



# Setup Specification Document

Project:  
Quickbooks Data Interface  
Developed For:  
Quickbooks users  
Date:  
January 7, 2007

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## 1.0 General Description

Some Vital Link users currently have installed Vital Link Point of Sale systems and Quickbooks accounting. The purpose of the project is to design a Vital Link POS file export interface that will produce import ready files (IIFs) for Quickbooks accounting applications. The scope of this project will include definitions of what must be set up in Vital Link software and Quickbooks for the export/import function to work.

## 2.0 Audience

The specification document is intended for the following audience:

- Quickbooks users
- Vital Link POS support staff

## 3.0 Initial Specifications

### 3.1 Data to be Exported

Quickbooks Data - Payroll Data:

1. Due to deficiencies in the payroll function in Quickbooks, payroll entry is not supported. The issues in Quickbooks relate to lack of information that would accommodate multiple job codes and rates, delivery fee reimbursement and tips.

Quickbooks Data - AP Data:

1. Invoice information from our Purchase Orders and Invoices function. To do this, you will need to do maintenance correctly in our Vendors table. The Field labeled "Vendor" on our detail form (poorly headed Vendor Name in the table view) will need to be the Vendor Name used in Quickbooks. The Field labeled Vendor Name on our detail form (again poorly labeled Description in the table view) should reflect the Company Name in Quickbooks. Also, we have no notion of Due Dates in our software. We can pass the invoice date, but can only pass the invoice date as the due date. The GL Accounts Payable account should be set for all vendors in our maintenance form, and finally, they should have a single "Inventory Item" for posting any purchases for non inventory items, otherwise we will not be able to balance an invoice.

Quickbooks Sales Data - GL Data:

1. Sales Debits and Credits from daily POS activity.
  - a. Sales \$ amount by category/GL account link (Drinks, Sides, Burgers, etc. – linked in maintenance to a sales account)  
**Sales G/L Account field will be added to the Sales Types table.**
  - b. Non sales category credits – sales tax(es), cash paid in  
**Sales tax G/L assigned through composite tax types for order type in tax types table.**  
**Cash Receipts G/L set on Vendor form**
  - c. Sales related balancing debits – discounts, coupons, cash, cash +/-, paid outs, etc.

**Discounts/Coupons** through sales types -> Sales Types

**Cash, Credit Cards**, etc, G/L Accounts set through Payment Method Table.

**Cash over/short** – Reconcile Adjustments -> Sales Type -> Sales Types table

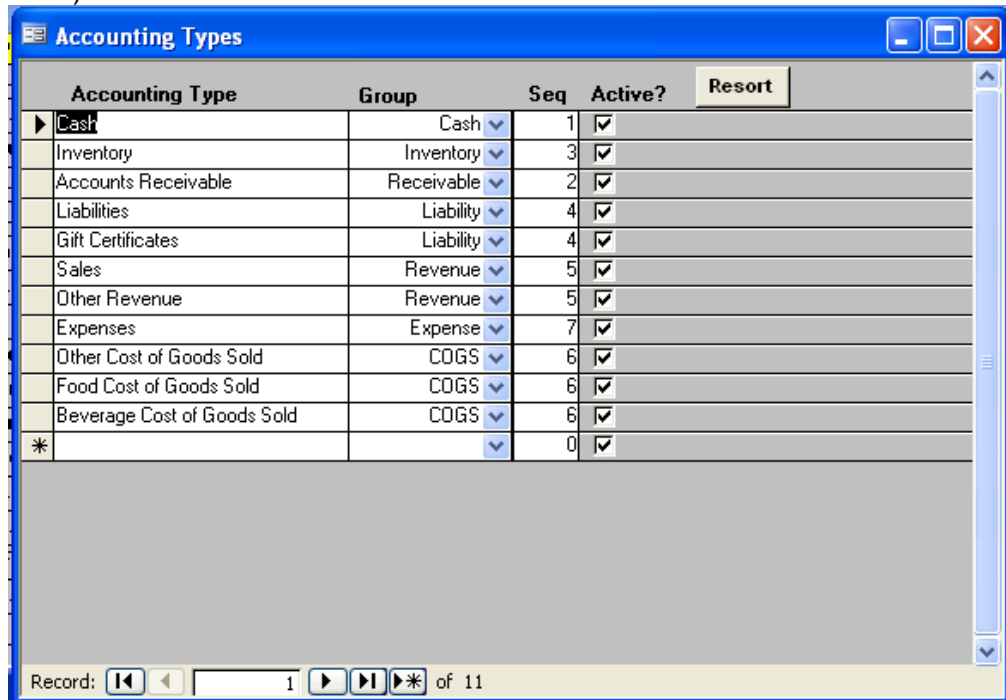
### 3.2 Vital Link set up

#### General Ledger Accounts

General Ledger is set up in 2 steps. Both functions can be launched from the **File – Setup Checklist**

#### Accounting Chart of Account Types

Following is a recommended MINIMUM setup for this table (more can be added as you wish)



