PC/POLL SYSTEMS

Point of Sale Communications Software

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Web: www.pcpoll.com

Version 3
QuickBooks Interface Manual

View the online, color version of this manual on our web site at: www.pcpoll.com.

If you have any comments, questions, or suggestions concerning the Version 3 QuickBooks Interface Manual, please e-mail: support@pcpoll.com.

Date Updated: 4/25/07

Table of Contents

PC/POLL SYSTEMS End User Support Options

- All PC/POLL SYSTEMS End-Users receive FREE UNLIMITED mail, fax, and email support.
- Software support does not include cash register, installation, or basic computer usage support.
- All phone support needs to be prepaid.

  Phone support prices are for 1 End-User at 1 PC/POLL SYSTEMS location. Extra charges apply for additional users and locations:

Level 1 Support

Price		Maximum # of Hours	$/hour
$25	Per 15 minutes	Unlimited	$100
$150	Per week	3	$50
$300	Per month	10	$30
$450	Per 6 months	15	$30
$900	Per year	30	$30

Level 2 Support

Level 2 Support is sometimes needed for complex configurations or support packages being used by multiple users. End-Users may be required to purchase PCANYWHERE from Symantec to use Level 2 Support. Additional charges may be required, so please call or email PC/POLL SYSTEMS for more information.

PC/POLL SYSTEMS Contact Information:

PHONE: 563-556-2323
FAX: 563-556-0405
E-MAIL: support@pcpoll.com
MAIL: PC/POLL SYSTEMS
3162 Cedar Crest Ridge
Dubuque, IA 52003

(cut along dotted line)

Registrations must be mailed, faxed or emailed and on file at PC/POLL to be eligible for support.

Name:		
Company Name:		
Type of Business:		
Address:		
City, State, Zip:		
Phone, Fax:		
Email Address:		
Software Purchased From:		
Their Address & Phone:		
Type of Software:	Version:	Serial #

I HAVE READ THE SOFTWARE LICENSE AGREEMENT AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED THEREIN

Your name (print)	
Signature	Date

PC/POLL SYSTEMS RETURN POLICY

NO RETURNS OR REFUNDS ON SOFTWARE PURCHASES OLDER THAN 30 DAYS.

Due to current technology capabilities, all dealers and prospective customers are encouraged to request a one (1) week demo code to preview the software, thus allowing users to make an informed decision before purchasing. After an order has been processed, customers have 30 days to return the software for credit only. After 30 days have expired, no refund or credit will be issued.

Returned merchandise must be accompanied by an RMA number issued by PC/POLL SYSTEMS. RMA numbers will be issued only upon receipt of a serial number or other identifying number of the product purchased from PC/POLL SYSTEMS, and the number of the PC/POLL SYSTEMS' invoice wherein the product was purchased. Returns for credit are accepted only if the product being returned is in "like new" condition and complete, including but not limited to, all packaging materials, instructions manuals, and accessories within the 30 day period.

On products produced from vendors other than PC/POLL SYSTEMS, the manufacturer's warranties apply. PC/POLL SYSTEMS does not give or imply that it gives any warranty on any product(s) it distributes, including modems and cables. PC/POLL SYSTEMS will provide assistance, on a best-effort basis only, to customers needing warranty assistance in dealings with the manufacturer(s) of the product(s) PC/POLL SYSTEMS distributes.

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The PC/POLL SYSTEMS program may reside on a single PC only. For each installed instance of the software, a separate license is required.

OR

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Introduction

Overview

The QuickBooks Interface Version 3 is a software tool that allows users to transfer previously taken Version 7 Polling reports into QuickBooks. This package creates IIF (Intuit Interchange Format) files that can be imported directly into a QuickBooks company file to update Chart of Accounts and Inventory Item totals. The QuickBooks Interface works with all Version 7 Polling cash registers and QuickBooks standard, Pro and Premier editions 2000-2006.

Users are able to transfer 5 types of data from V7 Polling to QuickBooks:

PLU / UPC Polls: PLU reports can be transferred into QuickBooks to update sales and inventory values. The PLU reports are brought into QuickBooks as Sales Receipts.

Financial / Transaction Polls: Financial / Transaction reports can credit and debit items within the QuickBooks Chart of Accounts list. Financial data will be entered in through the General Ledger area of QuickBooks.

Department / Group Polls: Departments / Groups can be linked directly to QuickBooks Classes. Sales data from these Groups can be imported into QuickBooks through the General Ledger. These sales totals do not affect Inventory counters.

Time Keeping / Clerk Time Polls: Employee time values can be transferred to a QuickBooks time sheet. Then employers can run their payroll through QuickBooks. Availability of this information is dependant upon cash register model and QuickBooks version. The cash register must have a pollable employee time report and the QuickBooks version must support payroll operations.

Check Track / Customer: The 1595 Check Track report totals can be transferred to QuickBooks. The data will be posted as a customer statement charge. It is recommended that users Z (clear) out their Check Track report on a regular basis in order to avoid double updating.

First time users, please read: System Requirements on the following page.

Getting Started

System Requirements and Recommendations

System Requirements

- A PC capable of running a Window's operating system (2000, NT, or XP)
- Minimum 256 colors
- Minimum 800 x 600 resolution
- 128 MB of RAM
- 233 MHz processor speed
- V7 Polling Package

System Recommendations

- Pentium 3/500 MHz or equivalent processor
- 20 GB hard drive
- 16 million colors video display
- V7 Archive Agent
- Backup medium (ex: zip drive, CD-ROM drive, 3.5 inch floppy drive)

Backup System

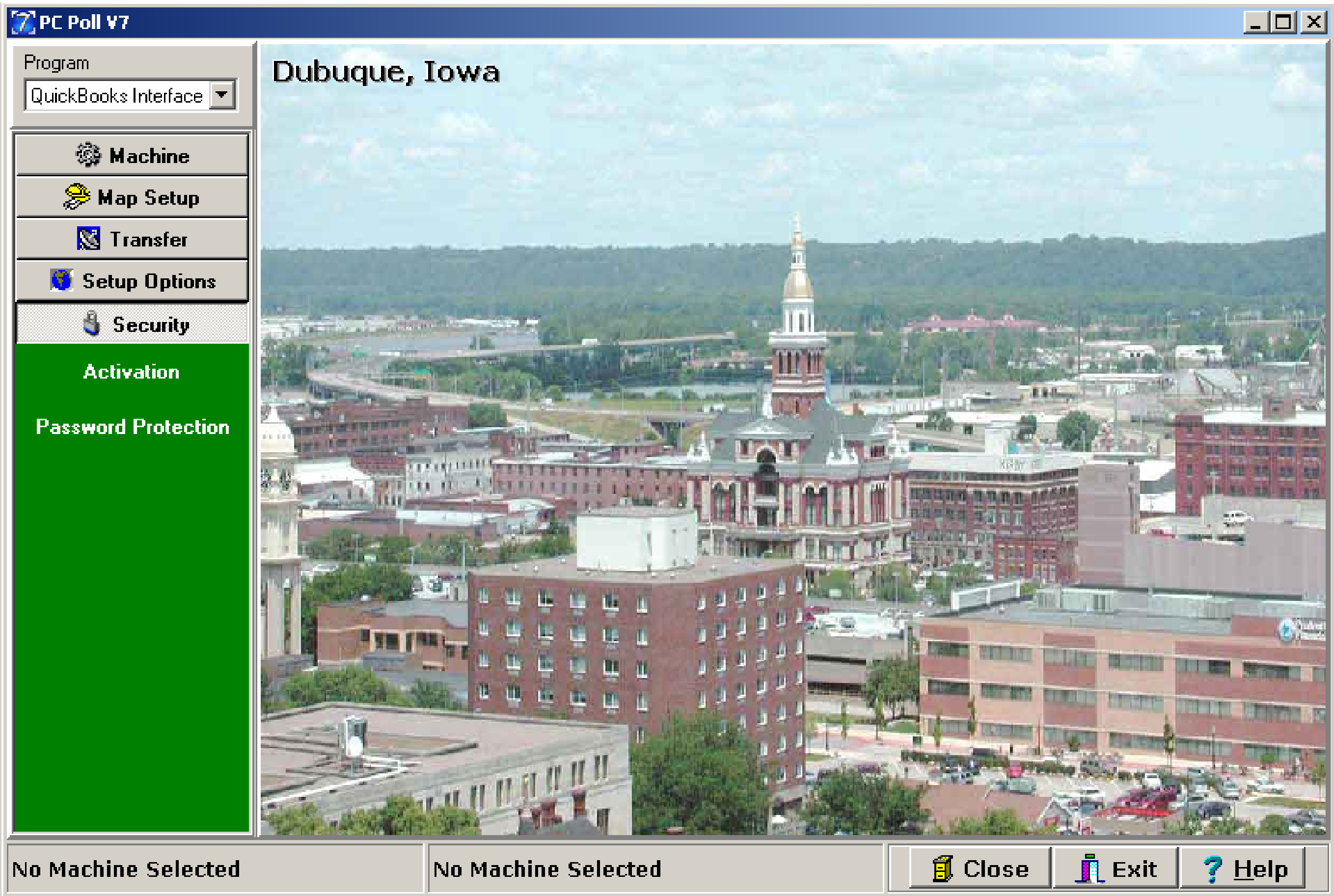
For safety's sake, a system must be used to backup critical business data. It is highly recommended that users store the created files on an external backup medium to protect against hard disk failures.

For Installation instructions please read: Installation Instructions beginning on page 10.

Installation Instructions

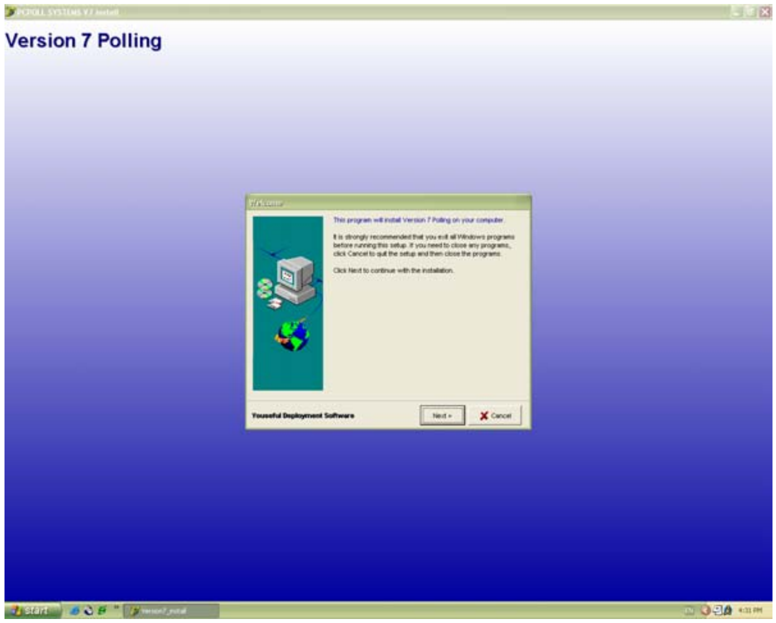
The main QuickBooks Interface screen is below. It is found under **Program** in the upper left hand corner of the screen.

The QuickBooks Interface V3 is included in the V7 Polling download. Users, who choose to purchase the interface, are able to access both Polling and the QuickBooks Interface from 1 software module. The Interface requires a separate release code and must be purchased through a cash register dealer. Below are the instructions for installation.

