PC/POLL SYSTEMS
QuickBooks Interface Version 3
Quick Setup Guide

Before beginning it is recommended that users have the following completely setup and working:

- A completely configured cash register system.
- Version 7 Polling software installed and operational. All register programs should be saved back to the PC. Reports should also exist within the reporting area to be used within the initial setup to verify software settings. The following reports can be transferred to QuickBooks: PLU, Financial, Group, Time Keeping (on select registers) and Check Track (on select registers).
- QuickBooks installed and all accounts setup and configured. The only exception to this is the item list. The QuickBooks Interface (QB Interface) provides a method of transferring the PLU (item) file from the Polling software into QuickBooks.
- The QB Interface installed on the same PC as the V7 Polling.

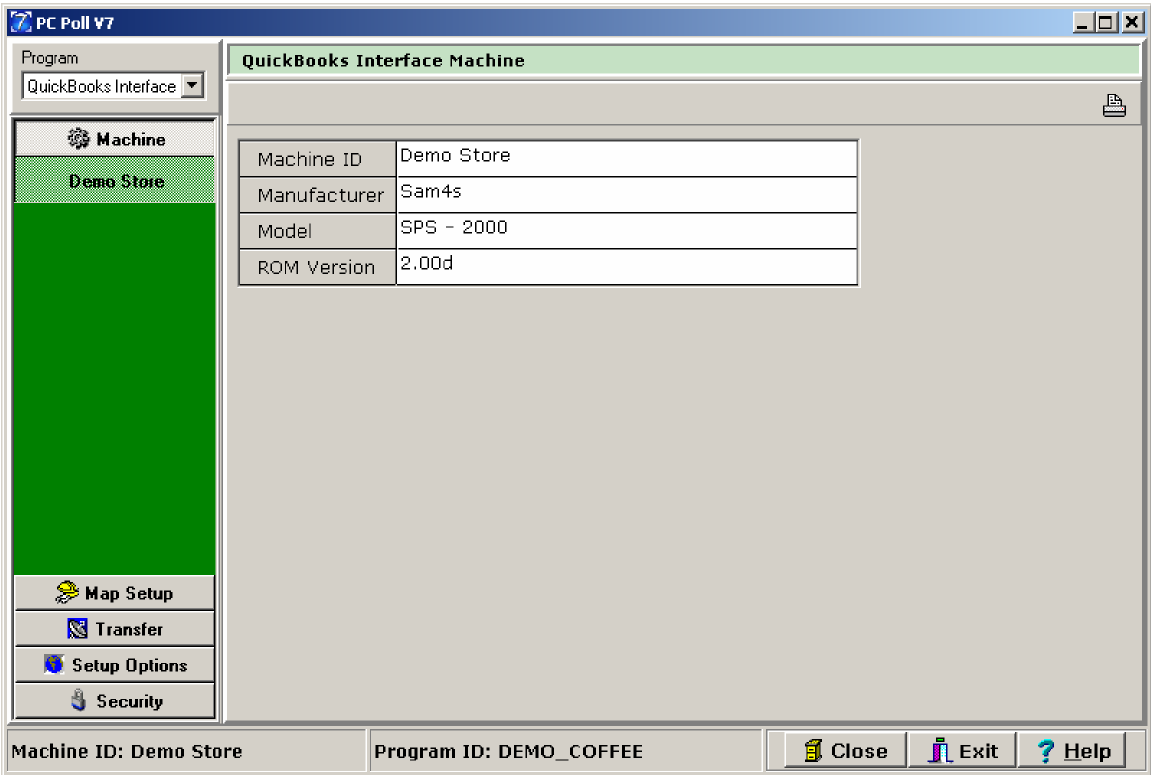
Note: The QB Interface and V7 Polling must be on the same computer; however, QuickBooks can be installed at a remote location.

The instructions below are meant as a general guideline on how to setup and configure the QuickBooks Interface. Specific account mapping suggestions should be conducted by your bookkeeper or accountant. These instructions only display the functionally of the software. They are not meant to be followed explicitly. For more information, please consult the V7 QB Interface Help Files and Manual.

After all of the above software is installed and configured, begin by opening V7 QB Interface. (Release codes should have been entered previously.) To open the software, simply double click on the V7 Polling icon, usually found upon the PC's desktop. Then select QuickBooks Interface V3 from within the program selector.

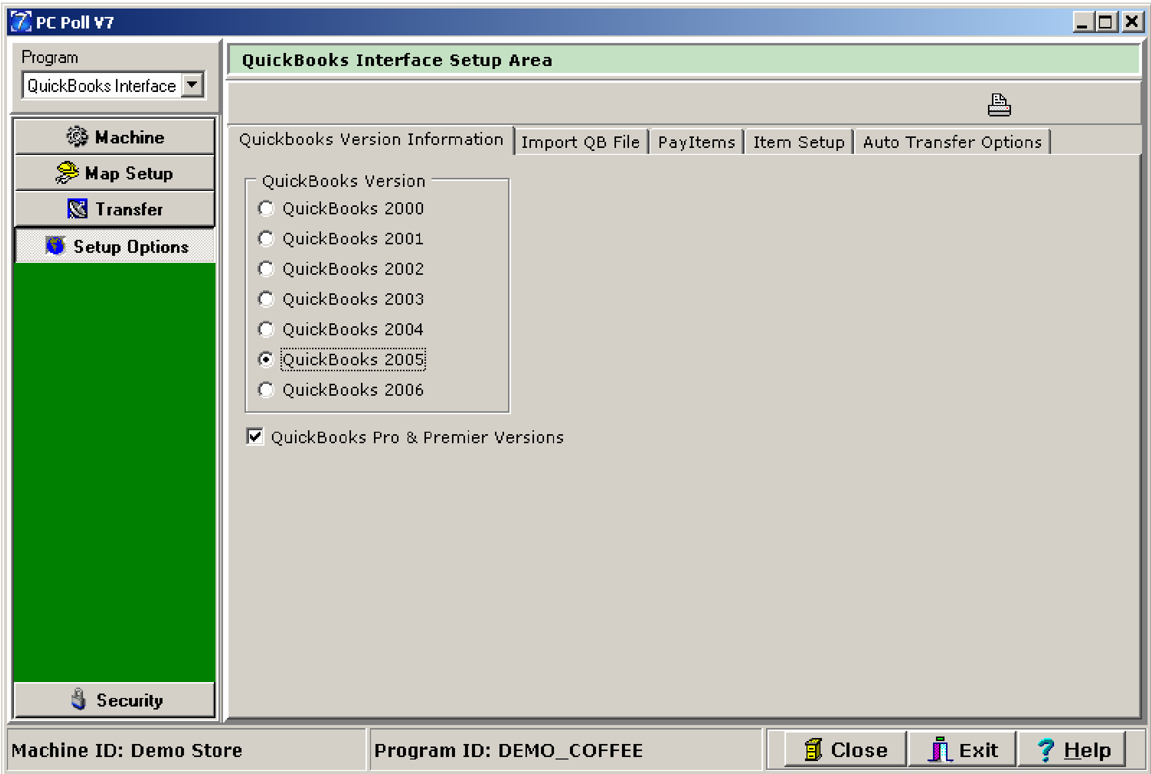
1. Select a Machine

The software will open and display the menu options of the following: Machine, Map Setup, Transfer, Setup Options and Security. Click on the Machine menu to view a list of your V7 Polling machines. Clicking on a specific machine will display your V7 Polling machine information. This process will also select your machine for use throughout this setup process.



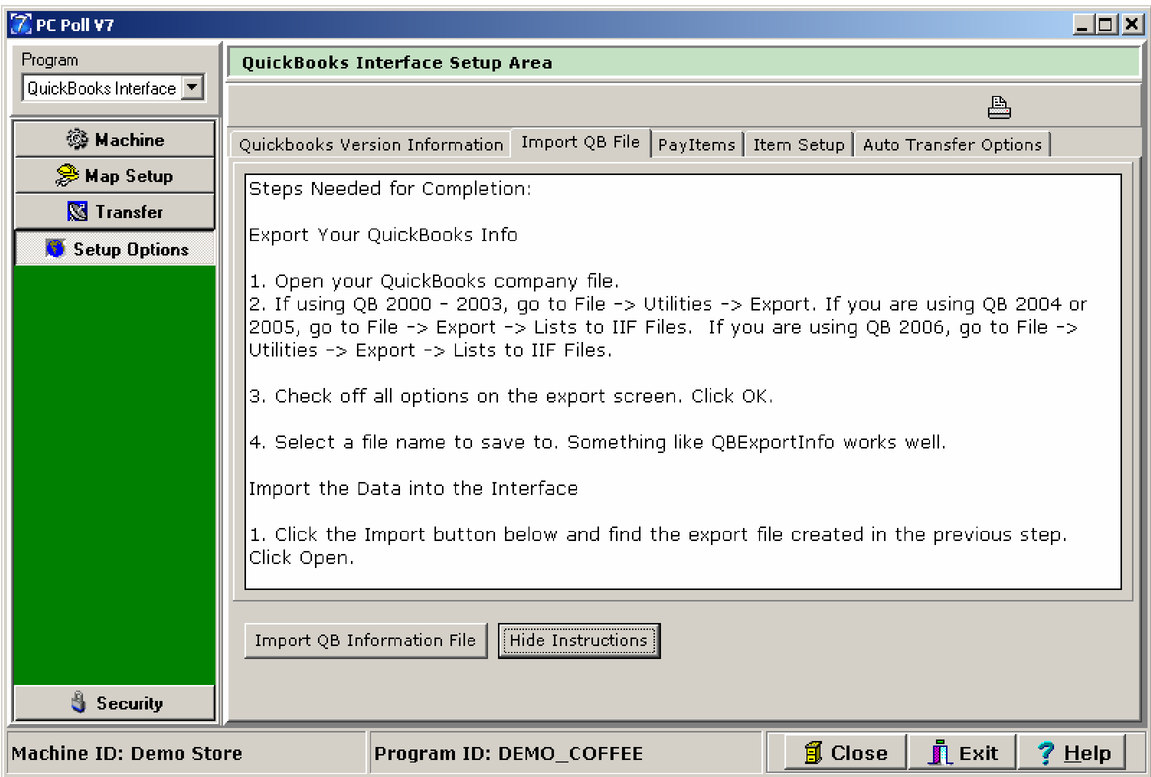
2. QuickBooks Version Information

After the machine is selected, click on the Setup Options menu. The first tab that will appear is the QuickBooks Version Information screen. Please select your QB version. Within the QB Interface V3 QuickBooks 2000-2007 are supported. The software uses IIF (Intuit Interchange Format) files, which are supported in QuickBooks Basic, Pro and Premier Versions. In order to transfer time keeping data, users must be using Pro or Premier Versions.