Accounting Type	Group	Seq	Active?	Resort
► Cash	Cash ▼	1	<input checked="" type="checkbox"/>	
Inventory	Inventory ▼	3	<input checked="" type="checkbox"/>	
Accounts Receivable	Receivable ▼	2	<input checked="" type="checkbox"/>	
Liabilities	Liability ▼	4	<input checked="" type="checkbox"/>	
Gift Certificates	Liability ▼	4	<input checked="" type="checkbox"/>	
Sales	Revenue ▼	5	<input checked="" type="checkbox"/>	
Other Revenue	Revenue ▼	5	<input checked="" type="checkbox"/>	
Expenses	Expense ▼	7	<input checked="" type="checkbox"/>	
Other Cost of Goods Sold	COGS ▼	6	<input checked="" type="checkbox"/>	
Food Cost of Goods Sold	COGS ▼	6	<input checked="" type="checkbox"/>	
Beverage Cost of Goods Sold	COGS ▼	6	<input checked="" type="checkbox"/>	
*	▼	0	<input checked="" type="checkbox"/>	

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## Chart of Accounts Table

Must have the following or similar entries (account numbers are accurate but arbitrarily assigned in this example). Note that the **Description** should correspond to the Name field in Chart of Accounts maintenance in Quickbooks:

Chart of Accounts						
Accounting Type Selection:		GL Account to Find:				
GL Account	Description	Resort	Business	Accounting Type	External Ref	Active?
1000	Cash In Bank		WoodstocksS	Cash	Cash	<input checked="" type="checkbox"/>
1500	Inventory - Food		WoodstocksS	Inventory	Inventory	<input checked="" type="checkbox"/>
1510	Inventory - Liquor		WoodstocksS	Inventory	Inventory	<input checked="" type="checkbox"/>
1520	Inventory - Beer		WoodstocksS	Inventory	Inventory	<input checked="" type="checkbox"/>
1530	Inventory - Other		WoodstocksS	Inventory	Inventory	<input checked="" type="checkbox"/>
1100	Accounts Receivable		WoodstocksS	Accounts Receivable	Accts Rec	<input checked="" type="checkbox"/>
3000	Accounts Payable		WoodstocksS	Liabilities	Accts Pay	<input checked="" type="checkbox"/>
3100	Gift Certificates		WoodstocksS	Gift Certificates	GC Sold	<input checked="" type="checkbox"/>
5000	Sales - Food		WoodstocksS	Sales	Food Sales	<input checked="" type="checkbox"/>
5010	Sales - Beverage		WoodstocksS	Sales	Beverage Sales	<input checked="" type="checkbox"/>
5100	Sales - Other		WoodstocksS	Sales	Misc Income	<input checked="" type="checkbox"/>
6000	Cost of Goods - Food		WoodstocksS	Food Cost of Goods	Foodcost	<input checked="" type="checkbox"/>
6010	Cost of Goods - Beverage		WoodstocksS	Beverage Cost of Goods	Beveragecost	<input checked="" type="checkbox"/>
6100	Cost of Goods - Other		WoodstocksS	Other Cost of Goods	COGS Other	<input checked="" type="checkbox"/>
9999	Expenses - all to reclassify		WoodstocksS	Expenses	Reclassify	<input checked="" type="checkbox"/>
*						<input checked="" type="checkbox"/>

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## Special Note Regarding Quickbooks account usage.

Quickbooks will not allow a software tool to import sales (GL Journal Voucher) data to accounts specifically named:

- **Accounts Payable**
- **Accounts Receivable**
- **Sales Tax**

We recommend you set up accounts named something like AP, AR, STax that will permit imports. This is a hard coded limitation in Quickbooks, not a function of Vital Link exporter.

## Where General Ledger Accounts Are Used

When the two tables detailed above are set up completely, records from the Chart of Accounts Table must be referenced in the following tables:

### Sales Types

**Sale Types**

Sale Type	Description	Std Rpt	Act?	Count	Account ID
Adjustments	Adjustment to Sales		<input checked="" type="checkbox"/>	0	9999
Beer	Beer	Beer	<input checked="" type="checkbox"/>	0	5010
Beverage	Beverage Sales	Beverage	<input checked="" type="checkbox"/>	0	5010
Bread	Bread	Food	<input checked="" type="checkbox"/>	0	5000
Cash Over/Short	Cash Over/Short		<input checked="" type="checkbox"/>	0	9999
Check Chrg	Check Charge	Liquor	<input checked="" type="checkbox"/>	0	9999
Coupon	Coupon Adjustment to Sale		<input checked="" type="checkbox"/>	0	9999
Delivery	Delivery Charge Tax and		<input checked="" type="checkbox"/>	0	5100
Delivery Charge	Delivery Charge	Wine	<input checked="" type="checkbox"/>	0	5010
Desserts	Desserts	Food	<input checked="" type="checkbox"/>	0	5000
Other Shortages	Shortages from Credit/Ch		<input checked="" type="checkbox"/>	0	9999
Pizza	Pizza Sales	Food	<input checked="" type="checkbox"/>	0	5000
Pizza Addons	Pizza Addons	Food	<input checked="" type="checkbox"/>	0	5000
Retail	Retail	Other	<input checked="" type="checkbox"/>	0	5000
Salad Addons	Salad Addons	Salad	<input checked="" type="checkbox"/>	0	5000
Salads	Salads	Salad	<input checked="" type="checkbox"/>	0	5000
Sides	Sides	Food	<input checked="" type="checkbox"/>	0	5000
Slice Pie	Slice Pie	Food	<input checked="" type="checkbox"/>	0	5000
Slices	Slice	Food	<input checked="" type="checkbox"/>	0	5000
Wine	Wine	Beer	<input checked="" type="checkbox"/>	0	5010

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**Note:**  
Select or add a sales type. Note:  
Do not supply a Standard  
reporting for adjustment sales  
types.