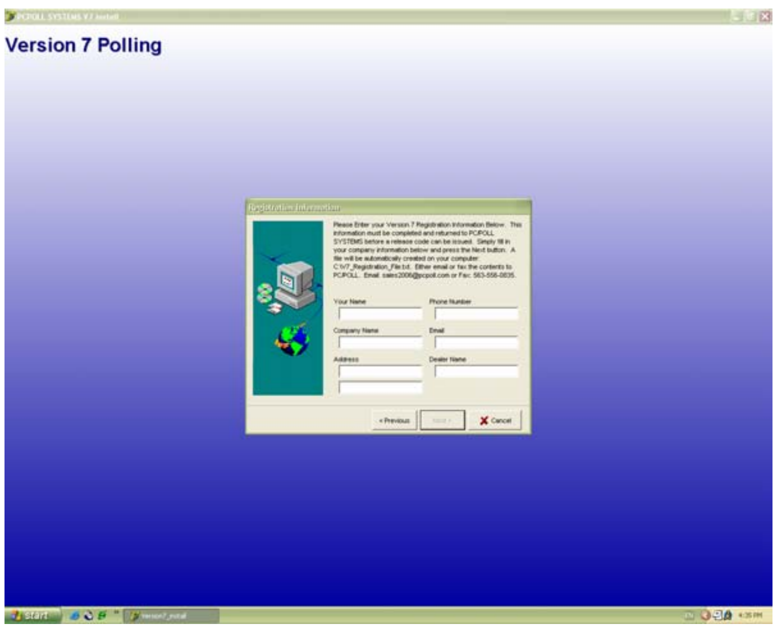


If the V7Polling.exe file has been downloaded from the Internet at www.pcpoll.com, please search for the file name to locate it on your hard drive. If the install is from a CD, just click on the V7 Polling Install link. Note: The install and entry of the release code must be done with Administrative Rights. Please contact your network administrator for help.

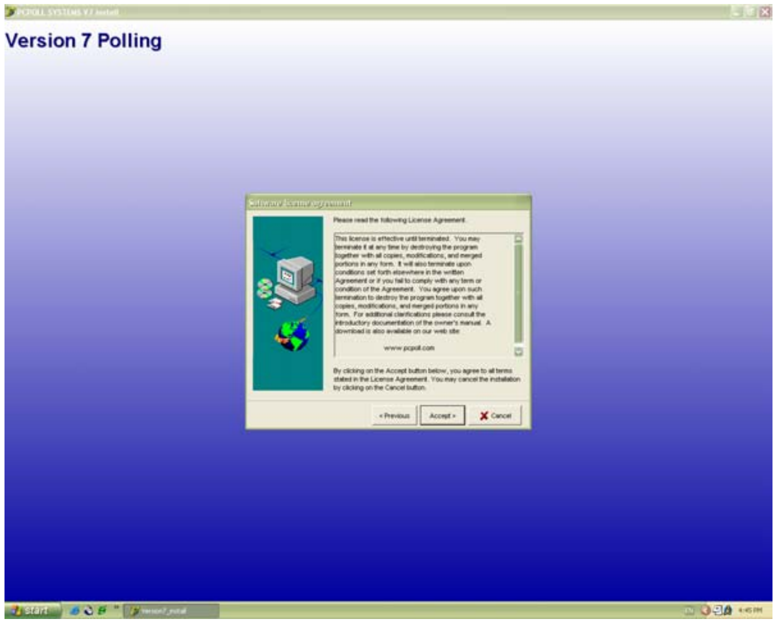
The first screen that appears during the installation is the "Welcome" screen. It will display the following message: "This Program will install V7 Polling on your computer." This screen also recommends that all other running applications be closed before continuing with the Setup. Click **Next**



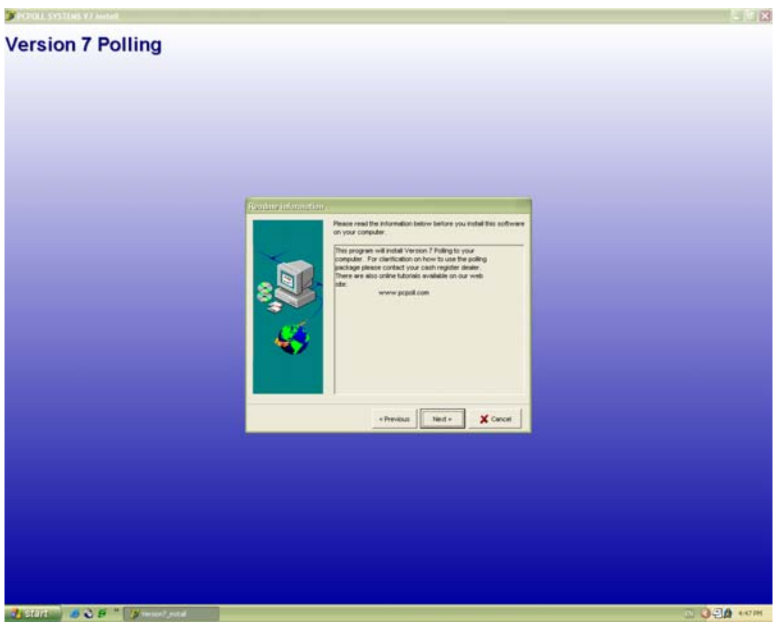
On the "Registration Information" screen below, please fill out your company information. The software will record this information and create a file that can be emailed or faxed to PC/POLL to obtain a release code. The install will not continue until all entry areas are filled out. Click **Next.**



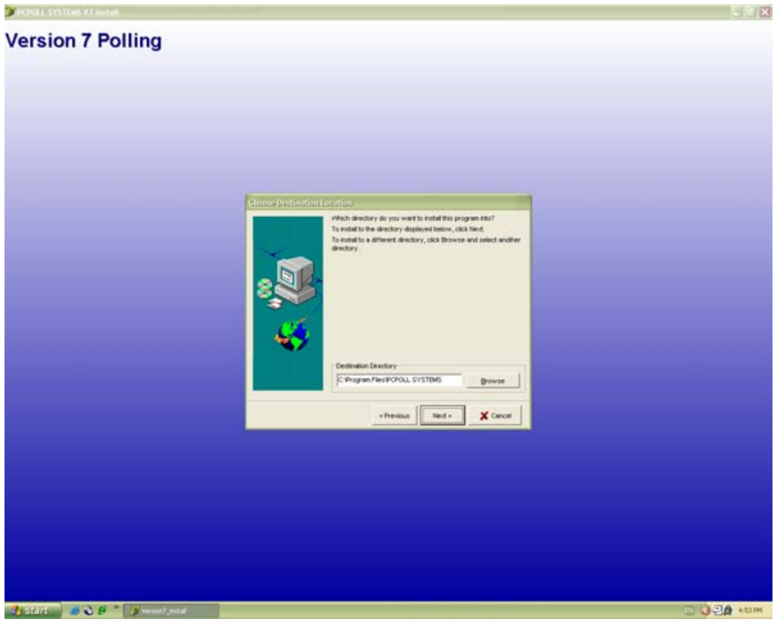
If you agree to the conditions listed on the "License Agreement" screen, click **Agree**.



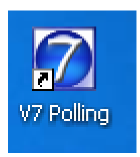
The screen below is the Readme Information. Please read over the text carefully before clicking **Next**.



Then, select a destination for the software. It is recommended that the suggested location not be altered unless absolutely necessary. Click **Next** to begin installing the software.



After the Setup is finished, your registration information will be displayed. Either write down or print off the information and send it to PC/POLL SYSTEMS via fax 563-556-0835 or email at Sales2007@pcpoll.com. Click **Finish** on the final screen to complete the install. A V7 Polling icon will be placed on your desktop.

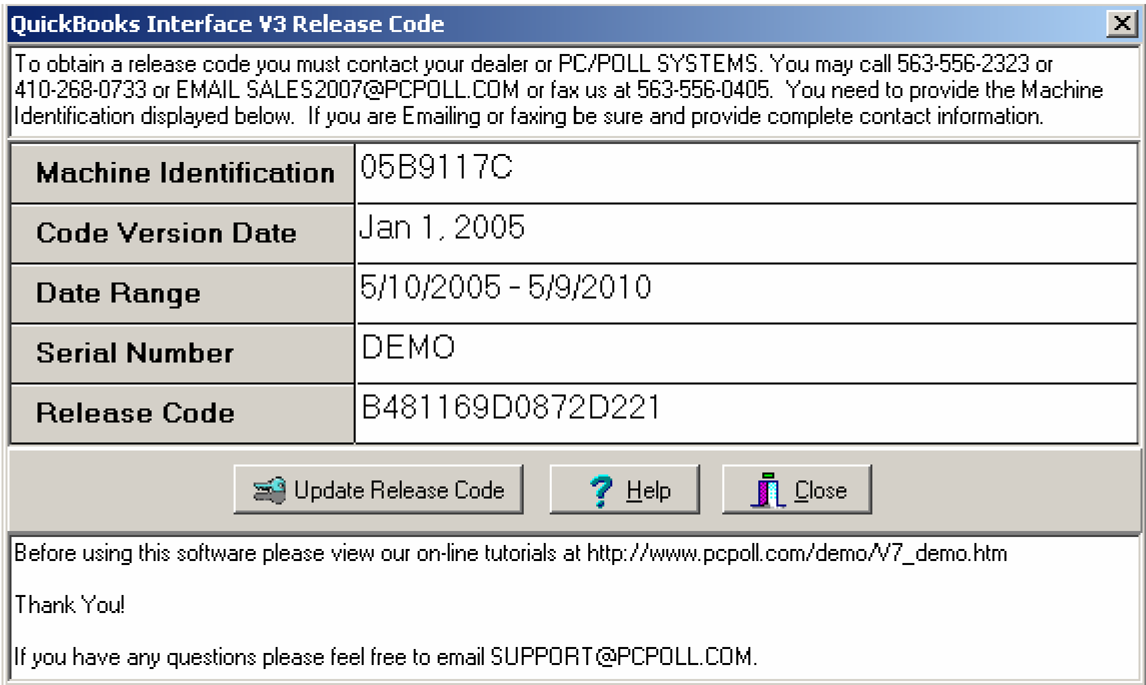


Now the program can be opened by double-clicking on the new icon and selecting **QuickBooks Interface V3** from the program selection box. You will be prompted that the code on file is not valid.

Clicking **OK** will display the release code entry screen.

Entering a release code

QuickBooks Interface Release Code Screen



The Release code entry screen displays the **Machine Identification** and the **Code Version Date** which are needed to generate a valid Release Code for the QuickBooks Interface. The **Date Range**, the **Serial Number** of the software, and the **Release Code** appear once the **Release Code** is entered.

Please email your **Machine Identification** number to PC/POLL SYSTEMS at sales2007@pcpoll.com for the most efficient way of obtaining the **Release Code**. If email is not available, fax it to 563-556-0405 or call 563-556-2323.

Someone from PC/POLL SYSTEMS will then generate a **Release Code** and email that code back to you. Enter the code and then hit the **Update Release Code** button. After the code has been entered and accepted by the program, hit the **Close** button to enter the software.

The **Machine Identification** is an automatically generated number that is unique to your PC. The PC/POLL SYSTEMS' staff must have that number in order to generate a release code.

The **Release Code** determines the **Serial Number** and **Date Range** within which the software can be used. The **Release Code** automatically updates this information; it cannot be edited. (Note: The Computer's Date must be accurate in order for the release code to be accepted by the software.)

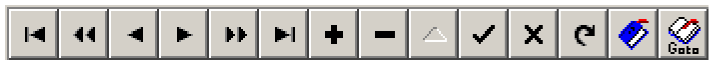
End-Users should always contact their dealers first with PC/POLL questions. If the dealer is unable to answer the question, support options are available. See: on page 5 User Support Options.