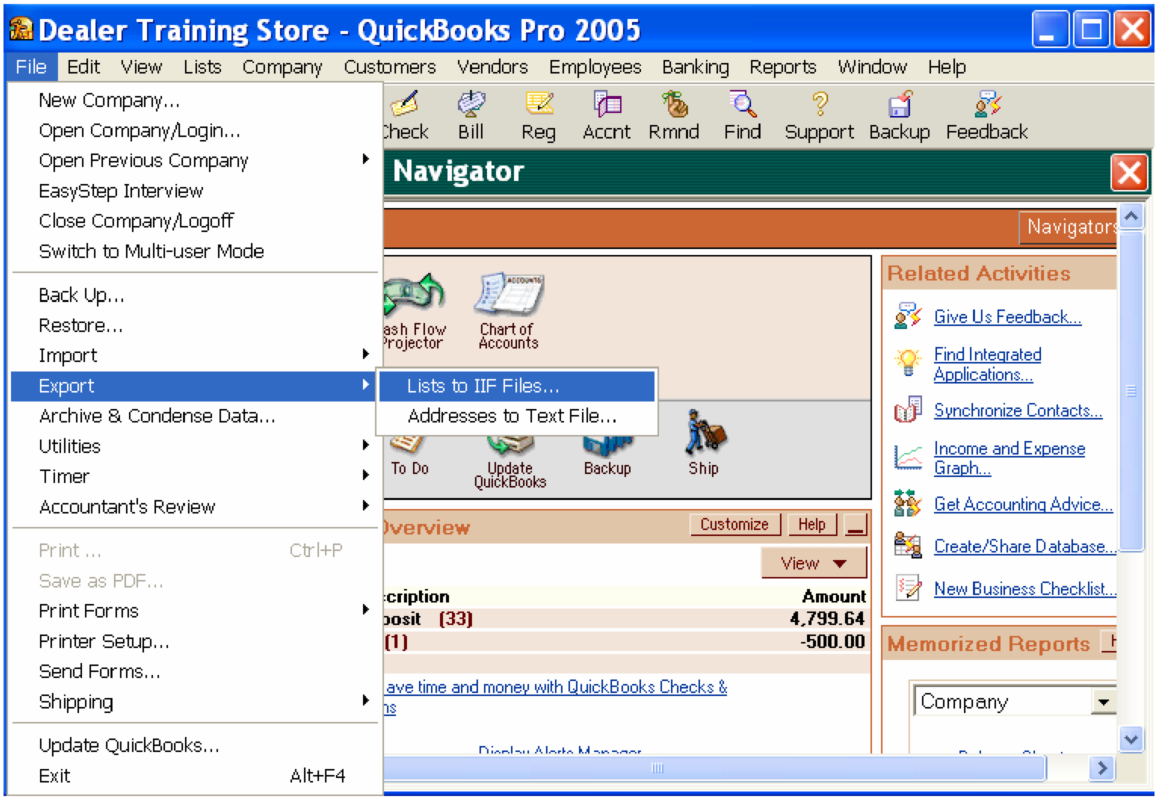
3. Import QB File

In order to let the Interface know about your QuickBooks setup, including your Chart of Accounts information, you must export that data from QuickBooks and import it into the Interface. Instructions per QuickBooks version are displayed on the screen. In general, your company information will be exported from QuickBooks into an IIF file. Then that file will be imported into the Interface and used throughout the system.

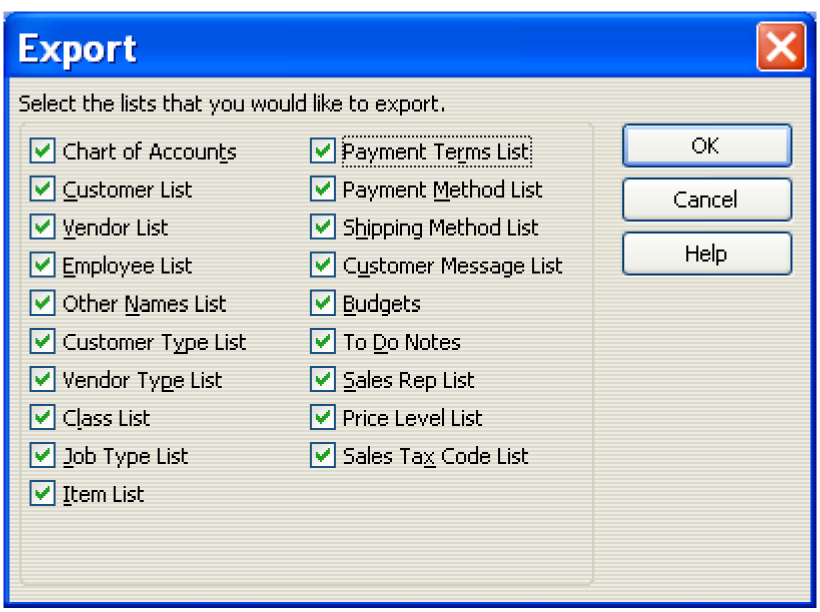


After the data is imported the instructions on the screen will be replaced with a list of your QuickBooks information. If changes are made at a later date to your QB company file, it is recommended users repeat this setup step to resynchronize your Interface file.

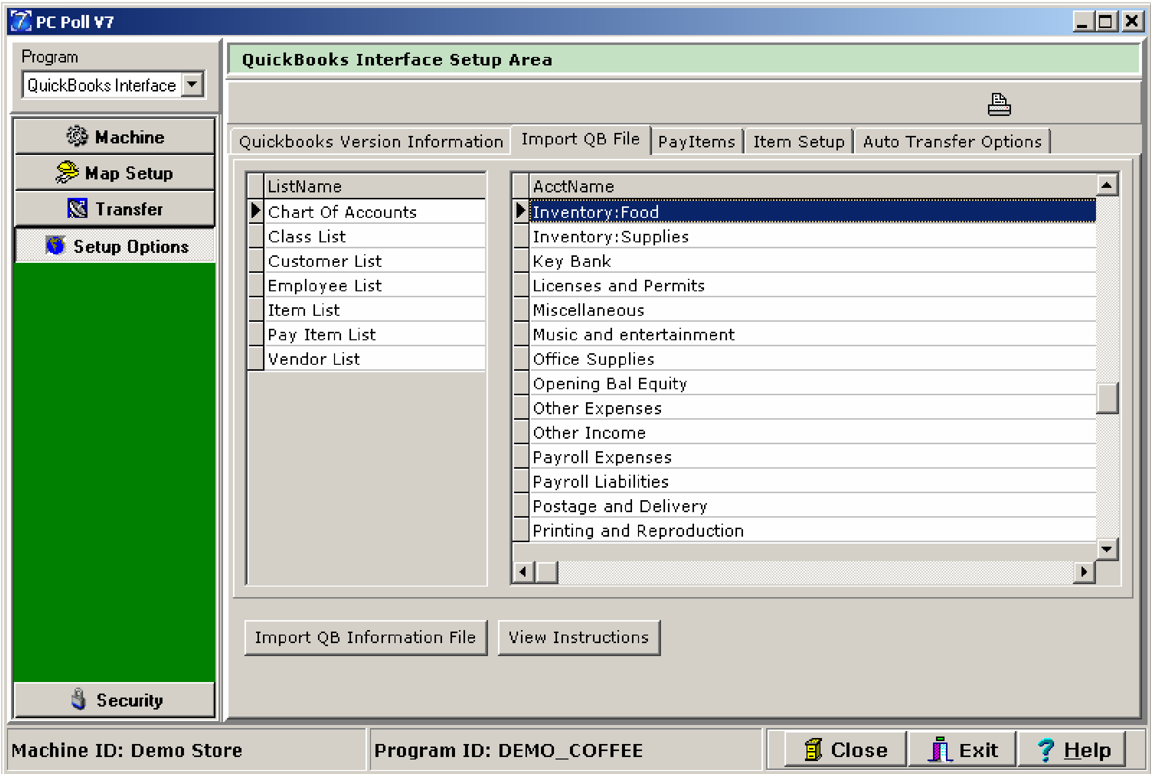
Sample: Exporting Company File



Sample 2: Exporting Company File



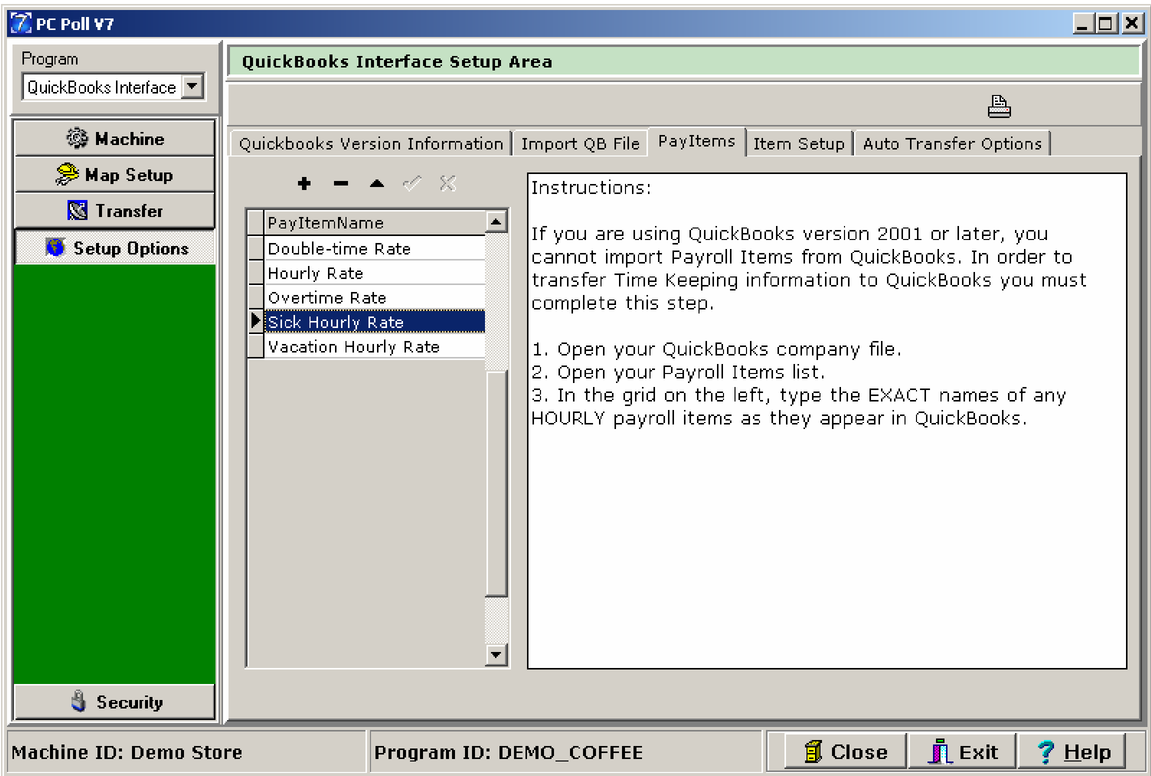
Sample 3: Company File Imported Into QB Interface



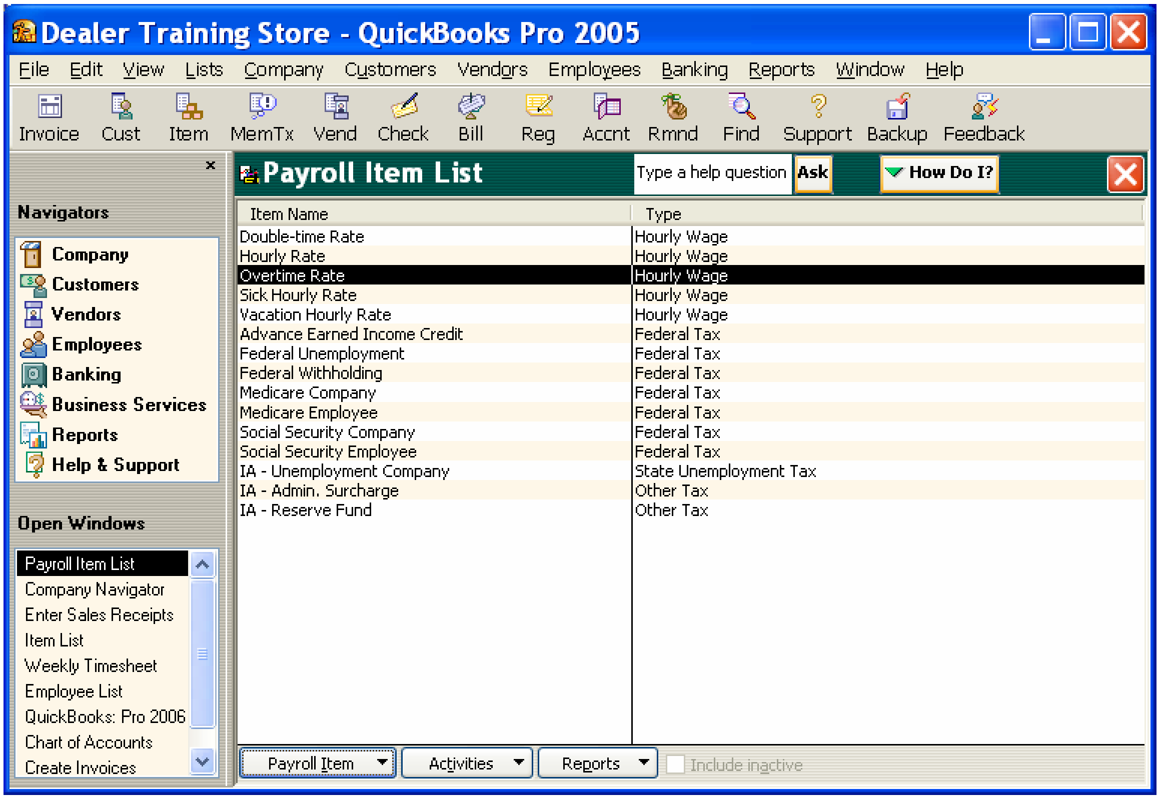
4. PayItems (Optional)

Users have the option to transfer time keeping data to QuickBooks. If that data will be transferred, users will need to manually enter in all hourly pay items. Instructions appear on the screen detailing where within QuickBooks that information can be located.

