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.
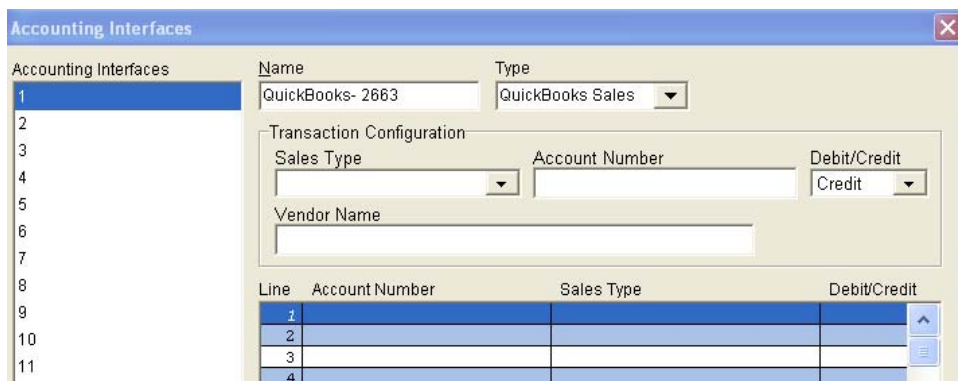
Set up Account Numbers

1. access setup

2. select miscellaneous from toolbar

3. select accounting interfaces from drop-down
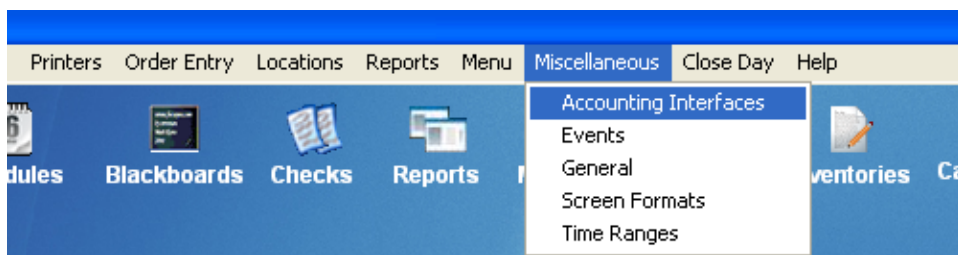
4. select an available line and enter a name; the name we used is quickbooks-2663 (the store number)

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*

- enter an account number to match quickbooks terminology

- select debit or credit using debit/credit drop-down

8. select save

9. the account number and sales type moves below to line 1

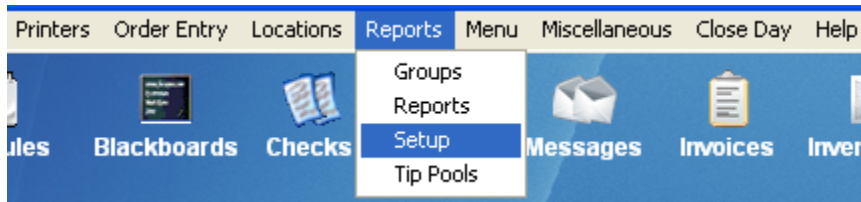10. continue selecting sales types and entering account numbers

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
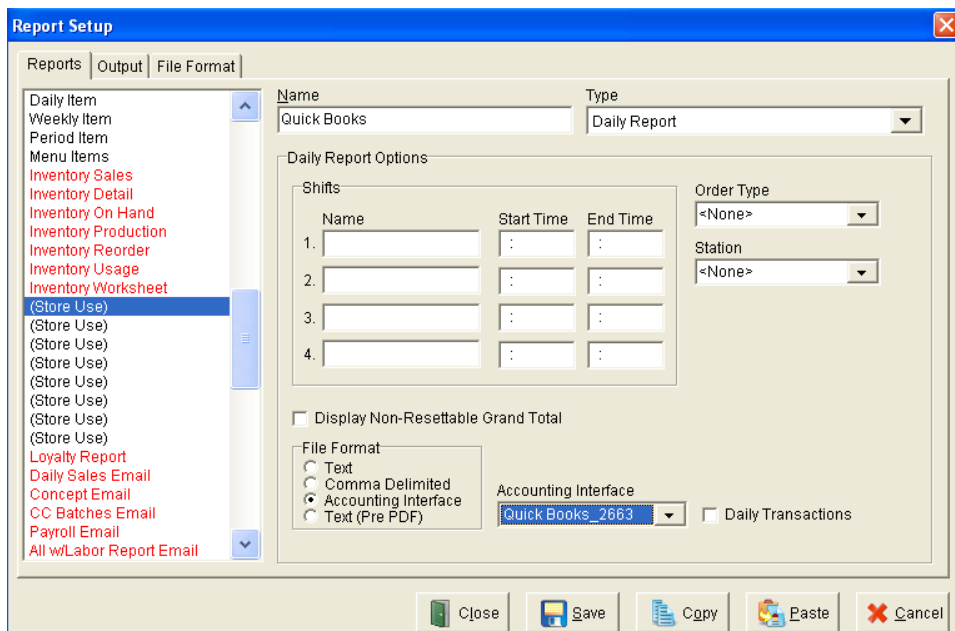
9. select output tab

10. select file for destination

11. in file name field enter a name for your report and end it in .iif
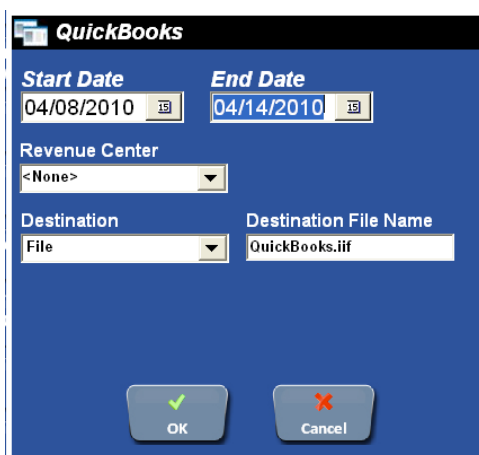

12. select save

13. select close

Export Report

1. open reports to view; report will be listed on 2nd page of report screen
2. select quickbooks

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
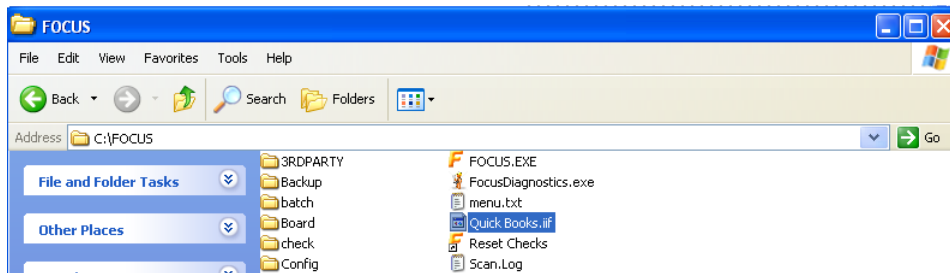6. select ok

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

Import Report

1. open quickbooks

2. import the quickbooks.iif file; location below

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