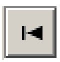
For more information about the release code screen or to learn how to set a password on the software, see: Security Area on page 38.

Software Screens

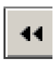
Toolbars

Throughout the software a navigator toolbar is used for inserting and editing records. Below are the descriptions of each of the toolbar options. To learn more about the Machine Area of the software, please refer to page 16: Machine Area .

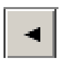




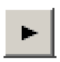
Moves the cursor to the first record in the table.



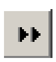
Moves the cursor backwards 10 records towards the first record in the table.



Moves the cursor back to the prior record.



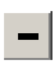
Moves the cursor forward 1 record.



Moves the cursor forward 10 records towards the last record in the table.

Moves the cursor to the last record in the table.

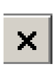
Inserts a new record into the table.



Deletes the selected record from the table.

Places the currently selected record into an edit state to allow users to make changes.

Posts changes to a record to the database.



Cancels the changes made to the currently selected record. This option must be used prior to posting the edit.

Refreshes the data from the database.

Inserts a bookmark on the currently selected record. A bookmark is a placeholder that can be easily returned to by clicking on the GoTo button.

Returns the cursor to the previously created bookmark. The software can only store one bookmark at a time.

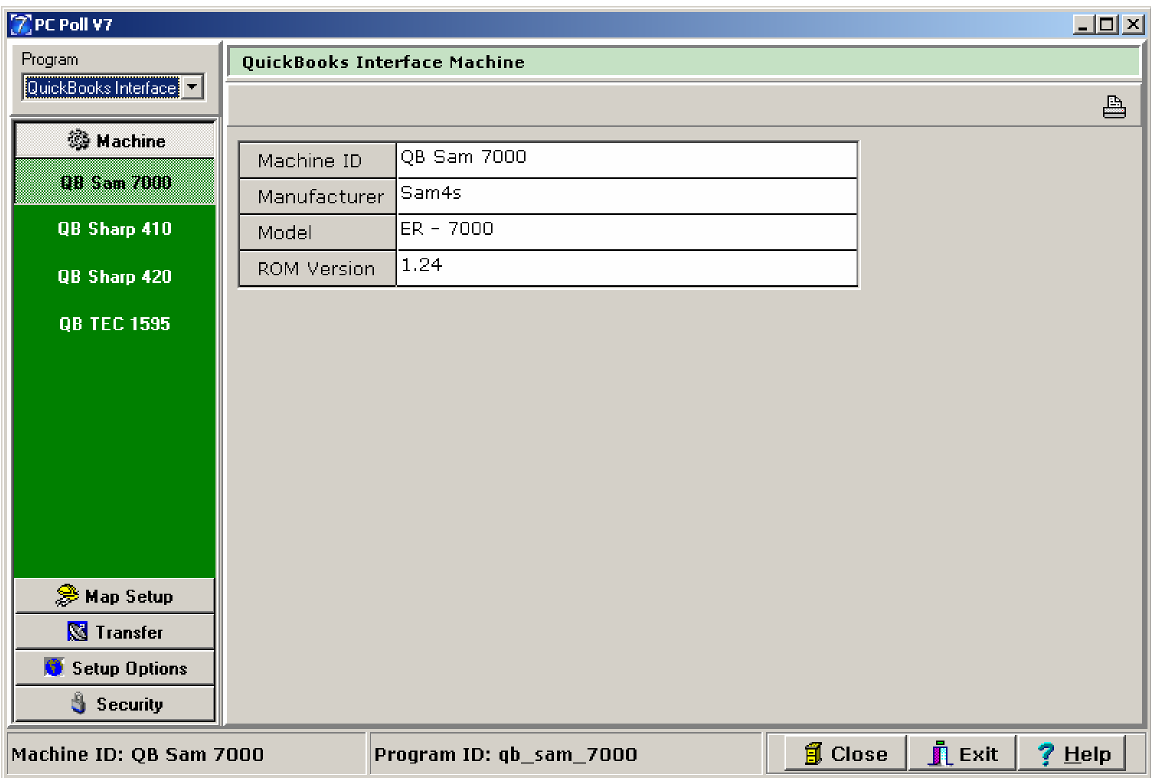
Prints the currently displayed page.

Machine Area

The Machine area of the QuickBooks Interface V3 displays a list of all available V7 Polling machines. To add a new machine to this list, the user must return to V7 Polling and add a machine. (For more information on adding a machine, see the V7 Polling help files or natural.) Clicking on a machine within the list will display the machines properties including model and ROM version. Users should select a machine to use before entering other menu areas of the interface.

After selecting a machine, the Initial Setup area of the software should be completed. Please read: Setup Options - Initial Setup on page 31.

QuickBooks Interface Machine Screen



Map Setup

PLU/UPC Map

The PLU / UPC Map area allows users to take PLU / UPC sales data from the register and update sales and inventory values within QuickBooks. Users will be able to get individual item sales statistics as well as keep track of inventory on an individual item basis. The imported data will appear in the Sales Receipt area of QuickBooks.

Before creating a PLU / UPC Map the user must complete the Initial Setup area and select a machine to use.

To create PLU / UPC Map begin by clicking the plus (+) button, found in the lower grid area of the screen see insert on the next page. This will add a MapName record to the table. Within the MapName area, type in a name for the Map. The name is defined by the user.

After adding a name, select values for the Deposit Total To: and the Sales Tax Item:. (See field definitions below.) Click the Post (checkmark) on the lower grid to post that record to the database.

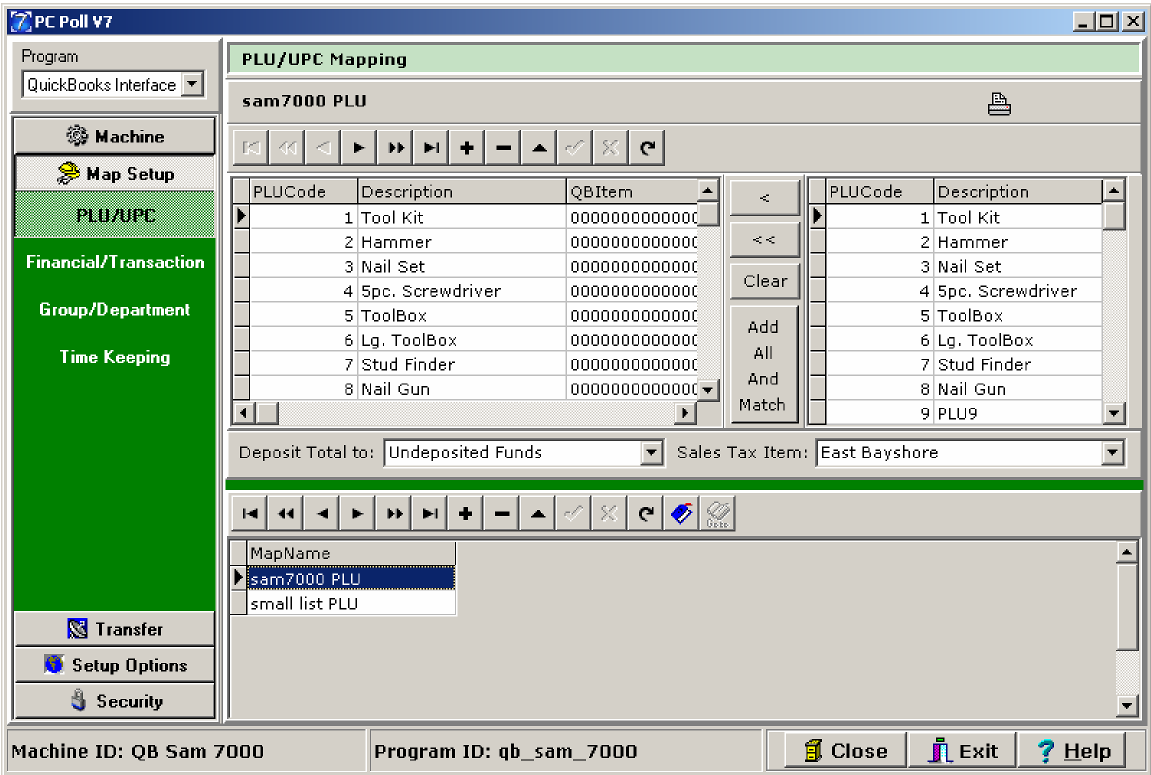
Finally add the PLU / UPC items to the map table. Users can add items one at a time or use the Add All And Match option. All items can be edited manually using the drop-down box under the QBItem column or with the upper toolbar.

Field Definitions

PLUCode:	This column displays a list of available PLU/UPC items. This is populated when the PLU/UPC file is saved from the cash register. To save the PLU/UPC program, return to V7 Polling and communicate with the cash register.
Description:	This column displays descriptors for the associated PLU/UPC numbers. The descriptors are obtained from V7 Polling.
QBItem:	This column displays a list of items from QuickBooks. In order to manipulate the information within the QBItem column, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used within that cell.
<:	This button will add all highlighted items from the right grid area to the left. The right area is for display only. The left grid contains all the data associated with the current map. To highlight more than one record use the keyboard's Ctrl and Shift keys.
<<:	This button will add all PLU / UPC items from the right grid area to the left.
Clear:	This option will delete all items from within the left grid area.
Add All And Match:	By clicking this button, the program will automatically try to match up each PLU/UPC Number with its corresponding QuickBooks Item. This operation will only match properly if the QuickBooks items are named using the PLU/UPC item numbers. (The match will work both with and without leading zeros.) After this button is clicked, the program will go through and add all the information into the left grid area automatically.
Deposit Total To:	The total sales amount of the poll that is being transferred will be deposited to the selected account users. The valid account types are either bank accounts or asset accounts.
Sales Tax Item:	This is a list of sales tax items that the user programmed into QuickBooks. This area only applies if the user has QuickBooks setup to use Sales Tax. The chosen item will apply for the poll the user is transferring. If Sales Tax is not setup within QuickBooks users should leave this area blank.

To add and delete individual entries, please refer to the toolbar section of this help file Toolbars on page 15

PLU/UPC Mapping Screen



Note: For CASIO users who have registers with an enhanced Scanning PLU file, there is an extra option within the QuickBooks Interface called Map Report Type: PLU or Scan PLU. Users wishing to transfer both PLU and Scan PLU data will need to create a map for each report type.

Financial/Transaction Map

The Financial / Transaction Map area allows users to take any dollar amount field off of the Financial / Transaction poll and use it to update an account balance within QuickBooks. For example, users could use the Cash In Drawer Total to update the Cash account, or the Sales account. The imported data will appear within the General Journal area of QuickBooks.

Before creating a Financial / Transaction Map the user must complete the Initial Setup area and select a machine to use.

To create a Financial / Transaction Map begin by clicking the plus (+) button, found in the lower grid area of the screen in the image on page 21. This will add a MapName record to the table. Within the MapName area, type in a name for the Map. The name is defined by the user.

After adding a name, click the Post (checkmark) on the lower grid to post that record to the database. Then return to the upper grid area and add the desired Financial / Transaction items from the right-hand grid to the left. Users can add all items or just a few

Field Definitions

<: This button will add all highlighted items from the right grid area to the left. The right area is for display only. The left grid contains all data associated with the current map. To highlight more than one record use the keyboard's Ctrl and Shift keys.

<<: This button will add all Financial / Transaction items from the right grid area to the left.

Clear: This option will delete all items from the left grid area.

Class (Optional): If you choose, you may select a QuickBooks Class to associate with the generated Journal Entry. Doing this will allow you to categorize Journal Entries from different stores or locations by Class within QuickBooks.

DataItem: A report item off of the associated machine's Financial / Transaction report.