To add a record, simply click the + key. Next type in the hourly pay item. Lastly, click the checkmark to post your record.



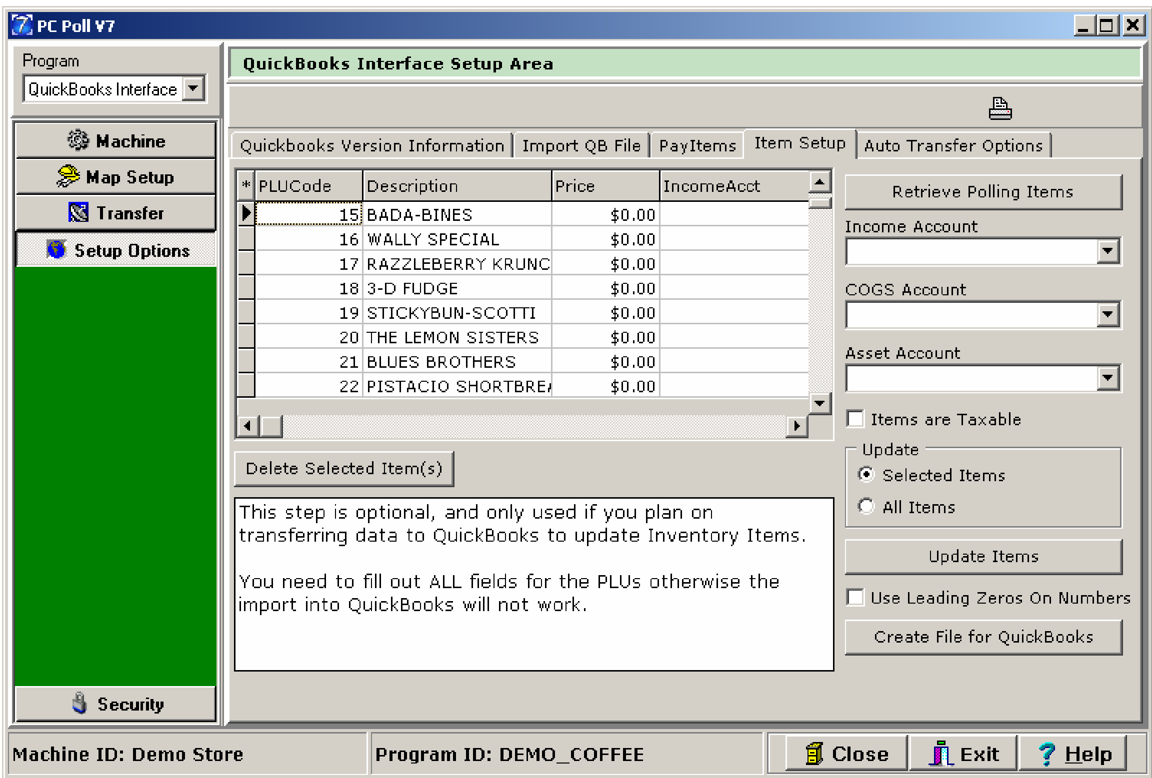
Sample: Hourly Pay Items List within QuickBooks



5. Item Setup (Optional)

It is recommended that users have QuickBooks fully setup and configured before beginning to use the Interface. The only exception to this rule is the item file. The register PLU file can be exported through the interface and imported into QuickBooks. To transfer the file, users should fill out the Item Setup area.

Begin by clicking the Retrieve Polling Items button. This will retrieve the currently selected machine's PLU file.



Next Income Accounts, COGS Accounts and Asset Accounts should be assigned to each item. For complete instructions please consult either the QB Interface help file or the QB Interface V3 Manual. Accounts can be setup for all items or customized per item. After your selections have been made, click the Update Items button.

Other options include tax status settings. In general, users typically leave this option unchecked and retrieve tax values from financial reporting.

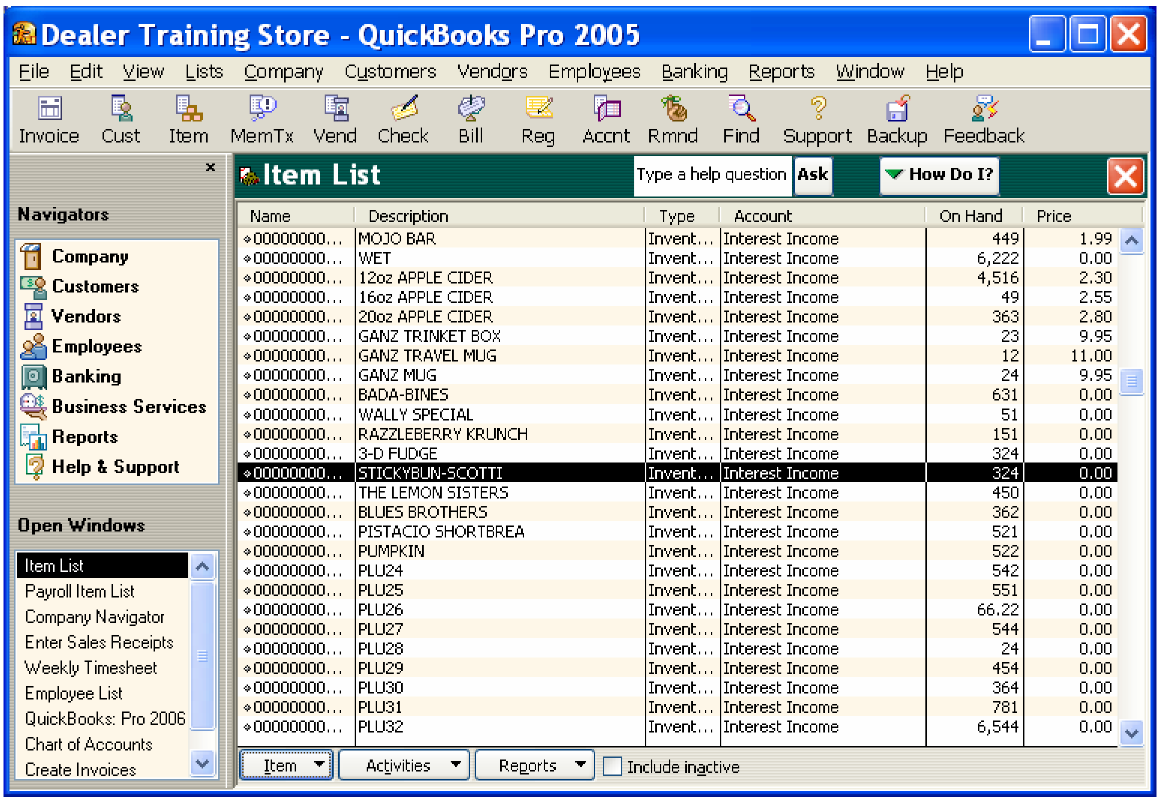
Use Leading Zeros On Numbers allows users to create a QB item file that will be displayed in numerical order. It is recommended that users check this option.

After all options are selected, simply click on the Create File for QuickBooks to create your item file.

Then return to QuickBooks and import your file.

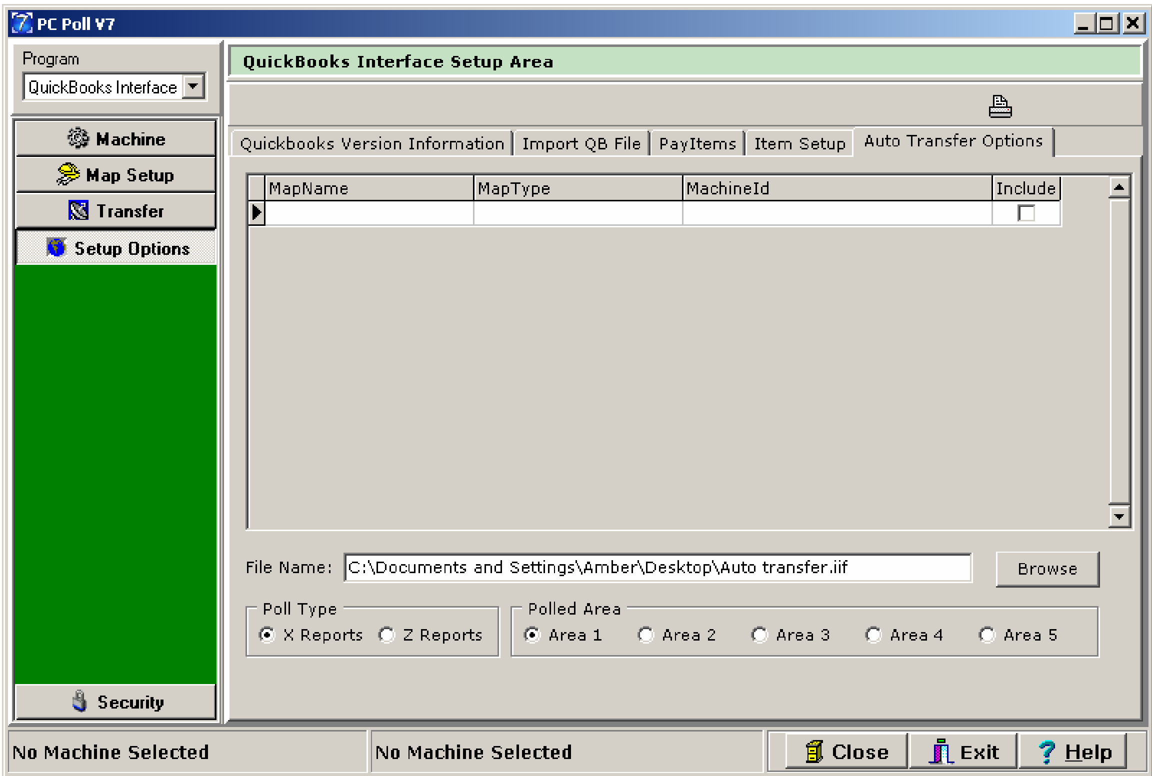
Note: All PLUs should have a descriptor. Items without a descriptor cannot be imported into QuickBooks until a descriptor is added or the item is removed (deleted) from the QuickBooks Interface item list.

Note2: This step can be repeated when new items are added to the cash register. It is very important to keep your cash register, PLU database, QuickBook Interface and QuickBooks data files in sync with one another.



6. Auto Transfer Options

This setup step should be completed after all map tables have been setup and created. It is only used for automatic transferring. There will be more information later in this document.



