

QUICKBOOKS QUICK START GUIDE

This QuickBooks Start Guide is designed to provide you with an understanding of how the export from Furniture Wizard into QuickBooks works. It is recommended that you read over the entire Start Guide before starting any exports so that you have a better understanding of what takes place during an Export/Import routine. Careful consideration needs to be given to the first day of export since only invoices from that day forward will be exported. Any invoices from previous periods will not be exported unless you set the “Start Date” to a date back far enough to cover the date of those invoices. For example if you want to export an invoice from a previous month, you would need to set your “Start Date” for the date of the earliest invoice you want to export (example Invoice date 12/30/07-Start date would have to be 12/30/07) in QB the date of the invoice will be your complete date. You must remember though that by doing this, payments from the previous periods will also be exported and if you have already accounted for those payments in QB, you will have double posted those payments.

There are two ways of exporting invoices from Furniture Wizard into QuickBooks. One of the export methods is by Order Date and the other one is by Complete Date. The difference between the two methods is that Order Date will send all invoices as they are written. By Complete Date will send only invoice that have been paid and delivered.

Some set up information needs to be put into FW before starting any exports. If you do not have an existing QB file, you may download a QB Sample file from our website which is set up with the Accounts needed for the FW export. This file can then be edited with other Account Names needed to suite your needs. If an existing QB file is being used, then you need to designate account names in FW to match those in your existing QB file. These account names need to be verified that the spelling is exactly the same as those in your QB file. From the main menu, double click on the Wizard’s hat, this will take you to the Setup & Registration screen, click on Advanced Setup, click OK, and then click QuickBooks Setup.

1. Export Path: C:\-This is the directory where the QB import file that gets created by FW is put into. If the user changes this path, you need to remember what path you are using. *If using Vista operating system, your Export Path should be something like C:\Program Files\Furniture Wizard as Vista does not allow you to export to the root of C.*
2. Account Name: Accounts Receivable
3. Category: Furniture Sales—this is a generic name used for the line items in the invoice when exporting to QuickBooks.
4. Undeposited Funds: Undeposited Funds. This account is where all payments will be exported. From this account in QB, you will need to post your payments into the checking account.
5. Cash in Bank: Cash In Bank or the name of your bank account.
6. Sales Tax Label: Sales Tax Payable

7. Sales Tax Vendor: Enter here the name of the entity you pay Sales Tax to. Example: Missouri Department of Revenue
8. Delivery: Delivery (Or name you use to track delivery charges)
9. Place checkmark under “Include Customer Number in Customer Name Export” so that your customer numbers can be appended to customer names and customer names do not get duplicated.
10. Remove checkmark for Display Quick Box Update Warning Message.
11. Customer Name Export Size-keep at Long unless you have been doing transfers before and the size for the customer’s name is small.

On the side under Sales Tax Modes, place the button under “Advanced”. If you have been doing exports to QB for a long time and this is set to “Standard”, then leave as Standard.

For Order Export Method chose either Order Date or Complete Date.

Information that gets exported from Furniture Wizard into QuickBooks is the Customers names, all payments, Invoices either All or Completed Invoices (Completed invoices must have a complete date, and must have a status of Delivered), and Vendor names only.

The following is the account names and where they get exported into the QuickBooks file:

<u>Furniture Wizard</u>	<u>QuickBooks</u>
Customer Name	Customer Center
Payments	Undeposited Funds & Accounts Receivable
Invoice	Sales, Sales Tax Payable, Discount, Delivery & Accounts Receivable
Vendor	Vendor Center

It is important for you to understand how invoices get exported to QB from Furniture Wizard so that you may determine what the best set up is for you to use for the transfer.

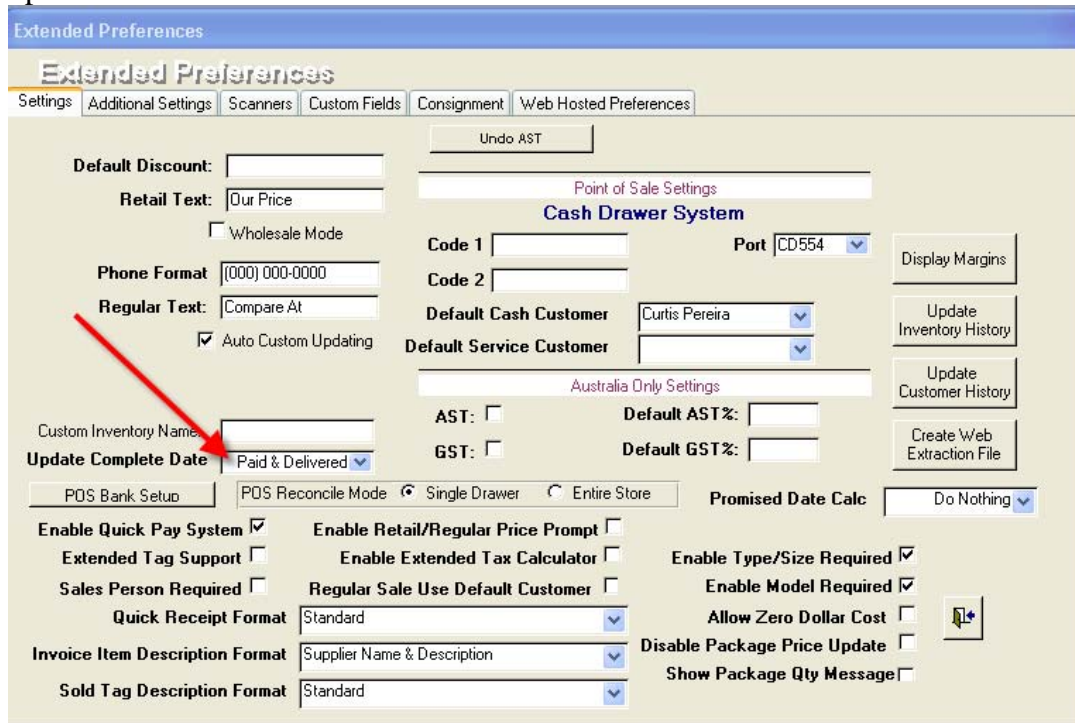
“By Order Date” will export all invoices as written. “By Complete Date” will export only invoices designated as complete. The Completed Invoices exported to QB are determined by choosing when to consider a sale complete. In Furniture Wizard under the “Update Complete Date” field there are four choices to choose from, these choices can be found under the Extended Preferences menu. This is where you will designate which invoices will be considered complete.