Reference field in this table is "Account ID"

### Tax Types

**Tax Types**

Tax Type	Description	Active?
State Tax	State Tax	<input checked="" type="checkbox"/>
*		<input checked="" type="checkbox"/>

**1. Select or enter a Tax Type.**  
**2. Select a Business (Note: Each business has its own composite tax structures.)**  
**3. Select an Order Type.**  
**4. Enter Tax Composite rates that apply.**

**Tax Structures for Business:** WoodstocksSlo

**Rate Report**

**Order Type Information:**

Order Type	Tax Included in Price?
Delivery	<input type="checkbox"/>
Dine In	<input type="checkbox"/>
Eat In	<input type="checkbox"/>
Fund Raiser	<input type="checkbox"/>
Pickup	<input type="checkbox"/>
Quick Cash	<input type="checkbox"/>
To Go	<input type="checkbox"/>
*	<input type="checkbox"/>

**Composite Tax Structure for Order Type:**

Tax Composite	Tax %	Tax Gl Acct
State Tax	7.25%	3000
	0.00%	

**Net Tax Percent:** 7.25%

Reference field in this table is "Tax Gl Acct"

## Vendors

**Vendor Detail**

Vendor: Allied Active?: ☒

Vendor Name: Allied Distributing Co.

Phone: (805) 438-3308 Phone 2:

Fax: (805) 438-3801

Vendor Address: PO Box #102

City / St / Zip: Santa Margarita CA 93453-0102

Country:

GL Purchase Account(Payables): 3000

Allow receiving of Non Sale Receipts from Vendor? ☒ Account: 5100

Allow Payouts to Vendor? ☒ Account: 9999

Reference fields in this table are:

GL Purchase Account (Payables)  
Account  
Account

## Payment Methods

**Payment Method Types**

Payment Method	Description	Default?	Seq.	Amt Due Default?	Reference Req?	Expiration Date Req?
1056 Cash	1056 Cash Payment	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type: Cash	Overage Amt: \$0.00	Open Cash Drawer?	<input checked="" type="checkbox"/>	Cost%: 0.00%	Active?	<input checked="" type="checkbox"/>
1056 Check	1056 Check	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type: Check	Overage Amt: \$0.00	Open Cash Drawer?	<input checked="" type="checkbox"/>	Cost%: 0.00%	Active?	<input checked="" type="checkbox"/>
1056 CreditCard	1056 Credit Card	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type: Credit Auth	Overage Amt: \$50.00	Open Cash Drawer?	<input checked="" type="checkbox"/>	Cost%: 0.00%	Active?	<input checked="" type="checkbox"/>
2150 Gift Cert	Gift Certificate	<input type="checkbox"/>	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type: Gift	Overage Amt: \$0.00	Open Cash Drawer?	<input checked="" type="checkbox"/>	Cost%: 0.00%	Active?	<input checked="" type="checkbox"/>
1200 Account	Account	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type: Account	Overage Amt: \$0.00	Open Cash Drawer?	<input checked="" type="checkbox"/>	Cost%: 0.00%	Active?	<input checked="" type="checkbox"/>
5360 Cert Benie	5360 Trade Voucher Emp Bennies	<input type="checkbox"/>	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type: Gift	Overage Amt: \$0.00	Open Cash Drawer?	<input checked="" type="checkbox"/>	Cost%: 0.00%	Active?	<input checked="" type="checkbox"/>

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Payment Method Business Information for Payment Method: 1056 Cash