7. Map Setup

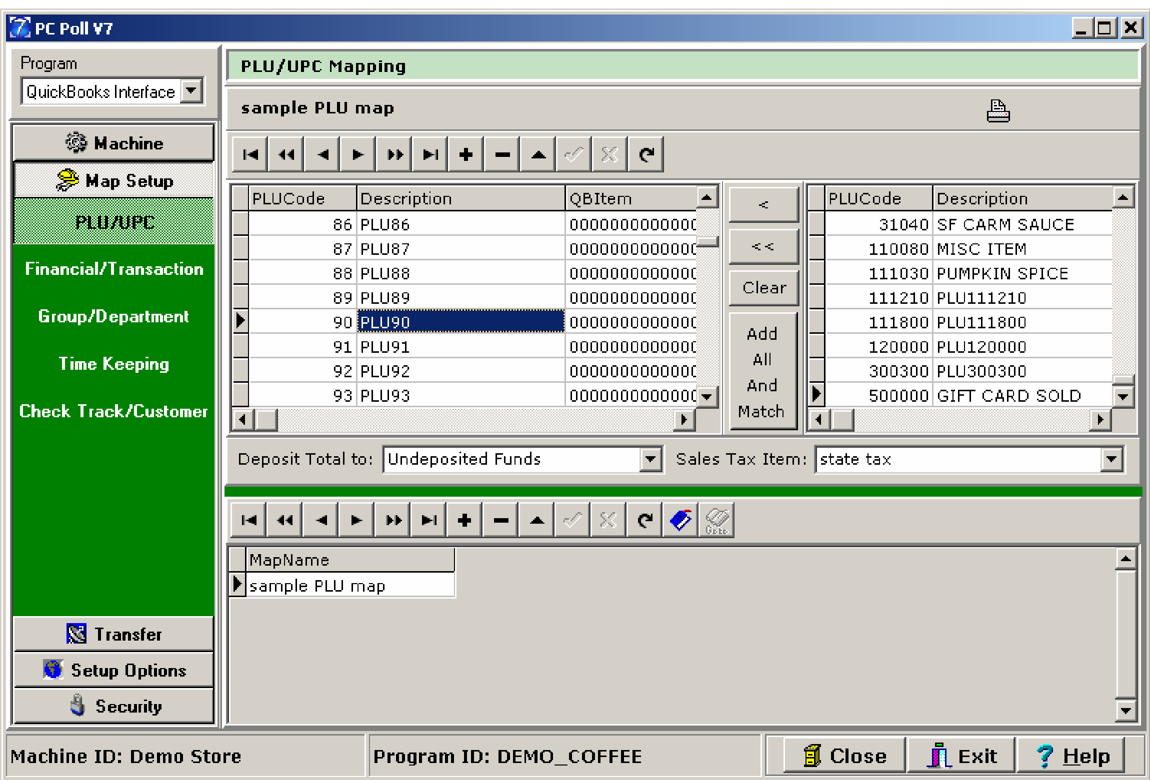
Within the Map Setup area, users will link Polling items to QuickBooks items. In general, it is a simple connecting process. It is recommended to have your bookkeeper or accountant make all account choices. Below are sample map screens. For specific details on mapping, please consult either the QB Interface Help File or the QB Interface V3 Manual. The first step in creating all maps is to click on the + button within the button navigator and add a map name. After the name is added, click on the checkmark to post the table to the database.

Note: Some maps require account settings prior to posting map records. The software will prompt the user if accounts are required.

Sample PLU Map

Required Fields:

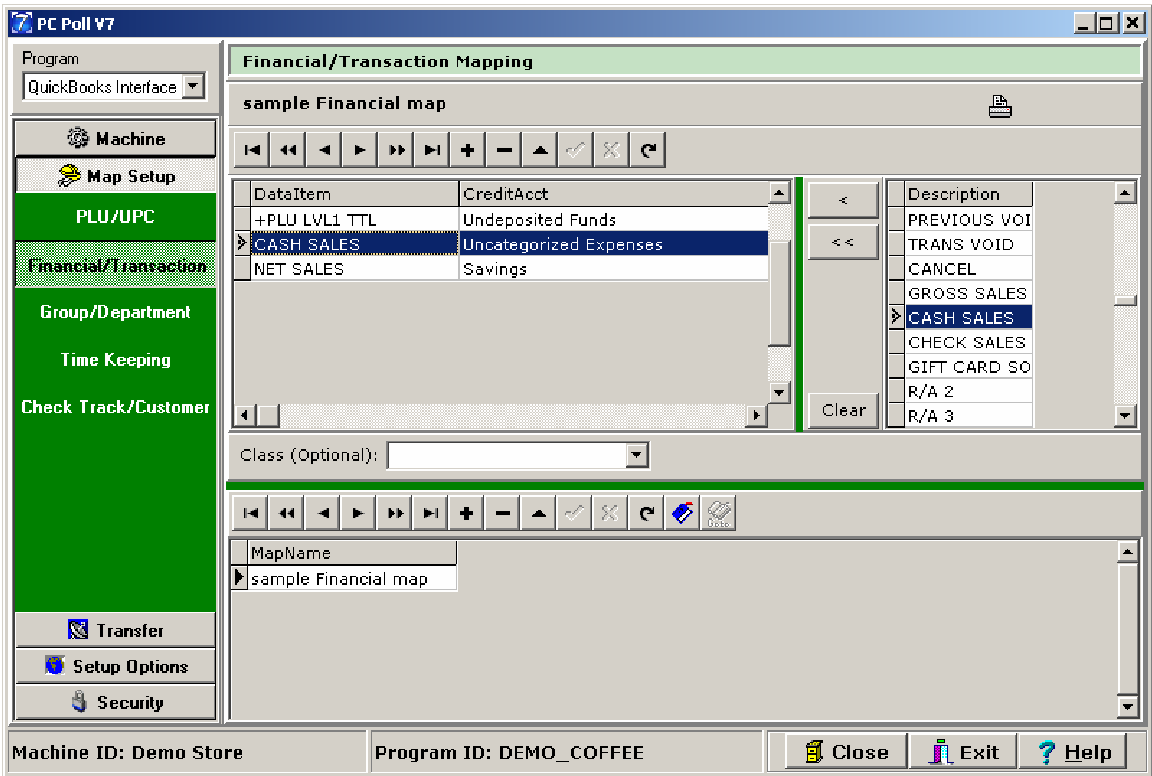
- MapName
- Deposit Total To: account
- PLU items linked to QuickBooks items. If PLU item codes are used within QuickBooks, the Add All and Match button is a quick and easy way to match PLU records. If they are not used, customers will need to manually match each item.
- Sales Tax Item: is an optional field and should only be used if tax is used within QuickBooks. Most systems use tax settings and thus selecting a tax value will be needed by the system.



Financial Map

Required Fields:

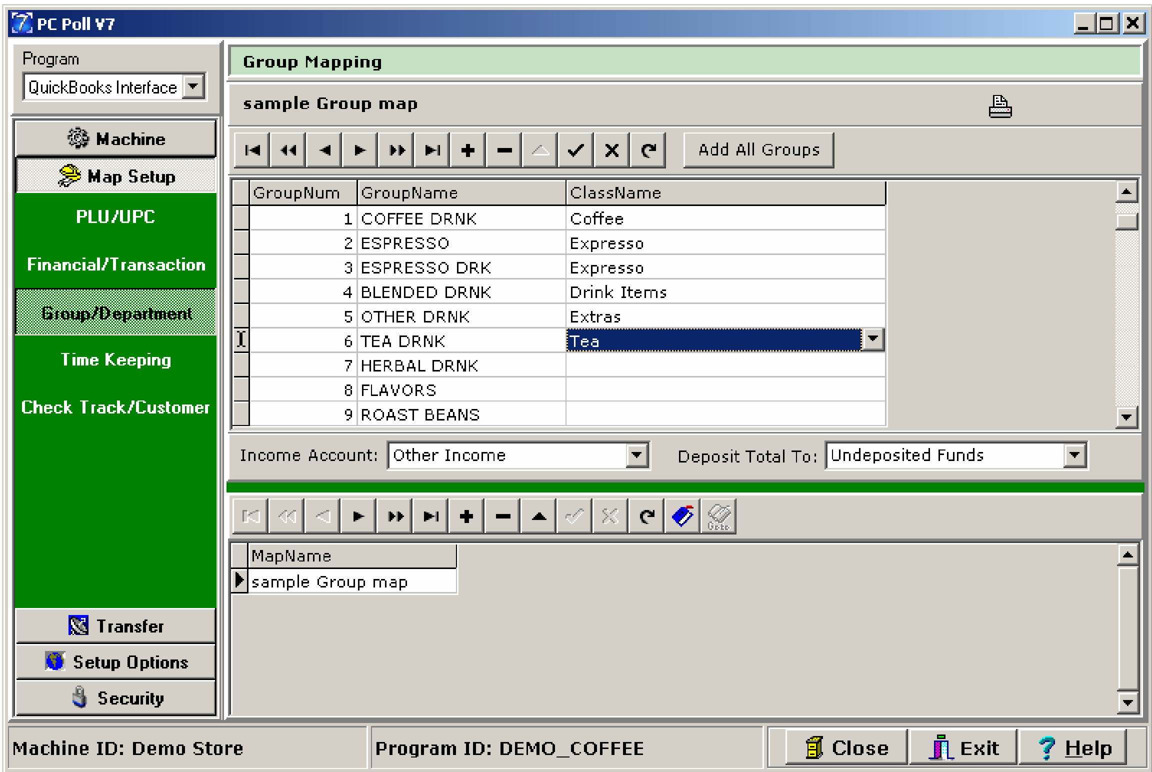
- MapName
- Financial items linked to QuickBooks items. Any or all items displayed upon the financial report can be transferred to QuickBooks. Each item must have a debit and a credit account. Please consult your bookkeeper to accountant for account information.
- Classes (optional) can be linked to the financial data. This link is for flagging the data for tracking purposes.



Group Map

Required Fields:

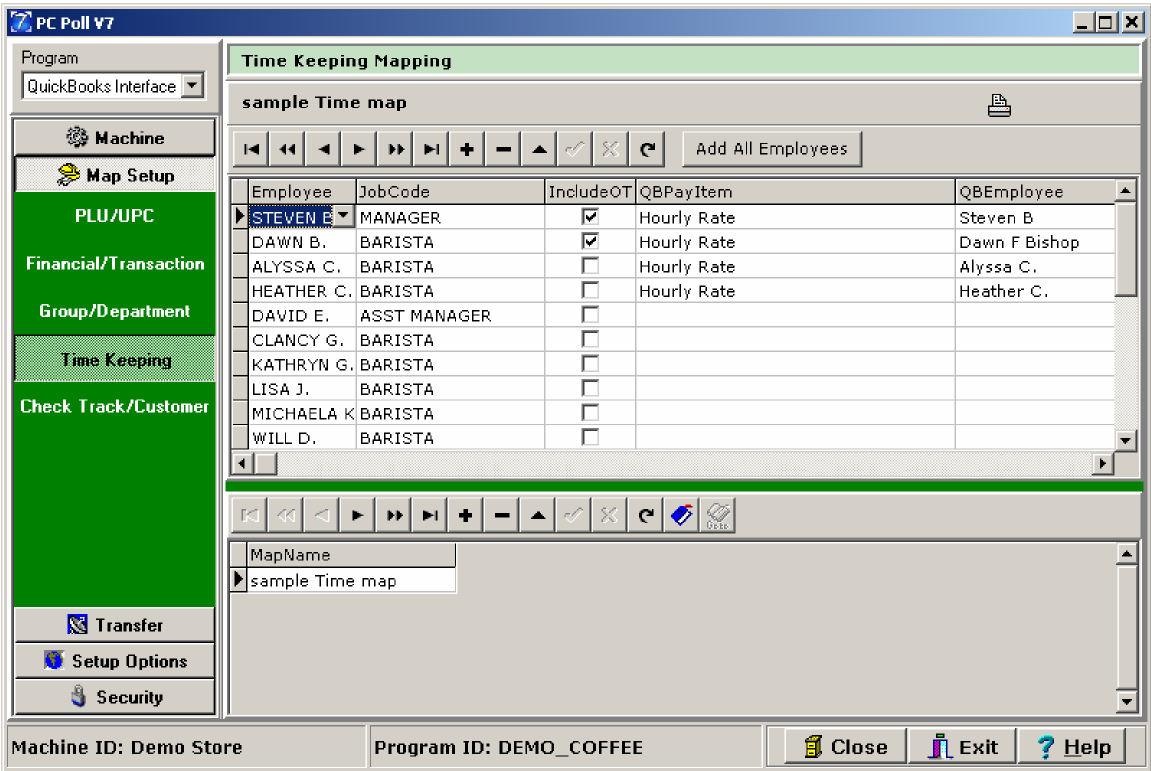
- MapName
- Income Account: account
- Deposit Total To: account
- Group items linked to QuickBooks items. Any or all register groups can be transferred to QuickBooks. Each group must be linked to a QuickBooks class. Please consult your bookkeeper to accountant for account information.