1. Do nothing: This option will not put a complete date on the “Update Complete Date” field; therefore, you must manually input a date under this field in order for the invoice to be exported. This choice is recommended for those who want complete control as to what invoices and when those invoices get exported. One thing to keep in mind when choosing this option is that FW “Completed Sales Reports” are run by this date, therefore when comparing this report with other reports, your total amounts may not be the same.
2. If Paid in Full: This option will automatically put a complete date when the invoice is completely paid in full regardless of whether the merchandise has been delivered or not.
3. Delivered: This option will automatically put a complete date when all items on an invoice are delivered whether or not payment was received in full.
4. If Paid and Delivered: This option will automatically put a complete date when the invoice is completely paid in full AND all items on the invoice are delivered. Only invoices that fit these criteria will be exported.

Careful consideration needs to be given to the option that you choose since Tax Liability needs to be considered with the exporting of these invoices. Consult you accountant for advice on what the best option for your particular situation will be. Invoices from a previous month need to have the date changed to date of export in order for that invoice to be exported or as explained above set the “Start Date” to a date back far enough to cover the date of those invoices. You must remember though that by doing this, payments from the previous periods will also be exported and if you have already accounted for

those payments in QB, you will have double posted them. Once the invoice is in QuickBooks, you can change the date to the original date.

To set these preferences, press Control, Shift E from the main menu. This will take you to Extended Preferences. Under Update Complete Date, choose from the list one of the four options mentioned above.



The following is the set up needed in QuickBooks. Sales Tax needs to be turned on even if your state does not charge sales tax. To do this:

1. Go to the Preferences window.
2. In the Preferences window, click on the Sales Tax icon.
3. Click the Company Preferences tab.
4. Under "Do You Charge Sales Tax," select Yes.
5. Under "Your most common sales tax item" add new,
6. Under Type, choose Sales Tax Item.
7. Under Sales Tax Name enter Sales Tax (**must be Sales Tax, no other name is accepted here by Furniture Wizard**), enter tax rate (0.00% if no tax)
8. For Tax Agency, enter the name of the Entity you pay sales tax to.

9. Click OK.

In the Chart of Accounts, make sure you have your Accounts Receivable, Undeposited Funds, Sales, Sales Tax Payable, Discount, and Delivery accounts set up accordingly with the correct Type indicated.

Name	Type	Balance Total
Bank Of America Checking	Bank	
Accounts Receivable	Accounts Receivable	
Undeposited Funds	Other Current Asset	
Payroll Liabilities	Other Current Liability	
Sales Tax Payable	Other Current Liability	
Opening Bal Equity	Equity	
Retained Earnings	Equity	
Delivery	Income	
Inventory	Income	
Sales	Income	
Sales Discounts	Income	
Cost of Goods Sold	Cost of Goods Sold	
Automobile Expense	Expense	
Bank Service Charges	Expense	
Cash Discounts	Expense	
Contributions	Expense	

In the vendor list, make sure that you have the name of the entity you pay the sales tax to set up. Another setup that needs to be verified in QuickBooks, is the Sales Tax item in the Item List.

Name	Description	Type	Account
Orange County	Orange County Sales Tax	Sales Tax Item	Sales Tax Payable
Sales Tax	Sales Tax	Sales Tax Item	Sales Tax Payable
San Diego Sales Tax	San Diego Sales Tax	Sales Tax Item	Sales Tax Payable

Make sure that there is a Sales Tax item with the Type of Sales Tax Item and the Account of Sales Tax Payable.

MAKE SURE THAT THESE ACCOUNT NAMES ARE SPELLED EXACTLY THE SAME IN FURNITURE WIZARD and QUICKBOOKS SETUP.

Once these preferences are set and verified, you can begin to export data. One thing that must be kept in mind is that for the “by Complete Date” export, only those invoices that are dated after the “Start Date”, have a date under the Complete Date field, and have a

status of Delivered will be exported. Therefore, before doing your first export, especially if you choose “Paid & Delivered” for Update Complete Date, we recommend that you print a Completed Sales Analysis Report for the period that you will be starting your first export to Present.

From this report you will be able to verify that all invoices that have a complete date also have a status of Delivered. If you encounter sales that have a Pending status, go to that invoice and check to see whether all items on the invoice have been delivered or not. Also verify whether payment was made in full. Once you determine the correct status, you can proceed with the export routine.

Unreal Interiors
Completed Sales Analysis
 All Sales For the Period From 10/1/2004 To 11/1/2004

Invoice	Invoice Date	Complete Date	Sold To	Sold By	Status	Total	Discount	Disc %	Profit	GM
10034	10/19/2004	1/23/2004	Salgado, Alberto	Anabel	Delivered	\$429.70	\$0.00	0.00%	\$214.85	50.01
10037	10/19/2004	1/23/2004	Scott, Joyce	Anabel	Delivered	\$768.00	\$0.00	0.00%	\$400.00	52.01
10042	10/19/2004	1/23/2004	Nailon, Clinton	Anabel	Delivered	\$1,021.98	\$0.00	0.00%	\$511.98	50.11
10044	10/19/2004	1/23/2004	Sotelo, Humberto	Jason	Delivered	\$66.00	\$0.00	0.00%	\$33.00	50.01
10053	10/19/2004	1/23/2004	Pinal, Sylvia	Anabel	Delivered	\$480.00	\$0.00	0.00%	\$240.00	50.01
10056	10/19/2004	1/23/2004	Beltran, Ana	Mario	Delivered	\$750.99	\$0.00	0.00%	\$375.99	50.01
10062	10/19/2004	1/23/2004	Acosta, Felix	Joel	Delivered	\$887.59	\$0.00	0.00%	\$444.29	50.01
10065	10/19/2004	1/23/2004	Alvarez, Leobigildo	Marty	Delivered	\$630.99	\$0.00	0.00%	\$315.99	50.01
10081	10/20/2004	1/24/2004	Wild, Willie	Jason	Delivered	\$1,691.00	\$0.00	0.00%	\$791.00	46.71
10085	10/20/2004	1/24/2004	Boop, Betty	Mario	Delivered	\$768.00	\$0.00	0.00%	\$400.00	52.01