VendCustName: Displays a list of Vendors and Customers. This entry area must be set when using accounts such as: Accounts Receivable, Accounts Payable and Sales Tax Payable.

CreditAcct and DebitAcct: Transferring financial information from the register to QuickBooks gives users total accounting control over their books. Users may take any dollar amount field off of their Financial / Transaction report and have that amount debited and credited to the QuickBooks account of choice. This requires a small bit of accounting knowledge and it is recommended that this mapping be done by an accounting professional. Some basic accounting tips are listed below.

INCREASES in the following accounts are DEBITS:

- Bank (Cash)
- Accounts Receivable
- Other Current Asset
- Fixed Asset
- Other Asset
- Expense
- Other Expense
- Cost of Goods Sold

INCREASES in the following accounts are CREDITS:

- Accounts Payable
- Credit Card Charges
- Current Liability
- Long-term Liability

Equity
Income / Revenue Sales
Other Income

DECREASES in the following accounts are CREDITS:

Bank
Accounts Receivable
Other Current Asset
Fixed Asset
Other Asset
Expense
Other Expense
Cost of Goods Sold

DECREASES in the following accounts are DEBITS:

Accounts Payable
Credit Card
Current Liability
Long-term Liability
Equity
Income
Other Income

For example, to transfer the Cash In Drawer Total to QuickBooks users may want to Debit the account Cash, which is an Other Asset account, and Credit the account Sales, which is an income account. This will increase the balance in your Cash account and increase the balance of the Sales account.

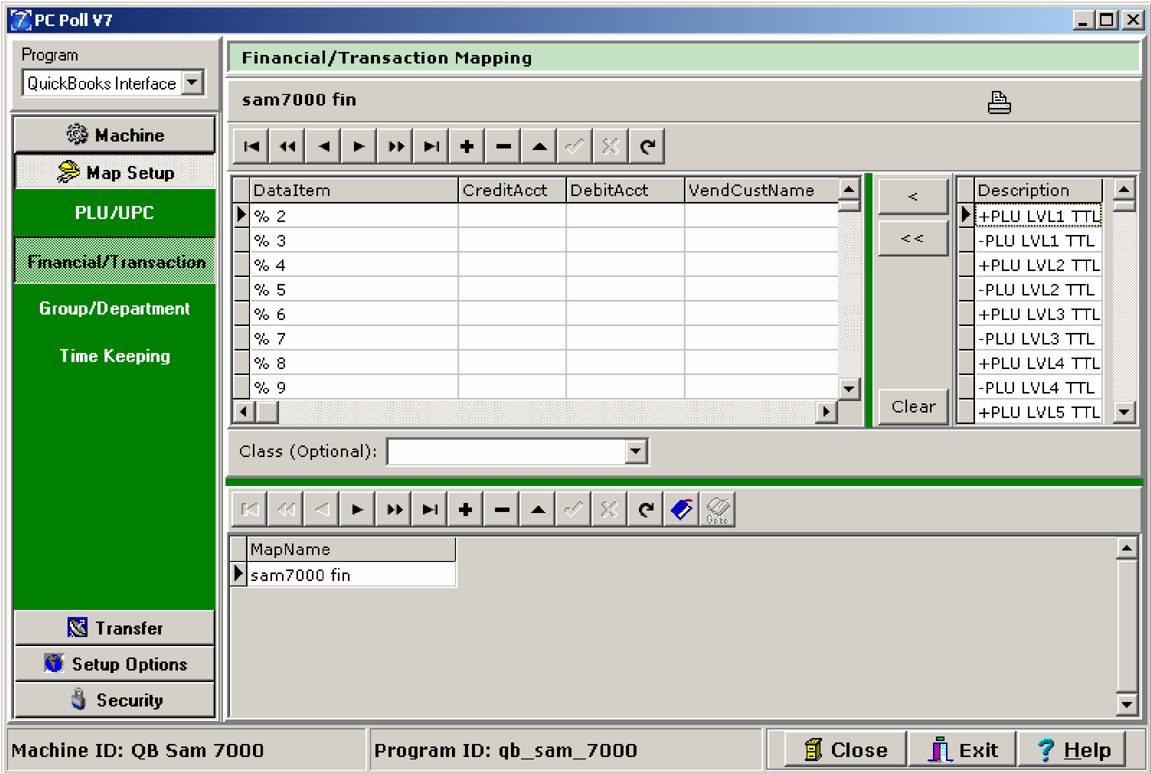
Note1: QuickBooks is a double-entry accounting system, so for any amount that is transferred to QuickBooks, an account must be debited and an account must be credited, otherwise, that account will be skipped.

Note2: In order to manipulate the information within a cell on the grid, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used in that cell.

Note 3: CASIO cash registers divide their financial data between two reports: Fixed Totalizer and Free Function. Within the QuickBooks Interface there is an optiional setting named Map Report Type: Fixed Totalizer or Free Function. Users wishing to transfer data from both of these reports will need to create a map for each report type.

To add and delete individual entries, please refer to the toolbar section of this help file: Toolbars on 15.

Financial/Transaction Mapping Screen



Group/Department Map

The Group / Department Map area allows users to track sales in QuickBooks using Classes. A QuickBooks class is similar to a Group or Department in the register. Doing this will update sales statistics on a group basis. No inventory data will be kept. The imported data will appear within the General Journal area of QuickBooks.

Before creating a Group / Department Map the user must complete the Initial Setup area and select a machine to use.

To create Group / Department Map begin by clicking the plus (+) button, found in the lower grid area of the screen in the image on page 23. This will add a MapName record to the table. Type in a name for the Map within the MapName area. The name is defined by the user.

After adding a name, click the Post (checkmark) on the lower grid to post that record to the database. Then return to the upper grid area and either add the desired groups one at a time with the upper toolbar or use the Add All Groups button.

Field Definitions

Note: In order to manipulate the information within a cell on the grid, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used in that cell.

GroupNum: Displays the Group / Department number. These numbers come from the V7 Group / Department program. To save the Group / Department program, return to V7 Polling and communicate with the cash register.

GroupName: Displays the Group / Department name. The displayed names are the Groups / Departments associated with the GroupNum column.

ClassName: Displays a list of QuickBooks Classes.

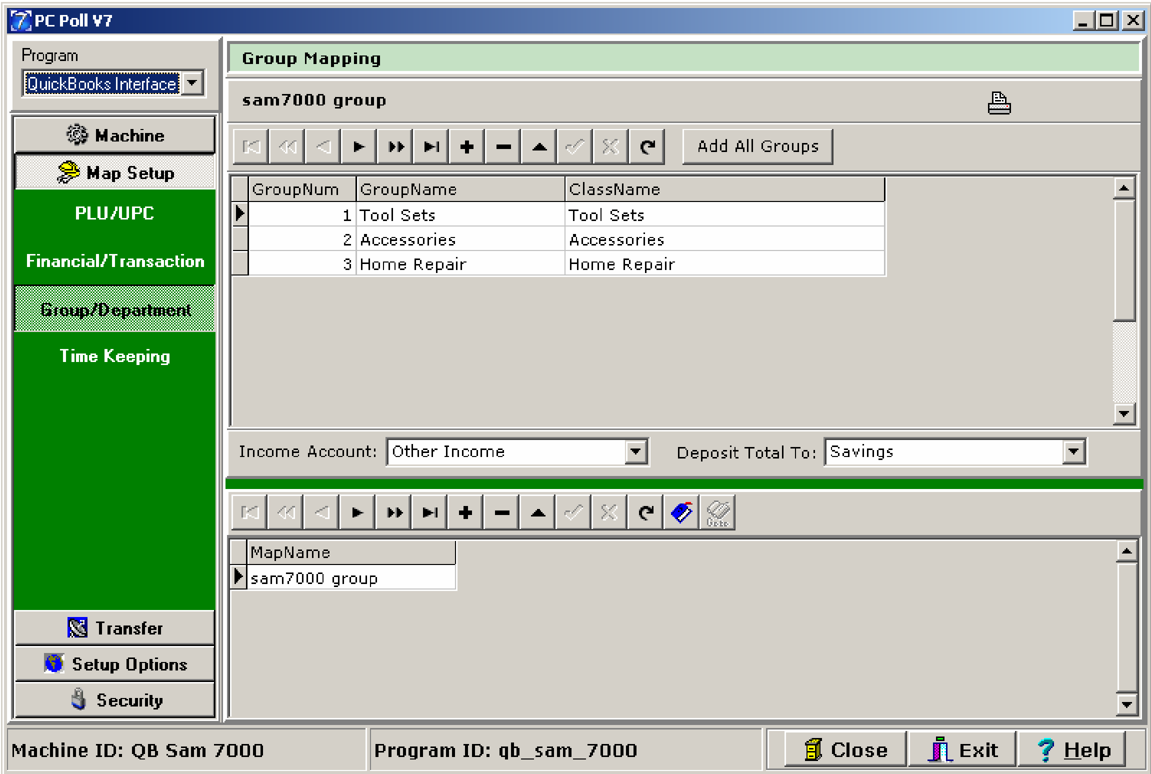
Add All Groups: Adds all V7 Polling Groups / Departments, for the selected machine, to the Map area.

Income Account: Use the drop down arrow on the far right side of the box under Income Account to change the income account. The Income Account is used for crediting the individual Group / Department sales into QuickBooks. (Note: If the Group / Department totals are negative they will be debited from the selected account.)

Deposit Total To: The total dollar amount of all the mapped Group / Department sales will be deposited into this account.

To add and delete individual entries, please refer to the toolbar section of this help file: Toolbars on page 15

Group/Department Mapping Screen



Time Keeping Map

This option only applies to users with the QuickBooks Pro or Premier versions. By creating a Time Keeping Map table users can take any Time Keeping information from the register (if the register supports it) and transfer the number of hours worked to QuickBooks. The hours worked for each employee will be added to a time sheet. When doing payroll, users may choose to have employees' paychecks created based on their time sheets. The imported data can be viewed by looking at each employee's time sheet for the imported date range.

Before creating a Time Keeping Map the user must complete the Initial Setup area and select a machine to use.

Note: Not all registers support Time Keeping operations. If these operations are not applicable the Interface will display the following message: "Time Keeping Not Supported for this Register."

To create a Time Keeping Map begin by clicking the plus (+) button, found in the lower grid area of the screen. See page 25. This will add a MapName record to the table. Within the MapName area, type in a name for the Map. The name is defined by the user.

After adding a name, click the Post (checkmark) on the lower grid to post that record to the database. Then return to the upper grid area and either add the desired employees one at a time with the upper toolbar or use the Add All Employees button.