Time Keeping Map

Required Fields:

- MapName
- Employees can be linked to QuickBooks items. Any or all register employees can be transferred to QuickBooks. Each employee must be linked to a QuickBooks employee. Please consult your bookkeeper to accountant for account information.



Transfer

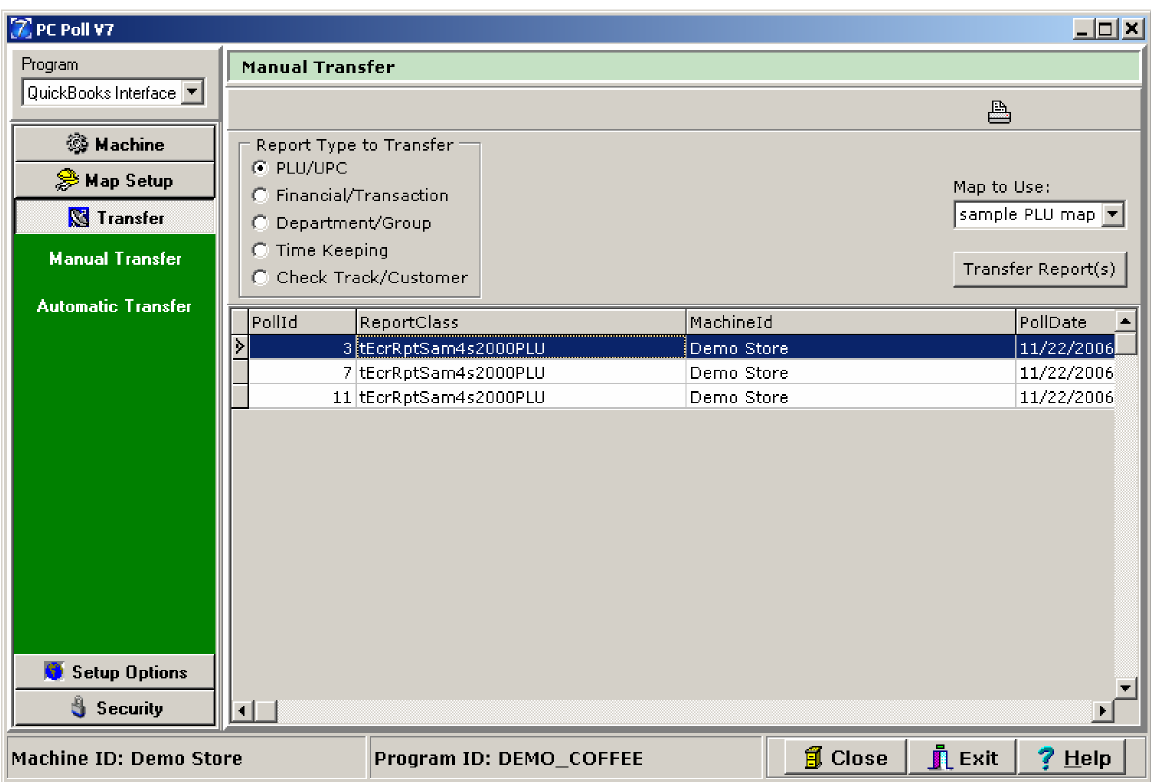
Users have two options for transferring their report data files to QuickBooks: Manual and Automatic. Both options create an IIF that must be imported into QuickBooks; however the Automatic option can be configured to create only one file containing all your report data.

For more specific instructions, please consult either the QB Interface Help File or the QB Interface V3 Manual. Below are sample Interface screens, Polling reports and examples of reports that have been imported into QuickBooks. In general, PLU report data can be transferred to QuickBooks as a sales receipt to update sales totals and deduct from QuickBooks Inventory counters. The Financial data is transferred in as a general journal entry linked to accounts from the QB Chart of Accounts. Group data transfers in as general journal entries linked to QB Classes. Time Keeping data is linked to QB Employees and will display worked times on the employees' time sheets.

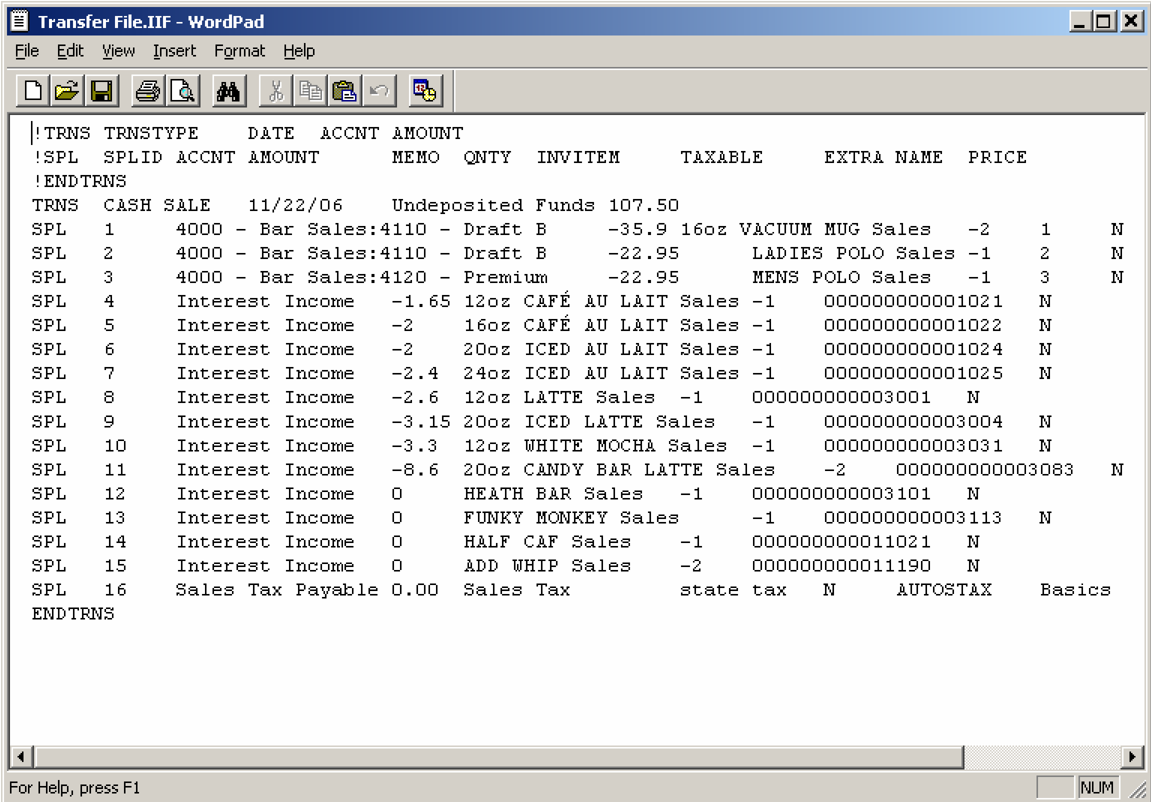
Manual Transfer

Below is an example of a manual transfer. To transfer, select a Report Type to Transfer and a Map to Use. The Interface will display a list of all available V7 Polling reports of the selected type. In this example, all X and Z PLU reports will be displayed. Use the Ctrl or Shift key to select the desired reports.

Note: On the far right, there is a Transferred column that indicates whether or not the selected report has previously been transferred.



Sample PLU IIF file



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!TRNS TRNSTYPE    DATE   ACCNT  AMOUNT
!SPL  SPLID ACCNT  AMOUNT       MEMO   QNTY   INVITEM     TAXABLE     EXTRA NAME   PRICE
!ENDTRNS
TRNS  CASH SALE   11/22/06    Undeposited Funds 107.50
SPL   1     4000 - Bar Sales:4110 - Draft B     -35.9 16oz VACUUM MUG Sales    -2    1     N
SPL   2     4000 - Bar Sales:4110 - Draft B     -22.95      LADIES POLO Sales -1    2     N
SPL   3     4000 - Bar Sales:4120 - Premium     -22.95      MENS POLO Sales    -1    3     N
SPL   4     Interest Income    -1.65 12oz CAFÉ AU LAIT Sales -1     000000000001021   N
SPL   5     Interest Income    -2    16oz CAFÉ AU LAIT Sales -1     000000000001022   N
SPL   6     Interest Income    -2    20oz ICED AU LAIT Sales -1     000000000001024   N
SPL   7     Interest Income    -2.4  24oz ICED AU LAIT Sales -1     000000000001025   N
SPL   8     Interest Income    -2.6  12oz LATTE Sales   -1    000000000003001   N
SPL   9     Interest Income    -3.15 20oz ICED LATTE Sales    -1     000000000003004   N
SPL   10    Interest Income    -3.3  12oz WHITE MOCHA Sales  -1     000000000003031   N
SPL   11    Interest Income    -8.6  20oz CANDY BAR LATTE Sales    -2    000000000003083   N
SPL   12    Interest Income    0     HEATH BAR Sales    -1    000000000003101   N
SPL   13    Interest Income    0     FUNKY MONKEY Sales       -1     000000000003113   N
SPL   14    Interest Income    0     HALF CAF Sales     -1    000000000011021   N
SPL   15    Interest Income    0     ADD WHIP Sales     -2    000000000011190   N
SPL   16    Sales Tax Payable 0.00   Sales Tax          state tax   N      AUTOSTAX     Basics
ENDTRNS
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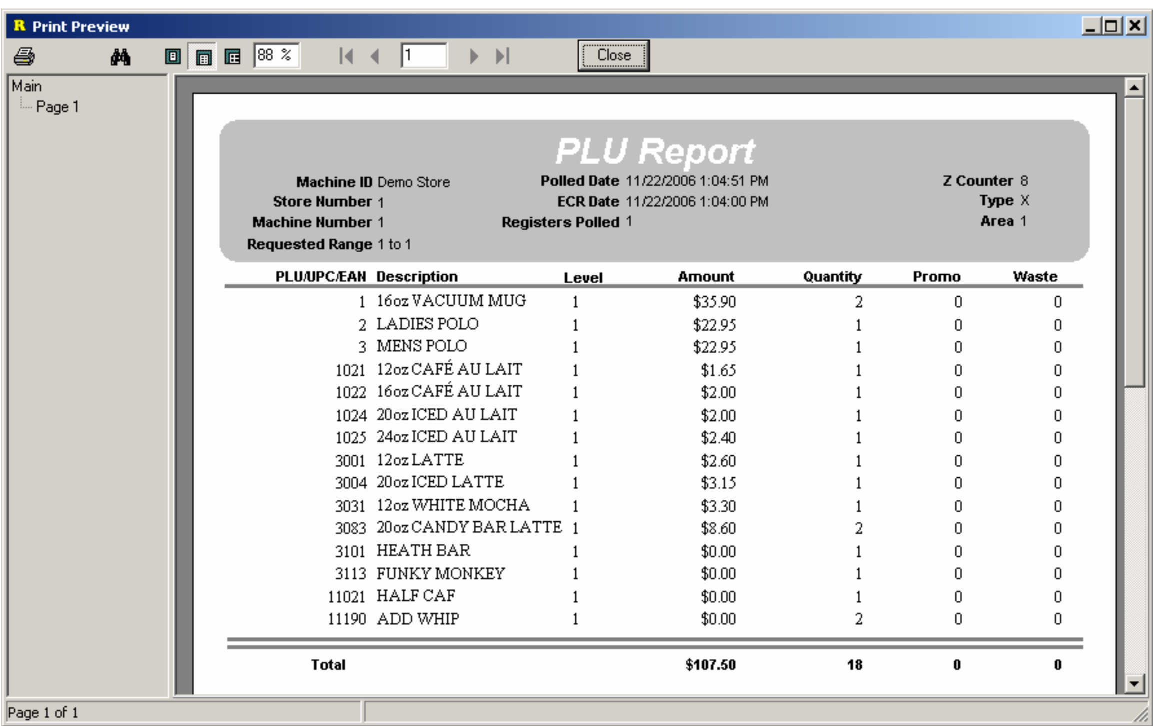
Sample PLU Polling Report