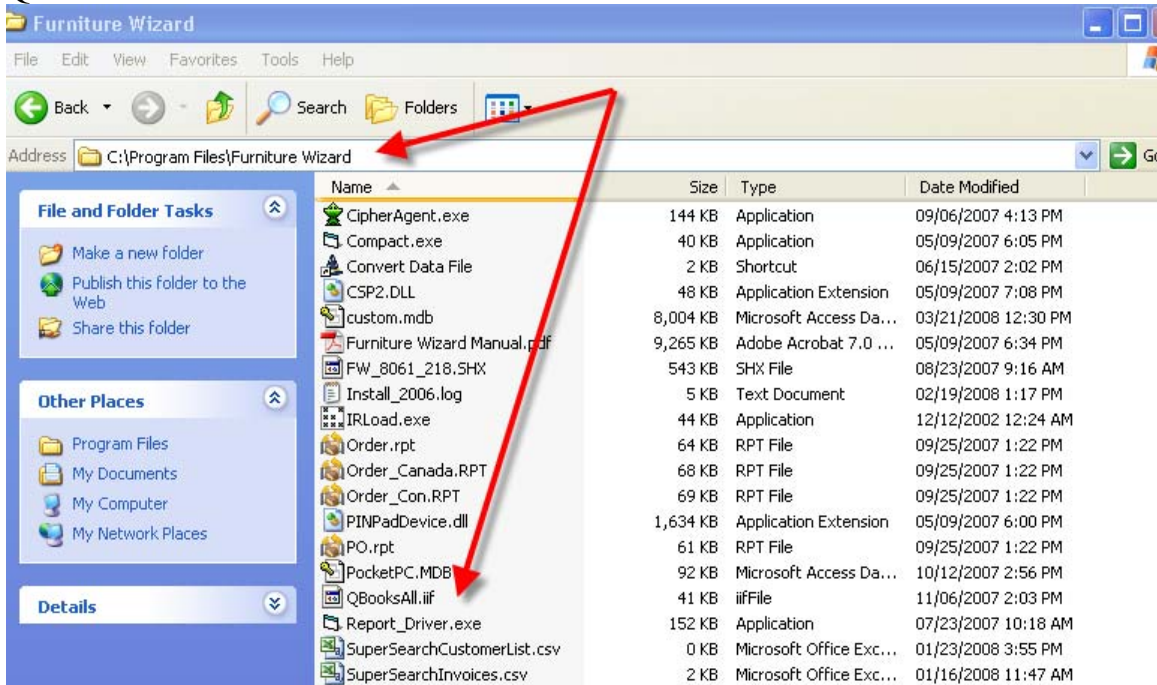
Invoice Total	\$7,494.25	Invoice Count:	10
Discount	\$0.00		
Disc %	0.00%		
Delivery	\$0.00		
Cost Total	\$3,767.15		

IT IS HIGHLY RECOMMENDED THAT BEFORE YOU BEGIN AN EXPORT, YOU BACKUP YOUR DATA!! Backup of your data is recommended on a daily basis. When creating a QB export, all terminals must be logged off the Furniture Wizard program. Only the terminal creating the export can be in Furniture Wizard. To begin your export, double click on the Wizard’s hat from the main menu. Click on Export to QuickBooks button.

This will bring you to the QB Export Manager. Here you will enter a Start Date only the very first time that you do an export, (Do not change the date on any of the following exports). This start date should be the date that you designate as being the first date to export data from Furniture Wizard. Any data from that date forward to present will be exported. If you have more than one branch and you wish to export all branches to one QuickBooks file, leave the Branch field blank. You would only select a branch if you were using different QuickBooks file to keep track of the different branches. Click on “Export All Data” to create your file. At this point it gives you a reminder to import the file into QB. “You must import your data file into QB”, click OK.



Once this export file is created, you need to go to QB to import your file. To do this click on File-Utilities-Import-Import IIF files (these steps might vary a little depending on the version of QB that you are using). From here go to the C:\Program Files\Furniture Wizard (or the Export path that you set up in Furniture Wizard), and double click on QBooksAll.iif file.



The file will begin importing; once it is done it will say, “Your data has been imported.” It is recommended that you check your QB files after the export to make sure your invoices were exported

VERIFYING EXPORT WAS DONE SUCCESSFULLY BY ORDER DATE

To verify that your export was done successfully, from Furniture Wizard, print the QuickBooks Export Report for the date of the export. From the main menu, click on the Reports menu, click on the Invoices Tab and select the Quick Books Report for the date of the export. This report will give you a list of the Exported Invoices, Payments and Customers. Verify the totals on this report with the totals in the QuickBooks General Ledger report.

To compare the totals, in QuickBooks, click on Reports, Accountant and Taxes, General Ledger, **make sure you are comparing the same date range in both reports.** The amount in Total Sales plus Total Sales Tax Payable plus Delivery minus Total Sales Discounts should be equal to Exported Invoices (Total Sales + Total Sales Tax Payable + Delivery – Total Sales Discounts= Exported Invoices).

Modify Report...
Memorize...
Print...
E-mail
Export...
Hide Header
Refresh

Dates Custom
From 02/01/2008 To 03/11/2008
Sort By Default

3:10 PM
03/11/08
Accrual Basis

QuickBooks
General Ledger

SampleData
General Ledger
As of March 11, 2008

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Business Checking							0.00	
Total Business Checking							0.00	
Delivery							0.00	
Invoice	03/10/2008	10098	Correa(Last Name)	Delivery	Accounts Re...	-25.00	-25.00	
Total Delivery							-25.00	-25.00
Accounts Receivable							0.00	
Invoice	02/01/2008	10034	Salgado, Alberto	Furniture	-SPLIT-	463.00	463.00	
Invoice	02/01/2008	10037	Scott, Joyce	Furniture	-SPLIT-	827.52	1,290.52	
Invoice	02/01/2008	10042	Nailon, Clinton	Furniture	-SPLIT-	1,101.18	2,391.70	
Invoice	02/01/2008	10044	Sotelo, Humberto	Furniture	-SPLIT-	71.12	2,462.82	
Invoice	02/01/2008	10053	Pinal, Sylvia	Furniture	-SPLIT-	517.20	2,980.02	
Invoice	02/01/2008	10056	Beltran, Ana	Furniture	-SPLIT-	809.19	3,789.21	
Invoice	02/01/2008	10062	Acosta, Felix	Furniture	-SPLIT-	956.38	4,745.59	