Business	Cash/Receivable Acct	Expense Acct
WoodstocksSI	1000	

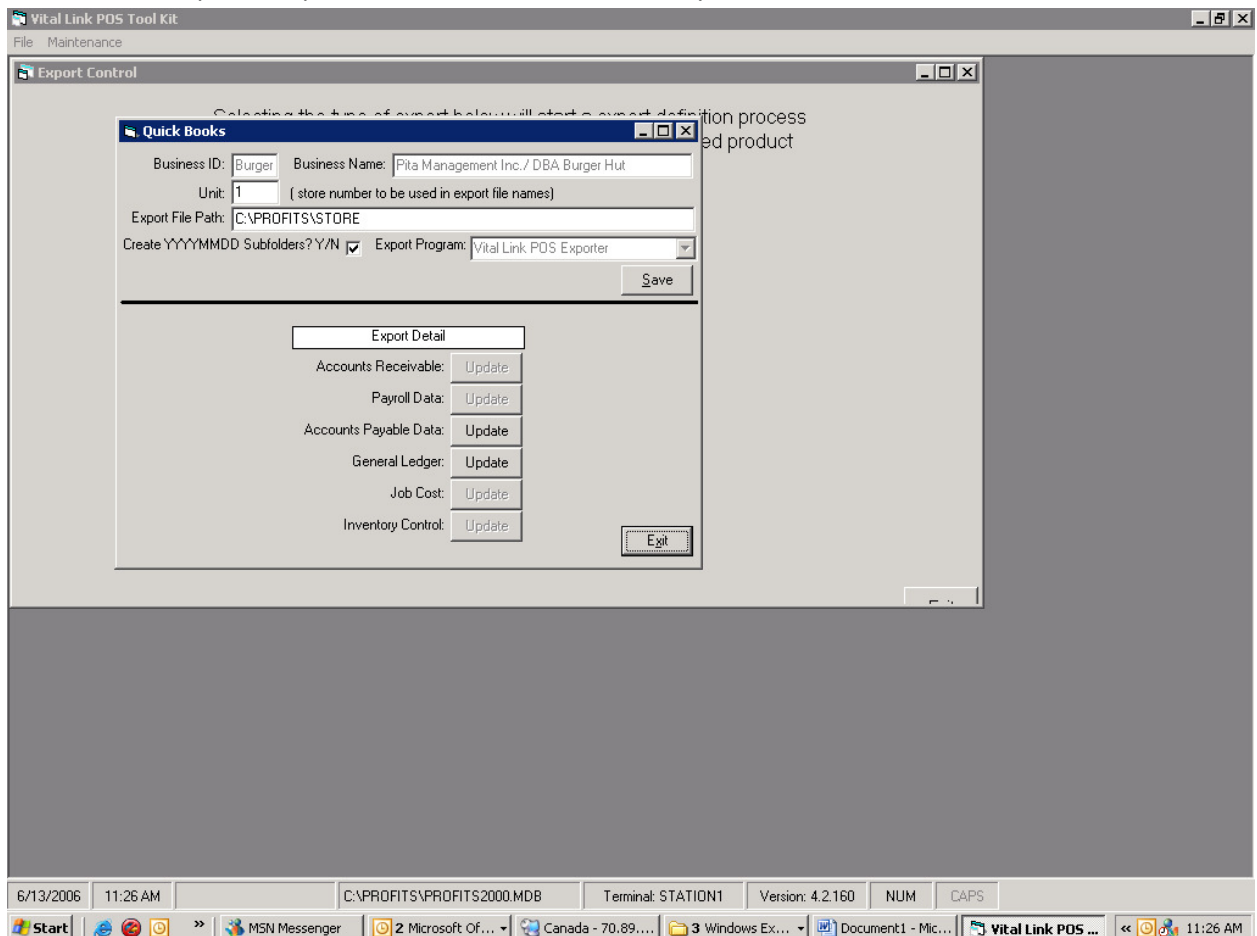
Reference field in this table is "Cash/Receivable Acct"

### 3.2 Execution Mechanics

Once the data is properly filled out, you can select the “Quickbooks Export” in the Vital Link tool kit export setup to establish content and frequency to export. The system will attempt to automate the process during each close of business day. Optionally, a desktop icon will be provided that will prompt the user for a date to export, and produce a complete set of designated files for the selected day. Care should be taken in using this utility as it will overwrite any preexisting data silently, and may result in data previously imported into Quickbooks not matching the subsequent export file.