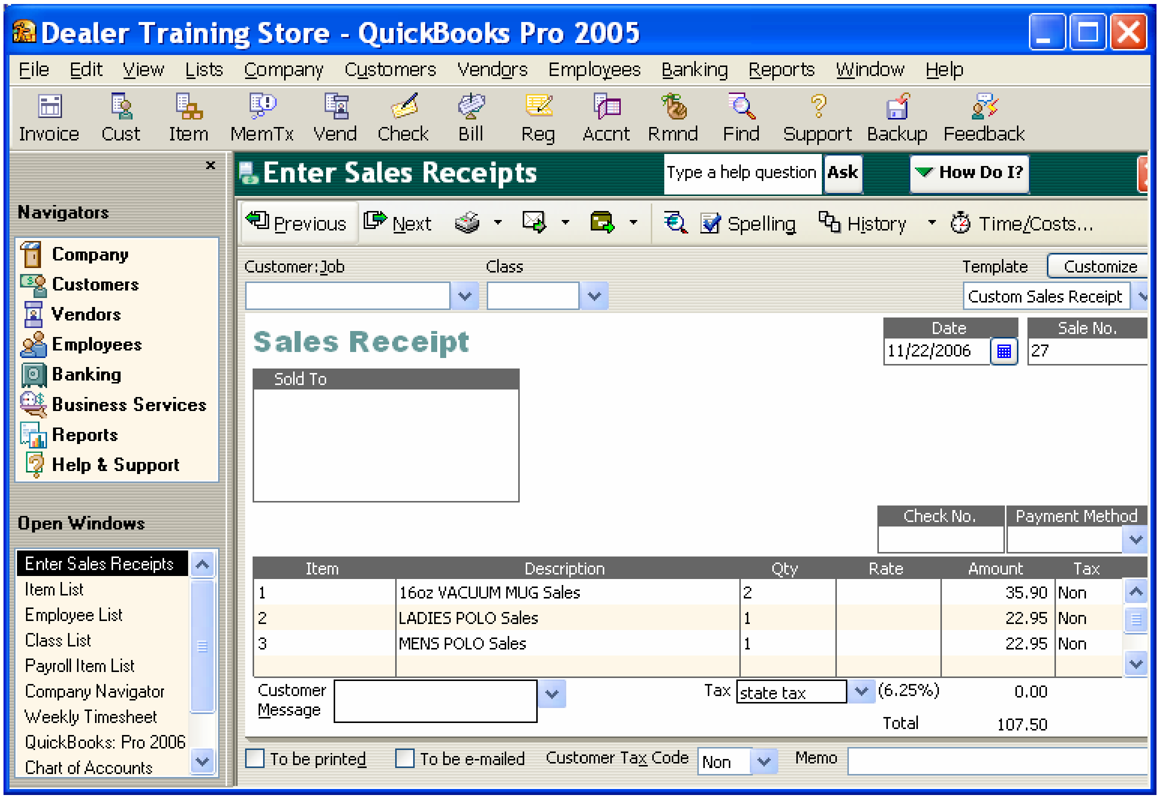


PLU Report

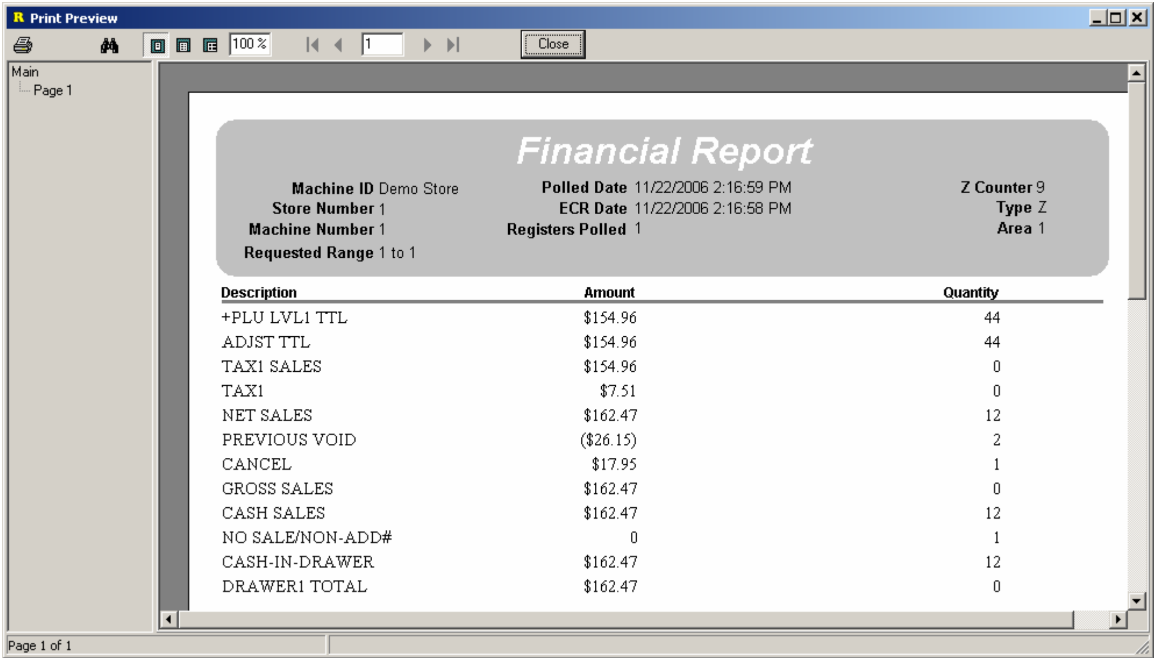
Machine ID Demo Store
Store Number 1
Machine Number 1
Requested Range 1 to 1
Polled Date 11/22/2006 1:04:51 PM
ECR Date 11/22/2006 1:04:00 PM
Registers Polled 1
Z Counter 8
Type X
Area 1

PLU/UPC/EAN	Description	Level	Amount	Quantity	Promo	Waste
1	16oz VACUUM MUG	1	$35.90	2	0	0
2	LADIES POLO	1	$22.95	1	0	0
3	MENS POLO	1	$22.95	1	0	0
1021	12oz CAFÉ AU LAIT	1	$1.65	1	0	0
1022	16oz CAFÉ AU LAIT	1	$2.00	1	0	0
1024	20oz ICED AU LAIT	1	$2.00	1	0	0
1025	24oz ICED AU LAIT	1	$2.40	1	0	0
3001	12oz LATTE	1	$2.60	1	0	0
3004	20oz ICED LATTE	1	$3.15	1	0	0
3031	12oz WHITE MOCHA	1	$3.30	1	0	0
3083	20oz CANDY BAR LATTE	1	$8.60	2	0	0
3101	HEATH BAR	1	$0.00	1	0	0
3113	FUNKY MONKEY	1	$0.00	1	0	0
11021	HALF CAF	1	$0.00	1	0	0
11190	ADD WHIP	1	$0.00	2	0	0
Total			**$107.50**	**18**	**0**	**0**

Sample QuickBooks PLU Sales Receipt



Sample Financial Report

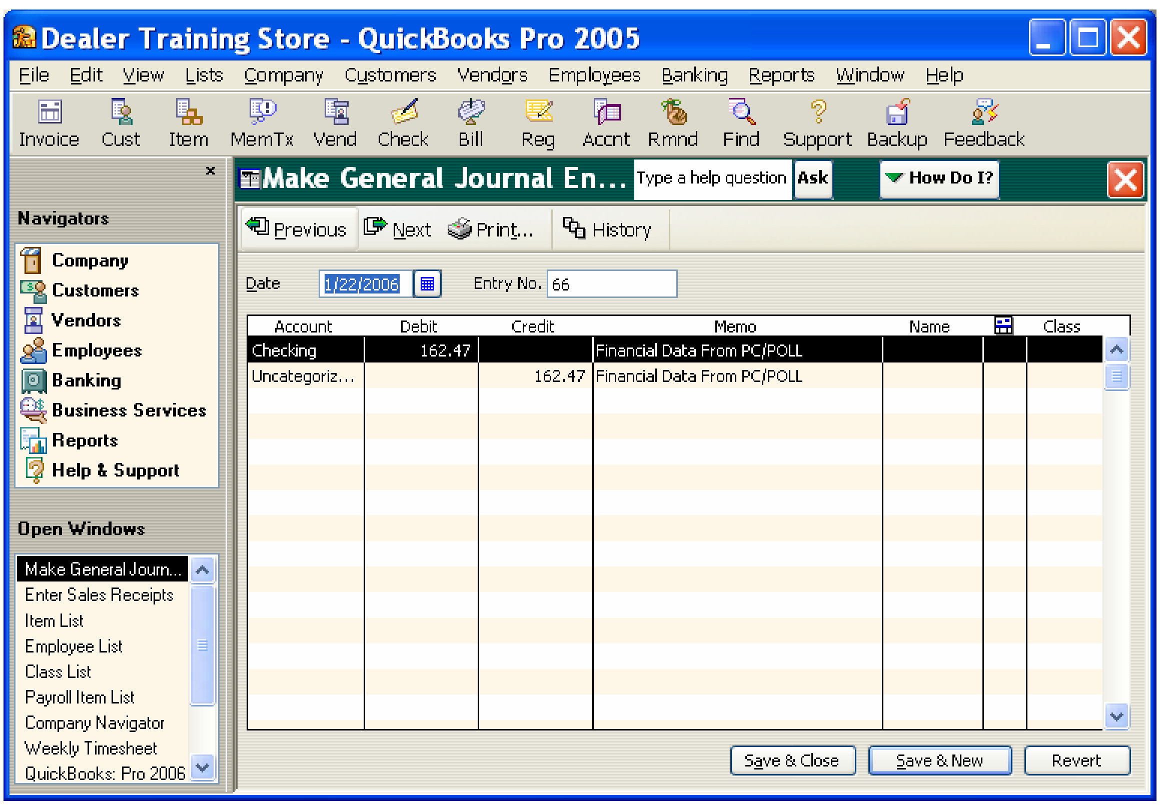


Financial Report

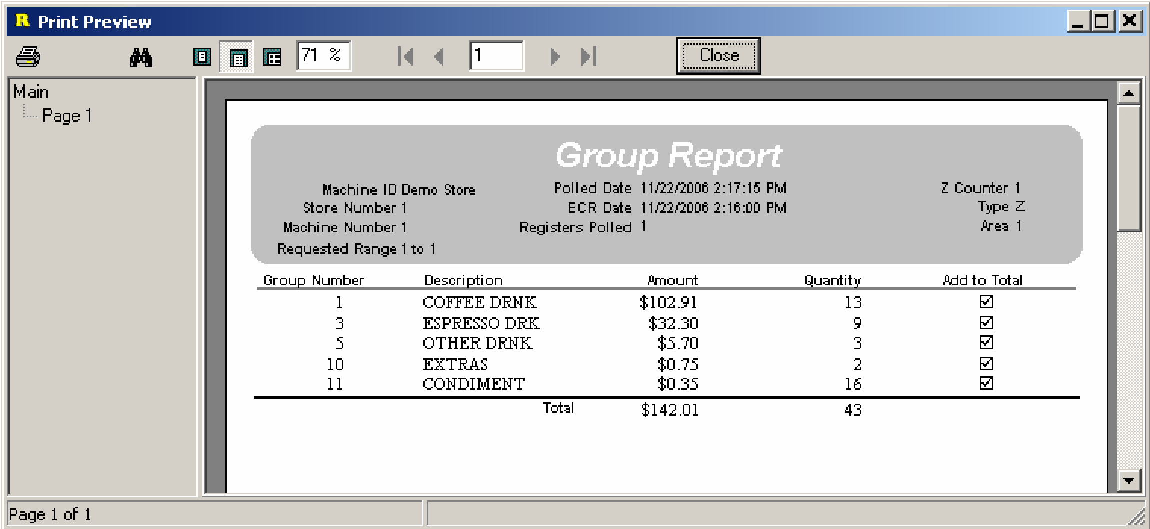
Machine ID Demo Store
Store Number 1
Machine Number 1
Requested Range 1 to 1
Polled Date 11/22/2006 2:16:59 PM
ECR Date 11/22/2006 2:16:58 PM
Registers Polled 1
Z Counter 9
Type Z
Area 1