Unreal Interiors

Quick Books Export

For the Period From 02/01/2008 To 03/11/2008 11:59:59 PM

All Branches

Report No. 385 Printed

Furniture Wizard
QuickBooks Export
Report

Exported Invoices

Invoice No.	Invoice Date	Branch	Complete Date	Post Date	Customer	Total
10065	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Alvarez, Leobigildo	\$679.89
10034	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Salgado, Alberto	\$463.00
10037	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Scott, Joyce	\$827.52
10042	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Nailon, Clinton	\$1,101.18
10044	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Sotelo, Humberto	\$71.12
10053	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Pinal, Sylvia	\$517.20
10056	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Beltran, Ana	\$809.19
10062	02/01/2008	10 - Showroom	02/01/2008	03/11/2008	Acosta, Felix	\$956.38
10085	02/02/2008	10 - Showroom	02/02/2008	03/11/2008	Boop, Betty	\$827.52
10081	02/02/2008	10 - Showroom	02/02/2008	03/11/2008	Wild, Willie	\$1,822.05
10000	02/20/2008	10 - Showroom	02/22/2008	03/11/2008	Boop, Betty	\$1,290.85
10003	02/21/2008	10 - Showroom	02/22/2008	03/11/2008	Cash, Chester	\$1,333.52
10001	02/20/2008	10 - Showroom	02/22/2008	03/11/2008	Wright, Lawrence	\$4,191.48
10088	03/05/2008	10 - Showroom	03/05/2008	03/11/2008	Acosta, Felix	\$150.00
10089	03/05/2008	10 - Showroom	03/05/2008	03/11/2008	Perez, Jair De Jesus	\$721.93
10090	03/05/2008	10 - Showroom	03/05/2008	03/11/2008	Acuna, Agustina	\$752.10
10093	03/06/2008	10 - Showroom	03/06/2008	03/11/2008	Aguilar, Bernardo	\$441.78
10094	03/06/2008	10 - Showroom	03/06/2008	03/11/2008	Acuna, Agustina	(\$441.77)
10095	03/06/2008	10 - Showroom	03/06/2008	03/11/2008	Aguilar, Bernardo	(\$64.65)
10098	03/10/2008	10 - Showroom	03/10/2008	03/11/2008	Correa,	\$0.00
10097	03/10/2008	10 - Showroom	03/10/2008	03/11/2008	Aguilar, Bernardo	\$211.19
Total Invoices:						\$16,661.48

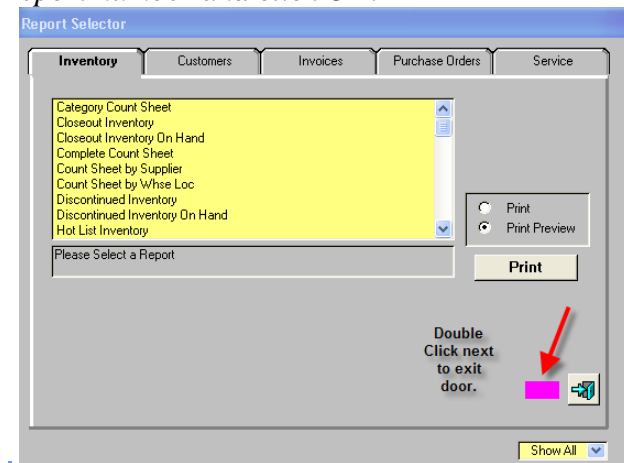
Total Undeposited Funds should be equal to Exported Payments. If these totals do not match, you must compare the reports to find the missing items. If a payment is in the Furniture Wizard report and not in QuickBooks, then that payment needs to be re-exported to QuickBooks. In order to re-export a payment, invoice or customer, the flag on the record needs to be deleted (Furniture Wizard flags the accounts that have been exported, if these accounts do not go into QuickBooks for some reason, Furniture Wizard does not know that, therefore the flag in Furniture Wizard has to be removed). Please refer to the section "How to Re-do an Export" for instructions.

Total Accounts Receivable in QuickBooks should equal your Open Balance Report from Furniture Wizard. If this total does not equal, obtain a Credit Memo Report from Furniture Wizard to see if any of the invoices listed on this report need to be adjusted in QuickBooks (issue a refund or apply a credit).

Alternate method to verify your totals sales exported from Furniture Wizard into QuickBooks would be to run the following reports:

1. Daily Sales Report-Report #159-Run this report for a specific date range for ALL invoices and compare your totals on this report with the totals found in QuickBooks for those accounts.
2. Sales Tax Report Extended by Order Date-Report #388-This report will provide you with a list of invoices by date written with a breakdown of totals in Sales, Sales Tax, and Delivery. If you pay sales tax on written sales, this will be the report to use. It is very important that you balance these two reports to make sure that you are paying the correct amount in sales tax.
3. Daily Payments Report- Report # 37-This report will provide you with total of daily payments. These payments should be those found under Undeposited Funds in QuickBooks. The total on this report minus any Credits or Refunds should equal your Undeposited Funds total in QuickBooks. When running this report, keep in mind that any credits applied from a previous invoice will show up on this report. That is why it is recommended that you name this type of payment a Credit or Refund so that you can tell it apart from a real payment made with cash or a credit card.

TIP: To bring up a report by report number, click on the Reports menu, double click on the left side of the exit door, this will open Search for Report by Number box, type in report number and click OK.



VERIFYING EXPORT WAS DONE SUCCESSFULLY BY COMPLETE DATE

To verify that your export was done successfully, from Furniture Wizard, print the QuickBooks Export Report for the date range of the export. From the main menu, click on the Reports menu, click on the Invoices Tab and select the Quick Books Report for the date of the export. This report will give you a list of the Exported Invoices, Payments and Customers. Verify the totals on this report with the totals in the QuickBooks General Ledger report.

To compare the totals, in QuickBooks, click on Reports, Accountant and Taxes, General Ledger, **make sure you are comparing the same date range in both reports.** The amount in Total Sales plus Total Sales Tax Payable plus Delivery minus Total Sales Discounts should be equal to Exported Invoices (Total Sales + Total Sales Tax Payable + Delivery – Total Sales Discounts= Exported Invoices).

Another way to verify that the export was done successfully in this method is to run the following reports from Furniture Wizard and compare this total to the General Ledger report from QuickBooks.