#### Setup of Data Export

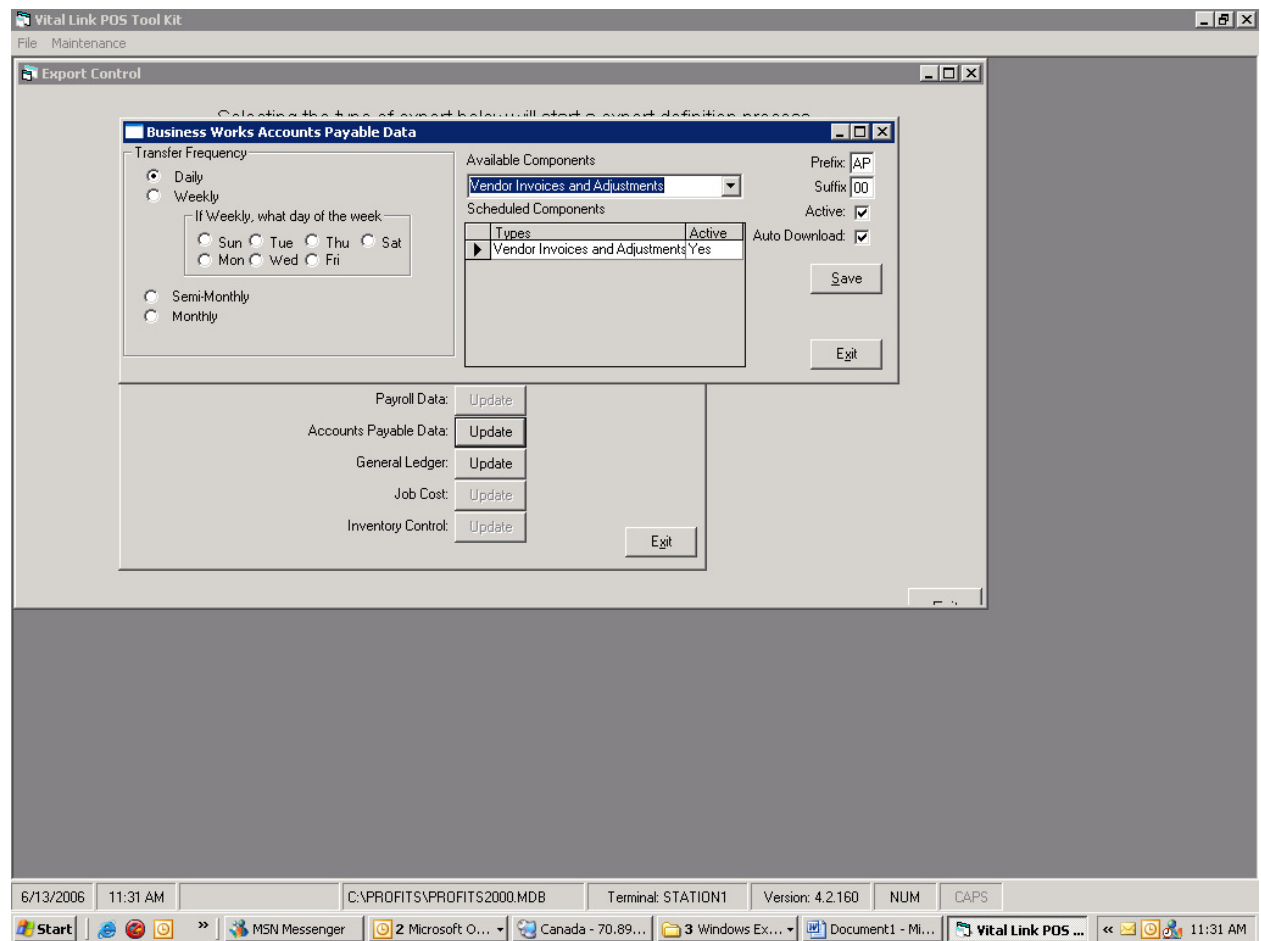
1. Open up VLToolkit , choose Maintenance, then Export. In Export, choose QuickBooks for the type and then choose Start Definition.
2. It will open up the dialog box below, fill in the Export File path where you want to export the files to in the Export File path as well as what Unit ID that you want to use.



3. Choose Save
4. Next Click on the Accounts Payable Data Update button. Use the drop down button to drop down the Vendor Invoices and Adjustments. This will fill in on the right side Prefix, Suffix and Active . These are what the file names will be called in the export folder that you defined



earlier. If you want the file to automatically download at end of night procedure, you will check the auto download button.