Description	Amount	Quantity
+PLU LVL1 TTL	$154.96	44
ADJST TTL	$154.96	44
TAX1 SALES	$154.96	0
TAX1	$7.51	0
NET SALES	$162.47	12
PREVIOUS VOID	($26.15)	2
CANCEL	$17.95	1
GROSS SALES	$162.47	0
CASH SALES	$162.47	12
NO SALE/NON-ADD#	0	1
CASH-IN-DRAWER	$162.47	12
DRAWER1 TOTAL	$162.47	0

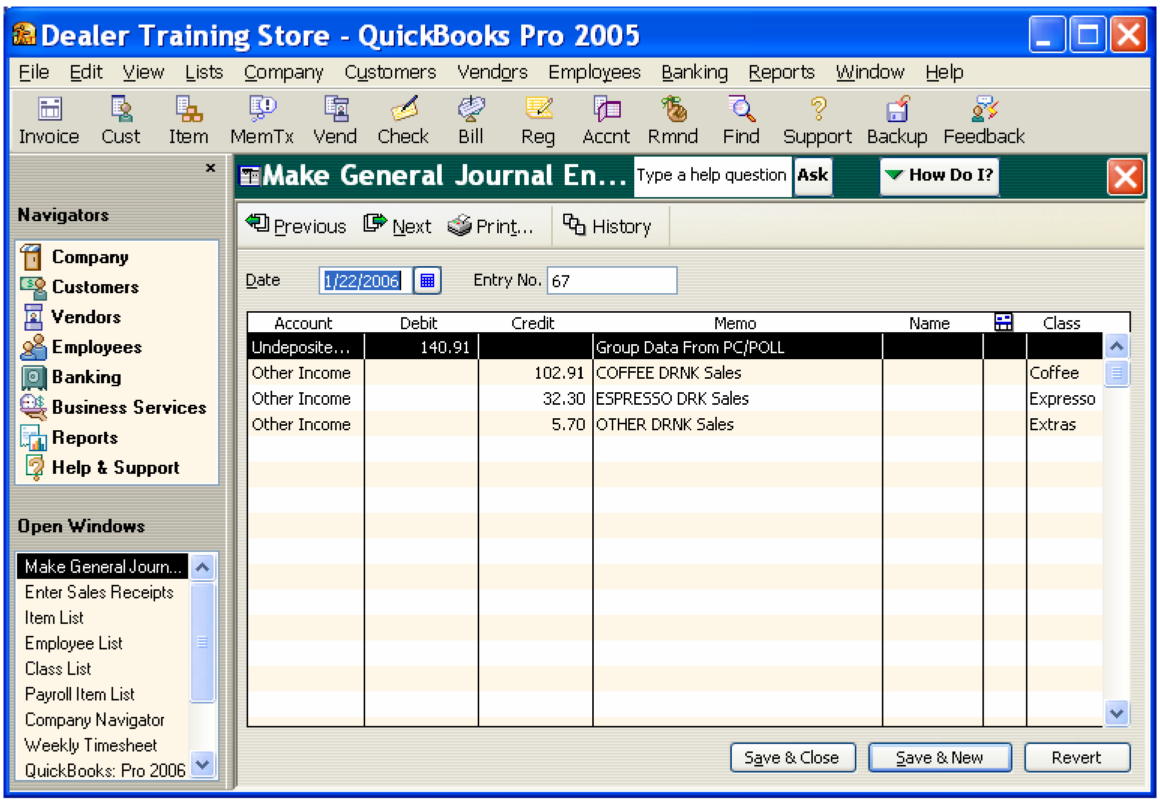
Sample QuickBooks Financial Journal Entry



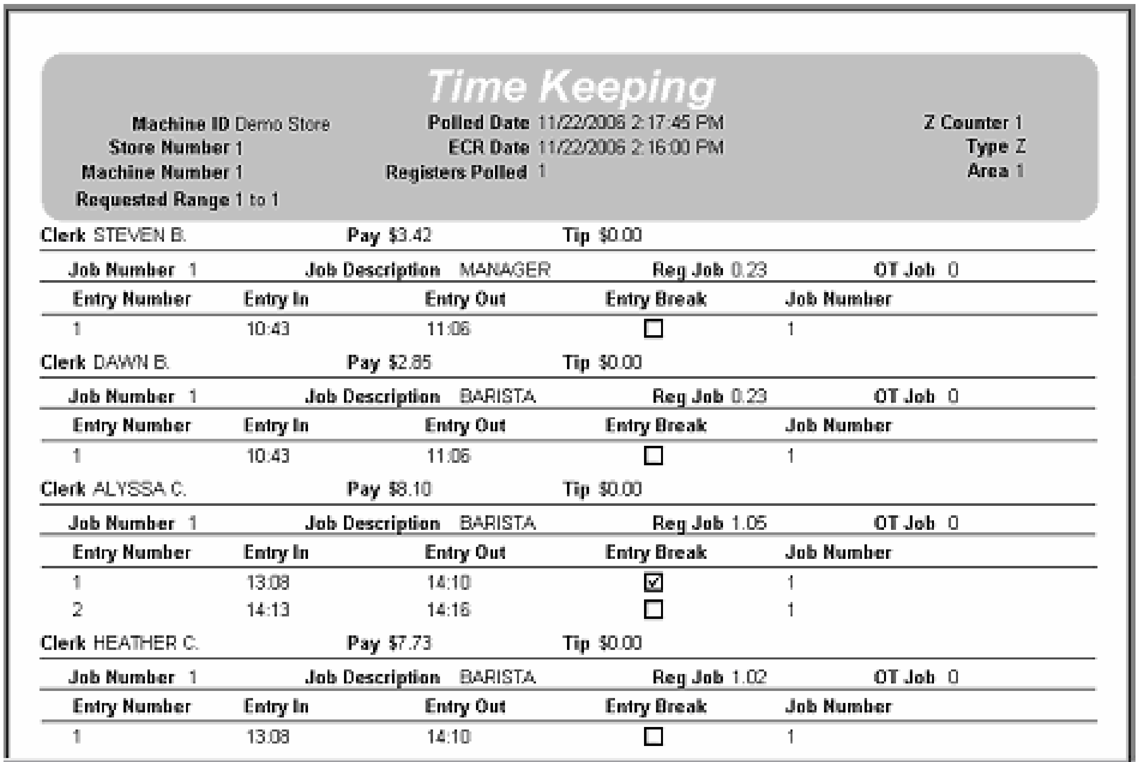
Sample Group Report



Sample QuickBooks Group Journal Entry



Sample Time Report



Time Keeping

Machine ID Demo Store
Store Number 1
Machine Number 1
Requested Range 1 to 1

Polled Date 11/22/2006 2:17:45 PM
ECR Date 11/22/2006 2:16:00 PM
Registers Polled 1

Z Counter 1
Type Z
Area 1

Clerk STEVEN B. Pay $3.42 Tip $0.00

Job Number 1 Job Description MANAGER Reg Job 0.23 OT Job 0

Entry Number	Entry In	Entry Out	Entry Break	Job Number
1	10:43	11:06	☐	1

Clerk DAWN B. Pay $2.85 Tip $0.00

Job Number 1 Job Description BARISTA Reg Job 0.23 OT Job 0

Entry Number	Entry In	Entry Out	Entry Break	Job Number
1	10:43	11:06	☐	1

Clerk ALYSSA C. Pay $8.10 Tip $0.00

Job Number 1 Job Description BARISTA Reg Job 1.05 OT Job 0

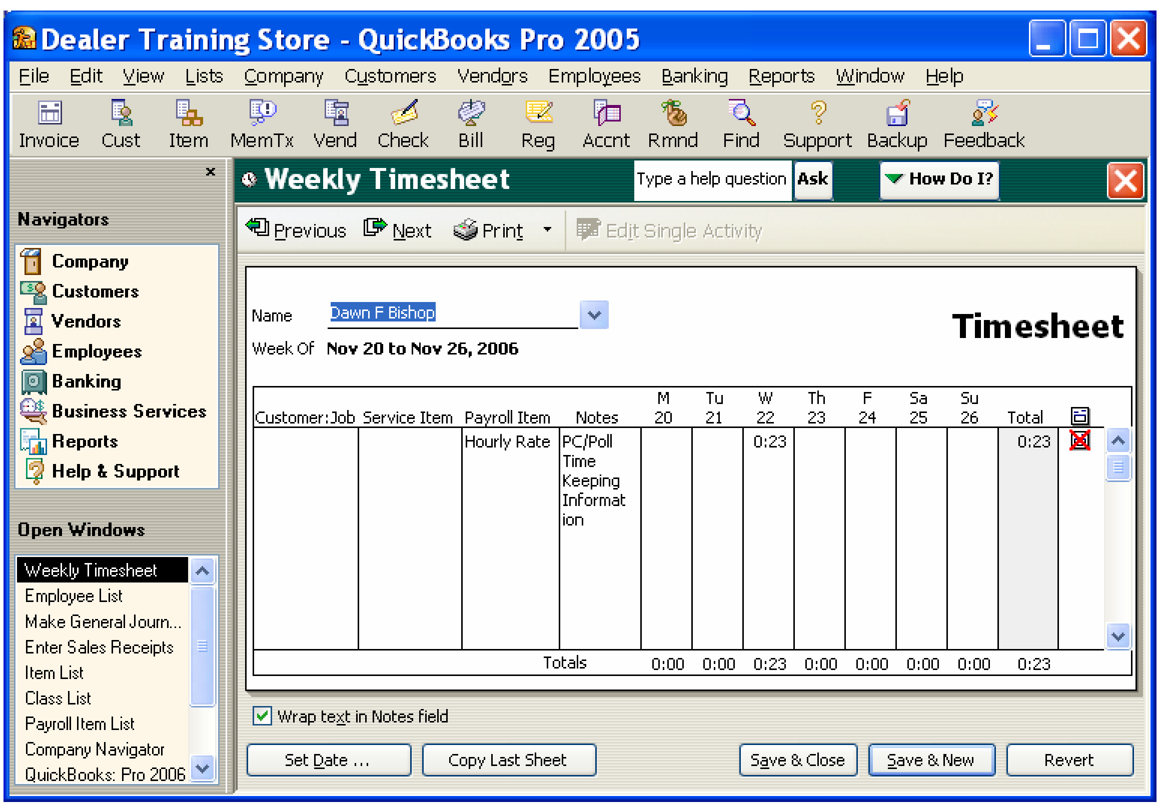
Entry Number	Entry In	Entry Out	Entry Break	Job Number
1	13:08	14:10	☑	1
2	14:13	14:16	☐	1