1. Completed Sales Analysis-Report #260-This report will provide you with a list of invoices that were completed for the date range of your transfer. From this report you will be able to verify that all invoices that have a complete date also have a status of Delivered. If you encounter sales that have a Pending status, go to that invoice and check to see whether all items on the invoice have been delivered or not. Also verify whether payment was made in full. Keep in mind that if the status is Delivered but there is no complete date on the invoice, then these invoices did not get exported into QuickBooks, therefore you must verify what the real status should be. Invoices on this report should be invoices found in your Sales account in QuickBooks, which means that your Invoice Total minus Discount Total on this report should equal you Sales Total in QuickBooks.
2. Sales Tax Report Extended by Complete Date-Report #383-This report will provide you with a list of invoices Completed for the period with a breakdown of totals in Sales, Sales Tax and Delivery. These totals should equal totals found in QuickBooks for those accounts mentioned before. It is very important that you balance these two reports to make sure that you are paying the correct amount in sales tax.
3. Daily Payments Report- Report # 37-This report will provide you with total of daily payments. These payments should be those found under Undeposited Funds in QuickBooks. The total on this report minus any Credits or Refunds should equal your Undeposited Funds total in QuickBooks. When running this report, keep in mind that any credits applied from a previous invoice will show up on this report. That is why it is recommended that you name this type of payment a

Credit or Refund so that you can tell it apart from a real payment made with cash or a credit card.

SUMMARY OF REPORTS TO COMPARE

FURNITURE WIZARD

QUICKBOOKS

By Order Date

Daily Sales Report (#159)
(All Sales)

Sales Account

Sales Tax Report Extended by Order Date
(#388)

Sales Tax Payable Account

Daily Payments Report (#37)

Undeposited Funds Account

FURNITURE WIZARD

QUICKBOOKS

By Complete Date

Completed Sales Analysis (#204)

Sales Account

Sales Tax Report Extended by Complete date
(#383)

Sales Tax Payable Account

Daily Payments Report (#37)

Undeposited Funds Account

END OF THE MONTH BALANCING

The same reports used to verify that the export was done successfully can be used to verify end of the month totals. Make sure you are using the date range from beginning to end of month for the period.

Since inventory value is tracked in Furniture Wizard, it is recommended that you print an Inventory Value Report, Inventory Value Summary or Inventory Value Summary by Location Report at the end of the each month so that you can have this information on hand and adjust your inventory value in QuickBooks at the end of the month. This report gives you information as of the date of the report and you cannot go back in time (such as

want information for June 30 when today is July 5th), therefore, it is important to run this report at the end of the month.

INVENTORY AND COST OF GOODS SOLD

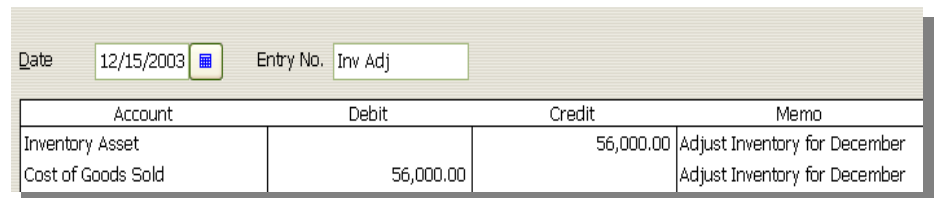
Inventory adjustments do not transfer automatically from Furniture Wizard. A Journal Entry in QuickBooks is necessary to reconcile Inventory on hand. The Inventory figure reflected on the Balance Sheet should reflect the amount stated on the Inventory Value Report from Furniture Wizard.

The Inventory adjustment consists of the total of Items Purchased and Received into Inventory Less Items Sold and Removed from Inventory. If the total is a negative number, Inventory will be reduced (credit) and cost of goods will increase (debit). If the total is a positive number, Inventory will be increased (debit) and cost of goods will decrease (credit).

The Inventory Value on Hand Report from Furniture Wizard calculates this total for you. The total Landed Cost is the adjusted Inventory amount for the period. Simply subtract this total from the Inventory Asset total on your Balance Sheet and create a Journal Entry. It is recommended that you consult with your accountant before you make this adjustment to make sure you are doing it correctly.

CREATING A JOURNAL ENTRY TO ADJUST INVENTORY

1. From the Banking menu, choose Make Journal Entry
2. Modify the [date](#) as required.
3. Fill in the entry number.
4. In the Account column, select Inventory. Enter your adjustment as a Debit to Increase the Inventory Value or Credit to Decrease.
5. Enter a memo about the amount. The memo appears on reports that include the general journal entry.
6. In the Account column, select Cost of Goods. Enter your adjustment as a Debit to Increase the Cost of Goods Credit to Decrease. Note: The transaction must reach a zero balance (the total in the Debit column equals the total in the Credit column).

A screenshot of the QuickBooks Journal Entry form. At the top, there are fields for 'Date' (12/15/2003) and 'Entry No.' (Inv Adj). Below these is a table with four columns: 'Account', 'Debit', 'Credit', and 'Memo'. The table contains two rows: 'Inventory Asset' with a debit of 56,000.00 and 'Cost of Goods Sold' with a credit of 56,000.00. Both rows have the memo 'Adjust Inventory for December'.

Account	Debit	Credit	Memo
Inventory Asset		56,000.00	Adjust Inventory for December
Cost of Goods Sold	56,000.00		Adjust Inventory for December

[QuickBooks screen which allows you create a journal entry.](#)

NIGHTLY BACKUP

Backup copies are important insurance—if you should lose data for any reason, you can restore data from your backup copy.

Furniture Wizard

There are three main files in Furniture Wizard that should be copied nightly:

Wiz_data.mdb Custom.mdb Wizard.mdb

These files are traditionally copied to a removable media such as a Flash drive or CD-Rom. For detailed instructions, please refer to the Backup Section of the Furniture Wizard Manual.