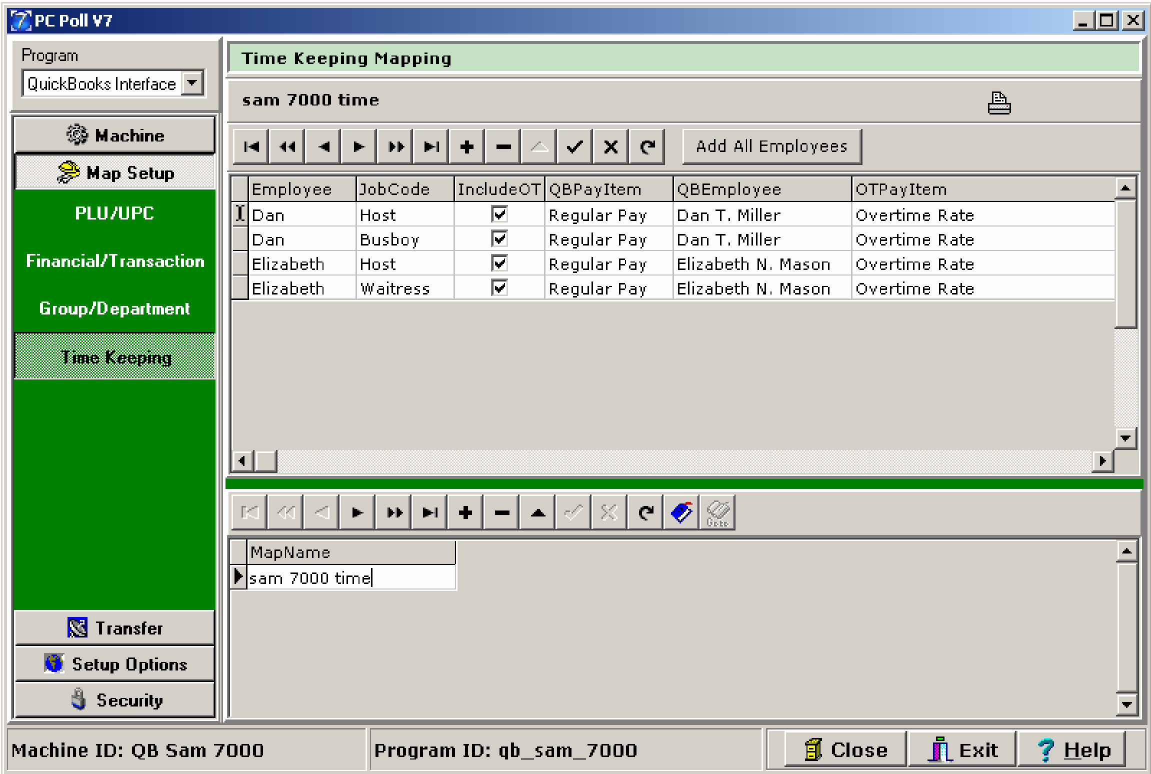
Field Definitions:

Note: In order to manipulate the information within a cell on the grid, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used in that cell.

Employee:	Displays the names of all V7 Polling Employees. These names come from the V7 employee or clerk program. To save the employee or clerk program, return to V7 Polling and communicate with the cash register.
JobCode:	Displays a list of Job Codes. The list contains all V7 Job Codes. These Job Codes come for V7 Polling. If this list is empty, return to V7 Polling and communicate with the cash register to save the appropriate program.
IncludeOT:	Check this option to include overtime hours on the transfer.
QBPayItem:	Displays a list of QuickBooks Pay items. This list should have been manually entered during the Initial Setup and should only include Hourly Wage items.
QBEmployee:	Displays a list of QuickBooks Employees.
OTPayItem:	Displays a list of QuickBooks Pay items. Only fill in this column if Include OT is checked.
Add All Employees:	Clicking this button will add all V7 Polling Employees and their associated Job Codes to the current Map area. These items come for V7 Polling. If these items are not saved within V7 Polling, return to Polling and communicate with the cash register to retrieve this information.

To add and delete individual entries, please refer to the toolbar section of this help file: Toolbar on page 15

Time Keeping Mapping Screen



Check Track/Customer (TEC 1595 only)

The Check Track / Customer Map area allows users to transfer check tracking balances from their TEC 1595 Check Track report into QuickBooks as a statement charge. These charges can then be used within QuickBooks to generate customer statements.

Check Track report totals are normally kept as running totals in the register system. If this is done, users should take care to be sure to only transfer new amounts or periodically Z (clear) report totals in order to avoid double updating their QuickBooks records.

Before creating a Check Track / Customer Map, the user must complete the Initial Setup area and select a machine to use.

To create Check Track / Customer Map begin by clicking the plus (+) button, found in the lower grid area of the screen see insert on the next page. This will add a MapName record to the table. Within the MapName area, type in a name for the Map. The name is defined by the user.

Finally add the Check Track / Customer items to the map table. Users can add items one at a time or use the Add All And Match option. All items can be edited manually using the drop-down box under the QBCustName column or with the upper toolbar.

<: This button will add all highlighted items from the right grid area to the left. The right area is for display only. The left grid contains all data associated with the current map. To highlight more than one record use the keyboard's Ctrl and Shift keys.

<<: This button will add all Check Track/Customer items from the right grid area to the left.

Clear: This option will delete all items from the left grid area.

Add all and match: By clicking this button the program will automatically try to match up each Check Track customer name with its corresponding QuickBooks Customer. The names will need to be identical for the system to find a match. Names can be manually matched or edited from within the left most grid area.

Zero Skip: The 1595 Check Track report returns values for all allocated customers. This means that even if the customer currently has a balance of $0.00 that value will appear on the report. If users do not wish to transfer $0.00 over to QuickBooks they can check the Zero Skip option.

CustCode: This column displays a list of customer numbers from the 1595 Check Track program.

Description: This column displays a list of customer names/descriptors from the 1595 Check Track program.

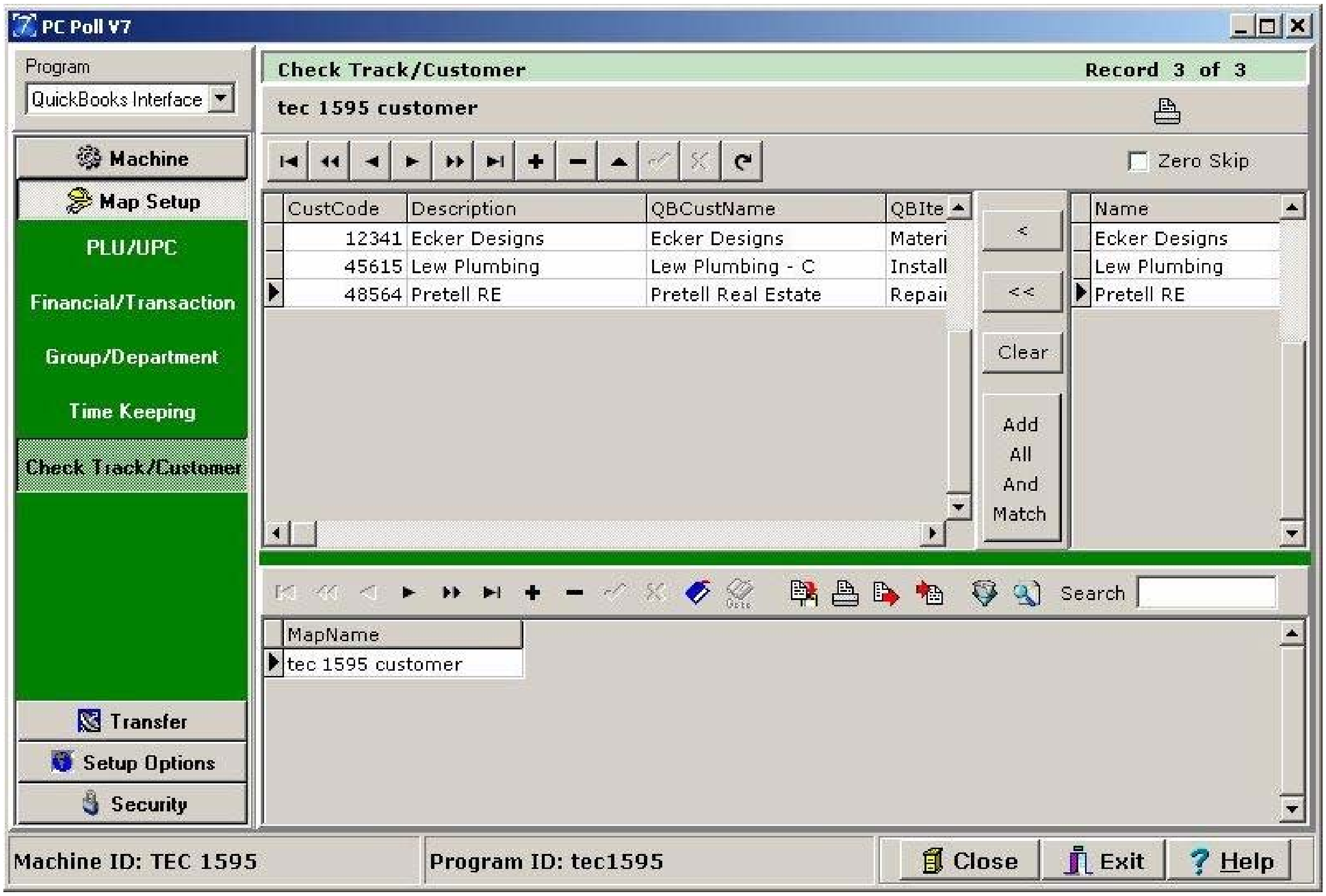
QBCustName: This column displays a list of all QuickBooks customers. In order to manipulate the information within the QBCustName column, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used within that cell.

QBItem: This column displays a list of items from QuickBooks. In order to create a statement charge there needs to be an item associated with the charge. In order to manipulate information within the QBItem column, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used within that cell.

TypeOfDueDate: This column lists three billing options: Todays Date, No Due Date and Other Data. Then a statement change is generated a due data can be associated with the charge. This selection can be made per customer. In order to manipulate the information within the TypeOfDueDate column, simply click in the cell to be changed and then click on the drop down arrow. After that, select the information to be used within that cell.

DueDate: If Other Date is selected in the TypeOfDueDate field, users will need to also populate the DueDate field. Clicking in the drop down area will bring up a calendar. Simply choose a selected due date for the statement charge.

Check Track/Customer Screen



Transfer

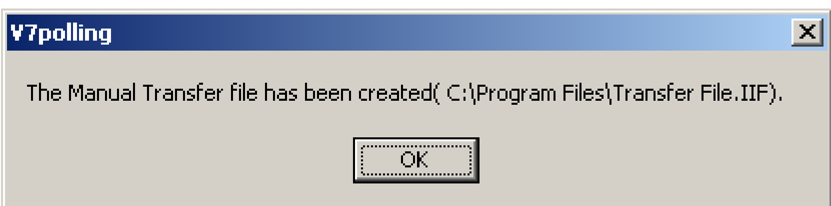
The Transfer area of the software provides two methods for transferring data: Manual and Automatic Transfer . Both transfer methods convert previously taken V7 Polling reports and create an IIF file for import into QuickBooks 2000-2006. Users must import these transfer files on a regular basis in order to keep QuickBooks up-to-date.

Through the Manual Transfer area users can select either a single report to transfer or use the keyboard's Ctrl and Shift keys to multi-select reports. To begin, select a **Report Type to Transfer**: PLU/UPC, Financial/Transaction, Group, Time Keeping, or the Check Track/Customer. Depending on this selection, along with the currently selected machine, the **Map to Use** area will be populated.

In the example on the following page, the PLU/UPC type has been selected along with the QB Sam 7000 machine. Thus the **Map to Use:** area only displays PLU/UPC maps for that particular Sam4s 7000 machine.

Next, use the **Map to Use:** drop-down box to select a map. Finally click on the **Transfer Report(s)** button to transfer the selected polls to an IIF file. Note1: The software will prompt for a file location and name. Select a path and name that is easy to remember. Note2: If the file already exists the software will prompt the user to overwrite the file.

When the process is completed the software will display the file path and name. If the report did not contain any information, the software will display a message stating that "There were no files to Transfer." At this time, the Interface will also update the Transferred status of each selected report to True.