Clerk HEATHER C. Pay $7.73 Tip $0.00

Job Number 1 Job Description BARISTA Reg Job 1.02 OT Job 0

Entry Number	Entry In	Entry Out	Entry Break	Job Number
1	13:08	14:10	☐	1

Sample QuickBooks Time Sheet

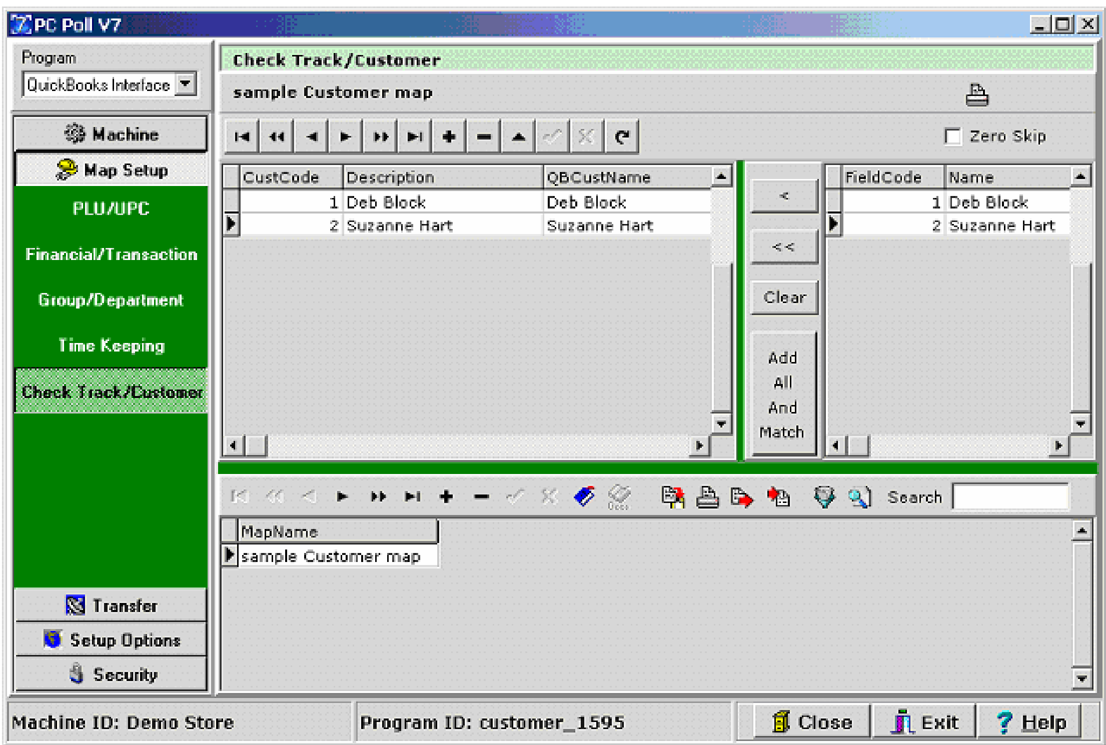


Check Track/Customer Map

The Check Track/Customer Map is available for the Sam4s 7000, 7040, and 2000 registers, CASIO QT6000 as well as the TEC 1595.

Required Fields:

- MapName
- Customers from the register can be linked to QuickBooks Customers. The interface will use the available information. On the TEC 1595 the register can reference customers by name. On the Sam4s registers a customer number should be used. In addition to linking the QuickBooks customer to the register customer, users will need to select a QuickBooks item to associate with the sale. An optional setting is a due date for the statement charge. Users may select from: Report Date, Today's Date, Other Date and No Date.



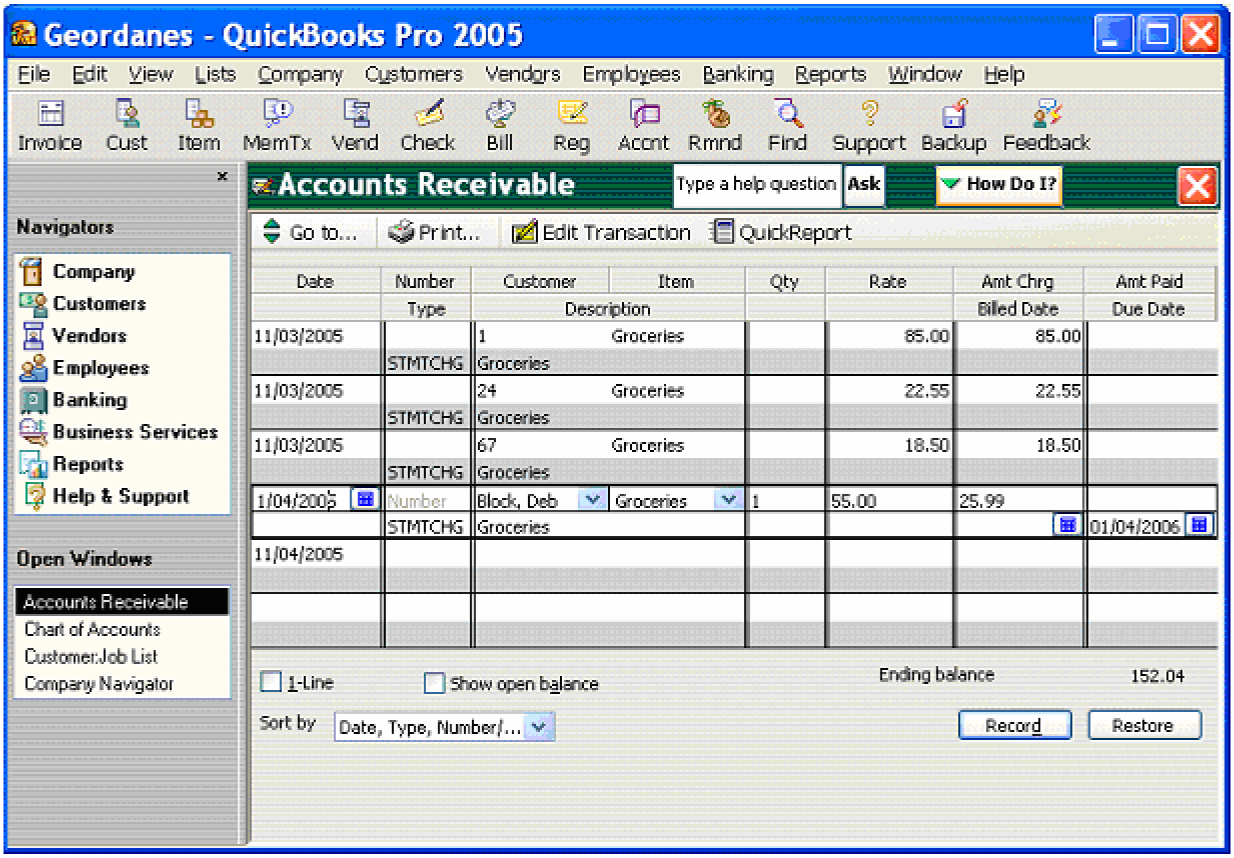
Sample Check Track Report

Check Track

Machine ID customer 1595
Store Number 1
Machine Number 1
Polled Registers Stand Alone (TM1)
Polled Date 11/4/2005 1:03:07 PM
ECR Date 11/4/2005 1:03:07 PM
Type X
Area 1

Check Track ID	Customer Name	Amount
1	Deb Block	$25.99
2	Suzanne Hart	$47.88

Sample QuickBooks Statement Charge



Automatic Transfer

The Automatic Transfer option is a great way to quickly transfer all untransferred V7 Polling reports to an IIF file that can be imported into QuickBooks. Once this option is configured, update operations include:

1. Have V7 Polling setup to polling automatically each night via the Calendar
2. Open the QB Interface
3. Click on the Machine button
4. Select a machine
5. Click on the Transfer button
6. Click on the Automatic Transfer button
7. Close the confirmation screens and V7 QB Interface
8. Import the newly created IIF file into QuickBooks

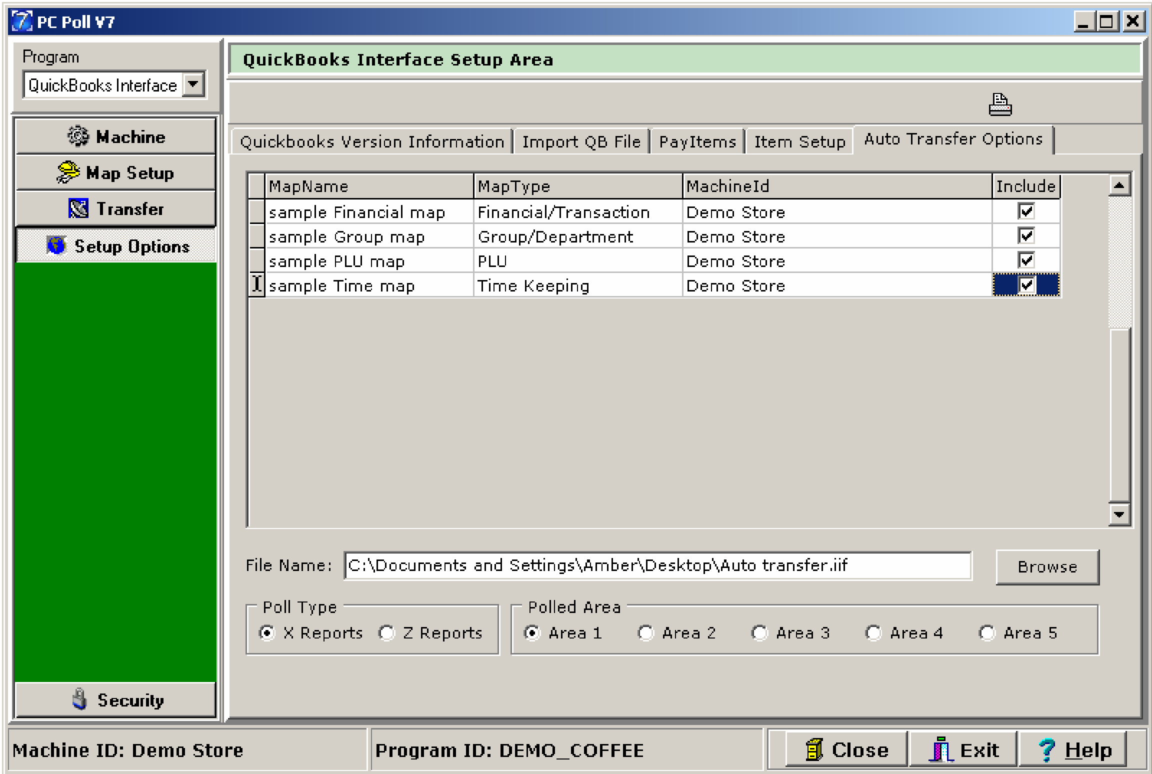
Users can create their IIF files on a daily, weekly, or monthly basis. The QB Interface uses the date the register data was polled for the QB IIF file. Thus, importing report data on a daily basis is not required.

To configure the Auto Transfer option, users will need to return to Setup Options | Auto Transfer Options. After, your maps are created they will automatically appear on this screen. Simply, check off the maps you wish to include within the automatic transfer routine. Any or all maps can be included. (Note: Users can conduct a manual transfer of all reports at any time, even previously transferred reports.)

After the maps are selected, choose a file location, Poll Type and Poll Area. Most users choose Z as their Poll Type and Area 1 as their Poll Area. This will transfer all Daily Z reports.

With the Auto Transfer Options configured, return to Transfer | Automatic Transfer. By, clicking on Automatic Transfer, the software will begin gathering data and creating the IIF file. After the file has been created, the software will display the full file path and name. If there are no new files to transfer, the software will display a “No Files to Auto Transfer” Message.

Sample Auto Transfer Options Screen



Sample Automatic Transfer Screen

9. Security

Within the Security area, new release codes can be entered along with an optional password. For more information, please consult either the QB Interface Help File or the QB Interface V3 Manual.