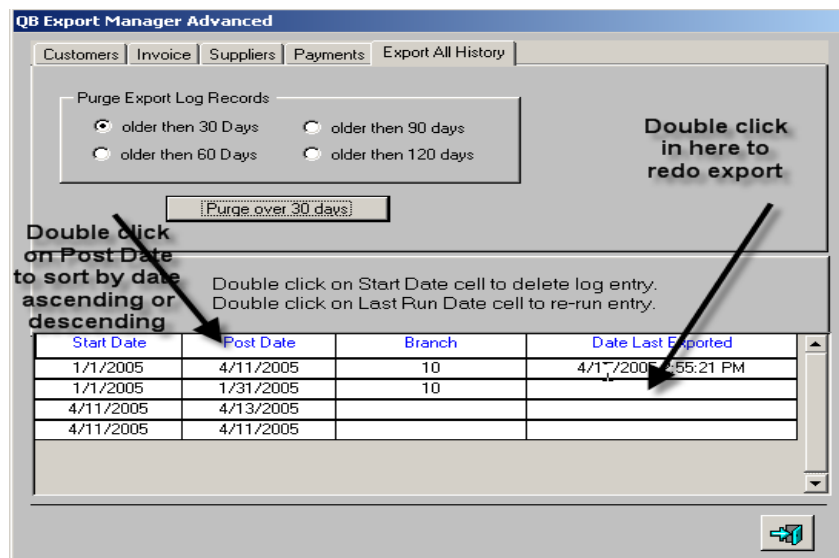
QuickBooks

From the File menu, choose Back Up and make sure the Back Up Company File tab is selected.

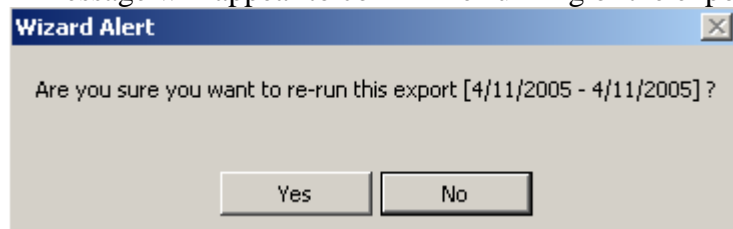
Type the backup Location in the Filename and Location fields. This is traditionally a removable media such as a Flash drive or CD-Rom.

HOW TO REDO AN EXPORT

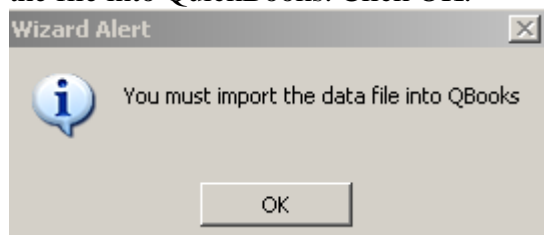
When an export is done, all records that are exported get flagged with the date of the export. You must first clear this flag if for some reason an export needs to be redone. You can redo a complete export (all payments, invoices, customers and suppliers since your last export), or individual exports of Customers, Invoices, Suppliers or Payments. To do a COMPLETE EXPORT, double click on the Wizard's hat from the main menu, click on Export to QuickBooks, click on Advanced Export Options. This will open the QB Export Manager Advanced window. Sort the post date by double clicking on the blue Post Date label, this will sort by date ascending or descending. Find the Post Date for the export you want to redo and under Date Last Exported column, double click in the white space for the date you want to redo.



A message will appear to confirm re-running of the export. Click Yes



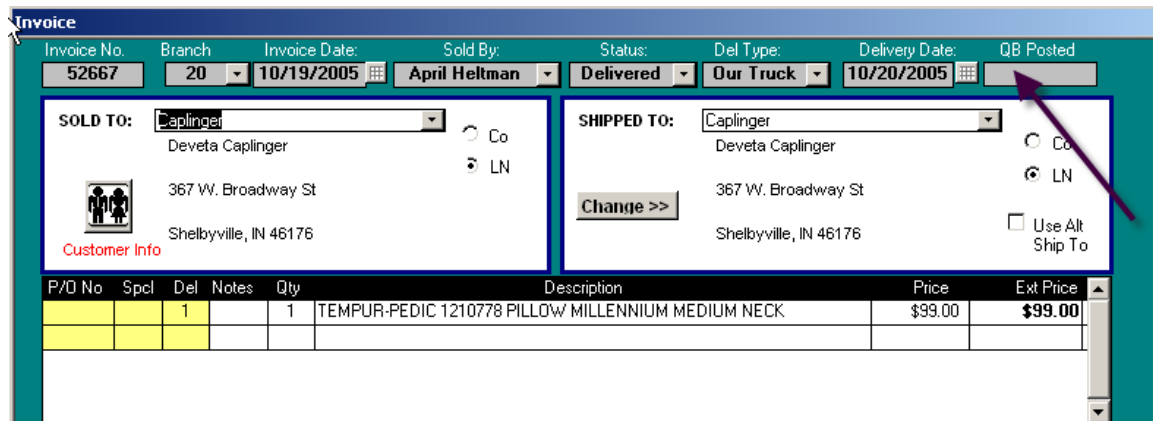
Your export file has already been created so the next message is to remind you to import the file into QuickBooks. Click OK.



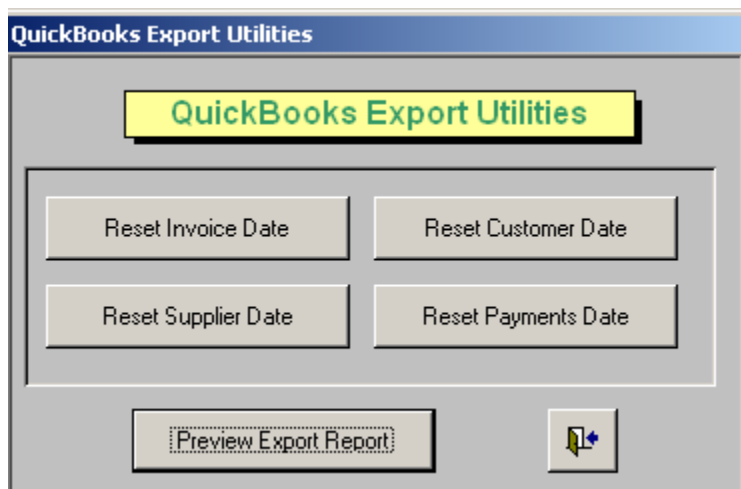
At this point, DO NOT CLICK ON EXPORT ALL DATA BUTTON AS THIS WILL OVERWRITE THE FILE YOU JUST CREATED, just go to QuickBooks and import your iif file as explained before.

If you just want to re-send an Invoice, Customer, Supplier or Payment only.