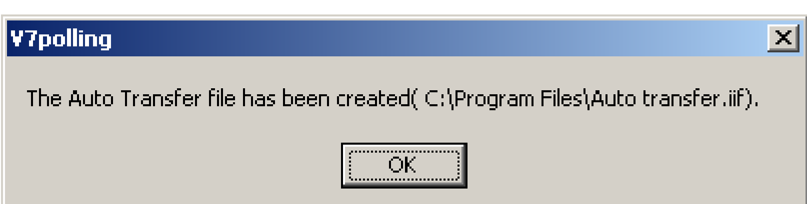
After the IIF transfer file has been created, the data should be imported into QuickBooks. Either a manual or automatic transfer will need to be done on a regular basis to keep the QuickBooks records up-to-date.

Note: The QuickBooks Interface Version 3 will take the date off of the report, so users should poll reports with their Version 7 software everyday.

Automatic Transfer

The Automatic Transfer area of the software provides a one-button-click option to help facilitate fast data transfers. After the **Auto Transfer Options** (found within Setup Options on page 36) have been configured, users simply need to click the Automatic Transfer button to create the IIF transfer file. The software will automatically look through the V7 Polling reports and transfer all un-transferred polls that conform to the preferences set on the Auto Transfer Options screen.

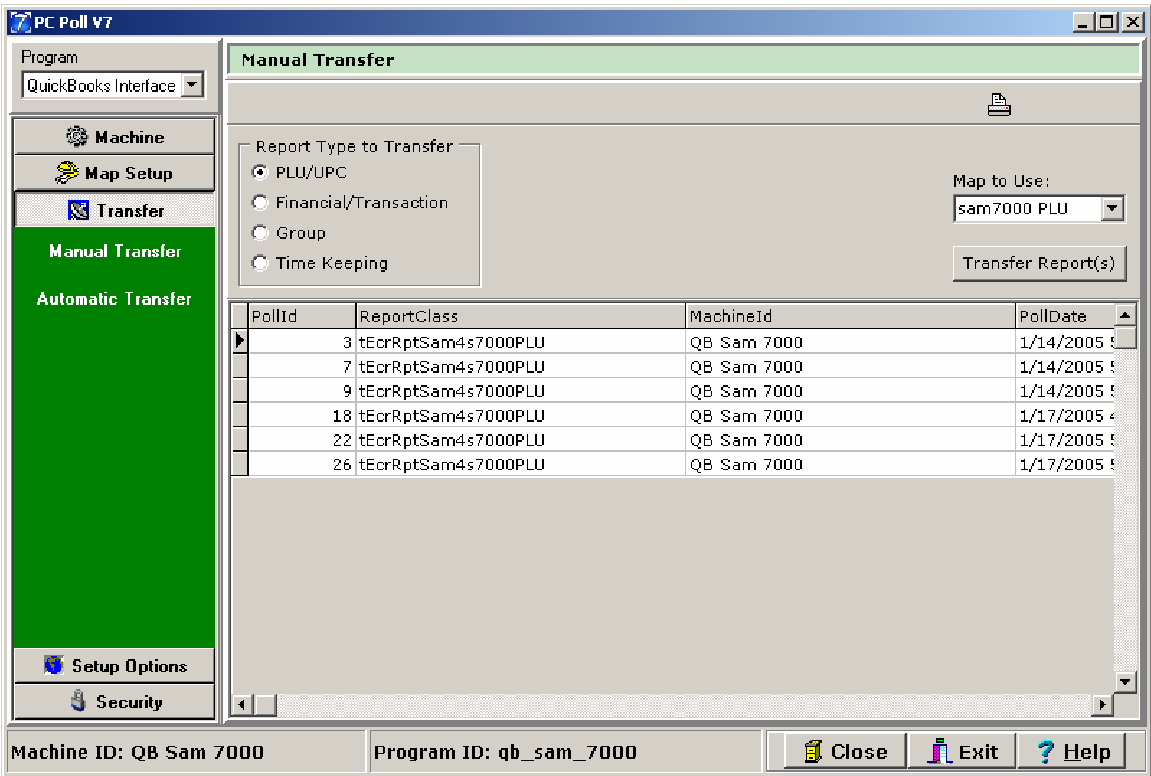
During the transfer process the software will prompt the user to overwrite the existing auto transfer IIF file if one already exists. When the process is completed the software will display the file path and name. If the report did not contain any information, the software will display a message stating that "There were no files to Auto Transfer." The Interface will also update the Transferred status of each report that was transferred, to True.



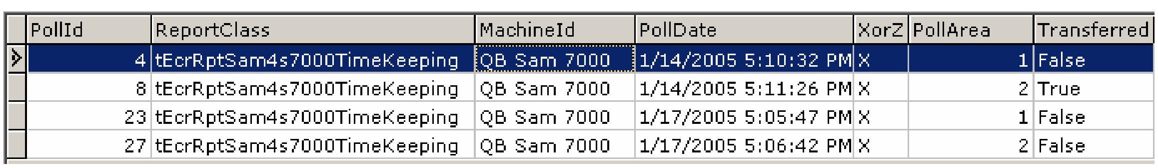
After the IIF transfer file has been created, the data should be imported into QuickBooks. Either a manual or automatic transfer will need to be done on a regular basis to keep the QuickBooks records up-to-date.

NOTE: The QuickBooks Interface Version 3 will take the date off of the report, so users should poll reports with their Version 7 software everyday.

Manual Transfer



The report grid displays a list of all available reports to transfer to QuickBooks. The list changes depending on the selected **Report Type** and machine. In the example, only the PLU reports for the QB Sam 7000 machine are displayed.



PollId	ReportClass	MachineId	PollDate	XorZ	PollArea	Transferred
4	tEcrRptSam4s7000TimeKeeping	QB Sam 7000	1/14/2005 5:10:32 PM	X	1	False
8	tEcrRptSam4s7000TimeKeeping	QB Sam 7000	1/14/2005 5:11:26 PM	X	2	True
23	tEcrRptSam4s7000TimeKeeping	QB Sam 7000	1/17/2005 5:05:47 PM	X	1	False
27	tEcrRptSam4s7000TimeKeeping	QB Sam 7000	1/17/2005 5:06:42 PM	X	2	False

Grid Fields

Poll ID: An auto-generated number assigned to each report as it is saved to V7 Polling.

ReportClass: The class name for the report. This is used by the software.

MachineId: The machine name. This value is set when the machine is created in V7 Polling.

PollDate: The date the report was taken.

XorZ: The type of poll. An X reading or Z resetting.

PollArea: Another report type: Daily (1) or Periodic (2). Some registers have addition report buffers: Poll Areas 1-5.

Transferred: Is an indicator as to whether or not the selected report poll has already been transferred by the interface. Within the Manual area of the software both True and False reports can be transferred. The Automatic area will only transfer False reports.

To learn more about Automatic Transfers, please refer to: Automatic Transfer on page 28.

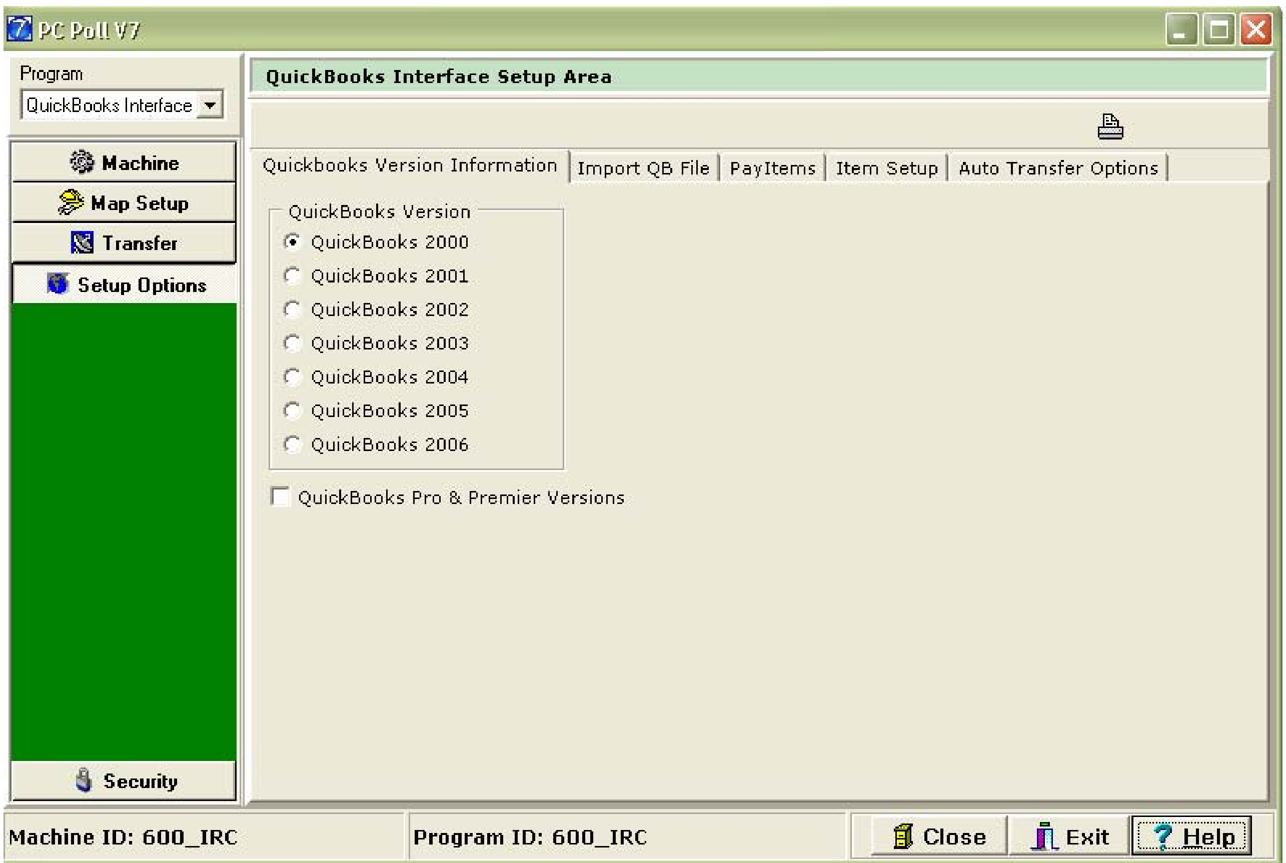
Setup Options – Initial Setup

QuickBooks Version Information

On the QuickBooks Version Information screen users should select which version of QuickBooks (2000-2006) they are using. Users must also define whether or not QuickBooks Pro or Premier is being used. Time Keeping functionality is only available within the Pro and Premier versions of QuickBooks. If this option is left unchecked, the software will disable the Time Keeping section of the program.

After making these selections, the QuickBooks Item file should be imported into the Interface. See page 35 for: QB Item File.

QuickBooks Version Info tab



Setup - Import QB File

In order for the QuickBooks Interface V3 to know about QuickBooks accounts, the user must import a list of these accounts. This import will include the Chart of Accounts, Class List, Customer List, Employee List, Item List and Vendor List.

BEFORE continuing, users should make sure the QuickBooks company file is setup correctly, which means Chart of Accounts, Employees, Payroll, etc. are setup. Users do not need to have QuickBooks inventory set up at this time. See Item Setup on page 35.

To import data from QuickBooks, follow the instructions on the Import QB File screen. If the instructions are not visible, please click the **View Instructions** button.

Steps Needed for Completion of the list Import:

To **Export** Your QuickBooks Info

1. Open your QuickBooks company file.

2. If using QB 2000 - 2003, go to File -> Utilities -> Export. If you are using QB 2004, 2005, go to File -> Export -> Lists to IIF Files. If you are using QB 2006, go to File -> Utilities -> Export -> Lists to IIF Files.

3. Check off **all** options on the export screen. (Ex: Chart of Accounts, Item List, etc.) Click **OK**.

4. Select a file name and file location to save to. Something like QBExportInfo works well.

To **Import** the Data into the Interface see the screen on the next page.