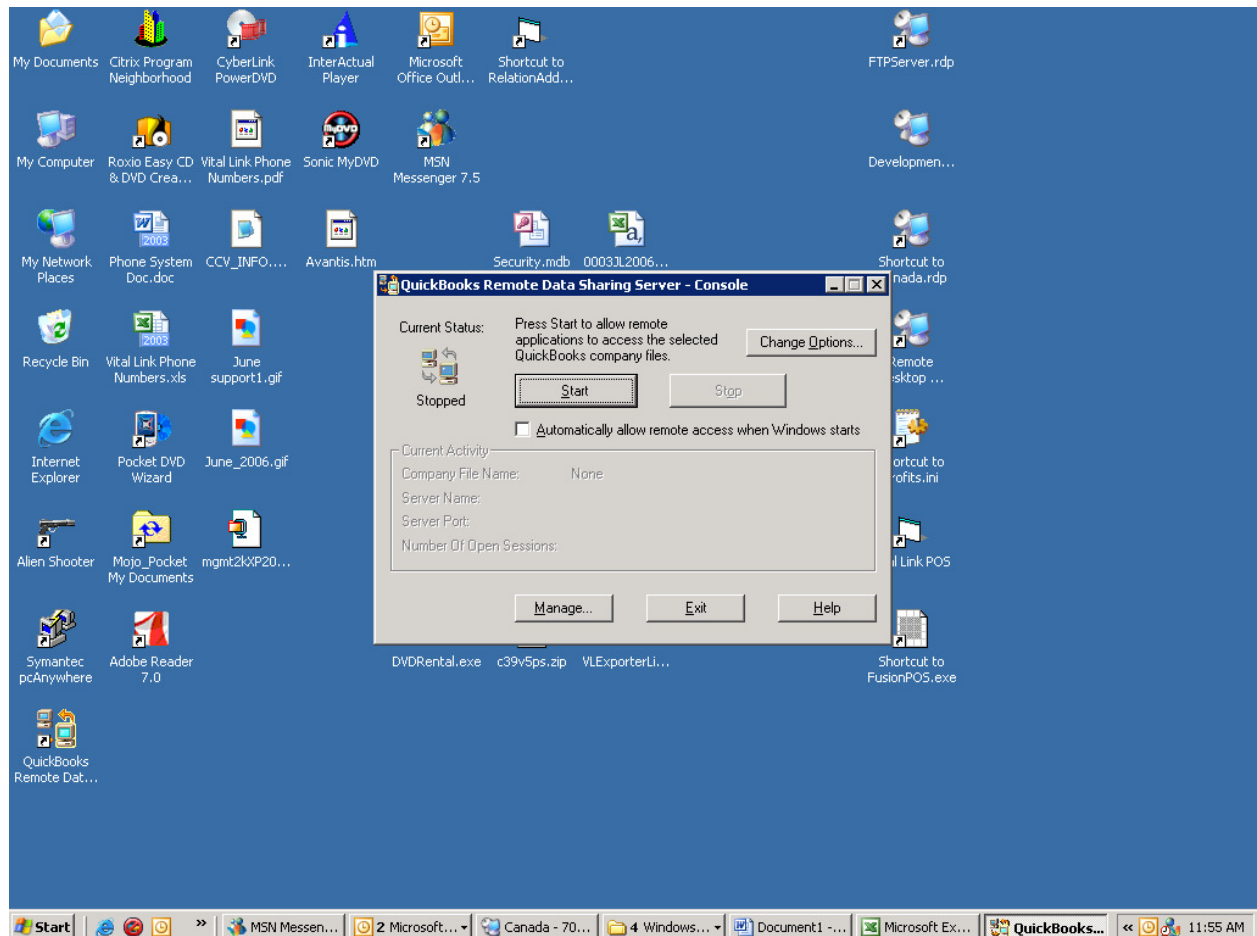


5. For frequency, choose the frequency of which you want the file created (note that when the file is created, it will name it accordingly by the date stamp, so if ran on June 1st 2006, if everything were the same as above you will get a file named 0001AP2006060100.XML – the 0001 is the unit number, AP is the Prefix, 20060601 is the date, and 00 is the suffix). Save. **WARNING:** If you import into Quick Books a file twice or duplicate an import or one that overlaps a time period, it WILL duplicate the data in Quick Books. Quick Books has no notion of reconciling if an invoice or anything else was done prior.
6. Next define the General Ledger. The interface is the same as the Accounts Payable Data. After finished, choose Save and Exit.
7. You are finished defining the export path.
8. To Test, Launch c:\Profits\VLExporter.exe and choose QuickBooks as the export type. You will be able to put in a date range and then run the exporter. It will create and tell you that it successfully exported the file. Go to the folder that you specified and you will see the files created.

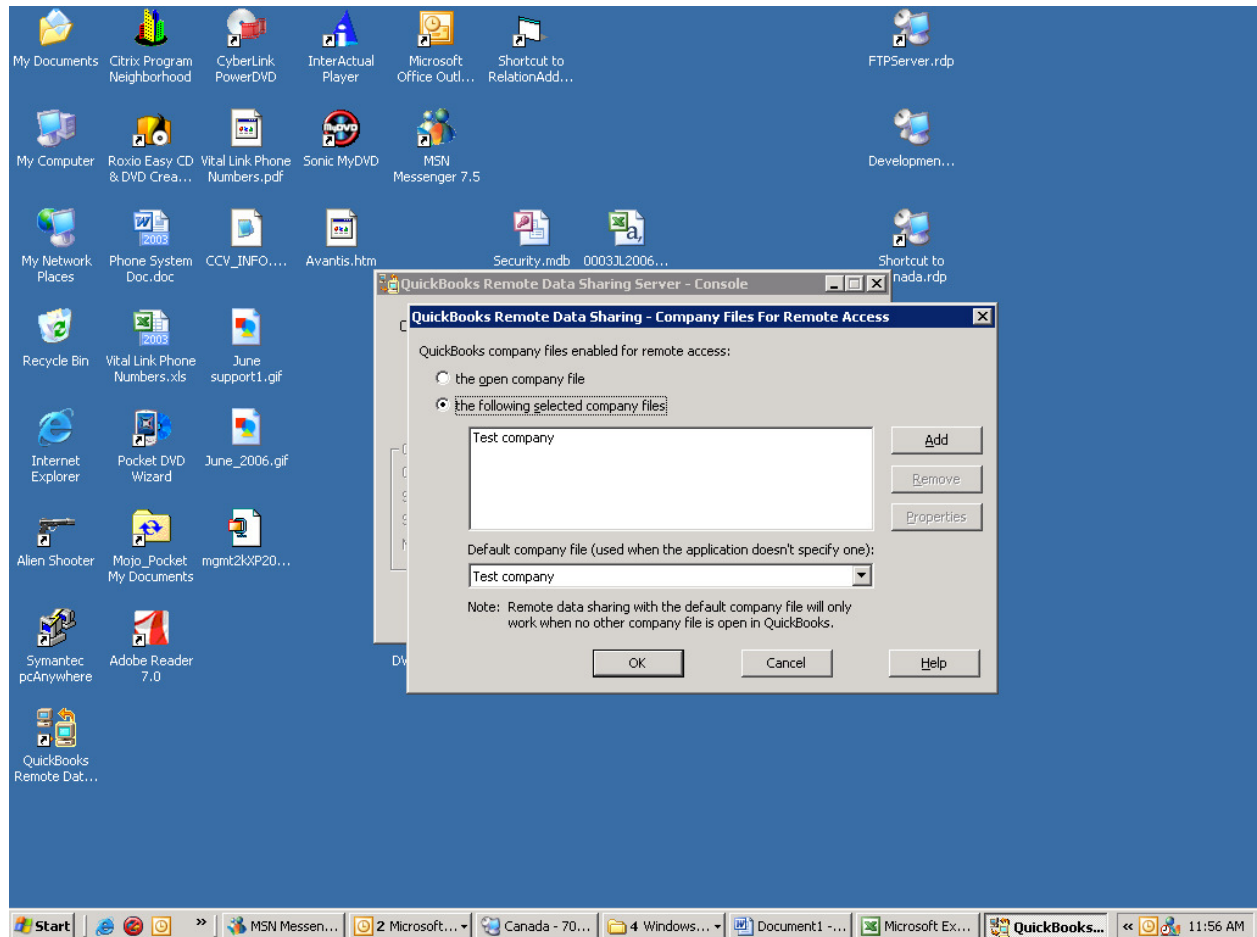
## Setup of Data Importing for Quickbooks