1. Go to Quick Search and search for the invoice.

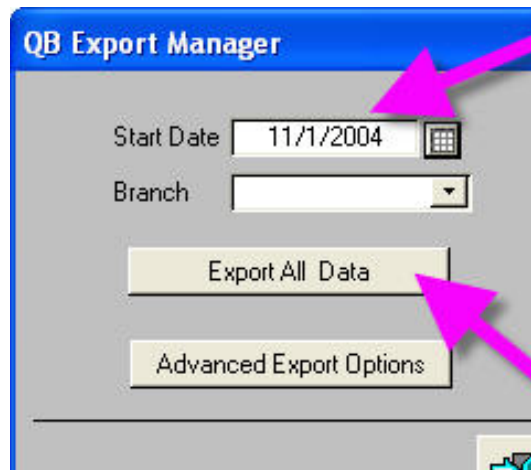


2. Double click on the QB Posted field.



3. Click the Reset button as follows:
Reset Invoice Date to resend Invoice.
Reset Customer Date to resend Customer.
Reset Supplier Date to resend Supplier.
Reset Payments Date to resend Payments.
Exit out of this window.

Go to QuickBooks Export Manager and Export All Data as usual.



Import file into QuickBooks as usual.

Once the Furniture Wizard iif file has been imported into QuickBooks, some maintenance needs to be done in QuickBooks to maintain that file. The export/import routine does not automatically match payments to invoices in QuickBooks, therefore, if you want to match them you must obtain a A/R Aging Summary report in QuickBooks, once this report is on the screen, double click on the zero Total balance of a customer, this will open a window showing Payments and invoices. Double click on the Payment line to open the payment screen.

Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Aguilar, Bernardo (263)								
Invoice	03/25/2008	10111		Aguilar, Bernardo ...		03/25/2008	1	840.78
Payment	03/25/2008	10111		Aguilar, Bernardo ...		03/25/2008	1	-840.78
Total Aguilar, Bernardo (263)								0.00
TOTAL								0.00

Place checkmark next to the date of the invoice that this payment is being applied to, click Save & Close button to record your changes.

Customer Payment

Received From: **Aguilar, Bernardo (263)** Customer Balance: **840.78**

Amount: **840.78** Date: **03/25/2008**

Pmt. Method: **10-VISA** Reference #: **10111**

Memo: [Where does this payment go?](#)

Card No.: Exp. Date: /

Process credit card payment when saving

[Find a Customer/Invoice...](#)

<input checked="" type="checkbox"/>	Date	Number	Orig. Amt.	Amt. Due	Payment
<input checked="" type="checkbox"/>	03/25/2008	10111	840.78	840.78	840.78
Totals			840.78	840.78	840.78

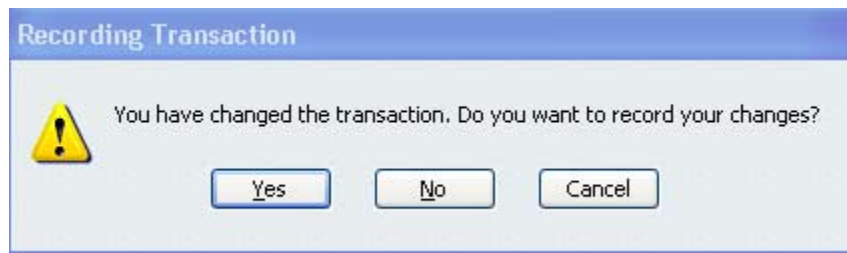
Place checkmark here to apply payment to invoice.

Click Save & Close button to record change.

Amounts for Selected Invoices

Amount Due	840.78
Applied	840.78
Discount and Credits Applied	0.00

Click Yes to “You have changed the transaction. Do you want to record your changes?”



This procedure will remove all customers with zero balances from you A/R aging report.

HOW TO HANDLE CREDITS AND REFUNDS

In order to keep good track of sales returns transferring from FW into QB, the correct steps need to be followed taking into consideration what happened to the original invoice. You must remember that only payments transfer to QB until the time that the invoice is consider complete. At that point, the total amount of the invoice will be transferred and accounted for in QB. Below you will find several scenarios of different transactions and how to handle them.

A. If an invoice was transferred to QB and then a customer returns an item or all the items on the invoice, then a negative invoice needs to be made in FW for that return. A negative payment called Credit or Refund (you may create a “How Paid” transaction called Credit or Refund in the payments window so that you do not confuse this amount with a real cash or credit card payment) in the amount of the invoice needs to be applied to that invoice in FW. When this invoice is transferred to QB, the negative payment is what creates the credit memo. If the customer is going to receive cash or check refund, then a check needs to be manually created and applied to A/R with the customers name under job. To do this, in QB go to Customers Menu/Refunds and Credits. Go to the credit memo for that customer; click the Check Refund icon on the top bar. This will create a check to print for the customer.

Example: Customer purchase-8/18/05 Invoice #10026 for \$1000, and cash payment for \$1000. This invoice was imported into QuickBooks.

The screenshot shows the QuickBooks Invoice window for invoice #10026. The invoice is dated 8/18/2005 and is in a 'Pending' status. The customer is James Smith, located at 1234 Main Street, San Diego, FL 56231. A payment table shows a cash payment of \$1,000.00 on 8/18/2005. The summary section shows a subtotal of \$938.97, delivery of \$0.00, tax of \$61.03, and a total of \$1,000.00. The total due is \$0.00.

HOW PAID	DATE PAID	CHECK/CARD NUMBER	EXP DATE	AMT PAID	AUTHORIZATION	SALES REP
Cash	8/18/2005			\$1,000.00		
				\$0.00		
				Total Paid:	\$1,000.00	

Type:	Invoice	SubTotal	\$938.97
Taxable:	Taxable	Delivery:	\$0.00
Ref By:		Tax:	\$61.03
		Total:	\$1,000.00
		Payments:	\$1,000.00
		Total Due:	\$0.00

8/19/05 Customer returns item. Need to create an invoice with a negative quantity for the item(s) returned.