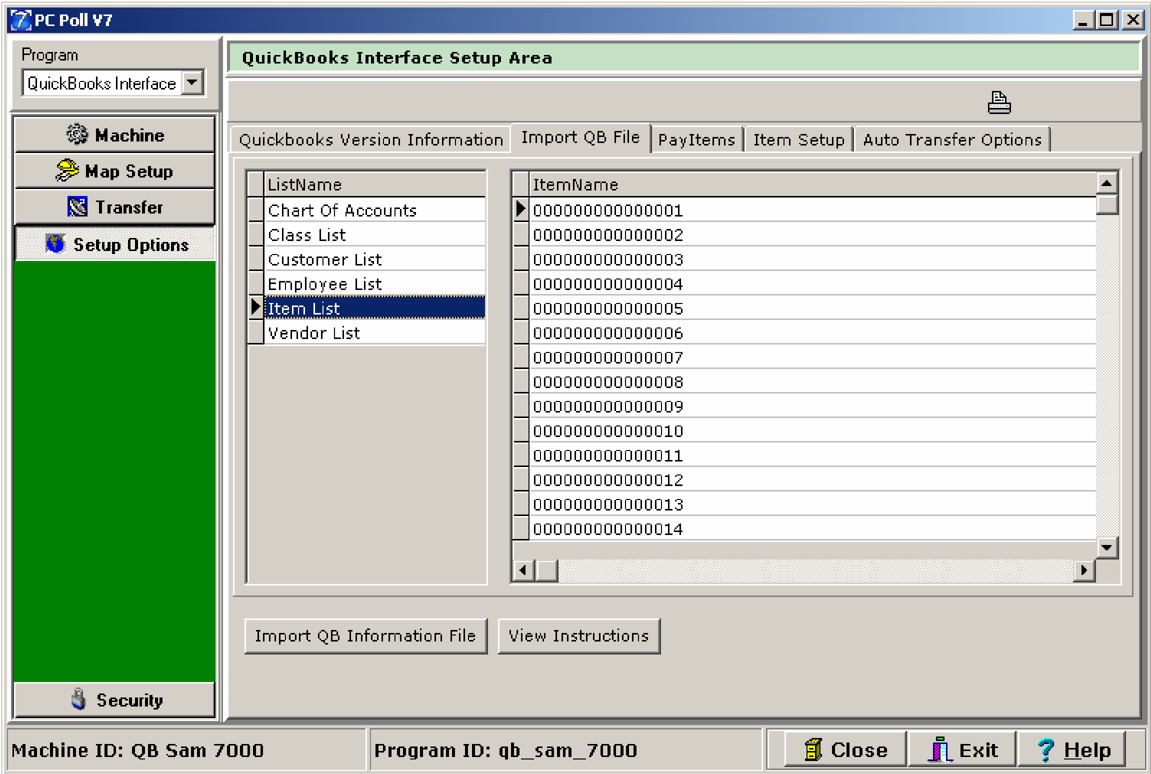
1. Click the **Import QB Information File** button near the bottom of the screen and find the export file created in the previous step. Click **Open.**

2. After the data has been imported, a list of accounts should be displayed within the Interface. The list will look similar to the list pictured below. Clicking on various items within the ListName area will change the display on the right side of the screen.

If using Pro or Premier versions, please see: Pay Items on page 34.

Otherwise read: Item Setup on page 35.

Import QB File tab



Pay Items

This option area is only available for QuickBooks Pro and Premier users. If this area is unavailable, please return to the QuickBooks Version Information screen and check off the appropriate option.

If the user is not planning on transferring Time Keeping information or if the selected cash register does not support Time Keeping operations, please skip this step.

In QuickBooks 2001 and newer, the software does not automatically export Payroll Items. If users with QuickBooks 2001 or newer want to transfer Time Keeping information to QuickBooks, please complete this step. Users of QuickBooks 2000 should have this area automatically populated after completing the Import QB File setup.

Instructions:

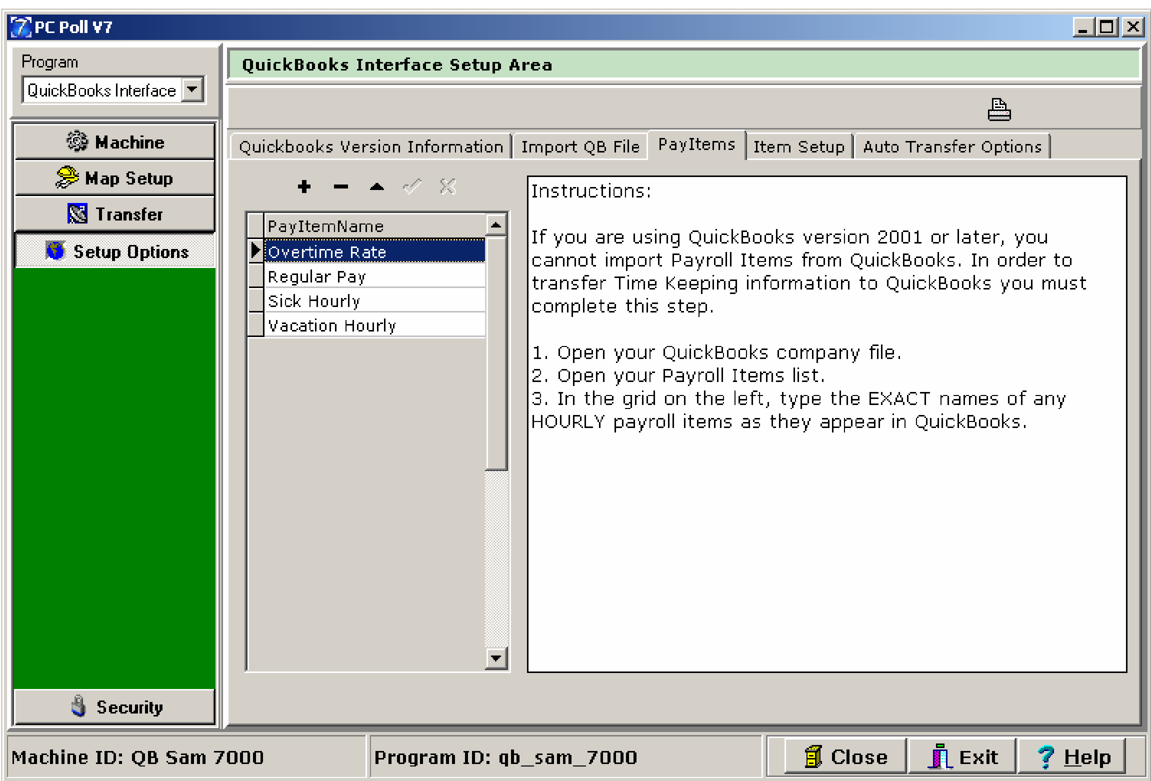
If you are using QuickBooks version 2001 or newer, you cannot import Payroll Items from QuickBooks. In order to transfer Time Keeping information to QuickBooks you must complete this step.

1. Open your QuickBooks Company file.
2. Open your Payroll Items list.
3. In the grid on the left, type the EXACT names of any HOURLY payroll items as they appear in QuickBooks.

To learn how to add or delete items from the list, please refer to: Using Toolbars on page 15.

To learn how to create a list of PLU/UPC items to import into QuickBooks, please refer to: Item Setup on page 35.

Pay Items tab



Item Setup

This step is optional and should only be completed if PLU/UPC items, from V7 Polling, are not already setup within your QuickBooks Inventory file. This step can also be used to add all or a select few PLU/UPC items to QuickBooks.

Before creating the file, please select a machine to use from the Machine area. After creating the file below, it MUST be imported into QuickBooks. To learn how to select a machine, please refer to: Machine Area on page16.

Field Definitions

Delete Selected Item(s): This option will delete all highlighted items. To select all records click on the * in the upper left-hand corner of the grid.

Retrieve Polling Items: This button will import all PLU/UPC items from V7 Polling for the selected machine. This button must be clicked every time an Item Setup file is created. Clicking this button will prompt the software to open the PLU/UPC file and update the current list to include newly added items.

Income Account: This selection area is populated with Income Accounts. Select an Income Account for the PLU/UPC items. For more information about which account to select, consult an accountant or QuickBooks specialist.

COGS Account: This selection area is populated with Cost of Goods Sold Accounts. Select a COGS Account for the PLU/UPC items. For more information about which account to select, consult an accountant or QuickBooks specialist.

Asset Account: This selection area is populated with Asset Accounts. Select an Asset Account for the PLU/UPC items. For more information about which account to select, consult an accountant or QuickBooks specialist.

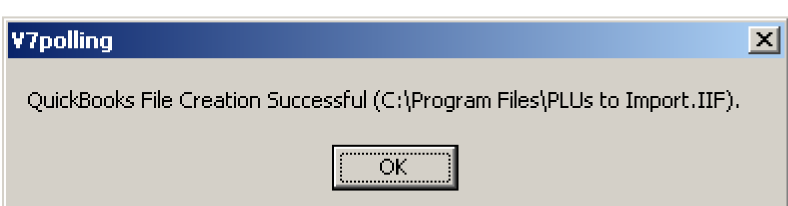
Items are Taxable: If these items are to be Taxable in QuickBooks, check the Items Are Taxable checkbox.

Update: Users are allowed to either update Selected Items or All Items. Make a selection and then click the Update Items button to apply the above account options to the highlighted PLU/UPC items. To multi-select items use the Ctrl and Shift keys on the keyboard. Using the Selected Items option allows users to create a PLU/UPC with various account settings. The All Items option will apply all account settings to all items.

Update Items: Applies the above account settings to either the selected items or all items, depending on the Update area setting.

Use Leading Zeros On Numbers: Once items are created in QuickBooks, they are sorted alphabetically by name. Since the items that will be created will be named based on their PLU/UPC number, the only way to keep them numerically in order is to add leading zeros. This tends to keep things easier to read. If the user would like this option, select the Use Leading Zeros On Numbers checkbox.

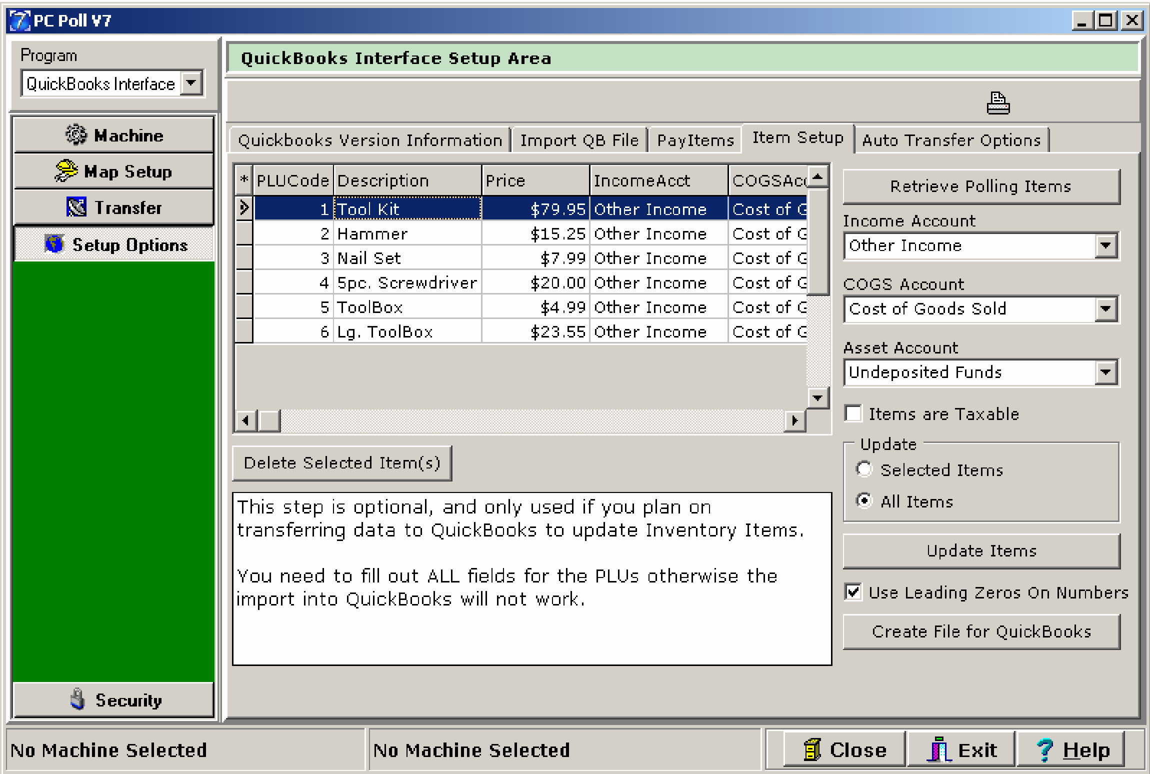
Create File for QuickBooks: Once this button is clicked, users should select a location (where to save the information) and a filename. Then click the Save button. The file will be created. If a file with the selected name already exists the software will prompt the user to overwrite the file.



