” in the upper right-hand corner when you are finished to exit.

Creating Types of Accounts

Click on **Account Types** at the top of the “**Export Files**” window, and click **Add / Edit Account Type**.

In the white box under *Account Types*, type the name of the types of accounts you use in Quickbooks, and click *Add to List* or *Save*. Add each account type one at a time. There are some default account types setup in Micro\$ale. If you do not use these types, pull the arrow down, select the account type you want to remove, and click *Delete*. Do this separately for each account type you want to remove.

Click Exit or the “x” in the upper right-hand corner when you are finished to exit.

Linking Micro\$ale to Quickbooks

The next step is to link the Micro\$ale financial terms to the appropriate Quickbooks accounts.

Click on **Assign Accounts** at the top of the “**Export Files**” window and select **Department Sales**. Pull down the arrow next to the white box under **Departments** and select a department from your menu. Select its corresponding **Account Name** and **Account Type** from the lists you created. Then click **Save** and click **OK**.

Repeat this procedure for each department.

Then click on **Assign Accounts** at the top of the “**Export Files**” window and select **Over / Short**. Pull down the arrow next to the white box under **Over / Short** and select **Over / Short**. Assign the corresponding **Account Name** and **Account Type**, and click **Save** and click **OK**. Pull down the arrow again, and select **Total Over / Short**. Assign the corresponding **Account Name** and **Account Type**, and click **Save** and click **OK**.

Repeat this process for **Cash, Non Cash Tender, Discounts, Sales Tax, Special Tax, Liquor Tax, Paid Outs**, and **Non Taxed Sales**, assigning each account under each category to its corresponding **Account Name** and **Account Type**.

13.2 Exporting Sales Data

Once the account links are configured, sales data can be exported.

On the Daily Sales Summary report screen there is a date box near the bottom left-hand corner.

Pull down the arrow next to this box, and select any day in the week from which you want to export data. This will display that entire week's sales information, with each Close-Out date listed across the top of the screen. Click on the **date** for which you want to export data, and click the

Export to Quick Books button in the bottom left-hand corner of the screen. This will create an **.iif** file with the selected close-out date as the name (ex: ***10312003.iif***). These export files will be created in the Micro\$ale directory. They can then be imported into Quickbooks.