There are three things that are necessary to install on the machine that is running Quick Books.

1. VLQBIInstaller.exe – install this and follow the defaults on the screen and reboot when it prompts you to reboot.
2. QBXMLRP2Installer.exe
3. MSXML.MSI
4. Remote Data Server Client (RDSServer.exe)
5. When Remote Data Server is finished installing, it will come up with a Dialog box that looks like this (NOTE you will need to have your version of Quick Books open and running):

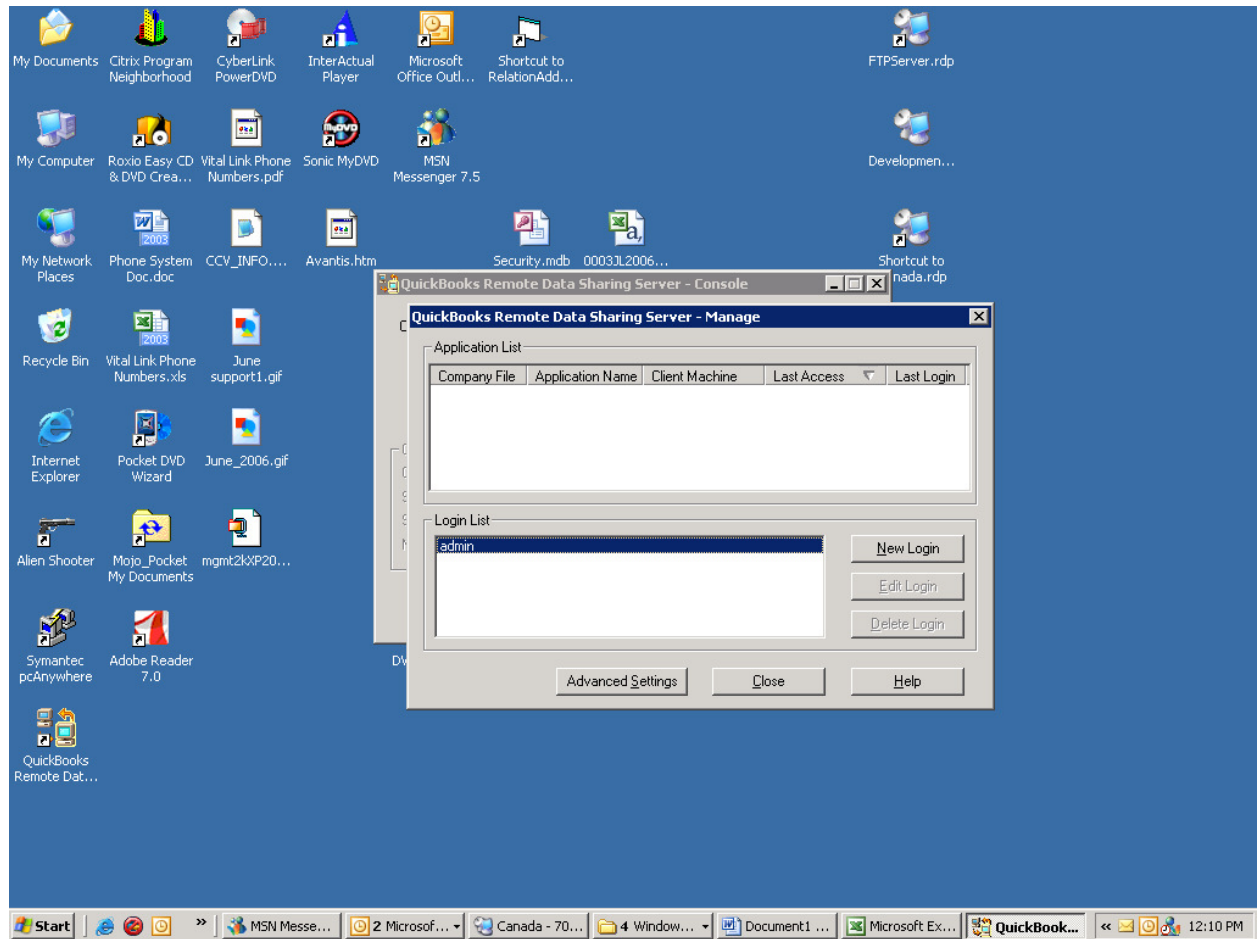


6. Choose the Change Options Button and you will get the dialog below:



7. You will have to choose the Add button and point to what database for QuickBooks you want to work with the sharing. Generally this file can be found in the c:\Program Files\Intuit\QuickBooks Pro folder. Make sure that you choose this database as the default as well. NOTE: If you have multiple databases, when you go to import, make sure that you either have Quick Books closed or you have the database that you want to import to open. If you have any other database open, it will try to import to that database regardless of what the default is.
8. After you have the database defined and choose OK, it will bring you back to the main data sharing. On this page, check the Automatically allow Remote Access when Windows starts. This puts QuickBooks into a state where it will allow imports.