Invoice

Invoice No: 10027 Branch: 20 Invoice Date: 8/19/2005 Sold By: House Status: Delivered Del Type: Our Truck Delivery Date: 8/18/2005 QB Posted

SOLD TO: Smith
James Smith
1234 Main Street
San Diego, FL 56231
Customer Info

SHIPPED TO: Smith
James Smith
1234 Main Street
San Diego, FL 56231

P/O No	Spcl	Del	Notes	Qty	Description	Price	Ext Price
		-1		-1	American Leather ALANGSW/GPX Recliner Grade E	\$938.97	-\$938.97

Type: Invoice Invoice Notes: SubTotal: **(\$938.97)**
 Taxable: Taxable Delivery: **\$0.00**
 Ref By: Tax: **(\$61.03)**
 Show Payments Total: **(\$1,000.00)**
 Layaway Date: Promise Date: Complete Date: 8/18/2005 Payments: **(\$1,000.00)**
 Total Due: **\$0.00**

Apply a negative payment called Credit (if you are holding money for future purchase) or Refund (if money will be refunded to customer).

Invoice

Invoice No: 10027 Branch: 20 Invoice Date: 8/19/2005 Sold By: House Status: Delivered Del Type: Our Truck Delivery Date: 8/18/2005 QB Posted

SOLD TO: Smith
James Smith
1234 Main Street
San Diego, FL 56231
Customer Info

SHIPPED TO: Smith
James Smith
1234 Main Street
San Diego, FL 56231

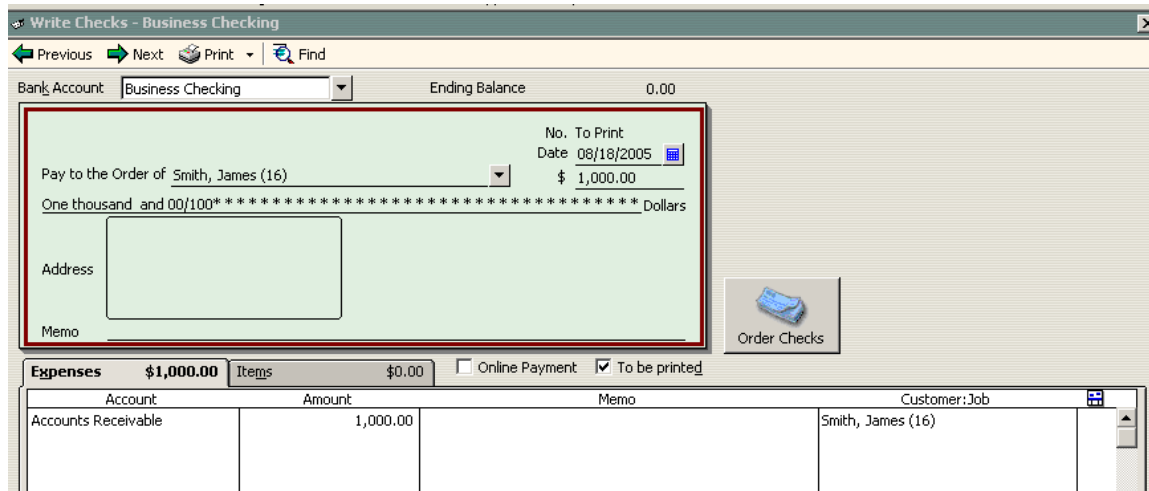
HOW PAID	DATE PAID	CHECK/CARD NUMBER	EXP DATE	AMT PAID	AUTHORIZATION	SALES REP
Refund	8/19/2005			(\$1,000.00)		
				\$0.00		
Total Paid:				(\$1,000.00)		

Type: Invoice Invoice Notes: SubTotal: **(\$938.97)**
 Taxable: Taxable Delivery: **\$0.00**
 Ref By: Tax: **(\$61.03)**
 Show Order Items Total: **(\$1,000.00)**
 Layaway Date: Promise Date: Complete Date: 8/18/2005 Payments: **(\$1,000.00)**
 Total Due: **\$0.00**

Below is what the transactions in QuickBooks looks like. Notice that there is an Invoice and payment for invoice #10026 for \$1000, and a Credit Memo #10027 for \$1000 for the return.

Accounts Receivable							-19,839.05
▶ Invoice	08/18/2005	10026	Smith, James (16)	Furniture	-SPLIT-	1,000.00	-18,839.05 ◀
Credit Memo	08/18/2005	10027	Smith, James (16)	Furniture	-SPLIT-	-1,000.00	-19,839.05
Payment	08/18/2005	10026	Smith, James (16)		Undeposited ...	-1,000.00	-20,839.05
Total Accounts Receivable						-1,000.00	-20,839.05
Undeposited Funds							44,447.98
Payment	08/18/2005	10026	Smith, James (16)		Accounts Re...	1,000.00	45,447.98
Total Undeposited Funds						1,000.00	45,447.98

If money is going to be refunded, in QuickBooks, from the credit memo window, click on the Check Refund icon and that will create the refund check to print (or manually write), which will deduct this amount from your checking account. Skip this step if money is going to be kept for future purchase. Customer record will have a credit balance.



B. If customer is exchanging original purchase for something else and the original invoice was transferred to QuickBooks. You must make a credit invoice for the return. If the customer is making a new purchase where the amount from the credit invoice is going to be applied to the new sale, then a credit pmt amount needs to be posted to the new invoice also. In QB the credit payment needs to be deleted because it shows up both as a Credit Memo and as a payment. This will delete it from A/R payment and Undistributed Funds. If customer still has a credit balance and cash is going to be returned to customer,

then create refund check as explained above. If the credit balance is going to be carried in your books until the customer makes another purchase, make a new invoice when purchase is made, and then enter refund payment and delete as explained before.

- C. If you are exchanging an item purchased instead of just returning an item, then the best thing to do is to write an invoice with the new purchase, enter the returned item as a negative and collect payment on the difference. QB transfer will be as usual. **THIS CAN ONLY BE DONE AS LONG AS THE TRANSACTION DOES NOT RESULT IN A NEGATIVE TOTAL AND ORIGINAL INVOICE HAS ALREADY BEEN TRANSFERRED TO QB.** Example: Purchased and item for \$200, exchanging for an item for \$300. Make new invoice with \$300 item, and enter the \$200 returned item as a negative. This will create a new invoice for the difference of \$100 due, and only the difference of \$100 will be transferred to QB.
- D. If an invoice has not been transferred to QB then changes can be made to it, when doing this, keep in mind that any payments previously applied to this invoice might have already been transferred to QB. If customer is completely canceling the invoice, you should enter a negative payment in Furniture Wizard to record the refund. This negative payment will not be transferred to QuickBooks. The refund should be process from the original payment made by creating a refund check in QuickBooks.