

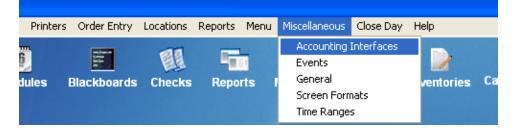
How to set up Focus for QuickBooks export

The export to QuickBooks is a .iif file and meant for import into QuickBooks only. If you do need to view, the file can be opened as a .txt file. This export does not work with QuickBooks online or Enterprise. The QuickBooks program must be loaded on to a PC.

You do not need FOCUS loaded on to the PC. The file can be transferred by email or USB drive to PC with QuickBooks installed on it.

## **Set up Account Numbers**

- 1. access setup
- 2. select miscellaneous from toolbar
- 3. select accounting interfaces from drop-down



4. select an available line and enter a name; the name we used is quickbooks-2663 (the store number)

Accounting Interfaces			×
Accounting Interfaces	Name QuickBooks- 2663	Type QuickBooks Sales 💌	
2 3 4 5 6	Transaction Configuration Sales Type Vendor Name	Account Number	Debit/Credit Credit ▼
7 8 9 10 11	Line Account Number	Sales Type	Debit/Credit

- 5. the type should already be set to quickbooks sales
- 6. select save



- 7. set up an account number for each sales type needed in export to quickbooks
  - select a sales type from drop down; this is the report group

**note:** each sales type can feed into its own line in quickbooks or you can have a group of sales types feed into the same line in quickbooks

Accounting Interfaces			
Accounting Interfaces QuickBooks- 2663	<u>N</u> ame QuickBooks- 2663	Type QuickBooks Sales 🗨	
2 3 4 5 6 7	Transaction Configuration Sales Type Sales - Nr - NrGizers Sales - Nr - Fruit Smth Sales - Nr - Mega Smth	Account Number	Debit/Credit Credit
8 9 10 11	Sales - Nr - Blends Li Sales - Nr - Chillers Sales - Nr - Fresh Juic Sales - Nr - Matcha Tea Sales - Nr - Pwr Shots	Sales Type	Debit/Credit

- enter an account number to match quickbooks terminology
- select debit or credit using debit/credit drop-down

Accounting Interfaces			
Accounting Interfaces QuickBooks- 2663	<u>N</u> ame QuickBooks- 2663	Type QuickBooks Sales 🗨	
2 3 4 5 6 7	Transaction Configuration Sales Type Sales - Nr - NrGizers Vendor Name	Account Number Food Sales	Debit/Credit Credit

- 8. select save
- 9. the account number and sales type moves below to line 1

Accounting Interfaces	Name	Туре	
QuickBooks- 2663	QuickBooks- 2663	QuickBooks Sales 💌	
2	Transaction Configuration		
3	Sales Type	Account Number	Debit/Credit
4	Sales - Nr - NrGizers	<ul> <li>Food Sales</li> </ul>	Credit 🔹
5	Vendor Name		1
6	Vendor Name		
7			
8	Line Account Number	Sales Type	Debit/Credit
9	1 Food Sales	Sales - Nr - NrGi	zer Credit
10	2		
11	3		

- 10. continue selecting sales types and entering account numbers
- 11. select save; save must be selected after each sales type is entered
- 12. select close



## Set up Report

- 1. select reports from toolbar
- 2. select setup from reports drop-down



- 3. scroll down and select a (store use) field
- 4. enter a name for the report in name field
- 5. select daily report from the type drop down
- 6. select accounting interface for file format
- 7. select name of accounting interface; in this example the name is quick books\_2663
- 8. select daily transactions if you plan on running the export multiple times during the week; each day will have its own transactions

Report Setup		×
Reports Output File Format		
Daily Item Weekly Item Period Item Menu Items Inventory Sales Inventory Detail Inventory Production Inventory Production Inventory Vorksheet (Store Use) (Store Use)	Name Quick Books Daily Report Options Shifts Name Start Time 1. 2. 3	Type Daily Report  Order Type  Find Time Station Station Station
(Store Use) (Store Use) Concept Email Concept Email Concept Email All w/Labor Report Email	4. Display Non-Resettable Grand Total File Format C Text C Comma Delimited Accounting Interface Text (Pre PDF)	
	Close 🔚	Save E Copy



- 9. select output tab
- 10. select file for destination
- 11. in file name field enter a name for your report and end it in .iif

Report Setup	
Reports Output File Format	
Bread Sales <ul> <li>Bread Sales</li> <li>Reserved)</li> <li>Reserved)</li> <li>Reserved)</li> <li>Reserved)</li> <li>Bread Sales</li> <li>Screen</li> <li>Quick Books.iff</li> <li>Bread Sales</li> <li>Correst</li> <li>Printer</li> <li>File Name</li> <li>Quick Books.iff</li> <li>Bread Sales</li> <li>Printer</li> <li>Guick Books.iff</li> <li>Bread Sales</li> <li>Printer</li> <li>Quick Books.iff</li> <li>Bread Sales</li> <li>Printer</li> <li>Quick Books.iff</li> <li>Bread Sales</li> <li>File Options</li> <li>Format Options</li> <li>Initialize Format</li> <li>Initialize Format</li> <li>Initialize Format</li> <li>Dally Item</li> <li>Weekly Item</li> <li>Period Item</li> <li>Becurity Code</li> <li>Porention Sales</li> <li>Inventory Sales</li> <li>Inventory Detail</li> <li>Inventory Production</li> <li>Beconvia Contex</li> </ul>	
Inventory Reorder Inventory Usage Inventory Worksheet	
(Store Use)	e X Cancel

- 12. select save
- 13. select close



## **Export Report**

- 1. open reports to view; report will be listed on 2<sup>nd</sup> page of report screen
- 2. select quickbooks

Inventory	Inventory	Inventory	Inventory	Inventory	
Sales	Detail	On Hand	Production	Reorder	
Inventory	Inventory	(Store	(Store	(Store	Close
Usage	Worksheet	Use)	Use)	Use)	
(Store	(Store	(Store	(Store	(Store	G
Use)	Use)	Use)	Use)	Use)	Previous
Loyalty Report	Daily Sales Email	Concept Email	CC Batches Email	Payroll Email	) Next
All w/Labor Report Email	Gift Cards Email	NETePay	EPAY Admin	GIFTePay	HEAL
Logic Controls KDS	QuickBooks	(Store Use)	(Store Use)	(Store Use)	
(Store	(Store	(Store	(Store	(Store	
Use)	Use)	Use)	Use)	Use)	
(Store Use)	(Store Use)	(Store Use)	(Store Use)		

- 3. select date range
- 4. leave destination at file to save to c drive
- 5. destination file name field displays the name of the export
- 6. select ok



7. file moves to c drive in focus folder; c:\focus



## Import Report

- 1. open quickbooks
- 2. import the quickbooks.iif file; location below

FOCUS			
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🌏 Back 🔹 🕥 🕤 <i>វ</i>	🔎 Search 🛛 🔂 Folders	s 🛄 •	
ldress 🛅 C:\FOCUS			💌 ラ Go
	C 3RDPARTY	F FOCUS.EXE	
File and Folder Tasks	🍣 🛅 Backup	🕺 FocusDiagnostics.exe	
	🚞 batch	🗒 menu.txt	
Other Places	😮 🧰 Board	📼 Quick Books.iif	
other flaces	🚞 check	🚪 Reset Checks	
	🔊 🗀 Config	🗒 Scan.Log	

- 3. the file can also be emailed to your account if you have internet access
- 4. if any error appears the account numbers may not be spelled in focus the exact same way they are spelled in quickbooks