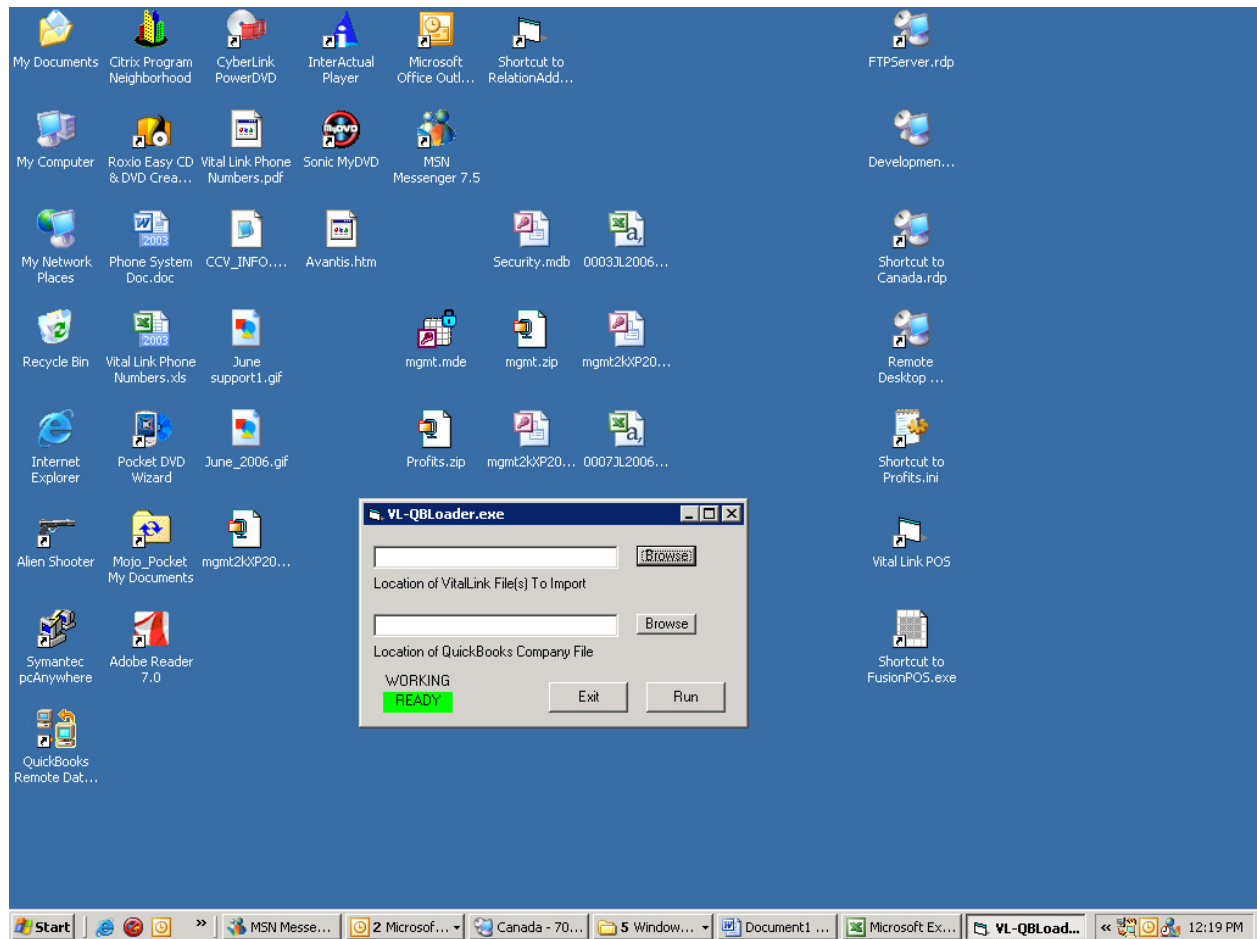
9. Next you will want to choose Manage on the bottom. This will bring you to this screen:



10. It should already have admin listed in the login. Choose Close.

11. Now choose the Start button on the main page and it will start allowing you to import the files to your database. Simply choose hide and it will run silently on your taskbar.

12. You are now ready to launch the VL-QBLoader which can be accessed through the Programs>Vital Link >VL-QB Loader, which will bring up this dialog box:



13. You will then choose Browse to find the files that you want to import (if you are on the network, it will be where you created them on the Data Server, which will generally be on the z: Drive, if you are doing this off site, you will need to copy the exported files from the data server and store on media that you will put onto the machine that is running QuickBooks).
14. Next choose Browse for the QuickBooks Company file (should be the same as the default that you defined for the Remote Data Server, typically in the c:\program files\intuit folder).
15. Finally choose Run and it will import the data into Quick Books.