It is now **IMPERATIVE** that the newly created file is imported into QuickBooks. If the newly created file is not imported into QuickBooks, any PLU sales data files that are transferred to QuickBooks will **not** be transferred properly.

To setup Automatic Transfer Options, please refer to: Automatic Transfer on page 28.

Item Setup tab



Auto Transfer Options

The Auto Transfer Options screen allows the user to configure the system for automatic transfers. To learn more about auto transfers see: Automatic Transfer on page 28.

The grid area on this screen lists all previously created map tables. Simply check off all desired maps. If this area is empty, please go to the Map Setup area and create the necessary map tables. See:

Creating PLU / UPC Maps on page 16.

Creating Group / Department Maps on page 22.

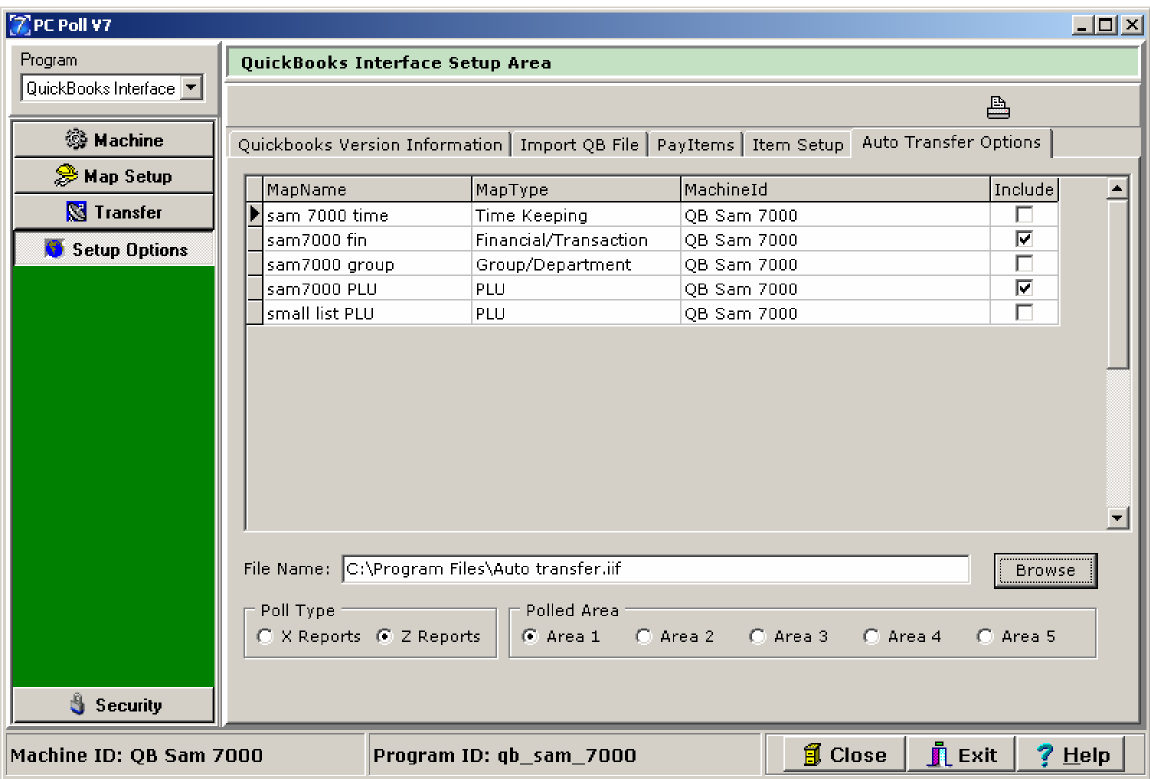
Creating Financial / Transaction Maps on page 19.

Creating Time Keeping Maps on page 24.

Within the File Name area, use the Browse button to select a destination location for the Auto Transfer file. This location will be used every time the auto transfer is completed.

Within the Poll Type and Polled Area sections the user should select the report options they wish to transfer. Most users opt to transfer Area 1 (daily) Z reports, however, that is optional.

Auto Transfer Options tab



Security Area

The Security area of the software provides access to the QuickBooks Interface release code area along with an optional password setup area.

Clicking on the Activation button will bring up the screen below.

The **Machine Identification** is an automatically generated number that is unique to your PC.

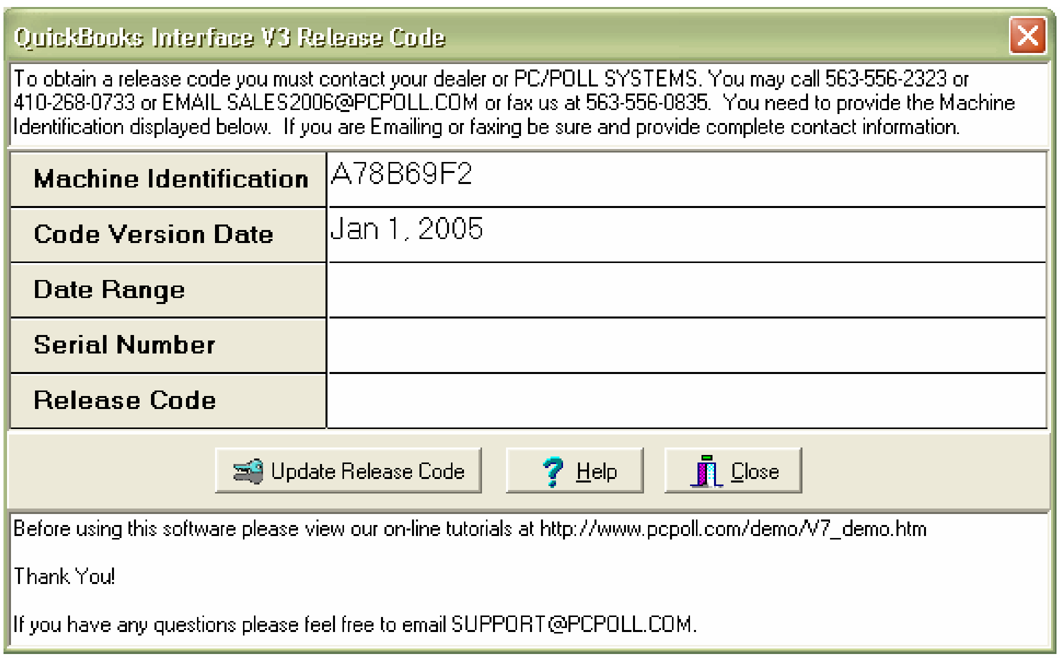
The **Code Version Date** is a date that is used to help generate the Machine ID number.

Entering a **Release Code** determines the **Serial Number** and **Date Range** within which the software can be used. The Release Code automatically updates this information; it cannot be edited.

The **Update Release Code** button is used to post a release code to the system and to verify that the code is valid.

The **Help** button brings up this help file.

The **Close** button will close the release code screen.

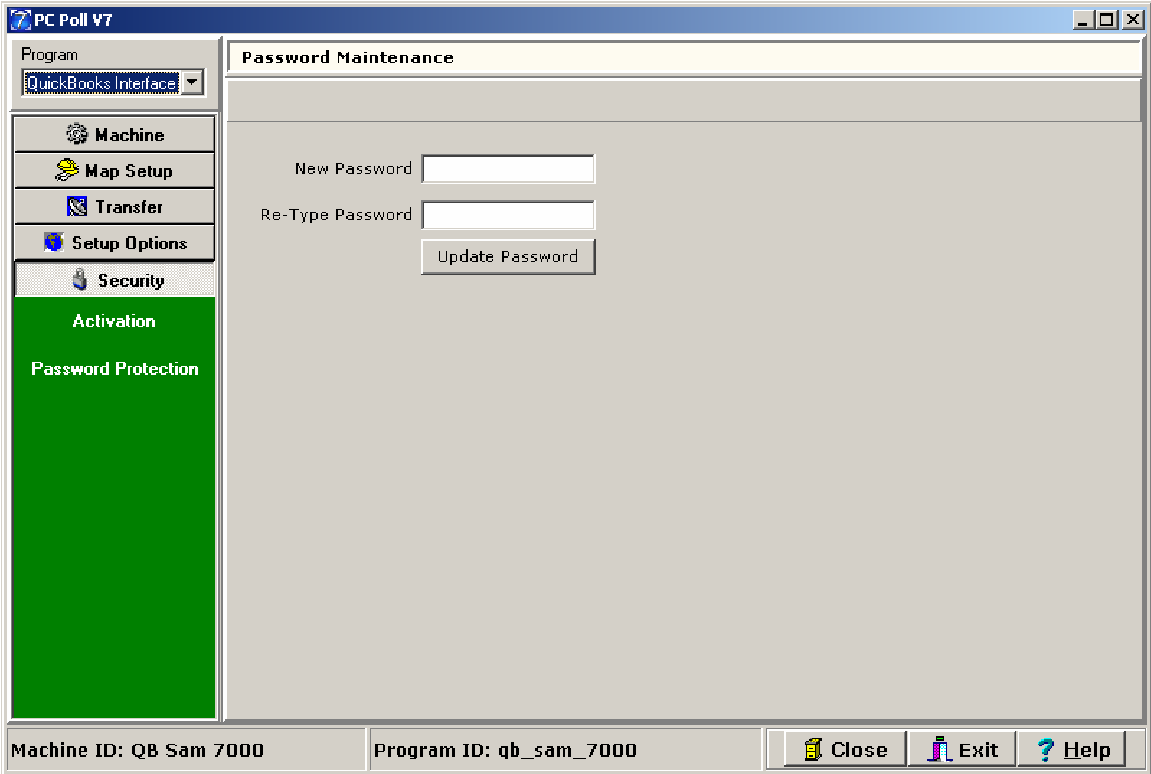


The Password Protection area of the software allows users to set an optional password on the software. This password is case sensitive. When set up, the software will prompt for the password each time the module is opened.

To set a password, simply type a password into the **New Password** entry area. Then type the password a second time into the **Re-Type Password** area. Finally click the **Update Password** button.

To reset the password, users must clear out both the **New Password** and **Re-Type Password** areas and then click the **Update** Password button.

Password Maintenance Screen



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